



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, DECEMBER 12, 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 November 28, 2022 City Council Meeting Minutes for Approval (MIN 22-97)

7. NOTICE OF PROCLAMATIONS

8. PUBLIC HEARINGS

9. DELEGATIONS

10. COMMUNICATIONS

10.1 Water Supply Agreement (CORR 22-117)

11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 Snow and Ice Control Policy (RPT 22-464)
- 11.2 Water Treatment Plant 2023 Water Purification Materials Tender 42-22 (RPT 22-460)
- 11.3 Lease Agreement - Prince Albert Golf & Curling Club Inc. (RPT 22-471)
- 11.4 Animal Control Service Agreement Extension - Prince Albert SPCA (RPT 22-462)
- 11.5 PAREDA - Moving Forward (RPT 22-473)
- 11.6 Digital Billboard – 496 Marquis Road East (RPT 22-465)
- 11.7 Municipal Revenue Sharing Declaration of Eligibility (RPT 22-442)
- 11.8 2023 General Fund Operating and Capital Budget (RPT 22-461)
- 11.9 2023 Land Fund Operating and Capital Budget (RPT 22-469)
- 11.10 2023 Airport Fund Operating and Capital Budget (RPT 22-468)
- 11.11 2023 Water Utility Fund Operating and Capital Budget (RPT 22-466)
- 11.12 2023 Sanitation Fund Operating and Capital Budget (RPT 22-467)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 November 28, 2022 City Council Meeting Inquiry Responses (INQ 22-13)

16. NOTICE OF MOTION

17. MOTIONS

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 22-97

MOTION:

That the Minutes for the City Council Regular Meeting held November 28, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, NOVEMBER 28, 2022, 5:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Alex Paul, Deputy Fire Chief
Wes Hicks, Director of Public Works
Mitchell J. Holash, K.C., City Solicitor
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

0360. **Moved by:** Councillor Edwards
Seconded by: Councillor Head

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

5.1 Councillor Edwards – Item No. 11.3 – Member of the Carlton Park Community Club Board.

6. ADOPTION OF MINUTES

0361. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

That the Minutes of the Council Regular Meeting held November 7, 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 World Aids Day - December 1, 2022

7.2 Aboriginal Aids Awareness Week - December 1 - 5, 2022

8. PUBLIC HEARINGS

- 8.1 Bylaw No. 23 of 2022 - Rezoning Land - FUD-Future Urban Development to C4 - Highway Commercial 2nd Reading (RPT 22-443)

Mayor Dionne declared the hearing open.

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

Mayor Dionne declared the Hearing closed.

0362. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

That Bylaw No. 23 of 2022 be given second and third readings.

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

CARRIED UNANIMOUSLY

0363. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

That Bylaw No. 23 of 2022 be read a second time.

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

CARRIED UNANIMOUSLY

0364. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

That Bylaw No. 23 of 2022 be read a third time and passed, and that Bylaw No. 23 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

10.1 Call for Resolutions - 2023 SUMA Convention and Tradeshow (CORR 22-116)

0365. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Cody

That CORR 22-116 be received as information and filed.

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

CARRIED UNANIMOUSLY

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 2022 New Year's Eve Bus Service - Ride Free for NYE - Letter of Agreement – SGI (RPT 22-449)

0366. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

1. That the Letter of Agreement between The City and Saskatchewan Government Insurance to provide the 2022 New Year's Eve Bus Service Program "Ride Free for NYE" be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Letter of Agreement and any other necessary documents on behalf of The City.

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

CARRIED UNANIMOUSLY

11.2 Airport Terminal 33% Preliminary Design Presentation (RPT 22-452)

0367. **Moved by:** Councillor Cody
Seconded by: Councillor Zurakowski

That the Architect's thirty-three percent (33%) Airport Terminal Preliminary Design, as attached to RPT 22-424, be approved, and that the Architect be directed to continue with the Detailed Design.

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

CARRIED UNANIMOUSLY

11.3 Carlton Park Community Club Pave the Way Fundraiser Update (RPT 22-454)

0368. **Moved by:** Councillor Head
Seconded by: Councillor Ogrodnick

That the Carlton Park Community Club be authorized to formalize a Sponsorship Agreement with Diamond North Credit Union as part of the Pave the Way Fundraising Campaign.

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

Absent – Declared Conflict of Interest: Councillor Edwards

CARRIED UNANIMOUSLY

11.4 Grand Slam Ball Park Rebuild Update (RPT 22-453)

0369. **Moved by:** Councillor Edwards
Seconded by: Councillor Zurakowski

That the Prince Albert Minor Baseball Association continue to be authorized to formalize Sponsorship Agreements with the Sponsors, as outlined in RPT 22-422, in accordance with Section 2(d) of their Agreement with The City to fund improvements at the Kinsmen Baseball Complex at Crescent Acres.

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

CARRIED UNANIMOUSLY

11.5 2nd Avenue Banner Project (RPT 22-455)

0370. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Head

That the 2nd Avenue Banner Project for Phase 1, as outlined in RPT 22-402, be approved at a total cost up to \$14,000 from the Municipal Cultural Action Plan 2022 budget.

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

CARRIED UNANIMOUSLY

11.6 2023 Waiving of Fees Requests (RPT 22-456)

0371. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That the 2023 Waiving of Fees Requests, as outlined in RPT 22-413, be approved.

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

CARRIED UNANIMOUSLY

11.7 Request for 2021 Tax Relief - 67 - 13th Street East (RPT 22-451)

0372. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

That the request for Tax Relief for the property located at 67 – 13th Street East be approved in the amount of:

1. \$179,365.72 relating to 2021 Property Taxes; and,
2. \$53,418.77 relating to 2021 Interest/Penalties.

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

Against: Councillor: Zurakowski

CARRIED (8 to 1)

11.8 SUMA – IPTI "Review of the Property Tax System in Saskatchewan" Update (RPT 22-459)

0373. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Kilmer

That the Mayor and Administration work with Saskatchewan Urban Municipalities Association, City Mayors' Caucus, and City Managers to advocate for the implementation for the International Property Tax Institute Proposed Options three (3), four (4) and five (5) for the First Step in Change and proactively advocate for Option 1 as a Second Step in Change.

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

CARRIED UNANIMOUSLY

11.9 Homelessness Action Initiative (RPT 22-458)

0374. **Moved by:** Councillor Edwards
Seconded by: Councillor Head

- 1. That Administration move forward on the establishment of a Chronic Risk Solution Forum;
- 2. That the City provide coordinating support to community organizations and other levels of government to immediately begin action on solution to problems identified in the Homelessness Action Initiative; and,
- 3. That the Mayor's Office consider establishing a Housing Committee.

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

CARRIED UNANIMOUSLY

11.10 Residual Land Sale - 361 18th Street West (RPT 22-448)

0375. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

- 1. That the sale of residual land at 361 - 18th Street West, legally described as Lot 19, Block 15, Plan No. C199, Extension 0 and Lot 52, Block 15, Plan No. 101609883, Extension 240, to Keith Ludtke for \$3,500 be approved, subject to:
 - a. Consolidation of the subject properties with the adjacent parcel to the West of 361 - 18th Street West; and,
- 2. That the Mayor and City Clerk be authorized to execute the Sale Agreement and any necessary documents on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.11 2023 Board & Committee Appointments (RPT 22-426)

0376. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

That the appointments to City Council’s Boards & Committees be approved, as attached in Appendix A to RPT 22-426, along with the following amendments:

- 1. Change Councillor Kilmer to Councillor Zurakowski on Management Committee;
- 2. Change Councillor Zurakowski to Councillor Kilmer on Destination Marketing Levy Advisory Committee; and,
- 3. Change Councillor Kilmer to Councillor Zurakowski on North Central Saskatchewan Waste Management Corporation.

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 Edwards – The Yard District

- 1. What is included in the City of Prince Albert land purchase for the new Aquatic/Twin Pad Arena project;
- 2. When was this land purchase approved by Council;
- 3. What is included in the Rural Municipality of Prince Albert purchase of land for their new building and commercial development;
- 4. What information was provided to a local realtor following their public Council Inquiry in regards to their comparison of land value; and,
- 5. What are the subdivided parcels of land in “The Yard District”, currently being sold for.

The Director of Planning and Development Services, in responding to the inquiry, indicated that the City land purchase for the new Aquatic/Twin Pad Arena project also included clearing the land, lighting, water and sewer services, sidewalks, utilities, widening of Marquis Road and Highway 3, and intersections.

15. INQUIRY RESPONSES

15.1 November 7, 2022 City Council Meeting Inquiry Responses (INQ 22-12)

0377. **Moved by:** Councillor Ogradnick
Seconded by: Councillor Lennox-Zepp

That INQ 22-12 be received as information and filed.

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

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION

17. MOTIONS

17.1 Motion - Councillor Ogradnick - Install Snow Fences (MOT 22-21)

0378. **Moved by:** Councillor Ogradnick
Seconded by: Councillor Edwards

That Administration install Snow Fences annually in the following locations:

1. 15th Avenue East by Holy Cross School;
2. Pederson Road in Crescent Acres;
3. Muzzy Drive by the mail boxes near Ed Laird Park; and,
4. That Administration consider the need for snow fences and other options to reduce snow drifting along Marquis Road, River Street from 15th Avenue East to 8th Avenue West and other areas in the City.

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

CARRIED UNANIMOUSLY

18. PUBLIC FORUM

19. ADJOURNMENT – 6:04 P.M.

0379. **Moved by:** Councillor Kilmer
Seconded by: Councillor Lennox-Zepp

That this Council do now adjourn.

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

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 12TH DAY OF DECEMBER, A.D. 2022.



CORR 22-117

TITLE: Water Supply Agreement

DATE: December 7, 2022

TO: City Council

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Mayor's Office.

PRESENTATION: None.

ATTACHMENTS:

1. Letter dated December 1, 2022

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



December 1, 2022

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

Att'n: City Council and City Manager:

Re: Water Supply Agreement

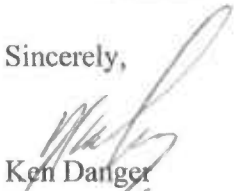
At your November 7th Council Meeting, there was a comment made that possibly some representatives of the City should meet with representatives from the Rural Water Utility to determine if an agreement can be reached whereby the Rural Water Utility would abandon their plans to build a water treatment plant in favour of continuing to purchase water from the City.

Our Board discussed the proposal at their last meeting and believe there is merit in having such an exploratory meeting.

If the City would like to pursue the proposal, I would ask that you suggest a couple of dates for the meeting.

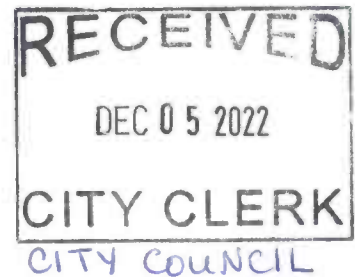
If you have any questions, do not hesitate to contact me.

Sincerely,


Ken Danger
General Manager

**Recommended
Disposition:**

Refer to
Mayor's Office





RPT 22-464

TITLE: Snow and Ice Control Policy

DATE: **November 29, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the proposed Snow and Ice Control Policy be approved.

TOPIC & PURPOSE:

To approve the updated Snow and Ice Control Policy.

BACKGROUND:

At the June 20, 2022 Executive Committee meeting, Administration presented extensively on the 2021/2022 winter maintenance season, including challenges, calls received, response times and operational changes that could support the City's efficient winter maintenance operations.

City Council then approved the following motion:

"That Administration forward a report with options and recommendations for updates to the Snow and Ice Control Policy and Clean Sidewalk Bylaw No. 9 of 1992 for consideration by members of Council at an upcoming meeting;"

Administration reviewed the City's Snow and Ice Control Policy and Clean Sidewalk Bylaw and presented these at the October 24, 2022 Executive Committee Meeting. During the meeting, administration received some detailed feedback and was requested to make changes to the policy. Those changes were incorporated into an updated report which was presented at the November 14, 2022 Executive Committee meeting.

Following the presentation on November 14, Executive Committee approved the updated Snow and Ice Control Policy with two amendments:

1. To add Social Media to Section 7.10 of the Snow and Ice Control Policy
2. To change the language around towing to 'may' instead of will

PROPOSED APPROACH AND RATIONALE:

Below is an outline of the proposed updates to the Snow and Ice Control Policy including updates based on feedback from both the October 24, 2022 and November 14, 2022 Executive Committee meetings.

Snow Storage Area

Administration proposed an update to the snow storage areas to include 1/3rd of the sidewalk as this has been a part of the operational procedure for snow clearing for many seasons. Administration recognizes that there is a balance to strike between snow clearing on driving lanes and maintaining space for pedestrian movement on sidewalks through the city.

The rationale for updating the definition of the Snow Storage Area aligns with Administrations overall goal of providing City Council and residents with a policy that is as accurate as possible to the current snow and ice control operations throughout the City and, as such, this update is not reflective of any suggestion on the part of Administration to change how sidewalks are used for storage. Currently, across the City, there are areas where operationally and depending on the accumulated snow, this snow must be pushed onto the sidewalks in order to accommodate effective snow clearing on roadways.

As previously indicated, moving windrows late in the season is more often than not, impossible, meaning that in order to accomplish effective snow clearing, operations must decide when and where to take up that room. It is important to highlight that this change to the wording of the policy does not reflect a proposed change in service but rather reflects the actual operation and level of service that has been provided over the previous winter maintenance seasons and any proposed changes to the use of snow storage, including the 1/3rd portion of the sidewalk, will force significant changes to the overall winter maintenance operations across the City.

School Zones

Administration is proposing an update to the level of service description for school zones to better reflect the operational reality for dealing with school zones as part of the priority snow clearing system.

From the feedback on the previous report and presentation, Administration has updated the policy document to explain that the winter maintenance activities within school zones will be conducted in such a way to avoid the creation of windrows, in place of using the word 'minimize' and this applies to the full extent of the school zone.

Chase Loaders and Windrows

Administration is recommending wording that reflects the current improved level of service, as well as wording that identifies an updated maximum windrow height that may be left by City winter maintenance crews. As identified in the June presentation by Administration, calls to clean up windrows take up a significant portion of time for the Roadways Division, as they need to be checked prior to calling equipment off their current winter maintenance activities to remove windrows blocking driveways. On top of requiring a lot of foreman and manager time, Administration struggled with enforcing a policy that identified a 12 inch (300mm) high windrow as being the homeowners' responsibility to clean up, since the level of service offered by the current operation is clearly better than what is written in policy. As such, Administration is recommending that the policy identify that the City will be responsible to remove windrows that are in excess of 6 inches (150mm), on average across driveways and other private crossings.

Priority Winter Maintenance Naming

Administration is suggesting that the Priority Areas be identified as follows:

Priority 1 – Major Arterials and Emergency Routes
Priority 2 – Collector Roads, City Bus Routes & School Zones
Central Business District
Residential

The table above identifies the same areas as before but removes the numbering system for the Central Business District and Residential. This should help with clarifying for City Council and Residents that those priority areas are maintained on an as needed basis, with the Central Business District typically receiving 2 or more snow lifts and Residential Roadways receiving, at least two rounds of grading per season.

Priority Maintenance Map (Updated Schedule A)

Administration has reviewed the plowing priority map, which forms Schedule A of the Snow and Ice Control Policy and has come up with some suggested updates. The updates, which may be found as an attachment to this report, mostly include alterations to match the current Prince Albert Transit bus routes. Additionally, the drawing also shows the suggested changes to the priority system naming convention, a revised location for one of the snow dumps and the inclusion of a portion of Veterans' Way as this road serves as emergency access for air ambulance.

The most noteworthy change to the priority map comes in the change of classification of some downtown streets from Priority 2 to 'Central Business District'. As with many of the other proposed changes to the policy, this change is meant to better reflect the current process and ability of the Roadways Division. The Central Business District, unlike much of the rest of the City, does not have a defined Snow Storage Area in the parking lanes, as access to the

downtown and downtown businesses is heavily dependant on on-street parking, with parking meters along roads through the majority of the downtown core. This reliance on on-street parking restricts the City's winter maintenance activity options for downtown to performing snow lifts, which are a very time and cost intensive operation completed either on night shifts or on early shifts on weekends. As regular grading can't be accommodated downtown, Administration proposed changing the downtown streets to be classified as 'Central Business District' roads. It is important to note, that changing the priority labels will not impact the current level of service for downtown. The CBD will be assessed regularly and, as noted above, will receive a minimum of 2 snow lifts each season.

Parking Bans, Ticketing and Towing

As ticketing and towing are important tools for helping to ensure compliance with parking bans during winter maintenance operations, Administration is recommending that the policy maintain the ability to do both. For the purpose of explanation to residents, the best bet is to assume that the City will tow vehicles that are parked in no parking zones due to Snow Route Parking Bans or in Temporary Parking Bans. However, depending on the specific winter maintenance operations, Administration will opt for ticketing when the winter maintenance activity supports it.

The current use of ticketing and towing in support of winter maintenance operations functions as laid out below:

- Snow Route Parking Bans: Towing.
 - When declared, Snow Route Parking Bans, operations requires quick access to Priority 1 roadways in order to quickly clear snow and avoid the need to return to maintain areas occupied by parking ban violators. For the purpose of a Snow Route Parking Ban, operations will utilize the towing.
- Temporary Parking Ban for Snow Lifting: Towing
 - When no parking signs are out for Snow Lifting operations, the City will make use of towing in order to be able to properly complete adequate snow removal on roadways.
- Temporary Parking Bans for Residential Grading: Ticketing.
 - When no parking signs are out for grading operations, the City will typically make use of ticketing in order to encourage future compliance with regular winter maintenance parking bans. However, with improvements to the City's bylaw enforcement group, the City will have improved abilities to track vehicles that regularly violate parking bans and, in some cases, towing could be used to complete adequate winter maintenance and to further encourage compliance.

This section has also been updated to include the changes in the Executive Committee motion from the November 14, 2022 meeting to reflect that vehicles 'may' be towed during a parking ban as well as to include social media as one of the many avenues for communicating Snow

Route Parking Bans.

Update to Section 7.08 Snow Loading, Hauling and Blowing

The wording for snow lifting in Section 7.08 was updated to clarify the maintenance standard that snow lifts will be completed for the entirety of the defined school zones and not just for the unloading zones within school zones.

Snow Dumps

Administration is recommending changes to the wording relating to snow dumps to better reflect the current operational strategy. The City operates two snow dumps that are accessible to local private snow haulers. City forces will clear and maintain areas within those snow dump sites only for use during City snow lifts. City forces will not clear or maintain areas within the snow dump for dumping by private haulers.

CONSULTATIONS:

The update to the Snow and Ice Control Policy included consultations with various City Departments as well as a number of updates and presentations at Executive Committee Meetings.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

By setting minimum standards through the Snow and Ice Control Policy, there is a level of predictability for residents and motorists on the nature and order of operations. The proposed changes are expected to assist with communication by ensuring that the standards outlined in policy and online match the service levels being provided. Once changes are approved, the communications activities identified below will be completed.

Snow and Ice Control Communication Plan	
Purpose	<ul style="list-style-type: none"> • Engaging on all platforms with residents: <ul style="list-style-type: none"> ○ Targeted messages to key problem areas regarding snow and ice control ○ Educate on snow operations: Definitions and Service Levels
Target Audience	<ul style="list-style-type: none"> • City of Prince Albert Residents and Business Community

<p>Key Dates</p>	<ul style="list-style-type: none"> • Oct 2022 – Media release RE: Policy review of Snow and Ice Control • Nov 2022 – Share key policy standards once approved by Council • Seasonal – Bite-sized Messages to follow when necessary and timely
<p>Bite-sized Messages</p>	<p>The snow policy identifies minimum standards for snow operations. Communications for the season will be broken up into “bite-sized messages” and released throughout the season.</p> <ol style="list-style-type: none"> 1. Priority Streets 2. CBD: Snow lifts 3. Residential minimum of grading/lifts 4. Snow lift vs Grading (what is the difference in operations & cost) 5. School Zone approach 6. Driveways 7. Windrows: Driveways (6”) and Streets (hardly ever) 8. Sidewalks 9. Rotary trail 10. Snow Bans / Snow Route & Enforcement (Ticketing and Towing) 11. Snow Plowing Signage (12 Hours’ notice) & Enforcement (Ticketing and Towing) 12. Addressing excuses for not moving vehicles

1. Policy Updates

Activity	Date	Notes	Complete
Website Update https://www.citypa.ca/en/parking-streets-and-transportation/snow-	Nov 14		

plowing.aspx?_mid_=21944			
Front Page of city Website	Nov 14		
December Back of Water Bills Graphic	Dec 1st	Use website content and build a graphic that explains at a glance some of the key policy standards	
Internal Meeting with front line staff	Nov 21	Review standard responses to common inquiries	

2. Parking Bans (Snow events more than 10cm)

Activity	Date	Notes	Complete
Progress Updates on Social Media	when necessary and timely		
Media Release (Parking Ban)	when necessary and timely		
Website Banner Alert	when necessary and timely		
Notes:			

3. Bite-sized Messages

Activity	Date	Notes	Complete
Graphics for each message: Facebook and Instagram	when necessary and timely		
Standard Responses <ul style="list-style-type: none"> • For Social Media responses • For PW phone responses 	when necessary and timely		
Produce 30-45 second explanation video	Throughout the season		

Search LINK (CLUDO)	when necessary and timely	With this website feature we can add hot topics to our search bar where it will show up.	
Notes:			

POLICY IMPLICATIONS:

Approval of the updated Snow and Ice Control Policy will replace the previously approved version of this policy.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Financial Considerations, Privacy Implications or Other Considerations/Implications.

STRATEGIC PLAN:

Updating the Snow and Ice Control Policy will support the City’s Strategic Goal of fostering an active and caring community by better providing high quality services to meet the needs and expectations of the City’s citizens.

OFFICIAL COMMUNITY PLAN:

An updated Snow and Ice Control Policy supports the Official Community Plan goal of facilitating traffic movements within the City.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendation.

PUBLIC NOTICE:

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

ATTACHMENTS:

- Proposed Snow and Ice Control Policy redline mark up
- Proposed Priority Plowing Map (Schedule A) marked up with changes
- Proposed Snow and Ice Control Policy Final
- Proposed Priority Plowing Map (Schedule A) Final

Written by: Jeff Da Silva, Operations Manager

Approved by: Director of Public Works & City Manager

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.2
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	May 7, 2018
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Approved by:	Wes Hicks Amjad Khan, Director of Public Works	Procedure Amendment	

1 POLICY

1.01 To describe the manner in which snow and ice control will be conducted.

2 PURPOSE

2.01 The purpose of this policy is **to set clear snow and ice control service standards for City Operations in order to:**

- **To maintain the free movement of traffic, particularly emergency services and transit in a timely manner following winter weather events**
- **To reduce the risk of accidents and dangerous driving conditions caused by winter conditions**
- **To minimize the economic loss to the community resulting from changing winter weather conditions**
- **To provide timely access to City owned parking lots to patrons**
- ~~To provide for the operation of emergency services and transit.~~
- ~~To provide vehicular traffic with adequate mobility under prevailing winter conditions within the City's financial resources.~~
- ~~To prevent or reduce accidents or injuries due to winter conditions.~~
- ~~To minimize economic loss to the community resulting from restricted transportation routes.~~
- ~~To ensure that City owned parking lots do not become impassable.~~

3 SCOPE

3.01 This Statement of Policy and Procedure applies to the Public Works Department.

4 RESPONSIBILITY

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4.01 The Director of Public works or designate is responsible for ensuring compliance with this Policy.

~~4.02 The business owner is responsible for ensuring that accumulated snow is stored and contained within his/her property and removing any accumulation of snow or ice from the property prior to snow melting if it is affecting adjacent properties.~~

5 DEFINITIONS

5.01 In this policy:

- CENTRAL BUSINESS DISTRICT - The downtown core as illustrated in Schedule A
- COMPACTED SNOW SURFACE - Snow will be allowed to accumulate and be packed by traffic or leveled by snow ploughs maintenance equipment
- DE-ICER - means the chemical agent that the City of Prince Albert uses to mix with sand to control ice, usually Road Salt.
- DIRECTOR OF PUBLIC WORKS – means the Director of Public Works or Designate.
- ICE CONTROL - The control of the build up of packed snow or ice through the use of equipment, Sanding and De-icing materials.
- OPENED - means the plowing of snow from the driving lanes to the side.

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- SANDING - means the application of ~~de-icer or treated~~ sand to improve traction **on driving surfaces**.
- SNOW DUMP - Approved location for the dumping and storage of hauled snow.
- SNOW LIFT – Removal of snow using a loader mounted snow blower or loader with bucket to lift snow off the roadway surface into trucks to be hauled to a snow dump location
- ~~WINDROWS/SNOW RIDGES – Ruts occurring in driving lanes from wheel path traffic~~ **Snow pushed up from grading and plowing that is stored in the defined snow storage areas along the side of roadways.**
- SNOW STORAGE AREA – ~~Delineated as the area from the curb into the parking lane, as required, due to volume of snowfall.~~ Area adjacent to the driving lane of a road (often the parking lane), including up to one third of an adjacent sidewalk, that is used to store snow cleared from the driving surface of a roadway. This does not apply within the Central Business District as winter maintenance downtown consists largely of completing snow lifts and does not include storing snow in windrows

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Bylaw No. 9 of 1992
- 6.02 Bylaw No. 16 of 2007
- 6.03 Bylaw No. 1 of 2013

7 PROCEDURE

City of Prince Albert Statement of POLICY and PROCEDURE			
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7.01 Preamble

The City, in establishing the Snow and Ice Control Policy, sets priorities that provide the greatest benefit to the majority of the traveling public, while recognizing funding limitations.

7.02 Priorities

The City has set four priority ratings for roads, as illustrated in Schedule A.

Priority 1: Major Arterial roads and Emergency routes.

Priority 2: Collector roads, City bus routes and school zones.

~~Priority 3: Central Business Districts and around other business areas.~~

~~Priority 4: Resident Streets and ~~than~~ rear lanes if needed~~

7.03 Standards

~~The service standards outlined below are meant as targets to be achieved following snow events or as conditions change requiring winter maintenance. The timelines are to be targeted by winter maintenance operations but are dependent on the magnitude and timing of the winter weather events.~~ When storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority.

- ~~Priority 1: The Roads shall be opened in 24 hours have Ice Control operations concluded in 24 hours.~~

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- Priority 2: The roads shall be opened in 48 hours, ploughed in 120 hours and have Ice Control operations concluded in 48 hours.
- ~~Central Business District Priority 3:~~ The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.
- ~~Residential Priority 4:~~ The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.

7.04 Commencement of Operations

Snow Plowing Operations will commence in priority order upon a **packed** snow accumulation of 4 inches (**100mm**), or will be based on an assessment of need by the Director of Public Works. Consideration of field conditions and the weather forecast will be evaluated by the Director of Public Works in determining when Snow Plowing Operations commence. Additionally, priorities may be shifted, based on the sole discretion of the Director of Public Works.

- Priority 1 roads will be ploughed to remove snow as close to the road surface as possible.
- Priority 2 roads will be ploughed to remove snow, but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty.
- School Zones will **have winter maintenance completed to improve accessibility to traffic while avoiding the creation of windrows to avoid blocking drop off zones. School zones will then either** have snow blown off of the roadway surface or will have snow lifted to a

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~~designated~~ snow dump periodically, which will be completed over winter breaks, as needed, to avoid school traffic or as determined by the Director of Public Works.

- ~~Central Business District Priority-3~~ roads will be bladed to maintain a Compacted Snow Surface.
- ~~Residential Priority-4~~ roads will be completed after all other Priority Streets are ploughed, and will only be completed as required to ensure that they are passable. ~~Residential streets will be plowed according to the areas outlined in Schedule B.~~ The order of residential street clearing will be at the discretion of the Public Works Director with consideration given to garbage and recycling pick-up schedules, existing conditions (snow drifts, new snowfall etc.) and what is most efficient given existing resources and time available.
- Lanes are considered to be the lowest priority and will be conducted based on ~~feasibility need~~.

7.05 **Windrows and Chase Loaders**

~~Snow plowing and grading results in windrows on the sides of City roadways, which has the potential to deposit snow and ice through intersections, lane entrances and in front of driveways and other crossings. City graders will make use of snow gates, when available and road grading crews will be accompanied by chase loaders in order to limit the amount of snow left at driveways and other crossings.~~

~~The clearing of windrows left by winter maintenance equipment at intersections, lane entrances and bus stops is the responsibility of the City.~~

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The clearing of windrows in front of driveways into private properties is the responsibility of the property owner or occupant, unless the windrow left by City crews exceeds 6 inches (150mm) in height on average across the width of the driveway. If it is discovered that City crews leave a windrow greater than 6 inches (150mm) in height, a chase loader will return to clear the windrow.

The Director of Public Works will have the discretion to assess complaints, regarding windrows left by winter maintenance activities.

~~Snow Plowing may result in windrows on both sides of the road.~~

~~If a motor grader with a snow gate attachment is used, attempts will be made to keep driveways clear, but any spillage shall be the responsibility of the property owner or affected individual, company or corporation.~~

~~The clearing of windrows, left by Snow Plowing equipment at intersections, lane entrances and bus stops, will be the responsibility of the City and will be cleared as soon as is practical.~~

~~The Director of Public Works will have the discretion to assess complaints, regarding windrows left due to errors made while utilizing gating equipment. If deemed that the windrow was deposited due to operator error and is nominally assessed as being greater than 12 inches in height, the Director or Designate has the authority to utilize a Chase Loader for the removal of the windrow.~~

7.06 Ice Control For Roads, City Owned Parking Lots

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The City will provide Ice Control on City roads, parking lots and lanes in accordance with the identified Priorities, and more specifically, in accordance with the following sub-priorities:

- Intersections with traffic lights, roads with steep grades.
- Intersections, railway crossings and corners on Priority 1 roadways.
- Intersections and corners on Priority 2 roads.
- Intersections and corners on Central Business District roads at the discretion of the Director of Public Works.
- Parking lots and lanes as required providing for Ice Control.
- Adjacent to water main breaks and other similar emergency areas at the discretion of the Director of Public Works.

Ice Control will not normally be undertaken mid block except at the discretion of the Director of Public Works.

De-icer or sand with a high concentration of de-icer shall be used only in emergency situations.

Snow Plowing should normally precede sanding operations, except under extreme conditions.

7.07 SNOW RUTS

Snow ruts will **be assessed throughout the winter maintenance season and will also be dealt with on a complaint service request driven basis**

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~~driven process.~~ and Snow rut maintenance activities will be conducted ~~on~~ at the discretion of the Director of Public Works. Snow ruts will be evaluated on impassibility, nominally evaluated as 6 inches accumulated ice depth.

7.08 Snow Loading, Hauling and Blowing From Roads, City – Owned Parking Lots, and Lanes (Snow Lifts)

Snow Loading and Hauling Operations on roadways designated Priority 1 and 2 will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and depth to impede the flow of traffic.

Snow Loading and Hauling Operations on School zones will be ~~limited to~~ limited to ~~unloading~~ defined school zones, as deemed necessary by the Director of Public Works. Operations will not take place in school zones between the hours of 0800 to 0930, 1130 to 1330 and 1500 to 1630, when school is in session.

7.09 Snow Dumps

The City has two approved public snow dump locations, as defined in Schedule A. These are public snow dumping sites that are accessible to local snow hauling contractors but maintenance to clear areas for dumping is only completed for City snow lifting and not to accommodate dumping by private snow haulers.

Alternate locations for City snow hauling may be opened as needed on City owned land but are not accessible to private haulers.

~~All snow hauled by City forces, shall be hauled to an approved City Snow Dump, as defined in Schedule A.~~

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7.10 Snow Routes and Snow Route Parking Bans

Snow Routes are identified as Priority 1 roads as identified in Schedule A. Parking is prohibited on snow routes when a Snow Route Parking Ban is declared. The Snow Route system allows the City to open arterial and emergency routes quickly after a major winter storm, to ensure safe travel within the city.

Parking Bans on Priority One roads will be declared at either 9:00 a.m. or 4:00 p.m. When a Snow Route Parking Ban is declared, vehicles must be removed from a designated road immediately. The ban will be in effect for 48 hours, but may be re-declared at the discretion of the Director of Public Works.

If a Snow Route Parking Ban is declared notices will be sent to local media and will be posted on the City of Prince Albert website **as well as social media accounts**. However, residents are ultimately responsible for monitoring snowfall and watching out for bans before parking on a Snow Route. Vehicles that do not adhere to the parking ban will be in violation of the City of Prince Albert Traffic Bylaw, and **may be ticketed or towed** and the owner of the vehicle shall be responsible for all towing **and impound** costs. The City will provide notice when a Snow Route Parking Ban has been lifted.

7.11 Other Temporary Parking Bans

Other Temporary Parking bans on ~~roadways priority two, three and four streets~~ will be implemented as required by operations. Streets will be signed at least 12 hours in advance to notify motorists of the temporary parking ban. Areas where parking is to be banned will be signed in advance, unless the Director of Public Works determines that emergent

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conditions exist. Vehicles that do not adhere to the parking ban shall be ticketed and/or towed and the owner of the vehicle shall be responsible for all towing costs as per the City of Prince Albert Traffic Bylaw.

7.12 Sidewalk Snow Clearing

The removal of snow from sidewalks designated within the Central Business District is subject to Bylaw No 9 of 1992.

The removal of snow from sidewalks outside of Bylaw No 9 of 1992 are the responsibility of the owner. Removal of snow from sidewalks outside of the jurisdiction of Bylaw No 9 of 1992 is required within 48 hours. Property owners are responsible for removing all snow from sidewalks adjacent to their property, within 48 hours of the snow being deposited. It is illegal to remove snow from public or private property and place it on other public property **or roadway**.

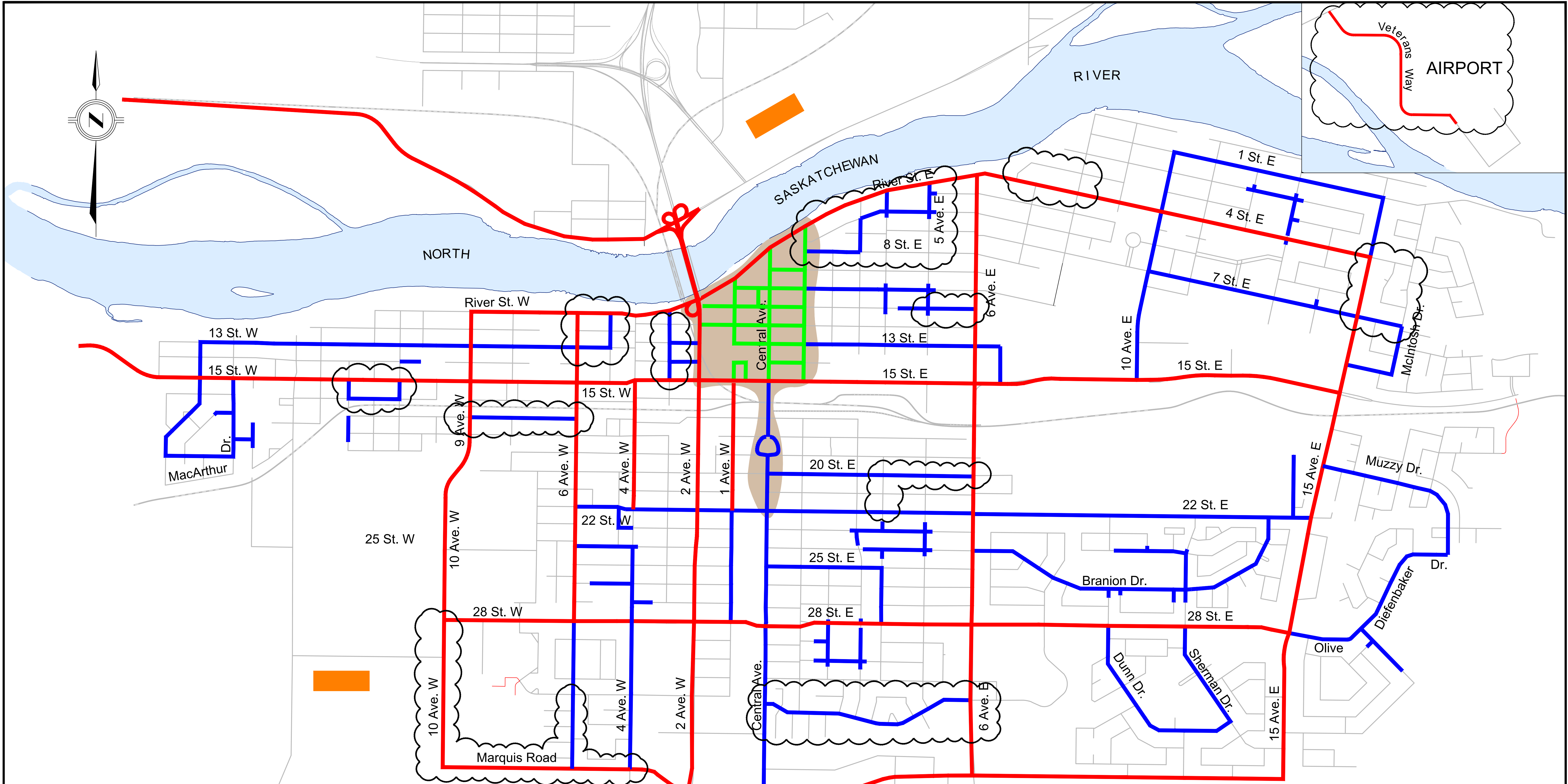
Under certain conditions, where there is a greater volume of snow accumulation over the course of the season one third of the sidewalk may be used for snow plowing operations. In these cases, property owners would be responsible for clearing the remaining two-thirds of the sidewalk.

7.13 Snow Containment

Business or property owners who pile and store snow on their properties should ensure that accumulated snow is contained on their own property and not affecting any adjacent properties. If the accumulated snow causes drainage and flooding issues, to the surrounding properties, during the spring thaw, then it is the responsibility of the business or property owner to remove and haul the snow to an adequate snow disposal area to

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eliminate impacts on other properties. In case of a complaint submitted to the City of Prince Albert regarding snow containment issues, the City will notify the business or property owner of the issue and request the snow containment issue be resolved.



City of Prince Albert

PLOWING PRIORITY - SCHEDULE A.

LEGEND

- Priority 1 — Major Arterials & Emergency Routes
- Priority 2 — Collector Roads, City Bus Routes & School Zones
- Central Business District
- Residential
- Central Business District
- Public Snow Dump Sites
- Lanes Are Cleared By Complaint Or As Last Program

Denotes changes to map



Snow Routes

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Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

1 POLICY

1.01 To describe the manner in which snow and ice control will be conducted.

2 PURPOSE

2.01 The purpose of this policy is to set clear snow and ice control service standards for City Operations in order to:

- To maintain the free movement of traffic, particularly emergency services and transit in a timely manner following winter weather events
- To reduce the risk of accidents and dangerous driving conditions caused by winter conditions
- To minimize the economic loss to the community resulting from changing winter weather conditions
- To provide timely access to City owned parking lots to patrons

3 SCOPE

3.01 This Statement of Policy and Procedure applies to the Public Works Department.

4 RESPONSIBILITY

4.01 The Director of Public works or designate is responsible for ensuring compliance with this Policy.

5 DEFINITIONS

5.01 In this policy:

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- **CENTRAL BUSINESS DISTRICT** - The downtown core as illustrated in Schedule A
- **COMPACTED SNOW SURFACE** - Snow will be allowed to accumulate and be packed by traffic or leveled by maintenance equipment
- **DE-ICER** - means the chemical agent that the City of Prince Albert uses to control ice, usually Road Salt.
- **DIRECTOR OF PUBLIC WORKS** – means the Director of Public Works or Designate.
- **ICE CONTROL** - The control of the build up of packed snow or ice through the use of equipment, Sanding and De-icing materials.
- **OPENED** - means the plowing of snow from the driving lanes to the side.
- **SANDING** - means the application of sand to improve traction on driving surfaces.
- **SNOW DUMP** - Approved location for the dumping and storage of hauled snow.
- **SNOW LIFT** – Removal of snow using a loader mounted snow blower or loader with bucket to lift snow off the roadway surface into trucks to be hauled to a snow dump location
- **WINDROWS/SNOW RIDGES** – Snow pushed up from grading and plowing that is stored in the defined snow storage areas along the side of roadways.

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- **SNOW STORAGE AREA** – Area adjacent to the driving lane of a road (often the parking lane), including up to one third of an adjacent sidewalk, that is used to store snow cleared from the driving surface of a roadway. This does not apply within the Central Business District as winter maintenance downtown consists largely of completing snow lifts and does not include storing snow in windrows

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Bylaw No. 9 of 1992
- 6.02 Bylaw No. 16 of 2007
- 6.03 Bylaw No. 1 of 2013

7 PROCEDURE

7.01 Preamble

The City, in establishing the Snow and Ice Control Policy, sets priorities that provide the greatest benefit to the majority of the traveling public, while recognizing funding limitations.

7.02 Priorities

The City has set four priority ratings for roads, as illustrated in Schedule A.

Priority 1: Major Arterial roads and Emergency routes.

Priority 2: Collector roads, City bus routes and school zones.

Central Business Districts.

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Resident Streets and rear lanes if needed

7.03 Standards

The service standards outlined below are meant as targets to be achieved following snow events or as conditions change requiring winter maintenance. The timelines are to be targeted by winter maintenance operations but are dependent on the magnitude and timing of the winter weather events. When storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority.

- Priority 1: The Roads shall be opened in 24 hours have Ice Control operations concluded in 24 hours.
- Priority 2: The roads shall be opened in 48 hours, ploughed in 120 hours and have Ice Control operations concluded in 48 hours.
- Central Business District: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.
- Residential: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.

7.04 Commencement of Operations

Snow Plowing Operations will commence in priority order upon a snow accumulation of 4 inches (100mm), or will be based on an assessment of

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need by the Director of Public Works. Consideration of field conditions and the weather forecast will be evaluated by the Director of Public Works in determining when Snow Plowing Operations commence. Additionally, priorities may be shifted, based on the sole discretion of the Director of Public Works.

- Priority 1 roads will be ploughed to remove snow as close to the road surface as possible.
- Priority 2 roads will be ploughed to remove snow, but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty.
- School Zones will have winter maintenance completed to improve accessibility to traffic while avoiding the creation of windrows to avoid blocking drop off zones. School zones will then have snow blown off of the roadway surface or will have snow lifted to a snow dump periodically, which will be completed over winter breaks, as needed, to avoid school traffic or as determined by the Director of Public Works.
- Central Business District roads will be bladed to maintain a Compacted Snow Surface.
- Residential roads will be completed after all other Priority Streets are ploughed, and will only be completed as required to ensure that they are passable. The order of residential street clearing will be at the discretion of the Public Works Director with consideration given to garbage and recycling pick-up schedules, existing conditions (snow drifts, new snowfall etc.) and what is most efficient given existing resources and time available.

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- Lanes are considered to be the lowest priority and will be conducted based on need.

7.05 Windrows and Chase Loaders

Snow plowing and grading results in windrows on the sides of City roadways, which has the potential to deposit snow and ice through intersections, lane entrances and in front of driveways and other crossings. City graders will make use of snow gates, when available and road grading crews will be accompanied by chase loaders in order to limit the amount of snow left at driveways and other crossings.

The clearing of windrows left by winter maintenance equipment at intersections, lane entrances and bus stops is the responsibility of the City.

The clearing of windrows in front of driveways into private properties is the responsibility of the property owner or occupant, unless the windrow left by City crews exceeds 6 inches (150mm) in height on average across the width of the driveway. If it is discovered that City crews leave a windrow greater than 6 inches (150mm) in height, a chase loader will return to clear the windrow.

The Director of Public Works will have the discretion to assess complaints, regarding windrows left by winter maintenance activities.

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7.06 Ice Control For Roads, City Owned Parking Lots

The City will provide Ice Control on City roads, parking lots and lanes in accordance with the identified Priorities, and more specifically, in accordance with the following sub-priorities:

- Intersections with traffic lights, roads with steep grades.
- Intersections, railway crossings and corners on Priority 1 roadways.
- Intersections and corners on Priority 2 roads.
- Intersections and corners on Central Business District roads at the discretion of the Director of Public Works.
- Parking lots and lanes as required providing for Ice Control.
- Adjacent to water main breaks and other similar emergency areas at the discretion of the Director of Public Works.

Ice Control will not normally be undertaken mid block except at the discretion of the Director of Public Works.

De-icer or sand with a high concentration of de-icer shall be used only in emergency situations.

Snow Plowing should normally precede sanding operations, except under extreme conditions.

7.07 SNOW RUTS

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	8 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

Snow ruts will be assessed throughout the winter maintenance season and will also be dealt with on a service request driven basis. Snow rut maintenance activities will be conducted at the discretion of the Director of Public Works. Snow ruts will be evaluated on impassibility, nominally evaluated as 6 inches accumulated ice depth.

7.08 Snow Loading, Hauling and Blowing From Roads, City – Owned Parking Lots, and Lanes (Snow Lifts)

Snow Loading and Hauling Operations on roadways designated Priority 1 and 2 will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and depth to impede the flow of traffic.

Snow Loading and Hauling Operations on School zones will be limited to defined school zones, as deemed necessary by the Director of Public Works. Operations will not take place in school zones between the hours of 0800 to 0930, 1130 to 1330 and 1500 to 1630, when school is in session.

7.09 Snow Dumps

The City has two approved public snow dump locations, as defined in Schedule A. These are public snow dumping sites that are accessible to local snow hauling contractors but maintenance to clear areas for dumping is only completed for City snow lifting and not to accommodate dumping by private snow haulers.

Alternate locations for City snow hauling may be opened as needed on City owned land but are not accessible to private haulers.

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7.10 Snow Routes and Snow Route Parking Bans

Snow Routes are identified as Priority 1 roads as identified in Schedule A. Parking is prohibited on snow routes when a Snow Route Parking Ban is declared. The Snow Route system allows the City to open arterial and emergency routes quickly after a major winter storm, to ensure safe travel within the city.

Parking Bans on Priority One roads will be declared at either 9:00 a.m. or 4:00 p.m. When a Snow Route Parking Ban is declared, vehicles must be removed from a designated road immediately. The ban will be in effect for 48 hours, but may be re-declared at the discretion of the Director of Public Works.

If a Snow Route Parking Ban is declared notices will be sent to local media and will be posted on the City of Prince Albert website as well as social media accounts. However, residents are ultimately responsible for monitoring snowfall and watching out for bans before parking on a Snow Route. Vehicles that do not adhere to the parking ban will be in violation of the City of Prince Albert Traffic Bylaw, and may be ticketed or towed and the owner of the vehicle shall be responsible for all towing and impound costs. The City will provide notice when a Snow Route Parking Ban has been lifted.

7.11 Other Temporary Parking Bans

Other Temporary Parking bans on roadways be implemented as required by operations. Streets will be signed at least 12 hours in advance to notify motorists of the temporary parking ban. Areas where parking is to be banned will be signed in advance, unless the Director of Public Works determines that emergent conditions exist. Vehicles that do not adhere to the parking ban shall be ticketed and/or towed and the

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owner of the vehicle shall be responsible for all towing costs as per the City of Prince Albert Traffic Bylaw.

7.12 Sidewalk Snow Clearing

The removal of snow from sidewalks designated within the Central Business District is subject to Bylaw No 9 of 1992.

The removal of snow from sidewalks outside of Bylaw No 9 of 1992 are the responsibility of the owner. Removal of snow from sidewalks outside of the jurisdiction of Bylaw No 9 of 1992 is required within 48 hours. Property owners are responsible for removing all snow from sidewalks adjacent to their property, within 48 hours of the snow being deposited. It is illegal to remove snow from public or private property and place it on other public property or roadway.

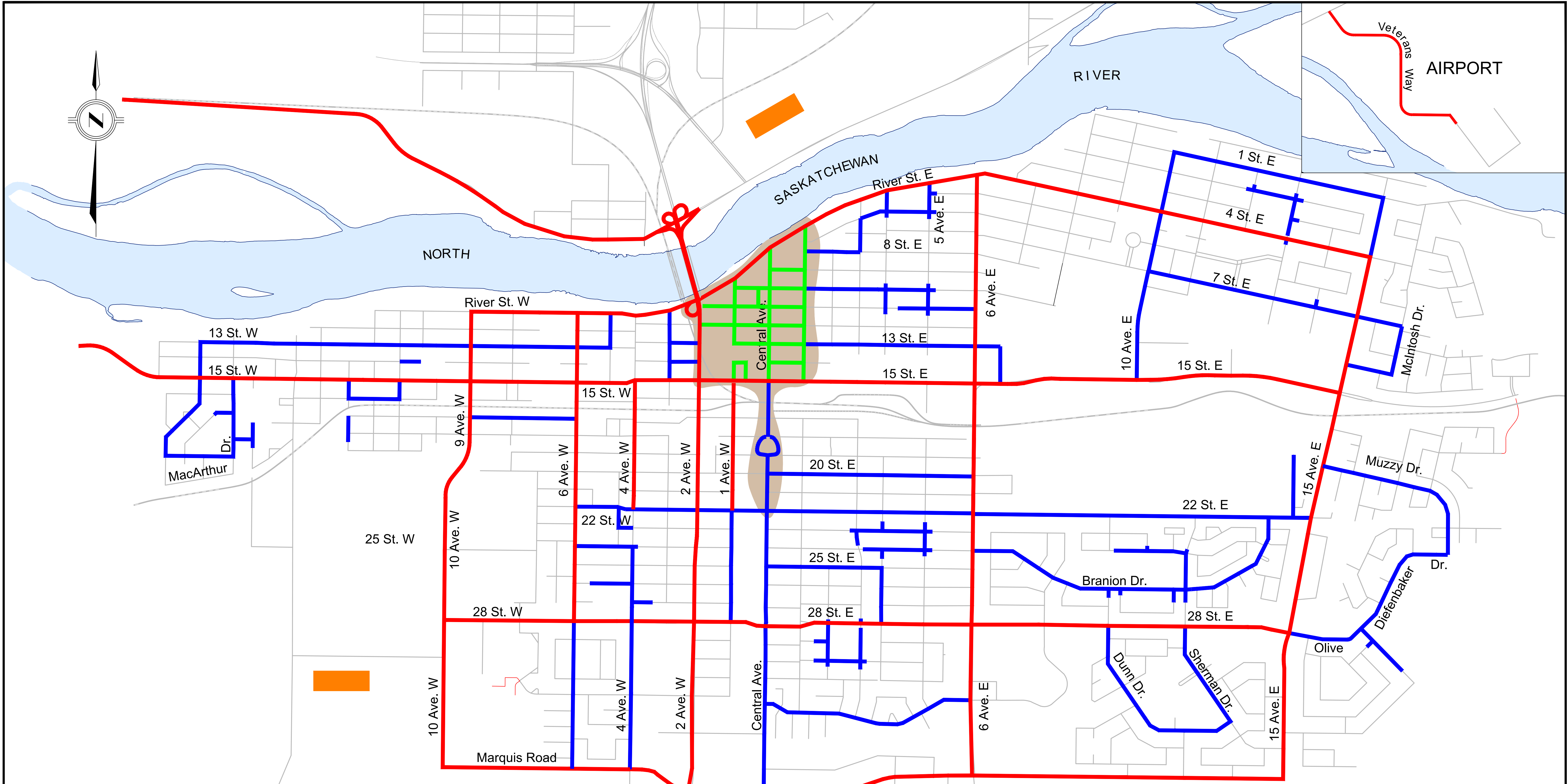
Under certain conditions, where there is a greater volume of snow accumulation over the course of the season one third of the sidewalk may be used for snow plowing operations. In these cases, property owners would be responsible for clearing the remaining two-thirds of the sidewalk.

7.13 Snow Containment

Business or property owners who pile and store snow on their properties should ensure that accumulated snow is contained on their own property and not affecting any adjacent properties. If the accumulated snow causes drainage and flooding issues, to the surrounding properties, during the spring thaw, then it is the responsibility of the business or property owner to remove and haul the snow to an adequate snow disposal area to eliminate impacts on other properties. In case of a complaint submitted to the City of Prince Albert regarding snow containment issues, the City will

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notify the business or property owner of the issue and request the snow containment issue be resolved.



City of Prince Albert
 PLOWING PRIORITY - SCHEDULE A.

LEGEND

- Priority 1 — Major Arterials & Emergency Routes
- Priority 2 — Collector Roads, City Bus Routes & School Zones
- Central Business District
- Residential
- Central Business District
- Public Snow Dump Sites
- Lanes Are Cleared By Complaint Or As Last Program



Snow Routes

TITLE: Water Treatment Plant 2023 Water Purification Materials Tender 42-22

DATE: December 1, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the portion of Public Tender No. 42/22, the supply and delivery of Poly-Aluminum Chloride for the 2023 Water Purification Materials in the amount of \$587,400 (\$0.979/kg) plus 5% GST for a total of \$616,770 be awarded to KLEARWATER Equipment & Technologies.
2. That the portion of Public Tender No. 42/22, the supply and delivery of Powder Activated Carbon for the 2023 Water Purification Materials in the amount of \$97,240 (\$2.86/kg) plus 5% GST for a total of \$102,102 be awarded to ClearTech Industries Inc.
3. That the portion of Public Tender No. 42/22, the supply and delivery of Potassium Permanganate for the 2023 Water Purification Materials in the amount of \$93,830 (\$8.53/kg) plus 5% GST for a total of \$98,521 be awarded to Brenntag Canada Inc.
4. That the tender amount over the 2023 approved budget allocation for water purification materials in the amount of \$199,538 be funded from the Utility Improvement Fund.
5. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of the City.

TOPIC & PURPOSE:

The Poly-Aluminum Chloride, Powder Activated Carbon and Potassium Permanganate portions of Public Tender No. 42/22 Water Purification Materials exceed the \$100,000 threshold for City Manager Approval; therefore City Council must authorize the expenditures for the 2023 Fiscal year.

BACKGROUND:

Tenders are conducted on a yearly basis for all water purification materials used in the water treatment process. Purification materials used in the water treatment process must meet strict American Water Works Association (AWWA) specifications and be approved by the National Safety Foundation (NSF) for use in potable water treatment. The volume of all products used per year is highly dependent on the raw water characteristics in the North Saskatchewan River. On average the water treatment process uses 600,000kg of coagulant, 34,000 kg of Powder Activated Carbon and 11,000 kg of Potassium Permanganate in a calendar year. Provincial sales tax is exempt for any materials used in water purification.

PROPOSED APPROACH AND RATIONALE:

Public Tender 42/22 for the supply and delivery Water Purification materials in 2023 was opened on Wednesday, November 30, 2022 at 2:00 p.m. Five vendors submitted tender packages: The bid submissions were thoroughly screened to ensure that the products adhere to the AWWA, NSF and City tender specifications.

In relation to the world trade markets and supply chain issues product procurement has been an ongoing issue for all vendors effecting the pricing. Although tender pricing has increased, the vendors are providing a fixed price to the City of Prince Albert and a secure supply of essential materials for the water treatment process in 2023.

CONSULTATIONS:

All water purification materials are specialized items with only specific vendors able to supply materials. The pricing of products continues to be influenced by world trade markets impacting raw material costs. Price fluctuations from the trucking/freight industry in all of North America for the delivery of raw materials to factories and transferring the final product to the purchaser continue to be unpredictable. Discussions with the current vendors regarding product deliveries & market conditions occur throughout the year to stay current on price trends in the industry.

Working with the Purchasing Manager the department continually discusses the status of market conditions, reviews the product procurement process to provide the most economical options for the supply and purchase of water purification materials. Throughout the year the treatment process is analyzed for efficiencies and jar testing conducted to determine if alternate products would be more efficient in the treatment process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

All vendors who submitted public tender 42/22 pricing will be contacted by the Water treatment

or Purchasing Manager regarding the status of their submissions. Those vendors with products selected will be provided a purchase order for the 2023 operating year.

POLICY IMPLICATIONS:

These recommendations are in accordance with the Purchasing Policy

FINANCIAL IMPLICATIONS:

The 2023 Operating budget of \$841,500 is to cover the supply and delivery of the nine different water purification materials used in the water treatment process. Potassium Permanganate, Poly-Aluminum Chloride, Poly-Acrylamide, Powder Activated Carbon, Sodium Hydroxide, Chlorine, Fluoride, Calcium Thiosulphate & Orthophosphate.

This budget was increased by 10% for 2023 as product material, dollar exchange rates, world market fluctuations & freight increases were anticipated to occur. After receiving the tender bid packages from the five vendors the price increase over the nine different products = \$134,288 an average increase of 28.85%.

Tender 42/22	Material	2022 Cost	2023 Cost	Difference	% Change	Dollar value
600,000 kg	Poly Aluminum Chloride	\$0.889 / kg	\$0.979 / kg	+ \$0.09/ kg	+ 10%	\$54,000
120,000 kg	25% Sodium Hydroxide	\$0.52 / kg	\$0.68 /kg	+ \$0.16 / kg	+ 29.52%	\$19,200
34,000 kg	Powder Activated Carbon	\$2.57 / kg	\$2.86 /kg	+ \$0.19 / kg	+ 11.28%	\$6,460
17,000 kg	Liquid Chlorine	\$1.68 / kg	\$2.40 /kg	+ \$0.72 / kg	+ 42.86%	\$12,240
11,200 kg	Orthophosphate	\$2.62 / kg	\$3.87 /kg	+ \$1.25 / kg	+ 42.71%	\$14,000
11,000 kg	Potassium Permanganate	\$6.60 / kg	\$8.53/kg	+ \$1.93 / kg	+ 29.24%	\$21,230
8,100 kg	Hydrofluorosilicic Acid	\$2.52 / kg	\$2.95 /kg	+ \$0.43 / kg	+ 17.06%	\$3,483
2,500 kg	Calcium Thiosulphate	\$1.45 / kg	\$2.37 /kg	+ \$0.92 / kg	+ 63.45%	\$2,300
2,500 kg	Poly-Acrylamide	\$6.43 / kg	\$6.98 /kg	+ \$0.55 / kg	+ 8.55%	\$1,375

Total = \$134,288

2023 Budget	2023 Tender pricing with GST	Budget increase required
\$841,500	\$1,041,058	\$199,558

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no justification for in camera, or privacy implications, official community plan implementation strategies or other considerations.

STRATEGIC PLAN:

This report supports the long-term strategy of Fiscal Management and Accountability.

OPTIONS TO RECOMMENDATION:

No options

PUBLIC NOTICE:

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

PRESENTATION: None**ATTACHMENTS:** Tender 42/22 Results

Written by: Andy Busse, Water Treatment Plant Manager

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

Instructions: Protected Spreadsheet with exception of green fields
 Extended cost will populate based on unit price entered

Material	AWWA Spec	Approved Products	Quantity (Annual Estimate)	UOM	Product Details (Manufacturer/Brand)	Content Level	Supplier					Extended Cost	State Delivery (Days)	2022 Price/kg	% increase
							Brenntag	Chemtrade	ClearTech	Klearwater	Univar				
Poly-Aluminum Chloride	B408-10 Section 5 Specs and all subsequent Revisions	"Clearpac 180"; "ISOPAC"; "Hydrex 3240"	600,000	Kg	NO QUOTE		\$ 1.2000	\$ 1.2500	\$ 0.9790		\$ 587,400.00		\$0.89	10.00%	
25% Liquid Caustic Soda	B501-13 Section 5 Specs and all subsequent Revisions		120,000	Kg	Caustic Soda 25% (membrane) price is on KG(liq)	25%	\$ 0.9800	\$ 0.6800		\$ 0.6800	\$ 81,600.00		\$0.53	29.52%	
Poly-Acrylamide	B453-13 Specs and all subsequent revisions	"Vanfloc FS12"; "Hydrex 3515"; "Clearfloc AP 1065"; "ISOFLC 410"	2,500	Kg	NO QUOTE			\$ 8.2700	\$ 6.9800	\$ 7.3500	\$ 17,450.00		\$6.43	8.55%	
Potassium Permanganate	B603-10 Section 5 Specs and all subsequent revisions.	Cairox Brand Only	11,000	Kg	CAIROX Free flowing grade	SEE TDS	\$ 8.5300			\$ 8.5200	\$ 93,830.00		\$6.60	29.24%	
Pure Hydrofluorosilicic Acid 42 - 47%	B703-11 Standard for Fluorosilicic Acid (HFSA) and all subsequent revisions	HFSA 42-47%	8,100	Kg	NO QUOTE				\$ 2.9500		\$ 23,895.00		\$2.52	17.06%	
Calcium Thiosulfate Solution (30%) (De-chlorination Agent)	In accordance with ANSI/NSF Sixty (60) Standard, Drinking Water Treatment Chemicals, And all subsequent Revisions		2,500	Kg	NO QUOTE			\$ 2.3700		\$ 2.5600	\$ 5,925.00		\$1.45	63.45%	
Orthophosphate – Phosphoric Acid 75%	B506-13 Specifications and all subsequent Revisions		11,200	Kg	PHOS ACID 75%	75%	\$ 6.8200	\$ 3.8700			\$ 43,344.00		\$2.62	47.71%	
Liquid Chlorine	B301-10 Standard for Liquid Chlorine and all subsequent revisions.		17,000	Kg	CHLORINE 907.2 TONERS	SEE TDS	\$ 8.5000	\$ 2.4000			\$ 40,800.00		\$1.68	42.86%	
Powder Activated Carbon	Meeting AWWA B600-10 Section 3.2 & 3.4 Specs and all subsequent revisions.		34,000	Kg	COL-PL60-800	800 IODINE	\$ 4.5800	\$ 2.8600	\$ 3.6500	\$ 5.8300	\$ 97,240.00		\$2.57	11.28%	
											\$ 991,484.00			28.85%	

General Notes:

1. Only City approved Alternates may be accepted.
2. Semi-Trailer Truck shipments shall be accompanied by Weight Certificates of Certified Weighers and a product Certificate of Analysis.
3. Product to be at the point of destination a maximum of three (3) days after receipt of order.
4. All deliveries F.O.B. Prince Albert Water Treatment Plant: 655 River Street West, PRINCE ALBERT, SK S6V 2Z6
5. Product deliveries to occur between the hours of 7am and 5pm Saskatchewan Time. No deliveries from 12:00 pm to 1:00 pm (through lunch).
6. Delivery vehicle MUST be equipped with a power lift gate and/or cylinder lifting mechanism
7. Bags to be clean and unbroken. Loaded on individual pallets, Suitable for pallet truck, wrapped in plastic
8. Shipper to notify Water Plant Manager of estimated delivery time and date for each delivery.
9. Water Plant Manager contact info:
 Andy Busse
 Phone: 306-953-4940
 Email: abusse@citypa.com
10. Payment shall be made only for the Weight of Material received.

Univars Bid prices were not fixed pricing as asked for in the tender documents, therefore the next lowest bidder was selected for tender award.



RPT 22-471

TITLE: Lease Agreement - Prince Albert Golf & Curling Club Inc.

DATE: December 5, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Lease Agreement between the Prince Albert Golf and Curling Club and the City of Prince Albert be approved at an annual amount of \$65,000.00 for a 1 year term effective January 1, 2023 and ending December 31, 2023.

That the Mayor and City Clerk be authorized to execute the agreement on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

The purpose of the report is to recommend the approval of the Lease Agreement between the Prince Albert Golf and Curling Club and the City of Prince Albert.

BACKGROUND:

The Prince Albert Golf & Curling Club and the City have a long standing relationship related to the facility since it's opening in 1968. Beginning in 2017 the payments under the Agreement were restructured to reflect rental payments by the City rather than payments related to the mortgage held by the Club.

The Agreement was restructured to a Lease effective January 1, 2017 with the initial term that ended on December 31, 2019. City Council subsequently approved a new Lease Agreement term that commenced January 1, 2020 which is set to expire on December 31, 2022. This approval included an option for a 2 year renewal term subject to mutual approval by both parties.

Although the option exists to enter into a new 2 year renewal term, the Prince Albert Golf &

Curling Club has suggested that they are comfortable with proceeding with a one year term as set out in the terms and conditions of the attached agreement. The Club would like to continue the discussions with the City in 2023 related to a review of the Annual Lease Payment and assistance from the City of Prince Albert with the Annual Utility Payments for the Prince Albert Golf & Curling Centre. The Club reported a loss of over \$150,000 during their last fiscal year from October 1, 2021 to September 30, 2022 and are communicating that the request for additional financial support is required from the City in order to ensure their long-term sustainability.

PROPOSED APPROACH AND RATIONALE:

The following highlights are included in the new agreement:

- A 1 year term commencing January 1, 2023 and ending December 31, 2023.
- Annual Lease payment of \$65,000.00 paid by the City to the Club.
- The agreement includes a requirement for the Prince Albert Golf & Curling Club to provide annual Financial Statements that have a Review Engagement performed.
- All other capital contributions and insurance requirements by both parties remain in effect.
- Two meetings are to be scheduled each year between the Director of Community Services and representatives from the Club to review the requirements outlined in the agreement.
- Both parties will continue to maintain a 5 year Capital Plan to outline future improvements to be funded from the Prince Albert Golf and Curling Club Trust Fund, Mechanical Equipment Reserve or through other funding sources.
- The Club will continue to maintain a Five Year Business Plan which shall be updated annually and submitted to the City of Prince Albert.

Further to the new agreement, the Community Services Department will continue to work with the Prince Albert Golf and Curling Club to attract events in the City of Prince Albert. For example, the Club recently hosted the 2022 Canadian Mixed Curling Championships November 6th – 12th. It is important to note that the City of Prince Albert approved \$42,000 in support from the Destination Marketing Fund. \$7,000 of the funding was approved under the New Event Category and an additional \$35,000 was approved under the Capital Enhancements Category.

The Department also works with the Club to bundle the purchasing of supplies, products, etc. as deemed feasible and cost effective.

CONSULTATIONS:

Negotiations with respect to the Agreement included the Executive of the Prince Albert Golf & Curling Club.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval by City Council, the terms and conditions of the Agreement will be communicated to the Prince Albert Golf & Curling Club, Financial Services Department and the Head Professional at Cooke Municipal Golf Course.

FINANCIAL IMPLICATIONS:

The annual payment of \$65,000.00 to the Prince Albert Golf and Curling Club has been included in the Cooke Municipal Golf Course budget for 2023. As with the former agreement, the Community Services Department continues to maintain a \$38,800 maintenance budget for 2023, a \$10,000.00 allocation to the Mechanical Equipment Reserve and a \$10,000.00 allocation to the Prince Albert Golf and Curling Club Trust Fund to fulfill the City's commitments under the Agreement.

Further to the above contributions, the 2023 Budget includes \$95,000 in funding support for the following:

- Freon Detector & Sensors - \$15,000
- Rubber Pave Stairs & Walkway - \$5,000
- Replace Roof Top Air Conditioning Unit - \$50,000
- Overhaul Compressors - \$25,000

The City is also responsible for structural improvements at the facility. The roof structure remains in good shape as a significant investment was provided to the main roof through the City's 2020 Budget in the amount of \$275,000.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications.

STRATEGIC PLAN:

The new Agreement aligns with the Fiscal Management & Accountability Goal of the City's Strategic Plan through the development of a 5 year Capital Plan and 5 year Business Plan with the Prince Albert Golf and Curling Club.

OFFICIAL COMMUNITY PLAN:

The new Agreement aligns with Section 9.2 of the Official Community Plan. The Prince Albert

Golf and Curling Club serves as an important recreation and community facility which also provides key services to the Cooke Municipal Golf Course.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Lease Agreement – Prince Albert Golf & Curling Club Inc.

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager

LEASE AGREEMENT

THIS AGREEMENT made in duplicate this _____ day of _____, A.D. 2022.

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal corporation, in the
Province of Saskatchewan (hereinafter referred to as “the City”)

and

THE PRINCE ALBERT GOLF AND CURLING CLUB INC.,
in the Province of Saskatchewan (hereinafter referred to as “the Club”)

WHEREAS as the City and the Club entered into a certain Memorandum of Agreement dated the 10th day of January, A.D. 1967 (hereinafter referred to as “the ’67 Agreement”), which said Agreement was approved by Bylaw No. 3 of 1967 of the City of Prince Albert and which Bylaw was approved by the voters of the City of Prince Albert and thereafter approved by a special act of the Legislature of the Province of Saskatchewan and assented to on the 1st day of April, A.D. 1967, and being An Act to confirm a Certain Bylaw of the City of Prince Albert, Chapter 99 of the Statutes of Saskatchewan, 1967;

AND WHEREAS the ’67 Agreement was amended by agreement dated December 22, 1982 and further amended by agreements dated June 2, 1987, December 21, 1999, December 21, 2017 and December 19, 2019 (hereinafter referred to as “the 2019 Agreement”);

AND WHEREAS City Council through its Director of Community Services or designate has authority to participate directly with the Club in the operation and maintenance of the Club Facility;

AND WHEREAS the Club, pursuant to the 2019 Agreement, carries and supports certain activities conducive to curling, golf, and other social activities of interest in the City and its surrounding area, on property owned by the Club and commonly known as the Prince Albert Golf and Curling Club Facility (hereinafter referred to as “the Club Facility”), which is situated on land owned by the Club and legally described as Parcel A, Plan 67PA11526, ext. 0 and Parcel C, Plan 83PA01450 , ext. 0 and as outlined on the Plan identified as Schedule “A” attached hereto and forming part of this Agreement (hereinafter referred to as “the Lands”);

AND WHEREAS the Golf Pro Shop and parking lot are also situated on the Lands which the City currently leases and wishes to continue leasing from the Club on a long term basis;

AND WHEREAS it is deemed expedient at this time for the parties to update and amend the 2019 Agreement for purposes of addressing issues of ownership, lease renewal, operations, cost sharing and financial planning to ensure the long term viability of the Club;

AND WHEREAS it is the desire of both parties that the specific terms, conditions and other provisions relating to these issues be set out as hereinafter provided.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

1. That in consideration of the covenants and agreements hereinafter reserved and contained on the part of the City an annual payment of \$65,000.00, to be paid by the City, observed and performed, the Club hereby agrees to renew its lease with the City for that portion of Lands on which the Golf Pro Shop and parking lot are situated as identified on the Plan attached hereto and marked as Schedule "A", on terms and conditions as hereinafter set out.
2. To have and to hold the Leased Premises, and the appurtenances for an additional term of one (1) year, to be computed from the first day of January 1, A.D., 2023.
3. Notwithstanding anything contained in this Agreement, the Club acknowledges and agrees the City has the exclusive right to contract out the operation and management of the Golf Pro Shop. The parking lot comprising a portion of the Leased Premises shall be utilized by the City in conjunction with the operation of the Cooke Municipal Golf Course and by the Club in conjunction with the operation of the Club Facility.
4. The Club shall continue to govern, control and manage the Club Facility within terms of reference established by agreement with the City.
5. The Club covenants and agrees to properly care for and look after the buildings, fences or other structures and improvements comprising the Club Facility.
6. A Committee of representatives from the Club shall hold such meetings with the Director of Community Services or designate as may be deemed necessary by either party hereto. The Committee shall meet at least twice each, or at the call of the Director

of Community Services or designate and/or the Club as deemed necessary by the Committee. Such subsequent recommendations will be brought forward to the Club and the Council of the City as it deems necessary to carry out the terms of this Agreement or otherwise.

7. The Club's financial statements shall have a Review Engagement performed annually by a registered and licensed Chartered Professional Accountant (CPA), with the opinion of the CPA attached to the financial statements for the year ending September 30th.

8. The parties covenant and agree to maintain a **Prince Albert Golf and Curling Club Trust Fund** for the Club Facility to which the parties mutually agree to jointly deposit monies as hereinafter provided. The said monies shall be deposited into a trust fund to be held in cash or easily realizable securities as a reserve, such fund to be administered jointly by the Club and the City. The purpose of the trust fund is for capital improvements as prioritized in the Five (5) Year Capital Plan. The City shall contribute \$10,000.00 per year to the Prince Albert Golf and Curling Club Trust Fund subject to the Club's contribution commitments for previous and future improvements.

9. The City shall establish a **Mechanical Equipment Reserve** and contribute \$10,000.00 annually. The purpose of the reserve is to cover the upkeep costs related to the following:

- (a) Structural components of the building i.e. roof and structural component of the walls, including exterior finishes (no interior finishes, renovations, or decorations).
- (b) Heating, ventilation, air conditioning and ice plant refrigeration systems:
 - (i) Maintenance and repairs; and
 - (ii) Replacement Program
- (c) Grounds Maintenance – exterior of building including parking lot.
- (d) Mechanical Equipment requirements and Leasehold improvements for the Golf Pro Shop.
- (e) This shall include replacement of major electrical, plumbing, sewer and water services.
- (f) It shall not be used for normal day to day repairs or maintenance costs.

10. The Club covenants and agrees to perform or be responsible for the following obligations:

- (a) That a representative from the City of Prince Albert be appointed as an advisor to the Board of Directors of the Club.
- (b) It shall be the responsibility of the Club to establish a five (5) year Business Plan. The Five (5) Year Business Plan shall be updated by the Club on an annual basis.
- (c) During the term of this Agreement or any renewal hereof, it is understood the Club shall continue to operate the Club Facility (lounge, kitchen facility, tee room, meeting rooms, locker rooms, curling facility, parking lot and all related infrastructure) and the City of Prince Albert shall continue to operate the Cooke Municipal Golf Course and the Golf Pro Shop.
- (d) That the ownership of all land and ownership of the Club Facility including the Golf Pro Shop be transferred to the City of Prince Albert if the Prince Albert Golf and Curling Club Inc. was to dissolve.

11. The City covenants and agrees to place and maintain insurance at the City's expense adequate in the opinion of the City to cover loss by fire, lightning and/or tempest, or other acts of God in respect to all buildings on the Lands, with loss under the policies of insurance payable to the City of Prince Albert and in case of payment of such insurance monies to the City, the said monies shall be deposited into and used in accordance with the Prince Albert Golf and Curling Club Trust Fund contemplated in Clause 8 hereof.

12. The City Council, through its annual budget deliberations, shall have final review and approval, after consultation with the Club, of all such expenditures which the City undertakes under the Mechanical Equipment Reserve.

13. All proposed expenditures from the Prince Albert Golf and Curling Club Trust Fund shall be jointly compiled by the City and the Club in the format of a five (5) year Capital Plan to be reviewed annually by both parties. All expenditures from the Prince Albert Golf and Curling Club Trust Fund shall require approval from City Council and the Board of Directors of the Prince Albert Golf and Curling Club Inc.

14. It is agreed by both parties that the Prince Albert Golf and Curling Club Five (5) Year Capital Plan, shall continue to form the basis of all future development and building

programs and expenditures for improvements to the Club Facility or any other improvement on or to the Lands. Both parties further agree to endeavor to work towards accomplishment of the proposals set out in the Five (5) year Capital Plan and shall not undertake any improvements or expenditures contrary to the Five (5) year Capital Plan without the written consent of the other party.

15. The City may at its option, and without prejudice to the City's right to enforce the covenants set forth in this Agreement and the initial constituting '67 Agreement; terminate the term hereby demised or any renewal thereof on breach by the Club, upon one hundred eighty (180) days written notice provided that no such notice is to be mailed without the Club first having an opportunity to meet with City Council. It is further acknowledged and agreed that any one or number of breaches, or failure to fulfill the obligations of the parties to this Agreement, will not create a right or license through acquiescence wittingly or unwittingly by either party hereto.

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

Club's Address: Prince Albert Golf & Curling Club Inc
900 – 22 Street East
Prince Albert, SK S6V 1P1

City's Address: The City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3

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

17. This Agreement shall be binding upon the parties hereto and their respective successors and assigns during the continued operation of the Club under the terms and provisions of the within Agreement.

18. It is further understood and agreed by and between the parties hereto that in the event of a dispute arising hereunder which cannot be settled by direct negotiation between the parties hereto, the said dispute shall be submitted to arbitration under the provisions of *The Arbitration Act, 1992*, of the Province of Saskatchewan or such alternative or substitute procedure as may be in force in the Province of Saskatchewan at the time of the said dispute.

19. The parties agree that the 2019 Agreement is hereby amended to the extent necessary to give full force and effect to this Agreement.

20. This Agreement shall not be assignable except with the consent and approval of the Council of the City of Prince Albert.

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. 2022.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK

IN WITNESS WHEREOF the Prince Albert Golf and Curling Club Inc. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. 2022.

**PRINCE ALBERT GOLF AND
CURLING CLUB INC.**

PRESIDENT

VICE-PRESIDENT



RPT 22-462

TITLE: Animal Control Service Agreement Extension - Prince Albert SPCA

DATE: November 30, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Animal Control Service Agreement #5689 between the City of Prince Albert and the Prince Albert Society for the Prevention of Cruelty to Animals (SPCA) be extended for a further 3 years on the same terms and conditions as the current agreement expiring December 31, 2025 for the provision of contract services for bylaw animal control;
2. That the Fee for Service contained in the Agreement be eighty one thousand six hundred dollars (\$81,600) per annum;

TOPIC & PURPOSE:

To approve the extension of the current Animal Control Service Agreement between the City of Prince Albert and the Prince Albert Society for the Prevention of Cruelty to Animals (Prince Albert SPCA) for a further 3 years ending December 31, 2025 for the provision of contract services for bylaw animal control at the fee for service amount of \$81,600 per annum.

BACKGROUND:

The current Animal Control Service Agreement between the City of Prince Albert and the Prince Albert Society for the Prevention of Cruelty to Animals (Prince Albert SPCA) expires December 31, 2022.

The current Animal Control Service Agreement is for the provision of contract services for

bylaw animal control at the fee for service amount of eighty one thousand six hundred dollars per annum.

This report is requesting City Council to authorize Administration to extend the current Agreement in writing for a further 3 years under the same terms and conditions.

PROPOSED APPROACH AND RATIONALE:

Administration has discussed the extension of the current Agreement with the SPCA and they have indicated that they would be supportive of extending it.

Administration believes that the SPCA has provided excellent service under the terms and conditions of the current Agreement and is recommending this extension.

Under the term of this Agreement the SPCA is designated as an Animal Control Agency within the meaning of the Responsible Pet Ownership Bylaw. Some highlights of the services that the SPCA provides in accordance with this Agreement are as follows:

- Locating and seizing any stray dog or cat found running at large and issuing cat traps to the public
- Responding to complaints relating to dogs and cats running at large by investigating and where applicable seizing
- Responding to complaints with respect to animal feces and dog or cat runs
- Regular patrols of known problem areas and in support of general inspection and investigation
- Provide assistance to the City, Bylaw Enforcement Officers, Police Service and Fire Service as necessary
- Work with all branches of law enforcement to remove animals from a residence of a deceased person
- Provide animal control services as related to the enforcement of The Animal Protection Act 2010

The SPCA Animal Control Officers are on duty Monday to Friday 8 am to 5 pm and will maintain a voicemail service for the remainder of the time. They will check after hours voicemails Monday to Friday at 6:30 pm and at 8:00 am and Saturday and Sunday voicemails at 10:30 am and 3:00 pm. All emergency complaints received after hours will be forwarded to Police and non-emergency calls forwarded to Bylaw Services to be dealt with the next regular business day.

Under the current Agreement, Clause 3.02, the parties may “mutually agree in writing to extend the Agreement”.

Attached to this report is a copy of the current Agreement #5689 between the City of Prince Albert and the SPCA which we are requesting be extended to December 31, 2025.

CONSULTATIONS:

The Director of Planning & Development Services discussed with representatives of the Prince Albert SPCA the extension of the current Agreement. The representatives have indicated to the Director that they would like to extend the Agreement.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

No communication is required to continue the current arrangements that the City has with the SPCA as the information on websites will not change.

POLICY IMPLICATIONS:

The current Animal Control Service Agreement expires December 31, 2022.

FINANCIAL IMPLICATIONS:

As stated in the attached Animal Control Service Agreement, the City agrees to pay to the SPCA the fee calculated at a rate of **eighty one thousand six hundred dollars (\$81,600) per annum**, which fee shall be prorated to the actual length of the term. Payments will be made quarterly to the SPCA.

The fee for service for the Animal Control Service Agreement is included in the 2023 Operating Budget under Planning and Development Services and will be included in the 2024 and 2025 Operating Budgets.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

PUBLIC NOTICE:

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

PRESENTATION: N/A**ATTACHMENTS:**

1. Animal Control Service Agreement - Agreement #5689

Written by: Trina Wareham, Bylaw Services Manager

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

ANIMAL CONTROL SERVICE AGREEMENT

THIS AGREEMENT MADE THIS 15th DAY OF December, A.D. 2020.

BETWEEN:

THE CITY OF PRINCE ALBERT,

a business corporation in the Province of Saskatchewan

(Hereinafter referred to as the "City")

AND

THE PRINCE ALBERT SOCIETY FOR THE PREVENTION OF

CRUELTY TO ANIMALS INC.,

a business corporation in the Province of Saskatchewan

(Hereinafter referred to as the "S.P.C. A.")

WHEREAS the City of Prince Albert has enacted certain bylaws for the control bylaws for the control of domestic animals within the City of Prince Albert, including the Responsible Pet Ownership Bylaw ("the **Existing Bylaw**");

AND WHEREAS the said Bylaw provides for, among other things, the licensing of dogs, the impounding of stray cats and dogs, and various other regulations related to the keeping and possessing of domestic animals;

AND WHEREAS the S.P.C.A. is a non-profit charitable corporation with the objective of providing for the humane treatment of animals;

AND WHEREAS the S.P.C.A. is in the business of providing animal control, animal impound, and administrative and educational services;

AND WHEREAS the Council of the City of Prince Albert is responsible for providing municipal bylaw enforcement services in the City of Prince Albert;

AND WHEREAS the Board of Police Commissioners entered into an Animal Control Service Agreement with the Prince Albert Society for the Prevention of Cruelty to Animals Inc. dated September 18, 2019 with the term of the Animal Control Service Agreement to expire on December 31, 2020;

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. CONDITION OF AGREEMENT

1.01 This Agreement is effective the 1st day of January, 2021.

2. INTERPRETATION

2.01 In this agreement:

a) The term "**Agreement**" shall include the recitals and schedules to this agreement;

b) The word "**City**" means the Municipal Corporation of the City of Prince Albert or, where the context requires, the geographical area within the city limits of the City of Prince Albert;

- c) The term "**Responsible Pet Ownership Bylaw**" means Bylaw No. 26 of 2018, a Bylaw of the City of Prince Albert to Regulate the Keeping of Pets in the City of Prince Albert and includes any amendment or successor bylaw thereto;
- d) The word "**owner**" includes:
 - i. A person who is an Owner within the meaning of the Responsible Pet Ownership Bylaw, as the case may be.
 - ii. the person responsible for the custody of a minor, where the minor is the owner of an animal to which the Responsible Pet Ownership Bylaw applies.
- e) The word "**stray**" is an animal found roaming at large, off the premises of its owner, and which may or may not have a license or identifiable ownership markings; and
- f) A "**surrender**" is an animal brought to the pound or whose ownership and care is surrendered to pound staff by its owner.

3. TERM OF AGREEMENT

- 3.01 The term of this Agreement shall commence effective upon the effective date of **January 1, 2021**, and shall continue until but not beyond **December 31, 2022**.
- 3.02 Unless the parties mutually agree in writing to extend this Agreement, this Agreement shall terminate at the end of the last assigned shift on December 31, 2022.

3.03 This Agreement may be terminated by either party upon giving the other three months written notice, which termination shall be effective on the expiry of that notice period or such other time as it set out in the notice, whichever is greater.

3.04 In the event the parties commence but have not completed negotiations towards a new Agreement at the end of the Term, the parties may agree in writing to extend the within agreement for an additional one hundred and eighty (180 days) on the same terms and conditions.

4. PAYMENT AND FUNDING

4.01 The City agrees to pay to the S.P.C.A. the fee calculated at a rate of **eighty one thousand six hundred dollars (\$81,600.00) dollars per annum**, which fee shall be prorated to the actual length of the Term. Payments will be made quarterly to the S.P.C.A.

4.02 The Animal Control Officers hired by the S.P.C.A. shall be employees of the S.P.C.A.

5. ANIMAL CONTROL SERVICES

5.01 During the term of this Agreement, the S.P.C.A. is designated as an Animal Control Agency within the meaning of the Responsible Pet Ownership Bylaw and is further authorized to designate any staff or employees of the S.P.C.A. as Animal Control Officers for the purposes of enforcing the provisions of said Bylaws.

5.02 During the term of this Agreement, the S.P.C.A. undertakes and agrees to provide the following animal control services in accordance with the terms and conditions specified herein:

- a) Locating and seizing any stray dog or cat found running at large within the meaning of, and in accordance with the Responsible Pet Ownership Bylaw;
- b) Issuing cat traps in accordance with the Responsible Pet Ownership Bylaw and providing for their proper decontamination, storage and distribution to the public in accordance with protocol or other requirements established by Public Health;
- c) Responding to complaints relating to dogs and cats running at large in the City by investigating and, where practicable, locating, confining, capturing and seizing such animals;
- d) Responding to accumulation of animal feces complaints;
- e) Responding to dog or cat run violations;
- f) Undertaking regular patrols through the service area in support of monitoring known problem areas, active and ongoing complaints, and in support of general inspection and investigation in performance of this Agreement;
- g) Providing assistance to the City, its Bylaw Enforcement Officers, the Prince Albert Police Service and the Prince Albert Fire Service as necessary or upon request;
- h) Working with all branches of law enforcement to remove all animals from the residence of a deceased person; and
- i) Providing animal control services as related to the enforcement of The Animal Protection Act, 2010.

6. OTHER SERVICES;

6.01 During the term of this Agreement, the S.P.C.A. undertakes and agrees to provide the following services in support of enforcement of the Responsible Pet Ownership Bylaw including:

a) Impounding any animal seized by a peace officer or Animal Protection Officer pursuant to the Responsible Pet Ownership Bylaw and/or Section 14 of the Dangerous Animals Bylaw for which an evaluation has been directed by an Animal Protection Officer in accordance with such Bylaws as the case may be;

b) Assisting, when required to do so, in the search for, confinement and capture of any animal in the Responsible Pet Ownership Bylaw and/or in Section 14 of the Dangerous Animals Bylaw as the case may be;

c) Providing at its sole cost reasonable and appropriate medical care for any animal seized by a peace officer or in the custody of the S.P.C.A. pending evaluation in accordance with the Responsible Pet Ownership Bylaw.

7. SERVICE STANDARDS

7.01 In providing the services set forth in this Agreement, the S.P.C.A. acknowledges that they are performing a public service related to the care of domestic animals in the community and, in so doing, undertakes and agrees to maintain public confidence in the care being provided to animals which come into custody and to maintain good public relations with all parties with whom the S.P.C.A. may have dealings, including owners.

7.02 Within the S.P.C.A.'s Hours of Operation as established in this Agreement, the S.P.C.A. agrees to provide a level of service and a level of bylaw enforcement service and working hours so as to reasonably and diligently serve the objectives of the Responsible Pet Ownership Bylaw, and to provide the City a regular report in a form specified by the City of such hours of service.

8. HOURS OF OPERATION

8.01 S.P.C.A. Animal Control Office Business Hours are as follows:

(a) Officer on Duty: Monday to Friday
8 am to 5 pm

(b) Voicemail Services:

The S.P.C.A. will maintain and operate a telephone system to permit, receive and manage voicemail messages of public calls and complaints received outside of the hours referred to in Article 8.01(a). Within the following periods the S.P.C.A. will check the voicemail messages:

- (i) Monday to Friday 5pm – 8am:
 - A. at 6:30pm and at that time notify the City's on-duty Bylaw Enforcement designated contact of updated messages;
 - B. at 8am for response by the on-duty S.P.C.A. Officer; and

- (ii) Saturday – Sunday 8 am to 12 am
 - A. at 10:30am and at 3pm, and at that time notify the City's on-duty Bylaw Enforcement designated contact of updated messages.

9. DISCLOSURE OF INFORMATION AND REPORTING

9.01 The S.P.C.A., upon request, will provide the City with copies of any and all financial, operational or other documents or information related to the Animal Control Officer positions.

10. INDEMNIFICATION

10.01 The S.P.C.A. shall indemnify and save the City harmless in respect of all charges, costs, expenses and claims whatsoever arising in connection with the provision of services by the S.P.C.A. to the City pursuant to this Agreement.

10.02 The S.P.C.A. shall maintain a comprehensive policy of general liability insurance in respect of property damage, including injury to or loss or death of any animal, or injury to or death of persons with a limit of not less than \$5,000,000.00 per occurrence, covering possible damages, losses, claims and expenses that might be incurred in connection with the provision of services by the S.P.C.A. to the City pursuant to this Agreement.

11. WAIVER

11.01 The waiver of either party of any default or breach of this Agreement shall not constitute a waiver of any other subsequent default or breach and no act or omission on behalf of either party shall constitute a waiver unless indicated in writing by the party granting the waiver.

12. SEVERANCE

12.01 It is intended that all the provisions of this Agreement shall be fully binding upon each of the parties, but in the event that any particular provision or provisions or part of one is found to be invalid, then that particular provision or provisions or part of such a provision shall be deemed to be severed from the remainder of this Agreement and all other provisions shall remain in full force and effect.

13. AMENDMENTS TO AGREEMENT

13.01 Notwithstanding Article 13.02, no amendments to this Agreement are valid or authorized unless made in writing duly executed by both parties.

13.02 Quarterly in each year of the Term, upon delivery of a written request by either party to the other, authorized designates of each party will meet to identify and discuss issues of contract service, performance, unforeseen costs and/or operations.

13.03 This Agreement constitutes the entire Agreement between the parties respecting the subject matter hereof and supersedes and replaces all previous agreements between the parties. The Parties agree and acknowledge that, notwithstanding, the S.P.C.A. has a separate Agreement with the City of Prince Albert addressing community pound keeping responsibilities that remains in full force and effect between the parties.

14. GENERAL PROVISIONS

14.01 This Agreement shall not be assigned by the S.P.C.A. without the express written consent of the City.

14.02 This Agreement shall apply to, and be binding upon, the parties hereto and their successors, administrators, executors and permitted assigns, and each of them.

14.03 This Agreement shall for all purposes be construed and interpreted according to the law of the Province of Saskatchewan and any cause of action arising under or by virtue of this Agreement shall be deemed to have arisen of the City of Prince Albert in the Province of Saskatchewan and any such cause of action shall be tried in the Judicial Centre in which the City of Prince Albert is situated.

14.04 Where this Agreement provides for notices to be given by one party to the other, such notices shall be in writing and delivered either personally or by email addressed as follows, or as such address updated by one party to the other in writing by formal notice:

- a) To the City at:
1084 Central Avenue
Prince Albert, SK S6V 7P3
Attention: City Manager
Email: jtoye@citypa.com

- b) To the S.P.C.A. at:
1125 North Industrial Drive
Prince Albert, SK S6V 6J9
Attention: Executive Director
Email: info@princealbertspca.ca

Such notice shall be deemed to have been given, in the case of personal delivery or email on the date of delivery.

IN WITNESS WHEREOF the **Prince Albert Society for the Prevention of Cruelty to Animals Inc.** has hereunto affixed its corporate seal as attested to by the hands of its duly authorized officers this 2nd day of December, 2020.

(corporate seal)



THE PRINCE ALBERT SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS INC.

Per: Brent McDonald

Per: [Signature]

IN WITNESS WHEREOF the **City of Prince Albert** has hereunto affixed its corporate seal as attested to by the hands of its duly authorized officers this 15th day of December, 2020.

(corporate seal)

THE CITY OF PRINCE ALBERT

Per: [Signature]
MAYOR

Per: [Signature]
CITY CLERK



RPT 22-473

TITLE: PAREDA - Moving Forward

DATE: December 8, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the proposed PAREDA model as described in report 22-473 be approved;
2. That Administration work with the City Solicitor to develop a transitional plan for proposal that would retire the City's legal obligations under the current PAREDA Agreement and that would protect the City's financial interests in the transition;
3. That the Mayor and City Clerk be authorized to execute an amending PAREDA Agreement, once prepared.
4. That Administration immediately fill the vacant Economic Development Manager position.

TOPIC AND PURPOSE:

For City Council to approve a functional change to PAREDA operations and City of Prince Albert MOU obligations.

BACKGROUND:

The Prince Albert Regional Economic Development Alliance (PAREDA) Memorandum of Understanding (MOU) was signed on March 19, 2019 for a 3 year term until December 31, 2021. At that time, the MOU was extended for an additional 3 years until 2024. With the extension, PAREDA lost two founding members in the RM of Buckland and Muskoday FN, but gained 2 valuable new partners in Metis Nation – Saskatchewan and Sturgeon Lake First Nation.

PAREDA CEO, Ashley Charles, was hired in December 2019, one year into the MOU timeline.

In the first two (2) years since her hiring, the CEO's focus was on foundational development, building connections, and navigating the global pandemic while setting PAREDA and Tourism Prince Albert up for future success.

Some of the highlights of the work done by PAREDA includes:

- Establishing PAREDA as a formal entity and ensuring the functionality of the organization from the ground up.
- Relationship building and outreach
- PAREDA 2020/2021 Work Plan
- Developed and approved by the CEO and Board of Directors
- PAREDA board meetings hosted quarterly
- Tourism Centre Operations
- Can Export Fed Grant - \$15,000
- Marketing and Business Development Coordinator Hired
- PAREDA Strategic Plan
- Tourism Relief Fund – Prairies Economic Development Canada (formerly Western Diversification)
- PAREDA Website

Another significant PAREDA milestone was the full take-over of tourism operations. This included the dissolution of the Prince Albert Tourism and Marketing Bureau Inc. which was a major undertaking, and the establishment of Tourism Prince Albert.

At a cost to the City of \$140,000 per year, an agreement between the City and PAREDA was signed, for PAREDA to take over the operation and management of the Tourism Centre and related facilities for the promotion of tourism in the City of Prince Albert and surrounding area from July 10, 2020 to July 9, 2025.

Some of the highlights of tourism related work are as follows:

- Tourism Strategic Plan (presented to and approved by Council)
- Took part in the December 2020 #ShopLocalYPA campaign along with The City of Prince Albert, Prince Albert Downtown and Business Improvement District and Prince Albert and District Chamber of Commerce.
- Tourism Prince Albert logo developed
- Destination Canada Tourism Recovery Grants - \$20,000
 - Development of four themed promotional videos for the Prince Albert region
 - Coordinated with Phoenix Group and Tourism Saskatchewan on themes, storyline and video development
 - Preparing video launch and promotion upon completion
- Tourism Centre Operations
- Hired staff
- Opened summer 2021

- New POS system installed
- Tourism Gift Shop – new stock
- New tourism website is currently nearing completion

In the summer of 2022, current CEO Ashley Charles stepped down from her position, leaving the role of CEO vacant. Ashley has agreed to help through the transition on an hourly rate until a new CEO is being hired.

Also in the summer of 2022, the term for PAREDA Board member-at-large positions required renewal and a number of members chose to not renew their membership, although a number of very capable members of the community showed interest in putting their name forward as replacements.

In the fall of 2022 a first round of CEO interviews took place, but ultimately the HR Subcommittee was not able to find an ideal candidate.

PROPOSED APPROACH AND RATIONALE:

Although there has been a lot of valuable work done, some members of the PAREDA Board feel that there has not been enough focus on Business attraction and Industry Development, among other things.

If the **current** structure of PAREDA were to remain, there are a number of challenges that would need to be overcome in one way or another in order to continue making progress in Economic Development. A summary of these challenges are as follows:

- Board members are very busy members of our community and getting quorum has proven to be difficult.
- A lot of CEO time was spent on administrative tasks such as arranging for meetings, preparing agendas, minutes, etc., preparing finances, etc. Board members felt that not enough attention was being spent on PAREDA branding, business attraction, Industry development, etc.
- Hiring a new capable CEO that can make an immediate impact has proven to be difficult.
- Even in the spirit of cooperation, we have seen our municipal partners “hold back” on providing information on potential projects, which has proven to be counterproductive.

From the beginning, it has always been an expectation that PAREDA would evolve over time to correspond with the needs of founding members. Keeping this in mind, an altered approach is being proposed. It is important to understand that this way forward in no way suggests that PAREDA should come to an end, but rather proposes a continuation of the valuable partnership between founding members.

The attached document provides a more detailed narrative of the approach that is being suggested in this report.

As per the MOU, The City of Prince Albert currently contributes \$105,000 per year to PAREDA to cover our share of operational costs. It is being suggested that the City of Prince Albert rather use these dollars to hire our own Economic Development Manager. This individual will still be responsible to follow the PAREDA strategic plan, and “regional” approach to Economic Development (within reason), however will be a City of Prince Albert employee.

The PAREDA Board will remain in place and continue to share Economic Development projects, ideas and views, while continuing to strengthen the established partnerships that have been growing over the last several years. Current founding members will remain the same.

As PAREDA Currently manages tourism at a cost to the City of \$140,000, this will no longer be an option under the new model. Administration will be providing City Council with an update in this regard in the coming weeks.

The benefits of this proposed model are as follows:

- Maintains a “regional” approach to Economic Development but allows for more time and focus to be spent on Economic Development projects.
- Allows for more informal meetings that do not require forum, formal agendas, minutes, etc.
- Above all else, not only does it maintain the important partnerships that PAREDA has established, but it strengthens them, specifically with our First Nations and Metis partners.

It is important to note that all of the work that has taken place thus far will continue to remain relevant such as the website and the strategic plan.

FINANCIAL IMPLICATIONS:

The City of Prince Albert’s financial contribution to PAREDA is \$105,000 annually which has been offset by the vacancy of the Economic Development Manager position.

The City of Prince Albert and PAREDA have an agreement where the City provides an annual \$140,000 grant to PAREDA for the operation and management of the Tourism Centre and related facilities for the promotion of tourism in the City of Prince Albert and surrounding area from July 10, 2020 to July 9, 2025.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no justification for incamera, options to the recommendation, policy implications, or privacy implications.

STRATEGIC PLAN:

The Strategic Plan identifies “Sustainable Growth” as a strategic goal. The following priorities also support the establishment of a REDA model:

- Development of marketing strategy
- Regionalism
- Completion and implementation of an Economic Development Strategic Plan & Strategy
- Plan collaboratively with all levels of government in Prince Albert and surrounding areas.

OFFICIAL COMMUNITY PLAN:

Section 11.2 of the OCP discusses Economic Development. Among others, the following policy supports the formation of a REDA model:

Continue to work with the Prince Albert Regional Economic Action Committee, Prince Albert Chamber of Commerce, PA Tourism, and any other stakeholders in promoting business and tourism development in Prince Albert.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval by City Council the Director will reach out to founding members to discuss the PAREDA proposal

PUBLIC NOTICE

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

PRESENTATION:

None

ATTACHMENTS:

1. PAREDA Narrative

Written by: Director of Planning and Development Coordinator

Approved by: City Manager

11/17/22

Re: PAREDA – Moving Forward

Economic Development

The Prince Albert Regional Economic Development Alliance (PAREDA) Memorandum of Understanding (MOU) was signed on March 19, 2019 for a 3 year term until December 31, 2021. This MOU created mutual contractual commitments as between the City of Prince Albert and the other signatories, which included in that first term the City of Prince Albert, the RM of Prince Albert, the Town of Shellbrook, Peter Ballantyne Development Limited Partnership, Muskoday First Nation and the RM of Buckland.

The MOU was contractually extended between the regional member stakeholders for an additional 3 years until 2024 as between 4 of the original 6 parties (City of Prince Albert, RM of Prince Albert, Town of Shellbrook and Peter Ballantyne LP) along with Metis Nation-Saskatchewan and Sturgeon Lake First Nation, who replaced RM of Buckland and Muskoday First Nation as stakeholder members.

In the summer of 2022, current CEO Ashley Charles stepped down from her position, leaving the role of CEO vacant. The PAREDA Board has met challenges in recruiting a replacement CEO. Ms. Charles has been able to provide some contract services to PAREDA in a transitional, casual capacity, however she is not available to continue that service indefinitely. The existing situation is unsustainable for the PAREDA Board, and PAREDA acknowledges that in these circumstances it is not now resourced, and does not expect to be resourced in future to perform its mandate or the contractual obligations through to 2024 as contemplated under the MOU.

In response to the inability of the PAREDA Board and its member stakeholders to perform the MOU as contemplated, City Administration has developed a proposed model to address both the City of Prince Albert's internal needs, while also addressing certain regional projects, by hiring its own Economic Development Manager. This manager, as an employee of the City of Prince Albert, would ultimately report to the City under the direction of the Director of Planning and Development Services, and would have the mandate and be responsible to address the City of Prince Albert's economic development needs.

City Administration has shared the City of Prince Albert's intentions with the PAREDA Board, and PAREDA directors have signaled that, if PAREDA could transition out of its mandated responsibilities under the MOU, PAREDA could remain an active corporation, without a CEO,

with the current members providing strategic direction through the PAREDA Strategic Plan, quarterly informal meetings, and the annual general meeting.

City Administration is supportive of transitioning to a new PAREDA model, and with these objectives the primary functional change for PAREDA would be that PAREDA would confirm by an amendment to the current MOU that it would extricate itself from the responsibilities of its day to day operations, financial, and administrative activities in order to allow PAREDA's founding members and board to focus their time on having collaborative, strategic discussion focused on regional economic development. The nature of the quarterly PAREDA meetings could then also change. Instead of being formal board meetings, the quarterly meetings will be informal meetings which will not require quorum, formal minutes or agendas, but rather an opportunity to regularly get together in the spirit of partnership and Economic collaboration.

It is envisioned that PAREDA would from its current operating finances set aside in total approximately \$10,000 to \$15,000 to cover a "subsistence" budget for the balance of the intended MOU term to end of 2024 (or longer), in order to meet the corporation's minimum annual registration and continuation requirements. The balance of approximately \$260,000.00 of PAREDA's operational funding would then be returned to its contributing stakeholders based on a pro-rating of their respective contributions.

Under this proposed new model, the City of Prince Albert would redirect its funding previously earmarked for their PAREDA contribution instead by funding of a new City of Prince Albert Economic Development Manager position.

The PAREDA Board and stakeholder members could finance cooperative initiatives on a project-by-project basis with grant funding from each participating community as such projects and initiatives are cooperatively planned and agreed upon by PAREDA members.

Initially under this new proposed model, "members at large" positions would not be part of the formal PAREDA Board, however, founding members may choose to revisit these positions in the future. Through the interim, founding members may choose to engage "strategic advisors" to provide advice and expertise on certain matters as required, in order to make informed decisions.



94B Cloverdale Road
Box 2884
Prince Albert, S6V 7M4
P: 306-940-9239

If particular PAREDA projects or initiatives require administrative or operational support, City of Prince Albert Administration would be open to contracting out to PAREDA resources from the City's Economic Development Manager or from its PDS Department on a negotiated fee-for-service, project-by-project basis. Under the new model, the amended MOU would clarify that City of Prince Albert personnel would *not* be responsible for the PAREDA Strategic Plan or its operations, except as may be undertaken by the City of Prince Albert on a fee-for-service contract basis.

Tourism

During the initial 2 term(s) of PAREDA, the City of Prince Albert also contracted PAREDA to take over tourism operations, at a cost of \$140,000 per year, fully funded by the City. It has been mutually agreed upon that the City take back tourism operations under their own corporate structure. In the transition to the newly proposed model, any unused tourism funds would be fully refunded to the City.

The current PAREDA memorandum of understanding will need to be amended to reflect these changes, and as a founding member organization to PAREDA, it is being asked of you that you support this way forward by directing your PAREDA Board appointee to approve the following motions:

1. That the PAREDA proposal from the Prince Albert Director of Planning and Development be approved in principle subject to support being given by all PAREDA founding members
2. That the MOU be amended to reflect the changes proposed

We feel that with these changes being implemented, PAREDA will become more effective in carrying out the vision in the Strategic Plan. Thanks for your consideration.



RPT 22-465

TITLE: Digital Billboard – 496 Marquis Road East

DATE: November 30, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Sign Permit Application for a Digital Billboard to be located at 496 Marquis Road East, legally described as Lot 1, Block F, Plan 76PA10690, be denied.

TOPIC & PURPOSE:

The purpose of the report is to consider the Sign Permit Application for a Digital Billboard at 496 Marquis Road East.

BACKGROUND:

The Department of Planning & Development Services is in receipt of a Sign Permit Application for a Digital Billboard to be located at 496 Marquis Road East.

PROPOSED APPROACH AND RATIONALE:

As shown on the attached Site Plan, the applicant intends to demolish an existing static billboard along the western property line and construct a digital billboard along the southern property line to improve its visibility. Due to the layout of the parking lot and the presence of the existing freestanding signs in either corner of the site, the placement of the proposed billboard is limited to the location identified on the attached Site Plan, which is 0.5 metres from the front property line.

In accordance with Section 13.3.1 of the Zoning Bylaw, a billboard is required to be setback 7.5 metres from the front property line. In this case, a minor variance is not an option as it only provides a 10% (of 7.5 metres) encroachment into the front yard setback.

It has been suggested to the applicant that if they were to simply replace the current billboard with the new digital billboard in the same location, the regulations within the Zoning Bylaw would be met and administration could recommend approval. The applicant, however, has indicated that they would not like to pursue this option.

As there are no other viable options that would conform to the requirements under the Zoning Bylaw, Administration is recommending denial of the application. The applicant has indicated that they are aware they do not meet the required 7.5 metres front yard setback, and if the application is denied, they will pursue an appeal. The applicant is able to appeal the decision to the Development Appeals Board as per section 219(1)(b) of *The Planning and Development Act, 2007*.

CONSULTATIONS:

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

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Throughout the Development Permit process, Administration has supported the Core Value of Accountability & Leadership by providing accurate information to the applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

Section 17.7 of the Official Community Plan states that, "All signage shall comply with the Zoning Bylaw or the Portable Sign Bylaw and the design guidelines set out therein."

PUBLIC NOTICE:

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

PRESENTATION: None

ATTACHMENTS:

1. Location Plan
2. Location Plan with Aerial
3. Site Plan
4. Structural Drawings

Written by: Ellen Pearson, Planner

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

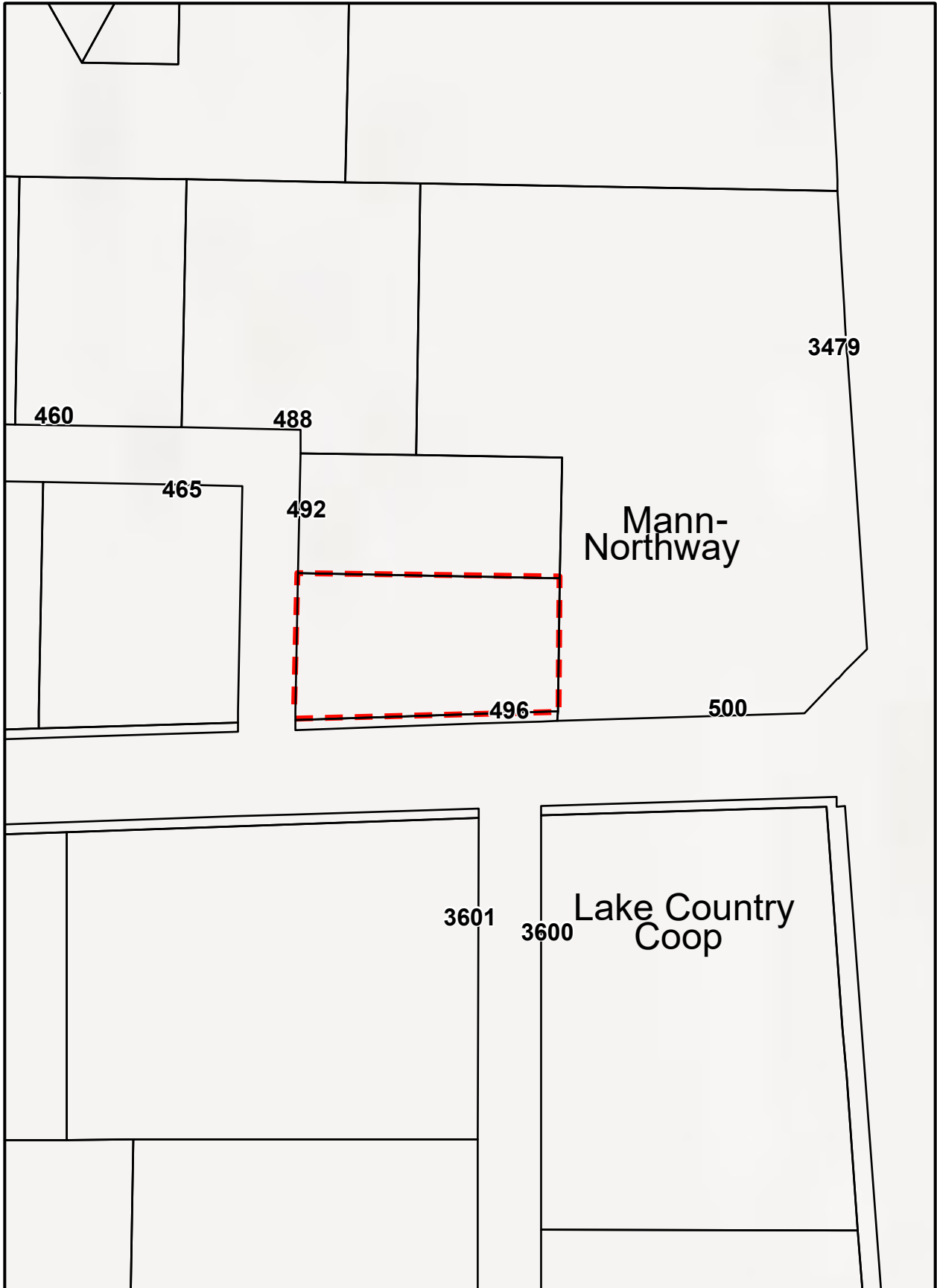


S-H

S-H

PLANNING & DEVELOPMENT

November 8, 2022 JO



Lot 1, Block F, Plan 76PA10690

Subject Property Identified
With A Bold Dashed Line



S-N

S-N

PLANNING & DEVELOPMENT

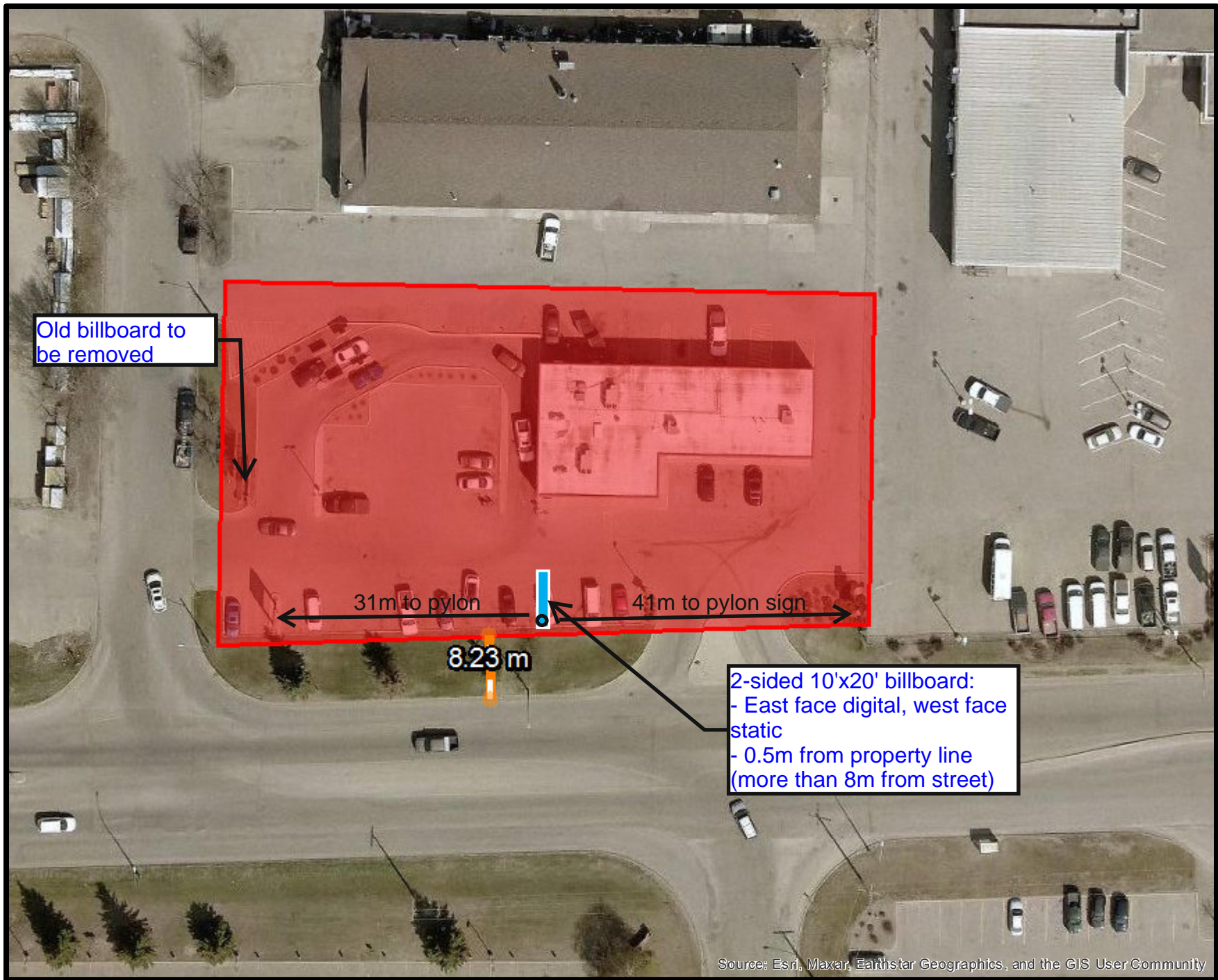
November 8, 2022 JO

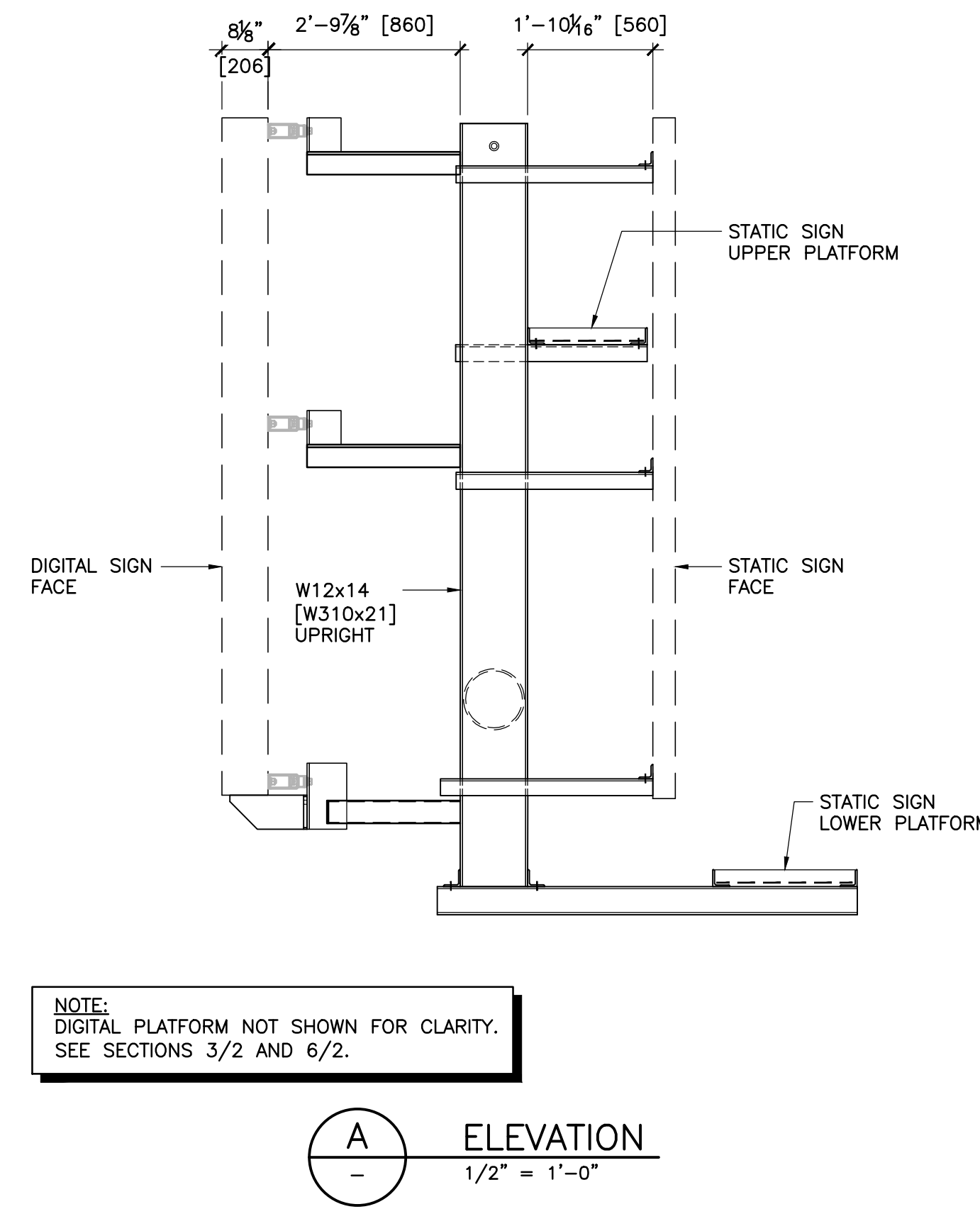
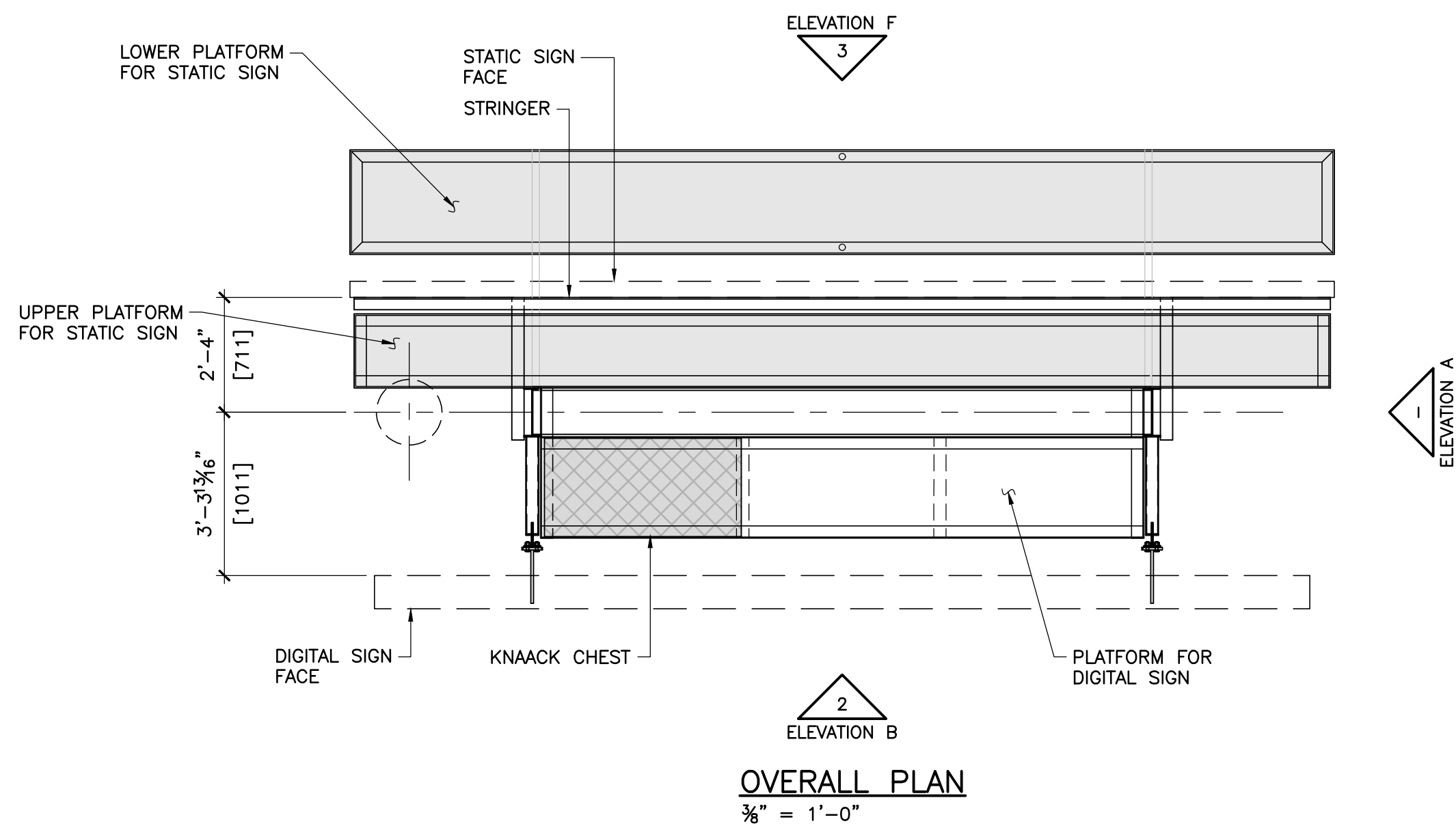
Lot 1, Block F, Plan 76PA10690

Subject Property Identified With A Bold Dashed Line

Site plan for new billboard at 496 Marquis Road, Prince Albert

10/11/2022 1:58:32 PM





NOTE:
 DIGITAL PLATFORM NOT SHOWN FOR CLARITY.
 SEE SECTIONS 3/2 AND 6/2.

GENERAL NOTES

- LOADS**
- DESIGN CONFORMS TO NATIONAL BUILDING CODE 2015.
 - DESIGN LOADS:
 1/50 YEAR WIND: 0.38 kPa (7.9 psf)
 GUST FACTOR = 2.5
 Cf = 1.2
 Ce = 0.94
 PLATFORM LIVE LOAD: 1 kPa (20psf) OR 500 lbs CONCENTRATED LOAD
 SIGN FACE LOADS: DIGITAL FACE 10.7 kN (2,400 lbs)
 STATIC FACE 2.2 kN (500 lbs)
- FOUNDATION**
- EMBEDMENT DEPTH FOR THE PILE DOES NOT APPLY TO LOCATIONS WHERE WALLS OF THE HOLE WILL NOT STAND UNSUPPORTED (I.E. CASING REQUIRED) OR WHERE UNCOMPACTED FILL OR ORGANIC SOILS EXIST.
 - DESIGN IS BASED ON THE FOLLOWING ULTIMATE LATERAL SOIL RESISTANCE, TOGETHER WITH A SAFETY FACTOR OF 1.5:
 CLAY SOILS- 450 kPa (9400 psf) BASED ON UNDRAINED SHEAR STRENGTH OF 50 KPA (1050 PSF), TYPICAL FOR FIRM TO STIFF CLAY.
 GRANULAR SOILS - COEFFICIENT OF PASSIVE EARTH PRESSURE=3.4, TYPICAL FOR COMPACT TO DENSE SAND.
 - VERIFY SOIL TYPE DURING EXCAVATION. NOTIFY ENGINEER IF SOIL DOES NOT SATISFY THE ABOVE REQUIREMENTS.
- STRUCTURAL STEEL**
- STRUCTURAL STEEL SHALL CONFORM TO CSA G40.20 AND CSA G40.21 GRADE 350W EXCEPT PLATES TO 300W, PIPE TO ASTM A252 GRADE 2 WITH MINIMUM 35 ksi (240 MPa) YIELD STRENGTH.
 - ALL WELDING SHALL CONFORM TO CSA W59.
 - ALL BOLTS SHALL CONFORM TO ASTM A307 OR A325 AS NOTED. TIGHTEN A307 BOLTS SNUG TIGHT AND A325 BOLTS USING THE TURN OF THE NUT METHOD. ALL BOLTS TO BE CAD PLATED.
 - SIGN STRUCTURE TO BE PAINTED TO PATTISON SPECIFICATIONS TO PREVENT CORROSION.
- CAST IN PLACE CONCRETE**
- CONCRETE FOR THE PILE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3000 psi (20 MPa), 5 - 7% AIR, 4" SLUMP AND TYPE HS CEMENT.
- ERECTION**
- THE PIPE COLUMN SHALL BE EXTENDED TO THE BOTTOM OF THE PILE.
 - NOTIFY THE ENGINEER IF THE SIGN IS TO BE LOCATED NEAR BUILDINGS.
- HORIZONTAL LIFE LINE SYSTEMS**
- HORIZONTAL LIFELINE: REFER TO DRAWING 1 OF 1 BY CHARCHUN INDUSTRIAL SOLUTIONS LTD. DATED 03/10/2008 TITLED "5000 LB SIGN POST FALL ARREST CABLE SYSTEM". HORIZONTAL LIFELINE TO BE INSTALLED AND USED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
 - MAXIMUM CAPACITY OF HORIZONTAL LIFELINE IS ONE PERSON. THE MAXIMUM WEIGHT OF EACH PERSON, INCLUDING TOOLS AND CLOTHING, IS 310 LBS.
 - THE USER'S CONNECTING SUBSYSTEM MUST LIMIT FALL ARREST FORCES TO 900 LBS. OR LESS.
 - ANCHORAGE STRENGTH REQUIREMENTS: 5000 LBS. MINIMUM ALONG THE AXIS OF THE HORIZONTAL LIFELINE, AND 3,600 LBS. MINIMUM IN DIRECTIONS OF FALL ARREST THAT ARE PERPENDICULAR TO THE HORIZONTAL LIFELINE.
 - THE H.L.L. SYSTEM SHALL BE INSPECTED BY WORKER AS REQUIRED BY THE MANUFACTURER BEFORE IT IS USED ON EACH WORK SHIFT.
 - THE H.L.L. SYSTEM SHALL ALSO BE INSPECTED EACH TIME IT IS SUBJECTED TO A FALL ARREST EVENT AND REPAIRS SHALL BE MADE ACCORDINGLY.

No.	DATE	ITEM	BY
0	OCT. 6, 2022	ISSUED FOR CONSTRUCTION	JMC

REVISIONS

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 Edmonton, AB T6E 6A1 www.bptec.ca

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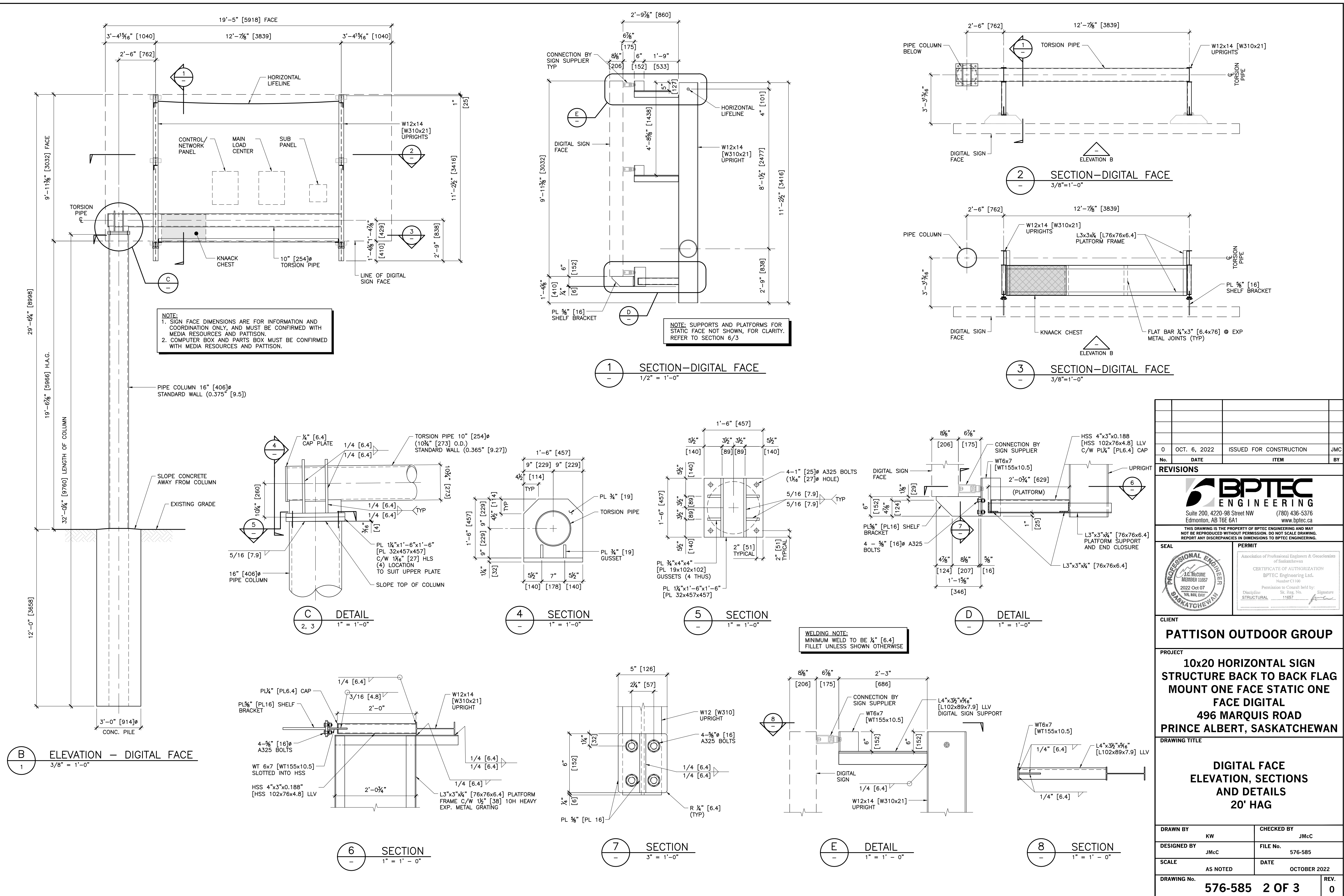
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 Discipline: STRUCTURAL Sk. Reg. No. 11687 Signature: [Signature]

CLIENT
PATTISON OUTDOOR GROUP

PROJECT
**10x20 HORIZONTAL SIGN
 STRUCTURE BACK TO BACK FLAG
 MOUNT ONE FACE STATIC ONE
 FACE DIGITAL
 496 MARQUIS ROAD
 PRINCE ALBERT, SASKATCHEWAN**

DRAWING TITLE
**PLAN, SECTION
 AND
 GENERAL NOTES
 20' HAG**

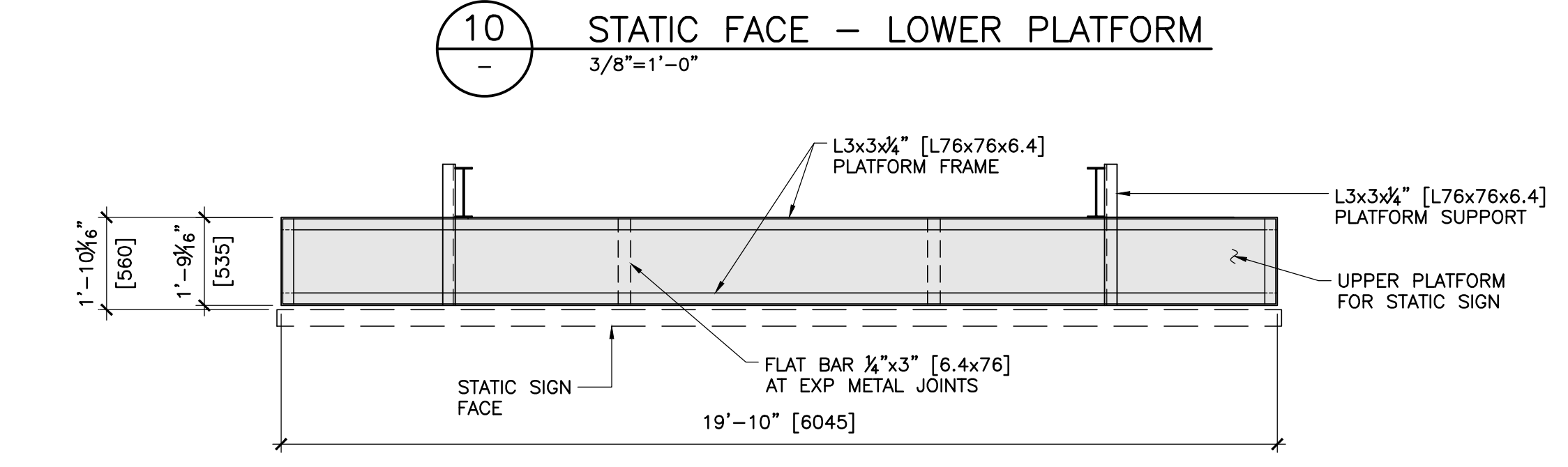
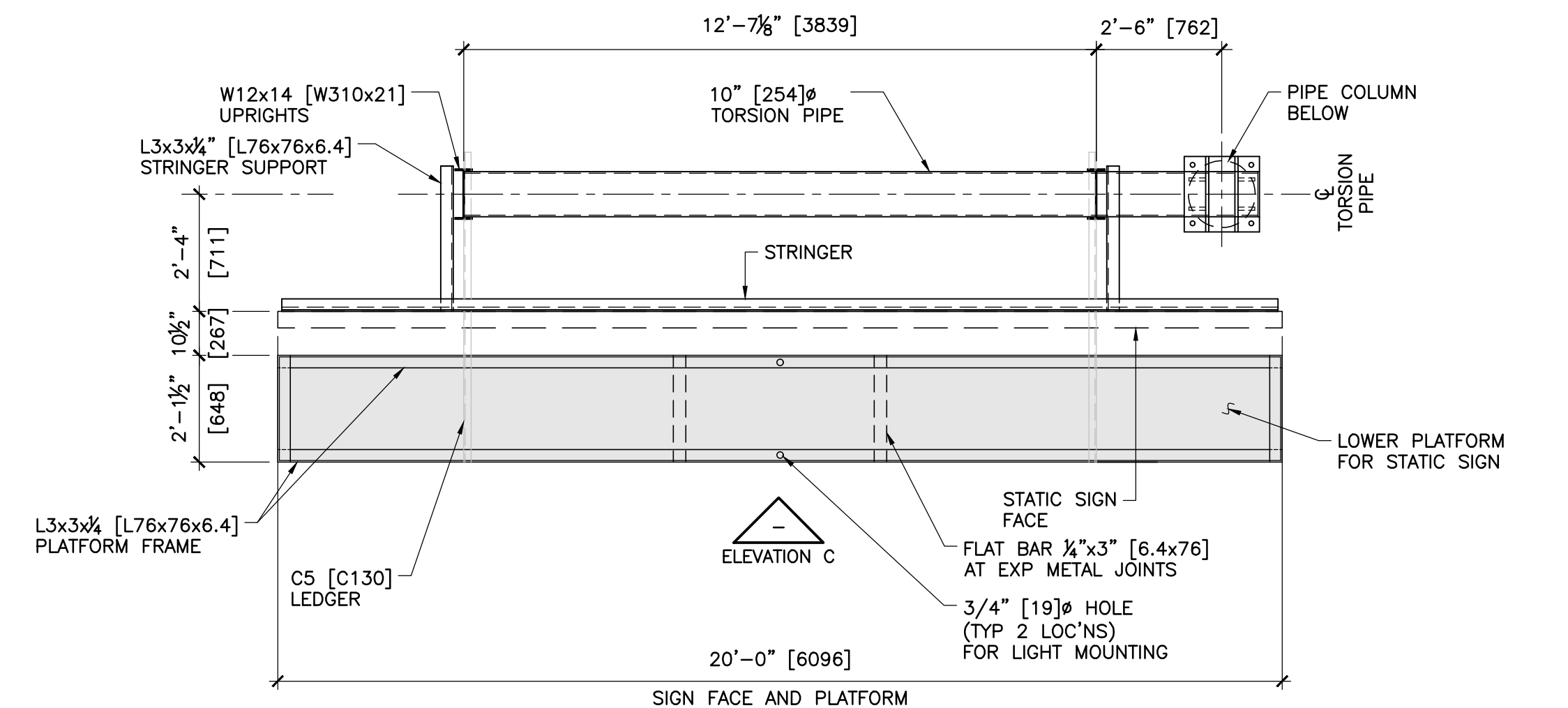
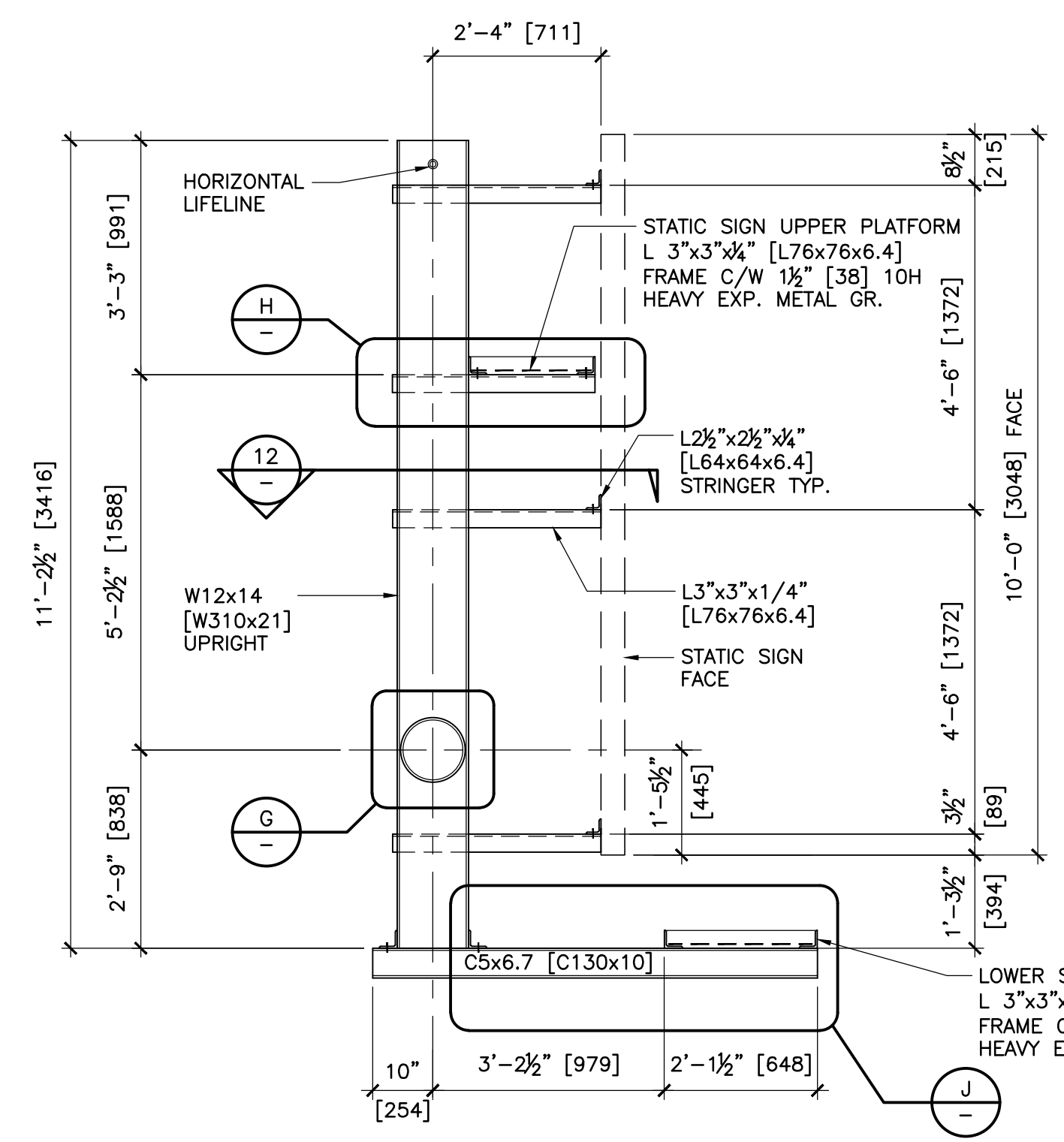
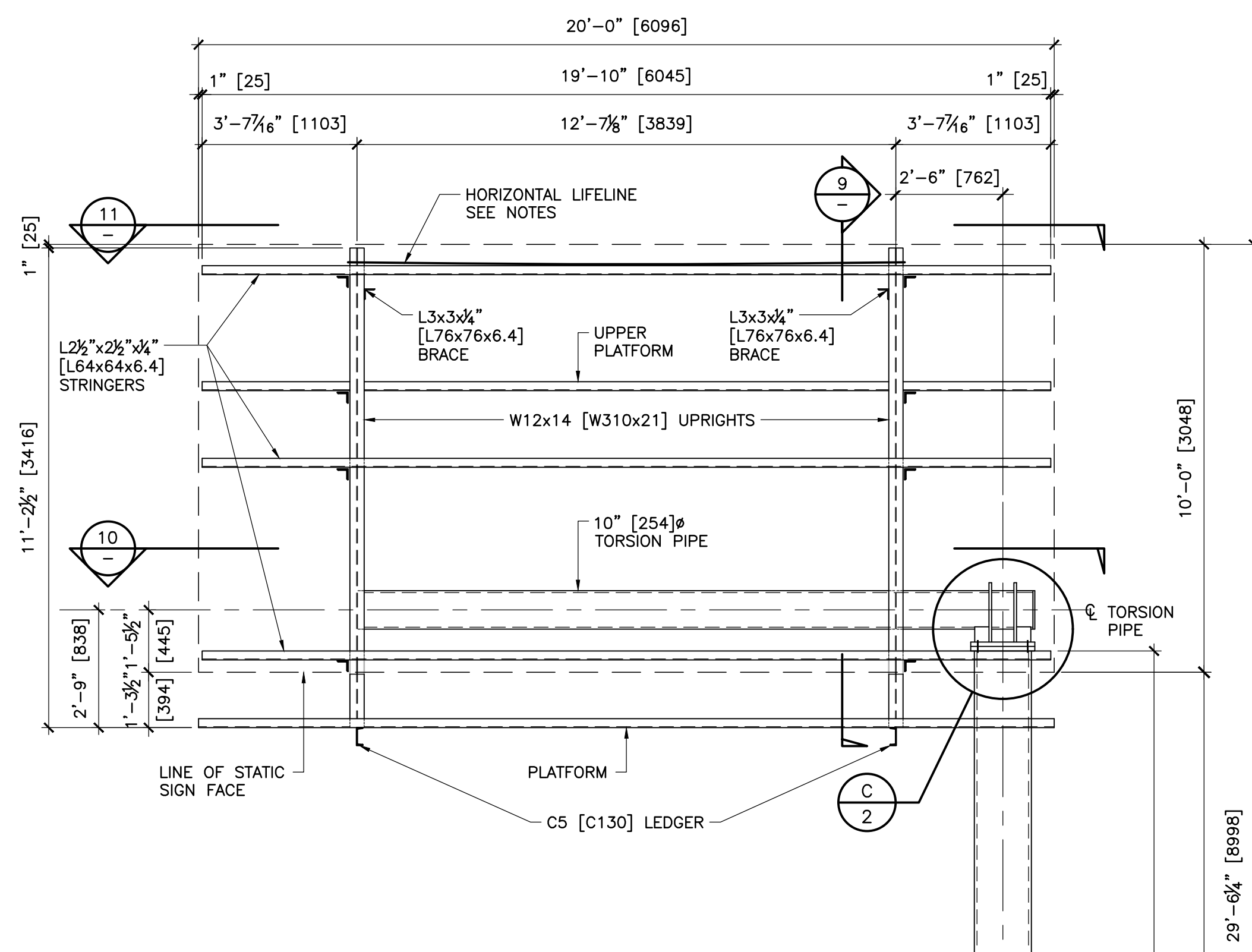
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DESIGNED BY JmC	FILE No. 576-585
SCALE AS NOTED	DATE OCTOBER 2022
DRAWING No. 576-585	REV. 0



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No.	DATE	ITEM	BY
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	PERMIT Association of Professional Engineers & Geoscientists of Saskatchewan CERTIFICATE OF AUTHORIZATION BPTec Engineering Ltd. Number C1100 Permission to Consult held by: Discipline: STRUCTURAL Sk. Reg. No.: 11657 Signature:
CLIENT PATTISON OUTDOOR GROUP	
PROJECT 10x20 HORIZONTAL SIGN STRUCTURE BACK TO BACK FLAG MOUNT ONE FACE STATIC ONE FACE DIGITAL 496 MARQUIS ROAD PRINCE ALBERT, SASKATCHEWAN	
DRAWING TITLE DIGITAL FACE ELEVATION, SECTIONS AND DETAILS 20' HAG	
DRAWN BY KW	CHECKED BY JmC
DESIGNED BY JmC	FILE No. 576-585
SCALE AS NOTED	DATE OCTOBER 2022
DRAWING No. 576-585 2 OF 3	REV. 0

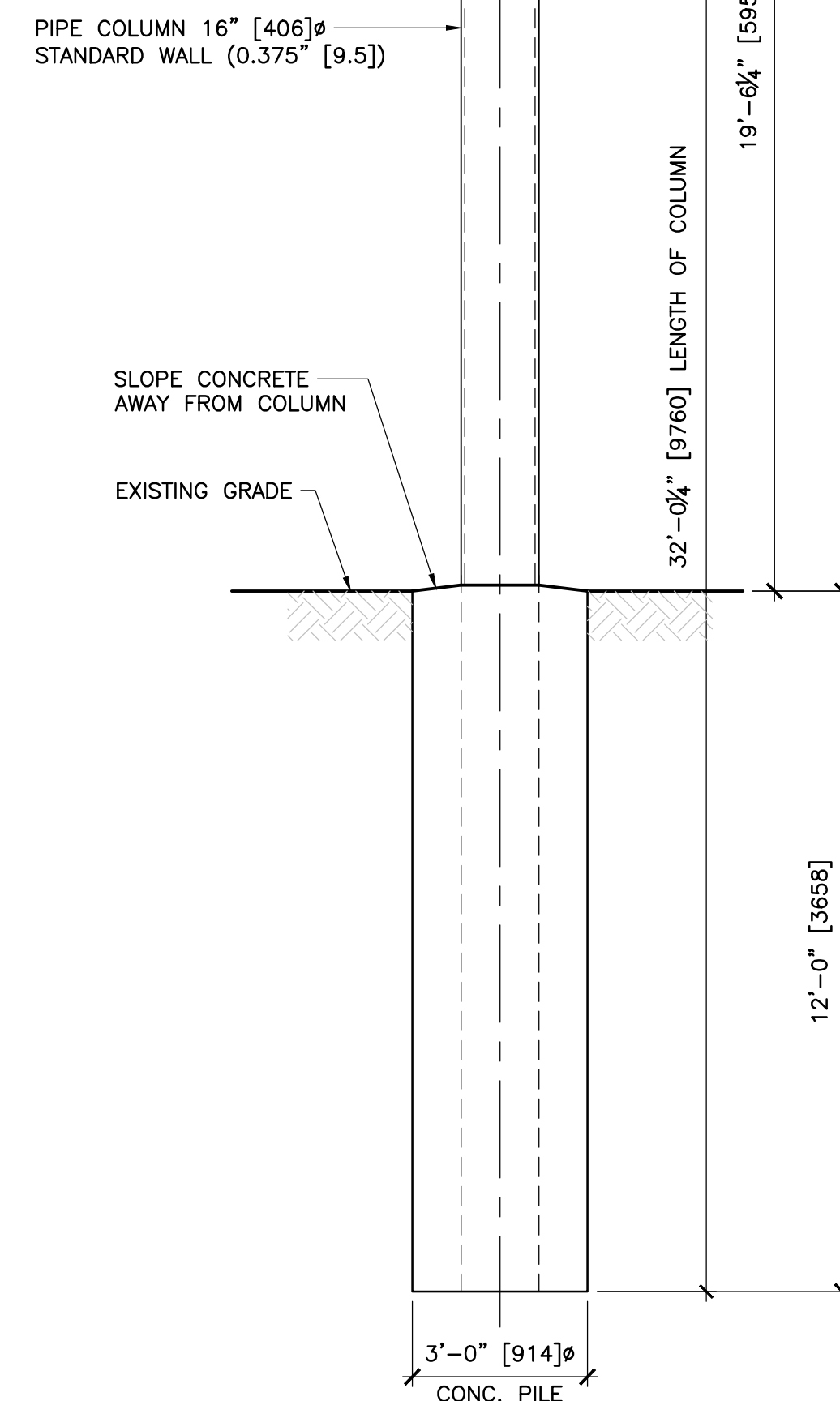
kward Oct 06, 2022 - 6:40pm



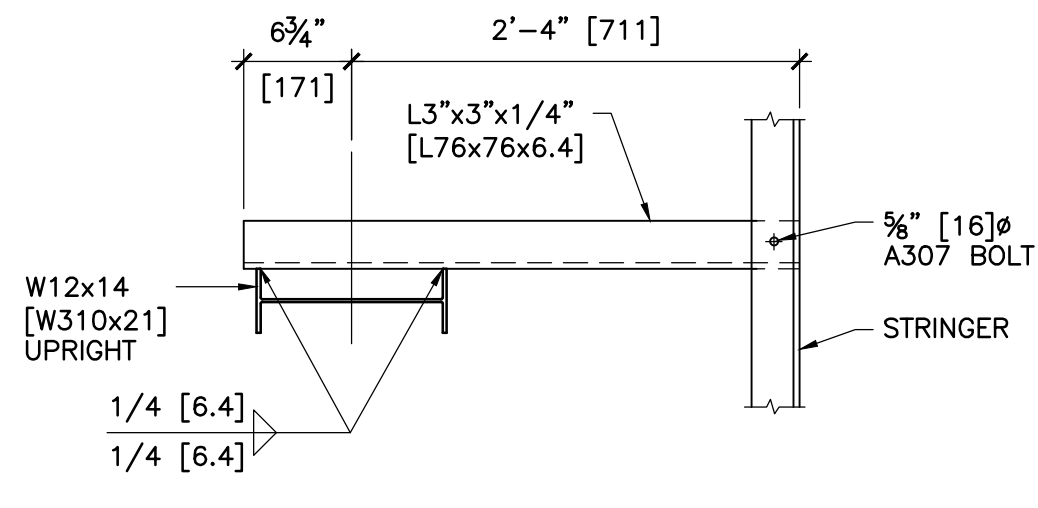
9 SECTION - STATIC FACE
1/2" = 1'-0"

10 STATIC FACE - LOWER PLATFORM
3/8" = 1'-0"

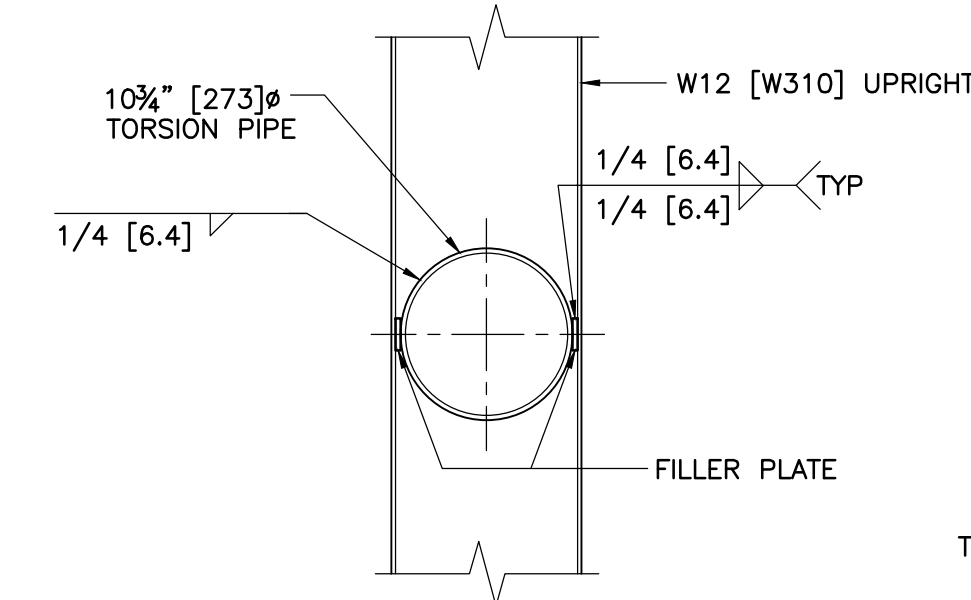
11 STATIC FACE - UPPER PLATFORM
3/8" = 1'-0"



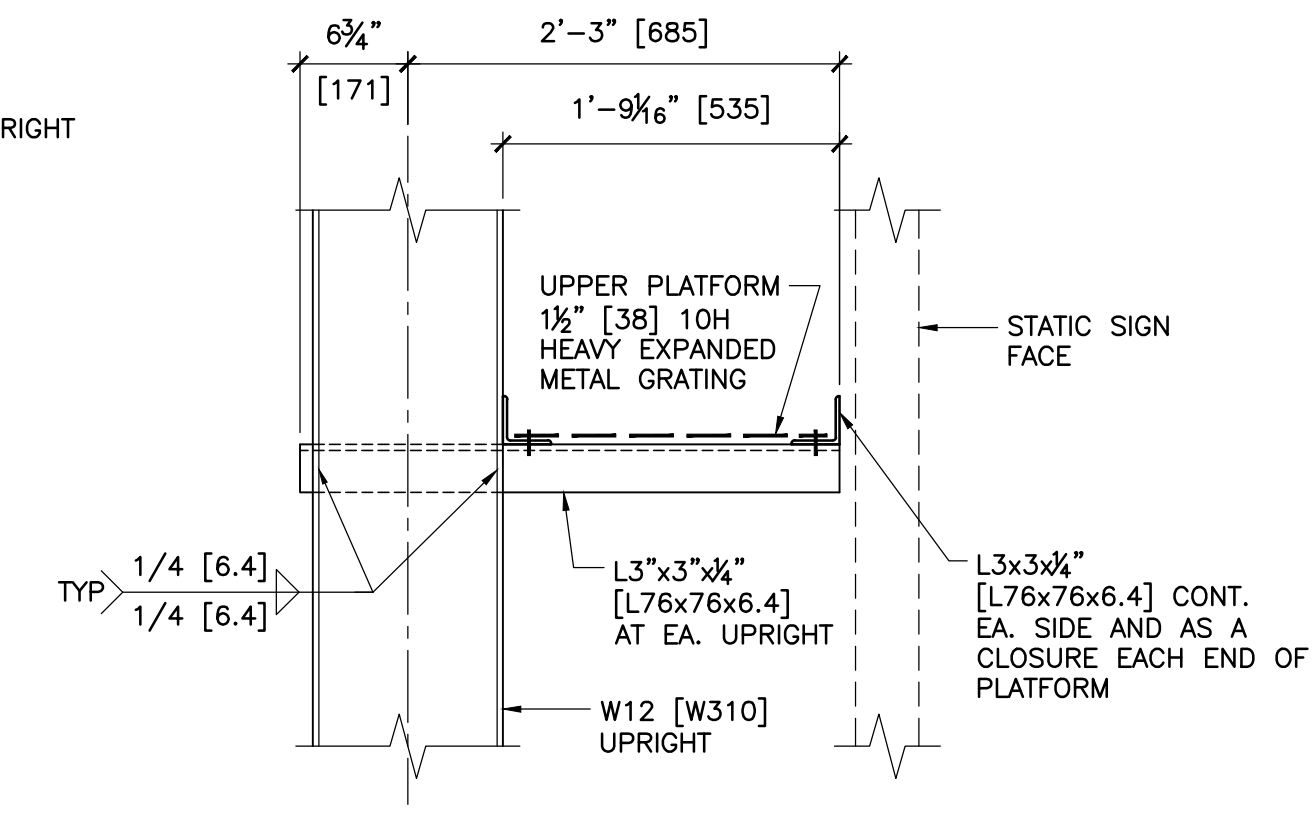
F ELEVATION - STATIC FACE
3/8" = 1'-0"



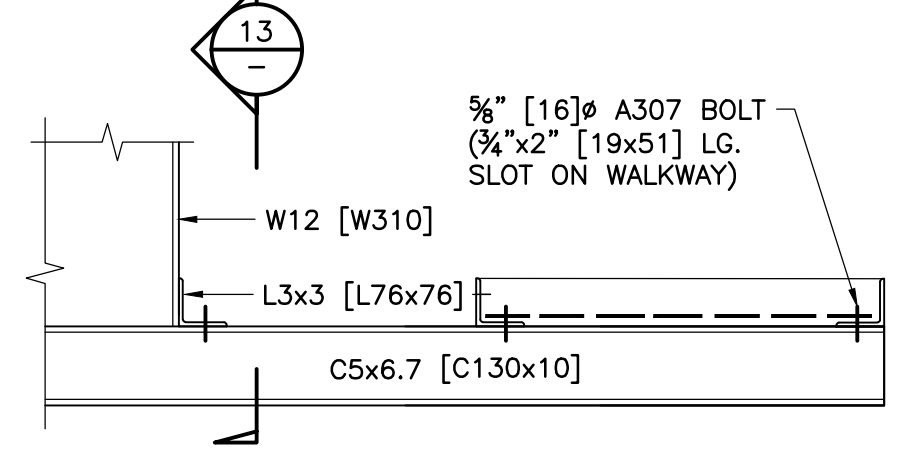
12 SECTION
1" = 1'-0"



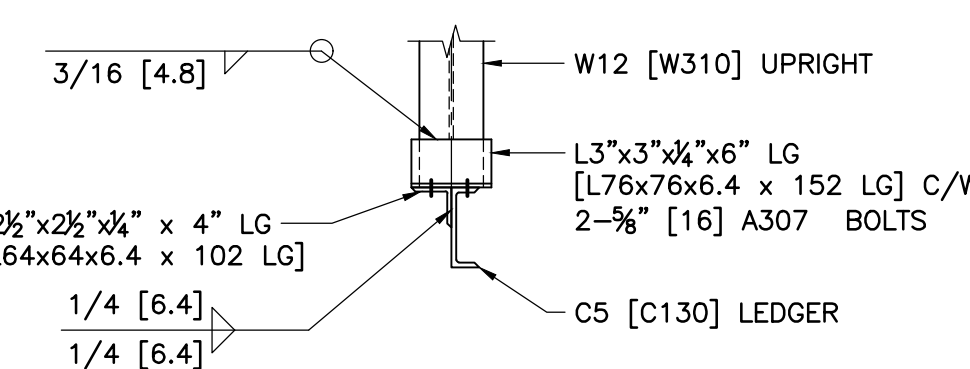
G DETAIL
1" = 1'-0"



H DETAIL
1" = 1'-0"



J DETAIL
1" = 1'-0"



13 SECTION
1" = 1'-0"

WELDING NOTE:
MINIMUM WELD TO BE 1/4" [6.4]
FILLET UNLESS SHOWN OTHERWISE

No.	DATE	ITEM	BY
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PROFESSIONAL ENGINEER
J.C. MacIver
MEMBER 11057
2022 Oct 07
VR, MML DIV
SASKATCHEWAN

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CLIENT
PATTISON OUTDOOR GROUP

PROJECT
**10x20 HORIZONTAL SIGN
STRUCTURE BACK TO BACK FLAG
MOUNT ONE FACE STATIC ONE
FACE DIGITAL
496 MARQUIS ROAD
PRINCE ALBERT, SASKATCHEWAN**

DRAWING TITLE
**STATIC FACE
ELEVATION, SECTIONS
AND DETAILS
20' HAG**

DRAWN BY	CHECKED BY
KW	JMcC
DESIGNED BY	FILE No.
JMcC	576-585
SCALE	DATE
AS NOTED	OCTOBER 2022
DRAWING No.	REV.
576-585 3 OF 3	0

TITLE: Municipal Revenue Sharing Declaration of Eligibility

DATE: **November 23, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the City of Prince Albert meet the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
 - a. Submission of the 2021 Audited Financial Statements to the Ministry of Government Relations;
 - b. Submission of the 2021 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
 - c. “In good standing” with respect to the reporting and remittance of Education Property Taxes;
 - d. Adoption of Procedure Bylaw No. 23 of 2021;
 - e. Adoption of the following Employee Policies to represent the Employee Code of Conduct:
 - i. Conflict of Interest Policy;
 - ii. Gift, Favours and Entertainment Policy;
 - iii. Employment of Relatives Policy;
 - iv. Occupational Health and Safety Policy – Harassment Safety Administrative Policy;
 - v. Progressive Discipline Policy;
 - vi. Social Media, Media Relations and Public Statements Policy; and,
 - vii. Freedom of Information and Access to Information Policy; and,

- f. All members of Council have filed their Public Disclosure Statements, as required; and,
2. That the City Clerk be authorized to execute the Declaration of Eligibility and submit it to the Ministry of Government Relations.

TOPIC & PURPOSE:

To declare that the City has met eligibility requirements to receive the Municipal Revenue Sharing Grant in 2023.

BACKGROUND:

The Ministry of Government Relations was directed to complete a review of the Municipal Revenue Sharing Grant Program in 2018-19. One of the main objectives of the Municipal Revenue Sharing Grant review was to provide recommendations on how Municipal Revenue Sharing Grants can encourage effective local governance. To support this objective, the Ministry has implemented annual eligibility requirements for municipalities to receive their unconditional Municipal Revenue Sharing Grant.

PROPOSED APPROACH AND RATIONALE:

Municipalities are required to report their compliance with the eligibility requirements to the Ministry by submitting the Declaration of Eligibility annually no later than January 31st of each year, in order to receive the Municipal Revenue Sharing Grant.

The following are the Eligibility Requirement Questions and The City's response:

1. Has your municipality submitted your Audited Financial Statements? Legislative reference to submission of Audited Financial Statements is within Section 157 and 369 of *The Cities Act*.

City Council, at its meeting of June 13, 2022, approved the Audited Consolidated Financial Statements for the year ending December 31, 2021 and forwarded the Statements to the Minister of Government Relations dated June 23, 2022.

2. Has your municipality submitted Public Reporting on Municipal Waterworks? Legislative reference to Public Reporting on Municipal Waterworks is within Sections 22.2 and 22.6(3) of *The Cities Regulations*.

The Financial Services Department completed and submitted the 2021 Waterworks Financial Overview Questionnaire in July 2022, which the Ministry of Government Relations required by September 1st each year.

In addition, the Municipal Waterworks Financial Ratio has been posted on the City's website for the consumers' information and review.

3. Is your municipality considered "in good standing" in regards to its Education Property Tax reporting and remittances? "in good standing" is defined as Education Property Tax returns are filed up to the current date and any Education Property Tax collections have been paid in full or a satisfactory payment arrangement, if available, has been agreed upon with the Ministry of Finance. Legislative reference to Education Property Taxes is within Section 10 and 15 of *The Education Property Tax Act*.

The Financial Services Department has filed all Education Property Tax returns up to the current date.

4. Has your municipality adopted a Council Procedure Bylaw as required by legislation? Legislative reference to Council Procedure Bylaw is within Section 55.1 of *The Cities Act*.

City Council, at its meeting of January 24, 2022, approved and gave final reading to Procedure Bylaw No. 23 of 2021, which regulates the proceedings of City Council and Council's Committees. This Bylaw repealed the previous Procedure Bylaw No. 26 of 2014.

5. Has your municipality adopted an Employee Code of Conduct as required by legislation? Legislative reference to an Employee Code of Conduct is within Section 85.1 of *The Cities Act*.

City Council has approved various Policies for Employees as follows:

1. *Conflict of Interest Policy No. 9.1;*
2. *Gift, Favours and Entertainment Policy No. 11;*
3. *Employment of Relatives Policy No. 10;*
4. *Occupational Health and Safety Policy – Harassment Safety Administrative Policy;*
5. *Progressive Discipline Policy No. 33;*
6. *Social Media, Media Relations and Public Statements Policy No. 59.1; and,*
7. *Freedom of Information and Access to Information Policy No. 81.3.*

6. Have all elected Council Members (including the Mayor) completed and filed their Public Disclosure Statement with the City Clerk as required by legislation?

All members of Council completed and submitted their Public Disclosure Statement within the thirty (30) day deadline following the 2020 Municipal Election.

Have all elected Council Members (including the Mayor) completed their Public Disclosure Statement Annual Declaration and filed them with the City Clerk as required by legislation? Legislative reference to filing a Public Disclosure Statement and Annual Declaration are within Section 116 of *The Cities Act*.

All members of Council have completed and submitted their Annual Declarations by the required deadline of November 30, 2022.

Attached is the Municipal Revenue Sharing Declaration of Eligibility that I have completed on behalf of The City for submission following consideration by City Council.

CONSULTATIONS:

The Financial Services Department was consulted and provided assistance in completion of the Statement to ensure the information provided was accurate and true.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the Declaration is approved by City Council, I will execute the Declaration, insert the Council Resolution Number and submit electronically to the Ministry of Government Relations by the deadline of January 31, 2023.

POLICY IMPLICATIONS:

The Cities Act and Regulations, along with The Education Property Tax Act, set out the responsibilities that the City shall undertake as a municipality in the Province of Saskatchewan. In addition, the Ministry has implemented the practice of submitting an Annual Declaration of Eligibility, which the City will comply with each year by January 31st, to ensure no disruption to its Annual Municipal Revenue Sharing Grant.

FINANCIAL IMPLICATIONS:

As indicated above, by completion of this Declaration, there will be no disruption to receipt of the 2023 Municipal Revenue Sharing Grant as long as it is considered by City Council and submitted by the deadline of January 31, 2023.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation, privacy implications, Official Community Plan implementation strategies, or other considerations.

STRATEGIC PLAN:

The information contained in the report directly aligns with The City's Core Value of Accountable and Transparent:

"We will provide information that is relevant, accessible, timely and accurate."

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Declaration of Eligibility Responses for 2023-24 Grant

Written by: Terri Mercier, City Clerk

Approved by: Director of Financial Services & City Manager

Municipal Revenue Sharing Grant Declaration of Eligibility for 2023-24 Grant

To confirm eligibility for Municipal Revenue Sharing (MRS) Grant funding, the Ministry of Government Relations (ministry) requires a council resolution confirming your municipality's response to this Declaration of Eligibility (declaration).

As a municipality, you will need to:

1. Answer all the questions in this declaration;
2. Pass a resolution confirming your municipality's answers;
3. Understand the notice; and
4. Have the administrator/city clerk complete and sign the declaration.

Once that is done, click on "Submit" and the information will be sent to the ministry. You will be taken to a "Thank-You" screen - this is how you know your declaration was successfully submitted and you can print/save your submission.

The deadline for completing and submitting the declaration is January 31, 2023. The link to the online declaration will not be available after the deadline. Therefore, please be sure to submit the declaration by the deadline, even if your municipality does not meet all eligibility requirements.

All declarations are subject to a random audit. If municipalities are found to have provided false information on their declaration, their MRS Grant may be immediately withheld.

Ministry officials are available to assist you if you have questions about the declaration. They can be contacted at 306-787-2740 or by email at GRCompliance@gov.sk.ca.

NOTE: At any point, if you want to go back and change or review an answer to a previous question, be sure to use the "Back" button at the bottom of each page. **DO NOT USE YOUR BROWSER'S "Back" button as this may cause your data to be lost.**

Municipality Name:

City of Prince Albert

According to the Government of Saskatchewan's records*, the above municipality:

HAS submitted its 2021 Audited Financial Statement to the Ministry of Government Relations as required by legislation.

Is the above information correct?

Yes

Legislative references to the submission of Audited Financial Statements:
The Municipalities Act, S. 186 and 404; The Northern Municipalities Act, 2010 S. 208 and 440 and The Cities Act, S. 157 and 360.

Municipality Name

City of Prince Albert

According to the Government of Saskatchewan's records*, the above municipality:

HAS submitted its 2021 Public Reporting on Municipal Waterworks documentation to the Ministry of Government Relations as required by legislation.

Is the above information correct?

Yes

Legislative references to the submission of Public Reporting on Municipal Waterworks:

The Municipalities Regulations, S.51 and 55(3); The Northern Municipalities Regulations, S.41 and 45(3) and The Cities Regulations, S. 22.2 and 22.6(3).

Municipality Name

City of Prince Albert

Is the above municipality considered "in good standing" in regards to their Education Property Tax reporting and remittances?

Yes

*** A definition of "in good standing" can be found in the *Declaration of Eligibility Guide*.**

Legislative reference to Education Property Tax Returns and Remittances:
The Education Property Tax Act, S.10 & 15.

Municipality Name

City of Prince Albert

Has the above municipality adopted a Council Procedures Bylaw as required by legislation?

Yes

Legislative references to municipal councils passing a Council Procedures Bylaw:
The Municipalities Act, S. 81.1; The Northern Municipalities Act, 2010, S. 100.1 and The Cities Act, S. 55.1.

Municipality Name

City of Prince Albert

Has the above municipality adopted an Employee Code of Conduct as required by legislation?

Yes

Legislative reference to municipal councils adopting an Employee Code of Conduct:
The Municipalities Act, S. 111.1; The Northern Municipalities Act, 2010, S. 127.1 and The Cities Act, S. 85.1.

Municipality Name

City of Prince Albert

Have all elected council members (including mayor/reeve) completed and filed their Public Disclosure Statement with the administrator/city clerk as required by legislation?

Yes

Have all elected council members (including mayor/reeve) completed their Public Disclosure Statement Annual Declaration and filed them with the administrator/city clerk as required by legislation?

Yes

Legislative reference to filing and annually updating Public Disclosure Statements by all members of municipal council:

The Municipalities Act, S. 142; The Northern Municipalities Act, 2010, S. 160 and The Cities Act, S. 116.

TITLE: 2023 General Fund Operating and Capital Budget

DATE: **November 28, 2022**

TO: City Council

PUBLIC: **X**

INCAMERA:

RECOMMENDATIONS:

1. That the City of Prince Albert 2023 General Fund Budget, as attached, be approved;
2. That \$45,950,360 of revenue necessary to balance the General Fund Operating Budget be raised from Municipal Taxation;
3. That the City of Prince Albert 2023 General Fund Capital Budget in the amount of \$6,692,040, including principal payments on loans and \$263,040 in Police Capital, be approved;
4. That the 2023 transfer of \$4,910,000 from General Fund Operating to General Fund Capital be approved;
5. That the City of Prince Albert 2023 Fleet Budget in the amount of \$6,164,400, including \$296,000 in Police Service requirements, be approved;
6. That the 2023 Prince Albert Police Service be funded in the amount of \$18,336,700 inclusive of capital expenditures of \$263,040 and the Police Base tax of in the amount of \$621,100;
7. That the City of Prince Albert accept a \$200,000 transfer from the Police Services Operating Reserve to the City's General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with budget shortfalls;
8. That the City of Prince Albert 2023 Reserve Allocations of \$3,887,170 and Principal Payments on loans of \$281,800 be approved for a total amount of \$4,168,970;

9. That the following staffing changes be approved:
 - a) That the staffing complement for the Information Technology Functional Area increase to include one (1) permanent Infrastructure Systems Analyst position.
 - b) That the staffing complement for Fire Fighters increase to include three (3) permanent Fire Fighters.
 - c) That the staffing complement for the Public Works Department increase to include one (1) permanent Foreman II position and one (1) permanent Truck Driver / Equipment Operator position;
10. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve;
11. That the motions from the Unofficial 2023 General Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
12. That the 2023 General Fund Budgeted expenditures be approved for disbursement effective January 1, 2023.

TOPIC & PURPOSE:

For City Council to approve the 2023 General Fund Operating and Capital Budget along with the resolutions of the Budget Committee.

BACKGROUND:

City Council's Budget Committee undertook the 2023 General Fund Budget deliberations as follows:

- October 17, 2022 - Delivery of Budget Materials to Budget Committee
- November 1, 2022 - Budget Committee's External Agencies Business Plan Review
- November 1, 2022 - Public Release of General Fund Operating and Capital Budget
- November 16 to 18, 2022 – Budget Committee convened to review the proposed 2023 General Fund Operating and Capital Budgets.

PROPOSED APPROACH AND RATIONALE:

Enclosed for Council's approval is the City of Prince Albert's 2023 General Fund Budget. The City's detailed financial plans and budgets are linked to, and derived from, the City's broader planning processes including Council's overall strategic direction.

The General Fund accounts for the widest variety of City activities. The costs of policing, fire services, streets and roads, transit operations, parks, recreation, building maintenance, as well as the majority of administrative costs of the City are shown in this fund. Most areas of service within the General Fund will have some revenue that is used to help offset the cost of the service provided. The bulk of the costs within the General Fund are funded by the property tax levy.

The Director of Financial Services presented the budget package to the Budget Committee that included a format that provided budgeted 2023 revenues and expenditures along with the changes relative to the previous years approved budget. The 2023 budget was presented using a line by line budget. Each functional area displayed budget and historical cost information for the Budget Committee's review at an account level. Individual financial statements for each functional were provided and grouped by revenue and expense categories.

The 2023 General Fund Budget presented for City Council's approval has been amended to reflect the motions of the Budget Committee as set forth in the attached 2023 General Fund Budget Deliberation Minutes (Unofficial).

2023 Budget Summary

This budget follows generally accepted accounting principles by recording all revenues as operating revenues and only operating expenses as expenses. The result is a surplus from operations that is then available for capital purchases / projects, loan principal payments and contribution to reserves. The proposed budget identifies \$1.279 million as the operating surplus, \$9.079 million after adjusting for non-cash amortization. The adjusted surplus will be allocated as follows: \$4.190 million for capital projects, \$0.281 million for loan payments, and \$3.887 million in net contributions to reserves. This results in an overall balanced budget as shown in the following table:

Operating Surplus to be Allocated	\$ (1,278,970)
Non-Cash Adjustment - Amortization	<u>(7,800,000)</u>
Operating Surplus - Adjusted	(9,078,970)
<u>Allocations:</u>	
Capital Expenditures	4,910,000
Reserve Allocations	3,887,170
Principal Payments on Loans	<u>281,800</u>
	9,078,970
Balanced Budget (Surplus)	<u>\$ -</u>

The proposed 2023 budget requires operating revenues of \$76.0 million, which will require an increase in General Municipal Taxation of approximately \$1.58 million.

CONSULTATIONS:

A media release notified the public that the Budget Committee meetings for the 2023 General Fund Operating and Capital Budget were scheduled to be considered from November 16, 2022 to November 19, 2022.

In addition, the budget submissions to the Budget Committee were available on agenda.citypa.ca, the City's website for the public's review.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the 2023 General Fund Budget is approved by City Council it will be posted on the City of Prince Albert website.

FINANCIAL IMPLICATIONS:

There is a net budgetary cost increase of approximately \$1.58 million which will need to be addressed through tax policy.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Economic Diversity and Stability: Create an equitable taxation structure that promotes

community growth.

The 2023 General Fund Budget as presented strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

OFFICIAL COMMUNITY PLAN:

The Official Community Plan was considered by Departments when preparing their budgets for the 2023 year.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 City of Prince Albert General Fund Budget – Final for Council approval
2. November 16, 2022 Budget Committee Minutes – General Fund (Unofficial)
3. November 17, 2022 Budget Committee Minutes – General Fund (Unofficial)
4. November 18, 2022 Budget Committee Minutes – General Fund (Unofficial)

Written by: Ramona Fauchoux, Director of Financial Services

Approved by: City Manager

GENERAL FUND

2023 BUDGET
APPROVED BY
CITY COUNCIL



City of
**Prince
Albert**

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MESSAGE FROM THE CITY MANAGER

Following Budget Committee’s consideration, we are pleased to provide you with the 2023 General Fund Municipal Budget.

The City continues to make significant progress with designing and enhancing outdoor spaces to promote healthy activity for all of our residents and visitors. In 2023, the City of Prince Albert will dedicate resources to park pathway improvements, invest in the upgrade of another City playground and expand upon our public facilities at Little Red River Park. We are also proud to dedicate another \$4.1 million to repaving City streets in the coming year.

Looking ahead, we are pleased that we are able to maintain our existing service levels while making some new key investments in our snow operations, fire department staffing and an increased focus on the City’s Information Technology capabilities including improvements that will build up the reliability of the City’s network and allow us to further develop online service offerings.

Throughout the 2023 Budget, Administration and Council aligned its plans for the coming year with the new 2023-2025 Strategic Plan. We are excited for what lies ahead for Prince Albert; this progressive budget along with our focused Strategic Plan charts a course for the ongoing growth and development of our City for the future.

Sherry Person
City Manager



LETTER OF TRANSMITTAL: DIRECTOR OF FINANCIAL SERVICES

December 3, 2022

This document represents The City of Prince Albert's General Fund Budget for 2023.

The General Fund accounts for a wide variety of City services and activities. The costs of policing, fire services, streets and roads, transit operations, parks, recreation, building maintenance as well as the majority of administrative costs of the City are shown in this fund. Although most areas of service within the General Fund will have revenue that is used to help offset the cost of the service provided, the remaining costs within the General Fund are funded by the property tax levy.

The other Funds that make up the balance of The City of Prince Albert's activities are: Water Utility Fund, Sanitation Fund, Airport Fund, and Land Fund.

The City of Prince Albert presents its budget document pursuant to municipal best practices. The 2023 Budget Document presents all General Fund revenues and all General Fund expenses in a single table, but then further segments those values by operating areas sorted by Departments and Functional Areas. Overall the formatting makes the ongoing comparison of Budgets and Financial Statements more understandable and meaningful.

A few notable comments to make with respect to the information within the City's Budget are:

- The General Fund Budget is separated by two distinct areas – operating and capital. The operating section focuses on the costs incurred in day to day operations in order to provide City services and continues to enhance and improve upon the delivery of those services. The capital section focuses on larger scale projects and endeavors to support the City's infrastructure to ensure it can continue to provide a long lasting benefit.
- While the impact of COVID-19 is less significant than it was in previous years, there continues to be an impact on global economics causing inflationary pressures. The City worked to ensure the 2023 budget was as lean as possible in the areas that were under our control in order to mitigate the impact on the costs outside of our control.

The City of Prince Albert's 2023 General Fund Budget recognizes projected revenues necessary to fund operating expenses, capital projects, and transfers to reserves.

Ramona Fauchoux
Director of Financial Services



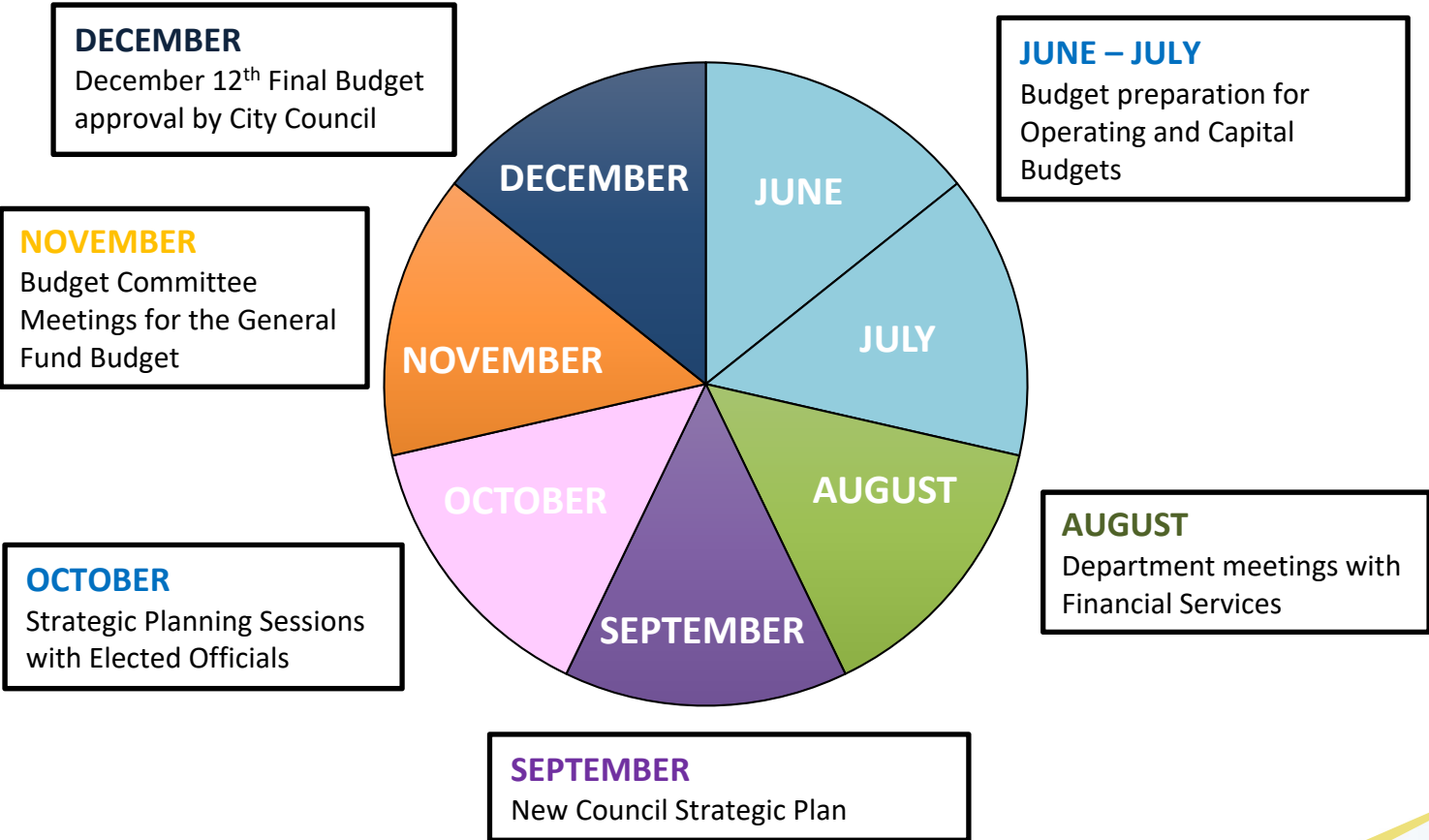


Strategic Plan 2023-2025

VALUE	WHAT IT MEANS
Accessibility	We ensure all residents are given opportunities for meaningful interaction and the ability to contribute to the growth of our City in their own way.
Accountability & Leadership	We lead by example so we maintain the trust of the community we serve.
Diversity & Respect	We seek out and integrate the perspectives and lived experiences of our community members as we work to meet our community's needs.
Engagement & Communication	We are committed to robust discussion with sectors involved prior to making decisions and will maintain engagement throughout implementation.
Innovation & Creativity	We embrace new ideas and are open to change that benefits our diverse community's needs.



2023 BUDGETING PROCESS



HIGHLIGHTS TO THE 2023 OPERATIONAL BUDGET

- \$920,000 increase in the Municipal Revenue Sharing Grant from the Province which is based on PST revenues.
- \$835,210 increase anticipated from grants in lieu of taxes, primarily related to an increase in Municipal Surcharge revenue from SaskPower and SaskEnergy. Both entities are increasing their rates in 2022 and 2023 which increases the Municipal Surcharge revenue collected.
- \$63,530 increase in the collection of the Library Levy.
- \$120,000 increase anticipated from revenue from Parking Meters and Parking Ticket Violations.
- \$50,000 increase anticipated from increased Transit Ticket passes.
- Approval of three **new** firefighters will ensure that primary response apparatus are effectively staffed, and that all emergency responses including fire and all-hazard emergencies meet National Fire Protection Association and Occupational Health and Safety requirements for a responding engine company.
- Approval of two **new** Roadways Staffing positions of Foreman II and Truck Driver/Equipment Operator. In order to better improve the use of the City's existing fleet and improve the response to requests for service and coordination of work, the Foreman II position will assist with both operating equipment, and coordinating crews. The second position is an additional Truck Driver/Equipment Operator to help make use of the City's existing fleet of Roadways Equipment.
- Approval of a **new** Infrastructure Systems Analyst to ensure that current and future workload can be met and that the City has the necessary backup in place. This will ensure the Infrastructure Systems Team Lead can operate effectively and protect the City's critical infrastructure.
- \$77,350 increase in the Sale of Products at Concessions for Recreation Facilities.
- \$103,900 increase anticipated in revenue for Golf Fees. This is due to an increase in rounds of golf played and a 2% Fee increase as per Cooke Municipal Golf Course Rates & Fees Report.
- \$61,000 increase anticipated in revenue for Golf Cart Rentals at Cooke Municipal Golf Course.
- \$20,000 increase anticipated in revenue for admission at the Kinsmen Water Park.

- \$25,000 from The Community Initiatives Fund Community Grant Program for the Artists in Communities project. This CIF CGP grant we usually apply mostly for payment to artists and supplies for the programs and workshops they do in the community.
- \$45,600 new revenue for Year 2023 for the EA Rawlinson Centre who has received a 2 year term with the Canadian Artists Presentation Fund.
- \$160,000 increase in Interest Income. Amount relates to interest earned on our bank account - earned at a rate of primes less 1.05%. Given the current economic climate, prime has continued to increase and is currently at 5.45%. It is anticipated that prime will continue to be a high rate into 2023.
- \$50,000 increase in Public Transit Revenue for transit tickets and passes to be sold in Year 2023.

KEY CHALLENGES FOR the 2023 Operational Budget

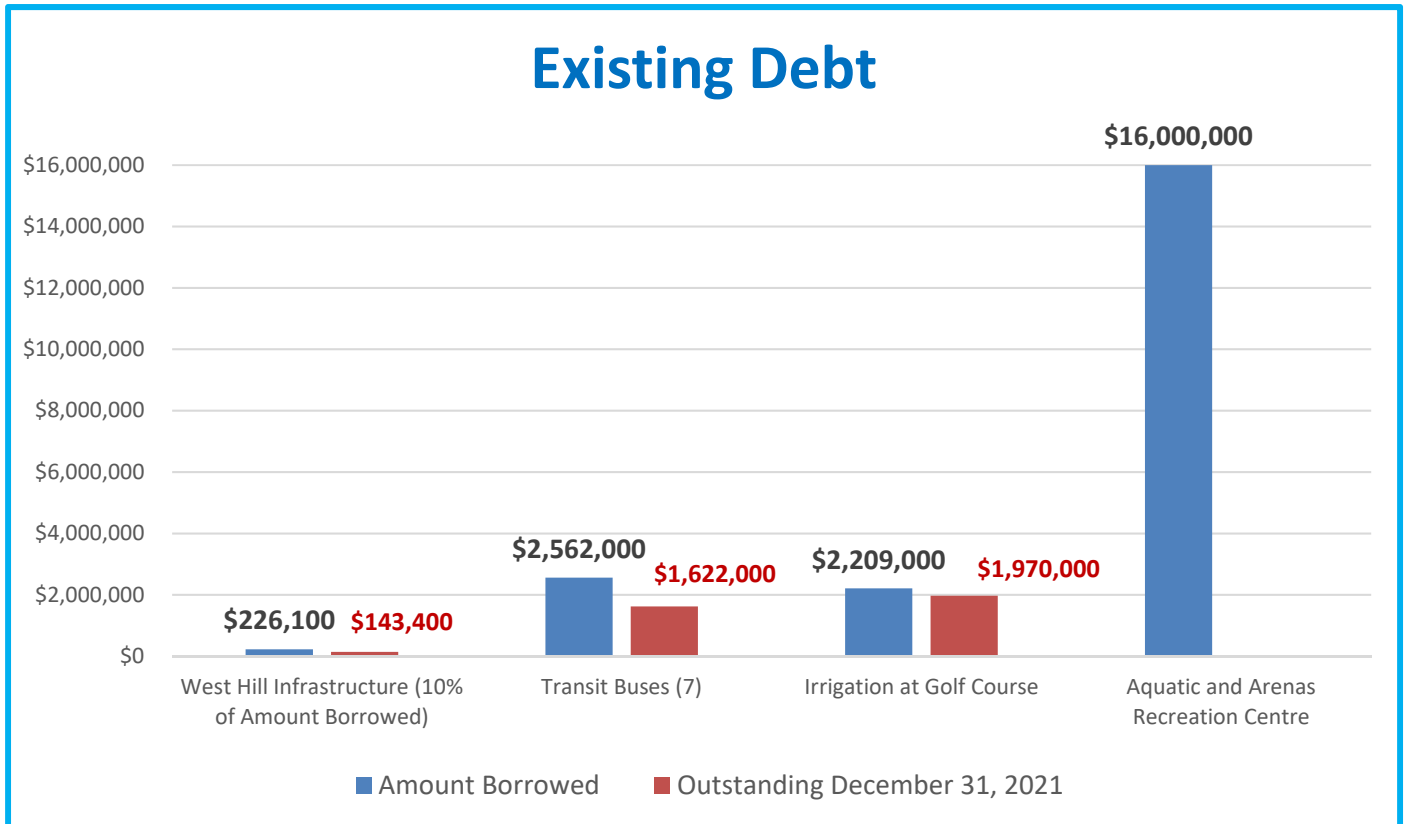
Uncontrollable cost to the 2023 Budget included:

	% Increase in Mill Rate
Salaries Wages and Benefits	5.73%
Utilities	0.85%
Insurance	0.30%
Total 2023 Increases for Uncontrollable Costs	6.89%

- CPP costs will rise from 5.7% in 2022 to 5.95% in 2023. The employer matches the employee cost for CPP.
- WCB costs have risen from \$1.44/\$100 of WCB assessable earnings in 2021 to \$1.94/\$100 of WCB assessable earnings in 2022. This resulted in approximately \$200,000 of additional WCB costs in 2022 which are expected to continue into 2023. The additional WCB costs were not budgeted for in 2022 because Administration only found out about this increase after the budget for 2022 was finalized.
- The employer-paid group benefit costs went up approximately \$200 per employee with family coverage in 2022. This amount was not budgeted for in 2022 because Administration only found out about this increase after the budget was finalized.

EXISTING DEBT

Purpose of Loan	Year Borrowed	Amount Borrowed	Outstanding December 31, 2021	Interest Rate	Final Year of Payment	Term (Years)
West Hill Infrastructure (10% of Amount Borrowed)	2017	\$226,100	\$143,400	3.40%	2027	10
Transit Buses (7)	2017	\$2,562,000	\$1,622,000	3.40%	2027	10
Irrigation at Golf Course	2017	\$2,209,000	\$1,970,000	3.40%	2042	25
Aquatic and Arenas Recreation Centre	2022	\$16,000,000	\$0	3.45%	2057	35
TOTAL EXISTING DEBT		\$20,997,100	\$3,735,400			



HISTORICAL OPERATING BUDGETS - REVENUES

Revenues	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Taxation	\$40,396,280	\$41,154,280	\$44,370,240	\$45,950,360
User Charges and Fees	8,273,970	8,335,830	8,380,340	8,499,710
Operating Grants and Donations	11,390,730	11,625,640	11,860,650	12,318,020
Grants in Lieu of Taxes	7,759,860	7,765,960	6,940,860	7,776,070
Interest and Penalties	1,211,330	1,099,050	1,024,870	1,101,190
Sundry	479,980	365,000	382,980	385,120
Total Revenues	\$69,512,150	\$70,345,760	\$72,959,940	\$76,030,470
% Increase		1.20%	3.72%	4.21%

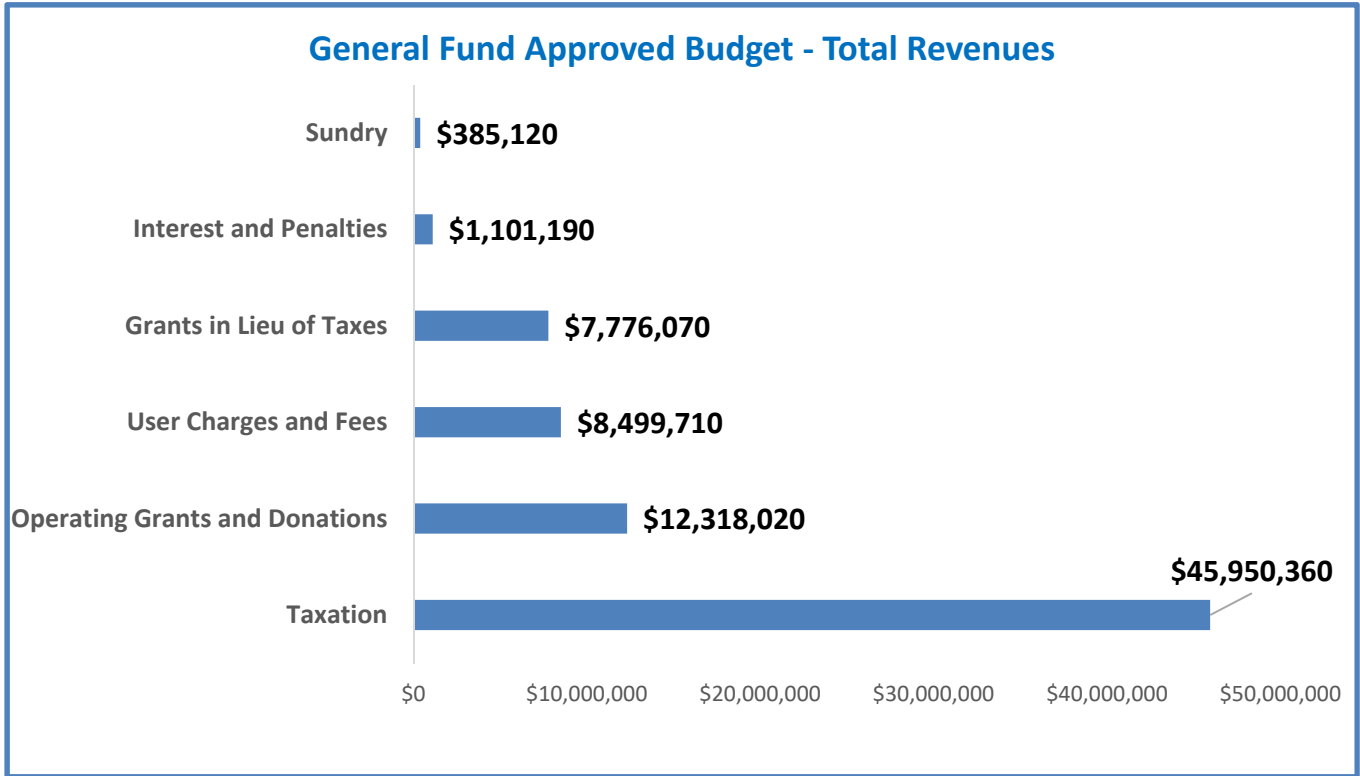
HISTORICAL OPERATING BUDGETS - EXPENSES

Expenses	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Council Remuneration	\$435,260	\$426,620	\$447,930	\$450,140
Salaries Wages and Benefits	40,341,230	41,244,860	43,023,100	45,323,390
Contracted and General Services	5,570,410	5,873,020	5,724,290	6,228,120
Financial Charges	149,880	150,000	158,500	157,370
Grants and Donations	3,354,240	3,368,560	3,434,150	3,299,210
Utilities	2,632,220	2,761,900	2,726,260	2,970,420
Interest on Long Term Debt	158,620	341,850	593,450	1,323,570
Fleet Expenses	3,634,950	3,414,950	3,648,990	4,189,720
Maintenance Materials and Supplies	5,386,140	5,902,540	6,726,290	6,661,690
Insurance	499,620	546,510	550,630	654,150
Bad Debt Expense	152,500	152,400	153,510	272,000
Total Expenses	\$62,315,070	\$64,183,210	\$67,187,100	\$71,529,780
% Increase		3.00%	4.68%	6.46%



2023 GENERAL FUND - REVENUES

The total 2023 Revenues for the City is as follows:

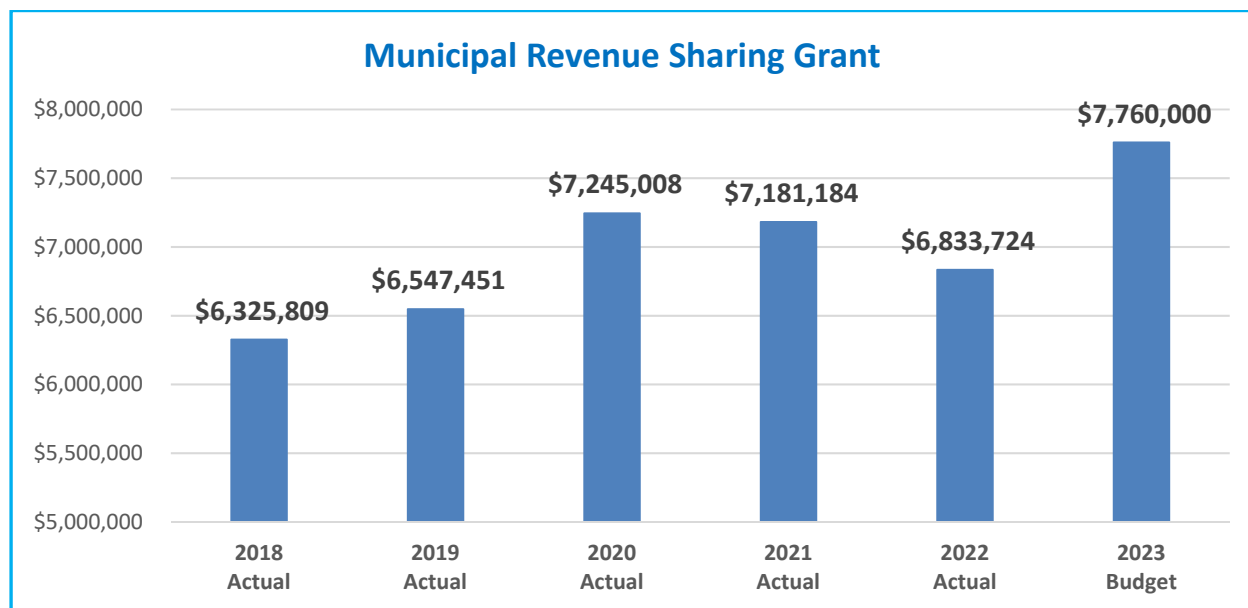


OPERATING GRANTS AND DONATIONS

Operating Grants and Donations	
Municipal Revenue Sharing Grant	\$7,760,000
Community Services - Facilities	\$163,600
Saskatchewan Lotteries	\$142,980
Urban Highway Connector Program	\$168,360
Transit Assistance for People with Disabilities	\$180,000
Transit Passes - Ministry of Social Services	\$75,000
Prince Albert Police Service - Municipal Provincial Grants	\$3,487,000
Victim Services Provincial Funding	\$295,180
Police Service - Intersection Safety	\$45,900
Total Operating Grants and Donations	\$12,318,020



MUNICIPAL REVENUE SHARING GRANT



GRANTS IN LIEU OF TAXES

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
Power Corporation Surcharge	\$4,240,000	\$3,825,330	\$414,670
Federal Government	\$143,000	\$140,300	\$2,700
Provincial Government	\$1,801,000	\$1,816,100	(\$15,100)
First Nations Reserve Lands	\$363,100	\$319,540	\$43,560
SaskEnergy Natural Gas Franchise	\$1,170,000	\$800,000	\$370,000
Transgas Natural Gas Franchise	\$25,000	\$6,220	\$18,780
Eastview/Driftwood Trailer Courts	\$31,800	\$31,200	\$600
Twilite Motel	\$2,170	\$2,170	\$0
Total Grants in Lieu of Taxes	\$7,776,070	\$6,940,860	\$835,210



USER CHARGES AND FEES

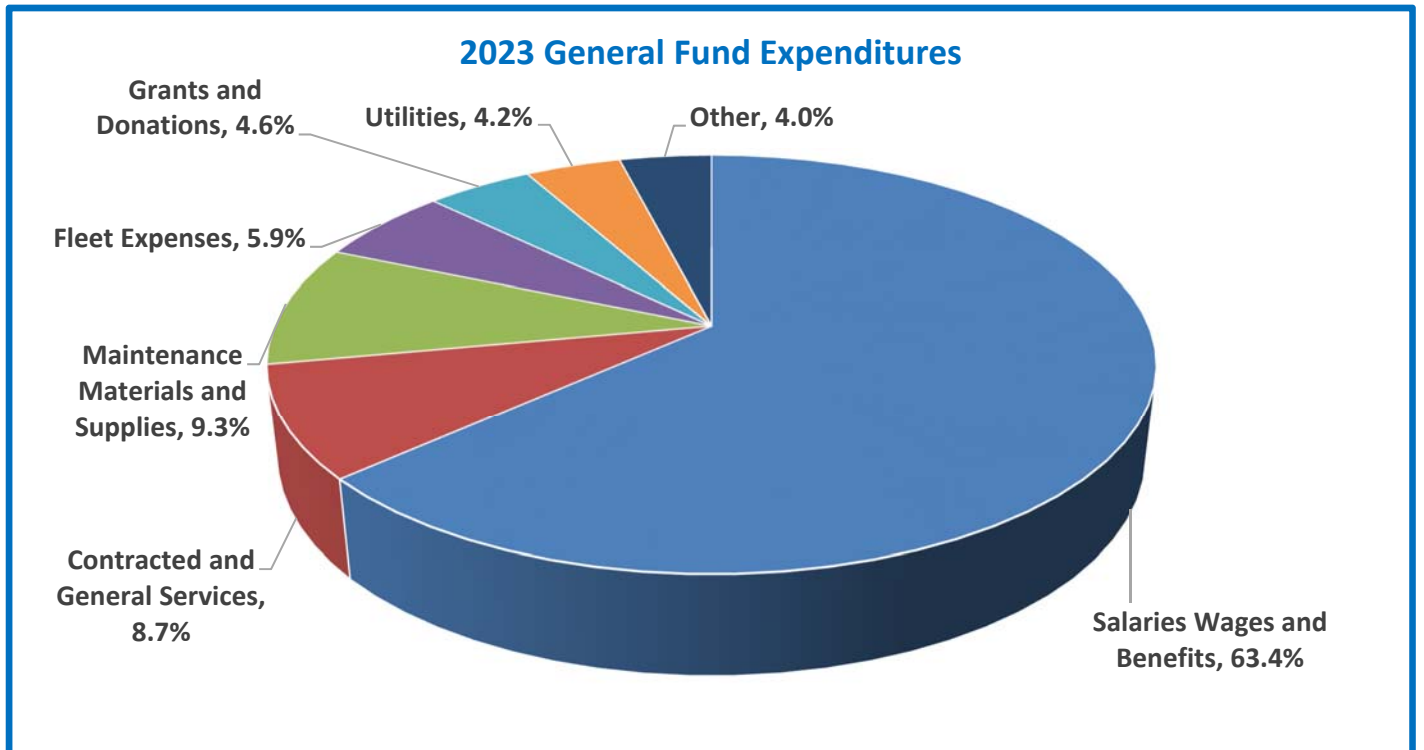
Breakdown of Total User Charges and Fees include:

User Charges and Fees Revenue	2023 Budget
Community Services Department - City & Recreation Facilities	\$4,806,720
Prince Albert Police Service User Charges and Fees	\$1,055,610
Transit Service Operations - Transit Tickets, Passes, etc.	\$472,890
Impound Lot Revenue (Storage Fees, Towing, Impoundment)	\$402,000
Parking Meter Revenue	\$400,000
Business Licensing Revenue	\$275,000
Building Permit Revenue	\$260,000
Fire Services - R.M. of Prince Albert Agreement	\$227,000
Downtown Parking Lots	\$104,000
Saskatchewan Polytechnic Parking Lot Revenue	\$96,000
Billboard Revenue - Planning	\$90,000
Fire Services - Responding to SGI Accidents	\$80,000
Tax Enforcement and Search Fees	\$54,600
Development Permits - Planning	\$30,000
Fire Services - Saskatchewan Penitentiary Agreement	\$28,570
Public Works - Miscellaneous Revenue	\$26,000
Signs, Direct Sellers, etc. - Economic Development	\$25,000
Cost to remove unsafe structures and Stores Inventory	\$22,000
Traffic Accommodation Requests	\$18,000
Fire Services - Other (Fire Inspections, Sale of Fire Equipment)	\$14,500
Financial Services - Other Revenue (NSF, A/R)	\$8,820
Board of Revision Fees	\$3,000
Total 2023 User Charges and Fees Revenue	\$8,499,710

2023 GENERAL FUND EXPENDITURES

	2023 Budget	2022 Budget	Increase (Decrease)	% Change	% of Total Expenses
Council Remuneration	\$450,140	\$447,930	\$2,210	0.49%	0.6%
Salaries Wages and Benefits	45,323,390	43,023,100	2,300,290	5.35%	63.4%
Contracted and General Services	6,228,120	5,724,290	503,830	8.80%	8.7%
Financial Charges	157,370	158,500	(1,130)	-0.71%	0.2%
Grants and Donations	3,299,210	3,434,150	(134,940)	-3.93%	4.6%
Utilities	2,970,420	2,726,260	244,160	8.96%	4.2%
Interest on Long Term Debt	1,323,570	593,450	730,120	123.03%	1.9%
Fleet Expenses	4,189,720	3,648,990	540,730	14.82%	5.9%
Maintenance Materials and Supplies	6,661,690	6,726,290	(64,600)	-0.96%	9.3%
Insurance	654,150	550,630	103,520	18.80%	0.9%
Bad Debt Expense	272,000	153,510	118,490	77.19%	0.4%
Total Expenses	\$71,529,780	\$67,187,100	\$4,342,680	6.46%	100.0%

Major Expenditures of the 2023 Budget include:



UTILITIES

Electricity:

- SaskPower announced a 4% increase effective September 1, 2022, another 4% increase effective April 1, 2023, and an increase in carbon tax from \$50 to \$65 on April 1, 2023.

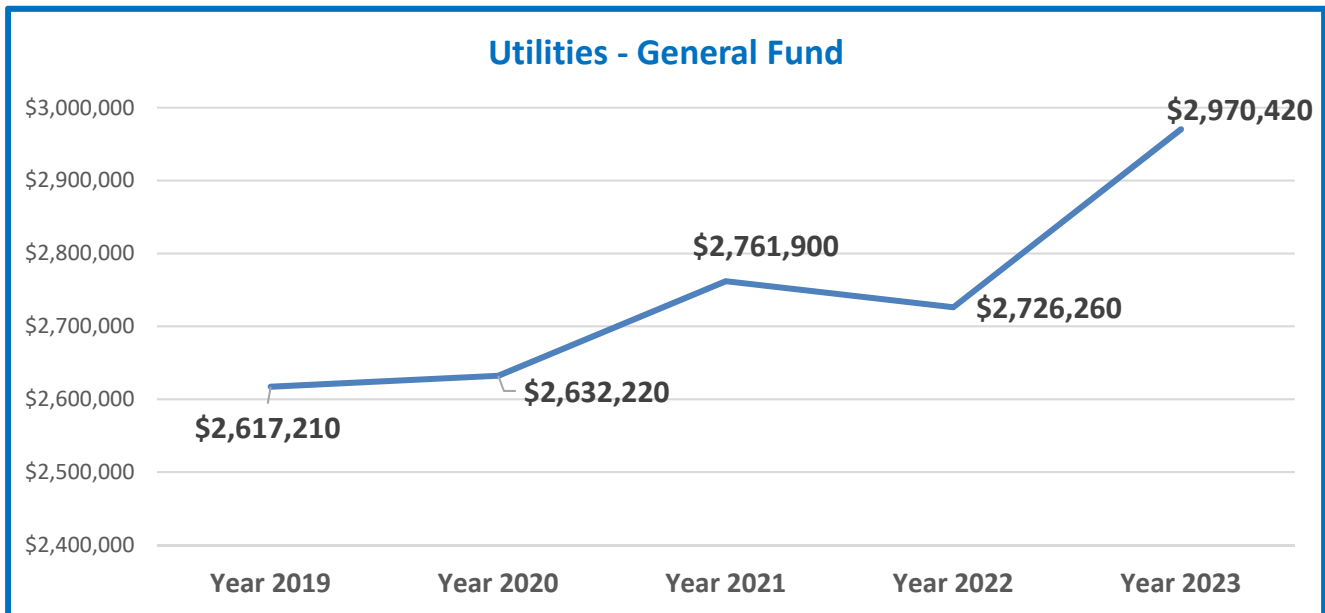
Heating:

- SaskEnergy budget includes 3 rate increases:
 - Rate increase effective November 2021 that had not been reflected in the 2022 budget (as not announced until October 2021, after the budget was prepared).
 - Rate increase effective August 2022 that had not been reflected in the 2022 budget (as not announced until October 2021, after the budget was prepared).
 - June 2023 rate increase.

The impact to the 2023 Budget in the **increased** amount of **\$244,160**, an 8.96% increase over 2022.

	Year 2022	Year 2023	Increase	% Increase
Electricity Increase	\$1,996,400	\$2,103,020	\$106,620	5.34%
Heating Fuels Increase	\$399,200	\$553,440	\$154,240	38.64%
Water & Sewer Increase	\$330,660	\$313,960	(\$16,700)	-5.05%
Total Increase – Utilities	\$2,726,260	\$2,970,420	\$244,160	8.96%

Since 2019, Utilities has increased by 13.5%.

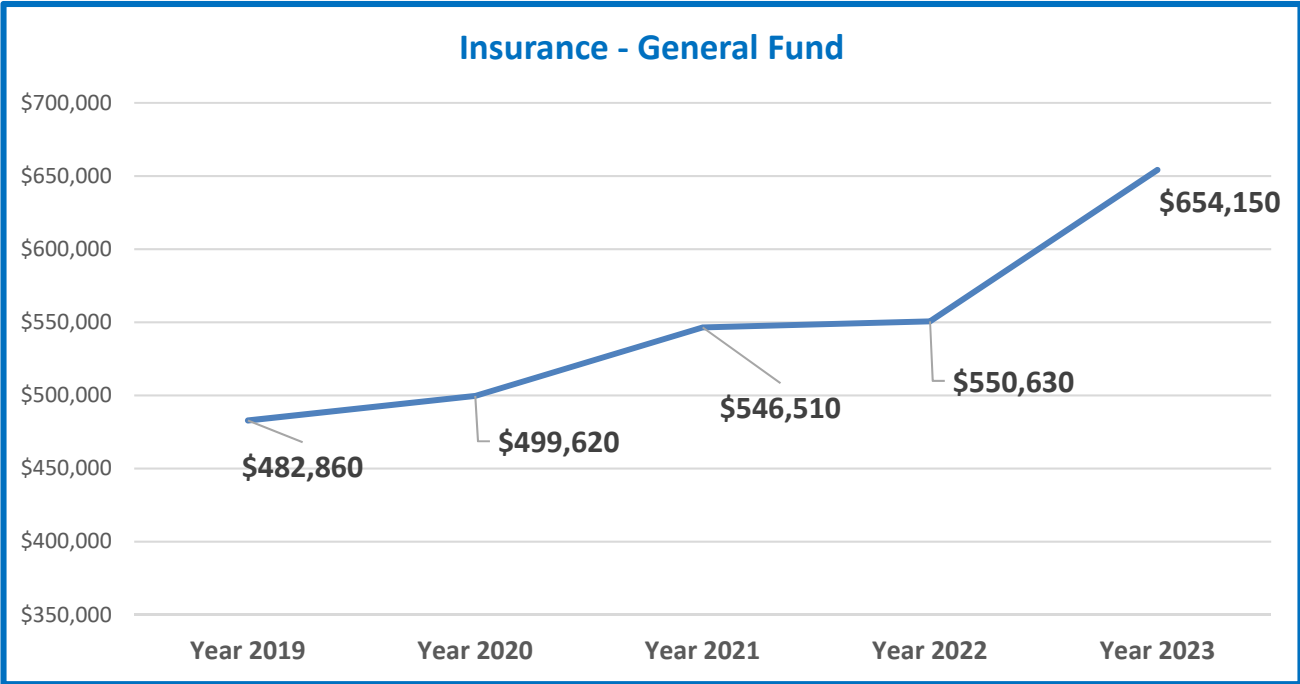


INSURANCE

Insurance has **increased** by the amount of **\$103,520** over 2022, representing an 18.80% increase.

The largest increase relates to the premiums for our umbrella liability policy and cyber insurance policy (\$36,920 and \$15,330 respectively).

The increase also incorporates estimates for annual increases provided from the City’s Insurance Broker and insurance related to new property additions since prior year’s budget.

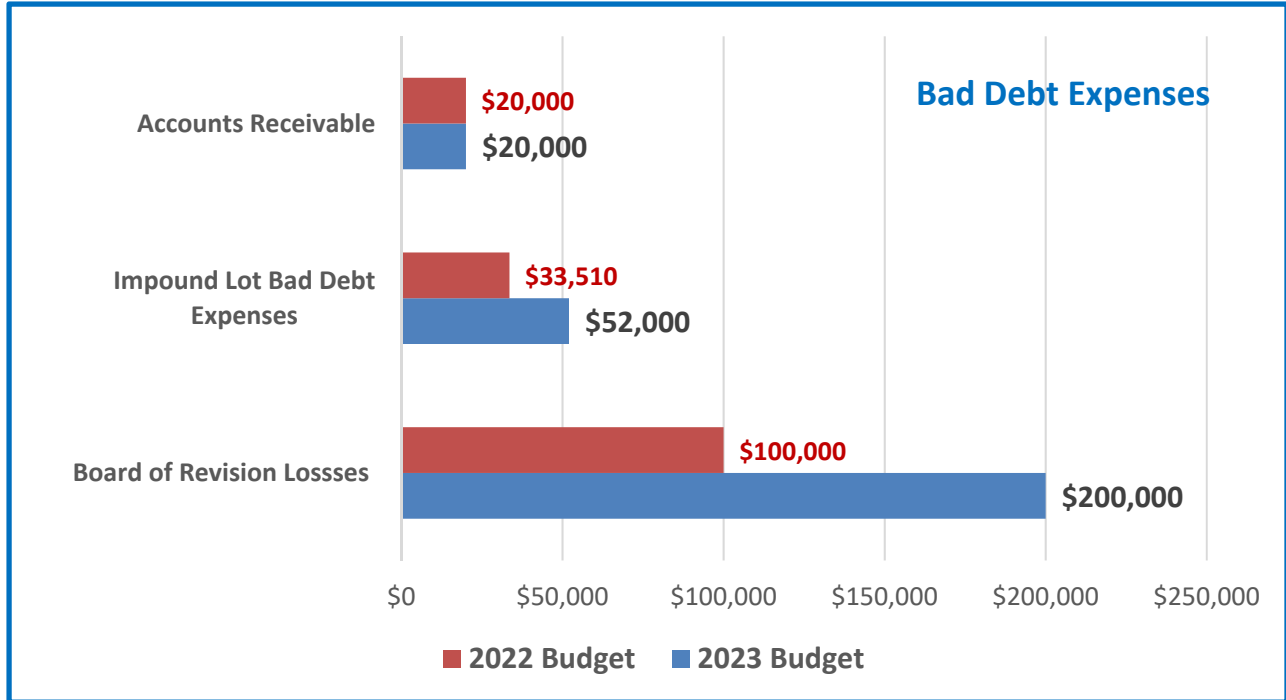


Since 2019, Insurance has increased by 35.5%.



BAD DEBT EXPENSE

Bad Debt has **increased** by the amount of **\$118,490** over 2022, representing a 77.19% increase.



Accounts Receivable Bad Debt Expense

Bad debts relate to customer accounts that have been deemed uncollectable and are recorded at year end. Historically the balance has reflected either an expense or a recovery and fluctuates every year. The current budget is sufficient based on this.

Impound Lot Bad Debt Expense

Vehicles are sent to auction if they are abandoned and not claimed. If the proceeds from the auction do not cover all the outstanding fees, the balance is written off to bad debt. The fees would include towing, impound, storage, etc.

Board of Revision Losses Bad Debt Expense

Budget for 2023 was increased to \$200,000 as approved by Council. This amount relates to potential payout of successful assessment appeals.



AMORTIZATION

Amortization is an accounting method for spreading out the cost of a capital asset over the expected useful life of that asset (i.e. the cost is spread out over multiple years). The City budgets for 100% of the cost of a capital asset within the capital budget. Due to this difference, amortization is shown as a non-cash adjustment within the budget.

For Year 2023, Amortization has increased from \$7,600,000 to **\$7,800,000, an increase of \$200,000.**

INTERFUND TRANSFERS

Below are the Interfund Transfers approved for the General Fund Budget:

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
Land Development Capital Fund	(\$76,500)	(\$85,000)	\$8,500
Transfer from Utility Fund	(614,000)	(614,000)	0
Transfer from Sanitation Fund	(266,510)	(260,510)	(6,000)
Transfer from Fleet	(3,645,000)	(3,330,000)	(315,000)
Transfer to Airport Fund	337,690	308,440	29,250
Transfer to Prince Albert Police Service	18,336,700	17,405,140	931,560
Transfer from Utility Fund - City Facilities	(266,930)	(280,500)	13,570
Transfer from Sanitation Fund - City Facilities	(47,030)	(47,030)	0
Prince Albert Police Service - Transfer	(18,336,700)	(17,405,140)	(931,560)
PADBID - Grant in Lieu of Taxes	(22,000)	(22,000)	0
PADBID - Transfer for Grant in Lieu of Taxes	22,000	22,000	0
Total Interfund Transfers	(\$4,578,280)	(\$4,308,600)	(\$269,680)

- \$76,500 Transfer from Land Development Fund - The calculation of the Transfer to the General Fund is based on the forecasted number of residential properties to be sold in 2023. Based on the projected number of residential land sales, it is expected that the transfer to the General Fund will be \$76,500. Transfer is 17% of the land sales.

Budgeted Land Sale Revenue for 2023	\$450,000
17% of Land Sales	\$76,500



- \$614,000 Transfer from Utility Fund - Prior to 2010, the Utility Fund transferred a 5% franchise fee to the General Fund. Following 2010, that transfer amount was changed to represent the apportionment of costs for employees who contribute to the operation of the Utility Fund. The transfer amount was set as \$614,000 in 2012 and has remained unchanged.
- \$266,510 Transfer from Sanitation Fund - Each year a Franchise fee equal to five percent (5%) of the Sanitation Fund's total revenues is paid to the General Fund. This fee offsets the sanitation operational costs typically paid by the General Fund.

Total Approved 2022 Sanitation Revenues	\$5,380,760
Less Revenue for CF-Facilities	(\$50,600)
	\$5,330,160
5% - Transfer to General Fund	\$266,508

- \$3,645,000 Transfer to the Reserves that includes City’s Fleet Reserve, Police and Fire Fleet Reserves, Golf Course Reserves, Public Transit Reserve and the Information Technology Reserve.
- \$337,960 Transfer to Airport Fund - In 2006 City Council authorized a transfer of 30% of the total cost of the Airport operation to be funded from the City’s General Fund to fund the operations of the Airport. As per approved 2022 Total Expenditures, the Transfer from General Fund for 2023 is the amount of \$337,690, an increase of \$29,250 from the General Fund.

General Fund - Funding to Airport		30%
2022 Approved Total Expenditures	\$1,125,630	\$337,689

- \$18,336,700 Transfers for the Prince Albert Police Service:

	<u>Year 2023</u>
Operating (Surplus) Deficit	\$18,694,760
2023 Police Service Capital Projects	\$263,040
Transfer from Proactive Policing Reserve	(\$621,100)
Year 2023 Transfer from the City	\$18,336,700



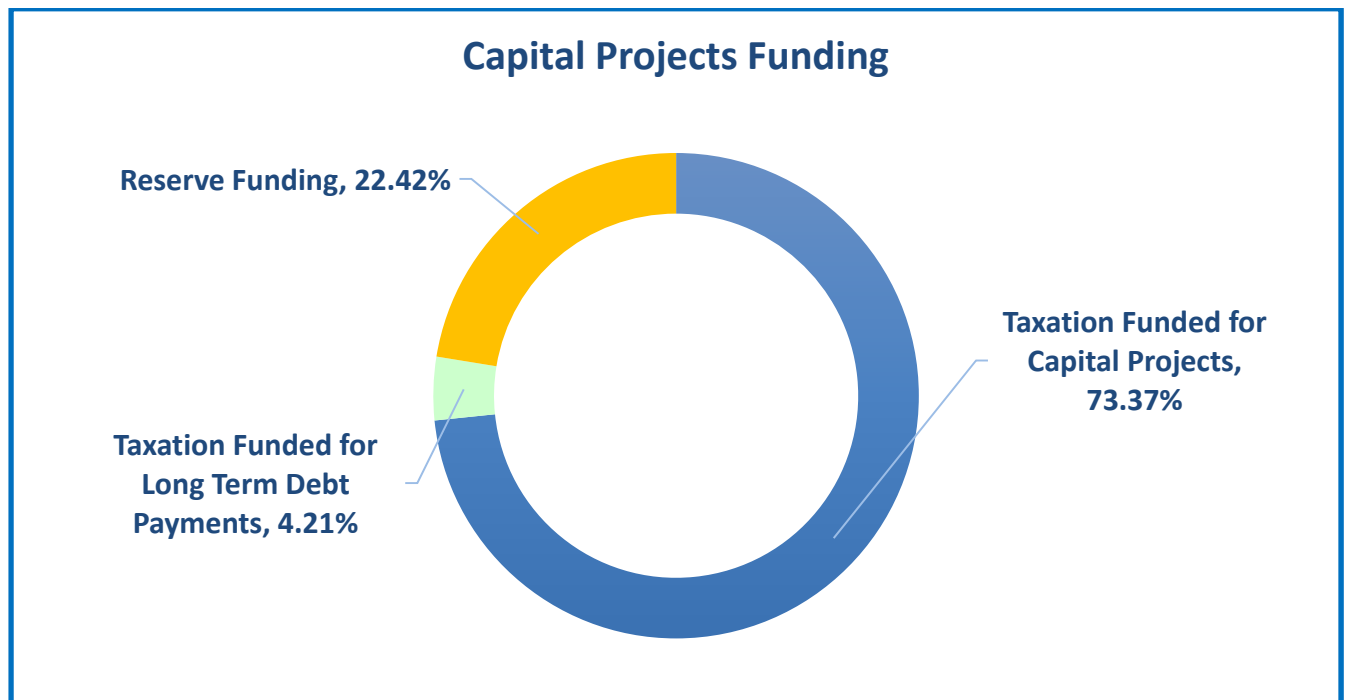
- \$266,930 Transfer from Utility Fund – City Facilities - The transfer is based on Financial Services review and forecast of City facilities water and sewer utility charges for 2023.
- \$47,030 Transfer from Sanitation Fund – City Facilities: The City transfer is based on Financial Services review and forecast of City facilities sanitation charges for 2023. City Facilities are charged the sanitation surcharge on their water bills but then an interfund transfer is made at year end to offset this revenue.
- \$22,000 Prince Albert Downtown Business Improvement District – City of Prince Albert Grant In Lieu of Taxes.



2023 CAPITAL PROJECTS FOR FUNDING

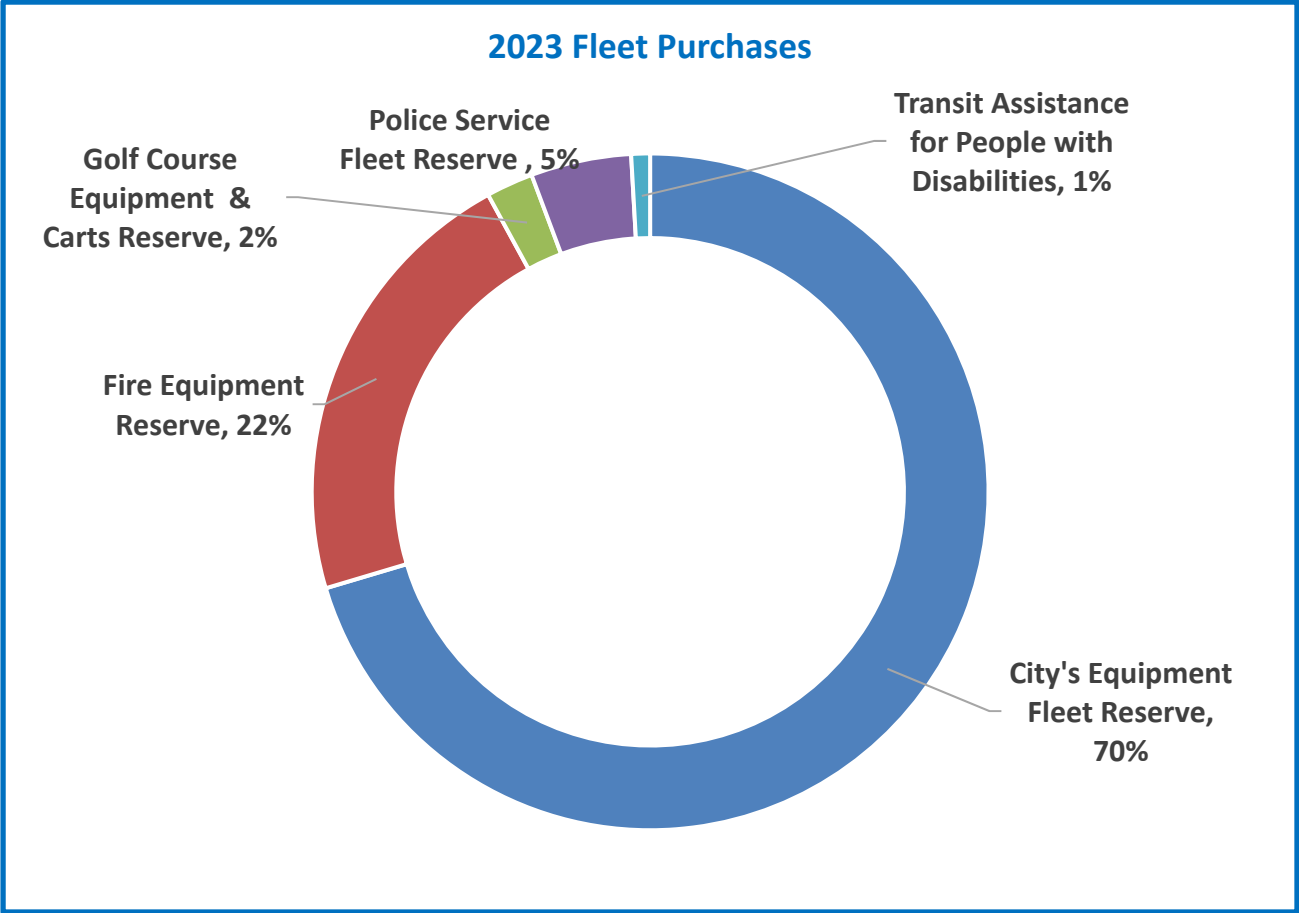
The Capital Projects for 2023 will be funded as follows:

Capital Funding (Taxation) - Projects	\$4,910,000
Capital Funding (Taxation) - Long Term Debt Payments	\$281,800
Prime Ministers Park Reserve Fund	\$27,100
Pehonan Parkway Reserve	\$235,000
EA Rawlinson Centre Facility Fee Reserve	\$40,000
Golf Course Improvements Reserve	\$128,000
Information Technology Reserve	\$499,700
Civic Facilities Reserve	\$242,400
Future Infrastructure Reserve	\$65,000
Police Service Capital Reserve	\$263,040
Total Capital Projects - Funding	\$6,692,040

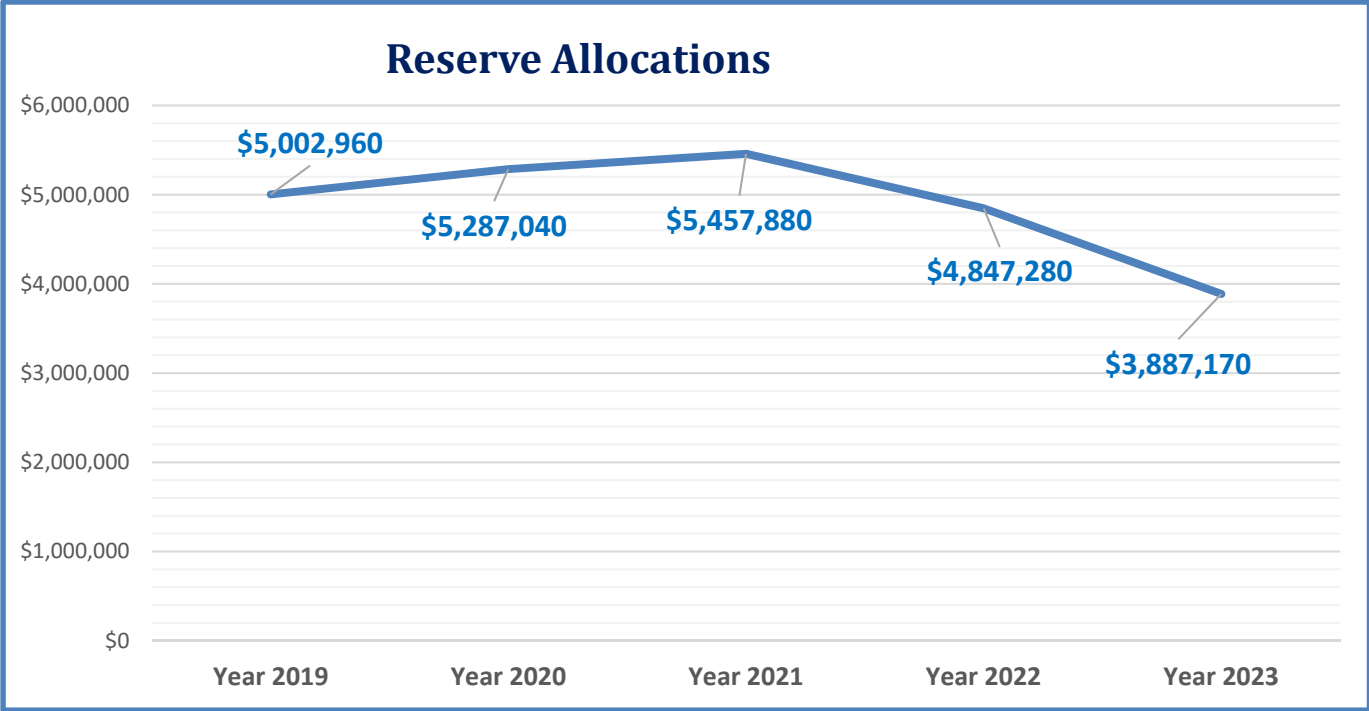


2023 FLEET PURCHASES

City's Equipment Fleet Reserve	\$4,339,900
Fire Equipment Reserve	\$1,335,000
Golf Course Equipment Reserve	\$68,500
Golf Course Golf Carts Reserve	\$70,000
Police Service Fleet Reserve	\$296,000
Transit Assistance for People with Disabilities	\$55,000
Total Fleet Purchases - Funding	\$6,164,400



RESERVE ALLOCATIONS



GENERAL GOVERNMENT – CONSOLIDATED OPERATING BUDGET

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
Taxation	(\$45,950,360)	(\$44,370,240)	(\$1,580,120)
User Charges and Fees	(8,499,710)	(8,380,340)	(119,370)
Operating Grants and Donations	(12,318,020)	(11,860,650)	(457,370)
Grants in Lieu of Taxes	(7,776,070)	(6,940,860)	(835,210)
Interest and Penalties	(1,101,190)	(1,024,870)	(76,320)
Sundry	(385,120)	(382,980)	(2,140)
Total Revenues	(76,030,470)	(72,959,940)	(3,070,530)
EXPENSES			
Council Remuneration	450,140	447,930	2,210
Salaries Wages and Benefits	45,323,390	43,023,100	2,300,290
Contracted and General Services	6,228,120	5,724,290	503,830
Financial Charges	157,370	158,500	(1,130)
Grants and Donations	3,299,210	3,434,150	(134,940)
Utilities	2,970,420	2,726,260	244,160
Interest on Long Term Debt	1,323,570	593,450	730,120
Fleet Expenses	4,189,720	3,648,990	540,730
Maintenance Materials and Supplies	6,661,690	6,726,290	(64,600)
Insurance	654,150	550,630	103,520
Bad Debt Expense	272,000	153,510	118,490
Total Expenses	71,529,780	67,187,100	4,342,680
Operating (Surplus) Deficit	(4,500,690)	(5,772,840)	1,272,150
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	7,800,000	7,600,000	200,000
Interfund Transfers	(4,578,280)	(4,308,600)	(269,680)
Capital and Interfund Transactions	3,221,720	3,291,400	(69,680)
TOTAL (SURPLUS) DEFICIT	(1,278,970)	(2,481,440)	1,202,470
Allocations:			
Capital Expenditures	4,910,000	5,226,500	(316,500)
Reserve Allocations	3,887,170	4,847,280	(960,110)
Principal Payments on Loans	281,800	274,300	7,500
Transfer from Fiscal Stabilization	0	(266,640)	266,640
Non-Cash Adjustment - Amortization	(7,800,000)	(7,600,000)	(200,000)
	1,278,970	2,481,440	(1,202,470)
Balanced Budget - (Surplus) Deficit	0	0	0



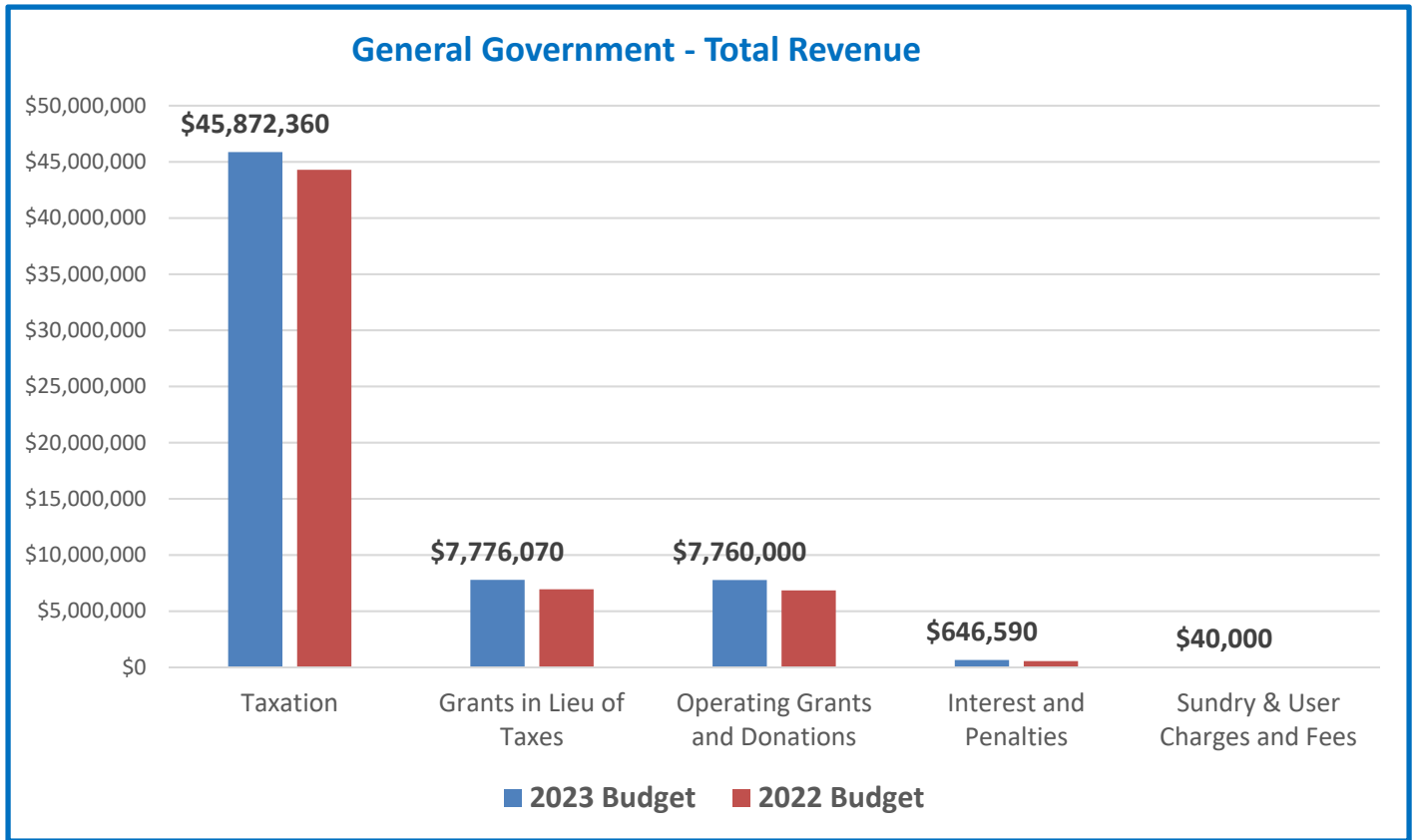


GENERAL GOVERNMENT



City of
**Prince
Albert**

GENERAL GOVERNMENT



TAXATION

Special taxes

- 2022 Police special tax: \$35/door
- 2022 Snow special tax: \$60/residential roll, \$20/multi-residential unit, sliding commercial scale
- 2022 Roadways special tax: \$189/residential roll, \$63/multi-residential unit, sliding commercial scale

Base tax

- A new base tax was introduced in 2022 charged as \$40/residential roll, \$20/multi-residential unit, and a sliding commercial scale.
- This base tax was introduced in order to isolate the previous snow management and future infrastructure base tax into one special tax dedicated to snow management.
- The revenue generated from this base tax is available to fund general operations of the City.



2023 APPROVED GENERAL FUND BUDGET

Taxation revenue also includes budgeted items for property tax discounts, penalties, supplemental adjustments during the year, and rebates/abatements.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
Property Tax Levy	\$34,221,550	\$33,576,210	\$645,340
Supplemental - Property Tax Levy	\$100,000	\$100,000	\$0
Base Tax - Snow	\$1,473,560	\$1,305,000	\$168,560
Base Tax - Paving	\$4,100,000	\$4,100,000	\$0
Base Tax- Police	\$554,600	\$554,600	\$0
Base Tax	\$720,000	\$0	\$720,000
Street Oiling Levy	\$58,000	\$58,000	\$0
Destination Marketing Levy	\$351,500	\$351,500	\$0
Capital Projects Levy	\$1,543,200	\$1,541,000	\$2,200
Supplemental - Capital Projects	\$4,000	\$4,000	\$0
Property Tax Penalties	\$364,000	\$375,000	(\$11,000)
Property Tax Surcharge	\$273,000	\$286,510	(\$13,510)
Discounts Current Tax Discounts-Expense	(\$45,000)	(\$50,000)	\$5,000
Property Tax Rebates Tax Rebates-Expense	(\$100,000)	(\$100,000)	\$0
Library Levy	\$2,253,950	\$2,190,420	\$63,530
Total Taxation	\$45,872,360	\$44,292,240	\$1,580,120

2022 Snow Management Special Tax

The current Snow Management & Infrastructure Base Tax has been restructured to a Snow Management Special Tax to specifically fund snow management costs.

The special tax is proposed to be charged as follows:

- \$60 per Residential,
- \$20 per Multi-Residential; and,
- Commercial tier amounts remain the same.

The Snow Management Special Tax will provide annual funding of the snow management costs.



Previous costs for Snow Management include:

Snow Management	Budget	Actual Costs	(Surplus) / Deficit
Year 2014	\$696,090	\$962,976	\$266,886
Year 2015	\$840,540	\$782,607	(\$57,933)
Year 2016	\$873,360	\$642,093	(\$231,267)
Year 2017	\$855,590	\$780,571	(\$75,019)
Year 2018	\$874,750	\$1,147,971	\$273,221
Year 2019	\$885,980	\$1,071,263	\$185,283
Year 2020	\$999,440	\$1,521,043	\$521,603
Year 2021	\$1,118,490	\$1,200,530	\$82,040

USER CHARGES AND FEES

\$22,000 Total User Charges and Fees Revenue:

- \$20,000 for the cost to remove unsafe structures. This charge is usually transferred to the tax roll when payment is not collected, but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. Increase of \$2,000 for 2023. This revenue is offset by \$20,000 in contracted and general services.
- \$2,000 for obsolete stores inventory items sold at auction.

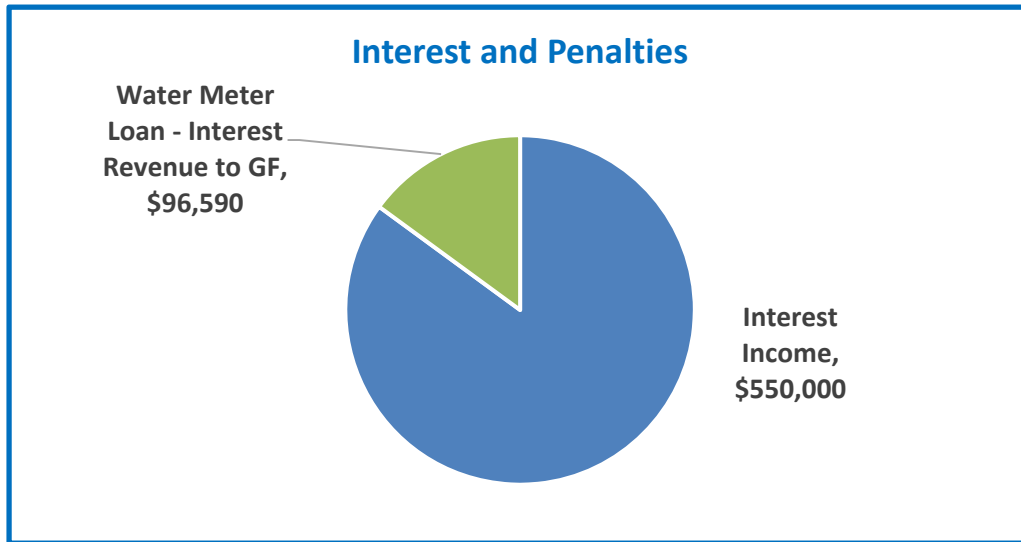
OPERATING GRANTS AND DONATIONS

\$920,000 increase for Operating Grants and Donations regarding an increase in Municipal Revenue Sharing Grant from the Province. Total 2023 Revenue of \$7,760,000.

GRANTS IN LIEU

\$835,210 increase for Grants in Lieu of Taxes. This increase is related to an increase in Municipal Surcharge revenue from SaskPower and SaskEnergy. Both entities are increasing their rates in 2022 and 2023 which increases the Municipal Surcharge revenue collected. Total 2023 Revenue of \$7,776,070.

INTEREST AND PENALTIES



Notes:

Interest Income relates to interest earned on bank account - earned at a rate of primes less 1.05%. Given the current economic climate, prime has continued to increase and is currently at 5.45%. It is anticipated that prime will continue to be a high rate into 2023. Budgeted amount is based on current rates and amount collected to date in 2022. **Increase** in revenue of **\$160,000**.

Water Meter Loan - Interest paid by the Water and Sewer Utility Fund on internal loan for the Water Meter Replacement Project. The interest decreases annually as principal payments are made.

SALARIES WAGES AND BENEFITS

This account is reflective of the budget for the City’s Wellness Program for its employees and members of Council (Active Living Program); vacation and sick payroll benefits expense, along with budgeted amounts for retro payments. That increase is offset by Administration budgeting a 1% vacancy savings.



INTEREST ON LONG TERM DEBT

Interest on Long Term Debt has **increased \$747,770** since 2022.

The 2023 Budget includes an interest expense for the borrowing of \$30.0 million for the Aquatic and Arenas Recreation Centre. City Council has approved that Administration proceed with borrowing \$30.0 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre.

It is assumed that the new \$30 million loan required for the Aquatic and Arenas Recreation Centre to be financed in 2023 will be at an interest rate of 4.45% over a term of 35 years. The loan agreement is assumed to be executed on July 1, 2023 and the debenture payments will be made annually commencing July 1, 2024 with the payment fixed for the duration of the loan. These assumptions are subject to change, as a request for proposal will be issued for the new \$30 million loan. The loan payment will be funded from the Civic Facilities Reserve and The Yard Development Taxation. The interest for the \$30.0 million loan is \$667,500 for Year 2023.

The first payment for the borrowing of \$16.0 million for the Aquatic and Arenas Recreation Centre is \$545,030, an increase of \$81,030 for 2023. That amount is just the interest payment. The principle payment is included under the Capital Budget.

	2023 Budget	2022 Budget	Increase
West Hill Infrastructure Loan	\$3,830	\$4,590	(\$760)
Aquatic and Arenas Recreation Centre - Loan \$16.0 m	\$545,030	\$464,000	\$81,030
Aquatic and Arenas Recreation Centre - Loan \$30.0 m	\$667,500	\$0	\$667,500
Total Interest on Long Term Debt	\$1,216,360	\$468,590	\$747,770

2023 APPROVED GENERAL FUND BUDGET

Functional Area: GENERAL GOVERNMENT
Fund: General Fund

The General Government functional area is not a City department on its own but a group of accounts that are managed predominantly by Financial Services and includes revenues and expenditures that are attributable to the City overall. The salaries wages and benefits line are for the administration of City wide expenditures such as Worker's Compensation, vested sick leave, sick bank, retroactive pay and other provisions.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
Taxation	(\$45,872,360)	(\$44,292,240)	(\$1,580,120)
User Charges and Fees	(22,000)	(20,000)	(2,000)
Operating Grants and Donations	(7,760,000)	(6,840,000)	(920,000)
Grants in Lieu of Taxes	(7,776,070)	(6,940,860)	(835,210)
Interest and Penalties	(646,590)	(551,270)	(95,320)
Sundry	(18,000)	(25,000)	7,000
Total Revenues	(62,095,020)	(58,669,370)	(3,425,650)
EXPENSES			
Salaries Wages and Benefits	572,200	499,880	72,320
Contracted and General Services	38,000	68,000	(30,000)
Financial Charges	48,840	58,590	(9,750)
Interest on Long Term Debt	1,216,360	468,590	747,770
Fleet Expenses	500	(18,490)	18,990
Maintenance Materials and Supplies	40,720	40,070	650
Insurance	317,780	259,940	57,840
Bad Debt Expense	220,000	120,000	100,000
Total Expenses	2,454,400	1,496,580	957,820
Operating (Surplus) Deficit	(59,640,620)	(57,172,790)	(2,467,830)
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	7,800,000	7,600,000	200,000
Interfund Transfers	(4,578,280)	(4,308,600)	(269,680)
Capital and Interfund Transactions	3,221,720	3,291,400	(69,680)
TOTAL (SURPLUS) DEFICIT	(56,418,900)	(53,881,390)	(2,537,510)
			47.09%





CITY MANAGER, CITY SOLICITOR,
CITY CLERK, MAYOR,
AND CITY COUNCIL



City of
**Prince
Albert**

CORPORATE GOVERNANCE

CITY MANAGER, CITY CLERK, MAYOR, CITY COUNCIL AND CITY SOLICITOR

SALARY SAVINGS – CITY MANAGER’S OFFICE

\$54,170 savings due to hiring of incumbents for City Manager, Executive Assistant and Confidential Secretary at reduced starting rates.

COUNCIL REMUNERATION

The budget for Council Remuneration includes the following for each Elected Official:

- Elected official Indemnity Payment, Benefits & Per Diems
- Councillor: Yearly Vehicle Allowance of \$2,400
- Councillor: Yearly Travel Budget of \$3,600
- Mayor: Yearly Vehicle Allowance of \$7,800
- Mayor: Yearly Travel Budget of \$5,000
- Wellness Program

CONTRACTED AND GENERAL SERVICES: CITY SOLICITOR & OUTSIDE LEGAL COSTS

\$450,500 in Contracted and General Services relating to legal Services as follows:

- \$275,000 for the City Solicitor contract – in-house City Solicitor at City Hall.
- \$100,000 for outside legal services. Upon a review of the actual costs for outside legal services that include personnel, legal, bylaw, legislative, arbitrations, assessment appeals, etc., it was noted that the budget has not been increased for several years due to fiscal challenges. For 2023, the legal services budget is being increased to reflect actual costs.
- \$50,000 for Human Resources Legal matters.
- \$25,500 PST amount on all invoices.

Outside legal services requires specialty legal services for various law firms/investigators in regards to complex issues and files, and to mitigate the risk to the City. The above outside legal services includes:

- Assessment appeals
- Court of Appeals
- Workplace Investigations
- Harassment Claims
- Bylaw enforcement
- Tax enforcement
- Human Resources and personnel matters
- Lawsuit Claims

BOARD OF REVISION

- **\$3,000** User Charges and Fees **Revenue** represents Board of Revision Fees received from Applications for Property Assessment Appeals. Any Assessment Appeal Fee refunds are allocated to Board of Revision Refunds. The difference between these amounts provide the revenue that the City would receive from Assessment Appeals submitted through the Board of Revision.
- **\$11,500** budgeted under Contracted and General Services. Payment for the Remuneration of the Board of Revision. This expense increased significantly in 2022 due to change in reassessment and additional residential appeal hearings. The City expects that appeals will continue to increase.

MAINTENANCE MATERIALS AND SUPPLIES

Budget of \$1,520 for each Councillor for Conventions & Delegations. Budget for the cost of the conference events such as SUMA, FCM, and other conventions and events.

Budget of \$3,680 for the Mayor for Conventions & Delegations.

Budget of \$4,000 for Mayor's Compassionate Fund.

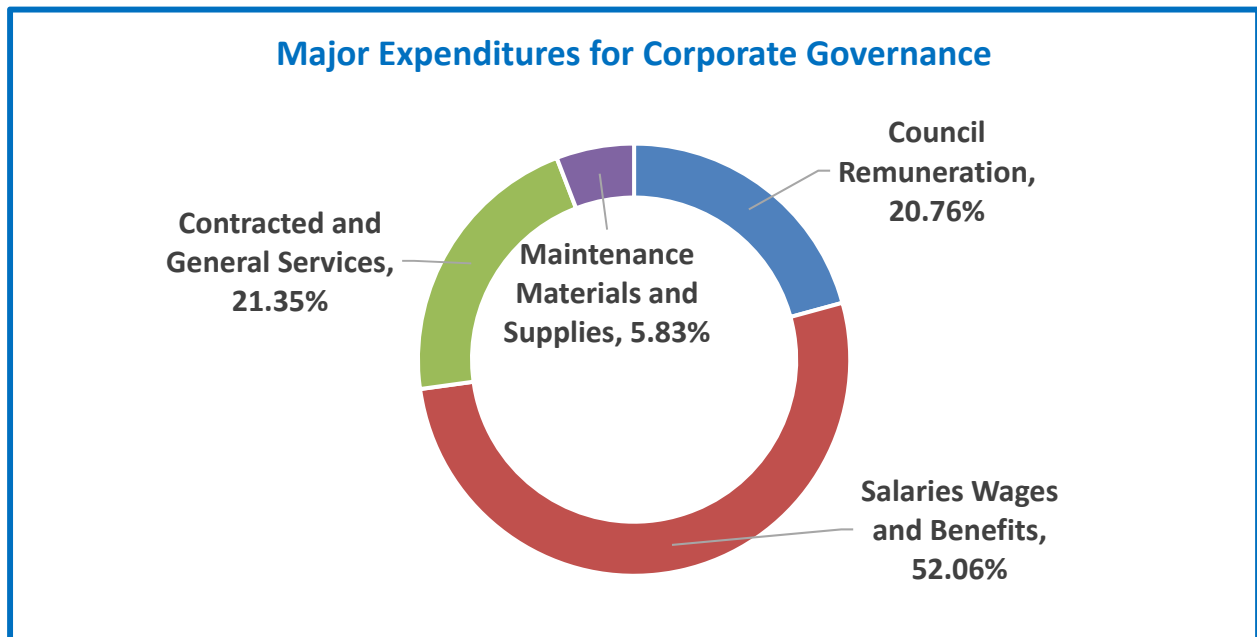
Budget of \$17,600 relating to the allocation of Computer Programming for Corporate Governance.

Each Councillor has until the end of the year to submit receipts for an annual allocation of \$500 for home office expenses.

CORPORATE GOVERNANCE

CITY MANAGER, CITY CLERK, MAYOR, CITY COUNCIL AND CITY SOLICITOR

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$3,000)	(\$3,000)	\$0
Sundry	(800)	(800)	0
Total Revenues	(3,800)	(3,800)	0
EXPENSES			
Council Remuneration	450,140	447,930	2,210
Salaries Wages and Benefits	1,128,860	1,186,510	(57,650)
Contracted and General Services	462,950	372,130	90,820
Maintenance Materials and Supplies	126,350	124,200	2,150
Total Expenses	2,168,300	2,130,770	37,530
TOTAL (SURPLUS) DEFICIT	2,164,500	2,126,970	37,530
			1.76%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: CITY CLERK
Department: City Manager, City Solicitor, City Clerk, Mayor, and City Council
Fund: General Fund

The Office of the City Clerk is the primary contact regarding City Council business and administers the legislative process for the municipality.

The Office manages Council and committee meetings, quasi-judicial boards, execution of official corporate documents, and the safekeeping of the official records of the City. In addition, the City Clerk acts as the Head of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP) and the Returning Officer for Municipal and In-City School Division Elections.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$3,000)	(\$3,000)	\$0	
Sundry	(800)	(800)	0	
Total Revenues	(3,800)	(3,800)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	566,280	580,600	(14,320)	-2.47%
Contracted and General Services	12,450	7,450	5,000	67.11%
Maintenance Materials and Supplies	21,550	21,360	190	0.89%
Total Expenses	600,280	609,410	(9,130)	-1.51%
TOTAL (SURPLUS) DEFICIT	596,480	605,610	(9,130)	-1.51%



Functional Area: CITY MANAGER
Department: City Manager, City Solicitor, City Clerk, Mayor, and City Council
Fund: General Fund

The City Manager is the administrative head of the City of Prince Albert. In this capacity, the City Manager is responsible for keeping City Council informed of the operations and affairs of the City as well as ensuring that the decisions and the policy direction set out by City Council are implemented. It is through the City Departments that the City Manager implements the policies, programs and decisions of City Council.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$401,080	\$452,150	(\$51,070)	-11.29%
Contracted and General Services	0	1,980	(1,980)	-100.00%
Maintenance Materials and Supplies	63,270	62,130	1,140	1.83%
Total Expenses	464,350	516,260	(51,910)	-10.06%
TOTAL (SURPLUS) DEFICIT	464,350	516,260	(51,910)	-10.06%



Functional Area: MAYOR
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

Mayor and Council lead the community and corporation and oversee three Governance Officers: the City Manager, the City Clerk and the City Solicitor. The Mayor is the Chief Elected Official for the citizens of Prince Albert. The Mayor’s Office is responsible for all administrative matters involving City Council and is the primary customer service representative between Mayor and Council, the public, elected officials, and community organizations. This budget represents the remuneration for the Mayor’s Office. This includes expenditures related to strategic planning, travel, conferences, training, and vehicle allowances.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Council Remuneration	\$104,420	\$103,790	\$630	0.61%
Salaries Wages and Benefits	82,760	79,680	3,080	3.87%
Maintenance Materials and Supplies	14,980	14,980	0	0.00%
Total Expenses	202,160	198,450	3,710	1.87%
TOTAL (SURPLUS) DEFICIT	202,160	198,450	3,710	1.87%



Functional Area: CITY COUNCIL
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

The Council of the City of Prince Albert has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and necessary services to the community. Prince Albert's City Council is made up of nine elected representatives including one Mayor and eight City Councillors. This functional area represents the remuneration for the eight Councillors, and a portion of the Mayor's office staffing cost.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Council Remuneration	\$345,720	\$344,140	\$1,580	0.46%
Salaries Wages and Benefits	33,850	32,540	\$1,310	4.03%
Maintenance Materials and Supplies	25,590	24,460	\$1,130	4.62%
Total Expenses	405,160	401,140	4,020	1.00%
TOTAL (SURPLUS) DEFICIT	405,160	401,140	4,020	1.00%

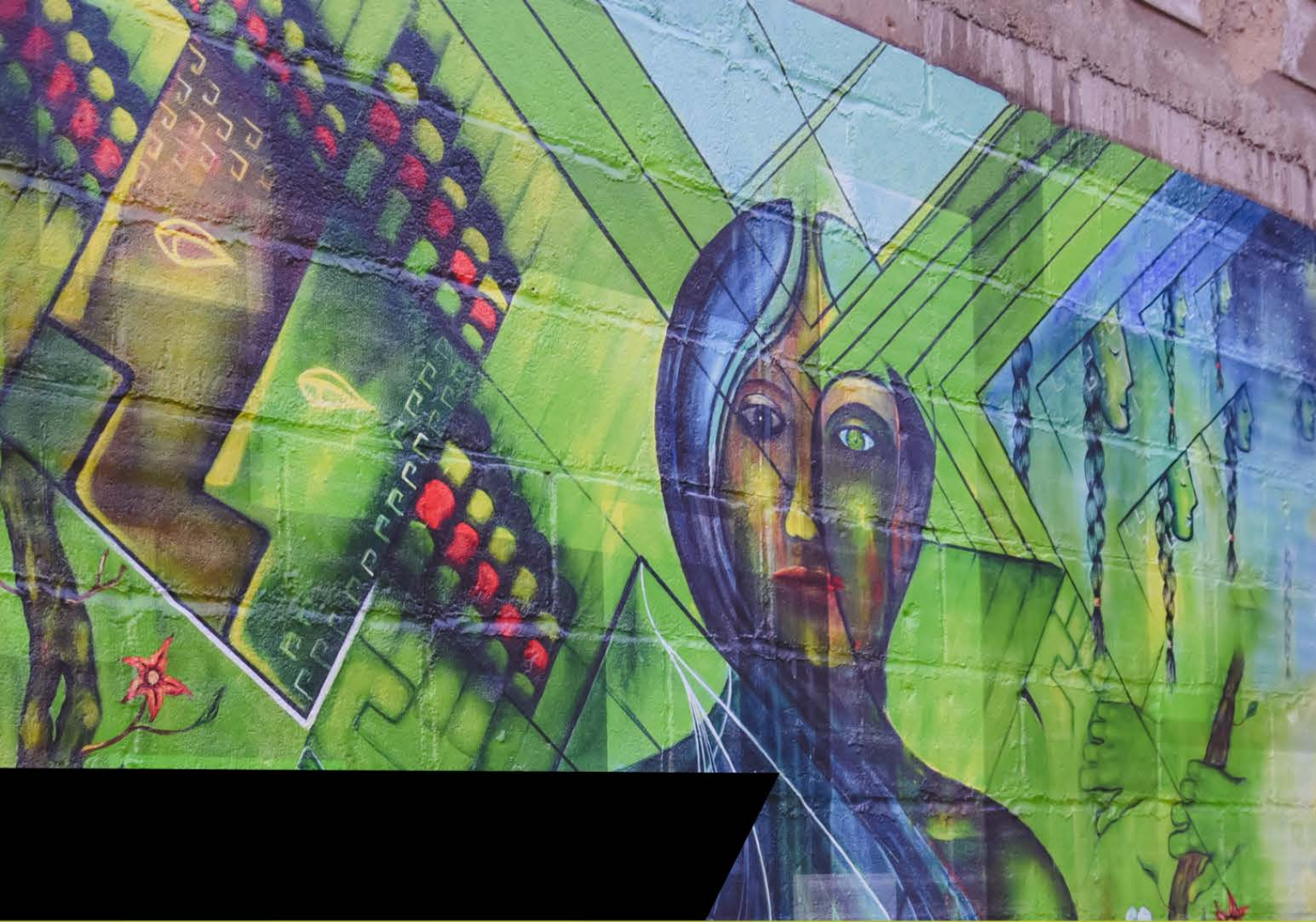


Functional Area: CITY SOLICITOR
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

The City Solicitor is one of the three Officers of Council and reports directly to City Council. The primary responsibility of the City Solicitor is to direct and manage the legal affairs of the City on a day to day basis to ensure the interests of the City are properly advocated and protected. This budget is attributed to the remuneration of the City Solicitor, and office staffing costs for the City Solicitor’s office at City Hall.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$44,890	\$41,540	\$3,350	8.06%
Contracted and General Services	450,500	362,700	87,800	24.21%
Maintenance Materials and Supplies	960	1,270	(310)	-24.41%
Total Expenses	496,350	405,510	90,840	22.40%
TOTAL (SURPLUS) DEFICIT	496,350	405,510	90,840	22.40%





CORPORATE SERVICES



CORPORATE SERVICES

CORPORATE COMMUNICATIONS, HUMAN RESOURCES, PAYROLL, OCCUPATIONAL HEALTH & SAFETY AND INFORMATION TECHNOLOGY

NEW INFRASTRUCTURE SYSTEMS ANALYST POSITION

\$100,500 for the position of a permanent Infrastructure Systems Analyst. The addition of this position is expected to ensure that current and future workloads can be met and that the City has the necessary backup in place. This will ensure the Infrastructure Systems Team Lead can operate effectively and protect the City's critical infrastructure.

This skillset is required now to ensure that the team has the required skills to adequately support and maintain our critical infrastructure systems. The additional resources proposed for IT will assist with project management of both the implementation of new projects as well as sound management of existing business systems and infrastructure projects.

DEPARTMENT RESTRUCTURING

The position of Payroll Supervisor and two payroll clerks have been transferred from the Financial Services Department to the Human Resources Division. Transfer of salaries.

As well, the position of Communications Manager has been restructured to a Human Resources Manager.

CONTRACTED AND GENERAL SERVICES

- **\$30,000** total Contracted and General Services regarding Arbitration Panel Expenses for City Nominee at 5 Arbitrations outstanding in the amount of \$27,500 and Investigation Services at \$2,500.
- **\$15,000** for Corporate Communication that consists of: Graphic Design \$2,500; Event Photography \$2,500; and Video Production \$10,000.
- **\$15,000** for Information Technology Consultants. This relates to professional services typically used for network and servers. This item is expected to be reduced with the SaskTel network managed services agreement; equipment expected to be installed in 2023.
- **\$4,200** new budget for ergonomics assessments for approximately 12 employees. Estimate based on employees moving offices and new hires. Assessments previously completed by City staff.

INFORMATION TECHNOLOGY INCREASES FOR 2023

- **\$29,120** increase for telephone costs. The IT Communications budget was updated by the IT Manager in 2022 and now includes all costs related to the centralized management of: VOIP telephone & related services (licensing & support); Telephone handset renewal; Primary data connection for City Network; IT Landlines/mobility; and SD-WAN.

There is a new charge that will support the SD-WAN service which includes firewall, pre-existing switches and spare equipment. This charge is applicable whether the City manages the SD-WAN equipment or uses managed services.

- **\$53,720** increase for Computer Services. This line item is a consolidation of all annual licensing fees for IT software across all City Departments for tracking purposes. These expenses are allocated back to departments based on usage to better reflect the cost of IT services at a departmental level across the organization.
- **\$20,100** for licensing fees. This budget is for the operations and support of the City data centre, network, security and related systems including costs for licensing, and support.
- **\$9,300** increase for memberships and dues. Increase reflects full year of SRNet membership including taxes. Also includes renewal of InfoTech, IIBA and MISA memberships.

INFORMATION TECHNOLOGY - RESERVE

The IT functional area has conducted a review of IT business systems and infrastructure needs in consultation with all City Departments. The creation of the Information Technology Administrative Group (ITAG) has enabled the City to prioritize and evaluate opportunities for projects and bring together necessary resources that benefit all departments and the City as a whole. IT is now in a position to anticipate what the capital budget needs will be for the next five to ten years.

The 2023 Transfer to the Reserve is **\$450,000** which represents a decrease of \$50,000 from 2022. Reserve funding at this level provides permanent and ongoing funding that will build and be available for known future projects that are required.

CENTRALIZATION OF IT COMPUTER BUDGET

To assist with long term planning and oversight of IT projects, starting Year 2022, the IT operating budget included all Computer Services previously budgeted independently by departments under the 238 account. To ensure the cost of IT services are still accounted for in each department budget, costs will be allocated back to departments (Object Code 410) based on usage of the systems (some systems are shared across departments, others are used exclusively by one department).

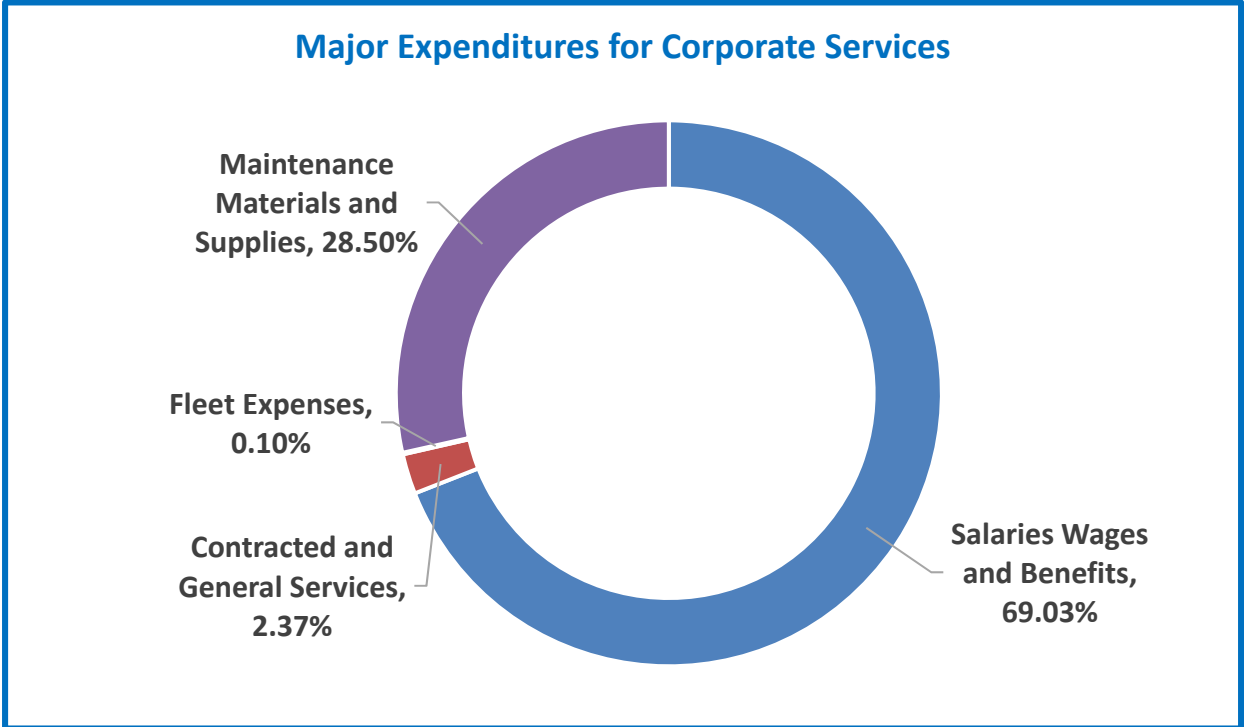
This change will result in one-time adjustments in each functional area. Below are the IT Allocations to the various Department's Budget:

<u>INFORMATION TECHNOLOGY ALLOCATIONS</u>		<u>BUDGET</u>	<u>BUDGET</u>	
		<u>Year 2022</u>	<u>Year 2023</u>	<u>Increase</u>
Computer Services	Expenses			
Information Technology	1-2-12220- 238	\$504,400	\$561,470	\$57,070
Information Technology - Computer Allocations 410		-\$504,400	-\$561,470	(\$57,070)
		\$0	\$0	(\$0)
<u>410 Allocations to Departments</u>		<u>Year 2022</u>	<u>Year 2023</u>	<u>Increase</u>
City Manager's Department		\$16,910	\$17,600	\$690
Corporate Services			\$70,280	\$70,280
Financial Services		\$149,360	\$108,130	(\$41,230)
Community Services		\$103,270	\$122,570	\$19,300
Public Works		\$115,950	\$113,290	(\$2,660)
Fire Department		\$34,000	\$25,150	(\$8,850)
Planning		\$31,310	\$54,090	\$22,780
		\$450,800	\$511,110	\$60,310
Sanitation Fund (Landfill)		\$16,000	\$10,105	(\$5,895)
Water and Sewer Fund (Billing and Collection)		\$37,600	\$40,255	\$2,655
		\$53,600	\$50,360	(\$3,240)
Total Computer Services - Allocations to Departments		\$504,400	\$561,470	\$57,070
Variance		\$0	\$0	\$0

Please note that for Year 2022, there was no cost allocated to Corporate Services. For Year 2023, the amount of \$70,280 is allocated to Corporate Services.



MAJOR EXPENDITURES OF CORPORATE SERVICES:



2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM INFORMATION TECHNOLOGY RESERVE

\$215,000	Business Continuity
\$109,800	End User Computing & Printing
\$89,900	Corporate Portal & Intranet Systems
\$49,500	Finance & Administration Systems
\$25,000	Networking
\$10,500	Web & Portal Systems

TOTAL CAPITAL SPENDING \$499,700



CORPORATE SERVICES

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$1,863,840	\$1,462,580	\$401,260
Contracted and General Services	64,200	87,500	(23,300)
Fleet Expenses	2,650	2,500	150
Maintenance Materials and Supplies	769,440	736,120	33,320
Total Expenses	2,700,130	2,288,700	411,430
TOTAL (SURPLUS) DEFICIT	2,700,130	2,288,700	411,430
			17.98%

Functional Area: CORPORATE COMMUNICATIONS
Department: Corporate Services
Fund: General Fund

The Corporate Communications Office is responsible for delivering timely, accurate and relevant information regarding City services, programs and Council decisions to Prince Albert residents, through a variety of mediums. The Corporate Communications Office provides a degree of centralization to the communications function for the City. Each City department maintains responsibility for the distribution of the communications material that is relevant to their activities, programs and services. The Corporate Communications office serves as a liaison between The City and media and advertising agencies and often provides assistance and advice to departments.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$104,110	\$210,810	(\$106,700)	-50.61%
Contracted and General Services	15,000	21,500	(6,500)	-30.23%
Maintenance Materials and Supplies	37,310	49,260	(11,950)	-24.26%
Total Expenses	156,420	281,570	(125,150)	-44.45%
TOTAL (SURPLUS) DEFICIT	156,420	281,570	(125,150)	-44.45%



Functional Area: HUMAN RESOURCES
Department: Corporate Services
Fund: General Fund

Human Resources promotes a fully engaged workforce throughout the City and provides services to the organization to attract, retain, support and develop our employees in serving our community. Key functions include attraction and orientation of new employees, compensation and benefits, employee development and retention, labour relations and negotiations, employee wellness, and disability management. The Payroll Division is now part of Human Resources as per the current Departmental Restructuring.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$859,680	\$472,820	\$386,860	81.82%
Contracted and General Services	30,000	30,000	0	0.00%
Maintenance Materials and Supplies	106,340	45,080	61,260	135.89%
Total Expenses	996,020	547,900	448,120	81.79%
TOTAL (SURPLUS) DEFICIT	996,020	547,900	448,120	81.79%



Functional Area: OCCUPATIONAL HEALTH AND SAFETY
Department: Corporate Services
Fund: General Fund

The Health, Safety and Environment Coordinator Manager provides resources in health and safety to all of the departments including Police and Fire Services. OHS functions include health and wellness, safety, occupational health and is also responsible for processing all reported incidents, workers' compensation claims, back to work processes, and support for employees, supervisors and managers for both occupational and non-occupational injuries and illness.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$113,480	\$118,550	(\$5,070)	-4.28%
Contracted and General Services	4,200	0	4,200	100.00%
Fleet Expenses	2,650	2,500	150	6.00%
Maintenance Materials and Supplies	26,310	39,210	(12,900)	-32.90%
Total Expenses	146,640	160,260	(13,620)	-8.50%
TOTAL (SURPLUS) DEFICIT	146,640	160,260	(13,620)	-8.50%



Functional Area: INFORMATION TECHNOLOGY
Department: Corporate Services
Fund: General Fund

Proper use of technology allows the City to provide information and services in an accessible manner. As the provider of necessary technology to all areas of the organization, the IT branch has an important role to play in ensuring that City employees have the proper tools and solutions needed to do their jobs.

IT designs, develops and maintains the technology systems, including managing application software, technology infrastructure, and support services while ensuring information is secure and protected.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$786,570	\$660,400	\$126,170	19.11%
Contracted and General Services	15,000	36,000	(21,000)	-58.33%
Maintenance Materials and Supplies	599,480	602,570	(3,090)	-0.51%
Total Expenses	1,401,050	1,298,970	102,080	7.86%
TOTAL (SURPLUS) DEFICIT	1,401,050	1,298,970	102,080	7.86%





PLANNING AND DEVELOPMENT SERVICES



City of
**Prince
Albert**



PLANNING & DEVELOPMENT SERVICES

PLANNING, ECONOMIC DEVELOPMENT, BUILDING INSPECTIONS, BYLAW ENFORCEMENT, PARKING TICKETS AND IMPOUND LOT

INCREASED/DECREASED REVENUE FOR 2023

- \$45,000 increase in revenue anticipated for Parking Ticket Violations.
- \$75,000 increase in revenue anticipated for Parking Meters.
- \$20,000 increase in revenue anticipated for Building Permits.
- \$15,000 decrease in Business License Revenue. This revenue primarily accounts for business licensing throughout the City. The City currently have approximately 1,500 in operation for 2022 and we expect that to remain consistent for 2023. The revenue has adjusted to reflect revenue based on an average for the last three years.
- \$21,450 decrease in revenue for the Impound Lot. Storage Revenue is based on the number of tows and the average days a vehicle is in the impound lot. If the vehicle is sold for less than the fees incurred, the difference is written off to "Impound Lot Bad Debt Expense". This is a reduction of vehicles in the impound lot.

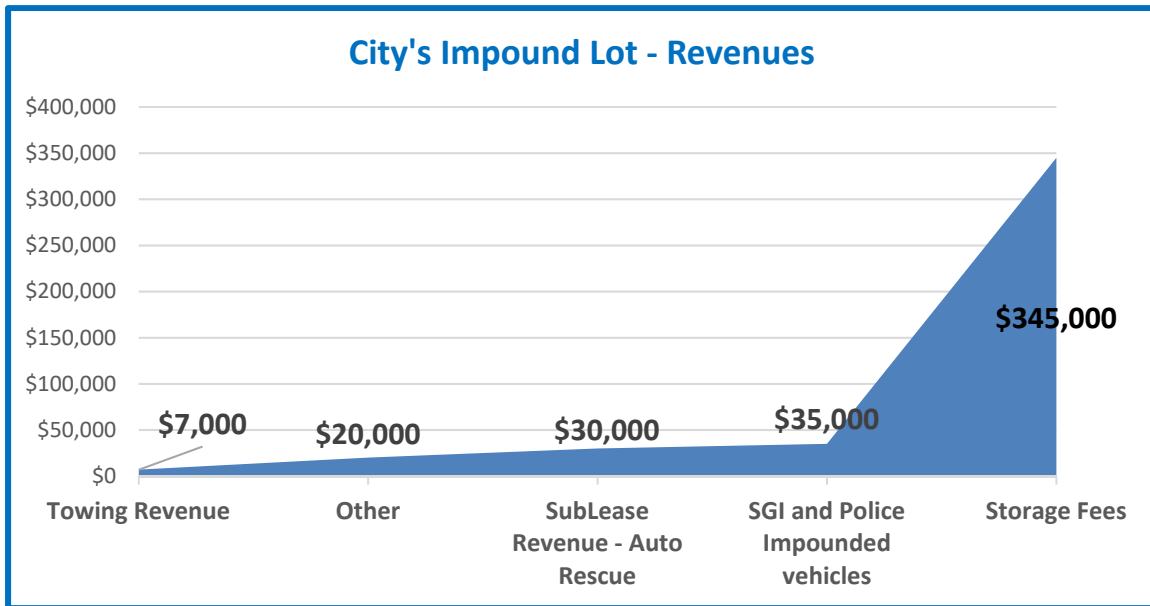


Parking Meters Revenue: \$90,000 related to revenue from the Sask Polytechnic Lot.



CITY'S IMPOUND LOT

The City's Municipal Impound Lot receives all vehicles towed by the Prince Albert City Police and the City's Bylaw Officers. This functional area coordinates contractors to provide towing and auction services. This budget accounts for revenue from towing, storage and other related fees as well as expenses such as lot maintenance, building and land leases along with coordinating vehicle releases. This Division is now part of the Bylaw Services Division.



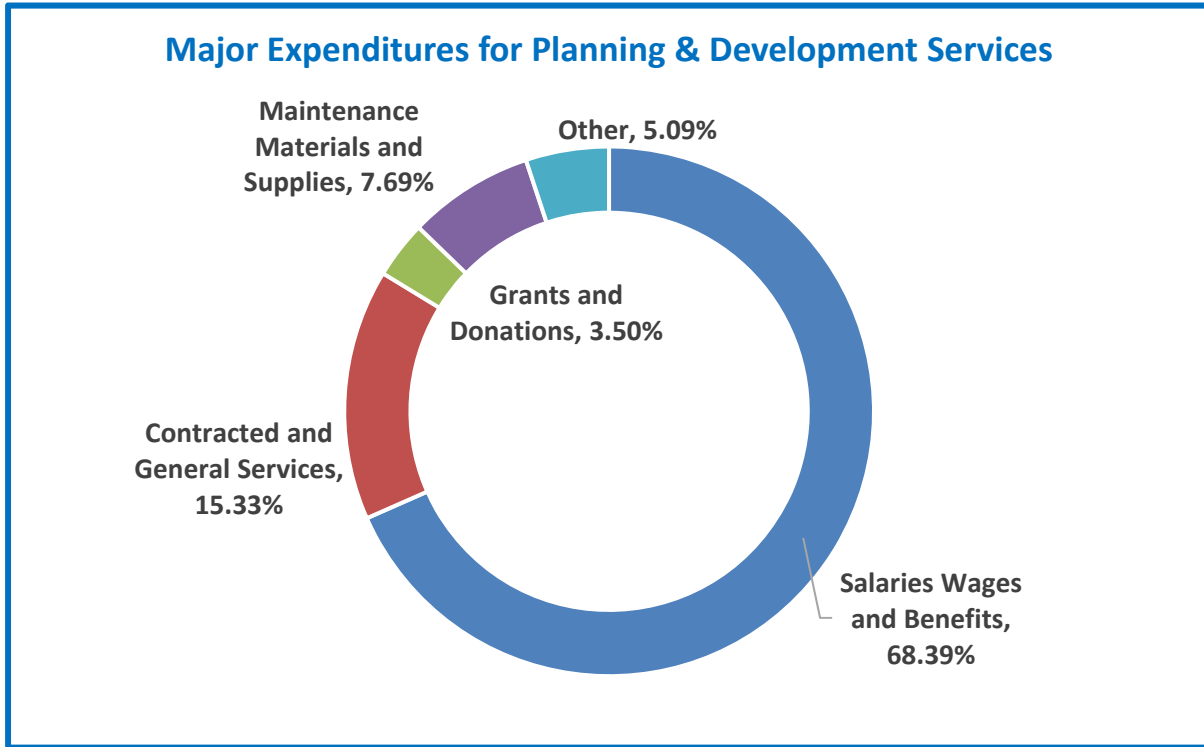
Note: Other Revenue consists of lien checks, removing plates and returning to SGI, reimbursement for SGI auction costs.

MAJORITY OF THE COSTS FOR THE IMPOUND LOT INCLUDE:

- \$500 for commissionaire services.
- \$1,500 for ISC Searches.
- \$9,500 regarding electricity and heating for the trailer at the Impound Lot.
- \$9,608 for property taxes. The City pays the property taxes as part of the lease for this property. Increase to the budget by \$6,330 is to reflect the increase in property taxes.
- \$10,382 for the trailer rental at the Impound Lot.
- \$14,000 for Auction commission costs.
- \$38,400 for the leased land by the City to SPCA for the Impound Lot land.
- \$52,000 for Bad Debt Expense. Vehicles are sent to auction if they are abandoned and not claimed. If the proceeds from the auction do not cover all the outstanding fees, the balance is written off to bad debt. The fees would include towing, impound, storage, etc.
- \$85,000 is the Fee to Auto Rescue for being the City's Towing Company.



MAJOR EXPENDITURES FOR PLANNING & DEVELOPMENT SERVICES



Note: Other includes Insurance, Bad Debt Expense, Financial Charges, Fleet Expenses and Utilities.

DECREASE – GRANTS AND DONATIONS

- \$200,000 decrease in funding under Grants and Donations to PAREDA and Tourism for 2023.

DEPARTMENT RESTRUCTURE

The positions that have been transferred to the Bylaw Services Division includes the Bylaw Services Manager, Meter Services Supervisor, and three Parking Meter Inspectors. All staffing costs are included in the Bylaw Services Division. Transfer of salaries and wages from Financial Services to the Bylaw Services Division.

The increase is also contributed to the restructuring of the Property Coordinator position to a GIS Technician position. 100% charge of the GIS Technician position charged to the General Fund (previously 75% of the Property Coordinator position was charged to the Land Fund).



PRINCE ALBERT SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS INC. (SPCA)

The City pays the Prince Albert Society of the Prevention of Cruelty to Animals Inc. (SPCA) for providing pound keeper and animal protection services within the confines of the City. The pound keeping and lease agreement outlines the power and duties of the SPCA within the limits of the City, as specified in the bylaws and all amendments.

\$310,600 Total Contracted and General Services under the Bylaw Services Division as follows:

- **\$81,600** is the Animal Control Service Agreement. The Animal Control Service Agreement between the City and SPCA to provide animal control services to the City.
- **\$229,000** for the Poundkeeping Agreement. The Poundkeeping Agreement is between the City and SPCA. The City appoints the SPCA as the City's Poundkeeper. The fee for service payable by the City during the term of the Agreement shall be deemed as contributing toward all the operating costs of the SPCA while it operates as Poundkeeper.

PRINCE ALBERT DISTRICT PLANNING COMMISSION

The members of the Prince Albert District Planning Commission include: City of Prince Albert, Rural Municipality of Buckland and the Rural Municipality of Prince Albert. The City provides a grant to the Prince Albert District Planning Commission who advises the majority of the funds going towards staff salary and office services.

The Budget for the Prince Albert District Planning Commission is under the Planning Division. A budget of \$18,060 is the total budget presented for the City. The City's agreed upon portion is **\$10,840**.

PRINCE ALBERT HOUSING AUTHORITY – HOUSING GRANT

The Prince Albert Housing Authority is overseen by a volunteer board of directors on behalf of the Saskatchewan Housing Corporation. The City has a contractual obligation for 5% of the annual operating losses for specific properties owned by the Prince Albert Housing Authority and operated by Saskatchewan Housing Corporation.

The City's 5% cost helps house approximately 1,000 people (seniors, adults, and children). The 2023 budget projected was increased by \$37,930 to a total grant and donation of **\$52,920** to be paid to the Prince Albert Housing Authority as per annual operating losses. **Council has approved the total grant and donation of \$52,920 to be funded from the Housing Reserve for 2023.**

PLANNING & DEVELOPMENT SERVICES

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$1,578,000)	(\$1,606,450)	\$28,450
Interest and Penalties	(454,600)	(473,600)	19,000
Sundry	(35,000)	(34,800)	(200)
Total Revenues	(2,067,600)	(2,114,850)	47,250
EXPENSES			
Salaries Wages and Benefits	1,915,170	1,745,800	169,370
Contracted and General Services	429,440	414,110	15,330
Financial Charges	6,890	5,350	1,540
Grants and Donations	97,920	259,990	(162,070)
Utilities	9,500	7,700	1,800
Fleet Expenses	72,420	59,540	12,880
Maintenance Materials and Supplies	215,410	175,110	40,300
Insurance	1,630	1,520	110
Bad Debt Expense	52,000	33,510	18,490
Total Expenses	2,800,380	2,702,630	97,750
TOTAL (SURPLUS) DEFICIT	732,780	587,780	145,000
			24.67%

2023 APPROVED CAPITAL PROJECT TO BE FUNDED FROM TAXATION:

\$40,000 Replacement of Unit 502 – Truck for Parking Meter Staff



Functional Area: PLANNING
Department: Planning and Development Services
Fund: General Fund

Planning is responsible for the planning and development of land in the City. The primary goal is to build an increasingly sustainable community over time, with an enhanced quality of life, consistent with the vision and core strategies of the City’s Strategic Plan.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$120,000)	(\$117,500)	(\$2,500)	2.13%
Total Revenues	(120,000)	(117,500)	(2,500)	2.13%
EXPENSES				
Salaries Wages and Benefits	828,010	682,940	145,070	21.24%
Contracted and General Services	17,840	4,500	13,340	296.44%
Grants and Donations	52,920	14,990	37,930	253.04%
Maintenance Materials and Supplies	81,040	57,210	23,830	41.65%
Total Expenses	979,810	759,640	220,170	28.98%
TOTAL (SURPLUS) DEFICIT	859,810	642,140	217,670	33.90%



Functional Area: BUILDING INSPECTIONS
Department: Planning and Development Services
Fund: General Fund

Building Inspections reviews plans and construction sites to ensure compliance with the minimum requirements of the National Building Code of Canada and its sister acts. If you are planning on building, renovating, moving a building, demolishing a building or planning a change of use or addition to a new or existing building, the Building Division will be your primary contact. The Building Division also administers other bylaws such as the Portable Sign Bylaw, the Building Bylaw and the Maintenance and Occupancy Bylaw.

As part of its building permit process, the Building Inspections reviews and approves plans for construction that meet building codes and bylaws. Building Inspections will also conduct inspections during construction to verify that building code regulations have been followed.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$260,000)	(\$240,000)	(\$20,000)	8.33%
Total Revenues	(260,000)	(240,000)	(20,000)	8.33%
EXPENSES				
Salaries Wages and Benefits	298,570	302,690	(4,120)	-1.36%
Fleet Expenses	9,370	8,840	530	6.00%
Maintenance Materials and Supplies	13,930	11,290	2,640	23.38%
Total Expenses	321,870	322,820	(950)	-0.29%
TOTAL (SURPLUS) DEFICIT	61,870	82,820	(20,950)	-25.30%



Functional Area: ECONOMIC DEVELOPMENT
Department: Planning and Development Services
Fund: General Fund

The City of Prince Albert's Economic Development Division is focused on making our community a place where businesses continue to thrive, and new businesses are welcomed, both locally and regionally. Our goal is to work towards providing economic opportunities by attracting new business, supporting business expansion, and assisting with business retention. The Economic Development Office also processes and issues business licenses.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$300,000)	(\$315,000)	\$15,000	-4.76%
Total Revenues	(300,000)	(315,000)	15,000	-4.76%
EXPENSES				
Salaries Wages and Benefits	64,180	175,070	(110,890)	-63.34%
Contracted and General Services	0	2,700	(2,700)	-100.00%
Financial Charges	1,500	0	1,500	
Grants and Donations	45,000	245,000	(200,000)	-81.63%
Maintenance Materials and Supplies	11,000	12,000	(1,000)	-8.33%
Total Expenses	121,680	434,770	(313,090)	-72.01%
TOTAL (SURPLUS) DEFICIT	(178,320)	119,770	(298,090)	



Functional Area: BYLAW SERVICES DIVISION
Department: Planning and Development Services
Fund: General Fund

The Bylaw Enforcement Division is responsible for the compliance and enforcement of municipal bylaws to ensure a safe, quiet and pleasant environment is provided for all residents of our community. Bylaw Enforcement Officers investigate concerns in relation to all City Bylaws. As per the Departmental Restructuring, the Bylaw Services Manager and Parking Staff have moved to be part of the Bylaw Services Division.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
Interest and Penalties	(\$14,600)	(\$14,600)	\$0	0.00%
Total Revenues	(14,600)	(14,600)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	720,030	215,840	504,190	233.59%
Contracted and General Services	310,600	310,600	0	0.00%
Fleet Expenses	28,050	17,680	10,370	58.65%
Maintenance Materials and Supplies	11,300	8,000	3,300	41.25%
Total Expenses	1,069,980	552,120	517,860	93.79%
TOTAL (SURPLUS) DEFICIT	1,055,380	537,520	517,860	96.34%



Functional Area: PARKING TICKETS AND METERS
Department: Financial Services
Fund: General Fund

Parking Services provides a coordinated approach to the provision, regulation, enforcement and collection services related to parking in Prince Albert.

This budget accounts for revenue from parking ticket violations and parking meters. Costs are also required for parking meter maintenance, software and hardware requirements. This Division is now part of the Bylaw Services Division.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$496,000)	(\$510,500)	\$14,500	-2.84%
Interest and Penalties	(440,000)	(459,000)	19,000	-4.14%
Total Revenues	(936,000)	(969,500)	33,500	-3.46%
EXPENSES				
Salaries Wages and Benefits	1,580	366,460	(364,880)	-99.57%
Financial Charges	3,590	3,850	(260)	-6.75%
Fleet Expenses	33,410	31,520	1,890	6.00%
Maintenance Materials and Supplies	32,730	23,150	9,580	41.38%
Total Expenses	71,310	424,980	(353,670)	-83.22%
TOTAL (SURPLUS) DEFICIT	(864,690)	(544,520)	(320,170)	58.80%



Functional Area: IMPOUND LOT
Department: Financial Services
Fund: General Fund

The City’s Municipal Impound Lot receives all vehicles towed by the Prince Albert City Police and the City’s Bylaw Officers. This functional area coordinates contractors to provide towing and auction services.

This budget accounts for revenue from towing, storage and other related fees as well as expenses such as lot maintenance, building and land leases along with coordinating vehicle releases. This Division is now part of the Bylaw Services Division.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$402,000)	(\$423,450)	\$21,450	-5.07%
Sundry	(35,000)	(34,800)	(200)	0.57%
Total Revenues	(437,000)	(458,250)	21,250	-4.64%
EXPENSES				
Salaries Wages and Benefits	2,800	2,800	0	0.00%
Contracted and General Services	101,000	96,310	4,690	4.87%
Financial Charges	1,800	1,500	300	20.00%
Utilities	9,500	7,700	1,800	23.38%
Fleet Expenses	1,590	1,500	90	6.00%
Maintenance Materials and Supplies	65,410	63,460	1,950	3.07%
Insurance	1,630	1,520	110	7.24%
Bad Debt Expense	52,000	33,510	18,490	55.18%
Total Expenses	235,730	208,300	27,430	13.17%
TOTAL (SURPLUS) DEFICIT	(201,270)	(249,950)	48,680	-19.48%

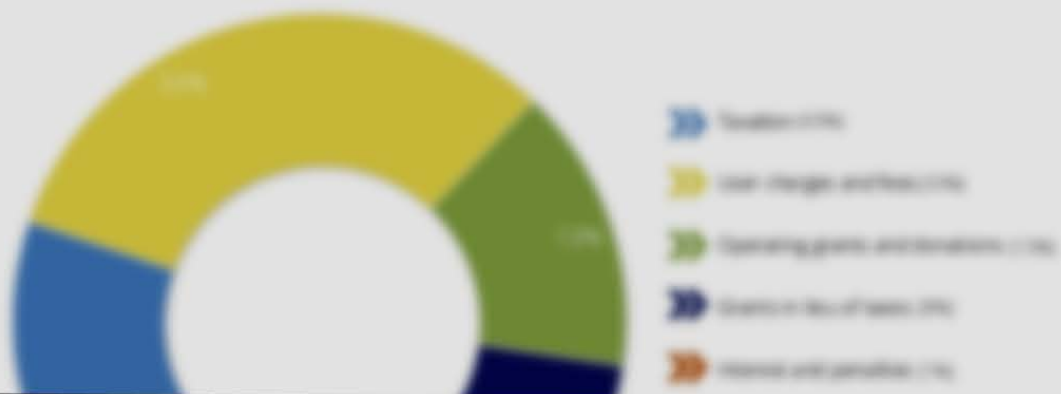


REVENUE

Total consolidated revenue increased by \$3.7 million from 2020 to 2021.

The main sources of revenue are taxation, user charges and fees, and operating grants and donations as reflected in Table 2.

TABLE 2 2021 SUMMARY OPERATIONAL REVENUE



FINANCIAL SERVICES

	2021	2020	2019	2018	2017
Operating revenue	1,746,322	1,671,665	1,671,665	1,671,665	1,671,665
Operating expenses	1,262,277	1,262,277	1,262,277	1,262,277	1,262,277
Operating surplus	484,045	409,388	409,388	409,388	409,388
Operating deficit	784,180	784,180	784,180	784,180	784,180



City of
**Prince
Albert**

FINANCIAL SERVICES

ASSESSMENT, TAXATION, ASSET MANAGEMENT, FINANCIAL SERVICES, PURCHASING AND STORES

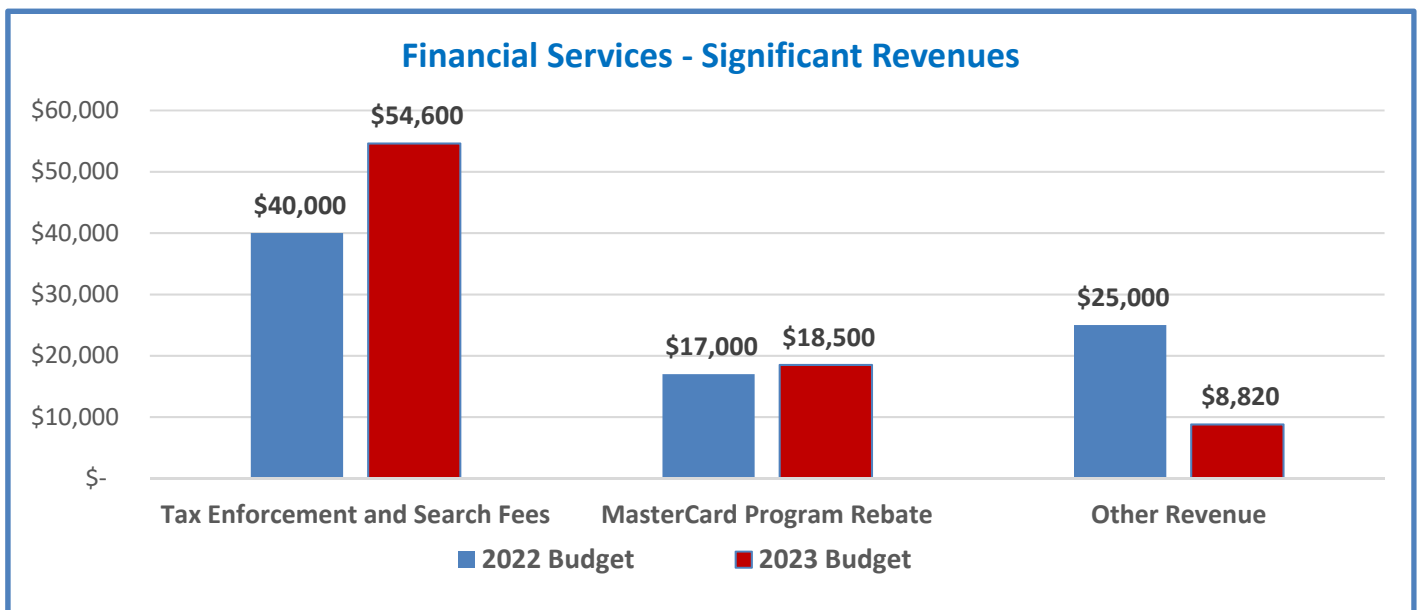
DEPARTMENT RESTRUCTURING

The positions of Payroll Supervisor and two payroll clerks have been transferred from the Financial Services Department to the Human Resources Division in Corporate Services. Transfer of salaries.

The positions of Bylaw Services Manager, Meter Services Supervisor, and three Parking Meter Inspectors have been transferred from the Financial Services Department to the Bylaw Enforcement Division in Planning & Development Services. All staffing costs are included in the Bylaw Services Division. Transfer of Salaries.

The positions of Chief Clerk and a Taxation Manager have been transferred from the Assessment Division to the Financial Services Division.

SIGNIFICANT REVENUES



Note: Other Revenue: \$16,180 reduction for User Charges and Fees. Adjusted revenue of (\$8,820) for 2023: \$1,920 (\$160/month) for various service charges + \$3,600 (\$300/month) for NSF cheques + \$3,300 (\$275/month) AR Finance Charges.



AUDITING SERVICES

Council has awarded the Request for Proposal No. 29 of 2022 for the Audit of Annual Financial Statements to MNP LLP, for a five (5) year term for the year ended December 31, 2022 to the year ended December 31, 2026. The Request for Proposal included the Audit of the City’s Annual Financial Statements and the City’s Annual Municipal Annual Expenditure Report (MAER) required as per the Canada Community Building Fund (previously called Gas Tax Funding). As per The Public Libraries Act, 1996, the Prince Albert Public Library must also use our Auditor.

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

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

\$16,890 increase in Audit Fees as approved by Council for 2023 Audit Services.

ASSESSMENT

The Assessment Functional Area falls under Financial Services. The Functional Area is responsible for determining the assessed values of the properties within the City. This determination is made by following legislation, assessment guides and manuals. Assessment is a key component to the City’s operations and property tax cycle as the values are determined from the City’s tax base which is the main component of the property tax calculation. Assessment has a total net budget of \$626,550 to perform these services.

COMPUTER SERVICES

In Financial Services for 2023, the allocation of funds for computer services is **\$108,130**.

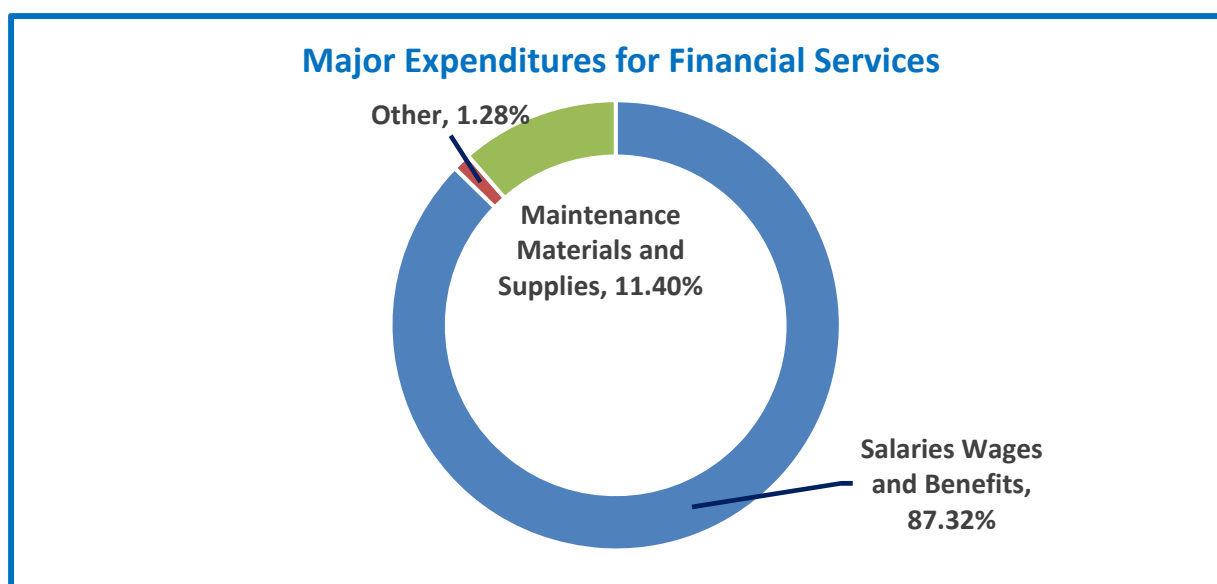
The decrease in 2023 of (\$41,230) is due to elimination of Synerion software, decrease of Worktech licenses, and new pending agreement with CAMALot.



FINANCIAL SERVICES

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$63,420)	(\$65,000)	\$1,580
Sundry	(18,500)	(17,000)	(1,500)
Total Revenues	(81,920)	(82,000)	80
EXPENSES			
Salaries Wages and Benefits	2,464,250	2,569,070	(104,820)
Contracted and General Services	14,700	18,700	(4,000)
Financial Charges	6,100	6,100	0
Fleet Expenses	15,230	14,370	860
Maintenance Materials and Supplies	321,760	363,940	(42,180)
Total Expenses	2,822,040	2,972,180	(150,140)
TOTAL (SURPLUS) DEFICIT	2,740,120	2,890,180	(150,060)
			-5.19%

MAJOR EXPENDITURES FOR FINANCIAL SERVICES



Note: Other includes Contracted and General Services, Financial Charges and Fleet Expenses.

Functional Area: ASSESSMENT
Department: Financial Services
Fund: General Fund

The City of Prince Albert annually produces assessed values for every property within the City. This value is used to calculate property taxes and is based on a number of factors, including the approximate market value, the size of the property and its location. The City determines a home's assessed value by comparing the property with sales of other properties. Pursuant to The Cities Act and the other Provincial legislation there are a number of requirements for inspection and valuation of properties.

	2023	2022	(Favourable) Unfavourable	%
	Budget	Budget	Change	Change
REVENUES				
User Charges and Fees	(\$54,600)	(\$40,000)	(\$14,600)	36.50%
Total Revenues	(54,600)	(40,000)	(14,600)	36.50%
EXPENSES				
Salaries Wages and Benefits	601,680	778,950	(177,270)	-22.76%
Contracted and General Services	13,200	17,200	(4,000)	-23.26%
Fleet Expenses	9,380	8,850	530	5.99%
Maintenance Materials and Supplies	56,890	62,920	(6,030)	-9.58%
Total Expenses	681,150	867,920	(186,770)	-21.52%
TOTAL (SURPLUS) DEFICIT	626,550	827,920	(201,370)	-24.32%



Functional Area: **ASSET MANAGEMENT**
 Department: **Financial Services**
 Fund: **General Fund**

Asset Management is responsible for recording asset purchases and disposals, ensuring proper classification of assets, and the calculation of amortization. Asset information is in compliance with the Public Sector Accounting Board (PSAB) accounting standards.

	2023	2022	(Favourable) Unfavourable	%
	<u>Budget</u>	Budget	Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$88,870	\$77,760	\$11,110	14.29%
Total Expenses	88,870	77,760	11,110	14.29%
TOTAL (SURPLUS) DEFICIT	88,870	77,760	11,110	14.29%



Functional Area: FINANCIAL SERVICES
Department: Financial Services
Fund: General Fund

The Financial Services functional area is responsible for the administration of financial reporting and audits, budgeting, accounts payable, accounts receivable, payment processing, utility and taxation account management, collections, and insurance. As per the Departmental Restructuring, Payroll is now part of the Human Resources Division and Parking is now part of the Bylaw Services Division.

	2023	2022	(Favourable) Unfavourable	%
	Budget	Budget	Change	Change
REVENUES				
User Charges and Fees	(\$8,820)	(\$25,000)	\$16,180	-64.72%
Sundry	(18,500)	(17,000)	(1,500)	8.82%
Total Revenues	(27,320)	(42,000)	14,680	-34.95%
EXPENSES				
Salaries Wages and Benefits	1,429,810	1,377,870	51,940	3.77%
Contracted and General Services	1,500	1,500	0	0.00%
Financial Charges	500	500	0	0.00%
Maintenance Materials and Supplies	253,240	288,490	(35,250)	-12.22%
Total Expenses	1,685,050	1,668,360	16,690	1.00%
TOTAL (SURPLUS) DEFICIT	1,657,730	1,626,360	31,370	1.93%



Functional Area: PURCHASING AND STORES
Department: Financial Services
Fund: General Fund

Purchasing and Stores is responsible for acquiring materials, equipment and services, disposing of obsolete and surplus materials and equipment, and for maintaining adequate inventory levels.

It is the policy of The City to purchase the best quality goods while being environmentally responsible, at the best prices available, and ensuring that as many suppliers as practical are given the opportunity to quote on City business.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$343,890	\$334,490	\$9,400	2.81%
Financial Charges	5,600	5,600	0	0.00%
Fleet Expenses	5,850	5,520	330	5.98%
Maintenance Materials and Supplies	11,630	12,530	(900)	-7.18%
Total Expenses	366,970	358,140	8,830	2.47%
TOTAL (SURPLUS) DEFICIT	366,970	358,140	8,830	2.47%





FIRE DEPARTMENT



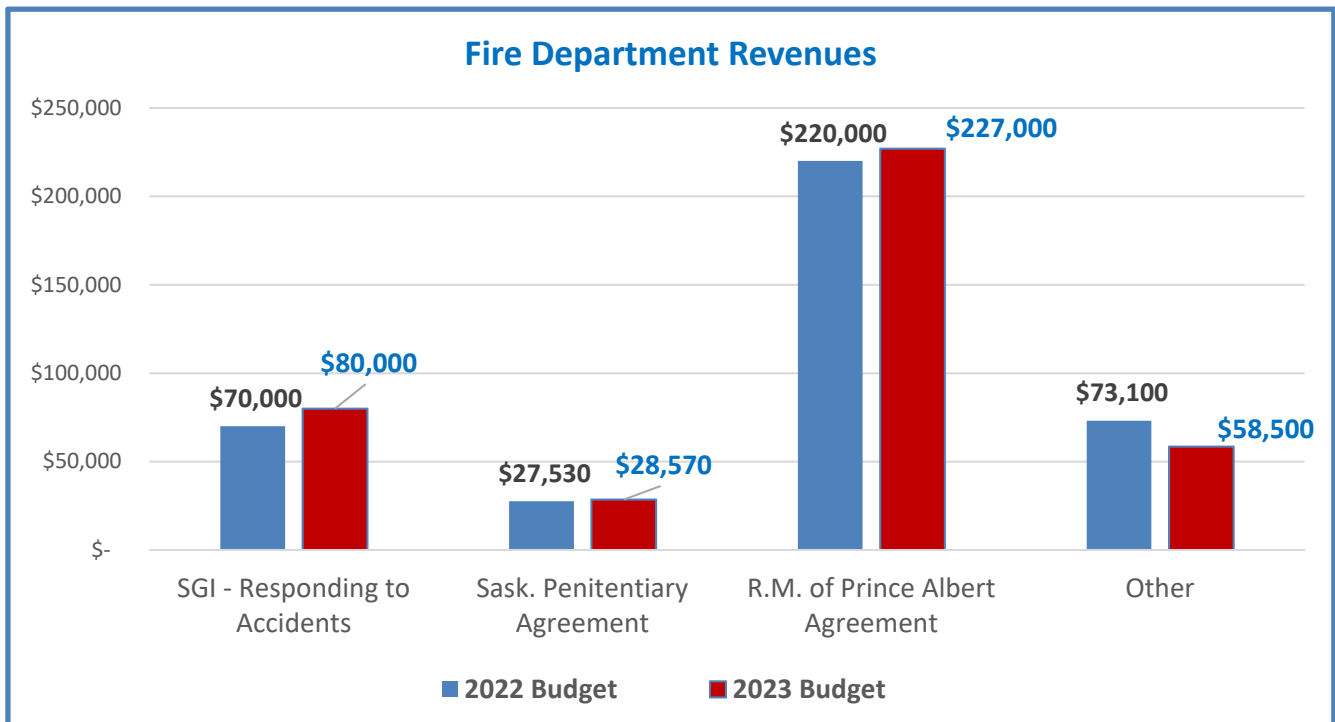
City of
**Prince
Albert**

FIRE SERVICES

“THE PRINCE ALBERT FIRE DEPARTMENT IS DEDICATED TO THE SAFETY OF OUR RESIDENTS, BUSINESS COMMUNITY AND TOURISTS.”

REVENUES

- **\$10,000** increase in revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by Prince Albert Fire Department involving SGI insured vehicles. Increase from \$70,000 to \$80,000.
- **\$28,750** revenue from the Service agreement for the provision of fire and rescue services to the Saskatchewan Penitentiary. This three year agreement expires March 31, 2023. Adjustment to 2022 actual with estimated 3% increase.
- **\$227,000** in revenue for 2023 to include a 3% fee for service increase to the 3 year Agreement (21-23) to provide fire and rescue services to the R.M. of Prince Albert. Increase in revenue of \$7,000 for 2023.



Other Revenue:

- \$1,500 in revenue from fees generated from fire and fire extinguisher training.
- \$4,000 in revenue for firefighter recruiting fee paid by each participant to off-set recruiting costs.
- \$5,000 represents sale of used firefighting equipment.
- \$8,000 relating to revenue from Fire Inspections required for Federal and Provincial approved facilities.
- \$15,000 relating to cost recovery for securing property affected by fire and non compliance with the fire safety bylaw.
- \$25,000 in revenue from fire work permits, SCBA air filling, file searches, and LAFOIP.

OPERATING BUDGET – APPROVAL OF THREE (3) NEW FIRE FIGHTERS

\$277,304 funding for three **new** firefighters will ensure that primary response apparatus are effectively staffed, and that all emergency responses including fire and all-hazard emergencies meet National Fire Protection Association and Occupational Health and Safety requirements for a responding engine company.

TRAINING FOR FIRE FIGHTERS AND LICENSE REQUIREMENTS

- **\$9,000** to maintain firefighter training and professional license requirements. Total 2023 training budget of \$67,000.

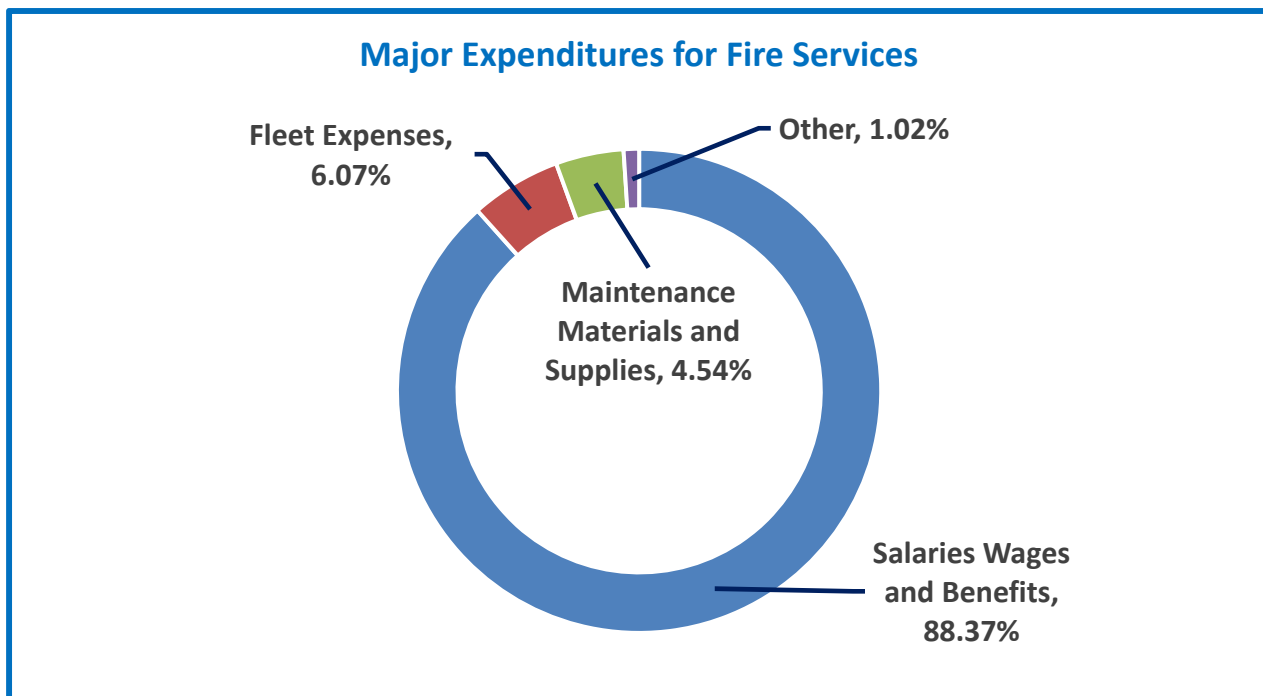
CONTRACTED AND GENERAL SERVICES: \$37,880

- **\$15,000** relating Contractor fees for securing property affected by fire and noncompliance with the fire safety bylaw. This typically will include boarding of windows and doors. In extreme cases could include demolition. All expenditures are invoiced back to the property owner and deposited into revenue account: Sundry Revenue account.
- **\$1,500** for dry cleaning of uniforms and alterations to department issued clothing.
- **\$2,500** for contracted laundry service for bedding and kitchen linens.
- **\$18,880** relating to the Dispatch Service Agreement with the Saskatchewan Public Safety Agency. The Saskatchewan Public Safety Agency increased the per capita rate for Dispatch services by .25 cents in 2023. This increase is applied to the Statistic Canada 2021 Census population of 37,756 x \$0.50 = \$18,878.

FIRE SERVICES EQUIPMENT

- **\$71,000** for Firefighting foam, hose, nozzles and other firefighting equipment.
- **\$57,500** for Department uniforms and accessories as identified in the Collective Bargaining Agreement. Increase required to meet the rising cost to purchase and supply uniforms.
- **\$50,000** for turnout gear, helmets, wildland gear, structural fire boots and other safety supplies.
- **\$26,500** based on actual charges for Operational Communication Equipment: Satellite phone and PPSTN Radio charges.
- **\$10,000** for Hydro Testing on SCBA, Annual Hydraulic tools maintenance and repair and SCBA repair.

MAJOR EXPENDITURES FOR FIRE SERVICES:



Note: Other consists of Insurance, Utilities for Fire Hall and Contracted and General Services.

2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM FIRE FLEET RESERVE:

- \$1,300,000 New Fire Engine Truck. Anticiapte new Truck late Year 2024.
- \$35,000 Replacement of Self Contained Breathing Apparatus (SCBA)



FIRE SERVICES

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$350,070)	(\$328,030)	(\$22,040)
Sundry	(44,000)	(62,600)	18,600
Total Revenues	(394,070)	(390,630)	(3,440)
EXPENSES			
Salaries Wages and Benefits	7,967,740	7,198,340	769,400
Contracted and General Services	37,880	27,780	10,100
Utilities	50,400	41,200	9,200
Fleet Expenses	546,930	520,830	26,100
Maintenance Materials and Supplies	409,730	429,500	(19,770)
Insurance	4,090	3,160	930
Total Expenses	9,016,770	8,220,810	795,960
TOTAL (SURPLUS) DEFICIT	8,622,700	7,830,180	792,520
			10.12%



Functional Area: FIRE ADMINISTRATION
Department: Fire Department
Fund: General Fund

The Fire Administration strives to provide community risk reduction strategies through the delivery of rescue services, fire prevention programs and public education by managing the protective infrastructure for such services.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
Sundry	(\$15,000)	(\$15,000)	\$0	0.00%
Total Revenues	(15,000)	(15,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	1,177,400	1,150,530	26,870	2.34%
Contracted and General Services	15,000	15,000	0	0.00%
Maintenance Materials and Supplies	56,600	66,170	(9,570)	-14.46%
Insurance	210	160	50	31.25%
Total Expenses	1,249,210	1,231,860	17,350	1.41%
TOTAL (SURPLUS) DEFICIT	1,234,210	1,216,860	17,350	1.43%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: FIRE FIGHTING
Department: Fire Department
Fund: General Fund

The Prince Albert Fire Department provides a highly trained and professional staff to ensure safe, effective and efficient services for the public.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$337,070)	(\$319,030)	(\$18,040)	5.65%
Sundry	(29,000)	(47,600)	18,600	-39.08%
Total Revenues	(366,070)	(366,630)	560	-0.15%
EXPENSES				
Salaries Wages and Benefits	6,474,020	5,733,830	740,190	12.91%
Contracted and General Services	20,380	10,280	10,100	98.25%
Maintenance Materials and Supplies	176,600	165,100	11,500	6.97%
Total Expenses	6,671,000	5,909,210	761,790	12.89%
TOTAL (SURPLUS) DEFICIT	6,304,930	5,542,580	762,350	13.75%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: FIRE PREVENTION
Department: Fire Department
Fund: General Fund

Through the Fire Inspection Division the Fire Inspectors reach the public through fire inspections, fire investigations, and public education in an effort to change behaviors regarding fire safety.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$8,000)	(\$4,000)	(\$4,000)	100.00%
Total Revenues	(8,000)	(4,000)	(4,000)	100.00%
EXPENSES				
Salaries Wages and Benefits	302,990	300,650	2,340	0.78%
Maintenance Materials and Supplies	13,030	13,030	0	0.00%
Total Expenses	316,020	313,680	2,340	0.75%
TOTAL (SURPLUS) DEFICIT	308,020	309,680	(1,660)	-0.54%



Functional Area: FIRE FLEET AND EQUIPMENT
Department: Fire Department
Fund: General Fund

The Fire Fleet and Equipment functional area ensures the provision of the fleet, firefighting equipment and personal protective equipment is maintained and replaced when required to ensure the health and safety of Fire Department personnel.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$5,000)	(\$5,000)	\$0	0.00%
Total Revenues	(5,000)	(5,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	1,850	1,850	0	0.00%
Fleet Expenses	546,930	520,830	26,100	5.01%
Maintenance Materials and Supplies	133,000	131,200	1,800	1.37%
Insurance	50	50	0	0.00%
Total Expenses	681,830	653,930	27,900	4.27%
TOTAL (SURPLUS) DEFICIT	676,830	648,930	27,900	4.30%



Functional Area: FIRE BUILDING MAINTENANCE
Department: Fire Department
Fund: General Fund

The Fire Building Maintenance area is responsible for the operation and maintenance required for the Fire Hall.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
REVENUES			Change	Change
EXPENSES				
Salaries Wages and Benefits	\$11,480	\$11,480	\$0	0.00%
Contracted and General Services	2,500	2,500	0	0.00%
Utilities	50,400	41,200	9,200	22.33%
Maintenance Materials and Supplies	30,500	54,000	(23,500)	-43.52%
Insurance	3,830	2,950	880	29.83%
Total Expenses	98,710	112,130	(13,420)	-11.97%
TOTAL (SURPLUS) DEFICIT	98,710	112,130	(13,420)	-11.97%





COMMUNITY SERVICES



City of
**Prince
Albert**

COMMUNITY SERVICES

KEY HIGHLIGHTS:

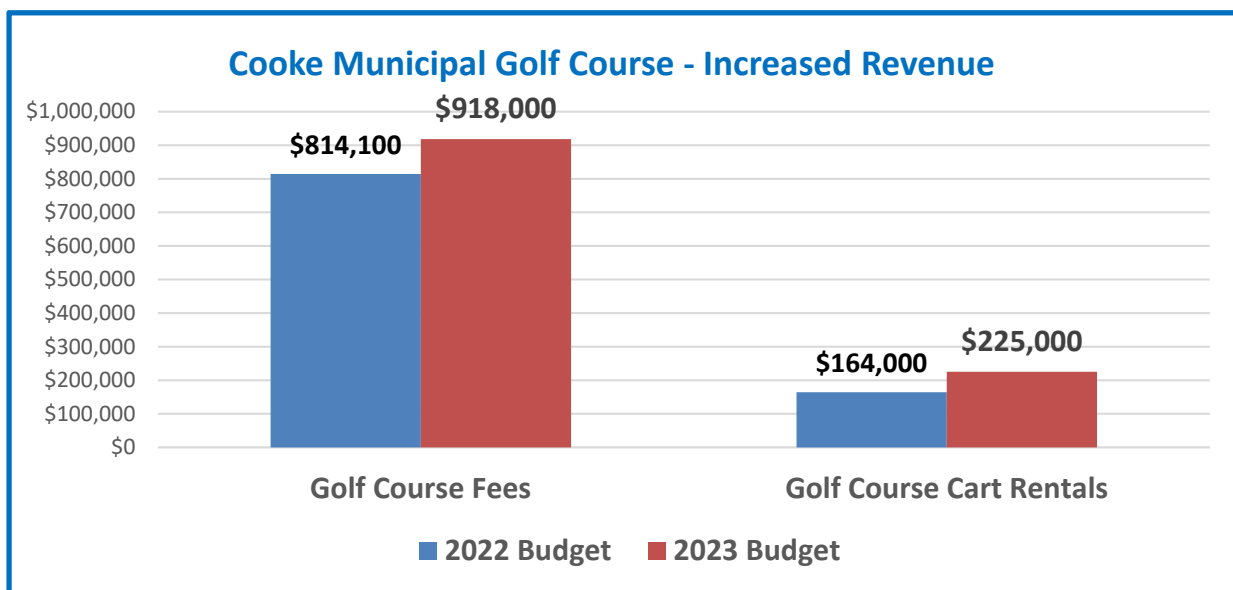
- **\$77,350** increase in the Sale of Products at Concessions for Recreation Facilities.

INCREASE IN CONCESSION REVENUES AT CITY FACILITIES: 12.71%

	2022 Budget	2023 Budget	Increase (Decrease)
Alfred Jenkins Field House	\$37,600	\$40,000	\$2,400
Art Hauser Centre	350,000	400,000	50,000
Steuart Arena	30,100	30,100	-
Kinsmen Arena	91,000	91,000	-
Kinsmen Water Park	60,050	75,000	14,950
Outdoor Sports Fields	40,000	50,000	10,000
Total Concession Revenue	\$608,750	\$686,100	\$77,350
			12.71%

- **\$103,900** increase anticipated in revenue for Golf Fees. This is as a result of an increase in rounds of golf played and a 2% Fee increase as per Cooke Municipal Golf Course Rates & Fees Report.
- **\$61,000** increase anticipated in revenue for Golf Cart Rentals at Cooke Municipal Golf Course.

INCREASE IN REVENUE FOR COOKE MUNICIPAL GOLF COURSE: \$164,900, 16.55%

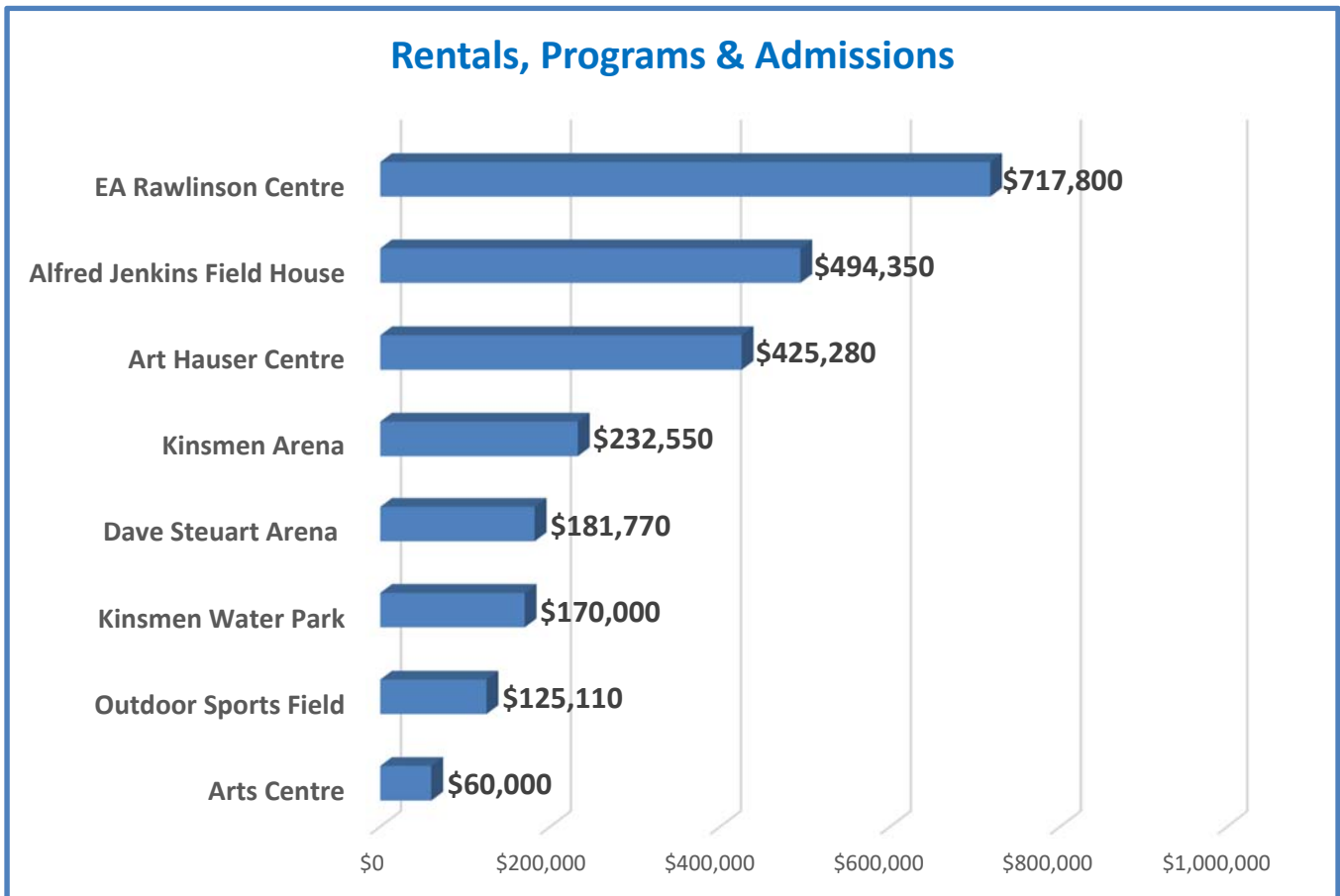


- \$20,000 increase anticipated in revenue for admission at the Kinsmen Water Park.

KINSMEN WATER PARK

- 2022 Attendance was over 30,000
- Increase in Admission revenue of \$20,000
- Increase in Concession revenue of \$10,000
- \$45,600 new revenue for Year 2023. The EA Rawlinson Centre has received a 2 year term with the Canadian Artists Presentation Fund.
- \$25,000 from The Community Initiatives Fund Community Grant Program for the Artists in Communities project. This CIF CGP grant we usually apply mostly for payment to artists and supplies for the programs and workshops they do in the community.

RENTALS, PROGRAMS AND ADMISSIONS FOR CITY FACILITIES:



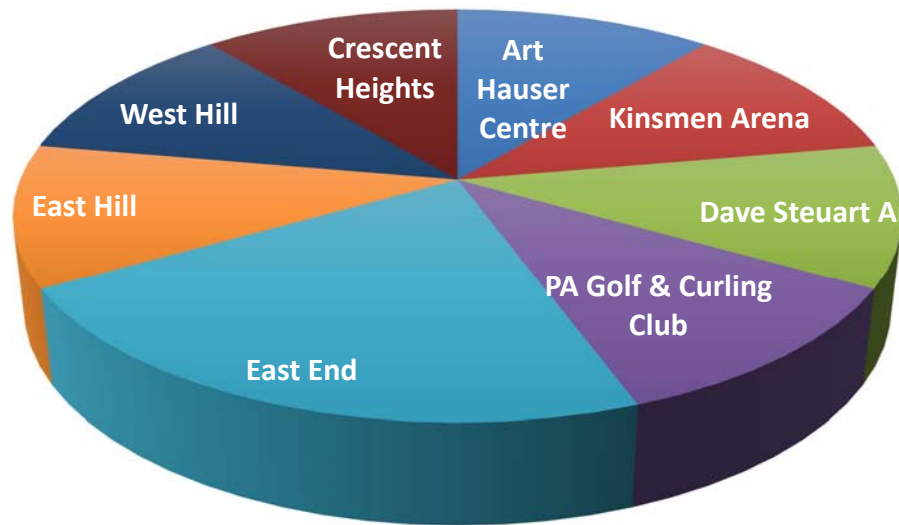
COMMUNITY CLUBS

- **\$125,750** for Operating Grants for 9 Community Clubs: \$15,000 per Year
4 Community Clubs with Indoor Rinks: \$15,500 per Year
 - West Hill, East Hill, Crescent Heights and East End5 Community Clubs (Halls, Recreation) – \$12,750 per year
 - Crescent Acres, Carlton Park, Midtown, Hazeldell, Nordale
- **\$34,470** Maintenance Grant for Community Club = \$3,830 per Club

COMMUNITY RINK AFFORDABILITY GRANT: \$22,500

7 Community Clubs – \$2,500
East End - \$5,000

Community Rink Affordability Grant



SASKATCHEWAN LOTTERIES PROGRAM

\$142,980 Total Operating Grants and Donations Revenue regarding Community Grant Program. City of Prince Albert receives \$142,985 per year. This is based off a formula of population (35,926) X Per Capita Amount (\$3.98) = \$142,985.00.

The Community Grant Program Funded by Saskatchewan Lotteries, the Community Grant program assists non-profit volunteer organizations. Development in sports, culture and recreation is the goal of these grants.

This grant is aimed to get people involved in activities by assisting in the needs of city residents.

OTHER GRANTS AND DONATIONS

\$65,200 - Lease Agreement Payment to the Prince Albert Golf & Curling Club.

\$30,780 - Disaster Mitigation Adaptation Fund (DMAF) Partnership between the City and Saskatchewan Provincial Safety Authority (SPSA) for Fire Smart Management through selective removal. This for fire prevention work in the Nisbet Forest.

\$28,260 - As per the Operating Agreement with Knotty Pine Bistro for the operation of the Cosmo Lodge. January to April \$3,533.33 monthly, and May to December \$1,766.66 monthly.

\$25,000 – Operational Grant for running the Kinsmen Ski Hill.

\$16,580 - \$12,750 for the Annual Operating Grant as per the Lease Agreement with the West Flat Citizen's Group; and \$3,830 for the Annual Improvement Grant as per Lease Agreement with the West Flat Citizen's Group.

\$6,500 - Operating Grants to PA Slo-Pitch League for the Lakeland Ford Park & PA Minor Baseball for Mair Park.

SALE OF MARGO FOURNIER CENTRE

The Margo Fournier Centre was sold in 2022 to the Prince Albert Grand Council effective September 1, 2022. The City will maintain a Lease Agreement for the Kinsmen Community Heritage Centre. Under the Lease Agreement the City will continue to provide maintenance & janitorial services.

PARKS

- **\$143,800** for use on monitoring and surveying for Dutch Elm Disease, large tree removals, assistance with tree pruning initiatives such as the City Cemetery, Golf Course, Parks, boulevards, tree inventory collection and documentation.
- **\$15,000** as S.H.A.R.E. provides services for garbage picking throughout the Central Ave Business District.

MUNICIPAL CULTURE PLAN

The total expenses budget for the Municipal Cultural Action Plan is **\$75,000**. That represents the \$40,000 funding from the City (that amount has been consistent for the last several years for the Program), along with grant revenue of \$35,000, for total budget of \$75,000. Comprised:

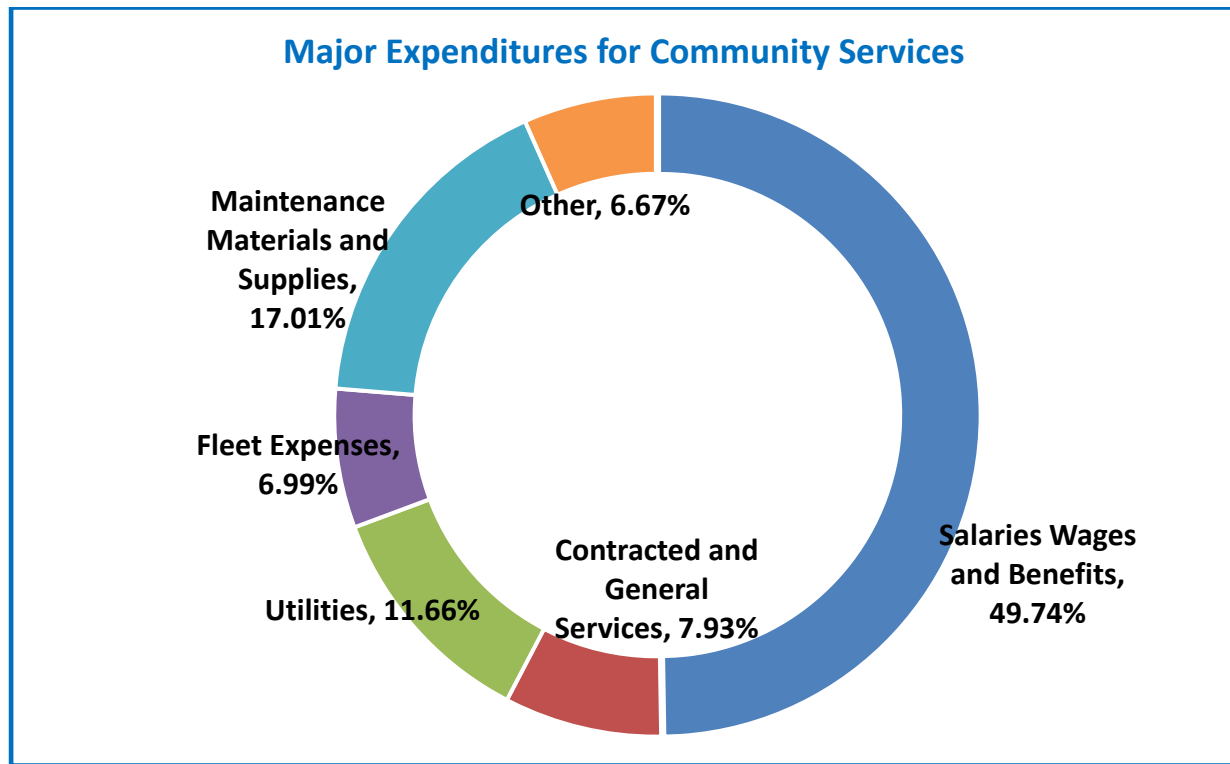
- \$65,250 for Event Grants and Artists in Communities Project:
Artists in Communities project; Event grant; Diversity, Equity, Inclusion grant;
Culture Days; Reconciliation initiatives; Diversity initiatives, etc.
- \$6,000 Program Supplies for Cultural Days, targeted initiatives and cultural protocols.
- \$3,250 for Advertising
- \$500 Meeting Incidentals

ROOFING PROJECTS FOR 2023

\$535,000 to be completed in 2023

- Alfred Jenkins Field House - \$325,000
- Fire Hall - \$100,000
- City Yards - \$110,000

MAJOR EXPENDITURES FOR COMMUNITY SERVICES:



Note: Other consists of Financial Charges, Interest on Long Term Debt (Golf Course Irrigation), Insurance (City Facilities) and Grants and Donations (Community Club Grants, Saskatchewan Lotteries Grants, etc.)

2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM TAXATION:

- \$200,000 Roofing Projects
- \$150,000 Playground Replacement Project
- \$60,000 Reconstruction of Park Pathways
- \$50,000 Landscapping Projects

2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM RESERVES

- \$210,000 Little Red River Stages of Development
- \$60,000 Golf Course – Reconstruction of Park Pathways
- \$40,000 EA Rawlinsons Centre Improvements
- \$27,100 Prime Ministers Park Improvements
- \$25,000 Boat Launch Review and Recommendations

TOTAL CAPITAL SPENDING \$822,100



COMMUNITY SERVICES

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$4,806,720)	(\$4,572,130)	(\$234,590)
Operating Grants and Donations	(306,580)	(256,980)	(49,600)
Sundry	(268,820)	(242,780)	(26,040)
Total Revenues	(5,382,120)	(5,071,890)	(310,230)
EXPENSES			
Salaries Wages and Benefits	6,828,210	6,637,670	190,540
Contracted and General Services	1,089,200	1,030,850	58,350
Financial Charges	94,790	87,710	7,080
Grants and Donations	475,520	518,860	(43,340)
Utilities	1,600,370	1,445,980	154,390
Interest on Long Term Debt	63,910	66,150	(2,240)
Fleet Expenses	960,320	925,480	34,840
Maintenance Materials and Supplies	2,334,980	2,229,130	105,850
Insurance	281,770	245,180	36,590
Total Expenses	13,729,070	13,187,010	542,060
TOTAL (SURPLUS) DEFICIT	8,346,950	8,115,120	231,830
			2.86%

Functional Area: FACILITIES MAINTENANCE – OTHER
Department: Community Services Department
Fund: General Fund

This budget covers facility related staffing costs and expenses not included under other functional areas. This functional area also includes the annual budget for Facilities Maintenance Projects. Facilities Maintenance staff prepare a listing of prioritized maintenance projects that they deem to be necessary for the City’s various facilities.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$131,060	\$126,750	\$4,310	3.40%
Utilities	11,530	9,760	1,770	18.14%
Maintenance Materials and Supplies	314,340	330,340	(16,000)	-4.84%
Total Expenses	456,930	466,850	(9,920)	-2.12%
TOTAL (SURPLUS) DEFICIT	456,930	466,850	(9,920)	-2.12%



2023 List of Proposed Facilities Projects – Operating Budget				
Project	Story	Taxation	Reserve	Total
Art Centre Replace Accessibility Stair Lift	The accessibility stair lift has been on the Facilities radar for several years. Parts for the existing lift are no longer available. As this is an accessible building the stair lift is a required piece of equipment. <i>One-time expenditure of \$25,000</i>	25,000		25,000
	Total for Art Centre	25,000		25,000
City Hall Replace Sewage Pumps	There are two (2) sewage grinder pumps in the basement mechanical room at City Hall. We had an issue with one of the pumps in 2022 and to the Facilities Division's knowledge they are original to the building. These pumps require replacement. <i>One-time expenditure of \$10,000.</i>	10,000		10,000
City Hall Camera Outside and in Financial Services	The parking lot area of City Hall currently does not have any cameras. Facilities is recommending 2 cameras on the exterior of the building and replacing the cameras in Financial Services <i>One-time expenditure of \$7,000.</i>	7,000		7,000
	Total for City Hall	17,000		17,000
Fire Hall Replace Unit Heaters	There are two (2) unit heaters in the truck bay area of the Prince Albert Fire Hall that require replacement. <i>One-time expenditure of \$5,000.</i>	5,000		5,000
	Total for Fire Hall	5,000		5,000



2023 APPROVED GENERAL FUND BUDGET

Project	Story	Taxation	Reserve	Total
Kinsmen Water Park Maintenance Issues	<p>Community Services is recommending the following be completed in the spring of 2023 at the Kinsmen Water Park:</p> <p>1)Waterslide preventive maintenance 2)Replace boiler for the tot pool 3)Tile repair in change room building 4)Sandblast and paint waterslide stair structure</p> <p>The total cost for these projects is \$50,000. \$25,000 will be funded by the Facilities Budget and \$25,000 will be funded from the Kinsmen Water Park Reserve.</p> <p><i>One-time expenditure of \$50,000.</i></p>	25,000	25,000	50,000
Total for Kinsmen Water Park		25,000	25,000	50,000
Kinsmen Arena Upgrade Shower in Dressing Rooms	<p>The shower area in dressing rooms 3 & 4 require an upgrade. Currently the two dressing rooms use a common shower area. The walls are rotting and the fixtures are deteriorated and require replacement.</p> <p><i>One-time expenditure of \$35,000.</i></p>	35,000		35,000
Kinsmen Arena Replace Flooring with Rubber Flooring	<p>The flooring at the Kinsmen Arena requires replacement. The current flooring contains asbestos and in some areas is worn to concrete.</p> <p><i>One-time expenditure of \$35,000.</i></p>	35,000		35,000
Total for Kinsmen Arena		70,000		70,000
Old City Yards Replace Flooring	<p>The flooring in the main building at Old City Yards is past needing replacement. Tiles are missing throughout and the floor around the urinals is a health concern.</p> <p><i>One-time expenditure of \$30,000.</i></p>	30,000		30,000
Total for Old City Yards		30,000		30,000



2023 APPROVED GENERAL FUND BUDGET

Project	Story	Taxation	Reserve	Total
Prince Albert Golf & Curling Club Freon Detector and Sensors	For the safety of staff and contractors that are in the ice plant room a Freon Sensor is required. This project includes installing sensors and a detector to monitor the Freon gas levels in case of a leak and will be funded from the Safety Reserve. <i>One-time expenditure of \$15,000.</i>		15,000	15,000
Prince Albert Golf & Curling Club Rubber Pave Stairs and Walkway	The walkway, stairs and landing to the main entrance is damaged with bad cracking. The most economical solution to this issue is to rubber pave this area. Facilities has used rubber paving in the past and it is very durable and makes for an excellent surface in this application. <i>One-time expenditure of \$5,000.</i>	5,000		5,000
Prince Albert Golf & Curling Club Replace Roof Top AC Unit	The roof top air conditioning unit failed in late summer 2022. The total replacement cost is \$50,000. \$30,000 will be funded by the Facilities Budget and \$20,000 will be funded from the PAGCC Mechanical Reserve. <i>One-time expenditure of \$50,000.</i>	30,000	20,000	50,000
Prince Albert Golf & Curling Club Overhaul Compressor	Compressor #1 will require an overhaul due to the amount of hours it will have on it in 2023. <i>One-time expenditure of \$25,000.</i>	25,000		25,000
Total for Prince Albert Golf & Curling Club		60,000	35,000	95,000
Total 2023 Proposed Facilities Projects - Operating		\$232,000	\$60,000	\$292,000
Total Funded from		Taxation	Reserve	Total



2023 APPROVED GENERAL FUND BUDGET

Functional Area: ALFRED JENKINS FIELD HOUSE (AJF)
Department: Community Services Department
Fund: General Fund

The Alfred Jenkins Field House offers a variety of services and programs that are certain to please all levels of fitness enthusiasts. The facility houses indoor turf fields, a gymnasium, fitness centre, climbing wall, and a variety of multi-purpose rooms. The Alfred Jenkins Field House budget is comprised of staffing costs, programming costs including booking of the outdoor sports fields, and maintenance and operation costs of the building.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$541,650)	(\$538,250)	(\$3,400)	0.63%
Operating Grants and Donations	(3,000)	(3,000)	0	0.00%
Sundry	(83,500)	(83,500)	0	0.00%
Total Revenues	(628,150)	(624,750)	(3,400)	0.54%
EXPENSES				
Salaries Wages and Benefits	532,950	500,830	32,120	6.41%
Contracted and General Services	47,000	50,820	(3,820)	-7.52%
Financial Charges	14,690	14,690	0	0.00%
Utilities	160,600	148,690	11,910	8.01%
Fleet Expenses	5,860	5,530	330	5.97%
Maintenance Materials and Supplies	87,470	78,040	9,430	12.08%
Insurance	37,520	34,010	3,510	10.32%
Total Expenses	886,090	832,610	53,480	6.42%
TOTAL (SURPLUS) DEFICIT	257,940	207,860	50,080	24.09%



Functional Area: ART HAUSER CENTRE (AHC)
Department: Community Services Department
Fund: General Fund

The Art Hauser Centre is a sport, entertainment and banquet show place and stands as one of several examples of the commitment that the residents of Prince Albert have to their community. The Art Hauser Centre budget is comprised of staffing costs and maintenance and operation costs of the building.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$850,280)	(\$800,280)	(\$50,000)	6.25%
Sundry	(15,000)	(9,460)	(5,540)	58.56%
Total Revenues	(865,280)	(809,740)	(55,540)	6.86%
EXPENSES				
Salaries Wages and Benefits	759,890	735,160	24,730	3.36%
Contracted and General Services	24,370	24,370	0	0.00%
Financial Charges	12,710	12,710	0	0.00%
Utilities	345,750	269,420	76,330	28.33%
Fleet Expenses	53,000	50,000	3,000	6.00%
Maintenance Materials and Supplies	304,610	284,660	19,950	7.01%
Insurance	63,530	57,100	6,430	11.26%
Total Expenses	1,563,860	1,433,420	130,440	9.10%
TOTAL (SURPLUS) DEFICIT	698,580	623,680	74,900	12.01%



Functional Area: **ARTS CENTRE**
Department: **Community Services Department**
Fund: **General Fund**

The Prince Albert Arts Centre has a long and varied history within our community. One of the last of its kind on the prairies and a national historic landmark, the Prince Albert Town Hall and Opera House was completed in 1893 and is still going strong. Today it is a thriving 'arts' facility offering a wide variety of art, craft and creative opportunities for all members of our community.

The Arts Centre budget is comprised of staffing costs, programming costs and maintenance and operation costs of the building.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$60,000)	(\$60,000)	\$0	0.00%
Operating Grants and Donations	(10,000)	(10,000)	0	0.00%
Total Revenues	(70,000)	(70,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	123,260	124,210	(950)	-0.76%
Contracted and General Services	37,300	37,600	(300)	-0.80%
Financial Charges	2,800	2,420	380	15.70%
Utilities	15,540	13,400	2,140	15.97%
Maintenance Materials and Supplies	24,980	23,080	1,900	8.23%
Insurance	2,370	1,780	590	33.15%
Total Expenses	206,250	202,490	3,760	1.86%
TOTAL (SURPLUS) DEFICIT	136,250	132,490	3,760	2.84%



Functional Area: BERNICE SAYESE CENTRE
Department: Community Services Department
Fund: General Fund

The Bernice Sayese Centre is a hub for recreational activities in the West Flat area of the City. Located at 1350 15th Avenue East. The City has two tenants in the Bernice Sayese Centre: West Flat Citizens Group and the River Bank Development Corporation. The City is required to pay the cost of heating, light, power, public liability insurance and water used at this facility.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$11,500)	(\$11,500)	\$0	0.00%
Total Revenues	(11,500)	(11,500)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	8,040	7,640	400	5.24%
Contracted and General Services	6,000	6,000	0	0.00%
Grants and Donations	16,580	16,580	0	0.00%
Utilities	41,410	34,260	7,150	20.87%
Maintenance Materials and Supplies	7,450	7,450	0	0.00%
Insurance	6,100	4,570	1,530	33.48%
Total Expenses	85,580	76,500	9,080	11.87%
TOTAL (SURPLUS) DEFICIT	74,080	65,000	9,080	13.97%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: CEMETERY
Department: Community Services Department
Fund: General Fund

The South Hill Cemetery is a landscaped, well-maintained site that is owned and operated by the City. The South Hill Cemetery provides burial choices for traditional interments and cremated remains as well as special arrangements for fiberglass, concrete or steel vaults, and double depth interment. Revenue is from fees generated from licensing, interments, etc.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$140,000)	(\$131,000)	(\$9,000)	6.87%
Sundry	(15,000)	(10,000)	(5,000)	50.00%
Total Revenues	(155,000)	(141,000)	(14,000)	9.93%
EXPENSES				
Salaries Wages and Benefits	155,290	154,090	1,200	0.78%
Contracted and General Services	2,500	2,500	0	0.00%
Utilities	6,230	5,270	960	18.22%
Fleet Expenses	48,980	48,980	0	0.00%
Maintenance Materials and Supplies	29,000	29,000	0	0.00%
Insurance	550	410	140	34.15%
Total Expenses	242,550	240,250	2,300	0.96%
TOTAL (SURPLUS) DEFICIT	87,550	99,250	(11,700)	-11.79%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: FACILITIES MAINTENANCE – CITY HALL
Department: Community Services Department
Fund: General Fund

This budget is related to facility staffing, maintenance costs, insurance, security, and janitorial services for the City Hall building.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$214,730	\$205,450	\$9,280	4.52%
Contracted and General Services	53,640	53,640	0	0.00%
Utilities	105,900	98,280	7,620	7.75%
Fleet Expenses	410	390	20	5.13%
Maintenance Materials and Supplies	42,650	42,450	200	0.47%
Insurance	12,790	10,560	2,230	21.12%
Total Expenses	430,120	410,770	19,350	4.71%
TOTAL (SURPLUS) DEFICIT	430,120	410,770	19,350	4.71%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: **COMMUNITY CLUBS**
Department: **Community Services Department**
Fund: **General Fund**

The residents of Prince Albert are fortunate to have 10 community clubs available for sports and recreation activities: Carlton Park, Crescent Acres, Crescent Heights, East End, East Hill, Hazeldale, Midtown, Nordale, and West Hill.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$20,280)	(\$29,180)	\$8,900	-30.50%
Total Revenues	(20,280)	(29,180)	8,900	-30.50%
EXPENSES				
Salaries Wages and Benefits	25,560	22,660	2,900	12.80%
Contracted and General Services	15,000	15,000	0	0.00%
Grants and Donations	160,220	160,220	0	0.00%
Utilities	175,900	162,860	13,040	8.01%
Fleet Expenses	530	500	30	6.00%
Maintenance Materials and Supplies	5,700	5,700	0	0.00%
Insurance	38,680	29,400	9,280	31.56%
Total Expenses	421,590	396,340	25,250	6.37%
TOTAL (SURPLUS) DEFICIT	401,310	367,160	34,150	9.30%



Functional Area: COMMUNITY SERVICES ADMINISTRATION
Department: Community Services Department
Fund: General Fund

This budget accounts for costs associated with Community Services Department personnel including payroll, benefits, telephone, training, advertising, computer, and consulting services.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
Operating Grants and Donations	(\$27,500)	(\$27,500)	\$0	0.00%
Total Revenues	(27,500)	(27,500)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	530,120	507,110	23,010	4.54%
Utilities	490	400	90	22.50%
Fleet Expenses	1,780	1,780	0	0.00%
Maintenance Materials and Supplies	160,180	147,320	12,860	8.73%
Total Expenses	692,570	656,610	35,960	5.48%
TOTAL (SURPLUS) DEFICIT	665,070	629,110	35,960	5.72%



Functional Area: COOKE MUNICIPAL GOLF COURSE
Department: Community Services Department
Fund: General Fund

The Cooke Municipal Golf Course is a beautiful and serene, public golf course in the heart of Prince Albert. The golf course offers a wide range of services including a 15 bay grass green tee driving range, golf club and cart rentals, a fully stocked pro shop specializing in custom fitted clubs and lessons, and a club house with food services and a fully licensed lounge.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$1,255,810)	(\$1,089,100)	(\$166,710)	15.31%
Operating Grants and Donations	0	(26,000)	26,000	-100.00%
Total Revenues	(1,255,810)	(1,115,100)	(140,710)	12.62%
EXPENSES				
Salaries Wages and Benefits	341,210	334,130	7,080	2.12%
Contracted and General Services	190,600	178,480	12,120	6.79%
Financial Charges	17,000	13,000	4,000	30.77%
Grants and Donations	65,200	65,200	0	0.00%
Utilities	131,900	124,540	7,360	5.91%
Interest on Long Term Debt	63,910	66,150	(2,240)	-3.39%
Fleet Expenses	211,800	201,710	10,090	5.00%
Maintenance Materials and Supplies	135,850	121,070	14,780	12.21%
Insurance	2,820	2,400	420	17.50%
Total Expenses	1,160,290	1,106,680	53,610	4.84%
TOTAL (SURPLUS) DEFICIT	(95,520)	(8,420)	(87,100)	



Functional Area: DAVE G. STEUART ARENA
Department: Community Services Department
Fund: General Fund

The Dave G. Steuart Arena facility has an ice surface and a spectator capacity of 600 persons. Amenities include a heated lobby area, concession, four dressing rooms and an electronic score clock. The arena also contains a concrete floor and therefore is able to host events such as in-line hockey, lacrosse, seminars, trade shows/sales, banquets, dances and Exhibition Association activities during the summer months. This budget includes staffing costs at the arena, along with operating and maintenance costs of the arena.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$215,270)	(\$215,270)	\$0	0.00%
Sundry	(3,530)	(3,530)	0	0.00%
Total Revenues	(218,800)	(218,800)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	218,620	218,130	490	0.22%
Contracted and General Services	4,100	4,100	0	0.00%
Financial Charges	5,560	5,560	0	0.00%
Utilities	103,620	91,590	12,030	13.13%
Fleet Expenses	20,000	20,000	0	0.00%
Maintenance Materials and Supplies	30,560	32,610	(2,050)	-6.29%
Insurance	4,700	3,540	1,160	32.77%
Total Expenses	387,160	375,530	11,630	3.10%
TOTAL (SURPLUS) DEFICIT	168,360	156,730	11,630	7.42%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: EA RAWLINSON CENTRE
Department: Community Services Department
Fund: General Fund

The EA Rawlinson Centre for the Arts presents artists of world-class caliber diverse in genre and disciplines, enhancing the cultural fabric of Prince Albert and region, and provides opportunities for community engagement through local artist, audience, and event development. The EA Rawlinson Centre also houses the Mann Art Gallery and the Olive and John G. Diefenbaker Theatre.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$717,800)	(\$717,800)	\$0	0.00%
Operating Grants and Donations	(48,100)	(2,500)	(45,600)	1824.00%
Sundry	(65,000)	(65,000)	0	0.00%
Total Revenues	(830,900)	(785,300)	(45,600)	5.81%
EXPENSES				
Salaries Wages and Benefits	584,330	552,800	31,530	5.70%
Contracted and General Services	342,310	337,310	5,000	1.48%
Financial Charges	13,000	13,000	0	0.00%
Utilities	160,380	124,630	35,750	28.68%
Maintenance Materials and Supplies	167,900	151,200	16,700	11.04%
Insurance	14,910	11,110	3,800	34.20%
Total Expenses	1,282,830	1,190,050	92,780	7.80%
TOTAL (SURPLUS) DEFICIT	451,930	404,750	47,180	11.66%



Functional Area: CITY BEAUTIFICATION
Department: Community Services Department
Fund: General Fund

During the 2019 and 2020 budget deliberations additional funding was approved in support of various City beautification initiatives. Initiatives have included floral displays, improvements to the City’s entrances and the 2nd Avenue Corridor. The Department will develop a plan based on the priorities set through consultation with the Community Services Advisory Committee and City Council.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$20,080	\$20,080	\$0	
Contracted and General Services	35,000	35,000	0	
Fleet Expenses	500	500	0	
Maintenance Materials and Supplies	20,720	20,720	0	
Total Expenses	76,300	76,300	0	0.00%
TOTAL (SURPLUS) DEFICIT	76,300	76,300	0	0.00%



Functional Area: FRANK J. DUNN SWIMMING POOL
Department: Community Services Department
Fund: General Fund

The Frank J. Dunn Swimming Pool, located at Carlton Comprehensive High School, is jointly operated by the City and the Saskatchewan Rivers School Division #119. The pool is equipped with a five lane twenty-five meter pool and a separate diving tank with a one meter and a three meter diving board.

This budget is comprised mainly of the staff costs related to lifeguards, and the cost of maintaining and operating the pool. The City has a contract with Saskatchewan Rivers School Division #119 whereby the City is responsible for 62% of the operating costs and 50% of the capital costs.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$225,000)	(\$215,000)	(\$10,000)	4.65%
Sundry	(5,400)	(5,400)	0	0.00%
Total Revenues	(230,400)	(220,400)	(10,000)	4.54%
EXPENSES				
Salaries Wages and Benefits	388,410	358,700	29,710	8.28%
Contracted and General Services	29,620	29,620	0	0.00%
Financial Charges	5,200	5,200	0	0.00%
Maintenance Materials and Supplies	325,390	307,100	18,290	5.96%
Total Expenses	748,620	700,620	48,000	6.85%
TOTAL (SURPLUS) DEFICIT	518,220	480,220	38,000	7.91%



Functional Area: PRINCE ALBERT PUBLIC LIBRARY
Department: Community Services Department
Fund: General Fund

This budget is for the maintenance costs of the John M. Cuelenaere Library Building and contractual service for maintenance of the emergency power system.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$6,560	\$6,260	\$300	4.79%
Utilities	850	850	0	0.00%
Maintenance Materials and Supplies	7,380	7,380	0	0.00%
Insurance	8,070	5,590	2,480	44.36%
Total Expenses	22,860	20,080	2,780	13.84%
TOTAL (SURPLUS) DEFICIT	22,860	20,080	2,780	13.84%



Functional Area: KINSMEN ARENA
Department: Community Services Department
Fund: General Fund

The Kinsmen Arena has an ice surface and spectator capacity of 600 persons. Amenities include a heated lobby area, concession, four dressing rooms and an electronic score clock. The arena also contains a concrete floor and therefore is able to host events such as in-line hockey, lacrosse, seminars, and trade shows/sales. This budget includes staffing costs at the arena, along with operating and maintenance costs of the arena.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$332,420)	(\$332,420)	\$0	0.00%
Sundry	(6,090)	(6,090)	0	0.00%
Total Revenues	(338,510)	(338,510)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	286,300	287,620	(1,320)	-0.46%
Contracted and General Services	2,700	2,700	0	0.00%
Financial Charges	7,030	7,030	0	0.00%
Utilities	144,160	141,630	2,530	1.79%
Fleet Expenses	26,210	26,210	0	0.00%
Maintenance Materials and Supplies	66,750	66,250	500	0.75%
Insurance	9,170	6,850	2,320	33.87%
Total Expenses	542,320	538,290	4,030	0.75%
TOTAL (SURPLUS) DEFICIT	203,810	199,780	4,030	2.02%



Functional Area: KINSMEN PARK
Department: Community Services Department
Fund: General Fund

The Kinsmen Park is located along the west side of Central Avenue between 22nd Street West and 28th Street West. The North portion of the park contains picnic shelters, tables, basketball court, amphitheater, playground, spray park, and washrooms that are for only open seasonally and closed for the winter. The south portion of the park includes two baseball diamonds, soccer field, picnic shelters, tables as well as the Kinsmen Water Park and washrooms also opened seasonally and closed for the winter.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$41,880	\$41,380	\$500	1.21%
Contracted and General Services	12,980	12,980	0	0.00%
Utilities	20,300	28,300	(8,000)	-28.27%
Fleet Expenses	12,000	13,770	(1,770)	-12.85%
Maintenance Materials and Supplies	20,600	20,600	0	0.00%
Insurance	2,680	2,130	550	25.82%
Total Expenses	110,440	119,160	(8,720)	-7.32%
TOTAL (SURPLUS) DEFICIT	110,440	119,160	(8,720)	-7.32%



Functional Area: KINSMEN SKI HILL
Department: Community Services Department
Fund: General Fund

The Kinsmen Ski Hill is located in the heart of Little Red River Park. The City has a skilled and experienced private operator in place with a renewed operating agreement for an additional two years extending his tenure until March of 2024. The City owns the buildings and large Snow Cat groomer and provides these for use with an operating grant to help fund operations, expertise and safe operational processes during the winter season.

	2023	2022	(Favourable) Unfavourable	%
	Budget	Budget	Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$6,260	\$9,160	(\$2,900)	-31.66%
Grants and Donations	25,000	25,000	0	0.00%
Utilities	400	0	400	100.00%
Fleet Expenses	33,990	32,070	1,920	5.99%
Maintenance Materials and Supplies	20,840	20,790	50	0.24%
Insurance	4,030	3,050	980	32.13%
Total Expenses	90,520	90,070	450	0.50%
TOTAL (SURPLUS) DEFICIT	90,520	90,070	450	0.50%



Functional Area: KINSMEN WATER PARK
Department: Community Services Department
Fund: General Fund

The Kinsmen Water Park operates a swimming pool, whirlpool, tot pool, junior slide, two giant slides over 300 feet in length and a river slide. There is also play equipment for youngsters, a concession and ample leisure space. This budget is comprised mainly of the staff costs related to lifeguards, and the maintenance budget associated with maintaining and operating the Kinsmen Water Park.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$245,000)	(\$203,390)	(\$41,610)	20.46%
Sundry	(25,000)	(20,500)	(4,500)	21.95%
Total Revenues	(270,000)	(223,890)	(46,110)	20.59%
EXPENSES				
Salaries Wages and Benefits	345,340	312,730	32,610	10.43%
Contracted and General Services	250	0	250	
Financial Charges	4,500	4,500	0	0.00%
Utilities	15,550	14,590	960	6.58%
Fleet Expenses	1,630	1,540	90	5.84%
Maintenance Materials and Supplies	89,930	71,210	18,720	26.29%
Insurance	2,820	2,120	700	33.02%
Total Expenses	460,020	406,690	53,330	13.11%
TOTAL (SURPLUS) DEFICIT	190,020	182,800	7,220	3.95%



Functional Area: LITTLE RED PARK
Department: Community Services Department
Fund: General Fund

The City has a skilled and experienced Operator in place with an Operating Agreement that expires in April of 2025. The operator is responsible for the Knotty Pine Bistro located within the Cosmopolitan Lodge located in the heart of Little Red River Park. The Operator is responsible for the day to day operations of the Knotty Pine Bistro and provides food services, cleaning services, access to washrooms and regular maintenance of those washrooms within the Cosmo Lodge. City parks staff are responsible for the care and maintenance of the Park grounds and road maintenance.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
Sundry	(\$6,000)	\$0	(\$6,000)	100.00%
Total Revenues	(6,000)	0	(6,000)	100.00%
EXPENSES				
Salaries Wages and Benefits	92,400	80,000	12,400	15.50%
Contracted and General Services	8,000	2,000	6,000	300.00%
Grants and Donations	28,260	71,600	(43,340)	-60.53%
Utilities	60,950	48,400	12,550	25.93%
Fleet Expenses	5,240	4,940	300	6.07%
Maintenance Materials and Supplies	70,650	47,860	22,790	47.62%
Insurance	12,840	9,600	3,240	33.75%
Total Expenses	278,340	264,400	13,940	5.27%
TOTAL (SURPLUS) DEFICIT	272,340	264,400	7,940	3.00%



Functional Area: MARGO FOURNIER CENTRE
Department: Community Services Department
Fund: General Fund

The Margo Fournier Centre is a multi-purpose recreation facility located at 1211 1st Avenue West. The costs associated with this budget include staff, programming, and maintenance costs for the operation of the building.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	\$0	(\$51,960)	\$51,960	-100.00%
Total Revenues	0	(51,960)	51,960	-100.00%
EXPENSES				
Salaries Wages and Benefits	13,500	147,990	(134,490)	-90.88%
Contracted and General Services	0	18,800	(18,800)	-100.00%
Financial Charges	3,900	1,200	2,700	225.00%
Utilities	13,010	53,100	(40,090)	-75.50%
Maintenance Materials and Supplies	9,000	21,400	(12,400)	-57.94%
Insurance	370	10,950	(10,580)	-96.62%
Total Expenses	39,780	253,440	(213,660)	-84.30%
TOTAL (SURPLUS) DEFICIT	39,780	201,480	(161,700)	-80.26%

The Margo Fournier Centre was sold in 2022 to the Prince Albert Grand Council effective September 1, 2022. The City will maintain a Lease Agreement for the Kinsmen Community Heritage Centre. Under the Lease Agreement the City will continue to provide maintenance & janitorial services for its share of the facility.



2023 APPROVED GENERAL FUND BUDGET

Functional Area: MUSEUMS
Department: Community Services Department
Fund: General Fund

There are four museums in the City. They include the Prince Albert Historical Museum, the Prince Albert Evolution of Education Museum, the Diefenbaker House, and the Rotary Museum of Police and Correction. The City provides an annual grant to the Historical Society and carries an annual budget to cover the staffing and the operation and general maintenance of the museums.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Operating Grants and Donations	(\$20,000)	(\$20,000)	\$0	0.00%
Total Revenues	(20,000)	(20,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	151,580	119,970	31,610	26.35%
Contracted and General Services	1,000	600	400	66.67%
Utilities	25,780	22,410	3,370	15.04%
Maintenance Materials and Supplies	23,580	19,980	3,600	18.02%
Insurance	4,550	3,720	830	22.31%
Total Expenses	206,490	166,680	39,810	23.88%
TOTAL (SURPLUS) DEFICIT	186,490	146,680	39,810	27.14%



Functional Area: OUTDOOR SPORTS FIELDS
Department: Community Services Department
Fund: General Fund

Prince Albert has a large variety of Class ‘A’ outdoor sport facilities which offer softball and baseball diamonds, soccer and rugby pitches, football fields and a 400-meter track and field facility. These facilities also provide attractive green space for the surrounding residential areas. Outdoor sports fields are located at Prime Ministers’ Park, Crescent Acres Park, Kinsmen Park, Nordale, Normandy Park and Carlton Park as well as many Public and Catholic school grounds.

Revenue from these fields come mostly from rentals of the ball, soccer, football, and track facilities as well as the concession at Prime Ministers’ Park. Saskatchewan Rivers Public School Division pays for 35% of Prime Ministers’ Park operating expenses. Expenses include grass cutting, fertilizing, aerating, irrigation, track maintenance, lining sports field, turf maintenance, fence maintenance, etc.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$175,110)	(\$160,680)	(\$14,430)	8.98%
Sundry	(34,300)	(34,300)	0	0.00%
Total Revenues	(209,410)	(194,980)	(14,430)	7.40%
EXPENSES				
Salaries Wages and Benefits	219,090	217,650	1,440	0.66%
Contracted and General Services	13,610	15,610	(2,000)	-12.81%
Financial Charges	400	400	0	0.00%
Grants and Donations	6,500	6,500	0	0.00%
Utilities	40,350	35,600	4,750	13.34%
Fleet Expenses	34,470	32,520	1,950	6.00%
Maintenance Materials and Supplies	73,200	71,010	2,190	3.08%
Insurance	16,570	13,240	3,330	25.15%
Total Expenses	404,190	392,530	11,660	2.97%
TOTAL (SURPLUS) DEFICIT	194,780	197,550	(2,770)	-1.40%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: **PARKS**
Department: **Community Services Department**
Fund: **General Fund**

Prince Albert is renowned for its high quality parks containing a wide variety of playground, recreational and sports facilities. Our City's parks system has over 35 parks that total over 1,300 acres. This budget includes costs for staff to cut grass and the equipment and maintenance costs, operating supplies, insurance, etc.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$8,000)	(\$8,000)	\$0	0.00%
Total Revenues	(8,000)	(8,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	858,940	818,840	40,100	4.90%
Contracted and General Services	160,600	160,600	0	0.00%
Grants and Donations	30,780	30,780	0	0.00%
Utilities	4,780	4,000	780	19.50%
Fleet Expenses	495,190	478,270	16,920	3.54%
Maintenance Materials and Supplies	104,160	102,720	1,440	1.40%
Insurance	23,730	22,150	1,580	7.13%
Total Expenses	1,678,180	1,617,360	60,820	3.76%
TOTAL (SURPLUS) DEFICIT	1,670,180	1,609,360	60,820	3.78%



Functional Area: PLAYGROUNDS AND PLAYSTRUCTURES
Department: Community Services Department
Fund: General Fund

This functional area covers the cost of the Summer Playground Program and the repair and maintenance of playground amenities and structures at over 35 neighbourhood parks in our City.

The Summer Playground Program budget is comprised mainly of staff wages and program supplies. The programs also sources various employment grants, financial donations from individuals and businesses, gifts in kind and volunteer hours to help keep costs to a minimum.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$2,600)	(\$2,600)	\$0	0.00%
Operating Grants and Donations	(20,000)	(20,000)	0	0.00%
Total Revenues	(22,600)	(22,600)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	180,010	131,820	48,190	36.56%
Contracted and General Services	8,100	8,100	0	0.00%
Utilities	3,600	3,700	(100)	-2.70%
Fleet Expenses	3,430	1,710	1,720	100.58%
Maintenance Materials and Supplies	90,300	90,450	(150)	-0.17%
Insurance	0	900	(900)	-100.00%
Total Expenses	285,440	236,680	48,760	20.60%
TOTAL (SURPLUS) DEFICIT	262,840	214,080	48,760	22.78%



Functional Area: PRINCE ALBERT GOLF AND CURLING CENTRE
Department: Community Services Department
Fund: General Fund

This functional area captures the costs associated with maintaining the Prince Albert Golf and Curling Centre building.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$5,920	\$5,620	\$300	5.34%
Financial Charges	8,000	8,000	0	0.00%
Fleet Expenses	1,000	1,000	0	0.00%
Maintenance Materials and Supplies	12,880	12,880	0	0.00%
Insurance	11,000	8,500	2,500	29.41%
Total Expenses	38,800	36,000	2,800	7.78%
TOTAL (SURPLUS) DEFICIT	38,800	36,000	2,800	7.78%



Functional Area: RECREATION
Department: Community Services Department
Fund: General Fund

Community and Recreation Facilities enhance the livability and vibrancy of the city by providing places and opportunities for the community to gather, connect, recreate and celebrate. This budget accounts for personnel cost, telephone, training, advertising, computer and consulting services. It also accounts for the annual investments into the City’s Municipal Cultural Action Plan and Public Art Policy.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Operating Grants and Donations	(\$35,000)	(\$5,000)	(\$30,000)	600.00%
Sundry	(10,000)	(5,000)	(5,000)	100.00%
Total Revenues	(45,000)	(10,000)	(35,000)	350.00%
EXPENSES				
Salaries Wages and Benefits	565,360	572,680	(7,320)	-1.28%
Contracted and General Services	77,500	18,000	59,500	330.56%
Fleet Expenses	4,300	4,060	240	5.91%
Maintenance Materials and Supplies	78,130	88,080	(9,950)	-11.30%
Insurance	460	340	120	35.29%
Total Expenses	725,750	683,160	42,590	6.23%
TOTAL (SURPLUS) DEFICIT	680,750	673,160	7,590	1.13%



Functional Area: SASKATCHEWAN LOTTERIES PROGRAM
Department: Community Services Department
Fund: General Fund

The City accepts applications for the Saskatchewan Lotteries Community Grant Program.

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc. and the Saskatchewan Parks and Recreation Association Inc. and assists by providing funds to non-profit community organizations operated by volunteers. The program's goal is to get people involved in sport, culture and recreation programs and activities by enabling communities to address the needs of local residents.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Operating Grants and Donations	(\$142,980)	(\$142,980)	\$0	0.00%
Total Revenues	(142,980)	(142,980)	0	0.00%
EXPENSES				
Grants and Donations	142,980	142,980	0	0.00%
Total Expenses	142,980	142,980	0	0.00%
TOTAL (SURPLUS) DEFICIT	0	0	0	0.00%



Functional Area: SKATEBOARD PARK
Department: Community Services Department
Fund: General Fund

The Kinsmen Skateboard and BMX Park is a multi-use concrete park that is 20,000 square feet in size. It is located adjacent to Prime Ministers' Park and just south of the Art Hauser Centre. This budget is comprised of the City employing one full time Park Supervisor to work May to August and commissionaire services for security of the skateboard park.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$15,950	\$13,040	\$2,910	22.32%
Contracted and General Services	9,900	9,900	0	0.00%
Utilities	1,920	2,300	(380)	-16.52%
Maintenance Materials and Supplies	4,050	1,050	3,000	285.71%
Total Expenses	31,820	26,290	5,530	21.03%
TOTAL (SURPLUS) DEFICIT	31,820	26,290	5,530	21.03%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: TOURIST INFORMATION CENTRE
Department: Community Services Department
Fund: General Fund

This budget is for general maintenance costs completed by city staff associated with the Tourist Information Centre located at 3700 2nd Avenue West.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$6,000)	(\$5,700)	(\$300)	5.26%
Total Revenues	(6,000)	(5,700)	(300)	5.26%
EXPENSES				
Salaries Wages and Benefits	5,570	5,170	400	7.74%
Contracted and General Services	7,120	7,120	0	0.00%
Utilities	9,470	8,000	1,470	18.38%
Maintenance Materials and Supplies	6,730	6,730	0	0.00%
Insurance	1,510	1,160	350	30.17%
Total Expenses	30,400	28,180	2,220	7.88%
TOTAL (SURPLUS) DEFICIT	24,400	22,480	1,920	8.54%





PUBLIC WORKS



City of
**Prince
Albert**



PUBLIC WORKS

ROADWAYS DIVISION RESOURCING – ADDITIONAL STAFFING APPROVED

In analyzing the challenges in clearing snow in the 2021/2022 snow season, Public Works has identified specific resources that would have improved the snow clearing response during the previous winter and which would improve the winter maintenance levels of service during a more typical season.

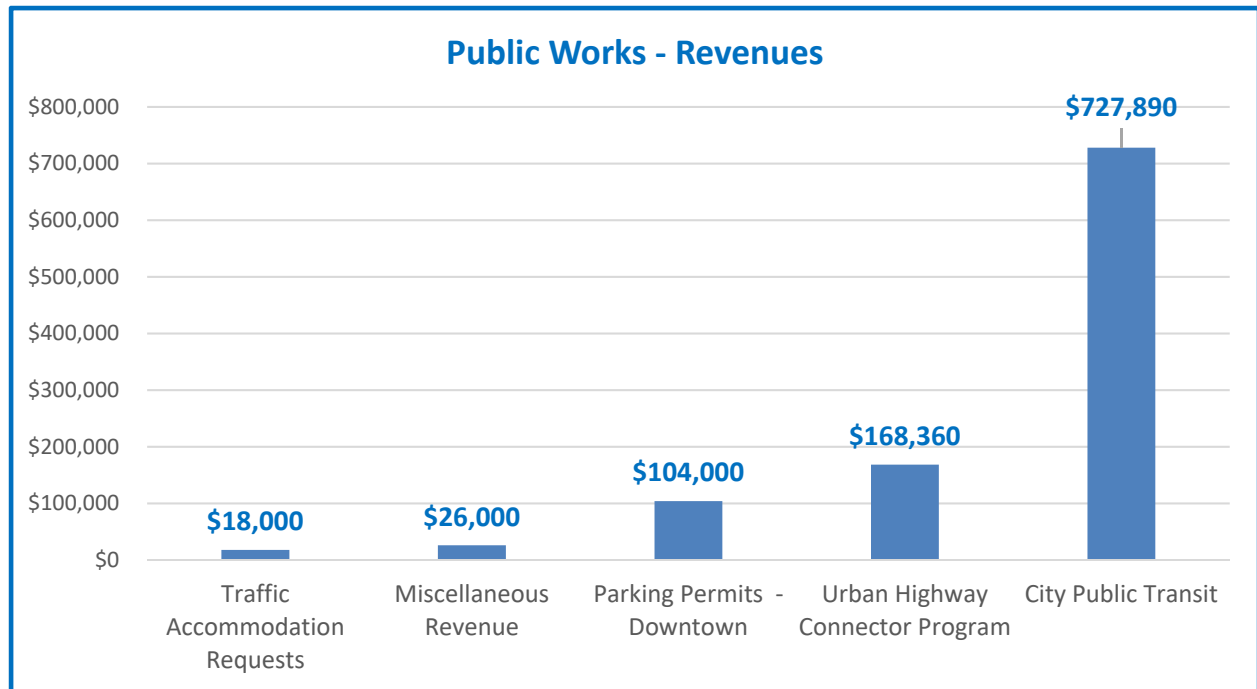
The first priority and least operationally expensive option to improve the winter maintenance service would be the addition of two staff members to help expand the use of the City's existing winter maintenance fleet. The current Roadways Winter staffing level of 14 full time staff does not fully allow for the City to make use of all 22 pieces of winter maintenance equipment. When winter maintenance is being completed, City equipment sits in the Municipal Service Centre yard due to a lack of operators available to run equipment. Often times the Foreman III is required to operate equipment to keep maintenance activities moving along while also organizing the ongoing work and taking requests for service. This is not an efficient use of the Foreman III position, which is meant to be focused on coordinating the winter maintenance activities and the on the ground response to requests for service.

In order to better improve the use of the City's existing fleet and improve the response to requests for service and coordination of work, Administration recommended two positions to the Roadways Division. The first is a Foreman II position to assist with both operating equipment, and coordinating crews. The second position is an additional Truck Driver/Equipment Operator to help make use of the City's existing fleet of Roadways Equipment. The annual cost for these two additional positions are detailed in the table below.

Position	Annual Expense
Foreman II	\$79,549
Truck Driver/Equipment Operator	\$71,124
Total	\$150,673

The amount of **\$150,673** was approved for the two positions for Year 2023.

2023 PUBLIC WORKS REVENUES



2023 PUBLIC WORKS EXPENDITURES

MUNICIPAL SERVICE CENTRE RENOVATIONS

\$40,000 for a **one-time project** at the Municipal Service Centre. The amount of \$40,000 will be used for office renovations to upgrade the office area at the Municipal Service Centre for the office spaces of the Purchasing Manager, OHS Coordinator, Operations Manager and Fleet Manager. The current configuration for the office space only provides partial dividers which does not permit staff and managers to discuss sensitive items privately and does not allow for securing of sensitive documents in a secured office space.

SERVICE EXPENDITURES

- \$155,000 funding as annual sidewalk maintenance needs are assessed for their size and complexity. Smaller and more routine sidewalk maintenance is typically completed by City forces while larger jobs are contracted out in order to keep City crews working on important smaller jobs. The proportion of work completed by City crews and contractors varies from year to year depending on the nature of the work required.



- \$40,960 increase in Street Lighting for a total 2023 Budget of \$985,460 for street lights.
- \$26,300 increase in asphalt costs. Increased cost of 23% for asphalt. Budget used for roadway maintenance and pothole repairs.
- \$26,050 increase for Contracted and General Services. Budget for longitudinal traffic line painting. In 2021, paint cost \$82.50 per pail and in 2022 it is \$147 per pail. This paired with increased operation costs for paint crews (fuel, wages etc.) has driven prices up. Total 2023 Budget of \$95,000 under contracted and general services for longitudinal traffic line painting.
- \$20,000 increase under Traffic Lights operating supplies. Budget is used to purchase traffic signal supplies needed for signal repairs, replacements and installations. Supplies include traffic signal poles and heads, control cabinets, cables, fasteners, breakaway brackets, sensors, signal housing, pedestrian lights, anchor bolts, templates, Opticom emitters, backup power supplies, junction boxes etc. 2nd Avenue West and Marquis Road intersection to be upgraded in 2023.
- \$14,000 increase for chemicals. Cost per liter for street oiling went up by 28%.
- \$11,000 increase in Contracted and General Services for pressure washing of retaining walls along 2nd Avenue, as well as the Central and 6th Avenue Viaducts. Pressure washing removes the buildup of winter salt and grit to help maintain the integrity of the surface and underlying structure of the bridge rails, decks and of the retaining walls.
- \$7,500 increase for Contracted and General Services. Every year, City equipment sustains damage from low hanging branches on Streets and Back Lanes. Annual budget to complete Street and Back Lane tree pruning in order to avoid and reduce the damage to City equipment that uses back lanes. Total 2023 Budget of \$22,500.

URBAN HIGHWAY CONNECTOR PROGRAM

\$206,640 reduction in Operating Grants and Donations relating to the recently approved new Urban Highway Connector Program (UHCP) Framework Agreement. The amended funding is **\$168,360** as per the Urban Highway Connector Program (UHCP) Framework Agreement. This revenue matches the expenses under Contracting and General Services relating to work to be completed under the Urban Highway Connector Program Framework Agreement.

The Operations and Maintenance Grant is utilized for operational items such as snow removal, line painting, pothole repairs and power washing bridge and overpass railings & jersey barriers. Currently the City is provided with an annual Operations and Maintenance Grant for repair and upkeep. There is an application process for capital improvements for projects within the urban connectors and bridge structures. Each of the connectors is allocated a level of Provincial interest which defines the percentage that the Ministry will contribute.

The costs for the amount of \$168,360 are as follows:

- \$138,530 for Contracted and General Services
- \$10,000 for Operating Supplies
- \$11,470 for fleet costs
- \$8,360 for Salaries Wages and Benefits

SNOW MANAGEMENT COSTS

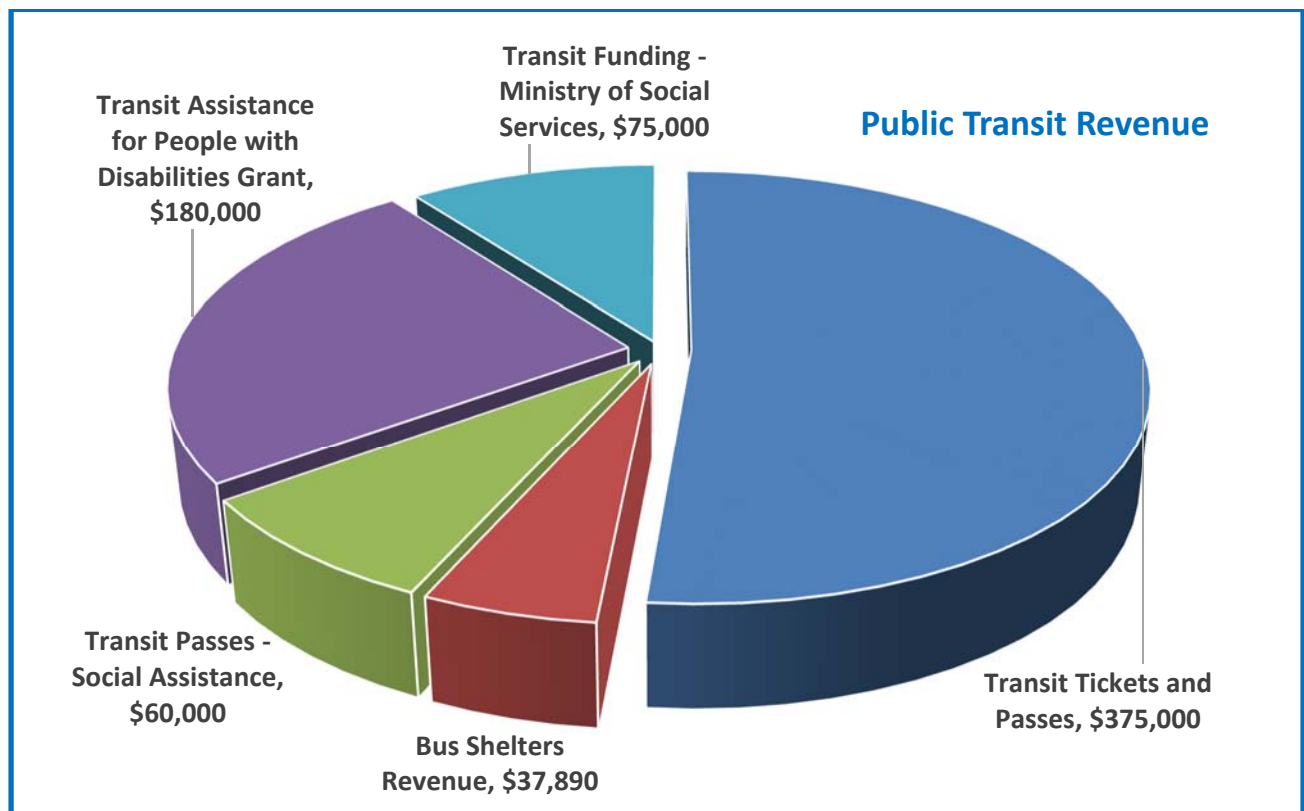
\$284,300 increase in the budgets for Snow Management and Snow Downtown based on actuals over the last three years actuals:

- \$136,140 increase in Salaries Wages and Benefits. Includes 50% of the new approved positions in the amount of \$75,400.
- \$143,160 increase for Fleet Expenses.
- \$5,000 increase for Maintenance Materials and Supplies as the purchase of grader blades, loader blades and skid steer brooms. Cost of these supplies have gone up in price.

PUBLIC TRANSIT

- \$55,000 decrease in revenue for Public Transit Advertising. Transit Advertising Contract has concluded with Jim Pattison Broadcast Group. Measurements and photos of the current transit fleet has been sent to Pattison but they are uninterested on advertising on this style of bus. A new Transit Advertising Contract will be worked on when the Transit Fleet is stable.
- Total Revenue for Public Transit was decreased by the amount of \$167,730 from Year 2022. Since COVID began in 2020, ridership and bus passes have plummeted to below 63% of 2018 and 2019 numbers. With restored consistent transit we expect to see recovery for 2023.

THE REVENUE FROM PUBLIC TRANSIT IS AS FOLLOWS: \$727,890 TOTAL



\$180,000 revenue reflects the Transit Assistance for People with Disabilities grant funding for operations (TAPD). TAPD is a performance-based program. The funding formula allots participating municipalities with an annual operating grant calculated using the number of public service trips provided by each municipality in the previous calendar year, and a per trip amount based on which of the four population categories the community is in (under 2,500; 2,501 to 20,000; 20,001 to 100,000; and 100,001 or more). The population figures are obtained through the most recent Statistics Canada census. There is also capital grant funding in the amount of \$55,000 for replacement of Unit 439 - Transit for Disabled Bus.



\$238,810 increase under Transit Operation as the costs for contracted transit services as per the existing contract between the City and First Canada. The cost for transit services in 2023 will be increased based on the set rates in the contract. Operating costs will increase related to the cost of leased transit buses through First Canada. This cost includes \$100,800 to lease 8 transit buses for the year. **The amount of \$100,800 for the leased buses will be funded from the Public Transit Reserve for Year 2023.**

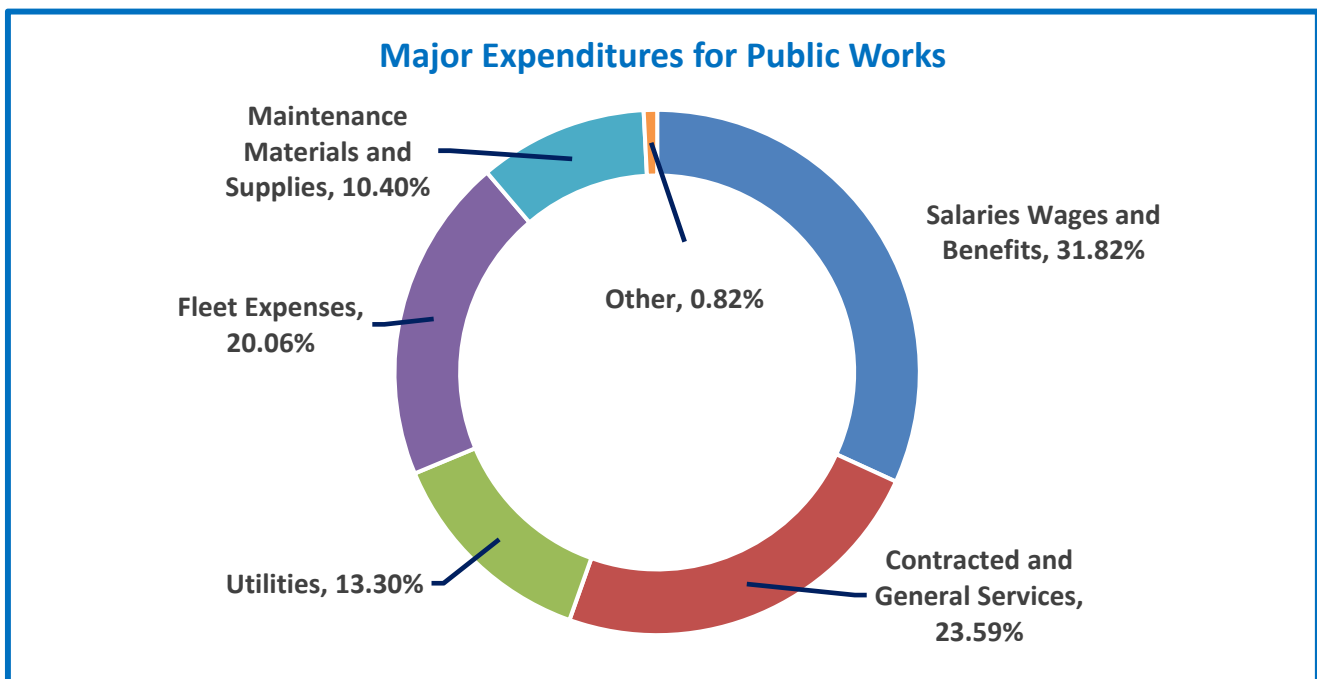
\$1,603,220 Total Contracted and General Services is as follows:

- \$1,593,220 for Transit Operation:
 - 8 leased buses - \$100,800
 - Cleaning - \$4,200
 - Transit Operation - \$1,488,220

- \$10,000 as per bus pass vendor, 10% commission fees for sold bus passes.

\$215,880 increase in Fleet Expenses. The budget is based on the Asset Management Plan / Fleet projections for the Public Transit Reserve.

MAJOR EXPENDITURES FOR PUBLIC WORKS:



Note: Other consists of Insurance and Interest on Long Term Debt (Transit Buses).



PUBLIC WORKS

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$620,890)	(\$760,120)	\$139,230
Operating Grants and Donations	(423,360)	(655,000)	231,640
Total Revenues	(1,044,250)	(1,415,120)	370,870
EXPENSES			
Salaries Wages and Benefits	2,794,840	2,449,950	344,890
Contracted and General Services	2,072,150	1,822,400	249,750
Utilities	1,167,940	1,100,680	67,260
Interest on Long Term Debt	43,300	51,950	(8,650)
Fleet Expenses	1,762,090	1,363,280	398,810
Maintenance Materials and Supplies	913,320	858,870	54,450
Insurance	29,070	22,850	6,220
Total Expenses	8,782,710	7,669,980	1,112,730
TOTAL (SURPLUS) DEFICIT	7,738,460	6,254,860	1,483,600
			23.72%

2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM TAXATION:

- \$4,100,000 Roadways Recapping Program
- \$300,000 Concrete Sidewalk, Curb & Median Revitalization
- \$50,000 Resurfacing Municipal Service Centre Sho Bay Concrete Floor

2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM RESERVES

- \$65,000 Concrete Sidewalk Replacement Program - Senior Residence

TOTAL CAPITAL SPENDING \$4,515,000



2023 APPROVED GENERAL FUND BUDGET

Functional Area: PUBLIC WORKS ADMINISTRATION
Department: Public Works Department
Fund: General Fund

This budget accounts for the administration support for Public Works including management, engineering and support services.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
User Charges and Fees	(\$25,000)	(\$25,000)	\$0	0.00%
Total Revenues	(25,000)	(25,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	762,090	724,540	37,550	5.18%
Fleet Expenses	35,830	33,800	2,030	6.01%
Maintenance Materials and Supplies	199,290	201,950	(2,660)	-1.32%
Insurance	3,660	3,630	30	0.83%
Total Expenses	1,000,870	963,920	36,950	3.83%
TOTAL (SURPLUS) DEFICIT	975,870	938,920	36,950	3.94%



Functional Area: MUNICIPAL SERVICE CENTRE
Department: Public Works Department
Fund: General Fund

The Municipal Service Centre (MSC) houses the fleet of large City equipment such as sweepers, snow equipment, maintenance shop operations, mechanics garage, purchasing, stores, collection and distribution, and roadways personnel.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$141,510	\$116,510	\$25,000	21.46%
Contracted and General Services	40,000	16,000	24,000	150.00%
Utilities	90,740	72,680	18,060	24.85%
Fleet Expenses	62,940	49,170	13,770	28.00%
Maintenance Materials and Supplies	(157,540)	(115,570)	(41,970)	36.32%
Insurance	12,490	9,540	2,950	30.92%
Total Expenses	190,140	148,330	41,810	28.19%
TOTAL (SURPLUS) DEFICIT	190,140	148,330	41,810	28.19%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: OLD CITY YARDS
Department: Public Works Department
Fund: General Fund

The Old City Yards houses the parking meter shop, sign shop, parks operations, some mechanics, the maintenance shop (small motors), building maintenance, and concrete operations.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$68,270	\$43,410	\$24,860	57.27%
Contracted and General Services	6,500	21,340	(14,840)	-69.54%
Utilities	54,650	47,500	7,150	15.05%
Fleet Expenses	340	320	20	6.25%
Maintenance Materials and Supplies	(42,220)	(31,630)	(10,590)	33.48%
Insurance	11,740	8,790	2,950	33.56%
Total Expenses	99,280	89,730	9,550	10.64%
TOTAL (SURPLUS) DEFICIT	99,280	89,730	9,550	10.64%



Functional Area: **BACK LANES MAINTENANCE**
 Department: **Public Works Department**
 Fund: **General Fund**

Back lane maintenance involves grading of back lanes to restore the proper slope of the alley to allow water to successfully drain. This also includes back lane gravelling and some back lane reconstruction to correct drainage, rutting and poor ride quality issues.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$27,310	\$27,310	\$0	0.00%
Contracted and General Services	22,500	15,000	7,500	50.00%
Fleet Expenses	25,000	27,000	(2,000)	-7.41%
Maintenance Materials and Supplies	9,000	11,000	(2,000)	-18.18%
Total Expenses	83,810	80,310	3,500	4.36%
TOTAL (SURPLUS) DEFICIT	83,810	80,310	3,500	4.36%



2023 APPROVED GENERAL FUND BUDGET

Functional Area: SIDEWALKS
Department: Public Works Department
Fund: General Fund

This budget is allocated to maintaining the City sidewalks in a safe condition for pedestrian traffic and to reduce or eliminate personal injury claims. The work is directed by Council and by public complaints.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$37,230	\$34,630	\$2,600	7.51%
Contracted and General Services	155,000	155,000	0	0.00%
Fleet Expenses	9,790	9,240	550	5.95%
Maintenance Materials and Supplies	30,000	28,000	2,000	7.14%
Total Expenses	232,020	226,870	5,150	2.27%
TOTAL (SURPLUS) DEFICIT	232,020	226,870	5,150	2.27%



Functional Area: SNOW DOWNTOWN
Department: Public Works Department
Fund: General Fund

This budget is for the snow management in the downtown area. The remaining budget for the City's snow removal activities can be found in the Snow Management functional area.

In 2014, a Snow Management Reserve was established to fund any annual deficits related to the Snow Downtown and Snow Management functional areas. Any annual surpluses are credited to this Reserve to fund future deficits. The Snow Management Reserve had a deficit balance of \$697,927 as of December 31, 2021.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$81,500	\$81,500	\$0	0.00%
Fleet Expenses	55,760	52,600	3,160	6.01%
Maintenance Materials and Supplies	20,600	20,600	0	0.00%
Total Expenses	157,860	154,700	3,160	2.04%
TOTAL (SURPLUS) DEFICIT	157,860	154,700	3,160	2.04%



Functional Area: **SNOW MANAGEMENT**
 Department: **Public Works Department**
 Fund: **General Fund**

The City has crews ready to work 7 days a week to provide safe winter conditions for drivers and pedestrians. Additional staff and outside contractors help during and following snow events, so major streets can be salted, sanded and cleared as quickly as possible. The City’s Snow Management Program is conducted according to a priority system, starting with major roadways and emergency streets and includes grading, sanding, and snow removal. The remaining budget for the City’s snow removal activities can be found in the Snow Downtown functional area.

In 2014, a Snow Management Reserve was established to fund any annual deficits related to the Snow Downtown and Snow Management functional areas. Any annual surpluses are credited to this reserve to fund future deficits. The Snow Management Reserve had a deficit balance of \$697,927 as of December 31, 2021.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$615,400	\$479,260	\$136,140	28.41%
Fleet Expenses	510,140	370,140	140,000	37.82%
Maintenance Materials and Supplies	265,500	260,500	5,000	1.92%
Total Expenses	1,391,040	1,109,900	281,140	25.33%
TOTAL (SURPLUS) DEFICIT	1,391,040	1,109,900	281,140	25.33%



Functional Area: **STREET LIGHTING**
 Department: **Public Works Department**
 Fund: **General Fund**

Street lights are paid for on a flat rate per lamp basis. As the City grows or if Council directs that more lights are installed, our lighting costs will increase.

The purpose of roadway lighting is to produce timely, accurate and safe visibility at night. As a result, this will:

- Facilitate the safe movement of vehicles and pedestrians;
- Reduce night time accidents;
- Raise a sense of personal security; and,
- Encourage the night time use of the area.

	2023	2022	(Favourable) Unfavourable	%
	Budget	Budget	Change	Change
REVENUES				
EXPENSES				
Utilities	\$985,460	\$944,500	\$40,960	4.34%
Total Expenses	985,460	944,500	40,960	4.34%
TOTAL (SURPLUS) DEFICIT	985,460	944,500	40,960	4.34%



Functional Area: **STREETS AND ROADS**
 Department: **Public Works Department**
 Fund: **General Fund**

The City maintains all paved streets and lanes in safe driving condition for vehicle and pedestrian traffic. This budget also includes the maintenance of the Rotary Trail. Maintenance includes the following activities:

- Inspection of streets on a regular basis.
- Annual crack filling and pothole repairs.
- Repair of various paved street failures such as dips, frost boils, etc.
- Milling of rutted sections identified through inspections.
- Temporary cold mix repairs to potholes and small excavations during the winter.
- Surface works grading and gravelling, surface works oiling and road patching.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
Operating Grants and Donations	(\$168,360)	(\$375,000)	\$206,640	-55.10%
Total Revenues	(168,360)	(375,000)	206,640	-55.10%
EXPENSES				
Salaries Wages and Benefits	513,540	448,200	65,340	14.58%
Contracted and General Services	138,530	175,300	(36,770)	-20.98%
Utilities	1,100	1,100	0	0.00%
Fleet Expenses	242,580	228,580	14,000	6.12%
Maintenance Materials and Supplies	180,660	154,850	25,810	16.67%
Total Expenses	1,076,410	1,008,030	68,380	6.78%
TOTAL (SURPLUS) DEFICIT	908,050	633,030	275,020	43.45%



Functional Area: **STREET SWEEPING**
 Department: **Public Works Department**
 Fund: **General Fund**

The City’s Street Cleaning Program removes sanding materials and debris that has accumulated on roads and along major sidewalks and boulevards during the winter months. This road maintenance helps make our roads safer, reduces material from entering the storm water collection system, protects the environment, and improves the appearance of city roads.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$130,910	\$127,310	\$3,600	2.83%
Contracted and General Services	11,000	0	11,000	100.00%
Fleet Expenses	150,600	142,080	8,520	6.00%
Maintenance Materials and Supplies	13,500	8,500	5,000	58.82%
Total Expenses	306,010	277,890	28,120	10.12%
TOTAL (SURPLUS) DEFICIT	306,010	277,890	28,120	10.12%



Functional Area: **PARKING LOTS**
 Department: **Public Works Department**
 Fund: **General Fund**

Parking is an essential element of the City's transportation network. The City is committed to contributing to the economic health of downtown Prince Albert by providing an adequate supply of parking to residents, businesses and visitors.

	2023	2022	(Favourable)	%
	Budget	Budget	Unfavourable	Change
			Change	
REVENUES				
User Charges and Fees	(\$104,000)	(\$104,000)	\$0	0.00%
Total Revenues	(104,000)	(104,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	750	750	0	0.00%
Utilities	4,640	4,300	340	7.91%
Maintenance Materials and Supplies	610	610	0	0.00%
Total Expenses	6,000	5,660	340	6.01%
TOTAL (SURPLUS) DEFICIT	(98,000)	(98,340)	340	-0.35%



Functional Area: TRAFFIC COUNTS AND LANE MARKINGS
Department: Public Works Department
Fund: General Fund

With the City growing and more cars on our streets and traffic congestion is a major challenge. The Transportation Manager and his/her division are continuously working to keep traffic moving and also take action to meet the needs of all street users. Traffic safety is important and a major priority for the City. A safe transportation system contributes to a strong sense of community and the livability of our city. The division makes the roads safer through education, engineering, and evaluation.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$1,000)	(\$1,000)	\$0	0.00%
Total Revenues	(1,000)	(1,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	64,140	47,240	16,900	35.77%
Contracted and General Services	95,000	68,950	26,050	37.78%
Fleet Expenses	1,000	3,930	(2,930)	-74.55%
Maintenance Materials and Supplies	39,110	33,390	5,720	17.13%
Total Expenses	199,250	153,510	45,740	29.80%
TOTAL (SURPLUS) DEFICIT	198,250	152,510	45,740	29.99%



Functional Area: TRAFFIC LIGHTS
Department: Public Works Department
Fund: General Fund

Traffic lights control the flow of traffic and pedestrians to improve safety and access to roads. This budget is to provide for the safe and efficient movement of traffic on roads through professional traffic engineering. This budget includes designing and installing signalization.

This budget is associated with costs of operating supplies for the traffic lights and electricity costs of the traffic lights. Operating Supplies consist of items to upgrade key intersections in the City to match traffic needs.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$132,760	\$132,760	\$0	0.00%
Utilities	29,650	27,700	1,950	7.04%
Fleet Expenses	35,150	33,160	1,990	6.00%
Maintenance Materials and Supplies	173,280	153,100	20,180	13.18%
Total Expenses	370,840	346,720	24,120	6.96%
TOTAL (SURPLUS) DEFICIT	370,840	346,720	24,120	6.96%



Functional Area: TRAFFIC SIGNS
Department: Public Works Department
Fund: General Fund

Traffic road signs are intended to guide, warn and regulate traffic. Road signs apply to motor vehicles, pedestrians, bicycles, and other travelers. Traffic road signs must fulfill a need, command attention, convey a clear message, command respect from travelers, and give adequate time for a response.

This budget includes the costs to regulate and maintain our traffic signage throughout the City and the costs of equipment for signage. The main categories of traffic signs are parking signs, regulatory signs, construction signs, warning signs, street signs, etc.

	2023	2022	(Favourable)	%
	Budget	Budget	Unfavourable	Change
			Change	Change
REVENUES				
User Charges and Fees	(\$18,000)	(\$14,500)	(\$3,500)	24.14%
Total Revenues	(18,000)	(14,500)	(3,500)	24.14%
EXPENSES				
Salaries Wages and Benefits	219,430	186,530	32,900	17.64%
Contracted and General Services	400	400	0	0.00%
Utilities	1,700	2,900	(1,200)	-41.38%
Fleet Expenses	67,420	63,600	3,820	6.01%
Maintenance Materials and Supplies	79,190	66,250	12,940	19.53%
Insurance	1,180	890	290	32.58%
Total Expenses	369,320	320,570	48,750	15.21%
TOTAL (SURPLUS) DEFICIT	351,320	306,070	45,250	14.78%



Functional Area: CITY PUBLIC TRANSIT
Department: Public Works Department
Fund: General Fund

The City's Public Transit System, operated by First Canada ULC, is designed to provide safe, reliable, affordable and accessible transportation in support of Council's vision for inclusiveness, accessibility, affordability and environmental sustainability.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$472,890)	(\$615,620)	\$142,730	-23.18%
Operating Grants and Donations	(255,000)	(280,000)	25,000	-8.93%
Total Revenues	(727,890)	(895,620)	167,730	-18.73%
EXPENSES				
Contracted and General Services	1,603,220	1,370,410	232,810	16.99%
Interest on Long Term Debt	43,300	51,950	-8,650	-16.65%
Fleet Expenses	565,540	349,660	215,880	61.74%
Maintenance Materials and Supplies	102,340	67,320	35,020	52.02%
Total Expenses	2,314,400	1,839,340	475,060	25.83%
TOTAL (SURPLUS) DEFICIT	1,586,510	943,720	642,790	68.11%



PRINCE ALBERT POLICE SERVICE



PRINCE ALBERT POLICE SERVICE

“WITH INTEGRITY AND INNOVATION WE DELIVER PROFESSIONAL SERVICE TO OUR CITIZENS”

RECENT POLICE SERVICE AND BOARD ENHANCEMENTS

Coming into 2023, there have been many recent positive changes aimed to support our community safety and enhance policing in our City that the Board approved to fund as a priority:

- Approval of the Saskatchewan Trafficking Response Team (STRT) for the Prince Albert Police Service to add another two (2) provincially funded sworn positions so the Prince Albert Police Service can better meet the needs of our community in delivering professional policing services to our citizens.
- Paramedic Cell Block Pilot Project Extended – partnership agreement with SHA and Parkland Ambulance Care Ltd. to provide emergency medical services in the Prince Albert Police Detention Facility. The intent of the emergency medical services is to provide the necessary support to detained individuals experiencing addiction and mental health challenges, and provide health services to them. The program continues to be externally funded for the period of April 1, 2022 to March 31, 2023.
- Supporting Mental Health Strategists to create programs and meet with staff in support of enhancing member wellness. Our Mental Health Strategists were funded with savings when an officer was seconded to ICE Coordinator. The secondment has ended, but PAPS has budgeted for the Mental Health Strategists to continue. This program is extremely valued by members of PAPS. In 2022 they began offering lunch and learns, with very positive feedback from members.
- Sector-leading commitment to and success in securing enhanced funding to acquire state-of-the-art policing equipment for PAPS members.
- The completion of several capital projects including projects funded externally.
- All members needing ballistic armour or whose armour will expire this year have been replaced. We continue to make safety our top priority.
- Transition to 9mm Glock Firearms. We expect to have 9mm Glock’s for all officers in 2023.

RECENT POLICE SERVICE AND BOARD ENHANCEMENTS – CON'T

- Transition to Taser 7. We have purchased eleven (11) Taser 7's with a plan to transition completely to Taser 7's by early 2023.
- Enhanced supervision to the Detention Centre.
- Opening the Substation in September of 2022 to the public. Hours are Monday to Friday 8:30am – 4:30pm, closed between 12:00pm-1:00pm.
- Court Liaison position to professionalize and remove duties from Community Safety Officers, or NCOs keeping more members policing in the Community.
- Secured funding to upgrade radio communications for all police members. Project was completed in 2022 at minimal cost to Prince Albert Police Service.
- Substation loan was paid in full in 2022 allowing us to reallocate capital funds to enhance our equipment.
- Indigenous Mentorship Program - working with PAGC and MN-S to enhance diversity within PAPS with external funding and remove employment barriers.
- Professionalizing the Police Service Fleet equipment purchases with thirteen vehicles purchased at the time of writing this report.
- The addition of two (2) temporary Community Safety Officers, to fill vacancies and support front line policing while we wait for spots to open at Police College.
- Police Service Main Building renovations to enhance the life term of the building, maximize efficiencies of space and enhance the aesthetics of the building to be more professional and up to date. We were able to secure an unpaid summer maintenance student for six (6) weeks in 2022 who helped with some of our projects.

PRINCE ALBERT POLICE SERVICE AUTHORIZED STRENGTH

The Board, as of today's date, has approved an authorized strength of 135 permanent employees.

- 5 out of scope Administrative sworn members
- 101 Police sworn members (includes the 4 members funded by the Multi-Year Proactive Policing Strategy)
- 28 Civilian Staff (IT, Administrative, PRMC, Victim Services, Missing Persons, Indigenous Resource Officer, Janitorial, and Public Relations, etc.)

The Board has approved this position for an increase to the Prince Albert Police Service authorized strength by one civilian member as follows:

- One (1) new out of scope Building and Fleet Technician.

PROVINCIAL FUNDING – MUNICIPAL POLICING GRANTS

In Year 2022, the Prince Albert Police Service received provincial funding for a total of twenty-seven (27) sworn officers.

- 21 Officers at the rate of \$110,000 per officer;
- 1 Officer at the rate of \$45,833.00 for the ICE Provincial Coordinator position. Pro-rated at 5 months due to ending secondment June 1, 2022;
- 3 Officers at the rate of \$120,000 per officer (CTSS Program); and,
- 2 New STRT officers at the rate of \$91,667 pro-rated at 5 months, due to contract.

The Prince Albert Police Service also receives provincial funding for an out of scope civilian Intelligence Analyst at the rate of \$75,000.00

Total amount of sworn officer and civilian funding, \$2,807,500.00 in salary positions.

The Budget for Year 2023 includes the additional new funding under the Municipal Police Grant:

- 2 new funded sworn members for Saskatchewan Trafficking Response Team (STRT) – approved in 2022.

The Budget for Year 2023 includes the reduction in funding for ICE. We ended our secondment as the ICE Coordinator June 2022. Saskatoon Police Service has taken over this position.

	2023 Budget
23 Sworn Members funded at \$110,000	\$ 2,530,000
3 Sworn Members funded at \$120,000	\$ 360,000
1 out of scope Civilian Intelligence Analyst at \$75,000	\$ 75,000
CRT Operating Funds	\$ 308,000
CTSS Operating Funds	\$ 180,000
STRT Operating Funds	\$ 34,000
Total Municipal Provincial Grant	\$ 3,487,000

Funding through Municipal Police Grant by the Ministry of Corrections, Policing and Public Safety allows police agencies around Saskatchewan to work together to combat crime and target complex issues that threaten the safety of the wider community. The partnerships support a more focused approach to effectively address crime and illegal activity in our communities

Below is the breakdown of the Provincially Funded Positions:

Provincially Funded Positions	
Building Partnerships to Reduce Crime (BPRC)	
SHOCAP (Serious Habitual Offender Comprehensive Action Program)	1
CRT (Crime Reduction Team)	7
Missing Persons Task Force	1
Child Sexual Exploitation	1
ICE	1
PACT (Police and Crisis Team)	1
Enhanced Investigative Policing	6
Combined Traffic Services - SGI	3
Combined Traffic Services - Provincially Funded	3
STRT (Saskatchewan Trafficking Response Team)	2
Total Provincially Funded Positions	26



MULTI-YEAR PROACTIVE POLICING STRATEGY

City Council on May 3, 2021, approved the following motion:

That the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service; and,

That the unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service.

The Police Base Tax approved by Council illustrated a funding model to support the expense of four (4) new police officers. The Police Service will deploy the staff into a patrol support shift who will serve primarily a proactive uniform support capacity.

The 2023 Police Service Budget includes a transfer from the Police Service Proactive Policing Reserve in the amount of \$621,100.

The budgeted amount of \$621,100 represents the following costs:

Forecasted Costs for 4 New Sworn Members -2023	
Salaries & Benefits (full year)	\$559,770
Ongoing expenditures - fleet, clothing, etc.	\$61,330
Total Forecasted Costs for Year 2023	\$621,100

The Multi-Year Proactive Policing Strategy is an enhancement to the Prince Albert Police Service authorized strength and will provide the ability to focus efforts and provide ownership and oversight to areas that require greater attention.

As per the approved Multi-Year Proactive Policing Strategy, the revenue collected from the Police Base Tax will fund four (4) officers over multiple years.



REVENUES FOR PRINCE ALBERT POLICE SERVICE

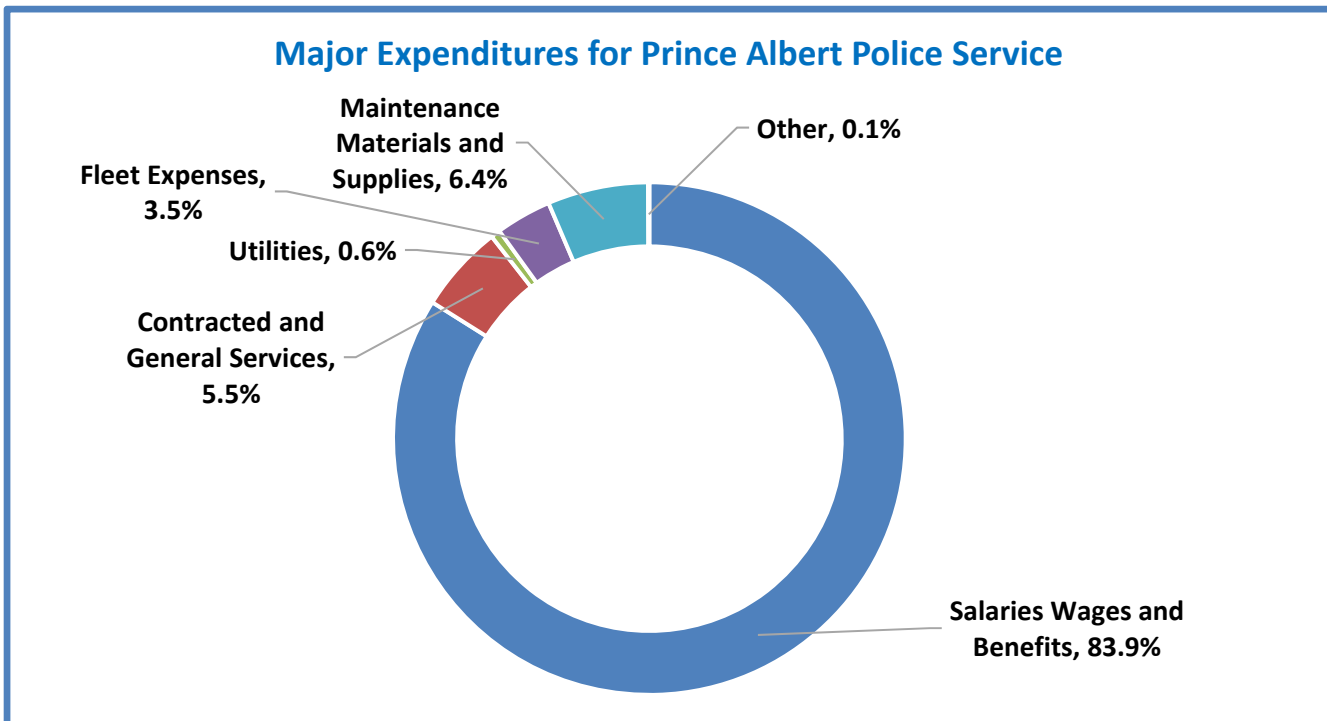
User Charges and Fees have increased by \$30,000 due to the increase budget for Provincial Magistrate revenue. Revenue increased by \$30,000 due to three-year average.

Operating Grants and Donations have decreased by \$280,590 as follows:

Reduction of ICE Program Funding	\$554,000
Victim Services Program and Missing Persons Program	(\$19,410)
Saskatchewan Trafficking Response Team Program Funding	(\$254,000)
Decrease in Operating Grants and Donations	\$280,590

MUNICIPAL PROVINCIAL GRANT FUNDING	\$3,487,000
VICTIM SERVICES PROGRAM	\$295,180
SJI TRAFFIC ENFORCEMENT	\$45,900
USER CHARGES AND FEES	\$1,055,610
TOTAL REVENUES	\$4,883,690

MAJOR EXPENDITURES FOR PRINCE ALBERT POLICE SERVICE



Note: Other includes Financial Charges and Insurance.



CONTRACTED AND GENERAL SERVICES

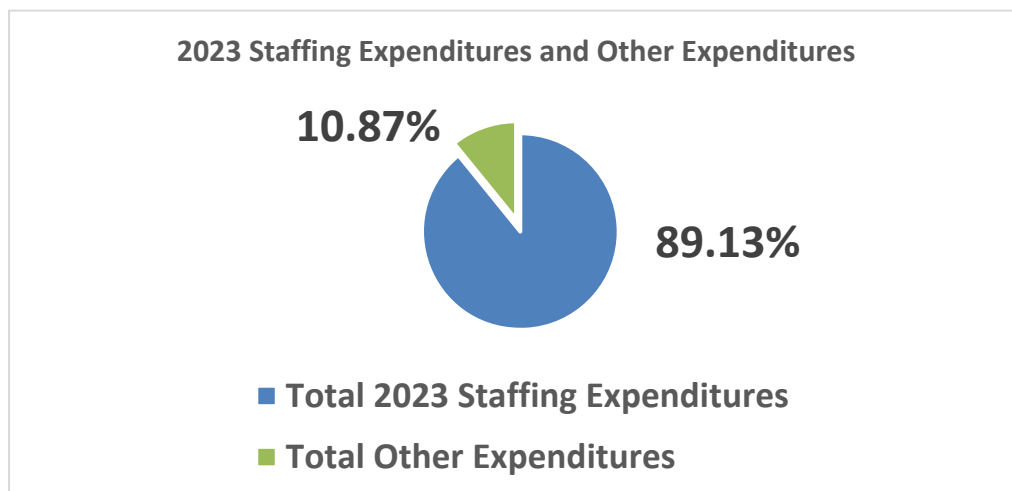
\$1,033,600	Contract for Police Dispatching Staff (PECC)
\$103,340	Mental Health Strategists Program
\$91,350	Legal Services (discipline hearings, member legal fees, etc.)
\$31,000	Laundry Services
\$17,600	Information Technology Contracted Specialist
\$11,220	Provincial Analyst
\$7,200	CBA Dog Handler allowance (\$1,800 annually per officer)
\$3,240	Kennel and Vet Services for Canine Dogs
\$2,250	IDENT Allowance as per CBA (\$750 annually per officer)
\$2,000	SWAT – ambulance calls
\$240	Mechanical Maintenance City

STAFFING COSTS – PRINCE ALBERT POLICE SERVICE

As staffing costs is the majority portion of the overall budget, it deserves an in depth explanation.

Staffing the Prince Albert Police Service entails salaries, benefits for the members, involves legal expenses, wellness, and the cost of the dispatching contract. Below is a summary of the staffing cost for policing the Prince Albert Police Service. Includes 1% vacancy savings of \$200,000:

Salaries Wages and Benefits	\$19,788,280	
Dispatching Agreement - CanOps	\$1,033,600	
Mental Health Strategists	\$103,340	
Legal Expenses	\$91,350	
Total 2023 Staffing Expenditures	\$21,016,570	89.13%
Total Other Expenditures	\$2,561,880	10.87%



Functional Area: POLICE SERVICE
Department: Police Service
Fund: General Fund

The Prince Albert Police Service is dedicated to community safety and committed to reducing crime. The diverse group of men and women within the Prince Albert Police Service work diligently to make Prince Albert a safe place to live, work and do business.

The City of Prince Albert Police Service reports to the Prince Albert Board of Police Commissioners, which in turn, reports to City Council.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
User Charges and Fees	(\$1,055,610)	(\$1,025,610)	(\$30,000)	2.93%
Operating Grants and Donations	(3,828,080)	(4,108,670)	280,590	-6.83%
Total Revenues	(4,883,690)	(5,134,280)	250,590	-4.88%
EXPENSES				
Salaries Wages and Benefits	19,788,280	19,210,500	577,780	3.01%
Contracted and General Services	1,303,040	1,300,810	2,230	0.17%
Financial Charges	750	750	0	0.00%
Utilities	139,210	129,900	9,310	7.17%
Interest on Long Term Debt	0	6,760	(6,760)	-100.00%
Fleet Expenses	829,580	781,480	48,100	6.15%
Maintenance Materials and Supplies	1,497,780	1,743,200	(245,420)	-14.08%
Insurance	19,810	17,980	1,830	10.18%
Total Expenses	23,578,450	23,191,380	387,070	1.67%
TOTAL (SURPLUS) DEFICIT	18,694,760	18,057,100	637,660	



For Year 2023, the amount of \$621,100 is budgeted to be transferred from the Proactive Policing Reserve to fund the Proactive Policing Strategy for 2023.

This results in a **net budget request for 2023 of \$18,336,700** compared to \$17,805,140 in 2022 as follows:

	Year 2023
Operating (Surplus) Deficit	\$18,694,760
2023 Police Service Capital Projects	\$263,040
Transfer from Proactive Policing Reserve	(\$621,100)
Year 2023 Transfer from the City	\$18,336,700
Approved 2022 Transfer from the City	\$17,805,140
Increase in 2023 Budget from 2022 Budget	\$531,560
Percentage Increase	2.99%
Mill Rate Increase	1.67%

The Board has approved a motion that the City accept a \$200,000 transfer from the Police Service Operating Reserve as approved by the Prince Albert Board of Police Commissioners to assist the City with budget shortfalls.

2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM POLICE SERVICE CAPITAL RESERVE

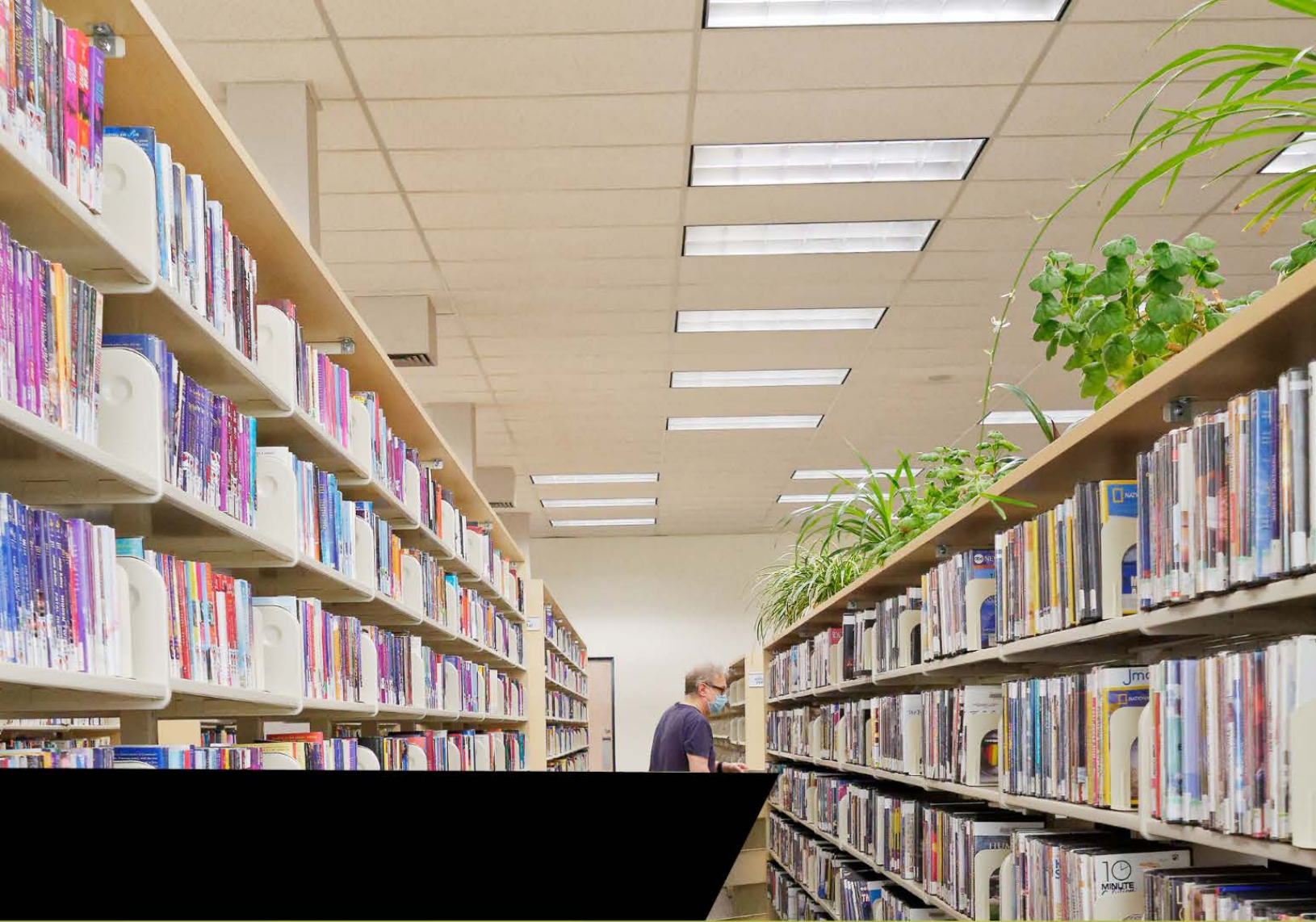
- \$78,508 Transition to Taser 7
- \$63,000 Firewall and Security Replacement
- \$34,032 Computer Replacement
- \$32,500 MDT Replacement
- \$20,000 In Car Camera Replacement
- \$20,000 Virtual Server Replacement
- \$15,000 Security and Information Event Management

TOTAL CAPITAL SPENDING \$263,040

2023 APPROVED FLEET PURCHASES TO BE FUNDED FROM POLICE SERVICE FLEET RESERVE

- \$296,000 2023 Police Service Vehicle Replacement



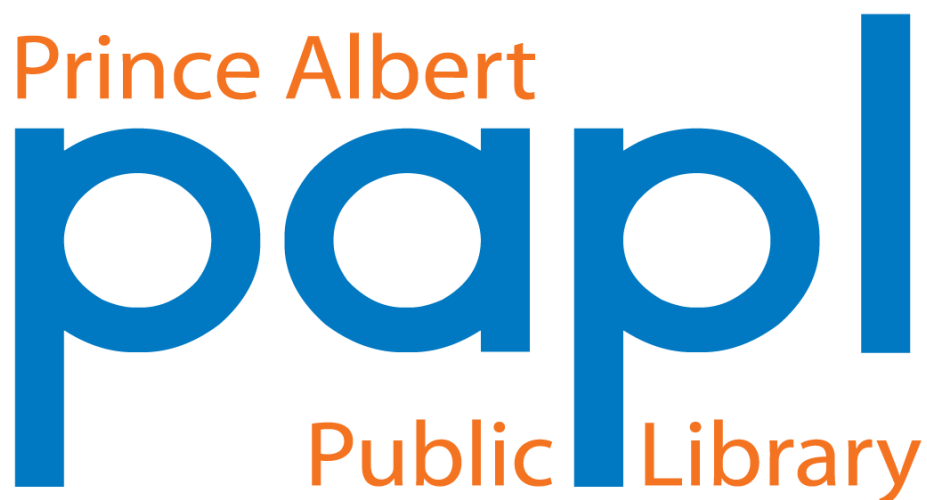


PRINCE ALBERT PUBLIC LIBRARY



City of
**Prince
Albert**





PRINCE ALBERT PUBLIC LIBRARY

For Year 2023, the budget has been increased by the amount of **\$63,530** as per the increased revenue to be levied from the Library Levy.

Increases in the request are driven by the following factors:

- A capital request of \$50,000 is included in the proposed 2023 budget. The library capital request is used for building upgrades, and as a savings fund to build a new service point in the city.
- A yet to be negotiated collective agreement. The current collective agreement expires December 31st.

The library remains committed to continuous improvements in efficiency. In 2022, additional occupancy sensors were added to the library LED lights so that lights are only on when necessary. The library plans to add more occupancy sensors to save utility costs going forward.

Library visits are increasing steadily. By the end of August 2022, there have been 63,000 physical visits to the library. This is an increase of 20,000 visits compared with the same period in 2021. The princealbertlibrary.ca website was visited over 285,000 times from January to August 2022. This is already well over the 186,000 visits observed in all of 2021.

A newly created Community Librarian position will allow the library to more outreach with community partners and expand hours at the Bernice Sayese Location in 2023. Prince Albert Public Library is a popular service in the community. Support from the City allows the Library to maintain this service, and contribute to making the community better for everyone who lives in it.

Functional Area: THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD
Department: THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD
Fund: General Fund

The Prince Albert Public Library receives grant funding from the City of Prince Albert collected through a levy to support general and capital activities in four categories: acquiring digital and physical materials for the collection, programs and community outreach, building operation and renovations, and staff salaries.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Grants and Donations	\$2,253,950	\$2,190,420	\$63,530	2.90%
Total Expenses	2,253,950	2,190,420	63,530	2.90%
TOTAL (SURPLUS) DEFICIT	2,253,950	2,190,420	63,530	2.90%





PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT



City of
**Prince
Albert**



PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

The amount of \$75,000 has been approved to fund Downtown Security. As well, the amount of \$5,000 has been approved for additional subcontractors to provide music and partnerships for various events.

The total amount of **\$80,000** will be funded from the **Prince Albert Downtown Business Improvement District Operating Reserve**.

The \$220,000 expenditures for the Prince Albert Downtown Business Improvement District is funded as follows:

Prince Albert Business Improvement Tax Levy	\$78,000
City of Prince Albert Grant In Lieu of Taxes	\$22,000
Reserve Funding for Programs and Projects	\$40,000
Prince Albert Downtown Business Improvement Reserve	\$80,000
Total Funding	\$220,000

\$40,000 under Grants and Donations is regarding the Grants paid as follows funded from the Downton Improvement Reserve:

- \$20,000 for Downtown Events
- \$10,000 for Façade Grants
- \$10,000 for Mini Façade Grants

Functional Area: **PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT**
 Department: **Prince Albert Downtown Business Improvement District**
 Fund: **General Fund**

The establishment of the Prince Albert Downtown Business Improvement District (PADBID) is in accordance with the Cities Act and Bylaw No. 4 of 2005. The Board of a Business Improvement District constitutes the corporation. The Board is made up of an appointed Council member, property owners and business persons in the downtown. The mission is to encourage and facilitate the continuing development of a vibrant and prosperous downtown district by promoting and marketing the area and by undertaking initiatives and projects. The City collects a levy on behalf of PADBID. The PADBID levy is reviewed when property tax tools are approved by Council after the budget is approved. The City also provides a grant in lieu of taxes for City owned properties within the PADBID District.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
Taxation	(\$78,000)	(\$78,000)	\$0	0.00%
Total Revenues	(78,000)	(78,000)	0	0.00%
EXPENSES				
Salaries Wages and Benefits	0	62,800	(62,800)	-100.00%
Contracted and General Services	144,800	10,250	134,550	1312.68%
Grants and Donations	40,000	40,000	0	0.00%
Utilities	3,000	800	2,200	275.00%
Maintenance Materials and Supplies	32,200	26,150	6,050	23.14%
Total Expenses	220,000	140,000	80,000	57.14%
TOTAL (SURPLUS) DEFICIT	142,000	62,000	80,000	129.03%





EXTERNAL AGENCIES



City of
**Prince
Albert**

EXTERNAL AGENCIES

PRINCE ALBERT AND DISTRICT COMMUNITY SERVICE CENTRE – SPECIAL NEEDS TRANSPORTATION

The City provides the buses required for this service. The budget for fleet costs for 2023 have increased \$6,940 for a total fleet budget / grant of \$122,640.

PRINCE ALBERT AND DISTRICT COMMUNITY SERVICE CENTRE – SENIOR'S TRANSPORTATION

PRINCE ALBERT ARTS BOARD

The City provides in kind support to the Arts Board through 20% of the Arts & Culture Coordinator's time for admin support and 2 events at the EA Rawlinson Centre (Arts Board Hall of Fame event & Parts for the Arts event).

PRINCE ALBERT HISTORICAL SOCIETY

In addition to the annual funding grant, the City provides the building that the organization operates out of rent free and the City pays for the maintenance, utilities, and building insurance costs, and the Museum Tour Guides wages.

THE MANN ART GALLERY

In addition to the annual funding grant, the City provides the building that the organization operates out of rent free and the City pays for the maintenance, utilities, and building insurance costs.

PRINCE ALBERT MOBILE CRISIS UNIT

Functional Area: PRINCE ALBERT COMMUNITY SERVICE CENTRE
- SPECIAL NEEDS TRANSPORTATION
Department: External Agencies
Fund: General Fund

The City provides a fee for service grant to the Prince Albert Community Service Centre, who provide barrier-free, courteous, door-to-door service, seven days a week, including holidays, to disabled persons within the City limits. A lift provides convenient, roll-on, roll-off access for wheelchairs, and accessible stairs aid clients with walkers, elbow crutches, canes, or someone who cannot walk long distances. Bus rides can also be scheduled up to a month in advance or for regular transportation to work or school. The Prince Albert Community Service Centre is subsidized by the City and the Province of Saskatchewan.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Contracted and General Services	\$571,760	\$571,760	\$0	0.00%
Grants and Donations	122,640	115,700	6,940	6.00%
Total Expenses	694,400	687,460	6,940	1.01%
TOTAL (SURPLUS) DEFICIT	694,400	687,460	6,940	1.01%



Functional Area: PRINCE ALBERT COMMUNITY SERVICE CENTRE – SENIORS
TRANSPORTATION
Department: External Agencies
Fund: General Fund

The City provides a grant to the Prince Albert Community Service Centre, who provides courteous, door-to-door transportation and car services, five days a week, to seniors who have difficulties using other transportation.

The Prince Albert Community Service Centre is subsidized by the City and the Province of Saskatchewan.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
REVENUES				
EXPENSES				
Grants and Donations	\$69,500	\$69,500	\$0	0.00%
Total Expenses	69,500	69,500	0	0.00%
TOTAL (SURPLUS) DEFICIT	69,500	69,500	0	0.00%



Functional Area: PRINCE ALBERT ARTS BOARD
Department: External Agencies
Fund: General Fund

Prince Albert Arts Board’s mandate is to develop, promote, administer and co-ordinate arts policies, program, facilities and issues of the arts in the City and to implement and provide advice to City Council pursuant to the City’s Civic Arts Policy.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Grants and Donations	\$25,000	\$25,000	\$0	0.00%
Total Expenses	25,000	25,000	0	0.00%
TOTAL (SURPLUS) DEFICIT	25,000	25,000	0	0.00%



Functional Area: PRINCE ALBERT HISTORICAL SOCIETY - MUSEUM
Department: External Agencies
Fund: General Fund

The Prince Albert Historical Society manages the Prince Albert Historical Museum, the Rotary Museum of Police and Corrections, Evolution of Education Museum, Diefenbaker House Museum, is responsible for the Nisbet Presbyterian School as well as the Bill Smiley Archives to serve the people of Prince Albert and area.

The grant funding provided by the City assists with staffing costs as well as other operation costs, including the salary and benefits of the museum curator.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Grants and Donations	\$71,080	\$71,080	\$0	0.00%
Total Expenses	71,080	71,080	0	0.00%
TOTAL (SURPLUS) DEFICIT	71,080	71,080	0	0.00%



Functional Area: MANN ART GALLERY
Department: External Agencies
Fund: General Fund

The Mann Art Gallery engages and facilitates the development, presentation and preservation of the visual arts in a diverse and inclusive community. The gallery is located within the EA Rawlinson Centre and is governed by a board of directors elected by the Mann Art Gallery membership. It is incorporated as a not-for-profit organization with charitable status.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Grants and Donations	\$100,000	\$100,000	\$0	0.00%
Total Expenses	100,000	100,000	0	0.00%
TOTAL (SURPLUS) DEFICIT	100,000	100,000	0	0.00%



Functional Area: **PRINCE ALBERT MOBILE CRISIS**
 Department: **External Agencies**
 Fund: **General Fund**

Prince Albert Mobile Crisis provides emergency intervention and support services to the people of the City of Prince Albert and surrounding areas. They provide crisis intervention service, having no fee for service. The service they provide spans across the specific mandates of the community agencies and groups responsible for social and health programs. Funding for this program comes from four agencies: City of Prince Albert, Prince Albert Parkland Health Region, Ministry of Social Services and Ministry of Justice.

	2023	2022	(Favourable)	
	Budget	Budget	Unfavourable	%
			Change	Change
REVENUES				
EXPENSES				
Grants and Donations	\$43,600	\$43,600	\$0	0.00%
Total Expenses	43,600	43,600	0	0.00%
TOTAL (SURPLUS) DEFICIT	43,600	43,600	0	0.00%





CAPITAL BUDGET



City of
**Prince
Albert**

2023 CAPITAL BUDGET

2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM TAXATION - \$5,191,800:

PUBLIC WORKS

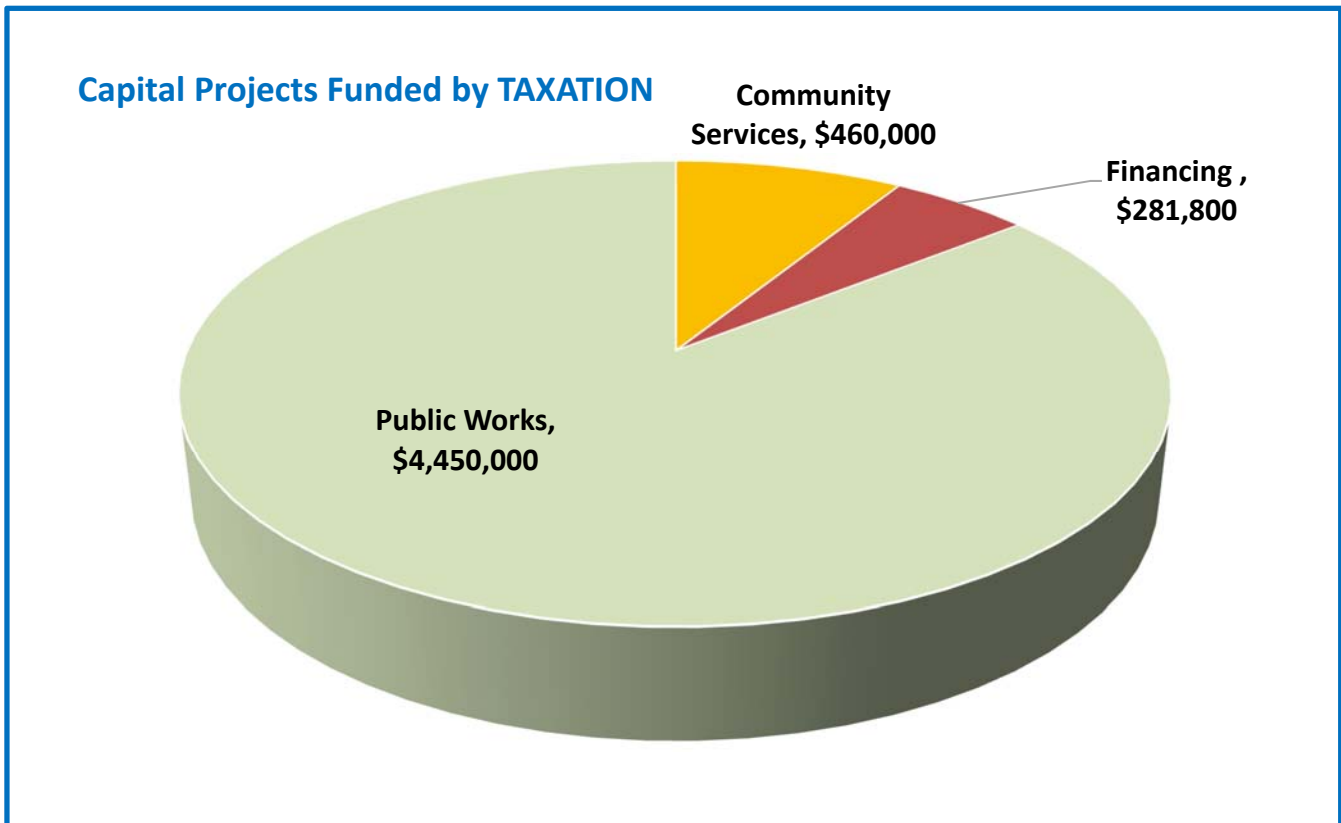
\$4,100,000	Roadways Recapping Program
\$50,000	Resurfacing Municipal Service Centre Shop Bay Concrete Floor
\$300,000	Concrete Sidewalk, Curb & Median Revitalization

COMMUNITY SERVICES

\$200,000	Roofing Projects
\$150,000	Playground Replacement Project
\$60,000	Reconstruction of Park Pathways
\$50,000	Landscapping Projects

FINANCING

\$259,000	Long Term Debt Repayment – Transit Buses
\$22,800	Long Tern Debt Repayment – West Hill Infrastructure



2023 APPROVED CAPITAL PROJECTS TO BE FUNDED FROM RESERVES

COMMUNITY SERVICES

\$210,000	Little Red River Stages of Development
\$60,000	Golf Course – Reconstruction of Park Pathways
\$40,000	EA Rawlinsons Centere Improvements
\$27,100	Prime Ministers Park Improvements
\$25,000	Boat Launch Review and Recommendations

CORPORATE SERVICES

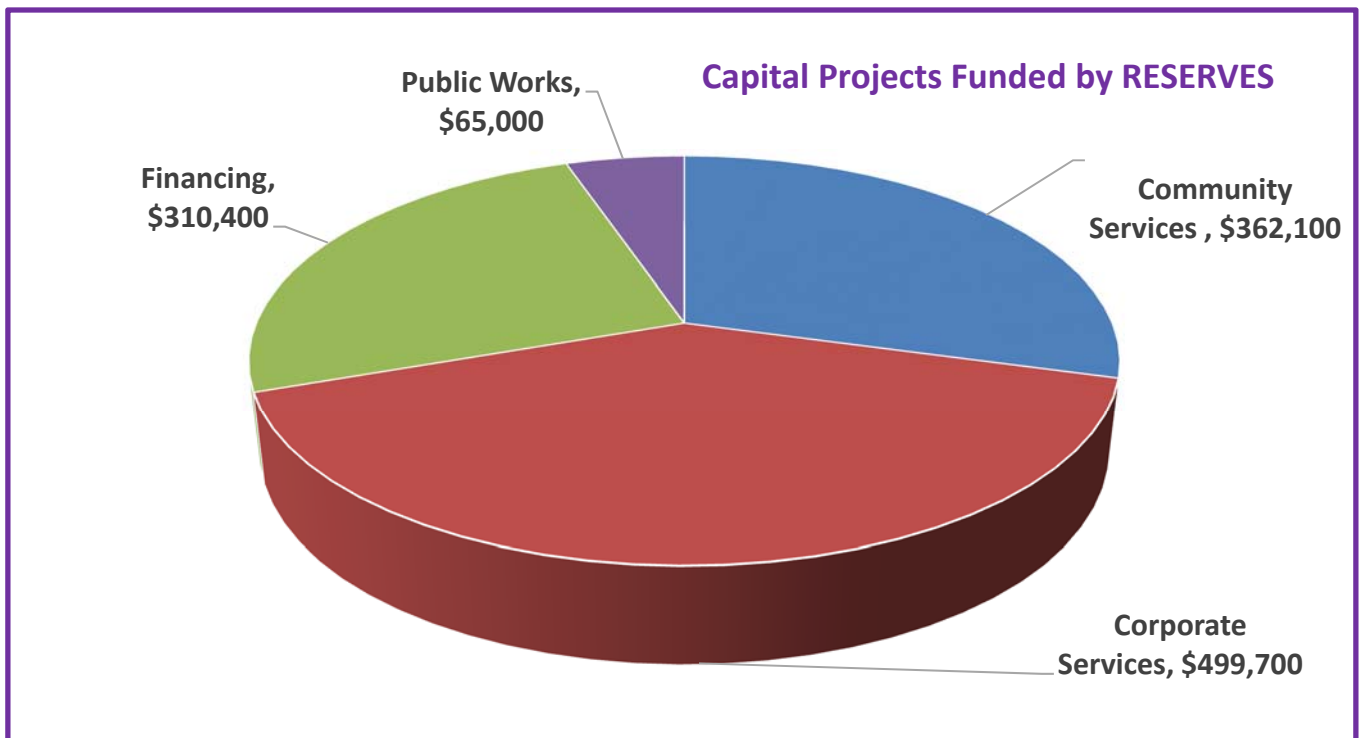
\$215,000	Business Continuity
\$109,800	End User Computing & Printing
\$89,900	Corporate Portal & Intranet Systems
\$49,500	Finance & Administration Systems
\$25,000	Networking
\$10,500	Web & Portal Systems

PUBLIC WORKS

\$65,000	Concrete Sidewalk Replacement Program - Senior Residence
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FINANCING

\$242,400	Long Term Debt Repayment - Aquatic and Arenas Recreation Centre
\$68,000	Long Term Debt Repayment - Golf Course Irrigation



2023 CAPITAL PROJECTS				
CORPORATE SERVICES				
C1-01	Networking	Capital	Reserve	Externally Funded
	<p>Detail: Networking Investment & Renewal Plan: This program includes capital planning for the City's networking infrastructure at all City locations. The City's network enables collaboration and communication between sites and connects to the outside world (for data and telephone services).</p> <p>Purpose: Initiatives previously funded that extend into 2023 include SD-Wan & Remote Sites Switching Projects and Wi-Fi at City Hall.</p> <p>Additional work required includes:</p> <p>Wi-Fi (remote sites) - \$25,000 - With the carry-over project of implementing Wi-Fi at City Hall, exploring opportunities to expand to remote sites with managed services (similar to SD WAN). Will combine this project under one agreement. The scope includes upgrade of Wi-Fi at City Hall and remote sites to address connectivity issues and enable uninterrupted email and programs online.</p> <p>Funding Source: IT Reserve</p>		25,000	



C1-02	End User Computing & Printing	Capital	Reserve	Externally Funded
	<p>Detail: End User Computing & Printing Investment & Renewal Plan:</p> <p>This program includes the renewal of computers, laptops, monitors and tablets (to support the mobile workforce).</p> <p>Retail Point of Sale hardware replacement was approved for 2022 to coincide with the replacement of the recreation management system to ensure capability. This hardware is now expected to be replaced in 2023.</p> <p>Purpose: Laptop & workstation renewal - \$33,000 for replacement of computer workstations/laptops as identified in the IT equipment renewal schedule.</p> <p>Monitor renewal - \$5,800 for replacement of computer monitors as identified in the IT equipment renewal schedule.</p> <p>Printing device renewal - \$41,000 for replacement of printing equipment as identified in the IT equipment renewal schedule.</p> <p>Point of Sale/Retail Hardware renewal - \$20,000 for replacement of POS/retail hardware, not previously identified in the IT equipment renewal plan (due for replacement in 2022).</p> <p>Mobile device renewal - \$10,000 for expansion and replacement of mobile devices for GIS and work order systems field work.</p> <p>Funding Source: IT Reserve</p>		109,800	



C1-03	Corporate Portal & Intranet Systems			
	<p>Detail: Corporate Portal & Intranet System Investment and Renewal Plan: This program includes capital planning for internal systems to support collaboration, communication and controlled access to corporate information including records and contract management, document management, corporate internet, password & access management and related systems.</p> <p>Purpose: Agenda Management - \$75,000 - New agenda and meeting management system that will provide more user-friendly platform for residents to view City Council meeting agendas and minutes and reduce ongoing operating costs for City Clerk's Office to prepare and distribute agendas, minutes and decisions and improved workflow for Executive.</p> <p>Self Service Password Management - \$14,900 for Implementation of a self-service portal for password management to achieve secured access and improved account management across corporate systems.</p> <p>Funding Source: IT Reserve</p>		89,900	



C1-04	Business Continuity	Capital	Reserve	Externally Funded
	<p>Detail: Business Continuity Investment & Renewal Plan: This program includes capital planning for disaster recovery and backup services to ensure the City can restore information, as required, to satisfy operations and is fully prepared to continue operations in the event of natural disaster or cyber-attack.</p> <p>Purpose: Cybersecurity-Dual Authentication - \$25,000. Implement a security process that requires two separate forms of identification to access sensitive systems and data; making it harder for attackers to gain access to city devices or online accounts.</p> <p>Cybersecurity-Managed Threat Detection and Response - \$80,000. Real time monitoring of the networks, endpoints and cloud environments to help detect, respond and recover from cyber-attacks.</p> <p>Cybersecurity-Managed Security Awareness - \$30,000. Implement training programs to prepare employees to recognize, neutralize social engineering attacks and human error.</p> <p>Tape Backup System - \$30,000</p> <p>Cloud Backup/Disaster Recovery-\$50,000. Assessment of critical data, storage and security. Establish process to minimize overall impact of cyber-attack, security breach or a disaster on business operations. A cloud backup service copies information to a 3rd party offsite location where systems can quickly be restored.</p> <p>Funding Source: IT Reserve</p>		215,000	



C1-05	Web & Portal Systems	Capital	Reserve	Externally Funded
	<p>Detail: Web/Portal Systems Investment & Renewal Plan:</p> <p>This program includes capital planning for online and mobile services for residents including the City's website, online payments, recreation programs & registration, resident portal/mobile app and related systems.</p> <p>Purpose: Initiative previously funded that extends into 2023 includes Recreation Management System (ActiveNet) Replacement.</p> <p>Additional work required includes:</p> <p>Online Payments (Virtual City Hall) - \$10,500 - one time implementation cost to fully set up this portal for viewing utilities and tax statements online. This module was purchased several years ago as part of ongoing operations.</p> <p>Funding Source: IT Reserve</p>		10,500	



2023 APPROVED GENERAL FUND BUDGET

C1-06	Finance & Admin Systems	Capital	Reserve	Externally Funded
	<p>Detail: Finance & Administrative Systems Investment & Renewal Plan:</p> <p>This program includes capital planning for financial, HR and other administrative systems including Great Plains, payroll, job postings, time & attendance, budgeting and related systems.</p> <p>Purpose: Initiatives previously funded that extend into 2022 includes a Chart of Accounts restructuring, Questica Budgeting implementation, Fixed Asset solution/Worktech Decommission, and Great Plains subledger consolidation.</p> <p>Additional work required includes:</p> <p>GP Reporting Enhancements - \$18,000 - Reporting enhancements to provide better information for Finance and Business Managers using improved chart of accounts.</p> <p>Business Process Optimization - \$31,500 - Review of existing workflows and processes of Financial ERP program - Microsoft Great Plains/Diamond and reporting tools. This review with the vendor includes all modules, security setup and applications for AP, AR, Payroll, Utilities, Business license and Tax. Overall improving services to residents and business owners.</p> <p>Funding Source: IT Reserve</p>		49,500	
CORPORATE SERVICES TOTAL		-	499,700	-



COMMUNITY SERVICES				
C1-07	Playground Replacement Program	Capital	Reserve	Externally Funded
	<p>Detail: The Community Services Department annually inspects and completes an assessment for the entire inventory of playground equipment and park amenities. The results have been compiled through the State of the Playgrounds Report. Many of our Playground locations are ageing and require significant investment in new playground equipment and surfacing on an ongoing basis.</p> <p>Purpose: The annual contribution will allow the prioritized plan to be developed based on the available funding amount and include lighting and surveillance cameras.</p>	150,000		
C1-08	Reconstruction of Park Pathways	Capital	Reserve	Externally Funded
	<p>Detail: Reconstruction of Park Pathways</p> <p>Purpose: Administration will determine the priority work to be completed and will proceed based on available funding budgetary funding.</p> <p>Administration have identified five potential candidates for pathway construction noting that these still require further discussion on the Public Works side regarding pricing and how much can we reasonably get done with the budget dollars provided.</p> <ul style="list-style-type: none"> • Finishing James Isbister- second phase of pathway (walkway 1) • Midtown Plaza if playground and spray park are approved (walkway 2) • Cook Drive to McDonald (walkway 3) • Lake Estates around lake (walkway 4) • AC Howard Park (walkway 5) 	60,000		



2023 APPROVED GENERAL FUND BUDGET

C1-09	Roofing Projects	Capital	Reserve	Externally Funded
	<p>Detail: The Department inspects the various roof structures each season to determine their status and provide a report to City Council with the recommendation for that season.</p> <p>Purpose: The Department outlines the annual inventory of roof conditions in a report to City Council each year. The long-term replacement program has been established as an annual program since 2006. For 2023, it is recommended that \$200,000 be allocated to the program to be prioritized for roof repairs or replacement.</p>	200,000		
C1-10	Landscaping Projects	Capital	Reserve	Externally Funded
	<p>Detail: There are a number areas where landscaping assistance is required on an annual basis.</p> <p>Purpose: The annual funding is available for contractor assistance so that we can complete the annual commitments. The Department receives approximately 250 landscaping jobs each season and it is impossible to complete utilizing only internal resources.</p> <p>This has proven to be effective since implementing the funding in 2019 as the Department has been able to significantly decrease the number of outstanding work orders.</p> <p>The fund is specifically used to help in situations where we need additional supports in place that calendar year to complete work that may be at risk of non-completion.</p>	50,000		



C1-11	Prime Ministers Park Improvements	Capital	Reserve	Externally Funded
	<p>Detail: Improvements proposed for Prime Ministers' Park to be funded from the Reserve Fund.</p> <p>Purpose: Improvements include: - Shale \$13,000 - Fence Capping \$5,100 - 2 Scoreboard Controllers - \$9,000</p> <p>Total - \$27,100</p> <p>Funding Source: Prime Ministers Park Reserve</p>		27,100	
C1-12	Golf Course - Reconstruction & Repair of Pathways	Capital	Reserve	Externally Funded
	<p>Detail: Reconstruction & Repair of the Pathways at the Cooke Municipal Golf Course.</p> <p>Purpose: The pathway network throughout the golf course continues to deteriorate and requires continued investment. Similar to the annual amount allocated for the City's Park Pathways, it is recommended that an annual amount be budgeted in order to complete the work over time.</p> <p>It is also recommended that a portion of the annual funding collected through Cart Rentals & Pathway Fees serve as the funding source. The golf course generates an annual average of \$243,000 in revenue through Cart Rentals & Pathway fees.</p> <p>\$60,000 of the total fees collected is recommended to be allocated to the Golf Course Improvements Reserve for this purpose.</p> <p>Funding Source: Golf Course Improvement Reserve</p>		60,000	



2023 APPROVED GENERAL FUND BUDGET

C1-13	Little Red River Park Stages of Development	Capital	Reserve	Externally Funded
	<p>Detail: Please refer to RPT 22-220 - Little Red River Park Stages of Development</p> <p>Purpose: The report outlines the following Capital priorities for 2023:</p> <ol style="list-style-type: none"> 1. New compostable outdoor toilets/washrooms through out the remainder of the park – an additional four handicapped accessible double jumbo toilet building units at approximately \$40,000 per unit for a total of approximately \$160,000. 2. A 16 X 24 warm-up shelter used in the park for four season programming and winter warm-up. This would be a green initiative with solar panels for lighting and electrical power and a wood stove for heating purposes. Total projected cost for buildout would be \$50,000. <p>Total improvements for consideration during 2023 budget deliberations - \$210,000</p> <p>Funding Source: Pehonan Parkway Reserve</p>		210,000	



2023 APPROVED GENERAL FUND BUDGET

C1-14	EA Rawlinson Centre Improvements	Capital	Reserve	Externally Funded
	<p>Detail: The EA Rawlinson Centre has maintained a 5 year Capital Plan for the Facility. This request represents the proposal for 2023.</p> <p>Purpose: The following items are proposed for 2023: Headset System Replacement - \$3,500 Window Coverings - \$20,000 Server Window & Curved Wall Renovation - \$16,500</p> <p>Funding Source: EA Rawlinson Centre Facility Fee Reserve</p>		40,000	
C1-15	Boat Launch Improvements & Preliminary Design Options	Capital	Reserve	Externally Funded
	<p>Detail: Improve the Boat Launch Area and parking along the river.</p> <p>Purpose: Includes the following: 1. Improvements to the roadway and boat launch area to improve access in the short-term. The Department is working with Public Works & Planning to amend the necessary Bylaw to allow parking for vehicles & trailers along River Street East adjacent to the Boat Launch area. 2. The proposed funding includes resources to develop future design options at the Boat Launch area and the Boat House location near 9th Avenue West. a) The development of the design options will assist with consultation with members of Council, Emergency Services, related user groups and the general public. b) The development of the future preliminary design options is necessary for the preparation of the related budget implications. c) The development of the future preliminary design options will be required to secure Provincial and/or Federal approval once the final design option is selected.</p> <p>Funding Source: Pehonan Parkway Reserve</p>		25,000	
COMMUNITY SERVICES TOTAL		460,000	362,100	



PUBLIC WORKS				
C1-16	<p>Continuation of Resurfacing MSC Shop Bay Concrete Floor</p> <p>Detail: Refinishing two shop bay floors in the MSC shop with new concrete.</p> <p>Purpose: The MSC shop was built in the mid 70's the concrete in some of the bays is rotten and needs to be replaced. Salt from storing sanders and other snow removal equipment has crumbled the concrete to the point where it is impossible to roll a floor jack under a vehicle or use a creeper, this is year three of this multiyear project. Due to the costs to re-pour the floors this project will occur over multiply years until the floor is once again in usable condition.</p>	Capital	Reserve	Externally Funded
		50,000		
C1-17	<p>Marquis Road East Widening</p> <p>Detail: Marquis Road Widening (Central Ave to 4th Ave East) widening from a two lane rural roadway to a 4 lane urban roadway. Total Project Cost \$1,600,000 to be funded; \$600,000 - 2023 Roadways Recapping Program \$1,000,000 - Infrastructure Reserve Fund</p> <p>Purpose: The project to rehabilitate and widen Marquis Road was first noted in the 2017 Transportation Master Plan adopted by City Council as the highest priority upgrade for the City confirming Administration's recommendations in 2013 and 2016. The City has been methodically repaving all of the east-west arterial and collector roadways through the City between 2nd Ave West and 6th Ave East. River St (2012 to 2019). 15th St (2017 & 2021). 22nd St (2013 & 2015). 28th St (2016). All have been paved in the last 11 years except Marquis Road. Marquis Road east of Central was last paved 30 years ago in 1993 and now has 45mm (1.75 inches) of severe rutting which poses a hydroplaning hazard during rain events. This is the only "E" level of service arterial or collector in the City with the highest 2 lane traffic count of 13,499 vehicles per day. Traffic will increase and is projected to become an "F" with the new Aquatic & Arenas and Yard Development.</p> <p>Funding Source: Future Infrastructure Reserve</p>	Capital	Reserve	Externally Funded
			Removed by Budget Committee	



2023 APPROVED GENERAL FUND BUDGET

C1-18	Concrete Sidewalk, Curb & Median Rehabilitation	Capital	Reserve	Externally Funded
	<p>Detail: Rehabilitation of concrete sidewalks, curbs and medians throughout the City.</p> <p>Purpose: Replacement and new construction of concrete sidewalks and curbs. Locations are primarily determined through the underground utility replacement program (water, sanitary & storm) and the roadways recapping program. The historical budget allotment of \$300,000 did not provide enough for a concrete replacement for utility replacement locations, new concrete project construction or the replacement of asphalt curbs. Hence the additional funding amount of \$200,000 is required. Concrete repairs are completed within the recapping budget.</p>	300,000		
C1-19	Roadways Recapping Program	Capital	Reserve	Externally Funded
	<p>Details: Asphalt Milling, Recapping and Reconstruction of the City's paved roadway network.</p> <p>Purpose: This project is based on the results obtained from the Pavement Management System compiled in 2005 and updated yearly which indicates that \$4.5 million per year is required to maintain the pavement quality index. This does not address the current backlog estimated at \$45.5 million.</p> <p>Prior to 2021, the annual budget had reached \$4.235 million. After the 2021 reassessment, this value was reduced to \$4.1 million.</p> <p>The cost of construction increased dramatically due to inflation in 2022 which reduced the amount of City streets that were able to be paved.</p> <p>The \$4.1 million budget will include, pending budget approval, \$600,000 towards the Marquis Road East Widening project and for half the paving cost of Riverside Drive from 3 Ave NW to the westerly City Limits (approx. 12 Ave NW) to be cost shared with the Ministry of Highways and Infrastructure. Council Resolution 0286 of 2022.</p>	4,100,000		
PUBLIC WORKS TOTAL		4,450,000		



LONG-TERM DEBT PRINCIPAL PAYMENTS				
C1-20	Long-Term Debt Repayment - Golf Course Irrigation Replacement	Capital	Reserve	Externally Funded
	<p>Detail: 25 Year Long-Term Debt Principal Payment.</p> <p>Purpose: City Council approved long-term debt funding for the replacement of the Irrigation System in 2017. The debt is to be paid off over a period of 25 years.</p> <p>This loan is scheduled to be repaid in full in 2042.</p> <p>Funding Source: Golf Course Improvement Reserve</p>		68,000	
C1-21	Long-Term Debt Repayment - West Hill Infrastructure Improvements	Capital	Reserve	Externally Funded
	<p>Detail: 10 Year Long-Term Debt Principal Payment.</p> <p>Purpose: This represents the principal payments for the long-term loan issued in 2009. This loan was required in order to fund the construction of the West Hill Infrastructure improvements completed in 2008 and 2009. It was for 20 years and was approved by City Council (resolution # 0932) on December 15, 2008. The interest rate noted for the first four years of the loan was set at 3.01%. Council approved the renewal of this loan with BMO in 2013 with the interest rate fixed for 5 years at 2.83%.</p> <p>In August 2018, Council approved the refinancing of this loan with RBC at a fixed rate of 3.4% for the remaining 10 years.</p> <p>The Land Fund is responsible for 90% of the cost of financing and the General Fund is responsible for the other 10%. The loan is scheduled to be repaid in full in 2027.</p>	22,800		



2023 APPROVED GENERAL FUND BUDGET

C1-22	Long-Term Debt Repayment - City Transit Buses	Capital	Reserve	Externally Funded
	<p>Detail: 10 Year Long-Term Debt Principal Payment.</p> <p>Purpose: In 2017, The City purchased seven new 35 foot transit buses, of which three were a 50/50 cost share between the City and the Federal Public Transit Infrastructure Fund. City Council approved the long-term debt funding for the new transit buses at the August 8, 2017 City Council Meeting. The debt is to be paid off over a period of 10 years.</p>	259,000		
C1-23	Long term Debt Repayment - Aquatic & Arenas Centre	Capital	Reserve	Externally Funded
	<p>Detail: 35 Year Long-Term Debt Principal Payment.</p> <p>Purpose: The City's initial portion of the project is \$16 million and is being funded from a long-term debenture. The funds were borrowed on March 1, 2022. The budget for the principal repayment is based on an interest rate of 3.45% and a 35 year repayment schedule.</p> <p>Funding Source: Civic Facilities Reserve</p>		242,400	
LONG-TERM DEBT PRINCIPAL PAYMENTS TOTAL		281,800	310,400	-



CAPITAL PROJECTS FROM CATEGORY 2 ADDED BY BUDGET COMMITTEE				
C2-04	Concrete Sidewalk Replacement Program - Senior Residence	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of deteriorated sections of sidewalk in areas defined in the Senior Residence Sidewalk Replacement Program List. In 2022 the six worst location were repaired. To complete the remaining twelve locations, an expenditure of \$65,000 is included in the 2023 Budget deliberations for consideration.</p> <p>Purpose: There are areas within the City adjacent to senior residences of 3 units or more that have sidewalks that are in a deteriorated state which fall within the City's criteria for requiring maintenance. This would complete the locations identified in the Senior Residence Sidewalk Replacement Program List and repair these areas.</p> <p>Funding Source: Future Infrastructure Reserve</p>		65,000	
TOTAL			65,000	

Total Capital Requests (Excluding Police Items)	5,191,800	1,237,200	
Police Capital (Refer to Police Budget Report)		263,040	
Total Capital Spending by Funding Source including Police	5,191,800	1,500,240	
Grand Total of All Capital Requests		6,692,040	





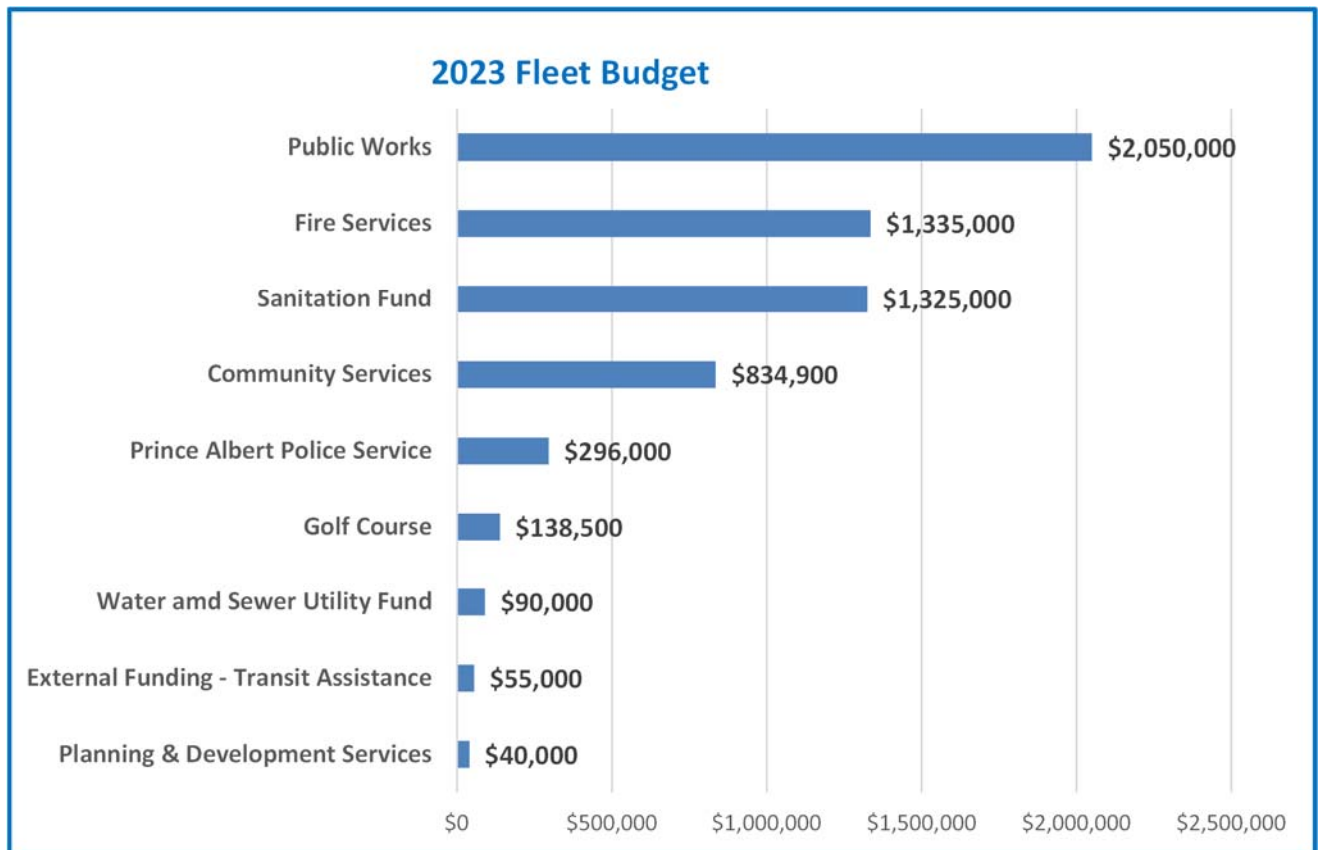
FLEET BUDGET



City of
**Prince
Albert**

2023 FLEET BUDGET

Planning & Development Services	\$40,000
External Funding - Transit Assistance	\$55,000
Water and Sewer Utility Fund	\$90,000
Golf Course	\$138,500
Prince Albert Police Service	\$296,000
Community Services	\$834,900
Sanitation Fund	\$1,325,000
Fire Services	\$1,335,000
Public Works	\$2,050,000
Total 2023 Fleet Budget	\$6,164,400



COMMUNITY SERVICES - EQUIPMENT				
FL-01	Replacement of Unit 515	Capital	Reserve	Externally Funded
	<p>Detail: Unit 515 is a 2010 Dodge Journey SUV</p> <p>Purpose: Unit 515 is used by the janitors that clean the airport and landfill buildings. It was originally used by the Police Department but was decommissioned over 5 years ago. Unit 515 will be replaced with a fuel efficient vehicle with adequate cargo room to carry janitorial supplies. The average three year maintenance costs for Unit 515 are \$1,078 per year, with the cost in 2021 being \$1,810.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		40,000	
FL-02	Replacement of Unit 145 - Pickup Truck	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 145, a 2009 F150 Ford Pickup</p> <p>Purpose: This is for the replacement and upgrade of one 1/2 ton pickup to a truck with a service body used by Community Services. 145 is used by Building Maintenance as their maintenance truck. The department has requested it be upgraded to a truck with a service body to carry supplies and better meet the department's needs. The current unit has a three year average maintenance cost of \$1,437.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		100,000	
FL-03	Replacement of Unit 4802 - Forklift	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 4802 - 2000 Fork Lift</p> <p>Purpose: Unit 4802 is showing signs of wear and age. This unit is used by Community Services at the Art Hauser to load and unload material. It was bought used in 2008. It is suggested that since this unit is 23 years old that it be replaced in 2023. The possibility of finding a good used unit is an option. Average maintenance runs at \$1,442 per year.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		Removed by Budget Committee	



FL-04	Replacement of Units 6073, 6072, 6019 - Grass Mowers	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of a Kubota 72" mower, Unit 6073 purchase in 2013, Unit 6072, a 2010 Grasshopper and Unit 6019, a 2011 Grasshopper</p> <p>Purpose: Unit 6073 is 10 years old and has preformed well for the City. It is now time to replace it before it need major repairs that will be more than its value. The average three year maintenance cost is \$5,818 per year. Unit 6072 will be thirteen years old and has an average three year cost of \$1,591 per year. Unit 6019 will be twelve years old with a average three year cost of \$1,944 per year</p> <p>Funding Source: Equipment and Fleet Reserve</p>		160,000	
FL-05	Replacement of Unit 6138 - Mower	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 6138 - Mower - 11 foot John Deere</p> <p>Purpose: Unit 6138 is a 2013 John Deere mower used by Community Services to mow parks and green areas. This mower is 10 years old and due for replacement before it has a major mechanical issue. The average three year maintenance costs are \$8,467 per year with a cost of \$3,641 in 2021.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		165,000	
FL-06	Replacement of Unit 7410 - Zamboni	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 7410 a 2008 525 Zamboni.</p> <p>Purpose: The replacement of Unit 7410, a 2008 525 Zamboni with 4,600 hours will cause a cascade effect for the City's Zambonis as the new unit will be the main ice machine at the Art Hauser Arena and all older units will be bumped down. This unit is budgeted as an electric unit and will likely go straight to the new complex as delivery will be at least a year from order date, a propane unit would reduce the costs by close to \$40,000</p> <p>Funding Source: Equipment and Fleet Reserve</p>		205,000	



FL-07	Replacement of Units - Trucks (Budget Committee reduced the budget from \$275,000 to \$164,900 to replace 3 of the 5 trucks proposed for replacement.)	Capital	Reserve	Externally Funded
	<p>Detail : Replacement of Units 120, 4504, 4507, 4544, and 4545 - Pickups</p> <p>Purpose: This is for the replacement of five light duty pickups used by Community Services. Unit 4544 and Unit 4545 are 2008 Ford 1/2 ton pickups, Unit 120, Unit 4504 and Unit 4507 are 2011 light duty pickups. These units have not cost the City major amounts for maintenance, but rust is starting to appear and the mileage is high on some. These units should be replaced before maintenance becomes an issue. The three year average maintenance costs are as follows, Unit 120 is \$373, Unit 4504 is \$974, Unit 4507 is \$1,263, Unit 4544 is \$1,773 and Unit 4545 is \$1,581 per year average.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		164,900	
GOLF COURSE- EQUIPMENT				
FL-08	New Addition - Trim and Surround Mower	Capital	Reserve	Externally Funded
	<p>Detail : 68" Contour Rotary Mower</p> <p>Purpose: This will be an additional unit used to mow the slopes and surrounding areas throughout the golf course. Currently there is only one of these types of mowers used to maintain. Keeping up and maintaining these areas at an enjoyable level for everyday play with only one contour mower is very difficult. The addition will allow for the areas to be mowed more often and in a much more efficient manner.</p> <p>Funding Source: Golf Course Equipment and Golf Cart Reserve</p>		68,500	



FL-09	Replacement Program - Golf Carts	Capital	Reserve	Externally Funded
	<p>Details: Replacement of 10 golf carts</p> <p>Purpose: In order to maintain the fleet of power carts at a reasonable cost, a replacement plan was developed and in 2023 the replacement of the 10 oldest power carts is required. In the last couple of years delivery has been slow, The carts ordered in 2022 have still not arrived and had an eighteen months delivery time.</p> <p>Funding Source: Golf Course Equipment and Golf Cart Reserve</p>		70,000	
COMMUNITY SERVICES TOTAL		-	973,400	-

FIRE SERVICES - EQUIPMENT				
FL-10	Replacement Program - Self Contained Breathing Apparatus (SCBA)	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of SCBA equipment</p> <p>Purpose: SCBAs are an integral piece of equipment for firefighters. They have a limited life span. This replacement program is intended to cycle the SCBA's to ensure that this equipment does not exceed its life cycle. This amount is for 3 new SCBA.</p> <p>Funding Source: Fire Equipment Reserve</p>		35,000	
FL-11	Replacement of Unit 2101 - Truck - 1 Ton	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 2101, a command/rescue truck equipped with a skid mounted water pump and tank.</p> <p>Purpose: Unit 2101 is a 2008 one ton 4 X 4 F350 truck with 85,000 km and 3,500 hours. This unit is equipped with a high pressure skid mounted fire pump and tank that is also foam capable.</p> <p>Funding Source: Fire Equipment Reserve</p>		Removed by Budget Committee	



2023 APPROVED GENERAL FUND BUDGET

FL-12	Replacement of Unit 2108 - Fire Engine	Capital	Reserve	Externally Funded
	<p>Detail: Unit 2108 is a 2007 Spartan fire engine assigned to main attach functions.(FD Reference - E-14)</p> <p>Purpose: Unit 2108 was purchased in 2007 and slated for replacement after 15 years of frontline service, this unit has had 15 years and will have another 2 years by the time a new unit arrives. . It is our intent to replace this unit with a 'pumper' style of apparatus, the same as the old unit. The total time from tender until we receive the new unit will be close to two years (late 2024). This old unit will be bumped down and kept as an emergency spare with the current emergency spare being sold.</p> <p>Funding Source: Fire Equipment Reserve</p>		1,300,000	

FIRE SERVICES TOTAL	-	1,335,000	-
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PLANNING AND DEVELOPMENT SERVICES - EQUIPMENT				
FL-13	Replacement of Unit 502 Truck	Capital	Reserve	Externally Funded
	<p>Detail : Replacement of Unit 502 - 2012 Chev 1500</p> <p>Purpose: Replacement of Unit 502, a 2012 Chev 1500 used as a Parking Meter vehicle. Replacement recommended due to accumulated mileage and body rust. The replacement would be a smaller SUV that would get substantially better fuel mileage, and better suited for the job. The average cost to maintain in the last three years is \$2,114 per year with some major repairs in 2020 at a cost of \$4,104.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		40,000	
PLANNING AND DEVELOPMENT SERVICES TOTAL		-	40,000	-



PUBLIC WORKS – EQUIPMENT				
FL-14	Replacement of Unit 123 - Truck - 3/4 Ton	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 123 - 3/4-ton truck</p> <p>Purpose: Replacement of 2011 Dodge Crew Cab 3/4-ton truck due to accumulated mileage and hours of over 6000. The average maintenance costs over the last three years has been \$1,766 with 2021 costs being \$1,708. On a normal vehicle this amount of hours would put this unit well over 350,000km.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		60,000	
FL-15	Replacement of Unit 439 - Transit for Disabled Bus	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 439 a 2014 Ford E450</p> <p>Purpose: The CSC operations manager in his 2023 budget submission, requested that the City purchase another Transit for Disabled Bus due to the age of the existing TFD vehicle fleet and the frame corrosion on this unit. In order to accommodate this request, it is suggested that the City only proceed with this request contingent on capital funding grant approval from the provincial Transit Assistance for Persons with Disabilities (TAPD) program. Total cost of a replacement bus is \$175,000 however, if the TAPD program provides funding, the amount of grant provided would be \$55,000. Average three year maintenance costs for this vehicle is \$13,025 per year</p> <p>Funding Source: Equipment and Fleet Reserve and External Funding (Transit Assistance for Persons with Disabilities Program)</p>		120,000	55,000



FL-16	Replacement of Units 802, 803, and 804 - Trucks	Capital	Reserve	Externally Funded
	<p>Detail: Unit 802 is a 2011 Dodge Ram, Unit 803 is a 2013 Dodge Ram and Unit 804 is a 2011 Dodge Ram.</p> <p>Purpose: These trucks were all originally purchased by the Police. Two in 2011 and one in 2014. Once retired from the Police, Fleet recycled them to recover any remaining life out off them instead of buying new units. Due to issues purchasing new Police vehicles the current units that are retiring are fully used up and not worth recycling, this will continue for the foreseeable future. Unit 802 is a 2011 Ram 1500. This vehicle is used by Fleet as a service and parts pickup vehicle. The unit has 151656km and 5233 hours as of June 2022. The average maintenance cost has been \$1,360 over the last three years. Unit 803 is a 2013 Ram 1500. This vehicle is a shared unit used by Public Works Streets and Roads in the summer and Sewer and Water in the winter. This unit has had an average maintenance cost of \$1,866 over the last three years. Unit 804 is a 2011 Ram 1500. This vehicle is used by Bylaw. This unit has had an average maintenance cost of \$974 over the last three years.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		165,000	
FL-17	Replacement of – Trucks (Budget Committee reduced the budget from \$220,000 to \$110,000 to replace 2 of the 4 trucks proposed for replacement.)	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Pickups - Unit 102, 132, 140 and 146 used by Public Works.</p> <p>Purpose: Unit 102 is a 2011 Ford F150 used by the Traffic painting crew. This unit has an average maintenance cost of \$1,874 over the last three years. Unit 132 is a 2009 Ford F150 used by the Water Treatment Plant electrician. This unit has an average maintenance cost of \$1,158 over the last three years. Unit 140 is a 2013 Chevrolet 1500 used by the Sanitation department. This unit has an average maintenance cost of \$4,061 over the last three years. Unit 146 is a 2009 Chevrolet 1500 used by the Sanitation department. This unit has an average maintenance cost of \$1,144 over the last three years.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		110,000	



FL-18	Replacement of Unit 52 - Asphalt Roller	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 52 - 66" Vibratory Smooth Drum Asphalt Roller.</p> <p>Purpose: Unit 52 is 22 years old and is used by the Public Works Streets and Roads Department. We have kept this machine running as it is the only large asphalt roller the City owns. This is an essential part of our road maintenance equipment and parts are getting very hard to obtain. This unit needs to be replaced. The average three year maintenance cost for this machine are \$4,644 per year</p> <p>Funding Source: Equipment and Fleet Reserve</p>		<p>Removed by Budget Committee</p>	
FL-19	Replacement of Unit 36 - Motor Grader	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 36 a 2011 Caterpillar 120M Motor Grader This unit was used to maintain back alleys</p> <p>Purpose: This motor grader is used to maintain back alleys, it is 12 years old and as of June 2022 has 12,220 hours. In 18 months when a replacement arrives it will have approximately 14,000 hour. It has received normal engine tune up work like injectors and other parts but nothing major yet. This is the ideal time to dispose of it before major components fail. This unit was purchased in 2017 as a used motor grader. It has been used year round as an alley machine in the summer and as a snow removal unit in the winter. It has seen far more hours than what was expected when purchased.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		<p>475,000</p>	



2023 APPROVED GENERAL FUND BUDGET

FL-20	Replacement of Unit 14 - Loader	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 14 - 2010 New Holland 3 Cubic Yard Loader</p> <p>Purpose: Unit 14 is a 2010 loader used by Public Works. As of July 2022 it has just under 16,000 hours, by the time a new unit arrives it will have close to 18,000 hours. The three year average maintenance costs have been \$22,885 per year. This price also includes the addition of a snow bucket</p> <p>Funding Source: Equipment and Fleet Reserve</p>		510,000	
FL-21	Replacement of Unit 28 - Four Yard Loader	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 28 - 2009 Case Four Yard Wheel Loader</p> <p>Purpose: Unit 28 is used by the Public Works Streets and Roads Department and as of July 2022 it has 12,620 hours. By the time a replacement arrives in 18 months or more it will have 15,000 hours. In the summer it is used as a loader to load trucks, in the winter this is the loader that is large enough to handle the snow blower for snow removal. We have had a lot of issues with radiators, differentials, pins and bushing. The average cost per year for the last three years is \$20,325 with a cost of \$24,640 in 2021</p> <p>Funding Source: Equipment and Fleet Reserve</p>		610,000	
FL-22	Replacement of Unit 911 - Transit Bus - 40ft	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 911 - 2010 New Flyer 40ft low floor transit bus.</p> <p>Purpose: Unit 911 is due for replacement after 12 years of use. It could be kept a couple more years as a spare. The replacement will be two years down the road after ordering it.</p> <p>Funding Source: Public Transit Reserve</p>		Removed by Budget Committee	
PUBLIC WORKS TOTAL		-	2,050,000	55,000



SANITATION – EQUIPMENT				
FL-23	Replacement of Unit 64 - Automated Waste Collection Truck	Capital	Reserve	Externally Funded
	<p>Details: Unit 64 is a 2012 IHC Truck with the Rapid Rail Automated Refuse Collection System</p> <p>Purpose: Unit 64 will have approximately 13,000 hours on it by June of 2023. It takes approximately one year before a replacement unit is delivered. This truck has been an ongoing maintenance issue due to the engine and emission system. Operational cost for repairs has averaged \$32,561 per year for the last three years.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		475,000	
FL-24	Replacement of Unit 751 - Loader	Capital	Reserve	Externally Funded
	<p>Detail : Replacement of Unit 751 - 2017 John Deere 5 Cubic Yard Loader</p> <p>Purpose : Unit 751 is a 2017 loader used by the Sanitation Department, as of June 2022 it has over 10,000 hours by the time a new loader arrives in 2024 it will have in excess of 14,000. This was an economical unit to own but maintenance has begun to increase. The three year average maintenance costs have been \$47,750 per year. The replacement loader will be used for general landfill operations and Unit 751 will be repurposed to handle the sludge from the WWTP as it is fully landfill equipped with guarding and landfill tires.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		850,000	
SANITATION TOTAL		-	1,325,000	-



WATER AND SEWER – EQUIPMENT				
FL-25	Replacement of Unit 207 - Steamer Unit	Capital	Reserve	Externally Funded
	<p>Detail: Unit 207 is a 1967 Steamer Unit used for thawing catch basins, culverts and other frozen items.</p> <p>Purpose: Unit 207 was condemned and pulled out of service by the provincial inspectors in the summer 2022. There was too much corrosion inside to fix. This unit is used to thaw valves, culverts and catch basins in the spring. There is no repairing this unit without a boiler replacement which is the cost of the steamer.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		90,000	
WATER AND SEWER TOTAL		-	90,000	-

Fleet Summary	Capital	Reserve	Externally Funded
Total Fleet Purchases (Excluding Police Items)	-	5,813,400	55,000
Police Fleet Purchases (Refer to Police Budget Report)	-	296,000	-
Total Fleet Purchases by Funding Source Including Police	-	6,109,400	55,000
Grand Total of Fleet Purchase Requests		6,164,400	

City's Equipment Fleet Reserve	\$4,339,900
Fire Equipment Reserve	\$1,335,000
Public Transit Reserve	\$0
Golf Course Equipment Reserve	\$68,500
Golf Course Golf Carts Reserve	\$70,000
Police Service Fleet Reserve	\$296,000
Transit Assistance for People with Disabilities	\$55,000
Total Fleet Purchases - Funding	\$6,164,400





RESERVE ALLOCATIONS



City of
**Prince
Albert**

2023 RESERVE ALLOCATIONS

RESERVE ALLOCATIONS	2022 Approved Allocations	2023 Budgeted Allocations	Variance
Alfred Jenkins Field House Improvements Reserve	\$103,500	\$103,500	\$0
Arenas Improvements Reserve	\$39,080	\$44,620	\$5,540
City Equipment Reserve	\$1,520,000	\$1,880,000	\$360,000
Civic Facilities Reserve - City of Prince Albert	\$1,541,000	\$1,543,200	\$2,200
Civic Facilities Reserve - Loan for \$16.0 million	(\$464,000)	(\$545,030)	(\$81,030)
Civic Facilities Reserve - Loan for \$30.0 million	\$0	(\$667,500)	(\$667,500)
Community Services Building Reserve	\$15,000	\$20,000	\$5,000
Destination Marketing Levy	\$351,500	\$351,500	\$0
Downtown Improvement	\$40,000	\$40,000	\$0
Downtown Improvement - 2023 Grants	(\$40,000)	(\$40,000)	\$0
E.A. Rawlinson Facility Reserve	\$65,000	\$65,000	\$0
E.A. Rawlinson Mechanical Reserve	\$10,000	\$10,000	\$0
Fire Fleet Reserve	\$300,000	\$300,000	\$0
Future Infrastructure	\$75,000	\$320,000	\$245,000
Group Benefits Reserve	\$0	(\$525,000)	(\$525,000)
Golf Course Cart Reserve	\$40,000	\$40,000	\$0
Golf Course Equipment Reserve	\$85,000	\$80,000	(\$5,000)
Golf Course Reserve - Improvements	\$190,000	\$195,000	\$5,000
Information Technology Reserve	\$500,000	\$450,000	(\$50,000)
Kinsmen Water Park	\$20,500	\$25,000	\$4,500
Kinsmen Water Park - Operating Maintenance	\$0	(\$25,000)	(\$25,000)
Prince Albert Slo-Pitch League Reserve	\$34,300	\$34,300	\$0
Prince Albert Golf and Curling Club Mechanical	\$10,000	(\$10,000)	(\$20,000)
Pehonan Parkway	\$82,000	\$82,000	\$0
Police Capital Reserve	\$263,040	\$263,040	\$0
Police Fleet Reserve	\$300,000	\$250,000	(\$50,000)
Police Operating Reserve - Transfer from Reserve	(\$400,000)	(\$200,000)	\$200,000
Prime Minister's Park Improvement Reserve	\$3,760	\$3,760	\$0
Proactive Policing Reserve	\$554,600	\$554,600	\$0
Proactive Policing Reserve - 2023 Policing Strategy	(\$515,000)	(\$621,100)	(\$106,100)
Project Beach Reserve	\$3,000	\$3,000	\$0
Public Art Capital Reserve	\$30,000	\$30,000	\$0
Public Transit Reserve	\$105,000	(\$34,800)	(\$139,800)
Transfer from Safety Reserve	(\$25,000)	(\$15,000)	\$10,000
South Hill Cemetery Perpetual Care Reserve	\$10,000	\$15,000	\$5,000
Transfer from Housing Reserve	\$0	(\$52,920)	(\$52,920)
Transfer from PADBID Reserve	\$0	(\$80,000)	(\$80,000)
TOTAL	\$4,847,280	\$3,887,170	(\$960,110)







CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, NOVEMBER 16, 2022, 8:07 A.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Jason Maier, Finance Controller
Melodie Boulet, Finance Manager
Jeff Da Silva, Operations Manager
Wes Hicks, Director of Public Works
Nykol Miller, Capital Projects Manager
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. APPROVAL OF AGENDA

0018. **Moved by:** Councillor Miller

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

1. That the PowerPoint Presentation from Alex Juorio, Director, Library Services, Prince Albert Public Library Board received November 4, 2022, be added for consideration with Item No. 5.3.1.1; and,
2. That the Correspondence from Bill Powalinsky, Chief Executive Officer, Prince Albert Community Service Centre dated November 15, 2022, be added for consideration with Item No. 5.16.1.1.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

- 3.1 Councillor Edwards – Item 5.14.8 – Board Member of the Carlton Park Community Club.

4. ADOPTION OF MINUTES

0019. **Moved by:** Councillor Kilmer

That the Minutes for the following Public Budget Committee Meetings be taken as read and adopted:

1. November 1, 2021;
2. November 17, 2021;
3. November 18, 2021;
4. November 19, 2021;
5. November 20, 2021;
6. December 1, 2021;
7. December 2, 2021; and,
8. February 7, 2022.

CARRIED

5. GENERAL FUND BUDGET FOR REVIEW

5.1 OVERVIEW & FINANCIAL HIGHLIGHTS

5.1.1 Overview & Financial Highlights

PowerPoint Presentation was provided by Sherry Person, City Manager.

5.1.1.1 Report Tab 1 – Items Referred to 2023 Budget from City Council/Executive Committee/Budget Committee (RPT 22-388)

5.1.1.2 Report Tab 2 – 2023 Long Term Debt Summary (RPT 22-380)

5.1.1.3 Report Tab 6 – Assessment Appeals Risk (RPT 22-338)

5.2 POLICE SERVICE

5.2.1 Police Functional Area

5.2.1.1 2023 Prince Albert Police Service Budget – Chief of Police Financial Overview (RPT 22-386)

PowerPoint Presentation was provided by Jonathan Bergen, Chief of Police.

0020. **Moved by:** Councillor Zurakowski

1. That the 2023 Prince Albert Police Service be funded in the amount of \$18,336,700, inclusive of Capital expenditures and the Police Base Tax; and,
2. That the City accept a \$200,000 transfer from the Police Service Operating Reserve to the City's General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with budgeting shortfalls.

CARRIED

5.3 PRINCE ALBERT PUBLIC LIBRARY

5.3.1 Prince Albert Public Library Functional Area

5.3.1.1 Prince Albert Public Library 2023 Budget Submission (CORR 22-92)

PowerPoint Presentation was provided by Alex Juorio, Director, Library Services, Prince Albert Public Library.

0021. **Moved by:** Councillor Head

That the 2023 Prince Albert Public Library be funded in the amount of \$2,253,950, inclusive of Capital expenditures.

CARRIED

5.4 PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

5.4.1 Prince Albert Downtown Business Improvement District Functional Area

5.4.1.1 Prince Albert Downtown Business Improvement District 2023 Budget (RPT 22-378)

5.4.1.2 Prince Albert Downtown Business Improvement District 2023 Budget Presentation (CORR 22-96)

Verbal Presentation was provided by Rhonda Trusty, Executive Director, Prince Albert Downtown Business Improvement District.

0022. **Moved by:** Councillor Kilmer

1. That the 2023 Prince Albert Downtown Business Improvement District be funded in the amount of \$62,000;
2. That the additional request to fund downtown security and additional contractors for downtown events be approved at a maximum amount of \$80,000 from the Prince Albert Downtown Business Improvement Operating Reserve; and,
3. That the total Prince Albert Downtown Business Improvement District Functional Area be approved at \$142,000.

CARRIED

The meeting recessed at 10:15 a.m.

The meeting reconvened at 10:35 a.m.

5.5 CAPITAL PROJECTS

5.5.1 C1-01 – Networking

0023. **Moved by:** Councillor Kilmer

That Item No. C1-01 with respect to Networking be approved at a cost of \$25,000 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

CARRIED

5.5.2 C1-02 – End User Computing and Printing

0024. **Moved by:** Councillor Miller

That Item No. C1-02 with respect to End User Computing and Printing be approved at a cost of \$109,800 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

CARRIED

5.5.3 C1-03 – Corporate Portal and Intranet Systems

0025. **Moved by:** Councillor Kilmer

That Item No. C1-03 with respect to Corporate Portal and Intranet Systems be approved at a cost of \$89,900 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

CARRIED

5.5.4 C1-04 – Business Continuity

0026. **Moved by:** Councillor Kilmer

That Item No. C1-04 with respect to Business Continuity be approved at a cost of \$215,000 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

CARRIED

5.5.5 C1-05 – Web and Portal Systems

0027. **Moved by:** Councillor Head

That Item No. C1-05 with respect to Web and Portal Systems be approved at a cost of \$10,500 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

CARRIED

5.5.6 C1-06 – Finance and Administrative Systems

0028. **Moved by:** Councillor Head

That Item No. C1-06 with respect to Finance and Administrative Systems be approved at a cost of \$49,500 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

CARRIED

5.5.7 C1-07 – Playground Replacement Program

5.5.7.1 Report Tab 13 – State of the Playgrounds 2022 (RPT 22-362)

0029. **Moved by:** Councillor Ogradnick

That Item No. C1-07 with respect to Playground Replacement Program be approved at a cost of \$150,000.

CARRIED

5.5.8 C1-08 – Reconstruction of Park Pathways

0030. **Moved by:** Councillor Ogradnick

That Item No. C1-08 with respect to Reconstruction of Park Pathways be approved at a cost of \$60,000.

CARRIED

5.5.9 C1-09 – Roofing Projects

5.5.9.1 Report Tab 14 – 2022 Roofing Report (RPT 22-329)

0031. **Moved by:** Councillor Edwards

That Item No. C1-09 with respect to Roofing Projects be approved at a cost of \$200,000.

Absent: Councillor Lennox-Zepp

CARRIED

5.5.10 C1-10 – Landscaping Projects

0032. **Moved by:** Councillor Head

That Item No. C1-10 with respect to Landscaping Projects be approved at a cost of \$50,000.

CARRIED

5.5.11 C1-11 – Prime Ministers’ Park Improvements

0033. **Moved by:** Councillor Zurakowski

That Item No. C1-11 with respect to Prime Ministers’ Park Improvements be approved at a cost of \$27,100 from the Prime Ministers’ Park Reserve.

CARRIED

5.5.12 C1-12 – Golf Course – Reconstruction and Repair of Pathways

0034. **Moved by:** Councillor Cody

That Item No. C1-12 with respect to Golf Course – Reconstruction and Repair of Pathways be approved at a cost of \$60,000 from the Golf Course Improvement Reserve.

CARRIED

5.5.13 C1-13 – Little Red River Park Stages of Development

5.5.13.1 Report Tab 15 – Little Red River Park Development Update (RPT 22-239)

0035. **Moved by:** Councillor Lennox-Zepp

That Item No. C1-13 with respect to Little Red River Park Stages of Development be approved at a cost of \$210,000 from the Pehonan Parkway Reserve.

CARRIED

5.5.14 C1-14 – E.A. Rawlinson Centre Improvements

0036. **Moved by:** Councillor Head

That Item No. C1-14 with respect to E.A. Rawlinson Centre Improvements be approved at a cost of \$20,000 from the E.A. Rawlinson Centre Facility Fee Reserve, which includes the reserve savings in the amount of \$20,000 with the removal of window coverings.

MOTION DEFEATED

0037. **Moved by:** Councillor Ogradnick

That Item No. C1-14 with respect to E.A. Rawlinson Centre Improvements be approved at a cost of \$40,000 from the E.A. Rawlinson Centre Facility Fee Reserve.

CARRIED

5.5.15 C1-15 – Boat Launch Improvements and Preliminary Design Options

0038. **Moved by:** Councillor Head

That Item No. C1-15 with respect to Boat Launch Improvements and Preliminary Design Options be approved at a cost of \$25,000 from the Pehonan Parkway Reserve.

CARRIED

5.5.16 C1-16 – Continuation of Resurfacing the Municipal Service Centre Shop Bay Concrete Floor

0039. **Moved by:** Councillor Kilmer

That Item No. C1-16 with respect to Continuation of Resurfacing the Municipal Service Centre Shop Bay Concrete Floor be approved at a cost of \$50,000.

CARRIED

5.5.17 C1-17 – Marquis Road East Widening

0040. **Moved by:** Councillor Ogradnick

That Item No. C1-17 with respect to Marquis Road East Widening be approved at a cost of \$1,000,000 from the Future Infrastructure Reserve.

MOTION DEFEATED

5.5.18 C1-18 – Concrete Sidewalk, Curb and Median Rehabilitation

Councillor Lennox-Zepp assumed the Chair.

0041. **Moved by:** Mayor Dionne

That Item No. C1-18 with respect to Concrete Sidewalk, Curb and Median Rehabilitation be approved at a cost of \$300,000, which includes savings in the amount of \$200,000 with the removal of the additional funding request.

CARRIED

Mayor Dionne resumed the Chair.

5.5.19 C1-19 – Roadways Recapping Program

5.5.19.1 Report Tab 16 –Riverside Drive Paving – Agreement (RPT 22-350)

0042. **Moved by:** Councillor Cody

That Item No. C1-19 with respect to Roadways Recapping Program be approved at a cost of \$4,100,000.

CARRIED

5.5.20 C1-20 – Long-Term Debt Repayment – Golf Course Irrigation Replacement

0043. **Moved by:** Councillor Cody

That Item No. C1-20 with respect to Long-Term Debt Repayment – Golf Course Irrigation Replacement be approved at a cost of \$68,000 from the Golf Course Improvement Reserve.

CARRIED

5.5.21 C1-21 – Long-Term Debt Repayment – West Hill Infrastructure Improvements

0044. **Moved by:** Councillor Zurakowski

That Item No. C1-21 with respect to Long-Term Debt Repayment – West Hill Infrastructure Improvements be approved at a cost of \$22,800.

CARRIED

5.5.22 C1-22 – Long-Term Debt Repayment – City Transit Buses

0045. **Moved by:** Councillor Zurakowski

That Item No. C1-22 with respect to Long-Term Debt Repayment – City Transit Buses be approved at a cost of \$259,000.

CARRIED

5.5.23 C1-23 – Long-Term Debt Repayment – Aquatic and Arenas Centre

0046. **Moved by:** Councillor Zurakowski

That Item No. C1-23 with respect to Long-Term Debt Repayment – Aquatic and Arenas Centre be approved at a cost of \$242,400 from the Civic Facilities Reserve.

CARRIED

The meeting recessed at 11:55 a.m.

The meeting reconvened at 12:58 p.m.

5.6 CAPITAL PROJECTS NOT FUNDED

5.6.1 Capital Projects Not Funded

5.6.1.1 Report Tab 17 – Concrete Sidewalk Replacement Program – Senior Residence (RPT 21-320)

0047. **Moved by:** Councillor Lennox-Zepp

That Item No. C2-04 with respect to Concrete Sidewalk Replacement Program – Senior Residence be approved at a cost of \$65,000 from the Future Infrastructure Reserve.

CARRIED

0048. **Moved by:** Councillor Lennox-Zepp

That Item No. C2-07 with respect to Central Avenue River Street to 10th Street Revitalization – Phase 1 – Construction 2024 be approved at a cost of \$600,000.

MOTION DEFEATED

0049. **Moved by:** Councillor Miller

That the following 2023 Capital Budget Projects be received as information and filed:

C2-01	Prince Albert Historical Museum – Window Replacement	\$250,000
C2-02	Scissor Lift	\$100,000
C2-03	Downtown Public Washroom	\$500,000
C2-05	Municipal Service Centre Fuel Tanks and Pumps	\$395,000
C2-06	Parking Lot Rehabilitation Program	\$235,000
C2-07	Central Avenue River Street to 10 th Street Revitalization – Phase 1 – Construction 2024	\$600,000

CARRIED

5.7 CAPITAL BUDGET

5.7.1 2023 Capital Budget Approval

5.7.1.1 Report Tab 3 – 2022 General Fund Capital Projects Update (RPT 22-389)

0050. **Moved by:** Councillor Head

That the 2023 General Fund Capital Budget in the total amount of \$6,692,040 including \$263,040 in Police Capital be approved as follows:

Capital Funding	\$4,910,000
Reserve Funding	\$1,500,240
External Funding	\$0
Long-Term Debts Principal Payments	\$281,800
Total Capital Spending	\$6,692,040

CARRIED

5.8 FLEET

5.8.1 Fleet Equipment Requests

0051. **Moved by:** Councillor Zurakowski

That Item No. FL-01 with respect to Replacement of Unit 515 – 2010 Dodge Journey SUV at a cost of \$40,000 be removed from the 2023 Fleet Equipment Replacement List.

MOTION WITHDRAWN

0052. **Moved by:** Councillor Edwards

That Item No. FL-03 with respect to Replacement of Unit 4802 – Forklift at a cost of \$135,000 be removed from the 2023 Fleet Equipment Replacement List.

CARRIED

Councillor Cody assumed the Chair.

0053. **Moved by:** Mayor Dionne

That Item No. FL-06 with respect to Replacement of Unit 7410 – Zamboni be approved at a cost of \$165,000 for a propane operated Zamboni.

MOTION DEFEATED

Mayor Dionne resumed the Chair.

0054. **Moved by:** Councillor Zurakowski

That only \$164,900 be allocated from the Equipment and Fleet Reserve for Item No. FL-07 with respect to Replacement of Units 120, 4504, 4507, 4544 and 4545 – Trucks.

CARRIED

Councillor Cody assumed the Chair.

0055. **Moved by:** Mayor Dionne

That Item No. FL-11 with respect to Replacement of Unit 2101 – 1 Ton Truck at a cost of \$105,000 be removed from the 2023 Fleet Equipment Replacement List.

CARRIED

Mayor Dionne resumed the Chair.

0056. **Moved by:** Councillor Cody

That only \$110,000 be allocated from the Equipment and Fleet Reserve for Item No. FL-17 with respect to Replacement of Units 102, 132, 140 and 146 – Trucks.

CARRIED

0057. **Moved by:** Councillor Edwards

That Item No. FL-18 with respect to Replacement of Unit 52 – Asphalt Roller at a cost of \$225,000 be removed from the 2023 Fleet Equipment Replacement List.

MOTION WITHDRAWN

Councillor Cody assumed the Chair.

0058. **Moved by:** Mayor Dionne

That Item No. FL-18 with respect to Replacement of Unit 52 – Asphalt Roller at a cost of \$225,000 be removed from the 2023 Fleet Equipment Replacement List.

CARRIED

Mayor Dionne resumed the Chair.

0059. **Moved by:** Councillor Edwards

That Item No. FL-22 with respect to Replacement of Unit 911 – 40 ft Transit Bus at a cost of \$700,000 be removed from the 2023 Fleet Equipment Replacement List.

CARRIED

0060. **Moved by:** Councillor Edwards

That Item No. FL-24 with respect to Replacement of Unit 751 – Loader at a cost of \$850,000 be removed from the 2023 Fleet Equipment Replacement List.

MOTION WITHDRAWN

The meeting recessed at 3:00 p.m.

The meeting reconvened at 3:15 p.m.

0061. **Moved by:** Councillor Zurakowski

That the total 2023 Budget for the Fleet Equipment be approved at a cost of \$5,813,400 funded from the Equipment and Fleet, Fire Equipment, Golf Course Equipment and Golf Cart Reserves, identified as follows, and the allocations of \$296,000 funded from the Police Fleet Reserve and \$55,000 from External Funding:

Community Services Equipment		
FL-01	Replacement of Unit 515 – 2010 Dodge Journey SUV	\$40,000
FL-02	Replacement of Unit 145 – Pickup Truck	\$100,000
FL-04	Replacement of Units 6073, 6072 & 6019 – Grass Mowers	\$160,000
FL-05	Replacement of Unit 6138 – Mower	\$165,000
FL-06	Replacement of Unit 7410 – Zamboni	\$205,000
FL-07	Replacement of Units 120, 4504, 4507, 4544 & 4545 – Trucks	\$164,900
FL-08	New Addition – Trim and Surround Mower	\$68,500
FL-09	Replacement Program – Golf Carts	\$70,000
Fire and Emergency Services Equipment		
FL-10	Replacement Program – Self Contained Breathing Apparatus	\$35,000
FL-12	Replacement of Unit 2108 – Fire Engine	\$1,300,000
Planning and Development Equipment		
FL-13	Replacement of Unit 502 Truck	\$40,000
Public Works Equipment		
FL-14	Replacement of Unit 123 – ¾ Ton Truck	\$60,000
FL-15	Replacement of Unit 439 – Transit for Disabled Bus	\$120,000
FL-16	Replacement of Units 802, 803 & 804 – Trucks	\$165,000
FL-17	Replacement of Units 102, 132, 140 & 146 – Trucks	\$110,000
FL-19	Replacement of Unit 36 – Motor Grader	\$475,000
FL-20	Replacement of Unit 14 – Loader	\$510,000
FL-21	Replacement of Unit 28 – Four Yard Loader	\$610,000
Sanitation Equipment		
FL-23	Replacement of Unit 64 – Automated Waste Collection Truck	\$475,000
FL-24	Replacement of Unit 751 – Loader	\$850,000

Water and Sewer Equipment		
FL-25	Replacement of Unit 207 – Steamer Unit	\$90,000
	Total Fleet Purchases	\$5,813,400

Reserve Allocation	
Equipment and Fleet Reserve	\$4,339,900
Fire Equipment Reserve	\$1,335,000
Public Transit Reserve	\$0
Golf Course Equipment Reserve	\$68,500
Golf Course Golf Carts Reserve	\$70,000
Police Service Fleet Reserve	\$296,000
External Funding	\$55,000
Total Fleet Funding	\$6,164,400

CARRIED

5.9 CITY MANAGER, CITY SOLICITOR, CITY CLERK, MAYOR & COUNCIL

5.9.1 City Clerk Functional Area

0062. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the City Clerk Functional Area be approved at a cost of \$596,480, as presented.

CARRIED

5.9.2 City Manager Functional Area

0063. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the City Manager Functional Area be approved at a cost of \$464,350, as presented.

CARRIED

5.9.3 Mayor Functional Area

0064. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Mayor Functional Area be approved at a cost of \$202,160, as presented.

CARRIED

5.9.4 City Council Functional Area

0065. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the City Council Functional Area be approved at a cost of \$405,160, as presented.

CARRIED

5.9.5 City Solicitor Functional Area

0066. **Moved by:** Councillor Cody

That the total 2023 Operating Budget for the City Solicitor Functional Area be approved at a cost of \$496,350, as presented.

CARRIED

5.10 CORPORATE SERVICES

5.10.1 Corporate Communications Functional Area

0067. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Corporate Communications Functional Area be approved at a cost of \$156,420, as presented.

CARRIED

5.10.2 Human Resources Functional Area

0068. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Human Resources Functional Area be approved at a cost of \$996,020, as presented.

CARRIED

5.10.3 Occupational Health and Safety Functional Area

0069. **Moved by:** Councillor Cody

That the total 2023 Operating Budget for the Occupational Health and Safety Functional Area be approved at a cost of \$146,640, as presented.

CARRIED

5.10.4 Information Technology Functional Area

5.10.4.1 Report Tab 5 – 2023 Information Technology Budget Allocations to Departments (RPT 22-385)

0070. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Information Technology Functional Area be approved at a cost of \$1,401,050, as presented.

CARRIED

7. ADJOURNMENT – 4:15 P.M.

0071. **Moved by:** Councillor Edwards

That this Committee do now adjourn until Thursday, November 17, 2022 at 8:00 a.m. to continue consideration of the 2023 General Fund Operating and Capital Budgets.

CARRIED

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**THURSDAY, NOVEMBER 17, 2022, 8:05 A.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Jason Maier, Finance Controller
Melodie Boulet, Finance Manager
Jeff Da Silva, Operations Manager
Wes Hicks, Director of Public Works
Nykol Miller, Capital Projects Manager
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

5. GENERAL FUND BUDGET FOR REVIEW CONTINUED

5.10.4 Information Technology Functional Area Continued

0072. **Moved by:** Councillor Kilmer

That the staffing complement for the Information Technology Functional Area increase to include a permanent Infrastructure Systems Analyst position at a total cost of \$100,500.

CARRIED

5.11 PLANNING & DEVELOPMENT SERVICES

5.11.1 Planning Functional Area

5.11.1.1 Report Tab 4 – Prince Albert District Planning Commission – 2023 Budget Request (RPT 22-387)

0073. **Moved by:** Councillor Edwards

1. That operating losses in the amount of \$52,920 associated with the City's contractual responsibilities to the Prince Albert Housing Authority be funded from the Housing Reserve; and,
2. That the total 2023 Operating Budget for the Planning Functional Area be approved at a cost of \$859,810, which includes a cost savings of \$14,990.

CARRIED

5.11.2 Building Inspections Functional Area

0074. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Building Inspections Functional Area be approved at a cost of \$61,870, as presented.

CARRIED

5.11.3 Economic Development Functional Area

0075. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Economic Development Functional Area be approved at a surplus of \$178,320, which includes the cost savings of \$200,000, from the grant provided to the Prince Albert Regional Economic Development Alliance.

CARRIED

5.11.4 Bylaw Enforcement Functional Area

5.11.4.1 Report Tab 18 – Prince Albert Society for the Prevention of Cruelty to Animals Inc. – 2021 Audited Financial Statement (RPT 22-393)

0076. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Bylaw Enforcement Functional Area be approved at a cost of \$1,055,380, as presented.

CARRIED

5.11.5 Parking Tickets and Meters Functional Area

0077. **Moved by:** Councillor Edwards

That Parking Meter Rates increase by twenty-five cents (25¢) per hour for an estimated revenue increase of \$80,000.

MOTION WITHDRAWN

0078. **Moved by:** Councillor Kilmer

1. That Line No. 3 – Parking Meter User Charges and Fees for Taxable Revenue be increased in revenue from \$325,000 to an approved revenue of \$400,000;
2. That Line No. 4 – Parking Ticket Violations Interest and Penalties Revenue be increased in revenue from \$395,000 to an approved revenue of \$440,000; and,
3. That the total 2023 Operating Budget for the Parking Tickets and Meters Functional Area be approved at a surplus of \$864,690, which includes a revenue increase of \$120,000.

CARRIED

5.11.6 Impound Lot Functional Area

0079. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Impound Lot Functional Area be approved at a surplus of \$201,270, as presented.

CARRIED

5.12 FINANCIAL SERVICES

5.12.1 Assessment Functional Area

0080. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Assessment Functional Area be approved at a cost of \$626,550, as presented.

CARRIED

5.12.2 Asset Management Functional Area

0081. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Asset Management Functional Area be approved at a cost of \$88,870, as presented.

CARRIED

5.12.3 Financial Services Functional Area

0082. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Financial Services Functional Area be approved at a cost of \$1,657,730, as presented.

CARRIED

5.12.4 Purchasing and Stores Functional Area

0083. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Purchasing and Stores Functional Area be approved at a cost of \$366,970, as presented.

CARRIED

5.13 FIRE DEPARTMENT

5.13.1 Fire Administration Functional Area

0084. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Fire Administration Functional Area be approved at a cost of \$1,234,210, as presented.

Absent: Councillor Ogrodnick

CARRIED

5.13.2 Fire Fighting Functional Area

0085. **Moved by:** Councillor Zurakowski

1. That the total 2023 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$6,304,930, as presented; and,
2. That the staffing complement for Fire Fighters increase to include three (3) permanent Fire Fighters at a total cost of \$277,304.

CARRIED

The meeting recessed at 10:10 a.m.

The meeting reconvened at 10:30 a.m.

5.13.3 Fire Prevention Functional Area

0086. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Fire Prevention Functional Area be approved at a cost of \$308,020, as presented.

CARRIED

5.13.4 Fire Fleet and Equipment Functional Area

0087. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Fire Fleet and Equipment Functional Area be approved at a cost of \$676,830, as presented.

CARRIED

5.13.5 Fire Building Maintenance Functional Area

0088. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Fire Building Maintenance Functional Area be approved at a cost of \$98,710, as presented.

CARRIED

5.14 COMMUNITY SERVICES

5.14.1 Facilities Maintenance – Other Functional Area

2023 List of Proposed Facility Projects – Operating

0089. **Moved by:** Councillor Miller

That the request for a Storage Room at the Alfred Jenkins Field House be removed for a cost savings of \$18,000.

CARRIED

0090. **Moved by:** Councillor Zurakowski

That the request to replace Counter Tops in all Washrooms at City Hall be removed for a cost savings of \$30,000.

CARRIED

0091. **Moved by:** Councillor Head

That the request to move the Maintenance Building from the Driving Range to the Golf Course at the Cooke Municipal Golf Course be removed for a cost savings of \$30,000.

CARRIED

0092. **Moved by:** Councillor Kilmer

1. That the request for a Freon Detector and Sensors at the Prince Albert Golf and Curling Club be funded from the Safety Reserve in the amount of \$15,000; and,
1. That the total 2023 Operating Budget for the Facilities Maintenance – Other Functional Area be approved at a cost of \$456,930, which includes a cost savings of \$78,000.

CARRIED

5.14.2 Alfred Jenkins Field House Functional Area

0093. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Alfred Jenkins Field House Functional Area be approved at a cost of \$257,940, as presented.

CARRIED

5.14.3 Art Hauser Centre Functional Area

0094. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Art Hauser Centre Functional Area be approved at a cost of \$698,580, as presented.

Absent: Councillor Head

CARRIED

5.14.4 Arts Centre Functional Area

0095. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Arts Centre Functional Area be approved at a cost of \$136,250, as presented.

CARRIED

5.14.5 Bernice Sayese Centre Functional Area

0096. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Bernice Sayese Centre Functional Area be approved at a cost of \$74,080, as presented.

CARRIED

5.14.6 Cemetery Functional Area

0097. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Cemetery Functional Area be approved at a cost of \$87,550, as presented.

CARRIED

The meeting recessed at 12:02 p.m.

The meeting reconvened at 1:04 p.m.

5.14.7 Facilities Maintenance – City Hall Functional Area

0098. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Facilities Maintenance – City Hall Functional Area be approved at a cost of \$430,120, as presented.

CARRIED

5.14.8 Community Clubs Functional Area

0099. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Community Clubs Functional Area be approved at a cost of \$401,310, as presented.

Absent – Declared Conflict of Interest: Councillor Edwards

CARRIED

5.14.9 Community Services Administration Functional Area

5.14.9.1 Report Tab 7 – 2023 Rates & Fees – Community Services Department (RPT 22-363)

0100. **Moved by:** Councillor Lennox-Zepp

That the total 2023 Operating Budget for the Community Services Administration Functional Area be approved at a cost of \$665,070, as presented.

CARRIED

5.14.10 Cooke Municipal Golf Course Functional Area

5.14.10.1 Report Tab 8 – 2023 Rates & Fees – Cooke Municipal Golf Course (RPT 22-358)

0101. **Moved by:** Councillor Cody

1. That the total 2023 Operating Budget for the Cooke Municipal Golf Course Functional Area be approved at a surplus of \$95,520, which includes a decrease in utility expenses of \$52,400;

2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,
3. That \$60,000 of the annual revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.

CARRIED

5.14.11 Dave G. Steuart Arena Functional Area

0102. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Dave G. Steuart Arena Functional Area be approved at a cost of \$168,360, as presented.

CARRIED

5.14.12 E.A. Rawlinson Centre Functional Area

0103. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the E.A. Rawlinson Centre Functional Area be approved at a cost of \$451,930, as presented.

CARRIED

5.14.13 City Beautification Functional Area

0104. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the City Beautification Functional Area be approved at a cost of \$76,300, as presented.

CARRIED

5.14.14 Frank J. Dunn Swimming Pool Functional Area

0105. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Frank J. Dunn Swimming Pool Functional Area be approved at a cost of \$518,220, as presented.

CARRIED

5.14.15 Prince Albert Public Library Functional Area

0106. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Prince Albert Public Library Functional Area be approved at a cost of \$22,860, as presented.

CARRIED

5.14.16 Kinsmen Arena Functional Area

0107. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Kinsmen Arena Functional Area be approved at a cost of \$203,810, as presented.

CARRIED

5.14.17 Kinsmen Park Functional Area

0108. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Kinsmen Park Functional Area be approved at a cost of \$110,440, as presented.

CARRIED

5.14.18 Kinsmen Ski Hill Functional Area

0109. **Moved by:** Councillor Lennox-Zepp

That the total 2023 Operating Budget for the Kinsmen Ski Hill Functional Area be approved at a cost of \$90,520, as presented.

CARRIED

5.14.19 Kinsmen Water Park Functional Area

0110. **Moved by:** Councillor Edwards

1. That Line No. 1 – Kinsmen Water Park User Charges and Fees for Sale of Products be increased in revenue from \$65,000 to an approved revenue of \$75,000;
2. That Line No. 2 – Kinsmen Water Park User Charges and Fees for Non-Taxable Revenue be increased in revenue from \$150,000 to an approved revenue of \$170,000; and,

3. That the total 2023 Operating Budget for the Kinsmen Water Park Functional Area be approved at a cost of \$190,020, which includes an increased revenue of \$30,000.

CARRIED

5.14.20 Little Red Park Functional Area

0111. **Moved by:** Councillor Lennox-Zepp

That the total 2023 Operating Budget for the Little Red Park Functional Area be approved at a cost of \$272,340, as presented.

CARRIED

5.14.21 Margo Fournier Centre Functional Area

0112. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Margo Fournier Centre Functional Area be approved at a cost of \$39,780, as presented.

CARRIED

5.14.22 Museums Functional Area

0113. **Moved by:** Councillor Ogradnick

That the total 2023 Operating Budget for the Museums Functional Area be approved at a cost of \$186,490, as presented.

CARRIED

5.14.23 Outdoor Sports Fields Functional Area

0114. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Outdoor Sports Fields Functional Area be approved at a cost of \$194,780, as presented.

CARRIED

5.14.24 Parks Functional Area

0115. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Parks Functional Area be approved at a cost of \$1,670,180, as presented.

CARRIED

5.14.25 Playgrounds and Playstructures Functional Area

0116. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Playgrounds and Playstructures Functional Area be approved at a cost of \$262,840, as presented.

CARRIED

5.14.26 Prince Albert Golf and Curling Centre Functional Area

5.14.26.1 Report Tab 12 – Prince Albert Golf & Curling Centre – Request for Assistance with Utilities (RPT 22-376)

0117. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Prince Albert Golf and Curling Centre Functional Area be approved at a cost of \$38,800, as presented.

CARRIED

5.14.27 Recreation Functional Area

5.14.27.1 Report Tab 9 – Culture Plan (MCAP) Update (RPT 22-360)

5.14.27.2 Report Tab 10 – Public Art Update (RPT 22-361)

0118. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Recreation Functional Area be approved at a cost of \$680,750, as presented.

CARRIED

5.14.28 Saskatchewan Lotteries Program Functional Area

0119. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Saskatchewan Lotteries Program Functional Area be approved at a cost of \$0, as presented.

CARRIED

5.14.29 Skateboard Park Functional Area

0120. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Skateboard Park Functional Area be approved at a cost of \$31,820, as presented.

CARRIED

5.14.30 Tourist Information Centre Functional Area

0121. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Tourist Information Centre Functional Area be approved at a cost of \$24,400, as presented.

CARRIED

The meeting recessed at 2:20 p.m.

The meeting reconvened at 2:40 p.m.

5.15 PUBLIC WORKS

5.15.1 Public Works Administration Functional Area

0122. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Public Works Administration Functional Area be approved at a cost of \$975,870, as presented.

CARRIED

5.15.2 Municipal Service Centre Functional Area

0123. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Municipal Service Centre Functional Area be approved at a cost of \$190,140, as presented.

CARRIED

5.15.3 Old City Yards Functional Area

0124. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Old City Yards Functional Area be approved at a cost of \$99,280, as presented.

CARRIED

5.15.4 Back Lanes Maintenance Functional Area

0125. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Back Lanes Maintenance Functional Area be approved at a cost of \$83,810, as presented.

CARRIED

5.15.5 Sidewalks Functional Area

0126. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Sidewalks Functional Area be approved at a cost of \$232,020, as presented.

CARRIED

5.15.6 Snow Downtown Functional Area

0127. **Moved by:** Councillor Lennox-Zepp

That the total 2023 Operating Budget for the Snow Downtown Functional Area be approved at a cost of \$157,860, as presented.

CARRIED

5.15.7 Snow Management Functional Area

5.15.7.1 Report Tab 11 – Snow Removal and Road Conditions (RPT 22-89)

Councillor Cody assumed the Chair.

0128. **Moved by:** Mayor Dionne

1. That the request to increase the staffing complement for the Public Works Department with a permanent Foreman II position and Truck Driver/Equipment Operator position, at a total cost of \$150,673 be denied; and,
2. That the total 2023 Operating Budget for the Snow Management Functional Area be approved at a cost of \$1,315,640, which includes a cost savings of \$150,673.

MOTION DEFEATED

Mayor Dionne resumed the Chair.

0129. **Moved by:** Councillor Kilmer

1. That the total 2023 Operating Budget for the Snow Management Functional Area be approved at a cost of \$1,391,040, as presented; and,
2. That the staffing complement for the Public Works Department include a permanent Foreman II position and Truck Driver/Equipment Operator position, at a total cost of \$150,673.

CARRIED

5.15.8 Street Lighting Functional Area

0130. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Street Lighting Functional Area be approved at a cost of \$985,460, as presented.

CARRIED

5.15.9 Streets and Roads Functional Area

0131. **Moved by:** Councillor Edwards

That the following line Items be reduced for a total cost savings of \$23,250:

1. Line No. 4 – Surface Works Grading and Gravelling – Wages Overtime – \$1,000;
2. Line No. 7 – Surface Works Oiling – Wages Overtime – \$250;
3. Line No. 10 – Road Patching – Wages Overtime – \$15,000;
4. Line No. 19 – General Roads and Streets – Wages Overtime – \$6,500; and,
5. Line No. 23 – Urban Connector Program – Wages Overtime – \$500.

CARRIED

0132. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Streets and Roads Functional Area be approved at a cost of \$908,050, which includes a cost savings of \$23,250.

CARRIED

5.15.10 Street Sweeping Functional Area

0133. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Street Sweeping Functional Area be approved at a cost of \$306,010, as presented.

CARRIED

5.15.11 Parking Lots Functional Area

0134. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Parking Lots Functional Area be approved at a surplus of \$98,000, as presented.

CARRIED

5.15.12 Traffic Counts and Lane Markings Functional Area

0135. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Traffic Counts and Lane Markings Functional Area be approved at a cost of \$198,250, as presented.

CARRIED

5.15.13 Traffic Lights Functional Area

0136. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Traffic Lights Functional Area be approved at a cost of \$370,840, as presented.

CARRIED

5.15.14 Traffic Signs Functional Area

0137. **Moved by:** Councillor Cody

That the total 2023 Operating Budget for the Traffic Signs Functional Area be approved at a cost of \$351,320, as presented.

CARRIED

5.15.15 City Public Transit Functional Area

0138. **Moved by:** Councillor Edwards

That the lease of eight (8) buses be funded from the Public Transit Reserve in the amount of \$100,800.

CARRIED

0139. **Moved by:** Councillor Edwards

That Line No. 1 with respect to Transit Ticket/Passes be increased by \$50,000 for a total revenue of \$375,000.

CARRIED

0140. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the City Public Transit Functional Area be approved at a cost of \$1,586,510, which includes a revenue increase of \$50,000.

CARRIED

7. ADJOURNMENT – 4:30 P.M.

0141. **Moved by:** Councillor Kilmer

That this Committee do now adjourn until Friday, November 18, 2022 at 1:00 p.m. to continue consideration of the 2023 General Fund Operating and Capital Budgets.

CARRIED

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**FRIDAY, NOVEMBER 18, 2022, 1:06 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Jason Maier, Finance Controller
Melodie Boulet, Finance Manager
Jeff Da Silva, Operations Manager
Wes Hicks, Director of Public Works
Nykol Miller, Capital Projects Manager
Kiley Bear, Director of Corporate Services
Briane Vance, Senior Accounting Manager
Jody Boulet, Director of Community Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

5.16 EXTERNAL AGENCIES

5.16.1 Prince Albert Community Service Centre – Special Needs Transportation Functional Area

5.16.1.1 Prince Albert Community Service Centre 2023 Budget Submission

0142. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Prince Albert Community Service Centre – Special Needs Transportation Functional Area be approved at a cost of \$694,400, as approved in 2022.

Absent: Councillor Lennox-Zepp

CARRIED

5.16.2 Prince Albert Community Service Centre – Seniors Transportation Functional Area

0143. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Prince Albert Community Service Centre – Seniors Transportation Functional Area be approved at a cost of \$69,500, as approved in 2022.

CARRIED

5.16.3 Prince Albert Arts Board Functional Area

5.16.3.1 Prince Albert Arts Board 2023 Budget Submission

0144. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Prince Albert Arts Board Functional Area be approved at a cost of \$25,000, as approved in 2022.

CARRIED

5.16.4 Prince Albert Historical Society – Museum Functional Area

5.16.4.1 Prince Albert Historical Society 2023 Budget Submission

0145. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Prince Albert Historical Society – Museum Functional Area be approved at a cost of \$71,080, as approved in 2022.

CARRIED

5.16.5 Mann Art Gallery Functional Area

5.16.5.1 Mann Art Gallery 2023 Budget Submission

0146. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Mann Art Gallery Functional Area be approved at a cost of \$100,000, as approved in 2022.

CARRIED

5.16.6 Prince Albert Mobile Crisis Functional Area

5.16.6.1 Prince Albert Mobile Crisis Unit 2023 Budget Submission

0147. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Prince Albert Mobile Crisis Functional Area be approved at a cost of \$43,600, as approved in 2022.

CARRIED

5.17 OPERATING ISSUES NOT FUNDED

5.17.1 Operating Issues Not Funded

0148. **Moved by:** Councilor Zurakowski

That the following 2023 Operating Budget Issues be received as information and filed:

UF-01	Business System Analyst Position	\$100,500
UF-02	Fire Training Officer	\$149,084
UF-03	Prince Albert Golf and Curling Centre – Request for Additional Grant to cover Utility Costs	\$52,200

UF-05	Cost of Living and New Position – Prince Albert Historical Society	\$40,629
UF-06	Increased Calls/Demand for Services – Prince Albert Mobile Crisis	\$40,000
UF-07	Manager Position – Mann Art Gallery	\$15,925

CARRIED

5.18 UNFINISHED BUSINESS

5.19 RESERVE ALLOCATIONS

5.19.1 Reserve Allocations

0149. **Moved by:** Councillor Head

That Item No. C1-22 – Long Term Repayment City Transit Buses at the approved cost of \$259,000 be funded from the Public Transit Reserve.

CARRIED

The meeting recessed at 1:43 p.m.

The meeting reconvened at 2:00 p.m.

0150. **Moved by:** Councillor Zurakowski

That the approved cost savings to the Fleet Requests in the amount of \$320,000 be allocated to reduce the Operating Budget.

CARRIED

0151. **Moved by:** Councillor Zurakowski

That the Budget Transfers be approved as follows:

Alfred Jenkins Field House Improvements Reserve	\$103,500
Arenas Improvement Reserve	\$44,620
Civic Facilities Reserve – City of Prince Albert	\$1,543,200
Civic Facilities Reserve – Loan for \$16 million	(\$545,030)
Civic Facilities Reserve – Loan for \$30 million	(\$667,500)
Community Services Building Reserve	\$20,000
Destination Marketing Levy Reserve	\$351,500
Downtown Improvement Reserve	\$40,000
Downtown Improvement - 2023 Grants	(\$40,000)

E.A. Rawlinson Centre Facility Fee Reserve	\$65,000
E.A. Rawlinson Mechanical Equipment Reserve	\$10,000
Equipment and Fleet Reserve	\$1,880,000
Fire Equipment Reserve	\$300,000
Future Infrastructure Reserve	\$320,000
Group Benefits Reserve	(\$525,000)
Golf Course Carts Reserve	\$40,000
Golf Course Equipment Reserve	\$80,000
Golf Course – Improvements Reserve	\$195,000
Information Technology Reserve	\$450,000
Kinsmen Water Park Reserve	\$25,000
Kinsmen Water Park – Operating Project Maintenance Reserve	(\$25,000)
Prince Albert Slo-Pitch League Reserve	\$34,300
Prince Albert Golf and Curling Club Mechanical Equipment Reserve	\$10,000
Prince Albert Golf and Curling Club Mechanical Reserve – Funding Operating Project Replace Roof Top AC Unit	(\$20,000)
Pehonan Parkway Reserve	\$82,000
Police Capital Reserve	\$263,040
Police Fleet Reserve	\$250,000
Police Operating Reserve – Transfer for 2023	(\$200,000)
Prime Ministers’ Park Improvement Reserve	\$3,760
Proactive Policing Reserve	\$554,600
Proactive Policing Reserve – 2023 Policing Strategy	(\$621,100)
Project Beach Volleyball Courts Reserve	\$3,000
Public Art Capital Reserve	\$30,000
Public Transit Reserve	(\$34,800)
South Hill Cemetery Perpetual Care Reserve	\$15,000
Safety Reserve	(\$15,000)
Prince Albert Downtown Business Improvement District Reserve	(\$80,000)
Housing Reserve	(\$52,920)
TOTAL	\$3,887,170

CARRIED

5.20 GENERAL GOVERNMENT

0152. **Moved by:** Councillor Head

That Line No. 73 with respect to Assessment Appeal Losses: Bad Debt Expense in the General Government Functional Area be reduced from \$250,000 to an approved cost of \$200,000.

CARRIED

0153. **Moved by:** Councillor Kilmer

That Line No. 80 with respect to Transfer from Utility Fund – City Facilities: Other Revenue be reduced from a surplus of \$280,500 to an approved surplus of \$266,930.

CARRIED

5.20.1 Allocation of Budgeted Operating Surplus

0154. **Moved by:** Councillor Edwards

That the Budgeted Operating Surplus of (\$1,278,970), be allocated as follows:

Operating Surplus	(\$1,278,970)
Non-Cash Adjustment - Amortization	(\$7,800,000)
Operating Surplus – Adjusted	(\$9,078,970)
Allocations:	
Capital Budget	\$4,910,000
Reserve Allocation	\$3,887,170
Principal Payments on Loans	\$281,800
Total Allocations	\$9,078,970
Balanced Budget (Surplus)	\$0

CARRIED

5.20.2 General Government Functional Area

0155. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the General Government Functional Area be approved at a surplus of \$56,418,900, which includes all approved adjustments to the General Fund Operating and Capital Budget.

CARRIED

6. SUBMIT TO COUNCIL

6.1 Submit to Council

0156. **Moved by:** Councillor Edwards

1. That The City of Prince Albert 2023 General Fund Operating and Capital Budgets, as amended, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval; and,
2. That a Tax Policy Report, to raise the required amount of funding to balance the 2023 General Fund Budgets, be forwarded to City Council for consideration, in due course.

CARRIED

7. ADJOURNMENT – 2:50 P.M.

0157. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



City of
Prince Albert

RPT 22-469

TITLE: 2023 Land Fund Operating and Capital Budget

DATE: December 1, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That the 2023 Land Fund operating budget be approved as follows:
 - a. Operating revenues of \$485,000;
 - b. Operating expenses of \$283,980;
 - c. Capital and interfund transactions of \$76,500; and,
 - d. An operating surplus of \$124,520 to fund capital projects, loan principal payments, and reserve transfers;
2. That the 2023 Land Fund capital expenditures of \$0 and loan principal payments of \$293,100, be approved;
3. That the motions from the 2023 Land Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
4. That the approved 2023 Land Fund Budgeted expenditures be approved for disbursement effective January 1, 2023.

TOPIC & PURPOSE:

For City Council to approve the 2023 Land Fund Operating and Capital Budget along with the resolutions of the Budget Committee.

BACKGROUND:

The Land Fund was created via resolution of Council and set up as a combined capital-operating budget that would be run as a self-sustaining fund where all surpluses would be used for future land development. The City was one of the largest land developers but over the years private entities have also been participating in this venture.

The Land Fund contains the City's operations to develop land, which includes lot sales and subdivision development.

The Land Fund documents cash inflows from land sales and cash outflows for land development. Administration's mandate is to operate this fund on the basis that the selling price for developed land is sufficient to recover the costs incurred. In order to generate a profit, the City's prices are typically incremented above the break-even minimum value to ensure that reserves are created to fund future property development. Administration also tries to ensure that there is a balanced mix of properties priced to accommodate demand from low, middle or high income developers.

On November 30, 2022 the Budget Committee considered the 2023 Land Fund Operating and Capital Budgets and recommended that the 2023 Land Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, be forwarded to City Council for final approval.

PROPOSED APPROACH AND RATIONALE:

The Director of Financial Services presented the budget package to the Budget Committee that included a format that provided budgeted 2023 revenues and expenditures along with the changes relative to the previous years approved budget. For 2023, there are budgetary adjustments to the revenues and expenditures of this fund which include the items highlighted below.

2023 Budgeted Revenue

Budgeted revenues have decreased by \$50,000 from \$535,000 in 2022 to \$485,000 in 2023.

2023 Budgeted Expenses

Budgeted expenses have decreased by \$26,060 from \$310,040 in 2022, to \$283,980 in 2023.

2023 Capital and Interfund Transactions

Budgeted capital and interfund transactions have decreased \$8,500 from \$85,000 in 2022 to \$76,500 in 2023.

2023 Capital Budget

Administration is requesting \$293,100 in capital spending for 2023 related to long term debt principal payments.

CONSULTATIONS:

A media release notified the public that the Budget Committee meetings for the 2023 Water Utility, Sanitation, Airport, and Land Fund Budgets were scheduled from November 30, 2022 to December 2, 2022.

In addition, the budget submissions to the Budget Committee were available on eagenda.citypa.ca and the City's website for the public's review.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the 2023 Land Fund Budget is approved by Council it will be posted on the City of Prince Albert website.

FINANCIAL IMPLICATIONS:

A summary of the 2023 budget impacts on the Land Development Fund Balance is as follows:

- The budgeted Land Fund surplus from operations to be allocated to the Land Development Fund Balance for 2023 is \$124,520.
- A transfer in from the Development Levies Reserve of \$202,670 for principal and interest expenses related to debt financing for capital projects.
- A decrease to Land Development Fund Balance of \$293,100 for loan principal payments.
- A transfer out related to an allocation to Land Fund and General Fund reserves of \$114,500.
- This results in an estimated decrease to the Land Development Fund Balance of \$80,410 bringing the estimated 2023 year end deficit to \$4,915,096.

Note: The estimated 2023 year end deficit mentioned above does not factor the approval of Capital Financing of \$1.73 million in 2022 remaining for the Marquis Road West Extension, with the allocation of the approved Canada Community Building Fund. Once this is factored in it will decrease the deficit.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:Economic Diversity and Stability:

- Develop and maintain new and existing amenities and infrastructure.
- Create new, and support existing, partnerships to leverage the strengths of Prince Albert.

Population Growth:

- Create a wide range of property and housing options to accommodate people who choose to relocate to Prince Albert.
- Develop ways to effectively promote Prince Albert's amenities, assets, and other improvements.
- Promote the positive economic development outcomes generated through this plan so new residents will be attracted to Prince Albert.

The 2023 Land Fund Budget as presented strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 Land Fund Operating and Capital Budget – Final For Approval
2. November 30, 2022 Budget Committee Meeting Minutes - Unofficial

Written by: Ramona Fauchoux, Director of Financial Services

Approved by: City Manager



CITY OF PRINCE ALBERT
LAND FUND
BUDGET

FOR YEAR ENDING
DECEMBER 31, 2023



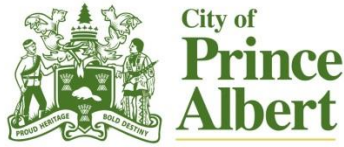
City of
**Prince
Albert**

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 LAND FUND BUDGET	PAGE
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Budget Overview



The Land Fund was created via resolution of Council and set up as a combined capital-operating budget that would be run as a self-sustaining fund where all surpluses would be used for future land development. The City was one of the largest land developers but over the years private entities have also been participating in this venture.

The Land Fund contains the City's operations to develop land, which includes lot sales and subdivision development.

The Land Fund documents cash inflows from land sales and cash outflows for land development. Administration's mandate is to operate this fund on the basis that the selling price for developed land is sufficient to recover the costs incurred. In order to generate a profit, the City's prices are typically incremented above the break-even minimum value to ensure that reserves are created to fund future property development. Administration also tries to ensure that there is a balanced mix of properties priced to accommodate demand from low, middle or high income developers.

Over the past few years, Administration has attributed the slowdown in demand, particularly residential, to a number of factors such as: higher lot prices, Provincial Sales Tax implications on housing/construction costs, mortgage regulations, the variety of locations for developers to choose from when making lot purchases (i.e. Crescent Acres versus developing in the West Hill or Adanac Pointe), inflation, and the general slump in the Canadian economy. Looking ahead, Administration is hopeful that lot sales will begin to pick up, though modestly at first, as some construction costs have started to increase due to inflation pressures. The City reduced the price of its residential lots, and as a result of the announcement and anticipation of two significant industrial businesses, a new entertainment district with aquatic and recreation facilities and construction of the new hospital, the City anticipates lot sales to increase in future years.

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 LAND FUND BUDGET APPROVED

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$35,000)	(\$35,000)	\$0
Land Sales	(450,000)	(500,000)	50,000
Total Revenues	(485,000)	(535,000)	50,000
EXPENSES			
Salaries Wages and Benefits	110,750	163,050	(52,300)
Contracted and General Services	24,000	24,000	0
Interest on Long Term Debt	149,230	119,630	29,600
Fleet Expenses	0	760	(760)
Maintenance Materials and Supplies	0	2,600	(2,600)
Total Expenses	283,980	310,040	(26,060)
Operating (Surplus) Deficit	(201,020)	(224,960)	23,940
CAPITAL AND INTERFUND TRANSACTIONS			
Interfund Transfers	76,500	85,000	(8,500)
Capital and Interfund Transactions	76,500	85,000	(8,500)
TOTAL (SURPLUS) DEFICIT	(124,520)	(139,960)	15,440
Capital & Long Term Debt Payments:			
Total (Surplus) Deficit	(124,520)	(139,960)	15,440
Transfer from Development Levies - Marquis Road	(202,670)	(153,300)	(49,370)
Principle Payment - Marquis Road West Extension	87,900	75,000	12,900
Principle Payment - West Hill Development	205,200	200,700	4,500
Total Adjusted (Surplus) Deficit	(34,090)	(17,560)	(16,530)
Allocation to Reserves:			
Development Levies Reserve	50,000	54,000	(4,000)
Future Land Purchases Reserve	6,000	7,000	(1,000)
Planning & Marketing Reserve	18,000	20,000	(2,000)
Community Services Land Fund Reserve	22,500	25,000	(2,500)
Affordable Housing Reserve	18,000	20,000	(2,000)
Total Allocation to Reserves	114,500	126,000	(11,500)
Total Long-Term Payments & Reserve Allocations	80,410	108,440	(28,030)
Transfer from Land Development Fund	(80,410)	(108,440)	28,030
	0	0	0

2023 LAND FUND REVENUES

There are three primary sources of revenue for the Land Fund:

1. Land Sales – which include both residential and commercial/industrial land sales.
 - For 2023, the budget is forecasting the sale of 5 lots in Crescent Acres at an average sale price of \$90,000.
 - For 2023, nothing has been budgeted for Commercial/industrial sales as there are no commercial or industrial land sales currently pending.
2. Offsite Development Levies – collected on sales of land or from developers paying the levy to become part of the City services. This revenue is not easy to project and is transferred directly to the Development Levies Reserve, therefore, is not budgeted.
3. Rental/Lease Revenues – this revenue is generated from the lease of small tracts of land such as closed walkways, small City easements, signage locations.

LAND LEASE RENTALS AND LEASES

\$35,000 for Land Rentals and Leases - This revenue is generated from the lease of small tracts of land such as closed walkways, small City easements, signage locations, etc.

LAND SALES

\$450,000 revenue for Land Sales. The 2023 budget is forecasting the sale of 5 lots in Crescent Acres at an average sale price of \$90,000 for total revenue of \$450,000. The 2023 Budget has been reduced by \$50,000 to reflect the sale of 5 lots.

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

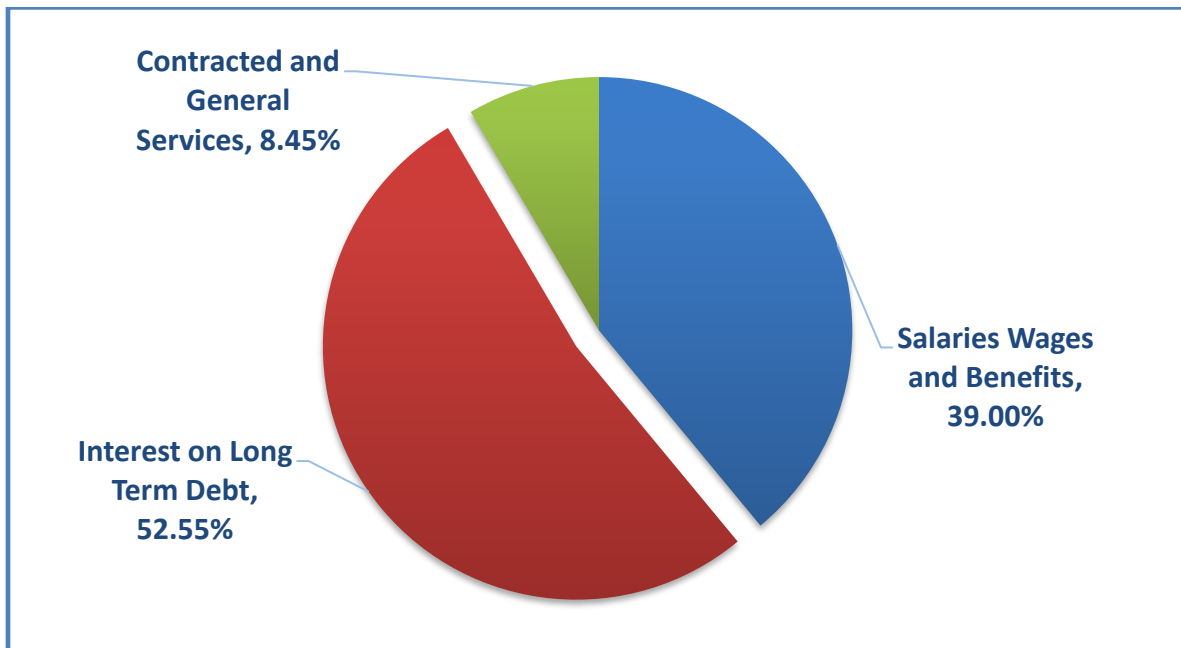
For the Year Ending December 31, 2023

2023 LAND FUND EXPENDITURES

The expenditures for the Land Fund have decreased by the amount of (\$26,060) as follows:

Expenditures	2022 Budget	2023 Budget	Increase (Decrease)	% Change	% of Total Expenses
Salaries Wages and Benefits	\$163,050	\$110,750	(\$52,300)	-32.08%	39.00%
Contracted and General Services	\$24,000	\$24,000	\$0	0.00%	8.45%
Interest on Long Term Debt	\$119,630	\$149,230	\$29,600	24.74%	52.55%
Fleet Expenses	\$760	\$0	(\$760)	-100.00%	0.00%
Maintenance Materials and Supplies	\$2,600	\$0	(\$2,600)	-100.00%	0.00%
Total Expenditures	\$310,040	\$283,980	(\$26,060)	-8.41%	100.00%

The major drivers for the Land Fund Expenditures are as follows:



2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

SALARY WAGES AND BENEFITS

DEPARTMENT RESTRUCTURE

The position of Property Coordinator II has been restructured to a GIS Technician position in the General Fund. This resulted in a \$50,700 reduction for Salaries Regular in the Land Fund as the Property Sales Coordinator position was previously 75% funded by the Land Fund. Those funds have been reallocated to fund a GIS Technician position in Planning & Development Services that is 100% funded by the General Fund.

STAFF ALLOCATIONS TO LAND FUND BUDGET

Staff costs are allocated to the Land Fund in the following percentages to reflect the salaries and payroll benefit costs:

Director of Public Works	10%
Engineering Services Manager	15%
Utilities Manager	10%
Senior CAD Technologist	10%

CONTRACTED AND GENERAL SERVICES

\$24,000 total Contracted and General Services for spraying and discing undeveloped land owned by the City to address the growth of weeds.

LONG TERM DEBT

WEST HILL DEVELOPMENT LOAN

The development of the West Hill area is paid by property taxes (10%) and by land sales (90%).

The interest for the West Hill Development Loan is reducing as more principal is being paid. Decrease of (\$6,870).

Last payment is December of 2027. The budgeted amount of **\$34,460** represents 90% charged to the Land Fund for the Interest Payment. Interest rate is 3.40%.

The principal payment of \$205,200 is included as part of the 2023 Capital Budget related to long term debt principal repayments.

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

MARQUIS EAST WEST EXTENSION LOAN

City Council, on February 15, 2022, approved Capital Financing in the amount of \$3,400,000 for roadway construction for the Marquis Road West Extension to be payable over a period of 25 years.

The loan was borrowed on March 1, 2022, with a Maturity Date of March 1, 2047. Interest rate of 3.45% for 25 years.

The budgeted amount of **\$114,770** represents the interest payment for the loan borrowed for the Marquis Road West Extension Project.

There is an increase of \$36,470 for interest as the loan was borrowed March 2022, and a full year interest will be charged for 2023.

The principal payment of \$87,900 is included in the Capital Committed.

Both the Interest and Principal payments are funded from the Development Levies Reserve as approved by Council.

Interest on Long Term Debt	2022 Budget	2023 Budget	Increase (Decrease)
West Hill Development Loan	\$41,330	\$34,460	(\$6,870)
Marquis Road East Extension	\$78,300	\$114,770	\$36,470
Total Interest on Long Term Debt	\$119,630	\$149,230	\$29,600

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

INTERFUND TRANSACTIONS

Interfund Transfers for Year 2023 is a reduction of (\$8,500) related to the Transfer to the General Fund.

The calculation of the Transfer to the General Fund is based on the forecasted number of residential properties to be sold in 2023. Based on the projected number of residential land sales, it is expected that the transfer to the General Fund will be \$76,500.

Transfer to General Fund is based on the number of residential properties sold. Transfer is 17% of the land sales.

Budgeted Land Sale Revenue for 2023	\$450,000
17% of Land Sales	\$76,500

Interfund Transfers	2022 Budget	2023 Budget	Increase (Decrease)
Transfer to General Fund	\$85,000	\$76,500	(\$8,500)
Total Interfund Transfers	\$85,000	\$76,500	(\$8,500)

2023 LAND FUND CAPITAL

\$293,100 in capital spending for the Land Fund in 2023. A brief description of the projects and their funding source is provided below:

- \$205,200 for Long Term Loan Principal Payment related to the West Hill Infrastructure Development loan **to be funded from the Land Development Fund Balance.**
- \$87,900 for Long Term Loan Principal Payment related to the Marquis Road West Extension - Roadway Construction project **to be funded from the Development Levies Reserve.**

2023 LAND DEVELOPMENT FUND TRANSFERS

The Transfer to Reserves for 2023 is as follows. There is a reduction of (\$11,500) in transfers to Land Fund and General Fund Reserves as follow:

Transfer to Reserves:	2022 Budget	2023 Budget	Increase (Decrease)
Development Levies Reserve	\$54,000	\$50,000	(\$4,000)
Future Land Purchases Reserve	\$7,000	\$6,000	(\$1,000)
Planning & Marketing Reserve	\$20,000	\$18,000	(\$2,000)
Community Services Land Fund Reserve	\$25,000	\$22,500	(\$2,500)
Affordable Housing Reserve	\$20,000	\$18,000	(\$2,000)
Total Transfers to Reserves	\$126,000	\$114,500	(\$11,500)

LAND DEVELOPMENT FUND

A summary of the 2023 budget’s impact on the Land Development Fund balance is as follows:

- The budgeted Land Fund surplus from operations to be allocated to the Land Development Fund Balance for 2023 is \$124,520.
- A transfer in from the Development Levies Reserve of \$202,670 for principal and interest expenses related to debt financing for capital projects.
- A decrease to Land Development Fund Balance of \$293,100 for loan principal payments.
- A transfer out related to an allocation to Land Fund and General Fund reserves of \$114,500.

This results in an estimated decrease to the Land Development Fund Balance of \$80,410 bringing the estimated 2023 year end deficit to \$4,915,096.

Please note that the beginning balance is from the 2021 Audited Financial Statements, and as such, does not factor the approval Capital Financing of \$1.73 remaining for the Marquis Road West Extension, with the allocation of the approved Canada Community Building Fund.

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

CAPITAL COMMITTED

CAPITAL COMMITTED RESERVE	2023 Budget	2022 Budget
Budgeted Transactions		
Funding:		
Funding for Capital - via transfer from Land Development Fund Balance	(\$205,200)	(\$200,700)
Development Levies Reserve	(87,900)	(75,000)
Debt Financing	-	(700,000)
Total Funding	(293,100)	(975,700)
Expenditures:		
Marquis Road West Extension - Roadway Construction	-	370,000
Marquis Road West Extension - Landscaping	-	330,000
Long Term Debt Principal - West Hill Infrastructure	205,200	200,700
Long Term Debt Principal - Marquis Road West Extension	87,900	75,000
Total Expenditures	293,100	975,700

<u>Funding Source</u>	<u>2023</u>
Land Development Fund	\$ 205,200
Development Levies Reserve	87,900
	<u>293,100</u>

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

LAND DEVELOPMENT FUND BALANCE

	2023 Budget	2022 Budget
Budgeted Transactions		
Funding:		
Total (Surplus) Deficit	(\$124,520)	(\$139,960)
Transfer from Development Levies Reserve - Interest	(114,770)	(78,300)
Transfer from Development Levies Reserve - Principal	(87,900)	(75,000)
Total Funding	(327,190)	(293,260)
Expenditures:		
Long Term Debt Principal - West Hill Infrastructure	205,200	200,700
Principle Payment - Marquis Road West Extension	87,900	75,000
Total Expenditures	293,100	275,700
Add: Allocation to Reserves	114,500	126,000
Budgeted (Increase) Decrease to Funded Balance	80,410	108,440
Fund Deficit Balance, beginning of year (estimated)	4,834,686	4,726,246
Fund Deficit Balance, end of year (estimated)	4,915,096	4,834,686

Please note that the beginning balance is from the 2021 Audited Financial Statements, and as such, does not factor the approval Capital Financing of \$1.73 remaining for the Marquis Road West Extension, with the allocation of the approved Canada Community Building Fund.

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

DEVELOPMENT LEVIES RESERVE

Budgeted Transactions		
Funding:		
Allocation from Operations	(\$50,000)	(\$54,000)
Expenditures:		
Marquis Road West Extension - Long Term Debt Interest	114,770	78,300
Marquis Road West Extension - Long Term Debt Principle	87,900	75,000
Total Expenditures	202,670	153,300
Budgeted (Increase) Decrease to Reserve	152,670	99,300
Reserve Deficit (Surplus), beginning of year (estimated)	4,554,905	4,455,605
Reserve Deficit (Surplus), end of year (estimated)	4,707,575	4,554,905

FUTURE LAND FUND PURCHASES

Budgeted Transactions		
Funding:		
Allocation from Operations	(\$6,000)	(\$7,000)
Expenditures:		
	-	-
Total Expenditures	-	-
Budgeted (Increase) Decrease to Reserve	(6,000)	(7,000)
Reserve Deficit (Surplus), beginning of year (estimated)	(29,665)	(22,665)
Reserve Deficit (Surplus), end of year (estimated)	(35,665)	(29,665)

2023 APPROVED LAND FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

PLANNING & MARKETING RESERVE

Budgeted Transactions		
Funding:		
Allocation from Operations	(\$18,000)	(\$20,000)
Expenditures:		
Total Expenditures	-	-
Budgeted (Increase) Decrease to Reserve	(18,000)	(20,000)
Reserve Deficit (Surplus), beginning of year (estimated)	(445,494)	(425,494)
Reserve Deficit (Surplus), end of year (estimated)	(463,494)	(445,494)



City of
**Prince
Albert**



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, NOVEMBER 30, 2022, 4:03 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Jason Maier, Finance Controller
Melodie Boulet, Finance Manager
Wes Hicks, Director of Public Works
Nykol Miller, Capital Projects Manager
Briane Vance, Senior Accounting Manager
Ramona Fauchoux, Director of Financial Services
Mohammad Kraishan, Engineering Services Manager
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. APPROVAL OF AGENDA

0158. **Moved by:** Councillor Miller

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

1. That Item No. 5.4 be moved forward for consideration after Item No. 5.1; and,
2. That Item No. 5.3 be moved forward for consideration after Item No. 5.4.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

5. FUND BUDGET FOR REVIEW

5.1 2023 Water Utility Fund Operating and Capital Budget

0159. **Moved by:** Councillor Lennox-Zepp

That the following matter be tabled to the last day of the 2023 Budget Committee deliberations:

That Item No. UF-01 – Sewer Trunk Main Cleaning be partially funded as follows:

1. \$250,000 from the Water Utility Improvement Fund;
2. \$200,000 from the Sewer Storm Replacement Project; and,
3. \$300,000 from the savings of the Raw Water Pump House Construction Project.

MOTION DEFEATED

0160. **Moved by:** Councillor Zurakowski

That Administration bring forward a Plan that allows the City to proceed with the 15th Street Sewer Trunk Main Cleaning, subject to consultation with the City Manager and the Financial Services Department.

CARRIED

0161. **Moved by:** Councillor Head

1. That Line Item No. 6 – CF - Sale of Water in the Water Treatment and Maintenance Functional Area be reduced from a revenue of \$297,590 to an approved revenue of \$245,190 in User Charges and Fees Revenue, to reflect the decrease of revenue in the amount of \$52,400 relating to a reduction in budgeted water consumption for the Cooke Municipal Golf Course; and,
2. That Line Item No. 46 – Contribution to General Fund: City Facilities in the Administration, Billing and Meter Maintenance Functional Area be reduced from \$280,500 to an approved cost of \$266,930 in the Interfund Transfers, to reflect the reduction of \$13,570 relating to a budget adjustment approved during the 2023 General Fund Budget deliberations.

CARRIED

0162. **Moved by:** Councillor Cody

1. That the 2023 Water Utility Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$19,955,250;
 - b. Operating expenses of \$14,225,210;
 - c. Capital and Interfund Transactions of \$6,199,060; and,
 - d. A deficit of \$469,020. After adjusting for non-cash amortization, the surplus is \$5,280,980 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Water Utility Fund Capital expenditures of \$3,085,200 and Loan Principal Payments of \$1,773,300 as identified as UC-01 to UC-14 in Appendix A attached to 2023 Water Utility Fund Budget Document, be approved;
3. That the 2024 – 2027 Water Utility Fund Capital expenditures, as identified in Appendix B of the 2023 Water Utility Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year;
4. That The City of Prince Albert 2023 Water Utility Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

The meeting recessed at 5:45 p.m.

The meeting reconvened at 6:15 p.m.

5.4 2023 Land Fund Operating and Capital Budget

0163. **Moved by:** Councillor Zurakowski

1. That the 2023 Land Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$485,000;
 - b. Operating expenses of \$283,980;
 - c. Capital and Interfund Transactions of \$76,500; and,
 - d. An operating surplus of \$124,520 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Land Fund Capital expenditures of \$0 and Loan Principal Payments of \$293,100, as identified as LC-01 to LC-02 in Appendix A of the 2023 Land Fund Budget Document, for an overall budget of \$293,100 funded by the Land Development Fund Balance and Development Levies Reserve, be approved;
3. That the 2024 – 2027 Land Fund Capital expenditures, as identified in Appendix B of the 2023 Land Fund Budget Document, be approved in principle, subject to final approval of the annual Budget of each year; and,
4. That The City of Prince Albert 2023 Land Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

5.3 2023 Airport Fund Operating and Capital Budget

0164. **Moved by:** Councillor Cody

1. That the 2023 Airport Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$1,095,610;
 - b. Operating expenses of \$1,270,500;
 - c. Capital and Interfund Transfers of \$403,430; and,

- d. A deficit of \$578,320. After adjusting for non-cash amortization, there is a surplus of \$166,680 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Airport Fund Capital expenditures of \$18,000, as identified as AC-01 in Appendix A of the 2023 Airport Fund Budget Document, be approved;
3. That the 2024 – 2027 Airport Fund Capital expenditures, as identified in Appendix B of the 2023 Airport Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,
4. That The City of Prince Albert 2023 Airport Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

5.2 2023 Sanitation Fund Operating and Capital Budget

0165. **Moved by:** Councillor Zurakowski

1. That the 2023 Sanitation Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$5,755,760;
 - b. Operating expenses of \$4,953,130;
 - c. Capital and Interfund Transfers of \$1,305,110; and,
 - d. A deficit of \$502,480. After adjusting for non-cash amortization, the surplus is \$487,520 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Sanitation Fund Capital expenditures of \$544,800, as identified as SC-01 in Appendix A of the 2023 Sanitation Fund Budget Document, be approved;
3. That the 2024 – 2027 Sanitation Fund Capital expenditures, as identified in Appendix B of the 2023 Sanitation Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,

4. That The City of Prince Albert 2023 Sanitation Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

6. ADJOURNMENT – 7:07 P.M.

0166. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



TITLE: 2023 Airport Fund Operating and Capital Budget

DATE: December 1, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the 2023 Airport Fund operating budget be approved as follows:
 - a. Operating revenues of \$1,095,610;
 - b. Operating expenses of \$1,270,500;
 - c. Capital and interfund transfers of \$403,430; and
 - d. A deficit of \$578,320. After adjusting for non-cash amortization, there is a surplus of \$166,680 to fund capital projects and reserve transfers;
2. That the 2023 Airport Fund capital expenditures of \$18,000, be approved;
3. That the motions from the 2023 Airport Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
4. That the 2023 Airport Fund Budgeted expenditures be approved for disbursement effective January 1, 2023.

TOPIC & PURPOSE:

For City Council to approve the 2023 Airport Fund Operating and Capital Budget along with the resolutions of the Budget Committee.

BACKGROUND:

The City of Prince Albert received ownership of the Airport in 1996 and since that time, has attempted to operate the facility as a self-funding entity. In 2006 City Council authorized a transfer of 30 percent of the total cost of the Airport operation to be funded from the City's General Fund, and in 2010 implemented the Passenger Facility Fee (PFF) as a means to fund capital Airport improvements.

On November 30, 2022 the Budget Committee considered the 2023 Airport Fund Operating and Capital Budgets and recommended that the 2023 Airport Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, be forwarded to City Council for final approval.

PROPOSED APPROACH AND RATIONALE:

The Director of Finance presented the budget package to the Budget Committee that included a format that provided budgeted 2023 revenues and expenditures along with the changes relative to the previous years approved budget. For 2023 there are budgetary adjustments to the revenues and expenditures which are summarized in the final budget which is attached.

2023 Budgeted Revenue

Budgeted revenues have increased \$200,000 from \$895,610 in 2022 to \$1,095,610 in 2023.

2023 Budgeted Expenses

Budgeted expenses have increased by \$144,870, from \$1,125,630 in 2022, to \$1,270,500 in 2023.

2023 Capital and Interfund Transactions

Budgeted capital and interfund transactions have increased \$117,700, from \$285,730 in 2022 to \$403,430 in 2023.

2023 Capital Budget

Administration is requesting \$18,000 in capital spending at the Airport for 2023.

CONSULTATIONS:

A media release notified the public that the Budget Committee meetings for the 2023 Water Utility, Sanitation, Airport, and Land Fund Budgets were scheduled from November 30, 2022 to December 2, 2022.

In addition, the budget submissions to the Budget Committee were available on eagenda.citypa.ca and the City's website for the public's review.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the 2023 Airport Fund Budget is approved by Council it will be posted on the City of Prince Albert website.

FINANCIAL IMPLICATIONS:

A summary of the 2023 Budget's impact on the Airport Improvement Fund Balance is as follows:

- The budgeted deficit from operations to be funded from the Airport Improvement Fund in 2023 is \$163,320.
- A transfer of \$9,000 to the Capital Committed Reserve is required for 2023 capital expenditures.
- This results in an estimated decrease to the Airport Improvement Fund in 2023 of \$172,320 and an estimated closing surplus of \$6,990.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Economic Diversity and Stability:

- Develop and maintain new and existing amenities and infrastructure.
- Create new, and support existing, partnerships to leverage the strengths of Prince Albert.

The 2023 Airport Fund Budget as presented strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 Airport Fund Operating and Capital Budget – Final for Council Approval
2. November 30, 2022 Budget Committee Meeting Minutes - Unofficial

Written by: Ramona Fauchoux, Director of Financial Services

Approved by: City Manager



CITY OF PRINCE ALBERT
**AIRPORT FUND
BUDGET**

FOR YEAR ENDING
DECEMBER 31, 2023



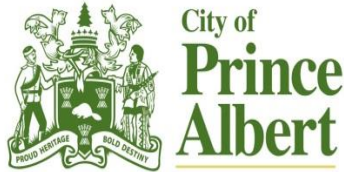
City of
**Prince
Albert**

2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 AIRPORT FUND BUDGET	PAGE
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Passenger Facility Fee Reserve	13
Airport Maintenance Reserve	14

Budget Overview



The City of Prince Albert received ownership of the Airport in 1996 and since that time, has attempted to operate the facility as a self-funding entity. In 2006 City Council authorized a transfer of 30 percent of the total cost of the Airport operation to be funded from the City's General Fund, and in 2010 implemented the Passenger Facility Fee (PFF) as a means to fund capital Airport improvements.

Airfield Maintenance: Airfield maintenance work includes checking fence lines, completing wildlife checks, and inspecting for regulated airfield conditions, including lights, and guidance equipment.

Airfield Snow Clearing: Snow clearing work completed on airside to ensure safe aviation conditions and compliance with regulatory requirements for snow removal.

Airfield Grass Cutting: Grass cutting completed on airside to ensure compliance with regulated specifications for grass lengths.

Terminal Building: Maintenance work on terminal building.

Building Maintenance: Maintenance work completed for the maintenance garage.

2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 AIRPORT FUND BUDGET APPROVED

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
Aircraft Landing Fees	(\$240,000)	(\$240,000)	\$0
Aircraft Parking Fees	(8,600)	(8,600)	0
Passenger Facility Fees	(380,000)	(225,000)	(155,000)
Parking Revenue	(225,000)	(196,000)	(29,000)
Airport Lease Revenue	(223,260)	(216,860)	(6,400)
Airport Sundry - Callouts and ATM	(9,600)	0	(9,600)
Interest and Penalties	(1,500)	(1,500)	0
Sundry	(7,650)	(7,650)	0
Total Revenues	(1,095,610)	(895,610)	(200,000)
EXPENSES			
Salaries Wages and Benefits	617,820	600,780	17,040
Contracted and General Services	142,500	99,300	43,200
Financial Charges	750	750	0
Utilities	137,710	118,930	18,780
Fleet Expenses	132,390	124,900	7,490
Maintenance Materials and Supplies	213,030	157,250	55,780
Insurance	23,600	21,020	2,580
Bad Debt Expense	2,700	2,700	0
Total Expenses	1,270,500	1,125,630	144,870
Operating (Surplus) Deficit	174,890	230,020	(55,130)
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	745,000	600,000	145,000
Interfund Transfers	(341,570)	(314,270)	(27,300)
Capital and Interfund Transactions	403,430	285,730	117,700
TOTAL (SURPLUS) DEFICIT	578,320	515,750	62,570
Allocated as Follows:			
Total (Surplus) Deficit	578,320	515,750	62,570
Non-Cash Adjustment - Amortization	(745,000)	(600,000)	(145,000)
Total (Surplus) Deficit - Adjusted for Amortization	(166,680)	(84,250)	(82,430)
Passenger Facility Fee Reserve	380,000	225,000	155,000
Airport Maintenance Reserve	10,000	10,000	0
Transfer from Airport Maintenance Reserve	(60,000)	0	(60,000)
Transfer for Capital Funding	9,000	24,000	(15,000)
Transfer from Airport Improvement Fund	(172,320)	(174,750)	2,430
	166,680	84,250	82,430
	0	0	0

2023 AIRPORT FUND REVENUES

Budgeted revenue for the Prince Albert Airport **increased** by **\$200,000** for 2023 as follows, representing an increase of 22.33%.

- \$155,000 increase in revenue to be collected from the Passenger Facility Fees charged.
- \$29,000 increase for parking revenue due to more parking stalls being rented.
- \$10,000 new revenue for call out fees.
- \$6,400 increase for Hanger lease revenue. New lease rates of \$2.20/m² were applied from 2021 to 2026 for hangar land lease space.
- (\$400) reduction in revenue from ATM machine.

USER CHARGES AND FEES REVENUE

\$240,000 Aircraft Landing Fees – Rates were restructured in 2021 to capture the most typical aircraft used at YPA. Rates have been set until 2026.

\$8,600 Aircraft Parking Fees - Annual or daily fees for parking aircraft on public aprons. Budget for 2023 is the same as Year 2022 and is based on a review of actual results and expectations.

\$126,200 Leases – Hangars – Increased revenue of \$6,400 based on leases. Revenue generated from leases for rental of the Hangars at the Prince Albert Airport.

\$67,500 Leases – Rentals – Terminal - Budget is based on current leases in place. Relates to lease of check-in counter, cargo rooms and office space within the airport terminal building to facilitate airline operations. The leases that the City have are with Rise Air (Transwest Air) and West Wind Aviation Limited Partnership in the Terminal.

\$14,560 Land Rentals – Agriculture - Based on current leases in place. Relates to lease of land within the airfield for agricultural use not currently needed for airport operations. Such use is also beneficial to manage wildlife which also reduces airport maintenance costs.

\$15,000 Snowbird Fuel - Truck Diesel Sales - Diesel fuel sold to Snowbird Aviation for their Mobile Fuel Trucks, Deicer Trucks and Tugs that service aircraft. These vehicles are not street legal to purchase fuel elsewhere. Fuel is sold at retail cost within the City. Estimated based on 12,000 litres of annual sales base on historical records. Budget is based on expectations for 2023.

\$200,000 Parking Revenue – Increased revenue for 2023 in the amount of \$29,000. The mining industry is recovering and corporations rented 100 more parking spaces in 2022. There is a potential for 150 more stalls being rented in 2023 returning back to the number stalls rented by the mining corporations in 2017. Rates have increased from \$664.35 per stall to \$677.63 per stall for 2023.

2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

\$25,000 Airport Park & Display Revenue – Revenue generated from 80 parking stalls adjacent to the airport terminal that are used for public parking. These stalls are managed using a pay station system. Passenger levels are returning and budget is based on expectations for 2023.

\$380,000 Passenger Facility Fee Revenue – Increased revenue of \$155,000 for more tickets sold. Revenue generated from the Passenger Facility Fee. This fee applies to all departing enplaned passengers originating in Prince Albert. The revenue collected from the Passenger Facility Fee is credited to the Passenger Facility Fee Reserve. Rates have been set at \$20 per departing passenger originating from YPA (PAX).

Departing Enplaned Passengers

2017 - 22,126

2018 - 17,330

2019 - 17,615

2020 - 10,187

2021 - 12,010

The average annual PAX over the past 3 pre-pandemic years is 19,000. 2022 is trending at a 30% increase from 2021. Administration is projecting a continued increase for 2023 resulting in a budgeted 19,000 PAX in 2023.

\$10,000 Airport Sundry Revenue – This is revenue for callout fees. It is a regulatory requirement for qualified airport staff to be in attendance at the airport for scheduled passenger flights. When flights are late the Airlines must call for coverage to be able to land or takeoff. This coverage and work is tracked and charged back to the airline as a callout fee. Although it is not a regulatory requirement to be in attendance for other flights such as private aircraft, medevacs or charters, these flights sometimes need winter maintenance and / or runway condition reports performed after the Airport's published hours of operation to land safely. This coverage and work is tracked and charged back to the aircraft owner as a callout fee.

(\$400) Airport Sundry – reduction in revenue from ATM machine.

INTEREST AND PENALTIES

The revenue for 2023 is the same as Year 2022 with a revenue of **\$1,500** for interest and penalties. This revenue relates to finance charges on outstanding amounts owing related primarily to parking fees that are paid late by customers.

SUNDRY REVENUE

\$7,650 Total Sundry Revenue as follows:

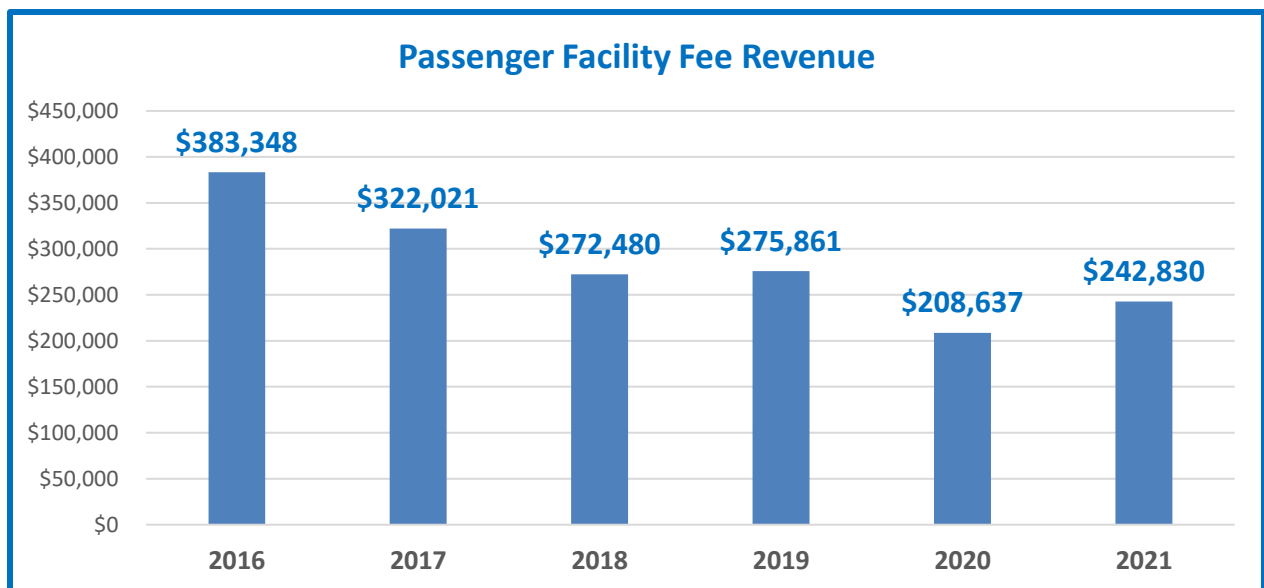
- \$6,000 Concession Vending Machine. These are food and beverage vending machines in the terminal for passenger use. The Airport receives a royalty payment based on total sales. This contract is managed by Community Services along with all other vending machine contracts for public facilities.
- \$1,650 increase in advertising revenue related to advertising space in the Airport terminal.

PASSENGER FACILITY FEE RESERVE

City Council, at its meeting of Tuesday, September 8, 2009 approved: *That Administration implement a Passenger Facility Fee for the Prince Albert Municipal Airport effective January 1, 2010.*

The Passenger Facility Fee will assist the City of Prince Albert to fund capital projects such as building improvements, replacement and upgrading of major equipment and systems and runway reconstruction work like runway resurfacing and replacement of runway drainage systems. The fee will also assist with any operational costs required to keep the airport safe and secure, comfortable, competitive and up-to-date.

The budgeted revenue to be collected for 2023 is **\$380,000**. The Passenger Facility Fee revenue collected is credited to the Passenger Facility Fee Reserve.



2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

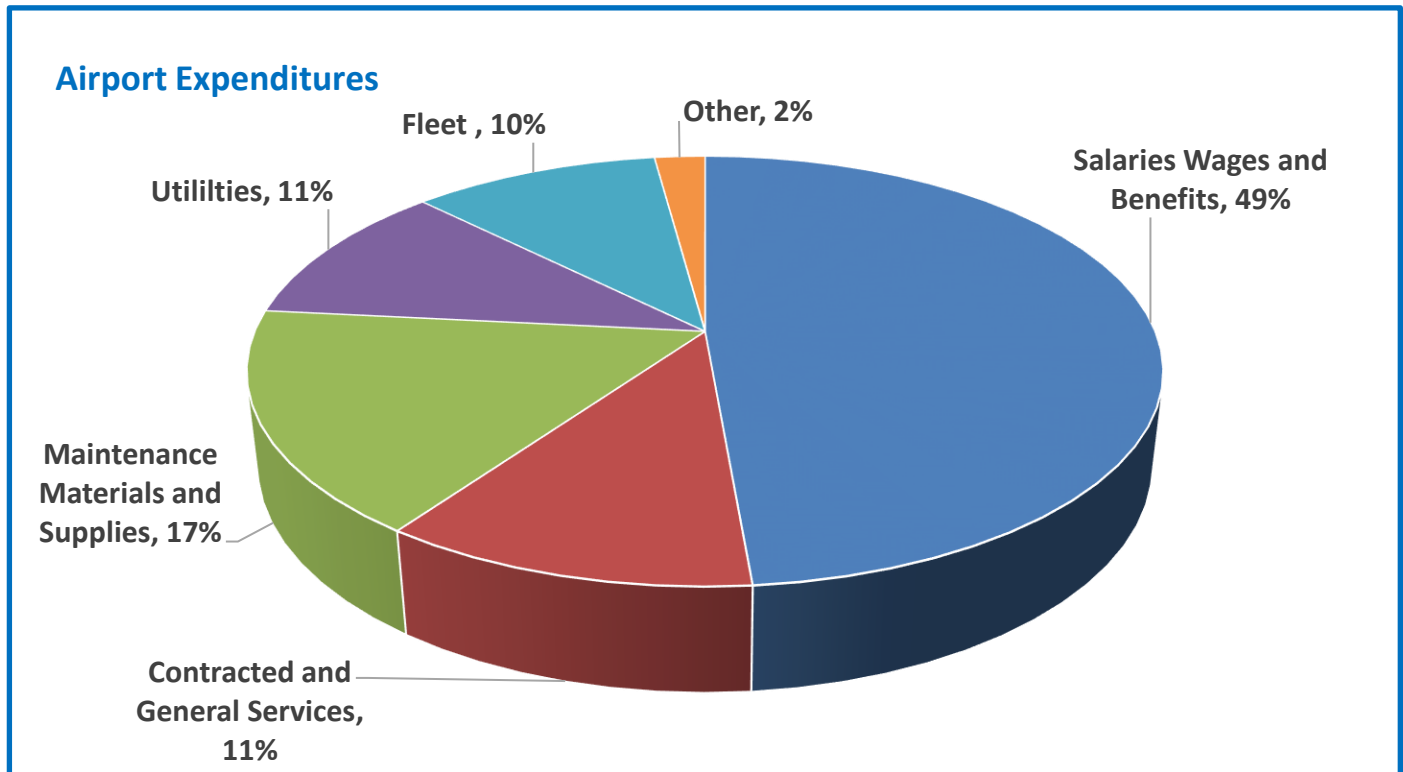
For the Year Ending December 31, 2023

2023 AIRPORT FUND EXPENDITURES

The increase in expenditures from Year 2022 is \$144,870, which represents a 12.87% increase over Year 2022:

Expenditures	2022 Budget	2023 Budget	Increase (Decrease)	% Change	% of Total Expenses
Salaries Wages and Benefits	\$600,780	\$617,820	\$17,040	2.84%	48.63%
Contracted and General Services	\$99,300	\$142,500	\$43,200	43.50%	11.22%
Financial Charges	\$750	\$750	\$0	0.00%	0.06%
Utilities	\$118,930	\$137,710	\$18,780	15.79%	10.84%
Fleet Expenses	\$124,900	\$132,390	\$7,490	6.00%	10.42%
Maintenance Materials and Supplies	\$157,250	\$213,030	\$55,780	35.47%	16.77%
Insurance	\$21,020	\$23,600	\$2,580	12.27%	1.86%
Bad Debt Expense	\$2,700	\$2,700	\$0	0.00%	0.21%
Total Expenditures	\$1,125,630	\$1,270,500	\$144,870	12.87%	100.00%

Airport Expenditures are as follows for Year 2023:



SALARY WAGES AND BENEFITS

\$17,040 increase in Salaries Wages Benefits as follows:

- \$6,830 increase as per current contract rates of the Collective Bargaining Agreement and step increases.
- \$2,210 increase for payroll benefits.
- \$8,000 increase for overtime. It is a regulatory requirement for the Airline for qualified airport staff to be in attendance at the airport for scheduled passenger flights. When flights are late, the Airlines must call for coverage to be able to land or takeoff. This overtime is tracked and charged back to the airline as a callout fee. Although it is not a regulatory requirement to be in attendance for other flights such as private aircraft, medevacs or charters, these flights sometimes need winter maintenance and or runway condition reports performed after the Airport's published hours of operation to land safely.

STAFF ALLOCATIONS TO AIRPORT FUND

Administration: The budget for Administration includes the salary for the permanent position of the Airport Manager (100%). As well, the budget includes an allocation of 10% of the salary cost for the Director of Public Works and 10% of the salary cost for the Manager of Capital Projects. The budget also includes an allocation of 15% of the salary cost of the Engineering Services Manager position.

CONTRACTED AND GENERAL SERVICES

Contracted and General Services have **increased** in the amount of **\$43,200**, representing a 43.50% increase over Year 2022 as follows:

- \$43,200 increase for Airport maintenance:

Repainting the airfield line markings is scheduled for every second year. These navigation visual aid markings are a regulatory requirement to be maintained at a high standard of visibility. These markings are worn off by traffic and winter maintenance activities like the high speed metal brush runway sweeper.

Rubber Removal: Landing Aircraft leave significant rubber deposits that need to be removed before line painting and to ensure that runway friction is not compromised.

\$142,500 Total Contracted and General Services as follows:

- \$5,000 for Aviation Consultant(s) to assist in regulatory and related procedure development reviews, design information to support external funding applications like ACAP and CAP, etc.
- \$15,000 for commissionaire security services. Security is a requirement of our Federal permit for securely stored items.

Security Patrols:

- Weekdays after hours of operation: 2 patrols between 8 pm and 5 am.
 - Weekends and statutory holidays: 3 patrols over the entire day.
 - Call backs for alarms or incidents.
- \$60,000 for Airport Maintenance to include airfield line markings and rubber removal. Decelerometers are the instruments used to determine the slipperiness on the runway. Transport Canada regulations require proof of calibration. Annual calibration is the industry standard. **The Airport Maintenance Reserve will be funding the amount of (\$60,000) for these projects for 2023.**
 - \$44,200 for other Airport Maintenance. The airfield electrical systems for navigational aids is highly regulated and requires an airfield electrical specialist to maintain. The perimeter fence is in place to restrict access and control wildlife. Several gates along the fence are in need of replacement to ensure fence integrity.
 - \$10,000 for Quality Assurance Audit - Corrective Action Plans (CAP).
 - \$2,800 for Terminal Building contractor with specialized skills not available in the city staff; Overhead doors, Security systems, HVAC, Luggage carousel etc.
 - \$1,000 for General Aviation Pilots Terminal Septic Tank Pump-outs.
 - \$4,500 for Building Maintenance contractor with specialized skills not available from City staff: Overhead doors, ventilation systems, HVAC & hoist.

2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

MAINTENANCE MATERIALS AND SUPPLIES

Maintenance Materials and Supplies have **increased** by **\$55,780** from Year 2022.

The major drivers for the increase in Maintenance Materials and Supplies are as follows:

- \$30,000 for Audit Services. By requirement of the Canadian Aviation Regulations, the airport operator must conduct a Safety Management System (SMS) - Quality Assurance Audit every three years to maintain airport certification. Due to the City’s Airport size it is recommended that a third party experienced Airport SMS auditor be contracted to audit our SMS. This would be a one-time expenditure for 2023. All the airport manuals will be revised in 2023. The audit reviews these manuals and the airfield infrastructure to ensure they are both compliant with the City’s certification obligations as an operator.
- \$21,000 increase for Terminal Building Maintenance. \$28,000 increase for Fire Alarm System Replacement. The Terminal Building was built in 1983 and therefore a replacement of the fire alarm systems in the Terminal and Field Electrical Centre is required as it doesn't meet present day codes. The 2022 third party fire alarm systems inspection identified several issues with the fire alarm systems in both buildings and recommended replacement. That cost is offset by a reduction of (\$7,000) from a one-time purchase in 2022.
- \$15,000 for granular materials. Budget is required to fix the groundside gravel roadways at the airport.
- (\$10,000) reduction for 2022 purchase of sweeper core not required in 2023.

INTERFUND TRANSFERS

In 2006 City Council authorized a transfer of 30% of the total cost of the Airport operation to be funded from the City’s General Fund to fund the operations of the Airport. As per approved 2022 Total Expenditures, the Transfer from General Fund for 2023 is the amount of \$337,690, an increase of \$29,250 from the General Fund.

General Fund - Funding to Airport		30%
2022 Approved Total Expenditures	\$1,125,630	\$337,689

Interfund Transfers	2022 Budget	2023 Budget	(Increase) Decrease	% Change
Transfer from General Fund	(\$308,440)	(\$337,690)	(\$29,250)	9.48%
Transfer from Utility Fund - City Facilities	(\$5,830)	(\$3,880)	\$1,950	-33.45%
Total Interfund Transfers	(\$314,270)	(\$341,570)	(\$27,300)	8.69%

2023 AIRPORT IMPROVEMENT FUND

A summary of the 2023 Airport Fund’s budget impact on the Airport Improvement Fund balance is as follows:

- The budgeted deficit from operations to be funded by the Airport Improvement Fund in 2023 is \$163,320.
- A transfer of \$9,000 to the Capital Committed Reserve is required for 2023 capital expenditures.
- This results in an estimated net **decrease** to the Airport Improvement Fund in 2023 of \$172,320 and an estimated **closing surplus balance of (\$6,990)**.

2023 AIRPORT FUND CAPITAL

Automated Opener Gate #2 for Ambulance: \$18,000

Automated opener/closer for the gate #2 at the Airport that allows ambulance access for medevac transfers. The ground ambulance has special restricted access to the Airport’s aircraft maneuvering surface for the transfer of patients on air medevac aircraft. Ambulance staff are not trained to drive airside but are provided special permission to go the shortest route to the area that the medevac aircraft park. The medevac aircraft parking area has been relocated to address operational concerns for limiting distances (keeping aircraft a safe distance apart) while taxiing for parking on the apron. The most direct and safest route for the ground ambulance to access the medevac aircraft is via gate #2.

Gate #2 requires manual operation and would need to be closed manually. The gates must be kept closed at all times to ensure wildlife and unauthorized personnel do not access the airfield. Automated gate operations would alleviate human error and ensure the airfield remains secure at all times. There are an average of 2 medevac transfers every day. Project is contingent upon Community Airport Partnership (50% cost share) funding.

Funding:

Airport Improvement Fund	\$9,000
Community Airport Partnership Fund (CAP)	\$9,000

2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

CAPITAL COMMITTED

CAPITAL COMMITTED RESERVE	2023 Budget	2022 Budget
Budgeted Transactions		
Funding:		
Funding for Capital - via transfer from Airport Improvement Fund Balance (Uncommitted)	(\$9,000)	(\$24,000)
Passenger Facility Fee Reserve	-	(\$681,000)
Airport Capital Assistance Program (ACAP)	-	-
Community Airport Partnership (CAP)	(9,000)	(24,000)
Other External Funding Sources	-	(4,450,000)
Total Funding	(18,000)	(5,179,000)
Expenditures:		
Automated Opener Gate #2 for Ambulance	18,000	18,000
New Terminal - Detailed Design	-	600,000
Runway 08 Threshold Concrete Repairs	-	16,000
Taxi B Overlay	-	30,000
Terminal Sidewalk Expansion	-	65,000
Apron II Rehabilitation and Expansion - Construction	-	3,500,000
Apron II Utilities - Construction	-	950,000
Total Expenditures	18,000	5,179,000

Airport Improvement Fund

\$9,000

Community Airport Partnership Fund (CAP)

\$9,000

2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

AIRPORT IMPROVEMENT FUND BALANCE

AIRPORT IMPROVEMENT FUND BALANCE (UNCOMMITTED EQUITY)	2023	2022
	Budget	Budget
Budgeted Transactions		
Funding:		
Total (Surplus) Deficit	(\$166,680)	(\$84,250)
Transfer: Airport Improvement Reserve	(50,000)	10,000
Transfer: Passenger Facility Fee Reserve	380,000	225,000
Total Funding	163,320	150,750
Expenditures:		
Transfer to Capital Committed Reserve	9,000	24,000
Budgeted (Increase) Decrease	172,320	174,750
Fund Surplus, beginning of year (estimated)	(179,310)	(354,060)
Fund (Surplus) Deficit, end of year (estimated)	(6,990)	(179,310)

2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

PASSENGER FACILITY FEE RESERVE

PASSENGER FACILITY FEE RESERVE	2023 Budget	2022 Budget
Budgeted Transactions		
Funding:		
Passenger Facility Fee Levies	(\$380,000)	(\$225,000)
Expenditures:		
New Terminal - Detailed Design	-	600,000
Runway 08 Threshold Concrete Repairs	-	16,000
Terminal Sidewalk Expansion	-	65,000
Budgeted (Increase) Decrease to Reserve	(380,000)	456,000
Reserve Balance, beginning of year (estimated)	(2,160,316)	(2,629,216)
Capital Carryforward - Outstanding from Prior Years	-	12,900
Reserve Balance, end of year (estimated)	(2,540,316)	(2,160,316)

2023 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

AIRPORT MAINTENANCE RESERVE

AIRPORT MAINTENANCE RESERVE	2023 Budget	2022 Budget
Budgeted Transactions		
Funding:		
Funding for Reserve - via transfer from Airport Improvement Fund Balance (Uncommitted) - Note 1	(\$10,000)	(\$10,000)
Expenditures:		
Airfield Line Markings Repainting & Airport Maintenance	60,000	-
Budgeted (Increase) Decrease to Reserve	50,000	(10,000)
Reserve Balance, beginning of year (estimated)	(70,000)	(60,000)
Reserve Balance, end of year (estimated)	(20,000)	(70,000)
Notes:		
1) In the 2016 Budget, Council approved \$10,000 per year to be transferred to reserve for future cracksealing costs at the Airport.		



City of
**Prince
Albert**



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, NOVEMBER 30, 2022, 4:03 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Jason Maier, Finance Controller
Melodie Boulet, Finance Manager
Wes Hicks, Director of Public Works
Nykol Miller, Capital Projects Manager
Briane Vance, Senior Accounting Manager
Ramona Fauchoux, Director of Financial Services
Mohammad Kraishan, Engineering Services Manager
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. APPROVAL OF AGENDA

0158. **Moved by:** Councillor Miller

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

1. That Item No. 5.4 be moved forward for consideration after Item No. 5.1; and,
2. That Item No. 5.3 be moved forward for consideration after Item No. 5.4.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

5. FUND BUDGET FOR REVIEW

5.1 2023 Water Utility Fund Operating and Capital Budget

0159. **Moved by:** Councillor Lennox-Zepp

That the following matter be tabled to the last day of the 2023 Budget Committee deliberations:

That Item No. UF-01 – Sewer Trunk Main Cleaning be partially funded as follows:

1. \$250,000 from the Water Utility Improvement Fund;
2. \$200,000 from the Sewer Storm Replacement Project; and,
3. \$300,000 from the savings of the Raw Water Pump House Construction Project.

MOTION DEFEATED

0160. **Moved by:** Councillor Zurakowski

That Administration bring forward a Plan that allows the City to proceed with the 15th Street Sewer Trunk Main Cleaning, subject to consultation with the City Manager and the Financial Services Department.

CARRIED

0161. **Moved by:** Councillor Head

1. That Line Item No. 6 – CF - Sale of Water in the Water Treatment and Maintenance Functional Area be reduced from a revenue of \$297,590 to an approved revenue of \$245,190 in User Charges and Fees Revenue, to reflect the decrease of revenue in the amount of \$52,400 relating to a reduction in budgeted water consumption for the Cooke Municipal Golf Course; and,
2. That Line Item No. 46 – Contribution to General Fund: City Facilities in the Administration, Billing and Meter Maintenance Functional Area be reduced from \$280,500 to an approved cost of \$266,930 in the Interfund Transfers, to reflect the reduction of \$13,570 relating to a budget adjustment approved during the 2023 General Fund Budget deliberations.

CARRIED

0162. **Moved by:** Councillor Cody

1. That the 2023 Water Utility Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$19,955,250;
 - b. Operating expenses of \$14,225,210;
 - c. Capital and Interfund Transactions of \$6,199,060; and,
 - d. A deficit of \$469,020. After adjusting for non-cash amortization, the surplus is \$5,280,980 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Water Utility Fund Capital expenditures of \$3,085,200 and Loan Principal Payments of \$1,773,300 as identified as UC-01 to UC-14 in Appendix A attached to 2023 Water Utility Fund Budget Document, be approved;
3. That the 2024 – 2027 Water Utility Fund Capital expenditures, as identified in Appendix B of the 2023 Water Utility Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year;
4. That The City of Prince Albert 2023 Water Utility Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

The meeting recessed at 5:45 p.m.

The meeting reconvened at 6:15 p.m.

5.4 2023 Land Fund Operating and Capital Budget

0163. **Moved by:** Councillor Zurakowski

1. That the 2023 Land Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$485,000;
 - b. Operating expenses of \$283,980;
 - c. Capital and Interfund Transactions of \$76,500; and,
 - d. An operating surplus of \$124,520 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Land Fund Capital expenditures of \$0 and Loan Principal Payments of \$293,100, as identified as LC-01 to LC-02 in Appendix A of the 2023 Land Fund Budget Document, for an overall budget of \$293,100 funded by the Land Development Fund Balance and Development Levies Reserve, be approved;
3. That the 2024 – 2027 Land Fund Capital expenditures, as identified in Appendix B of the 2023 Land Fund Budget Document, be approved in principle, subject to final approval of the annual Budget of each year; and,
4. That The City of Prince Albert 2023 Land Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

5.3 2023 Airport Fund Operating and Capital Budget

0164. **Moved by:** Councillor Cody

1. That the 2023 Airport Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$1,095,610;
 - b. Operating expenses of \$1,270,500;
 - c. Capital and Interfund Transfers of \$403,430; and,

- d. A deficit of \$578,320. After adjusting for non-cash amortization, there is a surplus of \$166,680 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Airport Fund Capital expenditures of \$18,000, as identified as AC-01 in Appendix A of the 2023 Airport Fund Budget Document, be approved;
3. That the 2024 – 2027 Airport Fund Capital expenditures, as identified in Appendix B of the 2023 Airport Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,
4. That The City of Prince Albert 2023 Airport Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

5.2 2023 Sanitation Fund Operating and Capital Budget

0165. **Moved by:** Councillor Zurakowski

1. That the 2023 Sanitation Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$5,755,760;
 - b. Operating expenses of \$4,953,130;
 - c. Capital and Interfund Transfers of \$1,305,110; and,
 - d. A deficit of \$502,480. After adjusting for non-cash amortization, the surplus is \$487,520 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Sanitation Fund Capital expenditures of \$544,800, as identified as SC-01 in Appendix A of the 2023 Sanitation Fund Budget Document, be approved;
3. That the 2024 – 2027 Sanitation Fund Capital expenditures, as identified in Appendix B of the 2023 Sanitation Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,

4. That The City of Prince Albert 2023 Sanitation Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

6. ADJOURNMENT – 7:07 P.M.

0166. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



RPT 22-466

TITLE: 2023 Water Utility Fund Operating and Capital Budget

DATE: November 30, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That the 2023 Water Utility Fund Operating Budget be approved as follows:
 - a) Operating revenues of \$19,955,250;
 - b) Operating expenses of \$14,225,210;
 - c) Capital and interfund transactions of \$6,199,060; and,
 - d) A deficit of \$469,020. After adjusting for non-cash amortization, the surplus is \$5,280,980 to fund capital projects and loan principal payments;
2. That the 2023 Water Utility Fund capital expenditures of \$3,085,200 and loan principal payments of \$1,773,300, be approved;
3. That the motions from the 2023 Water Utility Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
4. That the 2023 Water Utility Fund budgeted expenditures be approved for disbursement effective January 1, 2023.

TOPIC & PURPOSE:

For City Council to approve the 2023 Water Utility Fund Operating and Capital Budget along with the resolutions of the Budget Committee.

BACKGROUND:

On November 30, 2022 the Budget Committee considered the 2023 Water Utility Fund Operating and Capital Budgets and recommended that the 2023 Water Utility Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, be forwarded to City Council for final approval.

PROPOSED APPROACH AND RATIONALE:

The Water Utility Fund budget includes operating and capital. The water utility operating budget is intended to be self-sustaining by generating an operating surplus sufficient for debt repayment and future capital expenditures, in order to operate the water and waste water systems independent of the City's tax base. It generates revenue by collecting utility fees for providing safe potable drinking water and for treating the effluent generated by the City.

The Fund's revenue sources are continually reviewed and monitored. The Water and Sewer Utility Rates and Fees Bylaw No. 22 of 2021 includes a 3% increase in the average annual rates and fees paid by an average Prince Albert household for 2023, an approximate increase of \$2.77 per month for an average household.

The Director of Finance presented the budget package to the Budget Committee that included a format that provided budgeted 2023 revenues and expenditures along with the changes relative to the previous years approved budget. For 2023 there are budgetary adjustments to the revenues and expenditures which are summarized in the final budget which is attached.

2023 Budgeted Revenue

Budgeted revenues have increased \$327,460, from \$19,627,790 in 2022 to \$19,955,250 in 2023.

As part of the 2022 Budget process, Administration proposed and City Council approved Bylaw No. 22 of 2021, which included a 3 year increase to the water and sewer rates of 3% per year for the years 2022 to 2024.

2023 Budgeted Expenses

Budgeted expenses have increased by \$1,051,990, from \$13,173,220 in 2022, to \$14,225,210 in 2023.

2023 Capital and Interfund Transactions

Budgeted capital and interfund transactions have increased \$171,570, from \$6,027,490 in 2022 to \$6,199,060 in 2023.

2023 Capital Budget

\$4,858,500 in capital spending is proposed for 2023 and is listed below:

- \$1,500,000 for the water main replacement program.
- \$800,000 for sanitary and storm sewer replacement program.
- \$400,000 for River Street Reservoir Refurbish and Repairs.
- \$155,000 for the lead service replacement program.
- \$105,000 for the fire hydrant replacement program.
- \$60,000 for fire hydrant fire protection.
- \$50,000 for decommissioning the former Raw Water Pump House.
- \$15,200 for replacement of the postage machine.
- \$1,773,300 for loan principal payments.

Please see below for a summary of 2023 capital spending and the funding sources:

Water Utility Improvement Fund	\$4,664,500
Community Canada Building Fund (Gas Tax)	\$194,000
TOTAL CAPITAL FUNDING	\$4,858,500

CONSULTATIONS:

A media release notified the public that the Budget Committee meetings for the 2023 Water Utility, Sanitation, Airport, and Land Fund Budgets were scheduled from November 30, 2022 to December 2, 2022.

In addition, the budget submissions to the Budget Committee were available on eagenda.citypa.ca and the City's website for the public's review.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the 2023 Water Utility Fund Budget is approved by Council it will be posted on the City of Prince Albert website.

FINANCIAL IMPLICATIONS:

A summary of the 2023 budget's impact on the Water Utility Improvement Fund Balance is as follows:

- The budgeted Water Utility Fund surplus from operations, after adjusting for non-cash amortization, to be transferred to the Water Utility Improvement Fund Balance for 2023 is \$5,280,980.
- A transfer of \$4,664,500 to the Capital Committed Reserve for 2023 Capital Expenditures.
- This results in an estimated increase to the Water Utility Improvement Fund Balance of \$616,480 bringing the estimated 2023 year end deficit to \$18,271,956.

Note: The estimated 2023 year end deficit mentioned above does not factor the approval of Capital Financing of \$12.8 million in 2022 for the Raw Water Pump House which once applied will lower the deficit.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Economic Diversity and Stability: Develop and maintain new and existing amenities and infrastructure.

Infrastructure Management:

- Continue to follow through with the recommendations within the Water Hydraulic System Analysis, Sewer Hydraulic System Analysis and the Storm Hydraulic System Analysis.
- Ensure necessary water treatment and distribution infrastructure is built, maintained, and replaced as necessary.

The 2023 Water Utility Fund Budget as presented strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 Water Utility Fund Operating and Capital Budget – Final for Council Approval
2. November 30, 2022 Budget Committee Minutes – Unofficial

Written by: Ramona Fauchoux, Director of Financial Services

Approved by: City Manager



CITY OF PRINCE ALBERT
WATER UTILITY
FUND **BUDGET**

FOR YEAR ENDING
DECEMBER 31, 2023



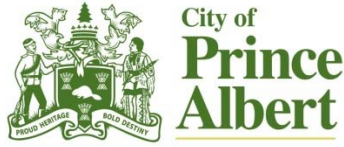
City of
**Prince
Albert**

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 WATER UTILITY FUND BUDGET	PAGE
Water Utility Fund Budget Overview	2
Water Utility Fund Operating Budget	
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Functional Area: Water Treatment and Maintenance	21
Functional Area: Waste Water Treatment and Maintenance	22
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Water Utility Improvement Fund Balance	24

Budget Overview



The Water Utility Fund budget includes operating and capital. The Water Utility Fund operating budget is intended to be self-sustaining by generating an operating surplus sufficient for debt repayment and future capital expenditures, in order to operate the water and waste water systems independent of the City's tax base. It generates revenue by collecting utility fees for providing safe potable drinking water and for treating the effluent generated by the City.

The Water and Sewer Utility Rates and Fees Bylaw No. 22 of 2021 includes a 3% increase in the average annual rates and fees paid by an average Prince Albert household for 2023, an approximate increase of \$2.77 per month for an average household. The recommended rate increases are required to ensure that sufficient funds exist to cover annual operating and capital costs for 2023. The rate increases recommended in the Bylaw partially address the need to recover prior Water Utility Fund losses and the need to address the increase in projected capital spending.

Below is the increased rates based on an average residential user:

Average Residential - Monthly Charges for 14 cubic meters monthly

14 cubic meters 5/8 or 3/4 inch meter	Year 2022		Year 2023	
	Utility Rates	Utility Costs	Utility Rates	Utility Costs
Water Consumption	\$1.37	\$19.18	\$1.41	\$19.74
Sewer Consumption	\$1.21	\$16.94	\$1.25	\$17.50
Water Fixed Charges	\$27.25	\$27.25	\$28.10	\$28.10
Monthly Fixed Charges	\$25.30	\$25.30	\$26.10	\$26.10
TOTAL MONTHLY CHARGES		\$88.67		\$91.44
	Monthly Increase			\$2.77
	Yearly Increase			\$33.24
	Percentage Increase			3%

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

Average Residential - Monthly Charges for 22.9 cubic meters monthly

22.9 cubic meters 5/8 or 3/4 inch meter	Year 2022		Year 2023	
	Utility Rates	Utility Costs	Utility Rates	Utility Costs
Water Consumption	\$1.37	\$31.37	\$1.41	\$32.29
Sewer Consumption	\$1.21	\$27.71	\$1.25	\$28.63
Water Fixed Charges	\$27.25	\$27.25	\$28.10	\$28.10
Monthly Fixed Charges	\$25.30	\$25.30	\$26.10	\$26.10
TOTAL MONTHLY CHARGES		\$111.63		\$115.11

Monthly Increase \$3.48
Yearly Increase \$41.78
Percentage Increase 3%

Average Residential - Monthly Charges for 45.8 cubic meters monthly

45.8 cubic meters 5/8 or 3/4 inch meter	Year 2022		Year 2023	
	Utility Rates	Utility Costs	Utility Rates	Utility Costs
Water Consumption	\$1.37	\$62.75	\$1.41	\$64.58
Sewer Consumption	\$1.21	\$55.42	\$1.25	\$57.25
Water Fixed Charges	\$27.25	\$27.25	\$28.10	\$28.10
Monthly Fixed Charges	\$25.30	\$25.30	\$26.10	\$26.10
TOTAL MONTHLY CHARGES		\$170.71		\$176.03

Monthly Increase \$5.31
Yearly Increase \$63.77
Percentage Increase 3%

Below is the increase for an average commercial user using 250 cubic meters of water monthly:

Average Commercial - Monthly Charges for 250 cubic meters monthly

250 cubic meters 1" Meter Size	Year 2022		Year 2023	
	Utility Rates	Utility Costs	Utility Rates	Utility Costs
Water Consumption	\$1.37	\$342.50	\$1.41	\$352.50
Sewer Consumption	\$1.21	\$302.50	\$1.25	\$312.50
Water Fixed Charges	\$38.15	\$38.15	\$39.34	\$39.34
Monthly Fixed Charges	\$35.42	\$35.42	\$36.54	\$36.54
TOTAL MONTHLY CHARGES		\$718.57		\$740.88

Monthly Increase \$22.31
Yearly Increase \$267.72
Percentage Increase 3%

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 WATER UTILITY FUND BUDGET APPROVED

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$19,674,950)	(\$19,322,490)	(\$352,460)
Interest and Penalties	(140,300)	(200,300)	\$60,000
Sundry	(140,000)	(105,000)	(\$35,000)
Total Revenues	(19,955,250)	(19,627,790)	(327,460)
EXPENSES			
Salaries Wages and Benefits	6,307,990	5,995,010	312,980
Contracted and General Services	903,200	940,500	(37,300)
Utilities	1,267,680	1,234,910	32,770
Interest on Long Term Debt	1,060,440	1,037,000	23,440
Fleet Expenses	868,150	844,640	23,510
Maintenance Materials and Supplies	3,687,200	3,003,190	684,010
Insurance	55,550	42,970	12,580
Bad Debt Expense	75,000	75,000	0
Total Expenses	14,225,210	13,173,220	1,051,990
Operating (Surplus) Deficit	(5,730,040)	(6,454,570)	724,530
CAPITAL AND INTERFUND TRANSACTIONS			
Capital Revenues	(436,130)	(371,270)	(64,860)
Amortization	5,750,000	5,500,000	250,000
Contribution to General Fund	614,000	614,000	0
Contribution to GF - City Facilities	266,930	280,500	(13,570)
Contribution to Airport Fund	5,830	5,830	0
Contribution of Sanitation Fund	2,000	2,000	0
Transfer from Sanitation Fund	(3,570)	(3,570)	0
Capital and Interfund Transactions	6,199,060	6,027,490	171,570
TOTAL (SURPLUS) DEFICIT	469,020	(427,080)	896,100
Allocated as Follows:			
Total (Surplus) Deficit	469,020	(427,080)	896,100
Non-Cash Adjustment - Amortization	(5,750,000)	(5,500,000)	(250,000)
Total (Surplus) Deficit - Adjusted for Amortization	(5,280,980)	(5,927,080)	646,100
Transfer to Water Utility Improvement Fund Balance	616,480	1,005,380	(388,900)
Transfer to Capital Committed Reserve	4,664,500	4,921,700	(257,200)
	5,280,980	5,927,080	(646,100)
	0	0	0

2023 WATER UTILITY FUND REVENUES

The four primary sources of revenue for the Water Utility Fund are:

Water Service

This is the water consumption rate or volumetric charge. The amount charged is based on the amount of water consumed. You are charged for the amount of water you use. Metered Water Rate is per **cubic meter** of the water you use.

Sewage Treatment

This charge is based on the amount of water consumed. This is the sewer consumption rate or volumetric charge. Metered Sewer Consumption Rate is per **cubic meter** of the water you use.

Water Capital Works

The water capital works charge is a fixed meter charge that is a **monthly flat charge**. The amount charged monthly is based on the meter size to reflect the demand placed on utilities. This charge is for the capital replacement of the water distribution system.

Sewer Capital Works

The sewer capital works charge is a fixed meter charge that is a **monthly flat charge**. The amount charged monthly is based on the meter size to reflect the demand placed on utilities. This charge is for the capital replacement of the waste water collection system.

Recognition of revenue generated from water and sewer usage by City facilities continues to be recorded and adjusted through interfund transactions.

USER CHARGES AND FEES REVENUE

Budgeted User Charges and Fees revenue has **increased** by **\$352,460** over 2022 as follows:

- \$299,302 increase in water and sewer consumption for In-City Users and Outside Consumers.
- \$59,408 increase in monthly water and sewer fixed charges as per increased rates.
- (\$6,250) decrease in Other Revenue

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

WATER AND SEWER CONSUMPTION REVENUE – INCREASED REVENUE OF \$299,302

Consumption Revenue	2022 Utility Rates	2022 Consumption	2022 Revenue	2023 Utility Rates	2023 Consumption	2023 Revenue	Increased (Decreased) Revenue
Sale of Water - Residential, Commercial and Industrial (In-City Rate)	\$1.37	3,330,200	\$4,574,695	\$1.41	3,280,200	\$4,625,082	\$50,387
Sask Pen Consumption - Outside User	\$2.40	113,267	\$272,292	\$2.47	117,000	\$288,698	\$16,406
Sale of Water – Outside City Rate (Twilite and Heartland)	\$2.40	5,663	\$13,615	\$2.47	5,665	\$13,978	\$364
Trailers Courts Consumption	\$2.40	31,149	\$74,880	\$2.47	27,000	\$66,623	(\$8,258)
Sale of Water (Super 8 Motel)	\$2.40	5,805	\$13,955	\$2.47	5,805	\$14,324	\$369
Rural Water Consumption	\$1.54	325,643	\$501,491	\$1.59	350,000	\$556,500	\$55,009
Sewer Consumption – In City Rate	\$1.21	3,187,908	\$3,861,512	\$1.25	3,228,900	\$4,036,125	\$174,613
Sewer Consumption – Outside City Rate	\$2.12	153,760	\$325,937	\$2.19	153,760	\$336,350	\$10,413
Total Consumption Revenue			\$9,638,377			\$9,937,679	\$299,302

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

WATER CONSUMPTION

Revenue for water consumption from Residential, Commercial and Industrial properties has **increased** by **\$50,387** due to the increased rate per cubic meter for 2023. The increase is offset by a reduction in projected water consumption. The projected water consumption for 2023 was reduced by 50,000 cubic meters, which results in a reduction to budgeted revenue.

Revenue **increased** by **\$8,880** for water consumption from Outside Users as a result of the increased rate per cubic meter for 2023. The consumption for the Trailer Courts was reduced for 2023, based on average water sold to the Trailer Courts in prior years.

Water Consumption for Prince Albert Rural Water is projected to increase contributing to a total revenue **increase** of **\$55,009**, due to the increased rate per cubic meter and projected water sold.

Water Consumption Rates	Year 2022	Year 2023	Increase
In-City User	\$1.37	\$1.41	\$0.04
Outside User	\$2.40	\$2.47	\$0.07
Prince Albert Rural Water	\$1.54	\$1.59	\$0.05

** Rate per cubic meter

SEWER CONSUMPTION

Revenue for sewer consumption for Residential, Commercial and Industrial properties has **increased** by **\$174,613** due to the increased rate per cubic meter for 2023. Consumption for 2023 was increased by 40,992 cubic meters, based on a review of average historical consumption.

Sewer Consumption revenue for Outside City Users is projected to **increase** by **\$10,413** due to the increased rate per cubic meter.

Sewer Consumption Rates	Year 2022	Year 2023	Increase
In-City User	\$1.21	\$1.25	\$0.04
Outside User	\$2.12	\$2.19	\$0.07

** Rate per cubic meter

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

WATER AND SEWER FIXED CHARGES – INCREASED REVENUE OF \$59,408

Fixed Charges	2022 Rate Per User	# of Users	2022 Revenue	2023 Rate Per User	# of Users	2023 Revenue	Increased (Decreased) Revenue
Water Fixed Charges							
Prince Albert Rural Water	\$45.66	1,216	\$666,271	\$49.37	1,104	\$654,054	(\$12,217)
Saskatchewan Penitentiary	\$45.66	329	\$180,266	\$49.37	329	\$194,913	\$14,647
Provincial Correctional Facilities	\$45.66	261	\$143,007	\$49.37	261	\$154,627	\$11,620
Trailer Courts (Eastview and Driftwood)	\$45.66	187	\$102,461	\$49.37	187	\$110,786	\$8,325
Sewer Fixed Charges							
Saskatchewan Penitentiary	\$31.63	329	\$124,875	\$32.63	329	\$128,823	\$3,948
Provincial Correctional Facilities	\$31.63	261	\$99,065	\$32.63	261	\$102,197	\$3,132
Trailer Courts (Eastview and Driftwood)	\$25.30	187	\$56,773	\$26.10	187	\$58,568	\$1,795
In City Users							
Fixed Water Charges - Meters			\$3,991,077			\$4,004,928	\$13,851
Fixed Sewer Charges - Meters			\$3,701,248			\$3,715,554	\$14,306
Total Fixed Charges			\$9,065,043			\$9,124,451	\$59,408

WATER FIXED CHARGES

The fixed water and sewer charges for Residential, Commercial, Industrial, Trailer Courts, Sask Pen and Provincial Correctional Facilities and Federal Institutions (Penitentiaries) have all **increased** by a combined total of **\$71,625** related to the increased fixed water and sewer charges. The increase in revenue is **offset by a decrease of \$12,217** in revenue from Prince Albert Rural Water.

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

Trailer Courts and Prince Albert Rural Water Users

- Revenue is based on the number of users/households “outside of the City of Prince Albert Corporate Limits” connected to the City's watermain system = Equivalent Customers
 - Equivalent Customers x \$ rate = Monthly Water Service Charge

Trailer Courts

- Revenue is based on the number of users/households “outside of the City of Prince Albert Corporate Limits” connected to the City's watermain system = Equivalent Customers
 - Equivalent Customers x \$ rate = Monthly Sewer Service Charge

Provincial Correctional Facilities and Federal Institutions (Penitentiaries)

- Revenue is based on the number of inmates divided by 2.5 = Equivalent Customers
 - Equivalent Customers x \$ rate = Monthly Water Service Charge
 - Equivalent Customers x \$ rate = Monthly Sewer Service Charge

PRINCE ALBERT RURAL WATER

Revenue has decreased by **\$12,217** for 2023. Prince Albert Rural Water provided correspondence to the City in September of 2022 advising 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. Their correspondence also states that service will be extended to Little Red as approved by the City. There are 101 homes within the Little Red area. The impact to revenue related to the reduction in users for 2023 is as follows (213 – 101 = 112):

Prince Albert Rural Water	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

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

The fixed water and sewer charges will be increasing as follows:

Monthly Water Fixed Charge	2022 Water Fixed	2023 Water Fixed	Monthly Increase	Yearly Increase
5/8 inches	\$27.25	\$28.10	\$0.85	\$10.20
3/4 inches	\$27.25	\$28.10	\$0.85	\$10.20
1 inch	\$38.15	\$39.34	\$1.19	\$14.28
1.5 inches	\$49.05	\$50.58	\$1.53	\$18.36
2 inches	\$79.03	\$81.49	\$2.46	\$29.52
3 inches	\$299.75	\$309.10	\$9.35	\$112.20
4 inches	\$381.50	\$393.40	\$11.90	\$142.80

Monthly Sewer Fixed Charge	2022 Sewer Fixed	2023 Sewer Fixed	Monthly Increase	Yearly Increase
5/8 inches	\$25.30	\$26.10	\$0.80	\$9.60
3/4 inches	\$25.30	\$26.10	\$0.80	\$9.60
1 inch	\$35.42	\$36.54	\$1.12	\$13.44
1.5 inches	\$45.54	\$46.98	\$1.44	\$17.28
2 inches	\$73.37	\$75.69	\$2.32	\$27.84
3 inches	\$278.30	\$287.10	\$8.80	\$105.60
4 inches	\$354.20	\$365.40	\$11.20	\$134.40

OTHER REVENUE – DECREASED REVENUE OF \$6,250

Budgeted Water Crane revenue has been increased for 2023 by \$33,300 related to increased water sold at the Water Crane. As well, there is an increase in budgeted revenue related to reconnection charges for utility users in the City. City Facility – Sale of Water and Sewer Service Charges have decreased based on a review of actuals and expectations for City facilities for 2023.

Other Revenue	2022 Revenue	2023 Revenue	Increased (Decreased) Revenue
Water Crane	\$46,700	\$80,000	\$33,300
Septic Dumping Fees	\$70,000	\$70,000	\$0
Reconnection Charges	\$15,000	\$25,000	\$10,000
CF - Sale of Water	\$271,330	\$245,190	(\$26,140)
CF - Water Capital Works (meters)	\$34,030	\$34,030	\$0
CF - Sewer Service Charges	\$150,890	\$127,480	(\$23,410)
CF - Sewer Capital Works (meters)	\$31,120	\$31,120	\$0
Total Revenue	\$619,070	\$612,820	(\$6,250)

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

INTEREST AND PENALTIES

Interest and Penalties revenue has **decreased** by **\$60,000**, as there has been a reduction in penalties being charged on accounts. With the change to monthly billing and more people signing up for MIPPS (monthly installment payment plan which allows utility customers to make monthly payments on their utility account as opposed to making quarterly payments), there are less penalties being charged.

SUNDRY REVENUE

Sundry revenue has **increased** by **\$35,000** based on increased revenue from tag fees, bill reprint fees, frozen or burnt water meters, etc.

2023 WATER UTILITY FUND EXPENDITURES

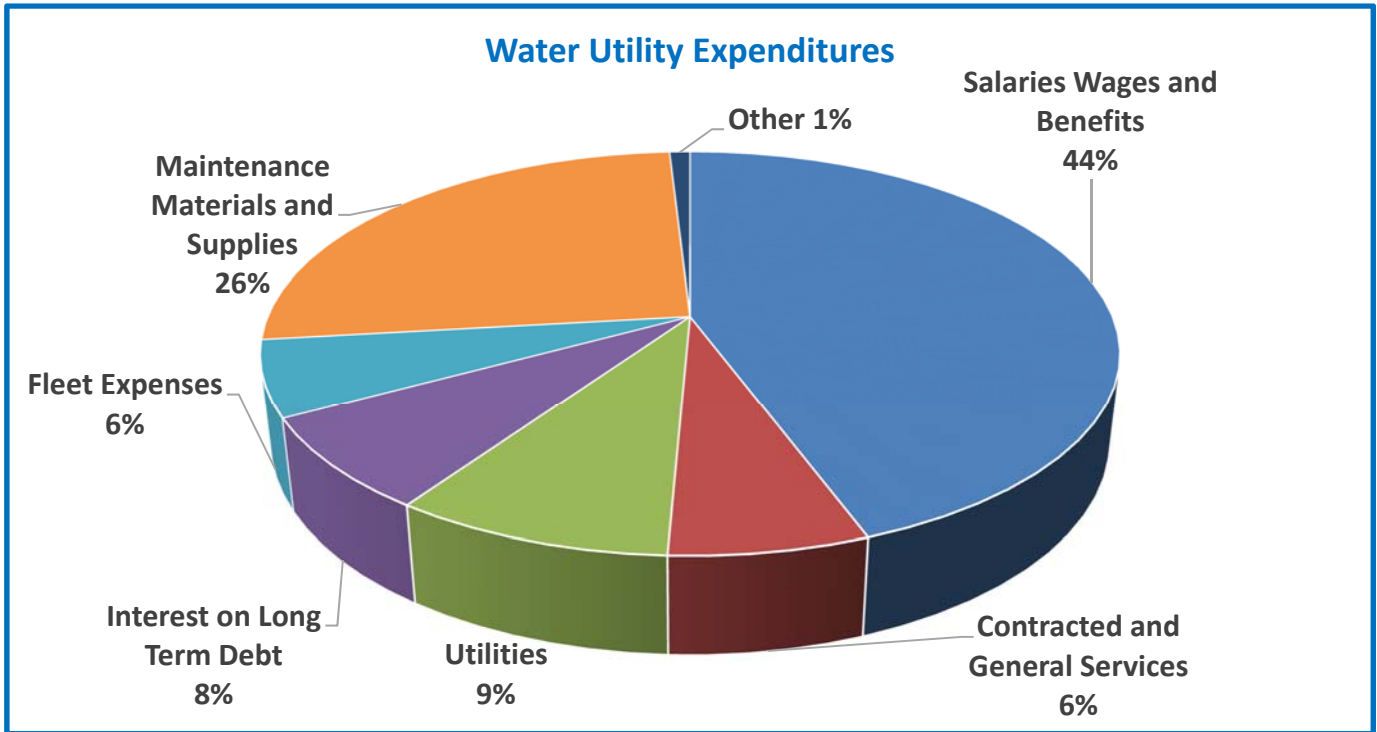
Budgeted expenses have increased by \$1,051,990, which represents a 7.99% increase over 2022:

Expenditures	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change	% of Total Expenses
Salaries Wages and Benefits	\$6,307,990	\$5,995,010	\$312,980	5.22%	44.34%
Contracted and General Services	\$903,200	\$940,500	(\$37,300)	-3.97%	6.35%
Utilities	\$1,267,680	\$1,234,910	\$32,770	2.65%	8.91%
Interest on Long Term Debt	\$1,060,440	\$1,037,000	\$23,440	2.26%	7.45%
Fleet Expenses	\$868,150	\$844,640	\$23,510	2.78%	6.10%
Maintenance Materials Supplies	\$3,687,200	\$3,003,190	\$684,010	22.78%	25.92%
Insurance	\$55,550	\$42,970	\$12,580	29.28%	0.39%
Bad Debt Expense	\$75,000	\$75,000	\$0	0.00%	0.53%
Total Expenses	\$14,225,210	\$13,173,220	\$1,051,990	7.99%	100.00%

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

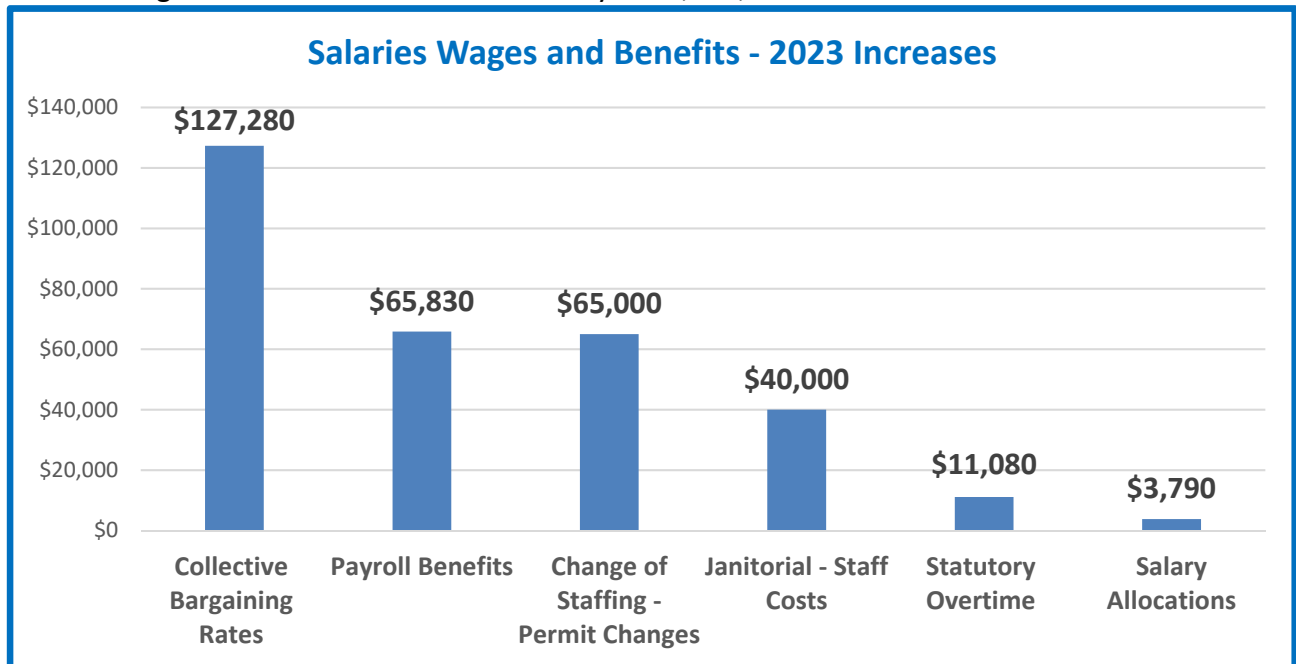
The expenses for the Water Utility Fund are as follows:



Note: % of Total Expenditures

SALARY WAGES AND BENEFITS

Salaries Wages and Benefits have increased by \$312,980, a 5.22% increase over 2022 as follows:



2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

Notes:

- Increase in Statutory Overtime is required to reflect the cost of the new Statutory Day on September 30 for Truth and Reconciliation Day.
- New for 2023: \$20,000 for janitorial cleaning at the Water Treatment Plant and \$20,000 for janitorial cleaning at the Waste Water Treatment Plant. The janitorial cleaning is done by City staff.
- \$45,000 increase for Wages Regular and a \$20,000 increase for Payroll Benefits for a total increase of \$65,000. This increase of \$65,000 is offset by a reduction in the budget for Maintenance Materials and Supplies of (\$45,000) and Contracted and General Services of (\$20,000). This is a budget re-allocation. Early in 2022, the Water Security Agency changed the operating permit for the Waste Water Treatment Plant which updated the requirements for disposing of the facilities biosolids. As such, the budgeted amount for the purchase of compost material has been reduced and re-allocated to wages to support the work required by City staff to prepare and dispose of the biosolids in the approved manner at the landfill.

STAFF ALLOCATIONS TO UTILITY FUND

Allocations of Public Works staffing costs charged to the Water Utility Fund to reflect the amount of time spent on Water Utility Fund related duties are shown below:

Director of Public Works	30%
Engineering Services Manager	30%
Manager of Capital Projects	20%
Manager of Operations	20%
Water Treatment Plant Manager	100%
Waste Water Treatment Plant Manager	100%
Assistant Environmental Manager	100%
Surface Works Manager	20%
Utilities Manager	70%
Water and Sewer Manager	70%
Senior CAD Technician	90%
Engineering Cad Technician	100%
Secretary II	100%
Clerk Steno II	75%
Clerk Steno II	100%

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

Salary Allocations to reflect an allocation from the Financial Services and Payroll Functional Area in the General Fund to the Water Utility Fund are shown below. This reflects the time that Financial Services spends on Water Utility Fund related accounting duties. The total allocation of **\$475,980** to the Water Utility Fund related to Financial Services is as follows:

Allocation of Financial Services	
Director of Financial Services	20%
Senior Operations Manager	40%
Senior Accounting Manager	20%
Finance Manager	20%
Utility Services Manager	75%
Chief Clerk	20%
Water Clerk	100%
Water Clerk	100%
Customer Service Representative	100%
Secretary	20%

CONTRACTED AND GENERAL SERVICES

Contracted and General Services have **decreased** by the amount of **\$37,300** as follows:

- **Decrease** of \$20,000 related to the re-allocation to payroll benefits as per Water Security Agency Permit.
- **Decrease** of \$12,500 related to reduced programming costs for software at Lift Stations.
- **Decrease** of \$5,000 for pest control contracting.
- **Increase** of \$200 for housing costs – floor mats outside entrances areas and carbon room.

CONTRACTED AND GENERAL SERVICES - LARGE CONTRACTS

- Sewer Photography - **\$350,000** - Contractors performing cleaning and photography of the City's sewer mains. Information is utilized to identify areas requiring maintenance replacement or re-lining.
- Sewer Relining - **\$350,000** - Contractors performing spot repairs or full block relining as determined after the completion of the sewer photography on the City's sewer system.
- Sanitary Sewer Connection - **\$135,000** for relining of sanitary sewer services, sewer photography and root cleaning costs.

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

UTILITIES

Budgeted Utilities have **increased** by **\$32,770** over 2022 as follows:

Utilities	2023 Budget	2022 Budget	(Favourable) Unfavourable Change	% Change
Water & Sewer	\$162,660	\$202,610	(\$39,950)	-19.72%
Heating Fuels	\$199,170	\$168,800	\$30,370	17.99%
Electricity	\$905,850	\$863,500	\$42,350	4.90%
Total Utilities	\$1,267,680	\$1,234,910	\$32,770	2.65%

INTEREST ON LONG TERM DEBT

Budgeted Interest on Long Term Debt has **increased** by **\$23,440** as follows:

Interest on Long Term Debt	Expiry of Loan	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
Upgrades at the Water Treatment Plant	Sept 2024	\$53,950	\$79,390	(\$25,440)
River Street Reservoir	Dec 2042	\$202,520	\$209,610	(\$7,090)
2nd Avenue and Marquis Road Reservoir	Dec 2042	\$189,500	\$196,140	(\$6,640)
Water Meter Replacement Project	Dec 2028	\$96,590	\$110,990	(\$14,400)
Raw Water Pump House	Mar 2057	\$436,130	\$371,270	\$64,860
Waste Water Treatment Plant Design	Mar 2057	\$81,750	\$69,600	\$12,150
Total Interest on Long Term Debt		\$1,060,440	\$1,037,000	\$23,440

The Loan for the Upgrades at the Water Treatment Plant will conclude in 2024 with the last payment made September 2024. The increases related to the Raw Water Pump House and Waste Water Treatment Plant design are the result of increases in interest rates from 2021 to March of 2022 when the funds were actually borrowed.

For the loans showing a decrease in interest, the principal payments are increasing, and the interest payments are decreasing.

On February 15, 2022, Council approved the Capital Financing for:

- Raw Water Pump House - \$12,803,000 to be payable over a period of 35 years.
- Waste Water Treatment Plant Design - \$2,400,000 to be payable over a period of 35 years.

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

The interest for the Loan borrowed for the Raw Water Pump House will be funded from the Canada Community Building Fund (formerly Gas Tax Funding).

WATER METER PROJECT

Interest is being charged internally for the Water Meter Replacement Project. However, there is no interest charged internally for the overall deficit of the Water Utility Fund that is covered by the General Fund.

- Water Utility Fund: interest is shown as an expense in the Water Utility Fund.
- General Fund: interest shows as revenue to the General Fund.

The loan principal for the project comes from the Water Utility Improvement Fund Balance annually. This is shown in the budget document. The surplus from the Water Utility Fund operating budget covers the principal payment.

FLEET EXPENSES

Fleet Expenses have **increased** by **\$23,510** over 2022. The majority of the increase relates to the equipment used for the Water Treatment Plant operations.

MAINTENANCE MATERIALS AND SUPPLIES

Maintenance Materials and Supplies have **increased** by **\$684,010** over 2022, representing a 22.78% increase. The one-time projects shown below total \$603,000, which is 88.2% of the total 2023 increase.

One Time Projects

Air Handler on Sludge Management Building	\$150,000
New Pump Ordered	\$122,000
Chlorine Gas - Disinfectant for Water Treatment Process	\$121,000
Ammonia Analyzer required for Process Control	\$105,000
One Spare Pump for Sewage Pumping Stations	\$45,000
UV Bulbs - 56 Bulbs replaced annually	\$35,000
Polymer Hot Water Heater Replacement	\$15,000
Washer and Dryer Replacement	\$5,000
SCADA Computers due for replacement	\$5,000

Total One Time Projects for Year 2023 \$603,000

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

INSURANCE

Insurance has **increased** by **\$12,580** over 2022. The 2023 insurance budget is based on a review of 2022 actual costs and consideration of annual increases for 2023 estimated by the City's insurance broker. Administration is estimating an annual increase of 7% for property and liability insurance for 2023. The increase can be attributed to inflation (building values) and annual rate increases.

CAPITAL REVENUES

Capital Revenues relate to funding from the Canada Community Building Fund - CCBF (formerly Gas Tax Funding) for the interest payment specific to the Raw Water Pump House loan. The interest payment is funded from CCBF. The principal payment is also funded from the CCBF and is included in the Capital Project Section. The interest payment of **\$436,130** for the Raw Water Pump House loan is included under Long Term Debt to be funded from the CCBF.

2023 CAPITAL AND INTERFUND TRANSFERS

Budgeted capital and interfund transactions have not changed from the 2022 Budget as the prior years budgeted amount was determined to be sufficient:

- \$614,000 Contribution to General Fund - Prior to 2010, the franchise fee was based on five percent of the total revenues received by the Water Utility Fund. Since 2010, it was suggested that the amount of the transfer be changed to reflect the actual apportionment of costs for people who currently contribute to the operation of the Water Utility Fund but would otherwise not be charged to that Fund. In 2012 the total dollars being transferred to the General Fund was set at \$614,000. This amount has not changed since 2012 as it was determined to be sufficient.
- \$266,930 Contribution to General Fund – City Facilities - The transfer is based on Financial Services review and forecast of City facilities water and sewer utility charges for 2023.

	2022 Budget	2023 Budget	Increase (Decrease)
Contribution to General Fund	\$614,000	\$614,000	\$0
Contribution to GF - City Facilities	\$266,930	\$280,500	(13,570)
Contribution to Airport Fund – City Facilities	\$5,830	\$5,830	\$0
Contribution to Sanitation Fund – City Facilities	\$2,000	\$2,000	\$0
Transfer from Sanitation Fund – City Facilities	(\$3,570)	(\$3,570)	\$0
Total Interfund Transfers	\$885,190	\$898,760	(\$13,570)

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 CAPITAL BUDGET

The 2023 Capital Budget for the Water Utility Fund Budget is as follows:

Item	Year 2023
Watermain Replacement Program	\$1,500,000
Sanitary/Storm Sewer Replacement Program	\$800,000
Fire Hydrant - Fire Protection	\$60,000
Fire Hydrant Replacement Program	\$105,000
Lead Service Replacement	\$155,000
Replacement Postage Machine	\$15,200
River Street Reservoir Refurbish and Repairs	\$400,000
Former Raw Water Pump House - Decommission	\$50,000
Water Meter Replacement Program Long Term Debt	\$464,300
Long-Term Debt Repayment - New Water Reservoirs	\$214,000
Long-Term Debt Repayment - Zone 2 Water Reservoir Upgrades	\$200,000
WTP - Loan Principal	\$664,600
Long-Term Debt Repayment - WWTP Detailed Design Year 1 and 2	\$36,400
Long-Term Debt Repayment - Raw Water Pump House	\$194,000
TOTAL WATER UTILITY FUND CAPITAL BUDGET	\$4,858,500

Please see below for a summary of 2023 capital spending and the funding sources:

Water Utility Improvement Fund	\$4,664,500
Community Canada Building Fund (Gas Tax)	\$194,000
TOTAL CAPITAL FUNDING	\$4,858,500

2022 Water Utility Improvement Funding for Capital	\$4,921,700
2023 Water Utility Improvement Funding for Capital	\$4,664,500
Reduction in Capital Funding	(\$257,200)

AMORTIZATION

Amortization is an accounting method for spreading out the cost of a capital asset over the expected useful life of that asset (i.e. the cost is spread out over multiple years). The City budgets for 100% of the cost of a capital asset within the capital budget. Due to this difference, amortization is shown as a non-cash adjustment within the budget.

For 2023, Amortization has increased from \$5,500,000 to \$5,750,000, an increase of \$250,000. The increase relates primarily to the new Raw Water Pump House.

WATER UTILITY IMPROVEMENT FUND BALANCE

In conclusion, the sustainability of the Water Utility Fund is dependent on users being charged rates and fees that result in sufficient revenues to cover required operating costs and capital costs. As always, administration works hard to provide a budget that is fiscally responsible and palatable for the residents of Prince Albert.

A summary of the 2023 budget impacts on the Water Utility Improvement Fund Balance is as follows:

- The budgeted Water Utility Fund surplus from operations, after adjusting for non-cash amortization, to be transferred to the Water Utility Improvement Fund Balance for 2023 is \$5,280,980.
- The funding of \$4,664,500 is required for the Capital Committed 2023 Capital Expenditures.
- **This results in an estimated decrease to the deficit in the Water Utility Improvement Fund Balance of (\$616,480).**

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

FUNCTIONAL AREA: ADMINISTRATION, BILLING AND METER MAINTENANCE

This functional area includes the costs associated with Administration working for the Water Utility Fund, Water Billing and Meter Maintenance. This is one of the three Functional Areas.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
Interest and Penalties	(\$140,300)	(\$200,300)	\$60,000
Sundry	(140,000)	(105,000)	(35,000)
Total Revenues	(280,300)	(305,300)	25,000
EXPENSES			
Salaries Wages and Benefits	2,231,210	2,133,750	97,460
Interest on Long Term Debt	1,060,440	1,037,000	23,440
Fleet Expenses	27,000	25,410	1,590
Maintenance Materials and Supplies	617,230	549,520	67,710
Bad Debt Expense	75,000	75,000	0
Total Expenses	4,010,880	3,820,680	190,200
Operating (Surplus) Deficit	3,730,580	3,515,380	215,200
CAPITAL AND INTERFUND TRANSACTIONS			
Capital Revenues	(436,130)	(371,270)	(64,860)
Amortization	5,750,000	5,500,000	250,000
Interfund Transfers	885,190	898,760	(13,570)
Capital and Interfund Transactions	6,199,060	6,027,490	171,570
TOTAL (SURPLUS) DEFICIT	9,929,640	9,542,870	386,770

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

FUNCTIONAL AREA: WATER TREATMENT AND MAINTENANCE

This functional area includes the revenues associated with water sold and water fixed charges. The expenditures relate to the costs associated with the operation of the Water Treatment Plant and associated water delivery network.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$11,068,780)	(\$10,901,100)	(\$167,680)
Total Revenues	(11,068,780)	(10,901,100)	(167,680)
EXPENSES			
Salaries Wages and Benefits	2,436,650	2,333,580	103,070
Contracted and General Services	19,700	19,500	200
Utilities	623,630	594,410	29,220
Fleet Expenses	394,090	371,790	22,300
Maintenance Materials and Supplies	1,874,680	1,665,350	209,330
Insurance	35,080	27,460	7,620
Total Expenses	5,383,830	5,012,090	371,740
TOTAL (SURPLUS) DEFICIT	(5,684,950)	(5,889,010)	204,060

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

FUNCTIONAL AREA: WASTE WATER TREATMENT AND MAINTENANCE

This functional area includes the revenues associated with sewer consumption and sewer fixed charges. The expenditures relate to the costs associated with the operation of the Waste Water Treatment Plant, Lift Stations, and the associated sewer and storm sewer collection network.

	2023	2022	(Favourable)
	Budget	Budget	Unfavourable
			Change
REVENUES			
User Charges and Fees	(\$8,606,170)	(\$8,421,390)	(\$184,780)
Total Revenues	(8,606,170)	(8,421,390)	(184,780)
EXPENSES			
Salaries Wages and Benefits	1,640,130	1,527,680	112,450
Contracted and General Services	883,500	921,000	(37,500)
Utilities	644,050	640,500	3,550
Fleet Expenses	447,060	447,440	(380)
Maintenance Materials and Supplies	1,195,290	788,320	406,970
Insurance	20,470	15,510	4,960
Total Expenses	4,830,500	4,340,450	490,050
TOTAL (SURPLUS) DEFICIT	(3,775,670)	(4,080,940)	305,270

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

CAPITAL COMMITTED

CAPITAL COMMITTED RESERVE	2023 Budget	2022 Budget
Budgeted Funding:		
Funding for Capital		
Transfer from Water Utility Improvement Fund (Uncommitted)	(\$4,664,500)	(\$4,921,700)
Gas Tax Funding	(\$194,000)	(\$215,900)
Debt Financing	-	(\$1,300,000)
Total Funding for Capital	(\$4,858,500)	(\$6,437,600)
Expenditures:		
Water Main Replacement	\$1,500,000	\$1,400,000
Sanitary and Storm Sewer Replacement	\$800,000	\$750,000
River Street Reservoir Refurbish and Repairs	\$400,000	\$400,000
Lead Service Replacement Program	\$155,000	\$150,000
Fire Hydrant Replacement Program	\$105,000	\$100,000
Fire Hydrant - Fire Protection	\$60,000	\$50,000
Former Raw Water Pump House - Decommission	\$50,000	\$170,000
Replacement of Postage Machine	\$15,200	-
Waste Water Plant Upgrade - Detailed Design Year 2	-	\$1,300,000
Water Treatment Plant PLC and SCADA system upgrades	-	\$395,000
Loan Principal Payments (not Capital)		
Water Treatment Plant Upgrade Loan Principal	\$664,600	\$639,100
Water Meter Replacement Loan Principal	\$464,300	\$450,000
River Street Reservoir Loan Principal	\$214,000	\$206,000
Zone 2 Water Reservoir Upgrades Loan Principal	\$200,000	\$193,000
WWTP Detailed Design Year 1 and 2	\$36,400	\$18,600
Raw Water Pump House - Funded from Gas Tax	\$194,000	\$215,900
Total Expenditures	\$4,858,500	\$6,437,600

2023 APPROVED WATER UTILITY OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

WATER UTILITY IMPROVEMENT FUND BALANCE

WATER UTILITY IMPROVEMENT FUND BALANCE (UNCOMMITTED EQUITY)	Year 2023 Budget	Year 2022 Budget
Budgeted Transactions		
Funding:		
Contribution from Operations	(\$5,280,980)	(\$5,927,080)
Expenses:		
Transfer to Capital Committed Reserve	\$4,664,500	\$4,921,700
Budgeted (Increase) Decrease to Fund	(\$616,480)	(\$1,005,380)
Fund (Surplus) Deficit Balance, Beginning of Year (Estimated)	\$18,888,436	\$19,893,816
Fund (Surplus) Deficit Balance, End of Year (Estimated)	\$18,271,956	\$18,888,436

Please note that the beginning balance is from the 2021 Audited Financial Statements, and as such, does not factor the approval Capital Financing of \$12.8 million for the Raw Water Pump House.



City of
**Prince
Albert**



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, NOVEMBER 30, 2022, 4:03 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Jason Maier, Finance Controller
Melodie Boulet, Finance Manager
Wes Hicks, Director of Public Works
Nykol Miller, Capital Projects Manager
Briane Vance, Senior Accounting Manager
Ramona Fauchoux, Director of Financial Services
Mohammad Kraishan, Engineering Services Manager
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. APPROVAL OF AGENDA

0158. **Moved by:** Councillor Miller

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

1. That Item No. 5.4 be moved forward for consideration after Item No. 5.1; and,
2. That Item No. 5.3 be moved forward for consideration after Item No. 5.4.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

5. FUND BUDGET FOR REVIEW

5.1 2023 Water Utility Fund Operating and Capital Budget

0159. **Moved by:** Councillor Lennox-Zepp

That the following matter be tabled to the last day of the 2023 Budget Committee deliberations:

That Item No. UF-01 – Sewer Trunk Main Cleaning be partially funded as follows:

1. \$250,000 from the Water Utility Improvement Fund;
2. \$200,000 from the Sewer Storm Replacement Project; and,
3. \$300,000 from the savings of the Raw Water Pump House Construction Project.

MOTION DEFEATED

0160. **Moved by:** Councillor Zurakowski

That Administration bring forward a Plan that allows the City to proceed with the 15th Street Sewer Trunk Main Cleaning, subject to consultation with the City Manager and the Financial Services Department.

CARRIED

0161. **Moved by:** Councillor Head

1. That Line Item No. 6 – CF - Sale of Water in the Water Treatment and Maintenance Functional Area be reduced from a revenue of \$297,590 to an approved revenue of \$245,190 in User Charges and Fees Revenue, to reflect the decrease of revenue in the amount of \$52,400 relating to a reduction in budgeted water consumption for the Cooke Municipal Golf Course; and,
2. That Line Item No. 46 – Contribution to General Fund: City Facilities in the Administration, Billing and Meter Maintenance Functional Area be reduced from \$280,500 to an approved cost of \$266,930 in the Interfund Transfers, to reflect the reduction of \$13,570 relating to a budget adjustment approved during the 2023 General Fund Budget deliberations.

CARRIED

0162. **Moved by:** Councillor Cody

1. That the 2023 Water Utility Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$19,955,250;
 - b. Operating expenses of \$14,225,210;
 - c. Capital and Interfund Transactions of \$6,199,060; and,
 - d. A deficit of \$469,020. After adjusting for non-cash amortization, the surplus is \$5,280,980 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Water Utility Fund Capital expenditures of \$3,085,200 and Loan Principal Payments of \$1,773,300 as identified as UC-01 to UC-14 in Appendix A attached to 2023 Water Utility Fund Budget Document, be approved;
3. That the 2024 – 2027 Water Utility Fund Capital expenditures, as identified in Appendix B of the 2023 Water Utility Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year;
4. That The City of Prince Albert 2023 Water Utility Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

The meeting recessed at 5:45 p.m.

The meeting reconvened at 6:15 p.m.

5.4 2023 Land Fund Operating and Capital Budget

0163. **Moved by:** Councillor Zurakowski

1. That the 2023 Land Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$485,000;
 - b. Operating expenses of \$283,980;
 - c. Capital and Interfund Transactions of \$76,500; and,
 - d. An operating surplus of \$124,520 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Land Fund Capital expenditures of \$0 and Loan Principal Payments of \$293,100, as identified as LC-01 to LC-02 in Appendix A of the 2023 Land Fund Budget Document, for an overall budget of \$293,100 funded by the Land Development Fund Balance and Development Levies Reserve, be approved;
3. That the 2024 – 2027 Land Fund Capital expenditures, as identified in Appendix B of the 2023 Land Fund Budget Document, be approved in principle, subject to final approval of the annual Budget of each year; and,
4. That The City of Prince Albert 2023 Land Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

5.3 2023 Airport Fund Operating and Capital Budget

0164. **Moved by:** Councillor Cody

1. That the 2023 Airport Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$1,095,610;
 - b. Operating expenses of \$1,270,500;
 - c. Capital and Interfund Transfers of \$403,430; and,

- d. A deficit of \$578,320. After adjusting for non-cash amortization, there is a surplus of \$166,680 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Airport Fund Capital expenditures of \$18,000, as identified as AC-01 in Appendix A of the 2023 Airport Fund Budget Document, be approved;
3. That the 2024 – 2027 Airport Fund Capital expenditures, as identified in Appendix B of the 2023 Airport Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,
4. That The City of Prince Albert 2023 Airport Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

5.2 2023 Sanitation Fund Operating and Capital Budget

0165. **Moved by:** Councillor Zurakowski

1. That the 2023 Sanitation Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$5,755,760;
 - b. Operating expenses of \$4,953,130;
 - c. Capital and Interfund Transfers of \$1,305,110; and,
 - d. A deficit of \$502,480. After adjusting for non-cash amortization, the surplus is \$487,520 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Sanitation Fund Capital expenditures of \$544,800, as identified as SC-01 in Appendix A of the 2023 Sanitation Fund Budget Document, be approved;
3. That the 2024 – 2027 Sanitation Fund Capital expenditures, as identified in Appendix B of the 2023 Sanitation Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,

4. That The City of Prince Albert 2023 Sanitation Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

6. ADJOURNMENT – 7:07 P.M.

0166. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



RPT 22-467

TITLE: 2023 Sanitation Fund Operating and Capital Budget

DATE: December 1, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That the 2023 Sanitation Fund Operating Budget be approved as follows:
 - a) Operating revenues of \$5,755,760;
 - b) Operating expenses of \$4,953,130;
 - c) Capital and interfund transfers of \$1,305,110; and,
 - d) A deficit of \$502,480. After adjusting for non-cash amortization, the surplus is \$487,520 to fund capital projects and loan principal payments;
2. That the 2023 Sanitation Fund capital expenditures of \$544,800 be approved;
3. That the motions from the 2023 Sanitation Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
4. That the 2023 Sanitation Fund budgeted expenditures be approved for disbursement effective January 1, 2023.

TOPIC & PURPOSE:

For City Council to approve the 2023 Sanitation Fund Operating and Capital Budget along with the resolutions of the Budget Committee.

BACKGROUND:

On November 30, 2022 the Budget Committee considered the 2023 Sanitation Fund Operating and Capital Budgets and recommended that the 2023 Sanitation Operating and Capital Budget, along with the Resolutions of the Budget Committee, be forwarded to City Council for final approval.

PROPOSED APPROACH AND RATIONALE:

The Sanitation Utility Fund was created in 2003 and was intended to be self-sustaining providing waste collection and recycling services, as well as operate a landfill without being dependent on the City's tax base. In order to continue to ensure the ability to be self-sufficient and to meet future capital requirements, City Council passed Waste Collection and Disposal Bylaw No. 39 of 2020, setting the rates and fees for a period of five years (2022 to 2026).

For Year 2023, as per the consolidated Waste Collection and Disposal Bylaw No. 39 of 2020, there will be a monthly increase of \$0.25 on the user's water bill.

Residential Utility Surcharge			
Year	Monthly Rate	Increase	% Increase
2022	\$19.50		
2023	\$19.75	\$0.25	1.28%
2024	\$20.00	\$0.25	1.27%
2025	\$20.25	\$0.25	1.25%
2026	\$20.50	\$0.25	1.23%

The Director of Finance presented the budget package to the Budget Committee that included a format that provided budgeted 2023 revenues and expenditures along with the changes relative to the previous years approved budget. For 2023, there are budgetary adjustments to the revenues and expenditures which are summarized in the final budget which is attached.

2023 Budgeted Revenues

The revenues for the Sanitation Fund have increased by \$375,000 from \$5,380,760 in 2022 to \$5,755,760 in 2023.

2023 Budgeted Expenses

Expenses for the Sanitation Fund have increased by \$403,110 from \$4,550,020 in 2022 to \$4,953,130 in 2023.

2023 Capital and Interfund Transactions

Budgeted capital and interfund transactions have increased \$136,000, from \$1,169,110 in 2022 to \$1,305,110 in 2023.

2023 Capital Budget

For 2023, Administration is requesting \$544,800 in capital spending for the repayment of principal payment for long term debt required for the construction of a new waste cell and expansion of existing cells.

CONSULTATIONS:

A media release notified the public that the Budget Committee meetings for the 2023 Water Utility, Sanitation, Airport, and Land Fund Budgets were scheduled from November 30, 2022 to December 2, 2022.

In addition, the budget submissions to the Budget Committee were available on agenda.citypa.ca and the City's website for the public's review.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the 2023 Sanitation Fund Budget is approved by Council it will be posted on the City of Prince Albert website.

FINANCIAL IMPLICATIONS:

A summary of the 2023 budget's impact on the Sanitation Improvement Fund Balance is as follows:

- The budgeted Sanitation Fund surplus from operations, after adjusting for non-cash amortization, to be transferred to the Sanitation Improvement Fund Balance for 2023 is \$487,520.
- A transfer of \$544,800 to the Capital Committed Reserve for 2023 long term debt principal repayments.
- This results in an estimated decrease to the Sanitation Improvement Fund Balance of \$57,280 bringing the estimated 2023 year end deficit of \$4,867,521.

Note: The estimated 2023 year end deficit mentioned above does not factor the approval of Capital Financing of \$6.26 million in 2022 for the construction of a new Waste Cell at the Landfill which once applied will lower the deficit.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Economic Diversity and Stability: Develop and maintain new and existing amenities and infrastructure.

The 2023 Sanitation Fund Budget as presented strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 Sanitation Fund Operating and Capital Budget – Final for Council Approval
2. November 30, 2022 Budget Committee Minutes – Unofficial

Written by: Ramona Fauchoux, Director of Financial Services

Approved by: City Manager



CITY OF PRINCE ALBERT
**SANITATION FUND
BUDGET**

FOR YEAR ENDING
DECEMBER 31, 2023



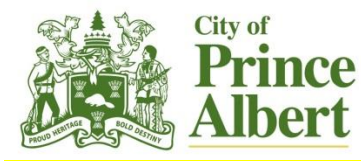
City of
**Prince
Albert**

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 SANITATION FUND BUDGET	PAGE
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Functional Area: Residential Waste Collection	15
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Budget Overview



The Sanitation Utility Fund was created in 2003 and was intended to be self-sustaining providing waste collection and recycling services, as well as operate a landfill without being dependent on the City’s tax base. In order to continue to ensure the ability to be self-sufficient and to meet future capital requirements, City Council passed Waste Collection and Disposal Bylaw No. 39 of 2020, setting the rates and fees for a period of five years (2022 to 2026).

As part of the 2022 budgeting process, Administration recommended an increase to the residential utility surcharge of \$0.25 per month, approximately 1.3%, from \$19.25 in 2021 to \$19.50 in 2022.

For Year 2023, as per the consolidated Waste Collection and Disposal Bylaw No. 39 of 2020, the Residential Utility Surcharge includes five years of rates as follows:

Residential Utility Surcharge			
Year	Monthly Rate	Increase	% Increase
2022	\$19.50		
2023	\$19.75	\$0.25	1.28%
2024	\$20.00	\$0.25	1.27%
2025	\$20.25	\$0.25	1.25%
2026	\$20.50	\$0.25	1.23%

There will be a monthly increase of \$0.25 on the user’s water bill for 2023. The impact to a homeowner is as follows:

Year 2023 – Monthly Cost	\$19.75	
Yearly Cost	\$237.00	
Increase from 2022	\$3.00	Yearly Cost

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

The increases for the Minimum Per Load Fee as approved in the consolidated Waste Collection and Disposal Bylaw #39 of 2020, includes five years of rates as follows:

Minimum Per Load Entry Fee			
Year	Minimum Per Load	Increase	% Increase
2022	\$13.00		
2023	\$13.50	\$0.50	3.85%
2024	\$14.00	\$0.50	3.70%
2025	\$14.50	\$0.50	3.57%
2026	\$15.00	\$0.50	3.45%

The increases for the Per Tonne Entry Fee as approved in the consolidated Waste Collection and Disposal Bylaw #39 of 2020, includes five years of rates as follows:

Tonnage Increases			
Year	Per Tonne Entry Fee	Increase	% Increase
2022	\$77.00		
2023	\$79.00	\$2.00	2.60%
2024	\$81.00	\$2.00	2.53%
2025	\$83.00	\$2.00	2.47%
2026	\$85.00	\$2.00	2.41%

The increases for the Per Tonne Entry Fee for **Non-NCSWMC Member**, as approved in the consolidated Waste Collection and Disposal Bylaw #39 of 2020, includes five years of rates as follows:

Tonnage Increases - Non-NCSWMC Member			
Year	Per Tonne Entry Fee	Increase	% Increase
2022	\$154.00		
2023	\$158.00	\$4.00	2.60%
2024	\$162.00	\$4.00	2.53%
2025	\$166.00	\$4.00	2.47%
2026	\$170.00	\$4.00	2.41%

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

2023 SANITATION FUND BUDGET APPROVED

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$5,342,590)	(\$4,967,590)	(\$375,000)
Operating Grants and Donations	(412,170)	(412,170)	0
Sundry	(1,000)	(1,000)	0
Total Revenues	(5,755,760)	(5,380,760)	(375,000)
EXPENSES			
Salaries Wages and Benefits	1,610,980	1,578,090	32,890
Contracted and General Services	397,200	402,200	(5,000)
Financial Charges	7,050	6,250	800
Grants and Donations	142,100	142,100	0
Utilities	37,180	31,800	5,380
Interest on Long Term Debt	177,080	137,720	39,360
Fleet Expenses	2,007,000	1,790,000	217,000
Maintenance Materials and Supplies	560,260	449,280	110,980
Insurance	7,280	5,580	1,700
Bad Debt Expense	7,000	7,000	0
Total Expenses	4,953,130	4,550,020	403,110
Operating (Surplus) Deficit	(802,630)	(830,740)	28,110
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	990,000	860,000	130,000
Transfer to General Fund - Franchise Fees	266,510	260,510	6,000
Transfer to General Fund - Sanitation Fees	47,030	47,030	0
Transfer to Utility Fund - Sanitation Fees	3,570	3,570	0
Transfer from Utility Fund - Utility Fees	(2,000)	(2,000)	0
Capital and Interfund Transactions	1,305,110	1,169,110	136,000
TOTAL (SURPLUS) DEFICIT	502,480	338,370	164,110
Allocated as Follows:			
Total (Surplus) Deficit	502,480	338,370	164,110
Non-Cash Adjustment - Amortization	(990,000)	(860,000)	(130,000)
Total (Surplus) Deficit - Adjusted for Amortization	(487,520)	(521,630)	34,110
Transfer for Capital Funding	544,800	566,500	(21,700)
Transfer from Sanitation Improvement Fund	(57,280)	(44,870)	(12,410)
Total	487,520	521,630	(34,110)
	0	0	0

2023 SANITATION FUND REVENUES

The revenues for the Sanitation Fund have **increased** by the amount of **\$375,000** from 2022 as follows:

- \$300,000 increase in revenue generated though rates/fees charged at the Landfill Gate.
- \$75,000 increase for revenue generated from the Garbage/Recycling fee on water bills.

USER CHARGES AND FEES REVENUE

\$5,342,590 total User Charges and Fees Revenue as follows:

- **\$2,700,000** Landfill Operations is the revenue generated though rates/fees charged at the Landfill Gate. Revenue has been increased for 2023 based on a review of revenue generated and with the increased Landfill rates as approved in Bylaw No. 39 of 2020.

For 2022 to 2026, the entry fees and per tonne charges was set forth in Waste Collection and Disposal Bylaw No. 39 of 2020. The minimum per load entry fee for residual waste is increasing from \$13.00 in Year 2022 to \$13.50 for Year 2023. The per tonne entry fee rate for residual waste more than 150 kilograms is increasing from \$77.00 in Year 2022 to \$79.00 in Year 2023. 2023 revenues are projected to increase by \$300,000 based on tonnage projections and considering the increased rates.

- **\$16,990** Bioreactor Building Rentals - This revenue is generated through the lease of the building/shop located at the Bioreactor Site.
- **\$2,575,000** Sanitation Surcharge is generated from the Garbage/Recycling fee on water bills. This incorporates the increase in the Residential Utility Surcharge from \$19.50 in 2022 to \$19.75 in 2023 as per Bylaw No. 39 of 2020. 2023 revenues are projected to increase by \$75,000 as a result of the increased rates.
- **\$50,600** City Facilities – Sanitation Surcharge is the transfer based on Financial Services review and forecast of City facilities charges for 2023 for water and sewer.

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

OPERATING GRANTS AND DONATIONS

\$412,170 total Operating Grants and Donations related to the grant revenue from North Central Saskatchewan Waste Management Corporation based upon the number of households in Prince Albert.

SUNDRY REVENUE

Sundry revenue is budgeted at \$1,000. This relates to miscellaneous revenue generated at the Landfill (e.g. sale of a load of sand).

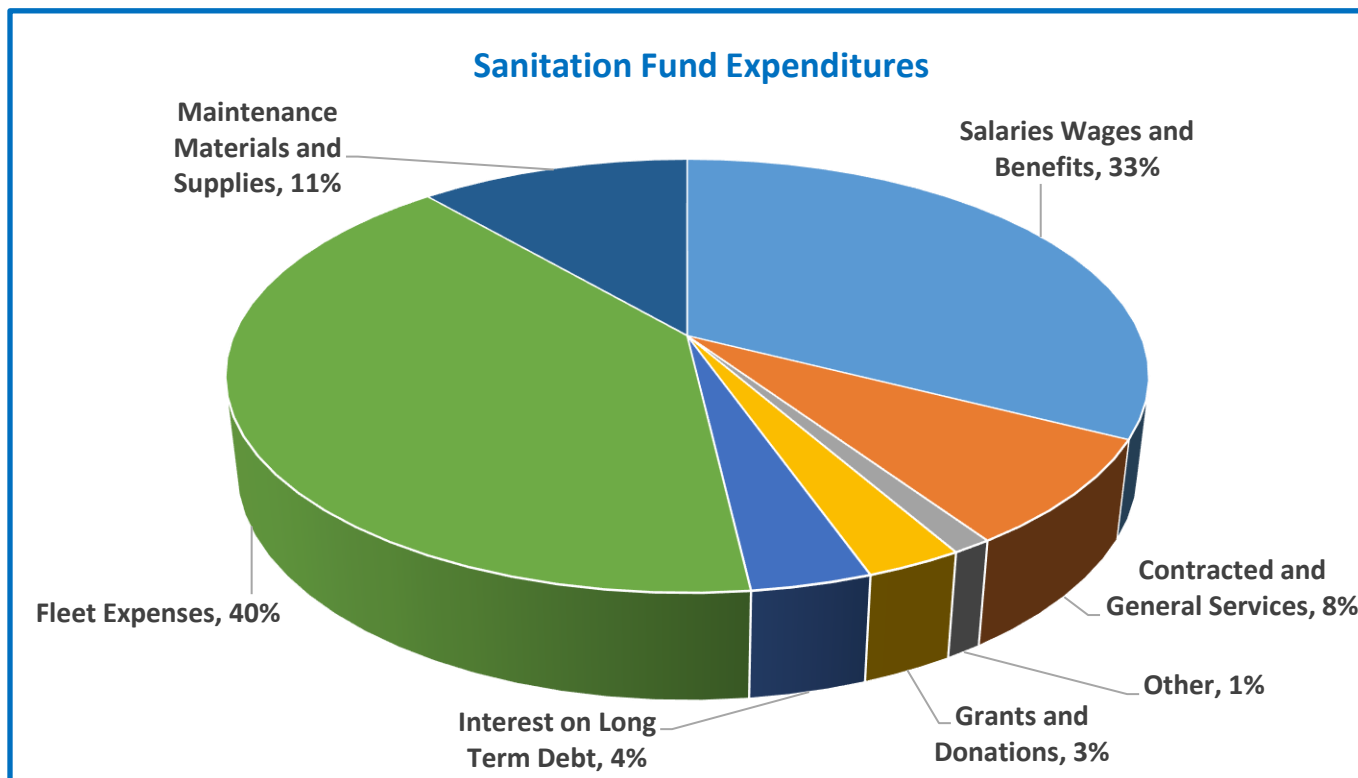
2023 SANITATION FUND EXPENDITURES

The total expenditures for the Sanitation Fund have **increased** by **\$403,110** over 2022, representing an 8.86% increase.

Total Expenditures	2022 Budget	2023 Budget	(Increase) Decrease	% Change	% of Total Expenses
Salaries Wages and Benefits	\$1,578,090	\$1,610,980	\$32,890	2.08%	32.52%
Contracted and General Services	\$402,200	\$397,200	-\$5,000	-1.24%	8.02%
Financial Charges	\$6,250	\$7,050	\$800	12.80%	0.14%
Grants and Donations	\$142,100	\$142,100	\$0	0.00%	2.87%
Utilities	\$31,800	\$37,180	\$5,380	16.92%	0.75%
Interest on Long Term Debt	\$137,720	\$177,080	\$39,360	28.58%	3.58%
Fleet Expenses	\$1,790,000	\$2,007,000	\$217,000	12.12%	40.52%
Maintenance Materials Supplies	\$449,280	\$560,260	\$110,980	24.70%	11.31%
Insurance	\$5,580	\$7,280	\$1,700	30.47%	0.15%
Bad Debt Expense	\$7,000	\$7,000	\$0	0.00%	0.14%
Total Expenditures	\$4,550,020	\$4,953,130	\$403,110	8.86%	100.00%

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023



The Sanitation Fund Expenditures are as follows:

SALARY WAGES AND BENEFITS

\$32,890 increase in Salaries Wages Benefits as follows:

- \$11,590 increase as per current contract rates of the Collective Bargaining Agreement and step increases.
- \$4,300 increase for payroll benefits.
- \$17,000 increase for overtime after a review of actual costs incurred in prior years and expectations for 2023. The main source of overtime in the Sanitation Fund would be working on Statutory Holidays as the Landfill is open Monday to Saturday all year, including holidays. Additional overtime would be related to delivering or supporting programs that occur outside of regular work hours (e.g. Household Hazardous Waste Day and Supporting the Downtown Street Fair). Lastly, some overtime would be related to additional shifts to ensure waste collections or landfill operating requirements are met.

STAFF ALLOCATIONS TO SANITATION FUND

Sanitation Administration – Public Works Administration salaries and benefits are allocated to the Sanitation Fund to reflect management’s time spent on managing the Sanitation Fund. The allocations of Public Works Administration salaries and benefits costs to the Sanitation Fund are as follows:

Sanitation Manager	100%
Director of Public Works	10%
Engineering Services Manager	10%
Manager of Operations	30%
Manager of Capital Projects	30%
Surface Works Manager	20%
Fleet Manager	20%
Water and Sewer Manager	10%

Residential Waste Collection: Collection of municipal waste from City residences.

Landfill Operations: Operational activities within the Landfill, including placement and compaction of waste in the lined cells, management of yard waste, management of the tree pile, maintenance of sampling wells, and maintenance of access roads.

Residential Recycling: Collection of recyclables from City residences.

CONTRACTED AND GENERAL SERVICES

Contracted and General Services have **decreased** by the amount of **(\$5,000)** over 2022 as follows:

- (\$10,000) reduction for Landfill annual ground water and surface water monitoring and reporting as per average spending.
- \$5,000 increase for the Recycling Program - This budget relates to cardboard metal recycling bins located throughout the City. A contractor picks up the recycling from the large metal bins.

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

\$397,200 total Contracted and General Services:

- \$229,000 budgeted for concrete crushing as it is required on an ongoing basis to meet regulatory requirements. The Landfill receives over 20,000 tonnes of material annually. Estimated cost of crushing is \$15 a tonne.
 - \$220,000 - concrete crushing (ongoing)
 - \$9,000 - Scrap tire pick up (ongoing)
- \$85,000 as the Landfill is required to complete annual ground water and surface water monitoring and reporting that must be conducted by a Qualified Person. A (\$10,000) reduction is budgeted for 2023 based on average spending the last several years and budgeted requirements for 2023.
- \$35,000 for the cost for Household Hazardous Waste Collection Day.
- \$21,000 for the Recycling Program. This budget relates to the cardboard metal recycling bins located throughout the City. A contractor picks up the recycling from the large metal bins. There is a budget increase of \$5,000 for 2023 due to an increase in the costs for pickups.
- \$11,000 as the City is required to provide annual monitoring at the Bioreactor Facility for an encapsulation cell that was constructed in 2016. The encapsulation cell was constructed to store material from the remediation of a site completed in order to support a local development. This monitoring must be completed and signed off by a Qualified Professional.
- \$10,000 as the Landfill is closely regulated by the Ministry of Environment which requires certain occurrences to be assessed by a qualified professional. This item covers consulting services for potential events that need immediate attention by a Qualified Person.
- \$6,200 for costs related to Annual Pitch in Week. 2022 was the first year that the City budgeted for costs related to the Annual Pitch in Week where contractors were engaged to haul waist to the Landfill. The budget for 2023 has not changed from the \$6,200 budgeted in 2022.

FINANCE CHARGES

\$7,050 Total Financial Charges as follows:

- \$1,250 is for charges related to the Interact payment system at the Landfill kiosk.
- \$5,800 for property taxes for Bioreactor Site, paid to the Rural Municipality of Buckland.

GRANTS AND DONATIONS

\$142,100 total Grants and Donations is the City's annual member contribution to North Central Saskatchewan Waste Management Corp (NCSWMC). The annual fee is offset by funding from NCSWMC as part of the Multi Material Stewardship Initiative which was announced in 2016. The City expects to receive over \$400,000 in revenue from this initiative.

INTEREST ON LONG TERM DEBT

Budgeted Interest on Long Term Debt has increased by \$39,360 over 2022 as follows:

City Council on February 15, 2022, approved Capital Financing in the total amount of \$6,260,000 for the construction of a Waste Cell for the Landfill to be payable over a period of 10 years.

\$177,080 is the Interest expense for the \$6,260,000 Waste Cell Construction borrowed March 1, 2022. The loan is a 10 year debenture with an interest rate of 3.05%.

The principal payment of \$544,800 is included under the 2023 Sanitation Capital Budget.

FLEET EXPENSES

\$2,007,000 total Fleet Budget as follows:

- \$900,000 is for fleet charges for 6 waste collection trucks – Solid Waste Equipment. Collection of municipal waste from City residences.
- \$770,000 is for Landfill Operations - Fleet charges for the equipment used at the Landfill (e.g. loaders, compactor, Backhoe). Operational activities within the Landfill, including placement and compaction of waste in the lined cells, management of yard waste, management of the tree pile, maintenance of sampling wells, and maintenance of access roads.
- \$270,000 for the City's Recycling Program – 6 truck used for the recycling program. Collection of recyclables from City residences.
- \$67,000 Yard Waste – There is one main truck and a spare for picking up overloads for the whole City. This includes small branches, lawn clippings, leaves, and garden waste.

MAINTENANCE MATERIALS AND SUPPLIES

Maintenance Materials and Supplies have **increased** by **\$110,980** from Year 2022.

The major drivers for the increase in Maintenance Materials and Supplies are as follows:

- (\$25,000) reduction in Solid Waste Rental Equipment. Rental of equipment to manage or prepare yard waste compost (e.g. mulching material to prepare it for use). Budget reduction based on prior years average spending.
- \$149,000 increase for Decommissioning. Budget has been increased from \$150,000 to \$299,000.

The City of Prince Albert contracted a consultant, Tetra Teck to review rates and assess the future reclamation costs in 2021. This was done to provide an updated value and it was determined that the prior annual budget of \$150,000 was no longer sufficient.

The assessment indicated that after 40 years of operation, including additional Landfill expansions, the cost to reclaim the facility would be \$12,500,000. As such the City should accrue \$299,000 per year based on the updated decommissioning/reclamation costs.

The City arrived at this number as follows: (\$12,500,000 (reclamation cost) - \$556,225.89 (current accrual balance) / 40 (calculation term) = \$299,000 annually (rounded to the nearest thousand).

The City realizes this is a substantial increase over the prior year's budget of \$150,000 but emphasizes that the prior year budget estimate was based on calculations that have been determined to have undervalued the future costs.

The City would like to note that the estimated decommissions / reclamation cost values are subject to change as there can be significant changes in technology or circumstances over a 40 year period. As such, this value will be reviewed from time to time (every several years likely, when the rates are reviewed) and the values adjusted as appropriate.

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

INTERFUND TRANSFERS

\$6,000 increase for Interfund Transactions relating to the increase of \$6,000 for the Contribution to General Fund.

Interfund Transfers	2022 Budget	2023 Budget	Increase (Decrease)
Transfer from Utility Fund - City Facilities	(\$2,000)	(\$2,000)	\$0
Contribution to General Fund	\$260,510	\$266,510	\$6,000
Transfer to General Fund – City Facilities	\$47,030	\$47,030	\$0
Contribution to Utility Fund	\$3,570	\$3,570	\$0
Total Interfund Transfers	\$309,110	\$315,110	\$6,000

CONTRIBUTION TO GENERAL FUND

Each year a Franchise fee equal to five percent (5%) of the Sanitation Fund's total revenues is paid to the General Fund. This fee offsets the sanitation operational costs typically paid by the General Fund.

The 2023 Budget is based on 2022 Budgeted Revenue and the transfer is therefore calculated as follows:

Total Approved 2022 Sanitation Revenues	\$5,380,760
Less Revenue for CF-Facilities	(\$50,600)
	\$5,330,160
5% - Transfer to General Fund	\$266,508

\$47,030 Transfer to General Fund – City Facilities: The City transfer is based on Financial Services review and forecast of City facilities sanitation charges for 2023. City Facilities are charged the sanitation surcharge on their water bills but then an interfund transfer is made at year end to offset this revenue.

AMORTIZATION

Amortization is an accounting method for spreading out the cost of a capital asset over the expected useful life of that asset (i.e. the cost is spread out over multiple years). The City budgets for 100% of the cost of a capital asset within the capital budget. Due to this difference, amortization is shown as a non-cash adjustment within the budget.

For Year 2023, Amortization has increased from \$860,000 to **\$990,000**, an increase of \$130,000.

The increase in amortization is related to the cost associated with the new Waste Cell constructed at the Landfill. With a useful life of 30 to 40 years, amortization increased by approximately \$130,000.

2023 SANITATION CAPITAL

For 2023, Administration is requesting **\$544,800** in capital spending for the repayment of principal repayment for long term debt required for the construction of a new Waste Cell and expansion of existing cells, to be funded from the Sanitation Improvement Fund.

SANITATION IMPROVEMENT FUND

In conclusion, the lifespan of any landfill is dependent on the amount of refuse that enters the landfill and how much can be re-used or re-cycled in other capacities. The current Landfill completed in 2022 is anticipated to have a lifespan of 30 to 40 years. Future cells will cost several millions of dollars to construct. In order to have financial resources available for future capital needs, any remaining unspent surpluses are set aside in anticipation of these necessities.

A summary of the 2023 Budget's impact on the Sanitation Improvement Fund Balance is as follows:

- The budgeted **surplus** from operations to be transferred to the Sanitation Improvement Fund Balance in 2023 is (\$487,520).
- A transfer of \$544,800 to the Capital Committed Reserve is required for 2023 capital expenditures.
- This results in an estimated net **decrease** to the Sanitation Improvement Fund Balance in 2023 of \$57,280 and an estimated closing **deficit balance of \$4,867,521.**

Please note that the beginning balance is from the 2021 Audited Financial Statements, and as such, does not factor the approval Capital Financing of \$6.260 million for the construction of a Waste Cell for the Landfill.

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

FUNCTIONAL AREA: ADMINISTRATION AND BILLING

ADMINISTRATIVE COSTS OF THE LANDFILL

This functional area includes the Sanitation Surcharge, fees at the Landfill gates as per the Waste Collection Bylaw, along with administrative costs for the operation of the Landfill.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$5,342,590)	(\$4,967,590)	(\$375,000)
Operating Grants and Donations	(412,170)	(412,170)	0
Sundry	(1,000)	(1,000)	0
Total Revenues	(5,755,760)	(5,380,760)	(375,000)
EXPENSES			
Salaries Wages and Benefits	74,500	57,840	16,660
Bad Debt Expense	7,000	7,000	0
Total Expenses	81,500	64,840	16,660
Operating (Surplus) Deficit	(5,674,260)	(5,315,920)	(358,340)
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	990,000	860,000	130,000
Interfund Transfers	315,110	309,110	6,000
Capital and Interfund Transactions	1,305,110	1,169,110	136,000
TOTAL (SURPLUS) DEFICIT	(4,369,150)	(4,146,810)	(222,340)

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

FUNCTIONAL AREA: LANDFILL OPERATIONS

OPERATIONAL ACTIVITIES WITHIN THE LANDFILL.

Operational activities within the Landfill, including placement and compaction of waste in the lined cells, management of yard waste, management of the tree pile, maintenance of sampling wells, and maintenance of access roads.

	2023 Budget	2022 Budget	(Favourable) Unfavourable Change
EXPENSES			
Salaries Wages and Benefits	\$872,040	\$865,810	\$6,230
Contracted and General Services	335,000	345,000	(10,000)
Financial Charges	7,050	6,250	800
Utilities	37,180	31,800	5,380
Interest on Long Term Debt	177,080	137,720	39,360
Fleet Expenses	770,000	720,000	50,000
Maintenance Materials and Supplies	433,620	297,640	135,980
Insurance	6,970	5,340	1,630
Total Expenses	2,638,940	2,409,560	229,380
TOTAL (SURPLUS) DEFICIT	2,638,940	2,409,560	229,380

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

FUNCTIONAL AREA: RESIDENTIAL WASTE COLLECTION**COLLECTION OF MUNICIPAL WASTE FROM CITY RESIDENCES.**

	2023	2022	(Favourable)
	Budget	Budget	Unfavourable
			Change
EXPENSES			
Salaries Wages and Benefits	\$478,100	\$478,100	\$0
Contracted and General Services	6,200	6,200	0
Fleet Expenses	900,000	775,000	125,000
Maintenance Materials and Supplies	100,740	100,740	0
Insurance	310	240	70
Total Expenses	1,485,350	1,360,280	125,070
TOTAL (SURPLUS) DEFICIT	1,485,350	1,360,280	125,070

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

RESIDENTIAL RECYCLING

COLLECTION OF RECYCLABLES FROM CITY RESIDENCES.

	2023	2022	(Favourable)
	Budget	Budget	Unfavourable
			Change
EXPENSES			
Salaries Wages and Benefits	\$186,340	\$176,340	\$10,000
Contracted and General Services	56,000	51,000	5,000
Grants and Donations	142,100	142,100	0
Fleet Expenses	337,000	295,000	42,000
Maintenance Materials and Supplies	25,900	50,900	(25,000)
Total Expenses	747,340	715,340	32,000
TOTAL (SURPLUS) DEFICIT	747,340	715,340	32,000

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

CAPITAL COMMITTED

CAPITAL COMMITTED RESERVE	2023 Budget	2022 Budget
Budgeted Transactions		
Funding:		
Funding for Capital: via transfer from Sanitation Improvement Fund (Uncommitted)	(\$544,800)	(\$566,500)
Total Funding	(544,800)	(566,500)
Expenditures:		
Long-Term Debt Repayment - Landfill Expansion (Waste Cell Construction)	544,800	566,500
Total Expenditures	544,800	566,500
Budgeted (Increase) Decrease to Reserve	-	-
Reserve Balance, end of year (estimated)	-	-

2023 Capital Summary

	<u>2023 Capital Budget</u>
Sanitation Improvement Fund	544,800

2023 APPROVED SANITATION OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2023

SANITATION IMPROVEMENT FUND

SANITATION IMPROVEMENT FUND BALANCE (UNCOMMITTED EQUITY)	2023 Budget	2022 Budget
Budgeted Transactions		
Funding:		
Contribution from Operations	(\$487,520)	(\$521,630)
Expenditures:		
Transfer to Capital Committed Reserve	544,800	566,500
Budgeted (Increase) Decrease	57,280	44,870
Fund (Surplus) Deficit, beginning of year (estimated)	4,810,241	4,765,371
Fund (Surplus) Deficit , end of year (estimated)	4,867,521	4,810,241

Please note that the beginning balance is from the 2021 Audited Financial Statements, and as such, does not factor the approval Capital Financing of \$6.260 million for the construction of a Waste Cell for the Landfill.



City of
**Prince
Albert**



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, NOVEMBER 30, 2022, 4:03 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Jason Maier, Finance Controller
Melodie Boulet, Finance Manager
Wes Hicks, Director of Public Works
Nykol Miller, Capital Projects Manager
Briane Vance, Senior Accounting Manager
Ramona Fauchoux, Director of Financial Services
Mohammad Kraishan, Engineering Services Manager
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. APPROVAL OF AGENDA

0158. **Moved by:** Councillor Miller

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

1. That Item No. 5.4 be moved forward for consideration after Item No. 5.1; and,
2. That Item No. 5.3 be moved forward for consideration after Item No. 5.4.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

5. FUND BUDGET FOR REVIEW

5.1 2023 Water Utility Fund Operating and Capital Budget

0159. **Moved by:** Councillor Lennox-Zepp

That the following matter be tabled to the last day of the 2023 Budget Committee deliberations:

That Item No. UF-01 – Sewer Trunk Main Cleaning be partially funded as follows:

1. \$250,000 from the Water Utility Improvement Fund;
2. \$200,000 from the Sewer Storm Replacement Project; and,
3. \$300,000 from the savings of the Raw Water Pump House Construction Project.

MOTION DEFEATED

0160. **Moved by:** Councillor Zurakowski

That Administration bring forward a Plan that allows the City to proceed with the 15th Street Sewer Trunk Main Cleaning, subject to consultation with the City Manager and the Financial Services Department.

CARRIED

0161. **Moved by:** Councillor Head

1. That Line Item No. 6 – CF - Sale of Water in the Water Treatment and Maintenance Functional Area be reduced from a revenue of \$297,590 to an approved revenue of \$245,190 in User Charges and Fees Revenue, to reflect the decrease of revenue in the amount of \$52,400 relating to a reduction in budgeted water consumption for the Cooke Municipal Golf Course; and,
2. That Line Item No. 46 – Contribution to General Fund: City Facilities in the Administration, Billing and Meter Maintenance Functional Area be reduced from \$280,500 to an approved cost of \$266,930 in the Interfund Transfers, to reflect the reduction of \$13,570 relating to a budget adjustment approved during the 2023 General Fund Budget deliberations.

CARRIED

0162. **Moved by:** Councillor Cody

1. That the 2023 Water Utility Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$19,955,250;
 - b. Operating expenses of \$14,225,210;
 - c. Capital and Interfund Transactions of \$6,199,060; and,
 - d. A deficit of \$469,020. After adjusting for non-cash amortization, the surplus is \$5,280,980 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Water Utility Fund Capital expenditures of \$3,085,200 and Loan Principal Payments of \$1,773,300 as identified as UC-01 to UC-14 in Appendix A attached to 2023 Water Utility Fund Budget Document, be approved;
3. That the 2024 – 2027 Water Utility Fund Capital expenditures, as identified in Appendix B of the 2023 Water Utility Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year;
4. That The City of Prince Albert 2023 Water Utility Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

The meeting recessed at 5:45 p.m.

The meeting reconvened at 6:15 p.m.

5.4 2023 Land Fund Operating and Capital Budget

0163. **Moved by:** Councillor Zurakowski

1. That the 2023 Land Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$485,000;
 - b. Operating expenses of \$283,980;
 - c. Capital and Interfund Transactions of \$76,500; and,
 - d. An operating surplus of \$124,520 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Land Fund Capital expenditures of \$0 and Loan Principal Payments of \$293,100, as identified as LC-01 to LC-02 in Appendix A of the 2023 Land Fund Budget Document, for an overall budget of \$293,100 funded by the Land Development Fund Balance and Development Levies Reserve, be approved;
3. That the 2024 – 2027 Land Fund Capital expenditures, as identified in Appendix B of the 2023 Land Fund Budget Document, be approved in principle, subject to final approval of the annual Budget of each year; and,
4. That The City of Prince Albert 2023 Land Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

5.3 2023 Airport Fund Operating and Capital Budget

0164. **Moved by:** Councillor Cody

1. That the 2023 Airport Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$1,095,610;
 - b. Operating expenses of \$1,270,500;
 - c. Capital and Interfund Transfers of \$403,430; and,

- d. A deficit of \$578,320. After adjusting for non-cash amortization, there is a surplus of \$166,680 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Airport Fund Capital expenditures of \$18,000, as identified as AC-01 in Appendix A of the 2023 Airport Fund Budget Document, be approved;
3. That the 2024 – 2027 Airport Fund Capital expenditures, as identified in Appendix B of the 2023 Airport Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,
4. That The City of Prince Albert 2023 Airport Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

5.2 2023 Sanitation Fund Operating and Capital Budget

0165. **Moved by:** Councillor Zurakowski

1. That the 2023 Sanitation Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$5,755,760;
 - b. Operating expenses of \$4,953,130;
 - c. Capital and Interfund Transfers of \$1,305,110; and,
 - d. A deficit of \$502,480. After adjusting for non-cash amortization, the surplus is \$487,520 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Sanitation Fund Capital expenditures of \$544,800, as identified as SC-01 in Appendix A of the 2023 Sanitation Fund Budget Document, be approved;
3. That the 2024 – 2027 Sanitation Fund Capital expenditures, as identified in Appendix B of the 2023 Sanitation Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,

4. That The City of Prince Albert 2023 Sanitation Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

CARRIED

6. ADJOURNMENT – 7:07 P.M.

0166. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



City of
Prince Albert

INQ 22-13

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. November 28, 2022 Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
From: City Manager

November 28, 2022 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Edwards	INQ#22-31	1. What was included in the City of Prince Albert Land purchase for the new Aquatic/Twin Pad Arena Project; 2. When was this land purchase approved by City Council; 3. What was included in the Rural Municipality of Prince Albert purchase of land for their new building and commercial development; 4. What information was provided to a local realtor following their public Council inquiry in regards to their comparison of land value; and, 5. What are the subdivided parcels of land in "The Yard District" currently being sold for?	Planning & Development Services	05-Dec	Please see attached response from the Director of Planning & Development Services.

RESPONSE TO INQUIRY #22-31

1. What was included in the City of Prince Albert Land purchase for the new Aquatic/Twin Pad Arena Project?

Response:

- In total, the City purchased 25 acres of land at an average of \$362,500 per acre
- Included in this land purchase, the City received land with the following services:
 - Lot cleared, graded, and clean fill brought in, ready to build on
 - City water service, sanitary sewer, storm sewer and service tie-ins
 - Road construction, sidewalks, curbs and lighting
 - Relocation of power line previously running through property
 - Widening of Highway 3 and Marquis Road, adjacent to site
 - 2 fully lit intersection leading into property
 - 2 additional right-in/right-out intersection leading into property
 - Sask Energy, Sask Power and Shaw Cable leading to site
 - Approximately \$1,000,000 in development levy fees will be returned to the City over next 3 years
 - Additional \$45,000 per additional acre developed in The “Yard District” will be returned to the City

2. When was this land purchase approved by City Council?

Response:

- The purchase of the original 18 acres was approved at a public meeting of City Council on June 29, 2020
- A subsequent purchase of an additional 7 acres of land was approved at a public meeting of City Council on May 20, 2021

3. What was included in the Rural Municipality of Prince Albert purchase of land for their new building and commercial development?

Response:

After speaking with both the original owner of the land and the R.M. of Prince Albert Administration, they have confirmed that their land purchase was for raw agricultural land only. Any additional work or services such as grading, site prep, servicing, etc., comes at a significant cost to the R.M., which is above and beyond the initial purchase price. This land was also zoned for agricultural use at the time of purchase.

4. What information was provided to a local realtor following their public Council inquiry in regards to their comparison of land value?

Response:

The attached letter from the City Manager was provided to the realtor on August 19, 2022.

5. **What are the subdivided parcels of land in “The Yard District” currently being sold for?**

Response:

The “Yard District” is a private commercial development with lands for sale with asking prices in excess of \$500,000 per acre.



City of Prince Albert

August 19, 2022

Coldwell Banker Signature
151 - 15th Street East
Prince Albert, SK S6V 1G1

ATTENTION: Jesse Honch, Realtor
Sent via email to jhonch@sasktel.net

Dear Jesse,

RE: Request for Clarification regarding Land Acquisition

Thank you for your correspondence dated June 8, 2022 and June 14, 2022 requesting clarification regarding our land acquisition for the purposes of constructing an aquatic and arenas facility for the residents of Prince Albert and surrounding area to enjoy.

You have brought up a number of points for consideration, however, rather than responding to them all individually, I will be providing clarification in general terms.

Firstly, I would like to clarify a few things in regards to the lands that you have chosen to compare:

The land located within the R.M. of Prince Albert was bare, agricultural land and nothing more. The purchase price did not include the installation of City services, nor did it include land clearing of a forested area, lighting, road building, service tie-ins, etc. This extensive work is an additional cost not reflected in the purchase price of the R.M. property.

With the purchase made by the City of Prince Albert however, all of the above costs are included in the purchase price. Water, storm sewer, sanitary sewer, curbs, sidewalks, relocation of power lines to accommodate our development, widening of Marquis Road and Highway 3, 2 fully lit intersections, 2 additional right in-right out intersections, and Sask Energy and Shaw cable to the site, were also provided.

Please also note that the entire "Yard District" is subject to development levies in excess of \$100,000 per hectare, which you should be aware, are used by the City to invest in infrastructure projects. The 25 acre parcel that the City has purchased alone will result in a payment of upwards of \$1,000,000. I am not certain that the RM will require a similar fee, but certainly nowhere near this amount.

It is important to consider that this location was part of a larger vision for a commercial district. The Arenas and Aquatics Recreation Centre is the anchor property which has proven to already be drawing in investment in new commercial developments which will bring millions of dollars of



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additional taxes to the City every year, once build out is complete. No other location in the City brings this type of value to the tax payers in Prince Albert.

In regards to the purchase price, you are correct that it was purchased at a time where Covid, and a number of additional external factors may have created some uncertainty in Prince Albert's economy. It took very careful consideration of a number of factors and deliberation by City Council before an agreement was entered into. No other location in the City offers the added value to residents of Prince Albert in the form of reliable future taxation revenues as does being the anchor property in a newly developed Commercial Zone. All of this being considered, we are very pleased that we were correct in our decision, as a number of the surrounding properties have been sold, subdivided and have begun the permitting process. I would also like to add that these surrounding properties are listed in excess of \$500,000 per acre, making our purchase price a fair deal.

Once again, I thank you for your correspondence.

Yours truly,

A handwritten signature in blue ink that reads "Sherry Person".

Sherry Person
CITY MANAGER