



## **CITY OF PRINCE ALBERT**

### **CITY COUNCIL REGULAR MEETING**

# **AGENDA**

**MONDAY, SEPTEMBER 26, 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 September 6, 2022 City Council Meeting Minutes for Approval (MIN 22-70)

#### **7. NOTICE OF PROCLAMATIONS**

7.1 Seniors Transportation Day - September 29, 2022

7.2 Wrongful Conviction Day - October 2, 2022

7.3 International Trigeminal Neuralgia Day - October 7, 2022

7.4 Culture Days - September 23 - October 16, 2022

7.5 Agriculture Month - October 2022

**8. PUBLIC HEARINGS**

**9. DELEGATIONS**

**10. COMMUNICATIONS**

**11. REPORTS OF ADMINISTRATION & COMMITTEES**

- 11.1 2021 Property Taxes for 3600 - Highway 55 East (RPT 22-372)
- 11.2 Audit of Annual Financials Statements RFP 29/22 Results (RPT 22-312)
- 11.3 Assessment Appeals Risk (RPT 22-338)
- 11.4 2021 Amended Public Accounts for the City of Prince Albert (RPT 22-357)
- 11.5 Bylaw No. 20 of 2022 - District Official Community Plan Amendment (RPT 22-373)
- 11.6 48th Street Annexation (RPT 22-375)
- 11.7 2023 Executive Committee and City Council Meeting Schedule (RPT 22-331)
- 11.8 City Hall Main Boardroom Renovation (RPT 22-371)
- 11.9 Aquatic and Arenas Recreation Project Steering Committee Restructure (RPT 22-379)
- 11.10 Aquatic and Arenas Recreation Project Fundraising Committee Updated Terms of Reference (RPT 22-381)
- 11.11 Destination Marketing Levy Fund Application - 2022 Canadian Mixed Curling Championships (RPT 22-382)

**12. UNFINISHED BUSINESS**

**13. MAYOR & COUNCILLORS FORUM**

**14. INQUIRIES**

**15. INQUIRIES RESPONSES**

- 15.1 September 6, 2022 City Council Meeting Inquiry Responses (INQ 22-9)

**16. NOTICE OF MOTION**

**17. MOTIONS**

- 17.1 Motion - Councillor Miller - Proposed Shopping Carts Pick-up Policy (MOT 22-13)

17.2 Motion - Councillor Lennox-Zepp - Parks and Street Naming Policy Changes - Gender Equity (MOT 22-14)

**18. PUBLIC FORUM**

**19. ADJOURNMENT**



City of  
**Prince Albert**

*MIN 22-70*

**MOTION:**

That the Minutes for the City Council Regular Meeting held September 6, 2022, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes





## **CITY OF PRINCE ALBERT**

### **CITY COUNCIL REGULAR MEETING**

# **MINUTES**

**TUESDAY, SEPTEMBER 6, 2022, 5:03 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 Ogrodnick  
Councillor Blake Edwards  
Councillor Dawn Kilmer  
Councillor Ted Zurakowski

Terri Mercier, 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  
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 & MOMENT OF SILENCE**

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

Mayor Dionne requested that everyone in attendance remain standing following the Prayer and that a moment of silence be observed in recognition for those affected by the recent tragedy on the James Smith Cree Nation Reserve and Weldon, Saskatchewan on September 4, 2022.

## **3. APPROVAL OF AGENDA**

0279. **Moved by:** Councillor Kilmer  
**Seconded by:** Councillor Zurakowski

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 Item No. 11.11 with respect to RPT 22-346 Bylaw No. 21 of 2022 – Rezoning 250 – 28<sup>th</sup> Street West from the R3 Zoning District to the CMU Zoning District be removed.

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**

- 5.1 Councillor Edwards – Item 11.4 – Member of the Carlton Park Community Club Board.
- 5.2 Councillor Lennox-Zepp – 11.12 – Spouse Employed by Canadian Union of Local Employees.

## 6. ADOPTION OF MINUTES

0280. **Moved by:** Councillor Miller  
**Seconded by:** Councillor Edwards

That the Minutes of the Council Regular Meeting held August 8, 2022 and Special Meeting held August 22, 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 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 – 12<sup>th</sup> Street West from R4 to C2 (RPT 22-316)

Mayor Dionne declared the Hearing open.

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

Mayor Dionne declared the Hearing closed.

0281. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Head

That Bylaw No. 17 of 2022 be given 2<sup>nd</sup> and 3<sup>rd</sup> readings.

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

**CARRIED UNANIMOUSLY**

0282. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Head

That Bylaw No. 17 of 2022 be read a second time.

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

**CARRIED UNANIMOUSLY**

0283. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Head

That Bylaw No. 17 of 2022 be read a third time and passed; and, that Bylaw No. 17 of 2022 be now adopted, sealed and signed by the Mayor and City Clerk.

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

**CARRIED UNANIMOUSLY**

## **9. DELEGATIONS**

## **10. COMMUNICATIONS**

## **11. REPORTS OF ADMINISTRATION & COMMITTEES**

11.1 Development Permit Application – Post-Secondary School – 54 – 11<sup>th</sup> Street East (RPT 22-337)

0284. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Kilmer

That the Development Permit Application for a Post-Secondary School to be located at 54 – 11<sup>th</sup> Street East, legally described as Lot 9, Block E, Plan No. E, Extension 37, be approved.

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

**CARRIED UNANIMOUSLY**

11.2 21<sup>st</sup> Avenue East Design (RPT 22-340)

0285. **Moved by:** Councillor Ogrodnick  
**Seconded by:** Councillor Edwards

- 1. That the Professional Services Agreement for Planning and Design for the 21<sup>st</sup> Avenue East roadway be awarded to AECOM Canada Ltd., for an estimated cost of \$82,200, including Provincial Sales Tax;
- 2. That the City Manager be authorized to approve additional expenditures if required for the 21<sup>st</sup> Avenue East Roadway Design, to a maximum of the overall approved Capital Budget of \$200,000;
- 3. That the Land Fund approved budget of \$200,000 remain until the project is completed; and,
- 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.

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

**CARRIED UNANIMOUSLY**

11.3 Riverside Drive Paving – Agreement (RPT 22-350)

0286. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Miller

- 1. That the Contribution and Detour Agreement between The City and the Ministry of Highways and Infrastructure be approved to fund the Project on the essential terms, as follows:
  - a. The Project limits shall be Riverside Drive from 3<sup>rd</sup> Avenue North West to the West Corporate Limits of the City of Prince Albert; and,
  - b. The Ministry’s financial contribution will be fifty percent (50%) of the Project cost up to \$350,000;
- 2. That the Project be approved to be included in the 2023 Roadways Recapping Capital Budget; and,

3. That the Mayor and City Clerk be authorized to execute the Agreement and any other necessary documents on behalf of The City.

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

**CARRIED UNANIMOUSLY**

11.4 Carlton Park Community Club Pave the Way Fundraiser Update (RPT 22-322)

0287. **Moved by:** Councillor Kilmer  
**Seconded by:** Councillor Ogrodnick

That the Carlton Park Community Club be authorized to formalize Sponsorship Agreements with sponsors as part of the Pave the Way Fundraising Campaign.

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

Absent – Declared Conflict of Interest: Councillor Edwards

**CARRIED UNANIMOUSLY**

11.5 Rental Agreement – Prince Albert Sharks Swim Club (RPT 22-323)

0288. **Moved by:** Councillor Head  
**Seconded by:** Councillor Lennox-Zepp

1. That the Rental Agreement for Pool Time at the Frank J. Dunn Swimming Pool between The City and the Prince Albert Sharks Swim Club Inc. be approved for a two (2) year term, commencing September 1, 2022 to August 31, 2024;
2. That the annual base rent for the term be set at \$11,220 for 2022-2023 and \$11,444 for 2023-2024; 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, Ogrodnick, Zurakowski and Mayor Dionne

**CARRIED UNANIMOUSLY**

11.6 Tender 32/22 – Security Services (RPT 22-330)

0289. **Moved by:** Councillor Cody  
**Seconded by:** Councillor Head

- 1. That Tender No. 32 of 2022 for Security Services be awarded to The Canadian Corps of Commissionaires Company North Saskatchewan Division for a four (4) year term, commencing January 1, 2023 to December 31, 2026, as per the terms and conditions outlined within the tender document; and,
- 2. That the Mayor and City Clerk be authorized to execute the Agreement or any other necessary documents on behalf of The City, if required.

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

**CARRIED UNANIMOUSLY**

11.7 15<sup>th</sup> Street Parking Removal (Update) (RPT 22-343)

0290. **Moved by:** Councillor Zurakowski  
**Seconded by:** Councillor Head

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

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

Against: Councillor: Miller

**CARRIED (8 to 1)**

11.8 Naming of City Park Spaces (RPT 22-344)

0291. **Moved by:** Councillor Ogrodnick  
**Seconded by:** Councillor Miller

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

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

Against: Councillor: Lennox-Zepp

**CARRIED (8 to 1)**

11.9 Responsible Pet Ownership Bylaw – Wild Birds (RPT 22-327)

0292. **Moved by:** Councillor Zurakowski  
**Seconded by:** Councillor Edwards

That Bylaw No. 19 of 2022 be introduced and given three (3) readings.

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

**CARRIED UNANIMOUSLY**

0293. **Moved by:** Councillor Zurakowski  
**Seconded by:** Councillor Edwards

That Bylaw No. 19 of 2022 be introduced and read a first time.

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

**CARRIED UNANIMOUSLY**

0294. **Moved by:** Councillor Zurakowski  
**Seconded by:** Councillor Edwards

That Bylaw No. 19 of 2022 be read a second time.

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

**CARRIED UNANIMOUSLY**

0295. **Moved by:** Councillor Zurakowski  
**Seconded by:** Councillor Edwards

That leave be granted to read Bylaw No. 19 of 2022 a third time.

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

**CARRIED UNANIMOUSLY**



0296. **Moved by:** Councillor Zurakowski  
**Seconded by:** Councillor Edwards

That Bylaw No. 19 of 2022 be read a third time and passed; and, that Bylaw No. 19 of 2022 be now adopted, sealed and signed by the Mayor and City Clerk.

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

**CARRIED UNANIMOUSLY**

11.10 Downtown Improvement Reserve Policy – Security Cameras (RPT 22-334)

0297. **Moved by:** Councillor Kilmer  
**Seconded by:** Councillor Edwards

That the Prince Albert Downtown Business Improvement District be authorized to utilize \$1,983.57 from the Downtown Business Improvement Reserve in order to purchase and install Security Cameras within the downtown area.

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

**CARRIED UNANIMOUSLY**

11.12 CUPE 882 Letter of Understanding #2022-06 – City Hall Restructure (RPT 22-341)

0298. **Moved by:** Councillor Kilmer  
**Seconded by:** Councillor Miller

1. That the Letter of Understanding No. 2022-06 between The City and Canadian Union of Public Employees Local No. 882, as attached to RPT 22-341, 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, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Absent – Declared Conflict of Interest: Councillor Lennox-Zepp

**CARRIED UNANIMOUSLY**

## **12. UNFINISHED BUSINESS**

## **13. MAYOR & COUNCILLORS FORUM**

## 14. INQUIRIES

### 14.1 Councillor Zurakowski – Speed Indicators

Can Administration advise Councillors regarding the Speed Indicators in each Ward to make sure we are still on the right track with the original intent of the indicators.

## 15. INQUIRY RESPONSES

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

0299. **Moved by:** Councillor Ogrodnick  
**Seconded by:** Councillor Edwards

That INQ 22-8 be received as information and filed.

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

**CARRIED UNANIMOUSLY**

## 16. NOTICE OF MOTION

### 16.1 Councillor Lennox-Zepp – Parks and Street Naming Policy Changes – Gender Equity

That Administration review the Parks Naming Policy and Street Naming Policy and bring forward language that enables diversity and gender equity to be a part of the naming selection process.

### 16.2 Councillor Miller – Proposed Shopping Carts Pick-up Policy

That Administration bring forward a Policy regarding having City staff pick up and bring stray shopping carts to City Yards to enable businesses to pick them up.

## 17. MOTIONS

17.1 Motion – Councillor Lennox-Zepp – Additional Swimming Lesson Spaces (MOT 22-10)

0300. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Miller

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 for consideration at an upcoming Executive Committee meeting.

Councillor Zurakowski rose on a Point of Order requesting whether the Motion asking for an Administrative report was proceeding for consideration or if Administration was already verbally reporting through the continual questioning on the request without consideration by members of Council.

Mayor Dionne ruled the Motion **IN ORDER**, and requested Councillor Lennox-Zepp proceed with closing the debate without further questions.

In Favour: Councillors: Head, Kilmer, Lennox-Zepp, Miller and Ogradnick

Against: Councillors: Cody, Edwards, Zurakowski and Mayor Dionne

**CARRIED (5 to 4)**

0301. **Moved by:** Councillor Ogradnick  
**Seconded by:** Councillor Edwards

That the previous Motion regarding Additional Swimming Lesson Spaces be reconsidered at this time.

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

Against: Councillor: Head

**CARRIED (8 to 1)**

0302. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Miller

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 for consideration at an upcoming Executive Committee meeting.

In Favour: Councillors: Head, Kilmer, Lennox-Zepp and Miller

Against: Councillors: Cody, Edwards, Ogrodnick, Zurakowski and Mayor Dionne

**MOTION DEFEATED (4 to 5)**

17.2 Motion – Councillor Lennox-Zepp – Keeping Kinsmen Water Park Open Until End of August (MOT 22-11)

0303. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Head

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.

In Favour: Councillors: Head, Lennox-Zepp and Miller

Against: Councillors: Cody, Edwards, Kilmer, Ogrodnick, Zurakowski and Mayor Dionne

**MOTION DEFEATED (3 to 6)**

17.3 Motion – Councillor Head – Improve the Boat Launch Area and Parking (MOT 22-12)

0304. **Moved by:** Councillor Head  
**Seconded by:** Councillor Zurakowski

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

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

**CARRIED UNANIMOUSLY**

## 18. PUBLIC FORUM

**19. ADJOURNMENT – 7:06 P.M.**

0305. **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 26<sup>TH</sup> DAY OF SEPTEMBER, A.D. 2022.



City of  
**Prince Albert**

***RPT 22-372***

**TITLE:** 2021 Property Taxes for 3600 - Highway 55 East

**DATE:** **September 15, 2022**

**TO:** City Council

**PUBLIC:** **X**

**INCAMERA:**

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**RECOMMENDATION:**

That the request from the property owner to reimburse a portion of the 2021 Property Taxes for 3600 Highway 55 East, be approved in the amount of \$5,284.70.

**ATTACHMENTS:**

1. 2021 Property Taxes for 3600 - Highway 55 East (RPT 22-339)

Written by: Executive Committee

**TITLE:** 2021 Property Taxes for 3600 - Highway 55 East

**DATE:** August 30, 2022

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the request to reimburse portion of 2021 Property Taxes for 3600 – Highway 55 East be denied.

**TOPIC & PURPOSE:**

The purpose of this report to provide information regarding the property located at 3600 Highway 55 East in response to the correspondence from the property owner dated July 27, 2022 (CORR 22-84) from the August 15, 2022 Executive Committee Meeting.

**BACKGROUND:**

The subject property had a Fixed Farmland Assessment Agreement prior to the 2021 Revaluation. Upon a review and inspection of all the properties with a Fixed Farmland Assessment Agreement, it was determined that this property did not qualify for this type of agreement as per section 168(1) of *The Cities Act*.

An inspection of this property was completed on October 22, 2020 to confirm the physical data information on record. A review was done with the City Solicitor to ensure the application of a Fixed Farmland Assessment Agreement was correctly applied and follows legislation. The assessment valuation and property classifications applied to this property was discussed with the City Assessors from the other Cities (Regina, Saskatoon and Swift Current) to ensure the method of valuation resulting in the assessment change is consistent across the province.

The greenhouse buildings are costed as commercial buildings according to the Marshall & Swift Valuation Service manual. This is the same costing method that is applied to all greenhouse buildings within Saskatchewan.

The Classification of Property was reviewed in *The Cities Regulations*. The following classes are:

### **Classes of property**

**12** The following classes of property are established pursuant to clause 166(1)(a) of the Act:

(b) **Other Agricultural Land and Improvements**, which includes only land and improvements, other than occupied dwellings:

(i) for which the predominant potential use is cultivation, determined as the best use that could reasonably be made of the majority of the surface area;

(ii) used for dairy production, raising poultry or livestock, producing poultry or livestock products, bee keeping, seed growing or growing plants, other than cannabis plants, in an artificial environment; or

(iii) used for other agricultural purposes, except for land and improvements classified as Non-arable (Range) Land and Improvements;

(c) **Residential**, which, except for land and improvements classified as Multiunit Residential or Seasonal Residential, includes only land and improvements used or intended to be used for or in conjunction with a residential purpose, including vacant land subdivided into lots for residential use, provided that if land is used as a yardsite in conjunction with a purpose mentioned in clause (a) or (b), three acres of that land is to be classified as Residential;

(f) **Commercial and Industrial**, which includes only land and improvements:

(i) **used or intended to be used for business purposes, including land and improvements for office, wholesale, retail, service, hotel, motel, industrial and manufacturing activities, transportation, communications and utilities;**

(ii) used or intended to be used for institutional, government, recreational or cultural purposes;

(iii) used or intended to be used for mines or petroleum oil wells and gas wells;

(iii.1) used or intended to be used to grow cannabis plants in an artificial environment; or

(iv) not specifically included in another class of property;

The other Agricultural Land and Improvements property classification pertains to land that is being used for the growing of seed or plants on the land and the buildings are used for the purpose of storing that seed or plants. The product sold within the greenhouse buildings are not produced on the land of the property in question.

The residential property classification is applied to the residential improvements (buildings) and the land area associated with the acreage area of the property.

The Commercial and Industrial property classification pertains to properties used for business purposes such as retail. This property is retail as product is sold within the greenhouse building area.



To put this simply, a greenhouse property used only to manufacture the product would be classified as Agricultural, but once the retail business of selling the product is established at the property, then a Commercial and Industrial property classification is applied.

Again, this has been reviewed to ensure the City of Prince Albert's application of valuation and property classification is consistent with the other Cities in Saskatchewan.

### **PROPOSED APPROACH AND RATIONALE:**

In 2021, the property owner did not file a notice to appeal the 2021 Valuation or Classification applied to the property. They did receive a 2021 Notice of Assessment with the Notice to Appeal form included. No notice to appeal was filed with the Secretary of the Board of Revision.

In 2022, the property owner did file a Notice to Appeal form along with the fee. The appeal proceeded to a Board of Revision hearing on May 11, 2022. The Board decision resulted in a change of property classification for the greenhouse buildings and land associated with it from commercial and industrial to agricultural. The assessor shall make any changes to its assessment roll for that year that are necessary to reflect the decision of a board of revision. This change was applied to the 2022 assessment roll.

Since the property assessment was not appealed in 2021 and the 2021 assessment roll has been closed and confirmed, any 2022 board of revision decision changes cannot be applied retroactively. The appeal decision applies to 2022 and the subsequent years. Administration does not have the authority to adjust the taxation amount for the 2021 taxation roll.

Based on *The Cities Act*, only Council has the authority to cancel or reduce tax arrears. In *The Cities Act*, section 244(1):

*With respect to any year, if a council considers it equitable to do so in any of the circumstances set out in subsection (2), it may, generally or with respect to a particular taxable property, do one or more of the*

*following, with or without conditions:*

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or any part of a tax;*
- (c) defer the collection of a tax.*

*(2) A council may act pursuant to subsection (1) if:*

- (a) there has been a change in the property, to the extent that the council considers it inappropriate to collect the whole or a part of the taxes;*
- (b) a lease, licence, permit or contract has expired or been terminated with respect to property that is exempt from taxation;*
- (c) in the council's opinion, the taxes owing are uncollectable;*
- (d) in the council's opinion, the taxes owing have become uncollectable due to unforeseen hardship to the taxpayer; or*
- (e) in the council's opinion, the compromise or abatement:*

- (i) is in the best interests of the community; and*  
*(ii) is the result of a policy or program passed by bylaw or resolution for which public notice has been given in accordance with section 102.*

It is the recommendation from administration to not approve a refund on this property. The property was not appealed for 2021 and the classification was applied to the property correctly and consistently in accordance with the other Cities in Saskatchewan. A decision to approve a refund for part of the taxation could potentially impact other properties that may also want to seek a reduction in taxation due to unforeseen hardship they have encountered. Assessment division did have other property owners that appealed their property assessments in 2022 and those decisions have not been applied retroactively so doing so in this case would set a precedence.

### **CONSULTATIONS:**

The City of Prince Albert Assessment Division consulted on this property's valuation and property classification to ensure consistency in the application across the province with the City of Regina, City of Saskatoon, City of Swift Current and Saskatchewan Assessment Management Agency.

Legislation was also reviewed with the City Solicitor at the same time as all other fixed farmland assessment agreements in 2020.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The property owner will be notified of the Council decision and if approved the amount of the refund.

### **FINANCIAL IMPLICATIONS:**

The impact of the assessment property classification change from commercial and industrial to agricultural would result in a refund for 2021 based on the 2021 tax tools of \$5,284.70.

The taxation impact of the result of the 2022 Board decision was a refund of \$5,423.17.

### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no impacts to the policy implications, strategic plan, official community plan, or privacy implications at this time.

### **OPTIONS TO RECOMMENDATION:**

The other option to the recommendation is to approve the request from the property owner for a reimbursement which would result in a refund of \$5,284.70. Since the property was not appealed in 2021, this refund can impact the application of Board decisions for other property

appeals as provided in legislation.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Verbal by Vanessa Vaughan, City Assessor

Written by: Vanessa Vaughan, City Assessor

Approved by: Director of Financial Services & City Manager



**RPT 22-312**

**TITLE:** Audit of Annual Financials Statements RFP 29/22 Results

**DATE:** September 1, 2022

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That Request for Proposal No. 29 of 2022 for the Audit of Annual Financial Statements be awarded to Meyers Norris Penny Limited Liability Partnership, for a five (5) year term for the year ended December 31, 2022 to the year ended December 31, 2026.

**TOPIC & PURPOSE:**

To award the Request for Proposal No. 29 of 2022 for the Audit of Annual Financial Statements to Meyers Norris Penny Limited Liability Partnership, for a five (5) year term for the year ended December 31, 2022 to the year ended December 31, 2026.

**BACKGROUND:**

On August 28, 2017, City Council approved the following motion regarding the Audit of City's Annual Financial Statements:

*"That Request for Proposal No. 85 of 2017 for the Audit of Annual Financial Statements be awarded to Meyers Norris Penny Limited Liability Partnership, for a five (5) year term from December 31, 2017 to December 31, 2021."*

The awarding of the Audit for Financial Statements with Meyers Norris Penny Limited Liability Partnership concluded December 31, 2021.

In June of 2022, the City issued Request for Proposal #29 of 2022: Audit of Annual Financial Statements.

The City requested proposals from Professional Auditing Organizations pursuant to the requirements of Section 159(1) of *"The Cities Act"* to perform the annual audit of the Consolidated Financial Statements of the City of Prince Albert, commencing with the year ending December 31, 2022. The term of the engagement was for a period no less than three (3) years and no more than five (5) years.

The Cities Act requires that Council appoint an auditor of the Financial Statements. The audit function can only be performed by qualified professionals.

The Request for Proposal included the Audit of the City's Annual Financial Statements and the City's Annual Municipal Annual Expenditure Report (MAER) required as per the Canada Community Building Fund (previously called Gas Tax Funding).

The Public Libraries Act, 1996 states as follows under Section 73:

*Accounts and Audit*

*73 (1) Every public library board shall keep distinct and regular accounts of its receipts, payments, assets and liabilities.*

*(2) The auditors of the municipality shall audit the accounts of a municipal library board in the same manner and at the same time as other accounts of the municipality, and immediately after the audit, the board shall lay the accounts before the council.*

As such, the Prince Albert Public Library must also use the same auditor as the City.

**PROPOSED APPROACH AND RATIONALE:**

The RFP closed at 2:00 p.m. on July 13<sup>th</sup>, 2022. The evaluation criteria points, as outlined in the RFP, were as follows:

<b>RFP #29 of 2022 - Audit of Financial Statements</b>	
<b>Evaluation Criteria</b>	
Capability of Proponent and Audit Team	25
Proposed Audit Strategy	25
Understanding of the Engagement/Proposal	5
City of Prince Albert Sponsorship	10
Cost	35
<b>TOTAL POINTS</b>	<b>100</b>

The City's proposal was reviewed by 13 different professional services, including 6 large accounting firms.

The City received one (1) Proposal from Meyers Norris Penny Limited Liability Partnership.

The capability of the proponent and audit team criteria were assessed by the following guidelines:

#### Capability of Proponent and Audit Team

- Proponent's experience in the audit of similar organizations and other local governments. Ideally completed a municipal audit of similar size and scope (or greater) within the last two (2) years;
- Qualifications, experience and availability of proposed audit team and other firm resources to carry out the work and meet deadlines;
- Proposed audit partner and team's degree of familiarity with the Public Sector Accounting Board (PSAB) guidelines and legislative requirements;
- Proponent's experience in audit for the "Municipal Annual Expenditure Review" (MAER Report);
- Quality assurance, quality control and peer review programs within the firm; and,
- Availability of other specialized or value added services that may be necessary or of interest in the course of Local Government Operations.

#### Proposed Audit Strategy

- Audit plan including scope, number of person-hours anticipated to perform the services, broken down between interim and final audit for the five (5) years;
- Description of substantive and compliance testing, internal control evaluation;
- Approach used to gain an understanding of the City's structure and operations;
- Additional audit strategies and methodology; and,
- Expectations/requirements of the City with respect to documentation and preparation for audit.

#### Understanding the Engagement/Proposal

- Demonstration of full understanding of the City's structure and governance and knowledge of the information systems used by the City.

#### City of Prince Albert Sponsorship

- Corporate Sponsorship and advertising opportunities with the City.

Meyers Norris Penny Limited Liability Partnership meet the evaluation criteria as follows:

- They are the existing Auditor for the last five years and that will ensure continuity of the Audit.
- They are a well balanced team with different levels of experience.
- They will provide a detailed comprehensive Audit plan each year, which will involve multiple testing techniques.
- They have provided quality professional service to the City and have an understanding of the Engagement.
- They are a local firm and a support of Prince Albert's key organizations and events.

### **FINANCIAL IMPLICATIONS:**

The proposal for the annual Audit includes fees for a five (5) year term, includes professional fees for audit and support staff, and administrative fees.

As per the submitted Proposal, below is the proposed Budget for the next five (5) year term for the year ending December 31, 2022 to the year ending December 31, 2026. The cost includes the Audit of the Annual Financial Statements and the Audit of the Municipal Annual Expenditure Report (MAER), excluding GST costs:

2023 Budget	\$79,921
2024 Budget	\$84,027
2025 Budget	\$88,301
2026 Budget	\$92,796
2027 Budget	\$97,514
<b>Total</b>	<b>\$442,559</b>

The City has paid the past Audit costs as follows:

<b>Year</b>	<b>Audit Costs</b>
2017	\$109,994
2018	\$59,496
2019	\$56,494
2020	\$57,670
2021	\$58,769
<b>Total</b>	<b>\$342,423</b>

Costs have increased due to inflation costs.

**CONSULTATIONS:**

The City requested proposals from professional auditing organizations pursuant to the requirements of Section 159(1) of “The Cities Act” to perform the annual audit of the Consolidated Financial Statements of the City of Prince Albert. The Request for Proposal was sent to qualified professional auditing organizations identified by the City and was also posted on the City of Prince Albert’s website.

**COMMUNICATION PLAN:**

Following the City Council meeting, Administration will advise Meyers Norris Penny Limited Liability Partnership with the recommendation of City Council.

**STRATEGIC PLAN:**

This report supports the Strategic Goal of Fiscal Management and Accountability.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no further options for consideration or any Official Community Plan, Policy or Privacy implications.

**PUBLIC NOTICE:**

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

Written by: Disha Joshi, Audit Manager  
Melodie Boulet, Finance Manager

Approved by: Director of Financial Services & City Manager



**TITLE:** Assessment Appeals Risk

**DATE:** September 12, 2022

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the amount of \$829,553 from the combined appeal losses be funded from fiscal stabilization.
2. That the budget for the Board of Revision Losses in 2023 be increased from \$100,000 to \$250,000 to cover potential appeal losses.

**TOPIC & PURPOSE:**

The purpose of this report is to advise City Council on the 2017 Court of Appeal (COA) Decision and 2017 Saskatchewan Municipal Board (SMB) Remittal Decision, and to explain how these decisions impact the assessment and taxation roll for 2017 and onward, along with any outstanding appeals to the SMB.

**BACKGROUND:**

Major corporate businesses have in recent years started to engage professional tax agents to aggressively challenge cities across Canada.

There were fifteen (15) commercial properties dating back to the 2017 assessment and taxation year that appealed their property assessment through the Board of Revision (BOR), Saskatchewan Municipal Board (SMB) and the Court of Appeal (COA). Of these appeals, the City was successful in getting ten (10) of the properties dismissed with their application for leave to appeal. The five (5) remaining properties were granted their application for leave to appeal and the final decision will see these commercial properties with a reduction in their property assessments resulting in a decrease of \$652,000 of municipal taxation revenue.

For the 2017 assessment and taxation year, the City of Prince Albert had the following five (5) properties appealed to the COA resulting in decisions in their favour.

- Walmart Canada Corporation – 100 800 15<sup>th</sup> Street E (Lead Appeal)
- Canadian Tire Corporation Ltd. – 3725 2<sup>nd</sup> Avenue W
- Jysk Canada Corporation (Tenant) – 800 15<sup>th</sup> Street E
- Sportchek Canada (Tenant) – 250 80 15<sup>th</sup> Street E
- Mark's Work Wearhouse (Tenant) – 570 800 15<sup>th</sup> Street E

The COA decision dated December 2, 2021 allowed their appeal with a portion of this decision requiring a remittal back to the SMB for a further decision on the factual issue of comparability. The SMB remittal decision dated June 7, 2022 upheld the BOR decision dated December 15, 2017. This decision determined the sales evidence used to develop the retail outside downtown market adjustment factor (MAF) that is applied to the five (5) appealed properties are not comparable, so no MAF is to be applied.

The assessment principles in these cases were applied fairly and correctly by City assessors as they are set out in legislation and guides, but ultimately the COA found these assessment principles, used Province wide, are incorrect for these appeals.

#### **PROPOSED APPROACH AND RATIONALE:**

The application of the decisions from both the COA and SMB to the properties under appeal in 2017 along with other outstanding SMB appeals dependent on this decision resulted in the following impact to taxation revenue.

<b>Assessment &amp; Taxation Year</b>	<b>Municipal Taxation Revenue Loss</b>
2017	\$ 195,914.91
2018	\$ 198,707.70
2019	\$ 122,346..61
2020	\$ 250,592.71*
2021	\$ 155,651.83**

\*5 property appeals \$135,195.82 and 2 outstanding SMB appeals \$115,396.89

\*\*Decisions may impact these appeals but still waiting for SMB hearing.

There were also 18 outstanding commercial property appeals from 2019 waiting to be heard at the SMB level. Based on these decisions, these appeals have recently been withdrawn by the Appellant after their review of the Board Record.

#### **CONSULTATIONS:**

There have been consultation meetings with City Manager, City Solicitor, Director of Financial Services, City Assessor and Finance Manager in regards to the next step and the impacts to the City.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Administration is aware that in the past City Council has expressed the sentiment that the public should be aware that multinational corporations profiting from our community are challenging their assessment values, which in turn impact their property taxes. Some of these corporations do contribute back to the community. It is notable, however, that appeals are a legislated right and the risk of an appeal loss is part of the process.

The Cities Act requires that refunds be administered once a decision is received.

**FINANCIAL IMPLICATIONS:**

*The Cities Act* requires a refund to be processed once appeal decisions are received. The initial impact for the five (5) properties appealed in 2017 will result in a municipal refund of \$652,165. The remainder of the taxation revenue loss is for the outstanding SMB appeals waiting to be heard. The total potential municipal taxation revenue loss is \$923,213.76.

<b>Assessment &amp; Taxation Year</b>	<b>Municipal Taxation Revenue Loss</b>
2017	\$195,914.91
2018	\$198,707.70
2019	\$122,346.61
2020	\$250,592.71*
2021	\$155,651.83**
2022	\$0
<b>Total Taxation</b>	<b>\$923,213.76</b>

\*5 property appeals \$135,195.82 and 2 outstanding SMB appeals \$115,396.89

\*\*Decisions may impact these appeals but still waiting for SMB hearing.

Since the assessment appeal process can take several years to complete, these appeals have created a great deal of uncertainty for municipal fiscal planning.

The City of Prince Albert budgeted \$100,000 for Board of Revision appeal losses in 2022. There is \$93,661 remaining in this account. The remainder of \$829,552.76 (\$923,213.76 - \$93,661) will be funded by fiscal stabilization.

On March 2, 2020, Report 20-111 Tax Tools and Communication Follow Up to Assessment Appeals Risk, provided information on the development of the five (5) commercial tiers. The commercial tiers were created to provide the ability to use tax tools to adjust the mill rate factor for the group of commercial properties that affect taxation revenue loss due to assessment appeals. This method allowed the tax burden loss to be recovered from the appealed properties rather than having this taxation loss passed on to the local and smaller commercial businesses.

In 2020, City Council's intention from the Assessment Appeal Risk reports was the Property Tax Bylaw would generate an additional \$430,500 from the commercial tiers which would be put aside for the potential of these appeal losses. The difference between the budget and actual of the general municipal tax levy in 2020 was sufficient to cover the \$430,500. These extra taxation dollars flowed into fiscal stabilization at the end of year as part of the surplus.

The intention with the development of the commercial tiers was to budget an additional \$430,000 in the following years to set aside for these potential appeal losses. Given the uncertainty around the outcome of appeals, this additional revenue was used to fund budget priorities in 2021 and 2022 and was not set aside to cover these potential appeal loss risks.

Municipal Taxation Revenue Loss From Appeals	\$923,213.76
Minus: Remaining Board of Revision Loss Budget	\$ 93,661.00
Minus: Extra Taxation Dollars in 2020 Fiscal Stabilization	\$430,500.00
<b>Total Remaining to be Funded by Fiscal Stabilization in 2022</b>	<b>\$399,052.76</b>

The tax tools available through the commercial tier method will be considered again in the future to address revenue impacts these losses have had on municipal operations.

#### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy implications, privacy implications, official community plan and options to recommendation.

#### **STRATEGIC PLAN:**

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

#### **PUBLIC NOTICE:**

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

Written by: Vanessa Vaughan, City Assessor

Approved by: Director of Financial Services & City Manager



**RPT 22-357**

**TITLE:** 2021 Amended Public Accounts for the City of Prince Albert

**DATE:** **September 22, 2022**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the 2021 Amended Public Accounts for the City of Prince Albert, as attached to RPT 22-357, be approved and posted on The City's website.

**TOPIC & PURPOSE:**

To approve the Amended 2021 Public Accounts for the City of Prince Albert and once approved, to post the Public Accounts on the City's Website.

**BACKGROUND:**

City Council, at its Special Meeting of August 22, 2022, approved: *"That the 2021 Public Accounts, as attached to RPT 22-321, be approved and posted on The City's website."*

As per Sections 156 and 157 of The Cities Act, the 2021 Public Accounts as attached to Report 22-321 were approved by Council and have been forwarded to the Ministry.

**PROPOSED APPROACH AND RATIONALE:**

Since the approval at the August 22, 2022 Special City Council Meeting, it has been determined that with a turnover of Finance Managers within the Department, there was a misinterpretation of the instructions for the completion of the Public Accounts and three (3) amounts were mistakenly omitted within the presented 2021 Public Accounts.

One of the amounts was a payment paid "In Trust" to McDougall Gauley LLP. McDougall Gauley LLP is a law firm often used for payments "in trust" and in previous years these expenses have typically been coded to different items in the public accounts and therefore, to avoid double entry of the same expense, the payments to McDougall Gauley LLP have been excluded. The written instructions noted that payments to McDougall Gauley LLP are accounted for in another line item and can be removed. In this particular case, there was not another line item and the amount "In Trust" for McDougall Gauley LLP was mistakenly taken

out. In addition, a review was undertaken as to whether “In Trust” amounts should be identified in the name of the Law Firm or the Beneficiary, as this practice has not been consistent over the years. Sometimes it was noted under the Law Firm’s name and sometimes in another line item associated with the beneficiary.

Management has determined that for proper transparency moving forward, an amount “In Trust” to another beneficiary will no longer be reported in the Law Firm’s Name within the public accounts. The beneficiary will be identified as the recipient of the funds.

Attached to this Report is the Amended 2021 Public Accounts for the City of Prince Albert.

Once approved by Council, the amended public accounts will be forwarded to the Ministry.

As well, the amended Public Accounts will be placed on the City’s website.

The amendments included in the attached Public Accounts includes the following:

- Municipal Employees Pension Plan – Employer’s Share \$4,013,865
- Prince Albert Police Association – Employer’s Share (benefits) \$66,756
- Signature Development Corporation \$8,106,406

### **CONSULTATIONS:**

In discussions with the City Manager and the City Solicitor, for better transparency, law firms will no longer be reported in the Public Accounts where the payments are made “in trust” for another beneficiary. The beneficiary will be identified as the recipient of the funds.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The Public Accounts lists the following information:

1. Council Remuneration - 2021
  - Lists the total remuneration and travel expenses for all City Council members.
2. Employees' Remuneration - 2021
  - Lists the names, most recent job title, and total remuneration for each employee of the City of Prince Albert, whose remuneration exceeded \$50,000 in 2021. Totals include salaries, wages, overtime, special pay and taxable benefits.
3. Third Party Payments - 2021
  - Lists the total of all payments (other than salaries) exceeding \$50,000 to any individual, corporation, or government.
4. Grants Provided - 2021
  - Lists the total of all grants exceeding \$50,000 to any individual, corporation, or government.

. Consolidated Entities

- Lists the employee remuneration over \$50,000: expenditures and grants over \$50,000 for each of the consolidated entities

**POLICY IMPLICATIONS:**

As per Section 157(1) of The Cities Act, a city shall submit its financial statements and the auditor's report on the financial statements, as well as its public accounts, to the Minister.

**STRATEGIC PLAN:**

Fiscal Management and Accountability: The City strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective way.

Transparency: Encourage proactive disclosure of information to the public.

Accountability: Information is publicly available to show how tax dollars are spent on particular goods, services or public works.

**OPTIONS TO RECOMMENDATION:**

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

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. 2021 Amended Public Accounts for the City of Prince Albert

Written by: Ramona Fauchoux, Director of Financial Services

Approved by: City Manager



City of  
**Prince Albert**


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**PUBLIC ACCOUNTS**

**YEAR ENDING DECEMBER 31, 2021**



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# LETTER OF TRANSMITTAL

September 22, 2022

The Cities Act requires the reporting of certain financial data not formally contained in the year-end Financial Statements. The attached have been prepared in accordance with these requirements from the same records from which the audited financial statements have been extracted. The audit opinion accompanying the Financial Statements does not, however, pertain to these supplementary schedules.

The following summarizes the contents of the attached:

1. Council Remuneration - 2021

Lists the total remuneration and travel expenses for all City Council members.

2. Employees' Remuneration - 2021

Lists the names, most recent job title, and total remuneration for each employee of the City of Prince Albert, whose remuneration exceeded \$50,000 in 2021. Totals include salaries, wages, overtime, special pay and taxable benefits.

3. Third Party Payments - 2021

Lists the total of all payments (other than salaries) exceeding \$50,000 to any individual, corporation, or government.

4. Grants Provided - 2021

Lists the total of all grants exceeding \$50,000 to any individual, corporation, or government.

5. Consolidated Entities - 2021

Lists the employee remuneration over \$50,000: expenditures and grants over \$50,000 for each of the consolidated entities.

The City of Prince Albert Annual Financial Statements also form part of the Public Accounts.

Ramona Fauchoux  
Director of Financial Services

# COUNCIL REMUNERATION

<u>Last Name</u>	<u>First Name</u>		<u>Remuneration</u>	<u>Travel</u>
Cody	Don	Councillor - Ward 4	\$ 42,025	\$ 463
Dionne	Greg	Mayor	107,212	914
Edwards	Blake	Councillor - Ward 6	39,026	131
Head	Tony	Councillor - Ward 3	36,926	20
Kilmer	Dawn	Councillor - Ward 7	37,926	131
Lennox-Zepp	Terra	Councillor - Ward 2	37,726	0
Miller	Charlene	Councillor - Ward 1	39,226	104
Ogrodnick	Dennis	Councillor - Ward 5	37,412	114
Zurakowski	Ted	Councillor - Ward 8	37,726	122
<b><u>TOTAL</u></b>			<b>\$ 415,204</b>	<b>\$ 1,997</b>

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
<b>PUBLIC WORKS</b>			
Alozie	Enyichukwu	Water Treatment Plant Operator	\$ 80,745
Amonson	Glen	C/D Labourer/EO IV	83,654
Andrews	Dale	Truck Driver III/EO	61,414
Atkinson	Robert	Engineering Assistant	74,175
Begon	Jared	C/D Labourer	59,045
Bird	Jessica	Water Treatment Plant Operator	65,008
Bishop	Edward	Labourer I/Relief	53,127
Bisson	Armand	WWTP Operator	91,056
Bolme	Bradley	Labourer I	50,213
Bourgeault	Jason	Equipment Operator V - Term	56,681
Boyle	Steven	Mechanic (Journeyman)	74,424
Brown	Leon	Truck Driver III	56,173
Busch	Bentley	Section Supervisor- Light Duty	80,027
Busse	Andy	Water Treatment Plant Manager	103,647
Carrier	Allan	C/D -Foreman III	109,783
Chalupiak	Taylor	Engineering Assistant	59,313
Chester	Kelly	WWTP Operator	93,736
Christianson	Doug	Plant Utilities Maintenance Person	75,594
Cowles	Lyndon	Water Treatment Plant Operator	84,489
Da Silva	Jeffrey	Operations Manager	135,997
Darchuk	Steve	Airport Maintenance Person	68,000
De Bussac	Deon	Equipment Operator V	66,657
Delorme	Kelly	Airport Maintenance Person	55,341
Desjardins	Lawrence	Truck Driver III	55,466
Desmarais	Darwin	Welder	72,873
Dinney-Bates	Cole	Water Treatment Plant Operator	81,856
Dmyterko	Ernest	Mechanic (Journeyman)	78,186
Fiddler	Brendan	Truck Driver III	69,548
Fladager	Earl	Section Supervisor- Heavy Duty	80,407
Foster	Jonathan	Truck Driver III/EO	56,454
Galbraith	Preston	Utilities Manager	103,647
Gale	Elliot	C/D Labourer	56,052
Gareau	Marcel	Surface Works Manager	103,647
Garrett	David	WTP & WWTP Relief Operator	51,730
Gerstner	Norman	Mechanic (Journeyman)	75,846
Gisi	Brent	Water Treatment Plant Operator	87,314
Grayson	Darcy	C/D Labourer	68,744
Green	Michael	Mechanic (Journeyman)	75,384
Gruber	Devon	Mechanic (Journeyman)	75,567
Gryba	Brendon	Electrician/Instrumentation	83,230
Hamel	Lorraine	Secretary II	53,728

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Head	Elsie	Truck Driver III	57,898
Heidt	Terry	Mechanic (Journeyman)	75,296
Henderson	Donald	WWTP Operator	89,726
Hicks	Wesley	Director of Public Works	148,358
Hill	Christopher	Water Treatment Plant Operator	86,774
Hodgson	Ron	Truck Driver III/EO	62,528
Hodgson	Rick	Foreman III - Streets	98,474
Hoffman	Kery	Labourer I - Sign Shop	55,806
Holden	Glenn	Plant Utilities Maintenance Person	73,661
Huxley	Michael	Truck Driver III/EO	64,697
Hyggen	Erik	Traffic Maintenance Person	56,761
Jobin	Leo	WWTP Operator	91,520
Kennedy	Brent	Roadways Manager	98,177
Kolosa	Andrew	C/D Labourer	57,734
Kosowan	Darren	Equipment Operator V	79,420
Kraishan	Mohammad	Engineering Services Manager	135,997
Krakowetz	Robert	C/D - Foreman II	67,357
Kristian	Kevin	WWTP Manager	103,647
Leach	Nigel	WTP & WWTP Relief Operator	57,893
Lidberg	Ian	Truck Driver III/EO	63,176
Lysitza	Layne	Water Treatment Plant Operator	82,699
Lysitza	Michael	Engineering Assistant	87,959
Macdonald	Sheree	Foreman III - Streets	69,677
Mardell	Michael	Truck Driver III/EO	86,491
Merkowsky	Alex	Equipment Operator V	68,085
Miller	Nykol	Capital Projects Manager	132,514
Mitchell	Stewart	Electrician/Instrumentation	86,283
Mourot Bartley	Leslie	Equipment Operator IV	63,529
Nagrama	Albert	Engineering Technician II	54,477
Nicolas	Greg	C/D - Foreman II	64,310
Nobel	David	Airport Maintenance Person	63,120
Numedahl	Steve	Senior CAD Technologist	72,701
Nygaard	Corey	Airport Manager	105,958
Olexson	Todd	Sanitation Manager	50,802
Paradis	Adrien	Equipment Operator V	52,558
Patil	Rinkesh	Assistant Environmental Manage	80,817
Paul	Dustin	Truck Driver III/EO	55,021
Peacock	Michael	Water Treatment Plant Operator	88,504
Polowski	Robin	Truck Driver III/EO	69,122
Reckhard	Ian	Electrician	76,320
Regnier	Ryley	Engineering Tech III	54,776
Ruel	Jonathan	Mechanic (Journeyman)	74,831
Sabo	Trevor	Truck Driver III/EO	62,654

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Sawchuk	Vincent	Engineering CAD Technician	58,487
Schmidt	Gary	Foreman II - Sign Shop	55,347
Schwartz	Derrick	C/D Labourer/EO IV	65,289
Snowdon	Robert	Fleet Manager	98,177
Soderberg	Perry	C/D Maintenance Person	68,638
Soderberg	Geoff	Roadways Manager	104,708
Stead	Michael	Truck Driver III	60,070
Stephens	Kevin	Foreman II - Sign Shop	59,284
Tait	Jordan	Water & Sewer Manager	85,965
Thevenot	Andrew	C/D Labourer	55,835
Trudel	Michael	Mechanic (Journeyman)	75,210
Underhill	Karen	Secretary II	64,778
Venn	Brad	Equipment Operator V/VI	59,604
Walker	Derrick	C/D Labourer	57,177
Wallace	Scott	Water Treatment Plant Operator	87,245
Weleski	Kevin	Foreman III - Sanitation	64,243
Wilkinson	Lyle	Truck Driver III/EO	56,914
Young	Shawn	Equipment Operator IV/V	73,287
Zarysky	Dennis	E/I Technician	80,714
			<b>\$ 7,727,062</b>

### COMMUNITY SERVICES

Abramyk	David	Foreman II - Forestry	\$ 62,634
Bell	Shirley	Clerk Steno II	57,238
Bell	Trina	Recreation Programmer - AJFH	58,188
Berden	Kathy	CSW I/Foreman II	55,780
Beskal	Scott	Foreman III - Forestry	62,057
Boulet	Jody	Director of Community Services	135,997
Burns	Stephanie	Clerk Steno II 25% CS/75% PW	51,577
Callaghan	Matthew	Maintenance Person II (Parks)	60,161
Carleton	Carolyn	PADBID	50,375
Cheeseman	Don	Project Coordinator	92,706
Clayton	Owen	Tradesperson (Golf Course)	56,464
Clayton	Cheryl	Secretary II	58,454
Czasnojc	Craig	Forestry Snow Removal Worker - Term	51,228
Dicke	Roxanne	General Manager - EAR	92,706
Dickson	Ian	Box Office Attendant - EAR	57,685
Finan	Mike	Maintenance Person II	53,899
Hamilton	Neil	Maintenance Coordinator	92,706
Haubrich	Lauren	Recreation Coordinator	65,270
Hildebrand	Josh	Forestry/Snow Removal Worker Term	61,692

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Hill	Kevin	Maintenance Person II	54,754
Hodgson	Richard	Forestry & Snow Removal Worker	55,812
Hurd	Erin	Recreation Programmer	60,370
Langlois	Craig	Head Theatre Technician - EAR	58,210
Lantz	Roger	Production Manager - EAR	51,173
Macleod Campbell	Judy	Recreation Coordinator	92,706
Mathiason	Landis	Plumber - Journeyman	75,719
Mcarthur	Darren	Community Services Worker I	52,910
Mccoshen	Carrie	Recreation Coordinator - AHC	92,706
Mckay	Rodney	Electrician	80,087
Mckeand	Allan	Concession Manager	57,789
Olsen	Curtis	Recreation Manager	106,017
Ostmoen	Lyle	EOIV/Foreman II	60,138
Parenteau	Jordan	Foreman II/Arena Attendant	59,067
Pikaluk	Shaun	Recreation Coordinator - AHC	58,940
Saam	Desiree	Foreman II - Cemetery	63,738
Sadlowski	Daniel	Assistant Parks Manager	98,177
Schwartzengerger	Lynne	Recreation Coordinator AJFH	92,706
Stelmaschuk	Cara	Marketing & Events Coordinator - EAR	57,681
Swank	Zackary	Forestry & Snow Removal Worker	51,709
Tolley	Dale	Arena Engineer	75,458
Tubman	Richard	Community Services Worker I	53,359
Vance	Bruce	Marketing & Sponsorship Coordinator	92,706
Vezeau	Pierre	Golf Course Superintendent	92,706
Wiens	Jay	Maintenance Person II	54,366
Wilkinson	Travis	Forestry & Snow Removal Worker	52,425
Wirtz	Kayanna	Arts & Cultural Programmer	51,424
Yakubchuk	Tyler	Community Services Worker I	56,853
Yeaman	Timothy	Parks Manager	115,824
Zanidean	Landon	CSWI/Foreman II	55,539
			<b>\$ 3,357,890</b>

### POLICE SERVICES

Acorn	Brock	Constable - 10 Year	\$ 126,067
Akinyemi	Ayodeji	Network Support Officer	101,540
Anderson	Jason	Constable - 1st Class	114,493
Anderson	Aaron	Constable - 10 Year	144,071
Androsoff	Darren	Sergeant 120%	159,460
Banadyga	Ryan	Constable - 10 Year	131,172
Barlow	Jesse	Staff Sergeant	152,273
Bear	Darcy	Constable - 15 Year	78,290

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Benitez	Elvin	Constable - 1st Class	118,558
Bergen	Jonathan	Police Chief	219,044
Bighetty	Kelsey	Sergeant 120%	138,055
Blais	Braden	Constable - 8 year	132,533
Blanchard	Dean	Constable - 5th Class	107,617
Braaten	Lynn	Special Constable 10 Year	92,534
Bradbury	Curtis	Sergeant 120%	152,504
Brown	Mathew	Constable - 8 Year	127,522
Burns	Darcy	Constable - 15 Year	133,738
Butcher	Darin	Constable - 10 Year	133,772
Carter	Nolan	Constable - 8 Year	118,010
Cherewyk	Logan	Constable - 3rd Class	75,966
Chester	Trevor	Constable - 8 year	124,810
Chester	Tyler	Sergeant 120%	140,878
Chow	Michael	Constable - 10 Year	124,381
Chow	Kelsey	Constable - 10 Year	124,546
Clarke	Linda	Records Management Controller	69,154
Cote	Foster	Constable - 1st Class	108,692
Court	Cara	Constable - 4th Class	81,518
Dave	Kushal	Systems Programmer	91,496
Dell	Philip	Constable - 15 Year	128,084
Dumont	Troy	Sergeant 120%	140,501
Dunn	James	Sergeant	146,281
Edwardsen	Kathy	Sergeant 120%	130,575
Elliott	Amy	Records Management Controller	62,466
Epp	Terry	Sergeant 120%	140,768
Felix	Viktor	PC Support	70,226
Friesen	Brett	Constable - 4th Class	88,720
Gahrha	Harlovepreet	Constable - 1st Class	112,292
George	Roxanne	Special Constable - 10 Year	94,372
George	Lawrie	Staff Sergeant	152,494
Georgeson	Andrew	Constable - 10 Year	125,645
Glasscock	Ashley	Records Management Controller	65,404
Glynn	Lauren	Constable - 4th Class	73,858
Glynn	Brian	Sergeant 120%	136,768
Grolla	Brad	Constable - 15 Year	131,837
Guillemin	Benjamin	Constable - 5th Class	87,953
Hayes	Scott	Sergeant 120%	142,616
Hemsworth	Josie	Office & IT Project Manager	116,586
Henry	Mandy	Records Management Controller	68,344
Hobson	S. Doug	Constable - 1ST Class	109,436
Hood	Hilary	Constable - 1st Class	116,459
Husky	Dillon	Constable - 1st Class	100,120



## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Illingworth	Spencer	Constable - 3rd Class	83,157
Issel	Kim	Constable - 15 Year	137,935
Jordan	Travis	Constable - 15 Year	128,604
Keith	Kevin	Constable - 15 Year	142,179
Kellett	Tadd	Police Inspector	172,604
Lair	Linda	Constable - 15 Year	123,080
Leblue	Dwight	Constable - 10 Year	138,837
Lindsay	Robert	Constable - 10 Year	132,464
Logan	Daniel	Constable - 15 Year	137,261
Macdonald	Brennan	Constable - 1st Class	125,115
Malenfant	Marc	Constable - 10 Year	142,267
Manansala	Jocelyn	Records Management Controller	61,481
Maruszczak	Kim	Constable - 2nd Class	98,362
Mcdonald	Brent	Police Inspector	171,276
Mcknight	Janis	Court Liaison Officer	56,195
Meakin	Rhonda	Sergeant	130,397
Mesenchuk	Matthew	Constable - 8 Year	76,358
Meyers	Ronald	Constable - 5th Class	118,143
Minielly	Gerald	Constable - 8 Year	108,990
Mitchell	Trevor	Constable - 15 Year	131,094
Mogg	Christina	Admin Assistant & Privacy Coordinator	82,144
Morash	Shari	Records Management Controller	55,935
Morash	Tyson	Sergeant 120%	144,112
Morrisette	Kristin	Constable - 4th Class	53,225
Mostowich	Garth	Constable - 1st Class	118,352
Mudry	Brandon	A/Staff Sergeant	143,392
Muirhead	Casey	Constable - 2nd Class	91,657
Mushka	Craig	Police Inspector	171,276
Norrie	Michael	Constable - 5th Class	123,931
Ozar	Michael	Constable - 10 Year	120,164
Parenteau	Erin	Indigenous Resource Officer	55,900
Parenteau	Adam	Constable - 10 Year	121,736
Parenteau	Justin	Constable - 8 Year	128,377
Peterson	Joshua	Sergeant 120%	139,004
Polowski	Loralee	Constable - 15 Year	127,210
Popescul	Aron	Constable - 10 Year	139,693
Pshebnicki	Mona	Finance/HR Manager	101,534
Pura	Christine	Constable - 15 Year	116,686
Quirion	Troy	Constable - 3rd Class	82,374
Ratt	Horace	Constable - 4th Class	188,774
Reddekopp	Craig	Constable - 15 Year	131,794
Riddell	Christopher	Constable - 1st Class	119,001
Robillard	Brett	Sergeant 120%	138,220

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Romanuik	Andie	Constable 3rd Class	81,844
Rosen	Cathie	Special Constable -10 Year	95,678
Rowden	Shawn	SERGEANT 120%	140,697
Rudderham	Clint	Sergeant	129,490
Ryhorchuk	Tyler	Constable - 10 Year	135,325
Schluff	David	Staff Sergeant	152,995
Shewchuk	Mischa	Constable - 1ST Class	58,182
Shultz	Tanner	Sergeant 120%	126,237
Simonson	Derek	Sergeant 120%	124,648
Simonson	Trevor	Constable - 15 Year	127,439
Simonson	Lisa	Police Inspector	146,507
Smith	Dean	Constable - 15 Year	125,585
Soini	Jacalyn	Records Management Controller	61,033
Stasiw	Curtis	Constable -1st Class	104,524
Stonechild	Jason	Deputy Chief	114,626
Stubbs	Christopher	Constable - 1st Class	108,330
Stubbs	Shawn	Staff Sergeant	152,778
Tebbutt	Charlene	Public Relations & Media Coordinator	67,589
Tiessen	Eric	Sergeant	152,485
Torgunrud	Luke	Constable - 8 year	132,654
Valmont	Denis	Staff Sergeant	151,657
Wauters	Berry	Sergeant 120%	161,135
Weslowski	Heidi	Special Constable - 5 Year	67,126
Wilde	Jonathan	Constable - 8 Year	122,502
Willie	Travis	Staff Sergeant	155,798
Wolfe	Kelleen	Special Constable - 10 Year	97,758
Worthington	Carrie	Records Management Controller	67,841
Wozniak	Kristy	Records Management Controller	68,987
Yauder	Marian	Records Management Controller	62,672
Ziegeman	Kristyn	Victim Services Coordinator	59,455

**\$ 14,428,369**

### FIRE SERVICES

Adema	Jared	Fire Fighter - 15 Year	\$ 131,601
Antonson	Brad	Fire Inspection Officer	123,359
Barrett	Anthony	Fire Fighter - 15 Year	128,608
Belton	Dwayne	Battalion Chief	74,497
Billay	Dustin	Fire Fighter - 2nd Class	90,751
Bilodeau	Rodney	Fire Fighter - 10 Year	111,543
Bourdon	Christopher	Captain	141,522
Cherepacha	Christopher	Fire Fighter 1st Class	65,589

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Chester	Chad	Fire Fighter - 10 Year	122,379
Clarke	Patrick	Fire Fighter - 15 Year	125,040
Dorward	James	Fire Fighter - 15 Year	141,404
Fehr	Wade	Fire Fighter - 10 Year	115,655
Gaudet	Stephane	Fire Fighter - 10 Year	112,880
Gunville	Reed	Fire Fighter - 4th Class	77,458
Habscheid	Bailey	FF- 3rd Class	84,359
Haduik	Travis	Captain	136,434
Hilbig	Brennan	Fire Fighter - 15 Year	75,507
Hunter	Ben	Fire Fighter - 10 Year	121,351
Johnson	Denver	Fire Fighter - 1st Class	108,259
Jonasson	Justin	Fire Fighter - 1st Class	109,216
Kihn	Craig	Captain	143,844
Krasilowez	Chad	Fire Fighter - 15 Year	115,069
Labar	Marlon	Fire Fighter - 1st Class	110,412
Lavallie	Anton	Battalion Chief	141,632
Lecorre	Shane	Captain	163,696
Macauley	David	Fire Fighter - 1st Class	111,193
Makosiej	Adam	Fire Fighter - 2nd Class	106,429
Martin	Zachary	Fire Fighter - 3rd Class	85,382
Martin	Drew	Fire Fighter - 10 Year	113,720
Mason	Austin (Joseph)	Fire Fighter - 3rd Class	84,375
Milonas	Alexander	Fire Fighter - 4th Class	81,768
Neudorf	Duane	Fire Fighter - 15 Year	135,403
Olsen	Kris	Fire Chief	165,939
Paul	Alex	Deputy Fire Chief	147,184
Pedersen	Graham	Fire Fighter - 2nd Class	98,208
Perreault	Joel	Captain	155,703
Reeder	Jeffrey	Fire Fighter - 15 Year	126,089
Ring	Trevor	Fire Fighter - 10 Year	113,605
Robin	Ryan	Fire Fighter - 10 Year	119,394
Rowland	Quentin	Fire Inspection Officer	122,509
Rusk	Darcy	Battalion Chief	141,677
Schmitz	Shaun	Captain	137,147
Sheremeta	Ryan	Fire Fighter - 15 Year	116,578
Tait	Cole	Fire Fighter - 15 Year	119,256
Taylor	Martin	Fire Fighter - 3rd Class	83,573
Wendel	Tyler	Fire Fighter - 2nd Class	91,935
Wingert	Trevor	Captain	145,056
Zablocki	Jaycyn	Battalion Chief	141,632
Zwack	Lloyd	Captain	135,211
			<b>\$ 5,751,030</b>

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>			
Brick	Kora	Bylaw Enforcement Officer	\$ 55,127
Fyrk	Leanne	Property Coordinator II	71,559
Guidinger	Craig	Director of Planning & Development	135,997
Johnson	Kim	Chief Building Official	103,647
Karpluk	Kristina	Planning Manager	87,740
Mercredi	Raely	Bylaw Enforcement Officer	55,538
Michel	Elaine	Clerk Steno II	50,569
Nelson	Michael	Chief Building Official	80,882
Olmstead	Jorden	Planner	81,829
Pedersen	Kim	Building Inspector II	73,638
Vermette	Tammy	Secretary II	62,339
Vis	Jonathon	Building Inspector I	62,004
			<b>\$ 920,869</b>

### FINANCIAL SERVICES

Batawala	Huzefa	Accounting Clerk II	\$ 56,994
Bautz	Shannon	Chief Clerk	75,855
Belzevick	Roxanne	Assessment Appraiser I	61,073
Braitenbach	Dale	Assessment Appraiser II	75,606
Cook	Thomas	Water Meter Installer/Service	53,884
Cook	Patricia	Payroll Clerk	58,211
Dodwell	Scott	Payroll Clerk	50,425
Fauchoux	Ramona	Payroll Manager	98,177
Firman	Mariya	Payroll Clerk	57,677
Greier	Heather	Assessment Appraiser I	51,027
Hoback	Jerri	Assistant Director	118,415
Kowalski	Brandi	Assessment Appraiser I	59,900
Kulcher	Natara	Service Delivery Coordinator	83,988
Lytle	Michael	Purchasing Manager	98,177
Maier	Jason	Finance Manager	98,177
Mccullough	Kerry	Chief Clerk	70,295
Miner	Rick	Parking Meter Inspector	50,630
Page	Jason	Storekeeper	56,604
Poulin	Kevin	Water Meter Installer/Service	53,630
Raisanen	Angela	Storekeeper	56,604
Syal	Sahil	Finance Analyst	71,262
Tetlow	Dave	Parking Meter Inspector - Casual	50,346
Tkachuk	Cheryl	Director of Financial Services	148,358

## EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Ueland	Judy	Accounting Clerk II	56,717
Vaughan	Vanessa	City Assessor	115,824
Walters	Milan	Chief Clerk	75,167
Wareham	Trina	Parking Services Coordinator	92,706
Wasutyk-St Amand	Debbie	Accounting Clerk II	56,718
Weleski	Tammy	Parking Meter Inspector	54,532
Woodward	Philip	Water Meter Install & Service	50,739
Zbaraschuk	Derek	Meter Services Supervisor	61,149
			<b>\$ 2,218,871</b>

### CITY MANAGER, CITY CLERK, CORPORATE SERVICES & MAYOR OFFICES

Bear	Kiley	Director of Corporate Services	\$ 107,632
Bergman	Candice	Human Resources Coordinator	90,408
Boulet	Melodie	Special Projects Manager	100,340
Fines	Kevin	Infrastructure Systems Analyst	102,414
Furstenberg	Wilna	Communications Coordinator	67,924
Goyal	Ankush	Business Systems Analyst	83,164
Heidecker	Rachel	Innovation & IT Manager	108,767
Hood	Gordon	Coordinator - HSE	98,177
Horn	Renee	Executive Assistant - Mayor's Office	83,988
Kristian	Kerri	Human Resources Consultant	98,177
Leclair	Kenneth	Director of Corporate Services	100,917
Mercier	Therese	Corporate Legislative Manager	92,706
Noble	Rena	Conf Secretary - City Manager's Office	75,266
Person	Sherry	City Clerk	115,824
Phan	Lucy	Secretary II	50,789
Price	Savannah	Records Coordinator	75,266
Schiefner	Michelle	Innovation & IT Manager	101,815
Slater	Stacey	Conf Secretary - Clerks/Solicitors	67,769
Soles	Amber	Secretary II	60,489
Toye	Jim	City Manager	267,138
			<b>\$ 1,948,972</b>

### PAYROLL UNDER \$50,000

438 employees in various departments	<b>\$ 6,028,760</b>
<b>TOTAL</b>	<b>\$ 42,381,822</b>

## THIRD PARTY PAYMENTS OVER \$50,000.00

0962667 B.C. Ltd o/a DBA Canada's Big Truck Rental	\$	210,000
101100203 Saskatchewan Ltd.o/a TLS Lawn		113,615
1823625 Alberta Ltd. o/a Marshall Lines 2014		53,107
Acklands Ltd.		60,715
Acme Infrastructure Services Inc.		1,732,784
AECOM Canada Ltd.		1,297,461
Anderson Motors Ltd.		294,448
Anderson Pump House Ltd.		120,907
Arctic Refrigeration Inc.		76,721
Asiil Enterprises Ltd.		73,798
Associated Fire Safety Group		86,414
Auto Rescue Towing		110,585
Avia NG Inc.		94,994
Badger Meter		133,331
B A Robinson Co. Ltd.		77,824
B & B Construction Group Inc.		5,584,881
BBB Architects Toronto Inc		745,833
Tom Beal		433,670
Borysiuk Contracting Inc.		184,555
Canadian Corps of Commissionaires (North Saskatchewan) Inc.		239,512
Canadian Recreation Solutions Inc.		600,388
Canadian Police College		54,889
CB Services Ltd.		113,256
CDW Canada Inc		130,651
CentralSquare Canada Software Inc.		129,696
Christopherson's Industrial Supplies		94,999
Christie Lites Sales		136,501
City of Saskatoon		50,975
Clark's Supply & Service Ltd.		155,712
Clear Tech Industries Inc.		78,297
Collision Forensic Solutions		106,111
Cornerstone Insurance		1,067,794
Crestline Coach Ltd.		116,621
Darcy's Golf Shop Ltd.		244,196
DMC Cleaning Inc.		62,277
Delco Automation Inc.		114,105

## THIRD PARTY PAYMENTS OVER \$50,000.00

Dell Canada Inc	83,063
DMM Energy	184,112
Dmyterko Enterprises Ltd.	120,814
Early's Farm & Garden Centre	69,486
Econolite Canada Inc.	196,768
Eda Environmental Ltd.	68,565
Eecol Electric (Sask) Ltd.	86,460
Emco Corporation	531,233
Engineered Pipe Group	78,133
ESRI Canada	145,826
ESTI Consulting Services	481,346
Evolution AV Ltd.	109,442
Federated Co-Operatives Ltd.	1,104,145
Fer-Marc Equipment Ltd.	111,356
Finning International Inc.	67,880
FirstCanada ULC	1,418,920
First General Services (PA) Ltd.	63,894
Flocor	171,165
Fox Signs	69,735
Frontline Outfitters Ltd	64,236
Full Line Electric and General Contracting	106,357
GL Mobile Communications	232,613
Group2 Architechture Engineering Inc	1,674,079
GV Audio Inc.	68,973
Halliday's Trucking	50,903
HBI Brennan Office Plus Inc.	99,523
Iconix Waterworks LP	173,809
Imprivata	56,778
Industrial Machine Inc	141,498
ISL Engineering and Land Services Ltd.	62,296
Johnson Controls Ltd.	50,113
Kelsey Pipelines Ltd.	1,148,216
Klearwater Equip & Technologies	446,576

## THIRD PARTY PAYMENTS OVER \$50,000.00

Kleen-Bee (P.A.)	121,994
Knotty Pine Bistro	107,063
Lafarge Canada Inc.	97,680
Lajcon Distributors	107,521
Lakeland Ford Sales (2009) Ltd.	273,225
Lake Country Co-operative Ltd.	103,525
Line West Ltd.	84,770
Mann-Northway AutoSource	84,124
Manulife Securities Inc.	83,589
Maxim Transportation Services Inc.	123,099
Mequipco Ltd.	50,932
Minister of Finance	51,565
Ministry of Corrections and Policing	208,060
MNP LLP	61,635
Municipal Employees Pension Plan	4,013,865
Gerald Nagy	78,566
Nagy Holdings Ltd.	145,515
Nicola Sherwin- Roller M.A.,C.C.C.	85,005
Nova Pole International Inc	110,497
Novus Law Group	529,868
NSC Minerals Ltd.	86,092
Oak Creek Golf & Turf Inc.	100,810
OK Tire & Auto Service	59,404
Prince Albert Golf & Curling Club	65,000
PA Markit Signs Ltd.	80,298
Prince Albert Police Association	66,756
Prince Albert Raiders Hockey Club Inc.	110,487
PCL Construction Management Inc.	12,062,014
Playgrounds-R-Us	715,226
Prairie Oasis Landscaping Inc	159,564
Protexus Holdings Inc.	103,712
Richard Pytlak	75,458
Ram Excavation	54,939
Raymax Equipment Sales Ltd.	300,742



### THIRD PARTY PAYMENTS OVER \$50,000.00

Receiver General of Canada	123,888
Riverbank Development Corporation	66,000
River North Construction 86 Ltd.	134,238
Rivier Academy Inc.	71,500
Rocky Mountain Phoenix	61,389
Rona Inc.	460,776
Ruszkowski Enterprises Ltd	129,003
Saskatoon Boiler Mfg. Co. Ltd.	53,186
Secure Energy Services Inc.	4,844,560
Sask Energy Inc.	572,602
S & K Mechanical Ltd.	83,583.00
SaskTel CMR	115,106
SaskPower	2,811,569
Saskatchewan Public Safety Agency	1,108,237
SaskTel	210,560
Saskatchewan Workers Compensation Board	512,744
Signature Development Corporation	8,106,406
SMG Operating Ltd	67,736
Snake Lake Construction Ltd	178,127
Softchoice Corporation	85,307
Stantec Consulting Ltd.	71,882
Superior Truck Equipment Inc./North America	373,891
Superior Infrastructure Restoration	199,840
Sysco Food Services	60,834
Tetra Tech Canada Inc	492,617
Thorpe Bros. Ltd.	62,953
Toter, LLC c/o Wastequip	93,173
Versaterm Public Safety Inc	190,788
WestVac Industrial Ltd	495,556
Westar Ventures Ltd	104,408
Wheatland Builders & Concrete Ltd.	2,199,011
<b>TOTAL</b>	<b><u><u>\$ 69,224,006</u></u></b>

**GRANTS PROVIDED OVER \$50,000**

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Community Service Centre	\$	607,225
Mann Art Gallery		107,170
North Central Saskatchewan Waste Management Corp.		142,100
Prince Albert Historical Society		71,680
Prince Albert Society for the Prevention of Cruelty to Animals (SPCA)		377,727
Prince Albert Regional Economic Development Alliance (PAREDA)		245,000
The City of Prince Albert Public Library Board		<u>2,124,930</u>
<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>3,675,832</u></b>

**CONSOLIDATED ENTITIES**  
**THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD**

**REMUNERATION OF EMPLOYEES OVER \$50,000**

Elliott	Greg	Deputy Director	\$ 98,774
Juorio	Alex	Director	113,302
Miller	Lisa	Business Administrator	73,853
O'Leary	Meghan	Librarian	76,615
<b><u>TOTAL</u></b>			<b>\$ 362,545</b>

**EXPENDITURES PURSUANT TO CONTRACTS OVER \$50,000**

Custom Security & Investigation	\$ 93,815
Library Bound	117,319
Saskatchewan Information and Library Services	58,357
<b><u>TOTAL</u></b>	<b>\$ 269,491</b>

**GRANTS RECEIVED OVER \$50,000**

City of Prince Albert	\$ 2,124,930
Provincial Resource Sharing Grant	106,678
<b><u>TOTAL</u></b>	<b>\$ 2,231,608</b>

City of Prince Albert Public Library Board is 100% consolidated into the City of Prince Albert financial statements.

**CONSOLIDATED ENTITIES  
NORTH CENTAL SASKATCHEWAN WASTE MANAGEMENT CORP.**

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**REMUNERATION OF EMPLOYEES OVER \$50,000**

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<b><u>TOTAL</u></b>	<b><u>\$ -</u></b>
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**EXPENDITURES PURSUANT TO CONTRACTS OVER \$50,000**

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Crown Shred & Recycling Inc.	<u>\$ 116,770</u>
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<b><u>TOTAL</u></b>	<b><u>\$ 116,770</u></b>
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**GRANTS RECEIVED OVER \$50,000**

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City of Prince Albert	\$ 142,100
Multi Material Stewardship Western	<u>556,187</u>

<b><u>TOTAL</u></b>	<b><u>\$ 698,287</u></b>
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North Central Saskatchewan Waste Management Corp. is a non-profit corporation.  
The corporation is proportionately consolidated into the City of Prince Albert financial statements.



City of  
**Prince Albert**

***RPT 22-373***

**TITLE:** Bylaw No. 20 of 2022 - District Official Community Plan Amendment

**DATE:** **September 15, 2022**

**TO:** City Council

**PUBLIC:** **X**

**INCAMERA:**

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**RECOMMENDATION:**

1. That Bylaw No. 20 of 2022 be introduced and given first reading; and,
2. That Administration provide notification to hold a Public Hearing.

**ATTACHMENTS:**

1. Bylaw No. 20 of 2022 – District Official Community Plan Amendment (RPT 22-336)

Written by: Executive Committee



**RPT 22-336**

**TITLE:** Bylaw No. 20 of 2022 – District Official Community Plan Amendment

**DATE:** **September 6, 2022**

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That Bylaw No. 20 of 2022 be given first reading; and,
2. That Administration be authorized to provide public notice for the public hearing.

**TOPIC & PURPOSE:**

The purpose of this report is to consider Bylaw No. 20 of 2022, which proposes several amendments to the Prince Albert Planning District Official Community Plan 2018.

**BACKGROUND:**

The Prince Albert District Planning Commission (PADPC) is composed of the City of Prince Albert, the RM of Buckland No. 491 and the RM of Prince Albert No. 461, and in 2018 all member municipalities adopted The Prince Albert Planning District Official Community Plan 2018 (District OCP). The District OCP provides a framework of goals, objectives and policies that are intended to promote the orderly and sustainable growth of the district.

At the May 4th, 2022, PADPC meeting, the board passed a number of resolutions to amend the District OCP.

**PROPOSED APPROACH AND RATIONALE:**

Any amendment to the District OCP needs to be approved by all three member municipalities before it is adopted into the District OCP. As such, Administration has prepared the attached bylaw, and a further explanation of all proposed amendments is provided below:

### New Section 4.4.3

Adding this section will align the District OCP with the regulations currently in place within the respective Zoning Bylaws for the RM of Buckland and the RM of Prince Albert. In the RM of Buckland the amendment will allow for the development of two, single parcel, country residential sites, per quarter section in lands designated Highway Commercial, provided the site is zoned A – Agriculture within the RM Zoning Bylaw. In the RM of Prince Albert this will allow for the development of one, single parcel, country residential site, per quarter section in lands designated Highway Commercial, provided the site is zoned A – Agriculture within the RM Zoning Bylaw.

### Amending Sections 5.2.1 and 5.2.2

This amendment will allow for future commercial and light industrial development to be located on those lands designated as Commercial/Industrial on Figure 3 – Future Land Use Map (attached). In conjunction with the redesignation also proposed under this bylaw, this amendment will allow for the future commercial and industrial development on the land that was previously occupied by the Mary Nisbet campground. This amendment was recommended by the Community Planning Branch to allow for Industrial uses to be located in both the Industrial land designation and the Commercial/Industrial land designation.

### New Section 5.2.3

Adding this section will emphasize that the regulations contained in a respective municipality's Zoning Bylaw will apply to land uses, rather than the future land use designation under the District OCP.

### Redesignating SW 16-49-26-W2M

The redesignation of SW 16-49-26-W2M (see attached Location Plan) from Highway Commercial to Commercial/Industrial on Figure 3 – Future Land Use Map and Figure 4 – Future Land Use Map (attached) will accommodate the future development of the area.

### Revising Table 1

The proposed revisions to Table 1 (attached) will remove the separation requirements between liquid waste management facilities and other land uses, and instead will defer to the Water Security Agency requirements. This amendment is intended to accommodate a new municipal lagoon cell for the Village of Albertville, which would meet the setbacks required by the Water Security Agency, but not the setbacks required under the existing Table 1.

Administration has reviewed the proposed amendments and no concerns have been identified.

**CONSULTATIONS:**

This amendment to the District OCP was drafted in consultation with the Director of Planning and Development for the RM of Buckland and the RM of Prince Albert.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Upon approval of this bylaw amendment by all member municipalities and the Ministry of Government Relations, the District OCP will be updated accordingly.

**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:**

In keeping with the City's mission statement, that we will enhance quality of life through excellence of service, it is important that we continue to review and edit our policies, procedures, and bylaws, in order to ensure these function properly and allow us the ability to provide the highest level of service to the public.

**OFFICIAL COMMUNITY PLAN:**

As per Section 1.6.1 of the Official Community Plan, one of the goals of Decision Making, Sustainability and Strategic Planning is to:

*"Foster a relationship of trust and cooperation with regional stakeholders - First Nations, rural municipalities, and Federal and Provincial governments".*

The District OCP is one way to improve this relationship of trust and cooperation with the neighbouring RM of Prince Albert and RM of Buckland.

**PUBLIC NOTICE:**

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

Upon approval of 1st reading of this bylaw, Administration will proceed with issuing the following public notice to include:

- Including public notice in an issue of the Prince Albert Daily Herald,
- Posting the public notice on the City's website, and
- Posting the public notice on the bulletin board at City Hall.



**PRESENTATION:**

Verbal Presentation by Craig Guidinger, Director of Planning and Development Services

**ATTACHMENTS:**

1. Bylaw No. 20 of 2022
2. Location Plan
3. Location Plan with Aerial
4. Figure 3 - Future Land Use Map
5. Figure 4 - Future Land Use Map
6. Table 1 - Current Regulations

Written by: Jordan Olmstead, Planner

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

# CITY OF PRINCE ALBERT BYLAW NO. 20 OF 2022

*A Bylaw of The City of Prince Albert to amend  
The Prince Albert Planning District Official Community Plan 2018, being  
Bylaw No. 18 of 2018*

**WHEREAS** it is desirable to amend the Prince Albert Planning District Official Community Plan 2018, being Bylaw No. 18 of 2018;

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

1. That Bylaw No.18 of 2018 be amended in the manner hereinafter set forth:
  - a. By adding in the following new Section 4.4.3, and renumbering Sections 4.4.3 to 4.4.8:

“3. In the RM of Buckland, in areas designated Highway Commercial as identified in Figure 3 – Future Land Use Map, a maximum of two single parcel country residential sites will be allowed to be subdivided per quarter section, on lands zoned A – Agriculture within the RM Zoning Bylaw, unless otherwise provided within the policies contained herein.

In the RM of Prince Albert, in areas designated Highway Commercial as identified in Figure 3 – Future Land Use Map, a maximum of one single parcel country residential site will be allowed to be subdivided per quarter section, on lands zoned A – Agriculture within the RM Zoning Bylaw, unless otherwise provided within the policies contained herein.”
  - b. By deleting Sections 5.2.1 and 5.2.2 in their entirety; and,
  - c. Replace with the following Section 5.2.1 and 5.2.2:

“1. Future commercial development should be located in Highway Commercial and Commercial/Industrial areas, identified on Figures 3 – Future Land Use Map.

2. Future light industrial development should be located in Commercial/Industrial and Industrial areas, as identified on Figure 3 – Future Land Use Map. Future heavy industrial uses and future hazardous industries shall be restricted to Industrial areas.”
  - d. By adding in the following new Section 5.2.3, and renumbering Sections 5.2.3 to 5.2.5:

“3. In the Highway Commercial, Commercial/Industrial, and Industrial areas identified in Figure 3 – Future Land Use Map, until and unless zoning amendments are approved for commercial or industrial developments, lands will be zoned generally as Agriculture District, and the development standards of the district will apply.”

- e. Figure 3 – Future Land Use Map, and Figure 4 – Future Land Use Map – Future Urban Growth Area, are hereby amended as follows:

SW 16-49-26-W2M  
RM of Buckland No. 491, Saskatchewan

Shall be redesignated from Highway Commercial to Commercial/Industrial.

- f. By deleting Table 1 in its entirety; and,
  - g. Replace the table as outlined in the attached “Table 1”.
2. This Bylaw shall come into effect upon receipt of final approval of the Minister of Government Relations.

INTRODUCED AND READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20 .

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20 .

READ A THIRD TIME AND PASSED \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20 .

\_\_\_\_\_

MAYOR

\_\_\_\_\_

CITY CLERK

Table 1

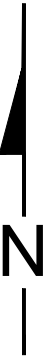
Table 1 Required Separation Distances Between Uses (in Metres)		Wells	Residential				Urban Municipality	Intensive Agriculture	Intensive and Non-Intensive Livestock Operations (number of animal units)			Airport/Airstrip	Commercial	Sand and Gravel Pit	Waste Management		Anhydrous		Industrial	Hazard Industrial
			Single	MCR and MHC*	Hamlet	Tourist Accommodation			100 - 300	301 - 1,000	1,001 +				Solid	Liquid	Non-Refrigerated	Refrigerated		
Residential	Single (1)	—	—	—	—	—	—	300	800	1,200	—	—	200	457	457	305	600	—	1,600	
	MCR and MHC*(2)	—	—	—	—	—	—	1,600	2,400	3,200	800	—	600	457	550	305	600	—	1,600	
	Tourist Accommodation (3)	—	—	—	—	—	—	300	800	800	—	—	200	457	550	305	600	800	1,600	
Intensive Agriculture (4)		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	1,600	
Intensive and Non-Intensive Livestock Operations (5)	100 - 300	300	300	1,600	1,600	300	1,600	—	—	—	—	300	—	—	—	—	—	—	600	
	301 - 1,000	800	800	2,400	2,400	800	2,400	—	—	—	—	300	—	—	—	—	—	—	600	
	1,001 +	1,200	1,200	3,200	3,200	800	3,200	—	—	—	—	300	—	—	—	—	—	—	600	
Airport/Airstrip(6)		—	—	800	800	—	800	—	—	—	—	—	—	—	—	—	—	—	—	
Railway (7)		—	30	30	30	30	—	—	—	—	—	30	—	—	—	—	—	30	—	
Commercial (8)		—	—	—	—	—	—	300	300	300	—	—	—	457	300	—	—	—	—	
Waste Management (9)	Solid	1,600	457	457	457	457	457	457	—	—	—	—	457	—	—	—	—	—	—	
	Liquid	300	300	Per WSA requirements (13)	Per WSA requirements (13)	Per WSA requirements (13)	Per WSA requirements (13)	300	—	—	—	—	300	—	—	—	—	—	300	
Anhydrous(10)	Non-Refrigerated	—	305	305	305	305	305	—	—	—	—	—	—	—	—	—	—	—	—	
	Refrigerated	—	600	600	600	600	600	—	—	—	—	—	—	—	—	—	—	—	—	
Industrial (11)		—	—	—	—	800	—	—	—	—	—	—	—	—	300	—	—	—	—	
Hazardous Industrial (12)		1,600	1,600	1,600	1,600	1,600	2,400	1,600	600	600	600	—	—	—	—	—	—	—	—	

\*Respectively: Multitlot Country Residential (MCR) and Mobile Home Court (MHC)

Distances are measured as follows - Between closest point of nearest:

- (1) Single Residential Building...
- (2) Multitlot or Mobile Home Residential Building Site...
- (3) Tourist Accommodation Facility...
- (4) Intensive Agricultural Site...
- (5) ILO Facility...
- (6) Airport/Airstrip Facility...
- (7) Railway
- (8) Commercial Site...
- (9) Waste Management Facility or Lagoon...
- (10) Anhydrous Ammonia Storage Facility...
- (11) Industrial Site...
- (12) Hazardous Industrial Site...
- (13) Per Water Security Agency separation requirements.

... and the nearest residential building, corporate limit, ILO, airport or airstrip, gravel pit, anhydrous ammonia storage, or waste management facility, and the site lines of other uses

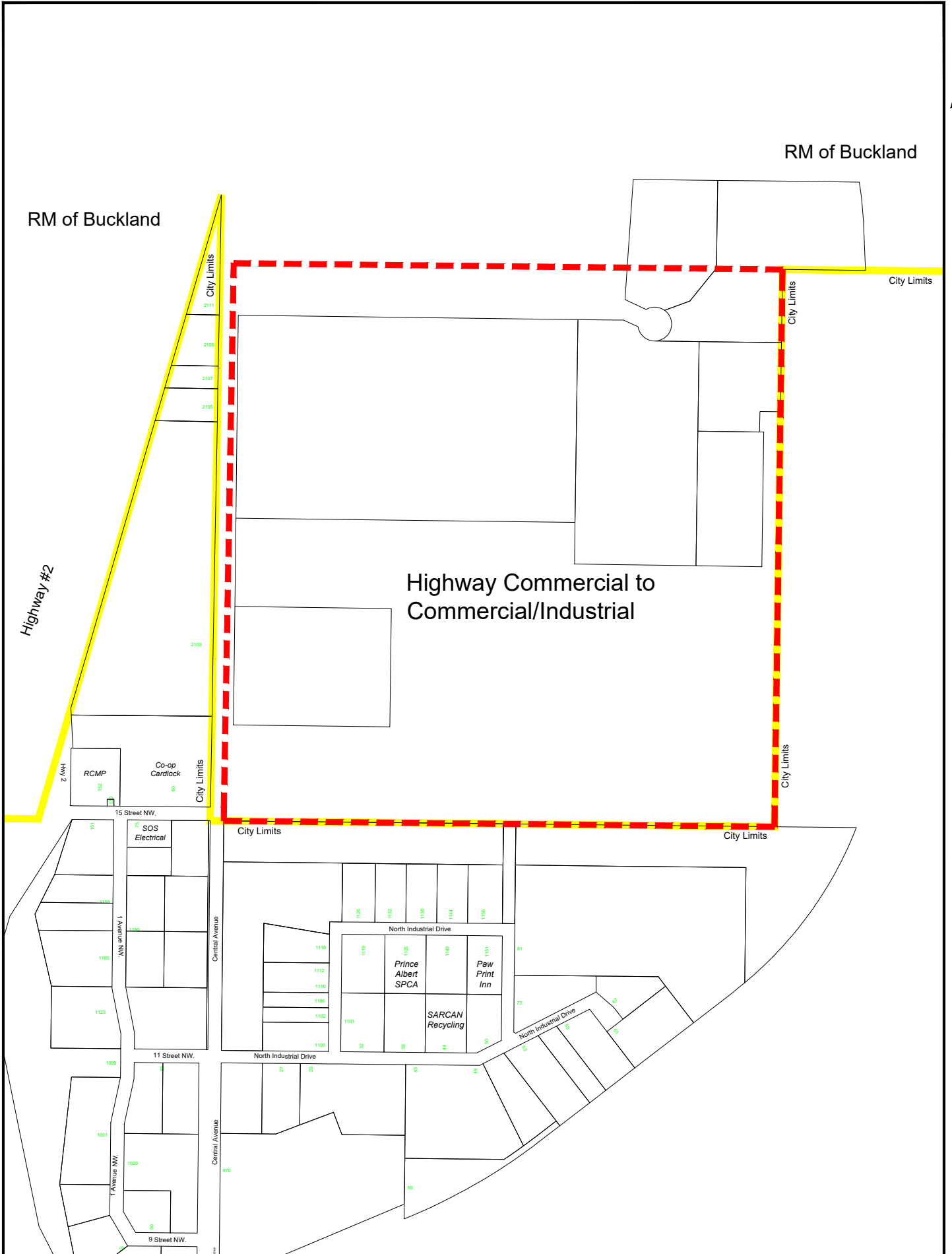


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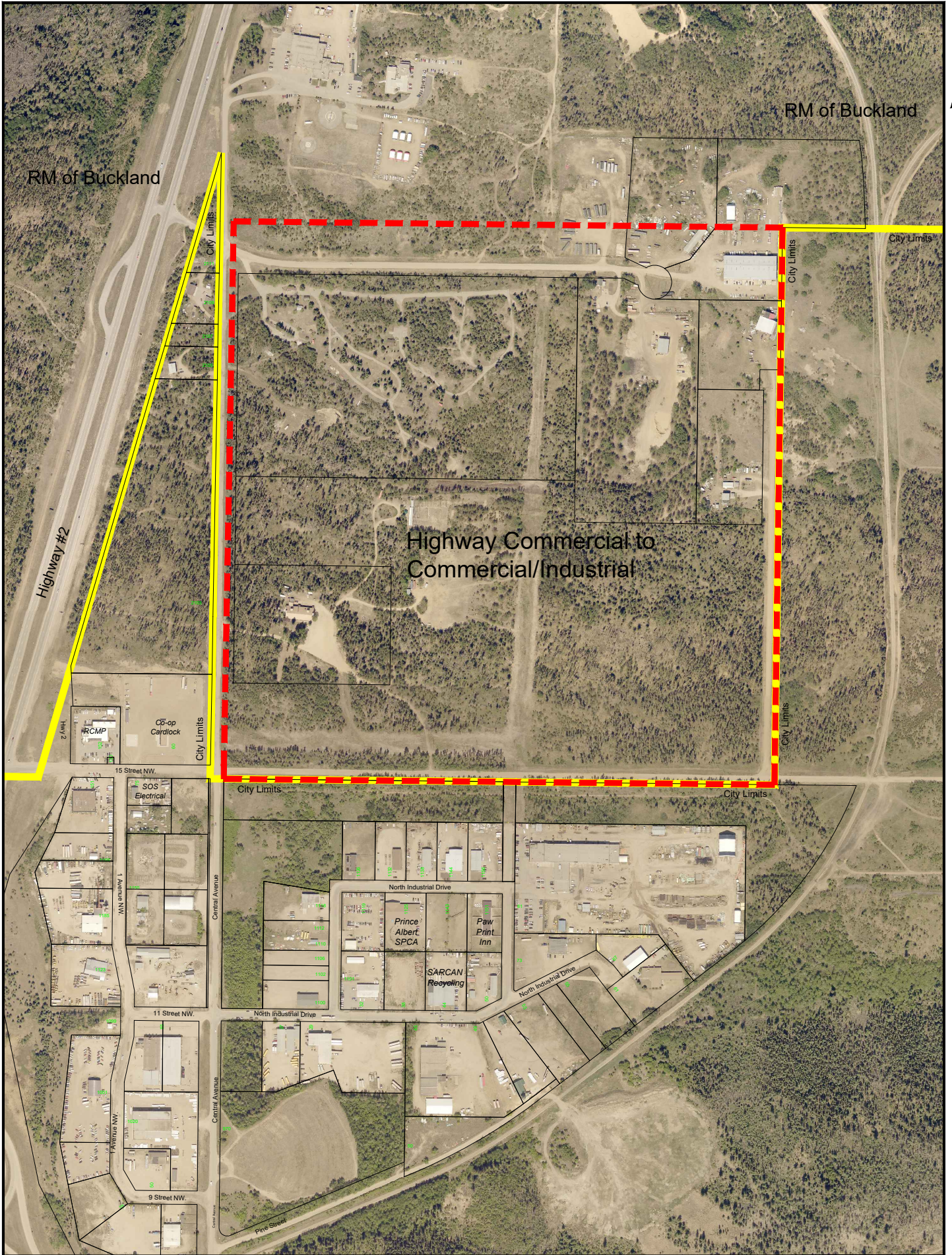
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PLANNING & DEVELOPMENT SERVICES

JV  
August 23, 2022



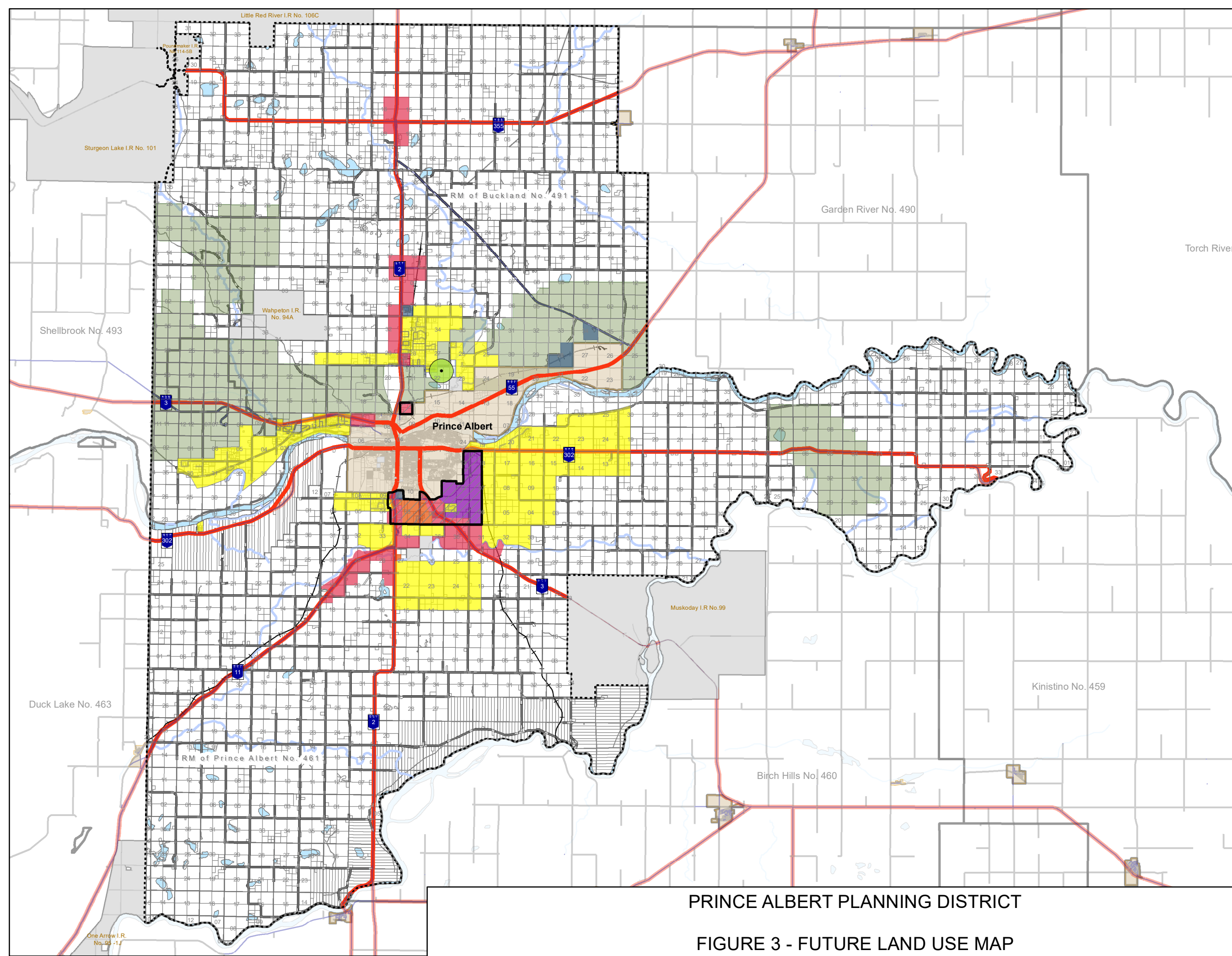




PLANNING & DEVELOPMENT SERVICES

August 23, 2022 JV





### LEGEND

**Land Use**

- Commercial/Industrial
- Highway Commercial
- Industrial
- Residential
- Future Urban Growth
- Future Urban Growth Area (FUGA)
- Intensive Livestock Operation and 800m Buffer

**Other Features**

- PAPD-Prince Albert Planning District
- First Nations Reserve
- Urban Municipality
- Provincial Forest
- Railway
- Highway
- Secondary Roads
- Watercourse
- Waterbody

0 0.5 1 2 3 4 Miles

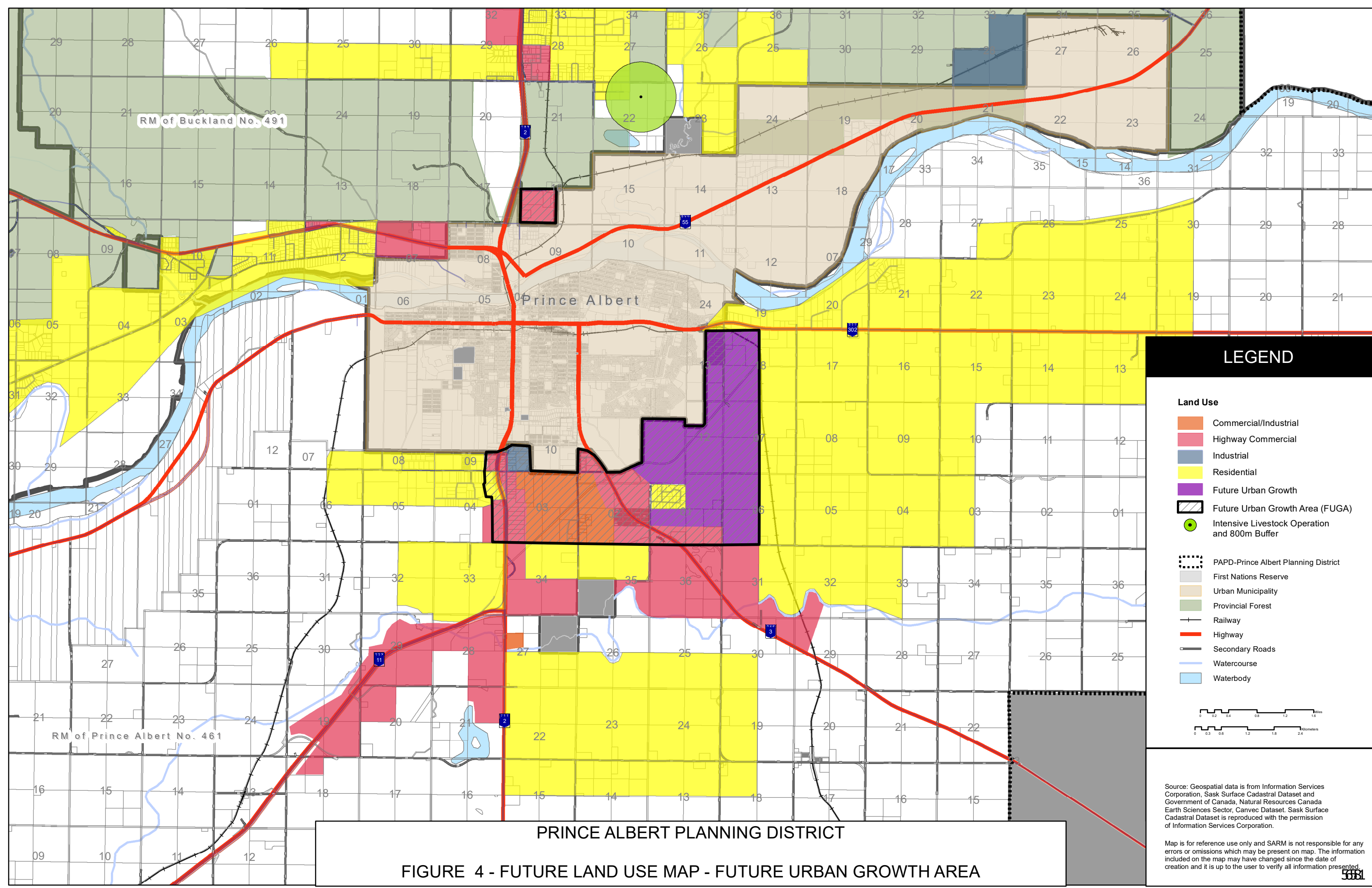
0 1 2 4 6 8 Kilometers

Source: Geospatial data is from Information Services Corporation, Sask Surface Cadastral Dataset and Government of Canada, Natural Resources Canada Earth Sciences Sector, Canvec Dataset. Sask Surface Cadastral Dataset is reproduced with the permission of Information Services Corporation.

Map is for reference use only and SARM is not responsible for any errors or omissions which may be present on map. The information included on the map may have changed since the date of creation and it is up to the user to verify all information presented.

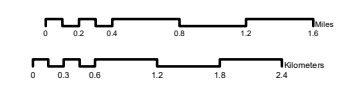
## PRINCE ALBERT PLANNING DISTRICT

### FIGURE 3 - FUTURE LAND USE MAP



**LEGEND**

- Land Use**
- Commercial/Industrial
  - Highway Commercial
  - Industrial
  - Residential
  - Future Urban Growth
  - Future Urban Growth Area (FUGA)
  - Intensive Livestock Operation and 800m Buffer
  - PAPD-Prince Albert Planning District
  - First Nations Reserve
  - Urban Municipality
  - Provincial Forest
  - Railway
  - Highway
  - Secondary Roads
  - Watercourse
  - Waterbody



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**PRINCE ALBERT PLANNING DISTRICT**

**FIGURE 4 - FUTURE LAND USE MAP - FUTURE URBAN GROWTH AREA**

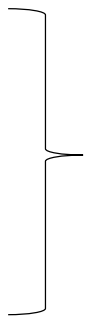


Table 1 Required Separation Distances Between Uses (in Metres)		Wells	Residential				Urban Municipality	Intensive Agriculture	Intensive and Non-Intensive Livestock Operations (number of animal units)			Airport/Airstrip	Commercial	Sand and Gravel Pit	Waste Management		Anhydrous		Industrial	Hazard Industrial
			Single	MCR and MHC*	Hamlet	Tourist Accommodation			100 - 300	301 - 1,000	1,001 +				Solid	Liquid	Non-Refrigerated	Refrigerated		
Residential	Single (1)	—	—	—	—	—	—	300	800	1,200	—	—	200	457	457	305	600	—	1,600	
	MCR and MHC*(2)	—	—	—	—	—	—	1,600	2,400	3,200	800	—	600	457	550	305	600	—	1,600	
	Tourist Accommodation (3)	—	—	—	—	—	—	300	800	800	—	—	200	457	550	305	600	800	1,600	
Intensive Agriculture (4)		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	1,600	
Intensive and Non-Intensive Livestock Operations (5)	100 - 300	300	300	1,600	1,600	300	1,600	—	—	—	—	300	—	—	—	—	—	—	600	
	301 - 1,000	800	800	2,400	2,400	800	2,400	—	—	—	—	300	—	—	—	—	—	—	600	
	1,001 +	1,200	1,200	3,200	3,200	800	3,200	—	—	—	—	300	—	—	—	—	—	—	600	
Airport/Airstrip(6)		—	—	800	800	—	800	—	—	—	—	—	—	—	—	—	—	—	—	
Railway (7)		—	30	30	30	30	—	—	—	—	—	30	—	—	—	—	—	30	—	
Commercial (8)		—	—	—	—	—	—	300	300	300	—	—	—	457	300	—	—	—	—	
Waste Management (9)	Solid	1,600	457	457	457	457	457	457	—	—	—	457	—	—	—	—	—	—	—	
	Liquid	300	300	550	550	600	600	300	—	—	—	300	—	—	—	—	—	300	—	
Anhydrous(10)	Non-Refrigerated	—	305	305	305	305	305	—	—	—	—	—	—	—	—	—	—	—	—	
	Refrigerated	—	600	600	600	600	600	—	—	—	—	—	—	—	—	—	—	—	—	
Industrial (11)		—	—	—	—	800	—	—	—	—	—	—	—	—	300	—	—	—	—	
Hazardous Industrial (12)		1,600	1,600	1,600	1,600	1,600	2,400	1,600	600	600	600	—	—	—	—	—	—	—	—	

\*Respectively: Multilot Country Residential (MCR) and Mobile Home Court (MHC)

Distances are measured as follows - Between closest point of nearest:

- (1) Single Residential Building...
- (2) Multilot or Mobile Home Residential Building Site...
- (3) Tourist Accommodation Facility...
- (4) Intensive Agricultural Site...
- (5) ILO Facility...
- (6) Airport/Airstrip Facility...
- (7) Railway
- (8) Commercial Site...
- (9) Waste Management Facility or Lagoon...
- (10) Anhydrous Ammonia Storage Facility...
- (11) Industrial Site...
- (12) Hazardous Industrial Site...



... and the nearest residential building, corporate limit, ILO, airport or airstrip, gravel pit, anhydrous ammonia storage, or waste management facility, and the site lines of other uses



**RPT 22-375**

**TITLE:** 48th Street Annexation

**DATE:** September 16, 2022

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That the R.M. of Prince Albert be authorized to proceed with the annexation of 48<sup>th</sup> Street East from the City of Prince Albert subject to:

The preparation of an annexation agreement between the Rural Municipality of Prince Albert and the City of Prince Albert to be executed by both parties

**TOPIC & PURPOSE:**

To approve the annexation of 48<sup>th</sup> Street from the City of Prince Albert to the RM of Prince Albert

**BACKGROUND:**

On April 14<sup>th</sup> 2021, Administration met with representatives of the RM of Prince Albert to initiate negotiation meetings for the City's proposed annexation, East of Prince Albert, in order to extend Byars Street to Highway 302 East. Since that time, the annexation process has advanced to a point that all that is required to finalize the annexation is the approval of an agreement between the City and the RM. The agreement has been prepared and approved by the City of Prince Albert. The RM has not yet approved the agreement, but it is expected to be before their Council in the coming weeks.

During these discussions, the RM of Prince Albert has proposed an annexation of their own. They would like to annex 48<sup>th</sup> Street East from the City. They are making this request in order to take over the maintenance of the road, and obtain provincial funding in order to do so. The City has considered this proposal on multiple occasions, however has never formally approved the request. City Council has now been provided with all information that is necessary to make a final decision.

**PROPOSED APPROACH AND RATIONALE:**

Since the RM proposal of 48<sup>th</sup> Street was last considered by City Council, the Mayor and the Director of Planning and Development Services has had a chance to meet with the Reeve of the RM of Prince Albert and their Planner to discuss the annexation further. It was during this meeting that the RM clarified their intentions for the 48<sup>th</sup> Street and the limitations for development of the abutting lands. There was also clarification provided on the following item:

- It was unclear whether it was the intention of the RM to pave 48<sup>th</sup> Street. Upon further review, the RM has clarified that they simply want to upgrade 48<sup>th</sup> to an appropriate graveled state that is suitable for more heavy agricultural use. 48<sup>th</sup> Street is currently often wash-boarded, and requires periodic maintenance which is quite costly considering the limited number of properties that abut the right of way.
- It was also clarified that the reason for the annexation request was not to accommodate future development, but rather to obtain provincial funding to rebuild and maintain the road to a more robust standard.

Currently, the City is responsible for the maintenance of this portion of 48<sup>th</sup> Street. As there are only a few parcels of land that require access, maintenance is not typical and becomes quite costly when you consider the limited number of City properties that require access. When 48<sup>th</sup> Street is removed from City limits, its maintenance and upkeep will become the responsibility of the RM.

**CONSULTATIONS:**

The Mayor, the Director of Planning and Development Services and the Reeve of the RM of Prince Albert, and the RM Planner were all included in the most recent discussions.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once a decision has been made by City Council, the RM Reeve and RM Planner will be contacted to inform them of Council's decision.

**FINANCIAL IMPLICATIONS:**

If the annexation is approved, the City will no longer be responsible for the costs associated with the upkeep of 48<sup>th</sup> Street.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

At this time there are no options to the recommendation, and no policy, privacy, or financial implications.

**STRATEGIC PLAN:**

In light of this new information administration believes that being accountable and transparent is paramount in making a final decision

**OFFICIAL COMMUNITY PLAN:**

Section 8.1 of if the OCP states that the City shall "...invest in building and maintaining infrastructure facilities/services in a comprehensive, sustainable and innovative manner"

**PUBLIC NOTICE:**

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

**PRESENTATION:**

None

**ATTACHMENTS:**

1. Location Plan
2. Location Plan 2

Written by: Craig Guidinger, Director of Planning and Development

Approved by: City Manager



PLANNING & DEVELOPMENT SERVICES

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N

August 23, 2022 JV

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N

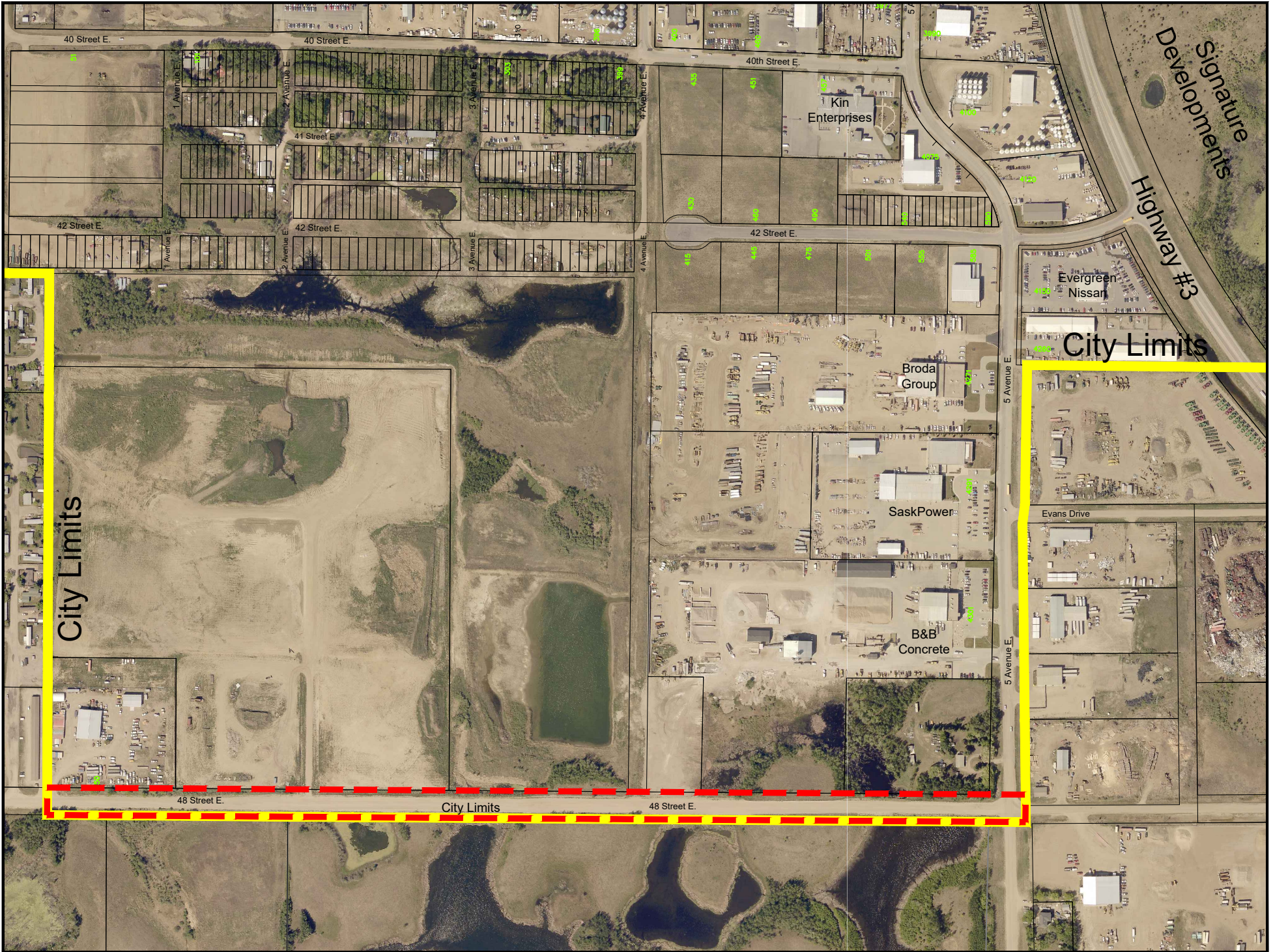
City of Prince Albert portion of 48th Street East

Subject Property Identified With A Bold Dashed Line





PLANNING & DEVELOPMENT SERVICES



City of Prince Albert portion of 48th Street E

Subject Property Identified With A Bold Dashed Line



**RPT 22-331**

**TITLE:** 2023 Executive Committee and City Council Meeting Schedule

**DATE:** August 30, 2022

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

1. That the 2023 Executive Committee and City Council Meeting Schedules, as attached to RPT 22-331, be approved; and,
2. That the July 2023 and August 2023 Executive Committee and City Council meetings be scheduled at 2:00 p.m.

**TOPIC & PURPOSE:**

To approved the 2023 Executive Committee and City Council Meeting Schedules.

**BACKGROUND:**

The City's Procedure Bylaw No. 23 of 2021, states as follows:

*“Regular Meeting*

- 6.1 (1) *Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.*
- (2) *In the event of any meeting date falling on New Year's Day, Easter Monday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next day that City Hall is scheduled to be open for business.*
- (3) *Annually the Clerk shall submit a regular schedule of Council meetings to Council for approval as set out in Subsections (1) and (2), or may recommend alternate meeting dates.*

- (4) *Notwithstanding the foregoing provisions, City Council may, by resolution, dispense with or alter the time of a regular meeting of Council.”*

*“Executive Committee*

76. (4) *Regular meetings of the Executive Committee shall be held each year starting on the second Monday of January, commencing at 4:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.*
- (5) *In the event of any meeting date falling on New Year’s Day, Easter Monday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next day that City Hall is scheduled to be open for business.*
- (6) *Annually the Clerk shall submit a regular schedule of Executive Committee meetings to the Committee for approval as set out in Subsections (4) and (5), or may recommend alternate meeting dates.*
- (7) *Notwithstanding the foregoing provisions, Executive Committee may, by resolution, dispense with or alter the time of a regular meeting of Committee.”*

**PROPOSED APPROACH AND RATIONALE:**

The attached 2023 Executive Committee and City Council Meeting Calendar, in accordance with the Procedure Bylaw, is being presented for consideration along with some alternate meeting dates as a result of scheduled events or holidays, such as the following:

1. February School Break – February 20 – 24, 2023;
2. Saskatchewan Urban Municipalities Association Conference – April 16 – 19, 2023;
3. Easter School Break – April 10 – 14, 2023;
4. Federation of Canadian Municipalities Conference – May 25 – 28, 2023;
5. July and August Summer Holidays – Reduction from two (2) cycles of Executive Committee and City Council meetings to only one (1) cycle, per month; and,
6. One (1) Council meeting in December to approve the proposed Budget and to accommodate the Holiday season.

**CONSULTATIONS:**

A preliminary discussion with the Mayor regarding the meeting schedules was held.



**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once the Executive Committee and City Council Meeting Schedules are approved, they will be posted on the Bulletin Board in the City Hall Foyer and placed on The City's website for reference.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

The information contained in the report directly aligns with The City's Strategic Goal of Corporate Sustainability:

*"The City recognizes that a well-functioning organization needs to be clear on the roles and functions of Administration and Council, understand the core principles and behaviors of good governance, and commit to continued improvement in governance and organization."*

**PUBLIC NOTICE:**

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

**PRESENTATION: NONE****ATTACHMENTS:**

1. 2023 Executive Committee & City Council Proposed Meeting Schedule
2. 2023 Executive Committee & City Council Proposed Meeting Calendar (indicating Special Events and Holidays)

Written by: Terri Mercier, City Clerk

Approved by: City Manager

## 2023 MEETING SCHEDULE

EXECUTIVE COMMITTEE	CITY COUNCIL
Monday, January 9, 2023	Monday, January 23, 2023
Monday, January 30, 2023	Monday, February 13, 2023
Monday, February 27, 2023	Monday, March 6, 2023
Monday, March 13, 2023	Monday, March 27, 2023
Monday, April 3, 2023	Monday, April 24, 2023
Monday, May 1, 2023	Monday, May 15, 2023
Tuesday, May 23, 2023	Monday, June 12, 2023
Monday, June 19, 2023	Monday, July 10, 2023
Monday, July 17, 2023	Tuesday, August 8, 2023
Monday, August 14, 2023	Tuesday, September 5, 2023
Monday, September 11, 2023	Monday, September 25, 2023
Tuesday, October 3, 2023	Monday, October 16, 2023
Monday, October 23, 2023	Monday, November 6, 2023
Tuesday, November 14, 2023	Monday, November 27, 2023
	Monday, December 11, 2023
Commencement time: <b>4:00 p.m. with the exception of the Summer months (July &amp; August) to be held at 2:00 p.m.</b>	Commencement time: <b>5:00 p.m. with the exception of the Summer months (July &amp; August) to be held at 2:00 p.m.</b>

# January 2023

January 2023							February 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28				
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 1, 23	2 <i>STAT</i>	3	4	5	6	7
8	9 <i>Executive</i>	10	11	12	13	14
15	16	17	18	19	20	21
22	23 <i>Council</i>	24	25	26	27	28
29	30 <i>Executive</i>	31				

# February 2023

February 2023							March 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	5	6	7	1	2	3	4
12	13	14	8	9	10	11	12	13	14	8	9	10	11
19	20	21	15	16	17	18	19	20	21	15	16	17	18
26	27	28	22	23	24	25	26	27	28	22	23	24	25

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Feb 1	2	3	4
5	6	7	8	9	10	11
12	13 Council	14	15	16	17	18
19	20 STAT	21	22	23	24	25
26	27 Executive	28				

← February Break →

# March 2023

March 2023							April 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Mar 1	2	3	4
5	6 Council	7	8	9	10	11
12	13 Executive	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Council	28	29	30	31	

# April 2023

April 2023							May 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						Apr 1
2	3 <i>Executive</i>	4	5	6	7 <b>STAT</b>	8
9	10 <b>STAT</b>	<b>Easter Break</b> ← →				15
16	<b>SUMA Conference</b> ← →				21	22
23	24 <sup>*</sup> <i>Council</i>	25	26	27	28	29
30						

# May 2023

May 2023							June 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	May 1 <i>Executive</i>	2	3	4	5	6
7	8	9	10	11	12	13
14	15 <i>Council</i>	16	17	18	19	20
21	22 <i>STAT</i>	23 <i>Executive</i>	24	25	26	27
28	29	30	31	<i>FCM Conference</i> ←		
→						

# June 2023

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Jun 1	2	3
4	5	6	7	8	9	10
11	12 Council	13	14	15	16	17
18	19 Executive	20	21	22	23	24
25	26	27	28	29	30	



# July 2023

July 2023							August 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						Jul 1
2	3 STAT	4	5	6	7	8
9	10 Council	11	12	13	14	15
16	17 Executive	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# August 2023

August 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Aug 1	2	3	4	5
6	7 <i>STAT</i>	8 <i>Council</i>	9	10	11	12
13	14 <i>Executive</i>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# September 2023

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Sep 1	2
3	4 STAT	5 Council	6	7	8	9
10	11 Executive	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Council	26	27	28	29	30

# October 2023

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 1	2 <i>STAT</i>	3 <i>Executive</i>	4	5	6	7
8	9 <i>STAT</i>	10	11	12	13	14
15	16 <i>Council</i>	17	18	19	20	21
22	23 <i>Executive</i>	24	25	26	27	28
29	30	31				

# November 2023

November 2023							December 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	15	16
19	20	21	15	16	17	18	17	18	19	20	21	22	23
26	27	28	22	23	24	25	24	25	26	27	28	29	30
			29	30			31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Nov 1	2	3	4
5	6 Council	7	8	9	10	11
12	13 STAT	14 Executive	15	16	17	18
19	20	21	22	23	24	25
26	27 Council	28	29	30		

# December 2023

December 2023							January 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Dec 1	2
3	4	5	6	7	8	9
10	11 Council	12	13	14	15	16
17	18	19	20	21	22	23
24	25 STAT	26 STAT	27	28	29	30
31						



***RPT 22-371***

**TITLE:** City Hall Main Boardroom Renovation

**DATE:** September 15, 2022

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the following allocations be approved for the proposed renovations of the 2<sup>nd</sup> Floor Main Boardroom:

1. \$18,795.39 set aside from Year 2021 with the re-allocation of Municipal Economic Enhancement Program Funding to an invoice to provide capital funding for re-allocation by Council; and,
2. \$11,094.82 in the Capital Works Committed Reserve from the savings of the 2021 Capital Projects of City Hall and Municipal Service Centre Building Repairs.

**ATTACHMENTS:**

1. City Hall Main Boardroom Renovation (RPT 22-315)

Written by: Executive Committee



**TITLE:** City Hall 2<sup>nd</sup> Floor Main Boardroom Renovations

**DATE:** August 9, 2022

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the following allocations be approved for the proposed renovations of the 2nd Floor Main Boardroom:

- (a) \$18,795.39 set aside from Year 2021 with the re-allocation of MEEP Funding to an invoice to provide capital funding for re-allocation by Council; and,
- (b) \$11,094.82 in the Capital Works Committed Reserve from the savings of the 2021 Capital Projects of “City Hall and MSC Building Repairs”.

**TOPIC & PURPOSE:**

To consider a proposed renovation of the 2nd Floor Main Boardroom in City Hall.

**BACKGROUND:**

The 2nd Floor Main Boardroom at City Hall represents the City of Prince Albert to partners, investors, the general public, staff and members of City Council. As well, it is utilized as a headquarters or Emergency Operations Centre (“EOC”) during municipal emergencies.

Up until 2021 there had not been any significant updates made to the Main Boardroom, which dates back to when City Hall was built in 1984.



Over the last 2 ½ years, the Main Boardroom has become a preferred meeting space for both in-person and virtual meetings and; although the Boardroom provides adequate space for larger groups, improvements to the space would help to maximize the room to its full potential into the future.

In 2020, the Mayor's Office and City Manager's Office began to examine the Main Boardroom for deficiencies and opportunities. The space was decluttered and cleaning protocols were put into place.

In 2021, a list of priorities that require immediate attention and tasks were allocated, as follows:

**Dec 2021 – purchased new chairs.**

Previous chairs were fabric, original to the space, and we were unable to clean them properly as they could not be wiped down. This was a hygienic concern during COVID-19 and broken chairs required replacement.

**2021 – invested in modern, top of the line audio visual technology.**

Improved efficiency and communication was required. COVID-19 brought our outdated communications to the forefront and it was quickly realized this needed to be addressed as it was negatively affecting how we were doing business.

The new audio visual system was installed to offer the ability to conduct hybrid video conferencing meetings using Teams. Attendees can participate in person, via Teams or via phone. Microphones and speakers have been installed to ensure all participants are easily heard. As well, a motion camera is in place to share a view of the entire room that will zoom in to focus on speakers/presenters. In-person training sessions were conducted with key users from the City Manager's, Clerk's and Mayor's Offices. Documentation was also posted on the CoPA Connected intranet for any employees who are organizing meetings in the Main Boardroom.

**Feb 2022 – removed original blinds and replaced with obscure film.**

Allowed for natural light from the Foyer skylights while preserving confidentiality of meetings. Original blinds did not have the ability to open.

**Feb 2022 – replaced original carpeting.**

Spills and stains could no longer be removed.

**Apr 2022 – boardroom table consultations began.**

We met with Maintenance staff to discuss refinishing the Boardroom tables with a focus on trying to keep the two existing tables. Maintenance advised that the tables were not salvageable and would need to be replaced. To get a second opinion, we contacted Handy Hank who performed an inspection and confirmed that the tables could not be repaired and should not be used.

**Apr 2022 – consultations expanded.**

Mayor's Office and City Manager's included Information Technology Division and the Facilities Maintenance Division in the renovation discussions to ensure that all Boardroom requirements would be considered.

**PROPOSED APPROACH AND RATIONALE:**

COVID-19 has impacted the way the City does business and we expect that Boardroom practices will continue to change and evolve in the coming years.

The City Hall Main Boardroom is often the first impression, and best impression, of what the City of Prince Albert has to offer and is a reflection of the Corporation. A rejuvenation of the space will show staff and partners we are forward thinking and are serious about growth.

**Benefits of renovation:**

- Create an innovative, customer-centric approach to communications which provides multiple methods and improves client/partner experience;
- Create an inviting space for people to gather;
- Table design will improve capabilities in Boardroom;
- Improve communication for Teams, Zoom, conference calls;
- Improve overall aesthetic.

Below is a list of renovation items which require an approved budget to complete:

**Wallpaper Removal**

The wallpaper is original and there are signs the paper is beginning to fail with areas that are loose, ripped and have small holes. Removing the wallpaper prior to painting will provide better quality and longer lasting results.

**Fill Holes**

Painting a wall will not cover nail holes and so holes will need to be repaired prior to painting for a professional look.

**Paint**

A new coat of paint will open up the space and create the illusion of more room, will be cleaner and brighter.

**Feature Wall**

Adding the City's rebranded Strategic Plan message with decals to one section of wall will refresh the space, motivate employees, and support their commitment to build a better future for the City.

**Side Cabinets**

Addition of 3 x side cabinets – the Boardroom is currently missing closed storage. Cabinets will have chard oak melamine doors and gables with a maple top with glass. They will enclose EOC equipment and other supplies and the glass top will provide protection when serving meals and/or beverages during meetings.

**Main Tables**

The two large tables will be replaced with three smaller tables. Tables will be chard oak melamine with maple surround and glass top. The benefit to having three tables is they can be set up as required for the EOC and Board of Revision Hearings (currently unable to do so).

The tables will be the most significant cost to the renovation. Although we looked into the idea of refinishing the current tables, in April 2022, we were advised as follows:

“The finish on the tables has deteriorated and is no longer protecting the surface of the table. We cannot refinish these units due to their size, as they would not fit in our stripping booth and we do not have the personnel to move them. It is not feasible to refinish them in place. The stripper we use is highly corrosive and toxic. A great deal of ventilation would be required to keep ourselves and City Hall staff safe.

The tops of these units are warping and joints are separating. We feel this is due to the tops being fastened tightly to the frame underneath. These tops should be free to expand and contract with varying levels of relative humidity. We cannot clamp and glue the compromised joints back into place. The tops would need to be cut at each failed joint and the top glued back together. Every time a cut is made, wood is lost. Therefore, a new strip of wood needs to be added to make up the loss of width. Not feasible to do this repair.

The tables are wobbly and it appears some effort has been made to brace and re-support the legs to the frame. Also, the frame appears to have been subjected to some modifications. This effort has likely contributed to the joint failure in the top. The legs and frame should be a free standing, rigid structure capable of withstanding any deflection. When you have a solid wood top, the frame and leg assembly, should not rely on the top to provide structural integrity. The top should just sit on the frame / leg assembly and be fastened loosely so it can expand and contract with changes in humidity.”

**Power Outlet**

A power outlet for network and AV options will be added to one of the three tables (centre table) - will be hardwired to emergency power and internet.

**Battery Packs**

Purchase of 4 x battery packs for Department Heads participating in the EOC or other municipal emergencies. Allows delivery of extended runtimes, freeing up laptops or cell phones for continued use while charging.

**Rolling Tables**

The Board of Revision and EOC require a specific set up within the Boardroom. The addition of 4 x rolling tables will allow for quick set up for EOC and configurations are flexible.

Use of videoconferencing is expected to increase long after the end of the pandemic. It is likely to continue to be the preferred mode for business meetings as for some community partners working from home may become permanent.

**CONSULTATIONS:**

The Mayor's Office, City Manager's Office, Information Technology Division, and Facilities Maintenance Division have met to discuss the scope of work required to transform the Main Boardroom to include requirements into the future.

**FINANCIAL IMPLICATIONS:**

City Council, on March 28, 2022, approved the re-allocation on unspent MEEP money as follows:

1. *That the unspent funding from the Municipal Economic Enhancement Program in the amount of \$18,795.39, be re-allocated to fund Reconstruction of Park Pathways work completed in Year 2021;*
2. *That Administration forward a further report to allocate the unspent approved 2021 Capital Funding in the amount of \$18,795.39, that was approved for Reconstruction of Park Pathways in 2021, along with any other Capital Project Savings for consideration by members of Council.*

The amount of \$18,795.39 is available for allocation by Council to a Capital Project. That amount was set aside to provide capital funding for re-allocation by Council in Year 2022.

As well, the amount of \$11,094.82 was placed in the Capital Works Committed Reserve at the end of Year 2021 from savings in the 2021 Capital Projects of City Hall Repairs and MSC Building Repairs. AS such, the amount of \$11,094.82 is available for re-allocation by Council to a Capital Project.

**This report is recommending that the amounts of \$18,795.39 and \$11,094.82 for a total amount of \$29,890.21 is available for allocation by City Council for the renovations proposed for the 2nd Floor Main Boardroom.**

As identified in the report, the full amount of \$29,890.21 will be spent to fund the proposed renovations, including:

- Remove wallpaper, fill holes and paint walls
- Add feature wall which includes the City's rebranded Strategic Plan message(s)
- Add 3 x side cabinets with closed storage and glass top
- Replace two large tables with three smaller tables
- 1 x power outlet for network and AV options (for centre table) and installation of 2 x floor boxes
- 4 x battery packs
- 4 x rolling tables

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no Communication, Policy, Privacy, Official Community Plan implications.

**STRATEGIC PLAN:**

Infrastructure – the City will create infrastructure that supports growth and be responsive to the needs of our community.

**OPTIONS TO RECOMMENDATION:**

Do not renovate Main Boardroom – NOT RECOMMENDED. The Main Boardroom is run down, difficult to clean and inefficient. First impressions matter and having adequate space, new equipment, and making upgrades to the built-in technologies and power systems will help those using the Boardroom work more productively.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Verbal by Renee Horn, Executive Assistant, Mayor's Office

Written by: Renee Horn, Executive Assistant

Approved by: City Manager



**RPT 22-379**

**TITLE:** Aquatic and Arenas Recreation Project Steering Committee Restructure

**DATE:** **September 19, 2022**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the Aquatic and Arenas Recreation Project Steering Committee be restructured to include all members of City Council and that these Committee appointments be approved;
2. That Mayor Greg Dionne remain as Chair and Councillor Ted Zurakowski as Vice-Chair of the Aquatic and Arenas Recreation Project Steering Committee; and,
3. That the Terms of Reference for the Aquatic and Arenas Recreation Project Steering Committee, as attached, be approved.

**ATTACHMENTS:**

1. Report dated August 30, 2022

Written by: Renee Horn, Secretary, Aquatic and Arenas Recreation Project Steering Committee

# **Aquatic and Arenas Recreation Project Steering Committee**

## ***DISPOSITION***

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**Report Title:** Aquatic and Arenas Recreation Project Steering Committee Restructure

**Date:** August 30, 2022

**From:** Aquatic and Arenas Recreation Project Steering Committee

**To:** City Council

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### **DISPOSITION:**

1. That the Aquatic and Arenas Recreation Project Steering Committee be restructured to include all members of City Council and that these Committee appointments be approved;
2. That Mayor Greg Dionne remain as Chair and Councillor Ted Zurakowski as Vice-Chair of the Aquatic and Arenas Recreation Project Steering Committee; and
3. That the Terms of Reference for the Aquatic and Arenas Recreation Project Steering Committee, as attached, be approved.

**Respectfully Submitted,**



*Renee*

Renee Horn  
Committee Secretary  
Aquatic and Arenas Recreation Project Steering Committee

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2. *That the Terms of Reference for the Aquatic and Arenas Recreation Project Steering Committee, as attached to RPT 21-121, be approved;*
3. *That the following individuals be appointed as Committee Members to the Aquatic and Arenas Recreation Project Steering Committee for the term ending March 31, 2024:*
  - a. *Mayor Greg Dionne, Chair;*
  - b. *Councillor Ted Zurakowski, Vice-Chair;*
  - c. *Councillor Dawn Kilmer;*
  - d. *Councillor Blake Edwards; and*
  - e. *City Manager, and*
4. *That the following individuals be appointed as Advisors to the Aquatic and Arenas Recreation Project Steering Committee for the term ending March 31, 2024:*
  - a. *Gord Broda*
  - b. *Russ Clunie.”*

#### **PROPOSED APPROACH AND RATIONALE:**

At the June 13, 2022 City Council meeting, the tender for the construction of the new Aquatic and Arenas Recreation Centre was awarded to Graham Construction LP.

As this milestone has now been achieved, the AARP Steering Committee believes it is time to restructure the Committee to include all members of Council. Participation in Committee meetings will allow Councillors an opportunity to play a more meaningful role in deliberations and discussions prior to any decision making at Executive Committee and/or City Council meetings.

The current AARP Steering Committee has a clear vision of the revised Committee. This new Committee structure will:

1. Align with the goals of City Council;
2. Strengthen the Committee through strategic discussion centered around trust and collaboration;
3. Allow all members of City Council to have the necessary background information and time to focus on, discuss and understand the most consequential issues; and
4. Provide a valuable link between City Council, City staff, and the community.

Benefits to Committee restructure are that it will:

1. Reduce misinformation;
3. Take into account a greater range of perspectives;
3. Ensure commitment and ownership of the final decisions of City Council;  
and
4. Create a better connected and informed Council and community.

AARP Steering Committee members remain committed to working towards identifying fiduciary questions, analyzing data, and preparing recommendations for Executive Committee and City Council and acknowledge their participation is integral to the success of the project.

Mayor Greg Dionne will remain as Chair and Councillor Ted Zurakowski as Vice-Chair of the AARP Steering Committee.

The Project Manager will remain responsible for the overall project, ensuring appropriate responsibility, accountability and coordination for the project.

#### **CONSULTATIONS:**

The AARP Steering Committee is in agreement that all members of City Council should serve on the Committee.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Following Council's decision, the City Clerk's Office will send correspondences to the appointees. Also, the approved Terms of Reference will be posted on the City's website.

#### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There is no policy, financial, privacy or Official Community Plan implications

#### **STRATEGIC PLAN:**

The restructure of the AARP Steering Committee aligns with the City's Strategic Goal of Corporate Sustainability:

"The City recognizes that a well-functioning organization needs to be clear on the roles and functions of administration and Council, understand the core principles and behaviours of good governance, and commit to continued improvement in governance and organization."



**OPTIONS TO RECOMMENDATION:**

1. Do not appoint all members of City Council to the AARP Steering Committee – **NOT RECOMMENDED**. A new Committee structure which includes all members of Council will strengthen the Committee by creating a more connected and informed Council.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. Updated Terms of Reference.

Written by: Renee Horn, AARP Steering Committee Board Secretary

Approved by: City Manager

**TERMS OF REFERENCE**  
**Aquatic and Arenas Recreation Project Steering Committee**

**Official Name:**

Aquatic and Arenas Recreation Project Steering Committee

**Purpose**

To act as a review body for the consultation, construction and communication of the Aquatic and Arenas Recreation Project.

**Members/Composition:**

- 9 – Members of Council
- 1 – Member at Large
- 2 – Advisory Officials

Advisory Officials selected with preference in the following areas:

- Planning, design and construction development
- Recreation/Sports
- Visionary

**Membership:**

3-year term.

Quorum is a majority of the members appointed to the Committee. Majority is 50% plus 1.

The Chair and Vice-Chair will be a member of Council recommended by the Mayor and approved by City Council.

The City Manager will be a Member at Large **and responsible for overseeing the Project Team.**

The Mayor's Office will serve as the Secretary to the Committee.

**Mandate:**

With respect to all matters within the Committee's policy areas, the mandate of the Committee is:

- Advise City Council, administration and the architect/consultant on specific matters as they pertain to the preparation and delivery of the Aquatic and Arenas Recreation Centre;
- Responsible for keeping City Council current on the aquatic and arenas recreation project;
- Ensure that the community, along with members of City Council, have their interests represented during the tenure of the consulting engagement;
- Provide input to administration, advisors, and the architect/consultant on community engagement and communication activities; and
- Review of administration and architect/consultant reports and formulate responses and recommendations.

Recognizing that some of the information shared in the course of the project may be sensitive, and when used outside of the Project Steering Committee may jeopardize the integrity of the project's results, the Committee will be subject to City of Prince Albert policies related to code of conduct, confidentiality and conflict of interest.

### **Policy Areas:**

The policy areas for this Committee include the following:

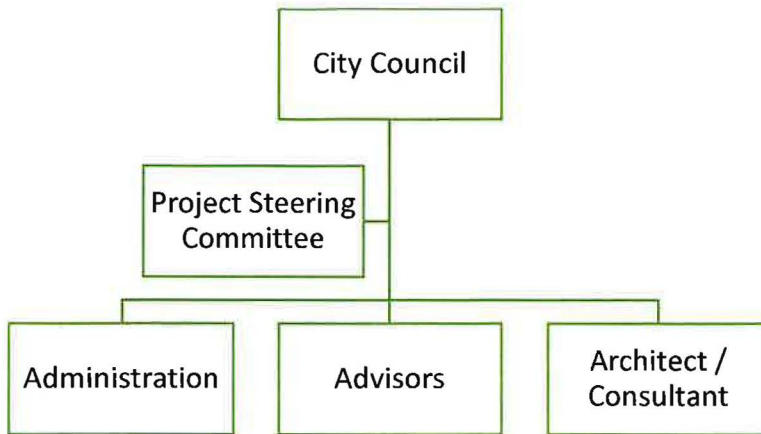
- Economic and future development;
- Tourism;
- Communication and community engagement;
- Other Council directed initiatives.

### **Delegated Authority:**

The following powers and duties are delegated to this Committee:

- Formulation and recommendation to City Council on matters of the Aquatic & Arenas Recreation Project;
- Consideration and recommendation on all matters referred to it by Council or the Mayor; and
- Input will flow from administration, the advisors and the architect/consultant to the Project Steering Committee to City Council throughout the planning process in the form of information and feedback which will be used by the architect/consultant throughout the project.





**Meetings:**

The First Committee Meeting shall be called as soon after appointments to the Committee are approved by City Council and the regular schedule of meetings shall be considered at that meeting.

The Chair may dispense with, or alter the time of any regularly scheduled meeting.

The Committee Secretary shall call a special meeting, whenever requested to do so by the Chair or a majority of the members with at least 24 hours' notice to all Committee members and the public.

**Resources/Budget:**

In order to meet the objectives of the Committee, budgetary allocations must be approved by City Council.

**Communications:**

Committee members will be forwarded meeting requests for their reply regarding all meetings that are to take place.

All Public Agendas will be available for review at a minimum of 24 hours prior to the meeting. Members will advise the Secretary at the 1<sup>st</sup> meeting whether they will utilize their own electronic device to access the Agenda at each meeting or whether they want a printed copy available when they attend the meeting.

Decisions following consideration by City Council will be brought forward to the Committee for advisement.



City of  
**Prince Albert**

***RPT 22-381***

**TITLE:** Aquatic and Arenas Recreation Project Fundraising Committee Updated Terms of Reference

**DATE:** **September 20, 2022**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the updated Terms of Reference for the Aquatic and Arenas Recreation Project Fundraising Committee, as attached to RPT AARP-FC 2022-2, be approved.

**ATTACHMENTS:**

1. Report dated September 19, 2022

Written by: Renee Horn, Secretary, Aquatic and Arenas Recreation Project Fundraising Committee

# **AQUATIC AND ARENAS RECREATION PROJECT FUNDRAISING COMMITTEE**

*RPT AARP-FC 2022-2*

**TITLE:** Aquatic and Arenas Recreation Project Fundraising Committee  
Updated Terms of Reference

**DATE:** September 19, 2022

**TO:** City Council

**PUBLIC:** X                      **INCAMERA:**

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## **RECOMMENDATION:**

1. That the Terms of Reference for the Aquatic and Arenas Recreation Project Fundraising Committee, as attached to RPT 2022-2, be updated and approved.

## **TOPIC & PURPOSE:**

To approve an updated Terms of Reference for the Aquatic and Arenas Recreation Project Fundraising Committee.

## **BACKGROUND:**

Establishment of the Aquatic and Arenas Recreation Project (AARP) Fundraising Committee was approved by members of Council at the March 29, 2021 City Council Special Meeting.

When the AARP Fundraising Committee was established, the original Terms of Reference stated that the Composition would include 3+ “Members at Large”, but should have read 3+ “Honourary Chairpersons”. It was intended that the chosen Honourary Chairpersons would not be active members of the Committee, but would agree to fundraise in their respective fields. Therefore, the composition of the Committee was simply the two Chairs, which would mean that the quorum for the Committee would be both members, not including the Honourary Chairpersons.



At City Council's November 29, 2021 meeting, Chief Tammy Cook-Searson was appointed to the AARP Fundraising Committee as an Honourary Chairperson for a term ending March 31, 2024.

### **PROPOSED APPROACH AND RATIONALE:**

To date, the AARP Fundraising Committee has completed two of its eight Mandates:

1. Established realistic sponsorship and community fundraising targets; and
2. Developed a comprehensive fundraising strategy that identifies corporate and community fundraising targets.

The next 6 Mandates are to:

3. Develop a donor recognition program that appropriately acknowledges differing levels of corporate and private contributions;
4. In cooperation with the Project Steering Committee, create a sponsorship program that could enable naming rights to specific components of the facility;
5. Develop a funding contract between the donor and City when requests are received for multi-year contribution commitments. The contract will lay out rules and responsibilities of both parties;
6. With assistance from the Project Steering Committee, identify potential "value in kind" contributions for the project;
7. Outline an integrated advertising and communications strategy that aims to build awareness of fundraising efforts; and
8. Develop a strategy and schedule for special community events to raise awareness of project fundraising efforts and objectives.

Once the updated Terms of Reference is approved by members of Council, the AARP Fundraising Committee will begin selection of additional Honourary Chairpersons. Honourary Chairpersons will be selected with preference in the following areas:

- Business and/or community leadership;
- Previous involvement with major capital fundraising initiatives;
- Professional relationship with the National Hockey League;
- Marketing/promotions; and/or
- Visionary.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once approved by City Council, the Terms of Reference will be updated on the City’s website.

**STRATEGIC PLAN:**

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

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal presentation by AARP Fundraising Committee Co-Chair, Mayor Greg Dionne.

**ATTACHMENT:**

1. Updated Terms of Reference.

Written by: Renee Horn, Aquatic and Arenas Recreation Project Fundraising Committee Secretary

Approved by: Aquatic and Arenas Recreation Project Fundraising Committee Co-Chair, Mayor Greg Dionne

**TERMS OF REFERENCE**  
**Aquatic and Arenas Recreation Project Fundraising Committee**

**Official Name:**

Aquatic and Arenas Recreation Project Fundraising Committee

**Purpose**

To develop a comprehensive fundraising strategy that identifies corporate and community fundraising targets for the Aquatic and Arenas Recreation Project.

**Members/Composition:**

Mayor Greg Dionne, Co-Chair  
Councillor Don Cody, Co-Chair  
Chief Tammy Cook-Searson, Honourary Chairperson  
2+ – ~~Members at Large~~ **Honourary Chairpersons**

~~Members at Large~~ **Honourary Chairpersons will be** selected with preference in the following areas:

- Business and/or community leadership
- Previous involvement with major capital fundraising initiatives
- **Professional relationship with the National Hockey League**
- Marketing/promotions
- Visionary

**Membership:**

3-year term.

The Co-Chairs will be members of Council recommended by the Mayor and approved by City Council.

**The Honourary Chairpersons will be recommended by the Mayor and approved by City Council.**

The City Manager will be the Advisory Official.

The Mayor's Office will serve as the Secretary to the Committee.

**Mandate:**

With respect to all matters within the Committee's policy areas, the mandate of the Committee is to:

- Establish realistic sponsorship and community fundraising targets;
- Develop a Donor Recognition Program that appropriately acknowledges differing levels of corporate and private contributions;
- In cooperation with the **AARP** Steering Committee, create a sponsorship program that could enable naming rights to specific components of the facility;
- Develop a funding contract between the donor and City in the event requests are received for multi-year contribution commitments. The contract will lay out rules and responsibilities of both parties;
- With assistance from the **AARP** Project Steering Committee, identify potential “value in kind” contributions for the **Recreation** Project;
- Outline an integrated advertising and communications strategy that aims to build awareness of fundraising efforts; and
- Develop a strategy and schedule for special community events to raise awareness of project fundraising efforts and objectives.

Recognizing that some of the information shared in the course of the project may be sensitive, and when used outside of the project team may jeopardize the integrity of the project’s results, the Committee will be subject to City of Prince Albert policies related to code of conduct, confidentiality and conflict of interest.

**Policy Areas:**

The policy areas for this Committee include the following:

- Economic and future development;
- Tourism;
- Communication and community engagement;
- Other Council directed initiatives.

**Delegated Authority:**

The following powers and duties are delegated to this Committee:

- Formulation and recommendation to City Council on matters related to fundraising of the Aquatic & Arenas Recreation Project; and
- Consideration and recommendation on all fundraising matters referred to it by Council or the Mayor.

**Meetings:**

The First Committee Meeting shall be called as soon after appointments to the Committee are approved by City Council and the regular schedule of meetings shall be considered at that meeting.

The Chair may dispense with, or alter the time of any regularly scheduled meeting.

The Committee Secretary shall call a special meeting, whenever requested to do so by the Chair or a majority of the members with at least 24 hours' notice to all Committee members and the public.

**Resources/Budget:**

In order to meet the objectives of the Committee, budgetary allocations must be approved by City Council.

**Communications:**

Committee members will be forwarded meeting requests for their reply regarding all meetings that are to take place.

All Public Agendas will be available for review at a minimum of 24 hours prior to the meeting. Members will advise the Secretary at the 1<sup>st</sup> meeting whether they will utilize their own electronic device to access the Agenda at each meeting or whether they want a printed copy available when they attend the meeting.

Decisions following consideration by City Council will be brought forward to the Committee for advisement.



City of  
**Prince Albert**

**RPT 22-382**

**TITLE:** Destination Marketing Levy Fund Application - 2022 Canadian Mixed Curling Championships

**DATE:** September 22, 2022

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the amount of \$35,000 be approved for funding under the Destination Marketing Fund Grant – Capital Enhancements to the Host Committee of the 2022 Canadian Mixed Curling Championships;
2. That \$42,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreements on behalf of The City, once prepared.

**ATTACHMENTS:**

1. Destination Marketing Levy Fund Application - 2022 Canadian Mixed Curling Championships (RPT 22-370)

Written by: Destination Marketing Levy Advisory Committee



**TITLE:** Destination Marketing Levy Fund Application - 2022 Canadian Mixed Curling Championships

**DATE:** September 14, 2022

**TO:** Destination Marketing Levy Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATIONS:**

1. That the amount of \$7,000 be approved for funding under the Destination Marketing Fund Grant – New Event to the Host Committee of the 2022 Canadian Mixed Curling Championships.
2. That the following recommendation be forwarded to City Council for approval:  
  
That the amount of \$35,000 be approved for funding under the Destination Marketing Fund Grant – Capital Enhancements to the Host Committee of the 2022 Canadian Mixed Curling Championships.
3. That the amount of \$42,000 be funded from the Destination Marketing Levy Reserve.
4. That the Mayor and City Clerk be authorized to execute the Funding Agreements on behalf of The City, once prepared.

**TOPIC & PURPOSE:**

To approve the amount of \$7,000 for funding under the Destination Marketing Fund Grant – New Event to the Host Committee of the 2022 Canadian Mixed Curling Championships.

To forward to City Council for approval funding in the amount of \$35,000 under Capital Enhancements - Destination Marketing Levy Funding for the event of the 2022 Canadian Mixed Curling Championships.

**BACKGROUND:**

City Council, at its meeting of June 13, 2022, considered an updated Destination Marketing Levy Policy – Amended as Per Executive Committee. Council approved the following motion:

*“That the Destination Marketing Levy Policy No. 89.3, as attached to RPT 22-242, be approved.”*

The updated Destination Marketing Levy Policy updated the approval of DMF Funding Grants and Final Reports.

As per the Destination Marketing Levy Advisory Policy:

**4.04 Destination Marketing Levy Advisory Committee**

*Forward applications over \$10,000 with a recommendation to City Council for consideration.*

**4.05 City Council**

- a) Consider recommendations submitted by the Destination Marketing Levy Advisory Committee regarding applications for request of funding over the amount of \$10,000.*
- b) Approve applications over the amount of \$10,000.*
- c) Authorize the Mayor and City Clerk to sign all Funding Agreements with the Applicant once a decision has been rendered by City Council regarding an approved request over \$10,000.*

DMF Applications over the amount of \$10,000 will be reviewed by the Destination Marketing Levy Advisory Committee and a recommendation forwarded to City Council for approval. As such, the Destination Marketing Levy Advisory Committee will need to forward a recommendation to City Council as per the Policy.

**PROPOSED APPROACH AND RATIONALE:**

The attached Destination Marketing Levy Application is requesting funding in the amount of \$7,000 under New Event and \$35,000 under Capital Enhancements.

The attached DMF Application includes a well detailed Business Plan and Sponsorship Package.



As included in their Business Plan:

The Prince Albert Golf and Curling Club is the proud host of the 2022 Canadian Mixed Curling Championship. This event combines the best mixed curling teams from across the country into one event. 14 teams from across Canada will compete in Prince Albert from November 6th- 12th 2022 for the national title and the opportunity to represent Canada at the 2022 World Mixed Curling Championship.

Not only will 56 athletes be travelling and competing in the event, but many will also bring along family and friends to cheer on the curlers and enjoy everything Prince Albert has to offer. These guests are likely to attend multiple draws alongside the local fanbase and create an energetic and exciting atmosphere.

The Prince Albert Golf and Curling Club, which is a non-profit organization, is working with the host committee to provide a framework and accountability for the event and our community. The legacy of the event will lead the way for the strengthening of the Prince Albert Golf and Curling Club with increased membership and increased engagement in the sport of curling. Projected profits from this event will be re-invested in the curling infrastructure within Prince Albert and Saskatchewan to attract and host similar events in the future.

As a National Championship, the event, host city, and province will enjoy live coverage of one game per draw through a live stream to be hosted on YouTube. Hosting a successful event will also open new opportunities to host more Provincial, National, and possible international events which will help grow the sport in Prince Albert and the surrounding area. Prince Albert will expand its reputation for hosting great events and will become known for its world-class hosting capabilities.

#### DMF Funding Model for Grants

The DMF Application states the following for hotel accommodations:

#### **670 room nights**

**14 teams will be here for 9 days & each team will have 3.5 rooms. 150 spectators, 7 officials, broadcasting staff, Curling Canada reps X 8 days.**

As per the new approved DMF Funding Model, the hotel accommodations of 670 room nights qualifies for a maximum funding amount of \$8,000.

They are requesting the amount of \$7,000 under New Event Application. They meet the criteria of the funding model based on hotel accommodations.

<b>Destination Marketing Levy COMMITTEE Approval - Grants for Funding \$5,000 up to \$10,000.</b>	
<b>Hotel Rooms</b>	<b>Maximum DMF Levy Funding</b>
401-450	\$5,500
451-500	\$6,000
501-550	\$6,500
551-600	\$7,000
601-650	\$7,500
<b>651-700</b>	<b>\$8,000</b>
701-750	\$8,500
751-800	\$9,000
801-850	\$9,500
851-900	\$9,900

As per the amended Destination Marketing Levy Policy, Capital Enhancements include:

#### Capital Enhancements

This category is typically suitable for a new project that is required in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays. Capital funding will not be approved for the purposes of regular maintenance. The capital enhancement(s) will be a legacy to the City as a permanent structure or fixture to remain for future users.

The Host Event is requesting the amount of \$35,000 under Capital Enhancements. That amount will need to be forwarded to City Council for approval. The attached Capital Enhancements Profile illustrates all the capital enhancements for the hosting of the event.

As per attached Capital Enhancement Funding Requests, the total capital is \$46,900. The Host Committee is requesting capital enhancement funding in the amount of \$35,000 for the hosting of the 2022 Canadian Mixed Curling Championships as follows:

<b>Capital Enhancement Grant Application</b>	
Sasktel Upgrade	\$15,000
Curling Sheets	\$14,400
Overhead Door	\$7,500
Mats & Carpeting on Walkways	\$4,000
Rock Handlers	\$4,000
Tiling back Stairwell	\$1,000
Sound System	\$1,000
<b>Total Capital Enhancements</b>	<b>\$46,900</b>
<b>Host Committee Request</b>	<b>\$35,000</b>

#### **CONSULTATIONS:**

The Grant Application has been reviewed internally by the Administrator.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once a decision has been rendered, the Administrator will report back to the Host Committee.

The recommendation of the Destination Marketing Levy Advisory Committee will be forwarded to City Council for approval.

#### **POLICY IMPLICATIONS:**

This Grant Application is from the approved Destination Marketing Levy Policy 89.3.

#### **FINANCIAL IMPLICATIONS:**

As per approved Policy, the Destination Marketing Levy Advisory Committee can approve applications up to \$10,000. Over the funding request amount of \$10,000, a recommendation will go to City Council to approve the application.

The funding amount of \$7,000 is **within** the threshold of the Destination Marketing Levy Advisory Committee to approve.

The amount of \$35,000 under Capital Enhancements is **over** the threshold of the Destination Marketing Levy Advisory Committee to approve.

A recommendation will need to be forwarded from the DMF Advisory Committee to City Council to approve the Capital Enhancements Funding Request.

With the approval of the Destination Marketing Levy Fund Grants to date, including the requests to the Committee at this time, and the 2022 Levy Revenue credited to the Reserve, the projected Reserve Balance is approximately (\$999,921.64), excluding the capital enhancements grant request of \$35,000.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no official community plan or privacy implications.

**STRATEGIC PLAN:**

Acting and Caring Community – The Destination Marketing Levy Policy was approved for attracting events to the City of Prince Albert; attract visitors to the City of Prince Albert, and in so doing, generate significant economic benefit for the community.

The application states: *“Prince Albert Golf & Curling Club has gained a good reputation for hosting regional, provincial & national events. We have hosted numerous events in the past. PAG&CC has hosted Junior Canadians, Senior Canadians & Mixed Canadians in 1984 & 2005. We have also hosted numerous CurlSask provincial, northern & regional events, along with high school events.”*

**OPTIONS TO RECOMMENDATION:**

That the Destination Marketing Levy Advisory Committee and City Council does not approve this funding request. This is not being recommended as the funding request is required for the hosting of the event.

**PUBLIC NOTICE:**

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

**PRESENTATION: Verbal Presentation by Melodie Boulet, DMF Administrator****ATTACHMENTS:**

1. New Event Destination Marketing Levyl Fund Application - 2022 Canadian Mixed Curling Championships.
2. Capital Enhancements Application - 2022 Canadian Mixed Curling Championships.
3. Capital Enhancement Package.
4. Business Plan - 2022 Canadian Mixed Curling Championships.
5. Sponsorship Package.

Written by: Melodie Boulet, DMF Administrator

Approved by: City Manager

## New Event Destination Marketing Fund Grant Application

Please provide the following information and attach additional information as required.

Application Date: August 15, 2022

Amount of Destination Marketing Fund Requested: \$ 7000

### **Organization Information:**

Name of Organization requesting funding: 2022 Canadian Mixed Curling Championships

Contact Person: Bryan Rindal

Phone: 306-961-3983

Email: bryan.rindal@btrfinancial.com

Mailing Address including postal code: 1102 – 1<sup>st</sup> Avenue West, Prince Albert, S6V 4Y6

Type of Organization (please select one)

Private

Not-for-Profit

Other

If Other explain: Prince Albert Golf & Curling Club non profit #

Name of Organization that the Destination Marketing Fund Grant, if approved, should be made payable to: 2022 Canadian Mixed Curling Championship

Brief description of organization requesting funding: The host committee is made up of volunteer Prince Albert Golf & Curling Club members. Please see attached board structure.

Organization's annual budget: \$ **88000**

**Event Information:**

Name of Event: **2022 Canadian Mixed Curling Championships**

Duration of event: Start date: **Nov. 6, 22** End date: **Nov. 12, 22**

Describe the event: **The competition will have a team from each of the provinces & territories. They will be competing to represent Canada at the International World championships.**

**Accommodations:**

Estimated total number of room nights generated from event: **670 room nights**  
(Room nights limited to hotel/motel rooms, B&B rooms)

What method did you use to estimate the number of room nights generated for this event? **14 teams will be here for 9 days & each team will have 3.5 rooms. 150 spectators, 7 officials, broadcasting staff, Curling Canada reps X 8 days**

What local facilities other than accommodations will be used? **Host hotel is Holiday Inn with guests staying in various hotels.**

**Event Attendance:**

Estimated participants, officials and staff:	<b><u>100</u></b>
Estimated spectators – non-residents (80 km or more away from Prince Albert)	<b><u>400</u></b>
Estimated spectators – City residents	<b><u>300</u></b>
Total estimated spectators	<b><u>800</u></b>

**This event is** (please select one)

Local     Provincial     Regional     National     International

**Media exposure** (please select one)

Local     Provincial     Regional     National     International

**Event History:**

Has the event been held in Prince Albert previously?  Yes  No

If this event has been held in Prince Albert previously, has it been at least 3 consecutive years since it was last held in Prince Albert?  Yes                       No

**If yes**, please explain when last hosted in Prince Albert: **2005**

**If no**, the event is not eligible for funding under the “New Event” category. Please review other application categories to determine suitability.



Is there a possibility of this event happening more than once in Prince Albert?  Yes  No

Please explain: **Prince Albert Golf & Curling Club hosts many provincial & national championships and has earned a good reputation for hosting these events.**

Is there potential of this event resulting in other events being hosted in Prince Albert?

Yes  No

Please explain:

**Prince Albert Golf & Curling Club has gained a good reputation for hosting regional, provincial & national events. We have hosted numerous events in the past. PAG&CC has hosted Junior Canadians, Senior Canadians & Mixed Canadians in 1984 & 2005. We have also hosted numerous CurlSask provincial, northern & regional events, along with high school events.**

What is your organization's experience in hosting this or similar events? Please be sure to include a profile of your organizing committee / working group.

**Please see attached host committee structure. Many of the same volunteers continue to work on our host committee.**

**Also attached is letter from PAG&CC Club President - Mel Kelley, a copy of our budget and Canadian Curling Association Press Release.**

Please provide as much supporting information to aid in assessing your application. This information could include a business plan, a marketing plan, rationale / insight to support the information you supplied and / or your funding request, etc. The strength of information provided is the basis from which funding recommendations will be made.

**The following items must accompany your application:**

- If the funding application is being made for an event that is run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Budget for the event.
- Supporting information if applicable.

*\* Please provide the most current year-end financial statements or best equivalency if available.*

### **Privacy Policy Statement and Application Certification**

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations or Public Agenda.

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

*“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:*

*(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”*

This Grant Application with all supporting documents can be saved and emailed to [destinationlevy@citypa.com](mailto:destinationlevy@citypa.com) or printed and mailed or dropped off to City Hall, City Manager’s Office, 2<sup>nd</sup> Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

## Capital Enhancements Grant Funding Application

Application Date: **August 15, 2022**

Please provide the following information and attach additional information as required. **Note:** *The request for capital enhancements must be directly related to a need identified in order to successfully host a specified event. The applicant must provide written proof that the capital enhancements are part of a bid requirement.*

### **Organization Information:**

Name of Organization requesting funding: **2022 Canadian Mixed Curling Championships**

Contact Person: **Bryan Rindal**

Phone: **306-961-3983**

Email: **bryan.rindal@btrfinancial.com**

Mailing Address including postal code: **1102 - 1st Avenue West, Prince Albert, Sk S6V 4Y6**

Type of Organization (please select one)

Private       Not-for-Profit       Other

If Other explain: **Prince Albert Golf & Curling Club**

Name of Organization that the Destination Marketing Fund Grant, if approved should be made payable to if different than the organization named above: **2022 Canadian Mixed Curling Championship**

Brief description of organization requesting funding, including history and composition: **The host committee is made up of volunteer Prince Albert Golf & Curling Club members. Please see attached board structure.**

Organization's annual budget: **\$ 88000**

Total Value of capital enhancements: **\$ 46900**

Amount of Destination Marketing Fund Grant requested: **\$ 35000**

**Profile of Event(s) requiring the Capital Investment:**

Please supply the information below for the event for which capital enhancement are required in order to host the event.

Name of Event: **2022 Canadian Mixed Curling Championship**

Duration of event:      Start date: **Nov. 6, 22**              End date: **Nov. 12, 22**

Describe the event: **The competition will have a team from each of the provinces & territories. They will be competing to represent Canada at the International World Championships.**

If this Capital Investment is required to host more than one event bid, include additional event information here: **[Click here to enter additional event\(s\).](#)**

**Accommodations:**

Estimated total number of room nights generated from event: **670**  
*(Room nights limited to hotel/motel rooms, B&B rooms)*

What method did you use to estimate the number of room nights generated for this event? **3.5 hotel rooms per team times 9 days plus approximately 150 spectators, 7 officials x 8 nights, 4 staff & Curling Canada reps X 8 days.**

What local facilities other than accommodations will be used? **Competitors & spectators will use restaurants, grocery stores & recreation facilities.**

**Event Attendance:**

Estimated participants, officials and staff:	<b><u>100</u></b>
Estimated spectators – non-residents (80 km or more away from Prince Albert)	<b><u>400</u></b>
Estimated spectators – city residents	<b><u>300</u></b>
Total estimated spectators	<b><u>800</u></b>

**This event(s) is** (please select one)

- Local   
  Provincial   
  Regional   
  National   
  International

**Media exposure** (please select one)

- Local   
  Provincial   
  Regional   
  National   
  International

**Event History:**

Has the event been held in Prince Albert previously?  Yes  No

If this event has been held in Prince Albert previously, please explain when it was last hosted in Prince Albert: **2005**

Is there a possibility of this event(s) happening more than once in Prince Albert?

Yes       No

Please explain: **Prince Albert Golf & Curling Club hosts many provincial & national championships and has earned a good reputation for hosting these events.**

Is there potential of this event resulting in other events being hosted in Prince Albert?

Yes       No

Please explain: **Prince Albert Golf & Curling Club has gained a good reputation for hosting regional, provincial & national events. We have hosted numerous events in the past. PAG&CC has hosted Junior Canadians, Senior Canadians & Mixed Canadians in 1984 & 2005. We have also hosted numerous CurlSask provincials, northerns & regional events, along with high school events.**

#### **Capital Enhancement Information:**

Critical to the evaluation of your funding application is the provision of a detailed business plan and rationale for the capital enhancements for which funding is requested. The applicant must also include a long term plan as to how they will protect / maintain the capital assets once the investment is made.

Please provide as much supporting information to aid in assessing your application below or in a separate attachment. At a minimum the information included with your application should speak to the evaluation criteria set forth in the Capital Enhancements Guidelines, with a strong emphasis on:

- How will the capital enhancement(s) be a legacy to the City as a permanent structure or fixture to remain for future users.
- A detailed description of the capital investments required including associated costs.
- Rationale for making the capital investments for which funding is being requested. Why are capital enhancements required for the event?
- Comprehensive Business Plan, including total capital costs, % overall capital investment being requested, other funding sources being utilized, including amount per funder.
- Project timelines (start, key milestones and completion date).
- Experience in completing capital projects.
- Long term plan for sustaining funded capital asset as well as past experience maintaining capital assets long term.
- Other events / uses made possible through the capital enhancement for which funding is being requested.
- Who will own the capital asset.

Information requested in this application may be attached separately to your application if preferred. The strength of information provided is the basis from which funding recommendations will be made.

**The following items must accompany your application:**

- Estimates for the capital enhancements.
- Budget for the event for which capital enhancements are being proposed.
- Comprehensive business plan and associated items listed above.
- Supporting documents if applicable

*\* Please provide the most current year-end financial statements or best equivalency if available.*

**Privacy Policy Statement and Application Certification**

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations or Public Agenda.

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

*“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:*

*(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”*

This Grant Application with all supporting documents can be saved and emailed to [destinationlevy@citypa.com](mailto:destinationlevy@citypa.com) or printed and mailed or dropped off to City Hall, City Manager’s Office, 2<sup>nd</sup> Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.



## **Capital Enhancement Grant Application – Destination Marketing Fund**

### **History of PA Golf & Curling Club**

The **PAG&CC** first opened its doors in October 1968. When first opened it was ten sheets of artificial ice with locker rooms, banquet and meeting rooms and a lounge upstairs that was designed to be a “members only” lounge. When it was first opened it was top of the class when comparing to other clubs across Saskatchewan. Fast forward to 2022 and like everything it is starting to show its age. The game of curling has evolved to be one of the biggest draws on TV and the athletes are demanding first class conditions in which to demonstrate their skills and entertain fans across Canada and around the world.

After 54 years of serving the local curling community well the basic infrastructure of the club is in dire need of some upgrades to enhance the quality of the playing conditions and our technical infrastructure to also allow PAG&CC to be considered to host future events.

### **SaskTel upgrade - \$15,000**

Prince Albert Golf & Curling Club requires an update of internet & phone systems to be able to accommodate today’s technical world. The internet is required to be able to stream the upcoming Canadian Mixed Curling Championships & hopefully additional Provincial & National curling events. The streaming is hosted by Curling Canada and IKS. Streaming and broadcasting is a major concern for the governing bodies when making application to host this event and to be considered for future events.

The time clocks for the event need internet and WiFi to operate. We have had several failures with the time clocks at previous events. Too many mishaps with internet capacity and PA may be overlooked for hosting future events.

The phone system will enhance the ability to reach different places in the building.

### **Curling Sheets - \$14,400**

The present curling sheets are used to put under the ice surface are deteriorating and require replacement. The sheets are approximately 10 years old and are cracking causing them to not lay flat under the ice. The sheets must lay flat to ensure the rings are accurate (6 feet in diameter and even all the way around for accurate measuring of rocks). If the rings are “out” it can be frustrating for curlers, officials, and spectators alike. We would not want to be labelled as the host that caused a team to lose because the rings did not meet specifications.

### **Overhead Door - \$7,500**

The overhead door on the curling surface is in need of replacement. The extra insulation that we have added over the years is not working. The heat coming in under & around the door is causing issues with the ice surface. The constant change in air flow and temperature creates conditions that makes it very difficult to maintain consistent ice conditions. At certain temperatures the heat coming in has actually melted the ice and created dangerous conditions.

August 22, 2022

### **Mats & Carpeting on walkways - \$4,000**

The current rubber matting & carpet is becoming a safety issue. It is deteriorating and making it slippery. The carpet is also slipping & is unsafe and they both would make the rink much more appealing aesthetically

### **Rock Handles - \$4,000**

The current rock handles are aging quickly. When sheets nine and ten were taken out of play the handles from those sheets were used as replacement handles for any that broke or cracked. Those have since been used and some new ones have been ordered on an as needed basis. The problem with “the as needed” basis is that you do not necessarily get the exact same handles (various thicknesses and even different shades of red and yellow). We would want to replace all the handles (64 in total) to have on the four center sheets that will be used for the Mixed Nationals so that they are consistent with one another. The replaced handles would be kept as back ups for any handles that crack or break in the future.

### **Tiling back stairwell - \$1,000**

The back stairwell needs a “general cleanup”. The biggest issue is the tiles on the stairwell leading up to the Tee Room. There are now broken tiles which could create a liability if not replaced. The tiles have been there for a long time. This stairwell will be used primarily for officials, athletes, and volunteers for this event. Spectators and guests do use this entrance to the Tee Room on different occasions.

### **Sound System - \$1,000**

The current sound system is not working. The officials at the curling events need to use the speakers for curling instructions at the beginning of each game. The sound system is also used for opening & closing ceremonies for curlers & spectators (inside & outside the ice surface to hear.)



# 2022 Canadian Mixed Curling Championship

November 6-12, 2022

## Business Plan



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## Background

In 2000, a committee was struck by the Prince Albert Golf and Curling Club to increase Curling in the community and to bring more events to Prince Albert. As a result, this committee secured the 2003 Provincial Men's and the National (A grand slam event) in 2004.

In 2014 the Prince Albert Golf and Curling Club members participated in a Business of Curling Symposium put on by Curling Canada. Outcomes of this session were to generate revenue, hire a manager, market the whole facility and again increase curling presence in Prince Albert. We have since have hosted several major events including Mixed Provincials, Ladies Provincials, a Curling Clinic with Cheryl Bernard, Ladies and Men's Northerns. We also continue to host many Regional & Northern play downs.

The Host Organizing Committee of the 2022 Canadian Mixed Curling Championship is committed to hosting the top mixed curlers in Prince Albert and creating an unforgettable atmosphere for all participants and spectators of the event. Our city's experience in hosting major events in the past has created a strong volunteer base and support from our community that will not go unnoticed.

The host organizing committee is comprised of individuals with an extensive background in the game of curling as well as experience in hosting and working at major events in the past. Historically, past events have attracted many spectators from not only Prince Albert but the surrounding region as well.



**Previous Curling events in Prince Albert include:**

2021	Saskatchewan Mixed Provincials
2019	Canadian Junior Curling Championships
2017	Mixed Provincials
2016	Provincial Ladies
2015	Ladies & Men's Northerns - first time ever in same place
2012	Ladies Northerns
2009	Junior Provincials
2009	Master Ladies & Men's Provincials
2008	Canadian Seniors
2007	Senior Men's Northerns
2006	Men's Northerns
2004	The National
2003	Men's Provincials
1991	Men's Provincials
1987	Junior Canadians

Prince Albert has also hosted many other Mixed and Ladies Provincial championships and numerous Ladies, Men's, Senior Men's, Senior Women's, and Junior regional and northern play downs as well as qualifying spiels.

## Event Benefits

The Prince Albert Golf and Curling Club is the proud host of the 2022 Canadian Mixed Curling Championship. This event combines the best mixed curling teams from across the country into one event. 14 teams from across Canada will compete in Prince Albert from November 6<sup>th</sup>- 12<sup>th</sup> 2022 for the national title and the opportunity to represent Canada at the 2022 World Mixed Curling Championship. Not only will 56 athletes be travelling and competing in the event, but many will also bring along family and friends to cheer on the curlers and enjoy everything Prince Albert has to offer. These guests are likely to attend multiple draws alongside the local fanbase and create an energetic and exciting atmosphere.

The Prince Albert Golf and Curling Club, which is a non-profit organization, is working with the host committee to provide a framework and accountability for the event and our community. The legacy of the event will lead the way for the strengthening of the Prince Albert Golf and Curling Club with increased membership and increased engagement in the sport of curling. Projected profits from this event will be re-invested in the curling infrastructure within Prince Albert and Saskatchewan to attract and host similar events in the future.

As a National Championship, the event, host city, and province will enjoy live coverage of one game per draw through a live stream to be hosted on YouTube.

Hosting a successful event will also open new opportunities to host more Provincial, National, and possible international events which will help grow the sport in Prince Albert and the surrounding area. Prince Albert will expand its reputation for hosting great events and will become known for its world-class hosting capabilities.





### Operating Budget

The total operating budget for the 2022 Canadian Mixed Curling Championship is \$91,000.

The revenue will come from:

- Provincial Hosting Grants
- Prince Albert Golf & Curling Club Contribution
- Destination Marketing Fund
- Event Sponsorship
- Merchandise Sales
- 50/50 Sales
- Program Sales
- Special Events

***A detailed budget is included as Appendix A.***

### Capital Requirements and Costs

The PAG&CC first opened its doors in October 1968. When first opened it was ten sheets of artificial ice with locker rooms, banquet and meeting rooms and a lounge upstairs that was designed to be a “members only” lounge. When it was first opened it was top of the class when comparing to other clubs across Saskatchewan. Fast forward to 2022 and like everything it is starting to show its age. The game of curling has evolved to be one of the biggest draws on TV and the athletes are demanding first class conditions in which to demonstrate their skills and entertain fans across Canada and around the world.

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### Host committee Members

Bryan Rindal	Chairman	961-3983	bryan.rindal@btrfinancial.ca	763-8287
Pat Bibby	Director	961-5353	bibby@sasktel.net	764-2421
Tyler Harrison	Director	930-9471	tyh739@gmail.com	
Jeff Fisher	Director	960-2183	Jeff.colette@sasktel.net	763-4950
Iris Jones	Ceremonies & Banquets	873-8657	jonesi@sasktel.net	
Donna Thorsen	Decorations & Banquets	960-3703	ddc.thorsen@sasktel.net	764-3828
Al Hunt	Financial	981-6080	a.hunt@sasktel.net	
Denise Henderson	Officials	981-5823	denise.henderson@inet2000.com	
Earl Henderson	Officials	981-3733	e.henderson@inet2000.com	
Mel Kelley	PAG&CC President	930-9088	kelley.blmm@sasktel.net	922-1063
Darcy Myers	PAG&CC GM		gm.pagcc@sasktel.net	763-2502

## Appendix A Operating Budget

2022 Canadian Mixed Curling Championships  
November 6 - 12, 2022

2022-08-22

<b>Revenue</b>		
City of PA - DMT	\$25,000.00	
Provincial Gov't Grants	\$17,000.00	
NLCDC	\$10,000.00	
Local Sponsors	\$20,000.00	
Curling Canada (banquet & misc)	\$10,000.00	
Raffles / 50/50	\$6,000.00	
<b>Total Revenue</b>		<b>\$88,000.00</b>
<b>Expenditures</b>		
<b>Operational</b>		
Ice Rental (84 X \$40)	\$3,360.00	
Decorations	\$1,000.00	
Ceremonies	\$2,000.00	
Transportation	\$1,000.00	
Signage - logos for sponsors	\$4,000.00	
Advertising	\$2,000.00	
Printing & sponsors boards	\$3,000.00	
Program	\$2,000.00	
Bussing for students to attend	\$500.00	
Heaters for timers	\$400.00	
Rental of carpet / runner for ice surface by bleachers	\$500.00	
Short curtains	\$500.00	
Ice maker wages	\$6,000.00	
General manager wages	\$6,000.00	
Extra Janitorial	\$3,000.00	
Miscellaneous	\$1,500.00	
Lift to repair cameras, shrink wrap posts, etc.	\$1,000.00	
<b>Participants</b>		
Banquet	\$6,000.00	
Opening social for sponsors & curlers (150 X \$20)	\$3,000.00	
Curlers / Volunteer Lounge	\$1,500.00	
<b>Volunteers</b>		
Vests for Volunteers (50 X \$50)	\$2,500.00	
Volunteer Appreciation	\$1,000.00	
<b>Club Improvement</b>		
SaskTel upgrade (for timing clocks & internet)	\$15,000.00	
Rock handles - 4 sheets (\$60X16X4 sheets +tax)	\$4,000.00	
Overhead door	\$7,500.00	
Curling Ice sheets (4 sheets X \$3600)	\$14,400.00	
Mats beside sheet 1 & across back	\$3,000.00	
Carpet for walkways	\$1,000.00	
Tiling back stairway	\$1,000.00	
Sound system	\$1,000.00	
<b>Total Expenses</b>		<b>\$98,660.00</b>
<b>Profit</b>		<b>-\$10,660.00</b>

2022-08-25



# 2022 Canadian Mixed Curling Championship

November 6-12, 2022

## Sponsorship Information



## ***Thank you for considering sponsorship for the 2022 Canadian Mixed Curling Championship!***

The Prince Albert Golf and Curling Club is the proud host of the 2022 Canadian Mixed Curling Championship. This event combines the best mixed curling teams from across the country into one event. 14 teams from across Canada will compete in Prince Albert from November 6<sup>th</sup>- 12<sup>th</sup> 2022 for the national title and the opportunity to represent Canada at the 2022 World Mixed Curling Championship. Not only will 56 athletes be travelling and competing in the event, but many will also bring along family and friends to cheer on the curlers and enjoy everything Prince Albert has to offer. These guests are likely to attend multiple draws alongside the local fanbase and create an energetic and exciting atmosphere. One game from every draw will be streamed live on YouTube.

Staging a successful event requires partnerships and sponsors. The host committee has crafted a program that delivers value for investment based on exposure, affiliation, and business opportunities. We value your investment, and the host committee is committed to providing you with the highest quality event to increase exposure for your brand. The following outlines the packages and opportunities that will serve as a guide for the 2022 Canadian Mixed Curling Championship. In addition to what is offered below custom sponsorships can be discussed.

The Prince Albert Golf and Curling Club, which is a non-profit organization, is working with the host committee to provide a framework and accountability for the event and our community. The legacy of the event will lead the way for the strengthening of the Prince Albert Golf and Curling Club with increased membership and increased engagement in the sport of curling. Projected profits from this event will be re-invested in the curling infrastructure within Prince Albert and Saskatchewan to attract and host similar events in the future.

**Contact our host committee today to discuss becoming a sponsor!**

**Tyler Harrison**

306-930-9471

[tyh739@gmail.com](mailto:tyh739@gmail.com)

**Bryan Rindal**

306-961-3983

[bryan.rindal@btrfinancial.ca](mailto:bryan.rindal@btrfinancial.ca)

**Diamond Sponsor – 1 opportunity - \$25,000**

- Ice placement of company logo above house or behind the back line at home end of the ice, including the YouTube streaming sheet. Ice logos appear on the ice for the entire 2022-2023 season.
- Full page color ad in program
- Acknowledgement on event website.
- Running digital company logo on media board in Rock & Iron Club House
- 8 tickets to the Victory Banquet
- 8 tickets to Opening Social with curlers
- Company logo on Curling Canada website & PAG&CC website
- One game per draw to be streamed on YouTube
- Company logo on all event correspondence and sponsor board
- Championship Day Sponsor
- Company Logo/Name on volunteer clothing

**Gold Sponsor – 2 opportunities - \$15,000**

- Ice placement of company logo above house or behind the back line at home end of the ice, including the YouTube streaming sheet. Ice logos appear on the ice for the entire 2022-23 season.
- Full page color ad in program
- Acknowledgement on event website.
- Running digital company logo on media board in Rock & Iron Club House
- 4 tickets to the Victory Banquet
- 4 tickets to Opening Social with curlers
- Company logo on Curling Canada website & PAG&CC website
- One game per draw to be streamed on YouTube
- Company logo on all event correspondence and sponsor board
- Playoff Day Sponsor

**Silver Sponsor – 4 opportunities - \$5,000**

- Ice placement of company logo above house or behind the back line at home end of the ice, including the YouTube streaming sheet. Ice logos appear on the ice for the entire 2022-23 season.
- ½ page color ad in program
- Acknowledgement on event website.
- Running digital company logo on media board in Rock & Iron Club House
- 2 tickets to the Victory Banquet
- 2 tickets to Opening Social with curlers
- Company logo on Curling Canada website & PAG&CC website
- One game per draw to be streamed on YouTube
- Company logo on all event correspondence and sponsor board
- 1 Game Draw sponsor

**Bronze Sponsor- \$2,500**

- ½ page color ad in program
- Acknowledgement on event website.
- Running digital company logo on media board in Rock & Iron Club House
- 4 tickets to Opening Social with curlers
- Company logo on Curling Canada website & PAG&CC website
- One game per draw to be streamed on YouTube
- Company logo on all event correspondence and sponsor board
- 1 Game Draw sponsor

**Hogline Sponsor - \$500**

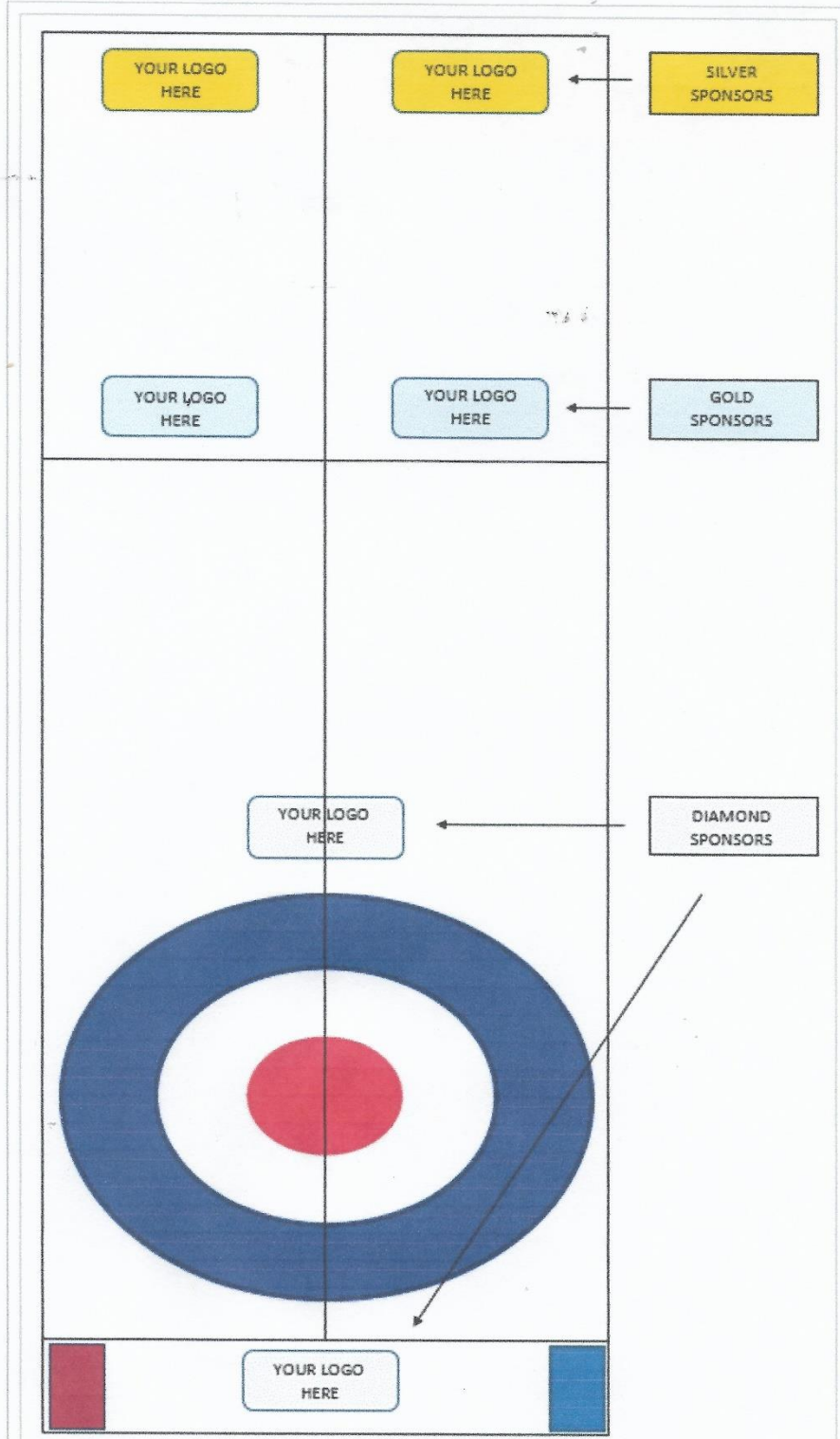
- 1/4 color ad in program
- Acknowledgement on event website.
- Running digital company logo on media board in Rock & Iron Club House
- 2 tickets to Opening Social with curlers
- Company logo on Curling Canada website & PAG&CC website
- One game per draw to be streamed on YouTube
- Company logo on all event correspondence and sponsor board

**Friends of the Club Sponsor – any donation**

- Company name in program
- Acknowledgement on PAG&CC website



Ice Logo Placement







City of  
**Prince Albert**

*INQ 22-9*

**MOTION:**

Be received as information and filed.

**ATTACHMENTS:**

1. September 6, 2022 City Council Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council  
From: City Manager

September 6, 2022 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Zurakowski	INQ#22-26	Can Administration advise Councillors regarding the Speed Indicators in each ward to make sure we are still on the right track with the original intent of the indicators?	Public Works & Communications		Public Works and Communications are reviewing this inquiry and will be providing a response following the review.



City of  
**Prince Albert**

*MOT 22-13*

**MOTION:**

“That Administration bring forward a Policy regarding having City staff pick up and bring stray shopping carts to City Yards to enable businesses to pick them up.”

Written by: Councillor Miller



City of  
**Prince Albert**

***MOT 22-14***

**MOTION:**

“That Administration review the Parks Naming Policy and Street Naming Policy and bring forward language that enables diversity and gender equity to be a part of the naming selection process.”

Written by: Councillor Lennox-Zepp