



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**TUESDAY, SEPTEMBER 6, 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 August 8, 2022 City Council Meeting Minutes for Approval (MIN 22-61)

6.2 August 22, 2022 City Council Special Meeting Minutes for Approval (MIN 22-65)

7. NOTICE OF PROCLAMATIONS

7.1 International Literacy Day - September 8, 2022

7.2 World Patient Safety Day - September 17, 2022

7.3 Terry Fox Day - September 18, 2022

7.4 National Forest Week - September 18 - 24, 2022

8. PUBLIC HEARINGS

- 8.1 Bylaw No. 17 of 2022 - Rezoning 215 12th Street West from R4 to C2 (RPT 22-316)

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 Development Permit Application – Post-Secondary School – 54 11th Street East (RPT 22-337)
- 11.2 21st Avenue East Design (RPT 22-340)
- 11.3 Riverside Drive Paving - Agreement (RPT 22-350)
- 11.4 Carlton Park Community Club Pave the Way Fundraiser Update (RPT 22-322)
- 11.5 Rental Agreement - Prince Albert Sharks Swim Club (RPT 22-323)
- 11.6 Tender 32/22 - Security Services (RPT 22-330)
- 11.7 15th Street Parking Removal (Update) (RPT 22-343)
- 11.8 Naming of City Park Spaces (RPT 22-344)
- 11.9 Responsible Pet Ownership Bylaw - Wild Birds (RPT 22-327)
- 11.10 Downtown Improvement Reserve Policy - Security Cameras (RPT 22-334)
- 11.11 During Approval of the Agenda the Report Regarding Bylaw No. 21 of 2022 - Rezoning 250 - 28th Street West from the R3 Zoning District to the CMU Zoning District was removed
- 11.12 CUPE 882 Letter of Understanding #2022-06 - City Hall Restructure (RPT 22-341)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 August 8, 2022 City Council Meeting Inquiry Responses (INQ 22-8)

16. NOTICE OF MOTION

17. MOTIONS

- 17.1 Motion - Councillor Lennox-Zepp - Additional Swimming Lesson Spaces (MOT 22-10)
- 17.2 Motion - Councillor Lennox-Zepp - Keeping Kinsmen Water Park Open Until End of August (MOT 22-11)
- 17.3 Motion - Councillor Head - Improve the Boat Launch Area and Parking (MOT 22-12)

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 22-61

MOTION:

That the Minutes for the City Council Regular Meeting held August 8, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, AUGUST 8, 2022, 2:03 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 Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Alex Paul, Acting Fire Chief
Mitchell J. Holash, Q.C., City Solicitor
Kiley Bear, Director of Corporate Services (Attended at 2:47 p.m.)
Jody Boulet, Director of Community Services
Wilna Furstenberg, Communications Coordinator
Briane Vance, Acting Director of Financial Services
Mohammad Kraishan, Acting Director of Public Works
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

0245. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

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

1. That Correspondence from General Manager, Gateway Mall dated August 4, 2022, be added for consideration with Item No. 11.4.

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

0246. **Moved by:** Councillor Miller
Seconded by: Councillor Head

That the Minutes of the Council Regular Meeting held July 11, 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 Arthritis Awareness Month – September 2022

8. PUBLIC HEARINGS

9. DELEGATIONS

9.1 Grand Slam Ball Park Rebuild Update (RPT 22-293)

9.1.1 Request to Re-install Signage at the Kinsmen Baseball Complex (CORR 22-78)

9.1.2 Alternate Resolution – Signage at the Kinsmen Baseball Complex (CORR 22-79)

Verbal Presentation was provided by Melanie Markling, Northern Elite Firearms.

0247. **Moved by:** Councillor Ogradnick

Seconded by:

1. That the Prince Albert Minor Baseball Association be authorized to formalize Sponsorship Agreements with the Sponsors, as outlined in RPT 22-284, and in accordance with Section 2(d) of their Agreement with the City to fund improvements at the Crescent Acres Ball Diamonds; and,
2. That the Sponsorship Offer received from Northern Elite Firearms be denied.

MOTION LOST WITHOUT SECONDER

0248. **Moved by:** Councillor Head

Seconded by: Councillor Miller

That the Prince Albert Minor Baseball Association be authorized to formalize Sponsorship Agreements with the Sponsors, as outlined in RPT 22-284, and in accordance with Section 2(d) of their Agreement with the City to fund improvements at the Crescent Acres Ball Diamonds.

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

CARRIED UNANIMOUSLY

0249. **Moved by:** Councillor Head

Seconded by: Councillor Miller

That the Sponsorship Offer received from Northern Elite Firearms be approved.

In Favour: Councillors: Head and Miller

Against: Councillors: Cody, Edwards, Kilmer, Lennox-Zepp, Ogradnick, Zurakowski and Mayor Dionne

MOTION DEFEATED (2 to 7)

0250. **Moved by:** Councillor Kilmer
Seconded by: Councillor Zurakowski

That Northern Elite Firearms sponsorship request be denied until City Administration and Northern Elite Firearms meet to discuss possible resolutions to building a positive relationship and future sponsorship opportunities.

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

Against: Councillors: Head and Miller

CARRIED (7 to 2)

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 2022 Landfill Environmental Services (RPT 22-278)

0251. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

1. That the Professional Services Agreement between The City and Tetra Tech Canada Inc. for Monitoring, Sampling and Reporting for the Landfill for an estimated cost of \$66,295.88, plus \$3,314.79 for Goods and Services Tax and \$3,977.75 for Provincial Sales Tax, be approved; 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, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.2 Request to Install Fire Hydrant at 215 – 12th Street West (RPT 22-294)

0252. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Head

That the Public Works Department proceed with the installation of a Fire Hydrant at 215 – 12th Street West, to be funded from Fiscal Stabilization.

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

CARRIED UNANIMOUSLY

11.3 Crosswalk Policy (RPT 22-295)

0253. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That the Crosswalk Policy, as attached to RPT 22-279, be approved with the following amendment:

That colored Crosswalks may be approved at the discretion of Administration.

In Favour: Councillors: Lennox-Zepp and Miller

Against: Councillors: Cody, Edwards, Head, Kilmer, Ogradnick, Zurakowski and Mayor Dionne

MOTION DEFEATED (2 to 7)

0254. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

That the Crosswalk Policy, as attached to RPT 22-279, be approved.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Ogradnick, Zurakowski and Mayor Dionne

Against: Councillors: Lennox-Zepp and Miller

CARRIED (7 to 2)

11.4 15th Street Parking Removal (RPT 22-296)

11.4.1 15th Street Parking Removal (CORR 22-80) (PRESENTED AT MEETING)

0255. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

- 1. That the request for the removal of all On-Street Parking, including fourteen (14) metered Parking Stalls and an Unloading Zone on 15th Street between 1st Avenue West and 1st Avenue East be referred to the next Executive Committee for consideration; and,
- 2. That Administration consult with the Manager of Gateway Mall.

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

CARRIED UNANIMOUSLY

11.5 Royal Canadian Legion – Request to Place Monuments in Memorial Square (RPT 22-289)

0256. **Moved by:** Councillor Ogradnick
Seconded by: Councillor Cody

- 1. That the request from the Royal Canadian Legion Branch No. 2 to place Monuments in Memorial Square, as attached to RPT 22-289, be approved;
- 2. That the Installation and Maintenance Agreement between The City and Royal Canadian Legion Branch No. 2 for the future care and maintenance of the Monuments be approved; and,
- 3. 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, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.6 Vending Supply & Service Agreement – Snacks & Beverages (RPT 22-290)

0257. **Moved by:** Councillor Edwards
Seconded by: Councillor Head

- 1. That a Vending Supply and Service Agreement between The City and Dale’s Snacks Vending for Snacks and Beverage Vending Services, be

approved for an additional two (2) year term from September 1, 2022 to August 31, 2024;

2. That the Vendor pay to The City twenty-one percent (21%) of gross sales from all Snack Vending Machines at all locations with a minimum annual guarantee of \$4,800 in each year for the term of the Agreement;
3. That the Vendor pay to The City thirty percent (30%) of gross sales from all Beverage Vending Machines at all locations with a minimum annual guarantee of \$13,000 in each year for the term of the Agreement; and,
4. 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, Kilmer, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Against: Councillor: Lennox-Zepp

CARRIED (8 to 1)

11.7 2022 Recreation Facility Grant Program – 1st Intake (RPT 22-291)

0258. **Moved by:** Councillor Cody
Seconded by: Councillor Zurakowski

That the following be approved under the 1st intake of the 2022 Recreation Facility Grant Program and funded through the Community Services Land Fund:

1. East End Community Club receive \$4,150 for repair of the Kitchen Exhaust Fan, replacement of the Unit Heater, updating of Lighting to LED and other Minor Maintenance in the rink;
2. West Hill Community Club receive \$2,916.50 for Roof Insulation and replacement of the Regulator on the Water Heater; and,
3. That Crescent Heights Community Club receive \$8,069.50 for the installation of a new Boiler.

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

CARRIED UNANIMOUSLY

11.8 “Passage Home” Public Art Commission Updated Agreement (RPT 22-305)

0259. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Head

- 1. That the Amendment to the Artist Agreement, as outlined in the attached Appendix B to RPT 22-305, between The City and Artist Mary Longman to amend the Payments and Timelines for the artwork titled “Passage Home,” be approved; and,
- 2. That the Mayor and City Clerk be authorized to execute the Amended Agreement on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.9 292 – 15th Avenue East Tax Relief (RPT 22-301)

0260. **Moved by:** Councillor Cody
Seconded by: Councillor Kilmer

That the Tax Abatement of \$907.60, for the Masonic Temple Corporation for the property located at 292 – 15th Avenue East, be approved.

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

Against: Councillor: Lennox-Zepp

CARRIED (8 to 1)

11.10 Disposal of Tax Title Land 56 – 18th Street West (RPT 22-282)

0261. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

- 1. That the vacant property located at 56 – 18th Street West, legally described as Lot 38, Block 8, Plan No. E, Extension 0, be listed for sale for \$10,600; and,
- 2. That Mayor and City Clerk be authorized to execute the Agreement and any other necessary 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

11.11 Tax Title Lands – Disposal of 17 Gurney Crescent (RPT 22-283)

0262. **Moved by:** Councillor Head
Seconded by: Councillor Cody

- 1. That the Tax Title Land located at 17 Gurney Crescent, legally described as Lot 1, Block 131, Plan No. 102094354, Extension 0, be offered for public tender; and,
- 2. That upon completion of the public notice and bid process, Administration forward a report to City Council for consideration with a recommendation regarding the results of the bid process and next steps.

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

CARRIED UNANIMOUSLY

11.12 CUPE 882 Letter of Understanding #2022-01 – Building Inspections Division (RPT 22-306)

0263. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

- 1. That the Letter of Understanding No. 2022-01 between The City and Canadian Union of Public Employees Local No. 882, as attached to RPT 22-306, be approved; and,
- 2. That the Mayor and City Clerk be authorized to execute the Letter of Understanding on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.13 Building Inspector Appointment (RPT 22-288)

0264. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Kilmer

- 1. That Jonathon Vis be appointed as a City of Prince Albert Building Official pursuant to Section 16(2) of the Construction Codes Act; and,

2. That the City Clerk be authorized to issue and sign the certificate as contemplated under Section 16(3) of the Construction Codes Act.

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

CARRIED UNANIMOUSLY

11.14 Bylaw Officer Appointment (RPT 22-292)

0265. **Moved by:** Councillor Edwards

Seconded by: Councillor Ogrodnick

That Ashley Newell be appointed as a Bylaw Enforcement Officer for the City of Prince Albert on a term basis, pursuant to Section 337 of The Cities Act.

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

CARRIED UNANIMOUSLY

11.15 Bylaw No. 17 of 2022 – Rezoning 215 – 12th Street West from R4 to C2 (RPT 22-298)

0266. **Moved by:** Councillor Lennox-Zepp

Seconded by: Councillor Head

1. That Bylaw No. 17 of 2022 be introduced and given first reading; and,
2. That Administration provide notification to hold a Public Hearing.

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

CARRIED UNANIMOUSLY

0267. **Moved by:** Councillor Lennox-Zepp

Seconded by: Councillor Head

That Bylaw No. 17 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

11.16 Development Permit Application – Hotel – 4395 – 7th Avenue East (RPT 22-302)

0268. **Moved by:** Councillor Cody
Seconded by: Councillor Ogradnick

- 1. That the Development Permit Application for a Hotel to be located at 4395 – 7th Avenue East, legally described as Parcel 3, Plan No. 102382040, be approved, subject to:
 - a. The Applicant submitting final plans for review and approval by Administration; and,
 - b. The Applicant entering into a Landscape Agreement with The City; 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, Kilmer, Lennox-Zepp, Ogradnick, Zurakowski and Mayor Dionne

Against: Councillor: Miller

CARRIED (8 to 1)

11.17 Development Permit Application – Child Care Centre – 67 – 13th Street East (RPT 22-303)

0269. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

- 1. That the Development Permit Application for a Child Care Centre to be located at 67 – 13th Street East, legally described as Lot 22, Block M, Plan No. 00PA20918, be approved, subject to:
 - a. The Applicant submitting final plans for review and approval by Administration; and,
- 2. That the existing Parking Meter servicing the two (2) stalls directly in front of the proposed Child Care Centre, be removed and replaced with “15 Minute Unloading Zone” signage.

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

CARRIED UNANIMOUSLY

11.18 Structured Cable Replacement – City Hall (RPT 22-300)

0270. **Moved by:** Councillor Head
Seconded by: Councillor Edwards

- 1. That Tender No. 30 of 2022 for the purchase of Structured Cable Replacement be awarded to Tridon Communications, at a cost of \$115,413, plus applicable taxes; 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, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.19 City Hall Renovations (RPT 22-307)

0271. **Moved by:** Councillor Cody
Seconded by: Councillor Zurakowski

That the City Manager be authorized to utilize up to \$100,000 of the 2022 salary savings from the Departmental Restructuring to fund the required City Hall renovations resulting from the restructuring.

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

CARRIED UNANIMOUSLY

11.20 City of Prince Albert 2023-2025 Strategic Plan (RPT 22-308)

0272. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Cody

- 1. That the 2023 - 2025 Strategic Plan for the City of Prince Albert, as attached to RPT 22-308, be approved; and,
- 2. That the City Manager provide semi-annual progress reports to City Council indicating the work that has been completed, work that is in progress and status of outstanding projects.

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

CARRIED UNANIMOUSLY

11.21 Action Items from City Council, Executive Committee and Budget Committee (RPT 22-297)

0273. **Moved by:** Councillor Edwards
Seconded by: Councillor Zurakowski

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 22-267, with the following amendments:

- a. Item FIRE1 - Possible Locations for Two (2) New Fire Halls due date be amended to March 31, 2023; and,
- b. Item PD1 - Motion - Councillor Zurakowski - Responsible Pet Ownership Bylaw Review due date be amended to September 12, 2022.

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

CARRIED UNANIMOUSLY

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Ogrodnick – Marketing and Promoting Events in The City

Who or what City Department, External Agency or other Organization can market and promote the events that are occurring in the City.

14.2 Councillor Edwards – Speed Sign on 15th Avenue East

Could Administration please move the Speed Sign located on 15th Avenue East between Marquis Road and 28th Street East as there are concerns that it is a distraction prior to the crosswalk. A little bit further down the Avenue would be great.

14.3 Councillor Zurakowski – Speed Limit Sign on 4th Avenue West

Can Administration install a speed limit sign on 4th Avenue West, south of Marquis Road.

15. INQUIRY RESPONSES

15.1 July 11, 2022 City Council Meeting Inquiry Responses (INQ 22-7)

0274. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

That INQ 22-7 be received as information and filed.

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

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION

16.1 Councillor Head – Improve the Boat Launch Area and Parking

That Administration review options and costs to improve the Boat Launch Area and parking along the river for consideration in the 2023 Budget.

16.2 Councillor Lennox-Zepp – Additional Swimming Lesson Spaces

That City Administration provide a report regarding the feasibility of the City offering more swimming lesson spaces in categories of lessons where families experience a lack of spaces.

16.3 Councillor Lennox-Zepp – Keeping Kinsmen Water Park Open and Night Swim

That City Administration provide a report on the feasibility of keeping the Kinsmen Water Park open to the public to the end of August for the 2023 season, and the feasibility of offering night swimming.

17. MOTIONS

18. PUBLIC FORUM

19. ADJOURNMENT – 4:22 P.M.

0275. **Moved by:** Councillor Kilmer
Seconded by: Councillor Head

That this Council do now adjourn.

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

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 6TH DAY OF SEPTEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-65

MOTION:

That the Minutes for the City Council Special Meeting held August 22, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Special Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL SPECIAL MEETING

MINUTES

**MONDAY, AUGUST 22, 2022, 2:00 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
Councillor Ted Zurakowski

Savannah Price, Acting City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Wes Hicks, Director of Public Works
Mitchell J. Holash, Q.C., City Solicitor
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Wilna Furstenberg, Communications Coordinator
Ramona Fauchoux, Director of Financial 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

0276. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

That the Agenda for this meeting be approved, as presented.

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

CARRIED UNANIMOUSLY

4. DECLARATION OF CONFLICT OF INTEREST

5. REPORTS OF ADMINISTRATION & COMMITTEES

5.1 2021 Public Accounts (RPT 22-321)

0277. **Moved by:** Councillor Head
Seconded by: Councillor Cody

That the 2021 Public Accounts, as attached to RPT 22-321, be approved and posted on The City's website.

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

CARRIED UNANIMOUSLY

6. UNFINISHED BUSINESS

7. ADJOURNMENT – 2:08 P.M.

0278. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

That this Council do now adjourn.

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

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 6TH DAY OF SEPTEMBER, A.D. 2022.



RPT 22-316

TITLE: Bylaw No. 17 of 2022 - Rezoning 215 12th Street West from R4 to C2

DATE: August 18, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 17 of 2022 receive its 2nd and 3rd reading

TOPIC & PURPOSE:

The purpose of this report is to request the 2nd and 3rd reading of Bylaw No. 17 of 2022, which is a zoning bylaw amendment to rezone 215 12th Street West from R4 – High Density Residential to C2 – Small Lot Arterial Commercial.

BACKGROUND:

On July 13th, 2022, The Department of Planning and Development Services received an application to rezone 215 12th Street West from residential to commercial. The building was built in 1986, and multiple land uses have been associated with this property since then. It was home to the Lucy Baker School in 1991, then it was used as a residential home until its approval as a Child Care Centre in May of this year.

PROPOSED APPROACH AND RATIONALE:

Rezoning the property to commercial would align with the City's Official Community Plan for the current and future development of the property, and would secure funding for the applicant.

In reviewing the Official Community Plan (OCP), the future land use for this property is "commercial mixed use," which is a combination of Zones C1 – Downtown Commercial and C2 - Small Lot Arterial Commercial.

The majority of properties within this immediate area are commercial. There is C2 - Small Lot Arterial Commercial both to the east and north of the property, CMU – Commercial Mixed Use on the northwest corner of the block, and C – Commercial zoning directly south (see attached map). The collection of commercial zoning in the area surrounding the subject property makes this rezoning a logical step to realign this block with the OCP's plans for future development, which is a mix of the C1 and C2 zoning districts.

The Zoning Bylaw defines the purpose of C2 - Small Lot Arterial Commercial as:

“... to provide a diverse mixture of small scale, commercial and residential uses. Located along 2nd Avenue West and immediately adjacent to the Central Business District, the C2 – Small Lot Arterial Commercial Zoning District is primarily automobile oriented, though it is well served by multiple modes of transportation. Due to its unique location, the intention of this zoning district is to act as a transitional zoning district, providing both residential and commercial services to the public.”

For the above reasons, Administration recommends rezoning 215 12th Street West from R4 – High Density Residential to C2 – Small Lot Arterial Commercial.

CONSULTATIONS:

The Planning and Development Services Department consulted with the property owner, as well as the departments of Public Works, Community Services, Financial Services and Fire & Emergency Services and no concerns were raised.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval of the 3rd reading, the applicant will be notified in writing of City Council's decision. Subsequently, the Zoning Bylaw and City website will be updated.

FINANCIAL IMPLICATIONS:

During the consultation process, the Assessment Division noted that this rezoning would raise the taxation amount for this property, increasing the City's tax base.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications or other considerations.

STRATEGIC PLAN:

The proposed rezoning supports the City's strategic goal to: “provide high quality services to meet the dynamic needs and expectations of our citizens.” The proposed rezoning also supports the City's goal of transparency and accountability, as the rezoning would align with the OCP for current and future development of the property.

OFFICIAL COMMUNITY PLAN:

The zoning amendment in question is supported by section 6 of the City of Prince Albert's Official Community Plan's Land Use goals. Goal number two states the City is to: “Encourage compatible uses along the city boundaries, consistent with City, Rural Municipality and Provincial ministries.” With the rezoning of the property to commercial, future compatibility with the surrounding zoning districts is accomplished.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to 3.9(a) & 10 of Public Notice Bylaw No. 24 of 2015. The following notice was given:

- Public Notice was posted on the bulletin board at City Hall on August 18th 2022;
- Public Notice was posted on the City website on August 18th 2022; and,
- Public Notice was posted in the Prince Albert Daily Herald on August 18th, 2022.

ATTACHMENTS:

1. Location map
2. Location map no aeriell
3. Bylaw 17 of 22
4. Public notice issued

Written by: Adam Brown, Planner

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



S - N

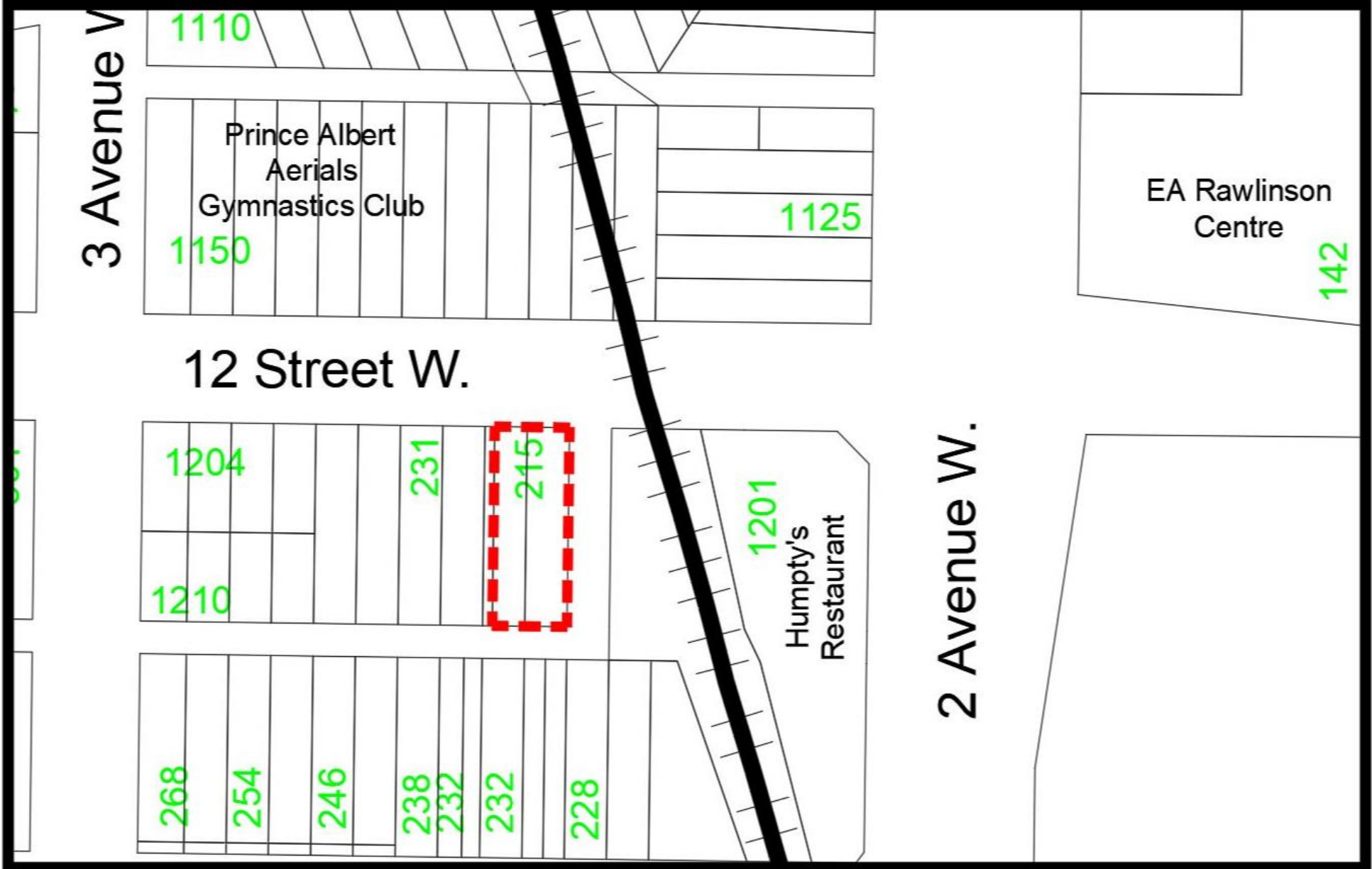
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PLANNING & DEVELOPMENT SERVICES



215 12th Street West - Lots 8 & 9, Block 4, Plan C199

Subject Property Identified With A Bold Dashed Line



CITY OF PRINCE ALBERT BYLAW NO. 17 OF 2022

*A Bylaw of The City of Prince Albert to amend
the Zoning Bylaw, being Bylaw No. 1 of 2019*

WHEREAS it is desirable to amend the City of Prince Albert Zoning Bylaw No. 1 of 2019;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. The City of Prince Albert Zoning District Map, being "Appendix B" Zoning Map and Amendments is hereby amended as follows:

Lot 8, Block 4, Plan C199 Ext 0 and Lot 9, Block 4, Plan C199 Ext 99

Prince Albert, Saskatchewan

Shall be rezoned from R4 - High Density Residential to C2 – Small Lot Arterial Commercial.

2. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS _____ DAY OF _____, A.D., 2022.

READ A SECOND TIME THIS _____ DAY OF _____, A.D., 2022.

READ A THIRD TIME AND PASSED _____ DAY OF _____, A.D., 2022.

MAYOR

CITY CLERK

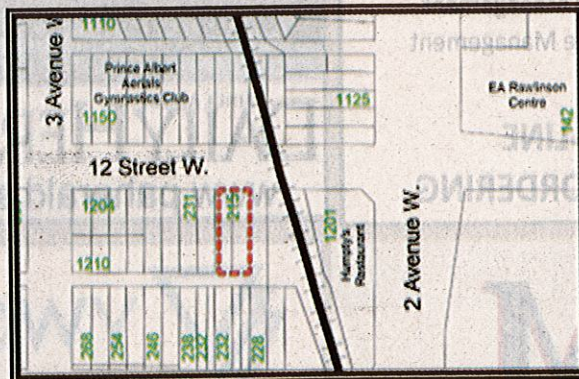


CITY OF PRINCE ALBERT PUBLIC NOTICE

ZONING BYLAW AMENDMENT - BYLAW NO. 17 OF 2022

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 17 of 2022 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw.

Reason for the Amendment: At the City Council meeting held Monday August 8th, 2022, first reading of Bylaw No. 17 of 2022 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 17 of 2022 proposes to rezone 215 12th Street West from R4 - High Density Residential to C2 - Small Lot Arterial Commercial. The subject property is shown in the dashed line below:



Therefore, City Council, at its meeting to be held on Tuesday, September 6th, at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, August 30th, 2022. In accordance with City Council's Procedure Bylaw No. 23 of 2021, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.

INFORMATION - Information regarding the proposed amendment may be directed to the following without charge

Planning and Development Services
City Hall, 1084 Central Avenue
Prince Albert SK, S6V 7P3
8:00 am to 4:45 pm - Monday to Friday (except holidays)
Phone 306-953-4370

Issued at the City of Prince Albert, this August 18th, 2022
Terri Mercier, City Clerk

August 18, 2022 Published in the Daily Herald



City of Prince Albert

RPT 22-337

TITLE: Development Permit Application – Post-Secondary School – 54 11th Street East

DATE: August 25, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Development Permit Application for a Post-Secondary School, to be located at 54 11th Street East, legally described as Lot 9, Block E, Plan E Extension 37, be approved.

TOPIC & PURPOSE:

The purpose of this report is to approve the Development Permit Application for a Post-Secondary School at 54 11th Street East.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Development Permit Application for the development of a Post-Secondary School at 54 11th Street East.

As per Section 14 of the Zoning Bylaw, a Post-Secondary School is defined as:

“the use of land, a building, structure, or a portion thereof, that is publicly funded or subsidized, for the assembly, education, training or instruction of adults, which includes colleges, universities, technical or vocational institutions”.

The subject property is located in the C1 – Downtown Commercial zoning district, and the purpose of this zoning district is to:

“provide a diverse mixture of commercial, institutional and residential uses. The Central Business District prioritizes pedestrian mobility and is served by multiple modes of transportation. As an active, 24-hour street environment, the Central Business District is the cultural, economic and entertainment hub of the city”.

In the C1 – Downtown Commercial zoning district, a Post-Secondary School is considered Discretionary Use – Council and requires City Council approval.

PROPOSED APPROACH AND RATIONALE:

The applicant intends to establish an office space and post-secondary school within the former Canadian Red Cross building. The post-secondary school would include three (3) classrooms, with approximately ten (10) students in each classroom, and would provide Graduate Equivalency Degree and Adult Basic Education programs to adults with learning disabilities. While post-secondary schools do not have a minimum parking requirement within the Downtown Commercial zoning district, there are eight parking stalls located at the rear of the site that can be used by staff.

As the proposed Post-Secondary School conforms to the regulations within the C1 – Downtown Commercial zoning district, it is recommended that this Development Permit be approved.

CONSULTATIONS:

The Department of Planning and Development Services has been in contact with the applicant throughout the application review process in order to ensure that they are aware of all municipal requirements, and to manage expectations and timelines.

The application has been reviewed by the Department of Public Works, Community Services, Financial Services, Fire and Emergency Services, and the Building Division, and there are no concerns.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council's decision.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Throughout the Development Permit process, Administration has supported the Core Value of being accountable and transparent by providing accurate information to the public and applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

Under Section 6.6 of the Official Community Plan, one of the policies for Public and

Institutional land/uses is to, *“Encourage new government offices and post-secondary educational activities to seek locations close to the Downtown Commercial and Educational Campus Districts”*.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 10 of Public Notice Bylaw No. 24 of 2015. The following notice was given:

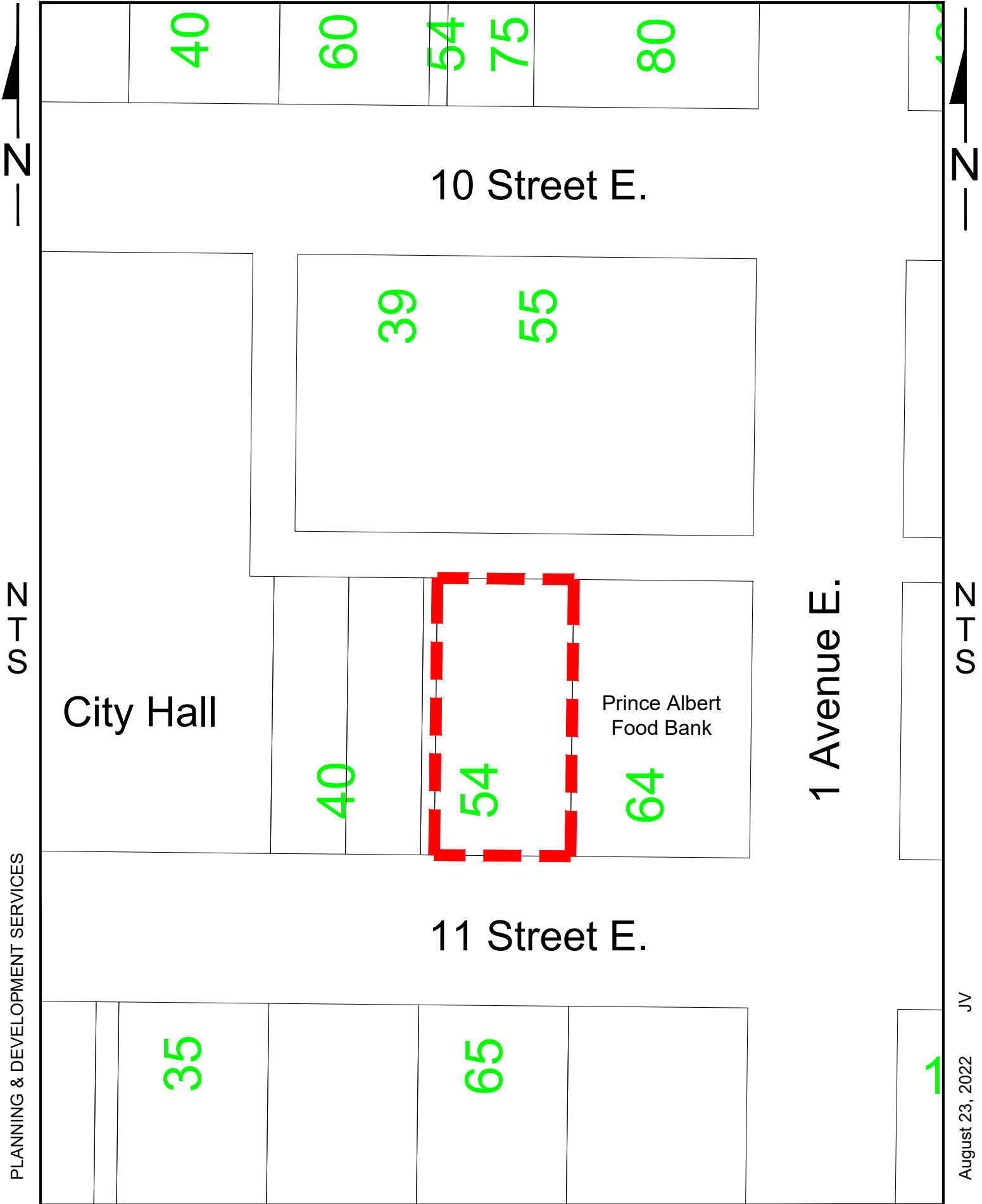
- Public Notice was issued August 24th, 2022 to all property owners within 75 metres of the subject property.

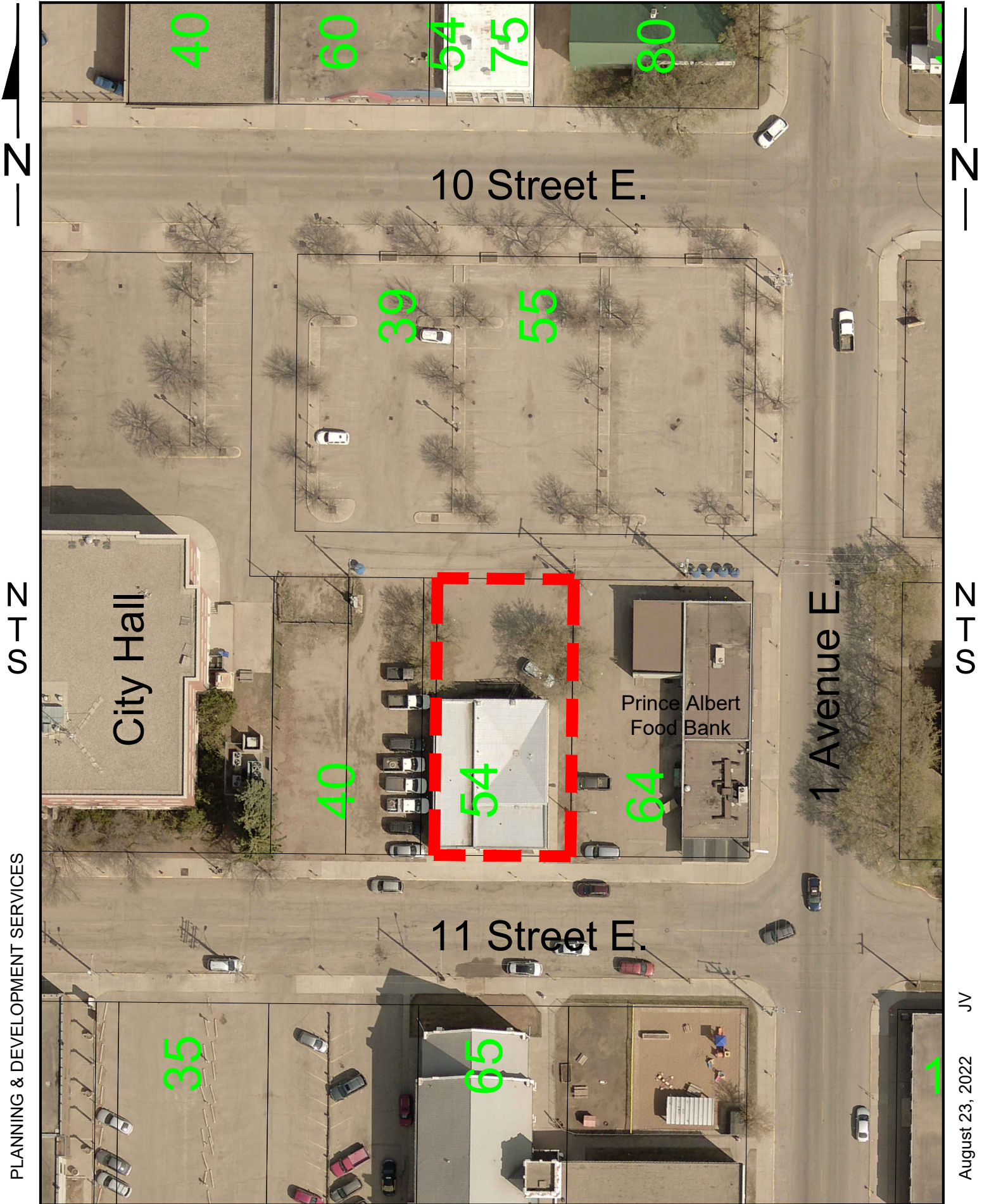
ATTACHMENTS:

1. Location Plan
2. Location Plan with Aerial
3. Public Notice Issued on August 24, 2022

Written by: Jorden Olmstead, Planner

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





S - N

PLANNING & DEVELOPMENT SERVICES

S - N

August 23, 2022 JV

Planning and Development Services
1084 Central Avenue
Prince Albert SK S6V 7P3
Phone: (306) 953-4370
Fax: (306) 953-4380

August 24, 2022

«Primary_Owner»
«Primary_Owner_Address»
«Address2»
«City» «STATE» «ZIP»

Dear Sir or Madam:

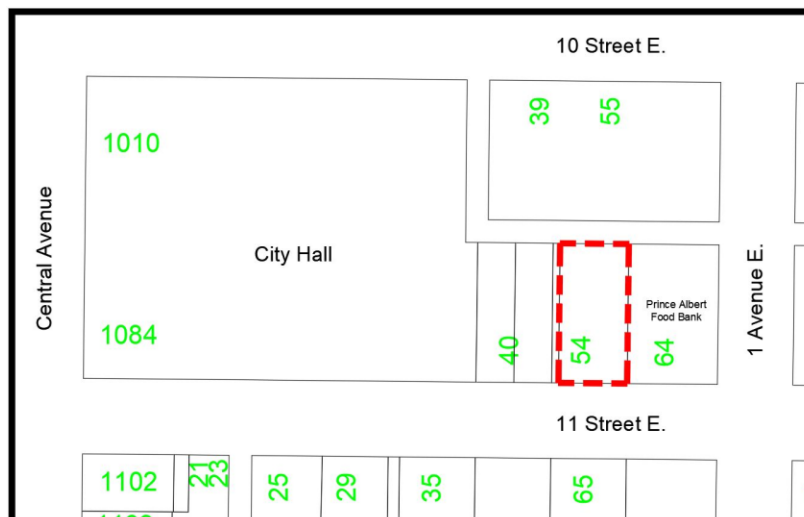
**Re: Discretionary Use Development Permit – 54 11th Street East, Prince Albert SK
Post-Secondary School**

The City of Prince Albert is in receipt of a development permit application for a Post-Secondary School, which is to be located at the above noted address, legally described as Lot 9, Block E, Plan E Extension 37. The applicant intends to provide Graduate Equivalency Degree and Adult Basic Education programs within the existing building. As a landowner located within 75 meters of the proposed development, and as required by the *City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development.

The City of Prince Albert Zoning Bylaw No. 1 of 2019 defines Post-Secondary School as:

“the use of land, a building, structure, or a portion thereof, that is publicly funded or subsidized, for the assembly, education, training or instruction of adults, which includes colleges, universities, technical or vocational institutions”.

As the proposed use is considered discretionary in the C1 – Downtown Commercial zoning district, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



Please be advised, as per Section 56(2) of *The Planning and Development Act, 2007*, City Council may approve a discretionary use application if the facts presented can establish that the use(s) will:

- 1) Comply with the provision of the Zoning Bylaw that pertain to the specific use or uses, including the intended intensity of use, applied for;
- 2) Comply with the development criteria listed in the Zoning Bylaw for that particular use;
- 3) In the opinion of City Council, be compatible with the existing development in the immediate area of the proposal; and,
- 4) Comply with all relevant Provincial land use policies.

Therefore, City Council, at its meeting to be held on Tuesday, September 6th, 2022, at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, August 30th, 2022. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.

If you have any questions regarding this application, please do not hesitate to contact Planning and Development Services at 306-953-4370.

Yours truly,



Jordan Olmstead
Planner

Enclosure

TITLE: 21st Avenue East Design

DATE: **August 26, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Professional Services Agreement for Planning and Design for the 21st Avenue East roadway be awarded to AECOM Canada Ltd. for an estimated cost of 82,200 including PST; and,
2. That the City Manager be authorized to approve additional expenditures if required for the 21st Avenue East roadway design subject to them not exceeding the overall approved Capital Budget of \$200,000.
3. That the Land Fund approved budget of \$200,000 remain until the project is completed.
4. That the Mayor and City Clerk be authorized to execute the Agreement, and any other necessary documents on behalf of the City once prepared.

TOPIC & PURPOSE:

To award the professional services agreement for the planning and design for the 21st Avenue East roadway project.

BACKGROUND:

In January 2021 Prince Albert City Council approved the City's Land Fund Budget, including approval for Administration to proceed with the Design of the 21st Avenue East roadway.

The 2021 Crescent Acres Neighbourhood Plan Update noted that within 5 years there will be a need for the construction of 21st Avenue from Byars Street to Highway 302 to accommodate the traffic increase from the Crescent Acres development. This project is for the detailed engineering design for 1200 meters of new Collector from Highway 302 to Olive Diefenbaker Drive. The project also includes the preparation of applications and permits to both the Ministry of Highways and Carlton Trail Railways for crossings.

PROPOSED APPROACH AND RATIONALE:

Public Works put out a public proposal call on July 14, 2022 for qualified Engineering firms with experience in urban roadway planning and design. The proposal call closed on August 18 with six firms submitting; AECOM, Allnorth, BCL, Catterall & Wright, Integrated Engineering and WSP.

As a professional proposal call, dollar value still plays an important role in the selection process but not the only criteria. Proposals were evaluated as follows; Past experience 15%, Design team 10%, Project leader 10%, Methodology 15%, Schedule & Requested documents 15%, and Professional Fees 35% for a total of 100%.

Evaluations of the proposals were completed by three Public Works managers individually. The results of the evaluations were unanimous that AECOM had the highest scoring proposal.

1. Experience: AECOM, had the most previous applicable experience in urban residential roadway design closely followed by Catterall & Wright and WSP. BCL and Allnorth provided the least relevant experience
2. Team: Each of the proposals presented numerous staff that would be assigned to the project, but not all the proposals included the applicable project disciplines. AECOM & Catterall & Wright presented the strongest most varied teams. The teams proposed by WSP and Allnorth were the least diverse teams.
3. Key Contact Personnel: The amount of experience directly related to project scope varied with some having extensive experience of 40+ to minimal years of relevant experience. The chosen consultant AECOM had the most robust project experience with 5 urban residential roadway design projects identified in the last 8 years including the City of Prince Albert's most recent Crescent Acres subdivision. The teams that scored the lowest for this area was Allnorth and WSP.
4. Methodology. The quality received in this category was impressive with each consultant detailing an understanding of the project scope. AECOM, BCL and Catterall & Wright, ranked the highest and showed a complete understanding of the project needs and detailed how they would be achieved.
5. The RFP requested four documents; APEGS Membership, ACEC Membership, WCB Clearance, and \$5 Million General Insurance. There were also two Addendums that were issued that were to be included. All but 1 proponents included all of the required documentation.
6. Schedule. All ten firms indicated they could meet the schedule.
7. Professional Fees. Total fee spread was 186% with Allnorth being the lowest followed by AECOM, Integrated Engineering, WSP, Catterall & Wright and BCL proposed the highest fees.

Therefore, based on the above seven criteria, Public Works recommends award of the Professional Engineering Contract to AECOM as they finished in the top grouping of each category and was the second lowest price for their proposal.

CONSULTATIONS:

The Public Works Department wrote the 21st Avenue East Design request for proposals (RFP) and had it posted on the SaskTender website and Vendor Panel.

Upon receiving the proposals from the consultants, three Managers within the Public Works department reviewed and evaluated the RFP's independently to reach the recommendation.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the Professional Services agreement is awarded, the Department will forward the agreement to Clerk's Office to be signed and sealed.

POLICY IMPLICATIONS:

The City of Prince Albert Purchasing Policy was complied with in the preparation and evaluation of the Request For Proposal.

FINANCIAL IMPLICATIONS:

The 2021 Land Fund Budget includes \$200,000 for design of the 21st Avenue East roadway. The proposal from AECOM is for an estimated \$82,200 including taxable PST. The fees within the proposal for the land plans and engineering design component will be applied in 2022 and 2023, with the construction services in 2023 pending budget approval.

The coordination of the Legal Survey for the future 21st Avenue East right-of-way was included as part of the proposal fee, but the cost for the Legal Survey was not. The proposal indicated that the legal surveyor is to bill the City directly. This will result in cost saving to the City as third party markup is not applicable. This cost is not included in the \$82,200.

The first task the engineering firm will complete after award will be a topographic survey of the future roadway and the surrounding area. There may be a requirement to complete a storm sewer design but until the survey and design is completed the extent and complexity of any storm sewer design is unknown. If storm sewer design is required, the design cost would be added to the scope of the engineering firms work. This cost is not included in the \$82,200.

The proposal bid price of \$82,200 plus the Legal Survey fees and the potential storm sewer design cost would not exceed the approved Land Fund budget amount of \$200,000 for the project.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations or implications for privacy implications, Strategic Plan or options to recommendation.

OFFICIAL COMMUNITY PLAN:

The extension of 21st Avenue East complies with the Urban Expansion Areas and Future Growth section within the Official Community Plan.

PUBLIC NOTICE:

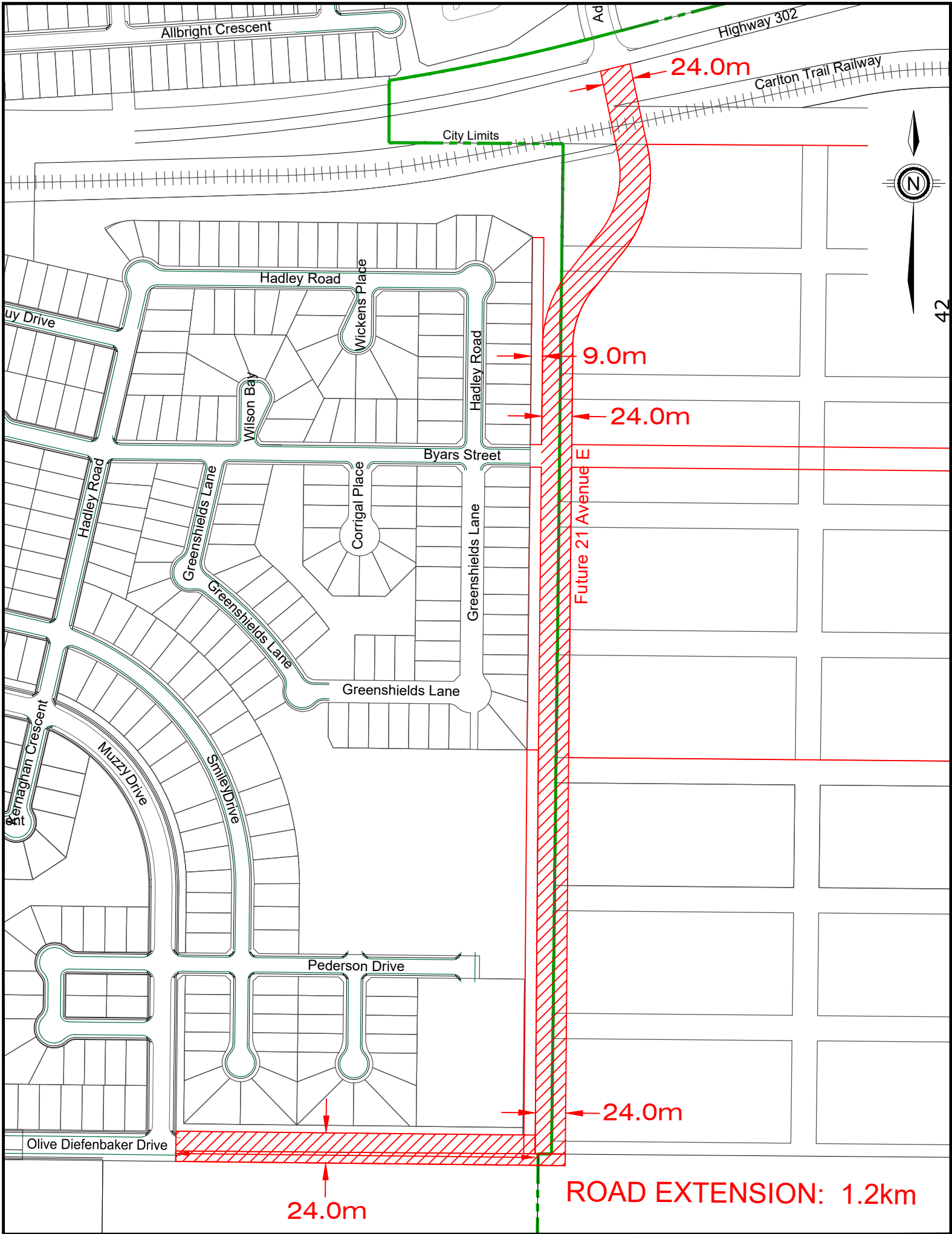
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. 21 Avenue East - Roadway Plan

Written by: Capital Projects Manager, Nykol Miller

Approved by: Director of Public Works, Director of Financial Services & City Manager



ROAD EXTENSION: 1.2km



TITLE: Riverside Drive Paving - Agreement

DATE: August 30, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Agreement between the City and Her Majesty the Queen in Right of the Government of Saskatchewan, as represented by the Minister responsible for the Ministry of Highways and Infrastructure “the Ministry” be approved to fund the Project on these essential terms:
 - a. The Project limits shall be Riverside Drive from 3rd Avenue North West to the West Corporate Limits of the City of Prince Albert.
 - b. The Ministry’s financial contribution will be 50% of the Project Cost up to \$350,000.
2. That City Council approve the project to be included in the 2023 Roadways Recapping Capital Budget.
3. That the Mayor and City Clerk be authorized to execute the Agreement and any other applicable documents on behalf of the City.

TOPIC & PURPOSE:

To approve the funding agreement for the roadway resurfacing on Riverside Drive from 3 Avenue NW to the west corporate limits of the City of Prince Albert.

BACKGROUND:

The Ministry of Highways and Infrastructure is currently performing major roadway upgrades to Highway 3 from McLeod Road in the RM of Buckland to Highway 55 in the City including the ramps and loops of the Shellbrook overpass.

City of Prince Albert administration, the RM of Buckland and the Ministry began discussions in late spring, recognizing that the Highway 3 paving will result in additional traffic being filtered through CL Marshall Road and Riverside Drive. It was acknowledged that throughout the Highway 3 paving, CL Marshall Road and Riverside Drive will be designated as a light detour route.

City administration and the Ministry ensued further discussions recognizing that it is in the best interest of both parties to resurface Riverside Drive to restore the condition of the road supporting a safer and more efficient transportation corridor for traffic.

PROPOSED APPROACH AND RATIONALE:

The agreement will be a partnership agreement with the City of Prince Albert participating in 50% of the cost and the Ministry contributing 50% of the cost for the repaving of Riverside Drive from 3rd Avenue NW to the west City Limits for a distance of approximately 2.17 kilometers. The project would be included as part of the 2023 Asphalt Supply and Paving Contract. The paving will include a combination of structural repairs, reconstruction and recapping.

It is in the best interest that both parties support and contribute to the repaving of Riverside Drive.

CONSULTATIONS:

Discussions to arrive at the Agreement occurred with the City Manager, Director of Public Works, Manager of Capital Projects, and the Ministry of Highways and Transportation to ensure all pertinent information was included and the Agreement would reflect the best interest of all parties.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Construction of the project will be communicated in 2023 with the effected residences prior to the construction work beginning and a media notice will be issued. Detour plans will be posted on the City website and included in media notices.

FINANCIAL IMPLICATIONS:

The City of Prince Albert and the Ministry would each contribute 50% of the project cost.

The City portion of the costs for the roadway upgrades to Riverside Drive from the west City Limits to 3rd Avenue NW would be included as part of the 2023 Roadways Recapping Capital Budget.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations or implications for policy implications, privacy implications, Official Community Plan or options to recommendations.

STRATEGIC PLAN:

From the 2015 Five Year Strategic Plan; Sustainable plan for the replacement of the aging infrastructure in the City, water main, storm mains, sewer mains, sidewalks and roadways.

PUBLIC NOTICE:

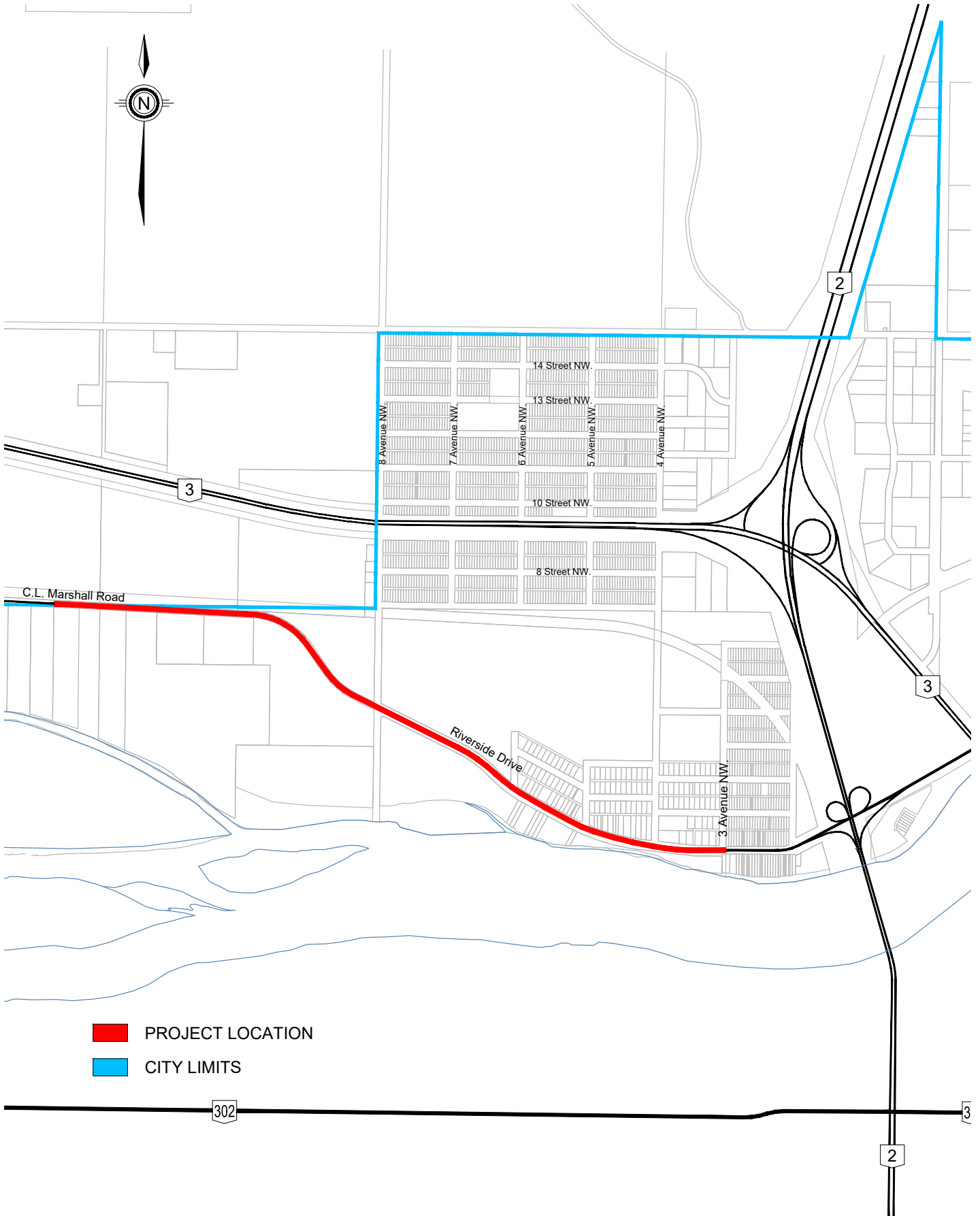
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.



ATTACHMENTS:

1. Project Location Plan
2. Contribution and Detour Agreement Riverside Drive

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works, Director of Financial Services & City Manager



-  PROJECT LOCATION
-  CITY LIMITS



CITY OF PRINCE ALBERT

LOCATION PLAN
RIVERSIDE DRIVE
3rd AVENUE NW - CITY LIMITS

DESIGNED	DATE	09/01/2022
DRAWN	DWG. FILE NO.	
CHECKED	HORIZ.	NTS
APPROVED	SCALE	VERT. NTS

**CONTRIBUTION AND DETOUR AGREEMENT
Riverside Drive**

BETWEEN:

HER MAJESTY THE QUEEN,
in Right of the Province of Saskatchewan,
as Represented by the Minister of Highways and Infrastructure
(herein the “Ministry”)

- and -

THE CITY OF PRINCE ALBERT
(herein the “CITY”)

the Parties

Whereas the City is responsible for the construction, maintenance, management and control of the road known as "Riverside Drive", which lies within the City.

And Whereas the Riverside Drive, from 3rd Ave to its junction with 12th Ave allowance, for a total approximate distance of 2.17 km, which lies within the limits of the City of Prince Albert.

And Whereas the Parties agree that CL Marshal including the portion named Riverside Drive can be designated as a light traffic detour for the construction occurring on Hwy 3 until Sept 30, 2022.

And Whereas the Parties agree that it is important to resurface CL Marshal including the portion of Riverside Drive in order to restore the condition of the road to the pre-detour state, to support a safer and more efficient transportation corridor for local, provincial and national traffic.

And Whereas the Parties agree that it is in their mutual interest to support and contribute to the Project in accordance with the terms and conditions of this Agreement.

And Whereas the Ministry has agreed to construct the said Project and assume all costs and responsibility for the Project other than the Municipality's contributions.

And Whereas the this agreement is a Transportation Partnership Agreement Pursuant to Section 8 of The Highway and Transportation Act, 1997.

Therefore, in accordance to the principles set out above, the parties agree as follows:

1. Definitions

1.1 For the purposes of this Agreement:

- a. "Agreement" means this Agreement and includes all appendices, schedules and other documents attached;
- b. "Contribution" has the meaning as described in Section 2 of this document;

- c. “Final Completion” means all deficiencies or incompletions identified at Substantial Completion have been remedied or completed that there is no work left to be performed on the Project.
- d. “Riverside Drive” means the road designated as Riverside Drive within the City limits from 3rd Ave to 12th Ave NW as shown on the map attached hereto as Schedule ‘A’, (for a total approximate distance of 2.17 km).
- e. “City” means the City of Prince Albert.
- f. “Parties” means the Ministry, and the City;
- g. “Project” means the resurfacing of Riverside Drive with 50mm of AC overlay as designed by the City.
- h. “Term” means the period commencing on the Parties signatures of this agreement and ending on March 31, 2024.

2. Contributions to the Project

- 2.1 The Ministry’s Contribution shall be 50% of the total cost to complete the Project, to an maximum of \$350,000.
- 2.3 City’s Contribution shall be 50% of the total Project cost.

3. Invoicing and Payment

- 3.1 The Ministry shall pay its cash Contribution to the City after the completion of the Project. The City will provide the Ministry with an invoice for their portion of the project. The Ministry may request copies expenditures incurred in connection to the Project if required.
 - 3.1.1 If the City approves an in-kind Contribution, a value shall be determined and agreed upon by the Parties prior to proceeding.

4. Direction, Control And Supervision Of The Project

- 4.1 The City shall have sole direction, control, management and supervision of the Project, including all surveys, design, tendering and construction associated with the Project and shall be responsible for the successful completion of the Project.

5. Completion Date For Project

- 5.1 The City shall make all reasonable efforts to:
- (a) commence work on the Project during 2023;
 - (c) achieve Substantial Completion of the Project no later than December 31, 2023.

6. Relationship Of Parties

- 6.1 The Ministry's role is confined to providing financial and in kind support for the Project. Nothing in this Agreement shall be construed to make the Parties' principal, contractor or agent, or render either of them liable for the acts, omissions, debts, responsibilities or obligations of the other.

7. Indemnity

- 7.1 The City shall indemnify and save harmless the Ministry, its ministers, agents, officers and employees (the "Indemnitees"), from any cost or liability incurred by the Indemnitees, including by way of a reasonable settlement thereof, that is due to any claim or proceeding brought against the Indemnitees, provided the claim or proceeding results from the acts, errors or omissions of the Municipalities. For greater certainty a claim or proceeding includes but is not limited to a claim or proceeding in any court or before any arbitrator, administrative or regulatory body or other lawful authority, and includes proceedings pursuant to workers' compensation legislation or tax legislation.

9. Notices

- 9.1 Any notice required to be given by one Party to the other, may be given to by delivery in person, mail or email to the Party's representative.

10. Dispute Resolution

- 10.1 All disputes arising out of this Agreement shall be resolved in accordance with the following process:
- a) if parties are unable to reach agreement it shall refer the dispute to Deputy Minister of Highways and the Mayor of Prince Albert;
 - b.) if the Deputy Minister, and Mayor are unable to reach agreement they shall engage the services of a mediator;
 - c.) if mediation is unsuccessful the Parties may pursue whatever processes and remedies are available to them.

10.2 Unless otherwise agreed in writing by the Ministry, and the City shall continue to carry out their duties under this Agreement during proceedings under this section.

10.3 The Parties shall be equally responsible for the cost of a mediator.

11. General

11.1 This Agreement constitutes the entire agreement between the Parties and supersedes all previous negotiations. No implied terms or obligations of any kind shall arise from anything in this Agreement or otherwise, and the express provisions and agreements contained herein are the only provisions and agreements upon which any rights against a Party may be founded.

11.2 No change or modification of this Agreement shall be valid unless it is in writing and signed by each Party hereto.

11.3 This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Saskatchewan.

11.4 These Agreement may be executed in any number of counterparts and exchanged electronically, and all such counterparts shall for all purposes constitute one agreement binding on the Parties hereto provided each Party has executed at least one counterpart; each counterpart shall be deemed to be an original notwithstanding that the executed copy is received in electronic format.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement on the day and year hereunder mentioned.

THE CITY OF PRINCE ALBERT

{ seal }

Date:

HER MAJESTY THE QUEEN IN RIGHT OF SASKATCHEWAN, as represented by the Minister of Highways and Infrastructure

Date:

SCHEDULE "A"
LOCATION PLAN



RPT 22-322

TITLE: Carlton Park Community Club Pave the Way Fundraiser Update

DATE: August 18, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Carlton Park Community Club be authorized to formalize Sponsorship Agreements with Sponsors as part of their Pave the Way Fundraiser.

TOPIC & PURPOSE:

The purpose of this report is to update City Council on the Carlton Park Community Club Pave the Way Fundraising campaign and Carlton Park Community Club Outdoor Rink project.

BACKGROUND:

The Carlton Park Community Club has initiated a Pave the Way Fundraising campaign in order to help in the expansion of the current outdoor rink facility located to the west of the club building at 3100 Dunn Drive. This project includes paving of the rink area and the installation of outdoor basketball and pickleball courts. At the time of this report, asphalt, basketball nets and pickleball courts have been completed leaving the adding of netting as the main action item left to complete the project.

The \$150,000 expansion project was approved by the City with \$120,000 included in the 2022 Parks Playground Improvement budget for this project. The Carlton Park Community Club agreed to raise the remainder of the funds (\$30,000) for the project.

The Prince Albert Kinsmen Club has agreed to name the facility the Prince Albert Kinsmen Basketball/Pickleball Courts at Carlton Park for \$30,000 for a period of ten years.

PROPOSED APPROACH AND RATIONALE:

The Carlton Park Community Club identified the need for outdoor basketball and pickleball courts in their neighbourhood. The proposed upgrade will include; paving of the outdoor rink area, and installation of basketball and pickleball courts with appropriate lines. The Community Club further to the Kinsmen Club have received Sponsorship from the following 3 businesses.

32X48 Sign (5 year Term) for \$1,000

Pharmasave
Perry's Automotive

48X96 Sign (5 year Term) for \$2,000

North Start Trophies

Further funding efforts included The Community Club receiving a \$5,000 grant from the Northern Lights Development Corporation. The Community Club also had a 50/50 Draw on December 31st, 2021 which raised \$2350.00. Lastly they hosted a Twisted Sister Music Bingo fundraiser in the spring and raised \$3900.00.

The Community Services Department has reviewed the proposed signage and the Naming Rights and Sponsorship Policy - Guidelines associated with fundraising campaigns *8.02 (d) Acceptance of a naming or sponsorship proposal by an organization conducting a fundraising campaign must be considered conditional pending a review and recommendation by the Director of Community Services to City Council. A final approval by City Council is required.*

CONSULTATIONS:

The Carlton Park Community Club has been consulting with the City of Prince Albert Parks and Open Spaces Manager, and Sport and Recreation Manger to develop the concept, plan and budget for the project.

The Carlton Park Community Club has been in consultation with the Prince Albert Pickleball Club to help provide them with more facilities for this fast growing sport.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

In coordination with the Carlton Park Community Club a news conference will be held at the Prince Albert Kinsmen Basketball and Pickleball Courts at Carlton Park when the project is completed. Members of the Community Club, Kinsmen Club, City Council and other sponsors will be invited.

The facility will be identified on the City of Prince Albert website and in all social media as the Prince Albert Kinsmen Basketball and Pickleball Courts at Carlton Park.

OTHER CONSIDERATIONS/IMPLICATIONS:

Naming Rights and Sponsorship Policy #71 of 2015.

STRATEGIC PLAN:

Infrastructure: Through the commitment of this Fundraiser we will see improved facilities that will benefit the citizens of our city for many years.

OFFICIAL COMMUNITY PLAN:

Active and Caring Community: The improvement of City owned assets will provide more opportunities for our citizens to be physically active. The addition of these facilities also provides more resources that could be accessed if when the city hosts major events in the future.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Carlton Park Community Club Pave The Way Fundraiser
2. Naming Rights and Sponsorship Policy #71 of 2015

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services & City Manager

Carlton Park Community Club

PAVE THE WAY FUNDRAISER!



Our goal is to raise **\$30,000** to pave our outdoor rink!
We believe this would give the Prince Albert Community
opportunity to play basketball and pickleball
during the summer months!

Let us keep our community active and engaged!
Promotes teamwork, socialization and a positive community experience!



You can make this dream a reality:

Advertisement Sign 48x96	\$1,000
Advertisement Sign 32x48	\$500
Gold Sponsor	\$300
Silver Sponsor	\$200
Bronze Sponsor	\$100



**For more information contact Carlton Park Community Club
by email @ carltonpark@sasktel.net**

If you are interested in contributing to this
amazing opportunity please mail in this section along with your
cheque payable to: Carlton Park Community Club
Address: 3100 Dunn Drive, Prince Albert, SK S6V 7L2

OR

E-Transfer: carltonpark@sasktel.net

Would you like a TAX RECEIPT: Yes No

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Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01** To provide guidelines and procedures for the naming and re-naming of City Parks and Facilities on City owned property.
- 1.02** To provide guidelines which facilitate and support opportunities for entering into sponsorship agreements for City owned and Civic partner controlled assets for the purpose of enhancing financial sustainability.

2 PURPOSE

- 2.01** To name City Parks and Facilities in a manner which ensures a consistent approach to soliciting, managing and reporting on naming rights and sponsorship agreements.
- 2.02** To provide guidance to those that have an interest in the naming and sponsoring of civic properties.
- 2.03** To provide a means of generating new revenues and alternative resources to assist in the construction, support and/or provision of City of Prince Albert Facilities.
- 2.04** To protect the reputation, integrity and aesthetic standards of the City of Prince Albert and its assets.

3 SCOPE

- 3.01** This Statement of Policy and Procedure applies to the City of Prince Albert.
- 3.02** Only corporate and individual naming rights and sponsorship agreements are covered by this Policy. The process for naming of streets is covered in the Street Naming Policy dated June 24, 2013.
- 3.03** Naming rights arrangements that pre-date this Policy are not subject to its terms.

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4 RESPONSIBILITY

4.01 City Council:

- (a) Approval of the policy and all amendments.
- (b) Approval of all Naming Rights Agreements.
- (c) Approval of all sponsorship agreements. Mayor and City Clerk to execute all sponsorship agreements on behalf of the City of Prince Albert.
- (d) Approval of an Inventory Valuation of Assets to be developed by Administration before sponsors are approached or Agreements made.

4.02 Director of Community Services or Designate:

- (a) Assess all proposals to confirm date and duration, sponsor contribution, market value assessment of the contribution and appropriate recognition.
- (b) Compare proposals to ensure consistency between sponsor agreements.
- (c) Ensure the process for tracking and reporting all sponsorship agreements is developed.
- (d) Direct resources to develop and manage an Inventory Valuation of Assets available for sponsorship consideration.
- (e) Seek concept approval from City Council prior to initiating negotiations with a potential sponsor for those projects that may be sensitive in nature or that include naming rights.
- (f) Director of Community Services will work with the City Solicitor in developing consistent conditions for the naming rights & sponsor agreements.
- (g) Prepare recommendations to City Council in accordance with the policy.

5 DEFINITIONS

5.01 In this Policy:

- (a) THE CITY – means the City of Prince Albert, its departments and staff.

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- (b) CITY PARKS – are owned and managed by the City, used for public recreation purposes and shall include developed and undeveloped park areas and open spaces, trails, greenways and plazas.
- (c) CITY FACILITIES – are City owned facilities used to conduct City business and where the general public gathers for social, recreation, cultural and other related purposes. It shall include individual rooms, spaces and features within buildings such as ice pads, soccer fields, gymnasiums; and amenities within parks and open spaces such as picnic shelters, sport fields, bandstands, playgrounds, garden areas, etc.
- (d) CORPORATE NAMING RIGHTS – means a mutually beneficial business arrangement wherein an organization provides goods, services or financial support to the City in return for access to the commercial and/or marketing potential associated with the public display of the organization’s name on a City property for a fixed period.
- (e) DONATIONS – are cash or in-kind contributions which provide assistance to the City. Donations do not constitute a business relationship since no reciprocal consideration is sought. Donations over \$10.00 generally qualify for a tax receipt.
- (f) HONOURIFIC or COMMEMORATIVE NAMING means the naming of City property without return consideration. It is bestowed by the City to recognize the service, commitment or other type of contribution by an individual, group or organization.
- (g) INDIVIDUAL NAMING RIGHTS means the naming of City property in return for a financial or in-kind contribution from an individual or their estate. Typically, such support is given to enhance the community and to help sustain the property in question for a negotiated period of time.
- (h) SPONSORSHIP is a mutually beneficial business arrangement wherein an external party (individual, company, organization or enterprise), whether for profit or otherwise, provides cash and/or in-kind services to the City in return for commercial advantage. This payback may take the

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form of recognition, acknowledgement, promotional consideration, merchandising opportunities, etc. Because of these marketing benefits, a sponsorship does not qualify for a tax receipt.

- (i) DIRECTOR – means the Director of Community Services or Designate.
- (j) CIVIC PARTNER – An arms-length, not-for-profit organization that has a formal and legal relationship to provide services, programs and/or manage and care for City assets in conjunction with, or on behalf of the City of Prince Albert.
- (k) VALUE IN-KIND – A sponsorship received in the form of goods and/or services rather than cash.
- (l) VALUE ASSESSMENT – A determination of the value that a sponsor will receive as a purchaser of specific naming rights and/or sponsorship and may include tangible and intangible benefits.
- (m) ASSET ANALYSIS – A comprehensive review of an asset’s overall value as it relates to sponsorship or naming opportunities.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Street Naming Policy dated June 24, 2013 – Council Resolution No. 0523.

6.02 Tax Deductible Donation Policy and Procedure dated November 13, 2007 – Council Resolution No. 0783.

7 CRITERIA

7.01 Individual/Organization Naming Rights

The following criteria shall be used in evaluating the merit of each City Park and Facility naming request. There are four potential sources of names for Parks and

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Facilities as outlined below. Generally, it is preferred that the name reflects the location or a historic factor. When there is no predominant location or historic factor, under special circumstances, other naming sources may be considered.

- (a) The name could reflect the location of the Park or Facility. The location might be easily identified by a well-known bordering street, natural feature, neighbourhood, subdivision, the school on which it is located or other factor. Such criteria will allow citizens to easily identify with the location of the Park or Facility.
- (b) The name could commemorate a historic event or event of cultural significance.
- (c) The name could commemorate a person important to the City. The nominated person must have made an exceptional positive contribution to parks, recreation or culture relating to the Park or Facility being named. Nominations will not be accepted by immediate family members. Recognition of individuals, whose contributions have been appropriately recognized in other City venues or by other means, shall be avoided.
- (d) The name could recognize a person, organization or corporation that has made a substantial contribution to the City, including financial, value in-kind or property donation to the City relative to parks, recreation & culture. Corporate names shall not be considered for the naming of Parks but may be considered for trails and greenways, facilities, or assets within Parks or Facilities.

7.02 Other Naming Rights Considerations

- (a) Individuals currently holding elected office, currently working for the City or actively serving on any City standing or selection committee shall not be considered for naming.

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- (b) The individual must not have been convicted of a known felony.
- (c) Names that duplicate or sound as if they duplicate existing Park or Facility names or are otherwise confusing shall not be considered.

7.03 Sponsorship

- (a) An external party may contribute, in whole, or in part, funds, goods, or services to an approved City facility, public park, open space, program, event, or activity where such sponsorship is mutually beneficial to both parties and in a manner consistent with existing criteria, guidelines and policies set by the City.
- (b) The sponsorship arrangement must support the goals, objectives, policies and bylaws of the City of Prince Albert and be compatible with, complimentary to, and reflect the City's Strategic Plan.
- (c) The City will select the most appropriate sponsors using the following criteria:
 - i) Quality and timeliness of product and service delivery.
 - ii) Value of product, service, cash provided to the City.
 - iii) Cost/Risk to the City to service the agreement.
 - iv) Compatibility of products and services with City policies and standards.
 - v) Marketplace reputation of the sponsor.
 - vi) Record of sponsor's involvement in community projects and events.
- (d) Recognition provided to sponsors is subject to negotiation (ie. Advertising, signage, product sampling, brand name) and must meet the following criteria:
 - i) Be of an acceptable standard and in good taste.

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- ii) Not present demeaning or derogatory portrayals of individuals or groups.
 - iii) Not contain anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offense.
- (e) The sponsorship arrangement must be limited in scope and application to the City or project under consideration, and shall not involve any form of a risk-sharing venture.
- (f) Satisfying one or more of the eligibility criteria listed above does not assure a recommendation from the Director of Community Services for City Council approval.

8 GUIDELINES

8.01 Guidelines Associated with Community & City Initiated Nominations for Naming Rights & Sponsorship Agreements

Individuals or organizations initiating the naming and/or sponsorship process shall submit a written request along with justification to the Director of Community Services.

- (a) The request shall include:
- (i) The proposed name or sponsorship proposal.
 - (ii) The value of all funds, goods and services to be provided and the recognition to be provided in return.
 - (iii) Evidence of community support for the proposed name or sponsorship opportunity.
 - (iv) A fixed term of up to a maximum of 10 years unless otherwise approved by City Council.

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- (v) The responsibility for insurance, licenses, permits, safety, security and public health.
- (vi) Revisions to the sponsorship agreements are subject to the same approval as the original sponsorship agreement.
- (vii) Long-standing sponsorship agreements that pre-date this policy may continue upon the approval of City Council.

8.02 Guidelines Associated with Fundraising Campaigns

The naming of Parks or Facilities in association with fundraising campaigns may be considered under the following conditions:

- (a) Organizations affiliated with the City that desire to raise funds for a City-sponsored project must receive a recommendation from the Department of Community Services when it relates to City owned Parks or Facilities and must receive approval from City Council prior to attaching naming opportunities or sponsor recognition to the fundraising campaign.
- (b) Organizations conducting fundraising campaigns with naming and sponsorship opportunities attached must immediately notify City staff when a naming proposal is under consideration in order to facilitate an administrative review.
- (c) Naming and sponsorship proposals that promote alcohol, tobacco products or political organizations will not be considered.
- (d) Acceptance of a naming or sponsorship proposal by an organization conducting a fundraising campaign must be considered conditional pending a review and recommendation by the Director of Community Services to City Council. A final approval by City Council is required.

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9 PROCEDURE

9.01 General

- (a) Issues regarding the interpretation or application of this Policy are to be referred to the Community Services Department.
- (b) In accordance with the principles and criteria contained in this Policy, the solicitation, negotiation and administration of naming rights and sponsorship are to be conducted by authorized City staff only.
- (c) All naming rights and sponsorship must be evaluated for compliance with this Policy. The Department of Community Services is responsible for ensuring that all naming rights and sponsorship holders along with the executed agreements comply with this Policy and that staff abide by the provisions of this Policy.
- (d) All Naming Rights and Sponsorship Agreements will be in the form of a legal contract. For such sponsorships, the Community Services Department shall consult with the City Solicitor's Office regarding appropriate terms and conditions and consider inclusion of the following provisions:
 - i) A description of the contractual relationship, specifying the exact nature of the Agreement;
 - ii) The term of the Agreement;
 - iii) Renewal options, if permitted;
 - iv) The value of the consideration and, in the case of in-kind contributions, the method of assessment;
 - v) The payment schedule;
 - vi) Rights and benefits;
 - vii) Release, indemnification and early termination clauses as appropriate;
 - viii) Insurance clauses;
 - ix) Confidentiality terms;
 - x) A statement acknowledging that the sponsorship may be subject to provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, and

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- xi) A statement that all parties are aware of, and agree to comply with, the provisions of this Policy.

- (e) The City's profile and responsibility as owner/operator of the Facility must be ensured throughout the Agreement with the external organization or corporation.

- (f) The granting of naming rights will not entitle a naming entity to preferential treatment by the City outside of the Naming Rights Agreement.

- (g) The City will not relinquish any aspect of its right to manage and control a Facility through a Naming Rights Agreement.

- (h) An asset analysis and value assessment will be completed to determine the value of the asset in the marketplace.

- (i) All proceeds generated by the City for Naming Rights and Sponsorship Agreements shall be used for:
 - i) Enhancement and maintenance of the named Facility and operation.
 - ii) The provision of programs and services directly related to the Facility's mandate and operation.
 - iii) Subject to the Agreement, the proceeds received may be designated for another City owned Facility.
 - iv) All revenues and expenses pertaining to a Naming Rights or Sponsorship Agreement will be included in the Department's budget.

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- (j) Naming and sponsorship rights may only be transferred or assigned by a naming rights and sponsorship holder with the consent of the City. Where a company changes its name, the naming rights may, with the consent of the City and at the expense of the naming rights holder, be modified to reflect the new name.
- (k) The City will not endorse the products, services, or ideas of any naming right holder and naming rights holders are prohibited from implying that their products, services or ideas are sanctioned by the City.
- (l) The terms and conditions of the Naming Rights Agreement will not conflict with the terms and conditions of the existing lease, license, and agreement(s) with the City.
- (m) All corporate and individual Naming Rights Agreements must be for a fixed term, not exceeding ten (10) years unless approved by City Council. Every such Agreement will include a sunset clause specifying the duration of the naming opportunity. Individual and corporate naming rights may be subject to renewal upon mutual agreement.
- (n) At its sole discretion, the City reserves the right to terminate the Naming Rights Agreement prior to the scheduled termination date, without refund of consideration, should it feel it is necessary to do so to avoid the City being brought into disrepute.
- (o) The terms and conditions contained within a Naming Rights or Sponsorship Agreement are to be approved by the Director of Community Services or designate and City Council.
- (p) The Director of Community Services is responsible for preparing and presenting a Report for Council on the content of the negotiated Naming Rights or Sponsorship Agreements. Upon Council approval, the Mayor and City Clerk shall execute the Agreement.



RPT 22-323

TITLE: Rental Agreement - Prince Albert Sharks Swim Club

DATE: August 18, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a Rental Agreement with the Prince Albert Sharks Swim Club Inc. for pool time at the Frank J. Dunn Swimming Pool, be approved for a two (2) year term, commencing September 1st, 2022 and expiring August 31st, 2024; and,
2. That the annual base rent for the term of the agreement be set at eleven thousand two hundred and twenty dollars (\$11,220.00) for 2022-2023 and eleven thousand four hundred and forty - four (\$11,444.00) for 2023-2024.
3. That the Mayor and City Clerk be authorized to execute the Rental Agreement on behalf of the City, once prepared.

TOPIC & PURPOSE:

Requesting that City Council approve a new Rental Agreement with the Prince Albert Sharks Swim Club for pool time at the Frank J. Dunn Pool.

BACKGROUND:

For the past 10+ years, the City has had a rental agreement in place with the Sharks Swim Club. The current two (2) year rental agreement expired on August 31, 2022 and the club is interested in another two year agreement.

PROPOSED APPROACH AND RATIONALE:

The City of Prince Albert continues to have a good relationship with the Sharks Swim Club. The annual registration numbers for the club have also remained stable of the past four years.

2019 – 65 members
2020 – 70 members
2021 – 53 members
2022 – 67 members

As in the past and the limited capabilities at Frank J Dunn Pool, it is difficult for the Club to expand their membership. The club also does not have the ability to gain additional revenue through event hosting as the Frank J Dunn Pool does not meet some of the provincial swim meet requirements when comparing to other facilities around the province. The Department did work with the Club on a mini meet at the Kinsmen Water Park on June 12th, 2022. This meet was to help the Club build capacity for swimmers, officials and volunteers for when hosting future Swim Meets.

The Sharks Swim Club and City of Prince Albert will also partner with the Prince Albert Pikes Synchronized Swim Club so that they continue to have access to swim times at Frank J. Dunn Pool. The Prince Albert Pikes Synchronized Swim Club last season had an agreement with the Sharks to utilize the Deep Tank on Tuesday and Thursdays in which that commitment will remain in place for the upcoming swim season. The Prince Albert Pikes Synchronize Swim Club will also rent pool time on Sundays at 5:45 pm.

The following one (1) adjustment was made to the agreement:

Under Club Commitments a) the new wording has changed as follows: To provide the City a list of the Club's Executive Board by September 1st of each year during the term of the agreement. If at anytime a change to the President of the board occurs, the City will be notified within 15 days.

This changed from the Club providing the City a list of the Club's executive within fifteen (15) days of their annual meeting and within fifteen (15) days of any changes which occur between annual meetings.

This change makes it for easier for the Club with adding the Annual date of September 1st of each year to provide their Club's Executive. The 15 day notification only pertains if the President of the board changes during the Swim season.

CONSULTATIONS:

The Sport & Recreation Manager met with the Sharks Swim Club to discuss and finalize the terms of the new agreement.

The Sport & Recreation Manager and Sharks Swim Club also consulted with the Prince Albert Pikes Synchronized Swim Club on scheduling of training times at Frank J. Dunn Pool for the Synchronize Swim Club.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Sharks Swim Club will be notified once the Rental Agreement is approved.

FINANCIAL IMPLICATIONS:

The Sharks Swim Club currently pay eleven thousand dollars (\$11,000). The annual base rent for the term of this agreement be set at eleven thousand two hundred and twenty dollars (\$11,220.00) for 2022-2023 and eleven thousand four hundred and forty- four (\$11,444.00) for 2023-2024. Payments are made in 10 equal monthly installments.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation, no privacy implications, and no policy implications associated with the report.

STRATEGIC PLAN:

The rental agreement with the Sharks Swim Club aligns with the City of Prince Albert's strategic goal of active and caring community as exclusive training time is provided to a minor sport group which allows them to provide quality services that benefit our community.

OFFICIAL COMMUNITY PLAN:

The objectives of the report are in line with the OCP implementation strategies related to Parks, Recreation, Culture Facility Planning and working with partners to enhance community programming and service levels.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2022-2024 Renal Agreement - Prince Albert Sharks Swim Club

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: City Manager, Director of Community Services

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration for the mutual consents, the parties agree as follows:

1. TERM

- a. The agreement shall be for a term of two (2) years, to be computed from the 1st day of September 2022 and to be fully complete and ended on the 31st day of August 2024 (the "Term"), subject to earlier termination as hereinafter described.

2. LICENSE FEE

- a. The Club agrees to pay unto the City a license fee during each year of the Term of this Agreement in the amount of Eleven Thousand Two Hundred and Twenty Dollars (\$11,220.00) for 2022-2023 and Eleven Thousand Four Hundred and Forty-Four (\$11,444.00) for 2023-2024. It is further understood and agreed that the Club shall be responsible to pay any Provincial or Federal taxes which may apply.
- b. The annual license fee shall be paid in ten (10) equal monthly installments of One Thousand One-Hundred and Twenty-Two Dollars (\$1,122.00) for 2022-2023 and One Thousand One-Hundred and Forty Four Dollars (\$1,144.00) for 2023-2024. The said monthly installments shall be payable on the 1st day of the month starting in September and ending in June for each year during the Term of the Agreement.
- c. The Club will have their license fee prorated in proportion to the amount of swim time lost by the Club, if their swim time is lost due to maintenance on the pool, the license is interrupted due to a Force Majeure contemplated in clause 6 of this Agreement, or where the City does not provide 7 days' notice for cancellation of swim times.

3. CITY COMMITMENTS

The “City” covenants with the “Club” and agrees to the following:

- a. Subject to the rights of the Board of Trustees of the Saskatchewan Rivers School Division No. 119 as described in the Joint-Use Agreement, the City hereby grants the Club the exclusive use of the Swimming Tank and Diving Tank at the Pool, subject to the terms of this Agreement.
- b. The City shall provide the Club with exclusive use of the Swimming Tank and Diving Tank during the schedules of time herein provided beginning September 1st and concluding on June 30th of each year.

Monday	4:30 PM to 6:20 PM
Tuesday	6:00 AM to 8:00 AM and 4:30 PM to 6:20 PM
Wednesday	4:30 PM to 6:20 PM
Thursday	4:30 PM to 6:20 PM
Friday	6:00 AM to 8:00 AM and 4:30 PM to 6:20 PM
Saturday	7:00 AM to 11:00 AM

- c. The Club’s scheduled time may be reviewed annually with any changes to these times being agreed upon by both the Club and the City.
- d. Should the Frank J. Dunn Pool become unavailable during the scheduled pool times provided to the Club, the City agrees to provide the equivalent time at the Kinsmen Water Park if time is available and at no cost to the Club.
- e. The City may cancel the Club’s scheduled pool time in the event that the Board of Trustees of the Saskatchewan Rivers School Division No. 119 exercises such rights as are described in the Joint-Use Agreement which have the effect of displacing the scheduled pool time.
- f. The City may cancel the Club’s scheduled pool time for such reasons as it, in its sole discretion deems appropriate and in particular, but not to limit

the generality of the foregoing, to accommodate City, Provincial or Interprovincial events which are hosted by the City, the Carlton Comprehensive High School, or by other clubs or organizations, provided the City gives the Club at least sixty (60) days' notice.

- g. The City reserves the right to book the Diving Tank during any or all of the Club's scheduled pool time for activities, which, in the sole discretion of the City, are deemed not to interfere with the Club's use of the Swimming Tank. The City will give the Club 7 days' notice of any dates and times the City will be utilizing the Diving Tank during the Club's Scheduled Pool Time.
- h. The City agrees to provide designated lifeguard(s) during the Club's scheduled pool time at an anticipated cost of \$20.00 per hour per lifeguard plus applicable taxes. The City further agrees to invoice the Club on a monthly basis for this service and cost of providing designated lifeguards.
- i. In the event that the City offers a program to the public, which coincides with the Clubs training times, the City will assume the responsibility of providing a lifeguard and associated costs of the lifeguard during that period of time.

4. CLUB COMMITMENTS

The "Club" covenants with the "City" and agrees to the following:

- a. To provide the City a list of the Club's Executive Board by September 1st of each year during the term of the agreement. If at anytime a change to the President of the board occurs, the City will be notified within 15 days.
- b. To incorporate, and remain incorporated, under *The Non-Profit Corporations Act, 1995* of the Province of Saskatchewan and to provide the Community Services Department with a copy of its annual return within thirty (30) days of receipt of same from the Corporations Branch of Consumer and

Commercial Affairs.

- c. To provide the Community Services Department prior to June 30th of each year, with the dates the Club anticipates hosting major Provincial and Interprovincial swim meets.
- d. The Club agrees to notify the City of how many lifeguards are required for their scheduled pool time based on the following ratios:
 - 1 – 25 swimmers requires 1 lifeguard
 - 26 – 50 swimmers requires 2 lifeguards
 - 51 – 75 swimmers requires 3 lifeguards
- e. Unless the Club receives prior written approval from the Community Services Department, the Club's scheduled pool time is to be used exclusively for training purposes for members of the Club;
- f. The Club shall be responsible for the conduct of its members during its scheduled pool time. Further, the Club agrees that it shall enforce all pool rules and regulations as provided by the City during its scheduled pool time.
- g. After each scheduled pool time, the Club shall ensure the pool area and change rooms are in a clean and orderly state. Without limiting the generality of the foregoing, at each session of scheduled pool time, the Club agrees to be responsible for setting up, promptly removing and storing all equipment, which remains at the Pool, including but not limited to starting blocks and lane markers.
- h. The Club agrees that all members shall vacate the pool deck by the end of the scheduled pool time and that a coach shall remain at the facility until all members have left the change rooms.
- i. The Club agrees that the Pool office area is to be utilized by Club personnel only.

- j. The Club shall not allow any person not directly connected with its training session to have access to any area of the Pool;
- k. All facility keys issued to the Club shall remain the property of the City. The Club agrees not to allow any keys to be copied and to promptly report any loss of keys to the Community Services Department. Further, the Club agrees to only use these keys to allow itself access to the Pool during its scheduled pool time and to return all keys issued by the City upon demand. In the event of failure or refusal to comply with this provision, the Club agrees that it shall be liable to pay to the City all costs associated with changing locks to ensure security of the Pool and the Carlton Comprehensive High School occasioned by the said failure or refusal.
- l. The Club agrees to be responsible for all associated costs for improper entry into the Pool area that results in dispatch costs being issued by the Saskatchewan Rivers School Division No.119.

5. TERMINATION

- a. If the Club refuses, neglects or omits to perform any of its obligations contained in this agreement, the Community Services Department may give notice to the Club specifying the nature of the default. Such notice shall require the Club to remedy its default or to provide the City with a schedule for the remedying of such default within fourteen (14) days of service of the default.
- b. The parties agree that the City shall have grounds to immediately terminate the agreement in the following circumstances:
 - i. the Pool has for any reason, become unusable or is being used for a different use than is contemplated by this agreement;

- ii. the Joint-Use Agreement between the City and the Board of the Saskatchewan Rivers School Division No. 119 is terminated, and a new Joint-Use Agreement is not effected;
 - iii. the Club failing to pay the full amount of the licensee fee and other lifeguard costs payable hereunder;
 - iv. the Club declaring insolvency or bankruptcy;
 - v. the Club failing to comply with *The Non-Profit Corporations Act, 1995*;
 - vi. the Club failing to comply with the terms of any Bylaws or Provincial or Federal Acts or Regulations governing the rights of the users of the pool;
or
 - vii. if at any time during the currency of this agreement the Club ceases to deliver competitive swim programs during its scheduled pool times.
- c. Notwithstanding any other provision of this Agreement, either of the parties may terminate this Agreement by giving to the other no less than sixty (60) days' written notice.

6. LICENSE INTERRUPTION

- a. Neither party shall be responsible for an event beyond the reasonable control of the parties that materially interferes with the parties fulfillment of this License Agreement including, without limitation, acts of God, earthquake, tsunami, storm, washout, landslide, avalanche or other extreme weather conditions, fire, flood, vandalism, acts of public enemies, wars, blockades, insurrections, riots, or other civil disturbances, epidemics, including but not limited

to any or all reasonable responses to pandemic (including COVID-19 pandemic responses) or prohibitions by any court or governmental board, department, commission, or agency, or emergency declaration made pursuant to *The Emergency Planning Act*, SS 1989-90, c E-8.1 (hereafter included within the term and deemed to be a “Force Majeure”). A lack of funds shall not be deemed an event of Force Majeure.

b. In the event that a Force Majeure occurs during the Term of this Agreement, the City may immediately interrupt this Agreement. The License Interruption shall be effective immediately after the City has sent a written declaration to the Club that the License has been interrupted, regardless of whether the Club receives the written declaration of License interruption. The Club shall not be entitled to access or use the Pool, Swimming Tank, or Diving Tank during the period of License Interruption, and until the City has notified the Club that the License Interruption has ended.

7. ASSIGNMENT

a. The terms “the City” and “the Club” and references thereto shall include the executors, administrators, directors, (successors in the case of a corporation) and permitted assignees of the City and the Club respectively. This agreement may not be assigned unless the written permission of the City by resolution of the Council of the City of Prince Albert is first had and obtained.

8. INDEMNIFICATION AND INSURANCE

The Club specifically covenants and agrees with the City as follows:

- a. To indemnify and save harmless the City from and against all any manner of actions or cause of action, damages, loss, cost or expenses, which the City may sustain, incur or be put to by reason of any injury or damage to any persons or to any good and chattels contained in, upon or about the licensed premises relating to or arising out of the Club's occupation of the facilities or that of the Club's invitees, licensees, employees, volunteers or agents during the Term of this Agreement, unless caused by negligence of the City, its agents or servants, it being understood and agreed that the City shall be subrogated to any rights of the Club against any third parties in respect of matters for which the Club is to indemnify the City.
- b. To not act as an agent of the City and not hold itself out as such as agent. Not to limit the generality of the foregoing, the Club agrees that it shall not in any manner pledge the credit of the City or in any manner encumber the Pool, or the real or chattel property of the City.
- c. To indemnify and save harmless the City from all debts, actions, causes of action, claims, damages, costs and damages for, upon or arising out of the Club's operation of the facilities of the complex thereon, the programs operated or any occurrences whatsoever arising out of the Club's breach of subsection (a) of this clause or its advertent or inadvertent negligence in the operation of the facilities or the complex thereon, the programs operated, or any occurrences whatsoever arising out of the matters referred to in this Agreement. If the City shall at any time be called upon to pay or does pay any debt or liability arising as aforesaid, then the said amount shall be payable by the Club to the City upon demand, and the City may deduct and retain out of any a grant to the Club the said sum, or the said sum may be enforced by the City as a debt due to it by the Club.
- d. To maintain public liability insurance coverage as well as Director and Officer Liability coverage for all programming and events in an amount of not less than Five Million Dollars (\$5 million) per occurrence. The City shall be listed as an additional insured party, it being understood and agreed that any

extra costs for coverage extending to the Club shall be paid by the Club. A fifteen (15) day notice of cancellation shall be incorporated into the Club's insurance coverage and a Certificate of Insurance provided to the Community Services Department as proof of compliance and prior to the date of its first scheduled pool time.

9. NOTICE

Any notice which is required to be given under the terms of this Agreement may be effectually given by the Parties hereto by mailing the same by registered mail as follows:

The Club's Address: Prince Albert Sharks Swim Club
P.O. Box 2203 STN Main
Prince Albert, Sask. S6V 6Z1

The City's Address: The City of Prince Albert
Community Services Department
Attn: Recreation Manager
1084 Central Avenue
Prince Albert, Sask. S6V 7P3

Any such notice shall be deemed to be given on the second day following the day on which such mailing was registered by the sender.

10. AMENDMENT OF THE AGREEMENT

This Agreement may not be modified or amended except by an instrument in writing signed by the Parties hereto or by their successors or assignees.

11. EFFECTIVE DATE

Notwithstanding the date of execution by the respective parties, the effective date of this Agreement shall be the 1st day of September A.D., 2022 .

CANADA
PROVINCE OF SASKATCHEWAN
TO WIT:

DECLARATION

I, _____, of the City of Prince Albert, in the Province of Saskatchewan, DO SOLEMNLY DECLARE:

1. That I have been appointed by the Board of Directors as an Officer of _____ (name of Corporation).
2. That, pursuant to the Corporation's Bylaws and/or Board Resolution, I am authorized by the Corporation to execute all contracts, documents or instruments in writing generally required by the corporation, or to sign specific contracts, documents or instruments in writing, and all such contracts, documents or instruments in writing so signed are binding upon the Corporation without any further authorization or formality.
3. That I have been specifically authorized to execute the within or annexed document.
4. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME at the
City of Prince Albert, in the Province
of Saskatchewan, this __ day
of _____, A.D., 20 _____.

A COMMISSIONER FOR OATHS
in and for the Province of Saskatchewan.
My Commission expires:



RPT 22-330

TITLE: Tender 32/22 - Security Services

DATE: August 24, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Security Services be awarded to The Canadian Corps of Commissionaires Company North Saskatchewan Division for the four year term commencing January 1, 2023 ending December 31, 2026 as per the terms and conditions of Tender 32/22.

TOPIC & PURPOSE:

The purpose of the report is to award the Security Services for 2023 – 2026 according to Tender 32/22.

BACKGROUND:

Tender 32/22 closed on Wednesday, August 17th. Six companies submitted proposals for the four year term. It was a priority to issue the Tender at this time in order to secure our pricing for the 2023 budget development and to prepare for the new term effective January 1, 2023.

PROPOSED APPROACH AND RATIONALE:

The Security Services provided at the City Facilities forms an important part of the services delivered to the community. It is important to have this security presence at our various locations and events to assist with an effective operation. The company selected forms an integral part our team and a positive working relationship is a priority.

Security Services are mainly provided at the following locations:

- City Hall
- City Council & Executive Committee meetings
- Art Hauser Centre, Kinsmen & Steuart Arenas
- Kinsmen Skatepark
- Alfred Jenkins Field House, EA Rawlinson Centre & Prince Albert Arts Centre
- Airport
- Alarm Response
- Mobile Patrols of City Property ie. Little Red River Park, Cooke Municipal Golf Course

The six companies that submitted proposals are listed below in order of pricing:

Commissionaires	\$261,136.00
Neptune Security	\$289,280.00
Athabasca Basin Security	\$355,920.00
Pinnacle Holdings Inc.	\$370,912.00
Garda Canada	\$449,392.00
Haztech Energy Corp.	\$496,402.08

The Commissionaires submitted the low bid through Tender 32/22. The Commissionaires have been the City of Prince Albert's security company for the past ten years. The working relationship between the City and the Commissionaires has been positive with respect to staffing levels, communication, sufficient fleet to perform patrols and their immediate response to emergency needs. The Commissionaires have an established local presence and continue to provide a professional service.

CONSULTATIONS:

References provided as part of the proposals were considered as required. The Purchasing Manager was also consulted to assist with the Tender process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval of City Council, the successful security firm will be contacted and arrangements will be made for their services commencing January 1, 2023.

Administration will also work with the respective Facility Managers to ensure they have the appropriate contact information for the security firm to coordinate their services.

FINANCIAL IMPLICATIONS:

The cost projection over the four year term is calculated by 2,800 hours of regular time, 3 alarm responses per month and 400 mobile patrols per year.

Management is recommending the Commissionaires due to the reasons outlined in the report. The costs they have outlined as compared to their costs per year for the previous 4 year term have only increased by approximately \$4,648.00.

Due to the overall cost comparison, experience with the security firms and training requirements, the recommendation to award the tender to the Commissionaires is recommended and will be included in the proposed 2023 operating budget.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options provided for consideration. Further, there are no policy or privacy implications.

STRATEGIC PLAN:

Fiscal Management & Accountability: The recommendation is based on a combination of cost effectiveness and service provided by the existing security firm.

OFFICIAL COMMUNITY PLAN:

The provision of Security Services at the City's various facilities aligns with Section 15.9 – Public Safety of the Official Community Plan.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Tender 32/22 - Security Services

Written by: Jody Boulet, Director of Community Services

Approved by: Acting City Manager



City of Prince Albert Tender# 32/22

City of Prince Albert Security Services 2023-2026

1 Instructions to Bidders

1. The City is requesting Vendors to provide pricing for the following: **City of Prince Albert Security Services 2023 – 2026, with an optional four (4) year extension**, standard features included in the pricing. Separate pricing for all optional features listed must be provided in accordance with the Terms and Conditions of this Tender. The successful security firm will be mutually exclusive for any and all City Facilities should the need for security be determined.
2. Tenders will be received by the Purchasing Department until **2:00pm, Saskatchewan Time, Wednesday, August 17, 2022**. Tenders will be opened at a public Tender opening, **immediately after 2:00pm**, at the Purchasing Department, Municipal Service Centre, 11 – 38th Street East, PRINCE ALBERT, SK S6W 1A5.
3. All unit prices must be clearly indicated. Return one (1) completed copy of your Tender submission.

The bid must not be restricted by a 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 by telegram or letter to a Tender already submitted will not be considered.

The *Tender Bid Form* 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 is submitted, it must be signed and addressed on behalf of the Vendors.

4. The City of Prince Albert reserves the right to cancel any order or Tender if the goods or services are unsatisfactory.

5. Prices quoted are to be net prices and are to remain firm during the effective dates of this Tender. All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties and fees at the time of Tender where applicable and shall be F.O.B. any point in the City of Prince Albert
6. The City of Prince Albert reserves the right to accept all or part of this Tender.
7. **TERMINATION Options**
 - a. The City reserves the right to terminate the contract for any reason, on sixty (60) days' notice to the Contractor.
 - b. The Contractor reserves the right to terminate the contract for any reason, on Sixty (60) days' notice to the City.
 - c. On termination of contract, by the City and/or the Contractor, the services being provided by the Contractor shall continue to be in accordance with this specification during the sixty (60) day notice period.
 - d. Failure on the part of the Contractor to comply with the contract will result in the City deducting a sum of money from the final invoice equal to any costs incurred by the City in maintaining the services as outlined in this contract.
8. 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.
9. All questions regarding this Tender should be directed through the Vendor Panel software.
10. The obligations and rights of Vendors 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. Unit prices will only be available at the public Tender opening. Requests for prices received on previous Tenders **will not** be fulfilled.
12. When a discrepancy is found between the "Unit Price" and the "Extension", the "Unit Price" will govern in all instances. The City reserves the right to correct such errors in extensions, re-total all the amounts shown and consider the corrected total price as the Vendor's intention when Tenders are compared.

13. 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.
14. Any Vendors not responding to this Tender may be removed from the Vendor's list only for the specific product/service covered in this Tender.
15. With respect to Tendering or Bids, 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, Bids 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.
16. **OVERTIME AND CALLBACKS**

The Contractor's staff shall be required to provide services when requested by City staff, provided that reasonable notification has been given. Services may be required in the event of emergencies, such as break-ins, fire, building damage, snowfalls, etc. The Contractor will be required to provide the City with the telephone number to be called in the event of emergency. Overtime is defined as any one person working a shift over 8 hours, except City Hall where modified work hours will be in effect. Modified work hours (City Hall only) means overtime will be paid if any one person works a continuous shift over 12 hours. The expectation of the City of Prince Albert is to charge regular rates unless mutually agreed upon to charge overtime. If the successful bidder is not able to accommodate a call out service request; the City Of Prince Albert reserves the right to obtain the services of another security firm.
17. 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”.
18. Bidders must be licensed under *The Private Investigators and Security Guards Act*

and must be bonded under such Act.

19. The conditions outlined herein shall be part of the Tender.
20. If services provided are acceptable the contract may be extended for one (1) additional four (4) year term upon mutual consent of both parties subject to Council approving funding.

2 Tender Process

Tenders received by the Purchasing Department **after 2:00pm, Saskatchewan Time, Wednesday, August 17, 2022** will not be considered.

Your Tender **must** be submitted through the Vendor Panel software before the closing time.

Upon closing, the City of Prince Albert will review all Tenders for completeness and compliance to the requirements of this Tender.

3 Schedule

Below is an outline of Tender milestones:

Tender Release Date: Wednesday, July 20, 2022

Tender Closing Date: Wednesday, August 17, 2022

Anticipated Intention to Award: Thursday, December 1, 2022

Anticipated Approval by City Council: Monday, November 28, 2022

4 Requirements | Scope of Work

4.2 Experience

It is important that the successful Vendor have demonstrated experience in security work and provide documentation showing the size and experience of their respective firm. All vendors must be licensed in complete compliance with any City or Provincial legislation and provide a copy of such license if required. Vendors shall not use any employees with criminal records unless written approval is provided by the City of Prince Albert.

Vendors and their employees shall be responsible for being aware of all governing regulations related to safety; fire regulations and health regulations.

4.3 Qualifications

The successful Vendor must be able to meet and prove the following qualifications:

- Successful Vendors operating or providing services within the corporate boundaries of the City of Prince Albert must have a valid City of Prince Albert Business License. The Business License must be issued before operations begin. For more information regarding business licensing, please contact the Economic Development Coordinator in Planning & Development Services at 306-953-4384;
- Employ fully trained personnel, licensed by the Department of Justice and holding a First Level of First Aid including CPR,
- Must provide and wear “security-style” uniforms meeting the approval of the City,
- Must equip on duty personnel with a cell phone and provide the City of Prince Albert with the number,
- Must be in good standing with Workers’ Compensation Board (WCB);
- Must meet all legislated requirements for the Scope of Work being undertaken (i.e. Occupational Health and Safety, Environment, etc.); and,
- Have comprehensive general liability insurance coverage including public liability insurance in a minimum amount of five million dollars (\$5,000,000.00).

4.4 Duties and Responsibilities

1. **SECURITY SERVICES – GENERAL RESPONSIBILITIES**

- a. Provision of Security Services for the City Hall every Monday through Friday (except statutory holidays) from 7:30 A.M. to 5:15 P.M.
- b. The Contractor must attempt to implement shifts that will not incur any overtime costs for the City of Prince Albert at all City facilities.
- c. The City will provide any necessary parking permits which are required by the successful bidder when working at City facilities.
- d. The Contractor will be required to provide operating vehicles fully marked with ‘Security’ identifiers, agreeable to the City that may include but not be limited to: van(s), half-ton truck(s), car(s), as required to perform the duties for the City.
 - a) Patrols (not vehicle specific based on a 1 hour time duration)
 - b) On-site vehicle costs (not vehicle specific)
 - c) Vehicle use and Security Personnel (based on a 1 hour time duration),

2. **CITY HALL SECURITY SERVICES - DUTIES**

- a. Guard will be located in the main floor Foyer, at a reception desk supplied by the City.
- b. Guard will greet staff in the morning, in the parking lot, from 7:45am – 8:00am. At 8:00am Guard will open west door and return to the reception desk.
- c. Guard will be present in the north side of parking lot to send-off staff from 4:45pm - 5:00pm.
- d. At 5:00 pm, Guard will do a walk-through of City Hall to ensure no unauthorized personnel are in the building.
- e. Guard will be expected to do a walk around of the hallways every hour on each floor and will be expected to check washrooms during this walk.
- f. Guard will perform minimum hourly inspections, or more as required, on the City Hall grounds and the parking lot area.
- g. Guard will assist customers in directing them to the proper department.
- h. Mobile telephone access to the Guard will be made available to all staff in City Hall.
- i. Guard will be expected to attend any calls by staff to deal with unruly individuals.
- j. Guard will be cognizant of undesirables and their movements within City Hall, on City Hall grounds, and in the parking lot area.
- k. Guard will advise cyclists and skateboarders that The Bicycle Bylaw and The Traffic Bylaw, respectively, restricts them from using Memorial Square.
- l. Guard must assist with events and set-up for events occurring in City Hall Foyer and Memorial Square.
- m. Guard must attend and assist with flag raisings in Memorial Square.
- n. Guard will provide full shift and incident reports.

3. CITY COUNCIL & EXECUTIVE MEETING SECURITY SERVICES - DUTIES

- a. Attendance at City Hall for Council, Executive or Committee meetings, on an as-required basis, or for special events held during the evening hours and/or on the weekends.
- b. Procedure on Council & Executive Days:
 - i. When requested by the City Clerk’s Office, set up extra chairs outside of the Council Chamber in advance of Council/Executive meeting.
 - ii. Following send-off of staff, return to reception desk and/or Foyer area until the Council/Executive has adjourned and City Hall is vacated.
 - iii. Thirty (30) minutes prior to the commencement of Council/Executive meeting stand to the left of the Council Chamber doors to ensure no members of the public enter the Council Chamber. Once the City Clerk indicates the public may be allowed into the Chamber, observe all individuals entering the Council Chamber. Any unusual activity during this time must be reported to the City Clerk immediately.
 - iv. Upon commencement of the Council/Executive meeting, close the Council Chamber doors and return to the reception desk and/or Foyer

- area to observe any unusual activity during the meeting and paying particular attention to the City Clerk's desk. If any unusual activity occurs or the City Clerk requests, ask the individual(s) to refrain from the unusual activity and/or remove the individual(s) from the Chamber.
- v. Assist with the arrival of food by ensuring delivery, contacting supplier if delivery is not received by required time, unlock Council Lounge door for delivery person and escort delivery person out of City Hall.
 - vi. Ensure that City Hall remains secure during the Council/Executive meeting and that the movement of the general public to the 2nd and 3rd floors is restricted only to those with proper authorization.
 - vii. When the meeting is finished, open the Council Chamber doors and ensure all visitors leave the building.
 - viii. When all the general public has left, secure City Hall, shut off all main floor lights, including the lights in the Council Chamber.
 - ix. Ensure the west and northwest doors are locked and exit through the north stairwell doors if before 11:00pm. If egress is required after 11:00 pm ensure the north vestibule doors are passed utilizing the pass card.

4. **OTHER CITY FACILITIES SECURITY SERVICES**

- a. **Art Hauser Centre** – provision of Security Services on a monthly requirement based on facility bookings and rentals:
 - i. Special Events – includes concerts, pow wows, sporting tournaments, etc. Approximately 3 - 5 events per year that may require 8 - 15 personnel per event, or pending facility occupancy loads. Times will be dependent on bookings and may be between 7:00am and 2:00am.
 - ii. Ches Leach Lounge – approximately 60-80 bookings per year. May require 1 - 3 personnel per booking. Times may be between 3:00pm to 3:00am, while occupied by the public.
- b. **Art Centre** – Approximately 100 9pm checks per year. Approximately 60 from Sept – May and approximately 40 June – August.
- c. **Dave G. Steuart and Kinsmen Arenas** – includes tournaments, special events, etc. Approximately 3 - 8 events per year that may require 3 - 10 personnel per event or pending facility occupancy loads. Times will be dependent on bookings and may be between 7:00am to 12:00am.
- d. **Kinsmen Skate Park** – could require security personnel for approximately 500 hours per year from April and up to October. Note the following information:
 - i. The requirements for April and May would be on an as-need basis with approximately 80 hours per month.
 - ii. For June, July and August the requirements would be approximately 150 hours per month on the average, with times typically from 8:00pm to 1:00am.
 - iii. For September the requirements would be on an as-need basis with approximately 80 hours.

- e. **Airport** – Patrol Rates for the Airport requirement is for one patrol to complete a random check of the facility once per day between the hours of 8:00pm and 5:00am, including the following duties:
 - i. Ensure all Terminal Building doors are secured.
 - ii. Ensure all Maintenance building doors are secured.
 - iii. Ensure all Maintenance storage doors are secured.
 - iv. Ensure all gates on perimeter fence are secured.
 - v. Visual check of parking lot for vehicle break-ins.
 - vi. Emergency call outs on an as-needed basis at the Terminal Building.
- f. Other City facilities not identified above will be included in the hourly rate on an as-need basis.

5. **Alarms**

This scope of work includes the response to City facilities that are alarmed, excluding the Art Hauser Centre, Kinsmen Arena and/or Dave G. Steuart Arena. Keys will be provided by the City and the response includes:

- a. Full exterior search.
- b. Full interior search.
- c. Intrusions or issues, when valid, are dealt with in the prescribed manner as identified in the Standard Operating Procedure as published by the City.

6. **Alarm Operating Procedure**

Response time will be ten (10) minutes or less. Bidders must confirm that they can meet the response time criteria.

A full exterior search of the facility is conducted to determine break and enters or forced entry or any other illegal activity.

Following a review of the exterior a full interior search is conducted to determine cause and origin of alarm.

Occupants of the facility are noted.

Re-set and re-arm if applicable.

Contact alarm central (the monitoring station) at 888.535.9555 and advise that the facility is 'all clear'.

File a report.

In the event that a security breach is discovered, the responder shall:

- i) Contact the Police Service and the City's Duty Foreman to secure the site as required.
- ii) The responder will remain on site until the issue is resolved.

7. **The City Facilities currently requiring monitoring include, but are not limited to:**
City Hall, Kinsmen Heritage Centre, Historical Museum, John and Olive Diefenbaker Museum, Rotary Museum of Police and Corrections, Evolution of Education Museum, South Hill Cemetery, Landfill Kiosk, Airport Compound Lot, North Industrial Impound Lot, Golf Course Pro Shop, Cosmo Lodge at Little Red River Park, Bernice Sayese Centre, and Alfred Jenkins Field House.

Note: The scope of the duties may be modified slightly due to issues that may develop; for example COVID-19.

**Tender
Authorization Form**



I/We _____ hereby agree to supply complete Security Service to the City of Prince Albert for the period of January 1st, 2023 to December 31st, 2026 in accordance with the attached Instructions to Bidders, General Conditions and list of responsibilities for the total hourly cost as stated:

SECTION "A" – HOURLY SERVICE

TOTAL COST PER HOUR FOR ONE (1) PERSONNEL \$ _____

GST \$ _____

PST \$ _____

NET COST/HOUR \$ _____

TOTAL COST PER HOUR FOR ONE (1) PERSONNEL ON
STATUTORY HOLIDAYS \$ _____

GST \$ _____

PST \$ _____

NET COST/HOUR \$ _____

TOTAL COST PER HOUR FOR ONE (1) PERSONNEL FOR
OVERTIME (SAME INDIVIDUAL AFTER EIGHT (8) HOURS) \$ _____

GST \$ _____

PST \$ _____

NET COST/HOUR \$ _____

State Minimum Charge if Applicable (IN # OF PERSONNEL HOURS) _____

HOURS

SECTION "B" – PATROL AND ALARMS

PATROLS:

STATE RATE FOR:

Patrols based on one (1) hour time duration that will include vehicle use and one (1) single security personnel

(not vehicle specific) \$ _____ /HOUR PLUS TAXES.

ALARM RESPONSES

STATE RATE FOR:

Per occasion for alarm response \$ _____ /RESPONSE PLUS TAXES

COMPANY NAME (please print)

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE#

EMAIL

NAME AND TITLE (please print)

AUTHORIZED SIGNATURE

DATED THIS, _____ DAY OF _____, 2018



City of
Prince Albert

RPT 22-343

TITLE: 15th Street Parking Removal (Update)

DATE: August 26, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the removal of all On-Street Parking, including fourteen (14) metered Parking Stalls and an Unloading Zone on 15th Street between 1st Avenue West and 1st Avenue East, be approved.

ATTACHMENTS:

1. 15th Street Parking Removal (Update) (RPT 22-318)

Written by: Executive Committee



TITLE: 15th Street Parking Removal (Update)

DATE: August 9, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the recommendation for the removal of all on-street parking, including 14 metered parking stalls and an unloading zone on 15th Street between 1st Avenue West and 1st Avenue East be approved.

TOPIC & PURPOSE:

The purpose of this report is to bring forward a plan to improve traffic flow and safety along 15th Street between 2nd Avenue West and 1st Avenue East in coordination with the Transportation Master Plan.

BACKGROUND:

In 2015, the Sears location on the southeast corner of the Gateway Mall was a large pedestrian generating department store that saw thousands of people on a yearly basis. In 2015, the 12 metered parking stalls in front of the store entrance on 15th Street West earned \$11,295.25 in revenue which is in excess of 9000 hours of parking. In 2017, Sears closed its doors which significantly reduced the need for nearby parking stalls. From January 2021 – June 2022 (18 months) the parking meters earned just \$57.75 or 46 hours of parking (0.5% of the 2015 total). Maintenance, upkeep and retrieval of money from the parking meters at these locations are no longer justified from an operations stand point. The chart below shows the revenue of the 12 metered parking stalls between 2013 and 2022. The average metered stall earned \$880 per year between 2013 and 2017.

Year	Revenue (\$)
2013	10,907
2014	13,435
2015	11,295
2016	8,644
2017	8,468
2018	1,553
2019	204
2020	56
2021/22	58

As the average daily traffic counts rose to nearly 29,000 in some sections along the 15th Street corridor the decision was made to add a 3rd lane heading eastbound and west bound between 1st Avenue East and 6th Avenue East in 2021. This was done in accordance to the Transportation Master Plan (2017). The added lanes have worked to reduce traffic congestion and travel times throughout the corridor. However, this left the roadway section of 15th Street between 2nd Avenue West and 1st Avenue East with 2 lanes which creates a traffic bottleneck.

15th Street is the busiest east-west travelling arterial roadway in Prince Albert. Its primary function is to transport motorists throughout the City efficiently. Removal of the existing on-street parking will allow for the possibility to add a 3rd traffic lane to increase capacity of the roadway and reduce congestion during periods of heavy traffic flow. It is particularly important to reduce congestion in this section of roadway as the Prince Albert Police Service and Prince Albert Fire Department are located there. Consultation with the Prince Albert Fire Department confirmed that the change is welcome and they believe it could improve emergency response times during peak traffic flow.

PROPOSED APPROACH AND RATIONALE:

To further improve lane continuity and roadway capacity heading westbound along 15th Street between 2nd Avenue West and 1st Avenue East, a 3rd lane can potentially be added. This would require the removal of 12 metered parking stalls in front of the Gateway Mall, as well as 3 parking spots in front of the YWCA – Our House Branch. (*Proposed changes shown in Attachment 1 - 15th Street Proposed Lane + Parking Changes*).

The recommendation would also require the removal of 2 metered parking stalls in front of the Gem Denture Clinic. These parking meters were used for 525 hours between January 1, 2021 and June 30, 2022. This equates to \$656.10 of revenue over that period. It should be noted that the business has a metered parking lot directly adjacent to them which clients already use. (*Shown in Attachment 2 - Gem Denture Clinic Parking*).

Lastly, the approach would seek to remove the various parking and unloading zones heading

eastbound on 15th Street between 1st Avenue West and 1st Avenue East. This would allow for the addition of a 3rd driving lane to enhance traffic flow and roadway capacity in the corridor. These parking and unloading zones were confirmed to be under-utilized through consultation with the Prince Albert Police Service.

Existing on-street parking will remain on the eastbound section of 15th Street between 2nd Avenue West and 1st Avenue East as it is a frequently used parking zone for many nearby businesses.

CONSULTATIONS:

The YWCA Our House Branch was consulted and determined that the 15th Street parking is used on occasion. However, the organization generally parks in the back parking lot and sees no problems in removing the on-street parking.

The Prince Albert Fire Department was consulted and specified that the changes are welcome and may even improve emergency service response due to reduced traffic backups at nearby traffic signals.

Gem Denture Clinic was consulted and stated that the two stalls in front of the building are the closest to their entrance and are generally the first two parking spots in use. After these stalls are filled the metered parking lot directly west of the business is used. They were not in full support of removing the 2 on-street parking stalls. However, administration believes that the removal of these metered parking stalls will assist in improving 15th Street traffic flow and increase the usage of the existing metered parking lot. (*Shown in Attachment 2 - Gem Denture Clinic Parking*).

The Prince Albert Police Service was consulted and they determined that they can continue to operate with no problems if the on-street parking on 15th Street was removed. The addition of the 10th Street East Police Precinct has reduced the need for on-street parking on 15th Street West.

The Gateway Mall was consulted and determined that they were not in favor of removing the 12 metered parking stalls along 15th Street near the old Sear's location. A letter from Gateway Mall management is attached to this report (Attachment 3 – Gateway Mall Letter). It is administrations belief that the 46 metered parking stalls on Central Avenue, Bishop McLean Crescent and in the metered parking lot near Gem Denture Clinic within 150m of the buildings doors are adequate for this location. It should also be considered that the metered parking stalls in this section require motorists to open their driver side door into heavy traffic when entering or leaving their vehicle.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

If the recommendation to remove the on-street parking stalls on 15th Street is approved the Department of Public Works will work with the Communications Department to draft a media

release to alert residents of the changes.

FINANCIAL IMPLICATIONS:

Removing the 12 metered parking stalls in front of the former Sears location and the 2 metered parking stalls in front of Gem Denture Clinic would see no reduction in revenue. It is administrations belief that residents will alternatively use the other nearby metered parking stalls on Bishop McLean Crescent, Central Avenue and the metered parking lot adjacent to the Gem Denture Clinic.

The City will see cost savings in reduced maintenance, upkeep and coin collection operations along 15th Street.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to recommendation, privacy or policy implications.

STRATEGIC PLAN:

This report supports the long-term strategy to reduce emergency services response time. This report also supports the long-term strategy to improve traffic flow within the City.

OFFICIAL COMMUNITY PLAN:

This report supports the long-term Transportation Master Plan (2017) recommendation to modify 15th Street to 6-lanes between 2nd Avenue West and 10th Avenue East.

PUBLIC NOTICE:

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

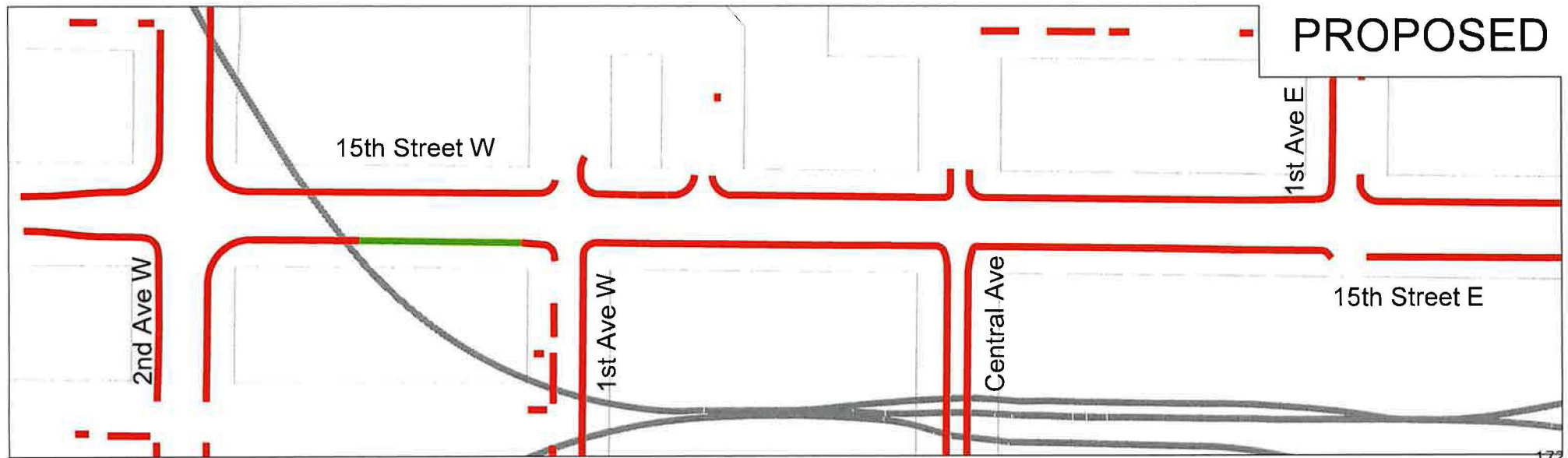
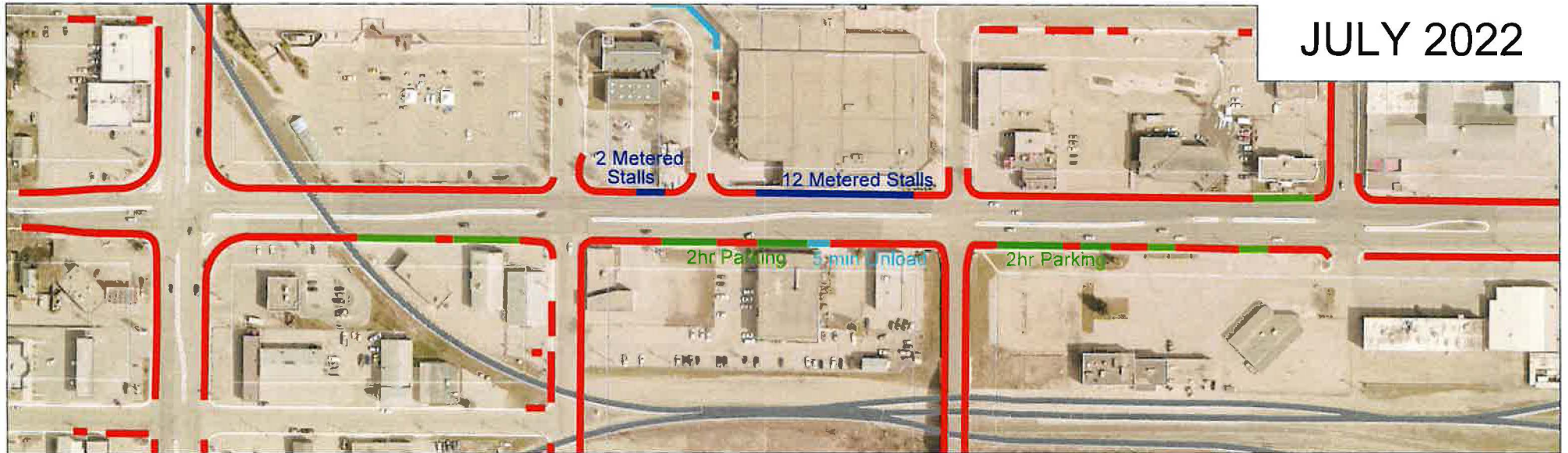
PRESENTATION: Verbal Presentation by Evan Hastings, Transportation and Traffic Manager.

ATTACHMENTS:

1. Attachment 1 - 15th Street Proposed Lane + Parking Changes
2. Attachment 2 - Gem Denture Clinic Parking
3. Attachment 3 - Gateway Mall Letter

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



An aerial photograph showing a parking lot with yellow-painted stalls. A large, dark-roofed building with several windows is at the top. A gas station with a white canopy is at the bottom right. A white car is parked on the left side of the lot. A red car and a white car are parked in the center. A blue car is parked in the lower-left area. The text "Metered Parking Lot (29 Parking Stalls)" is overlaid in blue. The text "2 Metered Stalls" is overlaid in blue at the bottom right.

**Metered Parking Lot
(29 Parking Stalls)**

2 Metered Stalls



Intelligent
Real Estate
Solutions



Avison Young
Sharon Faul

T 306-922-0658
F 306-922-6554

avisonyoung.com

August 4, 2022

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



RE: RPT 22-280 – 15th Street Parking Removal

Att: Mayor and Councilors

After meeting with Councilor Kilmer and speaking with Evan Hastings, it was suggested that I send a letter to the City Clerk to be included with the agenda, as I am not available to attend the next Council Meeting on Monday, August 8, 2022 to speak to this.

A recommendation for the above noted is currently before city council. At this time, I would like to bring to your attention that the largest number of stalls (12 out of 14) considered for removal are located directly outside a portion of the mall's property along 15th Street where there is already limited parking. The mall is the largest commercial property impacted by this recommendation. I would also like to note that Gateway Mall was not included in any consultation process for this recommendation. In reading the report, I understand the need for the city to be fiscally responsible and based on the current under utilization of 12 of these stalls, that the recommendation from the transportation department would be for removal. However, if the mall had been consulted, we could have made council aware of the serious negative impact this will have on future leasing in that portion of the property in an already challenging economy. With the mayor having come from a real estate background as the previous mall manager, the impact of this recommendation should be very clear.

As the current General Manager and on behalf of the ownership and leasing groups, we respectfully ask that you delay finalizing this recommendation and to consider if there are any other options available, so as not to seriously and negatively impact the viability of Gateway Mall's operations.

Kindest regards,

Sharon Faul, General Manager
Gateway Mall

1403 Central Avenue
Prince Albert, SK
S6V 7J4



City of
Prince Albert

RPT 22-344

TITLE: Naming of City Park Spaces

DATE: **August 26, 2022**

TO: City Council

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

That the Naming of City Park Spaces, as identified on the Map attached to RPT 22-317, be approved.

ATTACHMENTS:

1. Naming of City Park Spaces (RPT 22-317)

Written by: Executive Committee

TITLE: Naming of City Park Spaces

DATE: August 9, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Naming of City Park Spaces as identified on the Map attached to RPT 22-317 be approved.

TOPIC & PURPOSE:

The purpose of the report is to recommend the Naming of City Park Spaces for consideration at the August 15th, 2022 Executive Committee meeting.

BACKGROUND:

The City commenced a review in 2021 to identify available Park Spaces for Naming in Prince Albert to recognize local Veterans and Elected Officials for their contributions.

The names were prioritized utilizing the City's Street Naming List as approved by City Council and through consultation with the local Legion, ANAVETS and Prince Albert Grand Council.

PROPOSED APPROACH AND RATIONALE:

As a result of the review there were 16 locations identified for consideration including:

1. Park Space located on the North side of River Street from 13th Avenue East to the easterly end of River Street East.
2. Park space located on the North side of River Street approximately from 10th Avenue East to 13th Avenue East.
3. Park Space located on the North side of River Street from approximately 8th Avenue

East to 10th Avenue East.

4. Park space on the North side of River Street approximately from the Diefenbaker Bridge to 8th Avenue West.
5. Park Space on the North side of River Street approximately from 13th Avenue West to the most westerly end of the City limits.
6. Park Space adjacent to the Crescent Heights Community Club, Cook Drive & Agnew Avenue.
7. Park Space adjacent to the Midtown Community Club, 6th Avenue East & 8th Street East.
8. Neighbourhood Park located on Agnew Street.
9. Neighbourhood Park located on Davis Street.
10. Neighbourhood Park adjacent to Longworth Place.
11. Neighbourhood Park located on Hogeweide Drive.
12. Neighbourhood Park located on Erickson Crescent.
13. Neighbourhood Park located on Dent Crescent.
14. Neighbourhood Park on Muzzy Drive.
15. Neighbourhood Park adjacent to Barton Drive & Coombe Drive.
16. Neighbourhood Park adjacent to Southwood Drive.

Through the discussions with the Royal Canadian Legion and the ANAVETS the organizations identified that they are supportive of using the Nine Veteran's Names from the priority list of Street Names for Park Naming as follows:

- Thomas Settee
- Edwin Laird
- Amy Meadows
- Loyd Smith
- Albert Gosselin

- John Hall
- Nelson
- George Sutherland
- Glenn Martin

The Mayor's Office also consulted with the Prince Albert Grand Council and provided three names to be included for Park Naming purposes:

- Steven Ross
- Emile Highway
- Norman Henderson

The following Park locations and assigned names are included on the attached map following consultation by the Mayor's Office and summarized as follows:

- Park Space located on the North side of River Street from 13th Avenue East to the easterly end of River Street East – Eldon Lautermilch (Elected Official).
- Park Space located on the North side of River Street from 10th Avenue East to 13th Avenue East – Don Cody (Elected Official).
- Park space located on the North side of River Street approximately from 8th Avenue East to 10th Avenue East – Steven Ross (First Nations Veteran).
- Park space on the North side of River Street approximately from the Diefenbaker Bridge to 8th Avenue West – Emile Highway (First Nations Veteran).
- Park Space on the North side of River Street approximately from 13th Avenue West to the most westerly end of the City limits – Norman Henderson (First Nations Veteran).
- Park Space adjacent to the Crescent Heights Community Club, Cook Drive & Agnew Avenue – Thomas Settee (First Nations Veteran).
- Park Space adjacent to the Midtown Community Club, 6th Avenue East & 8th Street East – Lee Atkinson (Elected Official).
- Neighbourhood Park on Muzzy Drive – Edwin E. Laird (Veteran).

- Neighbourhood Park adjacent to Barton Drive & Coombe Drive – John Hall (Veteran).
- Neighbourhood Park adjacent to Southwood Drive – Myron Kowalsky (Elected Official).
- Neighbourhood Park on Agnew Street – George Sutherland (Veteran).
- Neighbourhood Park on Davis Street – Glenn Martin (Veteran).
- Neighbourhood Park on Dent Crescent – Loyd Smith (Veteran).
- Neighbourhood Park on Erickson Crescent – Albert E. Gosselin (Veteran).
- Neighbourhood Park on Hogeweide Drive – Amy Meadows (Veteran).
- Neighbourhood Park on Longworth Place – Nelson (Veteran).

As a result of the consultation that was completed, the report is submitted for approval at the August 15th, 2022 Executive Committee meeting.

CONSULTATIONS:

Consultations have included the following:

- Mayor's Office
- Prince Albert Grand Council
- Royal Canadian Legion & ANAVETS
- Veteran's or their respective families

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval of the recommended Park Naming Map the appropriate follow up will be completed with the partnering organizations and families for the official announcement.

There is also an opportunity to include a background profile for each of the Veterans and Elected Officials being recognized at each park location. This information could be directly available at the park locations and/or included on the City's website for recognition purposes.

Some samples for signage will also be developed for consideration by the Mayor's office to identify each park location. For example, the signs for the Park Locations named in recognition of a Veteran can include a Poppy within the design of the sign.

POLICY IMPLICATIONS:

Naming Rights & Sponsorship Policy

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy, or Official Community Plan implications or further options for consideration.

PUBLIC NOTICE:

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

PRESENTATION: Verbal - Jody Boulet, Director of Community Services**ATTACHMENTS:**

1. City Park Naming Map
2. Naming Rights & Sponsorship Policy

Written by: Jody Boulet, Director of Community Services

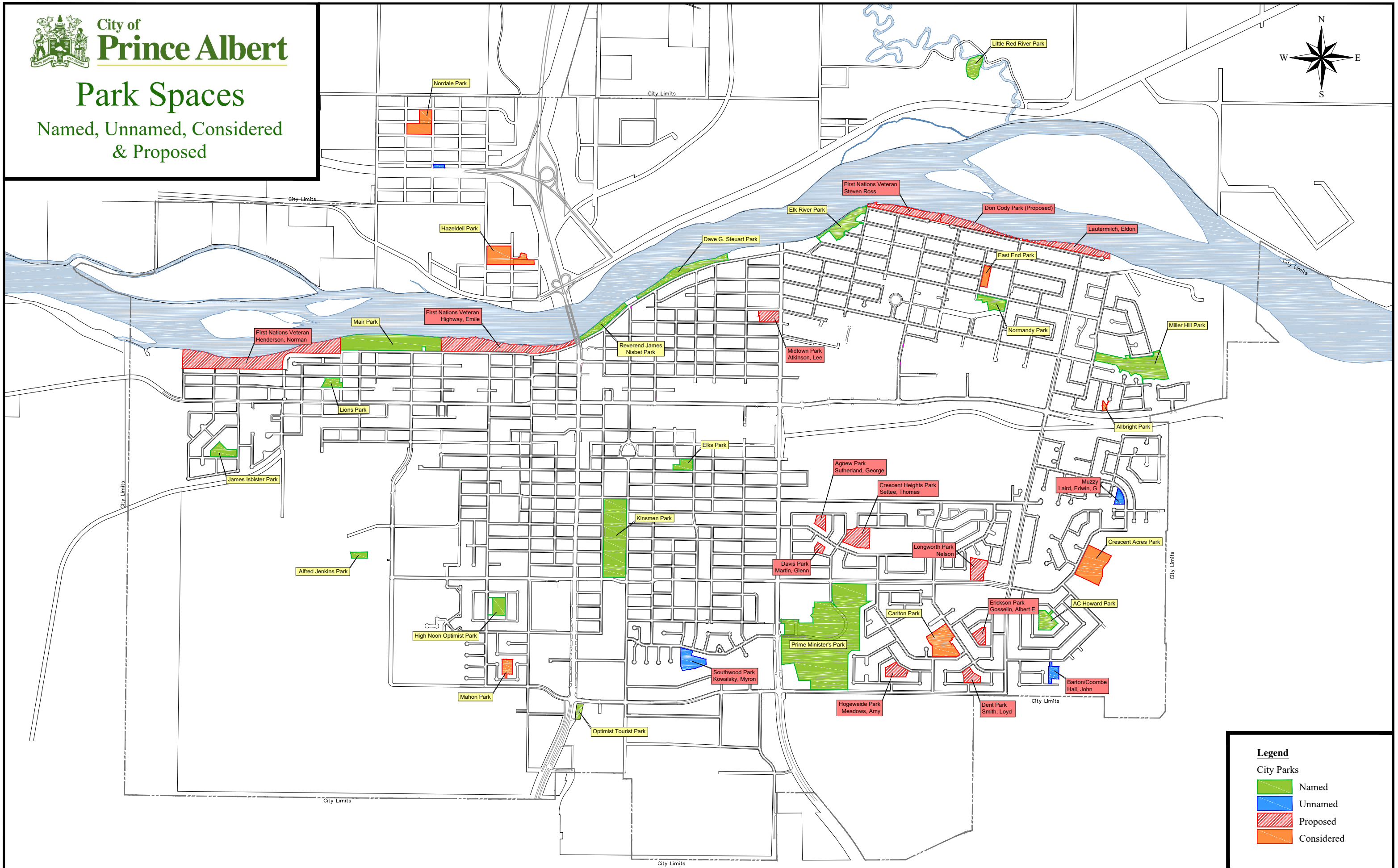
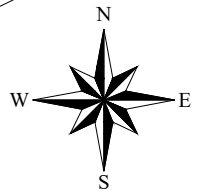
Approved by: City Manager



City of **Prince Albert**

Park Spaces

Named, Unnamed, Considered
& Proposed



Legend

City Parks

- Named
- Unnamed
- Proposed
- Considered

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	71
Section:	Community Services	Issued:	April 13, 2015
Subject:	NAMING RIGHTS & SPONSORSHIP POLICY	Effective:	April 13, 2015
Council Resolution # and Date:	Council Resolution No. 0195 of April 13, 2015	Page:	Page 1 of 11
		Replaces:	
Issued by:	Renee Horn, Executive Assistant	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01** To provide guidelines and procedures for the naming and re-naming of City Parks and Facilities on City owned property.
- 1.02** To provide guidelines which facilitate and support opportunities for entering into sponsorship agreements for City owned and Civic partner controlled assets for the purpose of enhancing financial sustainability.

2 PURPOSE

- 2.01** To name City Parks and Facilities in a manner which ensures a consistent approach to soliciting, managing and reporting on naming rights and sponsorship agreements.
- 2.02** To provide guidance to those that have an interest in the naming and sponsoring of civic properties.
- 2.03** To provide a means of generating new revenues and alternative resources to assist in the construction, support and/or provision of City of Prince Albert Facilities.
- 2.04** To protect the reputation, integrity and aesthetic standards of the City of Prince Albert and its assets.

3 SCOPE

- 3.01** This Statement of Policy and Procedure applies to the City of Prince Albert.
- 3.02** Only corporate and individual naming rights and sponsorship agreements are covered by this Policy. The process for naming of streets is covered in the Street Naming Policy dated June 24, 2013.
- 3.03** Naming rights arrangements that pre-date this Policy are not subject to its terms.

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		Replaces:	
Issued by:	Renee Horn, Executive Assistant	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

4 RESPONSIBILITY

4.01 City Council:

- (a) Approval of the policy and all amendments.
- (b) Approval of all Naming Rights Agreements.
- (c) Approval of all sponsorship agreements. Mayor and City Clerk to execute all sponsorship agreements on behalf of the City of Prince Albert.
- (d) Approval of an Inventory Valuation of Assets to be developed by Administration before sponsors are approached or Agreements made.

4.02 Director of Community Services or Designate:

- (a) Assess all proposals to confirm date and duration, sponsor contribution, market value assessment of the contribution and appropriate recognition.
- (b) Compare proposals to ensure consistency between sponsor agreements.
- (c) Ensure the process for tracking and reporting all sponsorship agreements is developed.
- (d) Direct resources to develop and manage an Inventory Valuation of Assets available for sponsorship consideration.
- (e) Seek concept approval from City Council prior to initiating negotiations with a potential sponsor for those projects that may be sensitive in nature or that include naming rights.
- (f) Director of Community Services will work with the City Solicitor in developing consistent conditions for the naming rights & sponsor agreements.
- (g) Prepare recommendations to City Council in accordance with the policy.

5 DEFINITIONS

5.01 In this Policy:

- (a) THE CITY – means the City of Prince Albert, its departments and staff.

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Approved by:	Jody Boulet, Director of Community Services		

- (b) CITY PARKS – are owned and managed by the City, used for public recreation purposes and shall include developed and undeveloped park areas and open spaces, trails, greenways and plazas.
- (c) CITY FACILITIES – are City owned facilities used to conduct City business and where the general public gathers for social, recreation, cultural and other related purposes. It shall include individual rooms, spaces and features within buildings such as ice pads, soccer fields, gymnasiums; and amenities within parks and open spaces such as picnic shelters, sport fields, bandstands, playgrounds, garden areas, etc.
- (d) CORPORATE NAMING RIGHTS – means a mutually beneficial business arrangement wherein an organization provides goods, services or financial support to the City in return for access to the commercial and/or marketing potential associated with the public display of the organization’s name on a City property for a fixed period.
- (e) DONATIONS – are cash or in-kind contributions which provide assistance to the City. Donations do not constitute a business relationship since no reciprocal consideration is sought. Donations over \$10.00 generally qualify for a tax receipt.
- (f) HONOURIFIC or COMMEMORATIVE NAMING means the naming of City property without return consideration. It is bestowed by the City to recognize the service, commitment or other type of contribution by an individual, group or organization.
- (g) INDIVIDUAL NAMING RIGHTS means the naming of City property in return for a financial or in-kind contribution from an individual or their estate. Typically, such support is given to enhance the community and to help sustain the property in question for a negotiated period of time.
- (h) SPONSORSHIP is a mutually beneficial business arrangement wherein an external party (individual, company, organization or enterprise), whether for profit or otherwise, provides cash and/or in-kind services to the City in return for commercial advantage. This payback may take the

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Council Resolution # and Date:	Council Resolution No. 0195 of April 13, 2015	Page:	Page 4 of 11
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Issued by:	Renee Horn, Executive Assistant	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

form of recognition, acknowledgement, promotional consideration, merchandising opportunities, etc. Because of these marketing benefits, a sponsorship does not qualify for a tax receipt.

- (i) DIRECTOR – means the Director of Community Services or Designate.
- (j) CIVIC PARTNER – An arms-length, not-for-profit organization that has a formal and legal relationship to provide services, programs and/or manage and care for City assets in conjunction with, or on behalf of the City of Prince Albert.
- (k) VALUE IN-KIND – A sponsorship received in the form of goods and/or services rather than cash.
- (l) VALUE ASSESSMENT – A determination of the value that a sponsor will receive as a purchaser of specific naming rights and/or sponsorship and may include tangible and intangible benefits.
- (m) ASSET ANALYSIS – A comprehensive review of an asset’s overall value as it relates to sponsorship or naming opportunities.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Street Naming Policy dated June 24, 2013 – Council Resolution No. 0523.

6.02 Tax Deductible Donation Policy and Procedure dated November 13, 2007 – Council Resolution No. 0783.

7 CRITERIA

7.01 Individual/Organization Naming Rights

The following criteria shall be used in evaluating the merit of each City Park and Facility naming request. There are four potential sources of names for Parks and

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Approved by:	Jody Boulet, Director of Community Services		

Facilities as outlined below. Generally, it is preferred that the name reflects the location or a historic factor. When there is no predominant location or historic factor, under special circumstances, other naming sources may be considered.

- (a) The name could reflect the location of the Park or Facility. The location might be easily identified by a well-known bordering street, natural feature, neighbourhood, subdivision, the school on which it is located or other factor. Such criteria will allow citizens to easily identify with the location of the Park or Facility.
- (b) The name could commemorate a historic event or event of cultural significance.
- (c) The name could commemorate a person important to the City. The nominated person must have made an exceptional positive contribution to parks, recreation or culture relating to the Park or Facility being named. Nominations will not be accepted by immediate family members. Recognition of individuals, whose contributions have been appropriately recognized in other City venues or by other means, shall be avoided.
- (d) The name could recognize a person, organization or corporation that has made a substantial contribution to the City, including financial, value in-kind or property donation to the City relative to parks, recreation & culture. Corporate names shall not be considered for the naming of Parks but may be considered for trails and greenways, facilities, or assets within Parks or Facilities.

7.02 Other Naming Rights Considerations

- (a) Individuals currently holding elected office, currently working for the City or actively serving on any City standing or selection committee shall not be considered for naming.

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		Replaces:	
Issued by:	Renee Horn, Executive Assistant	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

- (b) The individual must not have been convicted of a known felony.
- (c) Names that duplicate or sound as if they duplicate existing Park or Facility names or are otherwise confusing shall not be considered.

7.03 Sponsorship

- (a) An external party may contribute, in whole, or in part, funds, goods, or services to an approved City facility, public park, open space, program, event, or activity where such sponsorship is mutually beneficial to both parties and in a manner consistent with existing criteria, guidelines and policies set by the City.
- (b) The sponsorship arrangement must support the goals, objectives, policies and bylaws of the City of Prince Albert and be compatible with, complimentary to, and reflect the City's Strategic Plan.
- (c) The City will select the most appropriate sponsors using the following criteria:
 - i) Quality and timeliness of product and service delivery.
 - ii) Value of product, service, cash provided to the City.
 - iii) Cost/Risk to the City to service the agreement.
 - iv) Compatibility of products and services with City policies and standards.
 - v) Marketplace reputation of the sponsor.
 - vi) Record of sponsor's involvement in community projects and events.
- (d) Recognition provided to sponsors is subject to negotiation (ie. Advertising, signage, product sampling, brand name) and must meet the following criteria:
 - i) Be of an acceptable standard and in good taste.

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Subject:	NAMING RIGHTS & SPONSORSHIP POLICY	Effective:	April 13, 2015
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Issued by:	Renee Horn, Executive Assistant	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

- ii) Not present demeaning or derogatory portrayals of individuals or groups.
 - iii) Not contain anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offense.
- (e) The sponsorship arrangement must be limited in scope and application to the City or project under consideration, and shall not involve any form of a risk-sharing venture.
- (f) Satisfying one or more of the eligibility criteria listed above does not assure a recommendation from the Director of Community Services for City Council approval.

8 GUIDELINES

8.01 Guidelines Associated with Community & City Initiated Nominations for Naming Rights & Sponsorship Agreements

Individuals or organizations initiating the naming and/or sponsorship process shall submit a written request along with justification to the Director of Community Services.

- (a) The request shall include:
- (i) The proposed name or sponsorship proposal.
 - (ii) The value of all funds, goods and services to be provided and the recognition to be provided in return.
 - (iii) Evidence of community support for the proposed name or sponsorship opportunity.
 - (iv) A fixed term of up to a maximum of 10 years unless otherwise approved by City Council.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	71
Section:	Community Services	Issued:	April 13, 2015
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- (v) The responsibility for insurance, licenses, permits, safety, security and public health.
- (vi) Revisions to the sponsorship agreements are subject to the same approval as the original sponsorship agreement.
- (vii) Long-standing sponsorship agreements that pre-date this policy may continue upon the approval of City Council.

8.02 Guidelines Associated with Fundraising Campaigns

The naming of Parks or Facilities in association with fundraising campaigns may be considered under the following conditions:

- (a) Organizations affiliated with the City that desire to raise funds for a City-sponsored project must receive a recommendation from the Department of Community Services when it relates to City owned Parks or Facilities and must receive approval from City Council prior to attaching naming opportunities or sponsor recognition to the fundraising campaign.
- (b) Organizations conducting fundraising campaigns with naming and sponsorship opportunities attached must immediately notify City staff when a naming proposal is under consideration in order to facilitate an administrative review.
- (c) Naming and sponsorship proposals that promote alcohol, tobacco products or political organizations will not be considered.
- (d) Acceptance of a naming or sponsorship proposal by an organization conducting a fundraising campaign must be considered conditional pending a review and recommendation by the Director of Community Services to City Council. A final approval by City Council is required.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	71
Section:	Community Services	Issued:	April 13, 2015
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9 PROCEDURE

9.01 General

- (a) Issues regarding the interpretation or application of this Policy are to be referred to the Community Services Department.
- (b) In accordance with the principles and criteria contained in this Policy, the solicitation, negotiation and administration of naming rights and sponsorship are to be conducted by authorized City staff only.
- (c) All naming rights and sponsorship must be evaluated for compliance with this Policy. The Department of Community Services is responsible for ensuring that all naming rights and sponsorship holders along with the executed agreements comply with this Policy and that staff abide by the provisions of this Policy.
- (d) All Naming Rights and Sponsorship Agreements will be in the form of a legal contract. For such sponsorships, the Community Services Department shall consult with the City Solicitor's Office regarding appropriate terms and conditions and consider inclusion of the following provisions:
 - i) A description of the contractual relationship, specifying the exact nature of the Agreement;
 - ii) The term of the Agreement;
 - iii) Renewal options, if permitted;
 - iv) The value of the consideration and, in the case of in-kind contributions, the method of assessment;
 - v) The payment schedule;
 - vi) Rights and benefits;
 - vii) Release, indemnification and early termination clauses as appropriate;
 - viii) Insurance clauses;
 - ix) Confidentiality terms;
 - x) A statement acknowledging that the sponsorship may be subject to provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, and

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- xi) A statement that all parties are aware of, and agree to comply with, the provisions of this Policy.

- (e) The City's profile and responsibility as owner/operator of the Facility must be ensured throughout the Agreement with the external organization or corporation.

- (f) The granting of naming rights will not entitle a naming entity to preferential treatment by the City outside of the Naming Rights Agreement.

- (g) The City will not relinquish any aspect of its right to manage and control a Facility through a Naming Rights Agreement.

- (h) An asset analysis and value assessment will be completed to determine the value of the asset in the marketplace.

- (i) All proceeds generated by the City for Naming Rights and Sponsorship Agreements shall be used for:
 - i) Enhancement and maintenance of the named Facility and operation.
 - ii) The provision of programs and services directly related to the Facility's mandate and operation.
 - iii) Subject to the Agreement, the proceeds received may be designated for another City owned Facility.
 - iv) All revenues and expenses pertaining to a Naming Rights or Sponsorship Agreement will be included in the Department's budget.

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- (j) Naming and sponsorship rights may only be transferred or assigned by a naming rights and sponsorship holder with the consent of the City. Where a company changes its name, the naming rights may, with the consent of the City and at the expense of the naming rights holder, be modified to reflect the new name.
- (k) The City will not endorse the products, services, or ideas of any naming right holder and naming rights holders are prohibited from implying that their products, services or ideas are sanctioned by the City.
- (l) The terms and conditions of the Naming Rights Agreement will not conflict with the terms and conditions of the existing lease, license, and agreement(s) with the City.
- (m) All corporate and individual Naming Rights Agreements must be for a fixed term, not exceeding ten (10) years unless approved by City Council. Every such Agreement will include a sunset clause specifying the duration of the naming opportunity. Individual and corporate naming rights may be subject to renewal upon mutual agreement.
- (n) At its sole discretion, the City reserves the right to terminate the Naming Rights Agreement prior to the scheduled termination date, without refund of consideration, should it feel it is necessary to do so to avoid the City being brought into disrepute.
- (o) The terms and conditions contained within a Naming Rights or Sponsorship Agreement are to be approved by the Director of Community Services or designate and City Council.
- (p) The Director of Community Services is responsible for preparing and presenting a Report for Council on the content of the negotiated Naming Rights or Sponsorship Agreements. Upon Council approval, the Mayor and City Clerk shall execute the Agreement.

TITLE: Responsible Pet Ownership Bylaw - Wild Birds

DATE: August 22, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw # 19 of 2022, a Bylaw to amend the Responsible Pet Ownership Bylaw # 13 of 2021 be approved

TOPIC & PURPOSE:

To amend the Responsible Pet Ownership Bylaw to more clearly regulate wild vs. domestic birds such as pigeons.

BACKGROUND:

Over the years, the Department of Planning and Development Services and the Bylaw Enforcement Unit has received questions to the keeping pigeons, when they are allowed, and under what conditions. Since taking over the Bylaw Unit, the Director has determined that a Bylaw amendment is required in order to more clearly outline when the keeping/feeding of birds should be permitted and when it should not be allowed.

PROPOSED APPROACH AND RATIONALE:

Although it is quite rare, the keeping of domestic pigeons is a practice that is allowed in most jurisdictions, specifically for the purpose of racing or the purpose of show.

The Bylaw however, does not clearly define the circumstances in which you may keep/feed domestic birds such as pigeons.

Section 27 of the current Responsible Pet Ownership Bylaw speaks to the feeding of **wild** birds:

27 (a) It shall be an offence under this Bylaw to feed any wild animal or any wild bird being that of a pigeon, crow, magpie, or raven within the City limits.

The City of Prince Albert Bylaw unit receives complaints regularly about households which willfully put out large amounts of bird feed, attracting crows, pigeons, and other types of wild birds. These birds then defecate and make a mess on neighboring properties.

The Bylaw needs to be amended to reflect clearer definitions of wild vs. domestic birds, rules that must be met in order to keep domestic pigeons, and the clear prohibition of the feeding of wild birds, negatively affecting the surrounding neighbourhood whether intentional or not.

CONSULTATIONS:

The Director spoke with the Bylaw Enforcement Officers to ensure that the proposed amendments will meet their requirements for enforcement. The City of Saskatoon was also consulted as they recently amended their Animal control Bylaw.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, the Bylaw will be used to educate both complainants and bird owners to ensure that the Bylaw is understood.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy implications, financial implications, privacy implications or options to the recommendation.

STRATEGIC PLAN:

Administration wants to ensure that they promote an active and caring community, where high quality services are provided to meet the dynamic needs and expectations of our citizens.

OFFICIAL COMMUNITY PLAN:

Section 6.4 of the OCP speaks to residential land use, where pets should be allowed but regulated, to ensure that they are being cared for properly.

PUBLIC NOTICE:

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

PRESENTATION:

None

ATTACHMENTS:

1. Current Responsible Pet Ownership Bylaw 13 of 2021
2. Amending Bylaw 19 of 2022

Written by: Craig Guidinger, Director of Planning and Development Services
Approved by: City Manager

CITY OF PRINCE ALBERT BYLAW NO. 13 OF 2021

*A Bylaw of The City of Prince Albert to regulate the
conduct of pet owners in relation to the control of their pets*

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

Short Title

1. This Bylaw may be cited as “The Responsible Pet Ownership Bylaw”.

Purpose

2. The purpose of this Bylaw is to encourage a safe and healthy community for citizens and their pets within the City of Prince Albert, by:
 - (a) Educating the public on responsible pet ownership;
 - (b) Providing for the licensing of dogs and cats;
 - (c) Controlling and regulating dogs and cats;
 - (d) Providing for the impounding of dogs and cats that are at large;
 - (e) Controlling and regulating exotic animals or pets and wild animals or pets;
 - (f) Controlling and regulating livestock; and
 - (g) Promoting the protection of people, animals and property in the City of Prince Albert.

PART I
DEFINITIONS

3. (a) **“animal”** means any bird, reptile, insect, amphibian or mammal, excluding humans and wildlife.
- (b) **“Animal Control Agency”** means the agency designated by The City to administer and enforce this Bylaw.
- (c) **“animal shelter”** means a facility operating within the City of Prince Albert, which is used for animal impoundment and kenneling.
- (e) **“at large”** means if the animal is off the premises of its owner, unless the animal is both on a leash not exceeding three (3) metres in length and is under proper control, or is within a City designated off-leash area and is under proper control.
- (d) **“Bylaw Manager”** means the person employed by the City of Prince Albert who is assigned to and holding the position responsible to administer, supervise and oversee bylaw enforcement and Bylaw Enforcement Officers for the City of Prince Albert.
- (e) **“City”** means the City of Prince Albert.
- (f) **“Council”** means the Council of the City of Prince Albert.
- (g) **“Court”** means the Provincial Court of Saskatchewan established pursuant to *The Provincial Court Act*.
- (h) **“Officer”** means that person employed by the Animal Control Agency, or poundkeeper, or a Bylaw Enforcement Officer appointed by Council as contemplated by Section 337 of *The Cities Act*, or any member of the Prince Albert Police Service.
- (i) **“off-leash area”** means an area designated by The City and which is illustrated in Schedule No. 2 where dogs are permitted to be off-leash provided that they are under proper control.
- (j) **“owner”** includes:
- (i) a person who keeps, harbors, or has possession, charge, or control over an animal; and
 - (ii) the person responsible for the custody or supervision of a minor at relevant time(s) where the minor is the owner of an animal.

but does not include:

- (iii) a veterinarian registered pursuant to *The Veterinarians Act, 1987* who is keeping or harbouring an animal for the prevention, diagnosis or treatment of a disease of or an injury to the animal; and
 - (iv) the operator of an animal shelter.
- (k) **“pigeon”** means a bird of the species *Columbia livia*, commonly known as the domestic pigeon, and includes without limitation pigeons raised for the purpose of racing or for the purpose of show, but excludes feral or wild pigeons.
 - (l) **“Poundkeeper”** means a person authorized by the operator of an animal shelter to impound and kennel animals.
 - (m) **“run”** means a permanent structure outside of a residential dwelling unit used solely for the containment of an animal.

PART II LICENSING

Dog and Cat Licenses Required

- 4. No person shall own or keep any dog or cat within the city unless such dog or cat is licensed as provided in this Bylaw.

Licensing of Dogs and Cats

- 5. (a) Every owner shall obtain a license for each dog or cat.
- (b) Notwithstanding Subsection 5(a), the owner or prospective owner of any dog or cat adopted, claimed or otherwise taken from an animal shelter must obtain a license prior to that animal being released from an animal shelter.
- (c) The license referred to in Subsection 5(a) shall not be transferable.
- (d) The license year shall run from January 1st to December 31st of each year. The owner shall renew the license prior to its expiration.
- (e) When applying for a license under this section, the owner shall provide the following:
 - (i) a description of the dog or cat, including breed, name, gender and age;
 - (ii) a history of rabies vaccinations for the animal and whether the animal has been spayed or neutered;

- (iii) the name, address and telephone number of the owner; and
 - (iv) any other relevant information which may be required.
- (f) The owner shall be supplied with a current license tag and a receipt for payment of the license fee when a license is issued. The license tag must be renewed each year. Where a license tag is lost or destroyed, the owner will be issued a replacement license tag and the owner shall be responsible for any replacement costs. An operator of an animal shelter will issue one replacement license tag per year for each dog or cat at no cost.
- (g) No person shall be entitled to a license rebate under this Bylaw.
- (h) The annual license fee for each dog or cat shall be as set out in Schedule No. 1.
- (i) Where a license required pursuant to this section has been paid for by the tender of an uncertified cheque, the license is automatically revoked if the cheque is not accepted and cashed by the bank from which it is issued and/or drawn.
- (j) The penalty (fine) for failing to license a dog or cat shall be as set out in Schedule No. 4.

Valid License Tag Attached

6. (a) The owner of a dog or cat shall ensure that the dog or cat wears a collar to which is attached a valid license tag whenever the dog or cat is off the premises of the owner.
- (b) This section shall not apply while a dog or cat is participating in a recognized dog or cat show, obedience trial or field trial.
- (c) The penalty (fine) for failing to attach a valid license tag when a dog or cat is off the premises of the owner shall be as set out in Schedule No. 4.

Exemptions from Licensing Dogs and Cats

7. (a) The following are exempted from the licensing provisions in Section 5:
- (i) a store whose business includes the sale of pets and is licensed as such;
 - (ii) a veterinary hospital, clinic, boarding kennel or grooming kennel;

- (iii) a research institution housing and using dogs or cats for research purposes;
 - (iv) operator of an animal shelter; and
 - (v) service dogs acting in performance of police work.
- (b) A person who owns and physically relies on a guide dog trained and used to assist such person shall obtain a license for the dog in accordance with Part II and there shall be no fee payable by the owner for the license.

**PART III
REGULATION AND CONTROL OF CATS AND DOGS**

Cats and Dogs at Large

8. (a) No owner of a dog or cat shall permit the dog or cat to be at large, except as provided in Section 9. Notwithstanding, this section shall not apply to police service dogs in active duty.
- (b) For the purposes of Court proceedings to enforce the provisions of this Bylaw, if a dog or cat is found to be at large, the owner shall be deemed to have permitted the dog or cat to be at large unless the owner proves, to the satisfaction of the Court, that at the time of the offence, the owner did all that was reasonable to prevent the dog or cat from being at large.
- (c) The penalty (fine) for allowing a dog or cat to be at large shall be as set out in Schedule No. 4.

Exceptions From Being at Large

9. Notwithstanding Section 8, an owner may permit a dog to be at large in any of the off-leash areas described in Schedule No. 2 provided that:
- (a) the dog is accompanied by the owner or a person having the owner's authority to be supervising the dog at the relevant time;
 - (b) the owner or supervising person referred to in Subsection 9(a) has complete control of the dog by either physical or verbal means at all times;
 - (c) the dog has not been proven to be dangerous by a judicial proceeding;
 - (d) the dog does not display any signs of aggressive behavior; and

- (e) the owner or supervising person referred to in Subsection 9(a) has control of the dog at all relevant times in such a manner as to prevent any danger, risk or unreasonable interference with any person's lawful use of enjoyment of the area.

Prohibited Areas

- 10. (a) No person shall permit a dog or cat to be:
 - (i) within three (3) metres of any playground apparatus available for public use;
 - (ii) in the South Hill Cemetery; and
 - (iii) in any posted area except for a specific activity approved by the City.
- (b) This section shall not apply to a person who owns and is physically reliant on a guide dog trained and used to assist such person.
- (c) This section shall not apply to a police service dog in active duty.
- (d) The penalty (fine) for allowing a dog or cat in the prohibited areas outlined in Subsection 10(a) shall be as set out in Schedule No. 4.

Cat Traps

- 11. (a) Cat traps are available through the animal shelter. When requesting a cat trap, the person shall provide the name, address and telephone number of the person requesting the trap.
- (b) A person requesting a trap for a cat shall comply with all terms and conditions for the use of the trap specified by the animal shelter personnel that has provided the trap, including without limitation, terms and conditions pertaining to the treatment and disposition of any trapped cat, as established by the Animal Control Agency or Poundkeeper. Any person who fails to comply with the terms and conditions is guilty of an offence and liable on summary conviction to the penalty contained in Section 29.

Accumulation of Animal Feces

- 12. (a) An owner or occupant of private property shall not allow animal feces to accumulate on the property which unreasonably interferes with the use and enjoyment of adjoining premises by owners or occupants.
- (b) The penalty (fine) for allowing animal feces to accumulate on private property shall be as set out in Schedule No. 4.

- (c) An Officer may charge the property owner and/or serve an owner or occupant of private property with a notice to remove all animal feces from the property within seventy-two (72) hours of service of the notice.
- (d) A notice under Subsection 12(b) may be served personally on an owner or occupant of private property, or sent by registered mail addressed to the owner of the property at the mailing address shown on the last revised assessment roll of the City.
- (e) A notice served by registered mail is deemed to have been received on the fifth day following the date of its mailing.
- (f) The City may remove the feces from the property if:
 - (i) the person to whom the request is made fails to remove the feces within seventy-two (72) hours; or
 - (ii) after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined.
- (g) If The City removes feces pursuant to Subsection 12(f), The City may collect from the owner reasonable charges and expenses as a debt due to The City and The City may recover the charges and expenses by action in a Court of competent jurisdiction.

Cleanup of Animal Feces

- 13. (a) If a dog or cat defecates on any public or private property other than the property of its owner, the owner of the dog or cat shall remove the defecation immediately.
- (b) This section shall not apply to a person who owns and is physically reliant on a guide dog trained and used to assist such person.
- (c) The penalty (fine) for failing to immediately remove a dog or cat's excrement (defecation) from public or private property other than the property of the dog or cat's owner shall be as set out in Schedule No. 4.

Dog and Cat Runs

- 14. (a) Where a dog or cat is housed or enclosed in a run, the owner shall ensure that the run is kept in a sanitary condition protecting the health and safety of the dog and/or cat and any other living being.
- (b) An owner shall ensure that a dog and/or cat run enclosure on the owner's property is located no closer that one (1) metre to a property

line and no closer than five (5) metres from a dwelling unit located on an adjacent property.

- (c) An owner shall ensure that a dog and/or cat run on the owner's property is constructed of material of sufficient strength and in a manner adequate to:
 - (i) confine the dog and/or cat; and
 - (ii) prevent the entry of children.
- (d) If, in the opinion of the Officer, the condition or location of a dog and/or cat run is not in accordance with this Bylaw, the Officer may order the owner of the property on which the dog and/or cat is located, to clean, alter, demolish or relocate the run within the period specified in the order.
- (e) The person to whom an order is issued pursuant to Subsection 14(d) shall comply with the order within the time specified in the order.
- (f) An order to relocate a dog and/or cat run enclosure issued pursuant to Subsection 14(d) will allow the owner of the property on which the run is located, at least thirty (30) days to relocate or remove the run.
- (g) An owner who fails to comply with an order made pursuant to this section shall be guilty of a continuing offence and subject to a penalty as set out in Schedule No. 4.

Animal Left Unattended in a Motor Vehicle

- 15. (a) The owner of an animal shall ensure that such an animal shall not be left unattended in any motor vehicle unless the animal is restricted so as to prevent access to a person or persons and as long as such restraint provides for suitable ventilation and hydration.
- (b) The penalty (fine) for leaving a dog or cat unattended in a motor vehicle shall be as set out in Schedule No. 4.

Aggressive Animals

- 16. (a) The owner of an animal shall ensure that such animal shall not:
 - (i) bite a person or animal whether on the property of the owner or not;
 - (ii) do any act to injure a person or animal whether on the property of the owner or not;

- (iii) chase or otherwise threaten a person or animal whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner; or
 - (iv) cause damage to property or other animals.
- (b) This section shall not apply to a police service dog in active duty.
 - (c) The penalty (fine) for biting, injuring, or chasing a person or animal or causing damage shall be as set out in Schedule No. 4.

Interference

- 17. (a) No person shall:
 - (i) untie, loosen or otherwise free an animal which has been tied or otherwise restrained;
 - (ii) negligently or willfully open a gate, door or other opening of a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large in the City; or
 - (iii) tease, entice, bait or throw objects at a confined animal.
- (b) The penalty (fine) for interference with an animal outlined under Subsection 17 (a) shall be as set out in Schedule No. 4.

Animal Abandonment

- 18. (a) No person shall willfully fail to provide shelter or care to an animal in such a way as to desert or abandon such animal for which that person is an owner.
- (b) No person shall abandon any animal on the property of an animal shelter without formally surrendering such an animal to an animal shelter and paying all surrendering fees as charged by an animal shelter.
- (c) No person shall willfully fail to claim an animal that is being held at an animal shelter and for which he is an owner.
- (d) The penalty (fine) for abandonment of an animal shall be as set out in Schedule No. 4.

Humane Destruction of Sick and Injured Animals

- 19. (a) An Officer or a veterinarian may take immediate action to humanely destroy any sick or injured animal found within the city where, in his opinion, immediate destruction of the animal is necessary to avoid unnecessary suffering by the animal.

- (b) Reasonable efforts shall be made to contact the owner of an animal before it is destroyed pursuant to Section 19 (a); however, no action lies against the Officer or veterinarian solely because the owner of the animal was not contacted.

Barking or Howling

- 20. (a) No owner of a cat or dog shall permit the cat or dog to bark or howl so as to create a nuisance.
- (b) For the purposes of this section, the factors for determining whether the barking or howling of a cat or dog has become a nuisance are as follows:
 - (i) the proximity of the barking or howling to sleeping facilities;
 - (ii) the land use, nature and zoning of the area from which the barking or howling emanates and the area where it is received or perceived;
 - (iii) the time of day or night the barking or howling occurs;
 - (iv) the duration of the barking or howling;
 - (v) whether the barking or howling is the result of provocation;
 - (vi) the volume of the barking or howling; and
 - (vii) whether the barking or howling is recurrent, intermittent or constant.
- (c) Barking or howling in a residential area is deemed to be a nuisance if the barking or howling:
 - (i) occurs between the hours of:
 - (A) 11 p.m. and 6 a.m. on a day other than a Sunday or holiday; or
 - (B) 11 p.m. and 8 a.m. on a Sunday or holiday; and
 - (ii) persists for a period of:
 - (A) 15 consecutive minutes or longer; or
 - (B) 1 hour or longer, intermittently.
- (d) The penalty (fine) for barking and howling shall be as set out in Schedule No. 4.

**PART IV
IMPOUNDING OF DOGS AND CATS**

Impounding of Dogs and Cats

21. (a) An Officer or Poundkeeper may seize and impound any dog or cat that is at large.
- (b) An Officer or Poundkeeper may enter onto the land surrounding any building in pursuit of any dog or cat which is found at large.
- (c) The Council may, by resolution, enter into an agreement with any person or organization for the purpose of participation in the enforcement of this Bylaw or for the purpose of providing pound keeping services.

Impounded Cats and Dogs

22. (a) Subject to the provisions of the current *City of Prince Albert's Dangerous Animal Bylaw*, the Poundkeeper shall keep all impounded dogs and cats for a period of at least seventy-two (72) hours, excluding the day of impounding. Statutory holidays shall be included in the computation of the seventy-two (72) hour period.
- (b) During this period, the owner may reclaim the dog or cat from the animal shelter upon payment to the Poundkeeper of the fees set out in Schedule No. 3.
- (c) No unlicensed dog or cat which is impounded shall be released to its owner until a license has been purchased.
- (d) If a dog or cat impounded is wearing a valid license tag, the Poundkeeper shall immediately notify the owner, by telephone or in writing, of the seizure of the dog or cat at the telephone number or address shown in the records. No liability whatsoever shall attach to The City or the operator on an animal shelter by reason of the failure of the owner to receive such notice.
- (e) If a dog or cat is not reclaimed within the period set out in Subsection 22(a), or if the owner of a dog or cat fails or refuses to comply within this period with the conditions set out in Subsections 22(b) and (c), the Poundkeeper may sell or humanely destroy the cat or dog.

Obstruction of Enforcement

23. (a) No person, including the person who is the owner of a dog or cat which is being impounded or has been impounded, shall obstruct a Poundkeeper or Officer in the execution of their duties as provided

in this Bylaw and the current *City of Prince Albert's Dangerous Animal Bylaw*.

- (b) The penalty (fine) for interference with enforcement of this Bylaw shall be as set out in Schedule No. 4.

PART V PERMITTED NUMBER OF ANIMALS

Permitted Number of Animals

- 24. (a) No person occupying a dwelling within the City of Prince Albert shall possess or harbor more than the maximum number of animals as outlined in Schedule No. 6.
- (b) The provisions of the section do not apply to animals:
 - (i) under the age of six (6) months;
 - (ii) being temporarily kept or harbored by veterinarians within the course of their profession;
 - (iii) being temporarily kept or harbored by retail pet stores within the course of their trade;
 - (iv) being temporarily kept or harbored by a Poundkeeper;
 - (v) being kept or harbored on the Prince Albert Exhibition Grounds;
 - (vi) being kept or harbored on a lot in the Conservation (CON) zoning district; and
 - (vii) in the course of transit.
- (c) The penalty (fine) for possessing or harboring animals in excess of the limits outlined under this section shall be as set out in Schedule No. 4

PART VI CONTROL AND REGULATION OF EXOTIC AND WILD ANIMALS

Owning and Harboring Exotic and Wild Animals

- 25. (a) No person shall own or harbour any animal, or hybrid of any animal, as listed in Schedule No. 5 for any purpose.

- (b) No person, partnership or corporation, whether operated separately or in connection with another business enterprise, shall operate a pet store that buys, sells, trades, exhibits or harbours any animal or hybrid of any animal as listed in Schedule No. 5.
- (c) The penalty (fine) for owning and/or harboring a purebred or hybrid animal listed in Schedule No. 5 shall be as set out in Schedule No. 4.

Exemption to Owning and Harboring Exotic and Wild Animals

26. Section 25(a) does not apply to prohibit the harbouring of an animal or a hybrid of an animal as listed in Schedule No. 5 in the following places or circumstances:
- (a) an animal shelter;
 - (b) in a veterinary hospital under the care of a licensed veterinarian;
 - (c) on the premises of the Saskatchewan Polytechnic where such animals are being kept for research, study or teaching purposes; or
 - (d) by anyone holding a license under any statute of the Legislature of Saskatchewan of the Government of Canada, which permits the keeping of animals under stated conditions,

Feeding of Wild Animals and Wild Birds

27. (a) It shall be an offence under this Bylaw to feed any wild animal or any wild bird being that of a pigeon, crow, magpie or raven within the City limits.
- (b) The penalty (fine) for feeding a wild animal or wild bird shall be as set out in Schedule No. 4.

PART VII CONTROL AND REGULATION OF BEES

General Regulations – Bees

28. (a) No beekeeping shall be located in any zone except for Park (P) for educational purposes and Agriculture (AG) north of the North Saskatchewan River.
- (b) Beekeeping is permitted in conformity with the following regulations:
- (i) Not more than six (6) colonies of bees are permitted on a parcel having an area less than seven (7) acres; and

- (ii) A beehive is not permitted within fifteen (15) metres of any property line.

PART VIII OFFENCES AND PENALTIES

Offences and Penalties

- 29. (a) Except as otherwise provided in this Bylaw, every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction:
 - (i) in the case of an individual, to a fine of not more the \$2,000; and
 - (ii) in the case of a corporation, to a fine of not more the \$5,000.
- (b) Any person who is in default of payment of a fine imposed pursuant to this section may be liable to a term of imprisonment not exceeding ninety (90) days.

Notice of Violation and Remedial Orders

- 30. (a) Notwithstanding Section 29, a Bylaw Enforcement Officer or a Police Officer may, as an alternative to proceeding by way of summary conviction, issue a notice of violation for any contravention(s) of this Bylaw.
- (b) A notice of violation issued by a Bylaw Enforcement Officer or Police Officer shall be in a form provided by the City and shall include the prescribed penalty amount set out in Schedule No. 4 of this Bylaw, which, if paid within the time prescribed will be accepted as an admission of the violation.
- (c) For the purposes of determined the prescribed penalty required by Schedule No. 4, the number of prior offences shall be determined by the number of prior notices of violation issued with respect to the specified contravention, with the exception of those that have been cancelled or dismissed by the Court.
- (d) If a notice of violation is issued, the notice shall require the person to pay to The City the penalty sum specified in accordance with this Bylaw within fifteen (15) days of the date the notice of violation is delivered.
- (e) The date of payment shall be determined as follows:

- (i) For payment in person, the date of payment shall be the date payment is received by the City;
 - (ii) For payment by deposit, the date of payment shall be the date payment is deposited in the depository at City Hall; or
 - (iii) For payment by mail, the date of payment shall be the federal post marked date on the remittance.
- (f) The City's rights under this section shall be in addition to The City's right to seek other legal remedies or actions for abatement of the contravention.
- (g) The penalty sum specified in a notice of violation is to be paid:
- (i) In person, during regular office hours, to the cashier located at City Hall, 1084 Central Avenue, Prince Albert, Saskatchewan;
 - (ii) By mail addressed to the Office of the City Treasurer, City Hall, 1084 Central Avenue, Prince Albert, Saskatchewan S6V 7P3; or
 - (iii) By any other method indicated on the notice of violation.
- (h) If payment, as required under a notice of violation, is not paid by the date specified therein, then the penalty sum specified therein shall be enforceable by The City as a debt due to The City.
- (i) A person to whom a notice of violation is being issued pursuant to this section shall, upon request by the person issuing the notice of violation, provide their name, address and date of birth. Any person who fails to provide this information is guilty of an offence and liable on summary conviction to the penalty contained in Section 29.

PART IX MISCELLANEOUS

Appointment of Officers

31. (a) The Prince Albert Society for the Prevention of Cruelty to Animals is designated as the Animal Control Agency.
- (b) The Animal Control Agency or Poundkeeper is authorized to delegate the enforcement of this Bylaw to their employees.

Severability

32. If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.

Repeal

33. Bylaw No. 26 of 2018 and all applicable amendments and subsequent amending Bylaws are hereby repealed.

Notwithstanding the repeal, every license fee and/or fine outstanding pursuant to Bylaw No. 26 of 2018 as amended shall remain in force and enforceable as if made pursuant to this Bylaw and may be dealt with as if made pursuant to their this Bylaw.

Coming Into Force

34. This Bylaw shall come into force and take effect on, from and after the day of its final passing.

INTRODUCED AND READ A FIRST TIME THIS 12TH DAY OF July ,A.D., 2021
READ A SECOND TIME THIS 12TH DAY OF July ,A.D., 2021
READ A THIRD TIME AND PASSED THIS 12TH DAY OF July ,A.D., 2021



MAYOR



CITY CLERK

SCHEDULE NO. 1
To Bylaw No. 13 of 2021

Annual License Fees for Dogs and Cats

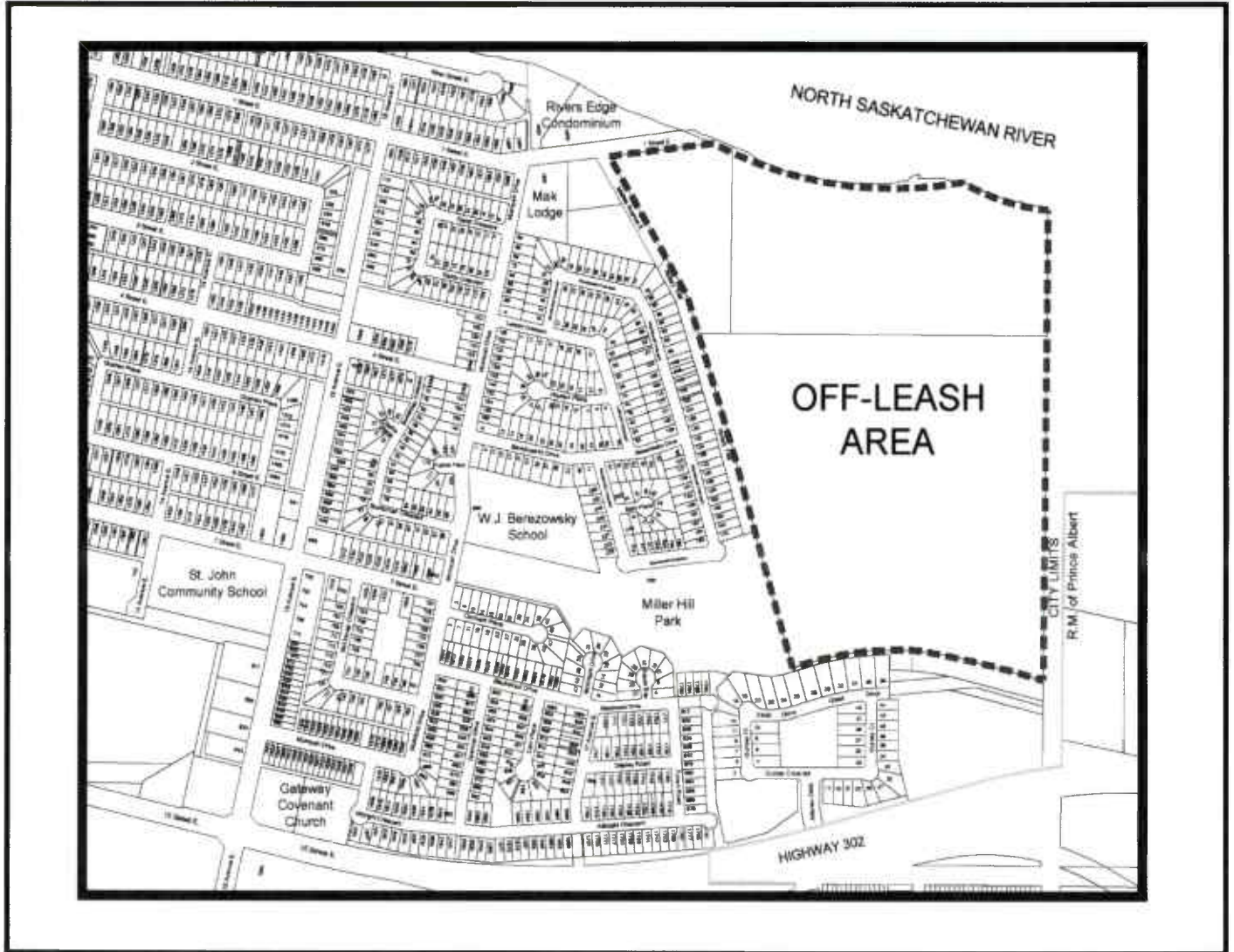
Effective July 12TH, 2021:

Dog not spayed or neutered	\$75.00
Dog spayed or neutered	\$25.00
Dog up to 6 months	\$25.00
Cat not spayed or neutered	\$75.00
Cat spayed or neutered	\$25.00
Cat up to 6 months	\$25.00

SCHEDULE NO. 2

To Bylaw No. 13 of 2021

Off-Leash Area



SCHEDULE NO. 3

To Bylaw No. 13 of 2021

Impoundment Fees for Cats and Dogs

Effective July 12TH, 2021:

Pound fee	\$60.00
Care and sustenance fee	The rate per day, or a portion thereof, commencing at 12:00 a.m. on the day immediately following the day of impoundment shall be the rate that is charged as determined by the local market rate.
Euthanization fee	Fees to be equal to the charge of the veterinarian plus any mileage fees associated with the travel.

SCHEDULE NO. 4

To Bylaw No. 13 of 2021

Penalties for Non-Conformity with Bylaw

Charges are assessed to the owner, not the animal offences for which a summary offence ticket may be issued.

Section	Offence	Penalty (Fine)		
		1 st Offence	2 nd Offence	Subsequent
Section 5	Failure to license a dog or cat	\$75	\$125	\$275
Section 6	Failure to attach valid license tag when a dog or cat is off the premises of the owner	\$75	\$125	\$275
Section 8	Dog or cat being at large	\$75	\$125	\$275
Section 10	Dog or cat in prohibited areas	\$75	\$125	\$275
Section 12	Allow animal feces to accumulate on private property	\$75	\$125	\$275
Section 13	Failure to immediately remove a dog or cat's excrement (defecation) from public or private property other than the property of the dog or cat's owner	\$75	\$125	\$275
Section 14	Failure to clean, alter, demolish or relocate dog and/or cat run	\$25 per day the order is not complied with		

SCHEDULE NO. 4 (continued)

To Bylaw No. 13 of 2021

Penalties for Non-Conformity with Bylaw

Charges are assessed to the owner, not the animal offences for which a summary offence ticket may be issued.

Section	Offence	Penalty (Fine)		
		1 st Offence	2 nd Offence	Subsequent
Section 15	Leaving a dog or cat unattended in a motor vehicle	\$100	\$250	\$500
Section 16				
(a)	Biting a person or animal	\$100	\$200	\$300
(b)	Injuring a person or animal	\$100	\$200	\$300
(c)	Chasing a person or animal	\$100	\$200	\$300
(d)	Causing damage	\$100	\$200	\$300
Section 17				
(a)	Untie or free an animal	\$75	\$175	\$275
(b)	Willfully open a gate or door	\$75	\$175	\$275
(c)	Tease, throw things at confined animal	\$75	\$175	\$275
Section 18	Abandonment of an animal	\$200	\$300	\$400
Section 20	Dog or cat barking or howling	\$75	\$125	\$275
Section 23	Interference with enforcement	\$100	\$250	\$500
Section 24	Exceeding the maximum number of animals	\$75	\$125	\$275
Section 25	Owning and/or harboring a purebred or hybrid animal listed in Schedule No. 5	\$150	\$300	\$500
Section 27	Feeding a wild animal or wild bird	\$75	\$125	\$275

SCHEDULE NO. 5

To Bylaw No. 13 of 2021

Listing of Animals Prohibited

Being a list of animals, the keeping of which is prohibited within the City of Prince Albert. *Example of animals of a particular prohibited group are given in parentheses. They are examples only and shall not be construed as limiting the generality of the group.*

- all Arachnids dangerous to humans (such as scorpions and tarantulas, except tarantulas of the genera Aphonopela, Avicularia and Grammostola)
- all Artiodactylus Ungulates, except domestic goats, sheep and cattle
- all bats
- all Canids, except the domestic dog
- all Crocodylians (such as alligators, crocodiles and caimans)
- all Edentates (such as anteaters, sloths and armadillos)
- all elephants AND all hyenas
- all Felids, except the domestic cat
- all Marsupials (such as kangaroos and opossums)
- all Mustelids (such as skunks, weasels, otters & badgers) except the domestic ferrets
- all non-human Primates (such as gorillas and monkeys)
- all Perissodactylus Ungulates, except the domestic horse, mule and ass
- all Pinnipeds (such as seals, fur seals and walruses)
- all Procyonids (such as raccoons, coatis and cacomistles)
- all Raptors, diurnal and nocturnal (such as eagles, hawks and owls)
- all Ratite Birds (such as ostriches, rheas, and cassowaries)
- all snakes of the families Pythonidae and Boidae
- all Ursids (bears) AND all venomous Reptiles and Amphibians AND all Veverrids (such as mongooses, civets and genets)

SCHEDULE NO. 6
To Bylaw No. 13 of 2021

Maximum Number of Animals Permitted

Definitions

- Group A: Dogs and cats
- Group B: Rabbits and ferrets
- Group C: Pigeons and domestic birds
- Group D: Cattle and other beasts of burden, horses, sheep, goats, pigs and other livestock
- Group E: Turkeys, ducks, geese, chickens, swans and pheasants
- Group F: Ferae naturae, that is of wild nature of disposition, mink and skunks

Zone: Carries the same meaning as defined in The City of Prince Albert Zoning Bylaw No. 1 of 2019.

ZONE	LOT AREA IN HECTARES	MAXIMUM NUMBER OF ANIMALS PERMITTED					
		GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
FUD or AG Zones south of the North Saskatchewan River	Any size	10 with a maximum 4 dogs	5	40	0	5	0
AG Zones north of the North Saskatchewan River	Any size	10 with a maximum 4 dogs	5	40	1 per hectare or part thereof	20	0
AG	Less than 2 hectares	10 with a maximum 4 dogs	5	40	0	5	0
AG	2 hectares and over	10 with a maximum 4 dogs	5	40	1 per hectare or part thereof	20	0

SCHEDULE NO. 6 (continued)

To Bylaw No. 13 of 2021

Maximum Number of Animals Permitted

Definitions

Group A: Dogs and cats

Group B: Rabbits and ferrets

Group C: Pigeons and domestic birds

Group D: Cattle and other beasts of burden, horses, sheep, goats, pigs and other livestock

Group E: Turkeys, ducks, geese, chickens, swans and pheasants

Group F: Ferae naturae, that is of wild nature of disposition, mink and skunks

Zone: Carries the same meaning as defined in The City of Prince Albert Zoning Bylaw No.1 of 2019.

ZONE	LOT AREA IN HECTARES	MAXIMUM NUMBER OF ANIMALS PERMITTED					
		GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
C2	Any size	3	0	0	0	0	0
C3	Any size	3	0	0	0	0	0
C4	Any size	3	0	0	0	0	0
CMU	Any size	3	0	0	0	0	0
I1	Any size	3	0	0	0	0	0
I2	Any size	3	0	0	0	0	0
M1	Any size	3	0	0	0	0	0
M2	Any size	3	0	0	0	0	0
M3	Any size	3	0	0	0	0	0
M4	Any size	3	0	0	0	0	0

SCHEDULE NO. 6 (continued)

To Bylaw No. 13 of 2021

Maximum Number of Animals Permitted

Definitions

Group A: Dogs and cats

Group B: Rabbits and ferrets

Group C: Pigeons and domestic birds

Group D: Cattle and other beasts of burden, horses, sheep, goats, pigs and other livestock

Group E: Turkeys, ducks, geese, chickens, swans and pheasants

Group F: Ferae naturae, that is of wild nature of disposition, mink and skunks

Zone: Carries the same meaning as defined in the City of Prince Albert Zoning Bylaw No.1 of 2019.

ZONE	LOT AREA IN HECTARES	MAXIMUM NUMBER OF ANIMALS PERMITTED					
		GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
AP	Any size	3	0	0	0	0	0
R1	Any size	5, with a maximum 3 dogs	2	30	0	0	0
R2	Any size	5, with a maximum 3 dogs	2	30	0	0	0
R3	Any size	5, with a maximum 3 dogs	2	30	0	0	0
R4	Any size	5, with a maximum 3 dogs	2	30	0	0	0
CR2	Any size	10	2	30	0	0	0
CR1	2 hectares and over	10	5	30	1 per hectare or part thereof	5	0
RMU	Any size	3	0	0	0	0	0

CITY OF PRINCE ALBERT BYLAW NO. 19 OF 2022

*A Bylaw of The City of Prince Albert to regulate the
conduct of pet owners in relation to the control of their pets*

WHEREAS it is desirable to amend The City of Prince Albert Responsible Pet Ownership Bylaw, Bylaw No. 13 of 2021.

NOW THEREFORE, THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. That Bylaw No. 13 of 2021 be amended as follows:

a) Section 2:

i) By adding the following definitions:

“flight pen” means any pen or enclosed run immediately adjacent to a loft into which pigeons can only enter directly from the loft.

“loft” means any building or structure in which pigeons are housed or kept.

“pigeon” means a bird of the species *Columba livia*, commonly known as the domestic pigeon, and includes pigeons raised for the purpose of racing or for the purpose of show, but excludes feral or wild pigeons.

“wild pigeon” means an undomesticated pigeon, not raised for the purpose of racing or for the purpose of show.

b) Section 13:

i) By deleting Section 13 in its entirety; and

ii) Replace with the following Section 13:

“13. a) If an animal defecates on any public or private property other than the property of its owner, the owner of the animal shall remove the defecation immediately.



RPT 22-334

TITLE: Downtown Improvement Reserve Policy - Security Cameras

DATE: August 24, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Prince Albert Downtown Business Improvement District (PADBID) be authorized to utilize \$ 1,983.57, from the PADBID Reserve in order to purchase and install security cameras.

TOPIC & PURPOSE:

The purpose of this report is to review the utilization of funds to assist the PADBID in their mission to facilitate the continuing development of a prosperous downtown by purchasing and installing security cameras to ensure the safety of the area.

BACKGROUND:

The businesses encompassing the Prince Albert Downtown Business Improvement District have seen an increase in crime in the area. PADBID through their board, have approved a motion to allocate funds from the Downtown Business Improvement Reserve to fund the purchase and installation of cameras for added security. Specifically the cameras are to cover the unit block of 11th street west and the alley running north and south immediately behind 1103 and 1105.

PROPOSED APPROACH AND RATIONALE:

The Downtown Improvement Reserve Policy was established to fund a reserve that is to be used exclusively for the PADBID District for projects or programs as approved by City Council.

Section 7 of the Policy outlines the process in order to access reserve funding as follows:

Step one: The Executive Director of the Prince Albert Downtown Business Improvement District will discuss proposed project with the Director of Planning and Development Services for a preliminary review.

Step two: The Executive Director of the Prince Albert Downtown Business Improvement District will provide a signed motion from the Board describing the request to use the Downtown Improvement Reserve.

Step three: The Directors of Financial Services and Planning and Development Services will review the project funding request for completeness and ensure all criteria are met. Page 4 of 4

Step four: The Directors of Financial Services and Planning and Development Services may forward the project to the Planning Advisory Committee or the Community Services Advisory Committee for preliminary review and consideration.

Step five: The Directors of Financial Services and Planning and Development Services will forward the request to City Council for their consideration.

Step six: The Director of Financial Services will forward communication to the Prince Albert Downtown Business Improvement District, informing them of Council's decision.

Steps one through three have all been completed to date. Step 4 was not completed due to time constraints. Proceeding as requested by PADBID.

The fifth step requires City Council approval.

CONSULTATIONS:

The Executive Director of the Prince Albert Downtown Business Improvement District discussed the proposed use with the Director of Planning and Development Services. The Prince Albert Downtown Business Improvement District has supplied a signed motion from the Board describing the request. The Director of Planning and Development Services has reviewed the project, and supports it as presented.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Planning and Development Services will reach out to the PADBID Executive Director to inform them of Council's decision.

POLICY IMPLICATIONS:

The project follows the Downtown improvement Reserve Policy as approved in December 2018.

FINANCIAL IMPLICATIONS:

The current amount in PADBID Reserve is \$ 66,659.30. After the \$1,983.57 is spent the remaining amount would be equal to \$ 64,675.73.

PRIVACY IMPLICATIONS:

The project follows the Downtown improvement Reserve Policy as approved in December 2018.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications, or options to the recommendation.

STRATEGIC PLAN:

For the City to deliver the highest value of services, we must ensure that the core of the city is safe for the business owners and their patrons. In this case the goal is create a safer downtown that is inviting to everyone who choose to shop, eat and enjoy the downtown. By allowing these funds to be administered to PADBID it aligns with the cities Strategic goals,

“Fiscal Management and Accountability”

“Active and caring community”

OFFICIAL COMMUNITY PLAN:

Similarly to the Strategic Plan above, we must ensure we are keeping our communities and business districts safe, active and caring. Under section 6.9.2 of The Official Community Plan the goal is to “enhance and improve the role of Central Avenue as Prince Albert’s main street.” As well as the goal to “Continue to promote the Downtown as a potential tourism destination area and accommodate future tourism opportunities.” These two goals align the report with the objectives in The Official Community Plan.

OPTIONS TO RECOMMENDATION:**PUBLIC NOTICE:**

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

PRESENTATION:

None

ATTACHMENTS:

1. Motion for Cameras - PADBID Board of Directors

Written by: Nicholas Thomas, Economic Development Coordinator

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



Motion for Cameras/Operating Reserves

August 23, 2022

“I make a motion that we pull money from our reserves for cameras as per our quote” - Brent MacDonald. Seconded by Dawn Kilmer. Motion passed.

RPT 22-341

TITLE: CUPE 882 Letter of Understanding #2022-06 - City Hall Restructure

DATE: August 26, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That CUPE 882 Letter of Understanding #2022-06 between the City of Prince Albert and Canadian Union of Public Employees Local No. 882 be approved, and
2. That the Mayor and City Clerk be authorized to execute the agreement once approved.

TOPIC & PURPOSE:

To establish the understood processes that will be undertaken to rename and realign various positions within the Financial Services, Planning & Development Services and Corporate Services departments, and to establish how incumbent staff members will be placed within the updated organizational structure.

BACKGROUND:

In accordance with Section 6(4) of the City's Administration Bylaw No. 1 of 2020, the City Manager's Office has completed a comprehensive restructuring plan for the Financial Services, Planning and Development Services and Corporate Service Departments. The restructure establishes clearer reporting structures and better defines functional areas.

The restructuring plan has resulted in a number of classifications being renamed and realigned. A Letter of Understanding is required with CUPE Local #882 to outline at what interim rates these classifications will be compensated, how incumbent staff will be placed in each classification, and how the classifications will be reviewed through the Joint Job Evaluation process to determine final rates of pay.

PROPOSED APPROACH AND RATIONALE:

The Collective Agreement states in Article 21 that:

21.02 Classification

When the Employer desires to include a classification or job description not presently included in this Agreement, such classification shall be prepared by Management, reviewed with the Union and the rate or rates therefore shall be negotiated before a vacancy is posted for such a position.

21.03 Job Descriptions

Classifications or job descriptions for all positions for which the Union is the bargaining unit shall be prepared by the Employer and reviewed with the Union and any changes made to a current job description(s) that add additional duties or tasks or that change the qualifications, shall be reviewed with the Union. How these changes affect the rates of pay shall be negotiated before a vacancy is posted for such a position. Copies of the classifications or job descriptions shall be made available to the Union.

The Employer and the Union have developed Letter of Understanding 2022-06 to allow us to move forward with the restructure processes and necessary position postings prior to determining final rates of pay through the Joint Job Evaluation process.

Each incumbent employee will be assigned to a “home” position within the updated organizational structure. No current employees will be laid off, and no employee will be required to accept lesser pay as a result of the reorganization.

The Joint Job Evaluation committee will rate new and amended positions within six months to determine final rates of pay.

CONSULTATIONS:

The attached Letter of Understanding has been drafted after consultation with CUPE Local #882.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

No formal communication plan will be required.

FINANCIAL IMPLICATIONS:

The Employer has committed that there will be no layoffs as a result of the restructure, and that no employee shall be required to accept lesser pay as a result of the reorganization.

The salary savings that have been realized from the recent Departmental Restructuring is approximately \$225,000 for 2022. This is a result of many changes such as vacancy transitions and adjustments to various pay classifications.

Up to \$100,000 has been approved to support renovations to relocate staff to the appropriate Departmental work areas.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, official community plan implications, options to recommendations or other considerations.

STRATEGIC PLAN:

In the City of Prince Albert Five Year Strategic Plan of 2015, Corporate Sustainability is one of the five strategic goals with the aim that increasingly efficient and effective customer oriented service delivery is maintained in all departments.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. LOU #2022-06 City Hall Restructure

Written by: Kerri Kristian, HR Consultant

Approved by: Director of Corporate Services and City Manager

LETTER OF UNDERSTANDING #2022-06
BETWEEN
THE CITY OF PRINCE ALBERT
AND
THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL #882

WHEREAS the Employer is currently undertaking an organizational restructure that impacts the Financial Services, Corporate Services and Planning & Development Services departments, in which job titles and job duties will be amended to more properly reflect the organizational structure, and that the parties desire for the restructure to proceed in a timely manner;

NOW THEREFORE, the parties agree as follows:

1. The Employer is creating the following new classifications which will be posted as per Article 11.01 of the Collective Bargaining Agreement:
 - Customer Service Representative (interim rate equivalent to Accounting Clerk I)
 - Customer Service Supervisor (interim rate equivalent to Chief Clerk)
 - Payroll Supervisor (interim rate equivalent to Chief Clerk)
 - Bylaw Enforcement Supervisor (interim rate equivalent to Chief Clerk)
 - GIS Technician (interim rate equivalent to Engineering CAD Technician)

2. In addition to the above new classifications, the Employer will be specializing the classifications of Chief Clerk and Accounting Clerk II.

There will be the following Chief Clerk positions:

- Revenue & Banking
- Tax & Collections
- Payables & Assets

There will be the following Accounting Clerk II positions:

- Water
- Accounts Payable & Assets
- Deposits & Accounts Receivable
- Bylaw & Parking

3. The positions of Accounting Clerk I and Property Coordinator are being abolished and the classifications shall be moved to the inactive list.
4. The following positions will see a reduction in number:
 - Payroll Clerk (1)
 - Accounting Clerk II (5)
5. There shall be no layoffs as a result of this reorganization. No employee shall be required to accept lesser pay as a result of this reorganization.
6. All positions listed in Section 1 and 2 shall become rated through the Joint Job Evaluation Committee. The Joint Job Evaluation Committee shall then rate the positions as follows:.

- a) Not later than 6 months from commencing in the position, the incumbent(s) will be required to complete a Job Assessment Questionnaire (JAQ).
 - b) The Joint Job Evaluation (JJE) Committee will meet to review the JAQ not later than 6 weeks beyond the submission of the completed JAQ,
 - c) If the JJE process determines a wage increase is appropriate, such increase shall be retroactive to the incumbent(s) commencement in the position.
 - d) If the JJE process determines a wage decrease is appropriate, such decrease shall be implemented on a going forward basis.
7. The existing Accounting Clerk I shall be placed in one of the new Customer Service Representative positions. Then the existing Accounting Clerk II's and the existing Property Co-ordinator shall, in order of seniority, select either one of the new Accounting Clerk II specialization positions as listed in Section 2 above, or one of the new Customer Service Representative positions. This process will be repeated until such time as all existing employees affected by this restructuring are placed and all positions are filled. Any future vacancies after this selection process is completed shall be posted in accordance with the Collective Bargaining Agreement. There shall be no proving period or reversion period for positions selected through the above process.
8. The existing Chief Clerks shall, in order of seniority, select a new Chief Clerk Specialization position as listed in Section 2 above. If any of the new Chief Clerk Specialization positions become vacant after these selections, then the position shall be posted in accordance with the Collective Bargaining Agreement. There shall be no proving period or reversion period for positions selected through the above process.
9. If, as a result of the selections in Section 7 and 8 above, an employee is in a position that pays a lower wage rate than they were in prior to their selection (even if it is a result of a future reduction in pay through the Joint Job Evaluation process), they shall be paid at the higher of the classification they were in prior to their selection and their current classification.
10. The following new positions shall be posted as per the Collective Bargaining Agreement once the selections in Section 7 and 8 above are complete:
- Payroll Supervisor
 - Customer Service Supervisor

**ON BEHALF OF THE CITY OF
PRINCE ALBERT**

**ON BEHALF OF CANADIAN UNION OF
PUBLIC EMPLOYEES LOCAL #882**

**GREG DIONNE
MAYOR**

**TAMMY VERMETTE
PRESIDENT**

**TERRI MERCIER
CITY CLERK**

**CARA STELMASCHUK
VICE-PRESIDENT**

DATED: _____



City of
Prince Albert

INQ 22-8

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. August 8, 2022 City Council Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
 From: City Manager

August 8, 2022 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Ogrodnick	INQ#22-23	Who or what City Department, External Agency or other Organization can market and promote the events that are occurring in the City.	Planning & Development	18-Aug	Director of Planning & Development Services: There is not a single organization responsible for promotion of events. While these types of events do certainly pertain to Economic Development, I think that they are best advertised through Tourism. We have actually had a few meetings with tourism over the last several months as we try to coordinate the promotion of events in the region. I do feel that it should also be the responsibility of the event hosts to reach out to groups such as tourism, PADBID etc. to promote their own events as well (which I know that they do to some extent). I will be following up with tourism in the near future to discuss further.
Councillor Edwards	INQ#22-24	Could Administration please move the Speed Sign located on 15 th Avenue East between Marquis Road and 28 th Street East as there are concerns that it is a distraction prior to the crosswalk. A little bit further down the Avenue would be great.	Public Works	17-Aug	Acting Director of Public Works: The Speed Radar Sign will be reviewed and moved to an alternate location by the end of this week to enhance sightlines for the crosswalk
Councillor Zurakowski	INQ#22-25	Can Administration install a speed limit sign on 4 th Avenue West, south of Marquis Road?	Public Works	17-Aug	Acting Director of Public Works: Public Works has reviewed the road segment and a 40 km/h speed limit sign will be installed on 4 th Ave. W. (south of Marquis) for the southbound traffic.



MOT 22-10

MOTION:

“That City Administration provide a report regarding the feasibility of the City offering more swimming lesson spaces in categories of lessons where families experience a lack of spaces.”

Written by: Councillor Lennox-Zepp



City of
Prince Albert

MOT 22-11

MOTION:

“That City Administration provide a report on the feasibility of keeping the Kinsmen Water Park open to the public to the end of August for the 2023 season, and the feasibility of offering night swimming.”

Written by: Councillor Lennox-Zepp



City of
Prince Albert

MOT 22-12

MOTION:

“That Administration review options and costs to improve the Boat Launch Area and parking along the river for consideration in the 2023 Budget.”

Written by: Councillor Head