



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, NOVEMBER 7, 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 October 17, 2022 City Council Meeting Minutes for Approval (MIN 22-87)

7. NOTICE OF PROCLAMATIONS

7.1 Economic Abuse Awareness Day - November 26, 2022

7.2 Adoption Awareness Month - November 2022

8. PUBLIC HEARINGS

8.1 Bylaw No. 22 of 2022 - Addition of Fleet Service as a Discretionary Use in the M2 Zoning District (RPT 22-408)

9. DELEGATIONS

10. COMMUNICATIONS

- 10.1 Elected Official Compensation Review Commission - 2022 Final Report (CORR 22-108)

11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 Development Permit Application – Shelter – 950B Exhibition Drive (RPT 22-411)
 - 11.1.1 Letter of Opposition - Temporary Use Development Permit - Shelter 950B Exhibition Drive (CORR 22-107)
- 11.2 Prince Albert Rural Water Utility Request for Water Services to Little Red First Nation (RPT 22-417)
- 11.3 Barton Drive Traffic Calming (Update) (RPT 22-420)
- 11.4 Bylaw 23 of 2022 - Rezoning Land - FUD Future Urban Development to C4 - Highway Commercial 1st Reading (RPT 22-407)
- 11.5 Tax Title Lands - Disposal of 17 Gurney Crescent (RPT 22-416)
- 11.6 Deputy Mayor Appointments (RPT 22-410)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 October 17, 2022 City Council Meeting Inquiry Responses (INQ 22-11)

16. NOTICE OF MOTION

17. MOTIONS

- 17.1 Motion - Mayor Dionne - Request for Tax Incentives - The Yard District (MOT 22-19)
- 17.2 Motion - Mayor Dionne - Small Claims Court - Repairs and Replacement of Damaged City Property (MOT 22-20)

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 22-87

MOTION:

That the Minutes for the City Council Regular Meeting held October 17, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, OCTOBER 17, 2022, 5:04 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
Kiley Bear, Director of Corporate Services
Ramona Fauchoux, Director of Financial Services
Tim Yeaman, Acting Director of Community Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

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

3. APPROVAL OF AGENDA

0324. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor.

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

CARRIED UNANIMOUSLY

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

0325. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That the Minutes of the Council Regular Meeting held September 26, 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 Purple Thursday – October 20, 2022

7.2 Saskatchewan Multicultural Week – November 19 – 27, 2022

8. PUBLIC HEARINGS

8.1 Bylaw No. 20 of 2022 – District Official Community Plan Amendment (RPT 22-398)

Mayor Dionne declared the Hearing open.

Craig Guidinger, Director of Planning and Development Services, presented the matter of the District Official Community Plan Amendment on behalf of Administration.

Mayor Dionne declared the Hearing closed.

0326. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

That Bylaw No. 20 of 2022 be given 2nd and 3rd readings.

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

CARRIED UNANIMOUSLY

0327. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

That Bylaw No. 20 of 2022 be read a second time.

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

CARRIED UNANIMOUSLY

0328. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

That Bylaw No. 20 of 2022 be read a third time and passed; and, that Bylaw No. 20 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 Concrete and Asphalt Crushing – Tender Award (RPT 22-390)

0329. **Moved by:** Councillor Kilmer
Seconded by: Councillor Lennox-Zepp

1. That the Concrete and Asphalt Crushing Tender be awarded to Mocon Construction Ltd. for a total cost up to \$200,000, including Provincial Sales Tax; 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

11.2 Analytical Services Tender Award (RPT 22-397)

0330. **Moved by:** Councillor Edwards
Seconded by: Councillor Ogrodnick

1. That Tender No. 38 of 2022 for Supply of Analytical Testing Services be awarded to Saskatchewan Research Council Analytical for a three (3) year term in the amount of \$118,163, plus applicable taxes; 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

11.3 Fire Hydrant – Minto Rec Centre 201 – 13th Street East (RPT 22-396)

0331. **Moved by:** Councillor Cody
Seconded by: Councillor Head

That the cost to install the required Fire Hydrant for the property located at 201 – 13th Street East, to be funded from Fiscal Stabilization and/or from any budget that may be available to fund Fire Hydrants, be approved.

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

CARRIED UNANIMOUSLY

11.4 Bylaw No. 22 of 2022 – Addition of Fleet Service as a Discretionary Use in the M2 Zoning District (RPT 22-342)

0332. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

- 1. That Bylaw No. 22 of 2022 be introduced and given first reading; and,
- 2. That Administration provide notification to hold a Public Hearing.

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

CARRIED UNANIMOUSLY

0333. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

That Bylaw No. 22 of 2022 be introduced and read a first time.

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

CARRIED UNANIMOUSLY

11.5 Affordable Housing Program Application – Prince Albert Community Housing Society Inc. (RPT 22-399)

0334. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

- 1. That the Affordable Housing Program Application from Prince Albert Community Housing Society Inc. in the amount of \$30,000, be approved, subject to:
 - a. The Applicant obtaining Building Permits for the Multi-Unit Developments to be located at 656 – 20th Street East and 1492 – 7th Street East; and,
 - b. The Applicant entering into an Operating Agreement with The City for each respective property; and,
- 2. That the Mayor and City Clerk be authorized to execute the Agreements on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Miller – Inflated Water Bills

Why is there residents with water bills that are higher than normal, around \$800, and are these bills real or fake as a way to get residents to sign-up to update meters and who made this decision.

The Director of Financial Services, in responding to inquiry, advised that the process of finalizing the endpoint software meter project is 95% complete. Following multiple attempts to contact the owners, the Department decided to send out inflated water bills rather than disconnect the water for residents.

14.2 Councillor Kilmer – Transit Live

Has The City seen an increase in use of our City Push Notification and Sign Up for Transit Live.

The Director of Public Works, in responding to inquiry, advised that Transit Live is installed in all buses and usage of the application continues to increase as well as ridership.

14.3 Councillor Kilmer – Yard Waste Dates

Can Administration clarify the dates for Yard Waste pick-up. On the website when you type in Yard Waste, it gave the old dates.

The Director of Public Works, in responding to inquiry, advised that the Sanitation Manager will be working with the Communications Department to ensure the final dates for yard waste pick-up is communicated to the Public.

14.4 Councillor Edwards – Garbage in Drainage Ditch – Kwasnica Place

Can Administration confirm that the garbage in the drainage ditch near Kwasnica Place has been cleaned-up. Residents have reported large items and garbage in the ditch and have been there for many months.

The Director of Public Works, in responding to inquiry, advised that the Sanitation staff will review the area.

14.5 Councillor Edwards – Basketball Nets

Could Administration please remind residents that all basketball nets must be removed from the streets prior to snowfall.

15. INQUIRY RESPONSES

15.1 September 6, 2022 City Council Meeting Inquiry Responses (INQ 22-10)

0335. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Zurakowski

That INQ 22-10 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 Mayor Dionne – Request for Tax Incentives – The Yard District

1. That all requests for Tax Incentives and/or Exemptions or Abatements for Commercial, Industrial and Residential Development within The Yard District be denied; and,
2. That the City Solicitor and Director of Financial Services review the creation of an eight percent (8%) Levy on The Yard District as a way to subsidize the operational costs of the City's new Aquatic and Arenas Recreation Centre.

16.2 Mayor Dionne – Small Claims Court – Repairs and Replacement of Damaged City Property

That the City Solicitor utilize Small Claims Court for the City's compensation for the full cost of repairs and replacement of damaged City property.

16.3 Mayor Dionne – Creation of a Chronic and Acute Risk Facility

That the Mayor's Office engage the Saskatoon Tribal Council to spearhead a collaboration with the City and Prince Albert Grand Council for the creation of a 75 bed chronic and acute risk facility to be located in Prince Albert.

17. MOTIONS

17.1 Motion – Councillor Edwards – Plan to Register Bikes (MOT 22-15)

0336. **Moved by:** Councillor Edwards
Seconded by: Councillor Kilmer

That Administration work with the Prince Albert Police Service to plan and implement methods on how we can register all bike serial numbers in our community by August 31, 2023 as per the Bicycle Bylaw, for consideration at an Executive Committee meeting in January of 2023.

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

CARRIED UNANIMOUSLY

17.2 Motion – Councillor Zurakowski – Traffic Bylaw – Camper Trailers Parking (MOT 22-16)

0337. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Edwards

That Administration review the Traffic Bylaw in regards to the length of time Camper Trailers can be parked in front of residents’ homes.

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

CARRIED UNANIMOUSLY

17.3 Motion – Councillor Zurakowski – Off-Sale Liquor Hours (MOT 22-17)

0338. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Head

That Administration review the hours of operation for Off-Sale Liquor Stores.

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

CARRIED UNANIMOUSLY

17.4 Motion – Councillor Zurakowski – Hours of Operation for Convenience Stores (MOT 22-18)

0339. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Ogrodnick

That Administration review the hours of operation for 24-hour Convenience Stores.

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

Against: Councillors: Head and Miller

CARRIED (7 to 2)

17.5 Motion – Mayor Dionne – Creation of a Chronic and Acute Risk Facility

Councillor Lennox-Zepp assumed the Chair.

0340. **Moved by:** Mayor Dionne
Seconded by: Councillor Head

That pursuant to the provisions of the City’s Procedure Bylaw No. 23 of 2021, that the Notice Provisions be waived to permit consideration of Mayor Dionne’s Motion regarding Creation of a Chronic and Acute Risk Facility.

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

CARRIED UNANIMOUSLY

0341. **Moved by:** Mayor Dionne
Seconded by: Councillor Head

That the Mayor’s Office engage the Saskatoon Tribal Council to spearhead a collaboration with the City and Prince Albert Grand Council for the creation of a 75 bed chronic and acute risk facility to be located in Prince Albert.

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

CARRIED UNANIMOUSLY

Mayor Dionne resumed the Chair.

18. PUBLIC FORUM

19. ADJOURNMENT – 6:36 P.M.

0342. **Moved by:** Councillor Kilmer
Seconded by: Councillor Zurakowski

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 7TH DAY OF NOVEMBER, A.D. 2022.



RPT 22-408

TITLE: Bylaw No. 22 of 2022 - Addition of Fleet Service as a Discretionary Use in the M2 Zoning District

DATE: **October 24, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 22 of 2022 be given second and third reading.

TOPIC & PURPOSE:

The purpose of this report is to request second and third reading of Bylaw No. 22 of 2022, which is a Zoning Bylaw amendment to add “Fleet Service” as a Discretionary Use – Development Officer within the M2 – Small Lot Light Industrial Zoning District.

BACKGROUND:

The Department of Planning and Development Services received an application to add Fleet Service as a use to the M2 Zoning District. The applicant intends on relocating his business to 376 17th Street West (see location plans) to be more accessible to his customers. The applicant’s clientele are located primarily in the West Flat neighborhood and do not own vehicles. The applicant’s business model is a charter service that transports citizens to and from Prince Albert to surrounding cities and municipalities.

Bylaw No. 22 of 2022 was given first reading at the October 17, 2022 City Council meeting.

PROPOSED APPROACH AND RATIONALE:

In reviewing the Zoning Bylaw, Fleet Service is allowed in all other industrial districts except M2. The rationale that prohibits Fleet Service in M2 is that it requires bigger lots for large charter busses and the turning ratio needed to appropriately accommodate them on site.

The Zoning Bylaw defines the purpose of M2 - Small Lot Light Industrial as:

“... land for a diverse mixture of small scale, light industrial and commercial uses. The intention of this Zoning District is to establish limited areas of industrial development, where uses are expected to create a moderate amount of noise, smoke, smells, dust, light or other similar nuisances.”

The purpose statement for M2 does not include restrictions on lot size, only the uses intended in the district. In reality, M2 is a mix of large and small lots, some of which are as large or larger than the lots found in other Industrial Zoning Districts that allow Fleet Service. Therefore, Fleet Service could be fitting in the M2 Zoning District depending on lot size and the appropriateness of its use.

To determine if a lot is a suitable size, there are provisions in the Zoning Bylaw that allow administration to request a traffic analysis to determine the radius needed on site for large vehicles. This traffic analysis could be used as a tool in M2 to determine the suitability of Fleet Service on specific lots before approval is granted.

The specific lot where the applicant intends on moving is 4,209 m², three times larger than the minimum required lot size (1,250 m²) in other industrial Zoning Districts that allow Fleet Service. There are also many other lots scattered throughout M2 that could accommodate Fleet Service with no issue and would benefit from the proposed amendment.

In regards to the use itself, Fleet Service falls within the descriptive purpose of the M2 Zoning District mentioned above – it is a commercial use that creates moderate noise, dust, light, and other similar nuisances, and there are other uses within the M2 that are similar in intensity. Therefore, Fleet Service meets the intended restrictions in the Zoning Bylaw for M2.

In reviewing the neighborhood surrounding the subject site, it was found that the proposed zoning amendment will bring Prince Albert Northern Bus Lines at 517 17 Street West (see location plans) from an existing non-conforming classification into conformance with the Zoning Bylaw, which is a positive change for that business and the neighborhood.

If the proposed amendment to include Fleet Service in M2 is approved, the use would be Discretionary – Development Officer, and would require a Development Permit application submitted and reviewed by administration for conformance with the Zoning Bylaw.

For the above reasons, Administration recommends adding Fleet Service as a Discretionary Use – Development Officer approved use in the M2 – Small Lot Light Industrial Zoning District.

CONSULTATIONS:

The applicant has been consulted throughout the application process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to recommendations, or policy, privacy, or financial implications.

STRATEGIC PLAN:

The proposed rezoning supports the City's strategic goal to: "provide high quality services to meet the dynamic needs and expectations of our citizens."

OFFICIAL COMMUNITY PLAN:

The proposed amendment is supported by section 7.1(v) of the City of Prince Albert's Official Community Plan's Transportation goals. Goal number five states the City is to: "Integrate alternative forms of transportation with private vehicle use into new neighbourhood designs and site plans." The proposed amendment allows for alternative forms of transportation to be accomplished in the M2 Zoning District.

PUBLIC NOTICE:

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

- Public Notice was posted on the bulletin board at City Hall on October 27, 2022;
- Public Notice was posted on the City website on October 27, 2022; and,
- Public Notice was posted in the Prince Albert Daily Herald on October 27, 2022.

ATTACHMENTS:

1. Bylaw No. 22 of 2022
2. Location Map - Aerial
3. Location Map - Zoning
4. Public Notice - October 27, 2022

Written by: Ellen Pearson, Planner

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

CITY OF PRINCE ALBERT BYLAW NO. 22 OF 2022

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

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

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

1. That Bylaw No. 1 of 2019 be amended in the manner hereinafter set forth:
 - a. By adding “Fleet Service” to the Discretionary Uses – Development Officer section of the table in Subsection 8.3.2:

M2 – SMALL LOT LIGHT INDUSTRIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁶ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Discretionary Uses – Development Officer											
Fleet Service	300	10	-	-	3	10.7	-	-	16	-	1

2. This Bylaw shall come into effect on the day of its final passing.
3. 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., 2022.

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

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

MAYOR

CITY CLERK

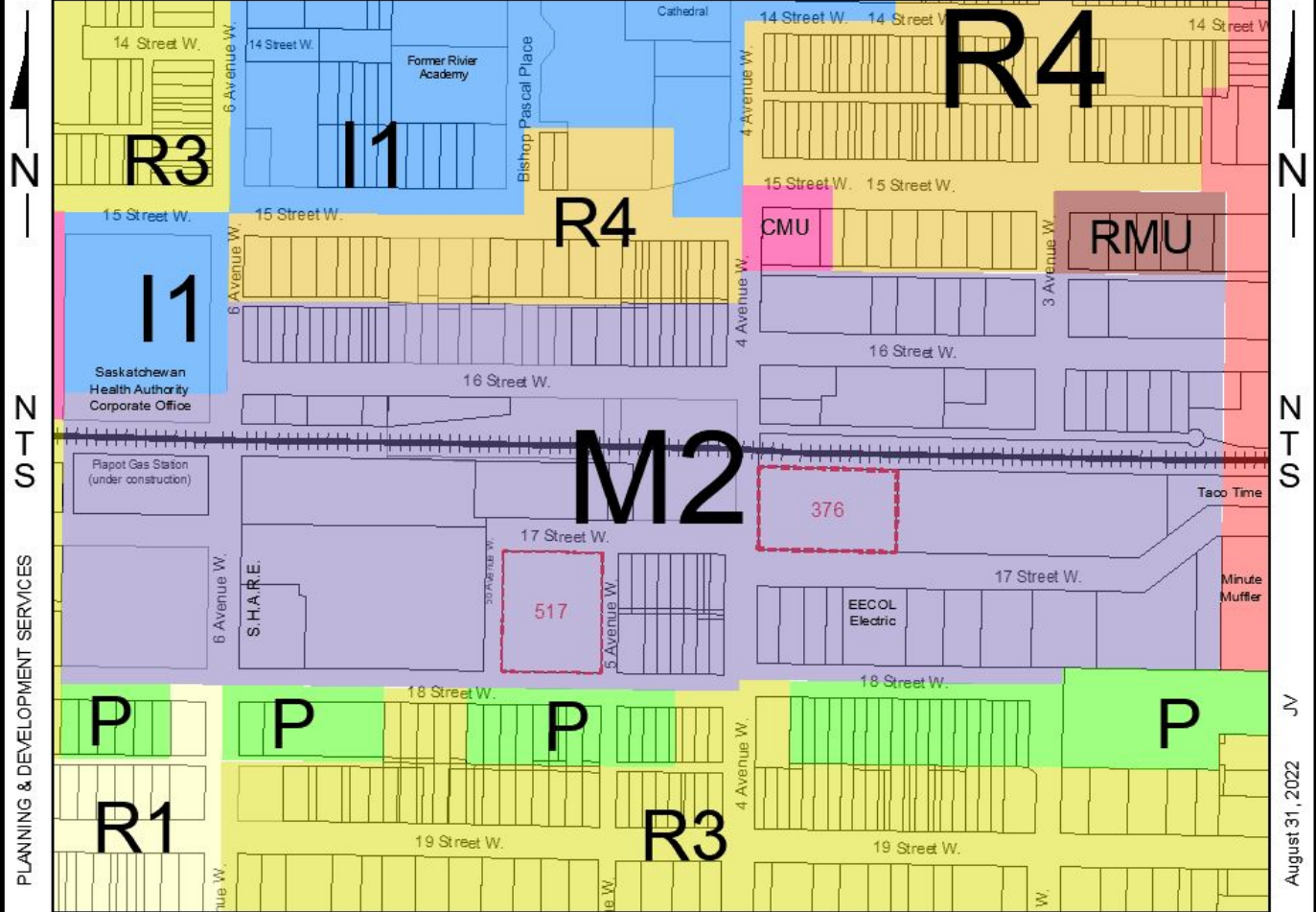


PLANNING & DEVELOPMENT SERVICES



517 and 376 17th Street West

Subject Property Identified With A Bold Dashed Line



517 and 376 17th Street West

Subject Property Identified With A Bold Dashed Line



CITY OF PRINCE ALBERT PUBLIC NOTICE

ZONING BYLAW AMENDMENT – BYLAW NO. 22 OF 2022

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 22 of 2022 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw

Reason for the Amendment: At the City Council meeting held October 17, 2022, first reading of Bylaw No. 22 of 2022 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 22 of 2022 proposes to add "Fleet Service" as a Discretionary Use – Development Officer within the M2 – Small Lot Light Industrial Zoning District.

Fleet Service is a use that permits buses, couriers, limousines, taxis, or other similar vehicles to be stored, repaired, and dispatched from a property. Adding Fleet Service as a Discretionary Use under the Zoning Bylaw will ensure the use is appropriate depending on lot size and traffic impact in addition to the minimum development standards required by the Zoning Bylaw.

Therefore, City Council, at its meeting to be held on November 7, 2022 at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, November 1, 2022. In accordance with City Council's Procedure Bylaw No. 23 of 2021, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.

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

Planning and Development Services

City Hall, 1084 Central Avenue

Prince Albert SK, S6V 7P3

8:00 am to 4:45 pm – Monday to Friday (except holidays)

Phone 306-953-4370

Issued at the City of Prince Albert, this October 27, 2022

Terri Mercier, City Clerk

Published in the Daily Herald, Thursday, October 27, 2022



CORR 22-108

TITLE: Elected Official Compensation Review Commission - 2022 Final Report

DATE: November 3, 2022

TO: City Council

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Management Committee for review and report.

ATTACHMENTS:

1. Elected Official Compensation Review Commission - 2022 Final Report

Written by: Arne Lindberg, Co-Chair, Stan Loewen, Co-Chair and Brenda Mishak, Member, Elected Official Compensation Review Commission



**LETTER OF TRANSMITTAL
ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION**

October 31, 2022

Prince Albert City Council
1084 Central Avenue
Prince Albert SK S6V 7P3

RECEIVED
NOV 01 2022
CITY CLERK
CITY COUNCIL

SUBJECT: Final Report Submission

Dear Members of Council:

As you are aware, the Commission was established by City Council to conduct a review of the current Elected Official Compensation, which includes remuneration, allowances and benefits for members of Council.

The Commission would like to thank various City employees who assisted in providing statistical data, communications and other materials for review in determining the methodology used by the Commission in its mandate. Special thanks to the City Clerk, along with her office staff, for assistance in the preparation of agenda materials and completion of the Final Report.

At this time, the City of Prince Albert's Elected Compensation Review Commission is pleased to provide the Final Report, outlining fourteen (14) recommendations for consideration by members of City Council.

Respectfully submitted by the
Elected Official Compensation Review Commission

Arne Lindberg
Co-Chair

Stan Loewen
Co-Chair

Brenda Mishak
Member

**Recommended
Disposition:**

*Refer to Management
Committee for
review & report*





ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION

2022 Final Report

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2022 ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION

The Elected Official Compensation Review Commission was appointed pursuant to The City's Bylaw No. 14 of 2022, as an Independent Review Commission to undertake a review of the remuneration and benefits for members of Council.

The Commission has completed their review and respectfully submits its Final Report for consideration by the Council of the City of Prince Albert.

Stan Loewen (Co-Chair)

Arne Lindberg (Co-Chair)

Brenda Mishak (Member)

INTRODUCTION

In 1989, a report dated February 27, 1989 was completed following a review of the Aldermanic and Mayoral Indemnity Payments. At that time, an indemnity benchmark formula was adopted following a percentage of a Saskatchewan Cabinet Minister's annual indemnity, which included an annual expense allowance and annual extra duties allowance.

Since that time, the remuneration has remained the same with increases established every year based on the Minister's indemnity and allowances.

City Council, at its April 25, 2022 meeting, approved Bylaw No. 14 of 2022, which outlines the establishment of an independent review commission to review and provide recommendations to City Council on remuneration, benefits and allowances to be paid to members of Council.

Prince Albert is unique in its diversity and culture as the 3rd largest City in Saskatchewan serving as the hub for many northern communities. The current economic situation in Prince Albert and Saskatchewan warrants an indemnity increase to members of Council, in addition to other factors as outlined in this report.

It was important for the Commission to focus on its mandate to set compensation at levels appropriate to attract a diverse range of candidates, be comparable to other jurisdictions and reflect on the responsibilities of members of Council in today's time.

It is vital that Council members follow *The Cities Act*, Bylaws and Resolutions which supports efficient functioning of City governance.

We recognize the increased workload due to social media and accessibility. The Commission recommends utilizing Administration to follow proper procedure for problem solving which would decrease the Council members' workload and increase individual Council members' efficiencies.

The Commission recognizes that Council members live in the community and there is a need to maintain a work/life balance through respecting professional boundaries.

It is noted that although the frequency of future reviews of compensation was not listed as a mandate, this Commission felt it was necessary to recommend that the City Clerk's Office undertake a review during the year prior to each General Election to ensure equity and fairness in the current economic and financial status of the City, Province and Canada.

It is recommended City Council accept some or all of the recommendations by the Commission, and the changes be effective for January 1, 2025, following the next General Election, which is scheduled to be held on Wednesday, November 13, 2024.

The Commission, through its careful review, determined fourteen (14) recommendations, as outlined within this report for City Council's consideration based on the adopted mandate of the Commission.

RECOMMENDATIONS AT A GLANCE (14)

1. Base Salary
2. Annual Adjustments
3. Deputy Mayor Remuneration
4. Vacation Leave
5. Maternity/Paternity Leave
6. Health & Disability Benefits
7. Pension & Retirement Benefits
8. Per Diem Allowances
9. Vehicle Allowance
10. Travel Allowance
11. Home & Office Supports and Communication Allowance
12. Technology Allowance
13. Designation of an Election Period
14. Use of Council's Communication Allowance during an Election Period

BACKGROUND

The 2022 Elected Official Compensation Review Commission conducted a complete review of total compensation within the mandate and principles outlined below:

Mandate

The Commission’s mandate is as follows:

- (a) to review and report on the current compensation package of Council members;
- (b) to conduct an inter-jurisdictional review of the compensation packages of council members in other similarly situated municipalities; and,
- (c) to report and make recommendations to Council on possible changes to the compensation package.

The compensation package includes the following matters:

- the salaries to be paid to members of Council;
- remuneration to be paid to a Councillor appointed as Deputy Mayor;
- vacation leave;
- health and disability benefits;
- pension benefits and additional retirement benefits;
- per diem allowances;
- car allowance;
- travel allowance;
- home or office support services;
- communication allowance;
- technology allowance;
- designation of an election period; and,
- use of Council’s Communication Allowance....

Principles

The Commission established the following guiding principles:

1. Election to City Council is a public service not a career;
2. Accountability in members’ duties and required time commitment, including being fiscally responsible in allocating resources;
3. Fairness in comparison to other similar jurisdictions and to attract diversity of candidates;
4. Transparency in providing open and easy communications with the public;
5. Predictability in allowing periodic adjustments in compensation to account for market changes.

APPROACH

The Commission met on five (5) occasions on the following dates:

May 20, 2022

The Commission elected Co-Chairs, established meeting procedures and timelines and reviewed the mandate to determine an appropriate methodology.

June 14, 2022

The Commission adopted the guiding principles and methodology of review.

August 10, 2022

The Commission reviewed the draft material making up the methodology, including historical and statistical information, economic data, comparable charts, public consultations and Council surveys.

August 24, 2022

The Commission reviewed supplementary material for analysis, along with the previous information package in drafting their Final Report.

August 31, 2022

The Commission continued to draft their Final Report. Following this meeting, the Commission deliberated and finalized the Report and Letter of Transmittal for Council's consideration.

Minutes of the Commission are posted on the City's website.

The Commission was supported by Administration, including the City Clerk's Office, GIS Supervisor, Financial Services Department, Human Resources, Communications Coordinator and City Manager.

Methodology

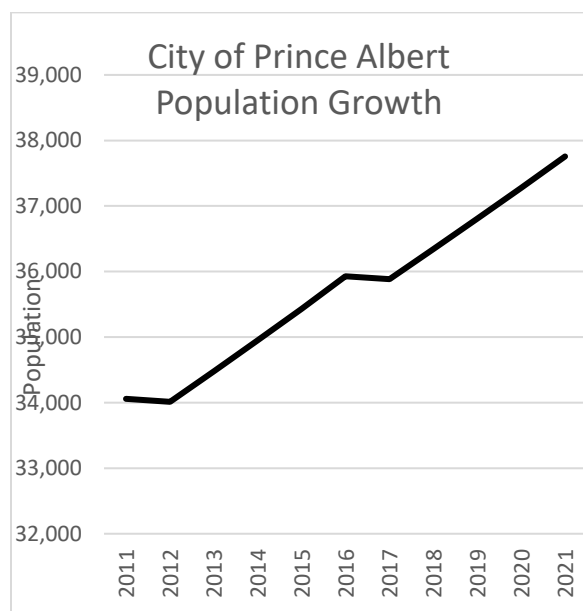
The Commission established the following methodology to guide the review:

1. Current Council policies reflective of Commission's Mandate
2. Most Recent Compensation Review
3. Legislative framework for setting remuneration
4. Canada Revenue Agency (CRA) provisions for taxation
5. Consumer Price Index (CPI) comparisons
6. Public Consultation options including:
 - Public Engagement Survey and Advertising
 - Business/Target Groups Survey
7. Questionnaire to sample Cities for comparisons
8. Survey to current and past Members of Council, and interviews with 2 selected members
9. Statistical information for the last 10 years as follows:
 - Prince Albert Council Remuneration
 - Compensation changes to City Employees
 - Average annual income of Prince Albert resident
 - Provincial Cabinet Minister remuneration
 - Police Service rates
 - Council appointments and attendance on internal and external Boards & Committees

INPUTS & STATISTICAL ANALYSIS

Economic Conditions & Factors

Over the last several years, Saskatchewan has seen an overall increase in population from 1,074,265 at the beginning of 2012 to 1,180,867 by the 4th quarter of 2021, showing an increase of 106,602 over the last ten (10) years. This growth has evidently affected the City of Prince Albert with an estimated population increase of 3,699 since 2011. This increase has shown to be very gradual, as the chart outlines below:



Adapted from Census Profile for each year, Census of Population

Current statistics relating to the demographics of Prince Albert are available on the City's website at www.citypa.com and outline the most recent City's community profile including population size, age/gender groups, household income, and taxation, among other statistical information. The City's age demographic has shifted in the last 10 years with a slight increase in the age group of 65-85, while the 85+ age group has declined significantly to represent only an estimated 2.2% of the City's population. The 15-64 age group has remained steady and currently estimated at 62.44% of the Prince Albert population.

Regardless of the change in population or the demographics within the City, the demands of the public have not changed, and in fact, have increased greatly due to ever changing times.

Through the review of the various data and statistical charts/graphs, the Commission determined that the rising costs of housing, food, fuel and other essential items continues to increase. The basis for annual increases vary, but the Consumer Price Index and statistical information is used, in part or exclusively, to inform increases in the nine comparator Cities used in this review.

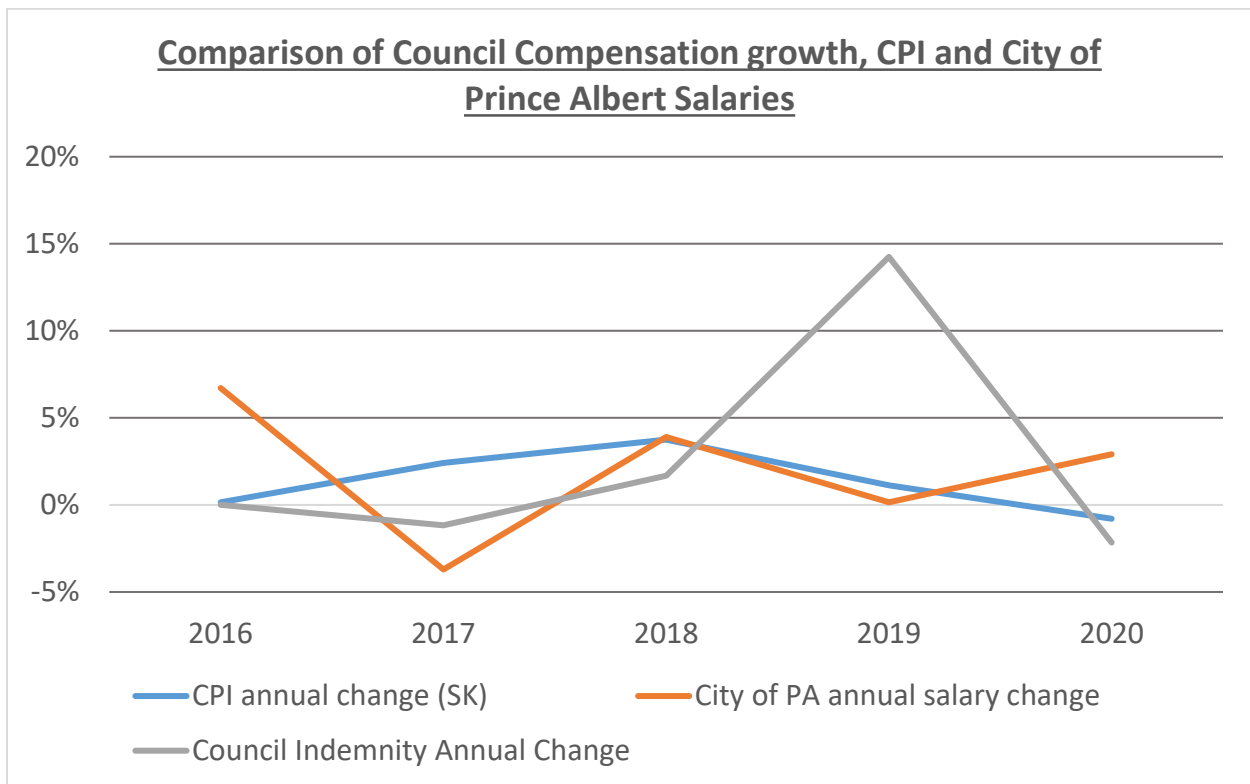
The Covid-19 pandemic affected the economy greatly through unemployment rates, increased social assistance and government funding, job instability, absenteeism in the workplace and mental health, to name a few. Since that time, it is evident that costs will continue to rise until such time as the economy shifts once again in Saskatchewan and within Canada.

The City of Prince Albert has a ward system for community representation. In 2019, a Commission reviewed the ward boundaries within the City and determined that changes were required due to the shift of population from one area to another area.

In 2011, the average population total within each ward was established at a mean of 4,865. This results in an approximate population total of 38,920. By comparing current Health statistics, the estimated mean for 2019 is 5,104. This results in an increased population of 1,912 (40,832 total estimated current population). For a consistent comparison of 2019 and 2011 data, the Commission decided to use Health population statistics. Health statistics also provided more useful dissemination areas.

The charts/graphs outlined on Pages 9-12 provide comparisons that were reviewed and utilized by the Commission in their determination of whether an increase in base salary was warranted based on comparisons of population growth, salaries, consumer price index, employment rate and indemnity rates.

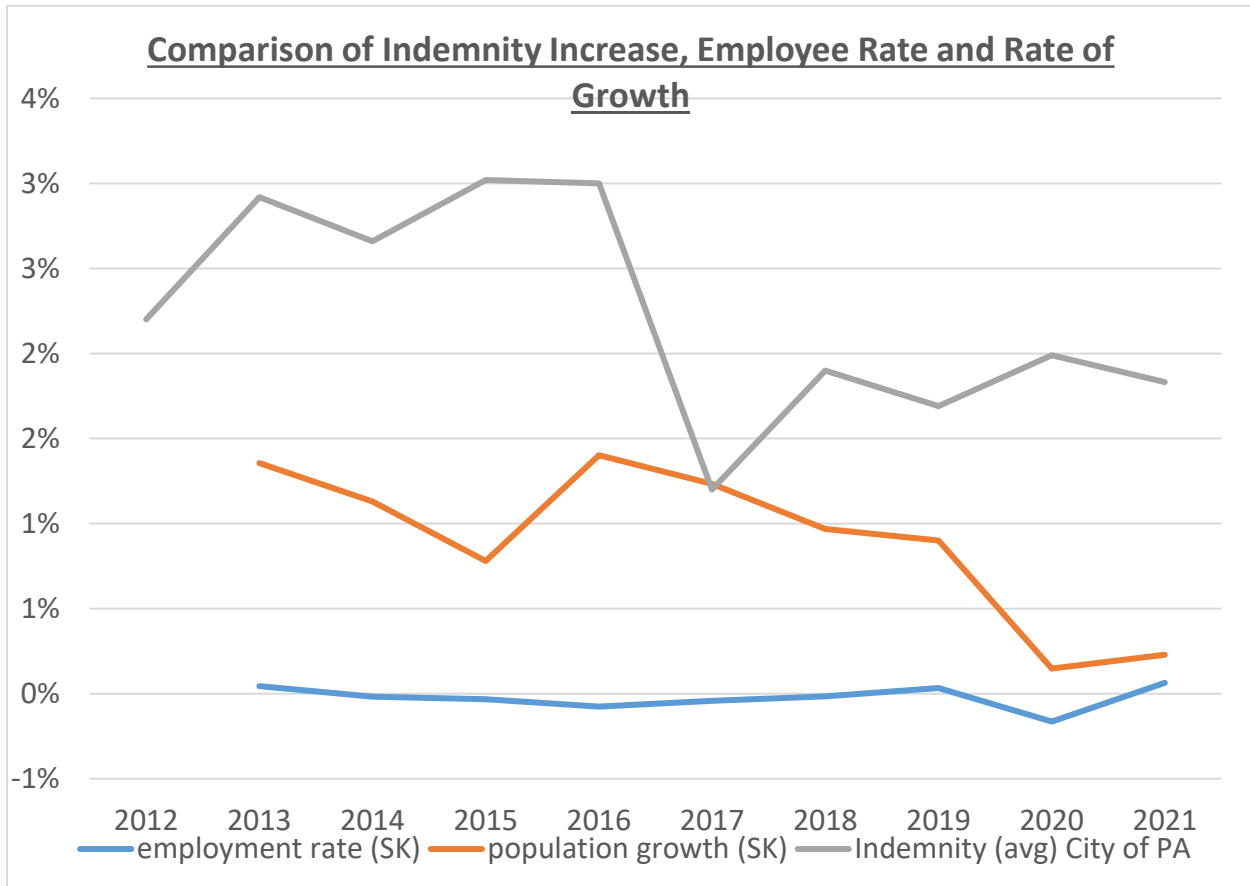
Council Compensation Growth vs Consumer Price Index vs City Employees' Salaries



Data Source: Council Indemnities provided by City Clerk's Office, City employee salaries taken from the City of PA website, CP(SK) – Adapted from Statistics Canada, Table 18-10-0004-01 (Consumer Price Index 2002=100)

Calculated percent change between consecutive years. For CPI and City of PA salaries, average values for the year and the percent difference between years is shown. For Council indemnities, the total for the Mayor and all eight (8) Councillors and the percent difference between years was calculated.

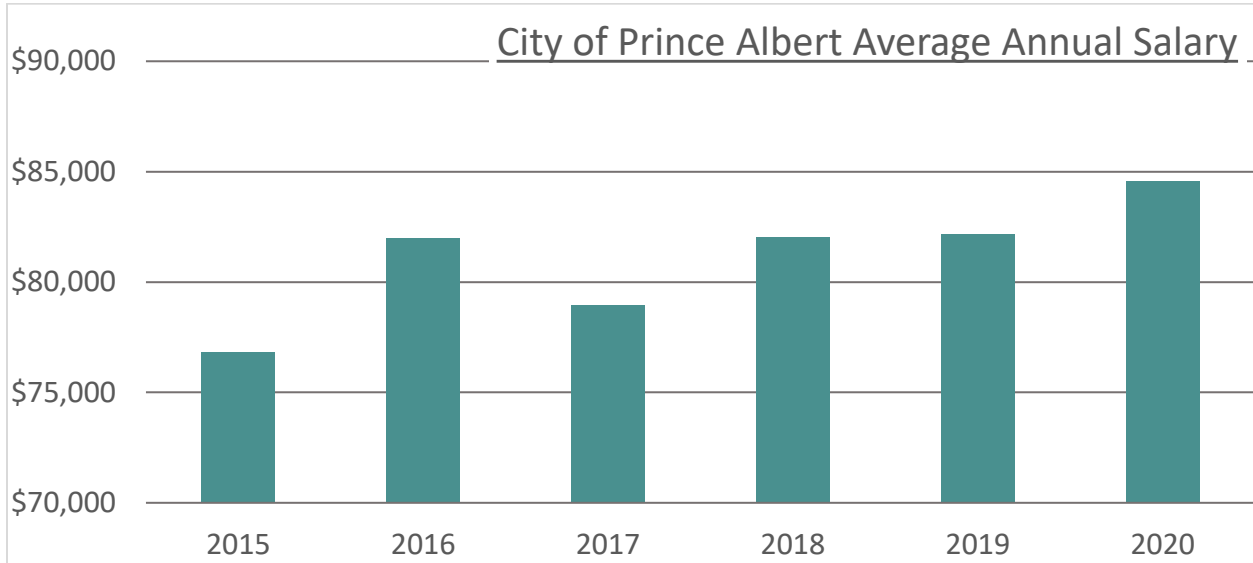
Comparison of Indemnity vs Population Growth vs Employment Rate



Data Source: Population (SK) adapted from Statistics Canada Table: 17-10-0009-01 (formerly CANSIM 051-0005), employment rate adapted from Statistics Canada table: 14-10-0017-01 (formerly CANSIM 282-0001), City of PA Indemnities provided by City Clerk's Office.

Employment Rate calculation – Population/Employed
 Population Growth calculation = (New-Old)/Old Ex (2017-2016)/2016

Average Annual Salary per Year



City of PA average annual salary						
	2015	2016	2017	2018	2019	2020
average	\$76,824.49	\$81,980.49	\$78,940.52	\$82,026.57	\$82,146.34	\$84,543.97
		6.71%	-3.71%	3.91%	0.15%	2.92%

Data Source: Great Plains Program, Financial Services, City of Prince Albert

2022 Indemnity Rates

Saskatchewan Cabinet Minister Indemnity	Mayor Indemnity (57% of Minister Indemnity)	Councillor Indemnity (33.60% of the Mayor Indemnity)
\$155,871	\$86,594.97	\$29,095.91

This chart reflects the current indemnity rates as of January 1, 2022. *Please note that the indemnity rates differ slightly from the comparator charts as the 2021 rates were utilized.*

For the year 2022, every Member of the Legislative Assembly was paid an indemnity of \$103,285, with the addition of an annual allowance for extra duties, which includes duties associated with the respective positions within the Legislature. In this case, the Minister received an additional \$52,586, for a total remuneration of \$155,871. Members are also eligible to claim for expenses in the course of their duties. The rates are reviewed on April 1st of each year to determine annual changes based on Consumer Price Index for Saskatchewan rates.

Council Indemnities Yearly Comparison 2016-2021

	2016	2017	2018	2019	2020	2021
Mayor	\$81,162	\$82,308	\$85,808	\$95,983	\$95,857	\$99,326
Ward 1	\$29,551	\$29,967	\$29,567	\$36,481	\$33,098	\$36,826
Ward 2	\$29,451	\$29,667	\$29,267	\$32,902	\$32,598	\$35,326
Ward 3	\$31,451	\$30,167	\$28,567	\$31,502	\$31,798	\$34,526
Ward 4	\$30,655	\$30,162	\$31,062	\$38,747	\$35,615	\$39,625
Ward 5	\$29,851	\$27,467	\$28,067	\$31,702	\$33,598	\$34,926
Ward 6	\$28,851	\$27,567	\$30,067	\$34,002	\$32,798	\$36,626
Ward 7	\$5,325 (avg \$32,791)	\$30,267	\$30,867	\$33,997	\$33,398	\$35,426
Ward 8	\$27,451	\$29,867	\$29,467	\$33,402	\$31,998	\$35,326
Total	\$293,748	\$317,439	\$322,739	\$368,718	\$360,758	\$387,933
	N/A	7.46% Avg (-1.19%)	1.64%	12.47%	-2.21%	7.01%

For Ward 7, the value for 2016 is off and therefore affects the calculation from 2016 - 2017. To depict a more accurate circumstance, the average from 2017 - 2021 is used for this record.

CPI Annual Change (SK)	Adapted from Statistics Canada, Table 18-10-0004-01 (Consumer Price Index 2002=100)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Average	126.2 744	127.9 267	131.0 244	130.453 889	130.64 611	133.80 889	138.82 778	140.39 444	139.28 056	146.8 583
		1.31%	2.42%	-0.44%	0.15%	2.42%	3.75%	1.13%	-0.79%	5.44%

Comparable Cities

The following Cities were determined to be comparable in population, economics and other attributes:

Brandon	Manitoba	50532
Spruce Grove	Alberta	39607
Campbell River	British Columbia	38108
Prince Albert	Saskatchewan	37756
Penticton	British Columbia	36893
Mission	British Columbia	36193
Moose Jaw	Saskatchewan	32813
Lloydminster	Saskatchewan	31582
Fort Saskatchewan	Alberta	26831
Fort St. John	British Columbia	21123

The listing outlines the populations from largest to smallest.

Populations may vary as Statistics Canada continues to update population statistics. These population statistics were derived from the population information available at the onset of the review through Statistics Canada.

Comparable Cities with Rates and Population

The Commission acknowledged that there are potentially many methods to determine comparability between comparator Cities and provides analysis in the following charts on Pages 14-16.

Comparator Cities with Base Salary and Population Comparisons

City/Province	Mayor's Base Salary	Council Base Salary	Population
Brandon, MB	\$92,154.40	\$21,469.50 25% of Mayor's Salary	50,532
Spruce Grove, AB	\$109,210.00	\$54,605.00	39,607
Campbell River, BC	\$77,523.00	\$29,460.00 38% of Mayor's Salary	38,108
Prince Albert, SK	\$86,078.55	\$28,922.39 33.6% of Mayor's Salary	37,756
Penticton, BC	\$83,036.37	\$27,493.53	36,893
Mission, BC	\$96,491.00	\$48,245.50 50% of Mayor's Salary	36,193
Moose Jaw, SK	\$103,285.00	\$34,428.00 33.33% of Mayor's Salary	32,813
Lloydminster, SK	\$101,591.37 60.4% of average salary of SK & AB Minister	\$38,822.34 38.2% of Mayor's Salary	31,582
Fort Saskatchewan, AB	\$101,856.72	\$41,879.86	26,831
Fort St. John, BC	\$96,544.67	\$36,204.50	21,123

Note: The above chart outlines the base salary for the comparator Cities based on information gathered through the Cities survey request or through website research. The rates are based on 2021 – 2022 rates, and populations may vary as Statistics Canada continues to update population statistics.

Population Comparison with Base Salary

City/Province	Mayor's Base Salary	Council Base Salary	Population	Mayor Pay Per Resident (Total population)	Councillor Pay Per Resident (Total population)
Brandon, MB	\$92,154.40	\$21,469.50	50,532	\$1.82	\$0.42
Spruce Grove, AB	\$109,210.00	\$54,605.00	39,607	\$2.76	\$1.38
Campbell River, BC	\$77,523.00	\$29,460.00	38,108	\$2.03	\$0.77
Prince Albert, SK	\$86,078.55	\$28,922.39	37,756	\$2.28	\$0.77
Penticton, BC	\$83,036.37	\$27,493.53	36,893	\$2.25	\$0.75
Mission, BC	\$96,491.00	\$48,245.50	36,193	\$2.67	\$1.33
Moose Jaw, SK	\$103,285.00	\$34,428.00	32,813	\$3.15	\$1.05
Lloydminster, SK	\$101,591.37	\$38,822.34	31,582	\$3.22	\$1.23
Fort Saskatchewan, AB	\$101,856.72	\$41,879.86	26,831	\$3.80	\$1.56
Fort St. John, BC	\$96,544.67	\$36,204.50	21,123	\$4.57	\$1.71
AVERAGE	\$94,777.11	\$36,153.06	35,144	\$2.85	\$1.10
MEDIAN	\$96,517.84	\$35,316.25	36,543	\$2.71	\$1.14

Notes:

1. The above chart is listed in order of population size from largest to smallest.
2. The formula utilized is the population divided by the base salary to determine the cost per resident.
3. The average is calculated by adding up all of the individual values and dividing the total by the number of observations. The median is calculated by taking the middle value, the value for which half of the observations are larger and half are smaller.

Population Comparison with Base Salary and Council Size

City/Province	Mayor's Base Salary	Council Base Salary	Council Size (Includes Mayor)	Population	Councillor Pay Per Resident (Council size or ward)
Brandon, MB	\$92,154.40	\$21,469.50	11	50,532	\$4.25
Spruce Grove, AB	\$109,210.00	\$54,605.00	7	39,607	\$8.27
Campbell River, BC	\$77,523.00	\$29,460.00	7	38,108	\$4.64
Prince Albert, SK	\$86,078.55	\$28,922.39	9	37,756	\$6.13
Penticton, BC	\$83,036.37	\$27,493.53	7	36,893	\$4.47
Mission, BC	\$96,491.00	\$48,245.50	7	36,193	\$8.00
Moose Jaw, SK	\$103,285.00	\$34,428.00	7	32,813	\$6.30
Lloydminster, SK	\$101,591.37	\$38,822.34	7	31,582	\$7.38
Fort Saskatchewan, AB	\$101,856.72	\$41,879.86	7	26,831	\$9.37
Fort St. John, BC	\$96,544.67	\$36,204.50	7	21,123	\$10.28
AVERAGE	\$94,777.11	\$36,153.06		35,144	\$6.91
MEDIAN	\$96,517.84	\$35,316.25		36,543	\$6.84

Notes:

1. The above chart is listed in order of population size from largest to smallest.
2. The formula utilized is the population divided by the number of council members to determine the estimated number of residents per council member and divide the base salary to determine the cost per resident.
3. The average is calculated by adding up all of the individual values and dividing the total by the number of observations. The median is calculated by taking the middle value, the value for which half of the observations are larger and half are smaller.

The Commission concludes that there is not enough evidence to warrant a change to the current formula at this time, as the analysis of population vs. salary seems to be equitable and fair based on their findings. More details are provided within the recommendations for base salary.

Public Engagement

The following communication was completed as shown:

- Media Release sent out on June 16, 2022
- On-line Public Survey on the City's website at www.citypa.ca, generating the results of 191 completed Surveys received from June 16 - July 13, 2022
- Rural Roots advertising on June 30, 2022
- Social Media posts on The City of Prince Albert Facebook and Instagram accounts on July 5, 2022
- Business Target Group Survey sent out, resulting in 12 out of 37 Surveys that were completed and received from June 17 - July 13, 2022. Target groups included businesses, government organizations and other community-minded organizations.

The survey used the platform of Survey Monkey which was available electronically and in paper format, if requested.

The surveys sought input from citizens on perceived number of hours spent on civic duties, factors influencing the importance of compensation rates and fairness of current compensation.

Overall the public surveys determined that public perception that the general public is unaware of how much time members of Council spend on their day to day duties. From the responses received, the highest number of responses indicated that Council spent an average of 0 to 9 hours/week.

The major factors of importance to setting compensation was time spent on attending meetings, reviewing agendas and on constituency inquiries or other public duties, along with importance in the performance and time spent in role and the current economy.

The data shows that there is an opportunity in educating the public on the time

commitment associated with being a member of Council. Creating awareness of the elected positions would reduce barriers to encourage candidates to fully understand the role and responsibilities.

With respect to the survey sent out to the Target group, which includes engagement to the business community, the results show that the number of hours spent on attending meetings was greater (10 – 25 hour/week) than the public survey. However, the results from number of hours spent on constituent requests was 0 - 9 hour/week, which indicates there may be a further need for consultations within the business community. The vast majority of business group respondents identified Council members as being paid fairly or underpaid.

In both the public and target group surveys, seniority and experience was not deemed important in terms of factors affecting compensation. In contrast, the economy of the City or Province was deemed to be an important factor in setting compensation, noting that rising costs and inflation are recognized at this time.

Survey of Members of Council

Current members of Council, along with past members of Council were invited to participate in a survey on their views regarding the current compensation, workloads and responsibilities of an elected official.

The survey was provided to current and past members on June 17, 2022, with a closing date of July 13, 2022. From the current Council surveys, 6 out of 9 were completed and from the past Council surveys, 12 out of 14 were completed.

The survey consisted of 21 questions varying from number of hours spent, fairness in compensation, preferential increase, demands of role, paternity leave, additional duties, election period, etc.

Interviews were conducted with the Commission with 1 present and 1 past member of Council on July 13, 2022.

Through a review of the surveys, there were two (2) evident areas that differed from past council to current council. The first was a question on the number of hours per week spent on Council and Committee meetings showing an increase in today's council compared to previous terms. The second observation related to the question "I am satisfied with my overall compensation." 73% of the past Council agreed it was fair, while 33% of the current Council disagreed. These two (2) observations determine that the responsibilities of Council have changed increasing the workload and demands of the elected official in this current society.

Emerging themes from both the surveys and interviews included:

- Economic influences
- Time commitment for Councillor position is increasing over time creating barriers for those who continue to have a career/employment elsewhere
- Council members utilizing the methods of governance appropriate to the fiduciary responsibilities to see efficiencies in time management
- Attention to the rising cost of living
- Accessibility of Council and effects of social media including public perception of elected roles
- Increased scrutiny and criticism due to public demands
- Previous experience as an elected official was not a factor
- Compensation was not a driving factor in determining to run for Council
- Council members are not employees. Being an elected official is a public service, not a career
- Change over time in responsibilities to attend Committee meetings
- Establishing an election period differed in response from past to present council

Roles & Responsibilities of Council

City Council is governed by *The Cities Act* and outlines the purpose and actions as follows:

- To provide good government;
- To provide service, facilities, and other things that, in the opinion of Council, are necessary and desirable for all or part of The City;
- To develop and maintain a safe and viable community;
- To foster economic, social, and environmental well-being; and,
- To provide wise stewardship of public assets.

Council's role is in essence of executive leadership and decision-making in the following manner, as outlined in Sections 65 and 66 of *The Cities Act*:

- being accountable to the public;
- participating in developing and evaluating policies, services and programs;
- participating in Council, Committee and other meetings;
- ensuring administrative procedures are in place to implement a decision of Council;
- keeping confidential matters private until discussed in public meeting;
- maintaining financial integrity of City; and,
- ensuring the municipality acts within the law

The Commission acknowledges that the role and responsibilities of Mayor and Councillor has changed over time and the demands of the elected positions have increased significantly due to the public's ease of accessibility, expectation of quick response and society's social media platforms. The demands for immediate answers and resolutions place tremendous pressure on Council members. This culture of immediacy is not expected to decrease and Council members receive the brunt of public frustration with the processes. The Commission is concerned how engaging in social media is very common practice and difficult for elected officials to manage.

Council members must adhere to a Code of Conduct when communicating with the public, who in turn are not required to follow rules of social etiquette. Verbal abuse can severely impact the mental well-being of anyone who has to endure constant public scrutiny and negative criticism.

The Commission recommends through the principal of governance, City Council utilize the tools and resources established by the Council and administered through the Administrative team, to find operational efficiencies within the Corporation which will likely reduce the demands on Council members.

The Commission also reviewed current and past Board and Committee participation from the elected officials, and found an inequity in some members being on several Boards/Committees, while others participated in a minimal amount. This is likely due to availability of members, whether they hold an interest in that particular Board/Committee, or if they have full-time employment.

It is important to consider the amount of time a Councillor is able to commit due to other outside responsibilities, and remember that being a Councillor is

considered a part-time public service, where the Mayor is expected to serve as a full-time elected official, specifically in this municipality.

running for Council. Transparency must be evident in outlining the level of commitment, time and duties that is expected of elected officials.

Candidates running for an elected position should be aware of the workload and time commitment at the onset of considering

The Commission recommends that future reviews, in addition to review of remuneration, consider the following aspects to better determine equity of the required responsibilities among elected officials:

- level of involvement in committees;
- fair distribution of workload and responsibilities;
- deputy mayor duties;
- attraction of diversity to the elected role; and,
- administrative support provided to members.

RECOMMENDATIONS

Given the Commission’s observations obtained through the various information, an increase in salary remuneration is recommended. As noted earlier in this Report, if City Council chooses to accept the recommendations below, the Committee suggests that the changes be effective following the next General Election.

1. Base Salary

Recommendation

The Commission recommends the continuation of utilizing the base salary for a Provincial Cabinet Minister to establish the base salary for the Mayor. It is recommended that an increase from 57% to 60% of the Cabinet Ministers’ salary, be adopted as the base salary for the Mayor’s annual remuneration.

The Commission recommends the continuation of utilizing the base salary of the Mayor’s salary to establish the base salary for Councillors. It is recommended that an increase from 33.6% to 40% of the Mayor’s salary be adopted as the base salary for the Councillors annual remuneration to reflect a fairness in allocation of funds based on the Cabinet Ministers salary.

Rationale

Based on a responsive formula that has worked over the years and incorporates adjustments of costs of living by annual reviews conducted with the Provincial Member of Legislative Assembly salaries, it is believed that the current process of using the Cabinet Minister salary as a base continues to be reasonable.

An adjustment in the percentage reflects an increased workload and an increase in consumer demands on elected officials. The increased adjustment also provides accessibility and inclusion to attract diverse candidates to serve as Mayor or Councillor.

The Commission recognizes that the current Councillor salary is inequitable in comparison with the distribution of funds. By adjusting the Councillor’s formula, it more accurately reflects compensation to all members of Council, addresses the ongoing remuneration gap between Mayor’s salary and Councillor salary and addresses historical ongoing disparities in the salary.

In addition, compensation is increased for recognition of time required to perform as an elected official in today’s society.

2. Annual Adjustments

Recommendation

With the continuation of utilizing the Cabinet Minister's salary, an automatic adjustment is made to recognize increased cost of living and adjusted by Members of the Legislative Assembly effective April 1st of each year. Therefore, the Commission recommends the annual adjustments remain unchanged.

Rationale

Based on a responsive formula that has worked over the years and incorporates adjustments of costs of living, the Commission believes there is no requirement for an additional adjustment.

The Commission recommends that when the Province undertakes a complete remuneration review for the MLA salaries in the future, the City conduct a review to ensure any changes are still deemed fair and reasonable based on adjustments for cost of living and economic factors affecting the City and Province at that time.

3. Deputy Mayor Remuneration

Recommendation

The Commission recommends an adjustment to current Deputy Mayor remuneration rate of \$100/bi-weekly for 3 months to reflect a percentage of 1.12% of the annual salary, which would equate to \$325 for 3 months based on the current salary of Councillor. This is a slight increase of the current rate, but provides room for growth over time.

By utilizing a percentage of the base salary, annual adjustments are made through the Indemnity review of the MLA salary formula. This would continue to be an effective way to maintain consistency in future remuneration for Deputy Mayor.

Rationale

By adjusting the rate to a percentage rather than a standard dollar figure, adjustments will be automatically made based on the salary at that time.

The Deputy Mayor remuneration has not been increased in a number of years and is warranted to be increased due to the cost of living and proposed increase in the base salary.

The Commission acknowledges an increase in the Councillor's workload and the capacity to provide support to the Mayor for attending and representing the City in various events and meetings.

4. Vacation Leave

Recommendation

The Commission recommends that vacation leave benefits remain unchanged.

Rationale

Members of Council currently are not offered vacation leave, as the elected position is not considered full-time employment.

5. Maternity/Paternity Leave

Recommendation

The Commission recommends that Maternity/Paternity Leave benefits for members of Council be considered in future reviews.

Rationale

In consideration of the data reviewed, the Commission finds no evidence of concern to implement this benefit at this current time.

6. Health & Disability Benefits

Recommendation

The Commission recommends Benefits relating to health, such as dental, medical, or insurance remain unchanged from the current status.

Rationale

Members of Council currently receive a comprehensive benefits package at the same rates of most City employees, with certain exceptions.

In addition, members are eligible for same Employee and Family Assistance Program (EFAP) and wellness options. The Commission encourages members of Council to utilize the newly added Active Living Program benefit.

7. Pension & Retirement Benefits

Recommendation

The Commission recommends that pension and retirement benefit remain unchanged.

Rationale

Members of City Council receive 9% of their gross indemnity to invest into a savings Plan. The City matches the contribution for the City's Group Registered Retirement Savings Plan (RRSP) if the member wishes to participate in the RRSP.

8. Per Diem Allowances

Recommendation

The Commission recommends the continuation of the rates noted in the Travel/Meal/ Accommodation/ Vehicle Policy.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Per Diem expenses.

Rationale

The Policy continues to be fair and respects the time and commitment associated with members attending various events and meetings outside of their usual responsibilities.

The current rates of \$200/day or \$100/half-day continues to be reasonable in terms of possible lost wages and time away from home conducting City business and acknowledges additional responsibilities of members of Council.

The Commission noted that various allowances and the remuneration was based from past Council resolutions or approved within employee based Policies showing an inconsistency and confusion in where to find all of the allowances and benefits provided to Council. A Council specific Policy would simplify the process for future reviews.

9. Vehicle Allowance

Recommendation

The Commission recommends the continuation of the rates noted of the Travel/Meal/ Accommodation/ Vehicle Policy, for use of personal vehicles by members of Council.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Vehicle Allowance.

Rationale

The Policy continues to be fair and respects the time and commitment associated with members attending various events and meetings utilizing their own vehicles to conduct City business.

The current rates of \$650/month for Mayor and \$200/month for Councillor seem reasonable given the municipality's current size and ease of travel.

The Commission noted that various allowances and the remuneration was based from past Council resolutions or approved within employee based Policies showing an inconsistency and confusion where to find all of the allowances and benefits provided to Council.

10. Travel Allowance

Recommendation

The Commission recommends the continuation of the rates noted of the Travel/Meal/ Accommodation/ Vehicle Policy, for travel and mileage claims for out-of-town City-related functions.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Travel Allowance.

Rationale

The Policy continues to be fair with respect to the rates being the same as City employees. In addition, fuel prices are reviewed regularly to ensure rising costs are taken into consideration.

The Commission noted that various allowances and the remuneration was based from past Council resolutions or approved within employee based Policies showing an inconsistency and confusion where to find all of the allowances and benefits provided to Council.

11. Home & Office Supports and Communications Allowance

Recommendation

The Commission recommends the continuation of the \$500 annual allowance as outlined in the approved Policy.

The commission also recommends that the Policy be reviewed to clearly outline what is an allowable expense and to incorporate the technology allowance within the same document for ease of reference.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Home, Office Supports and Communications Allowance.

Rationale

In reviewing the utilizing the Home Office Allowance data, it confirms the amount of \$500 to be adequate given the requirement to conduct City business.

The Commission determined that members of Council are provided some administrative support through the Mayor's Office if required for City official business.

The Commission noted that various allowances and the remuneration was based from past Council resolutions or approved within employee based Policies showing an inconsistency and confusion where to find all of the allowances and benefits provided to Council.

12. Technology Allowance

Recommendation

The Commission recommends the City continue with the issuance of a tablet, iPad or equivalent for each Council member given that they conduct business through electronic means, such as email and website.

The Commission recommends that a formal policy be adopted to clearly outline the on-going practice of providing electronic resources to members of Council, and include procedures to ensure the safety and security of the devices.

Rationale

The Commission believes that technology is required in this day to ensure effective communication support for Council members in the conduct of their roles as elected officials.

The Commission noted that there is no current Council Policy relating to technology or electronic equipment and the procedures relating to access of such equipment. Noting also that procedures should be established to deal with privacy controls, security measures and other threats, such as cyber-attacks or computer viruses on electronic devices. The Commission believes that a solid Policy would assist in ensuring these risks are minimal.

13. Designation of an Election Period

Recommendation

The Commission recommends that a Policy be implemented to designate a 60 day election period where elected officials are prohibited from utilizing municipal resources.

Rationale

The Commission determined that a restriction is necessary through the principles of equity and fairness for all potential candidates.

14. Use of Council’s Communication Allowance during an Election Period

Recommendation

The Commission recommends the continuance of the Communications Home Office Allowance Policy.

The Commission also recommends that the Policy be reviewed to coordinate similar allowances to be included in one policy applicable to members of Council.

Rationale

The Commission determined that three (3) months prior to an election is reasonable and fair to restrict members from the spending of Council’s Communication budget during this time. This provides for transparency to the public in relation to municipal spending.



RPT 22-411

TITLE: Development Permit Application – Shelter – 950B Exhibition Drive

DATE: **October 25, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Development Permit Application for a Shelter, to be located at 950B Exhibition Drive, legally described as Parcel A, Plan No. 82PA14083 Ext. 1, be approved from November 7th, 2022, to April 30th, 2023.

TOPIC & PURPOSE:

The purpose of this report is to approve the fourth Development Permit Application for the Stepping Stones Shelter, from November 7th, 2022, to April 30th, 2023, to be located at 950B Exhibition Drive.

BACKGROUND:

The Department of Planning and Development Services is in receipt of the fourth Development Permit Application for the temporary Shelter, located at the above noted address. Under previous applications, a total of 20 beds were provided (with additional beds being provided in emergency situations, subject to further approvals) and this would be increased to 25-beds under the proposed application (with the potential for additional beds in emergency situations).

The first Development Permit for the Stepping Stones Shelter was approved for a seven (7) month term, from October 13th, 2020, to May 1st, 2021. Subsequent approvals allowed the shelter to operate until April 30th of this year.

The YWCA submitted the attached letter to the October 24th, 2022 Executive Committee meeting regarding the reopening of the Stepping Stones Shelter, which was approved in principle. Following this approval in principle, the YWCA began operating at this location on November 1st. A formal Development Permit is required to continue these operations.

As per Section 14 of the City of Prince Albert Zoning Bylaw, a “Shelter” is defined as:

“the use of a building, or a portion thereof, for the temporary housing and support of those who are vulnerable, homeless, or are in need of emergency short term accommodation”.

The subject property is located in the I1 – Institutional General zoning district, the purpose of which is to:

“provide large parcels of land throughout the city to accommodate a diverse mixture of regional scale Institutional uses. Located along arterial and collector corridors, the intention of the I1 – Institutional General Zoning District is to ensure that larger scale uses such as schools and care facilities are appropriately accommodated within residential neighbourhoods and within the city”.

In the I1 – Institutional General Zoning District, a Shelter is considered a Discretionary Use – Council, which requires City Council approval. In accordance with Section 4.16 of the Zoning Bylaw, any form of development may be approved temporarily and shall be subject to the standard review process.

PROPOSED APPROACH AND RATIONALE:

Once approved, the Shelter will continue to be run by the YWCA until April 30th, 2023 (six (6) months). In the attached letter, the applicant provides information on the operation of the shelter.

The proposed temporary Shelter meets the requirements of the Zoning Bylaw, and based on the letter submitted by the applicant, Administration has no concerns with this project moving forward.

CONSULTATIONS:

The Development Permit application has been referred to the Department of Public Works, Community Services, Financial Services, Fire and Emergency Services, and the Building Division of Planning and Development Services for review and comment, and there are no concerns with the proposed application.

Administration has also been in contact with the Prince Albert Exhibition Association and a working group of non-profit organizations throughout the planning of this project.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Throughout the review and consideration of the initial application, and its subsequent renewals, Administration has followed the City's core value of being accountable and transparent by providing accurate information to the applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

As per Section 6.4.1 of the Official Community Plan:

“Supportive housing forms and tenures, such as private and public care homes, senior’s housing, residential care homes, child day care centres, shelters and other forms of supportive housing should be facilitated in all areas of the City”.

The proposed development permit supports the above section as it would increase the number of shelter beds available in the City of Prince Albert.

PUBLIC NOTICE:

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

- Public Notice was issued on October 26th, 2022 to all property owners within 75 metres of the subject property.

ATTACHMENTS:

1. Location Plan
2. Location Plan with Aerial
3. Public Notice Issued on October 26th, 2022
4. Letter from the Applicant

Written by: Jordan Olmstead, Planner

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



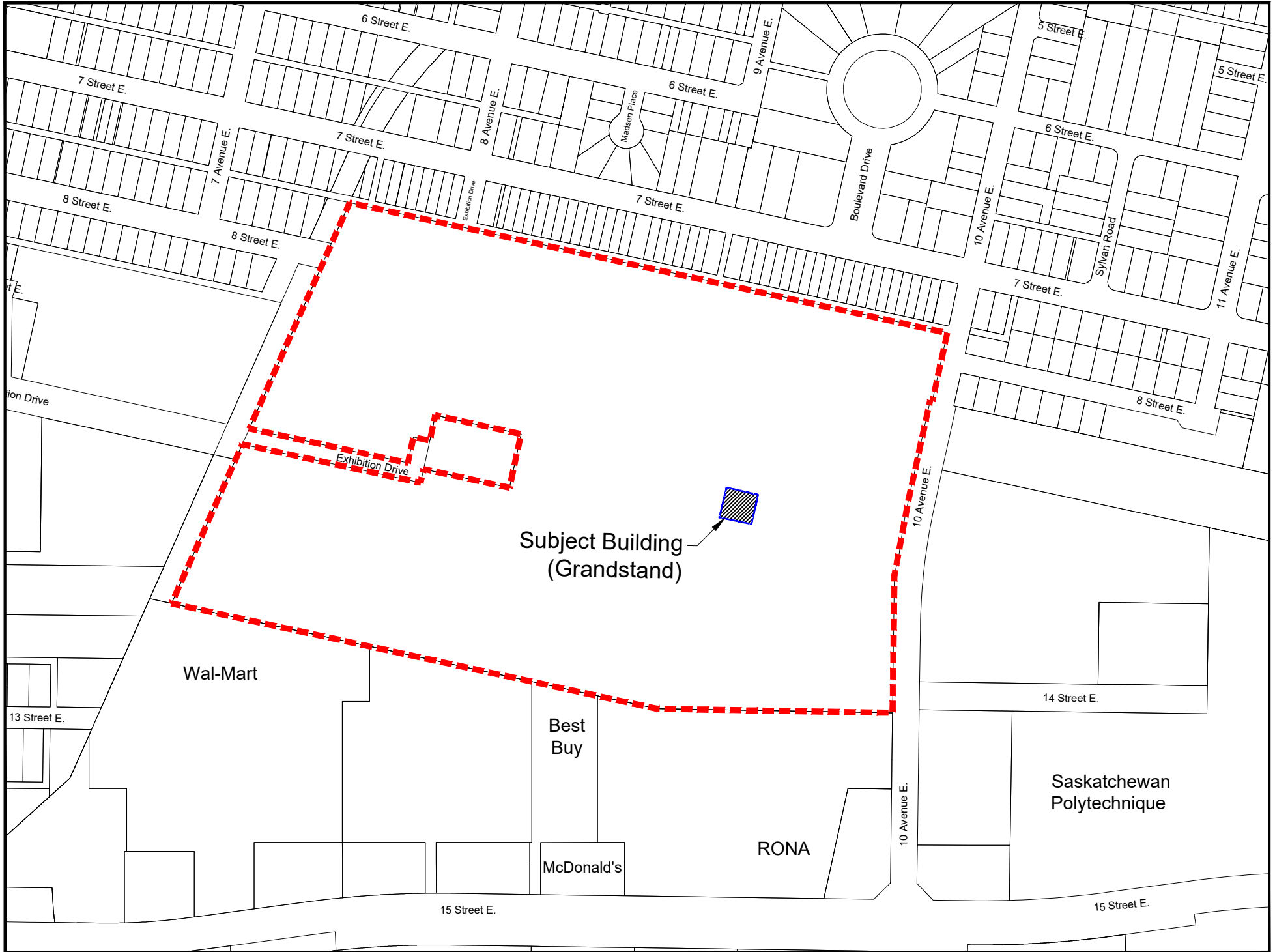
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S - H - Z

PLANNING & DEVELOPMENT SERVICES

JV

July 21, 2021





PLANNING & DEVELOPMENT SERVICES

JY

July 21, 2021



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

October 25, 2022

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

Dear Sir or Madam:

**Re: Temporary Use Development Permit – Shelter
950B Exhibition Drive, Prince Albert SK**

The City of Prince Albert is in receipt of a temporary development permit application for a Shelter, to be located at the above noted address, legally described as Parcel A, Plan 82PA14083. The intention is to reopen the Stepping Stones Shelter from November, 2022, until April 30th, 2023. A letter from the YWCA providing additional details about the continued use of this building as a Shelter is enclosed for your information.

As a landowner located within 75 meters of the proposed development, and as required by the *City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development.

The City of Prince Albert Zoning Bylaw No. 1 of 2019 defines Shelter as:

“the use of a building, or a portion thereof, for the temporary housing and support of those who are vulnerable, homeless, or are in need of emergency short term accommodation”.

As the proposed use is considered discretionary in the I1 – Institutional General Zoning District, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



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

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

Therefore, City Council, at its meeting to be held on Monday, November 7th, 2022, at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, November 1st, 2022. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.

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

Yours truly,



Jordan Olmstead
Planner

Enclosure

Prince Albert Cold Weather Shelter 2022-23

OVERVIEW

For the past two years, the Cold Weather Shelter (AKA Stepping Stones) operated underneath the grandstand on the exhibition grounds. Prior to that it was operated in the basement of Our House. Please consider our request for a permit to operate underneath the grandstand for another winter season.

November 1st 2022 to April 30 2023

Cold Weather Shelter - 8:00pm to 8:00am underneath the grandstand open nightly, having a capacity of 25 with room for overflow if needed. The YWCA Prince Albert will be the Shelter operator. Depending on available funding – hours may increase.

Other important notes:

- Once checked in for the night clients have to stay in the shelter. If they leave, they lose their bed – clients don't generally leave. It is not a come and go service.
- All garbage outside the shelter will be picked up twice daily. Shelter users will not be allowed to leave the shelter with coffee cups, food containers or anything else that could be turned into litter.
- Shelter users who are receptive, will be referred to services such as Income Support, Homeward Bound, Addiction Services, etc.

BACKGROUND and STATEMENT OF NEED

The YWCA Prince Albert has operated a Cold Weather Shelter since 2013 for the client group that does not fit in the regular 24-hour shelters offered by the YWCA – (Central Avenue – 60 bed shelter women, children and Youth; Our House (12 beds women 18 and over). This is mainly due to the addictions and mental health issues that cannot be managed at the 24-hour shelters and can put other clients at risk. In the winter on 2012-13 four homeless individuals froze to death on the streets of Prince Albert. The first Cold Weather Shelter consisting of 10 beds operated in the basement of Our House from the winter of 2013-14 to the winter of 2019-20. In the last two years at Our House, the shelter was always over capacity and had to turn people away.

In November 2020 Stepping Stones Shelter was opened underneath the grandstand on the exhibition grounds made possible with funding from Riverbank Development Corporation (Reaching Home Federal Funding) and the City of Prince Albert. Having a capacity of twenty (20) beds, the shelter was opened in response to Covid 19 and the need to find a place where our homeless population could be safe from the elements during our coldest months and help combat the spread of Covid 19 amongst our most marginalized populations.

A successful partnership was struck with PAGC whereby they provided hot meals for all of the clients. In total almost 4000 meals were supplied and the shelter was over-capacity every night. Eighteen clients who used the shelter were referred directly to transition or permanent housing last year.

On December 15, 2021, an additional 10 beds were opened upstairs at the same location for extreme weather. Every night all beds were full with overflow clients referred to other agencies including Detox, Mobile Crisis, and Prince Albert Police. True demand on the coldest night is in the neighbourhood of 35 to 45 spaces.

The homelessness crisis in Saskatchewan has gotten much worse over the past few years. **Last winter the Stepping Stones Shelter in Prince Albert sheltered 422 unique individuals for a total of 5149 bednights.** There are very few other options for these individuals within the city – there is no men’s shelter at all. The YWCA Prince Albert operates other 24-hour shelters for women children and youth, but clients cannot be intoxicated when accessing.

The YWCA Prince Albert is requesting \$365,000 from the province of Saskatchewan for the operation of the 25 beds.

Reaching Home Has committed \$100,000 towards the shelter

Please consider our request for this essential service for the Prince Albert area.

Donna Brooks
Chief Executive Officer YWCA Prince Albert
306-961-5454
donnabrooks@ywcaprincealbert.ca

Brian Howell
General Manager Riverbank Development
306-961-1257
rbii@sasktel.net



City of
Prince Albert

CORR 22-107

TITLE: Letter of Opposition - Temporary Use Development Permit - Shelter 950B Exhibition Drive

DATE: November 3, 2022

TO: City Council

PUBLIC: X

INCAMERA:

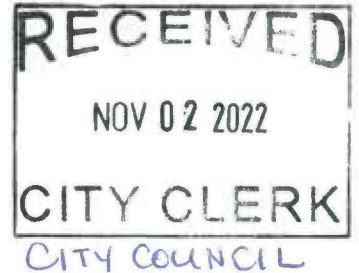
ATTACHMENTS:

1. Letter dated November 2, 2022

Written by: Anthony Plitt, Chief Operating Officer, Stockyards (Prince Albert) GP Ltd.

STOCKYARDS (PRINCE ALBERT) GP LTD.

12420 - 102 AVENUE
EDMONTON, ALBERTA T5N 0M1
(780) 488-2044 | FAX (780) 488-1193



November 2, 2022

The City of Prince Albert
City Clerk's Office
1084 Central Avenue
Prince Albert, Saskatchewan S6V 7P3

Attention: City Clerk

**RE: COUNCIL MEETING – MONDAY, NOVEMBER 7, 2022
TEMPORARY USE DEVELOPMENT PERMIT – SHELTER
950B Exhibition Drive, Prince Albert SK**

Dear Honourable Prince Albert City Council Members:

Please accept this as our formal opposition to the Temporary Use Development Permit for the Cold Weather Shelter proposed at the Exhibition Grounds before you today. We refrained from opposing the shelter's temporary use in prior years but at this time need to bring to light the deleterious effects the placement of this shelter has posed on our shopping centre and our tenants' livelihoods, as well as the safety of employees and patrons.

As the owner and property manager of the Cornerstone Shopping Centre, we are acutely aware of the homeless problems plaguing the City and its adverse implications to our shopping centre. Last year we engaged with the Prince Albert Police Service to assist in providing solutions which assisted briefly but only yielded temporary results. After a summer of increased vandalism, more recently two violent incidents, and now a multi-night string of trash fires - we need the City to take prompt and serious action. This can start by finding a different location for the Cold Weather Shelter.

The attached list denotes all the reported detrimental activities that have occurred this year alone.

At current our only remedy is to increase private security and to formally escort all non-shopping patrons off site. The cost of this is being borne not only by us and our hard-working entrepreneurial tenants, but ultimately by the people of Prince Albert through increase cost of product and services. The long-term cost to the City by inaction will be businesses closing and relocating out of the City, increased vacancy, and ultimately reduced tax revenue.

The City of Prince Albert needs both short-term and long-term strategies for social services offered to the homeless population in the City. The proposed 25-person temporary shelter is far from meeting the needs of these underserved persons. This will inevitably result in many homeless people

congregating in the area trying to access services and resources, and not enough resources to go around. Those turned away will look for the easiest way to meet their needs, including setting fires, constructing shelters, committing crimes (break and enter, robbery, and other crimes of opportunity), resulting in damage, destruction and fear for business owners and the public.

We respectfully request that the City identify a long-term potential shelter site that can accommodate and serve a larger number of people in need, or even multiple sites, to avoid concentrating and underserving this vulnerable population. We propose that an industrial zone would be a more pragmatic and less problematic location for a larger facility. Whereas the proposed location is surrounded by dense residential and retail public service zones.

In the event the City does move forward with this proposed location, we request the following mitigating measures be put in place:

- Enhanced, 24/7 police presence and patrols at the site and through neighbouring commercial and residential areas;
- Extend hours of operation;
- Increase the density of the offering to service more homeless persons (including perhaps adding mobile, container type shelter space);
- Add a number of portable toilet stations near the shelter for use at times the shelter is closed or at capacity and ensure they are routine maintained;
- Add a number of large garbage receptacles near the shelter and ensure they are routinely maintained;
- Ensure the City have a policy of not permitting structures or tent cities to be constructed in the wooded area between the shelter and the shopping centre; and
- Ensure the City add a priority policy to police responses in the area, acknowledging the increased risk of violent crime.

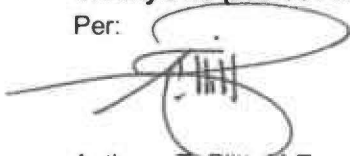
It should be further be noted that the Cornerstone Shopping Centre is the primary destination for regional shopping for a trade area which encompasses the entire northern half of Saskatchewan and beyond. We want to continue presenting a first-class shopping centre experience, not only Prince Albert residents, but to all visitors coming to Prince Albert to shop and dine at Cornerstone.

We appreciate your consideration of the above. Please feel free to contact me should you have any questions regarding the above matter.

Sincerely yours,

Stockyards (Prince Albert) GP Ltd.

Per:



Anthony T. Plitt, M.Eng., P.Eng.
Chief Operating Officer

2022 Incident Log for Cornerstone Shopping Centre

<u>Date</u>	<u>Location / Tenant</u>	<u>Description of Incident</u>
January 7, 2022	██████████	Premises broken into. Police discovered intruder asleep on a bed.
January 9, 2022	██████████	Fire set under trees. Police and Fire Department responded.
January 10, 2022	██████████████████	Windows smashed. Intruder robbed store.
January 12, 2022	Building G	Fire set at garbage enclosure. Fire Department responded and extinguished.
January 18, 2022	██████████	Windows smashed. Intruder robbed store.
February 28, 2022	Garbage Enclosure ██████████	Large bins completely emptied. Trash strewn about.
March 1, 2022	Garbage Enclosure ██████████	Large bins completely emptied. Trash strewn about.
March 2, 2022	Garbage Enclosure ██████████	Large bins completely emptied. Trash strewn about.
March 4, 2022	Building G	Fire set at garbage enclosure. Fire Department responded and extinguished.
March 10, 2022	CRU 7	Fire set at garbage enclosure. Fire Department responded and extinguished.
March 11, 2022	Garbage Enclosure ██████████	Large bins completed emptied. Trash strewn about.
March 23, 2022	Garbage Enclosure ██████████	Fire set at garbage enclosure. Fire Department responded and extinguished. Police arrested to homeless for setting fire.
March 29, 2022	Garbage Enclosure ██████████	Fire set at garbage enclosure. Fire Department responded and extinguished.
April 4, 2022	Garbage Enclosure ██████████	Fire set at garbage enclosure. Fire Department responded and extinguished.
April 11, 2022	Garbage Enclosure ██████████	Fire set at garbage enclosure. Fire Department responded and extinguished.
May 26, 2022	Garbage Enclosure	Large bins completed emptied. Trash strewn about.
June 1, 2022	Behind CRU 5 & 6	South fencing cut for access to forest.
June 6, 2022	Garbage Enclosure CRU 3 ██████████	Fire set at garbage enclosure. Fire Department responded and extinguished.

June 10, 2022	[REDACTED]	Windows smashed. Intruder robbed store.
July 19, 2022	[REDACTED]	Windows shot. Bullet ricocheted and hit neighbouring building.
August 6, 2022	Behind CRU 5	South fencing damaged at Gate.
August 7, 2022	[REDACTED]	External storage container broken into. 16 bicycles stolen. Recovered in neighbouring buildings Garbage Bin.
August 13, 2022	[REDACTED]	Window smashed. Intruder robbed store from rear entry.
August 26, 2022	[REDACTED]	Window and entry door smashed. Intruder robbed store.
September 9, 2022	[REDACTED]	Entry light vandalised.
September 13, 2022	[REDACTED]	Window smashed.
September 21, 2022	[REDACTED]	Exterior building lighting vandalised.
September 21, 2022	Garbage Enclosure [REDACTED]	Fire set at garbage enclosure. Fire Department responded and extinguished.
October 16, 2022	[REDACTED]	Hold up and carjacking in drive-thru.
October 23, 2022	[REDACTED]	Axe swinging individual entered both premises approaching and swinging at customers.
October 24, 2022	[REDACTED]	Exterior building lighting vandalised.
October 30, 2022	[REDACTED]	Garbage bin on fire. Fire Department responded and extinguished.
October 31, 2022	[REDACTED]	Cardboard bundled at rear of building set on fire. Fire Department responded and extinguished.
November 1, 2022	[REDACTED]	Fire set at garbage enclosure. Fire Department responded and extinguished.

In addition to the specific incidents noted above, the following items are constant occurrences.

- Garbage bins being rummaged through, and contents removed from bin(weekly)
- Garbage Enclosure locks being cut
- Graffiti (weekly)
- Removing and sanitizing garbage enclosures from urine and feces.
- Removing and sanitising sidewalks and exterior walls from urine and feces.
- Small garbage cans being emptied for bottles and food scraps (daily)
- Fences being cut
- Police take up to 1-3 hours to arrive at site.
- Tenants are becoming intimidated to call police considering retribution given to other neighbouring 'snitching' tenants



RPT 22-417

TITLE: Prince Albert Rural Water Utility Request for Water Services to Little Red First Nation

DATE: **October 31, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the request from the Prince Albert Rural Water Utility to provide water service to the Little Red First Nation be approved.

TOPIC & PURPOSE:

The purpose of the report is to request authorization for the Prince Albert Rural Water Utility (PARWU) to provide water services to the Little Red First Nations.

BACKGROUND:

At the October 24, 2022 Executive Committee Meeting, correspondence was received from the PARWU requesting water services for the Little Red First Nations. The correspondence was received and referred to the Public Works Department for review and report.

PROPOSED APPROACH AND RATIONALE:

In 2020, The City's Water Treatment Plant (WTP) produced 5,310,511,000 liters of water annually or 14,549,345 liters per day. In 2020, the PARWU used 330,744,000 liters of water annually or 906,147 liters per day. This represents 6.23% of all the water produced. For comparison the next two largest customers; Saskatchewan Penitentiary is 1.89% and the Victoria Hospital is 1.31%. The PARWU is by far the Cities largest water customer.

The WTP's current design capacity allows for a sustained production of 30,000,000 liters per day, a total of 10,950,000,000 liters annually. Based on the statistic the water treatment plant is only operating at 49% capacity. The Treatment plant can support more than double the amount of water used by the PARWU without impacting the services to the City of Prince Albert.

Increasing potable water sales and water production will provide increased revenues and allow the more efficient operations of the treatment process, therefore the addition of the Little Red First Nation to the PARWU can be easily accommodated and will only have positive effects on the WTP operations and revenue.

CONSULTATIONS:

The statistical information contained within the report was gathered from the extensive required data collected at the WTP on a daily basis.

The financial information was obtained from the Financial Services Department to show the revenue that will be received from the addition of the Little Red First Nations for the City's Water Utility Fund.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The decision of City Council will be officially provided to the PARWU from the Public Works Department.

POLITY IMPLICATION:

(Article XII Section 2) in the Water Supply Agreement with the PARWU allows the City to enter into future contracts for supply of potable water from the waterworks system.

FINANCIAL IMPLICATION:

Within the correspondence received from the PARWU, they have advised that the Muskoday First Nation (213 homes) expects to have their Water Treatment Plant operational prior to the end of 2022. They have asked for their service to be disconnected at that time. The extension of services to the Little Red River First Nation for 101 homes will assist in offsetting the reduction of services to Muskoday First Nation. The impact to revenue related to the reduction in users for 2023 is as follows (213 – 101 = 112):

PARWU	Year 2022	Year 2023	Impact
Monthly Water Service Charge	\$45.66	\$49.37	
2022 Users = 1,216	\$666,271	\$720,407	(\$54,136)
Less reduction of 112 users			\$66,353
2023 Revenue Reduction			\$12,217

OTHER CONSIDERATIONS:

There is no privacy implications, official community plan implementation strategies or options to the recommendation.

STRATEGIC PLAN:

The recommendation supports the Strategic Goal of Fiscal Management and Accountability.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. PARWU Correspondence Request
2. Water Supply Agreement between The City and PARWU

Written by: Andy Busse, Water Treatment Plant Manager

Approved by: Director of Public Works & City Manager



City of
Prince Albert

CORR 22-97

TITLE: Request to Provide Water Services to Little Red First Nation

DATE: October 18, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Public Works Department for review and report for consideration at the next upcoming City Council meeting.

PRESENTATION: NONE

ATTACHMENTS:

1. Letter dated October 7, 2022

Written by: Ken Danger, General Manager, Prince Albert Rural Water Utility



October 7, 2022

Mayor and Council
City of Prince Albert
1084 Central Avenue
Prince Albert, Sk.
S6V 7P3

Mayor and Council:

Re: Water Service to Little Red First Nation

The Little Red First Nation is experiencing some water supply issues and they are looking for a long-term solution. As such, they have engaged the services of a consultant to make recommendations as to how they can best obtain a safe, secure supply of treated water.

Their consultant believes their best solution may be to have the First Nation connect to the PA Rural Water distribution system. Before getting too far into this discussion, the Water Utility would like to know whether or not the City will permit the Water Utility to extend service to Little Red, and if so, under what terms and conditions.

It is our understanding that there are 101 homes on Little Red.

At this point in time, they are asking for a proposal for the construction of a pipe line to a reservoir on the First Nation from which water would be trucked to the various homes.

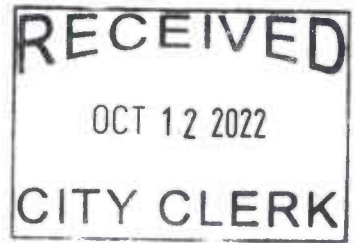
It may also be of interest to note that Muskoday First Nation, with in excess of 200 homes, expects to have their new water treatment plant operational prior to the end of this year and, as such, will have their connection to the Rural Water system disconnected at that time. With this in mind, it would appear reasonable to assume that the Water Utility's demand on the City's water infrastructure will decrease in the immediate future even if service is provided to Little Red.

If you have any questions, or require additional information do not hesitate to contact me accordingly.

Sincerely,


Ken Danger
General Manager

99 River Street
Prince Albert, SK S6V 0A1



Executive Committee

**Recommended
Disposition:**

Refer to Public
Works for
review & report
at next City
Council meeting

WATER SUPPLY AGREEMENT

THIS AGREEMENT made as of the 4 day of May A.D. 2011

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal Corporation
(hereinafter called the "the City");

- and -

PRINCE ALBERT RURAL WATER UTILITY, a Public Utility
Board, (hereinafter called "the Board");

THE PARTIES AGREE that in consideration of the mutual covenants herein contained, the parties hereto do hereby agree as follows:

ARTICLE I - DEFINITIONS

Words and terms used in this Agreement shall have the following meanings unless the context otherwise requires:

1. DAY

The word "day" shall mean a period of Twenty-four (24) consecutive hours, beginning and ending at 9:00 A.M. Central Standard Time.

2. MONTH

The word "month" shall mean a period beginning at (9:00 A.M. on the first day of a calendar month and ending at 9:00 A.M. on the first day of the succeeding month.

3. CONTRACT YEAR

The term "contract year" shall mean a period of Twelve (12) consecutive months beginning with the month of January, the first contract year to begin with the month of January closest to the date hereof.

4. WATER

The word "water" shall mean treated or potable water, being the same water used for consumption and domestic use by the inhabitants of the City of Prince Albert.

5. CITY'S WORKS

The term "City's Works" shall mean the City's waterworks system and such equipment, apparatus and other facilities used by the Board to take water from the City hereunder.

6. BOARD'S WORKS

The term "Board's works" shall mean such equipment, apparatus and other facilities used by the Board to take water from the City hereunder.

7. POINTS OF DELIVERY

The term "points of delivery" shall mean the points where the City's works connect with the Board's works from time to time, inclusive of the existing points of delivery shown on Schedule "A" of the Agreement and marked "Point of Delivery One", "Point of Delivery Two", and "Point of Delivery Three".

8. MEASURING EQUIPMENT

The term "measuring equipment" shall mean the meters and such other necessary equipment provided by the City as part of the City's works for accurately measuring the volume of water supplied to the Board hereunder.

9. MEASURING STATIONS

The term "measuring stations" shall mean the facilities provided by the Board as part of the Board's works for the City's measuring equipment, from time to time, including the existing measuring stations shown on Schedule "A" of this Agreement and marked "Measuring Station One", "Measuring Station Two", and "Measuring Station Three.

10. BASIC UNITS OF MEASUREMENT

The term "basic units of measurement" shall mean:

- (a) the cubic foot containing 6.228 gallons and 28.317 litres; and
- (b) the gallon containing 0.160 portion of one cubic foot and 4.546 litres; and
- (c) the litre containing 0.220 portion of one gallon and 0.035 portion of one cubic foot.
- (d) the cubic metre containing 219.969 gallons and 35.315 cubic feet.

11. UNIT

The term "unit" shall mean One Hundred (100) cubic feet.

12. PERSON

The term "person" shall include a partnership or body corporate.

13. EQUIVALENT CUSTOMERS

The term "Equivalent Customers" shall mean:

- (a) the number of individual home and business users outside the City of Prince Albert Corporate Limits who are connected to the City's Works, notwithstanding the number of meters utilized by the Board in charging these customers; and,

- (b) In the case of First Nations Reserves or communal groups, means the number of houses or businesses within the Reserve or communal groups who are connected to the Board's Works, notwithstanding the number of meters utilized by the Board in charging these customers.

14. WATER SERVICES BYLAW

The term "Water Services Bylaw" shall mean the Water Services Bylaw No. 30 of 2006 of the City of Prince Albert including any amendments, which may be in effect from time to time during the currency of this Agreement, or such Bylaw or Bylaws as may be substituted therefore from time to time.

ARTICLE II - TERM OF AGREEMENT

1. Except as hereinafter provided and subject to the terms hereof, this Agreement shall be effective from the date hereof and shall continue in force and effect for a term of Twenty (20) years.
2. The parties agree to meet in or about 15 years from the date hereof to discuss an extension of this Agreement, including whether the Parties desire to explore the feasibility for the City to acquire the ongoing operations of the Board.

ARTICLE III - WATER SUPPLY TO THE BOARD

1. Subject to the provisions of this Agreement, the City agrees to supply water at each of the points of delivery as identified on Schedule "A" attached hereto.
2. Points of delivery in addition to, or in substitution for, the points of delivery shown on Schedule "A" to this Agreement may be constructed on terms and conditions as approved by the City.

ARTICLE IV - CONTINUITY OF SUPPLY

1. The City agrees to supply water to the Board in a manner which satisfies the ongoing and normal growth needs of the Board on the same basis as the supply of water by the City to all its other customers using a methodology tied to the city rates for Customers residing within and outside the City Corporate Limits, subject to the conditions and limitations as hereinafter provided in this Agreement.
2. The City shall use its best efforts to assure continuity of supply to the Board as it does with all other customers and will use its best efforts to remedy an interruption of supply by reason of strikes, breakdowns, repairs and maintenance, or any other causes beyond the control of the City, but shall not be liable for interruption of supply by reason of any or all of the foregoing.
3. For purposes of Paragraph 3 of Article XIV hereof, the parties agree to meet:
 - (a) annually to review the City's ability to supply water considering both the growth of the City, and the ongoing and future supply needs of the Board, and to discuss any capital requirements for the City's water treatment system and related infrastructure necessary to ensure this supply which are not part of the five (5) year Capital Works Program;
 - (b) during fall of 2014 and every five (5) years thereafter to undertake a comprehensive review and evaluation of the City's capital works program and to identify any capital cost requirements relative to the City's Works; and,
 - (c) on notice reasonable to the situation, in extraordinary circumstances where it is necessary for the parties to immediately address special capital cost requirements relative to the City Works.

4. The parties further agree to meet as often as necessary to address peak season demands and in general to develop strategies for optimizing water consumption and practicing water conservation.

ARTICLE V - WATER SUPPLY APPLICATIONS

1. Subject to the provisions of this Agreement, the Board shall be entitled to supply water to its current and future customers with water received from the City from the respective points of delivery as indicated on Schedule "A" herein.
2. The Board shall use its best efforts ensure that no unapproved hook-ups are permitted on the waterline in any form, and take whatever action necessary to cause the disconnection of any unapproved hook-up or use of water. The Board shall also disconnect any user of water who allows an unapproved hook-up or connection to the waterline servicing his or her premises.
3. Subject to sub-Article V.4 hereof, it is agreed that the Board will not be restricted in its access to water supplied by the City. Further, the Board is permitted to operate up to three (3) water cranes in connection with its booster stations, without the City's consent, principally for the purpose of supplying water to its customers.
4. Any new or additional use of water to be supplied by the Board which new or additional use is estimated by the Board to exceed 8,400 imperial gallons per day for a major user, or for a major subdivision, must be first brought forward by the Board for the City's approval before it is permitted to supply such user, in which case the parties agree to enter into discussions for the review of the City's capacity to meet the needs of these users. The Board agrees it will not expand its supply of water beyond its present municipal boundaries without consideration and approval of the City, it being understood and agreed that the Board shall be required to present a business case to the City in support of its request.

5. The parties agree the Board has the right to build a reservoir for the purpose of supplying water to its customers.
6. The City, as condition of the Board's supply of water to the applicants pursuant to sub-Article V.4 above, may require the Board to have such conditions as the City may prescribe made a part of the agreement to be entered into between the Board and the applicant concerned respecting such supply of water.
7. It is understood and agreed that the Board shall provide the City with an up-to-date number of the consumers inclusive of the Equivalent Consumers supplied by the Board by no later than December 31st for each year during the term of this Agreement provided that the City shall have the right to conduct an audit of the Board's records relative to a listing of the Board's consumers if the City so chooses. This listing shall be inclusive of all general, industrial/commercial, communal group, First Nations and other users as may have been approved by the City.
8. Notwithstanding any other provision of this Agreement, it is understood and agreed that the City's decision whether to approve or not approve an application for supply in relation to Paragraph 4 of this Article V is dependent upon and subject, primarily, to the City's assessment of its capacity and ability to supply additional volumes of water to the Board on an ongoing basis, to be determined on a good faith basis and at the absolute discretion of the City until such time as the Parties have addressed the capacity issues as provided under Paragraph 3 of Article XIV hereof.
9. It is expressly agreed that should any party or location authorized for supply by the Board herein become annexed to the corporate limits of the City, then the City shall have the irrevocable option to assume the supply of water to such party or location on terms mutually acceptable to the parties.

ARTICLE VI - RESTRICTIONS ON PARTIES SUPPLIED BY THE BOARD

The Board agrees that it will provide for the following restrictions in its agreements with the parties that it supplies with water provided to it hereunder, namely:

1. All persons supplied by the Board shall be prohibited from supplying any portion of the water taken by them to other users.

2. The Board shall not assign this Water Supply Agreement to any third party, except by written permission of the City, which in the sole discretion of the City, may be approved subject to the terms of this Agreement.

ARTICLE VII - MEASURING STATIONS AND MEASURING EQUIPMENT

1. MEASURING STATIONS

The Board shall maintain and operate at its own expense measuring stations at or near the existing points of delivery, and the plans for any future measuring stations shall be submitted to and approved by the City prior to construction to ensure conformance with the standards of the City.

2. MEASURING EQUIPMENT

The City shall install, maintain and operate at its own expense measuring equipment in the Board's measuring stations and shall be required to verify the accuracy of such measuring equipment at reasonable intervals, although not more frequently than once each year.

ARTICLE VIII - MEASURING EQUIPMENT READINGS AND RECORDS

The volumes of water supplied and taken hereunder for billings and all other purposes shall be determined by the measuring equipment read and recorded as follows:

1. READINGS

The City shall take quarterly readings on the first business day of every third month coinciding with the term of this Agreement.

2. ESTIMATED READINGS

In the event that such measuring equipment is found to be out of service, the City and the Board shall cooperate to calculate estimated readings utilizing readings from previous periods when the circumstances of supply were similar, provided that either party shall have the right to demand arbitration on the matter under Article XVII of this Agreement should there be failure to agree on such estimated readings.

3. REVISED READINGS

In the event that the Board believes such measuring equipment to be registering inaccurately, the Board may request and observe a special test of the accuracy of such measuring equipment, and the parties hereto agree to cooperate to promptly carry out such special test, which shall employ a rate of flow equivalent to the average volumes of water supplied to the Board during the preceding Twelve (12) months. If such measuring equipment is found by such special test to be in error by more than Two (2%) percent, previous readings shall be subject to revision to zero error for the elapsed period since the last previous test or Twelve (12) months, whichever is the shorter period, and the cost of such special test shall be borne by the City.

If such measuring equipment is found by such special test to be in error by less than Two (2%) percent, previous readings shall not be subject to revision, and the cost of such special test shall be borne by the Board.

4. RECORDS

The City shall record such readings, estimated readings and revised readings in proper records and shall maintain and preserve such records for a period of five (5) contract years and shall make such records available to the Board upon request.

ARTICLE IX - RIGHTS OF ENTRY

The following rights of entry are hereby granted:

1. The City hereby grants to the Board, its servants and agents a right of entry upon the City's property for the purpose of installing, inspecting, repairing and maintaining the Board's Works in and about the points of delivery. The Board shall at its own expense make good any damage to the City's Works caused by the operations of the Board, its servants or agents in the exercise of the license hereby granted.

2. The Board hereby grants to the City, its servants and agents a right of entry upon the Board's property for the purpose of installing, inspecting, repairing and maintaining the City's Works in and about the points of delivery and for the purpose of stalling, reading, inspecting, repairing and maintaining the City's measuring equipment located in the Board's measuring stations. The City shall at its own expense make good any damage to the Board's Works caused by the operations of the City, its servants or agents in the exercise of the license hereby granted.

ARTICLE X - OPTION TO ACQUIRE BOARD'S WORKS

1. The City shall have the irrevocable option exercisable upon termination of this Agreement to acquire and assume absolute control and ownership by purchase from the Board of any continuous portion of the Board's Works extending from a point of delivery to the then existing corporate limits of the City.

2. Should the City install interconnecting facilities within the corporate limits of the City to enable utilization of the Board's Works for City purposes, then the City may, within Twelve (12) months, proceed to acquire such Board's Works by purchase from the Board, from the appropriate point of delivery to the point of interconnection.

3. Should the City assume the supply of water to any party or location authorized to be supplied by the Board, as provided in Paragraph 8 of Article V hereof, then the City may at its option proceed to acquire, by purchase from the Board, such Board's Works as are properly assignable to the supply of such party or location.
4. For the purposes of this Article, any Board's Works required or permitted to be purchased by the City, shall be so purchased and sold at consideration equal to replacement costs less an allowance for depreciation on a straight line basis at the rate of one (1%) percent per annum with the proviso that, and it is hereby expressly agreed, that should the condition of any such works be deteriorated to such an extent as to no longer justify the application of the noted formula, then the parties shall reasonably negotiate the purchase price of such works having regard to the relative condition of same and their useful life expectancy.
5. Should the parties fail to agree as to the purchase price of any of the works required or permitted to be purchased and sold pursuant to the terms of the Article, or as to the extent of the works to be purchased and sold, then either party shall have the right to submit the matter to arbitration pursuant to the provisions of Article XVII hereof.

ARTICLE XI - OBLIGATIONS OF THE BOARD

1. The Board shall observe, abide by and shall ensure that all of its customers and users of the water services through any connection observe and abide by the provisions of the City's *Water Services Bylaw* and all water conservation and water management practices which users of water services within the jurisdiction of the City are subject to or are requested to comply with.
2. The Board agrees that it shall not suffer, permit or allow water supplied through any connection to be resold to any party whatsoever except direct customers of the Board resident within its jurisdiction.
3. The Board shall keep the Board's Works maintained and in good repair.

4. In the event that the Director of Public Works is of the opinion that there are issues of health or safety of concern to the City or other material breach of the City's Water Services Bylaw as may be applicable to customers of the Board, the Director of Public Works may give written notice of same to the Chairperson of the Board, and the Board shall forthwith investigate the matter and report the results of its investigation to the Director of Public Works. The Board shall forthwith take all action reasonably necessary to remedy the default and indemnify the City against any losses it may suffer arising by virtue of the misuse or breach.

ARTICLE XII - SUPPLY OBLIGATIONS OF THE CITY

1. The Board acknowledges that the City's water services are subject to the primary obligation of the City to ensure that water services are provided within the jurisdiction of the City and that existing demands including those agreed to herein are honoured provided this does not imply that the Board has any priority or guarantee to the City's water supply. The Board further acknowledges that the City, while being required to honour its obligations, disclaims any representations or warranties relative to the:

- (a) quantity;
- (b) quality;
- (c) pressure; or
- (d) uninterrupted supply

of the water services supplied pursuant to this Agreement.

2. The Board acknowledges and agrees that the City may enter into future contracts for the supply of water from the waterworks system, and neither this Agreement nor any provision thereof shall be so construed or applied as to either restrict the City in that regard provided that, under normal operating conditions, the Director of Public Works is of the reasonable opinion that the normal demands on the waterworks system will not interfere with the City's ability to supply the quantities of water during normal operating conditions of the waterworks system in accordance with the terms of this Agreement.

ARTICLE XIII - CONTROL AND RESPONSIBILITY

1. Control of the water supplied and taken under this Agreement shall pass from the City to the Board at the points of delivery. Until such passage, the City shall be deemed to be in control of and be responsible for such water. After such passage, the Board shall be deemed to be in control of and be responsible for such water.

2. Notwithstanding the foregoing, the Board hereby agrees to indemnify and save harmless the City from all claims, demands, actions, suits and proceedings by any person or persons whomsoever in respect of any loss, injury, damage or obligation to compensate arising out of or connected with the supply, or the failure to supply, of water by the City hereunder. Where any such claim, demand, action, suit or proceeding is brought by any person or persons against the City, the City shall notify the Board and the Board shall defend such claim, demand, action, suit or proceeding at the Board's expense and shall pay or satisfy any final order or judgment arising from there against the City and shall pay all costs related thereto that are incurred by the City. If the Board becomes liable to pay or satisfy any such final order or judgment against the City, then the Board shall have the right, upon undertaking to indemnify the City against any and all liability for costs, to appeal in the name of the City such final order or judgment to all courts of competent jurisdiction.

ARTICLE XIV - CHARGES

1. WATER CAPITAL WORKS CHARGE
 - (a) The Board shall pay to the City as of the effective date of this Agreement a monthly Water Capital Works Charge based on the number of the Board's "**Equivalent Users**" multiplied by the monthly Capital Fixed Rate Charge Per Equivalent User.

The Board's "**Equivalent Users**" is calculated in accordance with the American Water Works Association (AWWA) Factor of 1.0 multiplied by the number of the Board's "Users" for the total amount of the Board's "Equivalent Customers" (as identified in Schedule "C").

The Capital Fixed Rate Charge Per Equivalent User (as identified in Schedule "B") is calculated in accordance with the Total Capital Costs divided by the Total Number of Equivalent Customers that purchase City Water (as identified in Schedule "C").

- (b) The monthly Water Capital Works Charge for 2010 is calculated by multiplying the number of the Board's *"Equivalent Users"* by the 2010 monthly Capital Fixed Rate Charge of \$18.48 per Equivalent User established at the effective date of this Agreement, as identified in Schedule "B".
- c) The 2010 monthly Capital Fixed Rate Charge of \$18.48 per Equivalent User is expected to be initially fixed for a period of approximately three (3) to five (5) years) unless there is an unforeseeable capital cost requirement for the City's Works that is identified in meetings held pursuant to Article IV hereof, in which event the City after consultation with the Board, may in its discretion calculate and set the Monthly Capital Fixed Rate Charge Per Equivalent User, in accordance with the terms of this Agreement.
- (d) The calculation of the "monthly Capital Fixed Rate Charge per Equivalent User" for the monthly Water Capital Works Charge for the balance of the term and for any renewal period shall be determined and calculated at the discretion of the City in accordance with this Agreement.
- (e) Effective January 1, 2011 and each year thereafter, the monthly Water Capital Works Charge for the Board will be calculated subject to the up-to- date number of the Board's *"Equivalent Users"*, as per Article V.7 whereby the Board shall provide to the City the up-to-date number of consumers inclusive of the Equivalent Customers supplied by the Board by no later than December 31st for each year during the term of this Agreement.
- (f) Any revision to the monthly Water Capital Works Charge shall be effective and bind the Board upon the same dates and times as same are effective and binding with respect to other customers within and outside the City's Corporate Limits.

2. WATER SALES CONSUMPTION CHARGE

- (a) The Board shall in addition pay to the City for water supplied hereunder as determined by the measuring equipment a Water Sales Consumption Charge calculated in accordance with the prevailing schedule of rates for Consumers outside the City of Prince Albert Corporate Limits from time to time as set out in Schedule "B" of the City's Water Services Bylaw and in accordance with the costing principles as depicted in the spreadsheet to be used by the City in its calculations of the Water Sales Consumption Charge as attached hereto and marked as Schedule "B" to this Agreement.
- (b) The Water Sales Consumption Charge as of July 1st, 2010 is established at a unit rate charge of \$2.28 per 100 cubic feet, it being agreed that such unit rate which is applicable to all water users, may be adjusted as City Council changes the unit rates under the Water Services Bylaw.
- (c) The attached method of calculation identified in Schedule "B" for the Water Sales Consumption Charge is calculated in accordance with the respective year's operating costs as approved by City Council.
- (d) The City agrees that notwithstanding the format of calculations agreed to in sub-Article XIV.2(a) above, it is agreed that the "Water Service Connection Maintenance" charge under the heading 'Operating Costs' within the City of Prince Albert as contained in the Water Rate Calculation Spreadsheet attached hereto and marked as Schedule "B" to this Agreement, shall be removed from the calculation of the Water Sales Consumption Charge effective the July 1st, 2011 billing; and, effective July 1, 2011, that cost will not be part of expenditures attributed to the Board's charges on an ongoing basis.
- (e) Any revision to the Water Sales Consumption Charge shall be effective and bind the Board upon the same dates and times as same are effective and binding with respect to other Consumers within and outside the City's Corporate Limits.

3. CAPITAL CONTRIBUTION TO CITY'S WORKS

- (a) The Board acknowledges that the City may at some point in the future be required to incur significant capital costs to the City's Works in order to meet the current and future water supply needs of its customers. In this regard the Board acknowledges its obligation to contribute toward or participate in funding these future capital costs on a fair and equitable basis.

- (b) If the City should incur or identify future capital costs in meetings held pursuant to Article IV hereof, then the City may require the Board to negotiate an appropriate charge in contribution towards these further capital costs upon giving prior written notice to the Board of its intention to do so. If the parties hereto are not able in such negotiation to agree upon an appropriate increase to the said surcharge within Nine (9) months of the date the notice is provided, then either party may submit the matter to arbitration in accordance with the provisions of Article XVII hereof.

ARTICLE XV - BILLINGS AND PAYMENTS

1. QUARTERLY ACCOUNTS

On or before the 29th day of each March, June, September and December during the term of this Agreement, the City shall calculate and render to the Board a statement setting for the volume of water supplied and taken hereunder during the preceding quarter, as measured at the measuring stations, and the charges for such water.

2. PAYMENT

The Board shall make payment in full to the City for each account billed within Thirty (30) days after receipt thereof.

ARTICLE XVI - INTERRUPTION OF SERVICE

1. The Director of Public Works may temporarily limit or interrupt the delivery of water services through any or each and every connection upon giving Twenty-four (24) hours prior notice if, in his sole discretion, he is of the opinion that it is advisable to do so by reason of:
 - (a) a lack of water supply arising by any cause, including an emergency situation, whereby the existing demands of the City require the interruption or limitation on the delivery of water services so that existing demands shall not be compromised;
 - (b) a lack of quality in the water supply arising by any cause to the extent deemed by the Director of Public Works to be of a concern to public health;
 - (c) maintenance of the waterworks system or other works undertaken by the City interferes with the continued supply of water services through a connection; or
 - (d) emergency situations whether arising within the jurisdiction of the City, under existing contracts or future contracts.
2. The Director of Public Works shall forthwith give notice of the action to the Board, and thereafter the City shall be immediately relieved of its obligation to supply water pursuant to this Agreement until the circumstances causing the interruption of service has been rectified.
3. The Board agrees that the City shall not be liable for interruptions or disruptions in delivery of water service howsoever occasioned whether by reason of necessity of repair, maintenance, strikes, acts of God or other circumstances whatsoever and whether or not same arises by reason of the recklessness, neglect, negligence of the City, its agents or employees or otherwise.

ARTICLE XVII - ARBITRATION

1. Any arbitration contemplated in this Agreement or otherwise agreed to my writing by the parties shall be conducted in accordance with the following procedures and principles.
2. Upon written demand of either party and within Thirty (30) days from the date of such demand, each party shall appoint an arbitrator, and the Two (2) arbitrators so appointed shall within Thirty (30) days thereafter appoint a third with the intention that the third shall be a person who will be mindful and considerate of the parties' mutual desire to co-operatively achieve fairness and equity between the parties and their respective constituents, failing which the third arbitrator shall be appointed as provided by The Arbitration Act of Saskatchewan.
3. The arbitrators shall proceed immediately to hear and to determine the matter in controversy. The award of the arbitrators, or a majority of them, shall be made within Ninety (90) days after the appointment of the third arbitrator, subject to any reasonable delay due to unforeseen circumstances.
4. The Award of the arbitrators shall be drawn up in writing and signed by the arbitrators, or a majority of them, and shall be final and binding on the parties, and the parties shall abide by the award and perform the terms and conditions thereof. Unless otherwise determined by the arbitrators, the fees of the arbitrator named for the City shall be paid by the City and the fees of the arbitrator named for the Board shall be paid by the Board, and the fees of the third arbitrator shall be paid in equal proportion by the City and the Board.
5. Save as herein otherwise expressly provided, the provisions of The Arbitration Act of Saskatchewan shall apply.

ARTICLE XVIII - NOTICES AND COMMUNICATIONS

1. Each and every notice and communication from the City to the Board under this agreement shall be in writing and addressed to it at:

Chairman
Board Prince Albert Rural Water Utility
99 River Street East
Prince Albert, SK S6V 0A1

2. Each and every notice and communication from the Board to the City under this Agreement shall be writing and addressed to it at:

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

3. Such notices and communications shall be given prepaid by telegram or by mailing in a sealed and properly addressed envelope with the postage prepaid and shall be deemed to have been received Twelve (12) hours after the time of sending, in the case of a facsimile, and Forty-eight (48) hours after the time of sending, in the case of mailing, and in either case excluding Saturdays, Sundays and statutory holidays.
4. Either party at any time may give notice in writing to the other of any change of address of the party giving such notice, and from and after the giving of such notice, the address therein specified shall be deemed to be the address of such party of the giving of notice hereunder.

ARTICLE XIX - NO TRANSFER OR ASSIGNMENT WITHOUT CITY'S CONSENT

The Board expressly covenants and agrees that there shall be no assignment or transfer of this Agreement or any rights conferred there under except by the express written consent of the City or by the terms already expressed in this Agreement.

ARTICLE XX - TERMINATION OF PREVIOUS AGREEMENT

The parties hereto agree this Agreement has been negotiated as a consequence of the desire to clarify and update the contractual relations of the parties arising out of the previous Water Supply Agreement made between the City and the Board on the 22nd day of November A.D. 1994 , it being understood and agreed that upon execution of this Agreement all issues arising out of the 1994 Agreement and the litigation concerning same are deemed to be fully resolved by the mutual consideration and the terms of this Agreement, and the Board shall concurrently provide to the City documentation confirming that its litigation is discontinued and dismissed by consent of the parties, without admission of liability by either party, with each party being responsible for their own costs.

ARTICLE XXI - TERMINATION OF THIS AGREEMENT

1. The City shall be at liberty to terminate this Agreement under these circumstances:
 - (a) Should the Board fail to pay any amount due to the City within thirty (30) days after receipt of billing, interest thereon shall accrue at the then prevailing rate charged by the City on overdue water accounts from such date until paid. If such failure to pay continues for Sixty (60) additional days, the City thereafter shall have the option, in addition to all other remedies available to it by law, of suspending the supply of water and/or terminating this Agreement, provided that the City shall give the Board and the Rural Municipalities which are members of the Board, Ninety (90) days' written notice of its intention of exercise either or both of such options, and the Board or Rural Municipalities shall at any time prior to formal termination of this Agreement be entitled to pay up in full all amounts owing for water supplied with interest charges thereon or make arrangements for payment

satisfactory to the Board, and upon doing so, this Agreement shall be put into good standing and shall remain in full force and effect in accordance with its terms.

- (b) In the event the Board refuses or is unwilling or is financially unable to contribute toward the future capital costs contemplated under Article XIV or contemplated by the determination or order of an Arbitration panel pursuant to Article XVII of this Agreement, the City may terminate this Agreement by giving two (2) years notice of its intention to do so whereupon the City may discontinue water supply to the Board on expiry of the two (2) year period.

ARTICLE XXII - INTERPRETATION

1. Excepting as expressly modified by the provisions of this Agreement, the City and the Board agree that the terms and conditions governing the supply of water hereunder shall be the same as those described in the Water Services Bylaw, and the provisions thereof are hereby incorporated into this Agreement and form a part hereof, as they may vary from time to time. Where a provision of this Agreement conflicts with a provision of the Bylaw, the Agreement shall apply.
2. Each of the provisions hereof is severable from any other provision, and the invalidity or the unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of the remaining provisions.
3. This Agreement represents the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations and agreements between the parties. In the event of any conflict between the language of this Agreement and the language of any other existing Agreement between the parties, the language of this Agreement shall prevail. No modification, variation, waiver, amendment or termination by mutual consent of this Agreement shall be effective unless such action is taken in writing and executed by both parties hereof.

4. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departures of waiver and the City shall not be obligated to continue any departure or waiver permit subsequent departure or waiver.

ARTICLE XXIII - EFFECTIVE DATE

Notwithstanding the date this Agreement is signed by the respective parties, the effective date shall be **JULY 1ST, A.D. 2010.**

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this 4 day of May, A.D. 2011.

THE CITY OF PRINCE ALBERT



MAYOR



CITY CLERK

IN WITNESS WHEREOF the Prince Albert Rural Water Utility has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this 14th day of April, A.D. 2011.



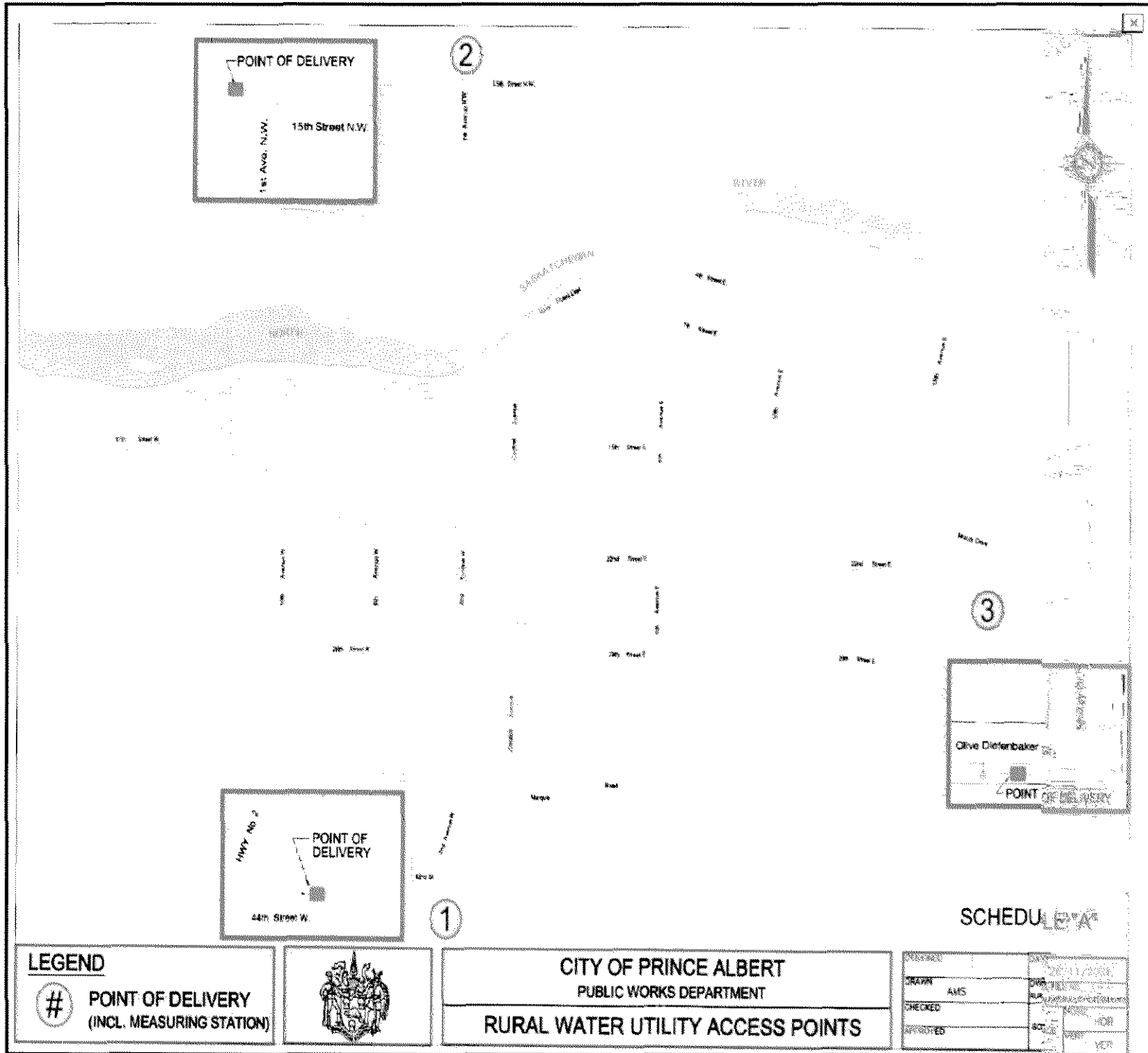
PRINCE ALBERT
RURAL WATER UTILITY



CHAIRMAN



ADMINISTRATOR



SCHEDULE "A"

Olive Dielenbaker
POINT OF DELIVERY

SCHEDULE "A"

LEGEND
POINT OF DELIVERY
(INCL. MEASURING STATION)



CITY OF PRINCE ALBERT
PUBLIC WORKS DEPARTMENT
RURAL WATER UTILITY ACCESS POINTS

DESIGNED	DATE
DRAWN	BY
CHECKED	DATE
APPROVED	DATE

SCHEDULE "B"

2010

City of Prince Albert

RURAL WATER: WATER RATE CALCULATION

	<u>2010</u> <u>BUDGET</u>	% TO All <u>Unit Rate</u>	% TO ALL <u>Fixed</u>	\$ TO All <u>Unit Rate</u>	\$ TO Fixed <u>Rate</u>
<u>OPERATING COSTS</u>					
General Administration	\$1,173,949				
High Lift Operations	\$1,574,840				
High Lift Equipment Maintenance	\$238,300				
High Lift Building and Grounds Maintenance	\$51,600				
Sedimentation Basins	\$12,980				
Water Main Repairs	\$300,000				
Valve Maintenance	\$0				
Water Main Leak Detection	\$12,540				
Fire Hydrant Maintenance	\$0				
Water Service Connection Maintenance	\$301,370				
					← This cost will be removed from the Board's expenditures effective July 1, 2011.
Low Lift Operations	\$59,340				
Low Lift Equipment Maintenance	\$30,300				
2nd Ave Reservoir Operations	\$46,680				
2nd Avenue Reservoir Equipment Maintenance	\$12,020				
Marquis Road Reservoir Operations	\$20,400				
Marquis Road Reservoir Equipment Maintenance	\$7,540				
Water Crane	\$0				
Billing and Collections	\$216,979				
Meter Reading	\$0				
Water Meter Maintenance	\$0				
Serviceman and Meter Installer	\$87,490				
<u>Provisions & Transfers</u>					
Allowance for Bad Debts	\$37,800				
Contribution to GF	\$374,500				
	Subtotal				
	\$4,558,628				
	Less UFW at 30%				
	\$1,367,588	30%	70%	\$410,276	\$957,312
	Total Billed to the Unit rate	100%	0%	\$3,191,040	\$0
Transfer to Capital Reserve	\$100,000	0%	100%	\$0	\$100,000
Operating Loss Repayment	\$250,000	100%	0%	\$250,000	\$0

SCHEDULE "B"

CONTINUED

2010

City of Prince Albert

RURAL WATER: WATER RATE CALCULATION

	<u>2010 BUDGET</u>	% TO All Unit Rate	% TO ALL Fixed	\$ TO All Unit Rate	\$ TO Fixed Rate
<u>CAPITAL COSTS</u>					
Water Treatment Plant Project	\$1,000,000	0%	100%	\$0.00	\$1,000,000
6th Avenue Pipe Replacement	\$150,000	0%	100%	\$0.00	\$150,000
Debenture Payment	<u>\$718,500</u>	0%	100%	\$0.00	\$718,500
	\$1,868,500				
<u>REVENUE</u>					
Penalties	-\$200,000				
Interest	<u>-\$300</u>				
	-\$200,300	100%	0%	-\$200,300	\$0
				<u>\$3,651,016</u>	
					\$2,925,812
TOTAL CAPITAL COSTS	\$2,925,812				ARTICLE XIV.1
Divided by Total # of Equivalent Customers	/ 13,195				
CAPITAL FIXED RATE CHARGE PER EQUIVALENT USER	<u>\$221.74</u>			YEARLY PER EQUIVALENT USER	
	<u>\$18.48</u>			MONTHLY PER EQUIVALENT USER	
MONTHLY WATER CAPITAL WORKS CHARGE				Board's "Equivalent Users" (Year 2010 is 1,065)	
				x Monthly Capital Fixed Rate Charge/Equivalent User \$18.48	
TOTAL OPERATING COSTS	\$3,651,016				ARTICLE XIV.2
Divided by Total Average Water Sold	/ 160,411,695				
UNIT RATE CHARGE – CONSUMPTION	\$0.0228			PER CUBIC FOOT	
	<u>\$2.28</u>			PER 100 CUBIC FEET	
WATER SALES CONSUMPTION CHARGE				Board's Consumption determined by measuring equipment	
				x Unit Rate Charge – Consumption - \$2.28 per 100 cubic feet	

SCHEDULE "C"

AWWA Factors: Guidelines incorporated into the New Rate Structure

<i>Meter Sizes</i>	AWWA Factors
5/8 inches	1.0
3/4 inches	1.0
1 inch	1.4
1.5 inches	1.8
2 inches	2.9
3 inches	11.0
4 inches	14.0
Prince Albert Rural Water	1.0
Trailer Courts	1.0
Provincial Correctional Facilities and Federal Institutions	1.0



WATER CAPITAL WORKS CHARGE

To calculate the Water Capital Works Charge, this table summarizes the number of Equivalent Customers who purchase water from the City of Prince Albert. The number of customers for the Prince Albert Rural Water is provided directly by the Prince Albert Rural Water. The chart indicates the Total amount of Water Equivalent Users to be **13,195 for the Year 2010**.

<i>Meter Sizes & Customers</i>	# of Users	AWWA Factors	# of Equivalent Customers
5/8 inches	7,879	1.0	7,879
3/4 inches	2,524	1.0	2,524
1 inch	223	1.4	312
1.5 inches	142	1.8	256
2 inches	168	2.9	487
3 inches	14	11.0	154
4 inches	3	14.0	42
Rural Water (2010)	1,065	1.0	1,065
Provincial Correctional Facilities and Federal Institutions (2010)	286	1.0	286
Trailer Courts (2010)	190	1.0	190
<i>Multiply the # of Meters Sizes * AWWA Factors</i>	12,494		13,195

Total 2010 Number of Water Equivalent Users

RPT 22-420

TITLE: Barton Drive Traffic Calming (Update)

DATE: **November 1, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Temporary Traffic Calming Measures and Public Consultations, as outlined in RPT 22-352, be implemented between May to October, 2023;
2. That the Public Works Department monitor and evaluate the effectiveness of the Traffic Calming Measures and report back to City Council by December 31, 2023; and,
3. That the Public Works Department review and update the Traffic Calming Policy for consideration at an upcoming meeting by July 31, 2023.

ATTACHMENTS:

1. Barton Drive Traffic Calming (Update) (RPT 22-352)

Written by: Executive Committee

TITLE: Barton Drive Traffic Calming (Update)

DATE: October 14, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a temporary traffic calming measure be installed by the Department of Public Works between the months of May and October 2023.
2. That the Department of Public Works monitor and evaluate the effectiveness of the traffic calming measure and report to Council by December 2023.
3. That the Department of Public Works review the Traffic Calming Policy and update by July 2023.

TOPIC & PURPOSE:

The purpose of this report is to bring forward options for temporary traffic calming solutions on Barton Drive. The report will also outline a strategy to determine the effectiveness of the traffic calming measure in terms of speed reduction, traffic volume and community consultation.

BACKGROUND:

In 2020, the Department of Public Works received a concern about vehicles speeding on Barton Drive. The speeding concern was reported several times by one concerned resident. In response to the concern, the Department of Public Works conducted a 90 day traffic speed study from September to December in 2020 to collect data regarding the issue. The following statistics were collected.

- 105,763 Vehicles, including their speeds, recorded over 90 days
- 44km/hr 85th percentile speed.

(85th Percentile Speed - The speed that 85% of vehicles travel at or below.)

- 37km/hr Average speed
- 1.4% Vehicles recorded 10km/hr over the speed limit
- 40 km/hr Speed Limit on Barton Drive.

Additionally, the Department of Public works reviewed service calls regarding traffic on Barton Drive. Since 2004, there have been 7 calls, all of which were to inform the Department of missing/broken street signs. There are no documented calls to report speeding concerns with the exception of several calls received in 2020 from one resident.

On April 23, 2021, a letter of invitation was sent by the Department of Communications to 75 residences on Barton Drive to attend a virtual meeting held by the City. The intent of the meeting was to discuss speeding concerns with the residents who live on Barton Drive. On May 5, 2021, the residents on Barton Drive were consulted in the form of the virtual meeting. Of the 75 properties that received the invitation letter, 10 residents signed up but only 5 of those actually signed into the meeting. Four of these residents felt that speeding was a problem on Barton Drive and three of them specifically mentioned that they noticed school buses were speeding on that road. One of these residents did not feel there was a speeding problem at all. The one hour meeting was moderated by the Manager of Communications and included the Engineering Services Manager, Director of Public Works, and the Police Traffic Department.

Following the meeting, the Prince Albert Police Service was consulted to provide traffic speed statistics for Barton Drive to determine if it was consistent with the Department of Public Works study. Over the 2 week long evaluation in June it was determined that the 85th percentile speed was 42 km/hr. 1.6% of traffic was found to be travelling over 50km/hr. This zone was given a “LOW” enforcement rating by the Prince Albert Police Service. This consultation agreed with the findings of the Department of Public Works.

It is noteworthy that according to the Police records from April 4, 2019 to April 25, 2021, there were 21 Police calls issued for speeding and erratic driving on Barton Drive. Upon review, all calls were issued by one concerned resident.

Administration reviewed the City of Prince Albert Traffic Calming Policy in 2021. This Policy was approved at the November 5th, 2021 City Council meeting.

From May 17 – June 20, 2022, the Prince Albert Police service was consulted again to provide traffic speed statistics for Barton Drive. Over the 4 week speed study it was determined that the 85th percentile speed was 44 km/hr. 3.1% of traffic was found to be travelling over 50km/hr. This zone was given a “LOW” enforcement rating. Over the 4 week period, 5 vehicles were found to be travelling over 70km/hr. 4 occurred between the hours of 12am – 4am, and 1

between the hours of 9pm-10pm.

A petition was completed by a resident on Barton Drive that saw 16/19 (84%) of households on the stretch of Barton Drive between Eagle Street and Coombe Drive approve the installation of temporary speed bumps or other traffic calming measures.

Executive Committee Resolution No. 0164 dated July 18, 2022:

“That CORR 22-61 be received and referred to the Public Works Department for a report on Traffic Calming on Barton Drive”.

PROPOSED APPROACH AND RATIONALE:

The proposed approach is that the Department of Public Works install a temporary traffic calming measure on Barton Drive between Eagle Street and 15th Avenue East for trial in 2023. The trial is to last from May to October to ensure that adequate traffic statistics can be collected as well as, to give the community adequate time to determine the effectiveness of the measure. The purpose of this approach is to combine engineering judgement, community consultation and emergency services consultation to determine the most effective traffic calming solution for the neighborhood. A schedule for the proposed study is shown below.

May 2023

1. The Department of Public Works will draft a letter to all residents on Barton Drive within 75m of the temporary traffic calming installation location. The letter will explain the purpose of the traffic calming measure and the length of the study.
2. The temporary traffic calming measure will be installed in the days following delivery of the notices to the Barton Drive residents.
3. A traffic speed collection device will be installed at this time and remain for the duration of the study period.

September 2023

The Department of Public Works will work with the Department of Communications to create a poll/survey to consult with the neighborhood. This will provide information including the effectiveness of the traffic calming device in the eyes of the public and level of support for permanent installation.

October 2023

The temporary traffic calming device will be removed from Barton Drive. The Department of Public Works will process and review all relevant traffic statistics at this time.

December 2023

A report will be brought to Council including the results of the traffic calming study, results of the neighborhood survey and updated consultation with emergency services. At this time a recommendation will be made on how to proceed with a traffic calming strategy on Barton Drive.

CONSULTATIONS:

Consultation was done with the City of Prince Albert Police Service in the form of traffic enforcement studies performed from June 15 to June 28, 2021 and from May 17 to June 15, 2022.

Consultation was done with the Department of Communication on April 23, 2021 in order to create documents to alert residents on Barton Drive of a virtual meeting to discuss speeding concerns.

Consultation was done with the Public in the form of a virtual meeting to discuss speeding concerns on Barton Drive on May 5, 2021.

A petition requesting a traffic speed calming measure to be implemented on Barton Drive was submitted to the City by a resident. This petition had signatures from 16/19 (84%) of residents on Barton Drive between Coombe Drive and Eagle Street and was reviewed at the July 18, 2022 Executive Committee meeting.

The Prince Albert Fire Department was consulted and provided the following response “We currently do not meet required NFPA drive times from our station to the Barton Drive area, and this [speed humps] will further impact our response times”. The Fire Department also noted that traffic calming measures such as speed bumps/humps require their trucks to reduce to 15km/hr.

Consultation was done with the City of Saskatoon Traffic Department. They confirmed that the speed cushion installed on Vic Boulevard in 2022 have had minimal impact on transit routes and emergency service response time thus far.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

If a traffic calming measure is chosen for trial in 2023, the Department of Public Works will draft a letter informing Barton Drive residents of the decision near the date of installation. A survey/poll will also be conducted by the Department of Public Works and the Communications Department in September 2023 to measure the effectiveness of the selected traffic calming measure in the neighborhood.

POLICY IMPLICATIONS:

This report process follows the City of Prince Albert Traffic Calming Policy.

FINANCIAL IMPLICATIONS:

1. Installation of temporary Speed Cushions will cost \$4500.
2. Installation of a temporary Speed Hump will cost \$4000.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy Implications or Official Community Plans for this report.

STRATEGIC PLAN:

This report supports the long-term strategy to provide safe and efficient transportation within the City of Prince Albert. This report also supports the long-term strategy to provide effective emergency services to residents in Prince Albert.

OPTIONS TO RECOMMENDATION:

1. That a temporary speed cushion be installed for the purpose of a traffic calming trial during the months of May to October, 2023.

A speed cushion is similar in design to a speed hump. It creates a vertical deflection in the roadway that acts to return speeding vehicles to the design speed of the street. The largest difference between a speed hump and speed cushion is that there are strategically placed gaps in the hump that align with emergency services vehicles wheel paths. This allows emergency vehicles to pass by with a minimal impact to response time. If this measure is chosen consultation will be had with Prince Albert Fire Department to ensure the measure is properly spaced.

Figure 1 below shows a permanently installed speed cushion on Vic Boulevard in Saskatoon. Consultation with the City of Saskatoon Traffic Department has confirmed that emergency services are able to proceed without a large reduction in speed. The cushions have also resulted in a reduction in speed at the location.



Figure 1: Vic Boulevard, Saskatoon Permanent Speed Cushion

2. That a temporary speed hump be installed for the purpose of a traffic calming trial during the summer months of 2023.

A Speed Hump works in a similar manner as the Speed Cushion. It uses a vertical deflection to effectively slow traffic to the design speed of the road where it is installed. However, it comes with an increased emergency service response time by up to 15 seconds. Based on the impact to the emergency response time a temporary Speed Cushion is recommended before a Speed Hump.



Figure 2: Temporary Speed Hump Example

PUBLIC NOTICE:

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

PRESENTATION: PowerPoint by Evan Hastings, Transportation and Traffic Manager

ATTACHMENTS:

1. Barton Drive Traffic Calming PowerPoint

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



CITY OF PRINCE ALBERT

Traffic Calming

BARTON DRIVE

DATE: October 24, 2022

Background

- Traffic Studies have been completed by the Department of Public Works and the Prince Albert Police Service to monitor speeding on Barton Drive throughout 2021 and 2022.
- A petition requesting a temporary traffic calming measure to be implemented on Barton Drive was submitted to the City by a resident. This petition had signatures from 16/19 (84%) of residents on Barton Drive between Coombe Drive and Eagle Street and was reviewed at the July 18, 2022 Executive Committee meeting.

Prince Albert Police Service Traffic Study

The Prince Albert Police Service completed 6 weeks of traffic studies on Barton Drive between June 2021 and June 2022.

Traffic Speed Statistics

85th percentile speed – 44km/hr

Average Daily Vehicles – 908

50km/hr + → 2.7%

70km/hr + → 0.017% (6 out of 34,789)

- 4 between 12am – 4am
- 1 between 9pm – 10pm
- 1 between 7pm – 8pm

Recommendation

TEMPORARY TRAFFIC CALMING MEASURE

- To perform a temporary traffic calming trial during the summer of 2023.
- Allows time to monitor and collect relevant traffic statistics and measure the impact of the selected traffic calming device.
- Allows time for residents to determine the effectiveness of the measure.
- Study will be based on traffic statistics and consultation with the neighborhood and emergency services.

Recommendation

PROPOSED TIMEFRAME

May 2023

- Selected temporary traffic calming measure and speed monitoring devices are installed.

September 2023

- A community poll/survey is completed to measure the benefit/effectiveness of the device to the public.

October 2023

- The temporary traffic calming measure is removed and traffic statistics are processed by Public Works.

December 2023

- A report is brought to Council including community consultation, emergency services consultation and traffic statistics.

Option 1 – Temporary Speed Cushion



Speed Cushion Vic Boulevard, Saskatoon

Option 1 – Temporary Speed Cushion



Speed Cushion Vic Boulevard, Saskatoon

Option 1 – Temporary Speed Cushion



Option 1 – Temporary Speed Cushion

BENEFITS OF TEMPORARY SPEED CUSHIONS

- Installation of a Temporary Speed Cushion Measure will cost \$4500.
- Acts to return traffic speeds to the design speed of the street.
- Minimal impact to emergency response time.
- Minimal reduction of on-street parking.
- Consultation with the City of Saskatoon Traffic Department confirms that the installation has been successful thus far.

Option 2 – Temporary Speed Hump



Option 2 –Temporary Speed Hump

KEY INFORMATION

- Installation of a Temporary Speed Hump will cost \$4000.
- Acts to return traffic speeds to the design speed of the street.
- Minimal reduction to on-street parking.
- Increase emergency vehicle response time by up to 15 seconds.
- Can increase noise pollution where installed.

RPT 22-407

TITLE: Bylaw 23 of 2022 - Rezoning Land - FUD Future Urban Development to C4 - Highway Commercial 1st Reading

DATE: **October 21, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Bylaw No. 23 of 2022 be given 1st reading; and
2. That Administration is authorized to provide public notice for the public hearing.

TOPIC & PURPOSE:

The purpose of this report is to approve a Zoning Bylaw Amendment to rezone Signature Development's property from FUD – Future Urban Development to the C4 – Highway Commercial Zoning District.

BACKGROUND:

As per Council resolution No. 0349 dated September 7, 2021, City Council approved the Signature Development Project intending to subdivide the land for commercial development:

1. *That the Servicing Agreement between The City and Signature Developments for the Parcels, legally described as Parcel 52, Plan No. 101817165; Parcel 45, Plan No. AK2420; Parcel 44, Plan No. AK2420 and Parcel 49, Plan No. 101816939, be approved, which may include further amendments as directed by the City Solicitor;*
2. *That the City Manager be authorized to approve further Site Plans, and Engineering Details and Drawings in consultation with Administration;*
3. *That the Subdivision of the subject lands legally described as Parcel 52, Plan No. 101817165; Parcel 45, Plan No. AK2420; Parcel 44, Plan No. AK2420 and Parcel 49, Plan No. 101816939, for commercial development, be approved; and,*
4. *That the Mayor and City Clerk be authorized to execute the Servicing Agreement and final Subdivision Plan on behalf of The City, once prepared.*

As per Council resolution No. 0184 dated May 16, 2022, City Council approved Bylaw 12 of 2022 to rezone Parcels 1-3 of the project:

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

As per Council Resolution No. 0225 dated June 13, 2022, due to continued development interest, City Council has recently approved the subdivision of Parcels 4, 5, 6, & 7:

1. *That the proposed subdivision Application for Parcel C, Plan No. 102375446, be approved, subject to:*
 - a. *The submission of a final Plan of Survey for review and approval by Administration; and,*
2. *That the Mayor and City Clerk be authorized to execute the Plan of Survey, and any other applicable documents on behalf of the City, once prepared.*

PROPOSED APPROACH AND RATIONALE:

Since the land has already been subdivided to create developable lots, it is necessary to rezone the land from the current FUD – Future Urban Development Zoning District to a zoning district that will allow growth and development.

The proposed C4 – Highway Commercial Zoning District designation for Parcels 4, 5, 6, & 7 will allow for a multitude of commercial uses including, but not limited to: Retail Stores, Offices, Restaurants, Hotels, Athletic and Recreational Facilities. The C4 – Highway Commercial Zoning District will complement the surrounding area that has already been subdivided and rezoned. As development occurs, associated development permits and building permits will also be required.

Overall, changing the zoning district from FUD – Future Urban Development to C4 – Highway Commercial will give the subdivision purpose, while promoting economic and social prosperity for the future of Prince Albert.

Since the proposed rezoning conforms to the regulations contained in both the Zoning Bylaw and the Official Community Plan; Administration recommends that this bylaw be approved.

CONSULTATIONS:

The proposed Zoning Bylaw Amendment has been reviewed by Public Works, Community Services, Assessment, Fire & Emergency Services, and Planning and Development Services. No concerns were raised.

Planning and Development Services also consulted with all of the property owners whose land is proposed to be rezoned and no objections have been raised.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to completion of the public notice and approval of the 2nd and 3rd reading of Bylaw No. 23 of 2022, the affected property owners will be notified in writing of the City Council's decision. The Zoning Bylaw and City website will be updated accordingly.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

This Zoning Bylaw Amendment is guided by the “Sustainable Growth” goal set in the Strategic Plan; where the City will anticipate, encourage, and prepare for growth and be responsive to the needs of our community. In rezoning these lands, the City is preparing to accommodate for our growing economy.

OFFICIAL COMMUNITY PLAN:

Section 6.5 and subsection 6.5.4 of the City of Prince Albert’s Official Community Plan identifies the subject property as Highway Commercial land, as the purpose of Highway Commercial land is to:

“provide for the orderly development of automobile dependent accommodation and services for residents, tourists, and transient motorists along Highway 2, Highway 3” . . . “provide for regional retail and service commercial services”. . . “with the intention of making the city more attractive as a tourist destination while providing needed commercial activity.”

Since the intention is to develop the area into an entertainment and commercial service hub along Highway 3, the subject parcels conform to the purposes of the C4 - Highway Commercial Zoning District set out in the Official Community Plan.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required prior to first reading of Bylaw 23 of 2022; However, upon approval of 1st reading of this bylaw, Administration will proceed with issuing a public notice regarding the public hearing in the Prince Albert Daily Herald, as well as posting the public notice on the City’s website and the bulletin board at City Hall in accordance with the Public Notice Bylaw.

PRESENTATION:

None

ATTACHMENTS:

1. Bylaw 23 of 2022
2. Schedule “A”
3. Zoning Proximity Map

Written by: Darien Frantik, Development Coordinator

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

CITY OF PRINCE ALBERT BYLAW NO. 23 OF 2022

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

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

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

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

Parcel 4, Plan 102391646 Extension 0;
Parcel 5, Plan 102391646 Extension 0;
Parcel 6, Plan 102391646 Extension 0; and
Parcel 7, Plan 102391646 Extension 0;

Prince Albert, Saskatchewan

Shall be rezoned from FUD – Future Urban Development to C4 – Highway Commercial as shown in bold outline on the map, which is attached to and forms part of this bylaw and marked Schedule "A"

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

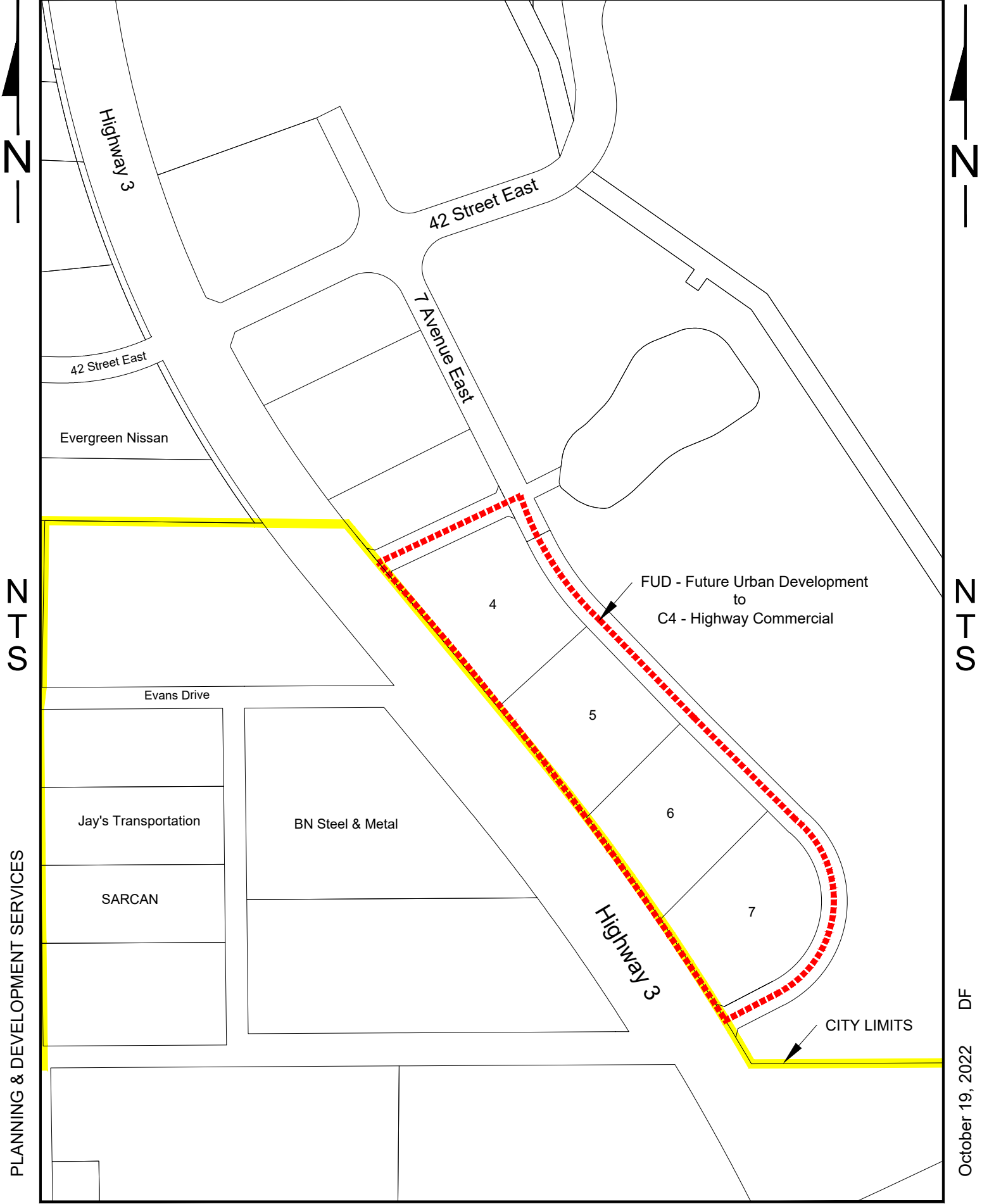
INTRODUCED AND READ A FIRST TIME THIS _____ DAY OF _____, A.D., 20 .

READ A SECOND TIME THIS _____ DAY OF _____, A.D., 20 .

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

MAYOR

CITY CLERK

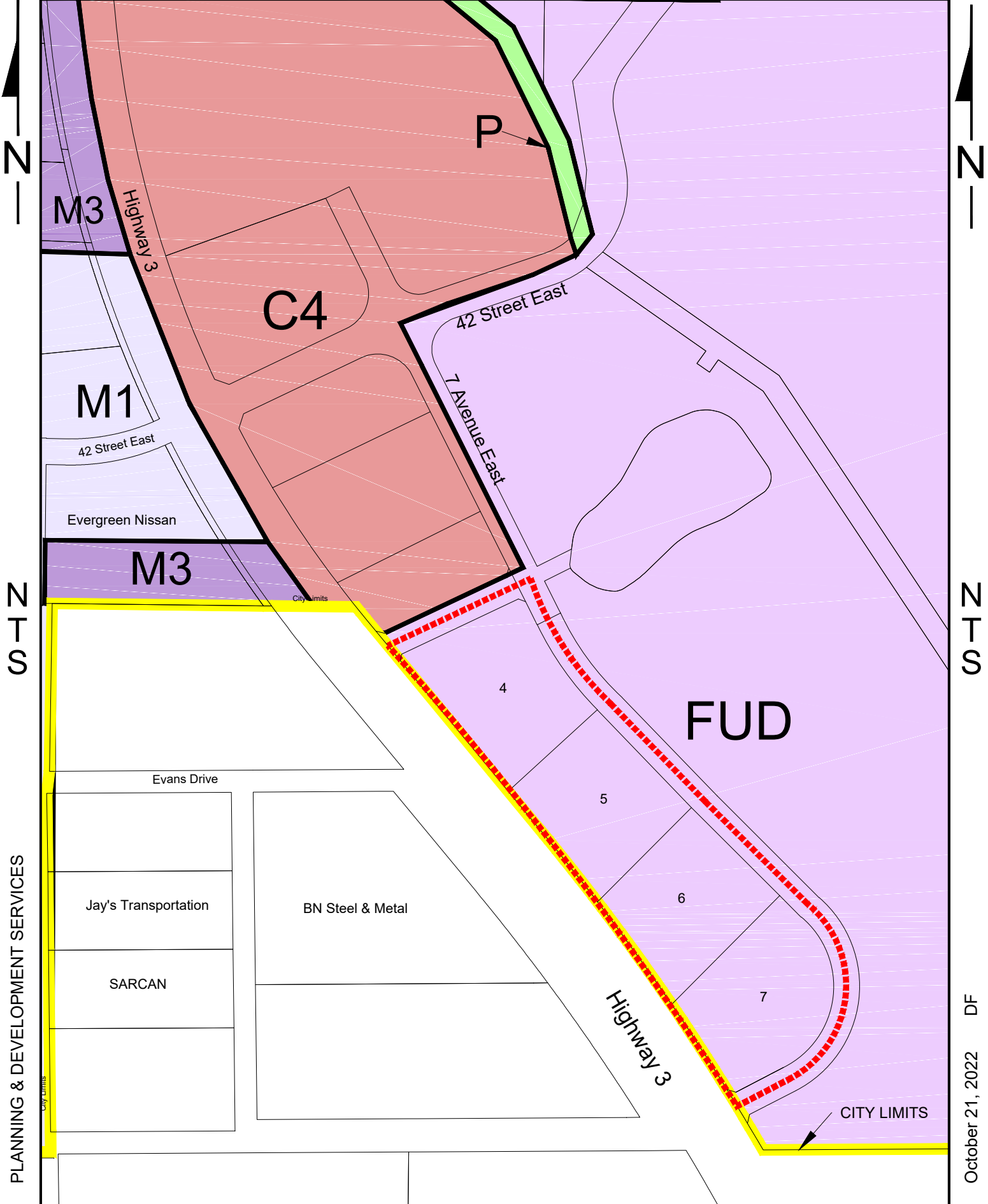


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PLANNING & DEVELOPMENT SERVICES

October 19, 2022 DF



PLANNING & DEVELOPMENT SERVICES



RPT 22-416

TITLE: Tax Title Lands - Disposal of 17 Gurney Crescent

DATE: **October 27, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the vacant property located at 17 Gurney Crescent, Legally described as Lot 1, Block 131, Plan 102094354 Ext 0 be listed for sale for \$74,500; and,
2. That the Mayor and City Clerk be authorized to execute the Sale Agreement and any other necessary documentation, on behalf of the City, once prepared.

TOPIC & PURPOSE:

The purpose of this report is to list 17 Gurney Crescent for sale at a price of \$74,500 plus GST (see attached Location Plan).

BACKGROUND:

On July 8, 2022, RPT 22-283 (attached) was considered and approved by City Council. This report provided background information on the above noted property, which was acquired through tax enforcement.

On August 18, 2022, the City of Prince Albert issued Tender #34/22 – Sale of 17 Gurney Crescent. The Tender ran for four (4) weeks and no Bid Offers were submitted that met the criteria (see attached).

PROPOSED APPROACH AND RATIONALE:

With no Bid Offers that met the criteria, on the Tender for this property, Administration recommends that the property be listed for \$74,500 and would consider this fair market value for the property.

CONSULTATIONS:

Planning and Development Services has consulted with and coordinated the acquisition and disposition of this tax title property with the Financial Services Department.

Planning and Development Services is also in consultation with the City Solicitor in order to mitigate issues arising in terms of process, and to recommend procedures promoting Councils input into identifiable policy options.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

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

FINANCIAL IMPLICATIONS:

As per Section 31(7) of the Tax Enforcement Act, since the property will be sold after the one (1) year mark of taking title, the City may retain all sale proceeds.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications.

STRATEGIC PLAN:

Although the acquisition, management, and disposal of tax title lands is heavily regulated and complex, Administration finds success in working collaboratively with other affected departments and agencies in an accountable and transparent manner.

OFFICIAL COMMUNITY PLAN:

As per Section 14.1 of the City of Prince Albert's Official Community Plan discusses policies that support the suggested recommendation:

"Goals:

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

PUBLIC NOTICE:

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

Should the City of Prince Albert receive an offer below the listed price of this property, public notice will be required prior to its sale.

PRESENTATION: NONE.

ATTACHMENTS:

1. RPT 22-282 - July 8, 2022
2. Tender #34/22
3. Location Plan

Written by: Darien Frantik, Development Coordinator

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



City of Prince Albert

RPT 22-283

TITLE: Tax Title Lands - Disposal of 17 Gurney Crescent

DATE: July 8, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Tax Title Land located at 17 Gurney Crescent, legally described as Lot 1, Block 131, Plan 102094354 Ext 0 be offered for public tender; and,
2. That upon completion of the public notice and bid process, Administration forward a report to City Council for consideration with a recommendation regarding the results of the bid process and next steps.

TOPIC & PURPOSE:

The purpose of this report is to approve the tax title property described above be offered for sale pursuant to *The Tax Enforcement Act*, by issuance of a Request for Bids.

BACKGROUND:

In October, 2021, the City of Prince Albert acquired title to property located at 17 Gurney Crescent, legally described as Lot 1, Block 131, Plan 102094354 Ext 0 through tax enforcement.

In accordance with *The Tax Enforcement Act*, (Tax Act), unless taken into the City's land holdings with the Government of Saskatchewan being provided compensation for school taxes, or otherwise providing its consent, the tax title property must be offered for sale within one (1) year of the date of the City acquiring title by public auction or tender by sealed bid, following the issuance of public notice. (Section 31(1) and (3)).

PROPOSED APPROACH AND RATIONALE:

In order to meet the Tax Act legislation noted above, Administration is recommending that the disposal process be initiated and that this property be put out for public bid. It is important to note that in accordance with *The Tax enforcement Act*:

- a. (Section 32(4)) Upon issuing the public tender for this property, City Council is not obligated to accept any bids that are not sufficient to recover the outstanding taxes, penalties and costs (which will be the minimum bid set for the tender process, and will be detailed further in a future report) and sell the property on the open market; though,
- b. (Section 32(5)) Council may accept the highest bid offered, even it is not sufficient to cover all outstanding taxes, penalties and costs.

As noted above, upon completion of the public notice and bid process, Administration will forward a more detailed report to City Council for consideration with a recommendation regarding the results of the bid process and next steps.

CONSULTATIONS:

Planning and Development Services has consulted with and coordinated the acquisition and disposition of this tax title property with the Financial Services Department.

Planning and Development Services is also in consultation with the City Solicitor in order to mitigate issues arising in terms of process, and to recommend procedures promoting Council's input into identifiable policy options.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

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

FINANCIAL IMPLICATIONS:

If the property sells within one (1) year of taking title, all of the City's outstanding costs will be deducted from the proceeds prior to providing a payout to the applicable school board or former property owner, if there are sufficient funds to do so. If the property sells after the one (1) one year mark, the City may retain all sales proceeds (Section 31(7) of the Tax Act).

A more detailed breakdown of outstanding taxes, fees, costs, etc. will be provided once the bid process has been completed. The goal in doing this is to better protect the validity of the bid process and have a more wholesome conversation with all the facts and figures.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications to consider with this report.

STRATEGIC PLAN:

As the acquisition, management and disposal of tax title lands is heavily regulated and complex, Administration finds success in working collaboratively with other affected departments and agencies, and in an accountable and transparent manner.

OFFICIAL COMMUNITY PLAN:

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

"Goals:

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

PUBLIC NOTICE:

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

In accordance with the Tax Act, Administration will provide the public with three (3) weeks' notice of the date of the proposed tender by posting on SaskTenders.

PRESENTATION:

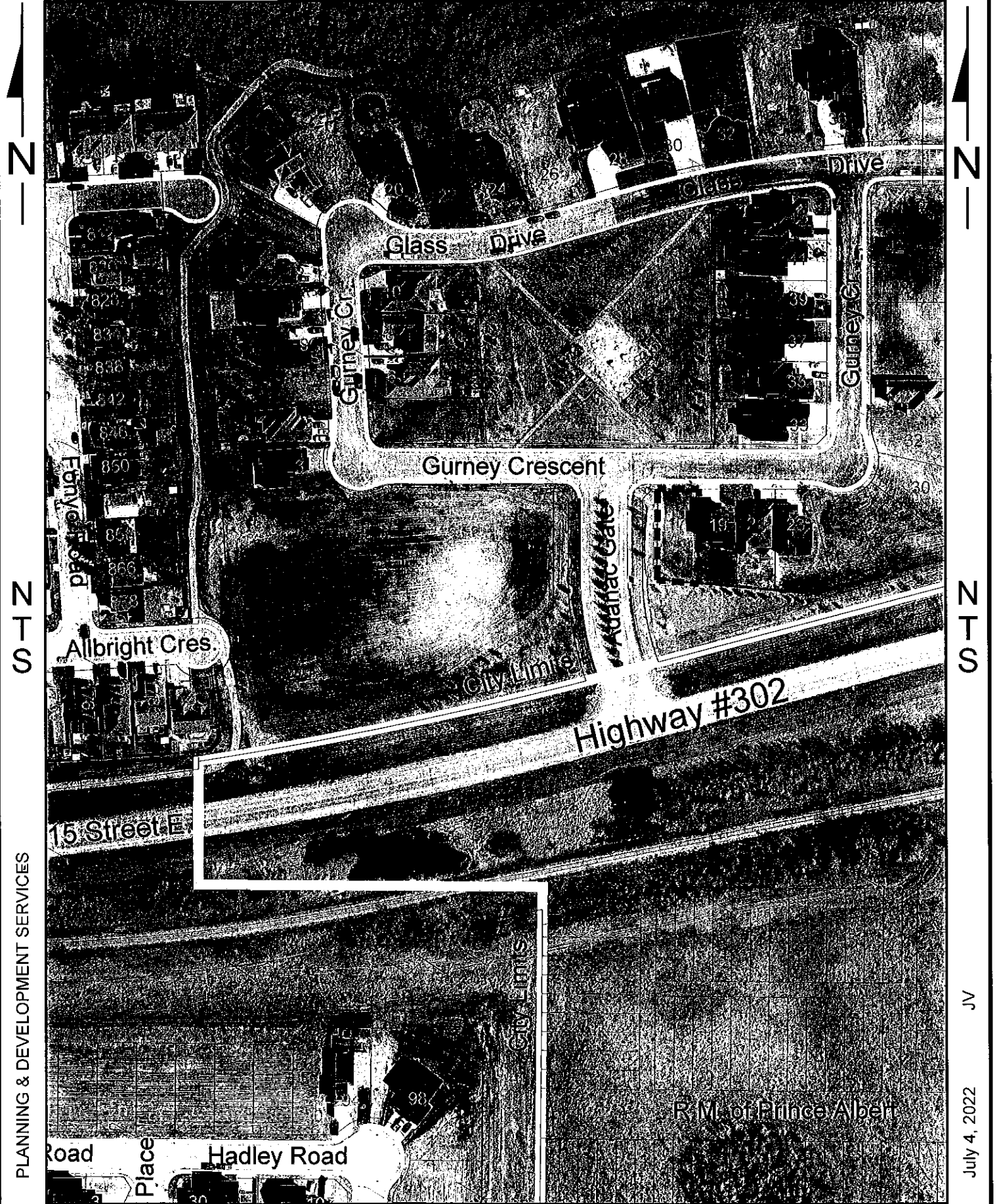
none

ATTACHMENTS:

1. Location Plan with Areal

Written by: Leanne Fyrk, Property Coordinator

Approved by: Director of Financial Services, Director of Planning & Development & City Manager



PLANNING & DEVELOPMENT SERVICES

17 Gurney Crescent - Lot 1, Block 131, Plan 102094354

Subject Property Identified With A Bold Dashed Line

JV
July 4, 2022



City of Prince Albert

Tender# 34/22

Sale of 17 Gurney Crescent

1 Instructions to Bidders

1. The City is requesting Bid Offers for the following: **Sale of 17 Gurney Crescent**.
2. The Tender will close at **2:00 pm, Saskatchewan Time, Thursday, September 15, 2022**. Bid Offers will be opened **immediately after 2:00 pm**, at the Municipal Service Centre, Purchasing Department, 11 – 38th Street East, Prince Albert, SK, S6W 1A5.
3. Technical questions regarding this Tender should be directed to Craig Guidinger, Director of Planning & Development Services, at 306-953-4370 or by email at cguidinger@citypa.com.

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

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

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

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

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

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

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

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

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

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

14. Bid pricing shall be open and irrevocable for forty-five (45) calendar days from the Tender closing time and date.
15. The City reserves the right to give preference to the Bidder whose Bid Offer includes any material, specifications or methods of execution that are deemed by the City to be superior to those of any other Bidder.
16. The successful Bidder must be able to meet and prove the following qualifications (where applicable):
 - Verification of Financing.
17. Any Bid Offer submitted is not necessarily accepted.
18. The Bid Offer price **must** be extended (to include all applicable taxes, etc.) and totalled accordingly.

19. The City's determination of the successful Bid Offer shall be final.
20. The conditions outlined herein shall be part of the Tender.
21. Should a dispute arise from the Terms and Conditions of this Tender regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.

2 Tender Process

1. Tenders received by the Purchasing Department **after 2:00 pm, Saskatchewan Time, Thursday, September 15, 2022** will not be considered.
2. Upon closing, the City of Prince Albert will review all Tenders for completeness and compliance with the requirements of this Tender.
3. The City of Prince Albert reserves the right to accept or reject any of the Bid Offers received.
4. The City of Prince Albert reserves the right to terminate the process without notice. Only those who have made a Bid Offer prior to closing will be contacted and informed.

3 Schedule

Tender Release Date: Thursday, August 18, 2022.

Tender Closing Date: Thursday, September 15, 2022.

Award of Agreement: Tuesday, September 27, 2022.

4 Project Goal | Requirements

4.1 Project Goal

1. The goal of this Tender is to sell the above noted residential parcel for immediate development.
2. Property Information:
 - a.) Legal Description: Lot 1, Block 131, Plan 102094354 Ext 0
 - b.) Lot size: irregular share and approximately 6,674 SF
 - c.) Access: Street front
 - d.) City Services: water and sanitary sewer.
 - e.) Former dwelling demolished, foundation removed, backfilled.
 - f.) Zone: R1 – Large Lot Residential Zoning District. The purpose of this zone is to provide primarily one unit residential development that allows for limited, complementary residential uses.
 - g.) The condition of the property being sold is “as is” and “where is”, The City makes no warranties or guarantees to the condition of the property.

See attached for an aerial photo of the property.

4.2 Project Requirements

1. The successful Bidder shall immediately enter into a sale agreement, to include a one (1) year build commitment.
2. Full payment (plus GST) is required at the time of signing the sale agreement. If the Bidder is a GST Registrant, they are required to provide their GST number at the time of signing the sale agreement. If applicable, each GST registrant will submit on their own behalf.
3. The successful Bidder is required to pay all 2022 prorated city taxes, which are to be calculated on closing date of sale.
4. The City will prepare and provide a Transfer Authorization once all sale conditions have been met.



**City of Prince Albert
Tender Bid Form**

Tender # 34/22

Description: Sale of Tax Title Land: 17 Gurney Crescent

Tenders will be received until **2:00 pm, Saskatchewan Time, Thursday, September 15, 2022**, as to contents at the Purchasing Department.

Date: **August 18, 2022**

From: Mike Lytle, Purchasing Manager

City of Prince Albert
Purchasing Department
Municipal Service Centre
11 – 38th Street East
Prince Albert, SK S6W 1A5
Phone: 306-953-4352
Email: **purchasing@citypa.com**

Description	Total Price
<p>BID OFFER for the purchase of 17 Gurney Crescent (reserve sale price set at \$74,500 plus GST)</p>	<p>\$ _____</p>

Bidder GST Registrant # _____	Sub-Total	_____
	GST (5%)	_____
	Grand Total	_____

Conditions of the Tender:

- Successful purchaser will be required to enter into a Sale Agreement along with full payment, and prorated property taxes.
- Transfer Authorization will be provided once prepared and sale conditions are met.
- The City of Prince Albert reserves the right to accept or reject any or all of the Bid Offers received.
- Prorated taxes will be calculated upon closing date of sale.
- Services to property line—Refer to Public Works.
- Sold “as is” and “where is” The City makes no warranties or guarantees to the condition of the property and/or building.
- The City of Prince Albert reserves the right to terminate the Tender process without notice.

Full Name of Company (please print) _____

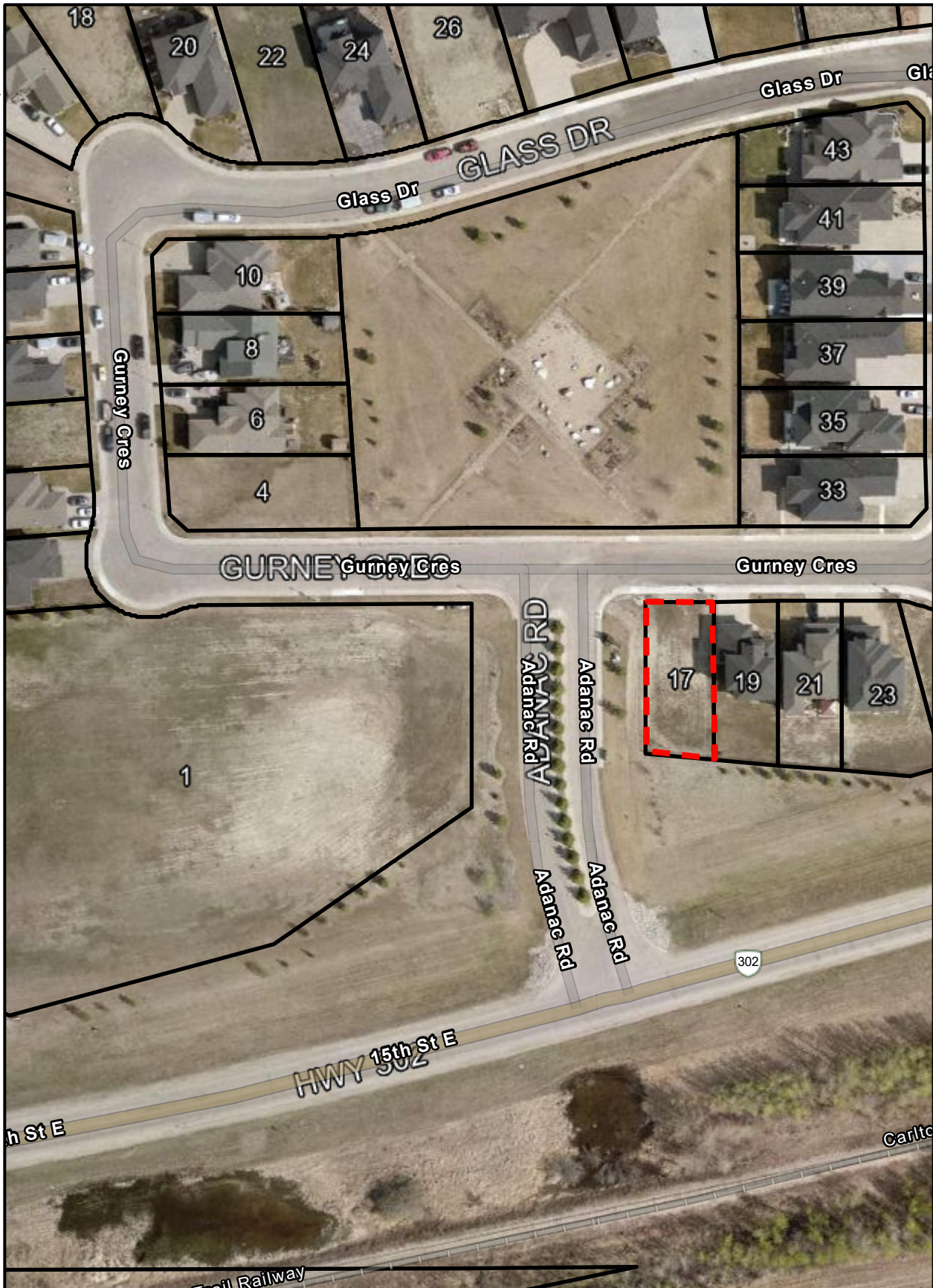
Address _____

City _____ Province _____ Postal Code _____

Name and Title (please print) _____

Signature of Authorized Officer _____ Date: (mm/dd/year) _____

Phone _____ Email _____



PLAN
S-N

PLAN
S-N

PLANNING & DEVELOPMENT

October 26, 2022

Subject Property Identified
With A Bold Dashed Line

RPT 22-410

TITLE: Deputy Mayor Appointments

DATE: **October 27, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following Councillors be appointed as Deputy Mayor for the term specified:

November 16, 2022 – February 15, 2023	Councillor D. Cody
February 16, 2023 – May 15, 2023	Councillor T. Zurakowski
May 16, 2023 – August 15, 2023	Councillor C. Miller
August 16, 2023 – November 15, 2023	Councillor B. Edwards
November 16, 2023 – February 15, 2024	Councillor T. Lennox-Zepp
February 16, 2024 – May 15, 2024	Councillor D. Ogrodnick
May 16, 2024 – August 15, 2024	Councillor T. Head
August 16, 2024 – November 13, 2024	Councillor D. Kilmer

TOPIC & PURPOSE:

The purpose of this report is to request approval of the Deputy Mayor Appointments until November 13, 2024.

BACKGROUND:

Deputy Mayor Appointments are outlined within The City's Procedure Bylaw No. 23 of 2021, as follows:

- “40. (1) *The Council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Councillors a Deputy Mayor who shall hold office for a term of three (3) months or for such longer period as the Council may decide, and in any event until a successor is appointed.*
- (2) (a) *Councillors shall be appointed alphabetically by last name following each regular municipal election, starting with the Councillor(s) having the most current consecutive terms in office, followed by the Councillor(s) having the next most current consecutive terms in*

office, and so on, until all Councillors, including newly elected, have been designated Deputy Mayor, following which the appointments will continue in that order until new Councillors are elected at a subsequent election.

- (b) *Notwithstanding the provisions of Subsection (2)(a), Council may by resolution allow one (1) member to change places with another as Deputy Mayor, but only with the mutual consent of both members, otherwise, the Deputy Mayor appointments must continue in the order as originally designated by Council.”*

Following the 2020 Election, City Council approved the Deputy Mayor Appointments through the process outlined in the Procedure Bylaw. At the November 8, 2021 City Council meeting Council considered and approved a change in the schedule to accommodate a request by Councillor Lennox-Zepp. At this time a new schedule is being proposed, which list the names of Councillors in the order as outlined in the Bylaw.

PROPOSED APPROACH AND RATIONALE:

The current schedule of Deputy Mayor Appointments expires on November 15, 2022.

The recommended appointments follow the Procedure Bylaw which provided that Councillors shall be appointed alphabetically by last name, starting with the Councillor(s) having the most current consecutive terms in office, followed by the Councillor(s) having the next most current consecutive terms in office and so on, until all Councillors, including newly elected, have been designated Deputy Mayor, following which the appointments will continue in that order until a new Council is Elected at a subsequent election.

CONSULTATIONS:

Consultation is not required as the appointment process is clearly outlined in the Procedure Bylaw.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The City Clerk’s Office will ensure that the schedule of Appointments is communicated to the necessary Departments to ensure payment for Deputy Mayor duties and for the scheduling of events and meetings that the Deputy Mayor is required to attend.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no other 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.

PUBLIC NOTICE:

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

ATTACHMENTS: NONE

Written by: Terri Mercier, City Clerk

Approved by: City Manager



City of
Prince Albert

INQ 22-11

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. October 17, 2022 City Council Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
From: City Manager

October 17, 2022 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Miller	INQ#22-27	Why is there residents with water bills that are higher than normal, around \$800, and are these bills real or fake as a way to get residents to sign-up to update meters and who made this decision.	Financial Services	26-Oct	The Director of Financial Services provided the attached response.
Councillor Edwards	INQ#22-28	Can Administration confirm that the garbage in the drainage ditch near Kwasnica Place has been cleaned up. Residents have reported large items and garbage in the ditch and have been there for many months.	Public Works	26-Oct	Sanitation Manager: The section of drainage ditch from 15 th Ave East to the Northeast to Muzzy Drive has been inspected and cleaned. The rest of the upstream channel will be cleaned by the end of this week.
Councillor Edwards	INQ#22-29	Could Administration please remind residents that all basketball nets must be removed from the streets prior to snowfall.	Planning & Development Services & Communications	26-Oct	Director of Planning & Development Services: I have instructed my Bylaw team to keep a lookout for basketball nets while they are out and about in residential areas. If they happen to see one that is not pulled back onto private property, they will make an effort to knock on the door and inform the property owner. If they are not able to make contact, they will leave a bylaw warning. If members of Council happen to have any specific addresses or areas if the City that are of specific concern, please feel free to pass onto myself or the Bylaw Manager, and we will have an Officer attend. In addition, Communications has posted a reminder on the City's social media platforms.

RESPONSE TO INQUIRY #22-27

Why is there residents with water bills that are higher than normal, around \$800, and are these bills real or fake as a way to get residents to sign up to update meters and who made this decision.

Response:

The process of finalizing the endpoint software meter project is 90% complete. Following multiple attempts to contact the owners, the Department decided to send out inflated water bills rather than disconnect the water for residents.

Further clarification from Councillor Head was requested as to how the City can mail out a bill that references “actual” water bills when the meter was not updated with our new system, and the resident feels it was an estimate and not an actual read of the meter.

Additional Response:

There are a number of ways that an “actual” meter reading could have been obtained while the end points weren’t working properly:

- 1. The water meter service staff could have taken an actual reading when they were at the residence to do work on the meter.*
- 2. Metercor could have driven by and taken a remote reading.*
- 3. There were approximately 1000 water meters that did not require the end point software update. They continued functioning throughout this past year.*

If a resident has any concerns regarding their reading, it is best if they call the Financial Services Department so we can review their account with them and answer any questions they may have.



City of
Prince Albert

MOT 22-19

MOTION:

- “1. That all requests for Tax Incentives and/or Exemptions or Abatements for Commercial, Industrial and Residential Development within The Yard District be denied; and,
2. That the City Solicitor and Director of Financial Services review the creation of an eight percent (8%) Levy on The Yard District as a way to subsidize the operational costs of the City’s new Aquatic and Arenas Recreation Centre.”

Written by: Mayor Dionne



City of
Prince Albert

MOT 22-20

MOTION:

“That the City Solicitor utilize Small Claims Court for the City’s compensation for the full cost of repairs and replacement of damaged City property.”

Written by: Mayor Dionne