



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, JUNE 12, 2023, 5:00 PM
COUNCIL CHAMBER, CITY HALL**

1. INDUCTION CEREMONY – WARD 8 COUNCILLOR

2. CALL TO ORDER

3. PRAYER

4. APPROVAL OF AGENDA

5. PRESENTATIONS & RECOGNITIONS

6. DECLARATION OF CONFLICT OF INTEREST

7. ADOPTION OF MINUTES

7.1 May 15, 2023 City Council Meeting Minutes for Approval (MIN 23-50)

7.2 May 23, 2023 City Council Special Meeting Minutes for Approval (MIN 23-51)

8. NOTICE OF PROCLAMATIONS

8.1 Longest Day of Smiles - June 18, 2023

9. PUBLIC HEARINGS

9.1 Bylaw No. 14 of 2023 – Zoning Bylaw Amendment for Maximum Building Height -
2nd & 3rd Reading (RPT 23-222)

10. DELEGATIONS

11. COMMUNICATIONS

12. REPORTS OF ADMINISTRATION & COMMITTEES

- 12.1 Development Permit Application – Place of Worship – 480 22 Street East (RPT 23-227)
- 12.1.1 Letters of Concern - Lack of Parking - Discretionary Use Development Permit - 480 - 22nd Street East (CORR 23-40)
- 12.2 Pumper Fire Engine Tender 24/23 (RPT 23-217)
- 12.2.1 Cummins L9 Engine Availability (CORR 23-43) (PRESENTED AT MEETING)
- 12.3 Shopping Cart Fee (RPT 23-231)
- 12.4 Little Red Transit Route Trial (RPT 23-235)
- 12.5 Passage Home Sculpture and Healing Garden Park Installation Update (RPT 23-218)
- 12.6 Little Red River Park Washroom (RPT 23-219)
- 12.7 Arenas Refrigeration Plant Maintenance Agreement (RPT 23-224)
- 12.8 Sponsorship Agreement Lakeland Ford Park (RPT 23-230)
- 12.9 1st Application for Title - Tax Enforcement (RPT 23-199)
- 12.10 Canada Community Building Fund Infrastructure Investment Plan - Midtown Community Centre Project (RPT 23-223)
- 12.11 2023 Base Tax Abatement on Unserviced Land (RPT 23-236)
- 12.12 First Time Home Buyer Program Application- Courtney Sevigny (RPT 23-189)
- 12.13 Notice of Motion - Plan to Register Bikes (RPT 23-216)
- 12.14 Tax Title Lands - Disposal of 1 Adanac Gate (RPT 23-225)
- 12.15 2022 Municipal Heritage Award (RPT 23-226)
- 12.16 Signature Developments Phase 5 Subdivision (RPT 23-232)
- 12.17 Dr. Andre Marais Bequeathal (RPT 23-220)
- 12.18 SaskTel Mobility Contract Extension (RPT 23-221)

12.19 Ward 8 Councillor By-Election Official Results (RPT 23-229)

13. UNFINISHED BUSINESS

13.1 Motion - Mayor Dionne - Net-Zero Emissions (MOT 23-3)

13.1.1 The City's Pathway to Net-Zero Emissions (CORR 23-44) (PRESENTED AT MEETING)

Note: This Motion was postponed at the May 15, 2023 City Council Meeting.

14. MAYOR & COUNCILLORS FORUM

15. INQUIRIES

16. INQUIRIES RESPONSES

16.1 May 15, 2023 City Council Meeting Inquiry Responses (INQ 23-5)

17. NOTICE OF MOTION

18. MOTIONS

18.1 Motion - Councillor Edwards - Flashing Pedestrian Lights -15th Avenue East and Marquis Road (MOT 23-4)

19. PUBLIC FORUM

20. ADJOURNMENT



City of
Prince Albert

MIN 23-50

MOTION:

That the Minutes for the City Council Regular Meeting held May 15, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, MAY 15, 2023, 5:02 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

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Mitchell J. Holash, K.C., City Solicitor
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Jeff Da Silva, Acting Director of Public Works
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

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

3. APPROVAL OF AGENDA

0164. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

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

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

CARRIED UNANIMOUSLY

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

0165. **Moved by:** Councillor Miller
Seconded by: Councillor Edwards

That the Minutes of the Council Regular Meeting held April 24, 2023, be taken as read and adopted.

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

CARRIED UNANIMOUSLY

7. NOTICE OF PROCLAMATIONS

7.1 Community Pow Wow Day – May 26, 2023

7.2 Canadian Royal Purple Week – May 14 – 20, 2023

7.3 Naturopathic Medicine Week – May 14 – 20, 2023

7.4 Prince Albert Pride Week – May 28 – June 4, 2023

8. PUBLIC HEARINGS

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 Annual Notice to Consumers Report (RPT 23-156)

0166. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

That the 2022 Annual Notice to Consumers Report for the period of January 1, 2022 to December 31, 2022, as attached to RPT 23-156, be approved.

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

CARRIED UNANIMOUSLY

11.2 Community Airports Partnership – Agreement – Automated Gate (RPT 23-163)

0167. **Moved by:** Councillor Cody
Seconded by: Councillor Head

1. That the Community Airports Partnership Agreement between The City and Ministry of Highways for funding fifty percent (50%) of the Installation of an Automated Gate to a maximum cost of \$10,000, be approved;
2. That the project cost for the Automated Opener Gate #2 for Ambulance be increased to \$27,500, which will be funded as follows:
 - a. \$10,000 from the Community Airports Partnership;
 - b. \$15,000 from the Airport Improvement Fund; and,
 - c. \$2,500 from the Airport Operations Fence Repair and Maintenance Operating Budget; and,
3. That the Mayor and City Clerk be authorized to execute the Agreement and any other applicable documents on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.3 Airport Terminal Detail Design Revised Budget Adjustment (RPT 23-181)

0168. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

1. That the cost for the Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be increased by \$854,718 for a total Design Fee of \$1,489,758, to date including Provincial Sales Tax to pay the outstanding invoices;
2. That the remaining thirty percent (30%) Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be placed on hold temporarily until the Airport Advisory Committee has an opportunity to review the design proposal;
3. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
4. That the Mayor and City Clerk be authorized to execute the necessary documents on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.4 Social Services Bus Pass Program – Letter of Understanding (RPT 23-182)

0169. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

1. That the Letter of Understanding between The City and the Ministry of Social Services with regards to the Discounted Bus Pass Program for 2023/2024, be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Letter of Understanding on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.5 Police Substation Parking (RPT 23-185)

0170. **Moved by:** Councillor Edwards
Seconded by: Councillor Miller

That the five (5) paid parking meters, located behind the Prince Albert Police Service Substation on the Unit Block of 10th Street East, be removed and designated as Police Parking Only.

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

Against: Councillor Lennox-Zepp

CARRIED (7 to 1)

11.6 Concrete Supply and Installation (RPT 23-194)

0171. **Moved by:** Councillor Kilmer
Seconded by: Councillor Head

- 1. That The City enter into the third year of the negotiated Supply Contract for Concrete Supply and Installation with Wheatland Builders and Concrete Ltd., with the option of one (1) additional year;
- 2. That Administration be authorized to negotiate the 2023 Concrete Price Schedule with Wheatland Builders and Concrete Ltd.; and,
- 3. That the Mayor and City Clerk be authorized to execute the Contract and any other documentation on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.7 Asphalt Supply and Paving (RPT 23-195)

0172. **Moved by:** Councillor Head
Seconded by: Councillor Edwards

- 1. That The City enter into the third year of the negotiated Supply Contract for Asphalt Supply and Paving with B & B Construction Group Inc., with the option of one (1) additional year;

2. That Administration be authorized to negotiate the 2023 Asphalt and Paving Price Schedule with B & B Construction Group Inc.; and,
3. That the Mayor and City Clerk be authorized to execute the Contract and any other documentation on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.8 2023 Dust Suppression (RPT 23-196)

0173. **Moved by:** Councillor Miller
Seconded by: Councillor Edwards

That Bylaw No. 15 of 2023 be introduced and given three (3) readings.

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

CARRIED UNANIMOUSLY

0174. **Moved by:** Councillor Miller
Seconded by: Councillor Edwards

That Bylaw No. 15 of 2023 be introduced and read a first time.

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

CARRIED UNANIMOUSLY

0175. **Moved by:** Councillor Miller
Seconded by: Councillor Edwards

That Bylaw No. 15 of 2023 be read a second time.

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

CARRIED UNANIMOUSLY

0176. **Moved by:** Councillor Miller
Seconded by: Councillor Edwards

That leave be granted to read Bylaw No. 15 of 2023 a third time.

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

CARRIED UNANIMOUSLY

0177. **Moved by:** Councillor Miller
Seconded by: Councillor Edwards

That Bylaw No. 15 of 2023 be read a third time and passed; and, that Bylaw No. 15 of 2023 be now adopted, sealed and signed by the Mayor and City Clerk.

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

CARRIED UNANIMOUSLY

11.9 Alfred Jenkins Field House Artificial Turf Replacement (RPT 23-183)

0178. **Moved by:** Councillor Edwards
Seconded by: Councillor Cody

1. That the Request for Proposal No. 27 of 2023 for the Alfred Jenkins Field House Artificial Turf be awarded to FieldTurf in the amount of \$470,694, including Provincial Sales Tax;
2. That any Landfill fees be waived that pertain to the project;
3. That the project be funded through the Alfred Jenkins Field House Improvement Reserve in support of the Artificial Turf Replacement;
4. That Maintenance Equipment for the Artificial Turf be purchased at a cost of \$17,807.82, including taxes, funded through the Alfred Jenkins Field House Improvement Reserve; and,
5. That Mayor and City Clerk be authorized to execute any necessary Contracts on behalf of The City, if required.

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

CARRIED UNANIMOUSLY

11.10 Beautification Report 2023 (RPT 23-186)

0179. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Kilmer

1. That the Beautification Initiatives, as outlined in RPT 23-131, be approved for the 2023 season;
2. That the Installation and Maintenance Agreement between The City and Prince Albert Downtown Business Improvement District Board be approved; and,
3. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.11 Grand Slam Ball Park Rebuild Update (RPT 23-187)

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

1. That the amended Grand Slam Ball Park Rebuild Sponsorship Package, as attached to RPT 23-170, be approved; and,
2. That Prince Albert Minor Baseball Association be authorized to continue to formalize Sponsorship Agreements with the following four (4) Sponsors as part of their Grand Slam Ball Park Rebuild Campaign:
 - a. Canadian Factory Direct Sunrooms - \$16,000 In Kind;
 - b. Prince Albert Daily Herald - \$5,000 over 3 years;
 - c. Madsen Fence - \$3,000 In Kind; and,
 - d. Anderson Pump House - \$1,500 In Kind.

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

CARRIED UNANIMOUSLY

11.12 Sponsorship Agreement for AJFH and Lakeland Ford Park (RPT 23-197)

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

- 1. That the Alfred Jenkins Field House Sponsorship Agreement between The City and Anderson Motors LTD in the amount of \$3,000 per year for three (3) years from June 1, 2023 to May 31, 2026, be approved;
- 2. That the Lakeland Ford Park Sponsorship Agreement between The City and K.S. Food Services in the amount of \$1,500 per year for three (3) years from June 1, 2023 to April 30, 2026, be approved; and,
- 3. That the Mayor and City Clerk be authorized to execute the Agreements on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.13 Assessment Consultant Services (RPT 23-188)

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

- 1. That the services of TJ Ewert Professional Services, to assist in the implementation of the Income Approach for Commercial Assessments for the 2025 Revaluation, be approved;
- 2. That \$40,000 be funded from the savings in Financial Services' Salaries for 2023; and,
- 3. That the Mayor and City Clerk be authorized to execute any necessary documents, in consultation with the City Solicitor, on behalf of The City, if required.

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

CARRIED UNANIMOUSLY

11.14 Bylaw No. 14 of 2023 – Zoning Bylaw Amendment for Maximum Building Height (RPT 23-184)

0183. **Moved by:** Councillor Head
Seconded by: Councillor Miller

- 1. That Bylaw No. 14 of 2023 be introduced and given first reading; and,
- 2. That Administration provide notification to hold a Public Hearing.

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

CARRIED UNANIMOUSLY

0184. **Moved by:** Councillor Head
Seconded by: Councillor Miller

That Bylaw No. 14 of 2023 be introduced and read a first time.

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

CARRIED UNANIMOUSLY

11.15 Land Sale – Offer to Purchase 129 – 23rd Street West (RPT 23-190)

0185. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

- 1. That the Offer to Purchase from Karlee Franc for 129 – 23rd Street West in the amount of \$30,000, be approved; and,
- 2. That the Mayor and City Clerk be authorized to execute the Sale and Development Agreement on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.16 Bylaw Officer Appointment (RPT 23-191)

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

That Marlin Ahenakew and Trina Wareham be appointed as Bylaw Enforcement Officers for the City of Prince Albert pursuant to Section 337 of The Cities Act.

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

CARRIED UNANIMOUSLY

11.17 City Manager Contract (RPT 23-203)

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

- 1. That Sherry Person be appointed as City Manager for The City of Prince Albert for a five (5) year term, effective June 1, 2023; and,
- 2. That the Mayor and City Clerk be authorized to execute the Employment Contract on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Ogradnick – Prince Albert Downtown Business Improvement District – Business Incentive Proposal

Council received a letter from Prince Albert Downtown Business Improvement District on July 18, 2022 about a needed Business Incentive Proposal for the downtown and it was referred to the Planning and Development Services Department for review. What is happening to the Business Incentive Proposal for the downtown and when will Council see a response on the proposal.

The Director of Planning and Development Services, in responding to the inquiry, indicated that the Department has been in consultation with the Prince Albert Downtown Business Improvement District relating to Incentive Proposals and a response is expected in the next couple months.

15. INQUIRY RESPONSES

16. NOTICE OF MOTION

16.1 Councillor Edwards – Flashing Pedestrian Lights – 15th Avenue East and Marquis Road

That Administration prepare a report on installing flashing pedestrian lights at the intersection of 15th Avenue East and Marquis Road and be considered in the 2024 Budget.

17. MOTIONS

17.1 Motion – Mayor Dionne – Net-Zero Emissions (MOT 23-3)

Councillor Miller assumed the Chair.

0188. **Moved by:** Mayor Dionne
Seconded by: Councillor Cody

That the following Motion be postponed for consideration to the next City Council meeting:

That the City work towards Net-Zero Emissions by 2030 through actions, such as tree planting and/or employing technologies that can capture carbon before it is released into the air.

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

CARRIED UNANIMOUSLY

Mayor Dionne resumed the Chair.

18. PUBLIC FORUM

19. ADJOURNMENT – 6:07 P.M.

0189. **Moved by:** Councillor Kilmer
Seconded by: Councillor Head

That this Council do now adjourn.

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

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 12TH DAY OF JUNE, A.D. 2023.



City of
Prince Albert

MIN 23-51

MOTION:

That the Minutes for the City Council Special Meeting held May 23, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Special Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL SPECIAL MEETING

MINUTES

**TUESDAY, MAY 23, 2023, 3:45 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp (Attended via video conferencing)
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
Councillor Dawn Kilmer

Savannah Price, Acting City Clerk
Sherry Person, City Manager
Terri Mercier, City Clerk
Kris Olsen, Fire Chief
Mitchell J. Holash, K.C., City Solicitor
Jody Boulet, Director of Community Services
Jeff Da Silva, Acting Director of Public Works
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

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

3. APPROVAL OF AGENDA

0190. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

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

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

Absent: Councillor Edwards

CARRIED UNANIMOUSLY

4. DECLARATION OF CONFLICT OF INTEREST

5. REPORTS OF ADMINISTRATION & COMMITTEES

5.1 Development Permit Application – Liquor Store – 4280 – 7th Avenue East (RPT 23-202)

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

That the Discretionary Use Development Permit Application for a Liquor Store to be located at 4280 – 7th Avenue East, be approved, subject to the following conditions:

1. The Applicant rezoning the property to C4 – Highway Commercial;
2. The Applicant providing final plans for review and approval by Administration;
3. The Applicant entering into a Landscape Agreement with The City;
4. The Applicant applying for and receiving any necessary Building Permits and any/all necessary Municipal Fire and Building Safety Inspections; and,

5. The development complying with the requirements of The City's Zoning Bylaw No. 1 of 2019, as amended.

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

Against: Councillor Lennox-Zepp

Absent: Councillor Edwards

CARRIED (6 to 1)

6. UNFINISHED BUSINESS

7. ADJOURNMENT – 3:55 P.M.

0192. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

That this Council do now adjourn.

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

Absent: Councillor Edwards

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 12TH DAY OF JUNE, A.D. 2023.

RPT 23-222

TITLE: Bylaw No. 14 of 2023 – Zoning Bylaw Amendment for Maximum Building Height - 2nd & 3rd Reading

DATE: **May 31, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Bylaw No. 14 of 2023 be amended as follows:
 - a. That Bylaw No. 14 of 2023, under Section 1.a.i., be revised to remove the reference to 'Discretionary Uses – Hospital' and replace it with 'Discretionary Uses – Council'.
2. That Bylaw No. 14 of 2023 receive 2nd and 3rd readings.

TOPIC & PURPOSE:

The purpose of this report is to amend Bylaw No. 14 of 2023 and request 2nd and 3rd readings. Bylaw No. 14 of 2023 proposes an amendment to the *City of Prince Albert Zoning Bylaw No. 1 of 2019*. This amendment proposes increasing the maximum building height for the Hospital use in the I2 – Institutional Medical Service zoning district to allow for an addition to the existing hospital.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Zoning Bylaw Amendment Application to increase the maximum building height for Hospitals in the I2 – Institutional Medical zoning district. The current Victoria Hospital located at 1200 24th Street West is undergoing a renovation and addition that will create a new tower adjacent to the existing building. An amendment to the Zoning Bylaw is being sought while the tower is being designed to ensure the new design is compliant with the Zoning Bylaw.

1st reading of Bylaw No. 14 of 2023 was approved on Monday, May 15th, 2023 where Council directed administration to provide public notice for a public hearing.

PROPOSED APPROACH AND RATIONALE:

The maximum building height for the majority of uses within the I2 – Institutional Medical Services zoning district is currently 30 meters. Although the applicant is requesting that the maximum building height be amended to 54 meters for Hospitals to accommodate the proposed tower, Administration is recommending that this be increased to 90 meters to allow for flexibility in the development while also meeting the requirements of Transport Canada's aviation regulations. Amendments to the maximum building height for other uses in this zoning district are not being proposed at this time.

A minor typographical error in Bylaw No. 14 of 2023 will also need to be addressed prior to the final approval. The first reading of the bylaw included reference to a 'Discretionary Uses – Hospital' section, which should be replaced with 'Discretionary Uses – Council' section.

CONSULTATIONS:

The Department of Planning and Development Services has been in contact with the applicant throughout the Zoning Bylaw Amendment process. The application has also been reviewed by Public Works for compliance with Transport Canada's aviation regulations.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The proposed Zoning Bylaw amendment supports the City's area of focus for Economic Diversity and Stability by developing and maintaining new and existing amenities and infrastructure.

OFFICIAL COMMUNITY PLAN:

This Zoning Bylaw amendment is aligned with the policies outlined in Section 6.6 of the Official Community Plan related to supporting the expansion of health facilities to meet the changing needs of the community.

PUBLIC NOTICE:

Administration has issued the following public notice:

- Including public notice in May 25th issue of the Prince Albert Daily Herald
- Posting the public notice on the City's website, and
- Posting the public notice on the bulletin board at City Hall.

ATTACHMENTS:

1. Bylaw No. 14 of 2023 (1st Reading)
2. Public Notice - May 25, 2023

Written by: Ellen Pearson, Planner

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

CITY OF PRINCE ALBERT BYLAW NO. 14 OF 2023

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

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

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

1. That Bylaw No. 1 of 2019, as amended, be further amended as follows:
 - a. Subsection 9.3.2:
 - i. By deleting the “Hospital” use in the Discretionary Uses – Hospital section; and
 - ii. Replace with the following “Hospital” use in the Discretionary Uses – Council section:

12 – INSTITUTIONAL MEDICAL SERVICE											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Discretionary Uses – Council											
Hospital	835	24	7.5	3	3	90	55	-	5	-	1

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

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

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

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

MAYOR

CITY CLERK



City of Prince Albert

ZONING BYLAW AMENDMENT - BYLAW NO. 14 OF 2023

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 14 of 2023 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw.

Reason for the Amendment: At the City Council meeting held May 15th, 2023, first reading of Bylaw No. 14 of 2023 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 14 of 2023 proposes to amend the maximum building height for hospitals in the I2 - Institutional Medical Service zoning district. The maximum building height for most uses in the I2 - Institutional Medical Service zoning district is 30 meters, and it is being proposed that the maximum building height for hospitals be increased to 90 meters to allow for flexibility in the development of the new hospital tower while also meeting the requirements of Transport Canada's aviation regulations. Amendments to the maximum building height for other uses in this zoning district are not being proposed at this time.

Therefore, City Council, at its meeting to be held on June 12th, 2023 at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, June 6th, 2023. In accordance with City Council's Procedure Bylaw No. 23 of 2021, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.

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

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

Issued at the City of Prince Albert, this 25th day of May, 2023
Terri Mercier, City Clerk

Published - Daily Herald - Thursday, May 25, 2023



RPT 23-227

TITLE: Development Permit Application – Place of Worship – 480 22 Street East

DATE: June 12, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Discretionary Use Development Permit Application for a Place of Worship to be located at 480 22 Street East, legally described as Lots 22-24, Block 35, Plan B561, Ext. 160-161 be approved subject to the following conditions:

1. The applicant developing a parking lot at the rear of the property; and
2. The applicant applying for and receiving any necessary Building Permits and any/all necessary Municipal Fire and Building Safety Inspections.

TOPIC & PURPOSE:

The purpose of this report is to approve the Development Permit Application for a Place of Worship at 480 22 Street East.

BACKGROUND:

The Department of Planning and Development Services is in receipt of Development Permit Application for the development of a Place of Worship located at 480 22 Street East.

As per section 14.1 of the Zoning Bylaw, a Place of Worship is defined as:

“the use of a building, or a portion thereof, where people assemble for religious or spiritual purposes, which includes rooms for administrative functions, child care services, classrooms for religious instruction, a kitchen and eating areas, recreation facilities, and may include a single a dwelling unit known as a parsonage.”

The subject property is located in the R3 – Medium Density Residential zoning district, and the purpose of this zoning district is:

“to provide one to five unit residential development that allows for limited, complementary uses. With increased, direct access to major thoroughfares, the R3 - Medium Density Residential Zoning District provides greater access to public parks, amenities and commercial services through multiple modes of transportation.”

In the R3 – Medium Density Residential Zoning District, a Place of Worship is considered Discretionary Use – Council and requires City Council approval.

PROPOSED APPROACH AND RATIONALE:

The applicant intends to establish a Place of Worship for approximately 10 people to gather on weekdays from 6 PM – 8 PM and approximately 30 people on Sundays from 12 PM – 2 PM. It has been mentioned that the majority of individuals attending the provided service are Saskatchewan Polytechnic students or reside nearby and will be travelling via bus or walking. As per section 5.1.22 of the Zoning Bylaw, the 4 parking spaces currently provided on-site will accommodate 40 people (1 parking space per 10 seats). The applicant is open to increase parking on-site if demand increases. Please see enclosed letter from the applicant that provides more details on the development.

As the proposed Place of Worship conforms to the regulations within the R3 – Medium Density Residential Zoning District, it is recommended that this Development Permit be approved.

CONSULTATIONS:

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

The application has been reviewed by the Department of Public Works, Community Services, Financial Services, Fire and Emergency Services, and 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 options for recommendations or any other policy, financial, or privacy implications to consider with this report.

STRATEGIC PLAN:

With this Development Permit Application, the strategic priority of promoting a progressive community is used to support the Culture Action Plan to: “Prioritize initiatives that highlight Prince Albert’s diversity.”

OFFICIAL COMMUNITY PLAN:

As per Section 1.6.6 of the City of Prince Albert's Official Community Plan, this Development Permit Application can be considered as an approach to improving the social environment and culture by contributing to the neighbourhood's health, safety, and wellbeing.

PUBLIC NOTICE:

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

- Public Notice was issued May 11, 2023 to all property owners within 75 metres of the subject property.

ATTACHMENTS:

1. Location Plan - 480 22 Street East
2. Applicant Submission
3. Public Notice - Issued May 11, 2023

Written by: Darien Frantik, Planner

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

THE CITY OF PRINCE ALBERT

Location Plan



S-Z

S-Z

PLANNING & DEVELOPMENT

Subject Property Identified With A Bold Dashed Line

June 1, 2023

April 13th, 2023

480 22 Street East
Prince Albert SK S6V 1N6
Canada

To Whom To It May Concern,

There will be 1 resident expected to live on-site who will also be the only staff member expected to be present at all times. Everyone is responsible for their own means of transportation; either by personal vehicle or public bus but parking is available on-site. There will very likely be stalls for parking behind the building in the future. The hours of operation will be 6pm to 8pm everyday with the exception of Sunday (12 noon to 2pm) when prayer services will be offered. The expected number of people attending everyday will be around 10 with the exception of Sunday (about 30 people).

Sincerely,

Balwinder Singh



City of Prince Albert

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

May 11, 2023

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

Dear Sir or Madam:

Re: Discretionary Use Development Permit – 480 22nd Street East, Prince Albert SK Place of Worship

The City of Prince Albert is in receipt of a development permit application for a Place of Worship, which is to be located at the above noted address, legally described as:

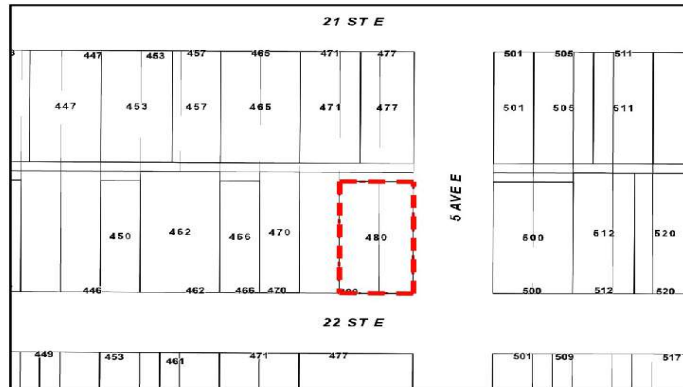
- Lot 22, Block 35, Plan B651, Ext 160
- Lot 23, Block 35, Plan B561, Ext 161
- Lot 24, Block 35, Plan B561, Ext 0

As a landowner located within 75 meters of the proposed development, and as required by the *City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development. A letter from the applicant providing additional details about the proposed Place of Worship is enclosed for your information.

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

“means the use of a building, or a portion thereof, where people assemble for religious or spiritual purposes, which includes rooms for administrative functions, child care services, classrooms for religious instruction, a kitchen and eating areas, recreation facilities, and may include a single a dwelling unit known as a parsonage;

As the proposed use is considered discretionary in the R3 – Medium Density Residential Zoning District, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



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

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

Therefore, City Council, at its meeting to be held on Monday, June 12th, 2023 at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, June 6th, 2023. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.

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

Yours truly,



Darien Frantik
Planner

Enclosure



City of
Prince Albert

CORR 23-40

TITLE: Letters of Concern - Lack of Parking - Discretionary Use Development Permit - 480 -
22nd Street East

DATE: **June 7, 2023**

TO: City Council

PUBLIC: **X**

INCAMERA:

ATTACHMENTS:

1. Eva Roy Email dated May 31, 2023
2. Chantelle Paul Email dated June 5, 2023

Written by: Various Residents

RECEIVED
JUN 01 2023
CITY CLERK
City Council

Terri Mercier

From: Alex Roy <mystery262.ar@gmail.com>
Sent: Wednesday, May 31, 2023 7:18 PM
To: City Clerk
Subject: Discretionary Use Development Permit - 480 22nd street east, Prince Albert SK place of Worship FEEDBACK

You don't often get email from mystery262.ar@gmail.com. [Learn why this is important](#)

To whom it may concern,
I am composing this email for my mother Eva Roy who is the legal owner of property 520 22 St E, Prince Albert, SK S6V 1N7 as she does not use email.

Hello City Council,

You are receiving this feedback because it was requested.

I am not opposed to having a Sikh temple in Prince Alert, however, at the current proposed location **parking needs to be addressed.**

In the provided information there was a letter stating that parking is available on-site, I'd like to clarify that this "parking space" is actually along 5th avenue E for the most part from what I've observed. I was unaware that the new owners had turned the building into a place of worship as one day returning from the store the entire avenue was lined with cars. Normally this wouldn't be that big of a deal however the proximity to which the cars were parked to the back alley entry and corners does cause an issue for traffic using the avenue because of limited visibility posed by the vehicles. I've also noted multiple times when vehicles are parked in front of the residence close to the corner it is extremely hard to see traffic coming east bound toward 6th avenue east and also forces you to take a wider turn when going west. If the cars were not parked on the corner around the stop sign that would be ideal. When service is normally on 5th Avenue E becomes a single lane roadway. I'd also like to note that on 5th Ave East is where our community mailboxes are located which would also be blocked by the increased vehicle presence during the Sunday Service. Once again in the letter provided it stated that "There will very likely be stalls for parking behind the building in the future." I believe it is in the communities best interest to have this be at the forefront of discussion as over time the number of people worshipping may increase thus causing more strain on 5th Ave E. There is a little garage located on the property which may be removed to also free up space on the property itself.

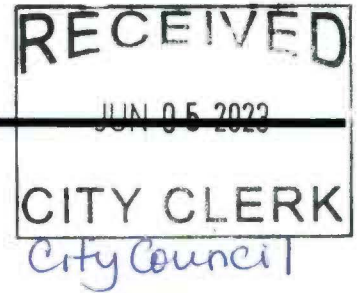
Ultimately I welcome the Sikh religion to our neighborhood but **would just like the parking issue to be addressed foremost as more parking needs to be available on the property itself and not just the avenue adjacent.**

Thank you for your time and consideration of this feedback.

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

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

Terri Mercier



From: Chan P <cmp3777@hotmail.com>
Sent: Monday, June 5, 2023 1:59 PM
To: City Clerk
Subject: 480 22nd street

You don't often get email from cmp3777@hotmail.com. [Learn why this is important](#)

Hi,

I am property owner on 21 st east close to the planned place of worship at 480 22nd street east. My concerns to bring forward to the meeting is lack of parking for 10 – 30 people.

They are already blocking the alleyway by parking at the east entrance of the alley in between 22nd and 21st street east during times of worship, which is preventing near by residents being able to enter the alley on the east side and access our driveways.

Parking on 22nd in front of the property blocks being able to see on coming traffic when trying to cross or enter the intersection from 5th ave onto 22nd street.

Although the letter mentions a plan for a parking lot on the property, this is a long term goal and the neighbourhood is already being impacted. Furthermore the landscape of the property is undesirable to create a parking lot as it is a high incline. Before this can be a place of worship realistic quotes to create a parking lot that will not impact the alley should be done, to see if this is something that is affordable to the owner.

Sincerely,
Chantelle Paul
465 21st street east

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

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

TITLE: Pumper Fire Engine Tender 24/23

DATE: **May 24, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Tender 24/23, for the purchase of a Pumper Fire Engine, be awarded to Westvac Industrial Ltd at a total cost of \$1,361,788.05 which includes all applicable taxes, to be funded from the Fire Equipment Reserve and,
2. That there be a contingency fund of \$3,059 for modifications, fire equipment, and minor changes to the Fire Pumper during the pre build meeting if required and,
3. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of the City.

TOPIC & PURPOSE:

The purpose of this report is to award the Pumper Fire Truck Tender 24/23.

BACKGROUND:

The City of Prince Albert Fire Services Department currently operates two pumper fire engines, a tanker, ladder and a quint. In the 2023 Budget Deliberations, City Council approved the replacement of the 2007 Spartan Pumper Truck (Unit 2108).

Additionally, the Fire Department is planning to keep this unit as a backup, and will be stored at the old Fire Hall at the airport.

The replacement of unit 2108, a 2007 Spartan Fire Pumper was approved in the 2023 Capital Budget for \$1,300,000.

The GST for the purchase of the new pumper will be recovered, this amounts to \$64,847.05. There is no PST on Fire Equipment.

PROPOSED APPROACH AND RATIONALE:

The tender documents for the Pumper Fire Truck was prepared in consultation with the Fire Department's management and officers, the tender closed on May 18, 2023. The City received one bid submission. Additionally, the tender came in without any deviations from the defined specifications.

The City received one bid from Westvac for a 2024 Carl Thibault Raised Roof Pumper, which met all the specifications, at \$1,361,788.05 including all applicable taxes.

The Pumper tendered will be the same as the latest Fire Pumper purchased in 2020 and delivered in 2022, this is why the contingency request is \$3,059. This amount will keep the project within the budgeted amount of \$1,300,000.

The estimated delivery of this Fire Pumper is 30 to 36 months, putting the delivery late 2025 to mid 2026. The next major piece of Fire equipment for replacement will be unit 2103, a 2008 Tanker truck in 2028.

CONSULTATIONS:

The Fire Departments officers, Fleets mechanics and management have had discussions on the specifications and requirements for the Pumper Truck.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once council has approved this report, the Purchasing Manager will issue the successful suppliers a purchase order.

FINANCIAL IMPLICATIONS:

The replacement unit is within budget and the funds are coming from the Fire Equipment Reserve.

At the end of 2023, the Fire Equipment Reserve balance is expected to be \$570,000.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations for; Policy implications, Privacy Implications, Official Community Plan, Options to Recommendations or Presentation.

STRATEGIC PLAN:

The timely replacement of Fleet equipment supports the City's Strategic Priority of investing in infrastructure to support sustainable services.

PUBLIC NOTICE:

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

Written by: Robert Snowdon, Fleet Manager
Approved by: Fire Chief & City Manager



City of
Prince Albert

CORR 23-43

TITLE: Cummins L9 Engine Availability

DATE: June 14, 2023

TO: City Council

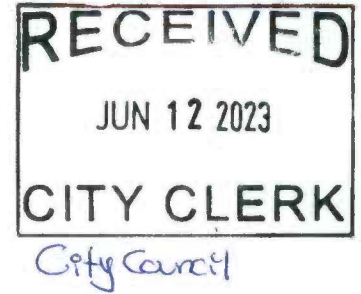
PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Letter dated June 7, 2023

Written by: Chris McClung, Vice President, Global Sales & Marketing, REV Fire Group



DATE June 7, 2023
 FROM Chris McClung, VP, Global Sales & Marketing
 TO REV Fire Group Dealers

Cummins L9 Engine Availability

Due to a recent increase in demand for Cummins L9 engines, Cummins has over sold their build slots and has placed all fire truck manufacturers on an allocation for L9 engines, effective immediately. This is an industry wide issue and REV Fire Group is working diligently to mitigate the impacts and de-risk our backlog.

To maintain our build rates and continue to deliver products to our customers, **REV Fire Group will identify trucks on order with an L9 starting at week 12 and request these units be converted to an X12 engine. It is critical that actions are taken immediately so we can maintain build slots and mitigate the impacts.**

NEXT STEPS

1. Dealer Principals will receive a list of impacted trucks currently on order that will include an estimated cost to change from an L9 to an X12 (including additional impacts such as axles, etc.)
2. Communicate to the customers the situation and potential impacts to their order and request they change to an X12. The Director of Sales and Regional Sales Managers are available to support with these conversations where needed.
 - a. **IMPACTS OF NOT MAKING THE CHANGE**
 - i. We **cannot guarantee** the production slot or delivery time frame of any L9 unit. Our production schedule will be shifting to favor the X12 specified units starting immediately.
 - ii. **Risk of not getting an L9 engine at all** and being forced to move to the X10 engine and incur additional costs.
3. If you are currently working on quotes that include an L9, we ask you make the switch to the X12 now.
4. Effective June 1, 2023, the L9 option has been suspended in the quoting tool until all impacts of this allocation can be completely understood.
5. Please contact your Director of Sales or Regional Sales Managers with confirmation of each conversion. Once notified, a Change Order will be sent for immediate signature.

We appreciate your quick and diligent response to this situation. Please contact us immediately if you have questions or concerns.



RPT 23-231

TITLE: Shopping Cart Fee

DATE: June 3, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Bylaw No. 12 of 2023 receive three (3) readings

TOPIC & PURPOSE:

To amend the Waste Collection and Disposal Bylaw No. 39 of 2020 to add a fee for the pick-up of shopping carts that have been collected by the city.

BACKGROUND:

At the September 26, 2022 City Council Meeting, Motion 22-13 was carried and requested that Administration forward a report reviewing the current Shopping Cart Policy and ensure that a process is established which is communicated to all businesses that utilize shopping carts that the city will pick up and take stray shopping carts to the landfill for pick up by the end of each month prior to disposal for consideration at an upcoming meeting.

A report was submitted January 17, 2023 to Executive Committee indicating the City of Prince Albert established a policy on abandoned shopping carts effective 2006. After this, there were some further amendments to clarify that shopping carts would only be collected if they were outside the property of the stores or shopping centers. However, the policy was not added to the Policy and Procedure Manual that was developed in 2007 and was not included in the policy system after this date. There is no record of why this policy was not included.

The initial policy identified that shopping carts found by City crews off the properties of the retailer are considered abandoned property and set out the following process for dealing with them:

- Carts would be collected at the direction of the Director of Public Works or designate

- Collected carts would be taken to the Municipal Service Center to be stored
- After collecting two or more carts from the same retailer, the city will notify the retailer (by letter), that several of their carts are being stored
- Retailers will be charged a \$10.00 fee per cart
- Carts not retrieved within one month will be sold for scrap metal

An updated abandoned Shopping Cart Procedure was presented in the January 17, 2023 report for consideration.

During the February 13, 2023 City Council Meeting, City Council approved the following motions.

1. That the Administration be directed to implement the abandoned Shopping Carts Procedure;
2. That the Abandoned Shopping Cart Policy previously approved by City Council Resolution No. 086 dated February 27, 2006 be repealed; and,
3. That Administration bring forward an amendment to the Waste Collection and Disposal Bylaw to establish a fee for the pick-up of Shopping Carts at the landfill by business owners.

This report has been prepared in response to the third motion to establish a fee for pick-up of shopping carts.

PROPOSED APPROACH AND RATIONALE:

The Administration has identified that a local business is charging a maximum of \$7.00 per cart when they pick them up to return them to the businesses. As such, the recommended fee is \$7.00 per cart. This rate is recommended as it creates an equal fee or a level playing field with the local business collecting carts. Additionally charging this rate will encourage businesses not to rely on the City Staff to collect carts as the low cost option, while not increasing costs for businesses beyond the current market rates.

CONSULTATIONS:

The local business that picks up shopping carts was consulted regarding the fees they charge for carts.

The following retailers were consulted previously regarding the shopping cart procedure and were supportive.

- Canadian Tire
- Giant Tiger
- Harold's Family Foods
- Lake Country Co-op
- Peavey Mart
- Safeway

- Save-On-Foods
- Shoppers Drug Mart
- Superstore
- Valu Lots
- Walmart

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

An annual letter outlining the procedure will be sent to the applicable businesses. The letter will outline the approved procedure including fees, and provide contact information if there are questions.

FINANCIAL IMPLICATIONS:

Adding a fee for the collection of shopping carts will generate additional revenue. For example if an estimated 175 carts are picked-up it would generate \$1,225 annually.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The recommendation supports the Area of Focus of Economic Diversity and Stability by providing sources of revenue in addition to taxation.

OFFICIAL COMMUNITY PLAN:

The approval of a procedure to collect shopping carts along with an associated fee structure supports 'Section Eight: Municipal Utilities and Services/Infrastructure.

OPTIONS TO RECOMMENDATION:

1. Charge a fee of \$5 per cart

Advantages

- Will decrease costs for locally businesses.

Disadvantages

- Would generate less revenue (\$350 less)
- May encourage businesses to rely on the City staff to collect shopping carts as the low cost option.

2. Charge a fee of \$10 per cart

Advantages

- Would generate additional revenue (\$525 more)
- The increased fee may further encourage companies to pick up their carts before they are brought to the landfill.

Disadvantages

- Will increase the costs for businesses.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Bylaw No. 12 of 2023

Written by: Todd Olexson, Sanitation Manager

Approved by: Acting Director of Public Works & City Manager

CITY OF PRINCE ALBERT BYLAW NO. 12 OF 2023

A Bylaw of The City of Prince Albert to amend Waste Collection and Disposal Bylaw No. 39 of 2020 to add a fee for the pick-up shopping carts from the landfill by business owners.

WHEREAS the Council of The City of Prince Albert deems necessary to amend Waste Collection and Disposal Bylaw No. 39 of 2020 to add a charge for the pickup-of shopping carts.

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

1. That Bylaw No. 39 of 2020 be amended to add a fee for the pick-up of shopping carts to Schedule A as follows:

Waste Diversion Category	Minimum Fee	Landfill Rate (NCSWMC member)	Landfill Rate (non-NCSWMC member)
Shopping Carts (Pick-up fee)	\$7 per cart		

TITLE: Little Red Transit Route Trial

DATE: **June 5, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That a Little Red Transit Route (as Shown in Attachment 1 – Proposed Little Red Transit Route), be approved on a trial basis from July 3rd, 2023 to September 2nd, 2023 on a half-hourly frequency for the following hours.

1. Monday – Friday → 11:45am – 7:45pm;
2. Saturdays → 9:45am – 5:15pm.

TOPIC & PURPOSE:

The purpose of this report is to review and approve the proposed Little Red transit route on a trial basis from July 3rd, 2023 to September 2nd, 2023.

BACKGROUND:

Little Red River Park is the City of Prince Alberts largest park with an area of over 1200 Acres. The Park is a common destination for members of the public and tourists to hike, bike, play, picnic, and enjoy the outdoors. Throughout 2022 and 2023, the Park has seen numerous improvements and construction projects including 3 new pedestrian bridges which were installed in 2022. Additionally, an expanded parking lot and the Rotary Adventure Park Playground and Zip Lines are currently in construction phase with anticipated completion in the near future.

Although Little Red is a popular destination for recreation in the City it is only reasonably accessible by private vehicle or taxi. This makes the park inaccessible to a large number of residents who rely on alternative modes of transportation such as public transit for daily use. The implementation of a public transit route to Little Red Park would work to recognize and accommodate the unique needs of the City's various social sectors and provide access to the park during its peak months of operation.

PROPOSED APPROACH AND RATIONALE:

Little Red River Park is one of the City of Prince Alberts most utilized leisure locations. In 2022, Little Red River Park assisted the City in being ranked number one for park space in all of Canada (Calgary.com) with a green score of 100/100. As the City continues to develop the park with the Rotary Adventure Park Playground, zip lines, expanded parking, new walking trails, bridges and more, the Parks usage continues to increase.

Due to the delayed start date of the Transit Extended Hours Trial (RPT 23-44), the City is in unique position where transit funding is available and must be utilized by March 31st, 2024. This allows for a fully funded trial to determine the amount of ridership that a July/August Little Red Transit Route would garner.

A proposed transportation route in the months of July and August follows the City's Strategic Plan 2023-25 as it works to promote Prince Albert's amenities, assets and infrastructure improvements. The route would also support the need for alternative modes of transportation to one of the City's premier leisure destinations.

CONSULTATIONS:

Saskatchewan Government Insurance (SGI) was consulted and confirmed that the existing City transit fleet is able to provide transit service to Little Red with no additional modifications or permits.

The Ministry of Government Relations was consulted and confirmed that allocation of funding to a Little Red Transit Route would be approved under the One-Time Public Transit Funding Agreement 2022-23.

Cities of Saskatoon, Regina and Brandon were consulted to explore standard practices for similar higher speed transit routes.

The Community Services Department was consulted to determine the peak times for park usage. This consultation assisted in the proposed weekday transit hours. The Department was also consulted to select optimal transit stop locations at Little Red (Shown in Attachments 2 & 3 – Little Red Transit Stops).

First Canada was consulted and confirmed that they have adequate staffing to operate an additional route during the proposed Little Red schedule.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will consult with the Department of Communication to create a media release, and website update to ensure the public is made aware of the new route.

FINANCIAL IMPLICATIONS:

The proposed Little Red Transit trial would cost \$48,000 including the service and fuel costs. This cost would be fully covered under the One-Time Public Transit Funding Agreement 2022-23.

Due to the temporary nature of the route, the City's transit service provider, First Canada has confirmed that they require a rate of \$100/hr as opposed to the standard contracted rate of \$73.47/hr.

OTHER CONSIDERATIONS/IMPLICATIONS:

The Saskatchewan Ministry of Highways will be completing Highway 55 construction and repaving from approximately June 6th – July 20th. Although, it is anticipated that the proposed Little Red Transit route will be completed in 30 minutes, there may be times where construction delays the bus. If this scenario occurs, the bus will revert to hourly for one route to get back to its regular schedule.

There are no Privacy or Policy Implications. There is no Options to the Recommendation.

STRATEGIC PLAN:

This report supports the long-term strategic plan to develop ways to effectively promote Prince Albert's amenities, assets and other improvements by providing Public Transportation to Little Red Park during its peak season. The report also supports the long-term strategic plan to strive to meet the needs of City Transit users.

OFFICIAL COMMUNITY PLAN:

Adding a route to service Little Red River Park will enhance the functionality of the City's Public Transit System. Section 7.4 Public Transit supports transportation services commensurate to demand to and from major hubs and is an important service to help fulfill social equity goals by increasing mobility for transportation.

PUBLIC NOTICE:

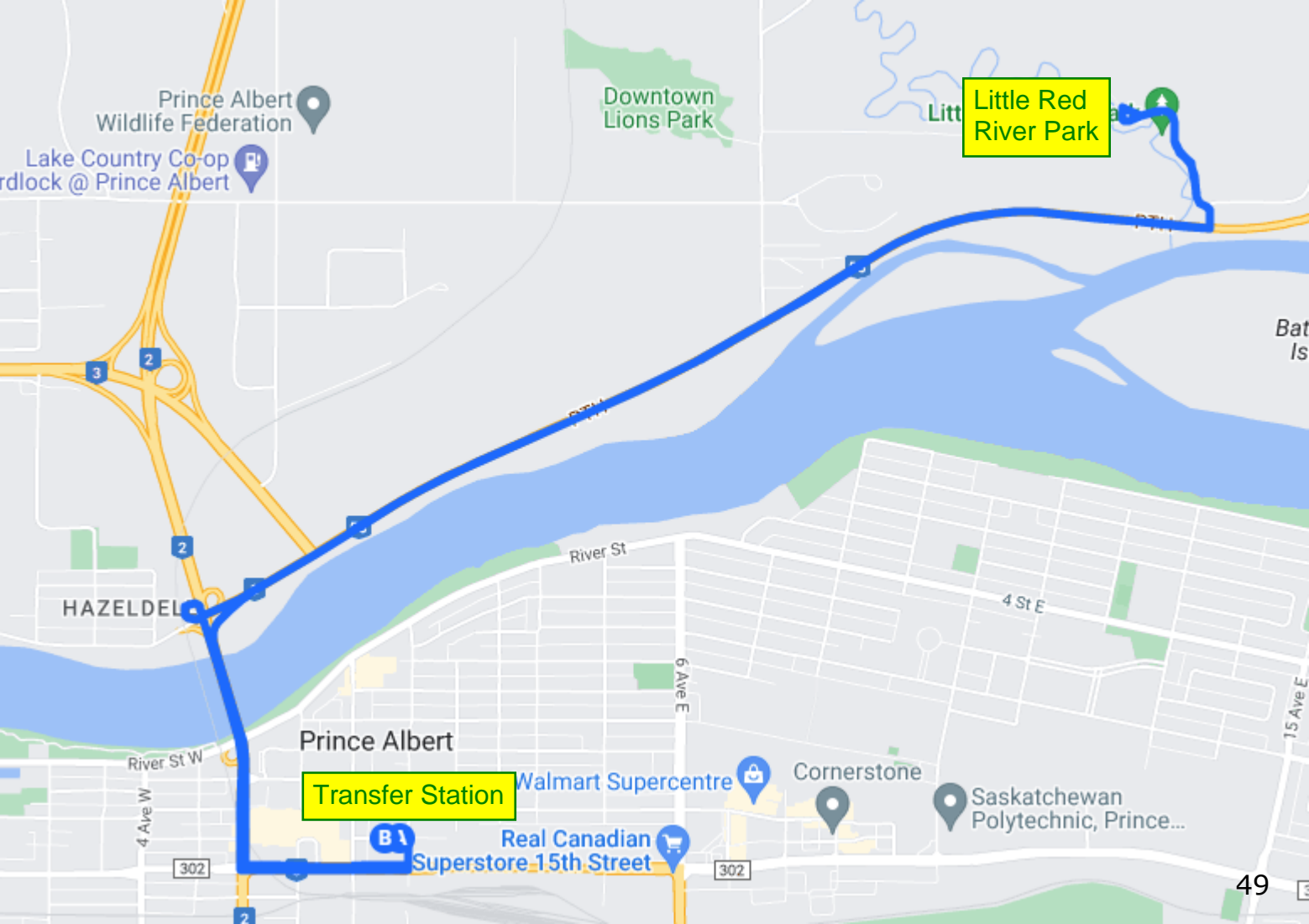
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Attachment 1 - Proposed Little Red Transit Route
2. Attachment 2 - Little Red Transit Stop (South)
3. Attachment 3 - Little Red Transit Stop (North)

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



Little Red River Park

Transfer Station

Prince Albert Wildlife Federation

Lake Country Co-op
rdlock @ Prince Albert

Downtown Lions Park

Litt

HAZELDELE

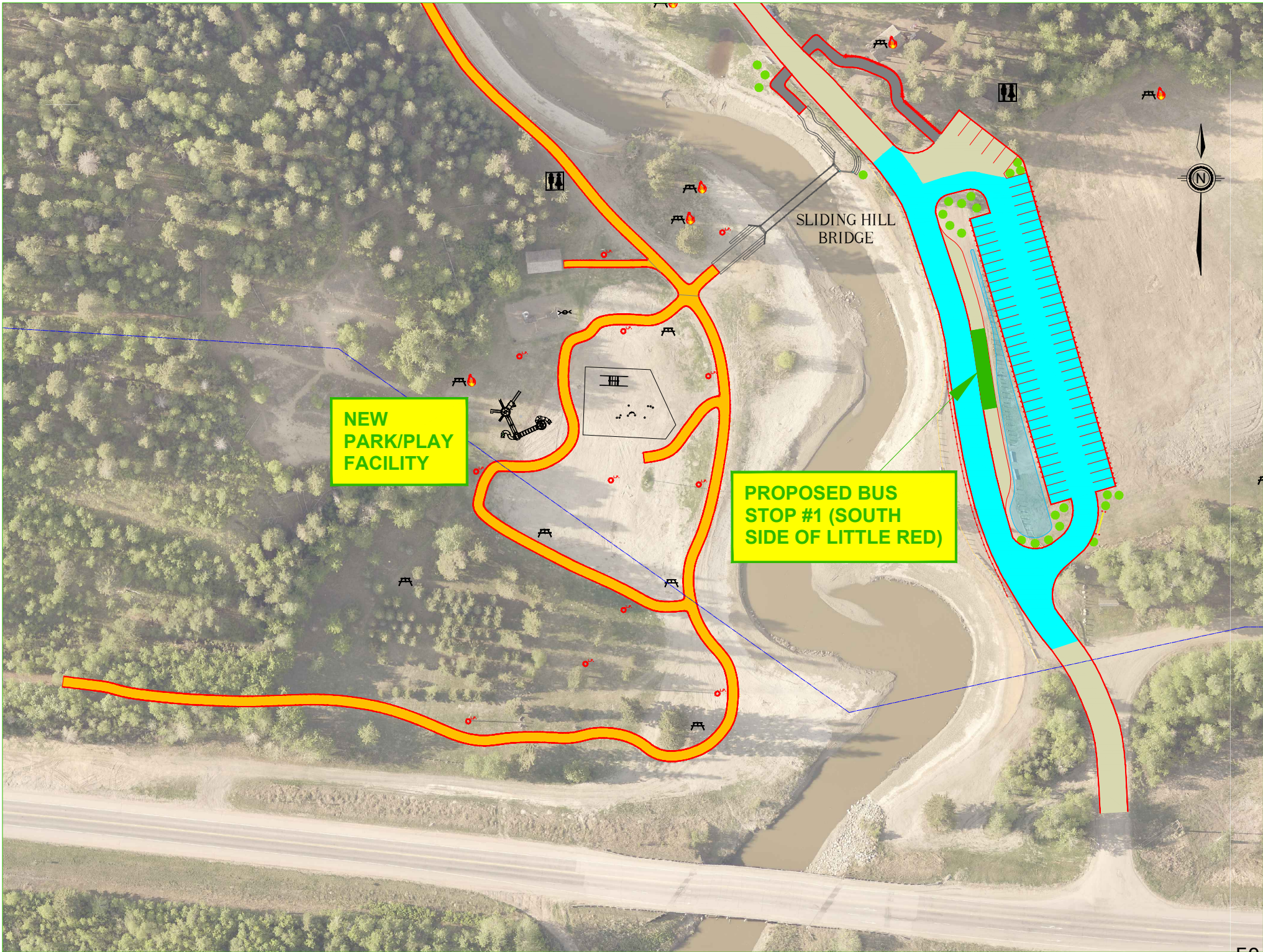
Prince Albert

Walmart Supercentre

Cornerstone

Saskatchewan Polytechnic, Prince...

Real Canadian Superstore 15th Street



**NEW
PARK/PLAY
FACILITY**

**PROPOSED BUS
STOP #1 (SOUTH
SIDE OF LITTLE RED)**

SLIDING HILL
BRIDGE

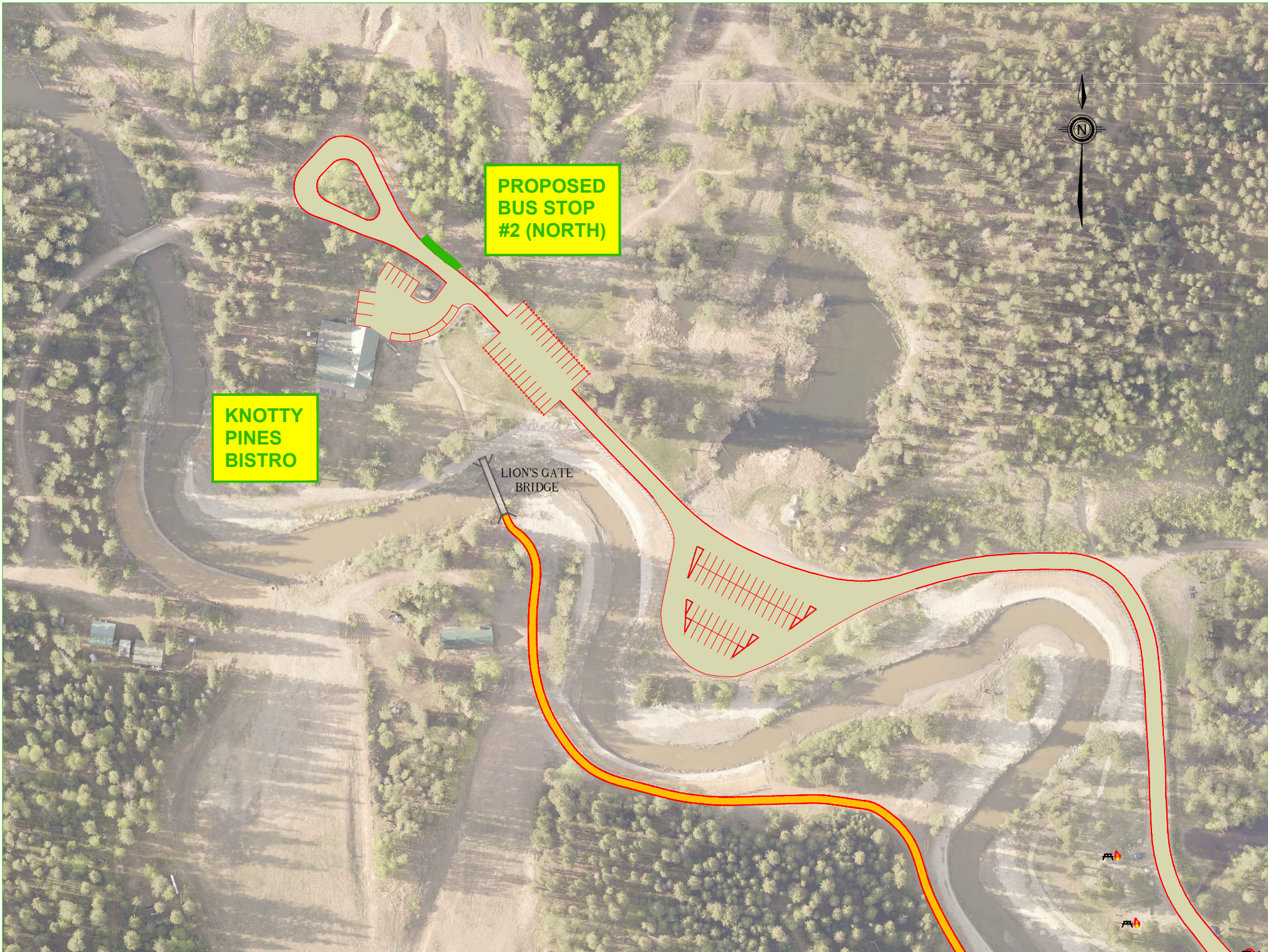




**PROPOSED
BUS STOP
#2 (NORTH)**

**KNOTTY
PINES
BISTRO**

LION'S GATE
BRIDGE





RPT 23-218

TITLE: Passage Home Sculpture and Healing Garden Park Installation Update

DATE: **May 25, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Artist Agreement between The City and Mary Longman be amended to include well-defined timelines for the project; and,
2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

ATTACHMENTS:

1. Passage Home Sculpture and Healing Garden Park Installation Update (CORR 23-33)

Written by: Executive Committee



City of
Prince Albert

CORR 23-33

TITLE: Passage Home Sculpture and Healing Garden Park Installation Update

DATE: **May 17, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

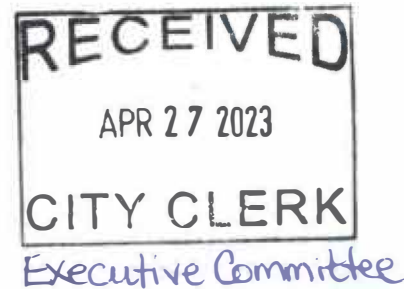
That the Correspondence be received and referred to the Community Services Department.

PRESENTATION: PowerPoint Presentation by Mary Longman

ATTACHMENTS:

1. Letter Received April 27, 2023

Written by: Mary Longman



To: Executive- City Council and Public Art Working Group, Prince Albert

Date: June 26, 2023

Re: Progress Report: *Passage Home* sculpture and *Healing Garden* park installation

Dear Executive Council Members and Public Art Working Group,

I would like to provide a summary of progress for the public sculpture, *Passage Home* and the park installation, *Healing Garden*. As you are aware, in my initial Canada Council proposal, the scheduled date of unveiling was September 30, 2022, however, grant money did not arrive until February 1, 2023, though I was optimistic that I could still get both works completed in an 8-month span and it proved to be unrealistic. I accept full responsibility that I was overly ambitious with the timeline, focusing on a specific unveiling dates, rather than considering all aspects of the work involved with designing 3 works (sculpture, park, benches), build and delays and changes with contractors, and challenges of learning a new technology of 3-D Printing. Additionally, my time was limited due to my own full-time employment, though as a professor, classes have now ended, and I can get back to the work full-time.

A more realistic time frame would be to consider that the average time for a public sculpture to fully complete and install is usually 1 1/2 -2 years depending on scale and complexity. The custom designed park should have had an additional timeline of 8-12 months especially given the restrictions of a long winter. Overall, a 2-year timeline would have been a safe option, though I am aiming for a 1 year and 8-month time frame. Below is the new timeline with notes:

May-June, 2023	Metal Man will be building benches
May 1-26	Photogrammetry
	3-D Mesh designing
	3-Printing
May 29	Delivery 3-D prints to foundry
June 15, 2023	Delivery of benches for city install
June 21, 2023	Unveiling of park
June-Sept	Casting of works at foundry. They need 4 months, with a possibility of completion by Sept. 30, however, to be safe, I have provided an alternate unveiling date just in case.
Oct 30	Install of sculpture and unveiling.

Overall, many lessons were learnt from dealing with contractors, to researching new cutting-edge technical processes of photogrammetry, mesh and 3-D Printing and of course, to being realistic and not overly ambitious with timelines.

In conclusion, I want to thank the Public Art Committee and City Council for their patience and support. I promise you, the city will ultimately have a work and park that they will be proud to share with Canada.

In partnership and shared vision,

Mary Longman

Recommended Disposition:

Refer to
Community
Services



PASSAGE HOME



PASSAGE HOME Submitted y Mary Longman

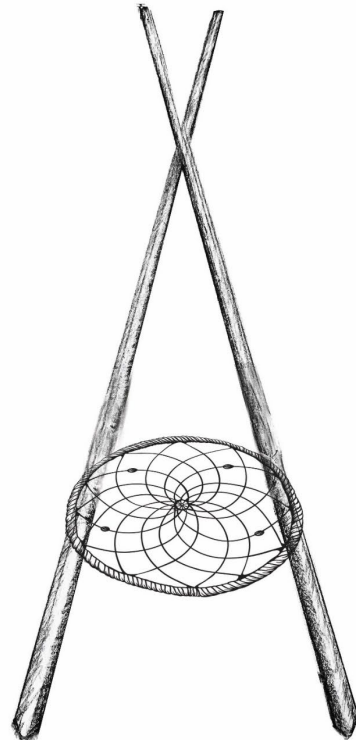


Poles: H-15' x W -7'

Seat base: W- 5' x 3.5'

Moccasin Bundle: H- 2' x W- 5' D-3.5

Carriage: H- 4.5' x W- 5' x D-3.5



CASTING: Ceramic shell. Direct burn out of wooden travois, seat and carriage
Moccasin bundle will be hand built with J-Mac classic clay. Molds made of everything
For the potential recast.

PATINA:
Overall patina: poles, seat and carriage are with two-tone patinas
that brings out texture. Texture with dark brown, highlights with
turquoise (aged copper) look. Bison fur is brown to contrast turquoise
Moccasins are tinted, multi-colored with powder coating per the designs I will provide.







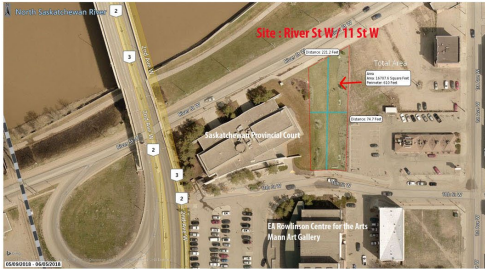
Moccasins Designs

Moccasin vamps will have various designs and colors associated with the Indigenous nations of Saskatchewan.

Moccasin colors will be achieved by a unique process that bakes powder coating.



SITE SPECIFICATIONS: *Passage Home*
River St. W / 11 St. W



Alternate Path Type:
Compressed River Pebble



Sculpture Dimensions

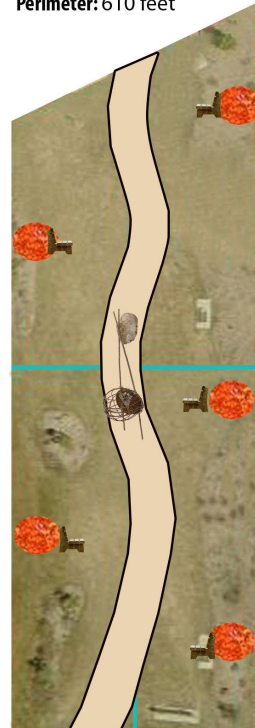
- Poles:** L-15' x W-6'
- Seat base:** W-5' x 3.5'
- Bison Bundle:** H-2' x W-5' D-3.5
- Carriage:** H-4.5' x W-5' x D-3.5
- Stone Boulder:** H-3' x W-3'
- Concrete pilings for each pole:**
 2 @ 6' apart. 3rd mount in Boulder

- Center:** 110.5' (10% = 11.00)
- Path:** W- 15' (10% = 1.5) x
 L: 240' (10% = 24.0)

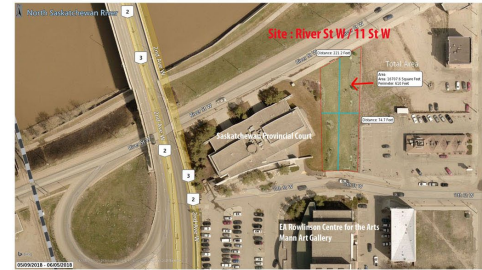
- Trees:** Northwood Maple. Zone 3,
 10 m/33 ft High, 20' spread.
 Small red floweres
 Alternate: Inferno Sugar Maple

- Benches:** Wood and cast
 pebble concrete. City benches.
 Aprox. W-5' x D-24"

Site Dimensions: 10% - 1 inch =
 L: 221.2' (10% = 22.12)
 W: 74.7' (10% = 7.47)
Area: 16707.6 sq feet
Perimeter: 610 feet



SITE SPECIFICATIONS: *Passage Home*
River St. W / 11 St. W



Site Dimensions: 10% - 1 inch = 10 feet
 L: 221.2' (10% = 22.12)
L: Short side: 185' (10%=18.5)
W: 74.7' (10% = 7.47)
Area: 16707.6 sq feet
Perimeter: 610 feet

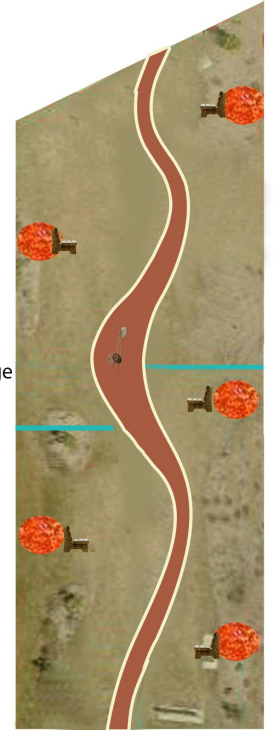
Center long side: 110.5' (10% = 11.00)
Center short side: 92.5' -10% = 9.25)
Center Width: 37.35 (10% = 3.7)
Path: W: 5' = 60" (10% = .50)
 L: 240' (10% = 24).

- Trees:** Northwood Maple. Zone 3,
 10 m/33 ft High, 20' spread.
 Small red floweres
 Alternate: Inferno Sugar Maple
- Brick circles** at base of tree with white sage

- Benches:** Wood and cast iron
 Aprox. W-5' x D-24"
- Concrete pads:** L-18" x W -10" x D -7.5"
 (2 per bench)

Sculpture Dimensions

- Poles:** L-15' x W -5'
- Seat base:** W- 5' x 3.5'
- Bison Bundle:** H-2' x W- 5' D-3.5
- Carriage:** H- 4.5' x W- 5' x D-3.5
- Stone Boulder:** H- 3' x W-3'
- Mounting:** Helical pier screw pile for
 two poles: 2 @ 6' apart below frost line.
 3rd mount in Boulder



Original Park Design, August 13, 2021

Final Park Design, April 13, 2023





Trees: Northwood Maple with sage in tree rings.
Trees are zone 3 and grow to 33 feet high with a 20' spread.



Give Children Roots, Love and Wings

and they will Find their Passage Home



Give Children Roots, Love and Wings

and they will Find their Passage Home



Video: 3D Printers Allow Home Replication of Famous Sculptures. 4.45 min.
<https://www.youtube.com/watch?v=QX4ub-Kqkjk>

3D Printing Process

1. Document all sides of image in high resolution with a laser scanner, or photographs or video.
2. Upload images into 3-D model software. Integrate images into a 3-D model. Clean up and fix problem areas.
3. Import 3D model into 3-D printer software and print. Large sculptures can take 1-3 days to print. A plastic filament is used for bronze sculptures so it can be burned out.
4. Clean up supports from 3-D print.
5. Send parts to foundry.

Bronze Casting Steps

1. Foundry makes ceramic shells on sculpture parts.
2. Ceramic shells are put in the kiln to burn out filament.
3. Negative space is filled with molten bronze.
4. Vents are cut off the Bronze positives and pieces are reassembled by welding parts.
5. Moccasins are repeatedly put in kiln to melt and embed each of color powder.
6. Finishing work involves grinding welds and apply overall patina



New Schedule

May-June, 2023	Metal Man will be building benches
May 1-26	Photogrammetry
	3-D Mesh designing
	3-D Printing
May 29	Delivery 3-D prints to foundry
June 15, 2023	Delivery of benches for city install
June 21, 2023	National Indigenous Day
TBD	Unveiling of park
June-Sept	Casting of works at foundry. They need 4 months, with a possibility of completion by Sept. 30, however, to be safe, I have provided an alternate unveiling date just in case.
Oct 30	Install of sculpture and unveiling.



City of
Prince Albert

RPT 23-219

TITLE: Little Red River Park Washroom

DATE: **May 25, 2023**

TO: City Council

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

That the contract services of supply, construction and installation of a year-round Washroom at Little Red River Park be awarded to Container Guy Ltd.; in the amount of \$125,263.17, plus applicable taxes.

ATTACHMENTS:

1. Little Red River Park Washroom (RPT 23-210)

Written by: Executive Committee



TITLE: Little Red River Park Washroom

DATE: **May 15, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the city proceed with awarding and providing the contract services of supply, construction and install of a year-round washroom to Container Guy Ltd.
2. That the City provide a purchase order to Container Guy Ltd. in the amount of \$125,263.17 plus applicable taxes.

TOPIC & PURPOSE:

To provide information on a year-round washroom concept for Little Red River Park.

BACKGROUND:

Over the last few years there has been considerable headway on work to bring improvements to Little Red River Park beginning with the introduction of the Little Red River Masterplan in 2019. The document has been a template to guide discussion on development/infrastructure work and programming needs within the park. The document is reviewed each calendar year and is used as a living document in which to work and guide the Departments efforts to communicate with Council the opportunities for investment to help enhance on service delivery.

To help support these ongoing conversations the 'Stages of Development' for Little Red River Park were brought to and adopted by Council in 2019. This document has helped to guide the vision of the park and the required capital and operational investment(s) required within each year of the 5-year plan.

Washrooms were identified as one of the supported priorities in the 'Stages of Development' for the 2023 operating season and are the reason for this report.

PROPOSED APPROACH AND RATIONALE:

The Little Red River Park is a one of a kind Municipal Urban Park that covers just over 1200 acres within the limits of the City of Prince Albert. There is no other Urban Park that the department is aware of in Canada of this size and solely supported through municipal funding. Most parks of this size or larger are funded through Provincial or Federal funds and fall within a Regional or National Park operating/governance model.

What the City has been able to accomplish in the last several years by engaging through partnerships with Service Clubs, Local Business, User Groups, Federal and Provincial Grants and the generous support and enthusiasm of Council through the budgeting process has been nothing short of building a wonderful legacy and cementing the future of Little Red River Park for generations to come.

Although Little Red River Park does not serve as large an urban population as Winnipeg or Vancouver, Saskatchewan's park tourism has traditionally drawn visitors from the whole province, and not just the nearest urban centres. Because of its large size and natural setting, Little Red River Park continues to prove to be a positive force and influence in the parks category offering a broad range of potential visitor experiences each year and we continue to build upon that. The site has offered appeal to people from across the province of Saskatchewan and Canada through the years, for a variety of human activities.

In 2019, HTFC Planning, Design, and Oxbow Architecture undertook the tasks of collecting data, engaging the local community, and analyzing findings on the park in order to offer recommendations for moving forward through a 10-year Master Plan. The 'Stages of Development' report compliments the Master Plan and both are there to guide future operations, development, partnerships, governance and funding of the park to ensure that it remains a valued place in the Prince Albert region.

As identified in the priorities and given budget approval the following areas will be completed in the 2023 operating year.

2023 Priorities

1. New washroom(s) within the park.
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.

3. Total improvements for consideration during 2023 budget deliberations - **\$210,000**

Council has made mention and encouraged the department to continue its search for different washrooms concepts that would provide for year-round use. In order to provide this, other options and out-of-the-box thinking would need to guide that discussion noting complex issues and challenges we are faced with at Little Red. Some of the hurdles to overcome are as follows:

- Most of the core area of the park is prone to flooding in any given year
- Lack of supporting infrastructure such as water, sewer, power
- Environmental concerns with septic and the close proximity to the Spruce River with which the washrooms would be placed to service current demand.
- Increased park user base
- The ability to offer a year-round concept
- Security and vandalism concerns with any structure introduced

The department has listened to Council's concerns and desires for year-round washrooms and today we are happy to provide what we believe is a concept that meets or exceeds the needs for the park and the many concerns noted above.

Community Services started an aggressive effort in February/March of 2023, researching and reaching out to other communities and companies that may offer up something different in washroom concept for consideration. We began our search, reached out to different companies with limited response and in the end success was found in a connection with a particular company that specializes in converting Sea-Can's into useable space, The Container Guy, Mr. Channing McCorrison. Mr. McCorrison was featured on Dragons Den, Season 5 (12 years ago), looking for an investment into their company '3Twenty Modular' which was started by three students from Saskatoon, SK creating durable temporary office solutions. Since that time, Mr. McCorrison has moved on from '3Twenty Modular' and forged ahead with the creation of The Container Guy, expanding on those early days and taking the container modification industry to new heights by inventing state-of-the-art modular systems, modification techniques, and accessory products. They are an industry leader and have completed thousands of modification projects in virtually every major industry and their methods are being adopted by people all over the world as the industry standard.

The company has offered up their expertise and has worked hard alongside the City over the last couple of months to come up with a concept that represents and addresses the City's unique challenges in the park and the department believes this is the best concept that addresses all of the concerns and brings a workable solution for implementation.

The City did after going through the process of working to find a solution for year-round washrooms realized that there was a considerable cost to be had. As a result we proceeded with completing an RFP (Request for Proposal) process to see if we could garner interest from other vendors/contractors and to have them supply their vision and pricing. An RFP was sent out at the beginning of May requesting proposals to supply Little Red River Park with an accessible washroom concepts noting the challenges. Two other vendors/contractors did come forward and provided concepts and pricing. The pricing provided by the other two vendors/contractors exceed \$200,000 per proposal, putting those two options well out of reach for this particular project. After completing the evaluation process of each proposal submitted, the department is recommending Container Guy Ltd. for their innovative design, meeting all the criteria, and providing pricing for a comparable product as the other two proposals that does not put a financial strain on the project and allows the City to achieve the goal of bringing a year-round washroom concept to the park.

The Container Guy Ltd. concept offered up for consideration is that of a 40 foot Sea-Can that is to be converted with the following:

- A fully enclosed steel structure
- 3 inches of 2lb closed cell CCMC approved spray foam to insulate the interior and underside of the unit
- Two fully accessible washrooms that meet or exceed current code requirements
- Change Tables
- Coat hook(s), Soap Dispenser(s), Hand Dryer(s),
- SANIFLO Macerator toilets
- Stainless Steel sinks with metering valves for the taps

- 13 foot – 5 3/8 inch Storage Bay
- 8 foot – 9 13/16 inch Utility/Mechanical Room
- Waste water tank and clean water tank both (710 gallons)
- Cam-Lock connection for auto fill of the water tank
- Engineered stamped product
- 200 Amp Single Phased Power
- Motion sensor LED lights and exhaust fans
- Heat and air cooled washrooms
- High security locks
- Dusk to Dawn exterior LED lighting
- The container will come with a Structural Engineer Services stamp of approval.
- The container when complete would be powder coated (color to be determined) and vinyl wrapped (concept provided in attachments) to make it blend in with the surrounding park environment. The container wrap would be a relevant nature scene similar to the 2nd Avenue digital sign board and would also look to include the City Logo and acknowledgement to Pehonan Parkway/Little Red River Park.

The concept as presented is for use at the toboggan hill location and would replace the outhouse, servicing both the playground and toboggan hill moving forward in a year-round capacity. As this will be a busy area the department is recommending the introduction of the 40 foot container (2) washroom concept to meet what we anticipate is to be high demand.

The department does see three to four smaller versions of this concept introduced within the park in the future:

- **Swinging Bridge/Horse Shoe** location where (2) **Seasonal use**, this area is closed to the majority of the public to open it up to Cross-Country Skiing, Mountain Biking, Hiking and Show Shoeing. As this area is closed to vehicular traffic we would have no means to service the washrooms making these seasonal only.
- **Northwest Parking Lot**, north of Lakeland Ford Ball Park (1) **Year-round use**, there is a case to be made to look at working towards bringing power to this location and providing similar features of the larger washroom concept however, on a smaller scale.
- **Upper East Plains** (1) **Seasonal/Year-round use**, some additional work and research would need to be completed to identify hurdles that may exist to bringing year round washrooms to this area, however this would certainly be an area were we would want seasonal consideration.

The toboggan hill would be the largest of the washroom concepts at 40 feet with the Swinging Bridge, Northwest Parking Lot, and Upper East plains concepts possibly reduced down to a 20 foot containers as the demand for the washrooms would not be that of the toboggan hill area.

There is future flexibility in using this concept, as the washrooms could be relocated or moved if required where a permanent structure could not. The concept also significantly reduces or eliminates environmental concerns and permissions as everything is self-contained, it is built off-site, delivered and you simply connect the power and have immediate use. For comparison, the washrooms in Kinsmen Park cost \$232,186 plus tax, back in 2016. To build those same washrooms today would be at least twice the investment making this washroom concept, cost effective and a solid contender.

The washroom would be the first of what could be up to (5) washrooms in the park, secured on screw-piles, with a walking path leading up to a deck surface allowing for easy access by all those that require it.

If approved by Council, the department would work with the company immediately to begin the construction process and look for delivery by the end of August/September 2023.

With power brought to the location at a cost of \$1500, this would allow for year-round capability, it would provide for some additional security considerations to aid in protecting the park entrance, as well as provide the City with options in the near future for snow making at the toboggan hill.

The Department recognizes the time and energy The Container Guy has brought to this project, the willingness for them to reach out and have the conversation on our unique needs. We are asking Council to approve for use of the concept and the company involved to ensure

no further delays are had and that deliver can be seen in this calendar year on what has been an important conversation and need for the park.

Associated Operating Costs

The Department has completed some preliminary work on operating costs for the washroom(s) and we believe that once the washroom(s) are established and operating for an entire year that those costs should become more finite and be incorporated into future operational models for budgeting purposes. The numbers below are estimated to the best of our ability.

- Annual pump outs and water supply - \$20,000
- Annual cleaning of the washrooms including twice a day service during the peak season (June – September) - \$25,000

CONSULTATIONS:

Extensive consultation was completed and continues internally with Planning and Development, our Chief Building Inspector and our Building Facilities Coordinator to ensure the product as proposed meets current engineering, structural and code standards, energy efficiency, electrical and mechanical design and foundation considerations.

The Director of Planning and Development has been consulted on the use of a disguised sea-can within the Little Red River Park system to ensure hurdles are overcome and consideration is given.

Ongoing consultation with User Groups needs has continued through the development of Little Red River Park noting that washrooms and year-round consideration are a high priority.

Consultations will continue with the local Health Authority and Crown Corporations to ensure all permitting is in place and that final inspections of the finished product meet or exceed current code standards.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration is committed to and will continue to communicate internally to involve all required departments to ensure timely updates are provided regarding the project and required information is provided to the public and user groups where necessary.

FINANCIAL IMPLICATIONS:

Little Red River Stages of Development funding for improvements for 2023 taken from the Pehonan Parkway Reserve Fund which will see a surplus balance of \$23,225 at the end of

2023 with the following projects completed.

Total budget approved for in 2023 - \$210,000.00

1. Year-round washroom - \$132,778.96 (PST included in the price)
2. Warm-up Shelter - \$53,530 (PST included in the price)
3. The difference of - \$23,691.04 will used to complete landscape finishing in and around the two buildings and provide a small buffer for unexpected costs in relation to both projects.

Both projects have been confirmed within this calendar year, contractors are organized and have committed to dates for construction and completion of both projects.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, privacy implications or other considerations

STRATEGIC PLAN:

The proposed project(s) align with the Strategic Goal(s) within the City's 2023-2025 Strategic Plan as follows:

Investing in Infrastructure through 'Nature Area Planning' with continued prioritization and support of recommendations identified through the annual reporting of the State of the Parks & Playgrounds Improvement Plan, Little Red River Park Master Plan, and the Urban Forestry Management Plan.

And,

Delivery Professional Governance through 'Engaged Government' by 'Identifying' sensitive issues in advance and implement thorough quality communication as well as 'Strengthen' relationships with external organizations to share information and collaborate on project and services.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain the natural and built environments. Our connection to the natural works is important and must be, considered in the delivery of community services.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal/visual - Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Container Wrap Concept
2. Estimate Container Guy's Ltd.
3. Rendering 1
4. Rendering 2
5. Rendering 3
6. Rendering 4
7. Rendering 5
8. Rendering 6
9. Rendering 7
10. Washroom construction drawings
11. Proposed Future Washroom Locations

Written by: Timothy Yeaman, Parks and Open Space Manager

Approved by: Director of Community Services and City Manager



480" (40')

Shipping Container - Full Wrap
 3M IJ 180mC-10 Digital Print Wrap Film w/3M 8518 UV Gloss Protective Overlaminate
 1 Side

Please note: After this proof is approved, client is responsible for all costs associated with any subsequent changes. This includes changes to spelling, colour and layout - please review this proof carefully!

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#3 4260 5th Ave E
 Prince Albert SK S6W 0A5
 (306)763-3693
 info@markitsigns.ca
 www.markitsigns.ca

Markit
 SIGNS WRAPS DESIGN



Estimate

Site 414 Comp 20 RR4 LCD Main
Saskatoon, SK, S7K 3J7

Date	Estimate #
4/6/2023	14992

Name / Address
City of Prince Albert 1084 Central Ave Prince Albert, SK S6V 7P3

Ship To

Delivery Contact	Customer E-mail	Customer Phone	Terms
Mike	tyeaman@citypa.com	306.953.4802	

MPN	Description	Qty	Cost	Total
	40' High Cube Double Ended One Time Used Container	1	11,400.00	11,400.00
	-- DOORS/SECURITY --			
GALV Man Door	Steel Insulated Entry Door	2	1,350.00	2,700.00
Panic Bar with Lever Trim	Panic Hardware W/ Privacy Indicating Lever Trim	2	816.25	1,632.50
	Labour to Install Man Door W/ Corresponding Hardware	2	530.00	1,060.00
Safe Box 5340	Universal Lock Box (Installed on Entry Door(s), Access Hatch)	3	125.00	375.00
	Labour to Install Lock Box	3	25.00	75.00
CMW- SK- KA	CMW 80mm Shackle Block Lock - Keyed Alike	5	35.00	175.00
	-- INTERIOR STRUCTURE --			
	1-5/8" x 1-5/8" Galvanized Strut Channel (12 Ga.)	34	65.00	2,210.00
SS-01-HC	Strut Strap - High Cube Side Wall	24	45.00	1,080.00
SS-01-ROOF	Strut Strap - Roof	10	45.00	450.00
CSM-RCT-01	Container Strut Mount Bracket (Single Mount)	24	12.50	300.00
CSM-03_R2	Container Strut Mount Bracket (Insulated Mount)	24	22.50	540.00
90DG-01	Container Strut Mount Bracket (90 Degree Angle)	20	10.50	210.00
	Labour to Install Unistrut Channel and Corresponding Strut Mount Brackets	1	1,105.00	1,105.00
	Unistrut Hardware	1	196.00	196.00
	1-5/8" Steel Stud(s) W/ Corresponding Track	1	668.24	668.24
SSB-01-R4	Steel Stud Bracket	16	15.00	240.00
	Labour to Install Steel Stud Framing and Corresponding Steel Stud Brackets	1	520.00	520.00
PW-HC-INSR-00A	Partition Wall	3	1,660.00	4,980.00
	Partition Wall Hardware Kit	3	450.00	1,350.00
	Labour to Install Partition Wall	3	350.00	1,050.00

GST/HST No. 855875621

This estimate is valid for 7 days.

Customer Signature

Phone #	306-262-2899	E-mail	sales@thecontainerguy.ca
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Estimate

Site 414 Comp 20 RR4 LCD Main
Saskatoon, SK, S7K 3J7

Date	Estimate #
4/6/2023	14992

Name / Address
City of Prince Albert 1084 Central Ave Prince Albert, SK S6V 7P3

Ship To

Delivery Contact	Customer E-mail	Customer Phone	Terms
Mike	tyeaman@citypa.com	306.953.4802	

MPN	Description	Qty	Cost	Total
	-- SPRAY FOAM RETENTION --			
CDF-HC	Container Door Flashing Kit	2	490.00	980.00
CWF-HC or STD	Container Wall Flashing Kit	2	510.00	1,020.00
	Labour to Install Spray Foam Retention Kit(s)	2	230.00	460.00
	-- SPRAY FOAM INSULATION --			
	3" CCMC Approved Spray Foam Insulation (Interior)	1	9,081.00	9,081.00
	3" CCMC Approved Spray Foam Insulation (Underside)	1	2,358.00	2,358.00
	-- INTERIOR FINISH --			
	Reline PVC Interior Finish	1	7,400.00	7,400.00
	Class A Fire Rating			
	Epoxy Floor Coating (Slip Resistant)	1	1,670.00	1,670.00
	-- EXTERIOR FINISH --			
	Custom Paint (Forrest Green)	1	2,260.00	2,260.00
	Custom Decals - TBD -	1	960.00	960.00
	-- SHELVING --			
SHELF-2x7-00A	Heavy Duty Galvanized Shelving	1	8,235.00	8,235.00
	Labour to Install Shelving	1	977.50	977.50

GST/HST No. 855875621

This estimate is valid for 7 days.

Customer Signature

Phone #	306-262-2899	E-mail	sales@thecontainerguy.ca
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Estimate

Site 414 Comp 20 RR4 LCD Main
Saskatoon, SK, S7K 3J7

Date	Estimate #
4/6/2023	14992

Name / Address
City of Prince Albert 1084 Central Ave Prince Albert, SK S6V 7P3

Ship To

Delivery Contact	Customer E-mail	Customer Phone	Terms
Mike	tyeaman@citypa.com	306.953.4802	

MPN	Description	Qty	Cost	Total
	-- ELECTRICAL --			
	(1) Exterior Junction Box	1	6,277.00	6,277.00
	(1) 200 Amp Panel			
	(4) Light Switch - Motion Sensor/Timer Switches (Bathrooms)			
	(5) Interior LED Light			
	(2) Exterior LED Motion Light			
	(4) Exterior LED Flood Light			
	-- HVAC --			
	Diffuser Vent - Partition Wall Installation	6	410.00	2,460.00
	5000W/240V Blown Air Heater	2	865.00	1,730.00
	1500W Baseboard Heater	2	222.73	445.46
	28000 BTU AC/Heat Pump Mini Split (Tri-Zone C/W 3 Interior Head Units) 22.5 SEER	1	5,433.90	5,433.90
	Recessed Condenser Enclosure	1	1,107.75	1,107.75
WND-SSCRN-40x30	Security Screen For Condenser Box	1	710.00	710.00
T10-EX-00A	T16 Shutter Exhaust Fan	1	675.00	675.00
	10" Louvered Intake Vent	2	250.00	500.00
BFV-0A	Bathroom Vent - Motion Sensor/Timer	2	385.00	770.00
	Labour	1	3,615.00	3,615.00

GST/HST No. 855875621

This estimate is valid for 7 days.

Customer Signature

Phone #	306-262-2899	E-mail	sales@thecontainerguy.ca
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Estimate

Site 414 Comp 20 RR4 LCD Main
Saskatoon, SK, S7K 3J7

Date	Estimate #
4/6/2023	14992

Name / Address
City of Prince Albert 1084 Central Ave Prince Albert, SK S6V 7P3

Ship To

Delivery Contact	Customer E-mail	Customer Phone	Terms
Mike	tyeaman@citypa.com	306.953.4802	

MPN	Description	Qty	Cost	Total
	-- PLUMBING --			
	710 GAL Lobe Tank	2	1,726.32	3,452.64
	Pressure System/High Level Alarm	1	3,380.00	3,380.00
	Saniflo Macerator Toilet/Pump System	2	2,002.05	4,004.10
	Stainless Steel Handwash Sink (Timer Style)	2	1,038.62	2,077.24
	2" Camlock Connection	1	223.30	223.30
FRAME-16X16-00A	Access Hatch Frame	1	228.00	228.00
	Security Access Hatch	1	455.54	455.54
Consumables - Shop Supplies	Consumables	1	3,500.00	3,500.00
	Labour	1	4,170.00	4,170.00
	-- MISC INTERIOR --			
	Koala Kare Changing Station (Stainless Steel)	2	1,220.40	2,440.80
	Labour	1	460.00	460.00
	-- ENGINEERING/DESIGN --			
	CAD Engineering & Design Services	0	5,820.00	0.00
	3D Rendering Services	0	1,740.00	0.00
	Structural Engineer Services	1	980.00	980.00
	-- DELIVERY --			
	Delivery of 40' Container W/ Self-Unloading Trailer	1	889.20	889.20

Sales Tax Summary GST/HST No. 855875621 This estimate is valid for 7 days. Customer Signature	Subtotal CAD 117,703.17
	Sales Tax Total CAD 12,894.00
	Total CAD 130,597.17

Phone #	306-262-2899	E-mail	sales@thecontainerguy.ca
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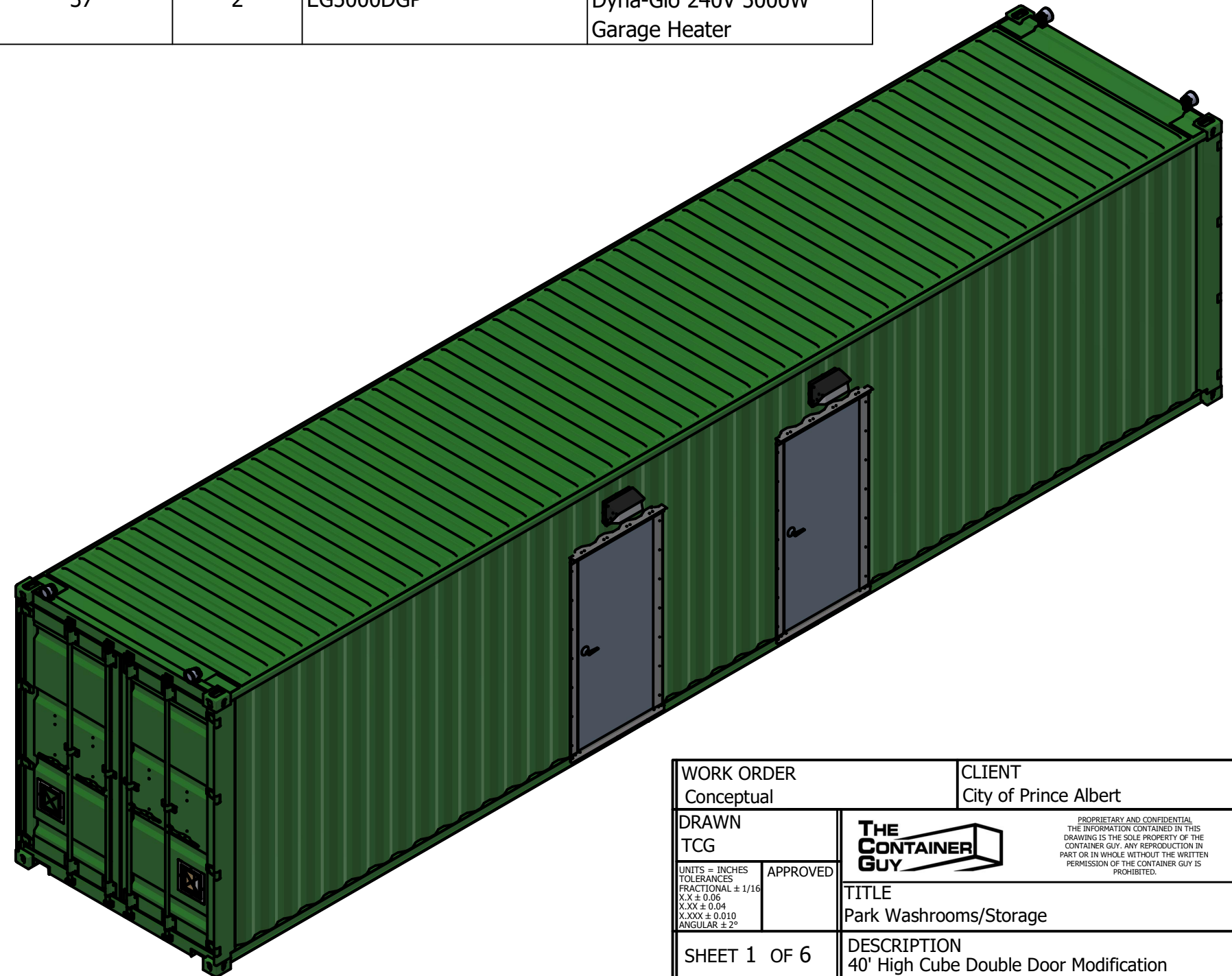





IF IN DOUBT, ASK

PARTS LIST			
ITEM	QTY	PART NUMBER	DESCRIPTION
1	3	PW-HC-INSR-00A	Partition Assembly - Insulated & Reline Position
2	20	CSM-RCT-01	MSS Bracket Single
3	20	CSM-03	Bracket for insuted wall
4	30	P1000 PG	1-5/8" x 1-5/8", 12 Gage Channel, Solid
5	21	90DG-01	90degree Gussetted
6	12	CMW-4-120-0157	Steel Stud Bracket
7	4	CWF-HC-03	
8	2	CWF-HDR-01	
9	12	STUD TRACK 1 5-8	
10	56	1 5-8 STEEL STUD	
11	20	SS-01-HC	Strut Strap - High Cube Wall
12	10	SS-01-ROOF	Strut Strap - Roof Width
13	8	CDF-HC-02	Container Door Flashing Side - High Cube
14	8	CDF-01	Flashing Top/Bottom - STD & HC
15	1	WFKC-01	WALL FLASHING KIT COVER
16	2	CMW-2A-110-0006	36in Man Door Side Wall Assembly
17	2	Toilet	SANIFLO MACERATOR
18	5	CEILING LIGHT	
19	4	Light Switch	
20	2	LEDHWP-900	WALL PACK LIGHT
21	2	BFV-0A R2	Bathroom Fan Vent
22	2	QMP 60152-1	710 USgal Lobe Tank
23	33	SHLF-24CS-02	24in Strut Mount Bracket
24	3	SHLF-24CS-06	Shelf Top 24in x 48in
25	6	SHLF-24CS-05	Shelf Top 24in x 7' 3-3/4"
26	4	LED25WRE	LED Yard Light
27	2	600HS17DM	Stainless Handwash Sink
28	3	Wall-Mount Air Conditioner	
29	2	LC4015W31	Dimplex 40-Inch 1500W Baseboard Heater
30	8	SHV10-00A	Vent Frame Assembly
31	1	WND-SSCRN-36x30	36x30 Window Security Screen

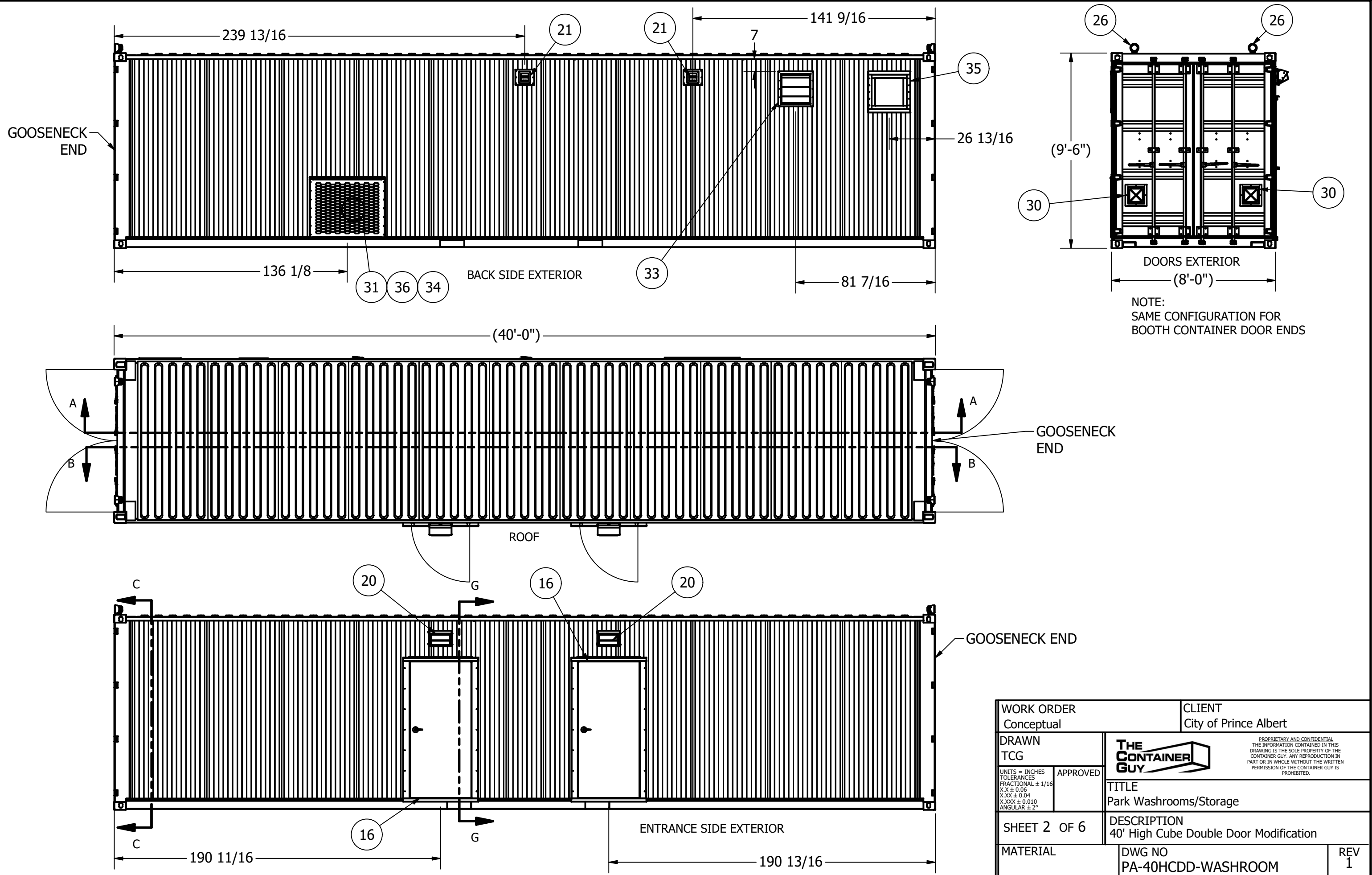
PARTS LIST			
ITEM	QTY	PART NUMBER	DESCRIPTION
32	2	KB200-SS	KOALA KARE Wall Mount Changing Station
33	1	CMW-1A-240-0040	T16 Fan & Frame Assembly
34	1	SENA-30HF-MOQ	Senville 28000 BTU Multi-Zone Heat Pump
35	1	FRAME-16x16-00A	Access Hatch & Frame
36	1	CMW-2A-610-0069	LARGE Air Conditioner Condenser Box Assembly
37	2	EG5000DGP	Dyna-Glo 240V 5000W Garage Heater




THIS DRAWING IS FOR CONCEPTUAL PURPOSES ONLY. ALL DETAILS, AND BOM SUBJECT TO CHANGE BASED ON DESIGN UPDATES AND CLIENT FEEDBACK. ALL LOCATIONS AND DIMENSIONS ARE APPROXIMATE.

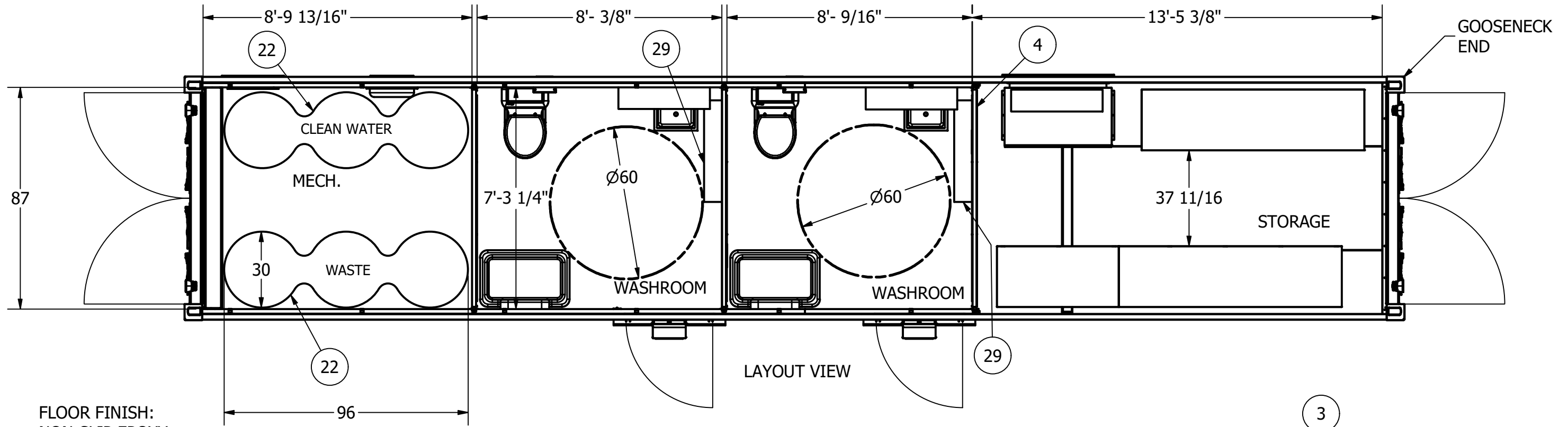
WORK ORDER Conceptual		CLIENT City of Prince Albert	
DRAWN TCG			<small>PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF THE CONTAINER GUY. ANY REPRODUCTION IN PART OR IN WHOLE WITHOUT THE WRITTEN PERMISSION OF THE CONTAINER GUY IS PROHIBITED.</small>
<small>UNITS = INCHES TOLERANCES FRACTIONAL ± 1/16 X.X ± 0.06 X.XX ± 0.04 X.XXX ± 0.010 ANGULAR ± 2°</small>	APPROVED		
SHEET 1 OF 6		DESCRIPTION 40' High Cube Double Door Modification	
MATERIAL		DWG NO PA-40HCDD-WASHROOM	REV 1

IF IN DOUBT, ASK

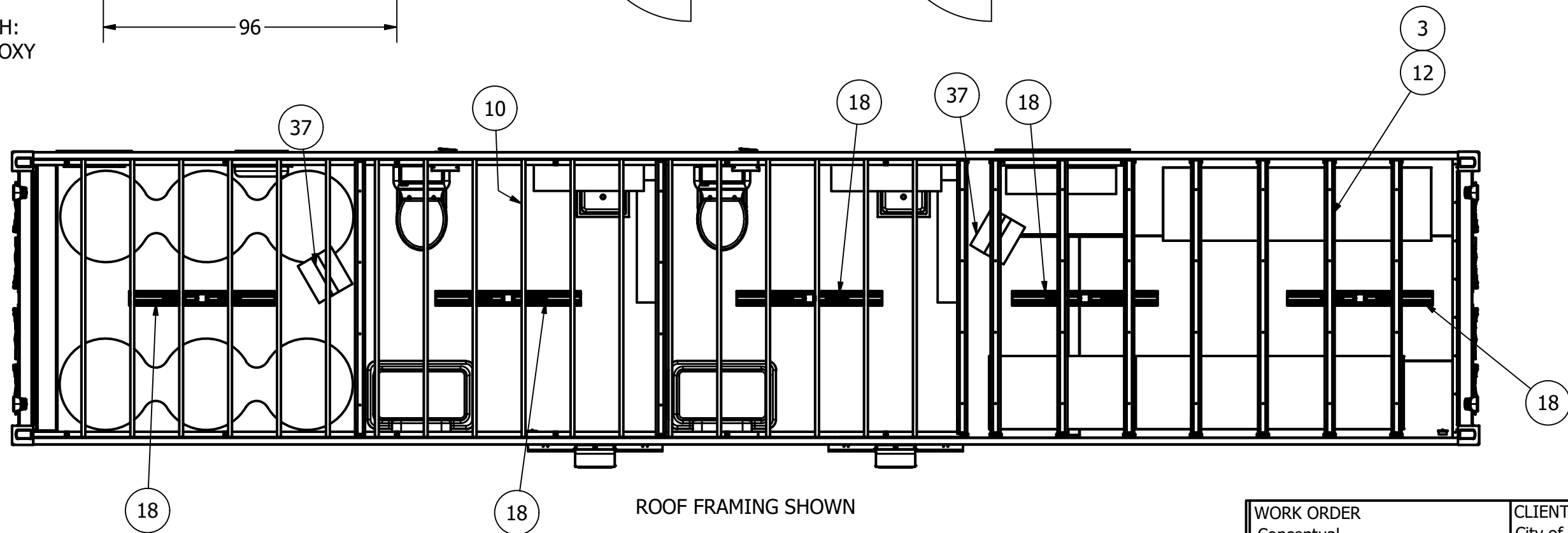



WORK ORDER Conceptual		CLIENT City of Prince Albert	
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<small>UNITS = INCHES TOLERANCES FRACTIONAL ± 1/16 X.X ± 0.06 X.XXX ± 0.04 X.XXX ± 0.010 ANGULAR ± 2°</small>	APPROVED		
SHEET 2 OF 6		DESCRIPTION 40' High Cube Double Door Modification	
MATERIAL		DWG NO PA-40HCDD-WASHROOM	REV 1

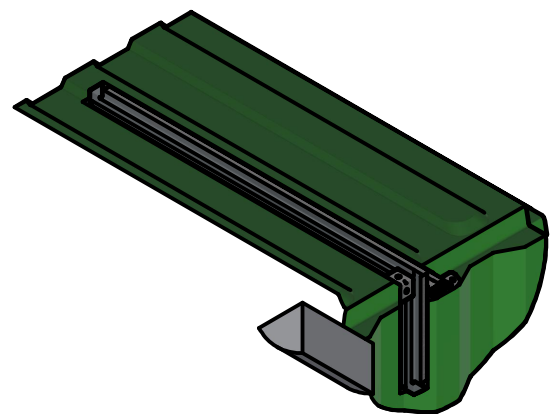
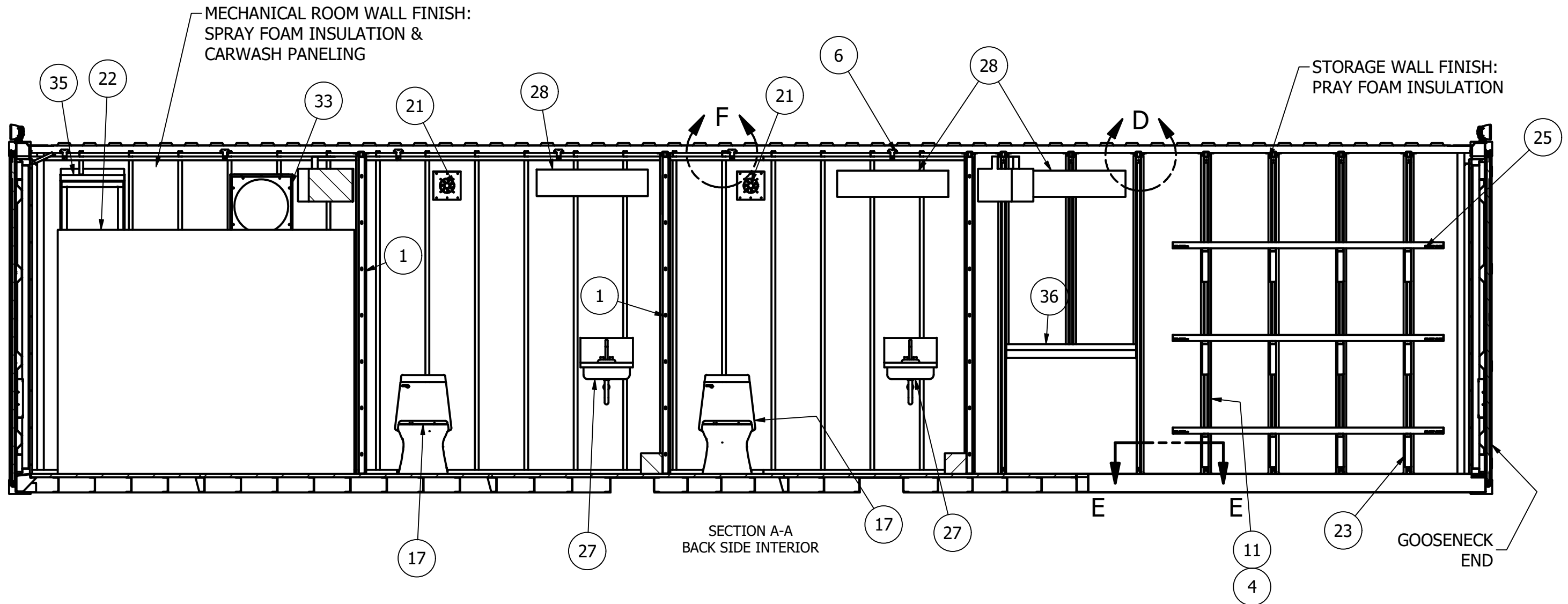
IF IN DOUBT, ASK



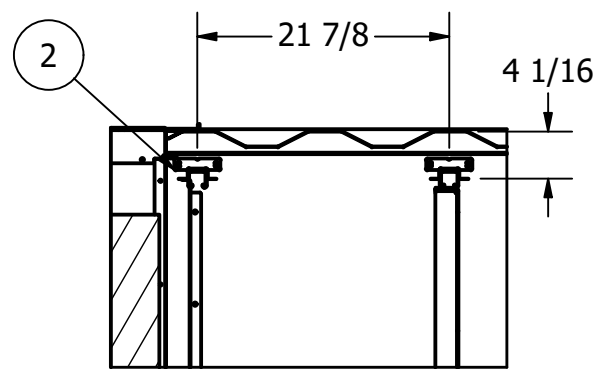
FLOOR FINISH:
NON-SLIP EPOXY



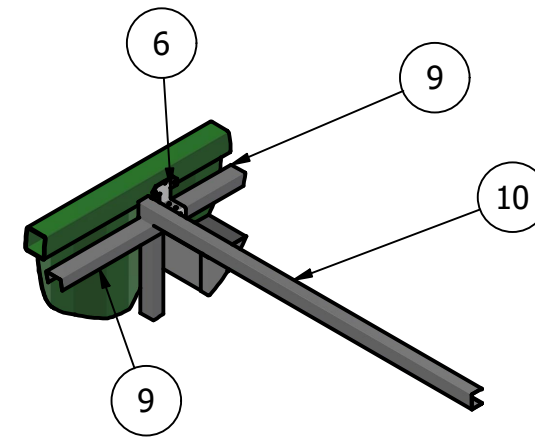
WORK ORDER Conceptual		CLIENT City of Prince Albert	
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<small>UNITS = INCHES TOLERANCES FRACTIONAL ± 1/16 X.X ± 0.06 X.XXX ± 0.04 X.XXXX ± 0.010 ANGULAR ± 2°</small>	APPROVED		
SHEET 3 OF 6		DESCRIPTION 40' High Cube Double Door Modification	
MATERIAL		DWG NO PA-40HCDD-WASHROOM	REV 1




DETAIL D
SCALE 0.06 : 1

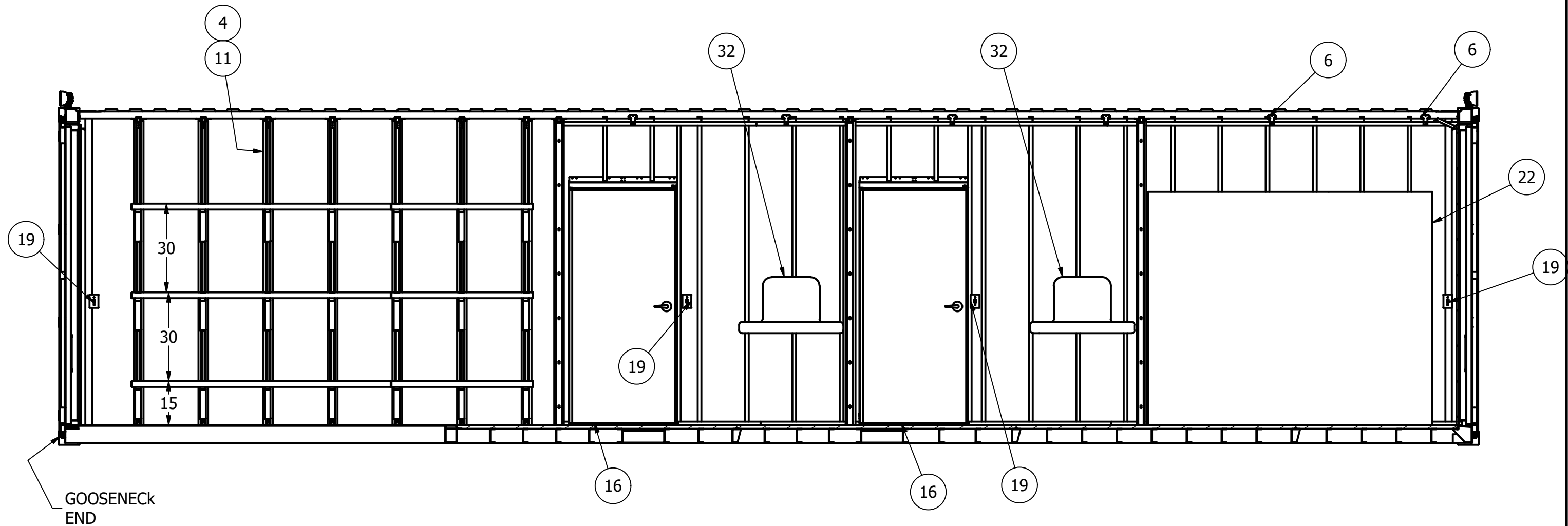


SECTION E-E
SCALE .06




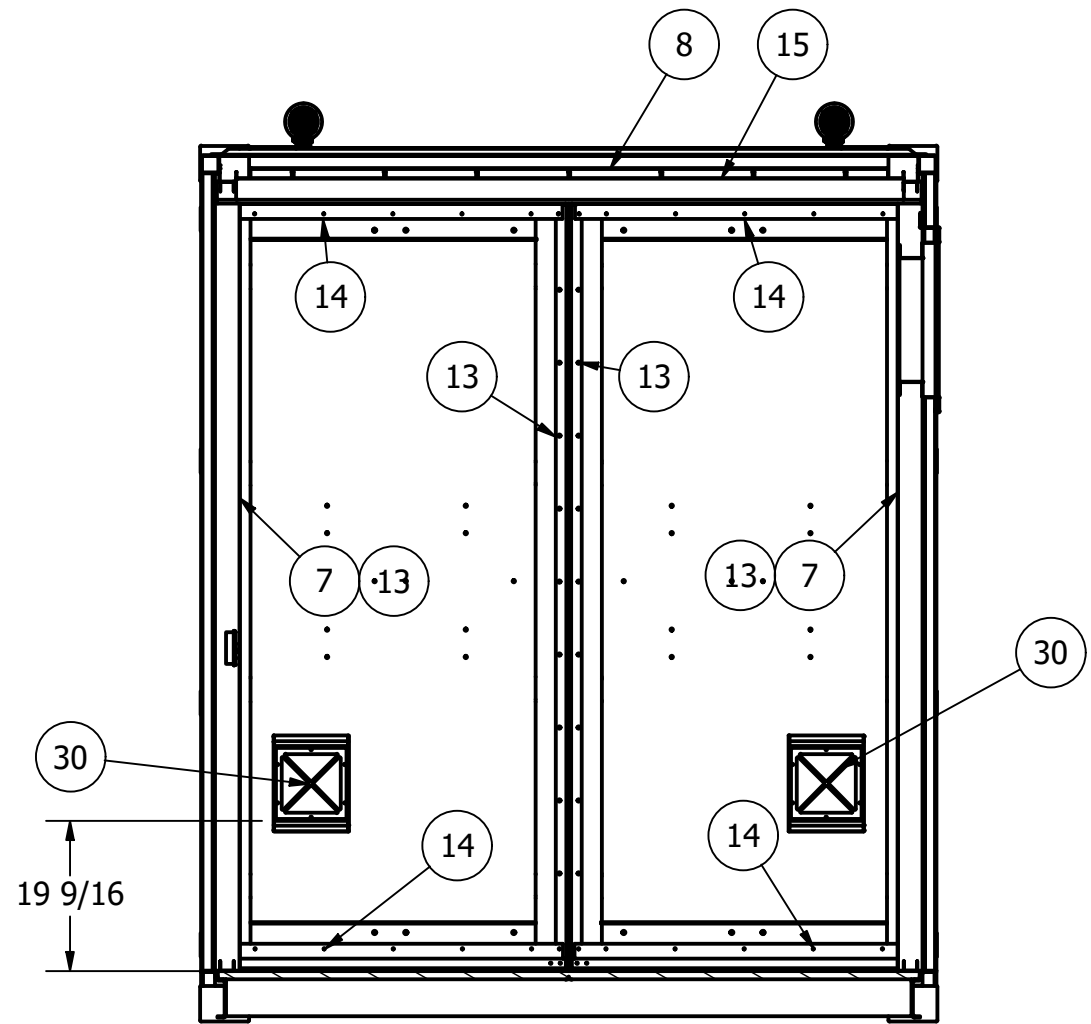
DETAIL F
SCALE 0.06 : 1

WORK ORDER Conceptual		CLIENT City of Prince Albert	
DRAWN TCG			<small>PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF THE CONTAINER GUY. ANY REPRODUCTION IN PART OR IN WHOLE WITHOUT THE WRITTEN PERMISSION OF THE CONTAINER GUY IS PROHIBITED.</small>
<small>UNITS = INCHES TOLERANCES FRACTIONAL ± 1/16 X.X ± 0.06 X.XX ± 0.04 X.XXX ± 0.010 ANGULAR ± 2°</small>	APPROVED		
SHEET 4 OF 6		DESCRIPTION 40' High Cube Double Door Modification	
MATERIAL		DWG NO PA-40HCDD-WASHROOM	REV 1



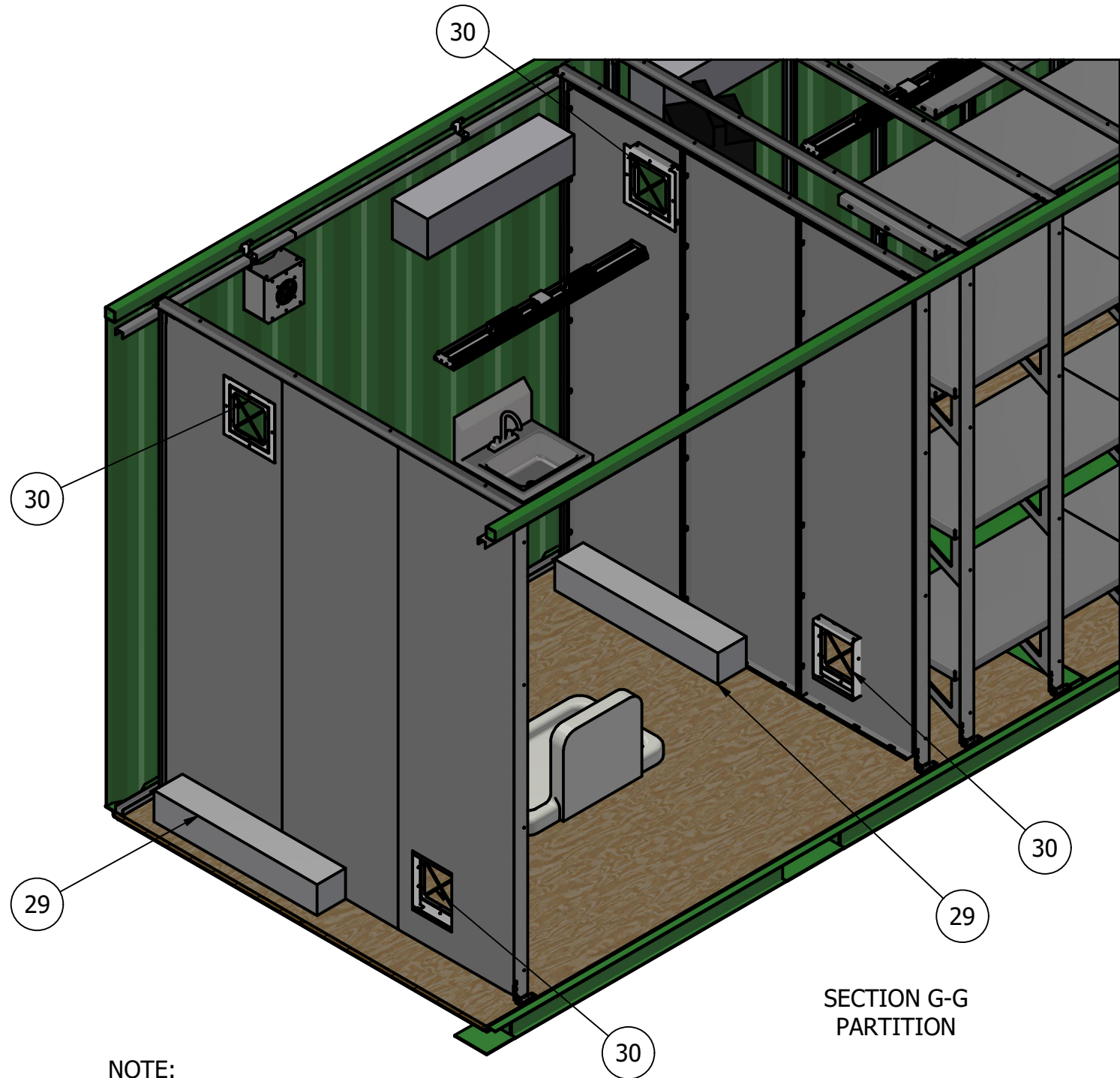
SECTION B-B
ENTRANCE SIDE INTERIOR

WORK ORDER Conceptual		CLIENT City of Prince Albert	
DRAWN TCG			<small>PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF THE CONTAINER GUY. ANY REPRODUCTION IN PART OR IN WHOLE WITHOUT THE WRITTEN PERMISSION OF THE CONTAINER GUY IS PROHIBITED.</small>
<small>UNITS = INCHES TOLERANCES FRACTIONAL ± 1/16 X.X ± 0.06 X.XX ± 0.04 X.XXX ± 0.010 ANGULAR ± 2°</small>	APPROVED		
SHEET 5 OF 6		DESCRIPTION 40' High Cube Double Door Modification	
MATERIAL		DWG NO PA-40HCDD-WASHROOM	REV 1



SECTION C-C
DOORS INTERIOR


NOTE:
Both container door ends have
the same configuration



SECTION G-G
PARTITION

NOTE:
No vents installed on partition
between washroom & Mech. Room

Partition Walls finished W/ Insulation & Reline panels

WORK ORDER Conceptual		CLIENT City of Prince Albert	
DRAWN TCG			<small>PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF THE CONTAINER GUY. ANY REPRODUCTION IN PART OR IN WHOLE WITHOUT THE WRITTEN PERMISSION OF THE CONTAINER GUY IS PROHIBITED.</small>
<small>UNITS = INCHES TOLERANCES FRACTIONAL ± 1/16 X.X ± 0.06 X.XX ± 0.04 X.XXX ± 0.010 ANGULAR ± 2°</small>	APPROVED		
SHEET 6 OF 6		DESCRIPTION 40' High Cube Double Door Modification	
MATERIAL		DWG NO PA-40HCDD-WASHROOM	REV 1



TITLE: Arenas Refrigeration Plant Maintenance Agreement

DATE: **June 6, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Arena Refrigeration Plant Maintenance Agreement with Arctic Refrigeration Inc. for a term of July 1, 2023 – June 30, 2024 be approved.

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 formalize the Arena Refrigeration Plant Maintenance Services Agreement with Arctic Refrigeration Inc.

BACKGROUND:

The Community Services Department is responsible for four Facilities with Ice Plants:

1. Art Hauser Centre – Start up on the 4th Monday in July to April (Pending Raider Playoffs).
2. Kinsmen Arena – Start up 3rd Monday in August to start of April.
3. Dave Steuart Arena – Start up 2nd Monday in September to late March.
4. Prince Albert Golf & Curling Club – Start up late September to late March.

The term is set to expire June 30th, 2023 for the previous services provided through Arctic Refrigeration Inc. therefore a Request for Proposals was issued through RFP #25/23.

PROPOSED APPROACH AND RATIONALE:

As a result of this review it is recommended to formalize the relationship under agreement with Arctic Refrigeration Inc. The benefits of a formal agreement include clearly defined expectations, responsibilities, communication and invoicing for the related services. This is captured within the attached Arena Refrigeration Plant Maintenance Agreement.

The Community Services Department received 3 proposals under RFP #25/23. Arctic Refrigeration Inc. is a local contractor and has served as the City's service provider for over 20 years. Their experience combined with the lowest cost proposal were the determining factors in providing the recommendation. The commitments and cost structure is outlined in the attached Agreement.

The other 2 proposals were received from reputable Saskatchewan based contractors. However both proposals exceeded the current available budget for the services required under the agreement. Specifically, both proposals contained emergency response times and overtime rates that were higher than Arctic Refrigeration.

CONSULTATIONS:

All three contractors were consulted through the RFP process. In addition, the Purchasing Manager was consulted through the preparation and distribution of the RFP.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The execution of the Agreement will be coordinated between both parties following approval at the June 12th, 2023 City Council meeting. The Contractor will continue to attend the Arena Operations meetings with the Community Services Department personnel and will also continue to serve as the contact for the Prince Albert Golf & Curling Club Ice Plant in order to perform their services.

Priorities for service under the Agreement includes maintaining the Preventative Maintenance Plan for the equipment at these locations, managing the 2023 budget initiatives for the respective ice plants and working with the Community Services Department to prepare any 2024 budget proposals for the respective ice plants.

FINANCIAL IMPLICATIONS:

Arctic Refrigeration has offered the following hourly rates for all services required by the City of Prince Albert under this Request for Proposals:

Regular Hourly Rate	\$85.00
Overtime Hourly Rate	\$85.00
Emergency Call Outs Regular Hours	\$85.00
Vehicle Costs	N/A
Mileage Costs	N/A

All of the above rates are subject to applicable taxes and pricing is firm for the period of July 1, 2013 to June 30, 2024.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications.

STRATEGIC PLAN:

Investing in Infrastructure: The Ice Plants at our various locations serve as an important part of the operation. Performing the services through a qualified Refrigeration Contractor ensures quality ice surfaces for the delivery of ice related sport and recreation programs and events. Continuing to focus on the Preventative Maintenance Plan and long term planning provides the Department with the ability to effectively manage the operation.

OFFICIAL COMMUNITY PLAN:

The operation of Arena Facilities in the City of Prince Albert aligns with Section 9.2 of the Official Community Plan with respect to Parks and Recreation Facilities.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. RFP #25/23 - Maintenance Contract Ice Plant
2. Arena Refrigeration Plant Maintenance Agreement
3. Arctic Refrigeration Submission RFP 25-23

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager



City of Prince Albert Request for Proposal# 25/23

City of Prince Albert – Ice Plant Maintenance

1 Objective(s)

The City of Prince Albert is seeking a vendor to provide preventative maintenance and maintenance services to one (1) Ammonia and three (3) Freon Ice Plants.

The City of Prince Albert reserves the right to Tender any large repair or replacement of components or the entire ice plant of the four (4) ice plants outside of this service arrangement. The City of Prince Albert intends on selecting the vendor that presents the proposal that best fulfills its objectives and evaluation criteria.

2 Instructions to Bidders

Proposals must be received by **2:00pm, Saskatchewan Time, Wednesday, April 26, 2023.**

Your Proposal must be submitted in two (2) clearly marked files with Company Name and RFP number indicated in the title.

File “A” will contain your Cover Letter, Company Profile, Project Team, Company Experience, Project Experience, References.

File “B” will contain pricing being offered and all financial considerations.

The two (2) files must be submitted through the VendorPanel software.

File “A” will be opened by the Purchasing Department and a *List of Proposers* recorded.

File “B” with File “A” will be forwarded to the selection committee for evaluation.

Proposals must be received through the VendorPanel Software. Proposals received by email or fax will not be accepted.

3 Inquiries

Inquiries, interpretations, and questions regarding this Request for Proposal (RFP) are to be directed through the VendorPanel software.

4 RFP Process

Request for Proposals received by the Purchasing Department **after 2:00pm, Saskatchewan Time, Wednesday, April 26, 2023** will not be considered.

Upon closing, the City of Prince Albert will review all proposals for completeness and compliance to the requirements of this Request for Proposal (RFP).

5 Schedule

The contract will run from **July 1, 2023** until **June 30, 2025**. Below is an outline of Request for Proposal (RFP) milestones:

Site Visit(s): A site visit will be arranged as required. Please contact Neil Hamilton 306-981-2868 to arrange a site visit(s).

RFP Release Date: Tuesday, April 4, 2023.

RFP Inquiry Deadline: Thursday April 20, 2023.

RFP Closing Date: Wednesday, April 26, 2023.

Approval by City Council: Monday, May 15, 2023.

Intention to Award Proposal: Thursday, May 18, 2023.

6 Facilities with Ice Plants

- Art Hauser Centre 690B – 32nd Street East – Ammonia Ice Plant – 135 tonne.
- Kinsmen Arena 50 – 28th Street East – Freon Ice Plant – 95 tonne.
- Dave Stueart Arena – 999 Exhibition Drive – Freon Ice Plant – 95 tonne.
- Prince Albert Golf and Curling Club – 900-22nd Street East – Freon Ice Plant – 40 tonne.

- **Site Visit(s): A site visit will be arranged as required. Please contact Neil Hamilton 306-981-2868 to arrange a site visit(s).**

7 Requirements | Scope of Work

7.1 Start Ups and Shut Downs:

- Art Hauser Centre – Start Up 4th Monday in July – Shut Down April (Depending on Playoff runs);

- Kinsmen Arena – Start Up 3rd Monday in August – Shut Down April;
- Dave Stueart Arena – Start Up 2nd Monday in September – Shut Down Late March; and,
- Prince Albert Golf and Curling Club – Start Up Late September – Shut Down late March.

7.2 Expectations of the successful bidder:

- To maintain the efficiency, safety and rated capacity of all City of Prince Albert's ice plants their components and controls;
- Provide recurring services such as seasonal start ups/shut downs, operational checks (including leak checks and 3 reports – one report for pre season, one report for mid-season and one report after shut down;
- Overhaul/rebuild compressors as required for optimal performance;
- Contractor must be available for emergency call outs; a phone number must be provided to the City of Prince Albert for this purpose;
- Be on call to accept calls from Arena and Curling staff for trouble shooting or service;
- Be included in the City of Prince Albert Alarm Monitoring list for Ice Plants that are connected to an alarm;and,
- Verify and repair (if required) all safety devices pertaining to ice plants.
- Services performed shall include labour, supervision, tools, equipment, materials, transportation, permits, licenses and administration;
- Provide all noted services in the City of Prince Albert's interest in regards to maintaining ice plant equipment to a high standard of performance; and
- Provide Facilities Management with any mechanical concerns or potential concerns that will/potentially have budgetary implications.

7.3 Experience

- It is important that the successful Bidder has established experience and the staff available to carry out the requirements of the Request for Proposal (RFP) within the given timeframe. The successful Bidder must be able to demonstrate their ability to provide deliverable requirements.

7.4 Qualifications

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

- All businesses operating or providing services within the corporate boundaries of the City of Prince Albert must have a valid City of Prince Albert Business License. The Business License must be issued before operations begin. For

more information regarding business licensing, please contact the Economic Development Coordinator in Planning & Development Services at 306-953-4384;

- All businesses will be required to comply with the City's safety program <http://citypa.ca/City-Hall/Policies/Occupational-Health-and-Safety-Policy>. If the Business has a safety program that exceeds the City's program they will be allowed to follow their program as it is a higher standard. Any safety program questions can be directed to the Coordinator Health Safety & Environment 306-953-4360;
- Must be in good standing with Workers' Compensation Board (WCB);
- Must meet all legislated requirements for the *Scope of Work* being undertaken (i.e. Occupational Health and Safety, Environment, etc.); and,
- Have comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00).

8 Proposal Response Guidelines

To ensure your Proposal is considered for evaluation, you are required to submit via VendorPanel two (2) files as outlined below.

File "A"

Cover Letter

A cover letter, dated and signed by an official authorized to negotiate and make commitments and provide any clarifications with respect to the Proposal on behalf of the Bidder. The cover letter should include an understanding of the RFP, and any indication of deviations or exceptions to the information outlined in this RFP document, including *Schedule* milestones.

References

Provide three (3) relevant references. References from current City of Prince Albert employees will not be considered.

Company Profile

A brief company profile indicating time in business, location of business, number of employees, type of business and key contact person. Include a description of any relevant experience in relation to this Request for Proposal.

Project Team

Indicate who will be assigned to this proposal and include a brief description of their qualifications and experience. Include any sub-contractors if relevant.

Project Experience

Provide examples of ice plant maintenance with similar ice plant sizes and scope of work with references. These must not include any City of Prince Albert projects.

Requirements:

The successful Bidder must also provide a copy of their valid City of Prince Albert Business License, a letter of good standing from WCB, and proof of comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00). If a Bidder does not currently have the requirements listed above, they must include, within the *Proposed Scope of Work*, their intention to purchase the Business License, insurance, and other coverage, before commencing any work for the City of Prince Albert. If a Bidder is unable to get the required WCB coverage (i.e. WCB for self-employed Bidder) than the costs of the coverage through the City will be taken from the Total Proposed Bid Price. Proof/copies of these requirements must be submitted to the City before June 30th, 2023. In the event the successful Bidder fails to provide proof/copies of required qualifications, the City of Prince Albert reserves the right to cancel the Request for Proposal or award the project to another Bidder.

8.1 File “B”

Costs and Charges

Submit the attached RFP Bid Form including all the following costs in File “B”

- normal and overtime hourly rates
- vehicle costs mileage costs (if applicable)
- emergency call out rates (if different than overtime rates)
- Normal hour call out rates (if different than normal hourly rate)

9 Evaluation

The RFP Evaluation Committee will evaluate each Proposal for completeness based on the following scale:

	Maximum Points
Relevant experience and knowledge	20
Methodology	20
Safety	10
Cost	30
Response Time	20
Total Points	100

9.1 Evaluation Criteria

Relevant experience, qualifications and knowledge (20%)

- Qualifications & experience of the company.
- Company size and resources available.
- Where located; head office, nearest satellite office
- Provide references, including contact name, phone number, email address etc.
- How many trained certified technicians are available to service the City of Prince Albert's ice plants?
- How far certified technicians have to travel for call outs to City of Prince Albert's ice plants.

Methodology (20%)

- Provide details of what is included in the inspection & preventative maintenance program including but not limited to frequency, rebuilds, inspections and reports.
- What is the planned service frequency?
- What process is in place to advise the City of Prince Albert of items that will need to be repaired or replaced to extend the life of the ice plants?
- How does your company plan to add value to the City of Prince Albert assisting with life cycle costing and equipment replacement?
- Advise on your system and protocol to manage service requests.
- Provide timelines for emergency call outs.

Safety (10%)

- Describe your Company's Health & Safety standards.
- Describe your safety program.
- Describe how you advise your customers of safety improvements they can implement.
- Describe your company's environmental philosophy and practices.

Cost (30%)

- Provide hourly cost for normal hours, call outs, emergency call outs and overtime.
- Provide cost for vehicle, along with mileage costs (if applicable).

- Provide schedule of normal operating hours and overtime hours; emergency call outs will be considered anytime outside of normal operating hours.
- Provide any other costs for services identified in this Request for Proposal.

Response Time (20%)

- Provide response times for call outs during normal operating hours.
- Provide response time for emergency call outs during normal operating hours and after normal operating hours.

10 Terms and Conditions

1. The Request for Proposal (RFP) provides for the **Receipt of Proposals for: Ice Plant Maintenance** standard features included in the pricing. Separate pricing for all optional features listed must be provided in accordance with the Terms and Conditions of this Request for Proposal.
2. Financial considerations, including fees and pricing, must be submitted in File “B”. However, in extenuating circumstances Proposals will be received via email submission. Only the Purchasing Manager or their Appointee may approve and accept the email submission. All unit prices must be clearly indicated.

The Proposal must not be restricted by any statement added or by a covering letter. Adjustments to a Proposal already submitted will not be considered.

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

3. Prices quoted are to be net prices and are to remain firm during the effective dates of this Request for Proposal. All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties and fees at the time of closing, where applicable and shall be F.O.B. any point in the City of Prince Albert.
4. The City of Prince Albert reserves the right to accept all or part of this Proposal.
5. The City of Prince Albert reserves the right to cancel any order or Proposal if the goods or services are unsatisfactory.

6. The obligations and rights of the Bidder shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict, or in any way vary the written Terms and Conditions of this RFP. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
7. The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
8. Any Bidders not responding to this RFP may be removed from the Bidder's list only for the specific product/service covered in this RFP.
9. With respect to Tendering or Bids, Request for Proposals and Multi-year Contracts, in all cases where it does not contravene Federal or Provincial Legislation governing the City, the City reserves the right to refuse any or all Tenders, Bids or Proposals where the City deems it to be in the best interest of the City to do so having regard, but not limited to questions of quality, supply and service, timelines, performance trustworthiness, solvency, monies owing or due to the City and the existence or potential of legal disputes or conflicts with the City of Prince Albert.
10. The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the *Request for Proposal* process, including executed Contracts and Agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

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

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

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

11. The Proposal shall be open and irrevocable for forty-five (45) calendar days from the Proposal closing time and date.
12. The City of Prince Albert reserves the right to delete any portion of the work from the Agreement should it be deemed in the interest of the City to do so.
13. Any Proposal is not necessarily accepted.

14. The City reserves the right to give preference to the Bidder whose Proposal includes any material, specifications, or methods of execution that are deemed by the City of Prince Albert to be superior to those of any other Bidder.
15. City determination of the successful Proposal shall be final.
16. The conditions outlined herein shall be part of the RFP.
17. The City of Prince Albert publishes Proposal opportunities on Sasktenders. Once awarded after the closing time and date the published opportunity will be updated.
18. Should a dispute arise from the Terms and Conditions of this RFP regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.

ARENA REFRIGERATION PLANT MAINTENANCE AGREEMENT

THIS AGREEMENT made in duplicate this ____ day of _____ 2023.

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, hereinafter referred to as "the City."

- and –

ARCTIC REFRIGERATION INC., operating as a Mechanical Refrigeration Service in the City of Prince Albert, in the Province of Saskatchewan, hereinafter referred to as "the Contractor."

WHEREAS the City of Prince Albert owns and operates public ice arenas for the benefit and use of the residents of Prince Albert and in doing so requires the services of a professional ammonia and freon refrigeration service contractor to annually maintain and service the ice plants at these arenas;

AND WHEREAS the City requires annual professional maintenance services in respect to the proper operation and maintenance of specialized refrigeration equipment (hereinafter referred to as the "ice plant equipment");

AND WHEREAS the Contractor has represented that he is capable and desirous of providing the said services required by the City;

NOW THEREFORE WITNESSETH, in consideration of the mutual covenants herein and other good and valuable consideration, the parties agree as follows:

1. INDEPENDENT CONTRACTOR

- a. The Contractor agrees that he shall faithfully, honestly and diligently perform and carry out the duties and obligations hereinafter described. In fulfilling these obligations, the Contractor shall act as an independent contractor to the City.

2. TERM

- a. The City and the Contractor agree that the term of this Agreement shall be for a period of one (1) year, beginning the 1st day of July, 2023 and continuing until the 30th day of June, 2024.
- b. In addition to other provisions for termination as hereinafter set out, the parties agree that the term of this Agreement may be terminated at any time, by either party, by providing ninety (90) days' notice to the other party.

3. REMUNERATION, RECORDS AND INVOICING

- a. The Contractor shall be remunerated for all services provided at the hourly rate of \$85.00 per hour for all regular, overtime, call-out and emergency work performed pursuant to this Agreement.
- b. The parties agree there shall be no other remuneration or fee payable by the City to the Contractor for the professional maintenance services contracted under this Agreement unless otherwise agreed to by the parties.
- c. The parties agree that the services to be performed under this Agreement shall consist of providing all labour, supervision, tools, materials, equipment, transportation, permits, licenses and management.
- d. It is further agreed and understood that in addition to the hourly rates charged to the City for services rendered, the City agrees to pay the Contractor any applicable taxes.

- e. The Contractor agrees to provide the City with a detailed invoice for all services provided at each facility upon the completion of those services. Along with each invoice the contractor shall provide an itemization of all parts and materials purchased for each service and shall indicate the quantum of the mark-up charged by the Contractor for the provision of all such parts and materials.
- f. The Contractor agrees to provide annual recommendations for capital expenditures on ice plant equipment upgrades and replacements at all applicable facilities by August 31st of each calendar year.
- g. The Contractor must maintain written records for all services, preventive maintenance and equipment provided to the City and upon request by the City, the Contractor shall provide all such records to the City. Upon termination of this Agreement the originals shall become the property of the City.

4. GENERAL COVENANTS

- a. The Contractor agrees to provide all the annual professional maintenance services necessary for the efficient and safe operation and use of the ice plant equipment at the:
 - Art Hauser Centre;
 - Kinsmen Arena;
 - Dave G. Steuart Arena; and
 - Prince Albert Golf & Curling Club.
- b. The annual maintenance required includes, but is not limited to, the following ice plant equipment for each of the facilities:
 - Compressors
 - Electric motors
 - Condensers
 - Receivers
 - Chillers
 - Heat Reclaim equipment

- Dehumidifiers
 - Pumps (and associated speed drives)
 - Controls
 - Valves and associated safety devices
 - Piping
 - Drives, seals
 - Insulation
 - Refrigerant
 - Brine
 - Motor Control Centre
- c. The scope of the ice plant equipment maintenance includes, but is not limited to the following:
- Plant start-up
 - Plant shutdown
 - Compressor maintenance
 - Condenser maintenance
 - Chiller maintenance
 - Pump maintenance
 - Pipe, valve and insulation maintenance
 - Leak checks and refrigerant charging
 - Compressor oil replacement, compressor topping up and oil draining from chiller
 - Refrigerant replacement and topping up
 - Purging
 - Brine tests
 - Motor cleaning
 - Emergency service repairs
- d. The Contractor agrees to carry out all inspections and tests of all ice plant equipment as required by all applicable Codes and Regulations.

- e. The Contractor agrees that all work will follow best practices of the professions, manufacturers and trades involved, and meet or exceed the requirements of the:
- CSA B.52 Refrigeration code, current edition
 - WorkSafe Saskatchewan Standards
 - Environment Canada regulations on ammonia
 - National Building Code
 - Canadian and Province of Saskatchewan Electrical Code
 - Canadian General Standards Board
 - Canadian Standards Association
 - City of Prince Albert relevant by-laws and codes
 - Other relevant codes and specifications which may exist
- f. The City shall supply the Contractor with a list of its employees who will serve as the primary points of contact and decision makers for this Agreement (the "City Designate"). This list may include specific guidelines for how the City Designate is to be contacted.

5. HOURS OF WORK AND DISRUPTIONS OF NORMAL ACTIVITIES

- a. Unless otherwise stated in the Agreement, the regular working hours and ordinary working days shall be 7:00 a.m. to 5:00 p.m. Monday through Friday. No work will be performed outside of normal working hours or on other than ordinary working days without the prior direction or approval of the City Designate.
- b. Notwithstanding the preceding paragraph, the Contractor may be required to carry out work outside of the normal working hours or ordinary working days. In such circumstances the Contractor shall inform the City of the circumstances as early as possible.
- c. The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of City business. In those cases where some interference

may be essentially unavoidable, the Contractor shall be responsible to make every effort to minimize the impact of the interference, inconvenience, interrupted service, customer discomfort, etc.

- d. When it is necessary to disrupt normal facility activities, the schedule or work and the areas to be affected must be approved by the City Designate prior to commencement of the work, or be rescheduled for after normal working hours.

6. SCOPE OF WORK

- a. The Contractor shall maintain the efficiency, safety and rated capacity of all ice plant equipment and controls.
- b. The Contractor shall perform preventive maintenance, seasonal shut-down and start-up of ice plant equipment and regularly scheduled operational checks.
- c. The Contractor shall provide non-scheduled and scheduled maintenance, inspections, servicing and general repairs on ice plant equipment (including seasonal start-up services and seasonal shutdown services). In this function, the Contractor will look after the City's interest in regards to maintaining the ice plant equipment to a high standard of performance. The objectives of the Contractor are to provide supervision and inspect the ice plant equipment to assure that ice plant equipment performance is satisfactory, and guarantee that the ice plant equipment is in conformance with the plans, specifications, and special requirements of the original equipment manufacturer.
- d. The Contractor shall make all necessary adjustments in order to keep the ice plant equipment in full operational condition and shall provide informal training on an as-needed basis for City employees to enable them to make daily adjustments to the ice plant equipment.
- e. The Contractor shall perform the maintenance of the following associated electrical components in the ice plant equipment (where applicable):

- Switch gear for mechanical/ refrigeration equipment;
 - Motor controls mounted as an integral part of equipment assemblies;
 - Pre-wired control panels;
 - Electronic control panels and their components;
 - Wiring and conduits for low voltage controls and interlocks
- f. The City may remove any task, duty or portion of work from this Agreement at its unfettered discretion.

7. PREVENTIVE MAINTENANCE PLANS

- a. The Contractor shall provide a comprehensive preventive maintenance plan for all ice plant equipment including associated electrical components to be serviced that outlines scope and frequency of work to be carried out on a recurring basis. Each plan shall provide a description of how the Contractor would organize and perform and accomplish – as a minimum:
- Preventive maintenance work plan(s) shall contain a description of how the Contractor would organize and perform the preventive maintenance services.
 - A staffing plan, complete with the number and qualification of the individuals that will be assigned to this Agreement;
 - The methodology that will be used to provide supplementary staff to replace any staff originally assigned to an Agreement;
 - Equipment that will be used by on-site staff to perform the work;
 - Identification of critical or problem areas;
 - Identification of programmed maintenance tasks and their performance intervals;
 - Identification of tasks, if any, which must be accomplished by the City during performance of an Agreement or prior to award to perform the work; and
 - Reporting.

8. EQUIPMENT SPECIFICATIONS

- a. The applicable specifications for this Agreement shall be the original manufacturer's equipment specifications including all maintenance requirements. All ice plant equipment covered under this Agreement shall be maintained to a level of performance equal to the published specifications for the ice plant equipment when originally purchased.
- b. The Contractor shall maintain ice plant equipment in accordance with all applicable safety codes (latest edition) where referring to Refrigeration Mechanical Maintenance equipment.
- c. The Contractor is responsible and accountable for the legal disposal of all excess and scrap materials. The job site must be clean and cleared of such materials by disposing of them in an environmentally friendly manner off-site.

9. UNSCHEDULED AND EMERGENCY SERVICE

- a. The Contractor shall maintain a twenty-four (24) hours emergency service for the duration of the Agreement, under which he shall provide on call for the City the services of one or more qualified tradesmen at the location of the emergency or unscheduled work associated with ice plant equipment covered by an Agreement.
- b. The Contractor shall respond within thirty (30) minutes from the time a call-out is made by means of calling back to the source of the call-out.
- c. The Contractor or the Contractor's qualified tradesmen shall attend in the shortest possible time, but no later than within one hundred and twenty (120) minutes of receiving an emergency call and shall carry out such work as is necessary.

10. REPAIRS

- a. While on site, the Contractor is expected to carry out minor, preventive maintenance repairs that are required to ensure the ice plant equipment will continue to operate as

designed.

- b. The limit of these repairs is to be \$1000.00 inclusive of all parts, materials and labour.
- c. If in the Contractor's opinion repairs costing in excess of \$1000.00 are required, the contractor shall:
 - i. discuss the scope and estimated cost of the repairs with the City Designate;
 - ii. upon request from the City Designate, submit a firm written quotation itemizing all labour, overhead, materials, parts and subcontractor costs and an estimate for the time for completion of the repairs; and
 - iii. schedule the repairs to coincide with regular preventive maintenance where possible.
- d. The contractor shall respond to requests for estimates for non-emergency work within two (2) days and provide written estimates within five (5) days. It shall be the Contractor's responsibility to ensure they have all information to prepare accurate estimates.
- e. If the City requests that the Contractor perform any of the work for which a quote pursuant to subsection 10.c.i. is provided, the Contractor shall immediately inform the City Designate of any unforeseen occurrences or findings that affect the scope or cost of the work.

11. SUPPLY AND INVOICING OF MATERIALS

- a. The Contractor is expected to locate its own source for the supply of materials required to carry out any work under an Agreement at the lowest price available and should make satisfactory arrangements for such to be available in the time they are required under any work authorization.
- b. The Contractor shall be paid for materials and spare parts used as invoiced at the Contractor's purchase cost plus, taxes, plus an industry standard percentage mark-up.

The City shall not be required to make this payment until the Contractor provides invoices for any such purchases to the City.

12. IDENTIFICATION OF EMPLOYEES

- a. All personnel employed by the Contractor for the purposes of this Agreement shall at all times be readily identifiable as being an employee of the Contractor. The most suitable method for this is the monogramming of the Contractor's business name on the employees shirt in a position able to be easily read by City employees and the general public.
- b. While the Contractor's employees are on the City's premises, the Contractor shall require them to conduct themselves in accordance with the Standards of Conduct required under the Human Rights Code.

13. SAFETY

- a. The Contractor will develop and maintain a comprehensive safety program, including employee training, to provide a safe work environment in compliance with all relevant laws and regulations.
- b. The Contractor will also provide the City with a copy of their health and safety standards and safety program.

14. WARRANTIES

- a. The Contractor shall provide all documents related to any and all warranties for any parts, materials or equipment purchased by the Contractor to be installed at or used in the City facilities to the City and may maintain copies of these documents for its own records.
- b. The Contractor shall guarantee all workmanship and all expenses for service and repairs for a period of 90 days after completion. The Contractor shall make good at its own

expense and to the satisfaction of the City all defects and damages which may result from faulty workmanship and the complete execution of the work shall be borne by the Contractor within the 90 day period.

- c. The Contractor shall not work on any of components of the ice plant equipment which may be covered by the manufacturer's warranty against faulty workmanship and parts and which would render this warranty null and void unless prior approval is granted by the City Designate. If the Contractor carries out any work, which would normally be covered by the manufacturer's warranty without such approval, this work will be free of charge to the City.

15. CONTRACTOR'S QUALIFICATIONS

- a. The Contractor agrees to employ qualified journeyman refrigeration mechanics with experience in ammonia refrigeration and a previous record of ammonia refrigeration plant maintenance services.
- b. All personnel performing system repairs and/or maintenance shall be appropriately certified to work on the particular equipment. The names of those certified personnel and copies of the certificate(s) are to be submitted to the City on or before the effective date of this Agreement and as new staff are assigned to this Agreement.
- c. Refrigeration technicians shall maintain a current Province of Saskatchewan trade qualifications ticket.
- d. The Contractor must have a current Province of Saskatchewan Air Conditioning and Refrigeration Contractor's license.
- e. The Contractor agrees that upon commencement of the term, the Contractor must be able to meet and prove the following qualifications at the sole cost and expense of the Contractor and for the mutual benefit of the City and the Contractor:

- To maintain a valid City of Prince Albert business license and sufficient bonding acceptable to the City;
- To be in good standing with Workers' Compensation Board (WCB);
- To meet all legislated Occupational Health and Safety requirements for the scope of the work being undertaken;
- To comply with all fire and health code regulations;
- To comply promptly, at its own expense, with all laws, ordinances, regulations, requirements of municipal and other authorities thereto, and all notices in pursuance of same, served upon the City or the Contractor.

16. SUBCONTRACTORS

- a. The Contractor may not employ or retain anyone as a subcontractor to do any work in connection with this Agreement without in each instance obtaining the prior consent of the City Designate.
- b. If the City consents to work being subcontracted, the Contractor may recommend a subcontractor or subcontractors but all subcontractors must be approved by the City Designate before they are employed or retained.

17. INSURANCE

- a. The Contractor agrees to obtain Comprehensive General Liability coverage in an amount of not less than five million dollars (\$5 million) per occurrence upon commencement of the term of this Agreement and keep insured with an insurer or insurers satisfactory to the City at the sole cost and expense of the Contractor, for the mutual benefit of the City and the Contractor, jointly and severally. The City of Prince Albert shall be listed as an additional insured party and a fifteen (15) day notice of cancellation shall be incorporated into the insurance coverage. A Certificate of Insurance shall be provided to the City as proof of compliance by the 1st day of January each year.

18. WAIVER OF CLAIM

- a. The Contractor agrees that except as expressly provided herein, no other benefit or claim shall be claimed or demanded from the City. In particular and not to limit the generality of the foregoing, the Contractor agrees that he shall make no claim against the City in respect of costs for maintenance and repairs, or supplies as may be necessary in order for the Contractor to properly carry out its obligations pursuant to this Agreement and shall make no claim for lost revenue occasioned by equipment failures or delays.

19. ENTIRE AGREEMENT

- a. The City's Request for Proposal #25/23 attached as Appendix "A" and the Contractor's Response dated April 25, 2023 attached as Appendix "B" shall form part of this Agreement. In the event of any inconsistency, contradiction or conflict between any part of Appendix "A" or Appendix "B" and this Agreement, this Agreement shall prevail.

20. INDEMNIFICATION

- a. The Contractor agrees that he shall compensate the City for damages which he or its employees or agents may cause to the ice plant equipment in the course of performance of the duties under this Agreement or otherwise howsoever.
- b. The Contractor hereby agrees to indemnify and save harmless the City, its officials, employees, servants or agents against any and all claims in respect of accidents, injuries, damages, losses, costs or proceedings by whomever made, brought or prosecuted which may be made against the City by reason of anything done or left undone (by negligence or otherwise) of its employees or agents, or any of them, in connection with any matter arising out of or incidental to the Contractor's duties or obligations under the provisions of this Agreement.

21. ASSIGNMENT

- a. The Contractor shall not assign, sell, sublet, transfer or otherwise dispose of their obligations or interest, or any part of its obligations or interest, under this Agreement without prior written consent from the City's Director of Community Services.

22. ENFORCEMENT OF TERMS

- a. The failure of either party at any time to require performance by the other party of any provision or term of this Agreement shall in no way affect the full right to require such performance at any time thereafter; nor shall a waiver by either party of any breach of the provisions or terms be taken or held to be a waiver of any succeeding breach of such provisions or terms, or as a waiver of the provision or term itself.

23. DEFAULT AND TERMINATION

- a. If the Contractor should neglect to perform the services in accordance with this Agreement or fail to perform any provision of this Agreement within twenty-four (24) hours following notice and without prejudice to any other remedy of the City at law, the Director of Community Services may make good such deficiency in any manner that he may deem necessary.
- b. Notwithstanding the foregoing, the City shall be at liberty to terminate this Agreement at any time without notice in the event that the Contractor:
 - neglects, fails or refuses to carry out its obligations under this Agreement, or any of them;
 - if, in the reasonable opinion of the City's Director of Community Services, the work of the Contractor under this Agreement is unsatisfactory, or if the Contractor or any of its employees or agents perform the work under this Agreement in a negligent or careless manner; or

- if the Contractor becomes insolvent.
- c. The City's Director of Community Services may exercise the rights of the City under this paragraph, but within fifteen (15) days of notice of its decision, the Contractor shall have the right to appeal the decision to the City Manager and in the event that such dispute is not resolved thereafter, the Contractor may submit the issue to the Council of the City of Prince Albert, whose decision shall be final and binding.

24. NOTICE

- a. Any notice, request or demand herein provided for shall be sufficiently given or made if mailed by ordinary mail in the City of Prince Albert, in the Province of Saskatchewan, postage prepaid, addressed if to the City at:

The City of Prince Albert
c/o Director, Community Services
1084 Central Avenue
Prince Albert, SK
S6V 7P3

and if to the Contractor at:

Box 305
Meath Park, Saskatchewan
SOJ 1T0

or delivered in person at their usual place of business in Prince Albert, Saskatchewan.

- b. Any notice mailed as aforesaid shall be conclusively deemed to have been given on the second business day following the day on which it was mailed or posted. Either of the parties hereto may at any time give notice in writing to the other of any change of address, and thereafter all notices shall be mailed to the new address so notified.

25. INTERPRETATION

- a. It is expressly understood and agreed that reference to individuals in this Agreement shall include executors, administrators, successors, and permitted assigns, and references in the singular number shall include the plural number, and references in the masculine gender shall include the feminine gender or the neuter gender, whenever the context so requires.
- b. No modification, variation, waiver, amendment or termination by mutual consent of this Agreement shall be effective unless such action is taken in writing and executed by both parties hereto.
- c. Each of the provisions hereof is severable from any other provision, and the invalidity or the unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of the remaining provisions.

26. EFFECTIVE DATE

- a. This Agreement, effective July 1st, 2023, shall supersede and be in replacement of all other subsisting Agreements which may have been executed previous to this Agreement.

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., 2023.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK

IN WITNESS WHEREOF Arctic Refrigeration Inc. has affixed its corporate seal as duly witnessed by the hands of its proper officers in that behalf, duly authorized this day of _____ A.D., 2023.

Arctic Refrigeration Inc.

CANADA
PROVINCE OF SASKATCHEWAN
TO WIT:

AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT

I, _____, of the City of Prince Albert, in the
Province of Saskatchewan, make oath and say:

1. That I was personally present and did see Floyd Eifler, named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. That the same was executed on the _____ day of _____, A.D., 2023 at The City of Prince Albert, in the Province of Saskatchewan, and that I am the subscribing witness thereto.
3. That I know the said Floyd Eifler, and he/she is, in my belief, of the full age of 18 years.

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

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

Arctic Refrigeration Inc.

Box 305 Meath Park, Sk, S0J 1T0 306 221-1192

April 25/2023

City of Prince Albert

Purchasing Department

VP1554

RFP25-23

Cost

Arctic Refrigeration Inc. hereby offers the following hourly rates for all services required by The City of Prince Albert under this RFP

1. Regular Hourly Rate \$85.00
2. Overtime Hourly Rate \$85.00
3. Emergency call outs regular hours \$85.00
4. Emergency call outs overtime hours \$85.00
5. Vehicle costs N/A
6. Mileage costs N/A

All of the above rates are subject to applicable taxes.

Above pricing is firm for the period July 1/2023 to June 30/2024.

Any potential increase in the above rates would be reviewed in consultation with The City of Prince Albert on an annual basis, based on the Saskatchewan cost of living.

Arctic Refrigeration Inc.

Mr. Floyd Eifler



RPT 23-230

TITLE: Sponsorship Agreement Lakeland Ford Park

DATE: June 2, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Lakeland Ford Park Naming Rights agreement with Thermal Metals Inc. in the amount of \$3000.00 cash for the period of time from the date of signing to December 31, 2023 be approved,
2. That the Mayor and City Clerk be authorized to execute the attached sponsorship agreement on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

The purpose of this report is to outline the renewal of a diamond naming rights agreement within the Lakeland Ford Park which will provide further resources to upgrade the park which is owned by the City of Prince Albert and operated by the Prince Albert Slo-Pitch League.

BACKGROUND:

The City of Prince Albert and Prince Albert Slo-Pitch league operates under a License Agreement for Lakeland Ford Park. In 2016 the League and Community Services Department developed a Sponsorship Plan for the former Downtown Lions Park which has been successful in securing sponsorship funds to support facility and equipment upgrades. Naming Rights to the park, all 7 diamonds and a washroom building all have sponsorship components resulting in \$31,000 being available annually for improvements. These improvements have included shale replacement on all diamonds, construction of a new washroom building, some fencing repairs and improved security in the concession building. Recently a request was made from the PA Slo-Pitch League Reserve for steel tables in the concession area of the park.

Since 2016, the Lakeland Ford Park Sponsorship Plan has generated \$222,000.00 for improvements at the ballpark.

PROPOSED APPROACH AND RATIONALE:

Upgrades at Lakeland Ford Park in the near future will include replacing and maintaining fencing for the facility, upgrading equipment and other improvements as identified by the PA Slo-Pitch League in reference with the City of Prince Albert.

CONSULTATIONS:

- The Prince Albert Slo-Pitch League
- Community Services Department
- Melissa Kurchurka, Thermal Metals Inc.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The City will execute the commitments outlined in the agreements in conjunction with the sponsors.

POLICY IMPLICATIONS:

The Sponsorship Plan for Lakeland Ford Park was developed in conjunction with the City's Naming Rights & Sponsorship Policy.

FINANCIAL IMPLICATIONS:

The sponsorship of this diamond will provide a total of \$3,000 for the PA Slo-Pitch League to continue to improve the facility at Lakeland Ford Park.

STRATEGIC PLAN:

The report aligns with the Strategic Priority of Promoting a Progressive Community. These sponsorship dollars will allow Lakeland Ford Park additional funding to support payment of the cost of recent and future improvements at the ballpark. These funds reduce the implication on residential property taxes and increase Prince Albert's event hosting capacity.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Thermal Metals - Sponsorship Agreement

Written by: Duane Krip, Marketing and Sponsorship Coordinator

Approved by: Jody Boulet, Director Community Services

Sponsorship Agreement

THIS AGREEMENT made effective as of the _____ day of _____, 202____.

BETWEEN:

THE CITY OF PRINCE ALBERT, in Prince Albert in the
Province of Saskatchewan, hereinafter called “**The City**”

-and-

THERMAL METALS LTD.

A body corporate, having an office in Prince Albert, in the Province of
Saskatchewan, (hereinafter referred to as **One Stop**)

WHEREAS the City of Prince Albert has adopted a Naming Rights and Sponsorship Policy as of April 13, 2015 to advertise within City of Prince Albert-owned facilities in Prince Albert, Saskatchewan;

AND WHEREAS the City has identified sponsorship opportunities at Lakeland Ford Park located within the Pehonan Parkway, used by the Prince Albert Slo-Pitch League;

AND WHEREAS One Stop is interested in providing sponsorship to Lakeland Ford Park in exchange for certain promotional and marketing opportunities being made available to it.

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants hereinafter contained the parties agree as follows:

ARTICLE 1: GRANT OF LICENSE

1.1 The City hereby grants to **One Stop** permission and license to create, install and maintain signage on one (1) of the diamonds at Lakeland Ford Park in the Pehonan Parkway for the purposes and pursuant to the terms and conditions as outlined in Article 3.1 herein.

1.2 The diamond will be at the discretion of the PA Slo-Pitch League.

ARTICLE 2: CITY OF PRINCE ALBERT UNDERTAKINGS

- 2.1 The City of Prince Albert undertakes and agrees with **One Stop** that, upon execution of this Agreement by both Parties, it shall do the following:
- a) Provide space to install advertising at Lakeland Ford Park at the diamond as determined in Article 1.2 above at One Stop cost as indicated in Article 3 below.

ARTICLE 3: ONE STOP UNDERTAKINGS

- 3.1 **One Stop** undertakes and agrees with the City that they shall create, install and maintain signage as follows at the diamond as indicated in Article 1.2 at Lakeland Ford Park within the Pehonan Parkway:
- a) **Back Stop Signage** – a 4’ high X 8’ long sign that will be mounted in a prominent position on the back stop of the diamond indicated in Article 1.2.
 - b) **Outfield Signage** – 2 (two) 4’ high X 8’ long signs that will be mounted in the outfield of the diamond indicated in Article 1.2. One will be in left field, one will be in right field.

ARTICLE 4: MAINTENANCE AND REPAIR

4. **One Stop** shall be responsible for the installation, maintenance and repair of all sign structures, specifically One Stop shall:
- a) Supply all personnel, tools, equipment, materials and incidentals necessary to keep all signage in a presentable appearance to the satisfaction of the City;
 - b) Keep, repair or improve the appearance of any signage within 72 hours of receiving written notice from the City indicating that the sign does not meet these standards as to the state of repair, cleanliness, or appearance of the signage;
 - c) Have the sole responsibility of installing all advertising material;

ARTICLE 5: ADVERTISING CONTENT

5. During the term of this agreement, **One Stop** shall have the exclusive right to display advertising on the signage within this agreement subject to the following conditions:
 - (a) Compliance with the Canadian Code of Advertising Standards;
 - (b) Presenting portrayals of individuals or groups in a manner which is not demeaning or derogatory ;
 - (c) Displaying advertising copy that is of acceptable, high moral standard and is not contrary to public order and good taste;

ARTICLE 6: DURATION

- 6 This agreement is for the time period beginning upon signing of this agreement and ending December 31, 2023.

ARTICLE 7: SPONSORSHIP FEE

- 7 In consideration the signage provided in Article 3.1, **One Stop** agrees to provide support in the form of financial consideration totalling \$3,000 to the City of Prince Albert as follows:
 - i) June 30th, 2023 – a sum of Three Thousand Dollars (\$3,000) plus applicable GST for 2023

The City of Prince Albert will issue an invoice to **One Stop** upon the signing of this agreement.

ARTICLE 8: RIGHT OF RENEWAL

- 8 Upon the expiration of this agreement, subject to being in good standing, **One Stop** has the right to renew the agreement with the City of Prince Albert, subject to be negotiated financial considerations to the satisfaction of both parties.

ARTICLE 9: TERMINATION

- 9.1 Any of the following occurrences or acts shall constitute an event of default by **One Stop**, and shall be considered sufficient cause to terminate the agreement, specifically:
- (a) If **One Stop** willfully breaks or neglects to observe or perform any of the terms of the agreement;
 - (b) If payments due to the City under the terms of the agreement are not processed within thirty (30) days of payment becoming due;
 - (c) If the rights granted shall at any time be seized or taken in execution or in attachment by any creditor of **One Stop**, or if **One Stop** becomes bankrupt or make any assignment of the contract in violation of the terms of the agreement.
- 9.2 If sufficient cause exists to justify such action, the City may provide notice to cancel the agreement and terminate all rights of **One Stop** by mailing through registered mail to **One Stop** a notice in writing to that effect. Should sufficient cause continue for thirty (30) days after the City has given notice to **One Stop**, all rights and privileges conferred on **One Stop** shall immediately cease and terminate, without prejudice to any other rights or remedies the City may have. The City shall also be entitled to recover any monies owing and likewise provide money back to **One Stop** on a pro-rata basis for monies already paid.
- 9.3 Notwithstanding anything contained herein, the City may, at any time during the term of the agreement, upon giving thirty (30) days' notice to One Stop (to remedy any situations) terminate the agreement if the City is of the opinion that the services supplied by One Stop are not of a standard acceptable to the City.
- 9.4 Termination may be given by either party for any other reason by six (6) months written notice.
- 9.5 This Agreement, the parties agree that the Licensee shall be responsible for the removal of the signage structures upon termination of this Agreement and the site be restored to its original condition.

ARTICLE 10: ASSIGNMENT

- 10 The rights and privileges of **One Stop** may only be assigned upon obtaining the written consent of the City, which consent may be withheld without the giving of reasons therefore.

ARTICLE 11: NOTICE

- 11 Any notices required to be delivered or given by any Party to this Agreement shall be delivered to the address and to the individuals indicated below:

City of Prince Albert:

Attn: Director of Community Services or Designate,
1084 Central Avenue,
Prince Albert, SK S6V 7P3
(306) 953-4800

THERMAL METALS LTD.:

Attn: Melissa Kuchirka, Owner or Designate,
Box 27, Site 16, RR #5,
Prince Albert, SK S6V 5R3
(306) 980-9400
mickonestop@live.ca

ARTICLE 12: MODIFICATION

12. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obligated to continue any departure or waiver or permit subsequent departure or waiver. No alteration or modification of any of the provisions of this Agreement shall be binding unless the same be in writing and signed by the parties.

ARTICLE 13: GENERAL

- 13.1 This Agreement represents the entire agreement between the parties.
- 13.2 No amendment or modification of this agreement shall be effective unless it is in writing and signed by each of the parties. Either party without the prior written approval of the other shall not assign this agreement.
- 13.3 This Agreement shall be interpreted in accordance with the laws of the Province of Saskatchewan

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., 202_____.

CITY OF PRINCE ALBERT

Per: _____

Per: _____

IN WITNESS WHEREOF Thermal Metals Ltd. 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., 202_____.

THERMAL METALS LTD.

Per: _____

Per: _____



RPT 23-199

TITLE: 1st Application for Title - Tax Enforcement

DATE: **May 8, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That First Application for Title proceed.

TOPIC & PURPOSE:

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

BACKGROUND:

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

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

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

In summary, the tax enforcement process is as follows:

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

PROPOSED APPROACH AND RATIONALE:

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

This list includes the amount of arrears for each applicable roll, as of the date of the writing of this report.

CONSULTATIONS:

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

Key Dates:	<ul style="list-style-type: none"> • July – December 2021: monthly statements mailed to owners with unpaid 2021 property taxes • February 2022: letters mailed to owners to notify that they are in tax arrears • May 2022: properties in arrears advertised in Rural Roots • September 2022: liens registered on applicable properties
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	<ul style="list-style-type: none"> • March 2023: letters mailed to owners indicating we would be applying for First Application for Title • June 11, 2023: request for First Application for Title • September 2023: property owners notified and given six (6) months to pay arrears • February 2024: letter sent to property owner reminding them of their upcoming deadline for paying arrears • March 2024: City applies to the Provincial Mediation Board for the Consent to take the title to the property • TBD: Consent from PMB is received by the City • TBD: 30 day final notice is given by the City to the Owner • TBD: Transfer of Title in the City's name <p>As mentioned previously, the Final Application for Title requires the involvement of the Provincial Mediation Board who attempts to resolve the unpaid balance. This involvement can prolong the timeline.</p>
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OTHER CONSIDERATIONS/IMPLICATIONS:

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

PUBLIC NOTICE:

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

PRESENTATION: NONE

ATTACHMENTS:

1. 1st Application Accounts

Written by: Milan Walters, Chief Clerk

Approved by: Director of Financial Services & City Manager

1st Application For Title - Tax Enforcement Arrears

ROLL NO.	BALANCE OF ARREARS	PARCEL NO.
010015340	\$ 5,155.22	133960349, 133960350
010025010	\$ 2,018.64	135773286
100004600	\$ 3,093.39	134040541
101002105	\$ 22,672.37	165328296
101007770	\$ 3,917.52	134167338
101009840	\$ 2,584.32	134170545
120005040	\$ 3,586.81	134157922, 134157933, 145725262
120005050	\$ 3,577.95	134157944, 134157955, 134157966
120006450	\$ 1,584.80	134100324
120006740	\$ 276.03	134161185, 134161196
121001240	\$ 3,259.86	145836579
121001660	\$ 342.69	134163660, 134163705, 145904294
121003330	\$ 3,216.22	145166306
121003660	\$ 3,979.54	144939808
121004720	\$ 13,342.56	134148719, 145649739
121004770	\$ 3,027.81	134094359, 134094371, 134129561
121005280	\$ 3,647.28	146028944
121005580	\$ 18,000.42	145836816
122001280	\$ 1,969.89	202902713
140002060	\$ 2,930.95	133960351, 135773287, 134040541
140002310	\$ 3,544.03	144938773, 144938795, 144938818
140002410	\$ 3,897.12	144938830, 144938852
140002930	\$ 4,559.60	165328296, 134167338
141000130	\$ 16,145.97	134170545, 134139562
141001990	\$ 3,107.12	134099691
141002496	\$ 3,975.45	134099703, 134157922, 134157933, 145725262
141003320	\$ 2,385.53	134157944
141016910	\$ 12,918.65	134157955
200003140	\$ 5,125.76	134157966, 134100324
200004070	\$ 8,527.25	134161185, 134161196, 145836579
200006140	\$ 2,993.65	134163660, 134163705
200009090	\$ 2,333.48	145904294, 145166306
201005910	\$ 1,924.72	145649739
201007460	\$ 4,728.53	134094359
201008010	\$ 22,839.55	134094371
201012350	\$ 6,406.06	134129561
201012360	\$ 3,271.64	146028944
201012610	\$ 4,243.01	145836816
201013310	\$ 5,856.72	134133375
201013830	\$ 6,108.06	202902713
202003360	\$ 7,441.21	133960352, 135773288
220006040	\$ 3,910.45	144938773
220006940	\$ 6,204.99	144938795
220007150	\$ 1,625.07	144938818
220007166	\$ 1,196.26	144938830
220007168	\$ 1,207.05	144938852
240001160	\$ 2,703.97	134167338
240003500	\$ 8,400.55	134170545
240007410	\$ 5,084.16	134099691
241004370	\$ 7,908.12	134099703
241005380	\$ 6,736.83	134157922
241017800	\$ 17,125.43	134157933
242007800	\$ 9,367.56	145725262
260001260	\$ 5,733.01	134157944
260001280	\$ 5,428.45	134157955
260010140	\$ 1,689.85	134157966

TITLE: Canada Community Building Fund Infrastructure Investment Plan - Midtown Community Centre Project

DATE: May 31, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That the Canada Community Building Fund Infrastructure Investment Plan under the Canada Community-Building Fund (CCBF) for the Midtown Community Centre Playground and Spray Park Replacement be approved.
2. That the Mayor and City Clerk be authorized to execute the Canada Community Building Fund Infrastructure Investment Plan on behalf of the City, along with any other necessary Agreements for the Midtown Community Centre Playground and Spray Park Replacement at \$185,195.20 of Canada Community Building Funding (CCBF).

TOPIC & PURPOSE:

To approve the Canada Community Building Fund Infrastructure Investment Plan under the Canada Community-Building Fund (CCBF) for the Midtown Community Centre Playground and Spray Park Replacement in the amount of \$185,195.20.

BACKGROUND:

As of June 29, 2021, the Gas Tax Fund had been renamed the Canada Community-Building Fund (CCBF). This name change better reflects the program's evolution over time and will not alter or modify the objectives or requirements of the program.

Saskatchewan and Canada entered into an administrative agreement enabling the Provincial Government to continue to receive funding from the Federal Government for a 10-year term: 2014-15 through 2023-24. This provides predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while helping to create jobs and contributing to long-term prosperity.

The current Municipal Gas Tax Funding Agreement expires March 31, 2024.

New Additional Funding

The Canada Community Building Fund has provided correspondence to Finance Administration advising that the additional funding of **\$158,074.40** is being transferred to the City of Prince Albert as a supplemental distribution to our Canada Community-Building Fund (CCBF) allocation. These funds are subject to the terms and conditions of our Municipal Gas Tax Funding Agreement.

This supplemental amount is available under CCBF for the 2022-23 fiscal year due to an accumulation of undistributed funding over the program term. The CCBF Oversight Committee has approved the distribution of \$4.6 million to participating municipalities this fiscal year on a per capita basis (2016 census).

The City has received the funding.

PROPOSED APPROACH AND RATIONALE:

With the additional new funding, the City needs to forward an Infrastructure Investment Plan for approval for allocation of the funds. The Infrastructure Investment Plan needs to be approved by City Council and forwarded to Canada Community Building Fund for consideration of approval.

There is unspent funds in the amount of \$27,120.80 from the approved Canada Community Building Fund Project: West Hill Trunk Sewer Main.

As such, the total amount of Canada Community Building Funds available to be allocated is **\$185,195.20.**

This report is recommending that the attached Infrastructure Investment Plan be approved by City Council and forwarded for consideration by the Canada Community Building Fund Program.

Infrastructure Investment Plan - Midtown Community Centre Playground and Spray Park Replacement

City Council has approved the Midtown Community Club Centre Playground and Spray Park Replacement Project.

The State of the Playgrounds Update 2022 Report illustrated the following for Midtown Park:

Concerns are as follows:

- Large poplar trees that line the East side of the park and the roots from those trees invading the play/spray park space, compromising safe play.
- The play space and spray pad sit directly next and within very close proximity (3 meters) to 6th Avenue East noting the higher flow and higher speed of traffic that utilizes this stretch of roadway.

- The play/spray park equipment, due to its close proximity to 6th Avenue East have been the recipient of overspray of salt and sand products during the winter months for several years. The efforts of snow clearing and products used have been large contributors to wear and tear and breakdown within some areas of the concrete surfacing and play equipment within the area.
- The play and spray park equipment are noted to be declining at a faster rate due to some of the challenges within the current location.

Due to delays within the manufacturing industry related to the Play and Spray Park at Midtown as presented, the project would not see construction and completion until the 2024 season. Community Services would work to deconstruct the Midtown site such as the old Spray Park and Playground after the operating season in 2023 has come to a conclusion (late fall) helping to reduce time constraints and costs in 2024.

Attached to this Report is the Infrastructure Investment Plan for the Midtown Community Centre Playground and Spray Park Replacement Project.

CONSULTATIONS:

Finance Administration has forwarded an overview of this project to Canada Community Building Fund to see if the project would qualify under the Program. Confirmation by email has been received from Canada Community Building Fund that the Project qualifies for the unspent Canada Community Building Funding for our City.

As well, Senior Management has reviewed the listing of Capital Projects approved by City Council to see what projects would qualify for the Canada Community Building Fund. This project qualifies under the criteria of the Canada Community Building Fund Program.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once City Council approves the Infrastructure Investment Plan for the Midtown Community Club Centre Playground and Spray Park Replacement Project, the Application once executed by the Mayor and City Clerk will be forwarded to the Ministry of Government Relations – Municipal Infrastructure and Finance for consideration of funding approval.

POLICY IMPLICATIONS:

The attached Application is related to the Amending Agreement No. 1 - Municipal Gas Tax Fund Agreement.

FINANCIAL IMPLICATIONS:

The Canada Community Building Fund has provided correspondence to Finance Administration advising that the additional funding of **\$158,074.40** is being transferred to the City of Prince Albert as a supplemental distribution to our Canada Community-Building Fund (CCBF) allocation.

There is **unspent funds in the amount of \$27,120.80** from the approved Canada Community Building Fund Project: West Hill Trunk Sewer Main. That project is completed with unspent funds of \$27,120.80.

The total amount of Canada Community Building Funds available to be allocated is **\$185,195.20.**

Funding Model - Midtown Community Club Centre Playground and Spray Park Replacement Project

The funding model approved by City Council on March 6, 2023 is as follows:

Total Project Budget:	\$650,000
Funding:	
Malcolm Jenkins Funding Partner	\$250,000
Playground Program Capital	\$150,000
Future Infrastructure Reserve	\$250,000
Total Funding	\$650,000

Approval of the Canada Community Building Funds in the total amount of \$185,195.20 would reduce the Transfer from the Future Infrastructure Reserve.

OPTIONS TO RECOMMENDATION:

Council may request that a different project be forwarded for consideration by City Council under the Canada Community-Building Fund (CCBF). That is not being recommended as the proposed project meets the criteria of the Canada Community-Building Fund and the funds must be allocated by December 2024.

STRATEGIC PLAN:

The proposed project(s) align with the Strategic Goal(s) within the City's 2023-2025 Strategic Plan as follows:

Investing in Infrastructure through 'Nature Area Planning' with continued prioritization and support of recommendations identified through the annual reporting of the State of the Parks & Playgrounds Improvement Plan, Little Red River Park Master Plan, and the Urban Forestry Management Plan.

And,

Delivery Professional Governance through 'Engaged Government' by 'Identifying' sensitive issues in advance and implement thorough quality communication as well as 'Strengthen' relationships with external organizations to share information and collaborate on project and services.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain the natural and built environments. Our connection to the natural works is important and must be, considered in the delivery of community services.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Investment Infrastructure Plan – Midtown Community Centre Playground and Spray Park Replacement Project.
2. Report dated February 14, 2023 regarding Midtown Community Centre Playground and Spray Park Replacement.

Written by: Melodie Boulet, Finance Manager

Approved by: Senior Accounting Manager, Director of Financial Services and City Manager

Canada Community-Building Fund Infrastructure Investment Plan (IIP)

Please refer to the *Guide to Completing the Infrastructure Investment Plan (IIP)* when completing this form.

Part 1 – Municipality Information	
Municipality Name:	City of Prince Albert
Municipality Type:	City - Local Government
Contact Name/Title:	Sherry Person, City Manager
Street or P.O. Box No.:	1084 Central Avenue
City/Town:	Prince Albert, SK
Postal Code:	S6V 7P3
Phone:	306-953-4395
Fax:	306-953-4396
Email:	mboulet@citypa.com

Part 2 – Project Information (a separate IIP must be completed for each project)	
<p>Eligible Project Name: The project name should consist of a concise but meaningful reference to a distinct project scope, and should provide “at-a-glance” confirmation of project eligibility, category, and objectives. (Examples in Guide.)</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Midtown Community Centre Playground and Spray Park Replacement</p> </div>	
<p>Eligible Project Category (choose one):</p>	
<p>For expenditures incurred after April 1, 2005:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Capacity Building* <input type="checkbox"/> Community Energy Systems <input type="checkbox"/> Drinking Water <input type="checkbox"/> Local Roads and Bridges <input type="checkbox"/> Public Transit <input type="checkbox"/> Short-line Rail <input type="checkbox"/> Solid Waste <input type="checkbox"/> Wastewater 	<p>For expenditures incurred after April 1, 2014:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Broadband Connectivity <input type="checkbox"/> Brownfield Redevelopment <input type="checkbox"/> Cultural Infrastructure <input type="checkbox"/> Disaster Mitigation <input type="checkbox"/> Highways <input checked="" type="checkbox"/> Recreational Infrastructure <input type="checkbox"/> Regional and Local Airports <input type="checkbox"/> Short-sea Shipping <input type="checkbox"/> Sport Infrastructure <input type="checkbox"/> Tourism Infrastructure

*Capacity Building is limited to practices or activities that lead to a tangible study/plan as per Schedule C, Section 1.1(b) of the Agreement.

Eligible Project Description: The project description should include a brief outline of the project scope, the various components of the project including quantities, the main objective of the project, and the expected outcome(s). (Examples in Guide.)

The project entails removing the old spray pad and playground equipment and the construction of a new Spray Pad. It will also include construction of new playground including new garbage cans, bench seating, picnic tables, lighting, security. There will be asphalt completed.

With the exception of Capacity Building projects, select the investment type that best defines this project. (Definitions in Guide.)

New construction Replacement Expansion Enhancement/Renovation/Upgrade Acquisition

Will the project expenditures be capitalized? Yes No (If no, please provide an explanation.)

Yes the project expenditures will be capitalized.

For Below:

- Entrance to the Hall: 53.205153 Lat & -105.738954 Long

- Directly on top of the Splash Park: 53.20526 Lat, -105.737935 Long

Where will the project be located? (All descriptors are required)

Street address or legal land description 540 9th Street East, Lot 49, Block 10, Plan 80PA05853 Ext 0.

Latitude 53.205153 Lat Longitude -105.738954 Long

(Refer to Guide. For example, Latitude 50.443053 / Longitude -104.609992)

Site plan or map. Attached

If your project has several locations (such as a multiple road or bridge project), attach a separate sheet with all locations listed.

Has the project started? Yes No

What is the actual or forecasted project start date (dd-mmm-yyyy) October, 2023

What is the actual or forecasted project end date (dd-mmm-yyyy) November, 2024

Does this project relate to infrastructure owned by your municipality? Yes No

If no, a Resolution of Council must be submitted stating that the infrastructure provides direct benefit to the residents of your municipality.

Resolution of Council attached Provide Owner's Name: _____

Estimated Project Costs: Provide information on estimated project costs and funding required:

Total Estimated Project Cost¹	\$ <u>650,000</u>	(a)
CCBF Funding ²	\$ <u>185,195.20</u>	(b)
Municipal Funding	\$ <u>214,804.80</u>	(c)
Other Funding (specify below)	\$ <u>250,000</u>	(d)
Total Funding	\$ <u>650,000</u>	(b) + (c) + (d) should equal (a)

Other Funding:

Program Name	Project No. if known	Amount	Approved	Under Consideration
Donation		250,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

¹This amount is the municipality's estimate of the total eligible and ineligible project costs. If other municipalities are involved in this project, indicate only the portion of the total project costs that relate to your municipality.

²CCBF Funding is the amount of the municipality's CCBF allocation that the municipality requests to be provided for this project, and cannot exceed the amount of eligible project costs.

Are other municipalities contributing to this project? Yes No

If yes, attach a list of municipalities and the amount of their contribution. List attached

Part 3 – Outcomes

Each of the 18 eligible project categories support one of three primary national program objectives:

- Productivity and Economic Growth
- Clean Environment
- Strong Cities and Communities

Consider the potential benefits and outcomes for your project:

Step 1. Select the eligible project category that you identified on page 1.

Step 2. Review the Primary National Objective associated with that category.

Step 3. Select at least one applicable outcome from the list provided.

Your project must be able to support at least one outcome, and your IIP will be assessed based on this.

Once your project is reported as complete, a survey will be sent to you to report on the specific benefits and outcomes achieved. This information will become part of an overall outcomes report that the province submits to the federal government.

Primary National Objective	Eligible Project Category	Expected Outcomes
Productivity and Economic Growth	<input type="checkbox"/> Broadband Connectivity	<input type="checkbox"/> Increase in premises having access to broadband internet <input type="checkbox"/> Increase in geographical area with access to high speed internet <input type="checkbox"/> Increase in businesses positively affected <input type="checkbox"/> Increase in business investment
Relates to the economic benefits of a project in the community (e.g.		

increases or potential increases in number of jobs, services, tourism, etc. as a result of the investment).	<input type="checkbox"/> Highways	<input type="checkbox"/> Increase in vehicle capacity (no. of vehicles) <input type="checkbox"/> Decrease in travel distance from Point A to B <input type="checkbox"/> Decrease in average travel time from Point A to B <input type="checkbox"/> Increase in estimated remaining service life
	<input type="checkbox"/> Local Roads and Bridges	<input type="checkbox"/> Increase in capacity (no. of vehicles or load limit) <input type="checkbox"/> Decrease in travel distance from Point A to B <input type="checkbox"/> Decrease in average travel time from Point A to B <input type="checkbox"/> Increase in estimated service life <input type="checkbox"/> Increase in public usage of the infrastructure (cycling lanes, paths, sidewalks, trails) <input type="checkbox"/> Decrease in vehicle use (cycling lanes, paths, sidewalks, trails)
	<input type="checkbox"/> Public Transit	<input type="checkbox"/> Increase in public transport capacity <input type="checkbox"/> Increase in ridership <input type="checkbox"/> Decrease in greenhouse gas emissions <input type="checkbox"/> Decrease in average age of fleet <input type="checkbox"/> Decrease in average transit travel time <input type="checkbox"/> Decrease in fleet accidents <input type="checkbox"/> Increase in riders receiving additional traffic information <input type="checkbox"/> Increase in fleet with safety features <input type="checkbox"/> Increase in permanent jobs
	<input type="checkbox"/> Regional and Local Airports	<input type="checkbox"/> Increase in takeoffs/landings <input type="checkbox"/> Decrease in delays <input type="checkbox"/> Increase in passengers <input type="checkbox"/> Increase in permanent jobs <input type="checkbox"/> Increase in businesses positively affected <input type="checkbox"/> Increase in business investment
	<input type="checkbox"/> Short-line Rail	<input type="checkbox"/> Increase in freight load capacity <input type="checkbox"/> Increase in goods handled <input type="checkbox"/> Decrease in truck greenhouse gas emissions <input type="checkbox"/> Increase in permanent jobs <input type="checkbox"/> Decrease in average turnaround time: average time between arrival and departure <input type="checkbox"/> Decrease in delays
	<input type="checkbox"/> Short-sea Shipping	<input type="checkbox"/> Increase in fleet, cargo or passenger capacity <input type="checkbox"/> Increase in frequency of service (trips/day) <input type="checkbox"/> Increase in permanent jobs <input type="checkbox"/> Decrease in delays
Clean Environment Relates to environmental benefits of a	<input type="checkbox"/> Brownfield Redevelopment	<input type="checkbox"/> Increase in people using parks/playgrounds on redeveloped site <input type="checkbox"/> Increase in residents benefiting from social housing on redeveloped site <input type="checkbox"/> Increase in taxable assessed value of property

project in the community (e.g. reduction in greenhouse gas emissions; clean water, clean air and climate change mitigations etc. as a result of the investment).		<input type="checkbox"/> Different types of contaminants removed or reduced to safe exposure level
	<input type="checkbox"/> Community Energy Systems	<input type="checkbox"/> Decrease in energy usage <input type="checkbox"/> Decrease in greenhouse gas emissions <input type="checkbox"/> Operational savings <input type="checkbox"/> Increase in kilowatt hours generated off grid
	<input type="checkbox"/> Drinking Water	<input type="checkbox"/> Increase in volume of water treated <input type="checkbox"/> Decrease in volume of chemicals used to treat water <input type="checkbox"/> Decrease in drinking water advisories <input type="checkbox"/> Decrease in concentration of contaminants to meet or exceed the Guidelines for Canadian Drinking Water Quality or provincial standards <input type="checkbox"/> Increase in premises with improved water quality <input type="checkbox"/> Increase in premises with protected water supply <input type="checkbox"/> Increase in connections to drinking water system <input type="checkbox"/> Decrease in water main breaks <input type="checkbox"/> Decrease in average water consumption <input type="checkbox"/> Increase in estimated service life of waterlines <input type="checkbox"/> Decrease in energy usage (e.g. energy efficient pump) <input type="checkbox"/> Increase in premises served <input type="checkbox"/> Increase in water storage capacity
	<input type="checkbox"/> Solid Waste	<input type="checkbox"/> Decrease in greenhouse gas emissions <input type="checkbox"/> Increase in premises participating in recycling <input type="checkbox"/> Increase in quantity of solid waste diverted from disposal <input type="checkbox"/> Increase in landfill capacity <input type="checkbox"/> Increase in volume of methane gas captured <input type="checkbox"/> Decrease in non-compliance incidents
	<input type="checkbox"/> Wastewater	<input type="checkbox"/> Increase in connections to sanitary wastewater system <input type="checkbox"/> Increase in estimated service life of collection pipes <input type="checkbox"/> Increase in wastewater collection capacity <input type="checkbox"/> Increase in wastewater treatment capacity <input type="checkbox"/> Decrease in non-compliance incidents <input type="checkbox"/> Decrease in untreated wastewater <input type="checkbox"/> Decrease in energy usage (e.g. energy efficient pump) <input type="checkbox"/> Decrease in average volume entering storm drain system <input type="checkbox"/> Increase in capacity to manage storm water <input type="checkbox"/> Increase in premises with access to storm water infrastructure
Strong Cities and Communities	<input type="checkbox"/> Capacity Building	<input type="checkbox"/> Increase in ability to develop long-term planning practices
Relates to community health,	<input type="checkbox"/> Disaster Mitigation	<input type="checkbox"/> Increase in properties protected/reduced risk <input type="checkbox"/> Land area protected/reduced risk <input type="checkbox"/> Decrease in gross annual emergency response costs

social, and cultural benefits of a project in the community (e.g. promoting healthy living and improved access to health, social and cultural infrastructures).	<input type="checkbox"/> Cultural Infrastructure <input type="checkbox"/> Recreational Infrastructure <input type="checkbox"/> Sport Infrastructure	<input checked="" type="checkbox"/> Increase in residents that benefit from the infrastructure <input type="checkbox"/> Increase in facility availability time <input checked="" type="checkbox"/> Increase in users <input type="checkbox"/> Increase in annual events <input checked="" type="checkbox"/> Increase in visitors to community <input type="checkbox"/> Increase in permanent jobs
	<input type="checkbox"/> Tourism Infrastructure	<input type="checkbox"/> Increase in facility availability time <input type="checkbox"/> Increase in users <input type="checkbox"/> Increase in visitors to community <input type="checkbox"/> Increase in permanent jobs

Part 4 – Asset Management

Is the project aligned with the long-term plans of your organization? Yes No
(E.g. Asset Management Plan, Capital Plan and/or Community Plan)

If yes, describe how. If no, explain why not.

Investing in Infrastructure through ' Nature Area Planning' with continued prioritization and support of recommendations identified through the annual reporting of the State of the Parks & Playgrounds Improvement Plan, Little Red River Park Master Plan, and the Urban Forestry Management Plan. This Project supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain the natural and built environments. Our connection to the natural works is important and must be, considered in the delivery of community services.

Part 5 – Program Requirements

Tenders and Contracts

Your Municipal Gas Tax Fund Agreement provides pertinent information regarding tenders and contracts, stating that the municipality is required to award and manage all contracts in accordance with its relevant policies and procedures and if applicable, in accordance with applicable international and interprovincial trade agreements and all other applicable laws.

It is the municipality's responsibility to ensure that contracts are awarded in a way that is fair, transparent, competitive, consistent with value-for-money principles or in a manner otherwise acceptable to Saskatchewan and, if applicable, in accordance with international and domestic trade agreements. These trade agreements include, but are not limited to, the *Canadian Free Trade Agreement*, the *New West Partnership Trade Agreement*, and the *Canada-European Union Comprehensive Economic and Trade Agreement*. For information on procurement and trade obligations, please contact:

- Procurement Advisor with the Saskatchewan Urban Municipalities Association at 306-525-4395 or procurement@centralsource.ca.
- Director of Finance with the Saskatchewan Association of Rural Municipalities at 306-761-3720 or finance@sarm.ca

- Priority Saskatchewan at 306-798-1229 or www.saskbuilds.ca (refer to Priority Saskatchewan tab at top of page)
- Trade and Export Development at 306-787-8910 or nwptradeted@gov.sk.ca

Please review and acknowledge the following statement:

Council hereby acknowledges that any tenders or contracts for this project have been or will be awarded in accordance with the Municipal Gas Tax Fund Agreement in a way that is fair, transparent, competitive and consistent with value-for-money principles, or in a manner otherwise acceptable to Saskatchewan and, if applicable, in accordance with the applicable trade agreements.

Acknowledged

Records may be requested in support of audit as outlined in Schedule A, Section 1 of the Municipal Gas Tax Fund Agreement.

Permits, Licenses and Approvals

Under your Municipal Gas Tax Fund Agreement, the municipality agrees to obtain all necessary licences, permits and approvals required for the approved IIP by applicable legislation, regulations and by-laws.

Have you contacted, or will you be contacting, the appropriate authorities to confirm and begin the process of obtaining any permits, licenses and approvals the project may require?

Yes No

If no, explain.

Note that municipalities are responsible for obtaining all permits, licenses and approvals required to construct and operate their projects. These may include, but are not limited to:

- Approval to Construct (Ministry of Environment (MoE) for water, wastewater and solid waste);
- Water Allocation (Water Security Agency);
- Operating Permit (MoE after construction of water, wastewater or solid waste facilities);
- Shoreline Alteration Permit (MoE);
- Harmful Alteration, Disruption or Destruction (HADD) of Fish Habitat Authorization (Department of Fisheries and Oceans);
- Environmental Assessment (Trade and Export Development);
- Approval from adjacent landowner for temporary or permanent use of land during road construction; and/or
- Ministry of Highways for road projects connecting public roads or for closure of a road.

Part 6 – Communications

Signage

Signage is part of your Municipal Gas Tax Fund Agreement, and helps people recognize Canada Community-Building Fund investments in your community. In general, a physical or digital sign is required:

- when the CCBF contribution is over \$100,000; and
- where there is visible construction.

Infrastructure Canada has created guidelines for sign design, content and installation for projects funded by the Canada Community-Building Fund. You can read these guidelines at

<http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

Information can also be found on our website at

<https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding/canada-community-building-fund/ccbf-signage-requirements>

Other events

Key milestones may be marked by public events, news releases, etc. If your municipality plans an event or announcement, advise the ministry so Saskatchewan or Canada may have the opportunity to participate in such an event.

Part 7 – Declaration

The council of the City of Prince Albert hereby submits an Infrastructure Investment Plan under the Canada Community-Building Fund in accordance with Annex B, Section 3 of the Municipal Gas Tax Fund Agreement. In providing this submission, the council declares that the information provided is to the best of its knowledge and belief; true in substance and in fact; and complies with the terms and conditions in the Municipal Gas Tax Fund Agreement.

Name: _____	Title/Position: _____ (Mayor/Reeve/City Manager/Administrator/Clerk)
Signature: _____	Date: _____

(IIP will be returned if not signed)

Submit your Infrastructure Investment Plan and supporting documentation to:

Ministry of Government Relations
Municipal Infrastructure and Finance
410 – 1855 Victoria Avenue
REGINA SK S4P 3T2
Email: ccbfprogram@gov.sk.ca
Fax: 306-787-3641

Please retain a copy of this form for your records.



PLANNING & DEVELOPMENT SERVICES

S-H-Z

N

TC

June 2023

S-H-Z

N

Location Map - 540 9th Street East

Subject Property Identified With A Bold Dashed Line

RPT 23-70

TITLE: Midtown Community Centre Playground and Spray Park Replacement

DATE: February 14, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That \$250,000 in matching funding in support of the Midtown Community Centre Playground and Spray Park Replacement be funded through the Future Infrastructure Reserve.
2. That the Community Services Department proceed with providing a deposit in the amount of \$395,570 plus applicable taxes for the Playground and Spray Park equipment components and Blue Rubber Surfacing Product from Playgrounds-R-Us.

TOPIC & PURPOSE:

The purpose of the report is to update Council on the partnership achieved in support of the Midtown Community Centre and Spray Park Replacement Project and outline the funding necessary to proceed with the project.

BACKGROUND:

The City had identified Midtown Community Centre on the Playground Replacement Plan for 2023. RPT 22-345 delivered to the 2023 Budget Committee for consideration noted that the City also had a spray park at the Midtown Community Centre that is limited in amenities and deteriorating condition. The report also identified one paddling pool remaining for replacement in the Hazeldell Community Centre with the playground being identified for replacement in the 2024 operating year.

Within the body of that RPT 22-345 under the Financial Implications, Community Services brought forward for consideration during the 2023 budgeting process:

- That the current source of funding of \$130,000 be increased an additional \$20,000 bringing the total Capital playground investment to \$150,000 and that the \$70,000 in Operating remain the same. This would provide opportunity to continue with creating a single new play structure along with lighting improvements, furniture (garbage can, bench, bike rack, picnic table), and a security camera if required; and,

- That new capital investment from the City into spray pad & paddling pool replacement of \$200,000 be considered with a commitment from the Department to seek out matching dollars through partnerships, grant dollars and other funding opportunities to help make these projects a reality.

Community Services is committed to seeking out external funding opportunities to assist with future playground and spray park opportunities whether that be refurbishment or replacement strategies. As a result of the budgeting process, City Council approved and increased the playground capital investment from \$130,000 to \$150,000.

The Department is happy to provide Council with an update on this development noting that partnership has been achieved. This report is to provide further insight into the recommendations before you and to also provide some realistic expectations and timelines regarding the Midtown Community Centre project and future projects as we do our best to hone in on supply chain concerns, price increases, construction delays, etc.

The world continues to experience delays and cost increases when it comes to the ordering of materials and equipment. In 2022, Canada exited the pandemic, contractors were eager to take on work, in many cases those contractors had committed to but fell short on delivery of some projects due to ongoing supply chain issues as well as staffing shortages leading to an industry backlog. As a result, projects not delivered in 2022 have now been designated priority in 2023, creating a longer wait for project scheduling and completion.

The changes in the world and the playground industry will impact how we move ahead in 2023. Currently, we are being informed by many suppliers of playground equipment orders that, if received in March of this year, receiving those orders is taking anywhere from 6-8 months and in some extreme cases up to a year to manufacture and deliver. We have also noted that contractors working with those suppliers are seeing backlogs of 8-plus months for installation due to the back log on equipment orders. This is a change from 3-4 years ago where you could order your equipment in February/March and expect delivery and installation of that equipment in June/July of the same year.

The department has as well, reached out to its counterparts throughout the province to hear from them, their experiences and they too are experiencing similar delays.

The industry is changing and as a result of this, the department will need to pivot as well, as it plans projects moving forward to ensure delivery.

PROPOSED APPROACH AND RATIONALE:

We recognize that we are in an ever-changing world and that the need to pivot and ensure that projects committed to are being delivered in a timely and professional manner. As a result of ongoing professional consultation in the industry and noting the current climate of the world in 2023, the department is seeking to clarify timelines for delivery of the Midtown Spray and Play project brought to council for consideration during the 2023 budget process.

The facts are as follows:

- Due to delays within the manufacturing industry related to the Play and Spray Park at Midtown as presented, the project would not see construction and completion until the 2024 season.
- Community Services would work to deconstruct the Midtown site such as the old Spray Park and Playground after the operating season in 2023 has come to a conclusion (late fall) helping to reduce time constraints and costs in 2024.
- The Department would work to find a reasonable solution to donate or provide at a nominal fee any or all of the playground components to a private entity if they can be deemed to be safely used, saving them from the landfill.
- Community Services has worked with the preferred vendor on this project to book construction and installation of the Midtown Spray and Play for first thing in the spring of 2024 with a potential completion date of late July with a focus on striving for the end of June.
- Once approved by Council, the Department would work to place an order for components immediately in March 2023, with the earliest expected delivery of those components for storage by the City in late September/October of 2023. Space at the Old City Yards would be made to store the items over the winter.
- Realizing the situation we are faced with in 2023 with industry delays, consideration for and planning for Hazeldell will take place immediately. The Department would work to re-locate the new playground site closer to the community center and closer to the future site of the new Spray Park. The Department will continue to work on potential partnerships for the replacement of the paddling pool and Community Center Improvements.
- Upon achieving the necessary partnerships, the Department will bring a report to Council to approve the new site layout, playground concepts and project funding recommendations for consideration as part of the 2024 budget.

Being able to thoughtfully budget moving forward will allow the Community Services Department to plan for functional, well maintained Playgrounds and Spray Park options that offer something for everyone.

Public parks are an important place for formal and informal play. Especially amongst children, play is a foundational method for developing a number of skills like socialization, coordination, imagination and cognition that are necessary for later life.

If we want to have play environments we are proud of and that offer children, families, users the opportunity to experience play in a fun, unique and safe environment, we believe steps continue to be taken ensuring that these city spaces are around for the long term. By investing in today we will all reap the benefits of that investment tomorrow and years to come.

Further information is available within the attachments and body of this report including a breakdown of the confirmed costs and renderings of the proposed Midtown Spray and Play Park.

Project overview (Alfred's Adventurous Island Spray and Play):

1. Splash Pad Area – 66'-0" Long X 36'-0" Wide
2. Concrete Apron – 5'-0"
3. Components to include: Aim N Spray Bobber, AquaArc with Acrylic, Curvy Jet Manifold, Flora Swirl, Splash Pack Fish, Stream Jet, Triple Arch Jet, Uniflow, Verso Splash, Whirl Pad
4. Domestic (Drain to Waste) System
5. Supply and Freight (Aqautix)
6. Install (includes excavation, base prep, concrete pad, surfacing and components) Turn Key.
7. System Flow Rate 71.5 GPM
8. Infrastructure work
9. Playground Area – 4,239 Sq Ft.
10. Custom Ship, Ship Bow, Ship Mast, Sail w/Crowsnest, Ship Wheel, Cliff Climber, Porthole, Wave Graphics, Hole Panel, Periscope Panel, Chimney Climber, Zoo Panel, Double Swoosh Slide, Slide Winder, Ship Bow Chain Climber, Custom Flag, 3-Bay Arch Swing, Log Stepper, Symbol Communication Signage, Rubber Paving/Fibar Installation , Welcome Signage.
11. Install (includes excavation, base prep, concrete, ACQ wooden 6X6, surfacing and components) Turn Key.
12. Benches, Picnic Tables, Garbage Bins, Lighting, Security Cameras, Fencing Changes to existing site.

CONSULTATIONS:

The Department has consulted with the City Solicitor in the past on similar projects and will work to develop an agreement between the donor and the City.

Upon approval of the project funding the Department would work with the 'funding partner' to confirm the necessary recognition requirements and agreement(s).

The Department will consult with and reach out to the immediate community and the Community Club on the proposed construction, sharing the information on the spray park and the coming development.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department will work the Communication Department to provide updates/announcements on the project and plan for a successful opening of the Spray and Play Park during and upon completion to the community.

The Department will work with the Communication Department to share information and reach out to the Community on the 2023 years delays and how the project is expected to move forward and proceed in the 2024 year.

FINANCIAL IMPLICATIONS:

The Future Infrastructure Reserve was established during the 2011 budget deliberations. The intent of the reserve is to allocate annual funds in support of large Capital projects.

Below is a summary of projected costs for the Midtown Community Center for consideration:

Total Project Budget: **\$650,000.00**

The City has committed through the 2023 budgeting process **\$150,000** towards the development of a playground at the Midtown Community Centre as identified in the State of the Playgrounds report RPT 21-392.

Partnership

Mr. Malcom Jenkins has offered his support in development and construction of this Spray and Play Park, pledging \$250,000 with the following conditions:

1. That the City contribute matching funds of \$250,000.00 towards the project
2. That the City agree to the preferred vendor(s) Playgrounds-R-Us (PRU) and MTE Excavating LTD.
3. Agree to the scope and implementation of the project as outlined.

Mr. Jenkins has also expressed his desire to see his financial contribution used in the development and construction of the project in 2024.

The funding breakdown would be as follows:

- Malcom Jenkins funding partner (Spray Park): **\$250,000.00**
- City matching dollars to be funded from The Future Infrastructure Reserve:
\$250,000.00
- City approved 2023 funding (Playground): **\$150,000.00**
- Total Financial Contribution required: **\$650,000.00**

The Future Infrastructure Reserve balance as of December 2023 is projected to be **\$985,759** as of December 31, 2023, therefore sufficient funds are available to support the proposed project.

Future Infrastructure Reserve

	2022	2023
	(Surplus) Deficit	(Surplus) Deficit
Beginning Balance	(2,347,859)	(729,759)
Budgeted Transfer to Reserve - City Taxation	(75,000)	(320,000)
2021 C/F - Pedestrian Bridge Replacement	1,438,100	
2022 Capital - Pedestrian Bridge Replacement	35,000	
2022 Capital - Crescent Heights Spray Park	120,000	
2022 Capital - James Isbister Park Improvements	100,000	
2023 Capital - Concrete Sidewalk Replacement		65,000
Ending Balance	(729,759)	(984,759)

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications.

STRATEGIC PLAN:

The proposed project(s) align with the Strategic Goal(s) within the City's 2023-2025 Strategic Plan as follows:

Investing in Infrastructure through 'Nature Area Planning' with continued prioritization and support of recommendations identified through the annual reporting of the State of the Parks & Playgrounds Improvement Plan, Little Red River Park Master Plan, and the Urban Forestry Management Plan.

And,

Delivery Professional Governance through 'Engaged Government' by 'Identifying' sensitive issues in advance and implement thorough quality communication as well as 'Strengthen' relationships with external organizations to share information and collaborate on project and services.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain the natural and built environments. Our connection to the natural works is important and must be, considered in the delivery of community services.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal - Timothy Yeaman, Parks Manager

ATTACHMENTS:

1. RPT 21-392
2. RPT 22-345
3. Playground Quote
4. Quote Spray Park
5. Site Design
6. Spray Park Playout
7. Spray Play One
8. Spray Play Two
9. Spray Play Three
10. Spray Play Four
11. Spray Play Five
12. Spray Play Six

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager



Midtown Community Centre

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RPT 23-236

TITLE: 2023 Base Tax Abatement on Unserviced Land

DATE: June 6, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. The Snow Management and Roadways Special Tax portions of the 2023 taxes on the properties listed in this report, for a total of \$6,305.00 be abated due to being unserviced and vacant property, and;
2. The Snow Management and Roadways Special Tax portions of the 2023 taxes on Airport parking properties listed in this report, for a total of \$1,338.00, be abated due to being unserviced and with development limited to temporary structures.

TOPIC & PURPOSE:

This report is requesting that an abatement be approved for the Snow Management Special Tax and the Roadways Special Tax (“Special Tax”) portion of the 2023 taxes on unserviced properties.

BACKGROUND:

With the establishment of Minimum Tax and the Base Tax rates, Council has approved previous recommendations to refund the Special Tax portion of current year taxes on specific properties due to the fact that they are vacant and unserviced.

PROPOSED APPROACH AND RATIONALE:

The Special Tax is a tax dedicated to specific projects that Council has deemed to be shared among all assessed owners.

Although the topic of taxation levels for unserviced property and airport parking stalls are similar, each circumstance is discussed separately below.

1. Unserviced & Vacant Properties

The Special Tax is a tax tool Council has implemented to fund a snow and roadway program rather than increasing the municipal mill rate to generate this revenue. These identified properties do not have physical roads and are currently unserviceable for water and sewer.

This recommendation is consistent with Council's treatment of these lots in previous years which were approved for abatements for the years 2015 to 2022 inclusive.

The tax impact of the recommendation for vacant and unserviceable land is tabled below:

Zoning	Roll Number	2023 Levy	Recommended Tax Refund	Proposed 2023 Levy
M1	203006330	\$ 2,743.16	\$ 669.00	\$ 2,074.16
M1	203008210	\$ 2,706.65	\$ 669.00	\$ 2,037.65
M1	203006510	\$ 2,843.23	\$ 669.00	\$ 2,174.23
M1	203006610	\$ 2,538.71	\$ 669.00	\$ 1,869.71
M1	203008050	\$ 2,516.79	\$ 669.00	\$ 1,847.79
M1	203007110	\$ 10,950.00	\$ 1,028.00	\$ 9,922.00
R3	120001910	\$ 2,017.32	\$ 276.00	\$ 1,741.32
FUD	122005400	\$ 4,946.98	\$ 276.00	\$ 4,670.98
FUD	122027600	\$ 1,151.73	\$ 276.00	\$ 875.73
FUD	142012810	\$ 1,408.65	\$ 276.00	\$ 1,132.65
CR1	020010730	\$ 2,118.49	\$ 276.00	\$ 1,842.49
CR1	020010680	\$ 2,065.66	\$ 276.00	\$ 1,789.66
CR2	010006420	\$ 2,075.78	\$ 276.00	\$ 1,799.78
		TOTAL:	\$ 6,305.00	

Administration reviews each property annually and also responds to ratepayer inquiries with regard to the conditions under which properties are brought before Council for vacant and unserviceable abatement consideration.

2. Airport Parking Stalls

The City of Prince Albert owns airport land and enters into monthly and annual aircraft parking agreements where owners park their aircraft. The occupants of the following identified aircraft parking stalls have aircraft shelters that are very similar to open end tent garages and quonsets. Administration recommends that the Special Tax be abated for the affected properties.

This recommendation will recognize that aircraft parking agreements involve unserviced municipal land with temporary building structures.

The tax impact of the recommendation for airport land is tabled below:

Roll Number	Address	Lot	2023 Tax Levy	Recommended Tax Refund	Proposed 2023 Levy
045018810	Airport Parking	Stall 7	\$ 1,036.95	\$ 669.00	\$ 367.95
045018830	Airport	N/A	\$ 1,046.03	\$ 669.00	\$ 901.51
TOTAL:				\$ 1,338.00	

CONSULTATIONS:

Assessment provides a list of properties that are undeveloped and unserviced in the City. That information is combined into this annual report which streamlines the approval process and reduces the number of reports to Council.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Financial Services Department will send notifications to all affected properties to advise them of the decision made by Council.

POLICY IMPLICATIONS:

Policy & Procedure for Applications for Tax Relief, Policy No. 51.

FINANCIAL IMPLICATIONS:

The City has a 2023 Budget for miscellaneous refunds of taxes due to causes that are discretionary to Council. The approval of the abatement recommendation total amount of \$7,643.00 can be accommodated within this limit.

Ministry of Education and Separate School Board approval is not required as special tax and/or minimum tax abatements do not impact the amount collected for Education property taxes.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications, strategic plan, options to recommend, or official community plan.

PUBLIC NOTICE:

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

Written by: Milan Walters, Chief Clerk

Approved by: Senior Accounting Manager, Director of Financial Services & City Manager



RPT 23-189

TITLE: First Time Home Buyer Program Application - Courtney Sevigny

DATE: June 12, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the First Time Home Buyer Program Application submitted by Courtney Sevigny be approved for funding up to \$5,000.

TOPIC & PURPOSE:

The purpose of this report is to approve a First Time Home Buyer Program Application submitted by Courtney Sevigny for funds up to \$5,000.

BACKGROUND:

At the City Council meeting held on January 24, 2022, City Council approved the First Time Home Buyer Program, funded by the Housing Reserve. The intent of the program is to provide grants of up to \$5,000 to form part of the required down payment and closing costs; cover the cost of an immediate, significant home repair; or a combination of the two for a first time home buyer. The details of the program are provided in the attached Schedule A. To date, two applications have been approved under the program.

PROPOSED APPROACH AND RATIONALE:

The applicant is intending to purchase a property for \$173,900 and is contributing \$6,218 of their own funds. As the First Time Home Buyer Program can cover half of the minimum required down payment and all required closing costs (to a maximum of 5% of the total value of the home or \$5,000, whichever is lesser), the applicant is applying for a grant of up to \$5,000 to cover the rest of the down payment and all closing costs.

Since the First Time Home Buyer Program Application meets all conditions and provides all documents required in the Application Submission Check-List, Administration recommends that this application be approved.

CONSULTATIONS:

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will notify the applicant if the First Time Home Buyers Program Application is approved or denied. If approved, the total grant amount will be determined by Administration and provided to the applicant's financial institution or lawyer.

FINANCIAL IMPLICATIONS:

The First Time Home Buyer Program is funded through the Housing Reserve. Five grants of up to \$5,000 each can be approved annually, and this is the third application that the City has received this year. As of April 12, 2023, the balance of the Housing Reserve was \$559,724.67.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

A strategic priority as outlined in the City of Prince Albert Strategic Plan, 2023-2025 is to build a robust economy. A specific area of focus, which is supported by the approval of this First Time Home Buyer Program Application is "Population Growth" and is further supported by the direction of City Council to "promote the positive economic development outcomes generated through this plan so new residents will be attracted to Prince Albert."

OFFICIAL COMMUNITY PLAN:

As per Section 6.4.1 of the City of Prince Albert's Official Community Plan, this First Time Home Buyers Program Application can be considered as a collaborative approach to aid the financial constraints of housing access.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Schedule "A"

Written by: Darien Frantik, Planner

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

First Time Home Buyer Program Application Schedule “A”

Application Submission Check-list

Before submitting your application, please review, complete and ensure you have included all the documents listed below. These documents are required as part of the application. Incomplete applications will not be accepted. Depending on what you are applying for, further information may be requested.

1. Application Form.
2. Letter from a financial institution or lawyer detailing:
 - a. The total amount of the mortgage, the required down payment and closing costs; and
 - b. The funds being contributed by the applicant.
3. If the application is for funding for a significant, immediate home repair, a copy of a quote provided by the contractor that provides details of the work to be completed and the price.
 - a. Photos may also be requested.

Program Information and Conditions and General Procedure

The purpose of the First Time Home Buyer Program is to provide up to \$5,000 in funding to help pay for either the minimum required down payment and closing costs; an immediate, significant home repair; or a combination of both.

Please note, any immediate, significant home repair must be identified at the time of the purchase and is required in order to meet minimum life safety standards or to secure the structural integrity of the home. This may include the repair or replacement of:

- Furnace, boiler or other primary heat source,
- Water heater,
- Windows and doors,
- Roof or shingles,
- Electrical work or wiring,
- Installation of barrier free equipment, or
- Renovation of an existing Secondary Suite.

Renovations that do not represent an immediate life safety issue or that do not represent a risk to the structural integrity of the home will not be considered. This may include the repair or replacement of existing cabinetry or other similar fixtures, appliances, fixed or picture windows, flooring, or painting.

The First Time Home Buyer Program is an initiative that originates from the Housing Reserve Policy and is funded by the Housing Reserve. This program came into effect on March 29, 2022, and is not retroactive.

Conditions and Information

1. This program is available to a person who:
 - a. Has never owned a home, or has not owned a home in the past four (4) years; and

- b. Has a maximum household income, either individual or multiple income earners, of \$80,000 annually.
2. Applicants who intend to rely on additional, alternative financial means in order to support their purchase or renovation will not be eligible for this program. Alternative financial means refers to financial sources apart from the applicant's own income, and may include contributions or gifts from family or support from other, similar programs.
3. The maximum purchase price of a qualifying home is \$200,000.
4. Properties that are currently in tax arrears will not be eligible for this program.
5. The funding provided may go towards one of the following:
 - a. To cover half of the minimum required down payment and all required closing costs, to a maximum of 5% of the total value of the home or \$5,000, whichever is lesser; and the total down payment for the purchase shall not exceed 5% of the value of the home; or
 - b. To help cover the cost of an immediate, significant home repair, to a maximum of 50% of the cost of the repair or \$5,000, whichever is lesser; or
 - c. To cover a combination of the down payment, closing costs, and an immediate, significant home repair, the calculation of each is described above and has a combined value of \$5,000.
6. If the City approves the application, the funds will be distributed to one of the following parties:
 - a. To the Applicant's financial institution or lawyer for the down payment and closing costs, or
 - b. To the home owner upon submission of proof that the repair work is underway.
7. Applicants who are approved under this program are not eligible to apply for other City of Prince Albert housing programs for the subject property.
8. The Applicant is responsible for all costs associated with purchasing their home and for obtaining any required permits.
9. Only five (5) grants will be approved annually and applications will be processed in the order they are received.

General Procedure

Applicants are advised to apply once they have made a formal offer on a home, subject to financing, whether they are pre-approved for a mortgage or not. Should the offer fall through or the applicant is found not to qualify for the program, the application will be canceled. A new application will need to be completed for any future purchase attempts.

Completed applications will be reviewed by Administration prior to being forwarded to the City Manager for approval, in principle. If approved by the City Manager, the application will be forwarded to City Council for consideration.

TITLE: Notice of Motion - Plan to Register Bikes

DATE: **May 19, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To provide City Council with an update with respect to Notice of Motion 22-15 with respect to Plan to Register Bikes.

PROPOSED APPROACH AND RATIONALE:

On October 17, 2022 there was a Notice of Motion 22-15 which stated:

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

Administration has been in communication with the Police Service with respect to this project and have been advised by the Police Service that there is a module within their current system that will accommodate this type of tracking of serial numbers for bikes.

This module is similar to the City of Saskatoon Police Service website whereby users have a link to access the Online Bicycle Registration where they can input their own information in case the bike is stolen or lost and recovered by the Police.

The link to Saskatoon’s Online Bike Registry is <https://saskatoonpolice.ca/obr/>

Prince Albert Police Service is in the process of implementing this same system for bike owners in the City and hope to have this module up and running soon.

PUBLIC NOTICE:

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

Written by: Trina Wareham, Bylaw Services Manager

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

RPT 23-225

TITLE: Tax Title Lands - Disposal of 1 Adanac Gate

DATE: June 1, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the tax title located at 1 Adanac Gate, legally described as Parcel A, Plan 101957812 Ext 0 be offered for public tender; and,
2. That upon completion of the public notice and tender process, Administration forward a report to City Council for consideration with a recommendation regarding the results of the tender process and next steps.

TOPIC & PURPOSE:

The purpose of this report is to approve the sale of property at 1 Adanac Gate through public tender pursuant to *The Tax Enforcement Act*.

BACKGROUND:

In March, 2023, The City of Prince Albert acquired title to the property located at 1 Adanac Gate through tax enforcement.

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

PROPOSED APPROACH AND RATIONALE:

In order to meet the legislation noted above, Administration is recommending that the disposal process be initiated and that this property be offered for public tender. It is important to note the following sections of the Act:

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

Upon completion of the public notice and tender process, Administration will forward a follow up report to City Council for consideration with a recommendation regarding the results of the tender process and next steps.

CONSULTATIONS:

Planning and Development Services has the Financial Services Department in regards to the acquisition and disposition of this property.

Planning and Development Services has consulted the City Solicitor in order to mitigate issues arising in terms of process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, Administration will proceed with the public notice and tender process in coordination with the Purchasing Division.

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

FINANCIAL IMPLICATIONS:

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

Once the tender process has been completed, Administration will be able to compile information on the outstanding taxes, fees, costs, etc., which will be provided as part of the follow up report to City Council.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy or privacy implications or other considerations.

STRATEGIC PLAN:

A strategic priority that is being used to guide this tender process, as outlined in the City of Prince Albert Strategic Plan, 2023-2025 is Building a Robust Economy; as the specific area of focus, "Population Growth" is being utilized to "Create a wide range of property and housing options to accommodate people who choose to relocate to Prince Albert."

OFFICIAL COMMUNITY PLAN:

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

"Goals:

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

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Location Map

Written by: Tanner Cantin, Development Coordinator

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



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PLANNING & DEVELOPMENT SERVICES



TC

June 2023

Location Map - 1 Adanac Gate

Subject Property Identified
With A Bold Dashed Line



RPT 23-226

TITLE: 2022 Municipal Heritage Award

DATE: June 1, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2022 City of Prince Albert Municipal Heritage Award be given to the Court of King's Bench, located at 1800 Central Avenue, under the category of Rehabilitation.

TOPIC & PURPOSE:

To recommend awarding the 2022 Municipal Heritage Award to the Court of King's Bench, under the category of Rehabilitation.

BACKGROUND:

The City of Prince Albert has established an annual Municipal Heritage Award through the Municipal Heritage Award Policy. The purpose of the award is to highlight the value of municipal heritage while recognizing a project, property, or building for its contribution to heritage in Prince Albert.

A call for nominations for the award is issued annually from August 1st to November 1st. Nomination packages are then reviewed and presented to the Planning Advisory Committee for adjudication, where the Committee makes a recommendation to City Council regarding the recipient of the Municipal Heritage Award.

The last Municipal Heritage Award was awarded in 2016 to The Rusty Owl located at 21 River Street West.

PROPOSED APPROACH AND RATIONALE:

A single nomination for the 2022 Municipal Heritage Award was received from the Court of King's Bench at 1800 Central Avenue. Based on a review of the submission, as per the Municipal Heritage Award Policy, the Court of King's Bench has been selected for representing the Rehabilitation category, detailed as follows:

Rehabilitation: The sensitive adaptation of a historic place or of an individual component for a continuing or compatible contemporary use, while protecting its heritage value. This is achieved through repairs, alteration and/or additions.

The project at the Court of King's Bench involved the removal of non-original aluminum single hung windows and replacement with triple glazed metal clad white oak windows that are in keeping with the existing original oak trim and casings remaining in the building. In addition, non-original aluminum storm doors and the arched window above the north entrance were replaced with a window and door consistent with the rest of the new windows, and the large rose window on the south façade had putty and caulking repair completed, as well as the installation of a storm window. The project improved both the energy efficiency of the building as well as the appearance.

Separate from this most recent project, additional work was undertaken over the last few years to ensure this heritage building remains intact. A major ceiling restoration, refurbishing the World War I monument on the north side of the building, and foundation repairs are just some of the projects that have been recently completed.

Due to the level of heritage significance of the building, the quality of the work undertaken, and compliance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*, it is recommended that the 2022 Municipal Heritage Award be awarded to the Government of Saskatchewan and SEPW Architecture for their work on the Court of King's Bench.

CONSULTATIONS:

Nominations for the Municipal Heritage Award are reviewed by both Planning & Development Services and Community Services prior to presentation to the Planning Advisory Committee for adjudication.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

All information regarding nominations for the Municipal Heritage Award is available to the public on the City of Prince Albert website.

The review and recommendation process has taken place and the nominee was notified that their submission was successful. An additional awards ceremony will take place at a later date for the award winner to receive their plaque.

FINANCIAL IMPLICATIONS:

There is a minimal financial implication associated with making the award plaques. This cost is approximately \$100.00 and is borne by Planning and Development Services.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The Municipal Heritage Award falls under the area of focus of the Culture Action Plan, as it identifies opportunities to honour and celebrate Prince Albert's heritage.

OFFICIAL COMMUNITY PLAN:

Section 6.3.1.4 of the Official Community Plan describes multiple goals related to heritage and history, including encouraging the retention of heritage features in the community and supporting and encouraging heritage and historic revitalization and enhancement initiatives. Section 13.1 also speaks to maintaining heritage resource stewardship through supporting public awareness programs aimed at conserving the city's heritage resources.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Municipal Heritage Award Submission - Court of King's Bench

Written by: Ellen Pearson, Planner

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

Court of Queen's Bench - Window Replacement

For Prince Albert Municipal Heritage Awards 2021

1. Project Background and Objectives

The following document provides background information of the window replacement project at the Court of Queen's Bench building, located at 1800 Central Avenue in the City of Prince Albert, Saskatchewan. This document has been prepared for the purpose of submitting for a Prince Albert Municipal Heritage Award for 2021.

SEPW Architecture Inc. was retained by the Ministry of SaskBuilds and Procurement for the design and oversight of the window replacement project. The General Contractor for the project was KIM Constructors. The window supplier was Precision Fit Door Solutions. Windows were manufactured by Marvin Windows.

It was the Ministry's intent to replace all non-original aluminum windows to improve performance and appearance of the building and to address improving the performance of the original steel arched window at the central stair. There is a pair of non-original aluminum storm doors covering the original doors leading to the balcony above the portico entrance. These are also addressed.

The original wood windows within the attic will remain in place, with recommendation to undertake some minor maintenance to them.

All window installation occurred without disruption to the court activities with excellent communication between all parties involved.

2. Documents Provided

The Ministry provided record documents to SEPW Architecture for the purposes of completing the window replacement design and contract documents. This documentation includes:

- Original building drawings for Court House and Land Titles Building by M.W. Sharon Provincial Architect 1927
- Window Replacement – Courthouse by Saskatchewan Government Services 1979
- Renovation for Washroom by Moore Architecture Consulting Group 2001
- Accessibility Improvements by Moore Architecture Consulting Group 2002
- Asbestos Inventory 2004
- Cornice Replacement by Moore Architecture Consulting Group 2005
- Washroom Upgrades by Moore Architecture Consulting Group 2009
- Remove and Replace Roofing by Siemens Koopman Architects 2013
- Attic Insulation by Moore Architecture Consulting Group 2016
- Photo inventory from 2000

Additional historic photographs were provided by the Prince Albert Historical Society.

3. Context & Heritage Significance

The Statement of Significance copied below is from the City of Prince Albert Website. The Court House and site is a municipally designated heritage property. The courthouse is also documented on the Canadian Register of Historic Places. The following Statement of Significance is from the City of Prince Albert website.

“DESCRIPTION OF HISTORIC PLACE

The Court House is a Municipal Heritage Property located on a large parcel of land with a commanding vista overlooking Central Avenue and downtown Prince Albert. Constructed in 1927, the property features a two-storey, brick-clad building, surrounded by landscaped grounds.

HERITAGE VALUE

The heritage value of the Prince Albert Court House lies in its architecture. The building is one of a series of court houses designed by the office of the provincial architect, a government department responsible for the design and supervision of all public buildings from 1905 until the department was discontinued in the early 1930s during the depression.

Architect and engineer Maurice Sharon held the position between 1916 and 1930 and is credited with the design of ten Provincial court houses. Several towns and cities were identified as judicial centres with those at Yorkton, Kerrobert, Prince Albert, Weyburn and Estevan receiving buildings of substantial size, while those at Gravelbourg, Shaunavon, Wynyard, Melfort and Assiniboia received more modest buildings that share an identical prototypical design.

While Sharon's first courthouse at Yorkton exhibited an elaborate Beaux-Arts style, similar to other government buildings constructed during that time, he embraced a Colonial Revival style for the remaining nine buildings. The building's massing and projecting end pavilions make this building similar to the court houses in Yorkton and Kerrobert. However, the Prince Albert Court House is distinguished from the others by its unique central cupola with a clock. These buildings featured pitched roofs, rain gutters integrated with projecting metal cornices, central cupola with attic ventilation, and brick cladding trimmed with stone. The incorporation of these design elements enabled the government to reduce construction costs and solve technical problems of roof drainage while retaining the appropriate sense of grandeur and presence symbolic of a judicial building.

The heritage value of the Prince Albert Court House also lies in its landmark status in the community. Situated on a hill overlooking downtown Prince Albert, the building's prominence is evident through its size, brick cladding, and location. The building's large, landscaped grounds with flagpoles and a statue also speak to the Court House's landmark status.

This property has been designated as being of architectural, historical or natural value under the City of Prince Albert Bylaw No. 17 of 1983 - Designation of Heritage Property - Heritage Property Court House.

CHARACTER DEFINING ELEMENTS

The heritage value of the Court House resides in the following character-defining elements:

Court of Queen's Bench - Window Replacement

For Prince Albert Municipal Heritage Awards 2021

- *those architectural elements that reflect the Colonial Revival style of architecture, such as the building's symmetrical design, sloped roof, metal cornice with integral rain gutters, central cupola with clock, dormer windows, and columned main entrance with portico and balcony;*
- *those architectural elements specific to the series of colonial style courthouses in Saskatchewan designed by Maurice Sharon, such as the use of Claybank brick and Tyndall stone highlights;*
- *those elements that demonstrate the building's status as a landmark in the community, such as the formal plantings and open grass areas of the grounds, flag poles, and statue on front grounds.*

The Statement of Significance does not identify the extant, non-original aluminum windows as character defining elements of the historic place. The new windows that replace the non-original aluminum ones are more in keeping with the configuration and style of the original single hung wood windows. The original design intent was determined from the original detailed construction documents developed by Sharon's office, and also by reference to colour photographs provided by the Prince Albert Historical Society. They reflect the original window opening patterns more closely by including a heavier horizontal member that creates a transom window above the lower part of the window in each opening of the main and second floor. The lower part of the window includes a thin horizontal mullion that reflects the patterning of the original single hung wood windows. All window divisions are true in nature, not simulated.

Whereas the extant aluminum windows are a dark colour, the photographic evidence indicates that the original wood windows were "white" in colour. The new window colour selected was therefore "white".

Court of Queen’s Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 1 North main entrance façade – prior to window replacement



Figure 2 South façade – prior to window replacement

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 3 – East façade prior to accessibility addition and window replacement.



Figure 4 – East façade – present day with accessibility addition – prior to window replacement

Court of Queen's Bench - Window Replacement For Prince Albert Municipal Heritage Awards 2021



Figure 5 – West façade – close up – prior to window replacement

4. Observations

4.1. Site in General

The site is set on a hill, overlooking downtown Prince Albert. There is a formality in the setting with roads, walkways and landscape being symmetrical around the building. The building site is relatively flat to the south side but slopes away on the north, resulting in a tall stairway leading through a terraced lawn to the portico entrance. The symmetry of the building design reflects this formality of the site and landscape, which form part of the Character Defining elements.

Court of Queen's Bench - Window Replacement For Prince Albert Municipal Heritage Awards 2021



Figure 6 – Aerial image from Google Earth

4.2. Masonry Openings

The original design of the Courthouse window openings is defined by the use of stacked header brickwork and stacked stretcher brickwork. The windows all include Tyndall Stone lug sills with inset stone bracket elements below them and Tyndall Stone keystones on the arched windows. The keystone of the arched window and door at the second floor level above the main entrance portico is more pronounced than on the other arched windows, taking the form of a scrolled bracket that reaches up to the underside of the projecting cornice. These elements are retained and not affected by this window replacement project.

A Tyndall Stone belt course defines the basement level of the building and forms the heads of the basement window openings. A thinner stone belt course surrounds the base of the building where it meets the ground. This thinner belt course forms the sills of the basement windows. These stone elements will be retained and not be affected by this window replacement project.

An accessible entrance addition has been built on the east side of the building. The design of the addition has borrowed from the original design elements, including a metal cornice, window masonry openings similar to the original with use of Tyndall Stone detailing, and closely matching face brick using stacked header and stretchers.

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 7 – Keystone above main entrance – prior to window replacement



Figure 8 – Brick and stone detailing at window openings – prior to window replacement .

Windows and Doors

The original windows for the main facades were wood single hung sashes and fixed sash transoms. The record drawings for the original design show both interior and exterior windows were of this configuration. Windows were single glazed sashes. The record drawings only indicate divided lites with muntins in the attic windows and the arched windows. The main windows had a simple, larger glass pattern.

The arched window above the north entrance door is of wood with divisions in a radiating fan pattern. An aluminum storm window had been installed on the exterior of the arched wood window, where there was likely a wood storm window originally. For this project, we replaced the non-original aluminum storm doors and arch window with window and doors consistent with the remainder of the new windows.

The large arched window at the main central stair however is a steel ‘T’ section with single glazing. Divisions form a rose or circular pattern window with a distinctive “double line” that delineates the rose window within the larger panel. There are two small operable windows at the lower part of the window. There is some drying and cracking of the putty on the interior of the frame. The window putty and glazing was left intact and only repairs and painting were completed and resealing of the perimeter of the opening. Our approach to improving the performance of this window was to address it from the interior. This maintains the prominent view of this window in the south façade from the exterior viewpoint.

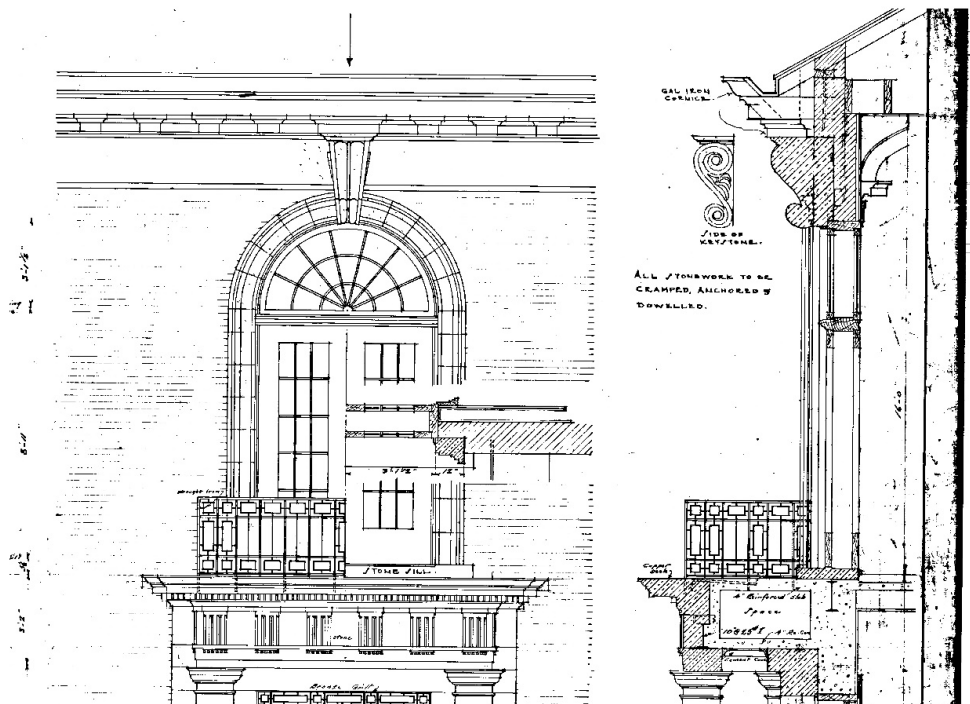


Figure 9 – Detail of arched window and doors above main entrance from 1927 drawings

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021

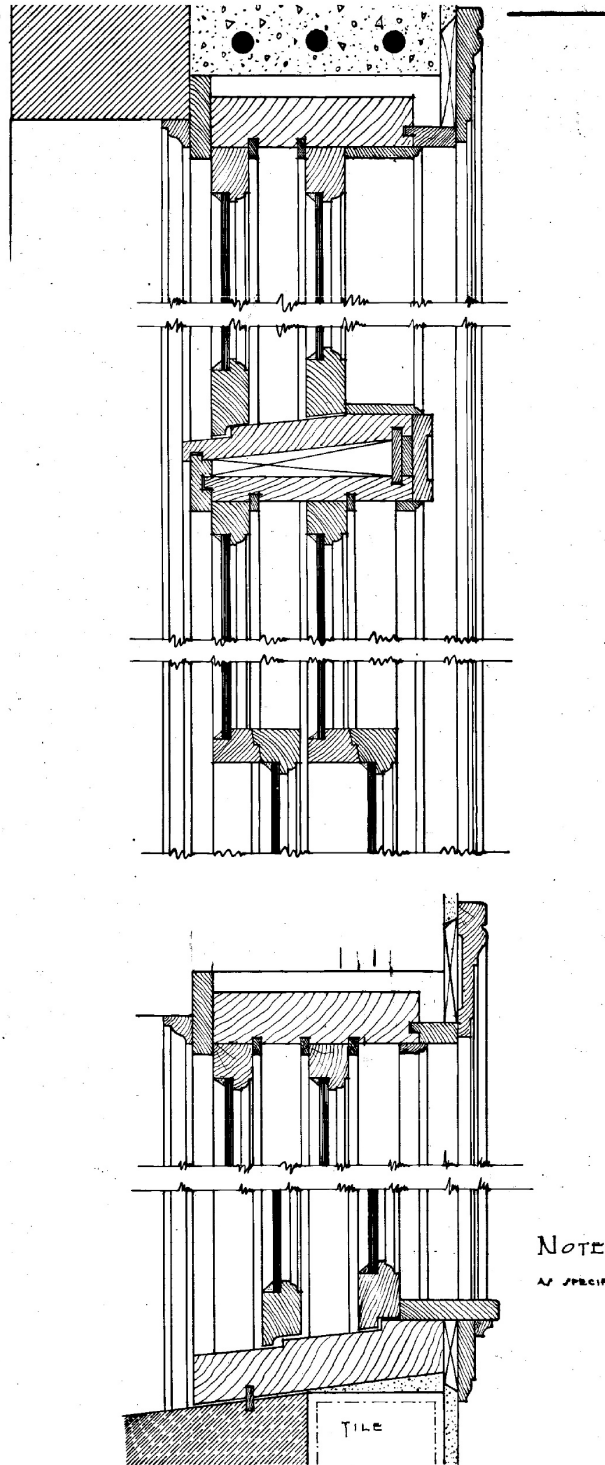


Figure 10 – Window details from 1927 drawings

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 11 – Original steel 'T' frame rose window on south façade



Figure 12 – Original wood fan arch window above oak doors on north façade above main entrance portico

Court of Queen's Bench - Window Replacement

For Prince Albert Municipal Heritage Awards 2021

The non-original aluminum windows that were installed in 1979 are single pane single hung windows. The frames are not thermally broken and therefore the interior of the window frames is quite cold. The performance of the single hung, aluminum frame units is poor. At least one window we observed had plastic film installed over the inside of the opening. The intent was to replace the non-original windows with better performing windows providing better comfort for the building occupants and improving energy efficiency.



Figure 13 – Example of non-original aluminum windows – prior to window replacement
Note how far back in the wall plane these windows are located.



Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021

Figure 14 – Example of non-original aluminum windows – prior to window replacement



Figure 15 – window opening covered by plastic film to prevent air infiltration



Figure 16 – Showing general configuration of the operable sash and frame – screen on exterior

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 17 – Interior of steel 'T' frame rose window



Figure 18 – Exterior view of rose window on south façade

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 19 – Historic photo from Provincial Archives of Saskatchewan – North Façade



Figure 20 – Historic photo from Prince Albert Historical Society – North Façade

5. Rose Window

The rose window on the south façade required repair of the putty and painting on both the interior and exterior. Loose putty was replaced on the interior and exterior. Exterior caulking around the perimeter was replaced. The condition of these elements should be reviewed in five years and then on a bi-annual or annual basis, to take any action required to repair as needed.

Our approach to improve the performance of this window and retain the visual appearance from the exterior of the building, was to install the storm window on the interior of the steel window. Placing it on the exterior would be difficult as there is only the masonry to attach to and could cause damage to the brick or stone around the opening. There is sufficient room on the interior due to the depth of the wall. Ministry of Central Services expressed a concern to be able to access the inside of the steel rose window to maintain and clean it. This was accommodated by designing hinged interior storm sashes.

The design matches location of frame members to horizontal and vertical elements of the original window. Panes of glass will be kept large, so that they do not detract from the fine lines and detailing of the original steel window.

6. Attic Windows

These were looked at during our initial visit to the site. One interior storm window was removed to view the exterior sash. All review was done from the interior. The window sashes appear to be in fair condition. The putty was intact. Some wood filling and repainting, especially of the sills should be done as short-term maintenance. This could be done through the Ministry of Central Services as routine maintenance work rather than included as part of the window replacement project.

No work was done to these windows as part of the scope of the window replacement project, but this could be reviewed further by the Ministry.

7. Standards and Guidelines

Response to the Guidelines for windows from the Standards and Guidelines is provided as an attachment in Appendix to this report.

8. Replacement Windows

Replacement Windows:

Our recommendation for the new windows was to replace the existing aluminum single hung windows using triple glazed metal clad white oak window with good performing low-e coatings on two surfaces and with Argon filled cavities. This option provides a durable and relatively maintenance free window that has good performance characteristics. The low-e coatings can be

Court of Queen's Bench - Window Replacement

For Prince Albert Municipal Heritage Awards 2021

tailored to suit the exposures on the building to limit heat gain on the south and maintain heat on the north.

The white oak interior frame provides a high-quality material that is in keeping with the existing original oak trim and casings extant in the building. The oak was prefinished in a stain colour closely matching the existing. This required several submissions of stained samples to find the best "match". This was a bit complicated as the existing oak finish colour differs from room to room within the building but similar within a warm tone range. The exterior prefinished aluminum cladding and fit brickmould was finished with a stock colour. The finish was intended to resemble the original light (white) coloured paint on the frames and sashes.

Through careful detailing, we were able to move the new windows outward in the brick openings to match the original window line. By moving the windows out and using white cladding on the exterior we feel that façade becomes livelier, and closer resembles the original intent observed in the historic photographs. The non-original aluminum windows were pushed back in the openings and with their dark colour and tinted windows almost felt like voids in the wall.

Careful attention to detailing by the window supplier and installer through the construction phase resulted in an excellent fit to the original oak casing and detailing on the interior. The installer developed site-specific detailing to keep all offsets even around the window trim and frame. For example, fitting each window within the existing frames, left in-situ required a special rabbet joint to suit each installed window. The detailing at the round tops of the arched windows required gauged pieces of trim to fit to the casing properly.



Figure 21 North main entrance façade – new windows

Court of Queen’s Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 22 South façade – new windows



Figure 23 – East façade - new windows.

Court of Queen’s Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 24 – West façade – new windows



Figure 25 Interior of courtroom – new windows

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 26 - 27 Rose Window from stairwell – new windows



from exterior – new windows



Figure 28 Interior arched windows – new windows

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 29 Judge's Office – new windows



Figure 30 - 31 hardware – inside of new balcony doors



Detailing around exterior balcony doors

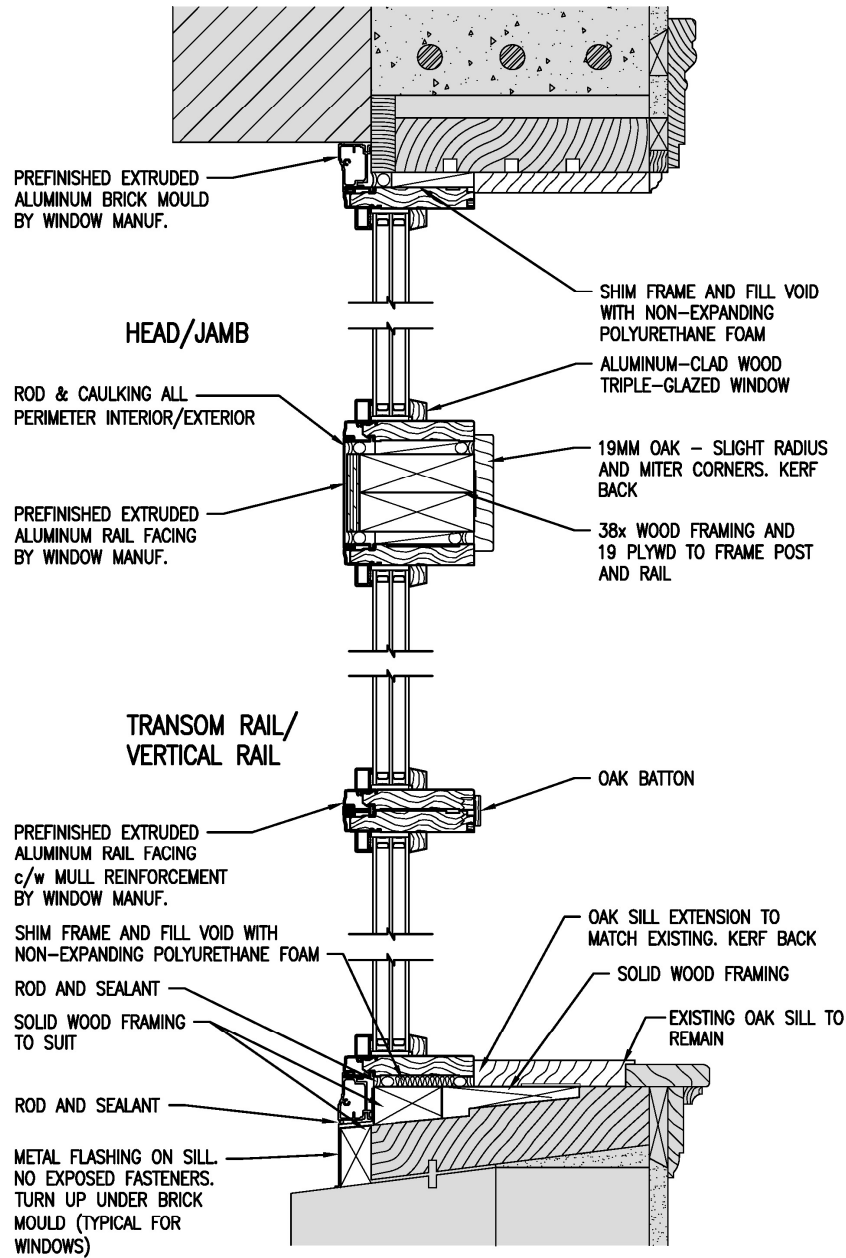
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For Prince Albert Municipal Heritage Awards 2021



Figure 32 - 33 Detailing around new jambs and sill (original sill and casing – original frame has been left in place)

Court of Queen's Bench - Window Replacement

For Prince Albert Municipal Heritage Awards 2021



SILL
3 WINDOW DETAIL
A1.1 1:5 (MAIN & SECOND FLOORS)

Figure 34 Detail of new windows – Note the windows have been brought out to the original location in the wall plane.

Court of Queen's Bench - Window Replacement
For Prince Albert Municipal Heritage Awards 2021



Figure 35 Main façade north – new windows

End

TITLE: Signature Developments Phase 5 Subdivision

DATE: **June 5, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the proposed Subdivision of the subject lands legally described as Block C, Plan 102375446 be approved subject to:
 - a. The review and approval of the final Plan of Survey by Administration; and
 - b. The completion of an internal review of the application.
2. That the Mayor and City Clerk be authorized to execute the Plan of Survey, and any other applicable documents, on behalf of City Council, once prepared.

TOPIC & PURPOSE:

The purpose of this report is to approve the subdivision application put forward by Signature Developments to create two (2) new lots in The Yard District, for future commercial development.

BACKGROUND:

On September 7, 2021, City Council approved the initial subdivision for the Signature Development Corporation project. City Council Resolution No. 0349 dated September 7, 2021:

1. That the Servicing Agreement between The City and Signature Developments for the Parcels, legally described as Parcel 52, Plan No. 101817165; Parcel 45, Plan No. AK2420; Parcel 44, Plan No. AK2420 and Parcel 49, Plan No. 101816939, be approved, which may include further amendments as directed by the City Solicitor;
2. That the City Manager be authorized to approve further Site Plans, and Engineering Details and Drawings in consultation with Administration;

3. That the Subdivision of the subject lands legally described as Parcel 52, Plan No. 101817165; Parcel 45, Plan No. AK2420; Parcel 44, Plan No. AK2420 and Parcel 49, Plan No. 101816939, for commercial development, be approved; and,
4. That the Mayor and City Clerk be authorized to execute the Servicing Agreement and final Subdivision Plan on behalf of The City, once prepared.

Background on the Phases

- Phase 1 was the subdivision of Parcel PAE, where the future Recreational Center is currently being constructed, and Parcel C, where the proceeding subdivision would occur.
- Phase 2 was the subdivision of Lots 2, 2A, & 3 to the south of 42nd Street East and to the west of 7th Avenue East.
- Phase 3 was the subdivision of Lots 4, 5, 6, & 7 to the south of 44th Street East and to the west of 7th Avenue East.
- Phase 4 was the subdivision of Lots 8, 8A, & 9 to the south of 42nd Street East and to the east of 7th Avenue East.
- Phase 5 will be the subdivision of Lots 10 & 11 to the east of 7th Avenue East and just south of the Phase 4 subdivisions. A storm water retention pond and storm water lift station will be located in the proposed Lot 10.

PROPOSED APPROACH AND RATIONALE:

Signature Development Corporation has submitted a subdivision application for The Yard District that will turn one (1) lot into three (3) lots. These three (3) lots consist of two (2) new subdivided lots and the remainder of the original lot, as seen in the attached Plan of Proposed Subdivision. As per Section 7(2)(c) of the Subdivision Bylaw No. 15 of 2020, a subdivision application requiring a plan of survey for three (3) or more lots shall be approved by City Council.

Administration is in the process of completing the review of the submitted plan of proposed subdivision and the size and shape of the two new proposed lots (Lots 10 & 11) appear to conform to the regulations contained in the Subdivision Bylaw and the Zoning Bylaw. The remaining source parcel (Parcel C) also conforms to the necessary regulations and allows for the continued, future subdivision of commercial lots as intended.

At this time, given the information provided, approval of the application subject to final review by Administration is recommended.

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 municipal requirements and processes, options, and to manage expectations and timelines.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council's decision. If approved, Administration will continue to work with the applicant to complete the subdivision in accordance with City bylaws and regulations.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The approval of this Proposed Subdivision is guided by the Strategic Priority of Building a Robust Economy through economic growth and diversifying the range of businesses that call Prince Albert home. In approving this subdivision, the City is creating an opportunity to create jobs while planning for the long-term economic development.

OFFICIAL COMMUNITY PLAN:

Section 11.2 of the Official Community Plan supports the proposed subdivision through the goal of Economic Development and: "Aim to increase employment and economic activity in the city and region." In approving this subdivision the City is providing a chance to promote economic development and create an opportunity for employment.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Plan of Proposed Subdivision
2. Location Plan

Written by: Tanner Cantin, Development Coordinator

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

NOTES:

- Measurements are in metres and decimals thereof.
- Measurements are approximate and may vary by ±0.5m.
- Area to be approved is outlined in bold dashed line and contains 5.84 ha (14.41 ac).
- Survey date: N/A
- © 2023 GeoVerra Inc., All rights reserved.

OWNER:

SIGNATURE DEVELOPMENT CORPORATION

CITY OF PRINCE ALBERT

SASKATCHEWAN LAND SURVEYOR

Dated at Saskatoon in the Province of Saskatchewan on May 29th, 2023.



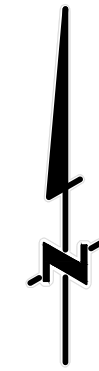
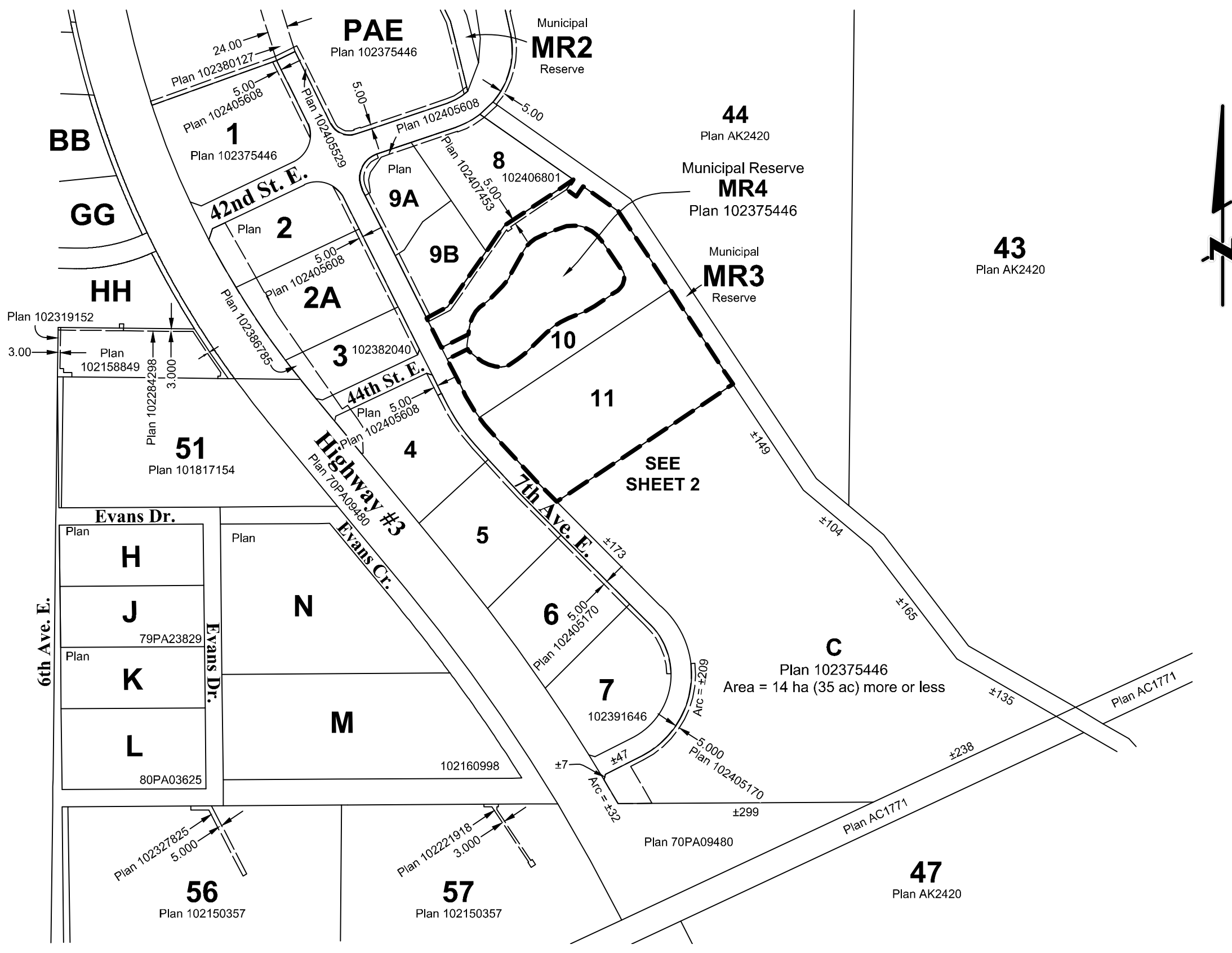
Mathieu M. Bourgeois
Mathieu M. Bourgeois, S.L.S.

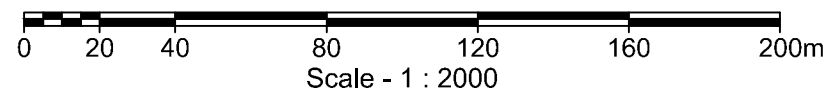
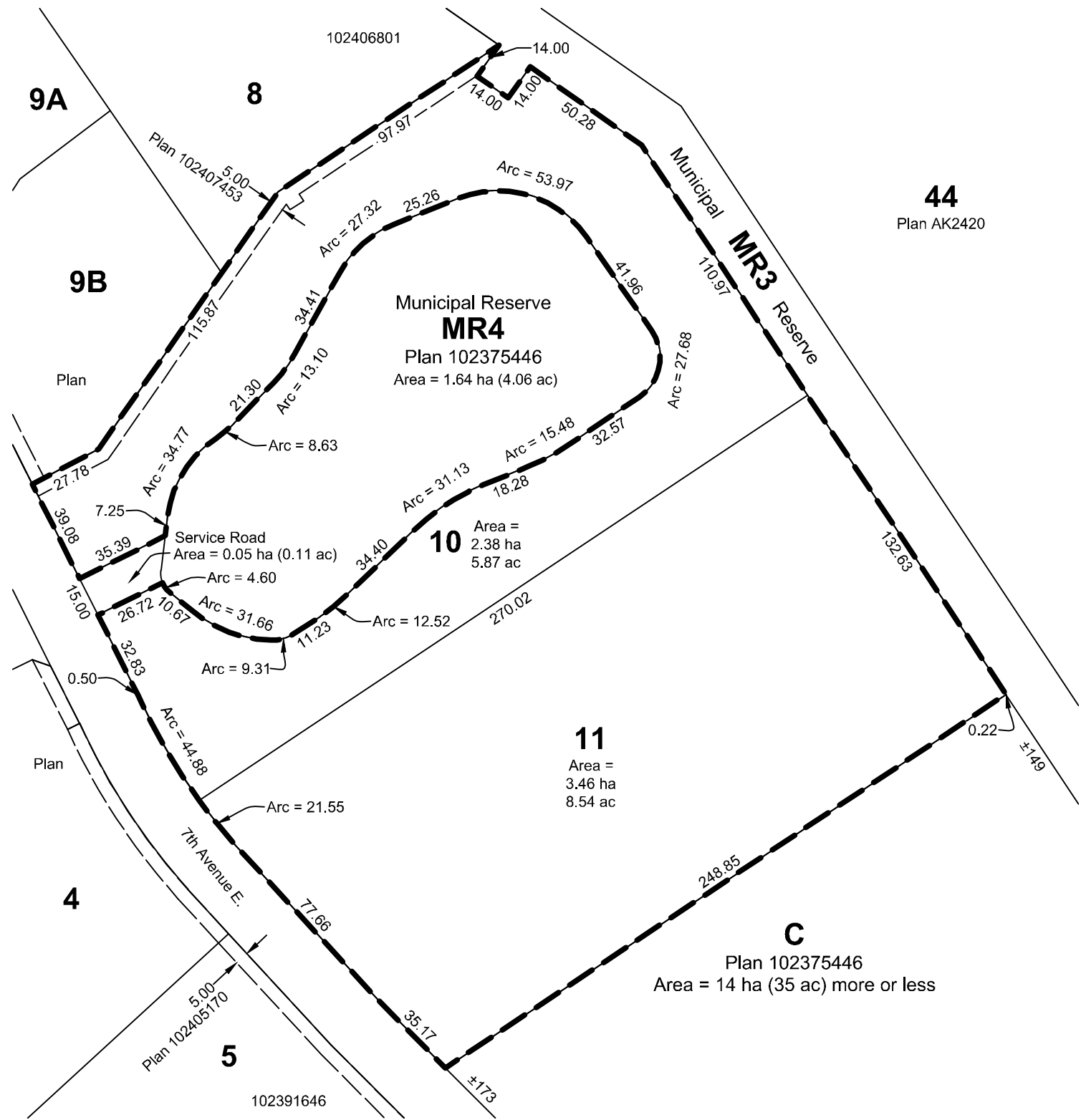
REV.	REVISION	INITIALS	DATE
0	Issued	PO - MB	May 29, 2023

Plan of Proposed SUBDIVISION
 of part of
Parcel C, Plan 102375446
 within the
Hudson's Bay Company's Reserve
City of Prince Albert, Saskatchewan
 Mathieu M. Bourgeois, S.L.S.
 Scale 1:5000



Project No.: 21-03430-007 Client File No.: --
File: 21-03430-007-PSub_R0





GeoVerra GeoVerra Inc. Toll Free: 1-800-465-6233 www.geoverra.com

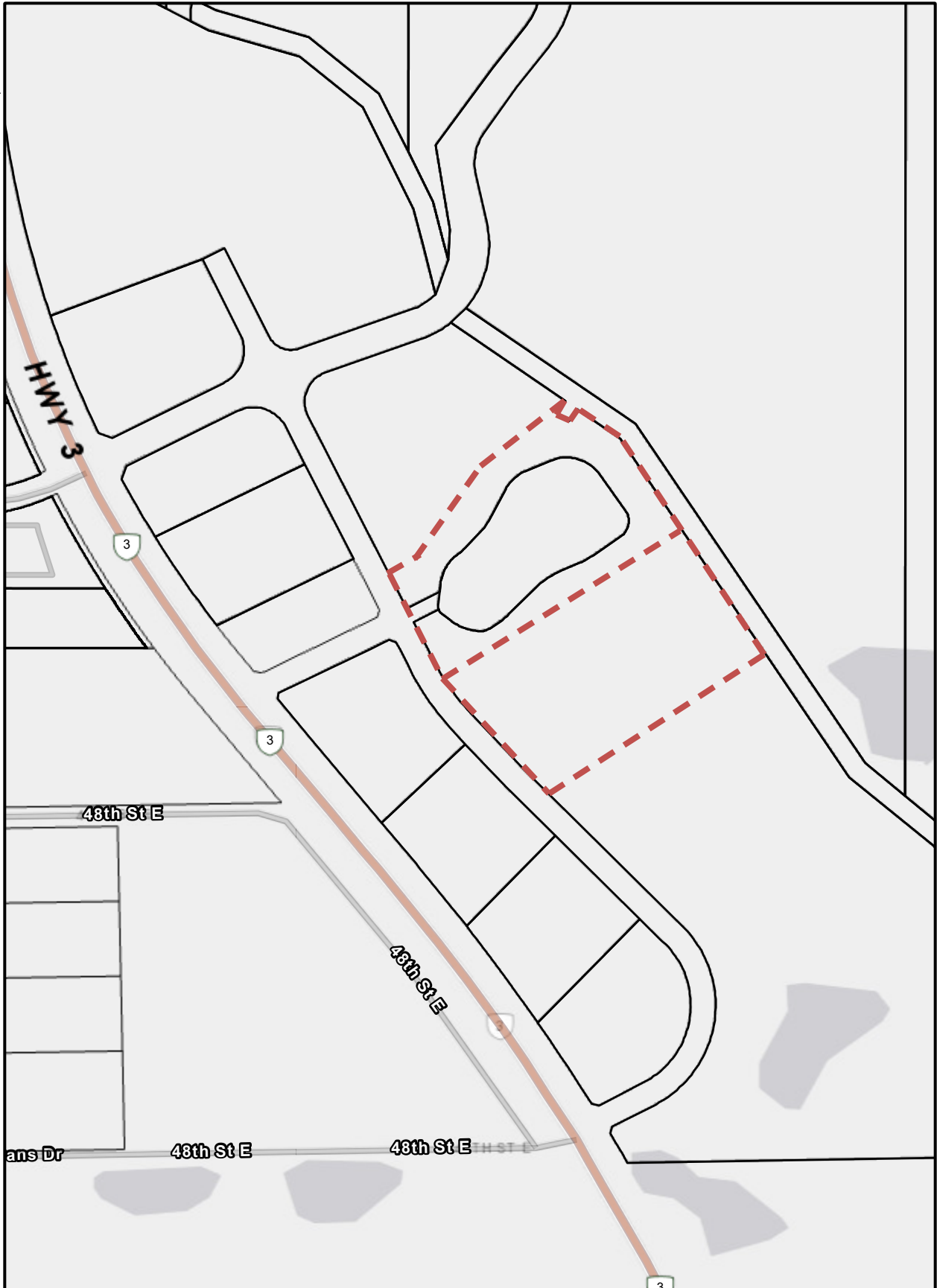
Project No.: 21-03430-007	Client File No.: --
File: 21-03430-007-PSub_R0	



6-12

6-12

PLANNING & DEVELOPMENT



Subject Property Identified
With A Bold Dashed Line

June 5, 2023



City of
Prince Albert

RPT 23-220

TITLE: Dr. Andre Marais Bequeathal

DATE: **May 25, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a Fire Station Reserve Fund be established to fund future Fire Stations; and,
2. That the bequeathal of \$100,000 from Dr. Andre Marais's Estate, to the Prince Albert Fire Department, be allocated to the Fire Station Reserve Fund to assist with funding future Fire Stations; and,
3. That the Financial Services Department invest the \$100,000 into a Guaranteed Investment Certificate (GIC).

ATTACHMENTS:

1. Dr. Andre Marais Bequeathal (RPT 23-205)

Written by: Executive Committee



RPT 23-205

TITLE: Dr. Andre Marais Bequeathal

DATE: **May 11, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a Fire Station Reserve Fund be established to fund future Fire Stations; and,
2. That the bequeathal of one hundred thousand dollars (100,000.00) from Dr. Andre Marais's Estate, to the Prince Albert Fire Department be allocated to the Fire Station Reserve Fund to assist with funding future Fire Stations.

TOPIC & PURPOSE:

To provide Council with Administration's recommendations regarding the allocation of one hundred thousand dollars (\$100,000.00) received from the Estate of Dr. Andre Marais.

BACKGROUND:

Administration received written correspondence from the Executrix for the Estate of Dr. Andre Marais stating that Dr. Marais passed away and in his Last Will and Testament had left the sum of one hundred thousand dollars to the City of Prince Albert Fire Department. Dr. Marais did not apply any conditions or stipulations to his bequeathal to Prince Albert Fire Department.

Dr. Andre Marais was born on May 18, 1953 and passed away on February 21, 2019, in Saskatoon, Saskatchewan. Dr. Marais was certified by the Royal College in Diagnostic Radiology in 1995. He earned his medical degree from the University of Stellenbosch (in South Africa) in 1977, and recently practiced medicine at Yorkton, Sk. Regional Health Centre.

Limited information is available in regards to why Dr. Andre Marais bequeathed \$100,000.00 to the Prince Albert Fire Department. Besides his gift to Prince Albert Fire Department, Dr. Marais gave much of his estate to many organizations involved with the health and wellbeing of the

people of Saskatchewan. He also had a love for animals, leaving generous gifts to both the Prince Albert and Saskatoon Society for the Prevention of Cruelty to Animals (SPCA). He owned a condominium in Saskatoon, and an acreage just North of Prince Albert, and it is reasonable to expect that he spent some of his time in and around Prince Albert, which could have resulted in his desire to bequeath money to the Prince Albert Fire Department.

PROPOSED APPROACH AND RATIONALE:

The City of Prince Albert currently has no reserve funding earmarked for future fire stations. The establishment and funding of a fire station reserve is a financially sound way for the City to accumulate funds for future fire station planning and acquisition, while offsetting the amount requiring financing in the foreseeable future.

It is the author's opinion that an established reserve will not cover all of the costs needed for additional fire stations, however an established reserve, in time will cover potential costs associated with lot development, station design and engineering. A typical two bay fire station is currently estimated at 9 to 10 million dollars.

The existing fire station located at 76 15th Street East was constructed in 1975. It is administration's opinion that this building, while in relatively good shape, will require replacement at some point in the future. An established fire station reserve will assist future Council and Administration with the funding required for a timely replacement plan.

CONSULTATIONS:

Consultation was held with the Director of Financial Services and the City Manager's Office.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

No communication plan is required at this time, however, when the planning and construction of future fire station(s) is approved, consideration should be given to honour Dr. Andre Marais generous donation.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, official community plan implications or other considerations

OPTIONS TO RECOMMENDATION:

Executive Committee may choose to not support the creation of a Fire Station Reserve and/or the allocation of Dr. Andre Marais's one hundred thousand dollar (100,000.00) bequeathal to a Fire Station Reserve as presented. If the recommendations presented are not supported, Administration would explore other options.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal by Kris Olsen, Fire Chief

Written by: Kris Olsen, Fire Chief

Approved by: City Manager, Director of Financial Services



City of
Prince Albert

RPT 23-221

TITLE: SaskTel Mobility Contract Extension

DATE: **May 25, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Wireless Contract between The City and SaskTel be extended for a three (3) year term; and,
2. That the Mayor and City Clerk be authorized to execute the Extension documentation on behalf of The City, once prepared.

ATTACHMENTS:

1. SaskTel Mobility Contract Extension (RPT 23-200)

Written by: Executive Committee

TITLE: SaskTel Mobility Contract Extension

DATE: **May 8, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a 3-year extension of the Mobility Service Agreement with SaskTel and Jump.ca be approved.
2. That the Mayor and City Clerk be authorized to sign the contract extension with SaskTel and Jump.ca once prepared.

TOPIC AND PURPOSE:

To provide a summary of the rationale to support continuing cellular services with SaskTel Mobility.

BACKGROUND:

In 2017, the City of Prince Albert sought bulk competitive pricing for cellular devices through an RFP. Prior to 2017, there was no fixed agreement with a cellular vendor and each mobile device had their own individual contract start and end date.

In 2017 Sasktel was the successful vendor for the contract through Jump.ca. In addition to offering the lowest pricing compared to Telus and Bell, they offered a sponsorship package that included \$10,000 annually and managed through the Community Services department. Jump was also the only supplier to offer a series of discounts on other products and services:

- Discounts - a total discount of \$135 per phone activation (\$50 discount on all new phones and smartphones, \$50 trade in credit and \$35 upgrade/activation fee waived).
- Accessory Discounts – 40% off all standard accessories and 25% off specialty accessories
- Phone repairs – 25% off any out of warranty phone repairs. Jump is the only certified wireless dealer in Saskatchewan to offer Apple Service for in-warranty and out-of-

warranty support.

- Phone protection plans - \$30 discount on the price of AppleCare and \$50 discount on all non-apple devices.
- Cellular unlock fees – no charge
- Data Transfer fees – no charge

In 2020, Jump also created a Family purchase plan offering City employees and their families a purchase plan which saves on the cost of wireless phones and accessories for their personal use. This includes \$25 off the current retail cost of a wireless phone or smartphone, waiving activation/upgrade fees, 25% off wireless accessories and specialty accessories.

The current three-year cellular contract will expire on May 14, 2023. The local Jump.ca dealer has agreed to extend the current rates once a new contract is approved or a new RFP is issued.

PROPOSED APPROACH AND RATIONALE:

After reviewing the extension proposal provided, we do not believe it would yield any worthwhile benefit to send the service out to tender at this time. All current rates with SaskTel Mobility, as well as dealer specific discounts, including employee purchase plans will remain the same as 2017 rates with the exception of an additional cellular plan with a specified discount that will provide more flexibility.

The City of Prince Albert and the Police Service have combined 243 various cellular devices. If the City changes providers, we will need to change the hardware and programming on each of these devices. If we change to Bell or Telus, new phone numbers will need to be issued to City devices. Potential short-term gains from switching providers would be used up in City resources to recall and reprogram all the devices and the operational downtime such as:

- Internet modems for irrigation systems
- digital billboards
- sewage pumping stations
- backup communication for facilities
- Laptops for police and airport
- Smart phones and flip phones
- Survey equipment

The City has been provided great customer service during the contract. Jump.ca's local store in Prince Albert, has significantly cut down on administrative work and time when dealing with cellular devices with prompt communication when prices drop and improved processes when requesting phones or information. Given that pricing remains at 2017 rates, we are confident that the ongoing discounts on devices and accessories remain competitive and these rates balanced against the requirements to change, make potential savings of limited value.

This will also continue our relationship with SaskTel in regards to our SD-Wan project that includes cellular backups for each of our sites.

CONSULTATIONS:

Prince Albert Police service were consulted and are satisfied with the existing services and the new addition of the discounted rate.

Marketing & Sponsorship Coordinator was consulted to discuss the sponsorship portion of the agreement with Jump.ca that is part of this agreement.

The City Solicitor provided review and advice regarding the agreement and revisions were made by SaskTel.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Information Technology will communicate the decisions made to venter as well as to the Marketing & Sponsorship Coordinator and staff.

FINANCIAL IMPLICATIONS:

In 2017 it was reported that the City was spending \$139,922 on cellular devices. The new rate with the contract was \$87,540, an estimated savings of \$52,383 in the first year. Jump.ca continues to offer the rates established in 2017.

Each department is responsible for budgeting for cellular services. Since rates have not changed from 2017, no budget impacts are anticipated.

With the addition of the enhanced rate discounts to specific plans it gives The City the ability to provide more appropriate plans. Jump.ca will provide sponsorship in the form of \$5,000 for 2023.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no OCP privacy or policy implications.

STRATEGIC PLAN:

Delivering Professional Governance by

- partnering with a Saskatchewan based and local dealer that has maintained exceptional service, competitive pricing and that has invested and continues to invest in our community.
- Continuing to ensure the best technology is used for our cellular devices.

OPTIONS TO RECOMMENDATION:

- 1) Send the mobility contract to tender.

This option is not being recommended because while changing providers may yield some short-term financial savings, the administrative process involved in switching over 243 cellular devices (cellular modems, laptops, phones, etc) is a significant undertaking. Given the competitive pricing already provided through Sasktel, there is limited savings forecasted and therefore the additional administrative undertaking does not warrant making a change.

Although Administration is confident this pricing remains competitive, if it is the wish of City Council to issue an RFP for services, it is recommended that the contract be renewed for a one-year term until May 2024. Administration would issue the RFP be completed prior to the next renewal date when the potential change can be resourced and planned for by both City IT and the Police Service.

It is recommended that the RFP be issued in 2023 to ensure resources are allocated appropriately.

PUBLIC NOTICE

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

PRESENTATION: Verbal Presentation: Kiley Bear, Director of Corporate Services

ATTACHMENTS:

Written by: Michelle Schiefner, Innovation and IT Manager

Approved by: Director of Corporate Services & City Manager



RPT 23-229

TITLE: Ward 8 Councillor By-Election Official Results

DATE: June 2, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 23-229 be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to provide the Official Declaration of Results for the 2023 Ward 8 By-Election which was held on May 31, 2023.

PROPOSED APPROACH AND RATIONALE:

Pursuant to the provisions of Section 139(2) of *The Local Government Election Act, 2015*, attached is the Official Declaration of Results, with respect to the Ward 8 By-Election held in the City of Prince Albert on May 31, 2023.

Darren Solomon was declared duly elected for the Office of Councillor for Ward 8 on June 2, 2023 for a term expiring November 13, 2024.

Utilizing the most updated Census Population data, the estimated number of eligible voters in Ward 8 is 3372. Therefore, the overall estimated voter turnout was 20.2%. It should be noted that By-Elections typically generate a lower number of voters at the poll than at a General Election.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Declaration of Results
2. Polling Area Map

Written by: Terri Mercier, Returning Officer

Approved by: City Manager

2023 Prince Albert Ward 8 By-Election

Declaration of Results

Councillor – Ward Eight: The City of Prince Albert for the election held on the 31st day of May, 2023.

Names of Candidates	Number of Votes
Darren Solomon	214
Doug Erickson	177
Pamela Sukut	134
Peter Friedrichsen	89
Dennis J. Nowoselsky	67

Number of over voted ballots: 1

Number of under voted ballots: 0

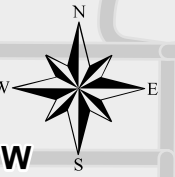
Total number of electors who have voted: 684

I declare that this is an accurate statement of the votes cast for the office of Councillor – Ward Eight for The City of Prince Albert and further declare Darren Solomon duly elected Councillor representing Ward Eight for The City of Prince Albert for a term expiring on November 13, 2024.

Dated at Prince Albert this 2nd day of June, 2023.





Returning Officer



Ward 8

2023 Ward 8 By-Election Polling Area and Place Map

Legend

-  Polling Station
Arthur Pechey School
2675, 4 Ave W
-  Polling/Ward Area



City of
Prince Albert

MOT 23-3

MOTION:

“That the City work towards Net-Zero Emissions by 2030 through actions, such as tree planting and/or employing technologies that can capture carbon before it is released into the air.”

Written by: Mayor Dionne



City of
Prince Albert

CORR 23-44

TITLE: The City's Pathway to Net-Zero Emissions

DATE: June 14, 2023

TO: City Council

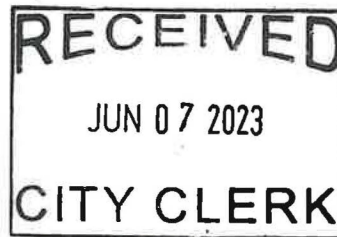
PUBLIC: X

INCAMERA:

ATTACHMENTS:

1. Letter dated June 5, 2023

Written by: Representatives from Saskatchewan Environment Society



City Council

PRESIDENT

M. Asmuss, MCEd., B.A. Hon.

VICE PRESIDENT

R.A. Halliday, P.Eng.

TREASURER

R. Lepage, CPA, CMC, C.Dir.

DIRECTORS

H. Carlson, MPP, B.Sc.

J. Hanson

A. Lindgren, M.E.S., B.A. Hon.

L. Luciuk, B.A. & Sc.

P. Prebble, M. SEM, M.Ed., BBA

L. Salm, J.D., B.A.

B. Weichel, M.Sc.

G. Wright, J.D., M.Sc., B.Sc., P.Eng.

S. Valentine, B.Sc. Hon.,

M.D. Candidate

TELEPHONE

1.306.665.1915

EMAIL

info@environmentalsociety.ca

WEBSITE

www.environmentalsociety.ca

MAIL

PO Box 1372 Saskatoon SK S7K 3N9

OFFICE

220 20th Street West Saskatoon

June 5, 2023

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

Dear Mayor Dionne and Prince Albert City Council,

The Saskatchewan Environmental Society (SES) applauds the City of Prince Albert for passing a motion to achieve net-zero emissions from its operations by 2030. The leadership demonstrated by the City of Prince Albert to achieve net zero by 2030 is needed in Saskatchewan and the SES is pleased that Mayor Dionne had the courage to propose this important goal.

We are living in a time of great change, and this makes people uneasy. Our carbon-intensive way of life and the climatic changes that it is producing are both a challenge and an opportunity. Public opinion polls in Canada show that demand for climate action is on the rise, that people recognize the importance of clean energy, but also that people support expanding oil and gas. However, climate scientists assert that fossil fuels need to be phased out worldwide over the next 25 to 30 years if we want to protect our quality of life. It is important that the City of Prince Albert (the "City") helps to show the causes of climate change and a path forward, creating a sense of momentum, while addressing affordability.

The SES looks forward to details surrounding the City's plans to achieve its net zero goals. If it has not already been done, SES suggests that the City conduct a review of its current sources of GHG emissions and use this to focus its GHG reduction activities. SES knows that the pathway generally involves reducing our impacts, replacing polluting energy systems with clean energy, and reconciling our relationships with each other and nature. As stated previously, these changes can be difficult to understand and implement, so it is important that public education and engagement is pursued to help win hearts and minds.

As stated in the latest IPCC report:¹

Net zero CO₂ energy systems entail: **a substantial reduction in overall fossil fuel use**, minimal use of unabated fossil fuels, and use of carbon capture and storage in the remaining fossil fuel systems; electricity systems that emit no net CO₂; **widespread electrification**; alternative energy carriers in applications less amenable to electrification; **energy conservation and efficiency**; and greater integration across the energy system.
[emphasis added]

¹ SYNTHESIS REPORT OF THE IPCC SIXTH ASSESSMENT REPORT, online: https://report.ipcc.ch/ar6syр/pdf/IPCC_AR6_SYR_SPM.pdf



SES is pleased that the City has recognized the importance of electrification and energy efficiency as demonstrated by the upgrade of lighting to LEDs and the recent purchase of electric ice resurfacing equipment. These actions help residents see solutions being implemented and are important to help promote "solutions literacy" among the public.

SES does note that the net zero motion specifically called out actions "such as tree planting and/or employing technologies that can capture carbon before it is released into the air." SES would like to suggest caution to the City in this regard. While it is true that there are numerous benefits to planting trees, governments need to be careful about targets based on net accounting that may undermine mitigation action. The primary focus should be on reducing emissions via energy efficiency, eliminating waste, and fuel switching away from carbon intensive fossil fuels. As the City is closely connected to the forestry industries, we would encourage council to The Land Gap Report of 2022 which helps explain why governments' over reliance on carbon removals could prove problematic.²

Climate change is caused by human activities that burn fossil fuels like gas, oil and coal and release carbon pollution into the air which traps the sun's heat. To slow climate change, we must stop polluting. The main solution is to use clean electricity and become more energy aware and efficient. The City can create a sense of momentum by electrifying its operations and by encouraging residents and businesses to electrify their homes, vehicles, and companies.

Thank you for leading the City to embark on the pathway to net zero by 2030. It is important to emphasize that every reduction of greenhouse gas emissions will make a difference to the future of human civilization. Every one-tenth of a degree rise in global average temperature that can be prevented will make a positive difference to the next generation. We owe it to our children and grandchildren and all future generations to do everything we can over the next decade to address the climate emergency and to set the stage for achieving carbon neutrality by 2050.

If there is interest, SES would be willing to meet with representatives of the City and/or to put them in contact with other municipalities and/or organizations that are working on municipal climate action. We look forward to seeing further details outlining the pathway to net zero for the City of Prince Albert.

Sincerely,

Margret Asmuss, President

Peter Prebble, Board Member

Bob Halliday, Vice President

Glenn Wright, Board Member

² Dooley K., et al, *The Land Gap Report*, Available at: <https://www.landgap.org/>



City of
Prince Albert

INQ 23-5

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. May 15, 2023 City Council Meeting Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
 From: City Manager

May 15, 2023 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Ogradnick	INQ#23-06	<p>Council received a letter from Prince Albert Downtown Business Improvement District on July 18, 2022 about a needed Business Incentive Proposal for the downtown and it was referred to the Planning and Development Services Department for review. What is happening to the Business Incentive Proposal for the downtown and when will Council see a response on the proposal?</p>	<p>Planning & Development Services</p>	<p>30-May</p>	<p>The Director of Planning & Development Services:</p> <p>Following the July 18, 2022 Executive Committee meeting, correspondence from the Prince Albert Downtown Business Improvement District (PADBID) was considered and referred to the Planning and Development Services Department. Since then, we have met with PADBID to review the programs and to consider some improvements. At the same time, Administration met internally to discuss the implication of the program, and how best to roll them out.</p> <p>In consultation with PADBID, we prepared drafts of the Incentive Program for further discussion. Through internal discussions of the program, it was determined that the City's assessment process will be changing in the near future, which will impact how these programs are implemented. This was discussed with the Board and the Board agreed to have the City Assessor attend an upcoming meeting to have a better understanding of the assessment process. An invitation was extended to City Administration to attend an upcoming Board meeting on June 21, 2023. After this meeting takes place, it is expected that we will be in a position to finalize a program(s) to be presented to Executive Committee at its meeting on August 14, 2023.</p>



City of
Prince Albert

MOT 23-4

MOTION:

“That Administration prepare a report on installing flashing pedestrian lights at the intersection of 15th Avenue East and Marquis Road and be considered in the 2024 Budget.”

Written by: Councillor Edwards