



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, JUNE 13, 2022, 5:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. PRAYER

3. APPROVAL OF AGENDA

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

6.1 May 16, 2022 City Council Meeting Minutes for Approval (MIN 22-46)

7. NOTICE OF PROCLAMATIONS

7.1 Longest Day of Smiles - June 19, 2022

7.2 Recreation Professionals Week - June 20 - 26, 2022

8. PUBLIC HEARINGS

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 Updated Funding for Aquatic and Arenas Recreation Centre – June 2022 (RPT 22-254)
- 11.1.1 Updated Funding for Aquatic and Arenas Recreation Centre Questions (CORR 22-60) (PRESENTED AT MEETING)
- 11.2 Aquatic & Arenas Construction Tender Award (RPT 22-255)
- 11.3 Crosswalk Safety Improvements (RPT 22-246)
- 11.3.1 Letters of Opposition - Crosswalk at 2nd Avenue and 13th Street West (CORR 22-59)
- 11.4 Crosswalk Policy (RPT 22-236)
- 11.5 Accessible Parking 888 1st Ave E (RPT 22-245)
- 11.6 Friendship City Partnership with Thorey en Plaine - Update (RPT 22-238)
- 11.7 Regional Procurement Partnership Policy (#88) (RPT 22-7)
- 11.8 1st Application for Title - Tax Enforcement (RPT 22-218)
- 11.9 2021 Audited Consolidated Financial Statements (RPT 22-247)
- 11.10 Disposal of 848-18th Street West - Update (RPT 22-232)
- 11.11 License Agreement – Rally Motors Ltd. and Prism Holdings Ltd. (RPT 22-233)
- 11.12 Signature Developments Subdivision - Parcels 4, 5, 6 & 7 (RPT 22-244)
- 11.13 Destination Marketing Levy Policy - Amended as Per Executive Committee (RPT 22-242)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 May 16, 2022 City Council Meeting Inquiry Responses (INQ 22-5)

16. NOTICE OF MOTION

17. MOTIONS

- 17.1 Motion - Mayor Dionne - Disallow issuing Permits to Contractors with Outstanding Permit Requirements (MOT 22-9)

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 22-46

MOTION:

That the Minutes for the City Council Regular Meeting held May 16, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, MAY 16, 2022, 5:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
Councillor Blake Edwards
Councillor Dawn Kilmer (Attended via video conferencing)
(Excused at 5:56 p.m.)
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Lucy Phan, Secretary (Excused at 6:00 p.m.)
Wes Hicks, Director of Public Works
Mitchell J. Holash, Q.C., City Solicitor
Kiley Bear, Director of Corporate Services
Ramona Fauchoux, Acting Director of Financial Services
Timothy Yeaman, Acting Director of Community Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

Mayor Dionne asked that all members stand and that the City Clerk offer the prayer.

3. APPROVAL OF AGENDA

0180. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Head

That the Agenda for this meeting be approved, with the following amendments, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor:

1. That the Proclamation on Saskatchewan Sexual Violence Awareness Week – May 16 – 20, 2022, be added as Item No. 7.6;
2. That RPT 22-215 Asphalt Supply and Paving – 2022, be added as Item No. 11.14 and moved forward for consideration before Item No. 11.1;
3. That RPT 22-216 Concrete Supply and Installation – 2022, be added as Item No. 11.15 and moved forward for consideration following Item No. 11.14; and,
4. That Item No. 11.8 be moved forward for consideration following Item No. 11.15.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

0181. **Moved by:** Councillor Miller
Seconded by: Councillor Head

That the Minutes of the Council Regular Meeting held April 25, 2022, be taken as read and adopted.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

7. NOTICE OF PROCLAMATIONS

- 7.1 Community Pow Wow Day – May 27, 2022
- 7.2 Naturopathic Medicine Week – May 15 – 21, 2022
- 7.3 National Public Works Week – May 15 – 21, 2022
- 7.4 Royal Purple Week – May 15 – 22, 2022
- 7.5 National DeafBlind Awareness Month – June 2022
- 7.6 Saskatchewan Sexual Violence Awareness Week – May 16 – 20, 2022
(PRESENTED AT MEETING)

8. PUBLIC HEARINGS

- 8.1 Bylaw No. 12 of 2022 – Rezoning Land – FUD – Future Urban Development to C4 – Highway Commercial and P – Park & M3 – Large Lot Industrial to C4 – Highway Commercial (RPT 22-205)

Mayor Dionne declared the Hearing open.

Craig Guidinger, Director of Planning and Development Services, presented the matter of the Zoning Bylaw Amendment on behalf of Administration.

Mayor Dionne declared the Hearing closed.

0182. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

That Bylaw No. 12 of 2022 be given 2nd and 3rd readings.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

0183. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

That Bylaw No. 12 of 2022 be read a second time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

0184. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

That Bylaw No. 12 of 2022 be read a third time and passed; and, that Bylaw No. 12 of 2022 be now adopted, sealed and signed by the Mayor and City Clerk.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

8.2 Bylaw No. 13 of 2022 – Zoning Bylaw Review and Amendments (RPT 22-193)

Mayor Dionne declared the Hearing open.

Craig Guidinger, Director of Planning and Development Services, presented the matter of the Zoning Bylaw Amendment on behalf of Administration.

Mayor Dionne declared the Hearing closed.

0185. **Moved by:** Councillor Edwards
Seconded by: Councillor Miller

That Bylaw No. 13 of 2022 be given 2nd and 3rd readings.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

0186. **Moved by:** Councillor Edwards
Seconded by: Councillor Miller

That Bylaw No. 13 of 2022 be read a second time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

0187. **Moved by:** Councillor Edwards
Seconded by: Councillor Miller

That Bylaw No. 13 of 2022 be read a third time and passed; and, that Bylaw No. 13 of 2022 be now adopted, sealed and signed by the Mayor and City Clerk.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.14 Asphalt Supply and Paving – 2022 (RPT 22-215) (PRESENTED AT MEETING)

0188. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

1. That The City enter into the second year of the negotiated Supply Contract for Asphalt Supply and Paving with B&B Construction Group Inc., with the option of two (2) additional years;
2. That Administration be authorized to negotiate the 2022 Asphalt and Paving Price Schedule with B&B Construction Group Inc.; and,
3. That the Mayor and City Clerk be authorized to execute the Contract and any other documentation on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.15 Concrete Supply and Installation – 2022 (RPT 22-216) (PRESENTED AT MEETING)

0189. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

1. That The City enter into the second year of the negotiate Supply Contract for Concrete Supply and Installation with Wheatland Builders and Concrete Ltd., with the option of two (2) additional years;

2. That Administration be authorized to negotiate the 2022 Concrete Price Schedule with Wheatland Builders and Concrete Ltd.; and,
3. That the Mayor and City Clerk be authorized to execute the Contract and any other documentation on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.8 Prince Albert Golf & Curling Centre – Concession Proposal (RPT 22-186)

0190. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Cody

1. That a Bill of Sale between The City and the Prince Albert Golf and Curling Centre for the Concession Building located between the 7th and 8th holes at Cooke Municipal Golf Course be approved;
2. That the Mayor and City Clerk be authorized to execute Legal Documents on behalf of The City, once prepared; and,
3. That Administration include in the Bill of Sale an Option for the City to repurchase the asset for \$1.00 if the Prince Albert Golf and Curling Centre at any time changes its intended use of the asset.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Ogrodnick, Zurakowski and Mayor Dionne

Against: Councillor Miller

CARRIED (8 to 1)

11.1 Development Permit Application – Child Care Centre – 215 – 12th Street West (RPT 22-201)

0191. **Moved by:** Councillor Head
Seconded by: Councillor Zurakowski

- 1. That the Discretionary Use Development Permit Application for a Child Care Centre for up to twenty (20) children to be located at 215 – 12th Street West, legally described as Lot 8, Block 4, Plan No. C199, Extension 0 and Lot 9, Block 4, Plan No. C199, Extension 99, be approved, subject to:
 - a. The Applicant submitting all required plans for review and approval by Administration; and
- 2. That the Mayor and City Clerk be authorized to execute any necessary Agreements related to this Application on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.2 Snow Blower Tender (RPT 22-162)

0192. **Moved by:** Councillor Head
Seconded by: Councillor Ogrodnick

- 1. That the Tender for the purchase of a new Snow Blower be awarded to Falcon Equipment, at a cost \$207,292.50, which includes Provincial Sales Tax and Goods and Services Tax, funded from the Equipment Replacement Reserve; and,
- 2. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.3 Skid Steer Loader Tender 23/22 (RPT 22-202)

0193. **Moved by:** Councillor Head
Seconded by: Councillor Edwards

- 1. That Tender No. 23 of 2022 for the purchase of a new Skid Steer Loader be awarded to Finning Equipment, at a cost of \$129,868.89, which includes Provincial Sales Tax and Goods and Services Tax, funded from the Equipment Replacement Reserve; and,
- 2. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.4 Para Transit Bus Tender (RPT 22-211)

0194. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Ogradnick

- 1. That Tender No. 26 of 2022 for the purchase of a new Para Transit Bus be awarded to Warner Bus Industries, at a cost of \$160,839, including all applicable taxes, funded from the Fleet Equipment Reserve and the Transit Assistance for People with Disabilities Grant; and,
- 2. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.5 Airport Terminal Detail Design Award (RPT 22-199)

0195. **Moved by:** Councillor Head
Seconded by: Councillor Cody

- 1. That the Professional Agreement for the Detailed Design of the new Airport Terminal be awarded to Prairie Architecture Inc., for an estimated cost of \$635,040, plus applicable taxes;

2. That the Architectural Design Fees be funded from the Passenger Facility Fee Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Agreement and any other necessary documents on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.6 2022 Dust Suppression Program (RPT 22-200)

0196. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That Bylaw No. 15 of 2022 be introduced and given three (3) readings.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

0197. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That Bylaw No. 15 of 2022 be introduced and read a first time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

0198. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That Bylaw No. 15 of 2022 be read a second time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

0199. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That leave be granted to read Bylaw No. 15 of 2022 a third time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

0200. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That Bylaw No. 15 of 2022 be read a third time and passed; and, that Bylaw No. 15 of 2022 be now adopted, sealed and signed by the Mayor and City Clerk.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.7 2022 Encapsulation Cell Monitoring (RPT 22-204)

0201. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Cody

1. That the Professional Services Agreement for the 2022 Groundwater Monitoring and Sampling be awarded to Wood Environment and Infrastructure Solutions, for an estimated cost of \$10,840, plus Goods and Services Tax and Provincial Sales Tax; and,
2. That the Mayor and City Clerk be authorized to execute the Agreement and any other applicable documents on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

11.9 Small World Day Care Lease Agreement – East End Community Club (RPT 22-203)

0202. **Moved by:** Councillor Head
Seconded by: Councillor Cody

- 1. That a Lease Agreement between The City and Small World Day Care Co-operative Inc. for 3,480 square feet of multi-purpose space, located within the East End Community Club Hall, for a three (3) year term from July 1, 2022 to June 30, 2025, with a 2 year renewal option, be approved; and,
- 2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

11.10 LFP Naming Rights Agreement (RPT 22-207)

0203. **Moved by:** Councillor Edwards
Seconded by: Councillor Head

- 1. That the Lakeland Ford Park Naming Rights Agreement between The City and the Cook Family in the amount of \$3,000 per year for three (3) years ending December 31, 2024, be approved; and,
- 2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

11.11 CMGC Sponsorship Agreements (RPT 22-208)

0204. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Cody

- 1. That the Cooke Municipal Golf Course Sponsorship Agreement between The City and Affinity Credit Union 2013 in the amount of \$5,000 for 2022 ending December 31, 2022, be approved;
- 2. That the Cooke Municipal Golf Course Sponsorship Agreement between The City and Tipi Fuel Convenience Ltd. in the amount of \$5,000 per year for two (2) years ending December 31, 2023, be approved; and,
- 3. That the Mayor and City Clerk be authorized to execute the Agreements on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

11.12 PAC – Housing Program Update (RPT 22-196)

0205. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That a First Time Homeowners Program Communication Plan be reviewed and developed in consultation with the Communication and Planning and Development Services Departments to maximize uptake of this program.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

11.13 Prince Albert Police Service Proactive Policing Strategy Costs for 2021 (RPT 22-213)

0206. **Moved by:** Councillor Edwards
Seconded by: Councillor Cody

That the remaining \$463,777.05 allocated to the Board of Police Commissioners for the Proactive Policing Strategy for Year 2021 be placed in the Proactive Policing Reserve to fund the approved Multi-Year Proactive Policing Strategy.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Zurakowski – Concrete Trucks Access on 26th Street West

That concrete trucks be immediately restricted from accessing the development on Woodbridge Drive via 26th Street West.

14.2 Councillor Zurakowski – Clean and Sweep Woodbridge Drive

That Administration issue a custom work order to clean and sweep Woodbridge Drive because of the construction that has been ongoing in the area.

15. INQUIRY RESPONSES

15.1 April 25, 2022 City Council Meeting Inquiry Responses (INQ 22-4)

0207. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Miller

That INQ 22-4 be received as information and filed.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION

- 16.1 Councillor Edwards – Establishing a Working Group – Crime, Addictions and Aggressive Loitering in the City

That the City facilitate a working group to focus on crime, addictions and aggressive loitering occurring in the City. An invite to the working group will include but not limited to, members of Council, representatives from the Board of Police Commissioners, Prince Albert Grand Council, Metis Nation of Saskatchewan, Federation of Sovereign Indigenous Nations, Chiefs from First Nations near Prince Albert and North, MLA Hargrave, MLA Ross, related government agencies and members from Federal Liberal Party.

- 16.2 Mayor Dionne – Disallow issuing Permits to Contractors with Outstanding Permit Requirements

That The City disallow issuing permits to any developer or contractor with outstanding permit requirements or financial obligations to the City. For example, this includes Building Permits, Development Permits, Landscaping, Taxes, Lease Fees, etc.

17. MOTIONS

- 17.1 Motion – Councillor Zurakowski – Responsible Pet Ownership Bylaw Review (MOT 22-8)

0208. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Edwards

That Administration prepare a report that clearly details options to amend the Responsible Pet Ownership Bylaw No. 13 of 2021, as it speaks to the feeding of crows, pigeons and other birds that have the potential to become a nuisance to the surrounding neighborhood for consideration by members of Council.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

17.2 Councillor Edwards – Establishing a Working Group – Crime, Addictions and Aggressive Loitering in the City

0209. **Moved by:** Councillor Edwards
Seconded by: Councillor Head

That pursuant to the provisions of the City’s Procedure Bylaw No. 23 of 2021, that the Notice Provisions be waived to permit consideration of Councillor Edwards Motion regarding Establishing a Working Group – Crime, Addictions and Aggressive Loitering in the City.

In Favour: Councillors: Cody, Edwards, Head, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Against: Councillor Lennox-Zepp

Absent: Councillor Kilmer

CARRIED (7 to 1)

0210. **Moved by:** Councillor Edwards
Seconded by: Councillor Head

That the City facilitate a working group to focus on crime, addictions and aggressive loitering occurring in the City. An invite to the working group will include, but is not limited to, members of Council, representatives from the Board of Police Commissioners, Prince Albert Grand Council, Metis Nation of Saskatchewan, Federation of Sovereign Indigenous Nations, Chiefs from First Nations in and near Prince Albert, including the northern area, Members of Legislative Assembly Joe Hargrave and Alanna Ross, Member of Parliament Randy Hoback, related government agencies and members of the Federal Liberal Party.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

18. PUBLIC FORUM

19. ADJOURNMENT – 7:02 P.M.

0211. **Moved by:** Councillor Head
Seconded by: Councillor Miller

That this Council do now adjourn.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogrodnick,
Zurakowski and Mayor Dionne

Absent: Councillor Kilmer

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 13TH DAY OF JUNE, A.D. 2022.



RPT 22-254

TITLE: Updated Funding for Aquatic and Arenas Recreation Centre – June 2022

DATE: **June 9, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Administration proceed with the borrowing of an additional \$30 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre;
2. That Administration increase the City's debt limit to \$120,000,000;
3. That the External Capital Financing in the amount of \$3,997,443.40, be re-allocated to fund the construction costs of the Aquatic and Arenas Recreation Centre; and,
4. That the taxation from the Yard Development fund the remaining costs of the principle and interest payments for the borrowing of the additional funds not funded from the Civic Facilities Levy annually.

ATTACHMENTS:

1. Updated Funding for Aquatic and Arenas Recreation Centre – June 2022 (RPT 22-253)

Written by: Executive Committee

TITLE: Updated Funding for Aquatic and Arenas Recreation Centre – June 2022

DATE: June 7, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Administration proceed with the borrowing of an additional \$30.0 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre.
2. That Administration increase the City's debt limit to \$120,000,000.
3. That the External Capital Financing in the amount of \$3,997,443.40 be re-allocated to fund the construction costs of the Aquatic and Arenas Recreation Centre.
4. The the taxation from the Yard Development fund the remaining costs of the principle and interest payments for the borrowing of the additional funds not funded from the Civic Facilities Levy annually.

TOPIC & PURPOSE:

To consider a proposed updated funding model for the Aquatic and Arenas Recreation Centre in regards to the approval for the award of tender for the construction of the Aquatic and Arenas Recreation Centre.

BACKGROUND:

The previous funding decisions and total spending to date are attached for reference purposes.

In December 2021 the inflation rate was 4.8%. This was followed by January inflation of 5.1%, February at 5.7%, March 6.7% and April at 6.8%. This is the highest inflation rate since 1991.

Bid prices are in for the construction of the new Aquatic and Arenas Recreation Centre and the lowest bid is 35% above the pretender estimate for the facility. As noted above, inflationary pressures, which are outside our control, have driven costs up substantially bringing the total project cost to \$113.8 million. This cost includes all design fees, project management costs, project contingency, equipment and furniture and \$6 million in PST.

The recommendation to City Council, in a separate report, is to award the Contract for Construction of the Aquatic & Arenas Recreation Centre to Graham Construction LP of Saskatoon for \$105,268,000 plus applicable GST & PST taxes.

PROPOSED APPROACH AND RATIONALE:

This revised funding model continues to include no increase in property taxes to fund the new facility by taking the following steps:

- Borrowing of additional funds in the amount of \$30 million;
- Securing \$24 million in external dollars through provincial and federal funding and fundraising initiatives; and,
- Utilizing property tax revenues from the Yard Development and the Civic Facilities Reserve to pay annual financing payments.

In addition the funding model allows the City to proceed with the construction of the Aquatic and Arenas Recreation Centre as planned, retaining all key features of the facility. On the Aquatics side this includes an 8 lane 25 meter competitive pool, 200 spectator seats, combined leisure, splash and wave pool, lazy river; two water slides and whirlpool. On the arenas side this includes 2 NHL size 200ft x 85ft rinks, seating for 366 in one rink and 608 in the other rink, player dressing rooms totaling 6,720 square feet and referee dressing rooms totaling 800 square feet.

In the attached proposed funding model spreadsheet the costs and funding are broken down as follows:

Costs:

- Architectural Fess and Project Management Fees
- Construction Fees as per Tender plus applicable 6% PST
- Equipment Fit Up & Furniture
- 2% Contingency

Funding:

- Annual Civic Facilities Levy Funding of \$1,541,000 (*For Year 2022, the levy funds are committed to the Architectural Fees for the Entertainment Centre*)
- Federal Government Contribution of \$24,000,000 as per the Ultimate Recipient Agreement
- Provincial Government Contribution of \$19,998,000 as per Ultimate Recipient Agreement
- Financing Loan in the amount of \$16,002,000 as per Ultimate Recipient Agreement
- New Financing Loan in the amount of \$30,000,000
- External Funding in the amount of \$24,000,000
- Yard Development – estimated taxation revenue

The two annual interest and principle payments for the Financing Loans are included in the funding model.

The City Manager and the Mayor are continuing to meet with Provincial and Federal Ministers responsible for the Investing in Canada Infrastructure Program to request additional funding due to inflationary costs out of our control. At this time, there is no update if the Investing in Canada Infrastructure Program will provide additional funds. However, they are aware of the pressure rising costs are placing on infrastructure projects.

Additional Borrowing of \$30.0 million

This proposal includes the additional borrowing of a loan in the amount of \$30,000,000 in Year 2023 to fund the construction costs of the Aquatic and Arenas Recreation Centre. The borrowing is required to provide the funding for the construction costs in that year.

This would bring the total borrowing for this project to \$46.0 million.

The annual interest and principle payment for the borrowing of an additional \$30.0 million is \$1,489,408.58 annually. That is projected on the same terms of the borrowing of \$16.0 million – interest rate of 3.45% for 35 years.

The revenue collected annually from the Capital Projects Levy will fund the loan payments with a shortfall of \$742,760:

Capital Projects Levy	(\$1,541,000)
Less \$16.0 million Loan Payment	\$794,351
Less New Loan for \$30.0 million	\$1,489,409
Shortfall in Funding – Aquatic and Arenas Recreation Centre	\$742,760

Anticipated taxation revenue generated from the Yard Development will provide the funding necessary to cover the shortfall noted above and will eliminate any tax increase to property tax payers of the City.

City's Debt Limit

With the borrowing of the additional fund for the construction of the Aquatic and Arenas Recreation Centre, Council needs to approve an increase to the City's Debt Limit from \$75.0 million to \$120.0 million.

External Funding

External funding in the amount of \$24 Million dollars is made up of the following:

- Re-allocation of external funding; and,
- Fundraising Initiatives.

The proposed re-allocation of external funding in the amount of \$3,997,443.40 will be achieved as follows:

Maturing Loan Payment

At the end of 2024, the loan for the Water Treatment Plant (WTP) Upgrades will be fully paid. The budget previously allocated for this loan payment is proposed to be re-allocated to fund the **annual \$635,630 payment** for the Raw Water Pump House (RWPH) Project, beginning in 2025.

The annual loan payments are as follows:

Water Treatment Plant Upgrades - Loan Payment Annually	\$718,523
New Raw Water Pump House - Loan Payment Annually	\$635,630
Savings in annual Utility Fund Budget	(\$82,893)

Re-allocation of External Funding

The Canada Community-Building Fund Program (previously identified as the Gas Tax Fund) has allocated the remaining funds from the Municipal Gas Tax Fund Agreement Program **to the end of the term March 30, 2024** to the Raw Water Pump House (RWPH) Project and the Marquis Road West Extension – Roadway Construction.

As such, Council can re-allocate the below remaining External Capital Financing borrowed to fund the construction costs of the Aquatic and Arenas Recreation Centre:

CCBF March 2022 Payment	\$1,110,113.40
CCBF August 2022 Payment	\$1,110,113.40
CCBF March 2023 Payment	\$1,110,113.40
CCBF August 2023 Payment	\$1,153,224.60
CCBF March 2024 Payment	\$1,153,224.60
2022 Interest for Loan RWPH	(\$368,086.00)
2023 Loan Payment for RWPH	(\$635,630.00)
2024 Loan Payment for RWPH	(\$635,630.00)
External Financing Available	\$3,997,443.40

As such, this report is recommending that the External Capital Financing in the amount of \$3,997,443.40 be re-allocated to the construction costs of the Aquatic and Arenas Recreation Centre.

CONSULTATIONS:

Financial Administration has consulted with the City Manager, Chairperson of the Aquatic Steering Committee, and the Director of Public Works regarding the proposed funding model for the Aquatic and Arenas Recreation Centre.

The Funding Model was presented to the Aquatic and Arenas Project Steering Committee for support.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A media release has been prepared and released on June 7, 2022, to summarize the construction costs and the funding plan.

If the recommendations are approved by City Council, the project website will be updated with details of the funding plan.

FINANCIAL IMPLICATIONS:

The funding plan for this project, as outlined within this report, meets the needs of our community without tax increases during this time of high inflation. This project is overdue, as our existing facilities are over 40 and 50 years old.

With the additional borrowing of \$30,000,000 in 2023, the City's total borrowing will be approximately \$97.0 million, which includes the line of credit.

The City's current Debt Limit is \$75,000,000. The City is ranked #12 for Debt Limit per Capita when compared to Saskatchewan Municipalities.

Ranking	City	2021 Population (a)	Approved Debt Limit (b)	Approved Debt Limit per Capita (b/a)
1	Swift Current	16,750	\$ 110,000,000	\$ 6,567
2	Estevan	10,851	\$ 55,000,000	\$ 5,069
3	Lloydminster	31,582	\$ 133,456,619	\$ 4,226
4	North Battleford	13,836	\$ 55,000,000	\$ 3,975
5	Martensville	10,549	\$ 40,000,000	\$ 3,792
6	Moose Jaw	33,665	\$ 95,000,000	\$ 2,822
7	Yorkton	16,280	\$ 40,542,000	\$ 2,490
8	Humboldt	6,033	\$ 15,000,000	\$ 2,486
9	Melville	4,493	\$ 10,000,000	\$ 2,226
10	Saskatoon	266,141	\$ 558,000,000	\$ 2,097
11	Regina	226,404	\$ 450,000,000	\$ 1,988
12	Prince Albert	37,756	\$ 75,000,000	\$ 1,986
13	Warman	12,419	\$ 20,000,000	\$ 1,610
14	Meadow Lake	5,322	\$ 8,293,096	\$ 1,558
15	Weyburn	11,019	\$ 16,300,000	\$ 1,479
16	Melfort	5,955	\$ 8,000,000	\$ 1,343

With the increase to \$120,000,000, that will move the City to be ranked #6 for Debt Limit per Capita:

Ranking	City	2021 Population (a)	Approved Debt Limit (b)	Approved Debt Limit per Capita (b/a)
1	Swift Current	16,750	\$ 110,000,000	\$ 6,567
2	Estevan	10,851	\$ 55,000,000	\$ 5,069
3	Lloydminster	31,582	\$ 133,456,619	\$ 4,226
4	North Battleford	13,836	\$ 55,000,000	\$ 3,975
5	Martensville	10,549	\$ 40,000,000	\$ 3,792
6	Prince Albert	37,756	\$ 120,000,000	\$ 3,178
7	Moose Jaw	33,665	\$ 95,000,000	\$ 2,822

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, or official community plan implications at this time.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

STRATEGIC PLAN:

Sustainable Growth – The City will anticipate, encourage and prepare for growth and be responsible to the needs of the community with additional parking at the Entertainment District.

Infrastructure – The City will create infrastructure that supports growth while planning for continuous improvement.

Acting and Caring Community – Development of a new Aquatic Centre and a new Arena.

Fiscal Management & Accountability – Investigate innovative revenue sources to reduce reliance on residential property taxes.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Verbal by Briane Vance, Finance Manager

ATTACHMENTS:

1. Revised Funding Model for the Construction of the Aquatic and Arenas Recreation Centre
2. Previous Funding Decisions and Total Spending Year to Date

Written by: Briane Vance, Finance Manager

Approved by: Sherry Person, City Manager

	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	TOTAL
COSTS FOR RECREATION PROJECT							
Architectural Fees and Project Management Fees	\$794,417.09	\$1,682,139.88	\$1,411,327.90	\$800,670.25	\$711,247.14		\$5,399,802.25
Construction - Tender			\$30,703,166.29	\$45,504,100.00	\$21,930,833.71		\$98,138,100.00
PST at 6%			\$1,842,189.98	\$2,730,246.00	\$1,315,850.02		\$5,888,286.00
Equipment Fit Up & Furniture					\$2,500,000.00		\$2,500,000.00
Contingency - 2%					\$1,962,762.00		\$1,962,762.00
TOTAL FEES	\$794,417.09	\$1,682,139.88	\$33,956,684.17	\$49,035,016.25	\$28,420,692.87	\$0.00	\$113,888,950.25
FUNDING FOR RECREATING PROJECT							
Civic Facilities Reserve	(\$211,871.04)		(\$171,640.00)	(\$983,000.00)	(\$1,541,000.00)	(\$2,099,000.00)	(\$5,006,511.04)
40% Federal Government	(\$317,766.84)	(\$672,856.21)	(\$13,582,673.67)	(\$7,026,703.28)	(\$2,400,000.00)		(\$24,000,000.00)
33.33% Provincial Government	(\$264,779.22)	(\$560,655.73)	(\$11,317,762.83)	(\$5,855,002.22)	(\$1,999,800.00)		(\$19,998,000.00)
26.67% City Funding - \$16.0 million		(\$448,627.94)	(\$9,056,247.67)	(\$5,860,000.00)	(\$569,124.39)	(\$68,000.00)	(\$16,002,000.00)
City's Borrowing of Funds				(\$30,000,000.00)			(\$30,000,000.00)
External Funding					(\$24,000,000.00)		(\$24,000,000.00)
Interest and Loan Payments							
Loan Payment - \$16.0 million				\$794,351.25	\$794,351.25	\$794,351.25	\$2,383,053.75
2021 Interest Payment			\$201,640.00				\$201,640.00
Loan Payment - \$30.0 million					\$1,489,408.58	\$1,489,408.58	\$2,978,817.16
Yard Development - Anticipated Taxation			(\$30,000.00)	(\$105,000.00)	(\$200,000.00)	(\$200,000.00)	(\$535,000.00)
TOTAL FUNDING	(\$794,417.09)	(\$1,682,139.88)	(\$33,956,684.17)	(\$49,035,354.25)	(\$28,426,164.56)	(\$83,240.17)	(\$113,978,000.12)
VARIANCE	\$0.00	\$0.00	\$0.00	(\$338.00)	(\$5,471.69)	(\$83,240.17)	(\$89,049.87)
							(\$89,049.87)

Previous Funding Decisions

Loan Financing

On June 29, 2020, Council approved the borrowing of funds as follows:

“That Administration proceed with the borrowing of funds for the City’s portion of the \$16,000,000 to construct the New Aquatic and Arenas Recreation Centre.”

Ultimate Recipient Agreement

On September 21, 2020, Council approved the execution of the Ultimate Recipient Agreement – Investing in Infrastructure Program Funding – New Aquatic and Arenas Recreation Centre as follows:

“That the total eligible expenditure of \$60,000,000 approved for the Project, be funded as follows:

- a. Federal Government’s contribution will not exceed forty percent (40%), which equates to \$24,000,000;
- b. Provincial Government’s contribution will not exceed thirty-three point thirty-three percent (33.33%), which equates to \$19,998,000; and,
- c. City of Prince Albert’s contribution will be twenty-six point sixty-seven percent (26.67%), which equates to \$16,002,000.”

Award for Detailed Design

On September 21, 2020, Council approved the award for detailed design as follows:

- “1. That the Professional Architectural Agreement for the Detailed Design of the new Aquatic and Arenas Recreation Centre be awarded to Group 2 Architecture Interior Design Ltd. in partnership with MJMA Architects for an estimated cost of \$3,593,102, plus applicable taxes;
2. That the Architectural Design Fees for the year 2020 be funded from the Civic Facilities Reserve;
3. That the architectural fees after year 2020 be funded from the overall funding received federally, provincially and the City’s \$16,000,000 borrowing.”

Project Management Services

On September 21, 2020, Council approved project management services as follows:

- “1. That the Project Management Services for the new Aquatic and Arenas Recreation Centre be awarded to AECOM Canada Ltd. in the amount of \$398,578, plus applicable Goods and Services Tax;
2. That the Project Management Services oversee the entire design and construction of the Aquatic and Arenas Recreation Centre over the term of the project to March 2023;
3. That the Project Management Services fees to be paid to AECOM Canada Ltd. for the Year 2020 be funded from the Civic Facilities Reserve;
4. That any additional fees over the amount of \$398,578, be paid conditional upon pre-approval by the City Manager.”

Increase to City’s Debt Limit

On August 16, 2021, Council approved an increase to the City’s Debt Limit from \$65,000,000 to \$75,000,000 as follows:

“That Administration be authorized to proceed with an application to the Saskatchewan Municipal Board for a \$10,000,000 increase to the approved debt limit.”

The City received approval from the Saskatchewan Municipal Board Local Government Committee on September 30, 2021 for the debt limit increase to \$75,000,000.

Civic Facilities Reserve

The Civic Facilities Reserve is funded from a Capital Projects Taxation Levy collected annually and intended to pay for the planning and construction of future City owned facilities.

The Civic Facilities Reserve in Year 2020 funded the two costs as follows based on the ratio of City at 26.67% of the costs:

AECOM Canada Ltd. - Project Management Services	\$9,778.85
Group 2 Architecture Interior Design Ltd.	\$202,092.19
	\$211,871.04

Capital Projects Levy Revenue

For Year 2022, it is budgeted that the levy to be collected will total revenue in the approximate amount of (\$1,541,000).

Previously Council approved borrowing of funds in the amount of \$16.0 million, which was borrowed in early 2022.

The annual interest and principle payment for the borrowing of \$16.0 million is \$794,351 annually.

Capital Projects Levy	(\$1,541,000)
Less \$16.0 million Loan Payment	\$794,351
Remaining Capital Projects Levy Funding	(\$746,649)

On February 7, 2022, Council approved the following recommendation to fund the shortfall of the 2022 Operating Budget as follows:

“\$201,640 savings from unspent Long Term Debt Interest budgeted for the Arenas and Aquatic Centre Loan.”

Total Spending Year to Date

The total spending year to date is as follows for the Aquatic and Arenas Recreation Centre, excluding the land acquisition costs:

<u>Year 2020 Costs</u>	
Project Management	\$36,666.11
Architectural Services	\$757,750.98
Total 2020 Costs	\$794,417.09
<u>Year 2021 Costs</u>	
Project Management	\$56,300.15
Architectural Services	\$1,625,023.53
PA Markit Signs	\$816.20
Total 2020 Costs	\$1,682,139.88
<u>Year 2022 Costs to Date</u>	
Project Management	\$43,648.04
Architectural Services	\$369,252.68
PA Markit Signs	\$4,674.60
Total 2020 Costs	\$417,575.32
TOTAL COSTS YTD (May 2022)	\$2,894,132.29

As the architectural fees are related to the tender construction cost, there will be an adjustment to the architectural fees once the negotiated reduced tender price is finalized. This report is including an additional estimated cost of \$1,313,694 excluding PST due to the increased cost of the construction tender.



City of
Prince Albert

CORR 22-60

TITLE: Updated Funding for Aquatic and Arenas Recreation Centre Questions

DATE: June 15, 2022

TO: City Council

PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Email dated June 13, 2022

Written by: Evert Botha



Terri Mercier

From: bakerbotha@me.com
Sent: Monday, June 13, 2022 10:32 AM
To: City Clerk
Subject: RE: Updated Funding for Aquatic and Arenas Recreation Centre – June 2022
Attachments: 39984.pdf; 39985.pdf; 20220613CityCouncil.pdf

You don't often get email from bakerbotha@me.com. [Learn why this is important](#)

Good afternoon,

Further to this Agenda Item on today's City Council Agenda, I would like to submit the following questions to City Council and Administration, Regrettably I am out of country on business so I will not be able to attend and speak in person.

I would also like to included the additional documents from last week's Executive Committee Meeting as part of my submission as these relate to my letter to City Council.

Kindly confirm that this will be included and provided to City Council.

eB

*****Caution:** This email originated from outside the City of Prince Albert email system.

Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com). ***

Had these reports been included in the attached report (excluded from today's agenda pack)- members of City Council and the residents of the City of Prince Albert would be aware that costs not included are already north of **\$12 MILLION**- which bring the total costs of this project to **\$125 MILLION**.

The excluded funding decisions referred to are the following:

26 June 2020 RPT 20-267

Purchase of approximately 18 acres for **\$6,525 MILLION** plus GST

AND

27 May 2021 RPT 21-268

Purchase of an additional 7 acres for **\$2,537 MILLION** plus GST

AND

27 April 2021 RPT 21-218 UNFUNDED PROJECT

Aquatic and Arenas Recreation Centre Large Arena Award for **\$3,2 MILLION** plus applicable taxes,

AND

7 June 2021 RPT 21-286 Recreation Project - Award of Fundraising Campaign Consultant

Phase 1 Feasibility Study Proposal for **\$43,230** plus applicable taxes.

Please advise why these numbers have not been included in the report.

Yours sincerely,

Evert P. Botha
20 18th St E
S6V1H4

Mayor & City Council
City of Prince Albert
1084 Central Avenue
Prince Albert, SK
S6V 7P3

SENT VIA EMAIL TO: cityclerk@citypa.com

13 June 2022

RE: Updated Funding for Aquatic and Arenas Recreation Centre – June 2022

Dear Mayor Dionne City Council,

During last week's meeting of the City of Prince Albert's Executive Committee, the above report was moved to be debated first, and provided some additional information (attached).

Question 1

In the additional document provided to City Council for this meeting, the Funding model clearly states the expected revenue from taxation of properties in this development. Why was Administration unable to provide the information in the report (attached).

In the supporting document (which is not included in today's agenda pack) the anticipated revenue are as follows:

2022	\$30,000
2023	\$105,000
2024 onwards	\$200,000

Question 2

In the additional document provided to City Council for this meeting, the attached report on Previous Funding Decisions made by City Council (previous and current) excludes the significant amount for the acquisition or property, the fundraising feasibility report and architectural design fees for the unfunded Large Arena.

	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	TOTAL
COSTS FOR RECREATION PROJECT							
Architectural Fees and Project Management Fees	\$794,417.09	\$1,682,139.88	\$1,411,327.90	\$800,670.25	\$711,247.14		\$5,399,802.25
Construction - Tender			\$30,703,166.29	\$45,504,100.00	\$21,930,833.71		\$98,138,100.00
PST at 6%			\$1,842,189.98	\$2,730,246.00	\$1,315,850.02		\$5,888,286.00
Equipment Fit Up & Furniture					\$2,500,000.00		\$2,500,000.00
Contingency - 2%					\$1,962,762.00		\$1,962,762.00
TOTAL FEES	\$794,417.09	\$1,682,139.88	\$33,956,684.17	\$49,035,016.25	\$28,420,692.87	\$0.00	\$113,888,950.25
FUNDING FOR RECREATING PROJECT							
Civic Facilities Reserve	(\$211,871.04)		(\$171,640.00)	(\$983,000.00)	(\$1,541,000.00)	(\$2,099,000.00)	(\$5,006,511.04)
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City's Borrowing of Funds				(\$30,000,000.00)			(\$30,000,000.00)
External Funding					(\$24,000,000.00)		(\$24,000,000.00)
<u>Interest and Loan Payments</u>							
Loan Payment - \$16.0 million				\$794,351.25	\$794,351.25	\$794,351.25	\$2,383,053.75
2021 Interest Payment			\$201,640.00				\$201,640.00
Loan Payment - \$30.0 million					\$1,489,408.58	\$1,489,408.58	\$2,978,817.16
Yard Development - Anticipated Taxation			(\$30,000.00)	(\$105,000.00)	(\$200,000.00)	(\$200,000.00)	(\$535,000.00)
TOTAL FUNDING	(\$794,417.09)	(\$1,682,139.88)	(\$33,956,684.17)	(\$49,035,354.25)	(\$28,426,164.56)	(\$83,240.17)	(\$113,978,000.12)
VARIANCE	\$0.00	\$0.00	\$0.00	(\$338.00)	(\$5,471.69)	(\$83,240.17)	(\$89,049.87)
							(\$89,049.87)

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"That the total eligible expenditure of \$60,000,000 approved for the Project, be funded as follows:

- a. Federal Government's contribution will not exceed forty percent (40%), which equates to \$24,000,000;
- b. Provincial Government's contribution will not exceed thirty-three point thirty-three percent (33.33%), which equates to \$19,998,000; and,
- c. City of Prince Albert's contribution will be twenty-six point sixty-seven percent (26.67%), which equates to \$16,002,000."

Award for Detailed Design

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- "1. That the Professional Architectural Agreement for the Detailed Design of the new Aquatic and Arenas Recreation Centre be awarded to Group 2 Architecture Interior Design Ltd. in partnership with MJMA Architects for an estimated cost of \$3,593,102, plus applicable taxes;
2. That the Architectural Design Fees for the year 2020 be funded from the Civic Facilities Reserve;
3. That the architectural fees after year 2020 be funded from the overall funding received federally, provincially and the City's \$16,000,000 borrowing."

Total Spending Year to Date

The total spending year to date is as follows for the Aquatic and Arenas Recreation Centre, excluding the land acquisition costs:

<u>Year 2020 Costs</u>	
Project Management	\$36,666.11
Architectural Services	\$757,750.98
Total 2020 Costs	\$794,417.09
<u>Year 2021 Costs</u>	
Project Management	\$56,300.15
Architectural Services	\$1,625,023.53
PA Markit Signs	\$816.20
Total 2020 Costs	\$1,682,139.88
<u>Year 2022 Costs to Date</u>	
Project Management	\$43,648.04
Architectural Services	\$369,252.68
PA Markit Signs	\$4,674.60
Total 2020 Costs	\$417,575.32
TOTAL COSTS YTD (May 2022)	\$2,894,132.29

As the architectural fees are related to the tender construction cost, there will be an adjustment to the architectural fees once the negotiated reduced tender price is finalized. This report is including an additional estimated cost of \$1,313,694 excluding PST due to the increased cost of the construction tender.

Capital Projects Levy Revenue

For Year 2022, it is budgeted that the levy to be collected will total revenue in the approximate amount of (\$1,541,000).

Previously Council approved borrowing of funds in the amount of \$16.0 million, which was borrowed in early 2022.

The annual interest and principle payment for the borrowing of \$16.0 million is \$794,351 annually.

Capital Projects Levy	(\$1,541,000)
Less \$16.0 million Loan Payment	\$794,351
Remaining Capital Projects Levy Funding	(\$746,649)

On February 7, 2022, Council approved the following recommendation to fund the shortfall of the 2022 Operating Budget as follows:

"\$201,640 savings from unspent Long Term Debt Interest budgeted for the Arenas and Aquatic Centre Loan."



RPT 22-255

TITLE: Aquatic & Arenas Construction Tender Award

DATE: **June 9, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Contract of Construction for the Aquatic and Arenas Recreation Centre be awarded to Graham Construction LP in the amount of \$105,268,000, plus applicable Goods and Services Tax and Provincial Sales Tax;
2. That the Alternate Price #11 – Revised Foundation Design Load Factor 0.6, for a credit of \$556,000 and Separate Price #1 – Two Pile Load Testing, for a cost of \$110,000, and a total credit of \$457,000, be approved;
3. That a Value Engineering Change Order #1 for 49 Value Engineering Items for a total estimated credit of \$6,672,900, be approved;
4. That an overall project budget including; management, design, fit-up, furnishings, construction, contingencies, and applicable taxes at \$113,888,950, be approved;
5. That the cost of the project be covered, as detailed in RPT 22-253 – Updated Funding for Aquatic and Arenas Recreation Centre – June 2022; and,
6. That the Mayor and City Clerk be authorized to execute the Contract and any other applicable documents on behalf of The City, once prepared.

ATTACHMENTS:

1. Aquatic & Arenas Construction Tender Award (RPT 22-194)

Written by: Executive Committee

TITLE: Aquatic & Arenas Construction Tender Award

DATE: **May 2, 2022**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the City award the Contract for Construction of the Aquatic & Arenas Recreation Centre to Graham Construction LP of Saskatoon for \$105,268,000 plus applicable GST & PST taxes.
2. That the City accept Alternate Price #11 Revised Foundation Design Load Factor 0.6 for credit of \$556,000 and Separate Price #1 Two Pile Load Testing for cost of \$110,000 for a total credit of \$457,000.
3. That the City approved Value Engineering Change Order #1 for 49 Value Engineering Items for total estimated credit of \$6,672,900.
4. That the City approved the overall project budget including; management, design, fit-up, furnishings, construction, contingencies, and applicable taxes at \$113,888,950.
5. That the cost of the project will be covered as detailed in Council Report Funding for the Aquatic & Arenas Recreation Centre – Construction Report to Council.
6. That the Mayor and City Clerk be authorized to execute the Contract, and any other applicable documents on behalf of the city once prepared.

TOPIC & PURPOSE:

The purpose of the report is to award Construction Contract for the Aquatic & Arenas Project.

BACKGROUND:

May 1, 2019 the City of Prince Albert submitted an expression of interest for a Sport Complex under the Investing in Canada Infrastructure Program (ICIP). This expression received a positive response and the City proceeded to the next step.

June 25, 2019 the City of Prince Albert submitted a grant application for a Sport Complex under the Investing in Canada Infrastructure Program (ICIP).

September 6, 2019 the Governments of Canada and Saskatchewan announced publically that they recognize that strategic investments in recreational infrastructure play a key role in supporting healthy, dynamic and inclusive communities where all residents have access to opportunities. The City of Prince Albert was pleased to learn that the revised application for a new Aquatic and Arenas Recreation Centre had been approved by the Federal Government through the Canada Infrastructure Program. Prince Albert was approved for \$44 million of the \$60 million project which includes \$24 million from the Federal Government, nearly \$20 million from the Provincial Government and the remainder \$16 million to be funded by the City of Prince Albert.

With that announcement the City Manager's and Mayor's Offices began the investigation and negotiations to secure a land location for the new facilities. By June of the following year land was in place and the first report was brought before Council to approve the purchase. Subsequently the project kicked into gear and what followed was a two year journey and many update and decision reports to Council.

Lead by the City Manager an Administration Project Team was created and made up of; the Director of Public Works, Director of Community Services, Manager of Capital Projects, and the Recreation Coordinator. In October 2020 the Team attended a 5 day facilities tour of 8 similar and recent facilities in Edmonton, Red Deer and Calgary to investigating what works and what not to do along with the newly retained AECOM Project Manager and Group 2 and MJMA Architectural Team.

Over the next 4 months the team met 5 times to come up with the 3 preliminary conceptual design options to present to Council. Council and Team held two Strategic Planning Sessions in February 2021 and after further consideration the scope and conceptual option was selected and in late March 2021 Council gave direction to Administration to proceed with Detailed Design.

The Team met 21 times over the next 9 months to complete the detailed design. Along the way Administration brought forward to the Project Steering Committee (and subsequently to

Council), design updates and options on various issues such as; location of water slides, exterior building finish, accessibility parking, parking lot stall width, and accessibility lift access to the competition pool. PowerPoint Presentations were also given at design intervals of 30%, 50%, 70% and 90% with interior and exterior renderings to show the progress of the design.

By January 2022 the project was ready for pre-qualifying General Contractors. This stage saw 4 more meetings with finalizations of the drawings and specifications and selections of 3 pre-qualified General Contractors; Graham Construction, PCL Construction, and Wright Construction, all from Saskatoon.

Finally, in March of 2022 after 18 months and 30 meetings, 366 drawings, 1,617 pages of specifications the tender packages was sent to the General Contractors for bidding.

Below is a list just highlights some of the important milestone reports.

June 2020. Council RPT 20-267 Approval to purchase of 18 acres from Signature Development.
Sept 2020. Council RPT 20-379 Award of the Detailed Design to Group 2 and MJMA Architects.
Sept 2020. Council RPT-20-381 Approval of the \$60,000,000 ICIP funding agreement.
Sept 2020. Council RPT 20-393 Award of the Project Management to AECOM.
Mar 2021. Council RPT 21-107 Approval of Conceptual layout and to proceed to Detail Design.
Mar 2021. Council RPT 21-120 Establishment of the Project Fundraising Committee.
Mar 2021. Council RPT 21-212 Establishment of the Project Steering Committee.
May 2021. Council RPT 21-268 Addendum to purchase 25 acres from Signature Development.
Aug 2021. AARP RPT 21-5 Approval to move the Slides to North end of the Aquatics.
Oct 2021. AARP RPT 21-6 Approval on Exterior Design and Design-Bid-Building Delivery Model.
Nov 2021. AARP RPT 21-7 Approval on 30 Handicap parking stalls (9 Phase 1 & 21 Phase 2).
Nov 2021. AARP RPT 21-8 Approval on 3m parking stall widths.
Nov 2021. AARP RPT 21-9 Approval on Handicap Lift access to the Competition Pool.
Jan 2022. AARP RPT 22-2 Approval of Detailed Design, and to proceed to Tender.
Feb 2022. AARP RPT 22-4 Subdivision Zoning & Building and Development Permit Implications.

Back in May of 2019 when the expression of interest was submitted there was no real comparable facilities in Saskatchewan in order to get a magnitude of construction cost. At this stage the project was given a \$60,000,000 place holder for the application.

More than a year later in October 2020 the Architectural team was brought on board. After the facilities tour and preliminary conceptual design was completed in December 2020 a Class D cost estimate was presented at \$69,380,000. In an effort to get back to the budget the Team came up with some potential cost saving options to present to Council. The pool was reduced from 8 lanes to 6 lane and on deck seating reduced from 400 to 200. The hockey rinks seating was brought down to ice level and reduced from 800 and 400 to 300 for each. The commercial space available to rent was 500 sq/ft. This brought the cost estimate down to \$61,270,000.

These options and others were discussed at two Strategic Planning Sessions held in February 2021 with Council. After strategic planning sessions with Council felt reducing the scope was not worth the cost savings and that the facility should proceed with all the planned amenities. Council directed Administration to proceed with an 8 lane completion pool with 200 above deck

seating. Hockey Rinks would have above ice seating of 540 and 270 respectively with 90 standing room, and the commercial area for rent would be 2,000 sq/ft. This brought the April 2020 cost estimate to \$69,380,000.

By September 2021 after 33% design the Class C cost estimate was \$73,380,000. Extensive efforts were put into value engineering to reduce costs without reducing the function or the overall size of the building.

By December 2021 after 75% design the Class B cost estimate was \$78,100,000. This price was a result of the 21 months of COVID-19 disrupting the supply chain and making products such as steel and electronics difficult to source and such sending pricing up.

Class B Cost Estimate December 2021

Design & Fit-up Costs

Project Manager Fees	\$ 398,778
Design Fees (based on \$55M)	\$ 3,670,000
Equipment Fit-up & Furniture	<u>\$ 2,500,000</u>
Sub Total	\$ 4,318,778

Construction Costs

Aquatic & Arenas Building	\$57,759,231
Site Works, Utilities and Parking	\$ 5,087,884
Estimating Contingency (3.5%)	\$ 2,199,649
Escalation (1.2%)	<u>\$ 785,589</u>
Sub Total	\$69,832,353

Taxes

PST (6.0%)	<u>\$ 3,949,941</u>
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Total Class B Cost Estimate \$78,101,072

December 2021 inflation rate was 4.8%. This was followed by January inflation of 5.1%, February at 5.7% and March 6.7%, April 6.8%. This is the highest inflation rate since 1991. These rates have been acerbated by the Russian invasion of Ukraine which has sent oil and gas prices up. One year ago Western Canada Select oil was \$51.06 a barrel. Now it's \$99.99. That's a 96% increase. This has sent Prince Albert asphalt prices up 27% which effects the parking lot. One year ago fuel at the pumps was \$1.199. Now it is \$1.879. That's a 57% increase to the cost of delivery of all materials to the construction site. Other materials such as steel, mechanical equipment and electronic control equipment all have shipping supply issues and increased prices. These were all concerns but none that are within our control.

Again to potentially lower construction costs, the Design Team came up with 10 possible items that could be removed from the project without impacting the overall function of the facility. These items were placed into the tender as Alternate Priced Items. These items would be

separately priced by the General Contractors at the time of tender thus giving the City the ability to add or delete these items depending on the value of the items.

Alternate #1 Delete Exposed Arena Header and Mains Trench. Presently the header for the piping that chills the ice surfaces is designed as exposed. When fittings or and valves springs a leak the boards are removed and the header is repaired. This is the traditional method of construction for ice rinks. Recently with advancement in piping materials headers are now incased in concrete similar to the pipes under the ice. It was anticipated that this could be a large cost savings.

Alternate #2 Add Exterior Pole Mounted Light Fixtures. Presently the park area is designed with street lighting along the path ways but not included in the base bid as a cost saving measure. This is an item that can be easily added at a later date if the price is too high.

Alternate #3 Add Exterior Facade Illumining Colored Lights. Presently the front of the building is designed with changeable lighting that will illuminate the building at night, but not included in the base bid as a cost saving measure. This is an item that can be easily added at a later date if the price is too high.

Alternate #4 Delete Emergency Generator. The building is designed with a back-up generator included in the base bid to protect the facility from a long power outage. If the price for this item comes in too high it could be deleted and added to the project at the end by going directly to the electrical sub-contractor. This was done on the WTP Reservoir & Pump House.

Alternate #5 Add Arenas Service Courtyard Fence. The security fencing around the back of rinks for storage of City equipment is designed but not the included in the base bid as a cost saving measure. This is an item that can be easily added at a later date if the price is too high.

Alternate #6 Add Operable Partition in Multi-purpose room. The Multi-purpose room in the Aquatic area is designed with movable partition wall to split the room into two, but not included in the base bid as cost saving measure. This is an item that can be easily added at a later date if the price is too high.

Alternate #7 Add Tyndal Stone Feature Wall in Lobby. Presently the building has been designed with a feature Tyndal Stone wall finish on the rink size of the lobby to give a historical architectural connection to the other Prince Albert Buildings such as the Court House, Water Plant and City Hall. This item is not included in the base bid as a cost saving measure. This is an item that cannot be added later so if the price is reasonable this is the only time in which it can be done and should be accepted.

Alternate #8 Add Arenas 2nd Level Epoxy Floor Coating. The seating areas of the hockey rinks are designed as polished concrete. This alternate would add an epoxy floor coating as an added protection to the floors. This was not included in the base bid as a cost saving measure. This is an item that can be easily added at a later date if the price is too high.

Alternate #9 Delete Liquidated Damages Clauses. Liquidated Damages are costs the City incurs when the construction of the building is delayed and the architects and engineers inspecting the General Contractors works requires additional visits over a longer period of time. This is a standard clause in contracts. Presently as discussed above is that COVID-19, inflation and the war in Ukraine has cause major supply chain problems. Contractors may have delivery delays beyond their control and therefore will be forced to increase the risk contingency they build into their base bid. Deleting the Liquidated Damages Clauses could be a potentially larger savings then the City paying the Architects and Engineers for their extra time on site.

Alternate #10 Revise Bid Acceptance and Award to 30 days. Again as discussed above that COVID-19, inflation and the war in Ukraine has cause major supply chain problems. Contractors are having difficulty in getting suppliers to guarantee their prices for the 45 day tender period. Reducing the guarantee period down to 30 days could be a potentially large savings. The down side is that Council has less time to ponder award of the Contract.

Alternate #11 Revise Foundation Design Factor of 0.6. When designing any building the structural engineers base their design on the geotechnical investigation report and must calculate the required size and strength of the foundation to hold the building. This design must include a large safety factor as ground conditions are never constant and can change with moisture conditions. More rain causes the ground to have less strength. One way of reducing the safety factor is when actual destructive pile loading tests are conducted. Similar principle to crash testing of cars to improve their safety. Destructive testing is expensive and involves installing two piles near the building footprint. Place a beam across them and loaded that beam until the piles and or beam fail. Load sensor tell the engineering about the movement of the piles in the ground and they can then design closer to the actual strength required to hold the foundation in place. This price will be the potential saving of a reduced foundation design.

Separate #1 Add Price for Two Pile Load Test. This Separate Price is the cost to conduct the above Two Pile Load Test. The difference between the cost of this Separate Price and Alternate #11 is the actual cost savings to the project. If positive both items should be accepted. If negative both items should be rejected.

Tenders opened on March 16, 2022 with an original bid period of 4 weeks closing on April 13, 2022. By the end of the second week General Contractors were requesting a 2 week extension to due enormous size of the project. On April 4 the closing date was extended to April 27. By the end of the fifth week General Contractors were requesting a 1 week extension due to difficulties of supply chains in getting pricing on major equipment. On April 20 the closing date was extended to May 4, 2022. Total tender bidding time was 7 weeks.

PROPOSED APPROACH AND RATIONALE:

The approach and rationale of this project has been the same from the first report to Council.

The City of Prince Albert has been approved through the Canada Infrastructure Program to construct a new City of Prince Albert Aquatic and Arenas Recreation Centre. The 149,565 sq/ft facility will include an aquatic centre and two hockey rinks.

A new aquatic facility will provide recreational opportunities such as:

- Swimming lessons – basic and advanced for all ages
- Fitness activities – lane swimming, aquasize, etc.
- Competitive swimming – swim and triathlon clubs
- Aqua therapy and wellness
- Lifeguard training
- Public Swimming Sessions
- Special Event Rentals - children's parties, staff parties, etc.
- Event hosting

The two community arenas will house recreational opportunities such as:

- Prince Albert Minor Hockey Association
- Prince Albert Skating Club
- Prince Albert Speed Skating Club
- Prince Albert Adult Recreation Hockey Leagues
- Prince Albert Ringette Association
- Utilized by the Catholic and Public School Divisions
- Public Skating Sessions
- Host various hockey and ice event tournaments and shows
- Availability in the future for summer ice rentals and summer power skating camps

The City operates a variety of different opportunities and programs for residents and surrounding communities. These services are delivered to a City population of 37,756 (2021), metro area of 45,718 (including surrounding RMs) and a regional market of approximately 100,000. While the delivery of community services involves multiple partners and players in Prince Albert, it is the City that assumes the single largest role.

A recreational pool goes beyond the idea of having fitness and instruction. Swimming is a life skill activity offering recreation opportunities for all ages. The combination of an aging population, longer life expectancy, and increased interest in fitness is expected to result in a steady growth of swimming activity and the demand for water-based activities is expected to remain high or increase as the aging population seeks fitness and leisure opportunities, which are less stressful than activities such as jogging or aerobics.

CONSULTATIONS:

In addition to the Project Team (City Manager, Director of Public Works, Director of Community Services, Manager of Capital Projects, Recreation Coordinator), the Design Team of Group 2 & MJMA Architects consisted of 17 professional architects and engineers. Together they have designed 75 pools and 100 rinks. Consultations took place with the Planning Department on

subdivision, zoning, building permits, development permits, and building code compliance.

Consultation also took place with the potential users groups such as; Prince Albert Sharks Speed Swimming Club, Prince Albert Pikes Artistic Swimming Club, Prince Albert Minor Hockey, Prince Albert Skate Club.

Consultation also was through regularly scheduled meetings of the Aquatic and Arenas Recreation Steering Committee consisting of the Mayor, three Councillors and two members of the Public.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Through Provincial Government Relations Department the City has been and will continue to coordinate any and all public notices and media releases of the milestones of the project for both the Federal and Provincial Governments.

Upon award two large 10ft x 16ft billboard signs will be erected on the site. The first sign will in accordance with the Federal Funding Agreement acknowledge the \$60 Million in funding from the Federal, Provincial and Municipal Governments. The second sign will be a rendering of the new facility and acknowledge the City of Prince Albert, AECOM, Group 2, MJMA and Graham Construction.

FINANCIAL IMPLICATIONS:

On May 4, 2022 lumps sum prices were received and kept confidential until May 5 when alternate prices and breakout prices for each discipline were also submitted by sealed bid. Three bid were received with the following prices:

Graham Construction	\$105,268,000
PCL Construction	\$113,495,000
Wright Construction	\$106,467,000

The low bid is Graham Construction. Their Alternate pricing submitted on May 5, 2022 are as follows:

Alternate	Name of Addition or Deletion	Price	Recommend
#1	Delete Exposed Arena Header and Mains Trench	-\$ 64,000	No
#2	Add Exterior Pole Mounted Light Fixtures	+\$130,000	No
#3	Add Exterior Facade Illuminating Colored Lights	+\$120,000	No
#4	Delete Emergency Generator	-\$ 72,000	No
#5	Add Arenas Service Courtyard Fence	+\$575,000	No
#6	Add Operable Partition in Multi-purpose room	+\$ 57,000	No

#7	Add Tyndal Stone Feature Wall in Lobby	+\$264,000	No
#8	Add Arenas 2 nd Level Epoxy Floor Coating	+\$ 84,500	No
#9	Delete Liquidated Damages Clauses	+\$ 0	No
#10	Revise Bid Acceptance and Award to 30 days	-\$130,000	No
#11	Revise Foundation Design Factor of 0.6	-\$567,000	Yes
	Separate #1 Add Price for Two Pile Load Test	<u>+\$110,000</u>	Yes
Total Cost of Recommended Alternates		-\$457,000	

Low bidder Graham has noted in their secondary submission that they have some potential ideas that have the possibility to save upwards of 10% or \$10,568,800. This would have to come from a detail investigation to see exactly what these saving entails.

The tender information along with the alternate and separate prices were brought to the AARP Steering Committee for review. From the meeting the following recommendations were made:

1. That the City Manager and the Mayor meet with Provincial and Federal Ministers responsible for the Investing in Canada Infrastructure Program to request additional funding due to inflationary costs out of our control.
2. That the City Administration meet with the Architects and the low bidder Graham Construction to review the tender cost item by item, try to determine what is causing the largest inflationary costs and try to find alternates to reduce cost without compromising the integrity of the facilities ability to delivery programs set by Council.
3. That once the above meeting are completed that finding are reported back to the Aquatic & Arenas Steering Committee for review.

Administration and AECOM Project Manager met with Group 2 & MJMA design team and the low bidder Graham Construction to find further value engineering cost savings. The Graham came up with a list of 106 possible items for consideration. Four main criteria were considered for each item:

- Does it impact programing?
- Does it impact operations?
- Does it impact maintenance?
- Does it save construction cost?

Initially 21 items would compromise the integrity of the facilities ability to deliver programs and had to be rejected. 8 items made logical sense, passing all criteria and were accepted immediatly. This left 77 items for consideration. The Team met 3 times over 3 weeks, each time reviewing further gathered detailed information and their impact on the project. It must be said that everyone cooperated, working together for the betterment of the project. No stone

was left unturned. In the end 49 items were accepted. The list of accepted items are presented below with a total estimated value engineering cost savings to the project of \$6,672,900.

Item	Description	Savings
<u>Reviewed Cost Savings</u>		
1	Water Costs for pool testing paid by City of PA.	25,000
2	Precast - Revise the design of the exterior finish to a flat panel.	120,000
3	Remove the concrete dive towers. Use Paragon Diving Towers.	54,000
4	Revise the picket detail on the 2nd floor lobby railing.	55,000
5	Delete drywall features to lobby finishes at skylight.	15,000
6	Change the lobby flooring from porcelain tiles to sealed concrete.	110,000
7	Change aluminum base to standard cove rubber base at all locations.	20,000
8	Remove waterproofing in the epoxy flooring where unnecessary.	3,000
9	Revise finish coat on steel studs in pool from Z275 to Z180 galvanized coating.	17,000
10	Change the waterslide specification to an open product selection.	99,000
11	Change the spec on the specialty pool tiles from Gail to Agrob Buchtal	31,000
12	Change the pool grating model EMCO 724 to EMCO 760	10,000
13	Revise hydronic & domestic piping to Pex/Hpex piping for 1" and down	18,000
14	Revise air handling equipment to alternate supplier.	1,100,000
15	Revise controls contractor to DMA Controls.	540,000
16	Revise fire protection scope specification from stainless steel pipe.	270,000
17	Revise copper conductors to aluminum conductors for feeds 100A & larger	185,000
18	Remove requirements for 27 20 00 Network components	75,000
19	Revise the light fixtures over the rink surfaces.	100,000
20	Option to replace the landscape grass plantings with smaller grass plugs.	16,000
21	Remove the costs for the temporary dryland seeding to 60,600 m2.	40,000
22	Use asphalt paths in lieu of the concrete sidewalks in park	39,000
23	Earthwork savings to lower the entire site by 0.3 m	167,000
24	Paint coating of structural steel in arena to remove epoxy, use typical paint	230,400
25	Change the interior metal liner cladding to perforated metal corrugate cladding.	520,000
29	Revise the skylight to decrease the skylight in the main lobby.	45,500
30	Revise 3 mm aluminum flashing to 2 mm or 1.3 mm.	34,000
33	Expected savings in the glass & glazing revisions	300,000
34	Revise the aluminum finish to #17 clear anodized in lieu of Duranar XL	Incl in 33
35	Revise windows ESC006,007,009 to use 2 sided SSG system	Incl in 33
36	Add horizontal mullions to sealed unit sides ESC001,005,008,011 and 014	Incl in 33
37	Provide sealed units with Low E on interior windows	Incl in 33
38	Revise interior curtainwall windows to a bottom rail to allow for deflection	Incl in 33
39	Revise exterior glazing systems to more economical products	Incl in 33
31	Revise 4 sided SSG to Vertical SSG	180,000
32	Revise Phantom aluminum doors to thermally broken doors	2,000

40	Revise the silicone air barrier transition membrane to 3M 3015 membrane	38,000
41	Change the wood ceilings from Atkar product to Geometrik product	1,500,000
42	Remove redundant pumps and associated piping, valves, strainers.	58,000
43	Change chlorine feed system from tablets to a bulk liquid chlorine feed.	21,000
46	Remove the 5 yr agreement on the UV system maintenance.	14,000
47	Modify splash pad feature pump from 1 large pump to 2-3 smaller pumps.	14,000
48	Change the arena Cimco refridge system to open spec.	540,000
49	Remove the concrete encasement of the ductwork under the slab	<u>67,000</u>

Costed Savings Total: 6,672,900

* Note that all above items and pricing are assembled for discussion purposes only.
Final pricing will vary depending on final designs and items selected.

Class A Post Tender Cost Budget June 2, 2022

Design & Fit-up Costs

Project Manager Fees	\$ 398,578
Design Fees (based on \$85M)	\$ 4,906,796
Sudries to date	\$ 5,491
Equipment Fit-up & Furniture	\$ <u>2,500,000</u>
Sub Total	\$ 7,810,865

Construction Costs

Aquatic & Arenas Building	\$105,268,000
Alternates & Separate Prices	\$ -457,000
Value Engineering Items	\$ -6,672,900
Estimating Contingency (2.0%)	\$ <u>1,962,762</u>
Sub Total	\$100,100,862

Taxes

PST spent to date	\$ 88,937
PST (6.0%)	\$ <u>5,888,286</u>
Sub Total	\$ 5,977,223

Total Class A Cost Budget \$113,888,950

OTHER CONSIDERATIONS/IMPLICATIONS:

There no policy, private, official community plan, other considerations or implications.

STRATEGIC PLAN:

Acting and Caring Community – Development of a new Aquatic Centre and a new Arena.

OPTIONS TO RECOMMENDATION:

There are not good options to the recommendation.

Option #1.

Don't Award and re-design to reduce the building cost. To actual make enough of a difference would require major sacrifices the buildings facilities such as was offered as an option back in February 2020. This would require an expensive redesign, compromise the facilities ability to fulfill the programs it was intended for and be forever faced with criticism for the items deleted.

Options #2.

Don't Award and re-tender to get a better price. Contract law would require the City to wait one full year so as not to be accused of price fishing. Based on the inflationary trends of the Consumer Price Index and the Bank of Canada announced intentions to increase lending rates, it is unclear whether the price will be lower in one year, economic indicators point to higher prices in one year while recent US Federal Reserve point to stability in one year. Also to note that the project was designed to the latest 2015 National Building Codes. Soon the new 2020 National Building Codes are soon going to be adopted. This new code has major changes to the Energy Codes that will make all building construction more expensive, which the City would then have to comply with.

Option #3.

Don't Award and cancel the project. This will put the \$44 Million Federal and Provincial funding agreement in jeopardy. With the return of the funds to the upper Governments the City would now be responsible for the entire cost thus putting the project out of reach permanently.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Verbal Presentation by Wes Hicks, Director of Public Works

Written by: Director of Public Works

Approved by: Director of Public Works & Director of Community Services & City Manager



TITLE: Crosswalk Safety Improvements

DATE: June 3, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the nine crosswalk safety improvement recommendations in this report be approved.

1. 10th Avenue West at Victoria Hospital – Installation of an RRFB treatment.
2. 15th Avenue East near Helme Crescent – Installation of an RRFB treatment.
3. 6th Avenue East at 8th/9th Street – Installation of an RRFB treatment at 9th Street East.
4. 1st Avenue East at 8th Street – Removal of the existing pedestrian half-signal and installation of standard pedestrian crossing signage and zebra crosswalk paint.
5. 16th Avenue West at 15th Street – Removal of existing pedestrian half-signals and installation of an RRFB treatment.
6. 3rd Avenue East at 28th Street - Removal of existing pedestrian half-signals and installation of an RRFB treatment.
7. 4th Avenue East at 22nd Street – Removal of existing pedestrian half-signal and installation of an Overhead Flashing Beacon treatment.
8. 6th Avenue West at 22nd Street - Removal of existing pedestrian half-signals and

installation of an RRFB treatment.

9. 2nd Avenue West at 13th Street – Removal of existing pedestrian half-signals and installation of an Overhead Illuminated Flashing Beacon treatment.

TOPIC & PURPOSE:

The purpose of this report is:

1. To analyze the safety and performance of crosswalks within the City of Prince Albert including Pedestrian half-signals.
2. To bring forward a plan to upgrade crosswalks to a standard level of safety.

BACKGROUND:

The Department of Public Works performed a crosswalk safety study throughout the City of Prince Albert from November 2021 to April 2022 to determine crosswalk locations needing improvement in order to operate at a standard level of safety. The Standards from the Transportation Association of Canada (TAC): Pedestrian Crossing Control Guide of 2018 (The Guide) were used in this study. The Guides Pedestrian Crossing Decision Matrix utilizes data such as traffic volume, traffic speed, pedestrian count, and road width to standardize crosswalk treatments used throughout Canada.

In the May 2, 2022 Executive Committee Regular Meeting (RPT 21-571) all Crosswalk Safety Improvement Recommendations were approved with the exception of the two (2) following locations.

1. 6th Avenue West at 22nd Street.
2. 15th Street West at 16th Avenue.

These locations were to include treatments including Pedestrian Activated Flashing Beacons (Rectangular Rapid Flashing Beacons [RRFB]).

PROPOSED APPROACH AND RATIONALE:

It should be noted that 4 out of 6 RRFB crossing upgrades recommended in this report have been submitted for SGI Traffic Safety Grant Funding. The decision for grant acceptance will be made in the last week of June 2022.

- 1. 10th Avenue West at Victoria Hospital** - 2021 traffic counts show that 10th Avenue West has an average daily traffic count of 6,141. According to TAC standards this crossing is not operating at a safe level for pedestrians and requires an upgrade. A RRFB Treatment is recommended at this location. This treatment would replace the existing permanently flashing amber beacons.

This location also has a high number of vulnerable road users and is considered a priority for improvement.

- 2. 15th Avenue East near Helme Crescent** – At existing, this highly used crosswalk deploys pedestrian crossing signage and zebra traffic paint. It has been noted that pedestrians often have to wait an extended period of time for vehicles to yield the right of way to allow them to cross the road. High pedestrian usage and traffic volume counts of 9,071 AADT make this location a priority for review.

TAC standards dictate that this crossing is not operating at a safe level for pedestrians and requires an upgrade to an actuated pedestrian crossing. An RRFB Treatment is recommended for installation.

- 3. 6th Avenue East at 8th/9th Street East** – At current, there are two standard pedestrian crossings to be addressed. They are located at 8th and 9th Street crossing 6th Avenue East. This is a crossing location that is required for pedestrian connectivity as the nearest marked pedestrian crossings are located at River Street and 13th Street. The crossing is directly adjacent to the Midtown Community Center which attracts a larger number of elementary aged children who are considered vulnerable road users. 6th Avenue East is a 2 lanes per direction arterial roadway with a current traffic count of 11,321 AADT.

TAC standards dictate that neither of the crossings are operating at a safe level for pedestrians to cross. Removal of the 8th Street crossing and installation of an RRFB Treatment at 9th Street is recommended.

- 4. 1st Avenue East at 8th Street East** – This location currently utilizes a pedestrian half signal treatment. However, TAC standards warrant this location to have a standard zebra crossing with pedestrian crossing signage. The existing AADT is 2,944 which allow for consistent gaps in traffic for pedestrians to cross. A pedestrian half-signal is only required on a 2 lane road only when the speed limit is 60 km/hr or greater with an AADT of >15,000. The crossing location has seen a large decline in use since the

removal of the CO-OP in 2011.

In addition, due to damaged conduit from a water main break in the winter of 2022, extensive work will be required to repair this signal if it is not removed. Removal of the pedestrian half-signal at this location would cost approximately \$1,000. Repair of the signal would cost approximately \$45,000 including hundreds of hours of City labor. For this reason it is strongly recommended that the pedestrian half-signal be removed and replaced with a standard crossing with zebra crosswalk paint.

- 5. 16th Avenue West and 15th Street West** – This location currently utilizes a pedestrian half-signal crosswalk treatment. The crossing is commonly used to access nearby businesses and cross 15th Street West. The current average daily traffic is 4,944 and warrants a standard zebra crossing with pedestrian crossing signage.

However, due to the local conditions and importance of the crossing it is recommended that an RRFB treatment is installed. Removing the pedestrian half-signal lights will save in electricity costs and work to further standardize treatments throughout the City.

- 6. 3rd Avenue East and 28th Street East** – This location currently hosts an important elementary school crossing. It is essential to ensure all children are safe when crossing the 28th Street arterial roadway with an average daily traffic of 10,770. It has been determined that this particular intersection would be improved with the use of RRFBs. This is supported by TAC standards.

One major benefit of the treatment is that the RRFB begins to flash as soon as a pedestrian touches the button to cross. This allows pedestrians to cross the street in a more efficient manner.

An additional benefit of this treatment is that traffic can proceed with caution after a pedestrian has crossed the road (similar to the crossing over 6th Avenue East at Carlton Comprehensive High School) whereas, currently the pedestrian half signal stops traffic for 25 seconds. This improvement would act to reduce traffic congestion and improve sightlines along 28th Street during peak hours as well as allow children to cross the street safely.

Removal of the existing pedestrian half-signal and installation of an RRFB treatment is recommended at this location.

- 7. 4th Avenue East at 22nd Street** – This important crossing of 22nd Street East

commemorates Rudy the long-time crossing guard and his decades of service to the community. Rudy will be recognized and this location will remain a crossing long-term.

This location currently utilizes a pedestrian half-signal treatment. TAC standards dictate that this location warrants a standard pedestrian crossing with zebra traffic paint and pedestrian crossing signage. However, due to the road geometry and existing sightlines this is not an option unless mature street trees are removed or expensive curb extensions are cast.

For this reason, it is recommended that an Overhead Flashing Beacon treatment be installed. The Overhead Flashing Beacon treatment is designed to overhang directly over the centerline of the roadway to ensure all motorists are alerted that a pedestrian is crossing the street.

8. **6th Avenue West at 22nd Street** – This crossing was formerly used as a crossing for the old St. Anne’s Catholic School. After the new construction of St. Anne’s Catholic School was completed a new pedestrian half signal was built at the crossing of 6th Avenue West and 24th Street. This reduced the use of the pedestrian half-signal at 22nd Street West. In October 2019 a crossing study was done that showed 26 pedestrians crossing the road per day. It should be noted that the current AADT on 6th Avenue West at 22nd Street West is 4,193. The traffic count is low enough that gaps in traffic are common. For this reason, it has become a common occurrence that pedestrians cross at this location without activating the traffic signal.

However, due to local conditions and the road geometry it is recommended that the pedestrian half-signals are removed and an RRFB treatment is installed at this location.

9. **2nd Avenue West and 13th Street West** – This is a highly used pedestrian crossing within the City of Prince Albert. A pedestrian crossing study was done in October 2019 which showed 212 pedestrians crossing (East-West) per day at this location. TAC standards dictate that overhead rapid flashing beacons similar to what is installed at Carlton and 6th Avenue East are warranted in this location. The largest benefit to this crossing improvement is reduced traffic congestion as well as reduced traffic/pedestrian collision rate. SGI crash statistics show that 104 traffic accidents have been recorded between 12th and 14th Street since 2012.

The main concern at this crossing is that the extended stop time causes traffic backups on the Diefenbaker Bridge regularly. During peak hours and long weekends traffic backups through 15th Street West are also not uncommon. It should be noted that the existing crossing has a red light time of **40** (*Correction: Original report that went to Executive Committee on May 2, 2022 had incorrectly stated 35 seconds*) seconds to

allow senior citizens to cross the 28 meter wide street. Traffic backups and reduced sightlines lead to dangers not only for traffic but for pedestrians trying to cross the street at 2nd Ave W/15th St and 2nd Ave W/12th St. It is recommended that the pedestrian half signal is converted to an Overhead Illuminated Flashing Beacon allows traffic to move with caution once pedestrians have crossed.

In May, 2022, the Department of Public Works became aware that some citizens are concerned about the pedestrian crossing time at 2nd Avenue West and 13th Street West. It should be noted that the conversion to an Overhead Illuminated Flashing Beacon treatment will not reduce the time for a pedestrian crossing the roadway. The flashing yellow beacon time will remain at 40 seconds (the same as the current red light time) to ensure pedestrians are able to cross the street in a comfortable manner.

Proposed Double Cantilever Overhead Illuminated Rapid Flashing Beacon Treatment for 2nd Avenue West at 13th Street.



CONSULTATIONS:

The City of Saskatoon Transportation Division was consulted to determine the effectiveness of RRFBs thus far in the City of Saskatoon. It was determined that the RRFB Treatment had

been effective where implemented so far in the City of Saskatoon. The City currently has 10 sets of RRFBs and has 10 more approved for installation in 2023.

The Prince Albert Police Service was consulted and are in support of the installation of RRFBs at all SGI Grant Funding locations proposed in this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

If the suggested improvements are approved the Department of Public Works will consult with the Department of Communications to issue a statement regarding crosswalk improvements/pedestrian half-signal removals throughout the City. This statement will also include a public introduction to the safe use and benefits of RRFBs and their new locations within the City.

FINANCIAL IMPLICATIONS:

1. **10th Avenue West at Victoria Hospital** – A total amount of \$12,252.64 was submitted for SGI Grant Funding for the purchase of 2 RRFBs, Traffic Poles and material for concrete piles. The traffic operating budget will be used for all City labor and equipment used for installation.
2. **15th Avenue East near Helme Crescent** – A total amount of \$12,252.64 was submitted for SGI Grant Funding for the purchase of 2 RRFB's, Traffic Poles and material for concrete piles. This would fully fund the upgraded treatment installation. The traffic operating budget will be used for all City labor and equipment used for installation.
3. **6th Avenue East at 9th Street** - A total amount of \$18,378.96 was submitted for SGI Grant Funding for the purchase of 3 RRFB's, Traffic Poles and material for concrete piles. This would fully fund the upgraded treatment installation. The traffic operating budget will be used for all City labor and equipment used for installation.
4. **1st Avenue East at 8th Street** –Removal of the pedestrian half signal is to be performed using City labor and will not have a direct material cost. The removal will promote treatment standardization and save approximately \$44,000.
5. **16th Avenue West at 15th Street** – Removal of this pedestrian half signal will be performed using City labor and will not have a direct material cost. 2 RRFB units and concrete piles will cost \$12,252.64 and will be covered under the Traffic Operating Budget.
6. **3rd Avenue East at 28th Street** – A total amount of \$12,252.64 was submitted for SGI

Grant Funding for the purchase of 2 RRFB's, Traffic Poles and material for concrete piles. This would fully fund the upgraded treatment installation. Removal of this pedestrian half signal will be performed using City labor and will not have a direct material cost.

7. **4th Avenue East at 22nd Street** – Removal of this pedestrian half signal will be performed using City labor and will not have a direct material cost. An Overhead Flashing Beacon treatment will cost approximately \$6000 and will covered under the Traffic Operating Budget.
8. **6th Avenue West at 22nd Street** – Removal of this pedestrian half signal will be performed using City labor and will not have a direct material cost. 2 RRFB units and concrete piles will cost \$12,252.64 and will be covered under the Traffic Operating Budget.
9. **2nd Avenue West and 13th Street** – Conversion of the existing pedestrian half signals to overhead rapid flashing beacons will require relocation of traffic poles and concrete piles. Materials will cost approximately \$22,000. All additional equipment and labor will be financed in the traffic operating costs.

The average pedestrian half signal uses approximately \$350 in electricity each year. The removal of the 5 proposed pedestrian half-signals would save approximately \$1750 in electricity per year. Additional savings would also be seen as a result of reduced maintenance and upkeep costs.

A total amount of \$55,136.89 has been submitted to SGI for crosswalk safety grant funding. The decision for grant acceptance will be made in the last week of June 2022.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy or Policy implications. There is also no Options to the Recommendation or Official Community Plan.

STRATEGIC PLAN:

This report supports the following long term strategies.

1. To enhance active transportation throughout the City of Prince Albert.
2. To improve pedestrian and motorist safety at crosswalk locations within the City.

3. To utilize proven sustainable energy technologies when possible throughout the City.
4. To standardize crosswalk treatments throughout the City.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Attachment 1 - 16th Ave W at 15th St
2. Attachment 2 - 4th Ave E at 22nd St
3. Attachment 3 - 6th Ave W at 22nd St

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager









City of
Prince Albert

CORR 22-59

TITLE: Letters of Opposition - Crosswalk at 2nd Avenue and 13th Street West

DATE: June 6, 2022

TO: City Council

PUBLIC: X

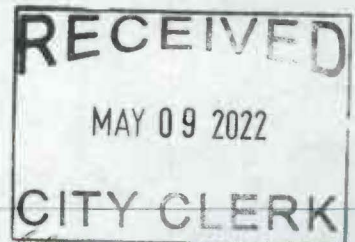
INCAMERA:

PRESENTATION: NONE

ATTACHMENTS:

1. Gisele O'Neill Letter received May 9, 2022
2. Jeanne Lapierre Letter dated May 4, 2022

Written by: Various Residents



Mr Mayor

Ladies and Gentlemen Councillors CITY COUNCIL

I am Gisèle O'Neill, I live at the Columbia Centre. I was made aware that ~~the~~ signal lights to the mall was in jeopardy again.

I know that cars and trucks commuters are in a hurry to go home or work. Well everyone should chill out again until a new bridge is built (I hope it is still on the table). We need the lights because our residents go shopping at the dollar store, or have coffee with friends or walk along the hallway for exercise, also to appointments at The Associated Clinic, pharmacies or Medi Centre on Central. It is already difficult to walk long distance even with a walker, specially during the winter. The crosswalk and the walk to the post (on our side) (where the button to change the light is) are not cleared of snow, in order to reach the button you have to climb the snow bank which is impossible for any of us.

If there are accidents at that light it's because of inattention in the part of the drivers, changing lights will not solve the problem. I would like to suggest "for a certified person to stand there ^{at that light} for a week and take photos of the cars, trucks and pedestrians and see where the problem is.

I know of 3 instances when an elderly person with a walker, in a hurry to cross, fell in the street. Our elderly were lucky because a good Samaritan or that person could not ^{proceed} as the elderly fell in front of this person's car, when the light turned green for the traffic everyone passed, even though this elderly was on the

street unable to get up as their walker rolled away. These things do not come to your attention because we are so used to hardship. We still make it on our own. We still have our faculties meaning we can think, walk, and take care of ourselves but on a much slower level.

Now if you cannot improve this crossing for us STOP bringing this subject up. If you cannot afford or so better leave it as is, which is better than nothing. If you need something to spend money on please start employing people to clean our lanes and empty lots (not only central). I mean pickup garbage. Equip them with the necessary tools and make this town clean and beautiful for this summer.

You can keep many people working all year around by just doing this. Papers etc fly out of garbage and recycling trucks all the time.

If you need more ideas to have the cleanest Best Town to live in, ask an elderly person or persons.

You do not have to embrace all our suggestions but you can listen and make it your own.

Thank you for listening and hearing.

Columbian Centre
606-205 135W

Suzette O'Neill

RECEIVED

MAY 09 2022

CITY CLERK

CITY
COUNCIL

May 4 2022.

Serra Lannon Zapp.

My name is Jeanne Lapierre I've been
in the Columbian Centre 2 years.

I walk across the street to the mall
often. I feel safe with the crossing
the way it is.

I would like it to remain the way it
is now. We need a safe crossing.
We are getting older & slower.

Hope they don't change it!

Jeanne Lapierre

Columbian Centre
608-205 13 St W

TITLE: Crosswalk Policy

DATE: June 6, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the proposed Crosswalk Policy be approved.

TOPIC & PURPOSE:

The purpose of this report is to introduce a Crosswalk Policy to City Council for approval.

BACKGROUND:

The Department of Public Works currently does not have a formal policy in place to process requests or outline criteria for custom crosswalk painting. Every year the Department receives 10 - 15 requests to paint various crosswalks throughout the City. Often City traffic accommodation has been provided in-kind for these requests which has taken employees away from their normal duties with no compensation. In addition, lack of a formal policy has created confusion for applicants and extra administrative time is required to work out details for the requests. This has led to inefficiency and inconsistency in what requests are approved or denied. A Crosswalk Policy is required to improve this process and formalize criteria and responsibilities of the applicants and the City.

In addition, The Department of Public Works does not have a formal policy detailing standard procedure for adding, removing or selecting crosswalk treatments throughout the City. This Policy is required to ensure that best practices are followed in a consistent manner for all marked crosswalk locations throughout the City.

PROPOSED APPROACH AND RATIONALE:

Crosswalk Installation, Removal and Treatment Selection

The Department of Public Works aims to provide safe, consistent and accessible crosswalks for the public to use. This Policy is intended to maintain consistent design standards, methodology and procedure for adding, removing, relocating or selecting treatments for crosswalks in the City. The standardization of pedestrian crossing control increases local knowledge of the treatments used and the effectiveness of designs. The Transportation

Association of Canada: Pedestrian Crossing Control Guide (2018) is used with engineering judgement to select crosswalk treatments, and criteria to install or remove marked pedestrian crossings.

Within this Policy a standard process has been developed using the Pedestrian Crossing Control Guide to ensure best practices are followed. This process considers information such roadway geometry, pedestrian sightlines, pedestrian count, vehicle count, lane widths and active transportation connectivity within the City.

Crosswalk Painting Requests

The Transportation Association of Canada: Manual of Uniform Traffic Devices for Canada is used to standardize all traffic paint and traffic signage throughout Canada. In this manual, it states that crosswalk lines are to be painted white only. At current, requests are made to paint crosswalks in many different colors. This creates multiple problems such as motorists looking at the crosswalk painting rather than the roadway and confusion when colors such as orange (construction), yellow (warning) and red (stop) are used. The function of painted crosswalks is for pedestrian safety and it should be deployed for this purpose. For this reason it is recommended in this Policy that all approved crosswalk art be white in color.

Other important information and criteria for the Crosswalk Painting Process includes.

- No custom crosswalk painting over arterial streets will be considered.
- Applicants must submit the crosswalk applications by June 30th. This is to ensure that City traffic accommodation can be scheduled and to allow administration adequate time to process the request in a fair manner.
- City performed traffic accommodation is required to ensure the applicants safety while painting. All equipment, material and labor to perform this request will be invoiced to the applicant at a reduced flat rate of \$200.
- All traffic paint, stencils and labor to perform the painting must be provided by the applicant.
- Custom Painting Requests will only be considered at existing marked pedestrian crossings.

CONSULTATIONS:

The Mayor and the Community Services Department were consulted in this process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

If the Crosswalk Policy is accepted, it will be published on the City's website. Interest groups who request painted crosswalks in support of their motion will be notified of the policy at that time.

POLICY IMPLICATIONS:

The addition of a Crosswalk Policy.

FINANCIAL IMPLICATIONS:

City Traffic Accommodation is required to ensure the safety of the applicant/painter performing the work for all approved custom crosswalk paintings. In the past, the average cost to perform this traffic accommodation is \$463.37. However, since these crosswalks are largely painted by non-profit organizations it is recommended that a flat rate of \$200 be invoiced to the applicant for any approved custom painted crosswalks.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications. There is also no official community plan or options to the recommendation.

STRATEGIC PLAN:

The proposed policy supports the long-term strategy to standardize pedestrian crosswalk infrastructure throughout the City of Prince Albert. Standardizing crosswalk treatments enhances public knowledge and improves pedestrian safety. This policy also supports the long-term strategy to enhance active transportation and move toward sustainable energy infrastructure.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Crosswalk Painting Application
2. Crosswalk Policy 2022

Written by: Evan Hastings; Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

Crosswalk Painting Request - Application

Process for Requests for Crosswalk Painting

1. Complete the application and submit to the City of Prince Albert Department of Public Works. This form can be filled at the Department of Public Works (3rd floor of City Hall), completed online and emailed to pwinquiries@citypa.com, or completed over the phone at (306) 953-4900. All applications are to be submitted by June 30th of each year. There is no guarantee that any applications submitted after June 30th will be approved.
2. The Transportation and Traffic Manager will review the request within 10 business days of submission and contact the applicant about any changes that are required.
3. Once the message/motion and stencil is approved the Transportation and Traffic Manager will work with the applicant to determine a crosswalk location that is safe to paint.
4. The Transportation and Traffic Manager will coordinate with the applicant and with the City of Prince Albert sign shop in order to select a day that traffic accommodation can be provided to ensure a safe painting process.
5. All applications for crosswalks will be processed according to the City's Crosswalk Policy.

Criteria

1. Only white paint will be considered for approval.
2. Only simple designs will be considered. This is so that the crosswalk is not distracting or confusing to road users.
3. All stencils must fit between standard 2.5 m wide crosswalk lines. The line width of the crosswalk bars are to be a standard 100 mm.
4. City of Prince Albert Traffic Accommodation is required to ensure the safety of the painter. Traffic accommodation will be provided to the applicant at a reduced flat rate of \$200.
5. The applicant is responsible for supplying the paint, stencil and painters required to complete the work.
6. Crosswalk Painting Requests will not be considered on Arterial roadways.

Application:

Information on Organization

Organization Name

Applicant Name

Which of the following best describes your organization?

- For-profit Organization
 Registered Non-profit Organization
 Other (please explain)
- Registration #

Contact Information

Name

Telephone (day)

Telephone (evening)

Address

Email Address

Crosswalk Painting Request - Application

Details of the Request to paint a Crosswalk(s)

Describe who wants to do the painting, of what, and why. A simple stencil that is repeated across the crosswalk is best. Please attach a picture of the stencil if available.

Example 1:

A fork and spoon to emphasize eating establishments in the area. We want to promote the downtown as a great place to eat and shop, and to provide some fun temporary art.

What is the size of the crosswalks art or stencil?

What type of paint are you planning to use?

When does the painting need to be completed by – date and time? (Please remember that City Traffic Accommodation will have to be scheduled for this request.)

Where do you want to paint the crosswalk(s)? Please include approximate area. The Department of Public Works will assign a location as close as possible that is safe to be painted. Please note that arterial roadways will not be considered for approval.

Example: Central Avenue at 12th Street. Crosswalk going East-West.

Who will perform the painting?

What days are they available to complete the painting?

Send Completed Applications to:

**City of Prince Albert, Attention: Transportation and Traffic Manager, Department of Public Works
1084 Central Avenue, Prince Albert, SK S6V 7P3
Or email to: pwinquiries@citypa.com**

Date of Application _____ Signature of Applicant _____

Note:

Applications are required for all requests for crosswalk painting. Applications will be reviewed by the Department of Public Works. The City will be in contact if any questions regarding the application arise. The applicant will be advised of City's decision in writing once a final decision on the application has been made.

Crosswalk Painting Request - Application

Application Checklist:

- The request for Crosswalk Painting process has been reviewed.
- The application has been completed in full at least one month in advance of requested date of painting.
- I agree to be responsible for all information and costs outlined in this application.

Office Use OnlyApproved Denied

Transportation and Traffic Manager _____ Date _____

Notes:

City of Prince Albert Statement of POLICY and PROCEDURE			
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Issued by:	Evan Hastings, Transportation Manager	Dated:	June, 2022
Approved by:			

1 POLICY

- 1.01 The City shall follow all specifications in the Manual of Uniform Traffic Control Devices for Canada, prepared by the Transportation Association of Canada, and engineering judgement when processing the painting of crosswalks.
- 1.02 The City shall follow all specifications in the Pedestrian Crossing Control Guide, prepared by The Transportation Association of Canada, and engineering judgement when processing the installation or removal of crosswalk locations, as well as, the crossing treatments and components used.

2 PURPOSE

- 2.01 To define the specifications and procedure used for the installation or removal of controlled pedestrian crosswalks in the City.
- 2.02 To minimize crash rates that include or are influenced by pedestrians at controlled pedestrian crosswalks in the City.
- 2.03 To reduce traffic congestion at high traffic pedestrian crossing locations.
- 2.04 To reduce the delay experienced by pedestrians attempting to cross streets within the City.
- 2.05 To standardize the crossing treatments utilized at pedestrian crosswalks.
- 2.06 To enhance connectivity of active transportation within the City.
- 2.07 To provide a process and specifications needed to maintain public safety

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and provide consistency in facilitating unique, painted crosswalks for eligible applicants.

3 SCOPE

3.01 This Statement of Policy and Procedure herein applies to:

- a. The installation, removal or alteration of all marked pedestrian crossings within the City of Prince Albert.
- b. Treatment selection for all marked pedestrian crossings.
- c. All requests for unique painted crosswalks by interest groups.

4 RESPONSIBILITY

4.01 The Department of Public Works is responsible for ensuring that any installation or removal of crosswalks and crosswalk treatments conform to this Policy.

4.02 Motorists approaching a marked pedestrian crossing must yield the right of way to any pedestrians crossing the street.

4.03 City Council shall be responsible for approving any changes to this Policy as recommended by the Department of Public Works.

4.04 The applicant shall be responsible to submit a complete Crosswalk Painting Request.

5 DEFINITIONS

5.01 Applicant – refers to a person, group, or organization with an interest to promote or a specific message to support.

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- 5.02 Component – refers to optional/beneficial crossing tools that can aid in the effectiveness of a selected treatment.
- 5.03 Crosswalk/Crossing – that part of a roadway at an intersection included within the connection of the lateral lines of the sidewalks on the opposite sides of the roadway measures from the curbs or, in the absence of curbs, from the edges of the roadway or that part of the roadway that is clearly marked as a crossing for the sole use of pedestrians whether at an intersection or not. By definition, crosswalks exist at every intersection whether marked or not.
- 5.04 Equivalent Adult Units – refers to the Transportation Association of Canada’s method for counting pedestrian crossing volumes. Seniors, children, and disabled pedestrians have increased weighting when determining if a crosswalk is required.
- 5.05 The Guide – refers to the Transportation Association of Canada’s Pedestrian Crossing Control Guide of 2018 or its equivalent successor.
- 5.06 Induced Crossing Volume – refers to the Department of Public Works anticipated volume of pedestrians that will use a crosswalk once implemented or upgraded.
- 5.07 Pedestrian Generator/Producer – refers to specific locations that attract a large number of pedestrians.
- 5.08 Regular Pedestrian Activity – refers to the day that a crossing study is done. The study cannot be completed on an irregular day for pedestrian activity such as Holidays, Sundays, on abnormally cold or hot days, or in

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areas on days that a special event is occurring such as the Exhibition or City Parade.

5.09 Treatment – refers to the traffic control device or devices used in coordination with one another at a crosswalk location.

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Traffic Bylaw No. 35 of 2020, or any successor to that Bylaw.

7 CRITERIA

7.01 Crosswalk Painting Requests

- a. Crosswalk painting requests will only be considered at existing marked pedestrian crosswalks. Requests to paint a crosswalk at unmarked pedestrian crossing locations will not be considered.
- b. Only simple designs will be considered for approval by the Department of Public Works.
- c. All requested painted crosswalks are to be a consistent 2.5 meters in width and painted with white traffic paint. The line width of the crosswalk bars are to be a standard 100 mm.
- d. The applicant is responsible for all material, labour and equipment required for painting the approved special crosswalk.
- e. City traffic accommodation is required for all approved crosswalk painting requests. This is done to ensure the safety of the painter and the general

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public. Traffic accommodation will be provided to the applicant at a reduced flat rate of \$200.

- f. Crosswalk Painting Requests will not be considered on arterial roadways.

7.02 Crosswalk Painting Request Eligibility

Eligibility will not be considered for crosswalk painting requests that:

- a. Are political in nature;
- b. Are commercial in nature;
- c. Are discriminatory or incite hatred towards any group;
- d. Contain any inflammatory, libelous or obscene content;
- e. Are unlawful;
- f. Are contrary to the policies of the City of Prince Albert;
- g. Are deemed unsuitable for any other reason by the Director of Public Works;

8 PUBLIC WORKS CROSSWALK DESIGN PROCEDURES

8.01 Warrant for a New Marked Crosswalk Location

- a. A new crosswalk location must be at a minimum 100 m away from any other controlled intersection or pedestrian crosswalk. This minimum distance may be increased based on engineering judgement.
- b. The new crosswalk location must be reviewed to determine adequate sightlines are possible for safe pedestrian use.
- c. A new crossing will only be warranted if at least one of the following conditions is met.
 - i) Administration determines the location requires a crosswalk for

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effective pedestrian connectivity.

- ii) Administration determines the locations induced crossing volume will exceed 100 Equivalent Adult Units in a 7 hour period as per the Transportation Association of Canada: Pedestrian Crossing Control Guide (2018) or its equivalent successor. Any pedestrian crossing volume data used must be recorded on days that reflects regular pedestrian activity.
- d. If the location is found to warrant a marked pedestrian crosswalk and a traffic signal is not warranted, the crossing treatment will be determined using procedure 8.02 in this Policy.

8.02 Procedure for Crosswalk Treatment Selection and Design

- a. The crosswalk treatment and design will be determined using the Transportation Association of Canada: Pedestrian Crossing Control Guide (2018) or its equivalent successor and Engineering Judgement.
- b. The Department of Public Works is to use the most recent traffic volume data in treatment selection. This data is required to have been counted within the last 2 years. Administration is to ensure that the traffic data will not largely deviate in the foreseeable future due to planned City projects.
- c. If Administration determines additional safety measures are required, “desirable” or “optional” components as per the Guide can be added to the crossing treatment. Administration must exhaust all components within reason before selecting a treatment that deviates from the Guide standard.

8.03 Existing Crosswalk Removal Procedure

- a. A marked crosswalk may be removed if one or more of the following

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conditions is met.

- i) The crosswalks function is heavily reduced due to the removal, closing or alteration of a pedestrian generator or producer.
- ii) Administration completes a crosswalk study that determines the crosswalk is not needed for connectivity and has less than 100 Equivalent Adult Units crossing over 7 peak hours a day. This study must be completed on a day that reflects regular pedestrian activity.
- iii) Administration determines the crossing location or treatment is unsafe for pedestrian use.

8.04 Crosswalk Painting Requests

- a. Applicants are required to submit a complete Crosswalk Painting Request to the Department of Public Works no later than June 30. There is no guarantee that requests submitted after June 30 will be processed until the following year. Crosswalk Painting Request forms can be obtained from the Department of Public Works or through the City's website.
- b. Requests can be made via phone at (306) 953-4900, by email at pwinquiries@citypa.com or in person at the Public Works Department located at the 3rd Floor of City Hall.
- c. The Department of Public Works is to review the proposed crosswalk design, approximate location, and message/motion and reply to the applicant within 10 business days of the application submission date. The Department of Public Works will approve, deny or suggest editing of the proposal at this stage.
- d. Following acceptance of the crosswalk design and message/motion it supports, the Department of Public Works will work with the applicant to

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works Department	Policy No.	
Section:	Traffic & Transportation	Issued:	
Subject:	Crosswalk Policy	Effective:	
Council Resolution # and Date:		Page:	8 of 8
		Replaces:	
Issued by:	Evan Hastings, Transportation Manager	Dated:	June, 2022
Approved by:			

provide a/some crosswalk location(s) that are safe to be painted near the location in the applicant's request.

- e. The Transportation and Traffic Manager will work with the applicant to coordinate a date that traffic accommodation can be provided by the City of Prince Albert.
- f. The Department of Public Works will provide the applicant with final written approval for the crosswalk painting request.
- g. All traffic accommodation deployed by the City of Prince Albert to facilitate safe painting of the approved crosswalk will be invoiced to the applicant as reduced flat rate of \$200. The applicant must process the invoice within 30 business days of the date of the invoice.
- h. Crosswalk paint will remain until snow fall. However, the Department of Public Works at any time reserves the right to remove the paint due to safety concerns, failure to pay, or alteration of the intended message/motion. Costs of the crosswalk paint removal may be charged to the applicant depending on the reasoning for the removal.
- i. If the applicant is not in agreement with the decision of the Transportation and Traffic Manager, the applicant may appeal the decision by written letter to the Director of Public Works.

RPT 22-245

TITLE: Accessible Parking 888 1st Ave E

DATE: **June 3, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Public Works Department consult with the affected resident in regards to the installation of an accessible parking stall on 9th Street East near the entrance of 888 – 1st Avenue East.

TOPIC & PURPOSE:

The purpose of this report is to investigate and resolve parking concerns received from a resident at 888 1st Avenue East.

BACKGROUND:

A letter from a concerned resident was sent on April 20, 2022 to City Council. This concern involved a citizen with a disability who cannot afford to pay for monthly parking passes or parking tickets. The resident wants parking with no restrictions on 9th Street East.

Review and report for the request for accessible parking in residential areas (CORR 22-50) was referred to the Department of Public Works on the May 2, 2022 Executive Committee meeting.

PROPOSED APPROACH AND RATIONALE:

888 1st Avenue East currently has 21 parking stalls on the North side of the building for the 96 unit complex. For this reason many residents park on the south side of 9th Street East or in the paid City parking lot to the North of the building. There are no accessible parking stalls located in the buildings private parking lot. It is recommended that the resident get in contact with building administration to voice concerns about private accessible parking in the area.

The North side of 9th Street East currently has 10 parking stalls designated as 2 hour permitted parking. This is designated to allow access to the Mackenzie Funeral Chapel and for visitor parking for 888 1st Avenue East. It should be noted that during funerals 9th Street East is often at capacity. This location is not intended for long-term parking.

It is recommended that 1 of the 2 hour permitted parking stalls be converted to an accessible parking stall. However, this request will have to come from the resident or other eligible affected party. It should be noted that this parking stall can be accessed by any motorist with a valid accessible parking permit. This process is outlined in the City's Permanent and Temporary Parking Changes Policy.

CONSULTATIONS:

The Mackenzie Funeral Chapel was contacted regarding parking on 9th Street East. They confirmed that 9th Street East parking is at capacity during the majority of funerals.

COMMUNICATION PLAN:

Following Council's decision, a letter will be drafted and sent to the affected individual by the Department of Public Works.

POLICY IMPLICATIONS:

Installation of an accessible parking stall will follow the City's Permanent and Temporary Parking Changes Policy.

FINANCIAL IMPLICATIONS:

Installation of an accessible parking stall on street is to be paid by the affected party under the City's Permanent and Temporary Parking Changes Policy. Generally, an accessible parking stall costs \$250 – \$300 to install.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy Implications or Official Community Plans for this report. There are also no Options to Recommendation.

STRATEGIC PLAN:

This report supports the long-term strategy to ensure that adequate parking facilities are provided throughout the City of Prince Albert.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



City of
Prince Albert

RPT 22-238

TITLE: Friendship City Partnership with Thorey en Plaine - Update

DATE: **May 26, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the update on the Friendship City partnership with Thorey en Plaine, France be received as information and filed; and,
2. That the Mayor and City Clerk be authorized to sign the Charter on behalf of The City, once prepared.

ATTACHMENTS:

1. Friendship City Partnership with Thorey en Plaine - Update (RPT 22-197)

Written by: Executive Committee



RPT 22-197

TITLE: Friendship City Partnership with Thorey en Plaine - Update

DATE: April 28, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the update on the Friendship City partnership with Thorey en Plaine, France be received as information and filed; and,
2. That the Mayor and City Clerk be authorized to sign the Charter on behalf of The City, once prepared.

PRESENTATION:

Verbal Presentation was provided by Judy MacLeod Campbell, Arts and Cultural Coordinator.

ATTACHMENTS:

1. Friendship City Partnership with Thorey en Plaine - Update (RPT 22-127)

Written by: Community Services Advisory Committee



RPT 22-127

TITLE: Friendship City Partnership with Thorey en Plaine - Update

DATE: **March 8, 2022**

TO: Community Services Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the update on the Friendship City partnership with Thorey en Plaine, France be received as information and filed; and,
2. That the Mayor and City Clerk be authorized to sign the Charter on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

To provide an update on the Friendship City partnership with Thorey en Plaine, France.

BACKGROUND:

In early 2020, the Village of Thorey en Plaine requested a twin city project with the City of Prince Albert with the primary focus of honouring six Canadian Soldiers, one from Prince Albert, Mr. Jim Giles, who died in the Second World War.

Jim Giles was born in Prince Albert and lived south of the City in Red Deer Hill. He was one of six allied airmen who died when their plane was shot down over France in 1944. Thorey en Plaine look after the graves of these soldiers, as well as a monument at the site of the crash. Thorey en Plaine is a Village in France with a population of just over 1000 people.

Family members of Mr. Giles have shared that they love the idea of the partnership between Thorey en Plaine and Prince Albert. It is a way to honour their memory and preserve history, and for cultural exchange, especially for young people.

This request was forwarded to the Community Services Advisory Committee at the January 13, 2020 Executive Committee Meeting. Research and consultation was done to recommend the best way forward. A report was provided to the Community Services Advisory Committee at the May 26, 2021 meeting with the recommendation:

1. That the Community Services Department reconnect with the community of Thorey en Plaine, France to consider their request to form a Friendship City relationship and identify goals and benefits of such a relationship in consultation with our key stakeholders; and,
2. That the Community Services Department report to the upcoming Community Services Advisory Committee meeting in September 2021.

A delegation from Prince Albert met with a delegation from Thorey en Plaine through Zoom on June 23, 2021. Through the consultation done by both communities and the meeting, the recommendation was to form a Friendship City partnership.

A report was prepared for the September 8, 2021 Community Services Advisory Committee which then went on to the Executive committee and City Council, and the following resolution 0378 was made at the October 18, 2021 City Council Meeting:

“That the City enter into a Friendship City Relationship/Partnership with the community of Thorey en Plaine, France.”

PROPOSED APPROACH AND RATIONALE:

The Arts & Cultural Programmer with the City of Prince Albert and Jacques More, Village Councilor, Thorey en Plaine, have been in regular communication, working in our communities and together to develop a charter (purpose) and commission (committee). Both of these plans/documents have been created and are attached to this report. The following people/organizations will be represented on the commission from Prince Albert:

Name	Position	Organization	Role
Judy MacLeod Campbell	Arts & Culture Coordinator	City of Prince Albert	Coordination lead for P.A.
Councillor Dennis Ogradnick	City Councillor	City of Prince Albert	City Council representative TBC
Michelle Taylor	Director/Curator	Prince Albert Historical Society	
Michael Gange	Board of Director	Prince Albert Historical Society & Jim Giles nephew	
Soraya Ellert	Executive Director	The Société Canadienne-Francophone de Prince Albert – French Canadian Society of Prince Albert	
Catharine Topping	Principal	École Valois	
Brenda Cripps		Prince Albert Legion	
Michelle Hassler	Executive Director	Prince Albert Multicultural Council	

The commission had its first meeting over Zoom on March 23, 2022. The minutes from this meeting are attached. Projects and/or activities of the Friendship City Partnership will be further discussed at this meeting. Ideas shared included:

- Community signage about the Friendship City Partnership
- Partnership meetings once or twice a year to share information, plan activities. Starting small. Meet over Zoom.
- Share Ceremonies where we pay tribute to the Canadian Soldiers. Thorey en Plaine has three annual ceremonies on July 26 (date of the plane crash), November 11 (end of First World War), and May 8 (end of the Second World War). Prince Albert has one ceremony on Remembrance Day November 11.
- Share virtual or filmed events such as the May French Concert (for 12 and older in Prince Albert) and Tapestrama.
- Share Prince Albert multiculturalism through speakers over Zoom (Prince Albert Multicultural Council).
- Primary school classroom exchange with ages 10-12, example activity: pen friends/letter exchange.

It was decided to start with an elementary school exchange between Thorey en Plaine and École Valois, with ages 10-12. Thorey en Plaine has 40 students and École Valois has 50-55.

CONSULTATIONS:

The following organizations and individuals were consulted with:

- Jacques More, Village Councilor, Thorey en Plaine
- Mireille Perricaudet, Teacher, Thorey en Plaine
- Michelle Taylor, Prince Albert Historical Society
- Michelle Hassler, Prince Albert Multicultural Council
- Grace and Pascal, French Canadian Society of Prince Albert
- École Valois
- Prince Albert Legion
- Creative Cities Network (reached out through online forum but did not get any responses)

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Communication to the community may include:

- Media release(s)
- City of Prince Albert Website
- Social Media
- Activity communication as applicable (i.e. joint projects)
- City of Prince Albert newsletter and Calendar of Events as applicable
- Possibly signage

POLICY IMPLICATIONS:

This initiative relates to the following policy documents:

- Municipal Cultural Action Plan
- Community Services Master Plan
- Official Community Plan
- Strategic Plan

FINANCIAL IMPLICATIONS:

A budget has not been set yet. The Community Services department will cover any funds needed for 2022.

STRATEGIC PLAN:

The Friendship City Partnership relates to the following goals of the strategic plan:

Active and Caring Community: The City strives to provide high quality services to meet the dynamic needs and expectations of our citizens.

Sustainable Growth: the City will anticipate, encourage and prepare for growth and be responsive to the needs of our community.

OFFICIAL COMMUNITY PLAN:

Section 13 of the Official Community Plan speaks to Prince Albert Culture, and identifies a number of Goals and Policies to support this important initiative.

OPTIONS TO RECOMMENDATION:

There are no privacy implications or other options for consideration.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION:

Verbal by Judy MacLeod Campbell, Arts & Culture Coordinator

ATTACHMENTS:

1. Commission for Friendship City Partnership with Thorey en Plaine
2. Friendship City with Thorey en Plaine Charter
3. Friendship City Meeting with Thorey en Plaine March 23, 2022 Minutes

Written by: Judy MacLeod Campbell, Arts & Cultural Coordinator

Approved by: Director of Community Services and City Manager

JUMELAGE PRINCE-ALBERT - THOREY-en-PLAINE

COMPOSITION DE LA COMMISSION COMMUNALE DE JUMELAGE

Président : Gilles BRACHOTTE Maire de Thorey-en-Plaine
1er Vice-Président de la Communauté
de Communes de la Plaine Dijonnaise

Vice président : Jacques MORÉ Conseiller Municipal Délégué
Correspondant Défense

Secrétaire interprète : Mireille PÉRICAUDET Professeur d'Anglais

Suppléante : Laurence MÉRITET

Trésorière : Marie-Joséphine JACQUIER Conseillère Municipale

Suppléante : Marie-Madeleine PLATHEY Conseillère Municipale

Chargé de Mission

Organisation : Philippe CATTEAU Conseiller Municipal

Suppléant : Gilles ROBERT Conseiller Municipal Délégué

Membres d'office :

Le Conseil Municipal des Jeunes

Membres honoraires pour leur participation à l'édification de la stèle :

Mme Chaurand, Mme Girard, Mr et Mme Louët, Yves Modet, Christian Martinet, Mme Cornu,
L' UNC, Le Souvenir Français

TWINNING PRINCE-ALBERT - THOREY-en-PLAINE

COMPOSITION OF THE COMMUNAL TWINNING COMMISSION

President : Gilles BRACHOTTE Mayor of Thorey-en-Plaine

1st Vice-President of the Community of Communes of the Plaine Dijonnaise

Vice-President: Jacques MORÉ Municipal Councillor Delegate

Defence Correspondent

Secretary interpreter : Mireille PÉRICAUDET English teacher

Alternate: Laurence MÉRITET

Treasurer: Marie-Joséphine JACQUIER Municipal Councillor

Alternate: Marie-Madeleine PLATHEY Municipal Councillor

Project Manager

Organization: Philippe CATTEAU Municipal Councillor

Alternate: Gilles ROBERT Municipal Councillor Delegate

Ex-officio members:

The Municipal Youth Council

Honorary members for their participation in the construction of the stele:

Mrs Chaurand, Mrs Girard, Mr and Mrs Louët, Yves Modet, Christian Martinent, Mrs Cornu,

The UNC, the French Remembrance

**PRINCE ALBERT & THROEY EN PLANE
FRIENDSHIP CITY COMMITTEE**

Name	Position	Organization	Role
Judy MacLeod Campbell	Arts & Culture Coordinator	City of Prince Albert	Coordination lead for P.A.
Councillor Dennis Ogradnick	City Councillor	City of Prince Albert	City Council representative TBC
Michelle Taylor	Director/Curator	Prince Albert Historical Society	
Michael Gange	Board of Director	Prince Albert Historical Society & Jim Giles nephew	
Soraya Ellert	Executive Director	The Société Canadienne-Francophone de Prince Albert – French Canadian Society of Prince Albert	
Catharine Topping	Principal	Ecole Valois	
Brenda Cripps		Prince Albert Legion	
Michelle Hassler	Executive Director	Prince Albert Multicultural Council	



FRIENDSHIP TWIN CITY PARTNERSHIP CHARTER

The COMMUNITIES

of PRINCE-ALBERT (Saskatchewan) CANADA

and of THOREY-EN-PLAINE (Burgundy and Franche Comté) France



CHARTE DE JUMELAGE

Les COMMUNES

de PRINCE-ALBERT (Saskatchewan) CANADA

et de THOREY-EN-PLAINE (Bourgogne-Franche-Comté) FRANCE



UNDERTAKE TO HONOUR THEIR PARTNERSHIP BY :

Developing a joint Friendship Twin City Partnership committee.

Maintaining cordial and friendly relations.

Developing and maintaining respect and mutual understanding between the two communities.

Encouraging and supporting any project whether started by or aimed at young people.

Planning exchanges and meetings whether face-to-face or online.

Developing human and cultural relationships.

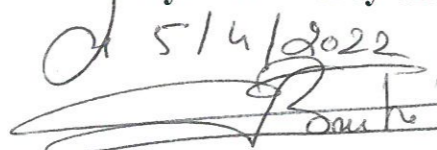
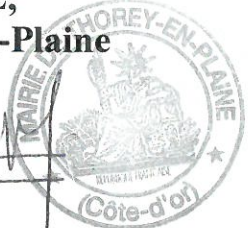
Never forgetting the six Canadian and British victims of the crash, including James Reginald GILES from Prince-Albert fallen on Thorey-En-Plaine soil on July 26th 1944.

Perpetuating the memory of those who gave their lives for freedom.

Thorey-en-Plaine undertakes to keep honouring the legacy of the six heroes and to keep looking after their graves and after the monument unveiled on September 22nd 2018.

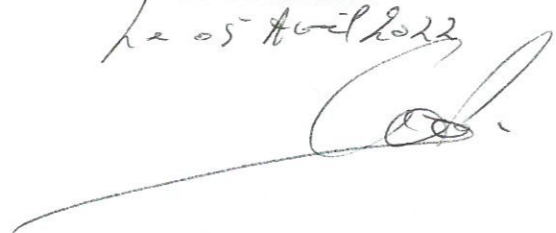
Greg DIONNE,
Mayor of Prince-Albert

Gilles BRACHOTTE,
Mayor of Thorey-en-Plaine

5/4/2022



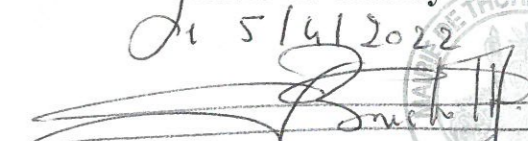

Terri Mercier,
Acting City Clerk

Jacques MOREÉ,
Vice-President

le 05 Avril 2022


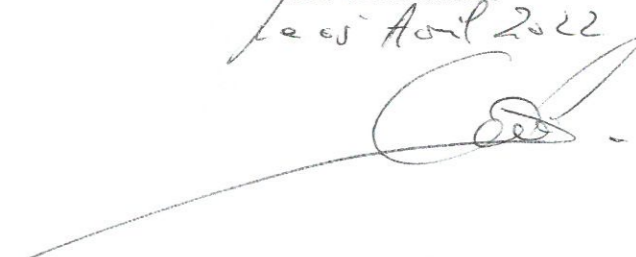
Greg DIONNE,
Maire de Prince-Albert

Gilles BRACHOTTE,
Maire de Thorey-en-Plaine

5/4/2022



Terri Mercier,
Greffier Municipal

Jacques MOREÉ,
Vice-Président

le 05 Avril 2022


**Friendship City Committee/Commission
between Thorey en Plaine, France and the City of Prince Albert
March 23, 2022
Meeting over Zoom
9:00 a.m. Saskatchewan, Canada Time
AGENDA**

1. Welcome & Introductions
2. Meeting Chair
3. Brief Background
4. Committee/Commission
5. Charter
6. Community Update/News
 - a. Thorey en Plaine
 - b. Prince Albert
7. Possible Projects/Activities
8. Other?
9. Next Steps and Next Meeting

DRAFT

RPT 22-7

TITLE: Regional Procurement Partnership Policy (#88)

DATE: June 13, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Regional Procurement Partnership Policy #88 be rescinded.

TOPIC & PURPOSE:

That Regional Procurement Partnership Policy #88 be rescinded due to lack of participation.

BACKGROUND:

Policy # 88 was created March 27, 2017 as an opportunity for Saskatchewan Municipalities to work together to achieve cost savings on group purchases. The City of Prince Albert charged a fee to members for access, allowing them to collaborate on larger purchases, access to software and group discounts.

The membership grew to 12 participants in 2018 and then declined over the next two years. At the end of 2020 only one municipality expressed interest to continue their membership for 2021.

During the 2021 budget review, the membership revenue and group software license were considered and removed as the forecast was a \$36,500.00 loss. The opportunity to gain new members was minimal due to other programs available to the Saskatchewan municipalities.

Budget was approved with the requested adjustment.

PROPOSED APPROACH AND RATIONALE:

Year	Members	Software Cost	Membership Revenue	Profit / (Loss)	
2017	7	\$25,075.03	\$13,999.99	(\$11,075.04)	Pilot fee
2018	12	\$38,440.00	\$41,709.00	\$3,269.00	
2019	8	\$38,440.00	\$28,000.00	(\$10,440.00)	
2020	6	\$19,220.00	\$21,000.00	\$1,780.00	Discounted fee for SUMA doing a 12 month software pilot
2021	1	\$40,000.00	\$3,500.00	(\$36,500.00)	Forecasted

CONSULTATIONS:

Meetings with all existing members to try and engage continued support but was unsuccessful.

Discussions with other Saskatchewan Municipalities to attract new memberships were also unsuccessful.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, the Policy will be removed from the City's Website.

POLICY IMPLICATIONS:

Regional Procurement Partnership Policy #88 is no longer relevant to the City's operation.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Financial Implications, Privacy Implications, Official Community Plan, Options to Recommendation, or other considerations.

STRATEGIC PLAN:

1. Fiscal Management and Accountability:

"The City strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost effective ways."

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. #88 Regional Procurement Partnership Policy

Written by: Mike Lytle

Approved by: Acting Director of Financial Services & City Manager



Statement of Policy and Procedure			
Department:	Financial Services	Policy No.	88
Section:	Purchasing	Issued:	March 27, 2017
Subject:	Regional Procurement Partnership Policy	Effective:	March 27, 2017
Council Resolution # and Date:	Council Resolution No. 0180 of March 27, 2017		
		Replaces:	
Issued by:	Purchasing Manager	Dated:	
Approved by:	Steve Brown, Director of Financial Services		

1 POLICY

- 1.01 It is the policy of The City of Prince Albert to create a Group of municipalities that will work together to increase the spend volume on products and services to leverage better pricing from suppliers.

2 PURPOSE

- 2.01 Reduce cost of products and services purchased by the City and participating municipalities through increased competition.
- 2.02 To create a province wide supplier list for the City and other municipalities to utilize.
- 2.03 To qualify what procurement activities to which the City can generate additional revenue from participating municipalities.

3 SCOPE

- 3.01 Products and services considered under this policy will be items that the City has a current or future annual need to procure.
- 3.02 Specialized requests from other municipalities made to the City will be considered only if the value exceeds the costs of undertaking the request.

4 RESPONSIBILITY

- 4.01 The City will coordinate the procurement function with other municipal members of the Group on activities currently undertaken by the City.
- 4.02 The City will maintain vendor relationships to ensure a pool of suppliers is maintained for competitive bidding for other municipalities.
- 4.03 Participating Saskatchewan Municipalities shall comply with terms and conditions outlined in the service agreement and have their activities not impair the City's procurement activities.
- 4.04 Participating Saskatchewan Municipalities shall pay an annual fee to participate in the City's procurement process as outlined in the City's annual budgeting process.
- 4.05 City Administration shall endeavour to ensure local businesses are included wherever possible in the regional procurement process and that City Administration use professional judgement around the awarding of business to local businesses through the regional procurement process.

5 DEFINITIONS

- 5.01 City – Being the City of Prince Albert.
- 5.02 Local Businesses – those businesses who are operating and paying property taxes to the City of Prince Albert.
- 5.03 City Administration – staff residing in any one of the City departments as defined by the City's organization chart.
- 5.03 Group - All municipalities that have a current agreement with the City of Prince Albert.
- 5.04 Saskatchewan Municipalities – Other Cities, Towns, Villages, and RM's within Saskatchewan.
- 5.04 Service Agreement – Contract of terms and conditions outlining the City's expectations around participating Municipalities.
- 5.05 Annual Access Fee – Payment to gain access to the City's software and procurement process.
- 5.06 Value Exceeding Cost – Return on investment for the City is more than the amount invested financially and non-financially by the City.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 City of Prince Albert Purchasing Policy No. 17.3 will be followed.

6.02 Group Procurement Service Agreement (Attached).

7 PROCEDURE

7.01 The City will make available their procurement supplier lists via the City's procurement software to any Saskatchewan Municipality interested.

7.02 Any municipality interested must sign a Service Agreement along with paying the Annual Access Fee prior to access being granted to the City's supplier lists.

7.03 The City will update the supplier lists annually through its normal procurement activities.

7.04 Wherever possible, the City will make its supplier pricing available to other municipalities providing the Annual Access Fee has been paid and a current service agreement is in force.

7.06 The group procurement process will be reviewed annually as part of the City's budgeting process for price and operational changes.

SUPPLIER ACCESS AGREEMENT

THIS AGREEMENT made as of the ____ day of _____. 2016.

BETWEEN:

THE CITY OF PRINCE ALBERT
a city in the Province of Saskatchewan
(the “**City**”)

AND

a _____
in the Province of Saskatchewan
(the “**User**”)

WHEREAS:

- A. The City purchases goods, supplies, and materials for the operation and management of the City of Prince Albert (the “**Supplies**”). From time to time, the City purchases the Supplies in large quantities and as a result, receives a discounted price;
- B. The City operates and maintains an online database, which database contains information regarding the quantities and prices paid for the Supplies. This database is hosted on the City’s computers and can be accessed remotely, via the cloud (the “**Database**”); and
- C. The City wishes to provide the User with access to the Database and the User wishes to access the Database subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, THIS AGREEMENT WITNESSES that, in consideration of the premises and the covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties hereto covenant and agree as follows:

ARTICLE 1 INTERPRETATION

1.1 Definitions

“**Access Code**” means the username and password that the City gives to the User so the User can access the Database;

“**Agreement**” means this Discounted Price Access Agreement, together with all documents incorporated by reference;

“**Authorized User**” means an employee of the User who is authorized to access the Database as a named user;

“**Data**” means data in electronic form managed or stored in the Database, including, without limitation, data related to the price and quantity of Supplies purchased by the City;

“**Database**” has the meaning set out in the recitals;

“**Legal Claim**” has the meaning set out in Section 9.1 of this Agreement;

“**Supplies**” has the meaning set out in the recitals;

“**Supplier**” means the party supplying the Supplies; and

“**Term**” has the meaning set out in Section 4.1

ARTICLE 2 ACCESS TO DATABASE AND SUPPLIER RATES

2.1 Access to Database.

- (a) The City grants the User a right to access the Database to view the Data. The City will provide the User with an Access Code, which Access Code will be used by the User to access the Database;
- (b) The Data is located on servers that are maintained by third parties on behalf of the City. The User may view the Data, but has no right to receive a copy of the object code or source code to the Data;
- (c) The User must have a high-speed internet connection, and hardware and software that is compatible with the Database. The User shall be responsible for ensuring that its internet connection, hardware, and software is compatible with the Database; and
- (d) The User acknowledges and agrees that the City will be required to perform maintenance and updates to the Database and as a result, the Database may be inaccessible for extended periods of time during such maintenance. The City shall give the User reasonable notice of when maintenance to the Database is scheduled to occur.

2.2 Rates. Subject to the terms of this Agreement, the User shall be entitled to purchase Supplies from the Suppliers, at the rates set forth in the Database.

ARTICLE 3 PAYMENT

3.1 Fees.

- (a) The User agrees to pay to the City the Access Fees (the “Fees”) set forth in Part 1 of Schedule “A” attached hereto ;
- (b) The Fees shall be paid on the commencement date of the Term and thereafter annually on January 1 in each year of the Term. Fees will be pro-rated for partial years;

- (c) The Fees do not include any taxes, and User shall pay any sales, use, value added or other taxes or import duties (other than corporate income taxes payable by the City) due as a result of any amounts paid to the City;
- (d) All payment of Fees shall be by electronic funds transfer to such accounts as the City may direct from time to time. All Fees are payable in Canadian dollars; and
- (e) The User shall pay late interest on any overdue payment of Fees (or interest thereon) at the rate of three (3) percent for each month or portion of a month that the payment is overdue. Interest shall compound monthly. The User shall bear all of the City's costs of collection of overdue fees, including lawyers' fees.

ARTICLE 4 TERM, SUSPENSION AND TERMINATION

- 4.1 **Term.** The term of this Agreement is forth in Part 2 of Schedule "A" (the "Term"), unless sooner terminated in accordance with Agreement.
- 4.2 **Suspension.** The City may immediately (and without prior notice) suspend all or part of the User's access to the Database if one or more of the following occurs:
 - (a) The City discovers that the User provided it with false information when entering this Agreement or that the User lacked the capacity to enter into this Agreement at the time of its consummation;
 - (b) The City determines, in its sole discretion, that the User's use of the Database poses a threat to the security or performance of the City's network;
 - (c) The City determines, in its sole discretion, that the User's use of the Database is illegal;
 - (d) The City believes that the User's use of the Database will subject the City to civil or criminal liability;
 - (e) The User becomes the subject of an involuntary or voluntary bankruptcy or similar proceeding or it assigns all or substantially all of its assets for the benefit of creditors;
 - (f) The User fails to make any payment when due;
 - (g) The User does anything which could reasonably be expected to interfere with relations between a Supplier and the City;
 - (h) The User uses the Database in an attempt to gain unauthorized access to the City's computer systems; or
 - (i) The User breaches any of the other terms and conditions in this Agreement.
- 4.3 **Termination.** This Agreement may be terminated at the option of the City, without notice, upon the occurrence of any of the following:

- (a) the User is in breach of its obligations under this Agreement and fails to remedy same within 15 days of notice from the City;
 - (b) The User does anything which entitles the City to suspend this Agreement in accordance with section 4.2 other than paragraph (h);
 - (c) the User ceases to exist as a legal entity; or
 - (d) upon the occurrence of the bankruptcy or insolvency of the User or the appointment of a receiver over the assets of the User, which appointment is not being contested in good faith by the User.
- 4.4 **Termination City.** The City may terminate this Agreement by providing the User with thirty (30) days' advance notice of the termination.
- 4.5 **Termination by User.** The User may terminate this Agreement at any time by providing the City with thirty (30) days' written notice of termination and by closing the User's Database account.
- 4.6 **Effect of Suspension and Termination.** The User will be unable to access the Database during any suspension. Fees may continue to accrue during a suspension and the City may charge the User a reinstatement fee following any suspension of access to the Database. Effective immediately upon the termination of this Agreement, the User will be unable to access the Database and the City will erase the User's Access Code.

ARTICLE 5 USE OF DATA

- 5.1 **Conditions of Use.** The right to access the Database provided to the User is non-exclusive, non-transferable, and is for User's internal business use only. The User's right to use the Database is conditional upon the following. The User may not:
- (a) transfer to any other person any of its rights to use the Database;
 - (b) sell, rent or lease the Data;
 - (c) make the Database available to anyone who is not an Authorized User;
 - (d) create any derivative works based upon the Database;
 - (e) copy any feature, design or graphic in, or reverse engineer, the Database; or
 - (f) build a competitive database or to assist someone else to build a competitive database.
- 5.2 **Supply and Accuracy of Data.** The City is not obliged to modify or add Data to the Database. The City is not responsible for the content or accuracy of the Data. The City reserves the right to modify the Data at any time and without advance notice to the User. The User acknowledges and agrees that the City is providing the Data for informational purposes only and that the User may be unable to obtain a similar price for Supplies from third parties.

- 5.3 **Database Warranties.** The City has no warranty obligations for:
- (a) the extent that Database has been modified by User or any third party, unless the modification has been approved in writing by the City; or
 - (b) problems in the Database caused by any third party software or hardware, by accidental damage or by other matters beyond the City's reasonable control.
- 5.4 **User's Responsibilities.** The User must provide the City with all information, access, and full good faith co-operation reasonably necessary to enable the City to deliver the Data and provide the User with access to the Database, and must do anything that is identified in this Agreement as the User's responsibility. If the User fails to do this, the City will be relieved of its obligations to the extent that the obligations are dependent upon User's performance.
- 5.5 **Intellectual Property Ownership.** The City solely owns the intellectual property in the Database. Upon payment in full of any amounts due for access to the Database, the User shall have a non-exclusive, non-transferable right to use the Data for the User's internal business purposes.

ARTICLE 6 DISCLAIMER AND LIABILITY

- 6.1 **Warranty Disclaimer.** The Database and Data are provided with no warranties of any kind, and the City disclaims all other warranties, express or implied. For greater certainty, the City makes no representation as to the accuracy or completeness of the Data or the ability or willingness of the Supplier to supply the Supplies in a timely or businesslike fashion or at all. Further, the City does not warrant that the use of the Database will be uninterrupted or error-free.
- 6.2 **Limitation of Liability.** Notwithstanding anything in this Agreement to the contrary, the City shall not be liable to a User if a Supplier is unable or unwilling to sell Supplies to the User at the price listed in the Database or at all, or if the Data is not accurate or complete. The does not warrant that the prices listed in the Database are the lowest prices paid by the City, or could have been paid by the City, for the Supplies. The User assumes all responsibility for the use of the Database necessary to achieve the User's intended results. This limitation on liability was and is an express part of the bargain between the City and the User and was a controlling factor in the setting of the fees payable to the City.

ARTICLE 7 PURCHASE OF SUPPLIES

- 7.1 **Purchase.** The User shall be solely responsible for purchasing Supplies from the Suppliers. The City makes no representation or warranty, express or implied, with respect to the Supplies. The User shall be solely responsible for determining the quality or fitness for use of any Supplies purchased and the City shall not be liable to the User if the Supplies are not fit for a particular purpose, of inferior quality or otherwise defective. User acknowledges that prices in the Data may be dependent upon minimum order expectations and Supplies may be subject shipping and other charges.

- 7.2 **Notification.** The User shall promptly notify the City of any disputes between the User and the Suppliers, or where the User has received Supplies that are defective or the Supplier has otherwise breached any of its obligations to the User.
- 7.3 **Release.** The City shall have no obligation or liability whatsoever with respect to the purchase and sale of Supplies between the User and the Supplier, and User accepts all responsibility with respect to the purchase of the Supplies. The User hereby releases the City from and against all claims, demands, costs, losses and expenses the User may suffer or incur relating to, or arising out of, the purchase of Supplies by the User. For greater certainty, the City shall not be liable to the User if the Supplier breaches any contract, written or oral, for the supply of Supplies or otherwise becomes liable to the User in contract or tort.
- 7.4 **Indemnity.** The User agrees to indemnify and save harmless, the City from and against all claims, demands, costs, losses and expenses the City may suffer or incur relating to, or arising out of, the purchase of Supplies by the User. For greater certainty, the User shall be liable to the City, if the User's actions relating to the purchase of Supplies results in a Supplier refusing to sell Supplies to the City.

ARTICLE 8 CONFIDENTIALITY PRIVACY

- 8.1 **Confidentiality.** The Database contains valuable trade secrets that are the sole property of the City (the "Confidential Information"), and User agrees to use reasonable care to prevent other parties from learning of these trade secrets. User must take reasonable care to prevent unauthorized access to the Database or duplication of the Data. This section 8.1 does not apply to any Data that:
- (a) is now, or subsequently becomes, through no act or failure to act on the part of the User, generally known or available;
 - (b) is known by the User at the time of receiving such information, as evidenced by the User's records;
 - (c) is subsequently provided to the User by a third party, as a matter of right and without restriction on disclosure; or
 - (d) is required to be disclosed by law, provided that the party to whom the information belongs is given prior written notice of any such proposed disclosure.
- 8.2 **Personal Information.**
- (a) The Parties agree and recognize that The Canadian Standards Associations Privacy Code of The 10 Fair Information Principles and *The Local Authority Freedom of Information and Protection of Privacy Act* and regulations thereunder, as amended from time to time, apply to:
 - (i) the collection, use and disclosure of personal and/or secret business information under the control of the City; and
 - (ii) the collection, use and disclosure of personal information by the User for its own use and/or benefit.

- (b) For the purpose of the application of *The Local Authority Freedom of Information and Protection of Privacy Act*, the definition of personal information shall be as defined pursuant to Section 23(1); and
- (c) Except as specifically authorized by this Agreement, the Parties agree that at no time will the User for its own use and/or benefit collect, use and/or disclose personal information about and/or belonging to personal information of the City.

8.3 **Warranties and Covenants.** Without limitation to any other provision of this Agreement, the User represents and warrants to and covenants with the City as follows:

- (a) the User shall comply with all provisions of The Canadian Standards Association Privacy Code and The 10 Fair Information Principles and *The Local Authority Freedom of Information and Protection of Privacy Act* and all City policies and procedures regarding the collection, use and disclosure of personal information under the control of the City, as may be in force from time to time;
- (b) under no circumstances shall the User or its employees disclose personal information under the control of the City;
- (c) the User shall employ appropriate security measures, as determined by the City in its sole discretion, to protect the confidentiality of the personal information in its possession but under the control of the City if in the User's possession as a result of the services being provided for the City; and
- (d) only those employees or agents employed by the User who require access to personal information under the control of the City for the purpose of performing their duties with respect to the services being provided to the City shall be provided with access to such personal information.

8.4 **Return or Destruction of Confidential Information.** The User shall upon termination or expiry of the Agreement, or earlier upon the request of the City, return or destroy any and all data, supplier information, Confidential information or personal information provided to the User pursuant to this Agreement, or which the User has its' possession or under its control, together with any materials in any form that incorporate, reference, or contain any such data and information. For greater certainty, the User shall not retain (whether electronically or otherwise) any of such Confidential information, personal information or other data or information, or any reports or summaries made therefrom, after termination or expiry of this Agreement. The User Shall, upon request of the City, provide to a City an executed certificate of destruction, in form and substance satisfactory to the City, whereby the User confirms it has satisfied this obligation.

ARTICLE 9 GENERAL

9.1 **Indemnification by User.** User shall indemnify and hold harmless the City, its officers and employees from any all claims, demands, liabilities, losses, costs (including, without limitation, costs and legal fees incurred by the City), damages, actions and causes of action by whomsoever made, sustained, brought or prosecuted in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the User, its directors, officers, employees, agents, authorized assigns or sub-contractors of the

User including negligent acts or negligent omissions in connection with duties set out in this agreement and performed, purportedly performed or required to be performed by the User under this Agreement and including any breach of its obligations under this Agreement.

- 9.2 **Survival:** The obligations of the User contained in Article 8 and section 9.1 shall survive the expiry or termination of this Agreement.
- 9.3 **Notice.** Any demand, notice or other communication to be given in connection with this Agreement shall be given in writing and shall be given by personal delivery or by facsimile or email to the recipient as follows:

To the City:

City of Prince Albert
MSC 11-38th Street East
Prince Albert SK
S6W 1A5
Fax Number: 306.953.4916
Email: mlytle@citypa.com

To the User:

As set out in part 3 of Schedule "A"

or to such other address, individual or electronic communication number as may be designated by notice given by either party to the other. Any demand, notice or other communication given by personal delivery shall be conclusively deemed to have been given on the day of actual delivery thereof and, if given by facsimile or email, on the day of transmittal thereof if given during the normal business hours of the recipient and on the business day during which such normal business hours next occur if not given during such hours on any day.

- 9.4 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written. There are no representations, warranties, conditions, covenants or other agreements, express or implied, collateral, statutory or otherwise, between the Parties in connection with the subject matter of this Agreement, except as specifically set forth herein and therein.
- 9.5 **Amendment and Waiver.** This Agreement may only be amended by written agreement signed by each Party hereto. Any waiver of any provision of this Agreement will be effective only if it is in writing and signed by the Party to be bound thereby, and only in the specific instance and for the specific purpose for which it has been given. No failure on the part of any Party to exercise, and no delay in exercising, any right under this Agreement will operate as a waiver of such right. No single or partial exercise of any such right will preclude any further or other exercise of such right.
- 9.6 **Severability.** If any provision of this Agreement is determined to be invalid, illegal or unenforceable by an arbitrator or any court of competent jurisdiction, that provision will be severed from this Agreement, and the remaining provisions will remain in full force and effect.
- 9.7 **Time.** Time is of the essence of this Agreement.

- 9.8 **Benefit of the Agreement.** This Agreement will enure to the benefit of and be binding upon the Parties and their respective heirs, legal representatives, successors and permitted assigns.
- 9.9 **Governing Law and Attornment.** This Agreement is governed by and will be construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein. Each Party irrevocably attorns to the exclusive jurisdiction of the courts of the Province of Saskatchewan with respect to any matter arising under or relating to this Agreement.
- 9.10 **Counterparts and Electronic Execution.** This Agreement may be executed in any number of counterparts each of which will be deemed to be an original, and all of which taken together will be deemed to constitute one and the same instrument. This Agreement may be executed and delivered by electronic means and each of the Parties may rely on such electronic execution as though it were an original hand-written signature.
- 9.11 **Assignment.** The rights of the User hereunder shall not be assignable without the written consent of the City, but the City may assign this Agreement at any time.
- 9.12 **Headings.** The division of this Agreement into articles, sections, subsections, and paragraphs and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement. Unless otherwise indicated, any reference in this Agreement to an article, section, subsection or paragraph refers to the specified article, section, subsection or paragraph of this Agreement. The Parties hereby agree that any rule of construction to the effect that any ambiguity is to be resolved against the drafting party shall not be applicable in the interpretation of this Agreement.

[THE BALANCE OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date first written above.

)
) **THE CITY OF PRINCE ALBERT**
)
)
) Per: _____
) Name:
) Title:
)

)
)
)
) Per: _____
) Name:
) Title:
)

**SCHEDULE "A" TO THE
SUPPLIER DATABASE ACCESS AGREEMENT**

Part 1

Access Fees:

\$ 3,500.00 per year.

Part 2

Term:

From _____ to December 31, 2017.

Part 3

Contact information of the User:

Name _____

Address _____

City _____

Postal Code _____

Fax Number _____

Email Address _____



RPT 22-218

TITLE: 1st Application for Title - Tax Enforcement

DATE: May 11, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That First Application for Title proceed.

TOPIC & PURPOSE:

Requesting that the next step in tax enforcement, which is to send the First Application for Title, be approved.

BACKGROUND:

Pursuant to Section 10 of the *Tax Enforcement Act*, a tax lien is placed on all accounts, which have unpaid property taxes after December 31st of the year in which the taxes were levied. A minimum of 6 months after placing the lien, City Council may pass a resolution authorizing the Director of Financial Services to send First Application for Title to the properties submitted. First Application is served on all parties with an interest in the land, who are then given 6 months to redeem the property.

If they fail to redeem the property, an application is submitted to the Provincial Mediation Board (PMB) for Consent to send Final Application for Title on the property. PMB's involvement can last indefinitely as every effort is made through PMB to resolve the unpaid balance. If PMB is unsuccessful in its objective, it will give the City its Consent to send Final Notice, usually with a Conditional Order attached requiring the City to pay any excess proceeds from the sale of the property to the registered owner; should the City end up taking title.

Final Application involves again notifying all interested parties of the City's application for title and in this instance each has 30 days to redeem the property. If the taxes still remain unpaid, the City can apply to Information Services Corporation for the transfer of the property to the City.

In summary, the tax enforcement process is as follows:

1. Owner's are notified that they are in tax arrears.
2. Properties in arrears are advertised.
3. Tax lien is registered.
4. Proceedings begin to take title **(current step covered in this report)**.
5. Six month notice is served.
6. Impacted parties are notified and title is applied for through the appropriate channels.

PROPOSED APPROACH AND RATIONALE:

Attached is a listing of accounts in arrears of taxes on which the City has a tax lien in place and which are subject to further tax proceedings. Pursuant to Section 22 of *The Tax Enforcement Act*, the list is provided to City Council for its authorization to proceed to acquire title to the properties.

CONSULTATIONS:

Six months after the liens were previously registered on the title, letters were mailed to all the owners listed in the attachment. They were advised that property taxes are in arrears, how much their balance owing is, what the next step of tax enforcement is and the cost they will be charged if the City proceeds to the next step. They were given 30 days to pay the arrears amount or were advised that the City would be applying to City Council if the amounts remained unpaid.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the First Application for Title documents are prepared, they will be mailed to each registered owner by registered mail. A copy of all documents are also provided to anyone with a registered interest in the property. Key dates of communication are as follows:

Key Dates:	<ul style="list-style-type: none"> • July – December 2020: monthly statements mailed to owners with unpaid 2020 property taxes • February 2021: letters mailed to owners to notify that they are in tax arrears • May 2021: Properties in arrears advertised in Rural Roots • September 2021: liens registered on applicable properties • March 2022: letters mailed to owners indicating we would be applying for First Application for Title • June 13, 2022: request for First Application for Title
------------	--

	<ul style="list-style-type: none"> • September 2022: Property owners notified and given six months to pay arrears • February 2023: Letter sent to property owner reminding them of their upcoming deadline for paying arrears • March 2023: City applies to the Provincial Mediation Board for the Consent to take the title to the property • TBD: Consent from PMB is received by the City • TBD: 30 day final notice is given by the City to the Owner • TBD: Transfer of Title in the City's name <p>As mentioned previously, the Final Application for Title requires the involvement of the Provincial Mediation Board who attempt to resolve the unpaid balance. This involvement can prolong the timeline.</p>
--	--

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options for recommendation, policy, financial or privacy implications, official community plan implications or other considerations.

STRATEGIC PLAN:

This report supports the long-term strategy to reduce reliance on residential property taxes under the Strategic Goal of Fiscal Management and Accountability.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: NONE

ATTACHMENTS:

1. 1st Application for Title

Written by: Milan Walters, Chief Clerk

Approved by: Acting Director of Financial Services & City Manager

1st Application for Title - Tax Enforcement Arrears

ROLL	ARREARS	TITLE NUMBER
010001130	\$ 2,837.00	135784660, 135784693, 135784716, 135784749, 135784783, 135784828, 135785021, 135785076, 135785100, 135785122, 135785155
010005460	\$ 8,821.00	139681996, 139682009, 139682010, 139682032, 139682043, 139682054, 139682065, 139682076, 139682087, 139682098, 139682100, 139682122, 139682414, 139682447, 139682469, 139682492
010006000	\$ 16,944.66	111801248, 111801259, 111801260, 111801271, 111801282, 111801293, 111801305, 111801316, 111801327, 111801338, 111801349, 111801350, 111801361
010015340	\$ 321.31	143385970, 143385981
020002170	\$ 31,969.90	147239354
100002330	\$ 52,469.67	141214193
100005310	\$ 3,110.29	145227652, 145227630
100005420	\$ 3,097.96	145050364, 145050397
100006210	\$ 4,778.45	141348450, 141348461
101001110	\$ 23,502.14	121928452
101010100	\$ 4,195.16	112340348
101012790	\$ 1,189.99	140615490
101013300	\$ 4,875.24	152233107
121000910	\$ 2,394.46	149336309, 149336365
121001550	\$ 1,876.71	144117457, 144117491
121003560	\$ 3,201.13	151440432, 151440454
121004750	\$ 6,752.38	142757400, 142757422
121006730	\$ 4,353.22	152307266, 152307288
121006780	\$ 4,814.47	111859814
121011910	\$ 2,554.70	112672245
140001620	\$ 1,312.42	112839598, 112839611
140001670	\$ 5,362.58	151277856, 151277889
140002800	\$ 1,838.11	148219825
200002110	\$ 1,066.62	143545888, 143545899
200006870	\$ 4,980.66	145628523
200008020	\$ 6,806.01	112558787, 112558800
201004130	\$ 8,056.79	136849696, 136849708
201011020	\$ 7,747.14	134392440, 134392473, 134392800
202003320	\$ 7,793.56	145575917
220003770	\$ 7,072.15	152242400
220006360	\$ 3,335.88	112924289
220007150	\$ 495.60	149723826
220007166	\$ 51.04	142343120
220007168	\$ 51.00	142343647
221017740	\$ 8,648.73	145892087
222007050	\$ 3,699.75	127031352
240007360	\$ 2,127.01	151054152
241006590	\$ 8,378.41	134014520
242005010	\$ 5,267.00	152339531
242005920	\$ 9,413.63	140777578

1st Application for Title - Tax Enforcement Arrears

ROLL	ARREARS	TITLE NUMBER
260000242	\$ 8,375.30	129211815
260006160	\$ 5,347.56	143719397
300001850.0010	\$ 12,324.60	151808384



RPT 22-247

TITLE: 2021 Audited Consolidated Financial Statements

DATE: June 3, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the City of Prince Albert's audited Consolidated Financial Statements for the year ended December 31, 2021 be approved.
2. That the Mayor and City Clerk, be authorized to execute any necessary documents in regards to this matter on behalf of the City.

TOPIC & PURPOSE:

To approve the City of Prince Albert's audited Consolidated Financial Statements for the year ended December 31, 2021.

BACKGROUND:

MNP LLP presented the audit findings, draft consolidated financial statements, management letter, representation letter, and transmittal letter, at the May 24th, 2022 Executive Committee in-camera meeting.

The representation letter (Management's Responsibility) has been signed by the City Manager and Director of Financial Services.

PROPOSED APPROACH AND RATIONALE:

Pursuant to The Cities Act, The City must complete an audited annual financial statement every year by September 1st of the year following the financial year for which the financial statements have been prepared.

CONSULTATIONS:

MNP LLP independent auditor's report states that "the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2021, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards."

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

After approval by Council the audited Consolidated Financial Statements will be included in the 2021 Annual Report and available through the City's website.

The audited Consolidated Financial Statements and auditor's report on the financial statements will be submitted to the minister before September 1st, 2022.

POLICY IMPLICATIONS:

The Cities Act, Division 10, Annual Financial Statements and Auditor's Report.

Annual financial statements

155(1) A city shall prepare annual financial statements of the city for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by Chartered Professional Accountants of Canada.

2. The city's financial statements must include:

- (a) the city's debt limit; and
- (b) the amount of the city's debt.

3. A city shall publicize its financial statements, or a summary of them, and the auditor's report of the financial statements in the manner the council considers appropriate by September 1 of the year following the financial year for which the financial statements have been prepared.

2002, c.C-11.1, s.155; 2014, c.A-3.1, s.66.

Reports to minister

157(1) A city shall submit its financial statements and the auditor's report on the financial statements, as well as its public accounts, to the minister by September 1 of the year following the financial year for which the financial statements and report have been prepared.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no financial implications, privacy implications, official community plan, or options to recommendation.

STRATEGIC PLAN:

The annual audit and report to Council supports the long-term strategic goal of Fiscal Management and Accountability. A good understanding of the audited financial statements and audit findings provided by the external auditor's assists Council and administration with allocating resources to ensure programs, projects and services serve our residents and balance affordability with long-term sustainability.

PUBLIC NOTICE:

Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. 2021 Consolidated Financial Statements

Written by: Disha Joshi, Finance Manager

Approved by: Director of Financial Services & City Manager



City of Prince Albert

CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2021

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MANAGEMENT'S RESPONSIBILITY

For the Year Ended December 31, 2021

The municipality's management is responsible for the preparation and presentation of the accompanying consolidated financial statements in accordance with Canadian Public Sector Accounting Standards (PSAS). The preparation of the statements necessarily includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgments and estimates by management is required.

In discharging its responsibilities for the integrity and fair presentation of the consolidated financial statements, management designs and maintains the necessary accounting, budget and other related internal controls to provide reasonable assurance that transactions are appropriately authorized and accurately recorded, that assets are properly accounted for and safeguarded, and that financial records are properly maintained to provide reliable information for the preparation of the consolidated financial statements.

The Council is composed of elected officials who are not employees of the municipality. The Council is responsible for overseeing management in the performance of its financial reporting responsibilities. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with external auditors. The Council is also responsible for the appointment of the municipality's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both Council and administration to discuss their audit findings.

June 13, 2022

Sherry Person
City Manager

Ramona Fauchoux, PCP
Acting Director of Financial Services

INDEPENDENT AUDITOR'S REPORT

For the Year Ended December 31, 2021

To His Worship the Mayor and City Council of the City of Prince Albert:

Opinion

We have audited the consolidated financial statements of City of Prince Albert (the "City"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations and accumulated surplus, change in net financial debt, cash flows and the related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2021, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Mayor and Council for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Mayor and Council are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

INDEPENDENT AUDITOR'S REPORT

For the Year Ended December 31, 2021

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with Mayor and Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Albert, Saskatchewan

June 13, 2022

Chartered Professional Accountants

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2021

	<u>2021</u>	<u>2020</u>
FINANCIAL ASSETS		
Cash	\$ 662,430	\$ 19,402,750
Temporary investments	726,704	217,072
Taxes receivable	3,068,192	3,205,685
Accounts receivable (Note 2)	8,611,324	7,700,422
Long-term investments	<u>50,000</u>	<u>50,000</u>
	<u>13,118,650</u>	<u>30,575,929</u>
LIABILITIES		
Bank indebtedness	2,361,302	-
Accounts payable and accrued liabilities (Note 3)	11,250,835	7,431,123
Wages and employee benefits payable	4,297,396	3,978,869
Deposits and deferred revenue (Note 4)	2,399,229	4,985,909
Due to local school divisions (Note 5)	355,558	347,700
Due to trusts	-	2,247
Long-term debt (Note 6)	19,103,724	20,626,393
Vested sick leave	<u>4,437,238</u>	<u>4,059,226</u>
	<u>44,205,282</u>	<u>41,431,467</u>
NET FINANCIAL DEBT	<u>(31,086,632)</u>	<u>(10,855,538)</u>
NON-FINANCIAL ASSETS		
Property acquired for taxes (Note 7)	935,949	1,464,545
Prepaid expenses	1,079,465	299,500
Supplies inventory	1,567,679	1,419,714
Land available for sale	4,966,344	5,091,690
Work in progress (Note 8)	41,232,808	9,555,059
Tangible capital assets (Note 9)	<u>363,727,345</u>	<u>359,060,029</u>
	<u>413,509,590</u>	<u>376,890,537</u>
ACCUMULATED SURPLUS (Note 10)	<u>\$ 382,422,958</u>	<u>\$ 366,034,999</u>

Contingent liabilities and guarantees (Note 14)

Approved by Mayor and Council

June 13, 2022

See accompanying notes

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31, 2021

	Budget	2021	2020
REVENUE			
Taxation (Note 11)	\$ 41,154,280	\$ 42,369,869	\$ 40,743,908
User charges and fees	32,715,580	32,416,773	30,060,069
Operating grants and donations	12,037,810	13,000,070	14,408,786
Grants-in-lieu-of-taxes (Note 12)	7,765,960	7,671,077	7,746,023
Interest and penalties	1,430,850	902,924	786,677
Land sales	400,000	1,337,049	125,404
Sundry	<u>488,650</u>	<u>644,926</u>	<u>704,189</u>
	<u>95,993,130</u>	<u>98,342,688</u>	<u>94,575,056</u>
EXPENSES			
General Fund			
General government	21,792,070	11,155,218	9,340,732
Community services	13,005,540	14,970,554	13,804,250
Transportation services	7,090,070	10,809,254	11,600,859
Protective services - Fire services	8,044,410	8,217,273	8,075,756
Protective services - Police services	21,851,120	22,502,459	22,099,566
Sanitation Fund	4,759,400	4,822,186	4,664,425
Water Utility Fund	19,400,330	18,111,779	17,554,744
Land Fund	198,350	328,081	214,861
Airport Fund	1,628,120	1,492,246	1,499,705
Consolidated entities (Note 1)	<u>-</u>	<u>68,110</u>	<u>(130,230)</u>
	<u>97,769,410</u>	<u>92,477,160</u>	<u>88,724,668</u>
(DEFICIT) SURPLUS OF REVENUES OVER EXPENSES BEFORE CAPITAL TRANSACTIONS	<u>(1,776,280)</u>	<u>5,865,528</u>	<u>5,850,388</u>
Capital revenue	161,340	10,799,034	11,839,857
Loss on disposal of tangible capital assets	<u>-</u>	<u>(276,603)</u>	<u>(460,432)</u>
	<u>161,340</u>	<u>10,522,431</u>	<u>11,379,425</u>
(DEFICIT) SURPLUS OF REVENUES OVER EXPENSES	(1,614,940)	16,387,959	17,229,813
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>366,034,999</u>	<u>366,034,999</u>	<u>348,805,186</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 364,420,059</u>	<u>\$ 382,422,958</u>	<u>\$ 366,034,999</u>

See accompanying notes

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL DEBT

For the year ended December 31, 2021

	Budget	2021	2020
Excess of revenues over expenses	\$ (1,614,940)	\$ 16,387,959	\$ 17,229,813
Changes in Tangible Capital Assets			
Acquisition of tangible capital assets	-	(18,890,253)	(24,056,616)
Change in work in progress	-	(31,677,749)	(1,995,937)
Amortization of tangible capital assets	-	13,796,913	13,271,785
Proceeds on disposal of tangible capital assets	-	149,421	802,351
Loss on disposal of tangible capital assets	-	276,603	460,432
	-	(19,957,106)	5,711,828
Change in Non-Financial Assets			
Change in property acquired for taxes	-	528,596	(607,142)
Change in prepaid expenses	-	(779,965)	34,898
Change in supplies inventory	-	(147,965)	(163,491)
Land for sale - developed during the year	-	125,346	6,864
	-	(273,988)	(728,871)
DECREASE (INCREASE) NET FINANCIAL DEBT	\$ (1,614,940)	(20,231,094)	4,982,957
NET FINANCIAL DEBT, BEGINNING OF YEAR		(10,855,538)	(15,838,495)
NET FINANCIAL DEBT, END OF YEAR		\$ (31,086,632)	\$ (10,855,538)

See accompanying notes

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2021

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 16,387,959	\$ 17,229,813
Adjusted for non-cash items		
Amortization of tangible capital assets	13,796,913	13,271,785
Loss on disposal of tangible capital assets	<u>276,603</u>	<u>460,432</u>
	30,461,475	30,962,030
Net changes in non-cash working capital		
Taxes receivable	137,493	373,709
Accounts receivable	(910,902)	1,643,448
Due to trusts	(2,247)	2,371
Accounts payable and accrued liabilities	3,819,712	1,209,473
Wages and employee benefits payable	318,527	205,831
Deposits and deferred revenue	(2,586,680)	(1,351,395)
Due to local school divisions	7,858	(149,846)
Vested sick leave	378,012	382,429
Property acquired for taxes	528,596	(607,142)
Prepaid expenses	(779,965)	34,898
Supplies inventory	(147,965)	(163,491)
Land available for sale - developments during the year	<u>125,346</u>	<u>6,864</u>
	<u>31,349,260</u>	<u>32,549,179</u>
CASH FLOWS FROM CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(18,890,253)	(24,056,616)
Proceeds from the disposal of tangible capital assets	149,421	802,351
Acquisition of work in progress	<u>(31,677,749)</u>	<u>(1,995,937)</u>
	<u>(50,418,581)</u>	<u>(25,250,202)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Long-term debt repaid	<u>(1,522,669)</u>	<u>(1,473,141)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Temporary investments	<u>(509,632)</u>	<u>(4,019)</u>
NET INCREASE (DECREASE) IN CASH	(21,101,622)	5,821,817
CASH, BEGINNING OF YEAR	<u>19,402,750</u>	<u>13,580,933</u>
CASH, END OF YEAR	\$ <u>(1,698,872)</u>	\$ <u>19,402,750</u>
CASH COMPRISED OF		
Bank indebtedness	\$ (2,361,302)	\$ -
Cash	<u>662,430</u>	<u>19,402,750</u>
Total Cash	<u>(1,698,872)</u>	<u>19,402,750</u>

See accompanying notes

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of The City of Prince Albert (the City) have been prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS). Significant aspects of the accounting policies adopted by the City are as follows:

- a) **Fund Accounting and Segmented Information:** The City's consolidated financial statements are prepared in accordance with PSAS 2700, Segment Disclosures. The City's segments are divided into different funds and a description of each is provided below. For management reporting purposes, the City's operations and activities are organized and reported by fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. The two consolidated entities are also segmented. The activities of the City reported by fund and the consolidated entities are included in Schedule 3.

General Fund

The General Fund accounts for the City's general operations and is funded by a variety of sources and is balanced by property tax revenue. The General Fund accounts for the widest variety of City activities. The costs of policing and fire services, streets and roads, transit operations, parks, recreation, and building maintenance as well as the majority of the administrative costs of the City are shown in the General Fund. Although most areas of service within the General Fund have some revenue that is used to offset the cost of service provided, the majority of the costs in this fund are funded by property taxes. Within the General Fund, functional areas have been separately disclosed in the segmented information and are reflected in Schedule 5. Those functions are as follows:

General Government including External Agencies

Includes Corporate Services, Administration, Taxation, Planning and Development including bylaw, Financial Services, and external agencies.

Protective Services - Police Service

Delivers policing services within the city including prevention and protection, criminal investigation, patrol, and community policing. The allocation of the police services budget is determined by the Board of Police Commissioners.

Protective Services - Fire Services

Provides fire prevention, public fire and safety education and emergency response.

Transportation Services - Public Works

Includes streets and roadways, street lighting, backlanes maintenance, snow management, street sweeping, parking lots, traffic signs, and transit services.

Community Services

Provides sport, recreation, culture and park activities.

Sanitation Fund

The Sanitation Fund accounts for the City's sanitation utility (landfill and recycling) operations and is funded by user fees and sanitation surcharges.

Water Utility Fund

The Water Utility Fund accounts for the City's water utility (water and waste water) operations and is funded by user fees.

Land Fund

The Land Fund accounts for the development of residential, commercial and industrial properties and is funded by land sales.

Airport Fund

The Airport Fund accounts for the operations at the airport and is funded by user fees.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (continued from previous page)

Equipment Fund

The Equipment Fund accounts for the operations of the City's equipment and fleet. The fund earns revenue by charging the City's operational areas for the use of equipment and fleet units. The fund is also responsible for the operational costs and maintenance of the equipment and fleet. The net surplus in this fund is transferred to the equipment reserve at year end.

Consolidated Entities

The City of Prince Albert Public Library Board ("PAPLB") is 100% consolidated and the North Central Saskatchewan Waste Management Corporation ("NCSWMC") is proportionately consolidated. All interfund assets, liabilities, revenues and expenses have been eliminated through consolidation.

- b) Reporting Entities and Basis of Consolidation:** These financial statements consolidate the financial position, operations, changes in net debt and cash flows of the General, Sanitation, Water Utility, Land, and Airport, and Equipment Funds of the City.

The following organization is 100% consolidated based on the City's control of the organization:

The City of Prince Albert Public Library Board

The following organization is a government partnership and is proportionately consolidated:

North Central Saskatchewan Waste Management Corporation (2021- 84.2% : 2020 - 84.2%)

All interfund assets, liabilities, revenues and expenses have been eliminated through consolidation.

- c) Use of Estimates:** The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

Significant estimates made by management include revenue recognition, the valuation of allowances for doubtful accounts, amortization of tangible capital assets, employee benefits, closure and post closure costs of the landfill, contaminated sites, vested sick leave, property acquired for taxes, land available for sale, and contributed tangible capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the periods in which they become known.

- d) Cash:** Cash consists of cash on hand and balances with banks.
- e) Temporary Investments:** Temporary investments are recorded at cost which approximates their fair value due to their short-term maturity. Temporary investments are in a money market fund, holdings of which may include short-term (one year or less) debt securities, including treasury bills and promissory notes issued or guaranteed by Canadian governments or their agencies, bankers acceptances, asset-backed commercial paper and commercial paper issued by Canadian chartered banks, loan companies, trust companies and corporations.
- f) Deposits and Deferred Revenue:** Deposits and deferred revenue includes monies received in advance for facilities revenue, property taxation, and external funding for capital projects to be completed in future years.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (continued from previous page)

g) Employee Benefit Plans

Vested Sick Leave

Previously sick leave was earned by employees through a bi-weekly allotment. Unused sick leave was accumulated and vested with the employee and was paid out upon termination of employment. The benefit vested with the employee after five years continuous service for permanent unionized employees and after five years continuous service for management and ten years for non-permanent Local 882 employees. Payment calculations were limited by 194 days (148 for the Fire Department) of accumulated sick time and a maximum of 30 years of employment. Effective March 23, 2015 the policy for vested sick leave was amended to reflect that new employees who are members of CUPE 160, CUPE 882 and Out of Scope staff will not accumulate vested sick leave. Any employees employed prior to March 23, 2015 will continue under the previous policy. Fire Services employees hired after August 29, 2016 will not accumulate vested sick leave. Police Services employees hired after April 10, 2018 will not accumulate vest sick leave.

The value of the vested sick leave reflects the present value of the liability of future employees' earnings.

Defined Benefit Pension Plan

Employees of the City participate in the Municipal Employees Pension Plan ("MEPP"). Contributions to the defined benefit plans are expensed when contributions are made. Under the defined benefit plan, the City's obligations are limited to their contributions.

h) Property Acquired for Taxes: Property acquired for taxes is recorded at the lower of carrying amount or net recoverable amount. Impairment losses are not reversed in subsequent years, if net recoverable value subsequently increases.

i) Inventories: Inventories of materials and supplies expected to be used by the City are valued at the lower of cost or replacement cost. Inventories of land, materials and supplies held for resale are valued at the lower of cost or net realizable value. Cost is determined by the average cost method. Net realizable value is the estimated selling price in the ordinary course of business.

j) Land Available for Sale: Land available for sale is recorded at the lower of cost to prepare the land for sale and the market value of the land. Costs to prepare the land for sale include leveling, grading and SaskPower and SaskEnergy service connections and is considered available for sale when all the land preparation is completed.

Land available for sale is not reported as financial assets as the properties are typically held as inventory for more than one year.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (continued from previous page)

k) Tangible Capital Assets and Work in Progress: Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land Improvements	9 to 100 years
Buildings	20 to 100 years
Machinery and Equipment	5 to 15 years
Fleet	5 to 15 years
Roads	10 to 100 years
Water, Sanitary and Storm Sewer Infrastructure	20 to 100 years

Assets under construction are recorded as work in progress and are not amortized until the asset is available for productive use.

Contributed tangible capital assets are recorded at fair market value.

Government Contributions: Government contributions for the acquisition of capital assets are reported as capital revenue and do not reduce the cost of the related asset.

Works of Art and Other Unrecognized Assets: Assets that have a historical or cultural significance, which include works of art, monuments and other cultural artifacts are not recognized as tangible capital assets because a reasonable estimate of future benefits associated with this property cannot be made. Instead the costs are expensed when the purchase is made.

Capitalization of Interest: The City does not capitalize interest incurred while a tangible capital asset is under construction.

The City has recorded \$nil contributed tangible capital assets in the current year (2020 - \$nil).

l) Revenue and Expenses Recognition: Revenues are recorded using the accrual basis of accounting whereby revenues are recognized as they are earned and measurable. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified. Expenses are accounted for in the period the goods and services are acquired and a liability is incurred or transfers are due.

Property tax revenue is based on assessments determined in accordance with Provincial legislation and the formulas, principles and rules in the Saskatchewan Assessment Manual. Tax mill rates are established annually. Taxation revenues are recorded net of a provision for potential losses on outstanding assessment appeals and uncollected taxes. By their nature, these provisions are subject to measurement uncertainty and the impact on the consolidated financial statements of future periods could be material. Penalties on overdue taxes are recorded in the period levied.

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, eligibility criteria have been met, and reasonable estimates can be made.

Land sales are recognized in the consolidated financial statements as revenues in the period in which the contract is signed and deposit is received.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (continued from previous page)

m) **Trust Funds:** Funds held in trust for others, under a trust agreement or statute, are not included in the consolidated financial statements as they are not controlled by the municipality. Trust fund activities administered by the City are disclosed in Schedule 11.

n) **Budget Information:** Budget information is presented on a basis consistent with that used for actual results. The General, Water Utility, Sanitation, Land, and Airport Fund budgets were approved by Council on February 1, 2021.

o) **Impact on operations of COVID-19 (coronavirus):** In early March 2020 the impact of the global outbreak of COVID-19 (coronavirus) began to have a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The City's operations were impacted by COVID-19 due to closure of operations and cancellation of events.

At this time, it is unknown the extent of the impact of COVID-19 outbreak may have on the City as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent the impact is unknown, we anticipate this outbreak may cause reduced customer demand, supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the City's business and financial condition.

p) New Accounting Standards

Effective On or After April 1, 2022:

- i. PS 1201 Financial Statement Presentation replaces PS 1200 with revised general reporting principles and standards of presentation and disclosure in government financial statements. Effective in the period PS 3450 and PS 2601 are adopted.
- ii. PS 2601 Foreign Currency Translation replaces PS 2600 with revised guidance on the recognition, presentation and disclosure of transactions that are denominated in a foreign currency.
- iii. PS 3041 Portfolio Investments replaces PS 3040 with revised guidance on accounting for, and presentation and disclosure of, portfolio investments. Effective in the period PS 3450, PS 2601 and PS 1201 are adopted.
- iv. PS 3450 Financial Instruments a new standard establishing guidance on the recognition, measurement, presentation and disclosure of financial instruments, including derivatives.
- v. PS 3280 Asset Retirement Obligations a new standard establishing guidance on the accounting and reporting of legal obligations associated with the retirement of tangible capital assets controlled by a government. As this standard includes solid waste landfill sites active and post-closing obligations upon adoption of this new standard, existing Solid Waste Landfill Closure and Post-Closure Liability section PS 3270 will be withdrawn.

Effective On or After April 1, 2023:

- vi. PS 3400 Revenue a new standard establishing guidance on the recognition, measurement, presentation and disclosure of revenue.

The extent of the impact of adoption of these future standards is not known at this time.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

2. ACCOUNTS RECEIVABLE

	2021	2020
Federal Government	\$ 994,944	\$ 586,643
Provincial Government	418,215	402,348
General Fund	2,707,889	3,057,089
Water Utility Fund	3,123,704	2,703,607
Land Fund	362,552	158,701
Sanitation Fund	429,431	352,884
Airport Fund	538,219	394,135
Consolidated entities	36,370	45,015
	\$ 8,611,324	\$ 7,700,422

Accounts receivable have been reported net of an allowance for doubtful accounts of \$3,077,398 (2020 - \$2,831,978). The allowance has been determined through an annual review of outstanding amounts.

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2021	2020
General Fund	\$ 10,190,084	\$ 6,661,912
Water Utility Fund	50,318	59,293
Land Fund	2,540	2,926
Sanitation Fund - Landfill closure and post closure (Note 3a)	858,226	559,226
Consolidated entities	149,667	147,766
	\$ 11,250,835	\$ 7,431,123

a) Landfill Closure and Post Closure

Environmental law requires closure and post-closure care of solid waste landfill sites. Closure care includes final covering and landscaping of the landfill and implementation of drainage and gas management plans. Post-closure care requirements include cap maintenance, groundwater monitoring, gas management system operations, inspections and annual reports. The current landfill plan includes a total of eight cells in addition to the original mound. In 2022 an expansion of the three existing landfill cells (1A, 1B and 2A) is expected to be completed and will provide a life expectancy of approximately 22 years and 1,211,308 m³ of air space.

Each cell will be decommissioned individually as the cell reaches capacity. Once the landfill is closed, it is estimated that the total cost of post closure and remaining closure expenditures will be \$12,500,000 on an undiscounted basis.

The calculation of the liability in the amount of \$858,226 (2020 - \$559,226) is based on the cumulative capacity used at December 31, 2021, compared to the total estimated landfill capacity at the same date. The estimated total capacity of the site is 5,114,201 cubic meters (2020 - 3,902,893 m³), of which 1,687,686 cubic meters (2020 - 885,198 m³) or 33% (2020 - 23%) has been used as of December 31, 2021. The existing landfill site is expected to reach capacity in approximately 2061.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

4. DEPOSITS AND DEFERRED REVENUE

Deposits and deferred revenue include funds that are externally restricted as follows:

	2020	Increase	Decrease	2021
Custom work and tender deposits	\$ 6,994	\$ -	\$ -	\$ 6,994
Donations and grants for capital	667,175	-	591,288	75,887
EA Rawlinson prepaid tickets	32,342	137,847	-	170,189
Facilities bookings	380,854	43,901	-	424,755
Gas tax funding	2,278,196	-	2,278,196	-
Landfill deposits	23,000	1,000	-	24,000
Land deposits	9,000	32,000	-	41,000
Prepaid business licences	165,950	-	2,925	163,025
Prepaid property taxes	374,615	112,823	-	487,438
Police	35,180	318,473	-	353,653
Safe Restart Canada Plan	436,393	-	436,393	-
Saskatchewan Lotteries program	126,321	-	10,262	116,059
Water utility deposits	428,741	52,180	-	480,921
Other	21,148	34,160	-	55,308
	<u>\$ 4,985,909</u>	<u>\$ 732,384</u>	<u>\$ 3,319,064</u>	<u>\$ 2,399,229</u>

5. DUE TO LOCAL SCHOOL DIVISIONS

Amounts owing to each school division are shown net of an allowance for doubtful accounts. The net amounts owing are as follows:

	Public School	Separate School	2021	2020
Taxes payable	\$ 559,898	\$ 139,172	\$ 699,070	\$ 691,212
Allowance for doubtful accounts	<u>(332,097)</u>	<u>(11,415)</u>	<u>(343,512)</u>	<u>(343,512)</u>
	<u>\$ 227,801</u>	<u>\$ 127,757</u>	<u>\$ 355,558</u>	<u>\$ 347,700</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

6. LONG-TERM DEBT

General Fund

	2021	2020
Royal Bank of Canada Ltd., quarterly payments of approximately \$75,700 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (Transit buses)	\$ 1,622,000	\$ 1,867,000
Royal Bank of Canada Ltd., quarterly payments of approximately \$33,000 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (Cooke Municipal Golf Course irrigation system)	1,970,000	2,033,000
Royal Bank of Canada Ltd., 10% of quarterly payments of approximately \$66,800 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (West Hill redevelopment)	<u>143,400</u>	<u>164,900</u>
	<u>3,735,400</u>	<u>4,064,900</u>

Water Utility Fund

Royal Bank of Canada Ltd., quarterly payments of approximately \$104,300 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (Water reservoir)	6,242,000	6,441,000
Royal Bank of Canada Ltd., quarterly payments of approximately \$97,600 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (Reservoir upgrades)	5,841,000	6,027,000
Canada Mortgage and Housing Corporation, annual payments of \$718,523 including interest at 3.98%, due September 1, 2024, secured by water and sewer user fees. (Water treatment plant)	<u>1,994,724</u>	<u>2,609,393</u>
	<u>14,077,724</u>	<u>15,077,393</u>

Land Fund

Royal Bank of Canada Ltd., 90% of quarterly payments of approximately \$66,800 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (West Hill redevelopment)	<u>1,290,600</u>	<u>1,484,100</u>
Total Long-Term Debt	\$ <u>19,103,724</u>	\$ <u>20,626,393</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

6. LONG-TERM DEBT (continued from previous page)

Future principal and interest payments are as follows:

	Principal	Interest	Total
2022	\$ 1,578,133	\$ 649,172	\$ 2,227,305
2023	1,633,571	591,459	2,225,030
2024	1,688,022	534,544	2,222,566
2025	1,032,000	468,600	1,500,600
2026	1,064,000	434,380	1,498,380
Thereafter	12,107,998	3,495,917	15,603,915
	\$ 19,103,724	\$ 6,174,072	\$ 25,277,796

The regulation under The Cities Act requires that individual long term borrowing bylaws be submitted, reviewed and approved by the Saskatchewan Municipal Board. There is an expectation of those cities that apply to the Saskatchewan Municipal Board for a pre-approved debt limit. The approved debt limit includes all amounts available to the City as a line of credit.

The general bank account is covered by a \$12,000,000 revolving credit line. The interest on the credit line is prime less .75% per year. The credit line is secured by all tax levies to the extent of the indebtedness. The balance at December 31, 2021 is \$4,518,586 (2020 - \$nil). The Royal Bank of Canada loans are secured by all taxes levied by the City, subordinated to Affinity indebtedness on the line of credit.

As of December 31, 2021 the City has a Saskatchewan Municipal Board approved debt limit of \$75,000,000 (2020 - \$65,000,000)

7. PROPERTY ACQUIRED FOR TAXES

	2021	2020
Tax titled properties	\$ 1,636,979	\$ 2,213,487
Allowance for doubtful recovery	(701,030)	(748,942)
Net recoverable	\$ 935,949	\$ 1,464,545

Property acquired through tax enforcement is recorded at the amount of outstanding taxes and penalties owing to the City at the date of acquisition, plus any costs to maintain the property until disposal. An allowance for doubtful recovery is calculated annually and is based on the estimated market value of the property.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

8. WORK IN PROGRESS

Work in progress is comprised of tangible capital assets that have not yet been put into service because they are still being constructed or not ready for use. Work in progress is recorded at cost, which includes all amounts directly attributable to the asset. The City does not capitalize interest costs.

In the year that the asset is ready for service, the asset is reallocated to the tangible capital assets and amortized based on the City's capital asset policies. Work in progress is as follows:

	Opening Balance	Capitalized	Additions	Ending Balance
General Fund				
Roads	\$ 825,556	\$ -	\$ 1,669,061	\$ 2,494,617
Buildings	1,949,673	(14,458)	11,670,729	13,605,944
Fire truck	-	-	392,066	392,066
	<u>2,775,229</u>	<u>(14,458)</u>	<u>13,731,856</u>	<u>16,492,627</u>
Airport Fund	<u>40,760</u>	<u>(15,845)</u>	<u>265,463</u>	<u>290,378</u>
Sanitation Fund	<u>136,301</u>	<u>-</u>	<u>6,287,633</u>	<u>6,423,934</u>
Water Utility Fund				
Water treatment plant	2,290,740	-	14,402,672	16,693,412
Waste water treatment plant	4,210,359	(3,996,272)	909,565	1,123,652
Water infrastructure	101,670	(64,745)	171,880	208,805
	<u>6,602,769</u>	<u>(4,061,017)</u>	<u>15,484,117</u>	<u>18,025,869</u>
	<u>\$ 9,555,059</u>	<u>\$ (4,091,320)</u>	<u>\$ 35,769,069</u>	<u>\$ 41,232,808</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

9. TANGIBLE CAPITAL ASSETS

For segmented detail, please refer to Schedule 7:

	Opening Balance	Additions	Disposals	Ending Balance
Land	\$ 19,935,200	\$ -	\$ -	\$ 19,935,200
Land improvements	41,969,746	1,194,930	(30,275)	43,134,401
Buildings	56,631,841	370,561	(30,394)	56,972,008
Machinery and equipment	14,139,196	1,125,019	(712,795)	14,551,420
Fleet	30,883,438	2,287,883	(786,031)	32,385,290
Roads	126,431,040	6,971,756	(2,023,600)	131,379,196
Water, sanitary and storm sewer Infrastructure	302,605,921	6,643,703	(132,458)	309,117,166
Consolidated entities	<u>2,298,109</u>	<u>296,401</u>	<u>-</u>	<u>2,594,510</u>
	<u>\$ 594,894,491</u>	<u>\$ 18,890,253</u>	<u>\$ (3,715,553)</u>	<u>\$ 610,069,191</u>

	Opening Accumulated Amortization	Amortization	Disposals	Closing Accumulated Amortization
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	(17,586,056)	(1,387,023)	30,275	(18,942,804)
Buildings	(22,910,544)	(1,144,047)	14,875	(24,039,716)
Machinery and equipment	(5,488,484)	(1,060,887)	677,602	(5,871,769)
Fleet	(13,865,964)	(2,228,061)	575,958	(15,518,067)
Roads	(53,013,151)	(3,024,596)	1,887,522	(54,150,225)
Water, sanitary and storm sewer Infrastructure	(121,927,195)	(4,688,002)	103,297	(126,511,900)
Consolidated entities	<u>(1,043,067)</u>	<u>(264,298)</u>	<u>-</u>	<u>(1,307,365)</u>
	<u>\$(235,834,461)</u>	<u>\$(13,796,914)</u>	<u>\$ 3,289,529</u>	<u>\$(246,341,846)</u>

	2021 Net Book Value	2020 Net Book Value
Land	\$ 19,935,200	\$ 19,935,200
Land improvements	24,191,597	24,383,689
Buildings	32,932,292	33,721,297
Machinery and equipment	8,679,651	8,650,712
Fleet	16,867,223	17,017,474
Roads	77,228,971	73,417,889
Water, sanitary and storm sewer Infrastructure	182,605,266	180,678,726
Consolidated entities	<u>1,287,145</u>	<u>1,255,042</u>
	<u>\$363,727,345</u>	<u>\$359,060,029</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

10. ACCUMULATED SURPLUS

	<u>2021</u>	<u>2020</u>
General Fund		
Fund Balance (Schedule 8)	\$ 174,714,890	\$ 162,557,672
Reserves (Schedule 9)	<u>14,809,772</u>	<u>18,520,834</u>
	189,524,662	181,078,506
Sanitation Fund		
Fund Balance (Schedule 8)	10,511,284	10,028,698
Reserves (Schedule 9)	<u>163,866</u>	<u>203,699</u>
	10,675,150	10,232,397
Water Utility Fund		
Fund Balance (Schedule 8)	171,643,629	167,301,589
Reserves (Schedule 9)	<u>196,116</u>	<u>406,036</u>
	171,839,745	167,707,625
Land Fund		
Fund Balance (Schedule 8)	(6,016,846)	(8,990,410)
Reserves (Schedule 9)	<u>(4,007,446)</u>	<u>(4,097,451)</u>
	(10,024,292)	(13,087,861)
Airport Fund		
Fund Balance (Schedule 8)	14,699,954	14,779,615
Reserves (Schedule 9)	<u>3,049,897</u>	<u>2,844,134</u>
	17,749,851	17,623,749
Consolidated entities		
Prince Albert Public Library Board (Schedule 8)	1,608,579	1,387,829
North Central Sask Waste Management (Schedule 8)	<u>1,049,263</u>	<u>1,092,754</u>
	2,657,842	2,480,583
	\$ 382,422,958	\$ 366,034,999

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

11. TAXATION REVENUE

	Budget	2021	2020
General municipal tax - levy	\$ 30,835,310	\$ 31,911,783	\$ 30,835,242
General municipal tax - supplemental	100,000	8,242	37,423
General municipal tax - surcharges	275,000	265,589	300,373
Abatements and adjustments	(100,000)	(225,217)	(82,921)
Discounts on current year taxes	(50,000)	(43,778)	(46,695)
General Municipal Tax	31,060,310	31,916,619	31,043,422
Penalties on Tax Arrears	350,000	344,359	402,598
Base tax - Snow management and infrastructure	1,353,590	1,303,250	1,348,876
Base tax - Roadways	4,235,000	4,090,053	4,224,795
Base tax - Police	-	554,638	-
Levy - Libraries	2,124,930	2,099,094	2,096,417
Levy - Civic facilities	1,542,950	1,541,779	1,539,742
Levy - Destination marketing	351,500	386,520	-
Levy - PA Business Improvement District	78,000	76,888	74,941
Levy - Local improvements	58,000	56,669	58,262
Other Tax Levies	9,743,970	10,108,891	9,343,033
Less consolidation eliminations	-	-	(45,145)
	\$ 41,154,280	\$ 42,369,869	\$ 40,743,908

12. GRANTS-IN-LIEU-OF-TAXES

	Budget	2021	2020
Grants-in-Lieu of Taxes			
Federal	\$ 178,990	\$ 148,948	\$ 178,987
Provincial	2,460,240	2,613,816	2,460,236
First Nations reserve lands	490,780	274,626	490,777
Out of City limits users	4,400	28,229	59,400
	3,134,410	3,065,619	3,189,400
Franchise Fees			
Sask Power	3,825,330	3,865,296	3,786,142
Sask Energy	800,000	730,896	764,455
TransGas	6,220	9,266	6,026
	4,631,550	4,605,458	4,556,623
	\$ 7,765,960	\$ 7,671,077	\$ 7,746,023

13. PENSION FUND

Employees of the City participate in MEPP and contributions are a percentage of salary. Police and Firefighters contributed 12.5% of their salary (12.5% - 2020) and all other members contributed 9% (9% - 2020). The City matches all the members' contributions to the plan. Pension expense for the year included in the salaries, wages and benefits expenses is \$3,979,939 (2020 - \$4,042,593).

Based on the latest information available, MEPP had a surplus in the net assets available for benefits of \$3,543,890,000 (2020 - \$3,198,055,000). The City's portion of this is not readily determinable.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

14. CONTINGENT LIABILITIES AND GUARANTEES

a) The City is a third party (by way of being a member of MEPP) in a legal proceeding between the Canadian Union of Public Employees (CUPE) and the Municipal Employees Pension Commission (the "Commission"). CUPE alleges that the Commission has inappropriately funded administration fees from the pension plan. The outcome and economic impact of the losses, if any, are currently not determinable and no provision has been made in these consolidated financial statements.

b) Various other lawsuits and claims are pending by and against the City, however no provisions have been recorded in the consolidated financial statements. It is not expected that the final determination of any pending claims will materially affect the consolidated financial position of the City.

c) The City is responsible for the remediation of contaminated sites that are no longer in productive use where the City is responsible or has accepted responsibility for remediation. The following contaminated sites have been identified through the process. However, the City has no ownership, accepts no responsibility for the contamination, or the potential remediation costs are not material to the City's overall financial position. Those sites are:

- i) BioReactor Site - the City is currently in dispute with the Province of Saskatchewan surrounding the responsibility for remediating the contamination found at that site. A resolution to the ongoing costs to monitor the site and responsibility for the cleanup is ongoing.
- ii) City Snow Dump - the City's snow dump does present some contamination due to the chlorides present in the snow as a result of the salt put down during the winter months. Should any contamination be found at the snow dump, it can be managed with very little remediation needed.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

15. CONTRACTUAL OBLIGATIONS

Aquatic and Arenas Recreation Centre

In 2020 City Council approved the construction of a new Aquatic and Arenas Recreation Centre. The Aquatic and Arena Recreation Centre is an approved project under the Canada Infrastructure Program and the maximum total eligible expenditures are \$60 million. The total financial contribution from the Federal and Provincial governments is not to exceed 73.33 % of the total eligible expenditures (40% Federal and 33.33 % Provincial). Any expenditure in excess of the financial contribution from the Federal and Provincial governments is the responsibility of the City (estimated at 26.67 %). The anticipated completion date is 2024.

- i. In 2020, the City entered into an agreement with Group2 Architecture Interior Design Ltd. to provide detailed design and other services for the new Aquatic and Arenas Recreation Centre. The total estimated cost for these services is \$3,657,778. The cost includes fixed amounts and amounts based on a percentage of an estimated construction budget of \$55 million. As of December 31, 2020, \$757,751 in costs have been incurred with the City's portion being 26.67 % or \$202,092.
- ii. In 2020, the City entered into an agreement with Signature Development Corporation to purchase land required for the construction of a new Aquatic and Arenas Recreation Centre. The total purchase cost was \$6.525 million. As of December 31, 2020 a deposit of \$978,750 was paid with the remainder due in 2021.
- iii. In 2021, upon the findings of the detailed design, the City entered into agreement with Signature Development Corporation to purchase additional Land for parking in the total amount of \$ 2,537,500.
- iv. In 2021, the City entered into agreement with BBB Architects & KSA Architects for the detailed design of the large Arena at estimated costs of \$3,216,464.

Raw Water Pumphouse

In 2019 City Council approved design and project services related to the construction of a new Raw Water Pumphouse. In 2020, City Council approved the construction of the new Raw Water Pumphouse. The anticipated completion date is 2022.

- i. In 2019, the City had entered into an agreement with AECOM Canada Ltd. to provide detailed design and other services for the new Raw Water Pumphouse. Total costs are estimated to be \$1,265,232, of which \$761,189 has been incurred as of December 31, 2020. The total cost is based on a percentage of the construction costs and therefore could be subject to change.
- ii. In 2020, the City has entered into an agreement with PCL Construction Management Inc. for the construction of a new Raw Water Pumphouse. Total construction costs are estimated to be \$17,242,861, of which \$16,677,120 has been incurred as of December 31, 2021.

Waste Water Treatment Detail Design

In 2020 City Council approved for modelling and Pre-Design for the upgrades to the Waste Water Treatment Plant to meet present and future capacity needs.

- i. In 2020 the City had entered into an agreement with AECOM Canada Ltd. to provide plant modelling and pre-design for this expansion and renovation. Total costs are estimated to be \$365,955 of which \$165,637 has been incurred as of December 31, 2020.
- ii. In 2021, the City has entered into an agreement with AECOM Canada Ltd. for the detail design of the Waste Water Treatment Plant. Total construction costs are estimated to be \$1,826,000 of which \$909,565 has been incurred as of December 31, 2021.

Landfill Cell Expansion

In 2021, the City Council approved the construction expansion of Landfill Cells 1B, 1A and 2A budget.

- i. In 2021 the City has entered into an agreement with Trevita Corporation for this expansion construction for total cost of \$ 6,587,396 of which \$6,423,934 has been incurred as of December 31, 2021.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2021

16. COMPARATIVE FIGURES

Certain of the prior year's figures have been reclassified to conform to the current year's presentation.

17. PUBLIC WATERWORKS INFORMATION

The Cities Regulations Part V.1 were amended in 2006 and require Municipalities to provide specific financial information related to City-owned and operated Waterworks.

2021 Waterworks Financial Overview

Total Waterworks Revenues - \$ 24,459,134

Total Waterworks Expenditures - \$ 18,140,850

Total Debt Payments on Waterworks Infrastructure Loans - \$ 999,669

Comparison of Waterworks Revenues to Expenditures plus Debt Payments, expressed as a ratio:

$$\frac{\$ 24,459,134}{(\$18,140,850 + \$999,669)} = 1.28$$

For 2021, Waterworks Revenues covered 100% of Waterworks Expenditures (2020 -100%)

Schedule 1

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION
SEGMENTED BY FUND**

As at December 31, 2021

	<u>GENERAL FUND</u>	<u>SANITATION FUND</u>	<u>WATER UTILITY FUND</u>	<u>LAND FUND</u>	<u>AIRPORT FUND</u>
FINANCIAL ASSETS					
Temporary investments	-	-	-	-	-
Taxes receivable	3,068,192	-	-	-	-
Accounts receivable	<u>4,121,048</u>	<u>429,431</u>	<u>3,123,704</u>	<u>362,552</u>	<u>538,219</u>
	<u>7,189,240</u>	<u>429,431</u>	<u>3,123,704</u>	<u>362,552</u>	<u>538,219</u>
LIABILITIES					
Bank indebtedness	2,361,302	-	-	-	-
Accounts payable and accrued liabilities	10,190,084	858,226	50,318	2,540	-
Wages and employee benefits payable	3,604,732	114,078	528,513	-	50,073
Deposits and deferred revenue	1,853,308	24,000	480,921	41,000	-
Due to local school divisions	355,558	-	-	-	-
Long-term debt	3,735,400	-	14,077,724	1,290,600	-
Vested sick leave	<u>3,987,762</u>	<u>63,496</u>	<u>361,738</u>	<u>-</u>	<u>24,242</u>
	<u>26,088,146</u>	<u>1,059,800</u>	<u>15,499,214</u>	<u>1,334,140</u>	<u>74,315</u>
NET FINANCIAL ASSETS	<u>(18,898,906)</u>	<u>(630,369)</u>	<u>(12,375,510)</u>	<u>(971,588)</u>	<u>463,904</u>
NON-FINANCIAL ASSETS					
Property acquired for taxes	935,949	-	-	-	-
Prepaid expenses	1,011,243	-	21,108	2,255	-
Supplies inventory	1,342,444	-	225,235	-	-
Land available for sale	-	-	-	4,966,344	-
Work in progress	16,492,628	6,423,934	18,025,868	-	290,378
Tangible capital assets	148,474,190	8,852,721	191,057,772	-	14,055,516
Due from (to) other funds	<u>40,167,114</u>	<u>(3,971,136)</u>	<u>(25,114,728)</u>	<u>(14,021,303)</u>	<u>2,940,053</u>
	<u>208,423,568</u>	<u>11,305,519</u>	<u>184,215,255</u>	<u>(9,052,704)</u>	<u>17,285,947</u>
ACCUMULATED SURPLUS (DEFICIT)	<u>\$ 189,524,662</u>	<u>\$ 10,675,150</u>	<u>\$ 171,839,745</u>	<u>\$ (10,024,292)</u>	<u>\$ 17,749,851</u>

Schedule 1 (continued)

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION
SEGMENTED BY FUND**

As at December 31, 2021

	PRINCE ALBERT PUBLIC LIBRARY BOARD	NORTH CENTRAL SASK WASTE MGMT CORP	CONSOLIDATION ADJUSTMENTS	TOTAL CONSOLIDATED
FINANCIAL ASSETS				
Cash	\$ 247,566	\$ 414,864	\$ -	\$ 662,430
Temporary investments	726,704	-	-	726,704
Taxes receivable	-	-	-	3,068,192
Accounts receivable	22,731	121,878	(108,239)	8,611,324
Long-term investments	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
	<u>1,047,001</u>	<u>536,742</u>	<u>(108,239)</u>	<u>13,118,650</u>
LIABILITIES				
Bank indebtedness	-	-	-	2,361,302
Accounts payable and accrued liabilities	136,182	121,724	(108,239)	11,250,835
Wages and employee benefits payable	-	-	-	4,297,396
Deposits and deferred revenue	-	-	-	2,399,229
Due to local school divisions	-	-	-	355,558
Long-term debt	-	-	-	19,103,724
Vested sick leave	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,437,238</u>
	<u>136,182</u>	<u>121,724</u>	<u>(108,239)</u>	<u>44,205,282</u>
NET FINANCIAL ASSETS (DEBT)	<u>910,819</u>	<u>415,018</u>	<u>-</u>	<u>(31,086,632)</u>
NON-FINANCIAL ASSETS				
Property acquired for taxes	-	-	-	935,949
Prepaid expenses	44,859	-	-	1,079,465
Supplies inventory	-	-	-	1,567,679
Land available for sale	-	-	-	4,966,344
Work in progress	-	-	-	41,232,808
Tangible capital assets	652,901	634,245	-	363,727,345
Due from (to) other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>697,760</u>	<u>634,245</u>	<u>-</u>	<u>413,509,590</u>
ACCUMULATED SURPLUS	<u>\$ 1,608,579</u>	<u>\$ 1,049,263</u>	<u>\$ -</u>	<u>\$ 382,422,958</u>

Schedule 2

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION - PRIOR YEAR
SEGMENTED BY FUND**

As at December 30, 2020

	<u>GENERAL FUND</u>	<u>SANITATION FUND</u>	<u>WATER UTILITY FUND</u>	<u>LAND FUND</u>	<u>AIRPORT FUND</u>
FINANCIAL ASSETS					
Cash	\$ 18,387,060	\$ -	\$ -	\$ -	\$ -
Temporary investments	-	-	-	-	-
Taxes receivable	3,205,685	-	-	-	-
Accounts receivable	<u>4,046,080</u>	<u>352,884</u>	<u>2,703,607</u>	<u>158,701</u>	<u>394,135</u>
	<u>25,638,825</u>	<u>352,884</u>	<u>2,703,607</u>	<u>158,701</u>	<u>394,135</u>
LIABILITIES					
Accounts payable and accrued liabilities	6,661,912	559,226	59,293	2,926	-
Wages and employee benefits payable	3,663,990	53,819	237,714	-	23,346
Deposits and deferred revenue	4,525,168	23,000	428,741	9,000	-
Due to local school divisions	347,700	-	-	-	-
Due to (from) trusts	2,247	-	-	-	-
Long-term debt	4,064,900	-	15,077,393	1,484,100	-
Vested sick leave	<u>3,633,909</u>	<u>77,597</u>	<u>329,698</u>	<u>-</u>	<u>18,022</u>
	<u>22,899,826</u>	<u>713,642</u>	<u>16,132,839</u>	<u>1,496,026</u>	<u>41,368</u>
NET FINANCIAL ASSETS (DEBT)	<u>2,738,999</u>	<u>(360,758)</u>	<u>(13,429,232)</u>	<u>(1,337,325)</u>	<u>352,767</u>
NON-FINANCIAL ASSETS					
Property acquired for taxes	1,464,545	-	-	-	-
Prepaid expenses	229,688	-	21,699	2,583	-
Supplies inventory	1,277,448	-	142,266	-	-
Land available for sale	-	-	-	5,091,690	-
Work in progress	2,775,229	136,301	6,602,769	-	40,760
Tangible capital assets	145,016,313	9,155,616	189,629,743	-	14,003,315
Due to (from) other funds	<u>27,576,284</u>	<u>1,301,238</u>	<u>(15,259,620)</u>	<u>(16,844,809)</u>	<u>3,226,907</u>
	<u>178,339,507</u>	<u>10,593,155</u>	<u>181,136,857</u>	<u>(11,750,536)</u>	<u>17,270,982</u>
ACCUMULATED SURPLUS (DEFICIT)	<u>\$ 181,078,506</u>	<u>\$ 10,232,397</u>	<u>\$ 167,707,625</u>	<u>\$ (13,087,861)</u>	<u>\$ 17,623,749</u>

Schedule 2 (continued)

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION - PRIOR YEAR
SEGMENTED BY FUND**

As at December 30, 2020

	PRINCE ALBERT PUBLIC LIBRARY BOARD	NORTH CENTRAL SASK WASTE MGMT CORP	CONSOLIDATION ADJUSTMENTS	TOTAL CONSOLIDATED
FINANCIAL ASSETS				
Cash	\$ 593,674	\$ 422,016	\$ -	\$ 19,402,750
Temporary investments	217,072	-	-	217,072
Taxes receivable	-	-	-	3,205,685
Accounts receivable	27,003	114,385	(96,373)	7,700,422
Long-term investments	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
	<u>887,749</u>	<u>536,401</u>	<u>(96,373)</u>	<u>30,575,929</u>
LIABILITIES				
Accounts payable and accrued liabilities	140,846	103,293	(96,373)	7,431,123
Wages and employee benefits payable	-	-	-	3,978,869
Deposits and deferred revenue	-	-	-	4,985,909
Due to local school divisions	-	-	-	347,700
Due to (from) trusts	-	-	-	2,247
Long-term debt	-	-	-	20,626,393
Vested sick leave	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,059,226</u>
	<u>140,846</u>	<u>103,293</u>	<u>(96,373)</u>	<u>41,431,467</u>
NET FINANCIAL ASSETS (DEBT)	<u>746,903</u>	<u>433,108</u>	<u>-</u>	<u>(10,855,538)</u>
NON-FINANCIAL ASSETS				
Property acquired for taxes	-	-	-	1,464,545
Prepaid expenses	45,530	-	-	299,500
Supplies inventory	-	-	-	1,419,714
Land available for sale	-	-	-	5,091,690
Work in progress	-	-	-	9,555,059
Tangible capital assets	595,396	659,646	-	359,060,029
Due to (from) other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>640,926</u>	<u>659,646</u>	<u>-</u>	<u>376,890,537</u>
ACCUMULATED SURPLUS	<u>\$ 1,387,829</u>	<u>\$ 1,092,754</u>	<u>\$ -</u>	<u>\$ 366,034,999</u>

Schedule 3

**CONSOLIDATED STATEMENT OF OPERATIONS
SEGMENTED BY FUND**

For the year ended December 31, 2021

	<u>GENERAL FUND</u>	<u>SANITATION FUND</u>	<u>WATER UTILITY FUND</u>	<u>LAND FUND</u>	<u>AIRPORT FUND</u>
	(SCHEDULE 5)				
REVENUE					
Taxation	\$ 42,369,869	\$ -	\$ -	\$ -	\$ -
User charges and fees	7,431,625	5,246,671	19,101,056	36,225	839,682
Operating grants and donations	12,043,831	432,956	-	-	46,793
Grants-in-lieu-of-taxes	7,671,077	-	-	-	-
Interest and penalties	746,433	5,594	141,615	-	1,361
Land sales	-	-	-	1,337,049	-
Sundry	238,096	2,994	393,913	-	9,923
	<u>70,500,931</u>	<u>5,688,215</u>	<u>19,636,584</u>	<u>1,373,274</u>	<u>897,759</u>
EXPENSES					
Council remuneration	427,304	-	-	-	-
Salaries, wages and benefits	41,591,461	1,228,760	6,324,957	96,551	465,373
Contracted and general services	5,926,822	215,488	733,527	38,390	156,674
Financial charges	173,428	6,906	-	-	782
Grants and Donations	3,401,587	142,100	-	-	-
Utilities	2,512,055	32,917	1,066,647	-	95,390
Interest on long term debt	142,332	-	638,508	47,434	-
Fleet expenses	3,520,305	1,849,391	851,338	-	119,297
Maintenance, material and supplies	6,063,106	569,805	2,919,855	-	151,953
Insurance	500,623	5,316	40,449	-	20,830
Bad debt expense	127,521	3,487	184,041	-	(6,763)
Cost of land sales	-	-	-	145,706	-
Amortization	6,923,432	768,016	5,352,457	-	488,710
	<u>71,309,976</u>	<u>4,822,186</u>	<u>18,111,779</u>	<u>328,081</u>	<u>1,492,246</u>
SURPLUS OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>(809,045)</u>	<u>866,029</u>	<u>1,524,805</u>	<u>1,045,193</u>	<u>(594,487)</u>
Capital revenue	3,552,777	-	4,822,550	1,995,625	428,082
Gain (Loss) on disposal of TCA	(168,655)	(78,877)	(29,071)	-	-
Interfund transactions	4,836,587	(308,294)	(1,071,868)	(89,407)	288,200
	<u>8,220,709</u>	<u>(387,171)</u>	<u>3,721,611</u>	<u>1,906,218</u>	<u>716,282</u>
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	<u>\$ 7,411,664</u>	<u>\$ 478,858</u>	<u>\$ 5,246,416</u>	<u>\$ 2,951,411</u>	<u>\$ 121,795</u>

Schedule 3 (continued)

**CONSOLIDATED STATEMENT OF OPERATIONS
SEGMENTED BY FUND**

For the year ended December 31, 2021

	<u>EQUIPMENT FUND</u>	<u>PRINCE ALBERT PUBLIC LIBRARY BOARD</u>	<u>NORTH CENTRAL SASK WASTE MGMT CORP</u>	<u>CONSOLIDATION ADJUSTMENTS</u>	<u>TOTAL CONSOLIDATED</u>
REVENUE					
Taxation	\$ -	\$ -	\$ -	\$ -	\$ 42,369,869
User charges and fees	-	194,470	142,096	(575,052)	32,416,773
Operating grants and donations	-	2,125,130	476,490	(2,125,130)	13,000,070
Grants-in-lieu-of-taxes	-	-	-	-	7,671,077
Interest and penalties	-	1,141	6,780	-	902,924
Land sales	-	-	-	-	1,337,049
Sundry	-	-	-	-	644,926
	<u>-</u>	<u>2,320,741</u>	<u>625,366</u>	<u>(2,700,182)</u>	<u>98,342,688</u>
EXPENSES					
Council remuneration	-	-	-	-	427,304
Salaries, wages and benefits	-	1,365,948	-	-	51,073,050
Contracted and general services	-	-	98,355	-	7,169,256
Financial charges	-	1,362	-	-	182,478
Grants and Donations	-	-	-	(2,267,530)	1,276,157
Utilities	-	55,641	-	-	3,762,650
Interest on long term debt	-	-	-	-	828,274
Fleet expenses	(3,655,218)	-	-	-	2,685,113
Maintenance, material and supplies	-	477,350	541,626	(472,413)	10,251,282
Insurance	-	-	3,473	-	570,691
Bad debt expense	-	-	-	-	308,286
Cost of land sales	-	-	-	-	145,706
Amortization	-	238,896	25,402	-	13,796,913
	<u>(3,655,218)</u>	<u>2,139,197</u>	<u>668,856</u>	<u>(2,739,943)</u>	<u>92,477,160</u>
SURPLUS OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>3,655,218</u>	<u>181,544</u>	<u>(43,490)</u>	<u>(39,761)</u>	<u>5,865,528</u>
Capital revenue	-	-	-	-	10,799,034
Gain (Loss) on disposal of TCA	-	-	-	-	(276,603)
Interfund transactions	(3,655,218)	-	-	-	-
	<u>(3,655,218)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,522,431</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES	<u>\$ -</u>	<u>\$ 181,544</u>	<u>\$ (43,490)</u>	<u>\$ (39,761)</u>	<u>\$ 16,387,959</u>

Schedule 4

**CONSOLIDATED STATEMENT OF OPERATIONS - PRIOR YEAR
SEGMENTED BY FUND**

For the year ended December 30, 2020

	<u>GENERAL FUND</u> (SCHEDULE 6)	<u>SANITATION FUND</u>	<u>WATER UTILITY FUND</u>	<u>LAND FUND</u>	<u>AIRPORT FUND</u>
REVENUE					
Taxation	\$ 40,789,053	\$ -	\$ -	\$ -	\$ -
User charges and fees	6,067,008	4,853,071	18,492,007	33,793	807,656
Operating grants and donations	13,168,257	385,941	355,310	-	54,844
Grants-in-lieu-of-taxes	7,746,023	-	-	-	-
Interest and penalties	654,914	4,918	117,372	-	1,425
Land sales	-	-	-	125,404	-
Sundry	473,475	-	177,584	48,125	5,005
	<u>68,898,730</u>	<u>5,243,930</u>	<u>19,142,273</u>	<u>207,322</u>	<u>868,930</u>
EXPENSES					
Council remuneration	405,792	-	-	-	-
Salaries, wages and benefits	39,859,747	1,234,085	5,858,875	119,787	373,161
Contracted and general services	5,605,712	279,486	515,238	32,988	144,276
Financial charges	129,528	6,305	-	-	715
Grants and Donations	3,132,993	142,100	-	-	-
Utilities	2,666,755	24,664	1,248,343	-	112,974
Interest on long term debt	166,100	-	689,599	54,037	-
Fleet expenses	3,815,229	1,790,757	755,715	-	137,171
Maintenance, material and supplies	5,824,911	420,848	3,187,934	142	186,351
Insurance	503,046	5,204	38,744	-	21,672
Bad debt expense	98,222	12,429	78,983	-	(2,497)
Cost of land sales	-	-	-	7,907	-
Amortization	6,610,316	748,547	5,181,313	-	525,882
	<u>68,818,351</u>	<u>4,664,425</u>	<u>17,554,744</u>	<u>214,861</u>	<u>1,499,705</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>80,379</u>	<u>579,505</u>	<u>1,587,529</u>	<u>(7,539)</u>	<u>(630,775)</u>
Capital revenue	3,489,322	-	1,744,411	6,066,614	539,510
Gain (Loss) on disposal of TCA	(238,040)	(7,567)	(256,497)	-	41,672
Interfund transactions	4,976,566	(292,037)	(1,035,921)	(18,260)	266,840
	<u>8,227,848</u>	<u>(299,604)</u>	<u>451,993</u>	<u>6,048,354</u>	<u>848,022</u>
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	<u>\$ 8,308,227</u>	<u>\$ 279,901</u>	<u>\$ 2,039,522</u>	<u>\$ 6,040,815</u>	<u>\$ 217,247</u>

Schedule 4 (continued)

**CONSOLIDATED STATEMENT OF OPERATIONS - PRIOR YEAR
SEGMENTED BY FUND**

For the year ended December 30, 2020

	<u>EQUIPMENT FUND</u>	<u>PRINCE ALBERT PUBLIC LIBRARY BOARD</u>	<u>NORTH CENTRAL SASK WASTE MGMT CORP</u>	<u>CONSOLIDATION ADJUSTMENTS</u>	<u>TOTAL CONSOLIDATED</u>
REVENUE					
Taxation	\$ -	\$ -	\$ -	\$ (45,145)	\$ 40,743,908
User charges and fees	-	192,475	142,100	(528,041)	30,060,069
Operating grants and donations	-	2,085,870	444,434	(2,085,870)	14,408,786
Grants-in-lieu-of-taxes	-	-	-	-	7,746,023
Interest and penalties	-	-	8,048	-	786,677
Land sales	-	-	-	-	125,404
Sundry	-	-	-	-	704,189
	<u>-</u>	<u>2,278,345</u>	<u>594,582</u>	<u>(2,659,056)</u>	<u>94,575,056</u>
EXPENSES					
Council remuneration	-	-	-	-	405,792
Salaries, wages and benefits	-	1,056,420	-	-	48,502,075
Contracted and general services	-	-	100,221	-	6,677,921
Financial charges	-	-	-	-	136,548
Grants and Donations	-	-	-	(2,227,970)	1,047,123
Utilities	-	55,709	-	-	4,108,445
Interest on long term debt	-	-	-	-	909,736
Fleet expenses	(3,897,188)	-	-	-	2,601,684
Maintenance, material and supplies	-	641,492	465,942	(431,086)	10,296,534
Insurance	-	-	3,315	-	571,981
Bad debt expense	-	-	-	-	187,137
Cost of land sales	-	-	-	-	7,907
Amortization	-	180,325	25,402	-	13,271,785
	<u>(3,897,188)</u>	<u>1,933,946</u>	<u>594,880</u>	<u>(2,659,056)</u>	<u>88,724,668</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>3,897,188</u>	<u>344,399</u>	<u>(298)</u>	<u>-</u>	<u>5,850,388</u>
Capital revenue	-	-	-	-	11,839,857
Gain (Loss) on disposal of TCA	-	-	-	-	(460,432)
Interfund transactions	(3,897,188)	-	-	-	-
	<u>(3,897,188)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,379,425</u>
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	<u>\$ -</u>	<u>\$ 344,399</u>	<u>\$ (298)</u>	<u>\$ -</u>	<u>\$ 17,229,813</u>

Schedule 5

**GENERAL FUND STATEMENT OF OPERATIONS
SEGMENTED BY DEPARTMENT**
For the year ended December 31, 2021

	GENERAL GOVERNMENT INCLUDING EXTERNAL AGENCIES	PROTECTIVE SERVICES (POLICE SERVICE)	PROTECTIVE SERVICES (FIRE SERVICES)	TRANSPORTATION SERVICES (PUBLIC WORKS)	COMMUNITY SERVICES	TOTAL GENERAL FUND
REVENUE						
Taxation	\$ 42,369,869	\$ -	\$ -	\$ -	\$ -	\$ 42,369,869
User charges and fees	1,577,960	1,311,897	370,488	898,860	3,272,420	7,431,625
Operating grants and donations	7,617,577	3,753,947	-	259,373	412,934	12,043,831
Grants-in-lieu-of-taxes	7,671,077	-	-	-	-	7,671,077
Interest and penalties	746,433	-	-	-	-	746,433
Sundry	70,749	-	14,925	38,280	114,142	238,096
	<u>60,053,665</u>	<u>5,065,844</u>	<u>385,413</u>	<u>1,196,513</u>	<u>3,799,496</u>	<u>70,500,931</u>
EXPENSES						
Council remuneration	427,304	-	-	-	-	427,304
Salaries, wages and benefits	7,628,089	18,128,143	6,998,957	2,465,266	6,371,006	41,591,461
Contracted and general services	1,850,566	1,189,916	49,310	1,639,676	1,197,354	5,926,822
Financial charges	77,170	1,106	-	-	95,152	173,428
Grants and Donations	2,911,715	-	-	-	489,872	3,401,587
Utilities	11,490	114,721	39,215	1,000,703	1,345,926	2,512,055
Interest on long term debt	5,270	6,763	-	62,166	68,133	142,332
Fleet expenses	84,766	738,311	498,724	1,264,221	934,283	3,520,305
Maintenance, material and supplies	1,234,123	1,720,981	356,114	534,498	2,217,390	6,063,106
Insurance	224,649	17,240	3,093	21,573	234,068	500,623
Bad debt expense	127,521	-	-	-	-	127,521
Amortization	227,773	585,278	271,860	3,821,151	2,017,370	6,923,432
	<u>14,810,436</u>	<u>22,502,459</u>	<u>8,217,273</u>	<u>10,809,254</u>	<u>14,970,554</u>	<u>71,309,976</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>45,243,229</u>	<u>(17,436,615)</u>	<u>(7,831,860)</u>	<u>(9,612,741)</u>	<u>(11,171,058)</u>	<u>(809,045)</u>
Capital revenue	110,460	12,363	-	1,310,773	2,119,181	3,552,777
Gain (Loss) on disposal of TCA	(3,881)	(7,086)	-	(148,822)	(8,866)	(168,656)
Interfund transactions	4,836,587	-	-	-	-	4,836,587
	<u>4,943,166</u>	<u>5,277</u>	<u>-</u>	<u>1,161,951</u>	<u>2,110,315</u>	<u>8,220,709</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES	<u>\$ 50,186,395</u>	<u>\$ (17,431,338)</u>	<u>\$ (7,831,860)</u>	<u>\$ (8,450,790)</u>	<u>\$ (9,060,743)</u>	<u>\$ 7,411,664</u>

Schedule 6

**GENERAL FUND STATEMENT OF OPERATIONS - PRIOR YEAR
SEGMENTED BY DEPARTMENT
For the year ended December 30, 2020**

	<u>GENERAL GOVERNMENT INCLUDING EXTERNAL AGENCIES</u>	<u>PROTECTIVE SERVICES (POLICE SERVICE)</u>	<u>PROTECTIVE SERVICES (FIRE SERVICES)</u>	<u>TRANSPORTATION SERVICES (PUBLIC WORKS)</u>	<u>COMMUNITY SERVICES</u>	<u>TOTAL GENERAL FUND</u>
REVENUE						
Taxation	\$ 40,789,053	\$ -	\$ -	\$ -	\$ -	\$ 40,789,053
User charges and fees	1,392,824	1,403,839	313,205	618,953	2,338,187	6,067,008
Operating grants and donations	7,978,221	3,144,787	-	939,605	1,105,644	13,168,257
Grants-in-lieu-of-taxes	7,746,023	-	-	-	-	7,746,023
Interest and penalties	654,914	-	-	-	-	654,914
Sundry	<u>311,904</u>	<u>-</u>	<u>69,608</u>	<u>6,081</u>	<u>85,882</u>	<u>473,475</u>
	<u>58,872,939</u>	<u>4,548,626</u>	<u>382,813</u>	<u>1,564,639</u>	<u>3,529,713</u>	<u>68,898,730</u>
EXPENSES						
Council remuneration	405,792	-	-	-	-	405,792
Salaries, wages and benefits	6,751,802	17,837,137	6,945,280	2,663,652	5,661,876	39,859,747
Contracted and general services	1,537,406	1,264,804	29,485	1,718,730	1,055,287	5,605,712
Financial charges	79,923	1,148	-	-	48,457	129,528
Grants and Donations	2,779,718	-	-	-	353,275	3,132,993
Utilities	9,938	133,899	39,698	1,157,409	1,325,811	2,666,755
Interest on long term debt	6,004	21,763	-	67,980	70,353	166,100
Fleet expenses	67,693	745,318	496,819	1,613,385	892,014	3,815,229
Maintenance, material and supplies	1,067,078	1,490,842	339,825	788,570	2,138,596	5,824,911
Insurance	240,840	17,774	2,536	20,810	221,086	503,046
Bad debt expense	85,943	-	-	-	12,279	98,222
Amortization	<u>205,783</u>	<u>586,881</u>	<u>222,113</u>	<u>3,570,323</u>	<u>2,025,216</u>	<u>6,610,316</u>
	<u>13,237,920</u>	<u>22,099,566</u>	<u>8,075,756</u>	<u>11,600,859</u>	<u>13,804,250</u>	<u>68,818,351</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>45,635,019</u>	<u>(17,550,940)</u>	<u>(7,692,943)</u>	<u>(10,036,220)</u>	<u>(10,274,537)</u>	<u>80,379</u>
Capital revenue	588,673	88,800	-	1,758,738	1,053,111	3,489,322
Gain (Loss) on disposal of TCA	152	(86,031)	2,842	(186,860)	31,857	(238,040)
Interfund transactions	<u>4,976,566</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,976,566</u>
	<u>5,565,391</u>	<u>2,769</u>	<u>2,842</u>	<u>1,571,878</u>	<u>1,084,968</u>	<u>8,227,848</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES	<u>\$ 51,200,410</u>	<u>\$ (17,548,171)</u>	<u>\$ (7,690,101)</u>	<u>\$ (8,464,342)</u>	<u>\$ (9,189,569)</u>	<u>\$ 8,308,227</u>

Schedule 7

**TANGIBLE CAPITAL ASSETS - COST
SEGMENTED BY FUND
For the year ended December 31, 2021**

	Opening Cost	Additions	Disposals	Ending Balance
General Fund				
Land	\$ 12,194,090	\$ -	\$ -	\$ 12,194,090
Land improvements	20,777,125	982,053	(30,275)	21,728,903
Buildings	53,617,189	223,112	(30,394)	53,809,907
Machinery and equipment	7,432,076	1,125,019	(712,795)	7,844,300
Fleet	20,067,759	1,359,629	(365,219)	21,062,169
Roads	<u>126,431,040</u>	<u>6,971,756</u>	<u>(2,023,600)</u>	<u>131,379,196</u>
	<u>240,519,279</u>	<u>10,661,569</u>	<u>(3,162,283)</u>	<u>248,018,565</u>
Sanitation Fund				
Land improvements	7,767,431	-	-	7,767,431
Buildings	1,398,350	-	-	1,398,350
Machinery and equipment	864,759	-	-	864,759
Fleet	<u>4,660,781</u>	<u>581,725</u>	<u>(420,812)</u>	<u>4,821,694</u>
	<u>14,691,321</u>	<u>581,725</u>	<u>(420,812)</u>	<u>14,852,234</u>
Water Utility Fund				
Land	1,492,147	-	-	1,492,147
Land improvements	260,261	-	-	260,261
Buildings	295,237	-	-	295,237
Machinery and equipment	5,071,698	-	-	5,071,698
Fleet	4,339,383	165,943	-	4,505,326
Infrastructure	<u>302,605,921</u>	<u>6,643,703</u>	<u>(132,458)</u>	<u>309,117,166</u>
	<u>314,064,647</u>	<u>6,809,646</u>	<u>(132,458)</u>	<u>320,741,835</u>
Airport Fund				
Land	6,248,963	-	-	6,248,963
Land improvements	13,164,929	212,877	-	13,377,806
Buildings	1,321,065	147,449	-	1,468,514
Machinery and equipment	770,663	-	-	770,663
Fleet	<u>1,815,515</u>	<u>180,586</u>	<u>-</u>	<u>1,996,101</u>
	<u>23,321,135</u>	<u>540,912</u>	<u>-</u>	<u>23,862,047</u>
Consolidated Entities				
PAPLB	1,152,937	296,401	-	1,449,338
NCSWMC	<u>1,145,172</u>	<u>-</u>	<u>-</u>	<u>1,145,172</u>
	<u>2,298,109</u>	<u>296,401</u>	<u>-</u>	<u>2,594,510</u>
	<u>\$ 594,894,491</u>	<u>\$ 18,890,253</u>	<u>\$ (3,715,553)</u>	<u>\$ 610,069,191</u>

The City has recorded \$nil contributed tangible capital assets in the current year (2020- \$nil).

TANGIBLE CAPITAL ASSETS - ACCUMULATED AMORTIZATION
Schedule 7 (continued) **SEGMENTED BY FUND**
For the year ended December 31, 2021

	Opening Accumulated Amortization	Amortization	Disposals	Closing Accumulated Amortization	2021 Net Book Value	2020 Net Book Value
General Fund						
Land	\$ -	\$ -	\$ -	\$ -	\$ 12,194,090	\$ 12,194,090
Land improvements	(6,521,927)	(712,528)	30,275	(7,204,180)	14,524,723	14,255,198
Buildings	(22,071,834)	(1,067,771)	14,875	(23,124,730)	30,685,177	31,545,355
Machinery and equipment	(4,500,517)	(665,554)	677,602	(4,488,469)	3,355,831	2,931,559
Fleet	(9,395,537)	(1,452,985)	271,753	(10,576,769)	10,485,400	10,672,222
Roads	(53,013,151)	(3,024,596)	1,887,522	(54,150,225)	77,228,971	73,417,889
	<u>(95,502,966)</u>	<u>(6,923,434)</u>	<u>2,882,027</u>	<u>(99,544,373)</u>	<u>148,474,192</u>	<u>145,016,313</u>
Sanitation Fund						
Land improvements	(2,933,209)	(340,328)	-	(3,273,537)	4,493,894	4,834,222
Buildings	(375,466)	(32,945)	-	(408,411)	989,939	1,022,884
Machinery and equipment	(379,412)	(23,387)	-	(402,799)	461,960	485,347
Fleet	(1,847,618)	(371,355)	304,205	(1,914,768)	2,906,926	2,813,163
	<u>(5,535,705)</u>	<u>(768,015)</u>	<u>304,205</u>	<u>(5,999,515)</u>	<u>8,852,719</u>	<u>9,155,616</u>
Water Utility Fund						
Land	-	-	-	-	1,492,147	1,492,147
Land improvements	(179,361)	(9,385)	-	(188,746)	71,515	80,900
Buildings	(153,699)	(5,650)	-	(159,349)	135,888	141,538
Machinery and equipment	(281,581)	(330,353)	-	(611,934)	4,459,764	4,790,117
Fleet	(1,893,068)	(319,067)	-	(2,212,135)	2,293,191	2,446,315
Infrastructure	(121,927,195)	(4,688,002)	103,297	(126,511,900)	182,605,266	180,678,726
	<u>(124,434,904)</u>	<u>(5,352,457)</u>	<u>103,297</u>	<u>(129,684,064)</u>	<u>191,057,771</u>	<u>189,629,743</u>
Airport Fund						
Land	-	-	-	-	6,248,963	6,248,963
Land improvements	(7,951,559)	(324,782)	-	(8,276,341)	5,101,465	5,213,369
Buildings	(309,545)	(37,681)	-	(347,226)	1,121,288	1,011,520
Machinery and equipment	(326,974)	(41,593)	-	(368,567)	402,096	443,689
Fleet	(729,741)	(84,654)	-	(814,395)	1,181,706	1,085,774
	<u>(9,317,819)</u>	<u>(488,710)</u>	<u>-</u>	<u>(9,806,529)</u>	<u>14,055,518</u>	<u>14,003,315</u>
Consolidated Entities						
PAPLB	(557,541)	(238,896)	-	(796,437)	652,901	595,396
NCSWMC	(485,526)	(25,402)	-	(510,928)	634,244	659,646
	<u>(1,043,067)</u>	<u>(264,298)</u>	<u>-</u>	<u>(1,307,365)</u>	<u>1,287,145</u>	<u>1,255,042</u>
	<u>\$ (235,834,461)</u>	<u>\$ (13,796,914)</u>	<u>\$ 3,289,529</u>	<u>\$ (246,341,846)</u>	<u>\$ 363,727,345</u>	<u>\$ 359,060,029</u>

Schedule 8

SCHEDULE OF FUND BALANCES SEGMENTED BY FUND

For the year ended December 31, 2021

	2020	Surplus (Deficit)	Net Allocations	2021
General Fund				
Fiscal Stabilization	\$ 15,221,930	\$ 7,411,664	\$ (12,398,287)	\$ 10,235,307
Police building reserve	(295,345)		75,038	(220,307)
Tangible capital assets (Schedule 7)	145,016,313	-	3,457,877	148,474,190
Work in progress	2,775,229	-	13,717,399	16,492,628
Amounts recovered from future revenue				
RBC loan - West Hill redevelopment	(164,900)	-	21,500	(143,400)
RBC loan - Golf course irrigation	(2,033,000)	-	63,000	(1,970,000)
RBC loan - Transit buses	(1,867,000)	-	245,000	(1,622,000)
Internal loan				
Water meter replacement	3,904,445	-	(435,973)	3,468,472
	<u>162,557,672</u>	<u>7,411,664</u>	<u>4,745,554</u>	<u>174,714,890</u>
Sanitation Fund				
Tangible capital assets (Schedule 7)	9,155,616	-	(302,895)	8,852,721
Work in progress	136,301	-	6,287,633	6,423,934
Sanitation improvement	736,781	478,858	(5,981,010)	(4,765,371)
	<u>10,028,698</u>	<u>478,858</u>	<u>3,728</u>	<u>10,511,284</u>
Water Utility Fund				
Tangible capital assets (Schedule 7)	189,629,743	-	1,428,029	191,057,772
Work in progress	6,602,768	-	11,423,100	18,025,868
Water utility improvement	(9,949,084)	5,246,416	(15,191,148)	(19,893,816)
Amounts recovered from future revenue				
CMHC loan - Water treatment plant	(2,609,393)	-	614,670	(1,994,723)
RBC loan - Reservoir	(6,441,000)	-	199,000	(6,242,000)
RBC loan - Reservoir upgrades	(6,027,000)	-	186,000	(5,841,000)
Internal loan				
Water meter replacement	(3,904,445)	-	435,973	(3,468,472)
	<u>167,301,589</u>	<u>5,246,416</u>	<u>(904,376)</u>	<u>171,643,629</u>
Land Fund				
Land development	(7,506,310)	2,951,411	(171,347)	(4,726,246)
Amount recovered from future revenue				
RBC - West Hill redevelopment	(1,484,100)	-	193,500	(1,290,600)
	<u>(8,990,410)</u>	<u>2,951,411</u>	<u>22,153</u>	<u>(6,016,846)</u>
Airport Fund				
Tangible capital assets (Schedule 7)	14,003,315	-	52,201	14,055,516
Work in progress	40,760	-	249,618	290,378
Airport improvement	735,540	121,795	(503,275)	354,060
	<u>14,779,615</u>	<u>121,795</u>	<u>(201,456)</u>	<u>14,699,954</u>
Consolidated Entities				
Prince Albert Public Library Board	1,387,829	181,544	-	1,608,579
North Central Sask Waste Management	1,092,754	(43,490)	-	1,049,263
	<u>2,480,583</u>	<u>138,054</u>	<u>-</u>	<u>2,657,842</u>
	<u>\$ 348,157,747</u>	<u>\$ 16,348,198</u>	<u>\$ 3,665,603</u>	<u>\$ 368,210,753</u>

Schedule 9

SCHEDULE OF RESERVES SEGEMENTED BY FUND For the year ended December 31, 2021

General Fund	2020	Allocations	2021
Housing Reserve	\$ 680,855	\$ (13,963)	\$ 666,892
Alfred Jenkins Field House Improvements	302,282	55,142	357,424
Arena Improvements	(29,454)	39,080	9,626
Capital Works Committed	226,966	270,512	497,478
Civic Facilities	5,537,584	(5,355,343)	182,241
Cemetery Improvements	10,400	14,100	24,500
Community Services Building	13,094	(5,872)	7,222
Community Services Land Fund	161,816	26,296	188,112
Destination Marketing Levy	526,942	194,220	721,162
Downtown Improvement	211,055	31,801	242,856
E A Rawlinson Mechanical Equipment	(55,349)	10,000	(45,349)
E A Rawlinson Facility Fee	122,739	26,082	148,821
Equipment and Fleet	3,885,700	1,001,786	4,887,486
Fire Equipment	1,107,044	(193,895)	913,149
Future Infrastructure	2,660,516	(312,657)	2,347,859
Golf Course Improvements	107,165	81,709	188,874
Golf Course Equip and Golf Carts	146,491	35,556	182,047
Group Insurance	690,622	9,731	700,353
Information Technology	168,876	(36,609)	132,267
Kinsmen Water Park Surcharge	8,145	23,523	31,668
Minor Softball	21,138	3,760	24,898
Northern Housing Development	99,043	-	99,043
PA Slo Pitch	53,787	34,300	88,087
PA Downtown Business Improvement District Operating	49,893	50,368	100,261
PA Golf and Curling Club Mechanical Equipment	(2,999)	10,000	7,001
Pehonan Parkway	439,025	(131,534)	307,491
Police Service Protection Policy	-	463,777	463,777
Police Capital	191,652	(117,772)	73,880
Police Equipment	502,118	(41,699)	460,419
Police Operating	422,666	73,371	496,037
Project Beach Volleyball Courts	22,153	3,000	25,153
Project Triple Play	5,876	-	5,876
Public Art Capital	70,617	26,358	96,975
Public Transit	631,481	110,260	741,741
Safety	146,782	(14,410)	132,372
Snow Management	(615,887)	(82,040)	(697,927)
	<u>18,520,834</u>	<u>(3,711,062)</u>	<u>14,809,772</u>

Schedule 9 (continued)

**SCHEDULE OF RESERVES
SEGMENTED BY FUND
For the year ended December 31, 2021**

	<u>2020</u>	<u>Allocations</u>	<u>2021</u>
Sanitation Fund			
Sanitation Capital Works	<u>203,699</u>	<u>(39,833)</u>	<u>163,866</u>
Water Utility Fund			
Waterworks Capital Works	<u>406,036</u>	<u>(209,920)</u>	<u>196,116</u>
Land Fund			
Development Levies	(4,517,873)	62,268	(4,455,605)
Future Land Purchases	15,965	6,700	22,665
Planning and Marketing	<u>404,457</u>	<u>21,037</u>	<u>425,494</u>
	<u>(4,097,451)</u>	<u>90,005</u>	<u>(4,007,446)</u>
Airport Fund			
Airport Capital Works	220,085	140,596	360,681
Airport Maintenance	50,000	10,000	60,000
Airport - Passenger Facilities Fees	<u>2,574,049</u>	<u>55,167</u>	<u>2,629,216</u>
	<u>2,844,134</u>	<u>205,763</u>	<u>3,049,897</u>
	\$ <u>17,877,252</u>	\$ <u>(3,665,047)</u>	\$ <u>14,212,205</u>

SCHEDULE OF FUNDS HELD IN TRUST

Schedule 10

As At December 31, 2021

	<u>2021</u>	<u>2020</u>
FINANCIAL ASSETS		
Cash	\$ 660,801	\$ 639,352
Due from City of Prince Albert	<u>(98,632)</u>	<u>2,247</u>
NET ASSETS	<u>\$ 562,169</u>	<u>\$ 641,599</u>
LIABILITIES		
Trust funds held for others - General Fund	<u>\$ 562,169</u>	<u>\$ 641,599</u>
NET LIABILITIES	<u>\$ 562,169</u>	<u>\$ 641,599</u>

SCHEDULE OF TRUST FUND TRANSACTIONS

Schedule 11

For the year ended December 31, 2021

	<u>2020</u>	<u>Additions</u>	<u>Expenses</u>	<u>2021</u>
Diefenbaker Trust	\$ 508,885	\$ -	\$ 91,462	\$ 417,423
John Vandale Trust	1,754	25		1,779
Heritage Center - Winterburn Estate	3,452	48	-	3,500
Herschel Davidner Trust Fund	32,503	458	-	32,961
PA Golf and Curling Club Trust	12,865	10,343	-	23,208
Veteran's Care of Graves Trust	<u>82,140</u>	<u>1,158</u>	<u>-</u>	<u>83,298</u>
	<u>\$ 641,599</u>	<u>\$ 12,032</u>	<u>\$ 91,462</u>	<u>\$ 562,169</u>

RPT 22-232

TITLE: Disposal of 848-18th Street West - Update

DATE: **May 19, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the vacant property located at 848 18th Street West, legally described as Lot 30, Lot 31 and Lot 32, Block 15, Plan B1026 Ext. 15, 16, and 17 respectively, be listed for sale for \$1 subject to:
 - a. A \$10,000 retainer fee being required at the time of purchase, to be returned upon successful removal of all conditions of sale; and,
2. That the Mayor and City Clerk be authorized to execute the Sale Agreement and any other necessary documentation, on behalf of the City, once prepared.

TOPIC & PURPOSE:

The purpose of this report is to list 848 18th Street West for sale at a price of \$1 plus GST. See attached location plan.

BACKGROUND:

On March 28, 2022, RPT 22-35 (attached) was considered and approved by City Council. This report provided background information on the above noted property, which was donated to the City.

On April 7, 2022, the City issued Tender #24/22 – Sale of 848-18th Street West. The tender ran for 3 weeks and no Bid Offers were submitted. See attached.

While this property is not the result of a tax tile process, the disposal process for which has been discussed at relative length in previous reports, Administration is following the same general procedure for the disposal of this property in order to ensure consistency and fairness.

PROPOSED APPROACH AND RATIONALE:

Because the City did not receive any Bid Offers on the Tender for this property and because

this property is located within an area that already has a number of City properties listed for sale for \$1, Administration recommends listing this property for the same price.

In consideration of the costs incurred to date, \$500 was spent by the City to have Ring Appraisals provide a value for the property (required for the sake of the tax receipt) and Administration will also consolidate the three lots into a single parcel. The consolidation process is relatively inexpensive for the City to complete in house and it makes management and sale of the property easier in the future. The estimated cost of the consolidation is under \$500.

CONSULTATIONS:

Planning and Development Services consulted with Public Works, Community Services, and Financial Services Departments, as well as the Fire Department, in order to identify or address any issues or concerns with the sale of the property. None were raised.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval, the property will be listed on the City website for sale.

Additionally, the members of Administration noted in the Consultations section above will be notified that the property is listed for sale.

Should this property see an offer to purchase, public notice will be required prior to the sale as the Fair Market Value established is \$10,000 (by Ring Appraisals) and the list price is well below that at \$1.

FINANCIAL IMPLICATIONS:

Though the property was donated to the City (not purchased or taken through tax title), \$500 was spent to establish the Fair Market Value (\$10,000). This was required as part of the donation process in order to ensure the receipt reflected the accurate Fair Market Value.

Additionally, in order to better prepare the property for future sale, and to ensure some added ease of management, the three lots will be consolidated into one at a cost of up to (approximately) \$500. This will be taken care of by Planning and Development Services.

Should the property require any physical maintenance over time, this is an added cost that will be incurred by the City, likely through the Community Services Department - mowing, garbage clean up, etc.

OTHER CONSIDERATIONS/IMPLICATIONS:

In considering the donation of land to the City and the financial and long term management implications that can come with adding land to our inventory, Administration recommends (generally) that if land were proposed to be donated to the City in the future, in order to accept the donation, a real, positive net gain be anticipated or expected and that this gain be based on a balance of factors such as fiscal responsibility to the ratepayers (not the individual proposing the donation alone), social need and economic development.

There are no options to the recommendation, or any policy or privacy implications to consider with this report.

STRATEGIC PLAN:

For this report, Administration relied on the City's core value "Accountable and Transparent" in reporting to the previous owner and City Council on this property and the costs associated with taking the property on donation.

OFFICIAL COMMUNITY PLAN:

Section 14.1 of the Official Community Plan discusses policies, which support the suggested recommendation.

"Goals:

- i. Appropriately balance revenue limitations with expenditures and investments to meet community needs over the long-term.
- ii. Maintain effective management, efficiencies and accountability of the City's fiscal budgets and operations."

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

Should the City receive an offer on this property, public notice will be required prior to the sale as the sale price of \$1 is well below the established Fair Market Value.

PRESENTATION: None

ATTACHMENTS:

1. Previous report - RPT 22-35
2. Tender #24/22 Sale of 848-18th Street West
3. Location Plan

Written by: Leanne Fyrk, Property Coordinator

Approved by: Director of Planning and Development Services & City Manager



City of
Prince Albert

COPY

RPT 22-35

TITLE: Disposal of 848 18th Street West

DATE: **March 9, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the vacant City owned property located at the civic address 848 18th Street West, and legally described as Lot 30, Block 15, Plan B1026 Ext 15; Lot 31, Block 16, Plan B1026 Ext 16; and Lot 32, Block 15, Plan B1026 Ext 17, be offered for public tender; and,
2. That if a valid offer is received, the Mayor and City Clerk be authorized to approve the sale agreement and transfer authorization once prepared; and,
3. That if no valid offer is received, Administration will forward a report to City Council for further recommendation.

TOPIC & PURPOSE:

The purpose of this report is to approve the land described above being offered for sale by issuance of a Request for Bids.

BACKGROUND:

City Council RPT 21-60 (attached) recommendation:

“That the request for donating the property at 848 18th Street West to the City of Prince Albert in exchange for a \$21,250.00 be denied,”

City Council Resolution 0073, dated February 22, 2021

“That the City accept the offer of donation for the land after a fair market value assessment is obtained”

Administration obtained the services of Ring Appraisals Ltd. who valued the property at \$10,000.

PROPOSED APPROACH AND RATIONALE:

The vacant property of 848 18th Street West is located in an area where the City already owns multiple, similar properties that are listed for sale for \$1. Administration is recommending that the disposal process be initiated and this property be put out for public bid.

The Cities Act

101 (1) No council shall delegate:

(k) subject to section 38.02, the sale or lease of land for less than fair market value and without a public offering.

CONSULTATIONS:

Financial Services consulted with Planning and Development Services and Community Services during the acquisition of the property.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, the tenders for this property will be set up and administered in coordination with the Purchasing Division.

Upon completion of the bid process, Administration will prepare a follow up report for Executive Committee.

OTHER CONSIDERATIONS / IMPLICATIONS:

There are no policy, financial or privacy implications

STRATEGIC PLAN:

For this request/report, Administration relied on the City's core value "Accountable and Transparent" in addressing "Sustainable Growth" specific to review of vacant land inventory and develop strategies and guidelines to determine the best use of vacant land.

OFFICIAL COMMUNITY PLAN:

Section 14.1 of the Official Community Plan discusses policies, which support the suggested recommendation.

"Goals:

- i. Appropriately balance revenue limitations with expenditures and investments to meet community needs over the long-term.

- ii. Maintain effective management, efficiencies and accountability of the City's fiscal budgets and operations."

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24, of 2015 is not required, however, the public tender process will be utilized.

PRESENTATION:

none

ATTACHMENTS:

1. Location Plan

Written by: Leanne Fyrk, Property Coordinator

Approved by: Director of Planning and Development Services & City Manager

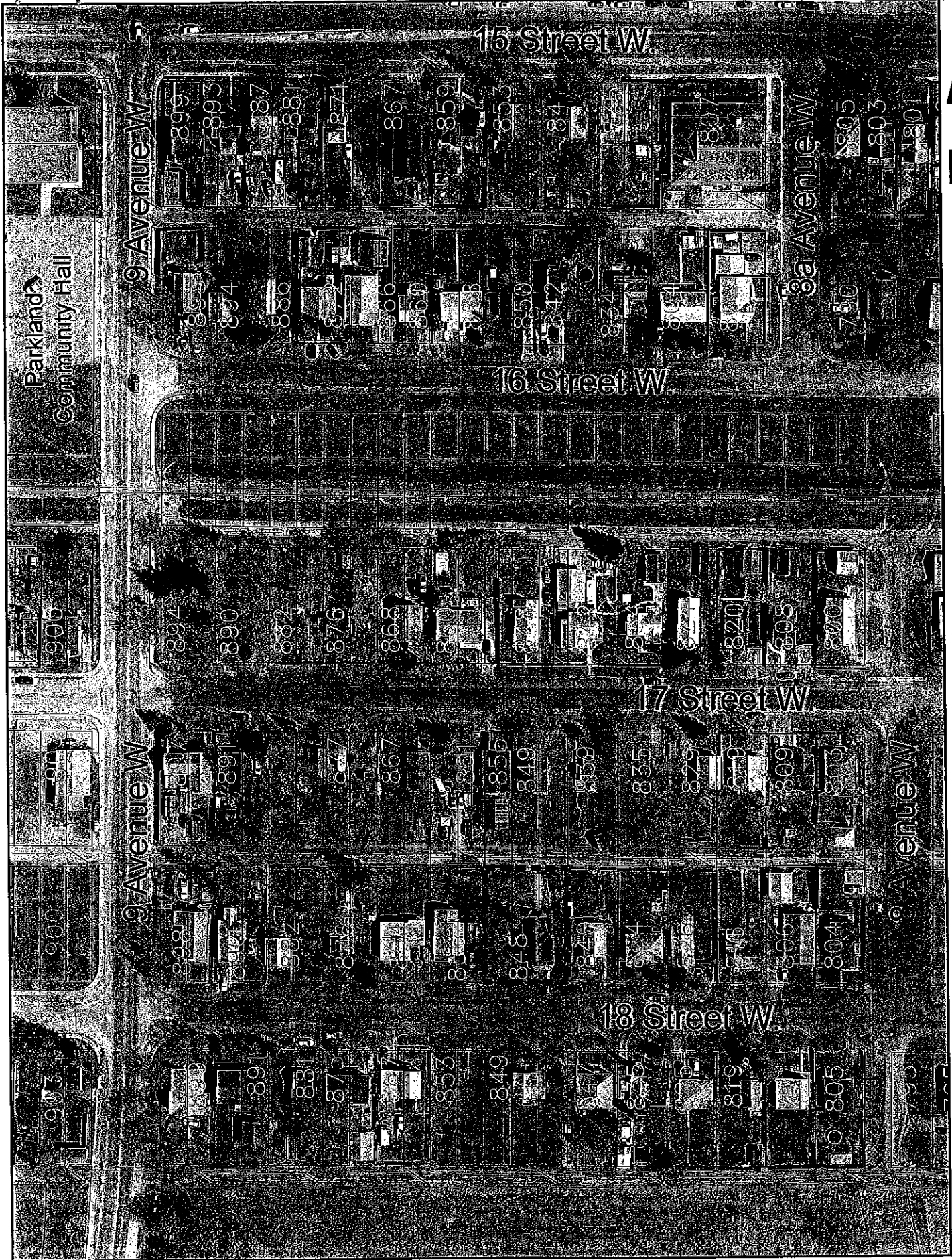
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PLANNING & DEVELOPMENT SERVICES



848 18th Street West - Lots 30-32, Block 15, Plan B1026

Subject Property Identified With A Bold Dashed Line

Tender# 24/22

Sale of 848 – 18th Street West

Bid Offers will be received by the City of Prince Albert, Purchasing Department until **2:00pm, Saskatchewan Time, Thursday, April 28, 2022.**

City of Prince Albert
Purchasing Department
Municipal Service Centre
11 – 38th Street East
Prince Albert, SK S6W 1A5
Fax: 306-953-4916
Email: purchasing@citypa.com



City of
Prince Albert



City of Prince Albert

Tender# 24/22

Sale of 848 18th Street West

1 Instructions to Bidders

1. The City is requesting Bid Offers for the following: Sale of 848 18th Street West.
2. The Tender will close at **2:00 pm, Saskatchewan Time, Thursday, April 28, 2022**. Bid Offers will be opened **immediately after 2:00 pm**, at the Municipal Service Centre, Purchasing Department, 11 – 38th Street East, Prince Albert, SK, S6W 1A5.
3. Technical questions regarding this Tender should be directed to Leanne Fyrk, Property Coordinator, at 306-953-4377 or by email at lfyrk@citypa.com.

All other questions regarding this Tender should be directed to Mike Lytle, Purchasing Manager, at 306-953-4352 or by email at mlytle@citypa.com.

4. When submitting your Bid Offer, please submit only the Bid Page(s) of the Tender below. We **do not** require that you submit the Original Tender Package. The Bid Offer price must be clearly indicated. ***Bid Offers via Email will be accepted.***

GST Registrants are to provide their GST number as indicated on the *Tender Bid Form*.

The Bid Offer must not be restricted by any statement added to the *Tender Bid Form* or by a covering letter, or by alterations to the *Tender Bid Form* supplied, unless otherwise provided herein. Adjustments to a Bid Offer already submitted will not be considered.

The Bid Offer must be signed in the space provided on the *Tender Bid Form* with the signature of a signing officer of the firm bidding. If a joint Bid Offer is submitted, it must be signed and addressed on behalf of the Bidder.

5. The Bid Offer price provided is to be the total price and shall remain firm during the effective dates of this Tender. All pricing provided is to be quoted in **Canadian Funds**, inclusive of all applicable taxes, duties and fees at the time of closing, where applicable.
6. Bid Offer prices will only be available at the public Tender opening. Requests made for pricing received on previous Tenders **will not** be fulfilled.
7. The City of Prince Albert publishes Tender opportunities on Sasktenders. Once awarded, after the closing date and time, the published opportunity will be updated.

8. The City of Prince Albert reserves the right to accept All or Part of this Tender.
9. The City of Prince Albert reserves the right to cancel any Order or Tender if the goods or services are unsatisfactory.
10. The obligations and rights of Bidders shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict or in any way vary the written terms of this invitation to Tender. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
11. The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
12. With respect to Tendering or Bid Offers, Request for Proposals and Multi-year Contracts, in all cases where it does not contravene Federal or Provincial Legislation governing the City, the City reserves the right to refuse any or all Tenders, Bid Offers or Proposals where the City deems it to be in the best interest of the City to do so having regard, but not limited to questions of quality, supply and service, timelines, performance trustworthiness, solvency, monies owing or due to the City and the existence or potential of legal disputes or conflicts with the City of Prince Albert.
13. The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP). Therefore, all information collected during the Tender process, including executed Contracts and Agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

Section 91(1) (a) of the Cities Act states the following:

“91(1) *Any person is entitled at any time during regular business hours to inspect and obtain copies of:*
 (a) *Any Contract approved by the Council, any bylaw or resolution and any account paid by the council relating to the City”.*

14. Bid pricing shall be open and irrevocable for forty-five (45) calendar days from the Tender closing time and date.
15. The City reserves the right to give preference to the Bidder whose Bid Offer includes any material, specifications or methods of execution that are deemed by the City to be superior to those of any other Bidder.
16. The successful Bidder must be able to meet and prove the following qualifications (where applicable):
 - Verification of Financing.
17. Any Bid Offer submitted is not necessarily accepted.
18. The Bid Offer price **must** be extended (to include all applicable taxes, etc.) and totalled accordingly.

19. The City's determination of the successful Bid Offer shall be final.
20. The conditions outlined herein shall be part of the Tender.
21. Should a dispute arise from the Terms and Conditions of this Tender regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.

2 Tender Process

1. Tenders received by the Purchasing Department **after 2:00 pm, Saskatchewan Time, Thursday, April 28, 2022** will not be considered.
2. Upon closing, the City of Prince Albert will review all Tenders for completeness and compliance with the requirements of this Tender.
3. The City of Prince Albert reserves the right to accept or reject any of the Bid Offers received.
4. The City of Prince Albert reserves the right to terminate the process without notice. Only those who have made a Bid Offer prior to closing will be contacted and informed.

3 Schedule

Tender Release Date: Thursday, April 7, 2022.
Tender Closing Date: Thursday, April 28, 2022.
Award of Agreement: Tuesday, May 5, 2022.

4 Project Goal | Requirements

4.1 Project Goal

1. The goal of this Tender is to sell the above noted residential parcel for immediate development.
2. Property Information:
 - a.) Legal Description: Lot 30, Block 15, Plan B1026 Ext 15, Lot 31, Block 15, Plan B1026 Ext 16 and Lot 32, Block 15, Plan B1026 Ext 17.
 - b.) Lot size: approximately 79 ft. x 1091 ft. (8,611 SF)
 - c.) Access: Street and lane.
 - d.) Municipal Services: 12 mm water, 100 mm sanitary sewer. Reuse of services letter required by Public Works.
 - e.) Former dwelling demolished, foundation removed, backfilled.
 - f.) Zone: R3 – Medium Density Residential Zoning District. The purpose of this zone is to provide one to five unit residential development that allows for limited, complementary uses.
 - g.) The condition of the property being sold is “as is” and “where is”, The City makes no warranties or guarantees to the condition of the property.

See attached for an aerial photo of the property.

4.2 Project Requirements

1. The successful Bidder shall immediately enter into a sale agreement, to include a one (1) year build commitment.
2. Full payment (plus GST) is required at the time of signing the sale agreement. If the Bidder is a GST Registrant, they are required to provide their GST number at the time of signing the sale agreement. If applicable, each GST registrant will submit on their own behalf.
3. The successful Bidder is required to pay all 2022 prorated city taxes, which are to be calculated on closing date of sale.
4. The City will prepare and provide a Transfer Authorization once all sale conditions have been met.



**City of Prince Albert
Tender Bid Form**

Tender# 24/22

Description: Sale of Tax Title Land: 848 18th Street West

Tenders will be received until **2:00 pm, Saskatchewan Time, Thursday, April 28, 2022**, as to contents at the Purchasing Department.

Date: **April 7, 2022**

From: Mike Lytle, Purchasing Manager

City of Prince Albert
Purchasing Department
Municipal Service Centre
11 – 38th Street East
Prince Albert, SK S6W 1A5
Phone: 306-953-4352
Fax: 306-953-4916
Email: **purchasing@citypa.com**

Description	Total Price
BID OFFER for the purchase of 848 – 18th Street West (reserve sale price set at \$10,000 plus GST)	\$ _____

Bidder GST Registrant # _____	Sub-Total	_____
	GST (5%)	_____
	Grand Total	_____
	<i>Note: Tenders via Email or Fax will be accepted.</i>	

<p>Conditions of the Tender:</p> <ul style="list-style-type: none"> Successful purchaser will be required to enter into a Sale Agreement along with full payment, and prorated property taxes. Transfer Authorization will be provided once prepared and sale conditions are met. The City of Prince Albert reserves the right to accept or reject any or all of the Bid Offers received. Prorated taxes will be calculated upon closing date of sale. Services run nearby; reuse letter required –Refer to Public Works. Sold “as is” and “where is” The City makes no warranties or guarantees to the condition of the property and/or building. The City of Prince Albert reserves the right to terminate the Tender process without notice. 	_____
	Full Name of Company (please print)
	Address
	City Province Postal Code
	Name and Title (please print)
	Signature of Authorized Officer Date: (mm/dd/year)
Phone Email	



PLANNING & DEVELOPMENT SERVICES

RPT 22-233

TITLE: License Agreement – Rally Motors Ltd. and Prism Holdings Ltd.

DATE: **May 20, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the License Agreement between The City and Rally Motors Ltd. for the use of a portion of boulevard along 38th Street East, legally described as a portion St/L 7, Plan 70PA08084 Ext. 0, and as shown in the attached Location Plan “A”, be approved, subject to:
 - (a) The term of the License Agreement being five (5) years, to include the option to renew for one (1) additional five (5) year term; and,
 - (b) The annual License fee be \$405.76 plus GST, with an annual rate increase of 2%, subject to renegotiation at the end of the first term; and,
2. That the License Agreement between The City and Prism Holdings Ltd. for the use of a portion of boulevard along 38th Street East, legally described as a portion of St/L 7, Plan 70PA08084 Ext. 0 and as shown in the attached Location Plan “B”, be approved, subject to:
 - (a) The term of the License Agreement being five (5) years, to include the option to renew for one (1) additional five (5) year term; and,
 - (b) The annual License fee be \$347.65 plus GST with an annual rate increase of 2%, subject to renegotiation at the end of the first term; and,
2. That the Mayor and City Clerk be authorized to execute the License Agreements on behalf of The City.

TOPIC & PURPOSE:

The purpose of this report is to approve the License Agreements between The City and Rally Motors Ltd., as well as The City and Prism Holdings Ltd. (Rally Motorsports) for the use of boulevard as on-site parking.

BACKGROUND:

Since 2007, the City has licensed boulevard land to Rally Motors Ltd. and Prism Holdings Ltd. to use as on-site parking. See the attached Location Plans “A” and “B”. In the ten (10) years the agreements have been in place, the Licensees have continued to use the lands as identified in the agreements and continue to require the lands.

In February, 2022, Administration reached out to the Licensees to begin reviewing and renegotiating the terms of the Agreements as they were due to expire May 31, 2022. As the agreements were at the end of their term, Administration took the opportunity to review the use of the land and update the license fees to match current City rates.

PROPOSED APPROACH AND RATIONALE:

As noted above, because the License Agreements were expiring on May 31, 2022, Administration conducted an internal review to determine whether the agreements required amendments, whether or not Administration continued to support the use of the boulevard as on-site parking and to ensure the license fees reflected current city rates. The results of the review indicated that the agreements would need to be updated to reflect current language, the use of land as established could continue and the license fee would increase incrementally each year by 2%.

Based on the new term length five (5) years, with the option to renew for one (1) additional five (5) year term, Administration will have an opportunity to complete the same review at the end of each term, ensuring the need continues to exist, the terms are agreeable and the fees are appropriate.

The updated agreements were prepared and sent on March 14, 2022, and have been executed by the Licensees. See attached.

CONSULTATIONS:

Planning and Development Services consulted with Financial Services – Assessment, Community Services and Public Works prior to updating the License Agreements and sending them to the Licensees for review and consideration.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will provide the Licensees with an original executed License Agreement, once executed.

FINANCIAL IMPLICATIONS:

The Chart below provides the license fees applicable to the end of the first term:

Year	Rally Motors Ltd. Fee	Prism Holdings Ltd. Fee
June 1, 2022 to May 31, 2023	\$405.56 + GST	\$347.65 + GST
June 1, 2023 to May 31, 2024	(2% increase \$8.11) + \$405.56 + GST	(2% increase \$6.95) + \$347.56 + GST
June 1, 2024 to May 31, 2025	(2% increase \$8.27) + \$413.67 + GST	(2% increase \$7.09) + \$354.51 + GST
June 1, 2025 to May 31, 2026	(2% increase \$8.43) + \$421.94 + GST	(2% increase \$7.23) + \$361.60 + GST
June 1, 2026 to May 31, 2027	(2% increase \$8.61) + \$430.37 + GST	(2% increase \$7.37) + \$368.83 + GST

Administration will take the opportunity prior to the end of the first term, in 2027, to review the use of land and fees. A report will be provided to City Council with those results and a recommendation for renewal.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation or any policy or privacy implications to consider with this report.

STRATEGIC PLAN:

For this report, Administration relied on the City's core value "Accountable and Transparent" in order to ensure that the agreement renewal process and The City's position were clear.

OFFICIAL COMMUNITY PLAN:

Section 15.8 Planning and Development Services

3. Land Assembly and development: The city has a portfolio of surplus land that could be considered for development under a number of policy scenarios.
 1. Inventory and categorize existing land into zoning, size, serviceability and marketability.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

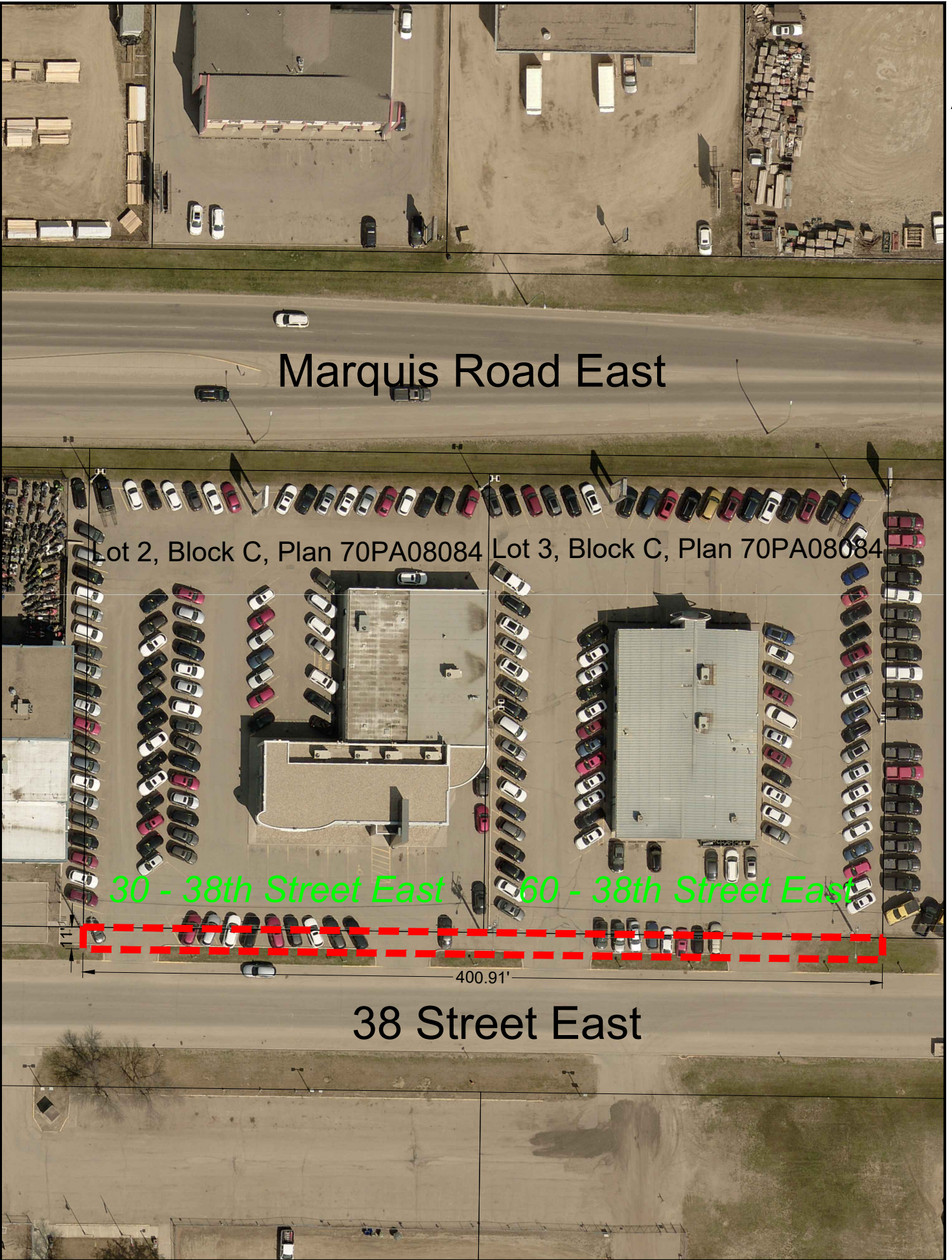
PRESENTATION: None

ATTACHMENTS:

1. Location Plan "A"
2. Location Plan "b"
3. License Agreement - Rally Motors Ltd.
4. License Agreement - Prism Holdings Ltd.

Written by: Leanne Fyrk, Property Coordinator

Approved by: Director of Planning and Development Services & City Manager



PLANNING & DEVELOPMENT SERVICES

JV

May 20, 2022



PLANNING & DEVELOPMENT SERVICES



Lot 1, Block C, Plan 70PA08084

10 - 38th Street East

264.76'

38 Street East

LICENSE AGREEMENT

THIS AGREEMENT made in duplicate this ____ day of _____, A.D. 2022.

BETWEEN:

RALLY MOTORS LTD., a registered corporation operating in the City of Prince Albert, in the Province of Saskatchewan, herein called "the Licensee"

- and -

THE CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, herein called "the City"

WHEREAS the Licensee is the registered owners of land legally described as follows:

Lots 2 and 3, Block C, Plan 70PA08084

AND WHEREAS the City is the registered owner of land legally described as follows:

A portion of the boulevard adjacent to Lots 2 and 3, Block C. Plan 70PA08084, Ext. 0, as more particularly identified by the bold outline on the site plan attached hereto and marked as Schedule "A" (herein called the "Licensed Land")

AND WHEREAS, subject to the provisions of The Cities Act, 2003 the City may grant a license to the Licensee for the purposes set out in this Agreement;

NOW, THEREFORE in consideration of the Licensee paying the license fees and abiding by all of the terms, conditions and covenants of this License Agreement, the Licensee and the City agree as follows:

Grant of License and Access

1. The City hereby grants to the Licensee, his heirs, executors and administrators a license to use the Licensed Land for the purposes of on-site parking for business patrons of Rally Mazda and Rally Motors.

Term

2. The license is granted for a period of five (5) years commencing from the 1st day of June, 2022, and continuing until the 31st day of May, 2027, subject to earlier termination as provided by this Agreement, which period is referred to as “the Term”. It is understood and agreed that the City shall give favourable consideration to any renewal of this Agreement, which shall be subject to terms acceptable to the City and provided the Licensee has performed its obligations under this Agreement in a satisfactory manner.

3. If the Licensee shall not be in default of the terms of this Agreement, the Licensee may request renewal of this license by notice in writing to the Director of Planning and Development Services not less than 60 days prior to the expiration of the initial term herein granted for an additional term of five (5) years under the same terms and conditions as herein set forth, save and except that the rent payable during such renewal shall be as determined in accordance with Clause 6 of this Agreement.

Approvals

4. The Licensee may make surface improvements on the Licensed Land of a type approved in advance by the Director of Planning and Development Services of the City of Prince Albert subject to the right of the City or other public authorities having a right of easement, whether registered or unregistered, for the purposes of maintaining and repairing utilities under the Licensed Land or under the land controlled by the City adjacent thereto. Except as otherwise approved by the Director of Planning and Development Services in advance, the Licensee shall not undertake any work, erect any buildings or other structures upon the Licensed Land.

Property Accepted As Is

5. The Licensee hereby accepts the Licensed Lands in their condition as of the date of this agreement shall not call upon the City to do or pay for any work or supply any equipment to make the licensed Lands more suitable for the proposed use by the Licensee.

License Fees

6. In consideration of the license granted herein, the Licensee shall pay to the City an annual license fee to be pre-paid in advance on June 1, 2022 in the total amount of Four Hundred and Five Dollars and Fifty-Six Cents (\$405.56) plus GST or such amount as may be required pursuant to the terms of this Agreement in a renewal period, in advance of June 1 in each and every year during the term of this Agreement.

7. It is understood and agreed that the annual rent during the term of this License beginning June 1, 2023 is subject to an upward adjustment to the rent payable at the time by Two-Percent (2%) per annum and further. It is further understood and agreed that the Licensee shall be responsible to pay any Goods and Services Tax (GST) which may apply.

8. The calculation of the increase by the City shall be final and binding upon the parties, and the City shall give notice of same to the Licensee at any time within the calendar year in which the license fee may be increased. Failure of the City to give notice of the increase shall not relieve the Licensee of liability to make payment of the increased license fee.

Maintenance and Repair

9. The Licensee shall be responsible for the cleaning, maintenance and repair of the Licensed land, specifically the Licensee shall supply all personnel, tools, equipment, materials and incidentals necessary to keep the Licensed Land in a clean and presentable appearance to the satisfaction of the City.

Easement

10. The Licensee agrees that in the event that the City or its employees or agents or any easement holder, whether registered or unregistered, is required to enter upon the Licensed Land for the purpose of repairing or maintaining any utility service, on or under the Licensed Land or on or under land adjacent thereto, the City shall not in any way be liable for any inconvenience or closure of the Licensed Land and shall not be liable to restore any paving, cement work, fencing, lawn or other improvements on the Licensed Land other than to restore the Licensed Land to a level, gravelled surface.

Indemnification

11. The Licensee covenants and agrees to indemnify and save harmless the City, its officials, employees and agents from and against all claims, demands, actions, causes of action, damages whatsoever arising and costs, including solicitor-client and party-and-party costs, which may be brought by any person, firm, or corporation, including the Licensee or their invitees or Licensee (in the meaning of occupier's liability law) for any matter, injury, death or loss, claims, demands, losses, expenses, liabilities, damages, penalties, fines, actions, suits or other proceedings by howsoever suffered or incurred in any manner based upon, occasioned by, arising out of or attributable to matters referred to in this Agreement, the Licensee's occupancy or use of the Licensed Land, and whether occasioned by reason of negligence of the City or otherwise.

12. The Licensee agrees that he shall not permit, suffer or allow the release, spill, leak, disposal or discharge onto or under the Licensed Land or any pollution or waste (as defined in The Environmental Management and Protection Act, S.S. 1983-84, c.E10.2) and agree to indemnify and save harmless the City against the costs of investigation and remediation incurred by the City, by reason of breach of this obligation.

Termination

13. Any of the following occurrences or acts shall constitute an event of default by the Licensee, and shall be considered sufficient cause to terminate the agreement, specifically:

- a) If the Licensee neglects, fails or refuses to observe or perform any on the terms of the agreement;
- b) If payments due to the City under the terms of the agreement are not processed in within thirty (30) days of payment becoming due;
- c) If the rights granted shall at any time be seized or taken in execution or in attachment by any creditor of the Licensee, or if the Licensee becomes bankrupt or make any assignment of the contract in violation of the terms of the agreement;
- d) If the licensee transfers or otherwise disposes of its interest in the Land;
- e) If modifications not otherwise permitted by this Agreement are made to the Licensed Land without the approval of the City; and/or,
- f) If the Licensee if found to be in breach of a municipal bylaw or provincial legislation relating to the use or occupancy of the Licensed Land.

14. If sufficient cause exists to justify such action, the City may provide notice to cancel the agreement and terminate all rights of the Licensee by mailing through registered mail to the licensee a notice in writing to that effect. Should sufficient cause continue for thirty (30) days after the City has given notice to the Licensee, all rights and privileges conferred on the Licensee shall immediately cease and terminate, without prejudice to any other rights or remedies which the City may have. The City shall also be entitled to recover any monies owing.

15. Notwithstanding anything contained herein, the City may, at any time during the term of the agreement, upon giving thirty (30) days' notice to the Licensee (to remedy any situations) terminate the agreement if the City is of the opinion that the services supplied by the Licensee are not of a standard acceptable to the City.

16. Termination may be given by either party for any other reason by sixty (60) days' written notice.

17. In the event of termination of the license, the Licensee shall remove any paving, curbing, landscaping, or any other improvements from the Licensed Land within 24 hours of notification upon failure to do so, the City may remove same, and the costs thereof shall be paid by the licensee upon demand. Payment of the costs shall be enforceable in the same manner as for a debt.

18. In addition to the other rights of the City hereunder and at law, at the sole discretion of the Director of Financial Services of the City, an account remaining unpaid for a period in excess of 90 days after the date of invoice may be added to the property taxes of the Land and thereby shall form a part thereof and may be enforced in the same manner as taxes.

Interest

19. Interest shall be payable on any sum owing by one party to the other pursuant to the terms of this Agreement at a rate of 1.5 percent per month, being 19.56 percent per annum from a date commencing sixty (60) days after the date of invoice and continuing until payment is made.

Assignment

20. The rights and privileges of the Licensee may only be assigned upon the consent of the City, which consent may be withheld without the giving of reasons therefore.

Entire Agreement

21. This Agreement represents the entire understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations and agreements. All understandings and agreements heretofore had between the parties are merged into this Agreement which alone fully and completely expresses their legal relationship in respect of the subject matter hereof. The parties agree that no terms may be implied arising from, into or from this Agreement whether by custom or usage or otherwise.

Notice

22. Any notice, request or demand herein provided for shall be sufficiently given or made if mailed by ordinary mail in the City of Prince Albert, in the Province of Saskatchewan, postage prepaid, addressed if to the City at:

City Clerk
The City of Prince Albert
City Hall
1084 Central Avenue
Prince Albert, SK S6V 7P3

and if to the Licensee at:

Rally Motors Ltd.
#30 – 38th Street East
Prince Albert, SK S6W 1A6

or at their usual place of business in Prince Albert, Saskatchewan. Any notice mailed as aforesaid shall be conclusively deemed to have been given on the second business day following the day on which it was mailed or posted. Either of the parties hereto may at any time give notice in writing to the other of any change of address, and thereafter all notices shall be mailed to the new address so notified.

Modification

23. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obligated to continue any departure or waiver or permit subsequent departure or waiver. No alteration or modification of any of the provisions of this Agreement shall be binding unless the same be in writing and signed by the parties.

Successors and Assigns

24. It is understood and agreed the provisions of the Agreement shall be binding on the successors and permitted assigns, and the legal representatives of the Licensee.

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, 2022.

THE CITY OF PRINCE ALBERT

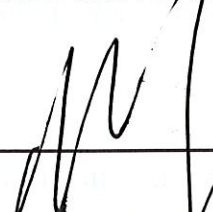
MAYOR

CITY CLERK

(seal)

IN WITNESS WHEREOF Rally Motors Ltd. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized and seal this 27 day of APRIL, 2022.

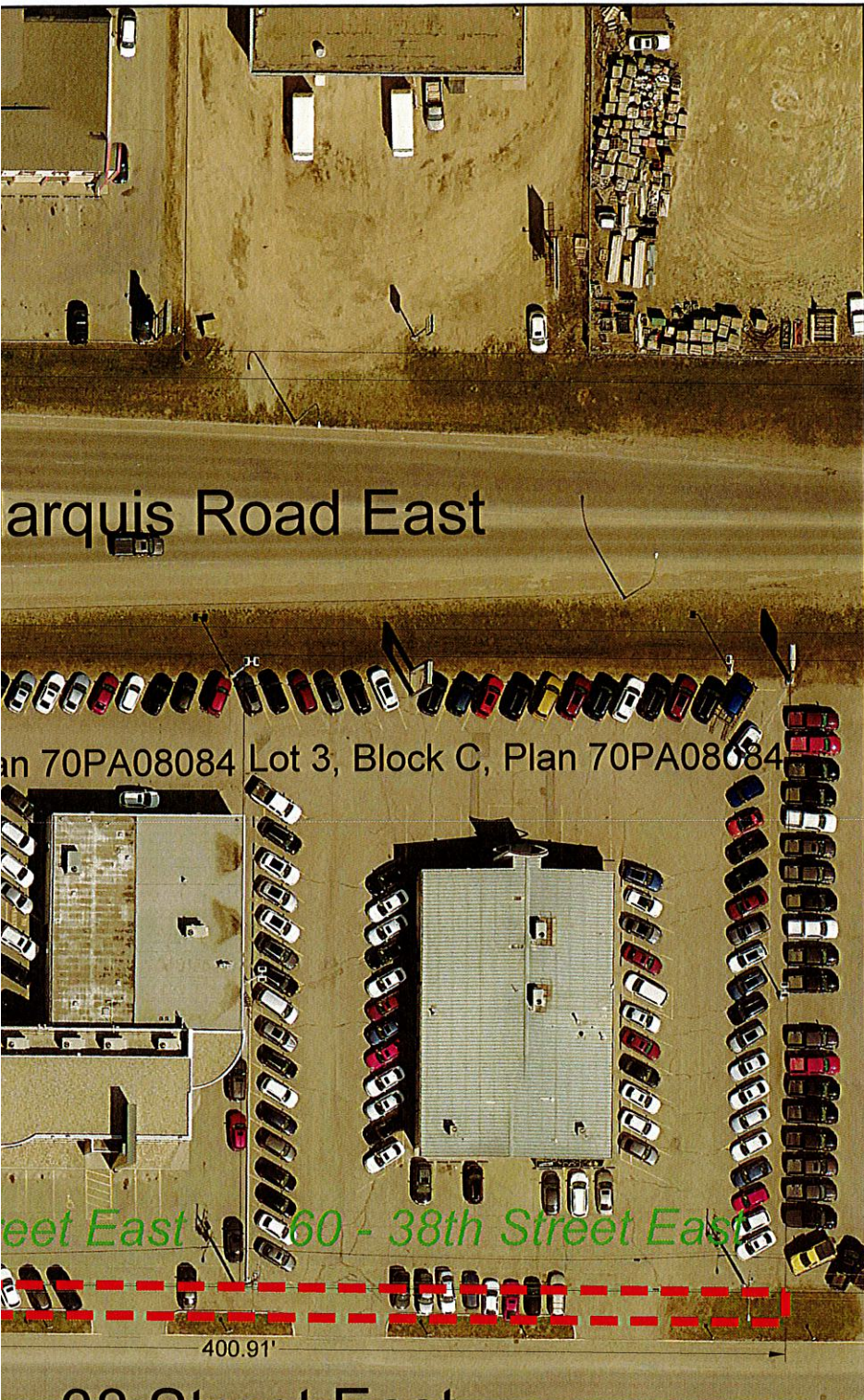
RALLY MOTORS LTD.



DERRYL HUNE President
(print name and position)

(seal)





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400.91'

LICENSE AGREEMENT

THIS AGREEMENT made in duplicate this ___ day of _____, A.D. 2022.

BETWEEN:

PRISM HOLDINGS LTD., a registered corporation operating in the City of Prince Albert, in the Province of Saskatchewan, herein called "the Licensee"

- and -

THE CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, herein called "the City"

WHEREAS the Licensee is the registered owners of land legally described as follows:

Lot 1, Block C, Plan 70PA08084 Ext 0

AND WHEREAS the City is the registered owner of land legally described as follows:

A portion of the boulevard adjacent to Lot 1, Block C. Plan 70PA08084, Ext. 0, as more particularly identified by the bold outline on the site plan attached hereto and marked as Schedule "A" (herein called the "Licensed Land")

AND WHEREAS, subject to the provisions of The Cities Act, 2003 the City may grant a license to the Licensee for the purposes set out in this Agreement;

NOW, THEREFORE in consideration of the Licensee paying the license fees and abiding by all of the terms, conditions and covenants of this License Agreement, the Licensee and the City agree as follows:

Grant of License and Access

1. The City hereby grants to the Licensee, his heirs, executors and administrators a license to use the Licensed Land for the purposes of on-site parking for business patrons of Rally Motorsports.

Term

2. The license is granted for a period of five (5) years commencing from the 1st day of June, 2022, and continuing until the 31st day of May, 2027, subject to earlier termination as provided by this Agreement, which period is referred to as "the Term". It is understood and agreed that the City shall give favourable consideration to any renewal of this Agreement, which shall be subject to terms acceptable to the City and provided the Licensee has performed its obligations under this Agreement in a satisfactory manner.

3. If the Licensee shall not be in default of the terms of this Agreement, the Licensee may request renewal of this license by notice in writing to the Director of Planning and Development Services not less than 60 days prior to the expiration of the initial term herein granted for an additional term of five (5) years under the same terms and conditions as herein set forth, save and except that the rent payable during such renewal shall be as determined in accordance with Clause 6 of this Agreement.

Approvals

4. The Licensee may make surface improvements on the Licensed Land of a type approved in advance by the Director of Planning and Development Services of the City of Prince Albert subject to the right of the City or other public authorities having a right of easement, whether registered or unregistered, for the purposes of maintaining and repairing utilities under the Licensed Land or under the land controlled by the City adjacent thereto. Except as otherwise approved by the Director of Planning and Development Services in advance, the Licensee shall not undertake any work, erect any buildings or other structures upon the Licensed Land.

Property Accepted As Is

5. The Licensee hereby accepts the Licensed Lands in their condition as of the date of this agreement shall not call upon the City to do or pay for any work or supply any equipment to make the licensed Lands more suitable for the proposed use by the Licensee.

License Fees

6. In consideration of the license granted herein, the Licensee shall pay to the City an annual license fee to be pre-paid in advance on June 1, 2022 in the total amount of Three Hundred and Forty-Seven Dollars and Sixty-Five Cents (\$347.65) plus GST or such amount as may be required pursuant to the terms of this Agreement in a renewal period, in advance of June 1 in each and every year during the term of this Agreement.

7. It is understood and agreed that the annual rent during the term of this License beginning June 1, 2023 is subject to an upward adjustment to the rent payable at the time by Two-Percent (2%) per annum and further. It is further understood and agreed that the Licensee shall be responsible to pay any Goods and Services Tax (GST) which may apply.

8. The calculation of the increase by the City shall be final and binding upon the parties, and the City shall give notice of same to the Licensee at any time within the calendar year in which the license fee may be increased. Failure of the City to give notice of the increase shall not relieve the Licensee of liability to make payment of the increased license fee.

Maintenance and Repair

9. The Licensee shall be responsible for the cleaning, maintenance and repair of the Licensed land, specifically the Licensee shall supply all personnel, tools, equipment, materials and incidentals necessary to keep the Licensed Land in a clean and presentable appearance to the satisfaction of the City.

Easement

10. The Licensee agrees that in the event that the City or its employees or agents or any easement holder, whether registered or unregistered, is required to enter upon the Licensed Land for the purpose of repairing or maintaining any utility service, on or under the Licensed Land or on or under land adjacent thereto, the City shall not in any way be liable for any inconvenience or closure of the Licensed Land and shall not be liable to restore any paving, cement work, fencing, lawn or other improvements on the Licensed Land other than to restore the Licensed Land to a level, gravelled surface.

Indemnification

11. The Licensee covenants and agrees to indemnify and save harmless the City, its officials, employees and agents from and against all claims, demands, actions, causes of action, damages whatsoever arising and costs, including solicitor-client and party-and-party costs, which may be brought by any person, firm, or corporation, including the Licensee or their invitees or Licensee (in the meaning of occupier's liability law) for any matter, injury, death or loss, claims, demands, losses, expenses, liabilities, damages, penalties, fines, actions, suits or other proceedings by howsoever suffered or incurred in any manner based upon, occasioned by, arising out of or attributable to matters referred to in this Agreement, the Licensee's occupancy or use of the Licensed Land, and whether occasioned by reason of negligence of the City or otherwise.

12. The Licensee agrees that he shall not permit, suffer or allow the release, spill, leak, disposal or discharge onto or under the Licensed Land or any pollution or waste (as defined in The Environmental Management and Protection Act, S.S. 1983-84, c.E10.2) and agree to indemnify and save harmless the City against the costs of investigation and remediation incurred by the City, by reason of breach of this obligation.

Termination

13. Any of the following occurrences or acts shall constitute an event of default by the Licensee, and shall be considered sufficient cause to terminate the agreement, specifically:

- a) If the Licensee neglects, fails or refuses to observe or perform any on the terms of the agreement;
- b) If payments due to the City under the terms of the agreement are not processed in within thirty (30) days of payment becoming due;
- c) If the rights granted shall at any time be seized or taken in execution or in attachment by any creditor of the Licensee, or if the Licensee becomes bankrupt or make any assignment of the contract in violation of the terms of the agreement;
- d) If the licensee transfers or otherwise disposes of its interest in the Land;
- e) If modifications not otherwise permitted by this Agreement are made to the Licensed Land without the approval of the City; and/or,
- f) If the Licensee if found to be in breach of a municipal bylaw or provincial legislation relating to the use or occupancy of the Licensed Land.

14. If sufficient cause exists to justify such action, the City may provide notice to cancel the agreement and terminate all rights of the Licensee by mailing through registered mail to the licensee a notice in writing to that effect. Should sufficient cause continue for thirty (30) days after the City has given notice to the Licensee, all rights and privileges conferred on the Licensee shall immediately cease and terminate, without prejudice to any other rights or remedies which the City may have. The City shall also be entitled to recover any monies owing.

15. Notwithstanding anything contained herein, the City may, at any time during the term of the agreement, upon giving thirty (30) days' notice to the Licensee (to remedy any situations) terminate the agreement if the City is of the opinion that the services supplied by the Licensee are not of a standard acceptable to the City.

16. Termination may be given by either party for any other reason by sixty (60) days' written notice.

17. In the event of termination of the license, the Licensee shall remove any paving, curbing, landscaping, or any other improvements from the Licensed Land within 24 hours of notification upon failure to do so, the City may remove same, and the costs thereof shall be paid by the licensee upon demand. Payment of the costs shall be enforceable in the same manner as for a debt.

18. In addition to the other rights of the City hereunder and at law, at the sole discretion of the Director of Financial Services of the City, an account remaining unpaid for a period in excess of 90 days after the date of invoice may be added to the property taxes of the Land and thereby shall form a part thereof and may be enforced in the same manner as taxes.

Interest

19. Interest shall be payable on any sum owing by one party to the other pursuant to the terms of this Agreement at a rate of 1.5 percent per month, being 19.56 percent per annum from a date commencing sixty (60) days after the date of invoice and continuing until payment is made.

Assignment

20. The rights and privileges of the Licensee may only be assigned upon the consent of the City, which consent may be withheld without the giving of reasons therefore.

Entire Agreement

21. This Agreement represents the entire understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations and agreements. All understandings and agreements heretofore had between the parties are merged into this Agreement which alone fully and completely expresses their legal relationship in respect of the subject matter hereof. The parties agree that no terms may be implied arising from, into or from this Agreement whether by custom or usage or otherwise.

Notice

22. Any notice, request or demand herein provided for shall be sufficiently given or made if mailed by ordinary mail in the City of Prince Albert, in the Province of Saskatchewan, postage prepaid, addressed if to the City at:

City Clerk
The City of Prince Albert
City Hall
1084 Central Avenue
Prince Albert, SK S6V 7P3

and if to the Licensee at:

Prism Holdings Ltd.
#60 - 38th Street East
Prince Albert, SK S6W 1A6

or at their usual place of business in Prince Albert, Saskatchewan. Any notice mailed as aforesaid shall be conclusively deemed to have been given on the second business day following the day on which it was mailed or posted. Either of the parties hereto may at any time give notice in writing to the other of any change of address, and thereafter all notices shall be mailed to the new address so notified.

Modification

23. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obligated to continue any departure or waiver or permit subsequent departure or waiver. No alteration or modification of any of the provisions of this Agreement shall be binding unless the same be in writing and signed by the parties.

Successors and Assigns

24. It is understood and agreed the provisions of the Agreement shall be binding on the successors and permitted assigns, and the legal representatives of the Licensee.

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, 2022.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK

(seal)

IN WITNESS WHEREOF Prism Holdings Ltd. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized and seal this 27 day of April, 2022.

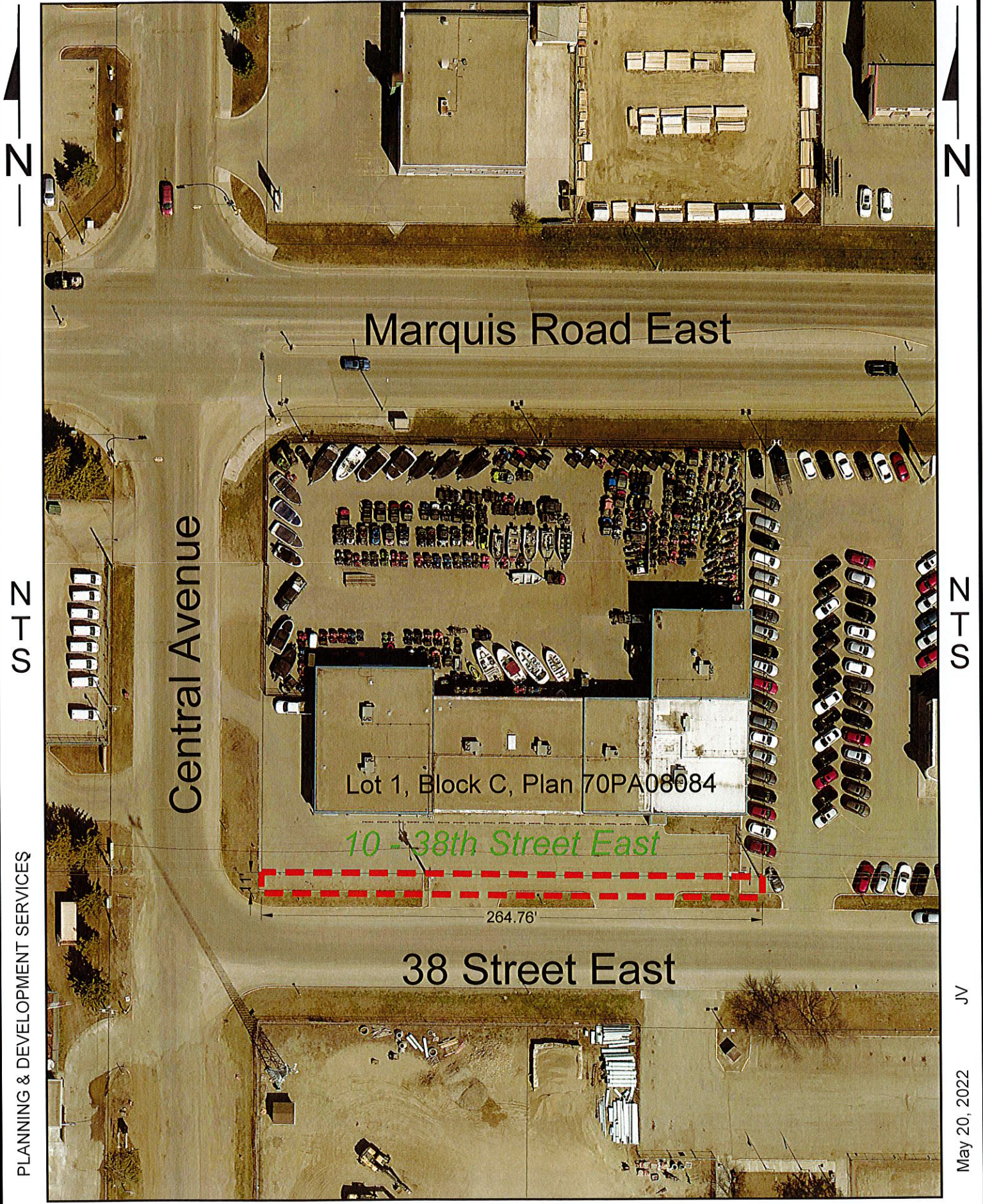


(seal)

PRISM HOLDINGS LTD.



(print name and position)



Marquis Road East

Central Avenue

Lot 1, Block C, Plan 70PA08084

10 - 38th Street East

264.76'

38 Street East

PLANNING & DEVELOPMENT SERVICES

S - 1 - N

N

S - 1 - N

N



RPT 22-244

TITLE: Signature Developments Subdivision - Parcels 4, 5, 6 & 7

DATE: May 31, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the proposed subdivision application for Parcel C, Plan 102375446 be approved, subject to:
 - a. The review and approval of the final Plan of Survey by Administration; and
2. That the Mayor and City Clerk be authorized to execute the Plan of Survey, and any other applicable documents, on behalf of The City, once prepared.

TOPIC & PURPOSE:

The purpose of this report is to approve the subdivision application to create four (4) new lots and two (2) new rights-of-way in The Yard District, for future commercial development and use.

BACKGROUND:

On September 7, 2021, City Council approved the initial subdivision for the Signature Development Corporation project. City Council Resolution No. 0349 dated September 7, 2021:

1. *That the Servicing Agreement between The City and Signature Developments for the Parcels, legally described as Parcel 52, Plan No. 101817165; Parcel 45, Plan No. AK2420; Parcel 44, Plan No. AK2420 and Parcel 49, Plan No. 101816939, be approved, which may include further amendments as directed by the City Solicitor;*
2. *That the City Manager be authorized to approve further Site Plans, and Engineering Details and Drawings in consultation with Administration;*
3. *That the Subdivision of the subject lands legally described as Parcel 52, Plan No.*

101817165; Parcel 45, Plan No. AK2420; Parcel 44, Plan No. AK2420 and Parcel 49, Plan No. 101816939, for commercial development, be approved; and,

- 4. That the Mayor and City Clerk be authorized to execute the Servicing Agreement and final Subdivision Plan on behalf of The City, once prepared.*

PROPOSED APPROACH AND RATIONALE:

Signature Development Corporation has submitted a subdivision application for The Yard District that creates four (4) new lots and two rights-of-way. As per Section 7(2)(c) of the Subdivision Bylaw No. 15 of 2020, a subdivision application requiring a plan of survey for three (3) or more lots (which this does) shall be approved by City Council.

Administration is in the process of completing the review of the plan of proposed subdivision submitted and the size and shape of the four new proposed parcels (Parcel 4, 5, 6 and 7) appear to conform to the regulations contained in the Subdivision Bylaw and the Zoning Bylaw. The remaining source parcel (Parcel C) also conforms to the necessary regulations and allows for the continued, future subdivision of commercial lots (currently for sale) as intended.

At this time, given the information provided, approval of the application subject to final review by Administration is recommended.

CONSULTATIONS:

The plan of proposed subdivision is in the process of being reviewed by the Public Works, Community Services, Financial Services (Assessment and Taxation), Fire & Emergency Services and Planning and Development Services Departments, as well as SaskPower, SaskEnergy, SaskTel and Canada Post.

No concerns regarding the plan of proposed subdivision have been raised, nor are any anticipated, at this time.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will continue to be in contact with the applicant and the utility companies in order to ensure that all the requirements for the subdivision have been met, once approved.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to recommendations or any other policy, financial or privacy implications to consider with this report.

STRATEGIC PLAN:

Throughout the review of this subdivision, Administration relied on one of the City's core

values, to be accountable and transparent, in order to ensure that all the relevant information and facts were presented to all parties involved in a timely and accurate manner.

OFFICIAL COMMUNITY PLAN:

Schedule 16.1.1 of The City of Prince Albert's Official Community Plan identifies the subject property as Highway Commercial land. As per Section 6.5.4, the purpose of Highway Commercial land is to:

“provide for regional retail and service commercial services with convenient, controlled access parking and without increasing traffic burdens upon the adjacent streets and highways”.

The proposed subdivision will create land for future development that conforms to the above purpose, as the intention is to develop the area into an entertainment and commercial service hub.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Location Plan with Aerial
2. Plan of Proposed Subdivision

Written by: Jonathon Vis, Planning Technician

Approved by: Director of Planning and Development Services & City Manager

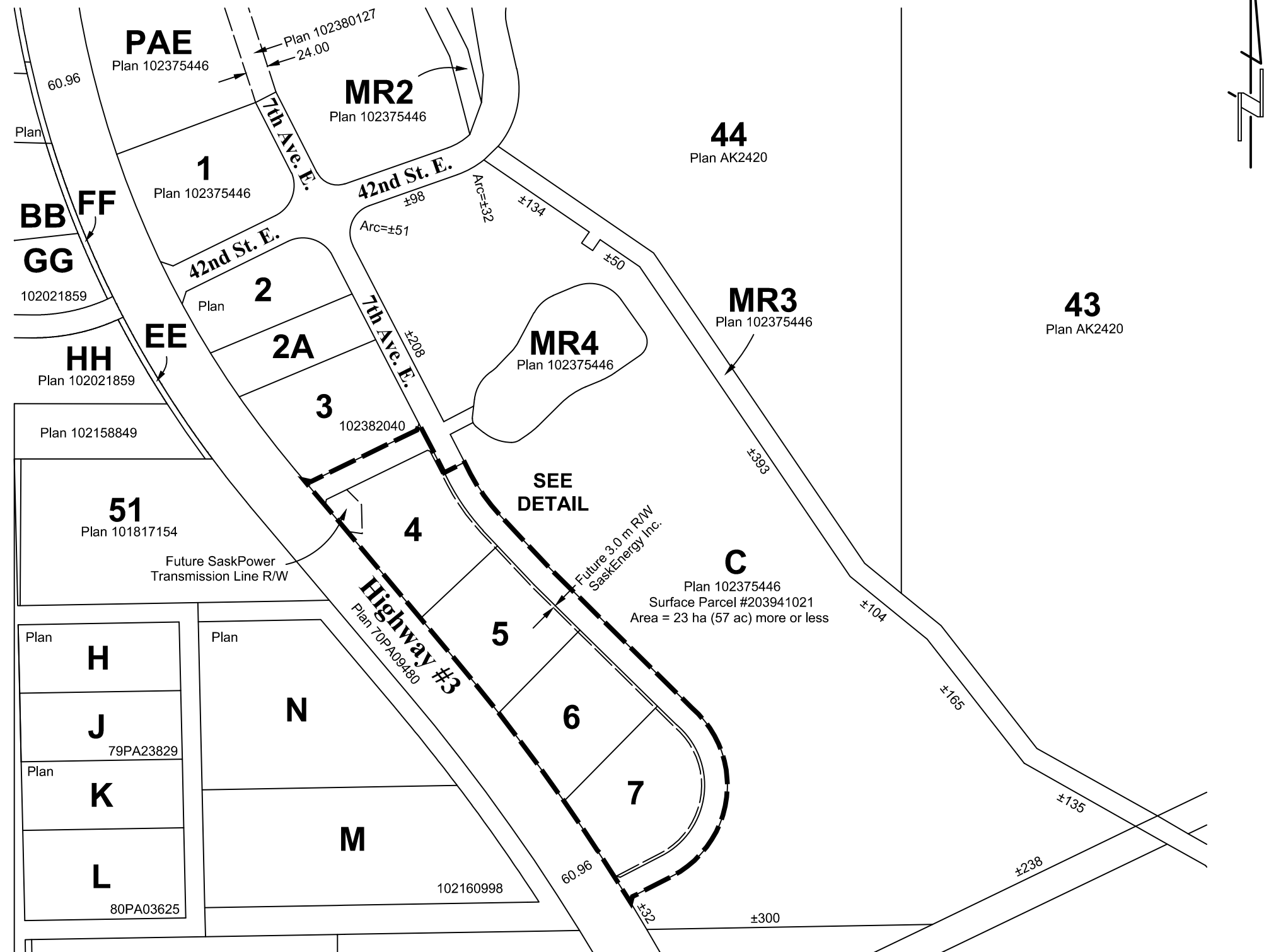


PLANNING & DEVELOPMENT SERVICES



JV

May 31, 2022



PLAN OF PROPOSED SUBDIVISION

of Part of
Parcel C, Plan 102375446
City of Prince Albert
Saskatchewan
Mathieu M. Bourgeois, S.L.S.
2022
Scale 1:5000

OWNER:

SIGNATURE DEVELOPMENT CORPORATION

Measurements are in metres and decimals thereof.
 Measurements are approximate and may vary by ±0.5m.
 Area to be approved is outlined in bold dashed line
 and contains 7.87 ha (19.45 acs).

-			
0	Issued	May 5, 2022	PO - MB
REV.	REVISION	DATE	INITIALS

Job No.: 21-03430-004 | File: 21-03430-004-PSUB_R0A

Preliminary Survey: --

Dated at Saskatoon in the
 Province of Saskatchewan this
 5th day of May, 2022.

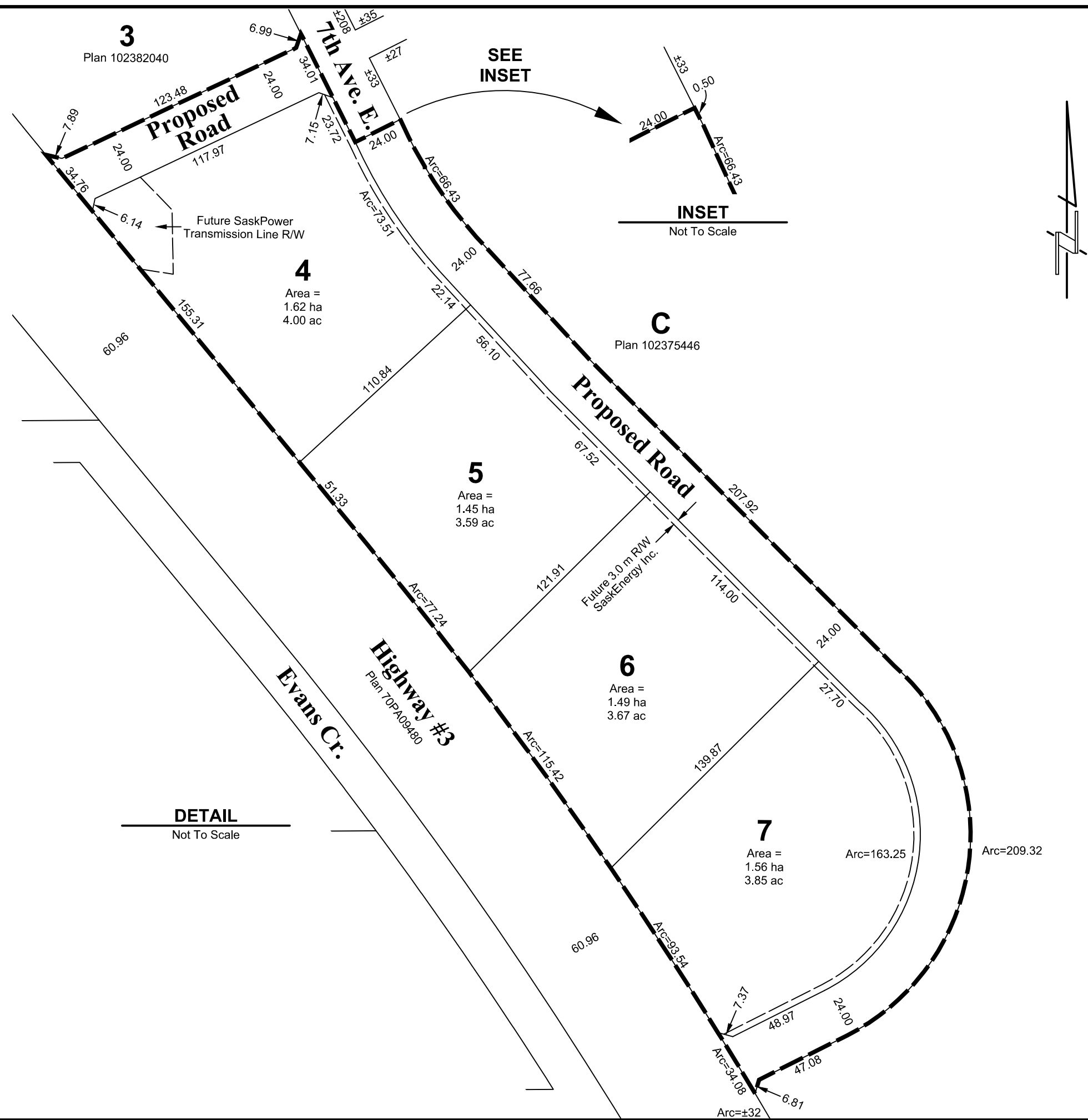


Mathieu M. Bourgeois
 Saskatchewan Land Surveyor



GeoVerra Inc.
 Toll Free: 1-800-465-6233
 www.geoverra.com
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Examined and approved under the provisions of
 Bylaw No. 15 of the City of Prince Albert,
 this ____ day of _____, 2022 A.D.



PLAN OF PROPOSED SUBDIVISION
of Part of
Parcel C, Plan 102375446
City of Prince Albert
Saskatchewan
Mathieu M. Bourgeois, S.L.S.
2022
Scale 1:5000

OWNER:

SIGNATURE DEVELOPMENT CORPORATION

Measurements are in metres and decimals thereof.
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Area to be approved is outlined in bold dashed line
and contains 7.87 ha (19.45 acs).

REV.	REVISION	DATE	INITIALS
0	Issued	May 5, 2022	PO - MB

Job No.: 21-03430-004 | File: 21-03430-004-PSUB_R0A
Preliminary Survey: --

Dated at Saskatoon in the
Province of Saskatchewan this
5th day of May, 2022.

Mathieu M. Bourgeois
Saskatchewan Land Surveyor



GeoVerra
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Toll Free: 1-800-465-6233
www.geoverra.com
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TITLE: Destination Marketing Levy Policy - Amended as Per Executive Committee

DATE: **May 27, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Destination Marketing Levy Policy No. 89.3, as amended by Executive Committee and as attached to the Report from the Destination Marketing Levy Administrator, be approved.

TOPIC & PURPOSE:

To approve the amended Destination Marketing Levy Policy which includes a new proposed Destination Marketing Levy Grant Funding Model that is funded as per the ratio specific to confirmed hotel accommodations for the event.

BACKGROUND:

The Destination Marketing Levy Advisory Committee, at its meeting of October 20, 2021, approved the following motion:

Destination Marketing Funding Grant Model

“That Administration bring forward a report regarding a revised Destination Marketing Funding Grant Model based on a ratio specific to confirmed hotel accommodations for consideration at an upcoming Destination Marketing Levy Advisory Committee meeting.”

The Destination Marketing Levy Advisory Committee approved that a report be forwarded to City Council for consideration of amendments to the current Destination Marketing Levy Policy 89.2 to reflect a revised funding model, as identified in the Report presented.

Executive Committee – May 24, 2022

A report was forwarded to the May 24, 2022 Executive Committee meeting regarding proposed changes to the Destination Marketing Levy Policy, along with a proposed new Funding Model.

The DMF Administrator presented a PowerPoint Presentation that illustrated a new funding model as per confirmed hotel accommodations.

Executive Committee, at its meeting of May 24, 2022, approved the following additional changes to the Destination Marketing Levy Policy:

“That the following be forwarded to an upcoming City Council meeting for consideration:

That the Destination Marketing Levy Policy No. 89.3, as attached to RPT 22-206, be approved with the following amendments:

- 1. That the Administrator review final reports submitted by the Host Committee and recommend approval or amendment of final payment of the remaining funding, and the Administrator will determine the final payment to be made based on confirmed hotel accommodations; and,*
- 2. That the Capital Enhancements under Section 3.01 be amended and replaced with the following:*

This category is typically suitable for a new project that is required in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays. Capital funding will not be approved for the purposes of regular maintenance. The capital enhancement(s) will be a legacy to the City as a permanent structure or fixture to remain for future users.”

PROPOSED APPROACH AND RATIONALE:

This report includes a revised Destination Marketing Levy Policy as amended with the recommendations of the Executive Committee.

The attached amended Destination Marketing Levy Policy includes the proposed new Funding Grant Model that is funded as per the ratio specific to confirmed hotel accommodations for the event.

Destination Marketing Levy Policy

The Destination Marketing Levy Policy states that the Destination Marketing Levy Funds are to be utilized for events that generate hotel room night stays in the City of Prince Albert Hotels.

The event shall generate overnight stays in Prince Albert.

The City of Prince Albert City Council is committed to investing proceeds from the levy into growing existing events, attracting new events to Prince Albert and supporting repairs or upgrades of a capital nature that are required to host a specific event in Prince Albert.

The objectives of this Policy are to:

- attract events to the City of Prince Albert;
- attract visitors to the City of Prince Albert, and in so doing, generate significant economic benefit for the community, specifically the hotels;
- enhance the profile and visibility of the City of Prince Albert, provincially, nationally, and internationally;
- fund events that will have a positive impact on tourism visitation and spending within Prince Albert; and,
- increase occupancy at member hotels.

Attached to this Report is the current approved Destination Marketing Levy Policy No. 89.2.

Applicants are to select the funding category from the following three (3) categories for **operating grants**:

- New Event
- Event Retention
- Growing an Existing Event

CURRENT POLICY

DMF Funding Criteria (excluding Capital Enhancements)

The current criteria for providing Destination Marketing Levy Fund Grants under New Event, Event Retention and Growing an Existing Event are based on a criteria ranking point system that factors the following:

- Number of room nights generated by event (limited to hotel/motel rooms, B&B rooms)
- Seasonality of event (slow, medium, busy)
- Guest expenditures
- Event continuation (# of years)
- Events part of a broader event attraction strategy

Media exposure (local, provincial, national, international)
 Community capacity / local hosting group
 Incremental cost of growth
 % of Growth in overnight stays
 Competitive bid or Event Viability

This model has been more difficult to approve grant applications that factor many different considerations and events.

Approval Authorizations

The current Policy states that the Destination Marketing Levy Advisory Committee are authorized to approve the following in relation to Grant Applications:

“Approve applications up to \$10,000, and request the Mayor and City Clerk execute the necessary Funding Agreement; and,

Forward applications over \$10,000 with a recommendation to City Council for consideration.”

PROPOSED AMENDED POLICY

Attached to this Report is the proposed new Destination Marketing Levy Policy No. 89.3.

I have highlighted the proposed changes in yellow for reference.

The proposed new policy includes:

- Destination Marketing Fund Applications shall be provided three (3) weeks prior to regular scheduled meeting dates, or the Application may be denied.
- Funds not used within twelve (12) months of the event date, shall be returned to the City of Prince Albert.
- The Final Report should also include the final revenues and expenses of the Event.

As recommended by Executive Committee, the following has been amended in the Policy to reflect the approval of the Final Report by the Administrator:

Administrator is:

- Responsible to review final reports submitted by the Host Committee and recommend approval or amendment of final payment of the remaining funding, and the Administrator will determine the final payment to be made based on confirmed hotel accommodations
- Responsible for ensuring final payment is made to the Applicant once the Final Report has been approved by the Administrator.

The Capital Funding category has been amended as recommended by Executive Committee:

Capital Enhancements

This category is typically suitable for a new project that is required in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays. Capital funding will not be approved for the purposes of regular maintenance. The capital enhancement(s) will be a legacy to the City as a permanent structure or fixture to remain for future users.

The below wording has been added to the Policy under Committee Chairperson is Responsible to:

Ensure the Administrator forwards approved Applications up to the amount of \$5,000 to the Destination Marketing Levy Advisory Committee for information of applications approved.

DMF Funding Model

The new proposed Destination Marketing Levy Funding Grant Model is funded as per the number of hotel rooms confirmed. **It's strictly based on a ratio of people in rooms.**

This model provides the maximum funding to be approved for an event based on a ratio of confirmed number of hotel rooms. This model is providing funding as per confirmed hotel rooms booked for an event. It provides transparency and consistency on approving grants as per the ratio chart. Events of similar confirmed hotel accommodations will receive funding consistently with other events and be a transparent model to share with Host Committees when applying for grants.

Approval Authorizations:

It is recommended that Applications for DMF Funding up to \$5,000 be reviewed by the DMF Administrator and forwarded to the DMF Advisory Committee **Chairperson** for approval, which eliminates the need for small funding requests to be approved at a DMF Advisory Committee meeting.

The DMF Administrator will provide updates at regularly scheduled DMF Advisory Committee meetings on any grants approved by the Chairperson for funding under \$5,000. This will keep the DMF Advisory Committee apprised of approved events.

DMF Funding Applications in the range of \$5,000 up to \$10,000 will be approved by the DMF Advisory Committee.

DMF Funding Applications over \$10,000 will continue to be forwarded by the DMF Advisory Committee to City Council with a recommendation for consideration and approval.

Funding requests for **Events of Significant Economic Impact** must generate a minimum of 2,000 room nights will be **approved for funding on a case by case business case** for funding. This includes large or special events that are an important component of the tourism industry, and they attract visitors. These events have a large economic impact and significance in the local host community, since the visitors will spend money during their travel and visit to Prince Albert that bring benefits. Such events include Worlds, Championships, etc.

These funding requests will be forwarded from the DMF Advisory Committee to City Council with a recommendation.

FINANCIAL IMPLICATIONS:

The attached new proposed Destination Marketing Levy Policy includes the following under Section 3: Scope:

3:02 Funding Model for Grants

Destination Marketing Levy Committee CHAIRPERSON Approval - Grants for Funding up to \$5,000.	
Hotel Rooms	Maximum DMF Levy Funding
0-50	\$1,500
51-100	\$2,000
101-150	\$2,500
151-200	\$3,000
201-250	\$3,500
251-300	\$4,000
301-350	\$4,500
351-400	\$5,000

Destination Marketing Levy COMMITTEE Approval - Grants for Funding \$5,000 up to \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding
401-450	\$5,500
451-500	\$6,000
501-550	\$6,500
551-600	\$7,000
601-650	\$7,500
651-700	\$8,000
701-750	\$8,500
751-800	\$9,000
801-850	\$9,500
851-900	\$9,900

City Council Approval - Grants for Funding over \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding
901-1,000	\$15,000
1,001-1,200	\$25,000
1,201-1,500	\$30,000
1,501-1,999	\$35,000

Events of Significant Economic Impact - City Council Approval
<p>Events of Significant Economic Impact - Must generate a minimum of 2,000 room nights. This includes large or special events that are an important component of the tourism industry, and they attract visitors. These events have a large economic impact and significance in the local host community, since the visitors will spend money during their travel and visit to Prince Albert that bring benefits. Such events include Worlds, Championships, etc.</p>

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT:

The Destination Marketing Levy Advisory Committee has approved the new funding model to be forwarded to Executive Committee for consideration. The new funding model was researched by the Administrator and compared to the approved DMF Applications for comparable funding review.

Executive Committee at its meeting of May 24, 2022 considered the Report and recommended amendments as included in this Report.

COMMUNICATION PLAN:

Once approved by Council, the new Destination Marketing Levy Policy will be updated on the City's Website. A new Brochure will be made for the website and can be distributed to Host Committees applying for grant funding.

This new model provides funding as per confirmed hotel rooms booked for an event. It provides transparency and consistency on approving grants as per the ratio chart. Events of similar confirmed hotel accommodations will receive funding consistently with other events and be a transparent model to share with Host Committees when applying for grants.

STRATEGIC PLAN:

Acting and Caring Community – development of major event strategies (strategic approach to events).

POLICY IMPLICATIONS:

The attached new Policy replaces the current Destination Marketing Levy Policy 89.2.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. New Proposed Destination Marketing Levy Policy No. 89.3 – Changes in Highlighted Yellow
2. Destination Marketing Levy Policy No. 89.3 with Appendixes

Written by: Melodie Boulet, DMF Administrator

Approved by: City Manager

Statement of Policy and Procedure			
Department:	City Manager	Policy No.	89.3
Section:	City Manager	Issued:	
Subject:	Destination Marketing Levy Policy	Effective:	
Council Resolution # and Date:		Page:	1 of 13
		Replaces:	Policy No. 89.2
Issued by:	Sherry Person, City Manager	Dated:	
Approved by:	Sherry Person, City Manager		

1 POLICY

1.01 Destination Marketing Levy Fund Grants - Eligibility

The Destination Marketing Levy Funds are to be utilized for events that generate hotel room night stays in the City of Prince Albert Hotels.

The funds will be considered using the following eligibility criteria:

- a) Applications are screened on a first come first served basis.
- b) Destination Marketing Fund Applications shall be provided three (3) weeks prior to regular scheduled meeting dates, or the Application may be denied.
- c) If Application is approved, payments will be allocated in two (2) installments:
 - i. 40% upon signing the Funding Agreement; and,
 - ii. 60% upon approval of the event Final Report by the Destination Marketing Levy Advisory Committee.

*** certain terms and conditions apply.*
- d) The level of profit generated by an event has no bearing on eligibility for funding.

- e) Large events that are deemed to be City wide in impact may be funded at a level that exceeds the recommendation generated by the evaluation metrics.
- f) The event shall generate overnight stays in Prince Albert.
- g) The applicant and/or host organization shall have no outstanding taxes, utility charges or other amounts owing to The City of Prince Albert, and all properties owned by the organization must be free of any City of Prince Albert Building and Safety Maintenance Orders.
- h) Funds shall be used directly and must not be channeled through another organization.
- i) Funds shall not be reinvested or used for any purposes other than stated in the application.
- j) Funds not used within twelve (12) months of the date of the **event date**, shall be returned to the City of Prince Albert.
- k) Event Final Report shall be submitted within sixty (60) days of the event.
- l) Funding Agreement shall be signed prior to any funds being disbursed.

The funds do not apply to the following situations:

- a) Retroactive applications are not permitted.
- b) Accommodations provided to patients or residents of a hospital, personal care home, or residential care facility.
- c) Accommodations provided to patients and/or the family of patients while attending for medical care and treatment.
- d) Accommodations provided to a student by a registered educational institution while the student is registered at and attending that institution.
- e) Accommodation supplied for a person undertaking an apprenticeship or trade certification.
- f) Accommodation supplied by employers to their employees in premises owned and/or operated by or on behalf of the employer.

- g) Accommodation provided to evacuees or as provided on a temporary basis by the provincial or federal government, or any other agency.
- h) Tent or trailer sites supplied by a campground, tourist camp or trailer park.
- i) Hospitality rooms that do not include a bed.
- j) Socials, weddings and family celebrations.
- k) Accommodations provided in establishments in which fewer than three (3) bedrooms are available for rent.

1.02 Event Recruitment Initiatives

The Destination Marketing Levy Funds may be utilized to a maximum annual allocation of \$10,000 for the purpose of Event Recruitment Initiatives by City Administration, conditional upon approval by the Destination Marketing Levy Advisory Committee.

1.03 Promotional and Marketing Materials

The Destination Marketing Levy Funds may be utilized to a maximum annual allocation of \$10,000 for the purpose of purchasing materials relating to the marketing and promotion of the Destination Marketing Levy Funds, conditional upon approval by the Destination Marketing Levy Advisory Committee.

2 PURPOSE

2.01 The City of Prince Albert City Council is committed to investing proceeds from the levy into growing existing events, attracting new events to Prince Albert and supporting repairs or upgrades of a capital nature that are required to host a specific event in Prince Albert.

2.02 The objectives of this Policy are to:

- attract events to the City of Prince Albert;
- attract visitors to the City of Prince Albert, and in so doing, generate significant economic benefit for the community, specifically the hotels;
- enhance the profile and visibility of the City of Prince Albert, provincially, nationally, and internationally;
- fund events that will have a positive impact on tourism visitation and spending within Prince Albert; and,
- increase occupancy at member hotels.

3 SCOPE

3.01 Funding Categories

Applicants are to select the funding category from the following four (4) categories:

1. New Event

This category is typically suitable for applicants looking to bring an existing event to Prince Albert that has not been held in the City for at least three consecutive years or create a brand new event to be held in Prince Albert.

2. Event Retention

This category is typically suitable for an event that has a history of being hosted in Prince Albert but is in jeopardy of no longer being hosted in Prince Albert or being shortened as a result of a variety of reasons, including but not limited to finances or a competitive bid from another community.

3. Growing an Existing Event

This category is typically suitable for an event that has a history of being hosted in Prince Albert but is looking to expand the event in order to attract a new market segment to the event which will result in increased room nights.

4. Capital Enhancements

This category is typically suitable for a new project that is required in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays. Capital funding will not be approved for the purposes of regular maintenance. The capital enhancement(s) will be a legacy to the City as a permanent structure or fixture to remain for future users.

3.02 Funding Model for Grants

Destination Marketing Levy Funds will be funded as a Grant to Host Committees as per the confirmed hotel accommodations for the Event. The grant to be funded will be based on the following ratio criteria:

Destination Marketing Levy Committee CHAIRPERSON Approval - Grants for Funding up to \$5,000.	
Hotel Rooms	Maximum DMF Levy Funding
0-50	\$1,500
51-100	\$2,000
101-150	\$2,500
151-200	\$3,000
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251-300	\$4,000
301-350	\$4,500
351-400	\$5,000

Destination Marketing Levy COMMITTEE Approval - Grants for Funding \$5,000 up to \$10,000.	
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501-550	\$6,500
551-600	\$7,000
601-650	\$7,500
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701-750	\$8,500
751-800	\$9,000
801-850	\$9,500
851-900	\$9,900

City Council Approval - Grants for Funding over \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding
901-1,000	\$15,000
1,001-1,200	\$25,000
1,201-1,500	\$30,000
1,501-1,999	\$35,000

Events of Significant Economic Impact - City Council Approval
<p>Events of Significant Economic Impact - Must generate a minimum of 2,000 room nights. This includes large or special events that are an important component of the tourism industry, and they attract visitors. These events have a large economic impact and significance in the local host community, since the visitors will spend money during their travel and visit to Prince Albert that bring benefits. Such events include Worlds, Championships, etc. These events are approved by City Council.</p>

4 RESPONSIBILITY

4.01 Applicant

- a) Complete the appropriate Destination Marketing Fund Grant Application Form as appended to this Policy.
- b) Forward the completed Application Form to the Administrator.
- c) Provide any further information requested by the Administrator relating to the funding request.
- d) Review and execute a Funding Agreement forwarded by the Administrator.

- e) If the funding request is over \$10,000, the Applicant will be advised of the date the funding request will appear before City Council for consideration and the process to appear as a delegation on the evening the funding request will be reviewed. **Applicants are not required to appear as a delegation**, but are encouraged to do so if they wish to raise public awareness of their event or if they desire an opportunity to speak directly to Council with regards to their event or their funding application.
- f) Ensure an event code or block code name has been arranged with the Hotels for tracking of hotel nights for the specific event, as that is required for the Final Report and final payment.
- g) Provide correspondence confirming the number of hotel rooms booked for the specific event applying for funding. The number of rooms booked are to be submitted along with the Final Report. **The Final Report should also include the final revenues and expenses of the Event.**
- h) Once the event has concluded, forward a completed Final Report within sixty (60) days of the event to the Administrator for endorsement prior to payment of any remaining funding. If the Applicant requires an extension to submit the Final Report, this will need to be submitted in writing to the Administrator.

4.02 Administrator

- a) Receive and process applications requesting funding from the Destination Marketing Levy.
- b) Review the application and any additional information / clarity sought. Conduct interviews with the Applicant (if necessary) to obtain or provide any additional information that may be required.
- c) Prepare a report to be forwarded to the Secretary of the Destination Marketing Levy Advisory Committee. The report will attach the application being submitted.
- d) Forward a Funding Agreement to the Applicant for review and execution, although the Agreement will not be binding until a decision has been rendered.
- e) Advise the Applicant of the recommendations of the Destination Marketing Levy Advisory Committee being forwarded to City Council, if the funding request was over \$10,000.

- f) Responsible for making contact with the Applicant regarding the decision rendered.
- g) Responsible for forwarding a signed Funding Agreement by the Applicant to the City Clerk for signing by the Mayor and City Clerk, and providing a fully executed Funding Agreement back to the Applicant.
- h) Responsible for payment of the funding to the Applicant which is 40% of the approved funds to be advanced to the Applicant.
- i) Responsible for forwarding the Final Report to the Applicant to be completed to qualify for payment of the remaining approved 60% and obtaining the Final Report from the Applicant.
- j) Review and issue an extension to the Final Report if requested by the Applicant in writing.
- k) Responsible to review final reports submitted by the Host Committee and recommend approval or amendment of final payment of the remaining funding, and the Administrator will determine the final payment to be made based on confirmed hotel accommodations
- l) Responsible for ensuring final payment is made to the Applicant once the Final Report has been approved by the Administrator.

4.03 Destination Marketing Levy Advisory Committee Chairperson

- a) Review and evaluate reports submitted by the Administrator to ensure the following:
 - i. applications received are in accordance with the general criteria outlined in this policy;
 - ii. application ensures that the objectives of the policy are met; and,
 - iii. Evaluation metrics is completed.
- b) Approve applications up to the amount of \$5,000, and request the Mayor and City Clerk execute the necessary Funding Agreement.
- c) Forward applications over \$5,000 to the Destination Marketing Levy Advisory Committee with a recommendation for consideration.
- d) Ensure the Administrator forwards approved Applications up to the amount of \$5,000 to the Destination Marketing Levy Advisory Committee for information of applications approved.

4.04 Destination Marketing Levy Advisory Committee

- e) Review and evaluate reports submitted by the Administrator to ensure the following:
 - iv. applications received are in accordance with the general criteria outlined in this policy;
 - v. application ensures that the objectives of the policy are met; and,
 - vi. Evaluation metrics is completed.
- f) Approve applications in the amount of **\$5,000 to \$10,000**, and request the Mayor and City Clerk execute the necessary Funding Agreement.
- g) Forward applications over \$10,000 with a recommendation to City Council for consideration.
- h) Monitor and evaluate the effectiveness of the Destination Marketing Levy Funds.
- i) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

4.05 City Council

- a) Consider recommendations submitted by the Destination Marketing Levy Advisory Committee regarding applications for request of funding over the amount of \$10,000.
- b) Approve applications over the amount of \$10,000.
- c) Authorize the Mayor and City Clerk to sign all Funding Agreements with the Applicant once a decision has been rendered by City Council regarding an approved request over \$10,000.
- d) May, as required, instruct that the Administrator attach conditions to the approval of assistance under this policy which will require the recipient to perform certain activities or provide additional information in connection with the event receiving funding.
- e) Approve the Destination Marketing Levy Policy and any changes made thereafter.

4.06 Event Recruitment Initiatives

- a) City Administration to forward a report to the Destination Marketing Levy Advisory Committee regarding any request for funding from the Destination Marketing Levy Funds relating to Event Recruitment Initiatives by City Administration, up to a maximum annual allocation of \$10,000.
- b) Request for Event Recruitment Initiatives by City Administration will be forwarded to the Destination Marketing Levy Advisory Committee for review and approval.

4.07 Promotional and Marketing Materials

- a) City Administration to forward a report to the Destination Marketing Levy Advisory Committee regarding any request for funding from the Destination Marketing Levy Funds regarding purchasing materials relating to the marketing and promotion of the Destination Marketing Levy Funds, up to a maximum annual allocation of \$10,000.
- b) Request for Promotional and Marketing Materials by City Administration will be forwarded to the Destination Marketing Levy Advisory Committee for review and approval.

5 DEFINITIONS

- 5.01 Administrator – means the City Manager, Director of Community Services or their designate.
- 5.02 Applicant – means a person on behalf of an organization that submits an Application Form for funding of the Destination Marketing Levy Funds (ex. host organization representative).
- 5.03 Bed and Breakfast - means a dwelling unit in which the owner or operator use a portion of the dwelling for the purpose of providing, for remuneration, sleeping accommodation and one meal per day to guests, for periods of one week or less, and in which:
 - a) not more than three bedrooms within the dwelling unit are used to provide such sleeping accommodation;
 - b) the dwelling unit is the principal residence of the owner or operator of the bed and breakfast; and,
 - c) the meal which is provided is served before noon each day.

- 5.04 City - means The City of Prince Albert
- 5.05 Council – means the City Council of The City of Prince Albert.
- 5.06 Destination Marketing Levy Advisory Committee – means the Council Committee established to act as a review body for the Destination Marketing Levy, including Policy, Guidelines, and to provide recommendations to Council.
- 5.07 Destination Marketing Levy Funds – Funds that have been collected as per The City’s Annual Property Tax Bylaw.
- 5.08 Event Recruitment Initiatives – An organizing body targeting communities for the hosting of events within their community (provincial, national or international organizations/events).
- 5.09 Hotel – means a use:
- a) where a building is designed and operated to provide temporary accommodation to the general public; and,
 - b) which may also contain additional commercial uses, facilities or services such as a restaurant, a dining room, room service or public convention rooms.
- 5.10 Motel – means use:
- a) where a building or a group of buildings on a site is designed and operated to provide temporary accommodation for the general public; and,
 - b) that contains separate sleeping units, each of which is provided with a separate outdoor entrance and adjoining or conveniently located parking space.
- 5.11 Secretary – means the City Clerk or designate appointed by the City Clerk.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Major Event Policy 6.1

7 PROCEDURE

7.01 The process to apply for funding is as follows:

Step One: Applicants are to select the funding category that best fits the criteria of the event as listed in this policy. Applicant is to complete the required Grant Application Form as per Funding Category and submit to the attention of the Administrator. The Administrator will forward a report along with the application to the Secretary.

Step Two: The Chairperson will review Applications with the Administrator up to the amount of \$5,000 and will approve the funding as per the Funding Model.

The Chairperson of the Destination Marketing Levy Advisory Committee will call an Advisory Committee Meeting to review applications requesting funding from the Destination Marketing Levy Funds in the amount of \$5,000 to \$10,000. The Advisory Committee, at its meeting, will review the application(s).

Step Three: The Destination Marketing Levy Advisory Committee will approve applications in the amount of \$5,000 to \$10,000. Applications over \$10,000, a recommendation from the Advisory Committee will go to City Council to approve the application. Funding recommendation is reviewed by City Council at a regularly scheduled meeting with a decision rendered during the Council meeting.

Step Four: The Administrator will be responsible for making contact with the Applicant, forwarding the Funding Agreement for signing.

Step Five: The Mayor and City Clerk will sign the Funding Agreement once signed by the Applicant.

Step Six: Once the Funding Agreement has been signed, the Administrator will forward 40% of the funding approved.

Step Seven: The Applicant will submit the required Final Report to the Administrator within sixty (60) days of the event, along with hotel confirmations of hotel rooms used for the event. If the Applicant requires an extension to submit the Final Report, this should be submitted in writing to the Administrator.

Step Eight: The Administrator will review final reports submitted by the Host Committee and recommend approval or amendment of final payment of the remaining funding.

Step Nine: Final report is reviewed and room nights verified. If actual room nights generated match or exceed projections, the final 60% approved grant is paid to the Applicant. If the actual room nights generated are less or more than projected, the funding model grant will be applied. If the confirmed hotel rooms generate a recommendation for funding that is lower or higher than what was previously supported, final payment will be adjusted accordingly.

The Administrator will determine the final payment to be made based on confirmed hotel accommodations.

Step Ten: Final payment is issued to the Applicant by the Administrator following endorsement of the Final Report.

7.02 Appendixes

- 7.02.01 New Event Destination Marketing Fund Grant Application and Criteria for Evaluation.
- 7.02.02 Growing an Existing Event Destination Marketing Fund Grant Application and Criteria for Evaluation.
- 7.02.03 Event Retention Destination Marketing Fund Grant Application and Criteria for Evaluation.
- 7.02.04 Capital Enhancements Grant Funding Application and Criteria for Evaluation.
- 7.02.05 Funding Agreement.
- 7.02.06 Final Report Form – New Event, Growing an Existing Event and Event Retention.
- 7.02.07 Final Report Form – Capital Enhancements.

Statement of Policy and Procedure			
Department:	City Manager	Policy No.	89.3
Section:	City Manager	Issued:	
Subject:	Destination Marketing Levy Policy	Effective:	
Council Resolution # and Date:		Page:	1 of 13
		Replaces:	Policy No. 89.2
Issued by:	Sherry Person, City Manager	Dated:	
Approved by:	Sherry Person, City Manager		

1 POLICY

1.01 Destination Marketing Levy Fund Grants - Eligibility

The Destination Marketing Levy Funds are to be utilized for events that generate hotel room night stays in the City of Prince Albert Hotels.

The funds will be considered using the following eligibility criteria:

- a) Applications are screened on a first come first served basis.
- b) Destination Marketing Fund Applications shall be provided three (3) weeks prior to regular scheduled meeting dates, or the Application may be denied.
- c) If Application is approved, payments will be allocated in two (2) installments:
 - i. 40% upon signing the Funding Agreement; and,
 - ii. 60% upon approval of the event Final Report by the Destination Marketing Levy Advisory Committee.

*** certain terms and conditions apply.*
- d) The level of profit generated by an event has no bearing on eligibility for funding.

- e) Large events that are deemed to be City wide in impact may be funded at a level that exceeds the recommendation generated by the evaluation metrics.
- f) The event shall generate overnight stays in Prince Albert.
- g) The applicant and/or host organization shall have no outstanding taxes, utility charges or other amounts owing to The City of Prince Albert, and all properties owned by the organization must be free of any City of Prince Albert Building and Safety Maintenance Orders.
- h) Funds shall be used directly and must not be channeled through another organization.
- i) Funds shall not be reinvested or used for any purposes other than stated in the application.
- j) Funds not used within twelve (12) months of the event date, shall be returned to the City of Prince Albert.
- k) Event Final Report shall be submitted within sixty (60) days of the event.
- l) Funding Agreement shall be signed prior to any funds being disbursed.

The funds do not apply to the following situations:

- a) Retroactive applications are not permitted.
- b) Accommodations provided to patients or residents of a hospital, personal care home, or residential care facility.
- c) Accommodations provided to patients and/or the family of patients while attending for medical care and treatment.
- d) Accommodations provided to a student by a registered educational institution while the student is registered at and attending that institution.
- e) Accommodation supplied for a person undertaking an apprenticeship or trade certification.
- f) Accommodation supplied by employers to their employees in premises owned and/or operated by or on behalf of the employer.

- g) Accommodation provided to evacuees or as provided on a temporary basis by the provincial or federal government, or any other agency.
- h) Tent or trailer sites supplied by a campground, tourist camp or trailer park.
- i) Hospitality rooms that do not include a bed.
- j) Socials, weddings and family celebrations.
- k) Accommodations provided in establishments in which fewer than three (3) bedrooms are available for rent.

1.02 Event Recruitment Initiatives

The Destination Marketing Levy Funds may be utilized to a maximum annual allocation of \$10,000 for the purpose of Event Recruitment Initiatives by City Administration, conditional upon approval by the Destination Marketing Levy Advisory Committee.

1.03 Promotional and Marketing Materials

The Destination Marketing Levy Funds may be utilized to a maximum annual allocation of \$10,000 for the purpose of purchasing materials relating to the marketing and promotion of the Destination Marketing Levy Funds, conditional upon approval by the Destination Marketing Levy Advisory Committee.

2 PURPOSE

2.01 The City of Prince Albert City Council is committed to investing proceeds from the levy into growing existing events, attracting new events to Prince Albert and supporting repairs or upgrades of a capital nature that are required to host a specific event in Prince Albert.

2.02 The objectives of this Policy are to:

- attract events to the City of Prince Albert;
- attract visitors to the City of Prince Albert, and in so doing, generate significant economic benefit for the community, specifically the hotels;
- enhance the profile and visibility of the City of Prince Albert, provincially, nationally, and internationally;
- fund events that will have a positive impact on tourism visitation and spending within Prince Albert; and,
- increase occupancy at member hotels.

3 SCOPE

3.01 Funding Categories

Applicants are to select the funding category from the following four (4) categories:

1. New Event

This category is typically suitable for applicants looking to bring an existing event to Prince Albert that has not been held in the City for at least three consecutive years or create a brand new event to be held in Prince Albert.

2. Event Retention

This category is typically suitable for an event that has a history of being hosted in Prince Albert but is in jeopardy of no longer being hosted in Prince Albert or being shortened as a result of a variety of reasons, including but not limited to finances or a competitive bid from another community.

3. Growing an Existing Event

This category is typically suitable for an event that has a history of being hosted in Prince Albert but is looking to expand the event in order to attract a new market segment to the event which will result in increased room nights.

4. Capital Enhancements

This category is typically suitable for a new project that is required in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays. Capital funding will not be approved for the purposes of regular maintenance. The capital enhancement(s) will be a legacy to the City as a permanent structure or fixture to remain for future users.

3.02 Funding Model for Grants

Destination Marketing Levy Funds will be funded as a Grant to Host Committees as per the confirmed hotel accommodations for the Event. The grant to be funded will be based on the following ratio criteria:

Destination Marketing Levy Committee CHAIRPERSON Approval - Grants for Funding up to \$5,000.	
Hotel Rooms	Maximum DMF Levy Funding
0-50	\$1,500
51-100	\$2,000
101-150	\$2,500
151-200	\$3,000
201-250	\$3,500
251-300	\$4,000
301-350	\$4,500
351-400	\$5,000

Destination Marketing Levy COMMITTEE Approval - Grants for Funding \$5,000 up to \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding
401-450	\$5,500
451-500	\$6,000
501-550	\$6,500
551-600	\$7,000
601-650	\$7,500
651-700	\$8,000
701-750	\$8,500
751-800	\$9,000
801-850	\$9,500
851-900	\$9,900

City Council Approval - Grants for Funding over \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding
901-1,000	\$15,000
1,001-1,200	\$25,000
1,201-1,500	\$30,000
1,501-1,999	\$35,000

Events of Significant Economic Impact - City Council Approval

Events of Significant Economic Impact - Must generate a minimum of 2,000 room nights. This includes large or special events that are an important component of the tourism industry, and they attract visitors. These events have a large economic impact and significance in the local host community, since the visitors will spend money during their travel and visit to Prince Albert that bring benefits. Such events include Worlds, Championships, etc. These events are approved by City Council.

4 RESPONSIBILITY

4.01 Applicant

- a) Complete the appropriate Destination Marketing Fund Grant Application Form as appended to this Policy.
- b) Forward the completed Application Form to the Administrator.
- c) Provide any further information requested by the Administrator relating to the funding request.
- d) Review and execute a Funding Agreement forwarded by the Administrator.

- e) If the funding request is over \$10,000, the Applicant will be advised of the date the funding request will appear before City Council for consideration and the process to appear as a delegation on the evening the funding request will be reviewed. **Applicants are not required to appear as a delegation**, but are encouraged to do so if they wish to raise public awareness of their event or if they desire an opportunity to speak directly to Council with regards to their event or their funding application.
- f) Ensure an event code or block code name has been arranged with the Hotels for tracking of hotel nights for the specific event, as that is required for the Final Report and final payment.
- g) Provide correspondence confirming the number of hotel rooms booked for the specific event applying for funding. The number of rooms booked are to be submitted along with the Final Report. The Final Report should also include the final revenues and expenses of the Event.
- h) Once the event has concluded, forward a completed Final Report within sixty (60) days of the event to the Administrator for endorsement prior to payment of any remaining funding. If the Applicant requires an extension to submit the Final Report, this will need to be submitted in writing to the Administrator.

4.02 Administrator

- a) Receive and process applications requesting funding from the Destination Marketing Levy.
- b) Review the application and any additional information / clarity sought. Conduct interviews with the Applicant (if necessary) to obtain or provide any additional information that may be required.
- c) Prepare report to be forwarded to the Secretary of the Destination Marketing Levy Advisory Committee. The report will attach the application being submitted.
- d) Forward a Funding Agreement to the Applicant for review and execution, although the Agreement will not be binding until a decision has been rendered.
- e) Advise the Applicant of the recommendations of the Destination Marketing Levy Advisory Committee being forwarded to City Council, if the funding request was over \$10,000.

- f) Responsible for making contact with the Applicant regarding the decision rendered.
- g) Responsible for forwarding a signed Funding Agreement by the Applicant to the City Clerk for signing by the Mayor and City Clerk, and providing a fully executed Funding Agreement back to the Applicant.
- h) Responsible for payment of the funding to the Applicant which is 40% of the approved funds to be advanced to the Applicant.
- i) Responsible for forwarding the Final Report to the Applicant to be completed to qualify for payment of the remaining approved 60% and obtaining the Final Report from the Applicant.
- j) Review and issue an extension to the Final Report if requested by the Applicant in writing.
- k) Responsible to review final reports submitted by the Host Committee and recommend approval or amendment of final payment of the remaining funding, and the Administrator will determine the final payment to be made based on confirmed hotel accommodations.
- l) Responsible for ensuring final payment is made to the Applicant once the Final Report has been approved by the Administrator.

4.03 Destination Marketing Levy Advisory Committee Chairperson

- a) Review and evaluate reports submitted by the Administrator to ensure the following:
 - i. applications received are in accordance with the general criteria outlined in this policy;
 - ii. application ensures that the objectives of the policy are met; and,
 - iii. Evaluation metrics is completed.
- b) Approve applications up to the amount of \$5,000, and request the Mayor and City Clerk execute the necessary Funding Agreement.
- c) Forward applications over \$5,000 to the Destination Marketing Levy Advisory Committee with a recommendation for consideration.
- d) Ensure the Administrator forwards approved Applications up to the amount of \$5,000 to the Destination Marketing Levy Advisory Committee for information of applications approved.

4.04 Destination Marketing Levy Advisory Committee

- e) Review and evaluate reports submitted by the Administrator to ensure the following:
 - iv. applications received are in accordance with the general criteria outlined in this policy;
 - v. application ensures that the objectives of the policy are met; and,
 - vi. Evaluation metrics is completed.
- f) Approve applications in the amount of \$5,000 to \$10,000, and request the Mayor and City Clerk execute the necessary Funding Agreement.
- g) Forward applications over \$10,000 with a recommendation to City Council for consideration.
- h) Monitor and evaluate the effectiveness of the Destination Marketing Levy Funds.
- i) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

4.05 City Council

- a) Consider recommendations submitted by the Destination Marketing Levy Advisory Committee regarding applications for request of funding over the amount of \$10,000.
- b) Approve applications over the amount of \$10,000.
- c) Authorize the Mayor and City Clerk to sign all Funding Agreements with the Applicant once a decision has been rendered by City Council regarding an approved request over \$10,000.
- d) May, as required, instruct that the Administrator attach conditions to the approval of assistance under this policy which will require the recipient to perform certain activities or provide additional information in connection with the event receiving funding.
- e) Approve the Destination Marketing Levy Policy and any changes made thereafter.

4.06 Event Recruitment Initiatives

- a) City Administration to forward a report to the Destination Marketing Levy Advisory Committee regarding any request for funding from the Destination Marketing Levy Funds relating to Event Recruitment Initiatives by City Administration, up to a maximum annual allocation of \$10,000.
- b) Request for Event Recruitment Initiatives by City Administration will be forwarded to the Destination Marketing Levy Advisory Committee for review and approval.

4.07 Promotional and Marketing Materials

- a) City Administration to forward a report to the Destination Marketing Levy Advisory Committee regarding any request for funding from the Destination Marketing Levy Funds regarding purchasing materials relating to the marketing and promotion of the Destination Marketing Levy Funds, up to a maximum annual allocation of \$10,000.
- b) Request for Promotional and Marketing Materials by City Administration will be forwarded to the Destination Marketing Levy Advisory Committee for review and approval.

5 DEFINITIONS

- 5.01 Administrator – means the City Manager, Director of Community Services or their designate.
- 5.02 Applicant – means a person on behalf of an organization that submits an Application Form for funding of the Destination Marketing Levy Funds (ex. host organization representative).
- 5.03 Bed and Breakfast - means a dwelling unit in which the owner or operator use a portion of the dwelling for the purpose of providing, for remuneration, sleeping accommodation and one meal per day to guests, for periods of one week or less, and in which:
 - a) not more than three bedrooms within the dwelling unit are used to provide such sleeping accommodation;
 - b) the dwelling unit is the principal residence of the owner or operator of the bed and breakfast; and,
 - c) the meal which is provided is served before noon each day.

- 5.04 City - means The City of Prince Albert
- 5.05 Council – means the City Council of The City of Prince Albert.
- 5.06 Destination Marketing Levy Advisory Committee – means the Council Committee established to act as a review body for the Destination Marketing Levy, including Policy, Guidelines, and to provide recommendations to Council.
- 5.07 Destination Marketing Levy Funds – Funds that have been collected as per The City’s Annual Property Tax Bylaw.
- 5.08 Event Recruitment Initiatives – An organizing body targeting communities for the hosting of events within their community (provincial, national or international organizations/events).
- 5.09 Hotel – means a use:
- a) where a building is designed and operated to provide temporary accommodation to the general public; and,
 - b) which may also contain additional commercial uses, facilities or services such as a restaurant, a dining room, room service or public convention rooms.
- 5.10 Motel – means use:
- a) where a building or a group of buildings on a site is designed and operated to provide temporary accommodation for the general public; and,
 - b) that contains separate sleeping units, each of which is provided with a separate outdoor entrance and adjoining or conveniently located parking space.
- 5.11 Secretary – means the City Clerk or designate appointed by the City Clerk.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Major Event Policy 6.1

7 PROCEDURE

7.01 The process to apply for funding is as follows:

Step One: Applicants are to select the funding category that best fits the criteria of the event as listed in this policy. Applicant is to complete the required Grant Application Form as per Funding Category and submit to the attention of the Administrator. The Administrator will forward a report along with the application to the Secretary.

Step Two: The Chairperson will review Applications with the Administrator up to the amount of \$5,000 and will approve the funding as per the Funding Model.

The Chairperson of the Destination Marketing Levy Advisory Committee will call an Advisory Committee Meeting to review applications requesting funding from the Destination Marketing Levy Funds in the amount of \$5,000 to \$10,000. The Advisory Committee, at its meeting, will review the application(s).

Step Three: The Destination Marketing Levy Advisory Committee will approve applications in the amount of \$5,000 to \$10,000. Applications over \$10,000, a recommendation from the Advisory Committee will go to City Council to approve the application. Funding recommendation is reviewed by City Council at a regularly scheduled meeting with a decision rendered during the Council meeting.

Step Four: The Administrator will be responsible for making contact with the Applicant, forwarding the Funding Agreement for signing.

Step Five: The Mayor and City Clerk will sign the Funding Agreement once signed by the Applicant.

Step Six: Once the Funding Agreement has been signed, the Administrator will forward 40% of the funding approved.

Step Seven: The Applicant will submit the required Final Report to the Administrator within sixty (60) days of the event, along with hotel confirmations of hotel rooms used for the event. If the Applicant requires an extension to submit the Final Report, this should be submitted in writing to the Administrator.

Step Eight: The Administrator will review final reports submitted by the Host Committee and recommend approval or amendment of final payment of the remaining funding.

Step Nine: Final report is reviewed and room nights verified. If actual room nights generated match or exceed projections, the final 60% approved grant is paid to the Applicant. If the actual room nights generated are less or more than projected, the funding model grant will be applied. If the confirmed hotel rooms generate a recommendation for funding that is lower or higher than what was previously supported, final payment will be adjusted accordingly.

The Administrator will determine the final payment to be made based on confirmed hotel accommodations.

Step Ten: Final payment is issued to the Applicant by the Administrator following endorsement of the Final Report.

7.02 Appendixes

7.02.01 New Event Destination Marketing Fund Grant Application and Criteria for Evaluation.

7.02.02 Growing an Existing Event Destination Marketing Fund Grant Application and Criteria for Evaluation.

7.02.03 Event Retention Destination Marketing Fund Grant Application and Criteria for Evaluation.

7.02.04 Capital Enhancements Grant Funding Application and Criteria for Evaluation.

7.02.05 Funding Agreement.

7.02.06 Final Report Form – New Event, Growing an Existing Event and Event Retention.

7.02.07 Final Report Form – Capital Enhancements.

DESTINATION MARKETING LEVY POLICY

PROCEDURE

7.02 Appendixes

7.02.01 New Event Destination Marketing Fund Grant Application and Criteria for Evaluation.

New Event Destination Marketing Fund Grant Application

Please provide the following information and attach additional information as required.

Application Date: [Click here for Calendar](#)

Amount of Destination Marketing Fund Requested: \$ [Enter amount here](#)

Organization Information:

Name of Organization requesting funding: [Click here to enter name.](#)

Contact Person: [Click here to enter name.](#)

Phone: [Click here to phone number.](#) Email: [Click here to enter email.](#)

Mailing Address including postal code: [Click here to enter address.](#)

Type of Organization (please select one)

Private Not-for-Profit Other

If Other explain: [Click here to enter explanation.](#)

Name of Organization that the Destination Marketing Fund Grant, if approved, should be made payable to: [Click here to enter name.](#)

Brief description of organization requesting funding: [Click here to enter description.](#)

Organization's annual budget: \$ [Click here to enter amount.](#)

Event Information:

Name of Event: [Click here to enter name.](#)

Duration of event: Start date: [Click here for calendar](#) End date: [Click here for calendar](#)

Describe the event: [Click here to enter description.](#)

Accommodations:

Estimated total number of room nights generated from event: [Click here to enter number](#)
(Room nights limited to hotel/motel rooms, B&B rooms)

What method did you use to estimate the number of room nights generated for this event? [Click here to enter answer.](#)

What local facilities other than accommodations will be used? [Click here to enter answer.](#)

Event Attendance:

Estimated participants, officials and staff:

Enter number here.

Estimated spectators – non-residents
(80 km or more away from Prince Albert)

Enter number here.

Estimated spectators – City residents

Enter number here.

Total estimated spectators

Enter total here.

This event is (please select one)

Local Provincial Regional National International

Media exposure (please select one)

Local Provincial Regional National International

Event History:

Has the event been held in Prince Albert previously? Yes No

If this event has been held in Prince Albert previously, has it been at least 3 consecutive years since it was last held in Prince Albert? Yes No

If yes, please explain when last hosted in Prince Albert: **[Click here to enter explanation.](#)**

If no, the event is not eligible for funding under the “New Event” category. Please review other application categories to determine suitability.

Is there a possibility of this event happening more than once in Prince Albert? Yes No

Please explain: [Click here to enter explanation.](#)

Is there potential of this event resulting in other events being hosted in Prince Albert?

Yes No

Please explain:

[Click here to enter explanation.](#)

What is your organization's experience in hosting this or similar events? Please be sure to include a profile of your organizing committee / working group.

[Click here to enter answer.](#)

Please provide as much supporting information to aid in assessing your application. This information could include a business plan, a marketing plan, rationale / insight to support the information you supplied and / or your funding request, etc. The strength of information provided is the basis from which funding recommendations will be made.

The following items must accompany your application:

- If the funding application is being made for an event that is run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Budget for the event.
- Supporting information if applicable.

** Please provide the most current year-end financial statements or best equivalency if available.*

Privacy Policy Statement and Application Certification

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations or Public Agenda.

Section 91(1)(a) of the Cities Act states the following:

“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:

(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”

This Grant Application with all supporting documents can be saved and emailed to destinationlevy@citypa.com or printed and mailed or dropped off to City Hall, City Manager's Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

New Event Eligibility & Guidelines Destination Marketing Fund Grant

This category is typically suitable for applicants looking to bring an existing event to Prince Albert that has not been held in the City for at least three (3) consecutive years or create a brand new event to be held in Prince Albert.

To be eligible for the Destination Marketing Fund Grant, an event must generate overnight stays in Prince Albert.

In addition to the general guidelines, the following apply to New Event funding applications.

- To be eligible for Destination Marketing Fund Grant under the category “**New Event**”, the event for which funding is being sought must have never been hosted in Prince Albert or be an event that has been held in Prince Albert in the past but has not been held in the City for at least three (3) consecutive years.
- Events that have never been held in Prince Albert and generate overnight stays (limited to hotel/motel rooms, B&B rooms) may receive funding, with the approved funding paid out in two increments, forty (40%) percent after the Funding Agreement is signed and the remaining sixty (60%) percent after the Final Report has been received and projected room nights verified by the Destination Marketing Levy Advisory Committee.

Please contact destinationlevy@citypa.com or 306-953-4395 if you have any questions regarding this funding criteria.

DESTINATION MARKETING LEVY POLICY

PROCEDURE

7.02 Appendixes

7.02.02 Growing an Existing Event Destination Marketing Fund Grant Application and Criteria for Evaluation.

Growing an Existing Event Destination Marketing Fund Grant Application

Please provide the following information and attach additional information as required.

Application Date: [Click here for calendar](#)

Amount of Destination Marketing Fund Grant Requested: \$ [Enter amount here](#)

Organization Information:

Name of Organization requesting funding: [Click here to enter name.](#)

Contact Person: [Click here to enter name.](#)

Phone: [Click here to phone number.](#) Email: [Click here to enter email.](#)

Mailing Address including postal code: [Click here to enter address.](#)

Type of Organization (please select one)

Private Not-for-Profit Other

If Other explain: [Click here to enter explanation.](#)

Name of Organization that the Destination Marketing Fund Grant, if approved, should be made payable to: [Click here to enter name.](#)

Brief description of organization requesting funding: [Click here to enter description.](#)

Organization's annual budget: \$ [Click here to enter amount.](#)

Event Information:

Name of Event: [Click here to enter name.](#)

Duration of event: Start date: [Click here for calendar](#) End date: [Click here for calendar](#)

Describe the Event: Please describe the organization's strategy to grow the event including but not limited to the following information:

- What is being added to the event to create more attendees from outside of our region?
- How do you plan to attract this new market segment?
- What are the benefits and impacts of attracting this segment to the existing event?
- Are there any particular barriers or opportunities that adding this market segment to your existing event present?
- What are the incremental costs associated with growing the event? Please itemize additional expenses incurred as a result of the planned event growth.

Please provide as much supporting information as possible to aid in assessing your application. The strength of information provided is the basis from which funding recommendations will be made.

As per the Destination Marketing Levy Policy, increasing the amount of attendees to an event, without fundamentally changing the event does not meet the eligibility requirements for Growing an Event Destination Marketing Fund Levy.

[Click here to enter event description.](#)

Accommodations:

Estimated number of room nights generated from the event presently: [Click here to enter number](#)
(Room nights limited to hotel/motel rooms, B&B rooms)

Estimated number of **additional** room nights generated by the event after the growth strategy outlined in this application: [Click here to enter the number.](#)

What method did you use to estimate the number of room nights generated for this event currently and after the growth strategy is implemented? [Click here to enter answer.](#)

What local facilities other than accommodations are typically or will be used for this event?

[Click here to enter answer.](#)

Event Attendance:

Estimated participants, officials and staff of expanded event

Enter number here.

Estimated spectators of expanded event – non-residents
(80 km or more away from Prince Albert)

Enter number here.

Estimated spectators of expanded event – City residents

Enter number here.

Total estimated spectators of expanded event

Enter total here.

This event is (please select one)

Local Provincial Regional National International

Media exposure (please select one)

Local Provincial Regional National International

Event History:

How long has the event been held in Prince Albert: **[Click here to enter information.](#)**

Frequency of the event being hosted in Prince Albert: **[Click here to enter frequency.](#)**

Is there potential of this event resulting in other events being hosted in Prince Albert?

Yes No

Please explain: **[Click here to enter explanation.](#)**

What is your organization's experience in hosting this or similar events? Please be sure to include a profile of your organizing committee / working group.

[Click here to enter answer.](#)

The following items must accompany your application:

- Budget for the event
- Supporting information if applicable

** Please provide the most current year-end financial statements or best equivalency if available.*

Privacy Policy Statement and Application Certification

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Section 91(1)(a) of the Cities Act states the following:

“91(1) *Any person is entitled at any time during regular business hours to inspect and obtain copies of:*

(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”

This Grant Application with all supporting documents can be saved and emailed to destinationlevy@citypa.com or printed and mailed or dropped off to City Hall, City Manager’s Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

Growing an Existing Event Eligibility & Guidelines Destination Marketing Fund Grant

This category is typically suitable for an event that has a history of being hosted in Prince Albert but is looking to expand the event in order to attract a totally new market segment to the event, an audience that otherwise would not have attended the event, which will result in increased room nights.

In addition to the general guidelines, the following apply to Growing an Event funding applications.

To be eligible for funding a new element must be added to an existing event that targets a totally different audience which will result in increased overnight stays (limited to hotel/motel rooms, B&B rooms). Incremental attendance growth resulting without a distinct change to the event offerings / format is ineligible. An example of an eligible event would be a hockey tournament that is held annually that includes competitors aged 14 – 16. A decision is made to expand the tournament to include competitors between the ages of 10-13. As an entire new division has been added, this event would be eligible for consideration under the Growing an Event funding category.

Please contact destinationlevy@citypa.com or 306-953-4395 if you have any questions regarding this funding criteria.

DESTINATION MARKETING LEVY POLICY

PROCEDURE

7.02 Appendixes

7.02.03 Event Retention Destination Marketing Fund Grant Application and Criteria for Evaluation.

Event Retention Destination Marketing Fund Grant Application

Application Date: [Click here for calendar](#)

Please select the type of application being submitted.

- Event Viability Application (event is struggling)
- Competitive Bid received Application

Amount of Destination Marketing Grant Fund Requested: \$ [Enter amount here](#)

Organization Information:

Name of Organization requesting funding: [Click here to enter name.](#)

Contact Person: [Click here to enter name.](#)

Phone: [Click here to enter phone number.](#) Email: [Click here to enter email.](#)

Mailing Address including postal code: [Click here to enter address.](#)

Type of Organization (please select one)

- Private Not-for-Profit Other

If Other, explain: [Click here to enter explanation.](#)

Name of Organization that the Destination Marketing Fund Grant, if approved, should be made payable to: **[Click here to enter name.](#)**

Brief description of organization requesting funding: **[Click here to enter description.](#)**

Organization's annual budget: \$ **[Click here to enter amount.](#)**

Event Information:

Name of Event: **[Click here to enter name.](#)**

Duration of event: Start date: **[Click here for calendar](#)** End date: **[Click here for calendar](#)**

Describe the event: **[Click here to enter description.](#)**

Accommodations:

Estimated number of room nights generated from event: **[Click here to enter number.](#)**
(Room nights limited to hotel/motel rooms, B&B rooms)

What method did you use to estimate the number of room nights generated for this event: **[Click here to enter answer.](#)**

What local facilities other than accommodations will be used: **[Click here to enter answer.](#)**

Event Attendance:

Estimated participants, officials and staff:

Enter number here.

Estimated spectators – non-residents
(80 km or more away from Prince Albert)

Enter number here.

Estimated spectators – City residents

Enter number here.

Total estimated spectators

Enter total here.

This event is (please select one)

Local Provincial Regional National International

Media exposure (please select one)

Local Provincial Regional National International

Event History:

How long has this event been held in Prince Albert? **Click here to enter answer.**

Frequency of the event being hosted in Prince Albert (annually, every second year, etc.)? **Click here to enter answer.**

Does hosting this event in Prince Albert result in other events being hosted in Prince Albert or could other events be hosted in Prince Albert as a result of this event? Yes No

Please explain: **Click here to enter explanation.**

Briefly summarize the experience of your organization related to hosting this or other events:

[Click here to enter answer.](#)

Assessing Need:

Please provide as much supporting information as possible to aid in assessing your application. The strength of information provided is the basis from which funding recommendations will be made. Please pay special attention to describing the items outlined below to the best of your ability.

Why is the event in jeopardy of not being held in Prince Albert or of its duration being reduced? How crucial is the Event Retention Destination Marketing Fund Grant? **[Click here to enter answer.](#)**

Please describe efforts made by the organizing committee to retain this event in Prince Albert: **[Click here to enter answer.](#)**

Should an Event Retention Destination Marketing Fund Grant be approved, what plans have been put in place to ensure the event is sustainable moving forward?

(Possible information to include is your business plan including marketing plans and a demonstration of what is planned to ensure ongoing sustainability of the event)

[Click here to enter answer.](#)

If a competitive bid from another community to host the event in their community has been received please include details with your funding application.

(These details should include items such as: was the bid solicited by your organization or unsolicited, have the appropriate decision makers indicated a willingness to relocate the event, how does the organization benefit from moving the event, etc.)

[Click here to enter answer.](#)

Please ensure the following items accompany your application:

- Budget for the event.
- Supporting information if applicable.

** Please provide the most current year-end financial statements or best equivalency if available.*

Privacy Policy Statement and Application Certification

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Event Retention Eligibility & Guidelines

Destination Marketing Fund Grant

In addition to the general guidelines, the following apply to Event Retention funding applications.

This category is typically suitable for an event that has a history of being hosted in Prince Albert but is in jeopardy of no longer being hosted in Prince Albert or being shortened as a result of a variety of reasons, including but not limited to finances or a competitive bid from another community.

Please contact destinationlevy@citypa.com or 306-953-4395 if you have any questions regarding this funding criteria.

DESTINATION MARKETING LEVY POLICY

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7.02 Appendixes

7.02.04 Capital Enhancements Grant Funding Application and Criteria for Evaluation.

Capital Enhancements Grant Funding Application

Application Date: [Click here for calendar](#)

Please provide the following information and attach additional information as required. **Note:** *The request for capital enhancements must be directly related to a need identified in order to successfully host a specified event. The applicant must provide written proof that the capital enhancements are part of a bid requirement.*

Organization Information:

Name of Organization requesting funding: [Click here to enter name.](#)

Contact Person: [Click here to enter name.](#)

Phone: [Click here to phone number.](#)

Email: [Click here to enter email.](#)

Mailing Address including postal code: [Click here to enter address.](#)

Type of Organization (please select one)

Private

Not-for-Profit

Other

If Other explain: [Click here to enter explanation.](#)

Name of Organization that the Destination Marketing Fund Grant, if approved should be made payable to if different than the organization named above: [Click here to enter name.](#)

Brief description of organization requesting funding, including history and composition: [Click here to enter description.](#)

Organization's annual budget: \$ [Click here to enter amount.](#)

Total Value of capital enhancements: **\$ Click here to enter value.**

Amount of Destination Marketing Fund Grant requested: **\$ Click here to enter amount.**

Profile of Event(s) requiring the Capital Investment:

Please supply the information below for the event for which capital enhancement are required in order to host the event.

Name of Event: **Click here to enter name.**

Duration of event: Start date: **Click for calendar** End date: **Click for calendar**

Describe the event: **Click here to enter description.**

If this Capital Investment is required to host more than one event bid, include additional event information here: **Click here to enter additional event(s).**

Accommodations:

Estimated total number of room nights generated from event: **Click here to enter number.**
(Room nights limited to hotel/motel rooms, B&B rooms)

What method did you use to estimate the number of room nights generated for this event? **Click here to enter answer.**

What local facilities other than accommodations will be used? **Click here to enter answer.**

Event Attendance:

Estimated participants, officials and staff:

Enter number here.

Estimated spectators – non-residents
(80 km or more away from Prince Albert)

Enter number here.

Estimated spectators – city residents

Enter number here.

Total estimated spectators

Enter total here.

This event(s) is (please select one)

Local Provincial Regional National International

Media exposure (please select one)

Local Provincial Regional National International

Event History:

Has the event been held in Prince Albert previously? Yes No

If this event has been held in Prince Albert previously, please explain when it was last hosted in Prince Albert: **[Click here to enter explanation.](#)**

Is there a possibility of this event(s) happening more than once in Prince Albert?

Yes No

Please explain: **[Click here to enter explanation.](#)**

Is there potential of this event resulting in other events being hosted in Prince Albert?

Yes No

Please explain: [Click here to enter explanation.](#)

Capital Enhancement Information:

Critical to the evaluation of your funding application is the provision of a detailed business plan and rationale for the capital enhancements for which funding is requested. The applicant must also include a long term plan as to how they will protect / maintain the capital assets once the investment is made.

Please provide as much supporting information to aid in assessing your application below or in a separate attachment. At a minimum the information included with your application should speak to the evaluation criteria set forth in the Capital Enhancements Guidelines, with a strong emphasis on:

- How will the capital enhancement(s) be a legacy to the City as a permanent structure or fixture to remain for future users.
- A detailed description of the capital investments required including associated costs.
- Rationale for making the capital investments for which funding is being requested. Why are capital enhancements required for the event?
- Comprehensive Business Plan, including total capital costs, % overall capital investment being requested, other funding sources being utilized, including amount per funder.
- Project timelines (start, key milestones and completion date).
- Experience in completing capital projects.
- Long term plan for sustaining funded capital asset as well as past experience maintaining capital assets long term.
- Other events / uses made possible through the capital enhancement for which funding is being requested.
- Who will own the capital asset.

Information requested in this application may be attached separately to your application if preferred. The strength of information provided is the basis from which funding recommendations will be made.

The following items must accompany your application:

- Estimates for the capital enhancements.
- Budget for the event for which capital enhancements are being proposed.
- Comprehensive business plan and associated items listed above.
- Supporting documents if applicable

** Please provide the most current year-end financial statements or best equivalency if available.*

Privacy Policy Statement and Application Certification

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Capital Enhancements Eligibility & Guidelines Destination Marketing Fund Grant

In addition to the general guidelines, the following apply to Capital Enhancement funding applications:

This category is typically suitable for a new project that is required in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays. Capital funding will not be approved for the purposes of regular maintenance. The capital enhancement(s) will be a legacy to the City as a permanent structure or fixture to remain for future users.

- Business plans that accompany a capital funding application.
- Return on Investment (ROI) will be part of the evaluation criteria.
- Destination Marketing funding for capital projects is intended to primarily be “top up funding” for eligible capital projects not the primary funding source. There may be situations when the Destination Marketing Fund Grant is the primary funding source.
- A payment schedule will be determined at the time of signing the Funding Agreement.
- The event organizer, whether the same or different from the capital funding applicant, may apply for event funding under the appropriate Destination Marketing Fund Grant category.
- The capital enhancements and the event for which capital enhancements are being completed must occur in Prince Albert.
- The applicant shall have no outstanding taxes, utility charges or other amounts owing to the municipal government and all properties owned by the Organization must be free of any City of Prince Albert Building and Safety Maintenance Orders.

Not eligible for Destination Marketing Fund Capital Funding grants:

- Retroactive applications will not be considered. Capital applications must be received, reviewed and a decision made by City Council before construction commences.

Please contact destinationlevy@citypa.com or 306-953-4395 if you have any questions regarding this funding criteria.

DESTINATION MARKETING LEVY POLICY

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7.02 Appendixes

7.02.05 Funding Agreement.

Destination Marketing Fund Grant Funding Agreement

The City of Prince Albert, having examined the application prepared to provide funding to the Applicant/Recipient, subject to the terms and conditions herein.

Therefore, in consideration of the terms and conditions set out in the agreement, the City of Prince Albert and the Applicant/Recipient agree, as follows:

Effective Date and Term:

1. The term of this Agreement is from the date of signing up to and including 60 days post event completion (as stated in the application for funding).

Funding/Sponsorship:

2. The City of Prince Albert shall agree to pay the Applicant/Recipient an amount not exceeding the sum of \$_____.
3. The Applicant/Recipient agrees to recognize the City of Prince Albert and its member hotels as sponsors of the event.

Payment Schedule:

4. The City of Prince Albert agrees to pay the Applicant/Recipient forty (40%) percent of the funding amount upon signing of the agreement. The amount not exceeding the sum of \$_____.
5. The City of Prince Albert agrees to pay the Applicant/Recipient the remaining sixty (60%) percent of the funding amount upon receipt and approval of the Final Report Form by the Destination Marketing Levy Advisory Committee. The amount not exceeding the sum of \$_____.
6. If criteria is not met, the funding amounts above will be adjusted to reflect the Final Report results.

Fund Use and Repayment:

7. The funds will be used solely for the purpose described within the application(s) and the Destination Marketing Levy Policy and Funding Agreement and subject to the conditions herein.
8. If the funds are not used, they will be immediately returned to the City of Prince Albert.
9. If the Applicant/Recipient does not comply within the conditions of the Agreement, including any of the information provided by the Applicant/Recipient to obtain the grant is determined to be false, misleading or inaccurate, the City of Prince Albert may require the Applicant/Recipient to repay all or part of the funds.
10. The Applicant/Recipient will provide proof that grant monies were used for the purposes intended.
11. The Applicant/Recipient will submit a completed Final Report Form and any other documentation of proof requested by the City of Prince Albert within sixty (60) days of the event completion.

Signed by the Applicant/Recipient this _____ day of _____, 201__.

Event Name _____

Applicant – Full Name _____

Signature

Witness

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of the proper officers in that behalf, duly authorized this _____ day of _____, A.D., 201__.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK

**AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT**

C A N A D A)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

I, _____, of the City of _____, in
the Province of _____, make oath and say as follows:

1. That I was personally present and did see _____
named in the within instrument, who is personally know to me to be the person named
therein, duly sign and execute the same for the purposes named therein.

2. That the same was executed on the ____ day of _____,
A.D. 201__ at the City of _____, in the Province of
_____, and that I am the subscribing witness thereto.

3. That I know the said _____ and she/he is, in my
belief, of the full age of eighteen (18) years.

SWORN before me at the City of)
_____, in the Province)
of Saskatchewan, this ___ day)
of _____, A.D. 201__.) _____

A COMMISSIONER FOR OATHS in and
for the Province of Saskatchewan.
My Commission expires:
OR, BEING A SOLICITOR

DESTINATION MARKETING LEVY POLICY

PROCEDURE

7.02 Appendixes

7.02.06 Final Report Form – New Event, Growing an Existing Event and Event Retention.

Final Report Form

New Event, Growing an Event and Event Retention Destination Marketing Fund Grant

Final Report Date: [Click here for calendar](#)

Organization Information:

Name of Organization: [Click here to enter name.](#)

Follow up questions should be directed to:

Contact Person: [Click here to enter name.](#)

Phone: [Click here to phone number.](#)

Email: [Click here to enter email.](#)

Event Information:

Name of Event: [Click here to enter name.](#)

Estimated total number of room nights generated (as per original application): [Click here to enter number](#)

Actual room nights generated by the event? [Click here to enter number.](#)

How were room nights verified? [Click here to enter answer.](#)

Please list or attach on a separate sheet, the name of each hotel/motel used by event attendees and how many room nights were rented at each of the establishments listed.

[Click here to enter details of room nights or attach on a separate sheet.](#)

**** Please attached a form verified by the Hotel for the hotel rooms booked.**

Are there any additional events that may result or have been confirmed as a result of hosting this event in Prince Albert? Yes No

If yes, please explain: [Click here to enter explanation.](#)

What level of media coverage was realized during the event?
List of media outlets that covered event:

Local	<u>Click here to insert info.</u>
Provincial	<u>Click here to insert info.</u>
National	<u>Click here to insert info.</u>

Budget:

Please attach a final budget or financial statements that reflect actual revenue and expenses.

Comments:

If there are any lessons learned, comments, etc. that you would like to share with regards to your event or the Destination Marketing Fund Grant or application process, please feel free to do so below or on a separate sheet of paper.

[Click here to enter comments or include a separate sheet.](#)

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(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”

Date: [Click here to enter a date.](#)

Signature: [Click here to insert electronic signature, or print report and sign.](#)

Print Name and Title: [Click here to type name & title.](#)

This Final Report with all supporting documents can be saved and emailed to destinationlevy@citypa.com or printed and mailed or dropped off to City Hall, City Manager’s Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

DESTINATION MARKETING LEVY POLICY

PROCEDURE

7.02 Appendixes

7.02.07 Final Report Form – Capital Enhancements.

Final Report Form

Capital Enhancements – Destination Marketing Fund Grant

Date of Final Report: [Click here for calendar](#)

Organization Information:

Name of Organization: [Click here to enter name.](#)

Follow up questions should be directed to:

Contact Person: [Click here to enter name.](#)

Phone: [Click here to enter phone number.](#)

Email: [Click here to enter email.](#)

Capital Enhancements budget as per original application: \$ [Enter amount here.](#)

Capital Enhancements actual costs: \$ [Enter amount here.](#)

Please include the following information with your final report

- A copy of invoices for the capital enhancements undertaken
- For existing capital assets, photos of asset prior to enhancements and after enhancements
- For new capital assets, photos of the capital asset
- Any additional information or comments you feel are applicable
- Owner of the capital asset

Privacy Policy Statement and Application Certification

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Date: [Click here to enter a date.](#)

Signature: [Click here to insert electronic signature, or print report and sign.](#)

Print Name and Title: [Click here to type name & title.](#)

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INQ 22-5

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. May 16, 2022 City Council Meeting Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
From: City Manager

May 16, 2022 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Zurakowski	INQ#22-10	That Administration issue a custom work order to clean and sweep Woodbridge Drive because of the construction that has been ongoing in the area.	Public Works	24-May	Director of Public Works: It is not necessary to issue a custom work order as this street will be swept within the next few weeks as part of the spring street sweeping program.
Councillor Zurakowski	INQ#22-11	That concrete trucks be immediately restricted from accessing the development on Woodbridge Drive via 26 th Street West.	Public Works	24-May	Director of Public Works: We are unable to block this roadway as the owners of the properties being developed have a right to access the roadway or the lane to service the property. The truck drivers also have a duty as per the bylaw to use the shortest route from an arterial roadway to the construction site. Blocking the road would inadvertently also limit the access of other property owners. However we can and are taking photos of any damage and will be pursuing the developers for the cost of the repairs.



City of
Prince Albert

MOT 22-9

MOTION:

“That The City disallow issuing permits to any developer or contractor with outstanding permit requirements or financial obligations to the City. For example, this includes Building Permits, Development Permits, Landscaping, Taxes, Lease Fees, etc.”

Written by: Mayor Dionne