



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **AGENDA**

**THURSDAY, NOVEMBER 16, 2023, 8:00 A.M.  
FRIDAY, NOVEMBER 17, 2023, 8:00 A.M.  
SATURDAY, NOVEMBER 18, 2023, 8:00 A.M.  
COUNCIL CHAMBER, CITY HALL**

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF AGENDA**

#### **3. DECLARATION OF CONFLICT OF INTEREST**

#### **4. ADOPTION OF MINUTES**

- 4.1 November 1, 2022 External Agencies Business Plan Review Meeting Minutes for Approval (MIN 23-91)
- 4.2 November 16, 2022 Budget Committee Meeting Minutes for Approval (MIN 23-92)
- 4.3 November 17, 2022 Budget Committee Meeting Minutes for Approval (MIN 23-93)
- 4.4 November 18, 2022 Budget Committee Meeting Minutes for Approval (MIN 23-94)
- 4.5 November 30, 2023 Budget Committee Meeting Minutes for Approval (MIN 23-95)

## 5. GENERAL FUND BUDGET FOR REVIEW

### 5.1 OVERVIEW & FINANCIAL HIGHLIGHTS

#### 5.1.1 Overview & Financial Highlights

Verbal Presentation: Ramona Fauchoux, Director of Financial Services

5.1.1.1 Report Tab 1 – Items Referred to 2024 Budget from City Council/Executive Committee/Budget Committee (RPT 23-383)

5.1.1.2 Report Tab 2 – 2024 Long Term Debt Summary (RPT 23-378)

5.1.1.3 Report Tab 3 – 2023 General Fund Capital Projects Update (RPT 23-384)

### 5.2 CAPITAL PROJECTS DETAILS FUNDED

Capital Projects Details Funded

#### 5.2.1 C-01 – IT Projects

***Recommendation:***

***That Item No. C-01 with respect to IT Projects be approved at a cost of \$108,400 from the Information Technology Reserve.***

#### 5.2.2 C-02 – Backups

***Recommendation:***

***That Item No. C-02 with respect to Backups be approved at a cost of \$45,200 from the Information Technology Reserve.***

#### 5.2.3 C-03 – Web Portal System

***Recommendation:***

***That Item No. C-03 with respect to Web Portal System be approved at a cost of \$35,500 from the Information Technology Reserve.***



5.2.4 C-04 – Work & Asset Management

**Recommendation:**

***That Item No. C-04 with respect to Work & Asset Management be approved at a cost of \$25,000 from the Information Technology Reserve.***

5.2.5 C-05 – Data Centre

**Recommendation:**

***That Item No. C-05 with respect to Data Centre be approved at a cost of \$20,000 from the Information Technology Reserve.***

5.2.6 C-06 – Roofing Repair Projects

5.2.6.1 Report Tab 17 – 2023 Roofing Report (RPT 23-379)

**Recommendation:**

***That Item No. C-06 with respect to Roofing Repair Projects be approved at a cost of \$200,000.***

5.2.7 C-07 – Art Hauser Centre Ice Plant Replacement

**Recommendation:**

***That Item No. C-07 with respect to Art Hauser Centre Ice Plant Replacement be approved at a cost of \$170,000.***

5.2.8 C-08 – Playground Replacement Program

**Recommendation:**

***That Item No. C-08 with respect to Playground Replacement Program be approved at a cost of \$150,000.***

5.2.9 C-09 – Reconstruction of Park Pathways

**Recommendation:**

***That Item No. C-09 with respect to Reconstruction of Park Pathways be approved at a cost of \$60,000.***

5.2.10 C-10 – Landscaping Projects

**Recommendation:**

***That Item No. C-10 with respect to Landscaping Projects be approved at a cost of \$50,000.***

5.2.11 C-11 – Golf Course Improvements – Pathways

5.2.11.1 Report Tab 9 – 2024 Golf Course Improvements (RPT 23-360)

**Recommendation:**

***That Item No. C-11 with respect to Golf Course Improvements – Pathways be approved at a cost of \$60,000 from the Golf Course Improvements Reserve.***

5.2.12 C-12 – Lakeland Ford Park – PA Slo-Pitch League Improvements

**Recommendation:**

***That Item No. C-12 with respect to Lakeland Ford Park – PA Slo-Pitch League Improvements be approved at a cost of \$30,000 from the PA Slo-Pitch League Reserve.***

5.2.13 C-13 – Prime Minister’s Park Improvements

**Recommendation:**

***That Item No. C-13 with respect to Prime Minister’s Park Improvements be approved at a cost of \$30,000 from the Prime Minister’s Park Improvement Reserve.***

5.2.14 C-14 – Roadways Recapping Program

**Recommendation:**

***That Item No. C-14 with respect to Roadways Recapping Program be approved at a cost of \$4,400,000.***

5.2.15 C-15 – Continuation of Resurfacing Municipal Service Centre Shop Bay Concrete Floor

**Recommendation:**

***That Item No. C-15 with respect to Continuation of Resurfacing Municipal Service Centre Shop Bay Concrete Floor be approved at a cost of \$50,000.***

5.2.16 C-16 – Cloverdale Road – Road Upgrades

5.2.16.1 Report Tab 20 – Cloverdale Road Upgrades (RPT 23-348)

**Recommendation:**

***That Item No. C-16 with respect to Cloverdale Road – Road Upgrades be approved at a cost of \$65,000.***

5.2.17 C-17 – Long-Term Debt Repayment – Golf Course Irrigation Replacement

**Recommendation:**

***That Item No. C-17 with respect to Long-Term Debt Repayment – Golf Course Irrigation Replacement be approved at a cost of \$69,000 from the Golf Course Improvements Reserve.***

5.2.18 C-18 – Long-Term Debt Repayment – Aquatic & Arenas Recreation Centre (\$16M)

**Recommendation:**

***That Item No. C-18 with respect to Long-Term Debt Repayment – Aquatic & Arenas Recreation Centre (\$16M) be approved at a cost of \$250,720 from the Recreation Centre Reserve.***

5.2.19 C-19 – Long-Term Debt Repayment – Aquatic & Arenas Recreation Centre (\$30M)

**Recommendation:**

***That Item No. C-19 with respect to Long-Term Debt Repayment – Aquatic & Arenas Recreation Centre (\$30M) be approved at a cost of \$375,700 from the Recreation Centre Reserve.***

5.2.20 C-20 – Long-Term Debt Repayment – West Hill Infrastructure Improvements

**Recommendation:**

***That Item No. C-20 with respect to Long-Term Debt Repayment – West Hill Infrastructure Improvements be approved at a cost of \$23,600.***

5.2.21 C-21 – Long-Term Debt Repayment – City Transit Buses

**Recommendation:**

***That Item No. C-21 with respect to Long-Term Debt Repayment – City Transit Buses be approved at a cost of \$266,000.***

**5.3 CAPITAL PROJECTS DETAILS NOT FUNDED**

5.3.1 Capital Projects Details Not Funded

5.3.1.1 Report Tab 18 – Little Red River Park Development Update (RPT 23-364)

**Recommendation:**

***That the following 2024 Capital Budget Projects be received as information and filed:***

<b><i>UC-01</i></b>	<b><i>Prince Albert Historical Museum – Window Replacement</i></b>	<b><i>\$250,000</i></b>
<b><i>UC-02</i></b>	<b><i>Little Red River Park Development</i></b>	<b><i>\$125,000</i></b>
<b><i>UC-03</i></b>	<b><i>Future of Frank Dunn Pool</i></b>	<b><i>\$125,000</i></b>
<b><i>UC-04</i></b>	<b><i>Future of Dave Steuart Arena</i></b>	<b><i>\$625,000</i></b>

**5.4 CAPITAL BUDGET**

5.4.1 2024 Capital Budget Approval

**Recommendation:**

***That the 2024 General Fund Capital Budget in the total amount of \$6,822,920 including \$338,800 in Police Capital be approved as follows:***

Capital Funding	\$5,145,000
Reserve Funding	\$1,388,320
Long-Term Debt Principal Payments	\$289,600
<b>Total Capital Spending</b>	<b>\$6,822,920</b>

## 5.5 FLEET

### 5.5.1 Funded Fleet Equipment Requests

**Recommendation:**

***That the total 2024 Budget for the Fleet Equipment be approved at a cost of \$3,230,500 funded from the City's Equipment and Fleet, Fire Equipment and Golf Course Equipment Reserve, identified as follows, and the allocations of \$371,000 funded from the Police Fleet Reserve:***

<b>Community Services Equipment</b>		
FL-01	Replacement of Units 4544 and 4545 – ½ Ton Crew Cab Trucks	\$140,000
FL-02	Replacement of Unit 4604 – Truck with Aerial Device	\$450,000
FL-03	Replacement of Unit 4609 – 1 Ton Truck	\$100,000
FL-04	Replacement of Unit 6139 – 11 Foot Mower	\$215,000
FL-05	Replacement of Unit 6137 – Fairway Mower	\$140,000
FL-06	Replacement of Unit 6205 – Turbine Blower	\$17,500
<b>Fire Services Equipment</b>		
FL-07	Replacement Program – Self Contained Breathing Apparatus (SCBA)	\$38,000
FL-08	Replacement of Unit 2101 – Truck 1 Ton and Unit 2149 – Ultra High Pressure Mounted Skid	\$150,000
<b>Public Works Equipment</b>		
FL-09	Replacement of Unit 54 – Automated Waste Collection Truck	\$250,000
FL-10	Replacement of Unit 66 – Garbage Truck with Rapid Rail Compactor	\$495,000
FL-11	Replacement of Unit 71 – Sander	\$25,000
FL-12	Replacement of Unit 90 – Tandem Axle Gravel/Sander Truck	\$285,000
FL-13	Replacement of Unit 93 – Tandem Axle Gravel/Sander Truck	\$500,000
FL-14	Replacement of Unit 97 – Tandem Axle Gravel/Sander Truck	\$285,000
FL-15	Replacements of Units 102 and 133 – Two (2) ½ Ton Trucks	\$140,000
	<b>Total Fleet Purchases</b>	<b>\$3,230,500</b>

<b>Reserve Allocation</b>	
City's Equipment and Fleet Reserve	\$2,885,000
Fire Equipment Reserve	\$188,000
Golf Course Equipment Reserve	\$157,500
Police Service Fleet Reserve	\$371,000
<b>Total Fleet Funding</b>	<b>\$3,601,500</b>

5.5.2 Unfunded Fleet Equipment Requests

**Recommendation:**

***That the following 2024 Unfunded Fleet Equipment Requests be received as information and filed:***

<b>Community Services Equipment</b>		
UFL-01	Replacement of Unit 4547 – ½ Ton Truck	\$70,000
UFL-02	Replacement of Unit 4715 – John Deere Truckster	\$28,000
UFL-03	Replacement of Unit 4802 – Fork Lift	\$135,000
UFL-04	Replacement of Unit 4914 – Agricultural Tractor	\$125,000
UFL-05	Replacement of Units 5620 and 5621 – Mower Mounted Weed Sprayers	\$40,000
<b>Public Works Equipment</b>		
UFL-06	Replacement of Unit 98 – Tandem Axle Gravel Truck	\$285,000
UFL-07	Replacement of Unit 87 – Single Axle Gravel/Sander Truck	\$225,000
UFL-08	Replacement of Unit 146 – ½ Ton Truck	\$70,000

**5.6 CORPORATE GOVERNANCE**

5.6.1 City Clerk Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the City Clerk Functional Area be approved at a cost of \$769,380, as presented.***

5.6.2 City Manager Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the City Manager Functional Area be approved at a cost of \$527,500, as presented.***

5.6.3 Mayor Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Mayor Functional Area be approved at a cost of \$205,670, as presented.***

5.6.4 City Council Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the City Council Functional Area be approved at a cost of \$429,470, as presented.***

5.6.5 Legal Services Functional Area

5.6.5.1 Report Tab 5 – Assessment Legal Counsel (RPT 23-67)

**Recommendation:**

***That the total 2024 Operating Budget for the Legal Services Functional Area be approved at a cost of \$660,810, as presented.***

**5.7 CORPORATE SERVICES**

5.7.1 Corporate Communications Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Corporate Communications Functional Area be approved at a cost of \$175,640, as presented.***

5.7.2 Human Resources Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Human Resources Functional Area be approved at a cost of \$1,211,555, as presented.***

5.7.3 Occupational Health and Safety Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Occupational Health and Safety Functional Area be approved at a cost of \$158,870, as presented.***

5.7.4 Information Technology Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Information Technology Functional Area be approved at a cost of \$1,526,540, as presented.***

**5.8 PLANNING & DEVELOPMENT SERVICES**

5.8.1 Planning Functional Area

5.8.1.1 Report Tab 16 – Saskatchewan Housing Corporation –  
Municipal Settlement Share (CORR 23-72)

**Recommendation:**

***That the total 2024 Operating Budget for the Planning Functional Area be approved at a cost of \$882,375, as presented.***

5.8.2 Building Inspections Functional Area

5.8.2.1 Report Tab 21 – Building Inspection Services Reserve  
Establishment (RPT 23-368)

**Recommendation:**

***That the total 2024 Operating Budget for the Building Inspections Functional Area be approved at a cost of \$209,330, as presented.***

5.8.3 Economic Development Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Economic Development Functional Area be approved at a surplus of (\$65,420), as presented.***



5.8.4 GIS Division Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the GIS Division Functional Area be approved at a cost of \$216,950, as presented.***

5.8.5 Tourism Division Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Tourism Division Functional Area be approved at a cost of \$141,190, as presented.***

5.8.6 Bylaw Services Division Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Bylaw Services Division Functional Area be approved at a cost of \$726,490, as presented.***

5.8.7 Parking Tickets, Downtown Parking Lots and Meters Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Parking Tickets, Downtown Parking Lots and Meters Functional Area be approved at a surplus of (\$436,590), as presented.***

5.8.8 Impound Lot Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Impound Lot Functional Area be approved at a surplus of (\$220,240), as presented.***

**5.9 FINANCIAL SERVICES**

5.9.1 Assessment Functional Area

5.9.1.1 Report Tab 6 – Assessment Consultant Services (RPT 23-188)

**Recommendation:**

***That the total 2024 Operating Budget for the Assessment Functional Area be approved at a cost of \$775,770, as presented.***

5.9.2 Asset Management Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Asset Management Functional Area be approved at a cost of \$130,000, as presented.***

5.9.3 Financial Services Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Financial Services Functional Area be approved at a cost of \$1,711,390, as presented.***

5.9.4 Purchasing and Stores Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Purchasing and Stores Functional Area be approved at a cost of \$435,360, as presented.***

**5.10 FIRE SERVICES**

5.10.1 Fire Administration Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Fire Administration Functional Area be approved at a cost of \$1,218,690, as presented.***

5.10.2 Fire Fighting Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$6,548,120, as presented.***

5.10.3 Fire Prevention Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Fire Prevention Functional Area be approved at a cost of \$331,990, as presented.***

5.10.4 Fire Fleet and Equipment Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Fire Fleet and Equipment Functional Area be approved at a cost of \$711,540, as presented.***

5.10.5 Fire Building Maintenance Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Fire Building Maintenance Functional Area be approved at a cost of \$107,570, as presented.***

**5.11 COMMUNITY SERVICES**

5.11.1 Facilities Maintenance – Other Functional Area

2024 List of Proposed Facility Projects – Operating

**Recommendation:**

***That the total 2024 Operating Budget for the Facilities Maintenance – Other Functional Area be approved at a cost of \$543,095, as presented.***

5.11.2 Alfred Jenkins Field House Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Alfred Jenkins Field House Functional Area be approved at a cost of \$290,645, as presented.***

5.11.3 Art Hauser Centre Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Art Hauser Centre Functional Area be approved at a cost of \$749,575, as presented.***

5.11.4 Aquatic and Arenas Recreation Centre Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Aquatic and Arenas Recreation Centre Functional Area be approved at a cost of \$1,845,410, as presented.***

5.11.5 Margo Fournier Arts Centre Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Margo Fournier Arts Centre Functional Area be approved at a cost of \$154,560, as presented.***

5.11.6 Bernice Sayese Centre Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Bernice Sayese Centre Functional Area be approved at a cost of \$76,985, as presented.***

5.11.7 Cemetery Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Cemetery Functional Area be approved at a cost of \$94,410, as presented.***

5.11.8 Facilities Maintenance – City Hall Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Facilities Maintenance – City Hall Functional Area be approved at a cost of \$435,330, as presented.***

5.11.9 Community Clubs Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Community Clubs Functional Area be approved at a cost of \$407,245, as presented.***

5.11.10 Community Services Administration Functional Area

5.11.10.1 Report Tab 7 – 2024 Rates & Fees – Community Services Department (RPT 23-363)

**Recommendation:**

***That the total 2024 Operating Budget for the Community Services Administration Functional Area be approved at a cost of \$698,550, as presented.***

5.11.11 Cooke Municipal Golf Course Functional Area

5.11.11.1 Report Tab 8 – 2024 Rates & Fees – Cooke Municipal Golf Course (RPT 23-361)

5.11.11.2 2024 Rates & Fees – Cooke Municipal Golf Course Executive Committee Motion (PRESENTED AT MEEITNG)

**Recommendation:**

- 1. That the total 2024 Operating Budget for the Cooke Municipal Golf Course Functional Area be approved at a surplus of (\$95,740), as presented;**
- 2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve;**
- 3. That \$60,000 of the annual Revenue Generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair; and,**
- 4. That the 2024 Golf Course Pathway Improvement Plan, as attached to RPT 23-333, be approved.**

5.11.12 Dave G. Steuart Arena Functional Area

**Recommendation:**

**That the total 2024 Operating Budget for the Dave G. Steuart Arena Functional Area be approved at a cost of \$190,015, as presented.**

5.11.13 E.A. Rawlinson Centre Functional Area

**Recommendation:**

**That the total 2024 Operating Budget for the E.A. Rawlinson Centre Functional Area be approved at a cost of \$449,320, as presented.**

5.11.14 City Beautification Functional Area

**Recommendation:**

**That the total 2024 Operating Budget for the City Beautification Functional Area be approved at a cost of \$78,145, as presented.**

5.11.15 Frank J. Dunn Swimming Pool Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Frank J. Dunn Swimming Pool Functional Area be approved at a cost of \$669,385, as presented.***

5.11.16 Prince Albert Public Library Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Prince Albert Public Library Functional Area be approved at a cost of \$25,720, as presented.***

5.11.17 Kinsmen Arena Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Kinsmen Arena Functional Area be approved at a cost of \$193,505, as presented.***

5.11.18 Kinsmen Park Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Kinsmen Park Functional Area be approved at a cost of \$125,410, as presented.***

5.11.19 Kinsmen Ski Hill Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Kinsmen Ski Hill Functional Area be approved at a cost of \$89,295, as presented.***

5.11.20 Kinsmen Water Park Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Kinsmen Water Park Functional Area be approved at a cost of \$267,590, as presented.***

5.11.21 Little Red Park Functional Area

5.11.21.1 Report Tab 10 – Little Red River Park Washroom (RPT 23-219)

**Recommendation:**

- 1. That the total 2024 Operating Budget for the Little Red Park Functional Area be approved at a cost of \$331,905, as presented; and,**
- 2. That the proposed 2024 initiatives at the Little Red River Park, as outlined in RPT 23-364, be approved.**

5.11.22 Kinsmen Community Heritage Centre Functional Area

**Recommendation:**

**That the total 2024 Operating Budget for the Kinsmen Community Heritage Centre Functional Area be approved at a cost of \$47,730, as presented.**

5.11.23 Museums Functional Area

**Recommendation:**

**That the total 2024 Operating Budget for the Museums Functional Area be approved at a cost of \$206,850, as presented.**

5.11.24 Outdoor Sports Fields Functional Area

**Recommendation:**

**That the total 2024 Operating Budget for the Outdoor Sports Fields Functional Area be approved at a cost of \$184,615, as presented.**

5.11.25 Parks Functional Area

**Recommendation:**

**That the total 2024 Operating Budget for the Parks Functional Area be approved at a cost of \$1,779,200, as presented.**

5.11.26 Playgrounds and Playstructures Functional Area

**Recommendation:**

**That the total 2024 Operating Budget for the Playgrounds and Playstructures Functional Area be approved at a cost of \$286,105, as presented.**

5.11.27 Prince Albert Golf and Curling Centre Functional Area

5.11.27.1 Report Tab 15 – Prince Albert Golf & Curling Centre – Request for Utility Assistance (CORR 23-62)

**Recommendation:**

***That the total 2024 Operating Budget for the Prince Albert Golf and Curling Centre Functional Area be approved at a cost of \$46,330, as presented.***

5.11.28 Recreation Supervision Functional Area

5.11.28.1 Report Tab 14 – 2024 Waiving of Fees Requests (RPT 23-376)

**Recommendation:**

- 1. That the total 2024 Operating Budget for the Recreation Supervision Functional Area be approved at a cost of \$676,240, as presented; and,***
- 2. That the 2024 Waiving of Fees Requests, as outlined in RPT 23-376, be approved.***

5.11.29 Municipal Cultural Action Plan (MCAP) Functional Area

5.11.29.1 Report Tab 11 – Municipal Cultural Action Plan (MCAP) Update (RPT 23-261)

**Recommendation:**

- 1. That the total 2024 Operating Budget for the Municipal Cultural Action Plan (MCAP) Functional Area be approved at a cost of \$40,000, as presented; and,***
- 2. That a Reserve Fund be established to fund initiatives outlined in the Municipal Cultural Action Plan.***

5.11.30 Public Art Functional Area

5.11.30.1 Report Tab 12 – Public Art Update (RPT 23-262)

**Recommendation:**

***That the total 2024 Operating Budget for the Public Art Functional Area be approved at a cost of \$13,500, as presented.***



5.11.31 Saskatchewan Lotteries Program Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Saskatchewan Lotteries Program Functional Area be approved at a cost of \$0, as presented.***

5.11.32 Skateboard Park Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Skateboard Park Functional Area be approved at a cost of \$35,775, as presented.***

5.11.33 Tourist Information Centre Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Tourist Information Centre Functional Area be approved at a cost of \$24,395, as presented.***

**5.12 PUBLIC WORKS**

5.12.1 Public Works Administration Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Public Works Administration Functional Area be approved at a cost of \$1,083,420, as presented.***

5.12.2 Municipal Service Centre Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Municipal Service Centre Functional Area be approved at a cost of \$213,795, as presented.***

5.12.3 Old City Yards Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Old City Yards Functional Area be approved at a cost of \$123,990, as presented.***

5.12.4 Back Lanes Maintenance Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Back Lanes Maintenance Functional Area be approved at a cost of \$98,910, as presented.***

5.12.5 Sidewalks Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Sidewalks Functional Area be approved at a cost of \$256,080, as presented.***

5.12.6 Snow Management Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Snow Management Functional Area be approved at a cost of \$1,682,850, as presented.***

5.12.7 Street Lighting Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Street Lighting Functional Area be approved at a cost of \$1,033,730, as presented.***

5.12.8 Streets and Roads Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Streets and Roads Functional Area be approved at a cost of \$954,015, as presented.***

5.12.9 Street Sweeping Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Street Sweeping Functional Area be approved at a cost of \$323,190, as presented.***

5.12.10 Traffic Counts and Lane Markings Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Traffic Counts and Lane Markings Functional Area be approved at a cost of \$236,100, as presented.***

5.12.11 Traffic Lights Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Traffic Lights Functional Area be approved at a cost of \$398,900, as presented.***

5.12.12 Traffic Signs Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Traffic Signs Functional Area be approved at a cost of \$437,760, as presented.***

5.12.13 City Public Transit Functional Area

5.12.13.1 Report Tab 13 – Transit Extended Hours – Budget 2024  
(RPT 23-358)

**Recommendation:**

***That the total 2024 Operating Budget for the City Public Transit Functional Area be approved at a cost of \$1,653,700, as presented.***

**5.13 EXTERNAL AGENCIES**

5.13.1 Prince Albert Community Service Centre – Special Needs  
Transportation Functional Area

5.13.1.1 Prince Albert Community Service Centre 2024 Budget  
Submission

**Recommendation:**

***That the total 2024 Operating Budget for the Prince Albert Community Service Centre – Special Needs Transportation Functional Area be approved at a cost of \$694,400, as presented.***

- 5.13.2 Prince Albert Community Service Centre – Seniors Transportation Functional Area

**Recommendation:**

***That the total 2024 Operating Budget for the Prince Albert Community Service Centre – Seniors Transportation Functional Area be approved at a cost of \$69,500, as presented.***

- 5.13.3 Prince Albert Arts Board Functional Area

- 5.13.3.1 Prince Albert Arts Board 2024 Budget Submission

**Recommendation:**

***That the total 2024 Operating Budget for the Prince Albert Arts Board Functional Area be approved at a cost of \$25,000, as presented.***

- 5.13.4 Prince Albert Historical Society – Museum Functional Area

- 5.13.4.1 Prince Albert Historical Society 2024 Budget Submission

**Recommendation:**

***That the total 2024 Operating Budget for the Prince Albert Historical Society – Museum Functional Area be approved at a cost of \$71,080, as presented.***

- 5.13.5 Mann Art Gallery Functional Area

- 5.13.5.1 Mann Art Gallery 2024 Budget Submission

**Recommendation:**

***That the total 2024 Operating Budget for the Mann Art Gallery Functional Area be approved at a cost of \$100,000, as presented.***

- 5.13.6 Prince Albert Mobile Crisis Functional Area

- 5.13.6.1 Prince Albert Mobile Crisis Unit 2024 Budget Submission

**Recommendation:**

***That the total 2024 Operating Budget for the Prince Albert Mobile Crisis Functional Area be approved at a cost of \$43,600, as presented.***

## 5.14 POLICE SERVICE

### 5.14.1 Police Service Functional Area

#### 5.14.1.1 2024 Prince Albert Police Service Budget – Chief of Police Financial Overview (RPT 23-390)

PowerPoint Presentation: Patrick Nogier, Chief of Police

***Recommendation:***

***That the 2024 Prince Albert Police Service be funded in the amount of \$19,855,227, inclusive of Capital expenditures and the Police Base Tax.***

## 5.15 PRINCE ALBERT PUBLIC LIBRARY

### 5.15.1 Prince Albert Public Library Functional Area

#### 5.15.1.1 Prince Albert Public Library 2024 Budget Submission (CORR 23-68)

PowerPoint Presentation: Alex Juorio, Director, Library Services, Prince Albert Public Library

***Recommendation:***

***That the 2024 Prince Albert Public Library be funded inclusive of Capital expenditures in the amount of \$2,349,030.***

## 5.16 PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

### 5.16.1 Prince Albert Downtown Business Improvement District Functional Area

#### 5.16.1.1 Prince Albert Downtown Business Improvement District 2024 Budget Submission (CORR 23-69)

#### 5.16.1.2 Request for Funding – Downtown Private Security (CORR 23-70)

Verbal Presentation: Rhonda Trusty, Executive Director, Prince Albert Downtown Business Improvement District

***Recommendation:***

***That the 2024 Prince Albert Downtown Business Improvement District be funded in the amount of \$62,000.***

**5.17 OPERATING ISSUES NOT FUNDED**

5.17.1 Operating Issues Not Funded

**Recommendation:**

**That the following 2024 Operating Budget Issues be received as information and filed:**

<b>UF-01</b>	<b><i>Parks – Cost of Installing Sprinkler System for Irrigation along Riverbank that Encompasses the Downtown Area</i></b>	<b>\$250,000</b>
<b>UF-02</b>	<b><i>Prince Albert Golf and Curling Centre – Request for Additional Grant to Cover Utility Cost</i></b>	<b>\$72,910</b>
<b>UF-03</b>	<b><i>PADBID – Clean and Clear the Empty Lot on Corner of 11<sup>th</sup> Street and Central Avenue then Level it and Plant Grass</i></b>	<b>\$35,000</b>
<b>UF-04</b>	<b><i>PADBID – Downtown Security</i></b>	<b>\$40,000</b>
<b>UF-05</b>	<b><i>Community Service Centre – Special Needs Transportation – Increased Costs – Fuel, Salary, Wages and Benefits</i></b>	<b>\$103,525</b>
<b>UF-06</b>	<b><i>Historical Society – Cost of Living and New Position</i></b>	<b>\$45,471</b>

**5.18 UNFINISHED BUSINESS**

**5.19 RESERVE ALLOCATIONS**

5.19.1 Reserve Allocations

5.19.1.1 Report Tab 19 – Fire Station Capital Reserve (RPT 23-95)

**Recreation Centre Reserve Recommendation:**

- 1. That a Recreation Centre Reserve be established for the funding of the Prince Albert Recreation Centre Project;**
- 2. That City Council Resolution No. 0287 dated September 5, 2023, to allocate The Yard District Development Levies to the Civic Facilities Reserve, be rescinded;**
- 3. That the Recreation Centre Reserve be credited with the following:**
  - a. Annual revenue collected from the Civic Facilities Levy;**
  - b. Building Permit revenue generated annually from The Yard District;**

- c. **Applicable Taxation revenue generated annually from The Yard District;**
  - d. **Development Levy revenue generated annually from The Yard District; and**
  - e. **All Fundraising revenue collected for the Prince Albert Recreation Centre Project;**
4. **That the amount of \$47,147.09 credited to the Civic Facilities Reserve in 2022 from the Building Permit and Taxation Revenue of The Yard District be transferred to the Recreation Centre Reserve;**
  5. **That the Recreation Centre Reserve fund the annual debt financing payments for the borrowing related to the Aquatic and Arenas Recreation Centre; and,**
  6. **That all approved capital expenditures relating to the Prince Albert Recreation Centre be funded from the Recreation Centre Reserve.**

**Recommendation:**

**That the Budgeted Transfers be approved as follows:**

Alfred Jenkins Field House Improvements Reserve	\$103,500
Transfer from Alfred Jenkins Field House – Facility Projects	(\$26,500)
Arenas Improvement Reserve	\$44,620
Transfer from Arenas Improvement Reserve – Facility Projects	(\$55,000)
Transfer from Building Inspection Services Reserve	(\$116,850)
City Equipment and Fleet Reserve	\$2,200,000
Community Services Building Reserve	\$20,000
Destination Marketing Levy Reserve	\$351,500
Downtown Improvement Reserve	\$40,000
Downtown Improvement – Grants	(\$40,000)
E.A. Rawlinson Facility Reserve	\$65,000
Transfer from E.A. Rawlinson Facility Reserve – Facility Project	(\$22,500)
E.A. Rawlinson Mechanical Equipment Reserve	\$10,000
Fire Fleet Reserve	\$320,000
Fire Station Capital Reserve	\$500,000
Future Infrastructure Reserve	\$620,000
Golf Course Carts Reserve	\$40,000

Golf Course Equipment Reserve	\$80,000
Golf Course Reserve – Improvements	\$195,000
Information Technology Reserve	\$425,000
Kinsmen Water Park Reserve	\$25,000
Transfer from Kinsmen Water Park Reserve – Facility Project	(\$6,500)
Prince Albert Slo-Pitch League Reserve	\$34,300
Prince Albert Golf and Curling Club Mechanical Equipment Reserve	\$10,000
Pehonan Parkway Reserve	\$82,000
Police Capital Reserve	\$338,800
Police Fleet Reserve	\$220,000
Prime Ministers’ Park Improvement Reserve	\$3,130
Proactive Policing Reserve	\$554,600
Transfer from Proactive Policing Reserve – 2024 Policing Strategy	(\$691,625)
Project Beach Reserve	\$3,000
Public Art Capital Reserve	\$30,000
Transfer from Public Transit Reserve	(\$451,480)
Recreation Centre Reserve	\$1,550,000
Transfer from Recreation Centre Reserve – Debt Financing	(\$2,471,830)
South Hill Cemetery Perpetual Care Reserve	\$15,000
Transfer from Housing Reserve – Municipal Settlement Share	(\$104,465)
<b>TOTAL</b>	<b>\$3,893,700</b>



## 5.20 GENERAL GOVERNMENT

### 5.20.1 Allocation of Budgeted Operating Surplus

**Recommendation:**

***That the Budgeted Operating Surplus of (\$1,528,300), be allocated as follows:***

Operating Surplus	(\$1,528,300)
Non-Cash Adjustment - Amortization	(\$7,800,000)
<b>Operating Surplus – Adjusted</b>	<b>(\$9,328,300)</b>
Allocations:	
Capital Budget	\$5,145,000
Reserve Allocation	\$3,893,700
Principal Payments on Loans	\$289,600
<b>Total Allocations</b>	<b>\$9,328,300</b>
<b>Balanced Budget (Surplus)</b>	<b>\$0</b>

### 5.20.2 General Government Functional Area

#### 5.20.2.1 Report Tab 4 – Active Living Program (RPT 23-297)

**Recommendation:**

***That the total 2024 Operating Budget for the General Government Functional Area be approved at a cost of (\$63,698,445), as presented.***

## 6. SUBMIT TO COUNCIL

### 6.1 Submit to Council

**Recommendations:**

- 1. That The City of Prince Albert 2024 General Fund Operating and Capital Budgets, as amended, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval; and,***
- 2. That a Tax Policy Report, to raise the required amount of funding to balance the 2024 General Fund Budgets, be forwarded to City Council for consideration, in due course.***

## 7. ADJOURNMENT



City of  
**Prince Albert**

*MIN 23-91*

**MOTION:**

That the Minutes for the External Agencies Business Plan Review Regular Meeting held November 1, 2022, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



**CITY OF PRINCE ALBERT**  
**EXTERNAL AGENCIES BUSINESS PLAN REVIEW**  
**REGULAR MEETING**

**MINUTES**

**TUESDAY, NOVEMBER 1, 2022, 5:00 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 Ogradnick  
Councillor Blake Edwards  
Councillor Dawn Kilmer  
Councillor Ted Zurakowski

\*Note: Councillor Lennox-Zepp attended virtually but due to an audio issue was unable to participate in the meeting.

Terri Mercier, City Clerk  
Sherry Person, City Manager  
Kris Olsen, Fire Chief  
Briane Vance, Senior Accounting Manager  
Jody Boulet, Director of Community Services  
Ramona Fauchoux, Director of Financial Services  
Craig Guidinger, Director of Planning and Development Services

**1. CALL TO ORDER**

Mayor Dionne called the meeting to order.

## 2. APPROVAL OF AGENDA

0012. **Moved by:** Councillor Miller

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 Chair.

Absent: Councillor Lennox-Zepp

**CARRIED**

## 3. DECLARATION OF CONFLICT OF INTEREST

## 4. ADOPTION OF MINUTES

## 5. CORRESPONDENCE & DELEGATIONS

5.1 Prince Albert Golf and Curling Centre 2023 External Agency Business Plan Review Submission (CORR 22-103)

Verbal Presentation was provided by Mel Kelley, President, Prince Albert Golf and Curling Centre.

0013. **Moved by:** Councillor Head

That CORR 22-103 be received as information and filed.

Absent: Councillor Lennox-Zepp

**CARRIED**

5.2 Prince Albert Historical Society 2023 External Agency Business Plan Review Submission (CORR 22-104)

PowerPoint Presentation was provided by Fred Payton, President, Prince Albert Historical Society.

0014. **Moved by:** Councillor Miller

That CORR 22-104 be received as information and filed.

Absent: Councillor Lennox-Zepp

**CARRIED**

5.3 Prince Albert Arts Board 2023 External Agency Business Plan Review Submission (CORR 22-105)

PowerPoint Presentation was provided by Adreanna Boucher, Chair, Prince Albert Arts Board.

0015. **Moved by:** Councillor Kilmer

That CORR 22-105 be received as information and filed.

Absent: Councillor Lennox-Zepp

**CARRIED**

5.4 Mann Art Gallery 2023 External Agency Business Plan Review Submission (CORR 22-106)

PowerPoint Presentation was provided by Marcus Miller, Director/Curator, Mann Art Gallery.

0016. **Moved by:** Councillor Cody

That CORR 22-106 be received as information and filed.

Absent: Councillor Lennox-Zepp

**CARRIED**

**6. ADJOURNMENT – 5:45 P.M.**

0017. **Moved by:** Kilmer

That this Committee do now adjourn.

Absent: Councillor Lennox-Zepp

**CARRIED**

MAYOR GREG DIONNE  
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 16<sup>TH</sup> DAY OF NOVEMBER, A.D. 2023.



City of  
**Prince Albert**

*MIN 23-92*

**MOTION:**

That the Minutes for the Budget Committee Regular Meeting held November 16, 2022, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**WEDNESDAY, NOVEMBER 16, 2022, 8:07 A.M.  
COUNCIL CHAMBER, CITY HALL**

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

Terri Mercier, City Clerk  
Sherry Person, City Manager  
Kris Olsen, Fire Chief  
Jason Maier, Finance Controller  
Melodie Boulet, Finance Manager  
Jeff Da Silva, Operations Manager  
Wes Hicks, Director of Public Works  
Nykol Miller, Capital Projects Manager  
Kiley Bear, Director of Corporate Services  
Jody Boulet, Director of Community Services  
Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Mayor Dionne called the meeting to order.

## **2. APPROVAL OF AGENDA**

0018. **Moved by:** Councillor Miller

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

1. That the PowerPoint Presentation from Alex Juorio, Director, Library Services, Prince Albert Public Library Board received November 4, 2022, be added for consideration with Item No. 5.3.1.1; and,
2. That the Correspondence from Bill Powalinsky, Chief Executive Officer, Prince Albert Community Service Centre dated November 15, 2022, be added for consideration with Item No. 5.16.1.1.

**CARRIED**

## **3. DECLARATION OF CONFLICT OF INTEREST**

- 3.1 Councillor Edwards – Item 5.14.8 – Board Member of the Carlton Park Community Club.

## **4. ADOPTION OF MINUTES**

0019. **Moved by:** Councillor Kilmer

That the Minutes for the following Public Budget Committee Meetings be taken as read and adopted:

1. November 1, 2021;
2. November 17, 2021;
3. November 18, 2021;
4. November 19, 2021;
5. November 20, 2021;
6. December 1, 2021;
7. December 2, 2021; and,
8. February 7, 2022.

**CARRIED**



## **5. GENERAL FUND BUDGET FOR REVIEW**

### **5.1 OVERVIEW & FINANCIAL HIGHLIGHTS**

#### 5.1.1 Overview & Financial Highlights

PowerPoint Presentation was provided by Sherry Person, City Manager.

5.1.1.1 Report Tab 1 – Items Referred to 2023 Budget from City Council/Executive Committee/Budget Committee (RPT 22-388)

5.1.1.2 Report Tab 2 – 2023 Long Term Debt Summary (RPT 22-380)

5.1.1.3 Report Tab 6 – Assessment Appeals Risk (RPT 22-338)

### **5.2 POLICE SERVICE**

#### 5.2.1 Police Functional Area

5.2.1.1 2023 Prince Albert Police Service Budget – Chief of Police Financial Overview (RPT 22-386)

PowerPoint Presentation was provided by Jonathan Bergen, Chief of Police.

0020. **Moved by:** Councillor Zurakowski

1. That the 2023 Prince Albert Police Service be funded in the amount of \$18,336,700, inclusive of Capital expenditures and the Police Base Tax; and,
2. That the City accept a \$200,000 transfer from the Police Service Operating Reserve to the City's General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with budgeting shortfalls.

**CARRIED**

### **5.3 PRINCE ALBERT PUBLIC LIBRARY**

#### 5.3.1 Prince Albert Public Library Functional Area

##### 5.3.1.1 Prince Albert Public Library 2023 Budget Submission (CORR 22-92)

PowerPoint Presentation was provided by Alex Juorio, Director, Library Services, Prince Albert Public Library.

0021. **Moved by:** Councillor Head

That the 2023 Prince Albert Public Library be funded in the amount of \$2,253,950, inclusive of Capital expenditures.

**CARRIED**

### **5.4 PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT**

#### 5.4.1 Prince Albert Downtown Business Improvement District Functional Area

##### 5.4.1.1 Prince Albert Downtown Business Improvement District 2023 Budget (RPT 22-378)

##### 5.4.1.2 Prince Albert Downtown Business Improvement District 2023 Budget Presentation (CORR 22-96)

Verbal Presentation was provided by Rhonda Trusty, Executive Director, Prince Albert Downtown Business Improvement District.

0022. **Moved by:** Councillor Kilmer

1. That the 2023 Prince Albert Downtown Business Improvement District be funded in the amount of \$62,000;
2. That the additional request to fund downtown security and additional contractors for downtown events be approved at a maximum amount of \$80,000 from the Prince Albert Downtown Business Improvement Operating Reserve; and,
3. That the total Prince Albert Downtown Business Improvement District Functional Area be approved at \$142,000.

**CARRIED**

The meeting recessed at 10:15 a.m.

The meeting reconvened at 10:35 a.m.

## 5.5 CAPITAL PROJECTS

### 5.5.1 C1-01 – Networking

0023. **Moved by:** Councillor Kilmer

That Item No. C1-01 with respect to Networking be approved at a cost of \$25,000 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

**CARRIED**

### 5.5.2 C1-02 – End User Computing and Printing

0024. **Moved by:** Councillor Miller

That Item No. C1-02 with respect to End User Computing and Printing be approved at a cost of \$109,800 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

**CARRIED**

### 5.5.3 C1-03 – Corporate Portal and Intranet Systems

0025. **Moved by:** Councillor Kilmer

That Item No. C1-03 with respect to Corporate Portal and Intranet Systems be approved at a cost of \$89,900 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

**CARRIED**

### 5.5.4 C1-04 – Business Continuity

0026. **Moved by:** Councillor Kilmer

That Item No. C1-04 with respect to Business Continuity be approved at a cost of \$215,000 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

**CARRIED**

5.5.5 C1-05 – Web and Portal Systems

0027. **Moved by:** Councillor Head

That Item No. C1-05 with respect to Web and Portal Systems be approved at a cost of \$10,500 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

**CARRIED**

5.5.6 C1-06 – Finance and Administrative Systems

0028. **Moved by:** Councillor Head

That Item No. C1-06 with respect to Finance and Administrative Systems be approved at a cost of \$49,500 from the Information Technology Reserve.

Absent: Councillor Lennox-Zepp

**CARRIED**

5.5.7 C1-07 – Playground Replacement Program

5.5.7.1 Report Tab 13 – State of the Playgrounds 2022 (RPT 22-362)

0029. **Moved by:** Councillor Ogradnick

That Item No. C1-07 with respect to Playground Replacement Program be approved at a cost of \$150,000.

**CARRIED**

5.5.8 C1-08 – Reconstruction of Park Pathways

0030. **Moved by:** Councillor Ogradnick

That Item No. C1-08 with respect to Reconstruction of Park Pathways be approved at a cost of \$60,000.

**CARRIED**

5.5.9 C1-09 – Roofing Projects

5.5.9.1 Report Tab 14 – 2022 Roofing Report (RPT 22-329)

0031. **Moved by:** Councillor Edwards

That Item No. C1-09 with respect to Roofing Projects be approved at a cost of \$200,000.

Absent: Councillor Lennox-Zepp

**CARRIED**

5.5.10 C1-10 – Landscaping Projects

0032. **Moved by:** Councillor Head

That Item No. C1-10 with respect to Landscaping Projects be approved at a cost of \$50,000.

**CARRIED**

5.5.11 C1-11 – Prime Ministers’ Park Improvements

0033. **Moved by:** Councillor Zurakowski

That Item No. C1-11 with respect to Prime Ministers’ Park Improvements be approved at a cost of \$27,100 from the Prime Ministers’ Park Reserve.

**CARRIED**

5.5.12 C1-12 – Golf Course – Reconstruction and Repair of Pathways

0034. **Moved by:** Councillor Cody

That Item No. C1-12 with respect to Golf Course – Reconstruction and Repair of Pathways be approved at a cost of \$60,000 from the Golf Course Improvement Reserve.

**CARRIED**

5.5.13 C1-13 – Little Red River Park Stages of Development

5.5.13.1 Report Tab 15 – Little Red River Park Development Update (RPT 22-239)

0035. **Moved by:** Councillor Lennox-Zepp

That Item No. C1-13 with respect to Little Red River Park Stages of Development be approved at a cost of \$210,000 from the Pehonan Parkway Reserve.

**CARRIED**

5.5.14 C1-14 – E.A. Rawlinson Centre Improvements

0036. **Moved by:** Councillor Head

That Item No. C1-14 with respect to E.A. Rawlinson Centre Improvements be approved at a cost of \$20,000 from the E.A. Rawlinson Centre Facility Fee Reserve, which includes the reserve savings in the amount of \$20,000 with the removal of window coverings.

**MOTION DEFEATED**

0037. **Moved by:** Councillor Ogradnick

That Item No. C1-14 with respect to E.A. Rawlinson Centre Improvements be approved at a cost of \$40,000 from the E.A. Rawlinson Centre Facility Fee Reserve.

**CARRIED**

5.5.15 C1-15 – Boat Launch Improvements and Preliminary Design Options

0038. **Moved by:** Councillor Head

That Item No. C1-15 with respect to Boat Launch Improvements and Preliminary Design Options be approved at a cost of \$25,000 from the Pehonan Parkway Reserve.

**CARRIED**

5.5.16 C1-16 – Continuation of Resurfacing the Municipal Service Centre Shop Bay Concrete Floor

0039. **Moved by:** Councillor Kilmer

That Item No. C1-16 with respect to Continuation of Resurfacing the Municipal Service Centre Shop Bay Concrete Floor be approved at a cost of \$50,000.

**CARRIED**

5.5.17 C1-17 – Marquis Road East Widening

0040. **Moved by:** Councillor Ogradnick

That Item No. C1-17 with respect to Marquis Road East Widening be approved at a cost of \$1,000,000 from the Future Infrastructure Reserve.

**MOTION DEFEATED**

5.5.18 C1-18 – Concrete Sidewalk, Curb and Median Rehabilitation

Councillor Lennox-Zepp assumed the Chair.

0041. **Moved by:** Mayor Dionne

That Item No. C1-18 with respect to Concrete Sidewalk, Curb and Median Rehabilitation be approved at a cost of \$300,000, which includes savings in the amount of \$200,000 with the removal of the additional funding request.

**CARRIED**

Mayor Dionne resumed the Chair.

5.5.19 C1-19 – Roadways Recapping Program

5.5.19.1 Report Tab 16 –Riverside Drive Paving – Agreement (RPT 22-350)

0042. **Moved by:** Councillor Cody

That Item No. C1-19 with respect to Roadways Recapping Program be approved at a cost of \$4,100,000.

**CARRIED**

5.5.20 C1-20 – Long-Term Debt Repayment – Golf Course Irrigation Replacement

0043. **Moved by:** Councillor Cody

That Item No. C1-20 with respect to Long-Term Debt Repayment – Golf Course Irrigation Replacement be approved at a cost of \$68,000 from the Golf Course Improvement Reserve.

**CARRIED**

5.5.21 C1-21 – Long-Term Debt Repayment – West Hill Infrastructure Improvements

0044. **Moved by:** Councillor Zurakowski

That Item No. C1-21 with respect to Long-Term Debt Repayment – West Hill Infrastructure Improvements be approved at a cost of \$22,800.

**CARRIED**

5.5.22 C1-22 – Long-Term Debt Repayment – City Transit Buses

0045. **Moved by:** Councillor Zurakowski

That Item No. C1-22 with respect to Long-Term Debt Repayment – City Transit Buses be approved at a cost of \$259,000.

**CARRIED**

5.5.23 C1-23 – Long-Term Debt Repayment – Aquatic and Arenas Centre

0046. **Moved by:** Councillor Zurakowski

That Item No. C1-23 with respect to Long-Term Debt Repayment – Aquatic and Arenas Centre be approved at a cost of \$242,400 from the Civic Facilities Reserve.

**CARRIED**

The meeting recessed at 11:55 a.m.

The meeting reconvened at 12:58 p.m.

**5.6 CAPITAL PROJECTS NOT FUNDED**

5.6.1 Capital Projects Not Funded

5.6.1.1 Report Tab 17 – Concrete Sidewalk Replacement Program – Senior Residence (RPT 21-320)

0047. **Moved by:** Councillor Lennox-Zepp

That Item No. C2-04 with respect to Concrete Sidewalk Replacement Program – Senior Residence be approved at a cost of \$65,000 from the Future Infrastructure Reserve.

**CARRIED**



0048. **Moved by:** Councillor Lennox-Zepp

That Item No. C2-07 with respect to Central Avenue River Street to 10<sup>th</sup> Street Revitalization – Phase 1 – Construction 2024 be approved at a cost of \$600,000.

**MOTION DEFEATED**

0049. **Moved by:** Councillor Miller

That the following 2023 Capital Budget Projects be received as information and filed:

C2-01	Prince Albert Historical Museum – Window Replacement	\$250,000
C2-02	Scissor Lift	\$100,000
C2-03	Downtown Public Washroom	\$500,000
C2-05	Municipal Service Centre Fuel Tanks and Pumps	\$395,000
C2-06	Parking Lot Rehabilitation Program	\$235,000
C2-07	Central Avenue River Street to 10 <sup>th</sup> Street Revitalization – Phase 1 – Construction 2024	\$600,000

**CARRIED**

## 5.7 CAPITAL BUDGET

### 5.7.1 2023 Capital Budget Approval

#### 5.7.1.1 Report Tab 3 – 2022 General Fund Capital Projects Update (RPT 22-389)

0050. **Moved by:** Councillor Head

That the 2023 General Fund Capital Budget in the total amount of \$6,692,040 including \$263,040 in Police Capital be approved as follows:

Capital Funding	\$4,910,000
Reserve Funding	\$1,500,240
External Funding	\$0
Long-Term Debts Principal Payments	\$281,800
Total Capital Spending	\$6,692,040

**CARRIED**

## 5.8 FLEET

### 5.8.1 Fleet Equipment Requests

0051. **Moved by:** Councillor Zurakowski

That Item No. FL-01 with respect to Replacement of Unit 515 – 2010 Dodge Journey SUV at a cost of \$40,000 be removed from the 2023 Fleet Equipment Replacement List.

**MOTION WITHDRAWN**

0052. **Moved by:** Councillor Edwards

That Item No. FL-03 with respect to Replacement of Unit 4802 – Forklift at a cost of \$135,000 be removed from the 2023 Fleet Equipment Replacement List.

**CARRIED**

Councillor Cody assumed the Chair.

0053. **Moved by:** Mayor Dionne

That Item No. FL-06 with respect to Replacement of Unit 7410 – Zamboni be approved at a cost of \$165,000 for a propane operated Zamboni.

**MOTION DEFEATED**

Mayor Dionne resumed the Chair.

0054. **Moved by:** Councillor Zurakowski

That only \$164,900 be allocated from the Equipment and Fleet Reserve for Item No. FL-07 with respect to Replacement of Units 120, 4504, 4507, 4544 and 4545 – Trucks.

**CARRIED**

Councillor Cody assumed the Chair.

0055. **Moved by:** Mayor Dionne

That Item No. FL-11 with respect to Replacement of Unit 2101 – 1 Ton Truck at a cost of \$105,000 be removed from the 2023 Fleet Equipment Replacement List.

**CARRIED**

Mayor Dionne resumed the Chair.

0056. **Moved by:** Councillor Cody

That only \$110,000 be allocated from the Equipment and Fleet Reserve for Item No. FL-17 with respect to Replacement of Units 102, 132, 140 and 146 – Trucks.

**CARRIED**

0057. **Moved by:** Councillor Edwards

That Item No. FL-18 with respect to Replacement of Unit 52 – Asphalt Roller at a cost of \$225,000 be removed from the 2023 Fleet Equipment Replacement List.

**MOTION WITHDRAWN**

Councillor Cody assumed the Chair.

0058. **Moved by:** Mayor Dionne

That Item No. FL-18 with respect to Replacement of Unit 52 – Asphalt Roller at a cost of \$225,000 be removed from the 2023 Fleet Equipment Replacement List.

**CARRIED**

Mayor Dionne resumed the Chair.

0059. **Moved by:** Councillor Edwards

That Item No. FL-22 with respect to Replacement of Unit 911 – 40 ft Transit Bus at a cost of \$700,000 be removed from the 2023 Fleet Equipment Replacement List.

**CARRIED**

0060. **Moved by:** Councillor Edwards

That Item No. FL-24 with respect to Replacement of Unit 751 – Loader at a cost of \$850,000 be removed from the 2023 Fleet Equipment Replacement List.

**MOTION WITHDRAWN**

The meeting recessed at 3:00 p.m.

The meeting reconvened at 3:15 p.m.

0061. **Moved by:** Councillor Zurakowski

That the total 2023 Budget for the Fleet Equipment be approved at a cost of \$5,813,400 funded from the Equipment and Fleet, Fire Equipment, Golf Course Equipment and Golf Cart Reserves, identified as follows, and the allocations of \$296,000 funded from the Police Fleet Reserve and \$55,000 from External Funding:

Community Services Equipment		
FL-01	Replacement of Unit 515 – 2010 Dodge Journey SUV	\$40,000
FL-02	Replacement of Unit 145 – Pickup Truck	\$100,000
FL-04	Replacement of Units 6073, 6072 & 6019 – Grass Mowers	\$160,000
FL-05	Replacement of Unit 6138 – Mower	\$165,000
FL-06	Replacement of Unit 7410 – Zamboni	\$205,000
FL-07	Replacement of Units 120, 4504, 4507, 4544 & 4545 – Trucks	\$164,900
FL-08	New Addition – Trim and Surround Mower	\$68,500
FL-09	Replacement Program – Golf Carts	\$70,000
Fire and Emergency Services Equipment		
FL-10	Replacement Program – Self Contained Breathing Apparatus	\$35,000
FL-12	Replacement of Unit 2108 – Fire Engine	\$1,300,000
Planning and Development Equipment		
FL-13	Replacement of Unit 502 Truck	\$40,000
Public Works Equipment		
FL-14	Replacement of Unit 123 – ¾ Ton Truck	\$60,000
FL-15	Replacement of Unit 439 – Transit for Disabled Bus	\$120,000
FL-16	Replacement of Units 802, 803 & 804 – Trucks	\$165,000
FL-17	Replacement of Units 102, 132, 140 & 146 – Trucks	\$110,000
FL-19	Replacement of Unit 36 – Motor Grader	\$475,000
FL-20	Replacement of Unit 14 – Loader	\$510,000
FL-21	Replacement of Unit 28 – Four Yard Loader	\$610,000
Sanitation Equipment		
FL-23	Replacement of Unit 64 – Automated Waste Collection Truck	\$475,000
FL-24	Replacement of Unit 751 – Loader	\$850,000

Water and Sewer Equipment		
FL-25	Replacement of Unit 207 – Steamer Unit	\$90,000
	Total Fleet Purchases	\$5,813,400

Reserve Allocation	
Equipment and Fleet Reserve	\$4,339,900
Fire Equipment Reserve	\$1,335,000
Public Transit Reserve	\$0
Golf Course Equipment Reserve	\$68,500
Golf Course Golf Carts Reserve	\$70,000
Police Service Fleet Reserve	\$296,000
External Funding	\$55,000
Total Fleet Funding	\$6,164,400

**CARRIED**

**5.9 CITY MANAGER, CITY SOLICITOR, CITY CLERK, MAYOR & COUNCIL**

5.9.1 City Clerk Functional Area

0062. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the City Clerk Functional Area be approved at a cost of \$596,480, as presented.

**CARRIED**

5.9.2 City Manager Functional Area

0063. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the City Manager Functional Area be approved at a cost of \$464,350, as presented.

**CARRIED**

5.9.3 Mayor Functional Area

0064. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Mayor Functional Area be approved at a cost of \$202,160, as presented.

**CARRIED**

5.9.4 City Council Functional Area

0065. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the City Council Functional Area be approved at a cost of \$405,160, as presented.

**CARRIED**

5.9.5 City Solicitor Functional Area

0066. **Moved by:** Councillor Cody

That the total 2023 Operating Budget for the City Solicitor Functional Area be approved at a cost of \$496,350, as presented.

**CARRIED**

**5.10 CORPORATE SERVICES**

5.10.1 Corporate Communications Functional Area

0067. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Corporate Communications Functional Area be approved at a cost of \$156,420, as presented.

**CARRIED**

5.10.2 Human Resources Functional Area

0068. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Human Resources Functional Area be approved at a cost of \$996,020, as presented.

**CARRIED**

5.10.3 Occupational Health and Safety Functional Area

0069. **Moved by:** Councillor Cody

That the total 2023 Operating Budget for the Occupational Health and Safety Functional Area be approved at a cost of \$146,640, as presented.

**CARRIED**

5.10.4 Information Technology Functional Area

5.10.4.1 Report Tab 5 – 2023 Information Technology Budget Allocations to Departments (RPT 22-385)

0070. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Information Technology Functional Area be approved at a cost of \$1,401,050, as presented.

**CARRIED**

**7. ADJOURNMENT – 4:15 P.M.**

0071. **Moved by:** Councillor Edwards

That this Committee do now adjourn until Thursday, November 17, 2022 at 8:00 a.m. to continue consideration of the 2023 General Fund Operating and Capital Budgets.

**CARRIED**

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 16<sup>TH</sup> DAY OF NOVEMBER, A.D. 2023.



City of  
**Prince Albert**

*MIN 23-93*

**MOTION:**

That the Minutes for the Budget Committee Regular Meeting held November 17, 2022, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes





## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**THURSDAY, NOVEMBER 17, 2022, 8:05 A.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

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

- Terri Mercier, City Clerk
- Sherry Person, City Manager
- Kris Olsen, Fire Chief
- Jason Maier, Finance Controller
- Melodie Boulet, Finance Manager
- Jeff Da Silva, Operations Manager
- Wes Hicks, Director of Public Works
- Nykol Miller, Capital Projects Manager
- Kiley Bear, Director of Corporate Services
- Jody Boulet, Director of Community Services
- Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Mayor Dionne called the meeting to order.

## 5. GENERAL FUND BUDGET FOR REVIEW CONTINUED

### 5.10.4 Information Technology Functional Area Continued

0072. **Moved by:** Councillor Kilmer

That the staffing complement for the Information Technology Functional Area increase to include a permanent Infrastructure Systems Analyst position at a total cost of \$100,500.

**CARRIED**

## 5.11 PLANNING & DEVELOPMENT SERVICES

### 5.11.1 Planning Functional Area

#### 5.11.1.1 Report Tab 4 – Prince Albert District Planning Commission – 2023 Budget Request (RPT 22-387)

0073. **Moved by:** Councillor Edwards

1. That operating losses in the amount of \$52,920 associated with the City's contractual responsibilities to the Prince Albert Housing Authority be funded from the Housing Reserve; and,
2. That the total 2023 Operating Budget for the Planning Functional Area be approved at a cost of \$859,810, which includes a cost savings of \$14,990.

**CARRIED**

### 5.11.2 Building Inspections Functional Area

0074. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Building Inspections Functional Area be approved at a cost of \$61,870, as presented.

**CARRIED**

### 5.11.3 Economic Development Functional Area

0075. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Economic Development Functional Area be approved at a surplus of \$178,320, which includes the cost savings of \$200,000, from the grant provided to the Prince Albert Regional Economic Development Alliance.

**CARRIED**

### 5.11.4 Bylaw Enforcement Functional Area

5.11.4.1 Report Tab 18 – Prince Albert Society for the Prevention of Cruelty to Animals Inc. – 2021 Audited Financial Statement (RPT 22-393)

0076. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Bylaw Enforcement Functional Area be approved at a cost of \$1,055,380, as presented.

**CARRIED**

### 5.11.5 Parking Tickets and Meters Functional Area

0077. **Moved by:** Councillor Edwards

That Parking Meter Rates increase by twenty-five cents (25¢) per hour for an estimated revenue increase of \$80,000.

**MOTION WITHDRAWN**

0078. **Moved by:** Councillor Kilmer

1. That Line No. 3 – Parking Meter User Charges and Fees for Taxable Revenue be increased in revenue from \$325,000 to an approved revenue of \$400,000;
2. That Line No. 4 – Parking Ticket Violations Interest and Penalties Revenue be increased in revenue from \$395,000 to an approved revenue of \$440,000; and,
3. That the total 2023 Operating Budget for the Parking Tickets and Meters Functional Area be approved at a surplus of \$864,690, which includes a revenue increase of \$120,000.

**CARRIED**

5.11.6 Impound Lot Functional Area

0079. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Impound Lot Functional Area be approved at a surplus of \$201,270, as presented.

**CARRIED**

**5.12 FINANCIAL SERVICES**

5.12.1 Assessment Functional Area

0080. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Assessment Functional Area be approved at a cost of \$626,550, as presented.

**CARRIED**

5.12.2 Asset Management Functional Area

0081. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Asset Management Functional Area be approved at a cost of \$88,870, as presented.

**CARRIED**

5.12.3 Financial Services Functional Area

0082. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Financial Services Functional Area be approved at a cost of \$1,657,730, as presented.

**CARRIED**

5.12.4 Purchasing and Stores Functional Area

0083. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Purchasing and Stores Functional Area be approved at a cost of \$366,970, as presented.

**CARRIED**

## 5.13 FIRE DEPARTMENT

### 5.13.1 Fire Administration Functional Area

0084. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Fire Administration Functional Area be approved at a cost of \$1,234,210, as presented.

Absent: Councillor Ogradnick

**CARRIED**

### 5.13.2 Fire Fighting Functional Area

0085. **Moved by:** Councillor Zurakowski

1. That the total 2023 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$6,304,930, as presented; and,
2. That the staffing complement for Fire Fighters increase to include three (3) permanent Fire Fighters at a total cost of \$277,304.

**CARRIED**

The meeting recessed at 10:10 a.m.

The meeting reconvened at 10:30 a.m.

### 5.13.3 Fire Prevention Functional Area

0086. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Fire Prevention Functional Area be approved at a cost of \$308,020, as presented.

**CARRIED**

### 5.13.4 Fire Fleet and Equipment Functional Area

0087. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Fire Fleet and Equipment Functional Area be approved at a cost of \$676,830, as presented.

**CARRIED**

5.13.5 Fire Building Maintenance Functional Area

0088. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Fire Building Maintenance Functional Area be approved at a cost of \$98,710, as presented.

**CARRIED**

**5.14 COMMUNITY SERVICES**

5.14.1 Facilities Maintenance – Other Functional Area

2023 List of Proposed Facility Projects – Operating

0089. **Moved by:** Councillor Miller

That the request for a Storage Room at the Alfred Jenkins Field House be removed for a cost savings of \$18,000.

**CARRIED**

0090. **Moved by:** Councillor Zurakowski

That the request to replace Counter Tops in all Washrooms at City Hall be removed for a cost savings of \$30,000.

**CARRIED**

0091. **Moved by:** Councillor Head

That the request to move the Maintenance Building from the Driving Range to the Golf Course at the Cooke Municipal Golf Course be removed for a cost savings of \$30,000.

**CARRIED**

0092. **Moved by:** Councillor Kilmer

1. That the request for a Freon Detector and Sensors at the Prince Albert Golf and Curling Club be funded from the Safety Reserve in the amount of \$15,000; and,
1. That the total 2023 Operating Budget for the Facilities Maintenance – Other Functional Area be approved at a cost of \$456,930, which includes a cost savings of \$78,000.

**CARRIED**

5.14.2 Alfred Jenkins Field House Functional Area

0093. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Alfred Jenkins Field House Functional Area be approved at a cost of \$257,940, as presented.

**CARRIED**

5.14.3 Art Hauser Centre Functional Area

0094. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Art Hauser Centre Functional Area be approved at a cost of \$698,580, as presented.

Absent: Councillor Head

**CARRIED**

5.14.4 Arts Centre Functional Area

0095. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Arts Centre Functional Area be approved at a cost of \$136,250, as presented.

**CARRIED**

5.14.5 Bernice Sayese Centre Functional Area

0096. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Bernice Sayese Centre Functional Area be approved at a cost of \$74,080, as presented.

**CARRIED**

5.14.6 Cemetery Functional Area

0097. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Cemetery Functional Area be approved at a cost of \$87,550, as presented.

**CARRIED**

The meeting recessed at 12:02 p.m.

The meeting reconvened at 1:04 p.m.

#### 5.14.7 Facilities Maintenance – City Hall Functional Area

0098. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Facilities Maintenance – City Hall Functional Area be approved at a cost of \$430,120, as presented.

**CARRIED**

#### 5.14.8 Community Clubs Functional Area

0099. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Community Clubs Functional Area be approved at a cost of \$401,310, as presented.

Absent – Declared Conflict of Interest: Councillor Edwards

**CARRIED**

#### 5.14.9 Community Services Administration Functional Area

##### 5.14.9.1 Report Tab 7 – 2023 Rates & Fees – Community Services Department (RPT 22-363)

0100. **Moved by:** Councillor Lennox-Zepp

That the total 2023 Operating Budget for the Community Services Administration Functional Area be approved at a cost of \$665,070, as presented.

**CARRIED**

#### 5.14.10 Cooke Municipal Golf Course Functional Area

##### 5.14.10.1 Report Tab 8 – 2023 Rates & Fees – Cooke Municipal Golf Course (RPT 22-358)

0101. **Moved by:** Councillor Cody

1. That the total 2023 Operating Budget for the Cooke Municipal Golf Course Functional Area be approved at a surplus of \$95,520, which includes a decrease in utility expenses of \$52,400;



2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,
3. That \$60,000 of the annual revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.

**CARRIED**

#### 5.14.11 Dave G. Steuart Arena Functional Area

0102. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Dave G. Steuart Arena Functional Area be approved at a cost of \$168,360, as presented.

**CARRIED**

#### 5.14.12 E.A. Rawlinson Centre Functional Area

0103. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the E.A. Rawlinson Centre Functional Area be approved at a cost of \$451,930, as presented.

**CARRIED**

#### 5.14.13 City Beautification Functional Area

0104. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the City Beautification Functional Area be approved at a cost of \$76,300, as presented.

**CARRIED**

#### 5.14.14 Frank J. Dunn Swimming Pool Functional Area

0105. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Frank J. Dunn Swimming Pool Functional Area be approved at a cost of \$518,220, as presented.

**CARRIED**

5.14.15 Prince Albert Public Library Functional Area

0106. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Prince Albert Public Library Functional Area be approved at a cost of \$22,860, as presented.

**CARRIED**

5.14.16 Kinsmen Arena Functional Area

0107. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Kinsmen Arena Functional Area be approved at a cost of \$203,810, as presented.

**CARRIED**

5.14.17 Kinsmen Park Functional Area

0108. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Kinsmen Park Functional Area be approved at a cost of \$110,440, as presented.

**CARRIED**

5.14.18 Kinsmen Ski Hill Functional Area

0109. **Moved by:** Councillor Lennox-Zepp

That the total 2023 Operating Budget for the Kinsmen Ski Hill Functional Area be approved at a cost of \$90,520, as presented.

**CARRIED**

5.14.19 Kinsmen Water Park Functional Area

0110. **Moved by:** Councillor Edwards

1. That Line No. 1 – Kinsmen Water Park User Charges and Fees for Sale of Products be increased in revenue from \$65,000 to an approved revenue of \$75,000;
2. That Line No. 2 – Kinsmen Water Park User Charges and Fees for Non-Taxable Revenue be increased in revenue from \$150,000 to an approved revenue of \$170,000; and,

3. That the total 2023 Operating Budget for the Kinsmen Water Park Functional Area be approved at a cost of \$190,020, which includes an increased revenue of \$30,000.

**CARRIED**

5.14.20 Little Red Park Functional Area

0111. **Moved by:** Councillor Lennox-Zepp

That the total 2023 Operating Budget for the Little Red Park Functional Area be approved at a cost of \$272,340, as presented.

**CARRIED**

5.14.21 Margo Fournier Centre Functional Area

0112. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Margo Fournier Centre Functional Area be approved at a cost of \$39,780, as presented.

**CARRIED**

5.14.22 Museums Functional Area

0113. **Moved by:** Councillor Ogradnick

That the total 2023 Operating Budget for the Museums Functional Area be approved at a cost of \$186,490, as presented.

**CARRIED**

5.14.23 Outdoor Sports Fields Functional Area

0114. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Outdoor Sports Fields Functional Area be approved at a cost of \$194,780, as presented.

**CARRIED**

5.14.24 Parks Functional Area

0115. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Parks Functional Area be approved at a cost of \$1,670,180, as presented.

**CARRIED**

5.14.25 Playgrounds and Playstructures Functional Area

0116. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Playgrounds and Playstructures Functional Area be approved at a cost of \$262,840, as presented.

**CARRIED**

5.14.26 Prince Albert Golf and Curling Centre Functional Area

5.14.26.1 Report Tab 12 – Prince Albert Golf & Curling Centre – Request for Assistance with Utilities (RPT 22-376)

0117. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Prince Albert Golf and Curling Centre Functional Area be approved at a cost of \$38,800, as presented.

**CARRIED**

5.14.27 Recreation Functional Area

5.14.27.1 Report Tab 9 – Culture Plan (MCAP) Update (RPT 22-360)

5.14.27.2 Report Tab 10 – Public Art Update (RPT 22-361)

0118. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Recreation Functional Area be approved at a cost of \$680,750, as presented.

**CARRIED**

#### 5.14.28 Saskatchewan Lotteries Program Functional Area

0119. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Saskatchewan Lotteries Program Functional Area be approved at a cost of \$0, as presented.

**CARRIED**

#### 5.14.29 Skateboard Park Functional Area

0120. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Skateboard Park Functional Area be approved at a cost of \$31,820, as presented.

**CARRIED**

#### 5.14.30 Tourist Information Centre Functional Area

0121. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Tourist Information Centre Functional Area be approved at a cost of \$24,400, as presented.

**CARRIED**

The meeting recessed at 2:20 p.m.

The meeting reconvened at 2:40 p.m.

### **5.15 PUBLIC WORKS**

#### 5.15.1 Public Works Administration Functional Area

0122. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Public Works Administration Functional Area be approved at a cost of \$975,870, as presented.

**CARRIED**

5.15.2 Municipal Service Centre Functional Area

0123. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Municipal Service Centre Functional Area be approved at a cost of \$190,140, as presented.

**CARRIED**

5.15.3 Old City Yards Functional Area

0124. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Old City Yards Functional Area be approved at a cost of \$99,280, as presented.

**CARRIED**

5.15.4 Back Lanes Maintenance Functional Area

0125. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Back Lanes Maintenance Functional Area be approved at a cost of \$83,810, as presented.

**CARRIED**

5.15.5 Sidewalks Functional Area

0126. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Sidewalks Functional Area be approved at a cost of \$232,020, as presented.

**CARRIED**

5.15.6 Snow Downtown Functional Area

0127. **Moved by:** Councillor Lennox-Zepp

That the total 2023 Operating Budget for the Snow Downtown Functional Area be approved at a cost of \$157,860, as presented.

**CARRIED**

## 5.15.7 Snow Management Functional Area

### 5.15.7.1 Report Tab 11 – Snow Removal and Road Conditions (RPT 22-89)

Councillor Cody assumed the Chair.

0128. **Moved by:** Mayor Dionne

1. That the request to increase the staffing complement for the Public Works Department with a permanent Foreman II position and Truck Driver/Equipment Operator position, at a total cost of \$150,673 be denied; and,
2. That the total 2023 Operating Budget for the Snow Management Functional Area be approved at a cost of \$1,315,640, which includes a cost savings of \$150,673.

**MOTION DEFEATED**

Mayor Dionne resumed the Chair.

0129. **Moved by:** Councillor Kilmer

1. That the total 2023 Operating Budget for the Snow Management Functional Area be approved at a cost of \$1,391,040, as presented; and,
2. That the staffing complement for the Public Works Department include a permanent Foreman II position and Truck Driver/Equipment Operator position, at a total cost of \$150,673.

**CARRIED**

## 5.15.8 Street Lighting Functional Area

0130. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Street Lighting Functional Area be approved at a cost of \$985,460, as presented.

**CARRIED**

5.15.9 Streets and Roads Functional Area

0131. **Moved by:** Councillor Edwards

That the following line Items be reduced for a total cost savings of \$23,250:

1. Line No. 4 – Surface Works Grading and Gravelling – Wages Overtime – \$1,000;
2. Line No. 7 – Surface Works Oiling – Wages Overtime – \$250;
3. Line No. 10 – Road Patching – Wages Overtime – \$15,000;
4. Line No. 19 – General Roads and Streets – Wages Overtime – \$6,500; and,
5. Line No. 23 – Urban Connector Program – Wages Overtime – \$500.

**CARRIED**

0132. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Streets and Roads Functional Area be approved at a cost of \$908,050, which includes a cost savings of \$23,250.

**CARRIED**

5.15.10 Street Sweeping Functional Area

0133. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Street Sweeping Functional Area be approved at a cost of \$306,010, as presented.

**CARRIED**

5.15.11 Parking Lots Functional Area

0134. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Parking Lots Functional Area be approved at a surplus of \$98,000, as presented.

**CARRIED**



5.15.12 Traffic Counts and Lane Markings Functional Area

0135. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Traffic Counts and Lane Markings Functional Area be approved at a cost of \$198,250, as presented.

**CARRIED**

5.15.13 Traffic Lights Functional Area

0136. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the Traffic Lights Functional Area be approved at a cost of \$370,840, as presented.

**CARRIED**

5.15.14 Traffic Signs Functional Area

0137. **Moved by:** Councillor Cody

That the total 2023 Operating Budget for the Traffic Signs Functional Area be approved at a cost of \$351,320, as presented.

**CARRIED**

5.15.15 City Public Transit Functional Area

0138. **Moved by:** Councillor Edwards

That the lease of eight (8) buses be funded from the Public Transit Reserve in the amount of \$100,800.

**CARRIED**

0139. **Moved by:** Councillor Edwards

That Line No. 1 with respect to Transit Ticket/Passes be increased by \$50,000 for a total revenue of \$375,000.

**CARRIED**

0140. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the City Public Transit Functional Area be approved at a cost of \$1,586,510, which includes a revenue increase of \$50,000.

**CARRIED**

## **7. ADJOURNMENT – 4:30 P.M.**

0141. **Moved by:** Councillor Kilmer

That this Committee do now adjourn until Friday, November 18, 2022 at 1:00 p.m. to continue consideration of the 2023 General Fund Operating and Capital Budgets.

**CARRIED**

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 16<sup>TH</sup> DAY OF NOVEMBER, A.D. 2023.



City of  
**Prince Albert**

*MIN 23-94*

**MOTION:**

That the Minutes for the Budget Committee Regular Meeting held November 18, 2022, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**FRIDAY, NOVEMBER 18, 2022, 1:06 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

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

Terri Mercier, City Clerk  
Sherry Person, City Manager  
Kris Olsen, Fire Chief  
Jason Maier, Finance Controller  
Melodie Boulet, Finance Manager  
Jeff Da Silva, Operations Manager  
Wes Hicks, Director of Public Works  
Nykol Miller, Capital Projects Manager  
Kiley Bear, Director of Corporate Services  
Briane Vance, Senior Accounting Manager  
Jody Boulet, Director of Community Services  
Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Mayor Dionne called the meeting to order.

## 5.16 EXTERNAL AGENCIES

### 5.16.1 Prince Albert Community Service Centre – Special Needs Transportation Functional Area

#### 5.16.1.1 Prince Albert Community Service Centre 2023 Budget Submission

0142. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Prince Albert Community Service Centre – Special Needs Transportation Functional Area be approved at a cost of \$694,400, as approved in 2022.

Absent: Councillor Lennox-Zepp

**CARRIED**

### 5.16.2 Prince Albert Community Service Centre – Seniors Transportation Functional Area

0143. **Moved by:** Councillor Head

That the total 2023 Operating Budget for the Prince Albert Community Service Centre – Seniors Transportation Functional Area be approved at a cost of \$69,500, as approved in 2022.

**CARRIED**

### 5.16.3 Prince Albert Arts Board Functional Area

#### 5.16.3.1 Prince Albert Arts Board 2023 Budget Submission

0144. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Prince Albert Arts Board Functional Area be approved at a cost of \$25,000, as approved in 2022.

**CARRIED**

5.16.4 Prince Albert Historical Society – Museum Functional Area

5.16.4.1 Prince Albert Historical Society 2023 Budget Submission

0145. **Moved by:** Councillor Zurakowski

That the total 2023 Operating Budget for the Prince Albert Historical Society – Museum Functional Area be approved at a cost of \$71,080, as approved in 2022.

**CARRIED**

5.16.5 Mann Art Gallery Functional Area

5.16.5.1 Mann Art Gallery 2023 Budget Submission

0146. **Moved by:** Councillor Miller

That the total 2023 Operating Budget for the Mann Art Gallery Functional Area be approved at a cost of \$100,000, as approved in 2022.

**CARRIED**

5.16.6 Prince Albert Mobile Crisis Functional Area

5.16.6.1 Prince Albert Mobile Crisis Unit 2023 Budget Submission

0147. **Moved by:** Councillor Edwards

That the total 2023 Operating Budget for the Prince Albert Mobile Crisis Functional Area be approved at a cost of \$43,600, as approved in 2022.

**CARRIED**

**5.17 OPERATING ISSUES NOT FUNDED**

5.17.1 Operating Issues Not Funded

0148. **Moved by:** Councilor Zurakowski

That the following 2023 Operating Budget Issues be received as information and filed:

UF-01	Business System Analyst Position	\$100,500
UF-02	Fire Training Officer	\$149,084
UF-03	Prince Albert Golf and Curling Centre – Request for Additional Grant to cover Utility Costs	\$52,200

UF-05	Cost of Living and New Position – Prince Albert Historical Society	\$40,629
UF-06	Increased Calls/Demand for Services – Prince Albert Mobile Crisis	\$40,000
UF-07	Manager Position – Mann Art Gallery	\$15,925

**CARRIED**

**5.18 UNFINISHED BUSINESS**

**5.19 RESERVE ALLOCATIONS**

5.19.1 Reserve Allocations

0149. **Moved by:** Councillor Head

That Item No. C1-22 – Long Term Repayment City Transit Buses at the approved cost of \$259,000 be funded from the Public Transit Reserve.

**CARRIED**

The meeting recessed at 1:43 p.m.

The meeting reconvened at 2:00 p.m.

0150. **Moved by:** Councillor Zurakowski

That the approved cost savings to the Fleet Requests in the amount of \$320,000 be allocated to reduce the Operating Budget.

**CARRIED**

0151. **Moved by:** Councillor Zurakowski

That the Budget Transfers be approved as follows:

Alfred Jenkins Field House Improvements Reserve	\$103,500
Arenas Improvement Reserve	\$44,620
Civic Facilities Reserve – City of Prince Albert	\$1,543,200
Civic Facilities Reserve – Loan for \$16 million	(\$545,030)
Civic Facilities Reserve – Loan for \$30 million	(\$667,500)
Community Services Building Reserve	\$20,000
Destination Marketing Levy Reserve	\$351,500
Downtown Improvement Reserve	\$40,000
Downtown Improvement - 2023 Grants	(\$40,000)

E.A. Rawlinson Centre Facility Fee Reserve	\$65,000
E.A. Rawlinson Mechanical Equipment Reserve	\$10,000
Equipment and Fleet Reserve	\$1,880,000
Fire Equipment Reserve	\$300,000
Future Infrastructure Reserve	\$320,000
Group Benefits Reserve	(\$525,000)
Golf Course Carts Reserve	\$40,000
Golf Course Equipment Reserve	\$80,000
Golf Course – Improvements Reserve	\$195,000
Information Technology Reserve	\$450,000
Kinsmen Water Park Reserve	\$25,000
Kinsmen Water Park – Operating Project Maintenance Reserve	(\$25,000)
Prince Albert Slo-Pitch League Reserve	\$34,300
Prince Albert Golf and Curling Club Mechanical Equipment Reserve	\$10,000
Prince Albert Golf and Curling Club Mechanical Reserve – Funding Operating Project Replace Roof Top AC Unit	(\$20,000)
Pehonan Parkway Reserve	\$82,000
Police Capital Reserve	\$263,040
Police Fleet Reserve	\$250,000
Police Operating Reserve – Transfer for 2023	(\$200,000)
Prime Ministers’ Park Improvement Reserve	\$3,760
Proactive Policing Reserve	\$554,600
Proactive Policing Reserve – 2023 Policing Strategy	(\$621,100)
Project Beach Volleyball Courts Reserve	\$3,000
Public Art Capital Reserve	\$30,000
Public Transit Reserve	(\$34,800)
South Hill Cemetery Perpetual Care Reserve	\$15,000
Safety Reserve	(\$15,000)
Prince Albert Downtown Business Improvement District Reserve	(\$80,000)
Housing Reserve	(\$52,920)
<b>TOTAL</b>	<b>\$3,887,170</b>

**CARRIED**



## 5.20 GENERAL GOVERNMENT

0152. **Moved by:** Councillor Head

That Line No. 73 with respect to Assessment Appeal Losses: Bad Debt Expense in the General Government Functional Area be reduced from \$250,000 to an approved cost of \$200,000.

**CARRIED**

0153. **Moved by:** Councillor Kilmer

That Line No. 80 with respect to Transfer from Utility Fund – City Facilities: Other Revenue be reduced from a surplus of \$280,500 to an approved surplus of \$266,930.

**CARRIED**

### 5.20.1 Allocation of Budgeted Operating Surplus

0154. **Moved by:** Councillor Edwards

That the Budgeted Operating Surplus of (\$1,278,970), be allocated as follows:

Operating Surplus	(\$1,278,970)
Non-Cash Adjustment - Amortization	(\$7,800,000)
Operating Surplus – Adjusted	(\$9,078,970)
Allocations:	
Capital Budget	\$4,910,000
Reserve Allocation	\$3,887,170
Principal Payments on Loans	\$281,800
Total Allocations	\$9,078,970
Balanced Budget (Surplus)	\$0

**CARRIED**

5.20.2 General Government Functional Area

0155. **Moved by:** Councillor Kilmer

That the total 2023 Operating Budget for the General Government Functional Area be approved at a surplus of \$56,418,900, which includes all approved adjustments to the General Fund Operating and Capital Budget.

**CARRIED**

**6. SUBMIT TO COUNCIL**

6.1 Submit to Council

0156. **Moved by:** Councillor Edwards

1. That The City of Prince Albert 2023 General Fund Operating and Capital Budgets, as amended, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval; and,
2. That a Tax Policy Report, to raise the required amount of funding to balance the 2023 General Fund Budgets, be forwarded to City Council for consideration, in due course.

**CARRIED**

**7. ADJOURNMENT – 2:50 P.M.**

0157. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

**CARRIED**

MAYOR GREG DIONNE

CITY CLERK

MINUTES ADOPTED THIS 16<sup>TH</sup> DAY OF NOVEMBER, A.D. 2023.



City of  
**Prince Albert**

*MIN 23-95*

**MOTION:**

That the Minutes for the Budget Committee Regular Meeting held November 30, 2022, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## **CITY OF PRINCE ALBERT**

### **BUDGET COMMITTEE REGULAR MEETING**

# **MINUTES**

**WEDNESDAY, NOVEMBER 30, 2022, 4:03 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

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

Terri Mercier, City Clerk  
Sherry Person, City Manager  
Jason Maier, Finance Controller  
Melodie Boulet, Finance Manager  
Wes Hicks, Director of Public Works  
Nykol Miller, Capital Projects Manager  
Briane Vance, Senior Accounting Manager  
Ramona Fauchoux, Director of Financial Services  
Mohammad Kraishan, Engineering Services Manager  
Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Mayor Dionne called the meeting to order.

## **2. APPROVAL OF AGENDA**

0158. **Moved by:** Councillor Miller

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

1. That Item No. 5.4 be moved forward for consideration after Item No. 5.1; and,
2. That Item No. 5.3 be moved forward for consideration after Item No. 5.4.

**CARRIED**

## **3. DECLARATION OF CONFLICT OF INTEREST**

## **4. ADOPTION OF MINUTES**

## **5. FUND BUDGET FOR REVIEW**

5.1 2023 Water Utility Fund Operating and Capital Budget

0159. **Moved by:** Councillor Lennox-Zepp

That the following matter be tabled to the last day of the 2023 Budget Committee deliberations:

That Item No. UF-01 – Sewer Trunk Main Cleaning be partially funded as follows:

1. \$250,000 from the Water Utility Improvement Fund;
2. \$200,000 from the Sewer Storm Replacement Project; and,
3. \$300,000 from the savings of the Raw Water Pump House Construction Project.

**MOTION DEFEATED**

0160. **Moved by:** Councillor Zurakowski

That Administration bring forward a Plan that allows the City to proceed with the 15<sup>th</sup> Street Sewer Trunk Main Cleaning, subject to consultation with the City Manager and the Financial Services Department.

**CARRIED**

0161. **Moved by:** Councillor Head

1. That Line Item No. 6 – CF - Sale of Water in the Water Treatment and Maintenance Functional Area be reduced from a revenue of \$297,590 to an approved revenue of \$245,190 in User Charges and Fees Revenue, to reflect the decrease of revenue in the amount of \$52,400 relating to a reduction in budgeted water consumption for the Cooke Municipal Golf Course; and,
2. That Line Item No. 46 – Contribution to General Fund: City Facilities in the Administration, Billing and Meter Maintenance Functional Area be reduced from \$280,500 to an approved cost of \$266,930 in the Interfund Transfers, to reflect the reduction of \$13,570 relating to a budget adjustment approved during the 2023 General Fund Budget deliberations.

**CARRIED**

0162. **Moved by:** Councillor Cody

1. That the 2023 Water Utility Fund Operating Budget be approved as follows:
  - a. Operating revenues of \$19,955,250;
  - b. Operating expenses of \$14,225,210;
  - c. Capital and Interfund Transactions of \$6,199,060; and,
  - d. A deficit of \$469,020. After adjusting for non-cash amortization, the surplus is \$5,280,980 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Water Utility Fund Capital expenditures of \$3,085,200 and Loan Principal Payments of \$1,773,300 as identified as UC-01 to UC-14 in Appendix A attached to 2023 Water Utility Fund Budget Document, be approved;
3. That the 2024 – 2027 Water Utility Fund Capital expenditures, as identified in Appendix B of the 2023 Water Utility Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year;
4. That The City of Prince Albert 2023 Water Utility Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

**CARRIED**

The meeting recessed at 5:45 p.m.

The meeting reconvened at 6:15 p.m.

#### 5.4 2023 Land Fund Operating and Capital Budget

0163. **Moved by:** Councillor Zurakowski

1. That the 2023 Land Fund Operating Budget be approved as follows:
  - a. Operating revenues of \$485,000;
  - b. Operating expenses of \$283,980;
  - c. Capital and Interfund Transactions of \$76,500; and,
  - d. An operating surplus of \$124,520 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Land Fund Capital expenditures of \$0 and Loan Principal Payments of \$293,100, as identified as LC-01 to LC-02 in Appendix A of the 2023 Land Fund Budget Document, for an overall budget of \$293,100 funded by the Land Development Fund Balance and Development Levies Reserve, be approved;
3. That the 2024 – 2027 Land Fund Capital expenditures, as identified in Appendix B of the 2023 Land Fund Budget Document, be approved in principle, subject to final approval of the annual Budget of each year; and,
4. That The City of Prince Albert 2023 Land Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

**CARRIED**

#### 5.3 2023 Airport Fund Operating and Capital Budget

0164. **Moved by:** Councillor Cody

1. That the 2023 Airport Fund Operating Budget be approved as follows:
  - a. Operating revenues of \$1,095,610;
  - b. Operating expenses of \$1,270,500;
  - c. Capital and Interfund Transfers of \$403,430; and,

- d. A deficit of \$578,320. After adjusting for non-cash amortization, there is a surplus of \$166,680 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Airport Fund Capital expenditures of \$18,000, as identified as AC-01 in Appendix A of the 2023 Airport Fund Budget Document, be approved;
3. That the 2024 – 2027 Airport Fund Capital expenditures, as identified in Appendix B of the 2023 Airport Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,
4. That The City of Prince Albert 2023 Airport Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

**CARRIED**

## 5.2 2023 Sanitation Fund Operating and Capital Budget

0165. **Moved by:** Councillor Zurakowski

1. That the 2023 Sanitation Fund Operating Budget be approved as follows:
  - a. Operating revenues of \$5,755,760;
  - b. Operating expenses of \$4,953,130;
  - c. Capital and Interfund Transfers of \$1,305,110; and,
  - d. A deficit of \$502,480. After adjusting for non-cash amortization, the surplus is \$487,520 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Sanitation Fund Capital expenditures of \$544,800, as identified as SC-01 in Appendix A of the 2023 Sanitation Fund Budget Document, be approved;
3. That the 2024 – 2027 Sanitation Fund Capital expenditures, as identified in Appendix B of the 2023 Sanitation Fund Budget Document, be approved in principle, subject to final approval of the annual Budget for each year; and,



4. That The City of Prince Albert 2023 Sanitation Fund Operating and Capital Budget, along with the Resolutions of the Budget Committee, and a final covering report from the Director of Financial Services, be forwarded to City Council for final approval.

**CARRIED**

## **6. ADJOURNMENT – 7:07 P.M.**

0166. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

**CARRIED**

MAYOR GREG DIONNE      CITY CLERK

MINUTES ADOPTED THIS 16<sup>TH</sup> DAY OF NOVEMBER, A.D. 2023.



# **2024** **GENERAL FUND BUDGET**

2024  
BUDGET  
DELIBERATIONS



City of  
**Prince  
Albert**

# 2024 General Fund Budget

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City of  
**Prince Albert**

*BI 23-7*

**TITLE:** Overview & Financial Highlights

**DATE:** October 27, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Overview & Financial Highlights





# OVERVIEW AND FINANCIAL HIGHLIGHTS



City of  
**Prince  
Albert**

**2024 BUDGET**

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## SECTION ONE – OVERVIEW AND FINANCIAL HIGHLIGHTS



### *Executive Summary*

Enclosed for Council's consideration is The City of Prince Albert's (The City) 2024 General Fund budget document. The City's detailed financial plans and budgets are linked to, and derived from, The City's broader planning processes including Council's overall strategic direction.

This budget document includes both summarized as well as detailed information about the factors that are driving changes in the budget values. A summary of the main areas affected are included in financial highlights. The comprehensive information contained in this document is intended to bring together the issues that will facilitate the budget decision-making process.

This document provides the revenue and expense amounts for the General Fund as well as amounts broken into functional areas within each department. Behind each functional area's budget page is the detail for each general ledger account that make up the total budget. An explanation for the type of transactions in each account is provided. This layout makes it possible to compare the 2024 budget amounts to prior year actuals.

In order for the annual budget to be a success, all departments and functional areas are involved and have direct involvement in the budgeting process. Much time is spent compiling the annual budget and includes the following process:

- Individual account review for the three (3) previous years' actuals from 2021 to 2023;
- Individual account review of the current year actuals in 2023;
- Inclusion of items referred to 2024 budget deliberations;
- Review of one time 2023 budget requests;
- Capital and reserve requirements.

### ***Budgeting by Funds***

The City provides a variety of services that are budgeted through five different funds. It is important to note that taxation and most miscellaneous revenue is recognized in the General Fund whereas most of the other funds are budgeted with the goal of being self-supporting. **Only the General Fund budget is included in this document.**

#### **The General Fund**

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

#### **The Airport Fund**

The Airport Fund accounts for all the City activities at the municipal airport. The Airport Fund will be prepared and presented to Council separately.

#### **The Sanitation Fund**

The Sanitation Fund accounts for the operation of the City's solid waste collection system, operations at the landfill, and the costs associated with the City's recycling program. The operations for these activities are paid for through user fees on utility bills, as well as through access fees at the landfill. The Sanitation Fund will be prepared and presented to Council separately.

#### **The Land Fund**

The Land Fund accounts for the City's activities in land development. The cost of installing infrastructure within subdivisions owned and developed by the City is the main financial activity, however other costs related to preparing land for sale, and marketing the land are included in this fund. The Land Fund will be prepared and presented to Council separately.

#### **The Water and Sewer Utility Fund**

The Water and Sewer Utility Fund accounts for the City's activities in treating and distributing potable water, collecting and treating waste water, and collecting and managing storm water. The activities in this fund are paid for through user fees on utility bills. The Water and Sewer Utility Fund will be prepared and presented to Council separately.

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## ***Important Notes***

### **Operating Budget Surplus**

This budget follows generally accepted accounting principles. The surplus from operations is used to fund capital purchases and projects, loan principle payments, and contributions to reserves. The 2024 budget includes an estimate of \$7.8 million for depreciation. This is a non-cash item that has no impact on the 2024 mill rate. The proposed budget identifies \$1.528 million as the operating surplus. After adjusting for non-cash depreciation the 2024 operating surplus is \$9.328 million. This surplus will fund capital projects of \$5.145 million, \$0.289 million for loan payments and \$3.893 million to fund reserves. (See [Capital Projects Details](#) and [Reserve Projection Reports](#))

### **Reserves and Surpluses**

The growth of City reserves to optimal levels is key to long-term fiscal health and meeting future financial obligations. Reserves ensure the City has the resources to maintain the status quo for future generations. A summary of the projected reserve balances at the end of 2023 and proposed changes for 2024 is included in *Section Seventeen – Reserve Allocations*.

### **Debt**

At December 31, 2023 (unaudited), the City will have approximately \$85,649,709 of external long-term debt. That includes the additional borrowing of \$30.0 million in Year 2023 for the Aquatic and Arenas Recreation Centre.

Additional details related to The City's long-term debt including a breakdown by fund can be found in the Supporting Documents section of the budget. [Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #2 for RPT 23-378 - 2024 Long Term Debt Summary for additional information.](#)

The City's total current legislated borrowing limit is \$120.0 million.



**Capital Budget**

The 2024 capital budget has capital expenditures (including loan repayments) of \$5,434,600 to be funded from operations:

2023 Capital Budget Approved	\$4,910,000
2023 Long Term Debt Repayments	\$281,800
<b>Total Approved 2023 General Fund Capital Budget</b>	<b>\$5,191,800</b>
2024 Presented Capital Budget	\$5,145,000
2024 Long Term Debt Repayments	\$289,600
<b>Total Presented 2024 General Fund Capital Budget</b>	<b>\$5,434,600</b>
<b>Increase from Year 2023</b>	<b>\$242,800</b>

Adjustments have been made for projects funded from external sources or reserves where applicable. The Long Term Debt Summary report details the estimated principal, interest, and payments for new debt. [Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #2 for RPT 23-378 - 2024 Long Term Debt Summary for additional information.](#)

There is a detailed list of 2024 capital projects (See [Capital Projects Details](#)). Projects that are not funded in 2024 are also listed (See [Capital Projects Not Funded](#)).

**Tax Increase**

The estimated budget increase within this document that would be funded from increases in property tax is approximately **\$4,402,750**. This is the funding required to balance the budget for 2024. All items referred to budget committee throughout the year have been included as well as those items being proposed by Administration. The 2024 budget is subject to the budget committee’s review and recommendations.

Every \$320,000 increase in budgeted expense equates to an approximate 1.0% tax increase when applied to the general municipal mill rate from taxable properties.

**Tax Policy**

The City currently uses tax tools made available under the Cities Act. These include base taxes, special taxes, levies, minimum tax, and mill rate factors. The final determination of the 2024 tax policy will occur after the 2024 General Fund budget has been determined.



## **Disclaimer**

Administration of The City has prepared this document for discussion purposes for the budget committee.

The budget, as printed, represents an estimate at a particular point in the budgeting process. Administration has spent a considerable amount of effort to ensure the accuracy of the information presented within this document however it is possible that errors exist within this document, and this material should not be relied upon for anything other than its intended purpose.

Council will consider public input, its own priorities and the inherent trade-offs in deciding each issue. Council will either accept the issues brought forward, decline or substitute other priorities. Council will set the final tax rate through the budget process and the final tax impact will be determined only following conclusion of Council's deliberations.

## **Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee**

Items that have been referred to the 2024 Budget from City Council, Executive Committee or the Budget Committee is included in this Budget Document. A summary of the items referred to budget is included in a separate compiled report. [Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #1 for RPT 23-383 – Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee for additional information.](#)

## **Line by Line Budget for 2024**

The 2024 budget is presented using a line by line budget. Each functional area has line items that show specific financial data for accounting purposes. Individual financial statements for each functional area are provided and grouped by category.

## ***Financial Highlights***

The goal of Administration is to improve transparency and decision-making by providing City Council and the citizens of Prince Albert with appropriate information. This includes where City funds are utilized and being accountable to our citizens for delivering services in the most effective and efficient way while maintaining a focus on a sustainable future.

### **Significant Increases for 2024**

For Year 2024, the significant increased costs are as follows:

	<b>% Increase in Mill Rate</b>
<b>Salaries Wages and Benefits – City Departments</b>	<b>5.60%</b>
<b>Salaries Wages and Benefits – Police Service</b>	<b>2.30%</b>
<b>Contracted and General Services – City Departments</b>	<b>4.56%</b>
<b>Contracted and General Services – Police Service</b>	<b>2.13%</b>
<b>Total 2024 Significant Increases</b>	<b>14.59%</b>

The 2024 Budget includes an increase to general wages, including applicable step increases, and payroll benefit increases.

### **General Wage Adjustments – Out of Scope Employees (RPT 23-326)**

Motion of Special City Council Meeting August 21, 2023

That City of Prince Albert Out of Scope Staff, excluding Out of Scope Staff at the Prince Albert Police Service and Prince Albert Fire Department, be provided with a general wage increase in the following amounts:

1. Zero Percent (0%) effective January 1, 2022;
2. Three Percent (3%) effective January 1, 2023;
3. Two Percent (2%) effective August 21, 2023;
4. Three Percent (3%) effective January 1, 2024; and,
5. Three Percent (3%) effective January 1, 2025.



**Revenues**

The total 2024 Revenues for the City is as follows:

	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
Taxation	\$50,489,990	\$45,950,360	\$4,539,630	9.88%
User Charges and Fees	\$8,912,585	\$8,685,140	\$227,445	2.62%
Operating Grants and Donations	\$13,911,030	\$12,243,020	\$1,668,010	13.62%
Grants in Lieu of Taxes	\$7,656,170	\$7,776,070	(\$119,900)	-1.54%
Interest and Penalties	\$1,041,335	\$1,101,190	(\$59,855)	-5.44%
Sundry	\$345,565	\$274,690	\$70,875	25.80%
<b>Total Revenues</b>	<b>\$82,356,675</b>	<b>\$76,030,470</b>	<b>\$6,326,205</b>	<b>8.32%</b>

**Taxation**

Taxation revenue consists of revenue generated from the following tax tools:

General municipal levy

- 2023 mill rate: 10.872

Civic facilities levy

- 2023 mill rate: 0.47

Minimum tax

- 2023 minimum tax: \$800
- 2023 Vacant Residential minimum tax: \$1,600

Special taxes

- 2023 Police special tax: \$35/door
- 2023 Snow special tax: \$72/residential roll, \$23/multi-residential unit, sliding commercial scale
- 2023 Roadways special tax: \$204/residential roll, \$67/multi-residential unit, sliding commercial scale

Base tax

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

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



**Roadways Special Tax**

The Roadways Special Tax includes funding in the total amount of \$4,400,000. The Roadways Special Tax includes the annual Roadways Paving Program of \$4,100,000 and \$300,000 for the Concrete Sidewalk, Curb & Median Rehabilitation Program. The Concrete Sidewalk, Curb & Median Rehabilitation Program funds the replacement and new construction of concrete sidewalks and curbs, which are within locations primarily determined through the roadways paving program.

Prior to 2023, the \$300,000 Concrete Sidewalk, Curb & Median Rehabilitation Program was historically funded by the General Municipal Levy.

The costs are now 100% funded by the Roadways Special Tax, which helps alleviate the mill rate increase.

This aligns all Roadways Paving Program costs including paving, sidewalk and rehabilitation together as one Program funded by the Roadways Special Tax.

**\$50,489,990 Total Taxation Revenue** is comprised of the following:

<b>Taxation</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Property Tax Levy	\$38,115,010	\$34,221,550	\$3,893,460
Supplemental - Property Tax Levy	\$75,000	\$100,000	(\$25,000)
Special Tax - Snow	\$1,682,850	\$1,473,560	\$209,290
Special Tax - Paving	\$4,400,000	\$4,100,000	\$300,000
Special Tax- Police	\$554,600	\$554,600	\$0
Base Tax	\$720,000	\$720,000	\$0
Street Oiling Levy	\$58,000	\$58,000	\$0
Destination Marketing Levy	\$351,500	\$351,500	\$0
Capital Projects Levy	\$1,550,000	\$1,543,200	\$6,800
Supplemental - Capital Projects	\$4,000	\$4,000	\$0
Property Tax Penalties	\$654,000	\$637,000	\$17,000
Discounts Current Tax Discounts-Expense	(\$42,000)	(\$45,000)	\$3,000
Property Tax Rebates Tax Rebates-Expense	(\$100,000)	(\$100,000)	\$0
Library Levy	\$2,349,030	\$2,253,950	\$95,080
PADBID Levy	\$118,000	\$78,000	\$40,000
<b>Total Taxation</b>	<b>\$50,489,990</b>	<b>\$45,950,360</b>	<b>\$4,539,630</b>



The increased costs in snow will be funded from the Snow Special Tax.

The Roadways Special Tax will fund the \$4,400,000 roadways and sidewalk rehabilitation program.

The Library Levy will fund the increased budget for the Prince Albert Public Library in the amount of \$95,080.

The increase of \$40,000 in the PADBID Levy will fund the downtown security as requested by the Prince Albert Downtown Business Improvement District.

**The estimated budget increase within this document that would be funded from increases in property tax is approximately \$4,402,750**

### User Charges and Fees

Departments continue to review the fees charged for City services to ensure they are adequate, comparable, and reasonable. Overall, it is anticipated that there will be an increase in total user charges and fees compared to 2023 of **\$227,445**.

User Charges and Fees	Increase/(Reduction)
<b>Community Services</b>	
Rawlinson Centre - Increased Rental Revenue	\$4,750
Rawlinson Centre - Increased Ticket Sales	\$30,000
Arts Centre - Programming, Rentals, etc.	\$3,000
Class A Sport fields Rental Revenue + Crescent Acres	\$4,420
PMP - Sask Rivers School Division - Joint Use Agreement	\$7,000
Cooke Municipal Golf Course - Cart Rentals	\$10,000
Cooke Municipal Golf Course - Course Fees	\$32,000
Kinsmen Arena - Ice Rentals, Programs, etc.	\$11,627
Steuart Arena - Ice Rentals, Programs, lacrosse	\$9,088
AHC Concession Products Revenue (\$25,000 expense)	\$75,000
AHC Centre - Ice Rentals, Programs, etc.	\$21,264
KWP- Concession Sales (\$20,000 expense)	\$25,000
Kinsmen Water Park – Programs, Admissions, etc.	\$8,500
Frank Dunn Pool - SRSD Payment - Joint Use Agreement	\$8,500
Frank Dunn Pool - Swimming lessons, admissions	\$7,000
Field House - Memberships, Rentals, Birthdays	\$21,717

**Note: Increases in revenue are shown positive, and decreases in revenue are shown in brackets.**



<b>Fire Services</b>	<b>Increase/(Reduction)</b>
Decrease in sale of Fire Fighting Equip	(\$4,000)
Inspections for Federal and Provincial Facilities	\$1,000
Fire and Fire Extinguisher Training	(\$500)
RM of PA Fire Services Agreement	\$7,000
3% Increase in Sask Pen Fire Agreement	\$640
Reduction from SGI rescue services	(\$30,000)
<b>Public Works</b>	
Transit - Ticket Passes and Sales	\$125,000
Transit - Bus Benches and Shelters	\$7,410
Discounted Bus Passes - Ministry contribution (revenue in tickets)	(\$75,000)
Discounted Bus Passes - City Portion	(\$10,000)
Traffic Accommodation Requests	\$2,000
Public Works Miscellaneous Revenue	\$2,500
Moving Permits, Encroachments Reduction	(\$10,000)
<b>Planning &amp; Economic Development</b>	
Parking Meter Revenue Reduction	(\$50,000)
Sask Polytech Parking Lot Revenue Reduction	(\$46,000)
Impound Lot - Lien Checks, Plates, Auction	\$10,000
Impound Lot Storage Fees Reduction	(\$25,000)
Portable Signs Revenue Reduction	(\$3,000)
Business License Revenue Reduction	(\$10,000)
IMBL Revenue Reduction (planning)	(\$3,000)
Direct Sellers Revenue Reduction (planning)	(\$4,500)
Tourism - Fishing Licenses Revenue	\$4,500
Tourism Sales through the Tourism Gift Shop	\$25,000
Reduction in Development Permits, Permit Fees	(\$5,000)
Building Inspection Permit Revenue	\$10,000
<b>Financial Services</b>	
Finance - Various Service Charges, NSF, etc.	\$630
Finance Certificate and Search Fees Reduction	(\$2,400)
<b>City Manager's Department</b>	
Board of Revision Revenue from Applications	\$6,000
<b>Prince Albert Police Service</b>	
Prince Albert Police Service	\$25,290
<b>TOTAL USER CHARGES AND FEES</b>	<b>\$227,435</b>

**Note: Increases in revenue are shown positive, and decreases in revenue are shown in brackets.**



## Operating Grants and Donations

An **increase of \$1,668,010** in budgeted operating grants and donations is anticipated due primarily to the following:

- \$1,114,300 increase in the Municipal Revenue Sharing Grant from the Province which is based on PST revenues.
- \$21,260 increase from the Saskatchewan Lotteries Grant. This is a nil impact to budget as there is matching expenditures as per grant funding.
- \$20,000 increase in Transit Assistance for People with Disabilities grant funding for operations (TAPD). TAPD is a performance-based program.
- \$398,545 increase as per Building Safer Communities Grant Funding. This is a nil impact to budget as there is matching expenditures as per grant funding.
- \$150 increase related to the Urban Connector Program which is based on the updated agreement with the Ministry of Highways and Infrastructure.
- \$113,755 increase in operating grants and donations for the Prince Albert Police Service.

## Grants in Lieu of Taxes

A **decrease of \$119,900 for Grants In Lieu for 2024**. Revenue received from SaskEnergy related to the municipal surcharge paid by customers within City Limits. SaskEnergy repealed rate increases originally announced for 2023 which has reduced the revenue collected to date in 2023. SaskEnergy proposed a further rate reduction beginning October 2023 that will carry into 2024. Therefore a reduction will be anticipated for the surcharge revenue.

**\$7,656,170 Total Grants in Lieu Revenue** of is comprised of the following:

Grants in Lieu	2024	2023	Variance
	Budget	Budget	
Power Corporation Surcharge	\$4,240,000	\$4,240,000	\$0
Federal Government	\$147,000	\$143,000	\$4,000
Provincial Government	\$1,830,000	\$1,801,000	\$29,000
First Nations Reserve Lands	\$379,000	\$363,100	\$15,900
SaskEnergy Natural Gas Franchise	\$1,000,000	\$1,170,000	(\$170,000)
Transgas Natural Gas Franchise	\$25,000	\$25,000	\$0
Eastview/Driftwood Trailer Courts	\$33,000	\$31,800	\$1,200
Twilight Motel	\$2,170	\$2,170	\$0
<b>Total Grants in Lieu</b>	<b>\$7,656,170</b>	<b>\$7,776,070</b>	<b>(\$119,900)</b>



## Interest and Penalties

A **decrease of \$59,855** in Interest and Penalties revenue for 2024 Budget resulting from:

- \$10,000 new fine revenue from false alarms, etc. for Fire Services.
- \$55,000 **decrease** in parking. Parking revenue continues to decline as tickets are not being written by Bylaw on evenings and weekends and some businesses have closed downtown. Parking Enforcement tows have substantially decreased.
- \$14,855 **decrease** for interest paid by the Utility Fund on the internal loan for the Water Meters. The interest decreases annually as principal payments are made.

## Sundry

Sundry revenue includes miscellaneous items such as merchandise sales at City Hall, Impound Lot administration, facility advertising, ticket sale surcharges, etc.

Revenue in this area has increased for Year 2024 regarding the General Municipal Election and the cost recovery:

<b>Sundry</b>	
City providing more in kind services	(\$5,000)
Fire Fighting Recruitment Fee decrease	(\$2,000)
Fire work permits, SCBA, and LAFOIP Reduction	(\$9,000)
Finance - MasterCard Rebate Program	\$3,500
Rental of Ballot Boxes Reduction	(\$200)
Election Cost Recovery – General Municipal Election	\$83,575
<b>Total Sundry Revenue</b>	<b>\$70,875</b>

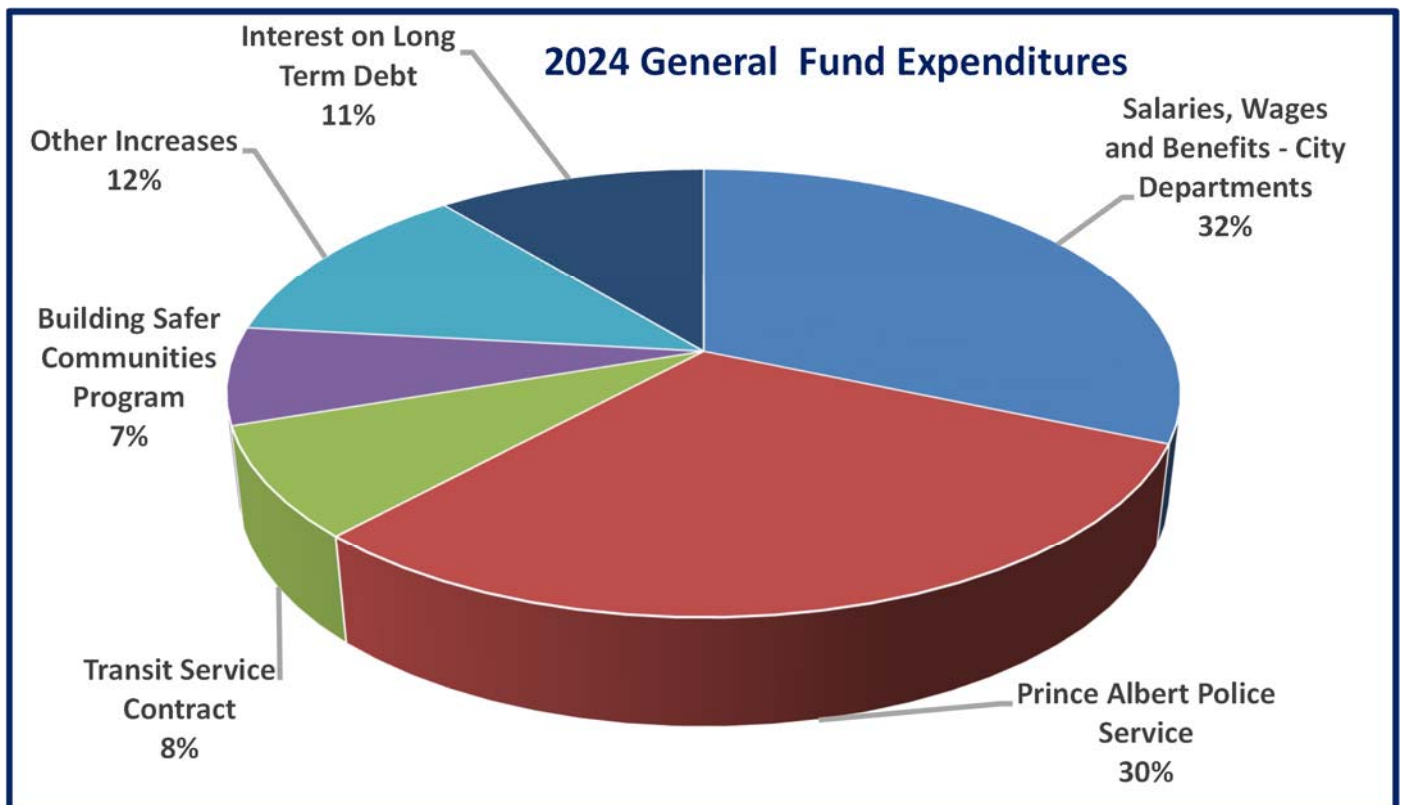
## Expenses

The total expenditures for the General Fund have **increased by 7.96%**.

The breakdown of the City’s total expenditures is as follows:

Total Expenditures	Year 2024	Year 2023	Increase	% of Total Expenditures
Council Remuneration	\$454,110	\$426,300	\$27,810	0.59%
Salaries Wages and Benefits	\$47,842,710	\$45,313,430	\$2,529,280	61.95%
Contracted and General Services	\$11,712,760	\$9,573,030	\$2,139,730	15.17%
Financial Charges	\$157,695	\$146,670	\$11,025	0.20%
Grants and Donations	\$953,865	\$922,620	\$31,245	1.24%
Utilities	\$2,969,720	\$2,973,790	(\$4,070)	3.85%
Interest on Long Term Debt	\$1,945,000	\$1,323,570	\$621,430	2.52%
Fleet Expenses	\$4,138,955	\$4,317,780	(\$178,825)	5.36%
Maintenance Materials and Supplies	\$6,094,325	\$5,606,190	\$488,135	7.89%
Insurance	\$663,980	\$654,400	\$9,580	0.86%
Bad Debt Expense	\$290,000	\$272,000	\$18,000	0.38%
<b>Total Expenditures</b>	<b>\$77,223,120</b>	<b>\$71,529,780</b>	<b>\$5,693,340</b>	<b>100.00%</b>

The major drivers for the expenditures are as follows:



**Note: Other includes 2024 Election, IT Licensing Fees, Assessment Consulting, etc.**



- The City continuously looks for operational improvements that reduce the cost of service to City residents and businesses. The budgeting process includes reviewing current and previous year’s actual expenses and determining operational needs for the new fiscal year.
- Every department is challenged to find ways to fund new programs and projects and maintain existing operations.
- Salaries and benefits increases are related to annual increases for Police, Fire, Union and Out of Scope employees.

### Salaries Wages and Benefits

Salaries Wages and Benefits have increased by the amount of \$2,529,280, representing a mill rate increase of 7.90%:

Salaries Wages and Benefits	2024 Budget	2023 Budget	Variance
General Government	(\$455,000)	\$562,500	(\$1,017,500)
Corporate Governance	\$1,226,345	\$1,118,900	\$107,445
Corporate Services	\$2,169,815	\$1,863,840	\$305,975
Financial Services	\$2,690,540	\$2,464,250	\$226,290
Planning & Development Services	\$2,627,194	\$1,915,920	\$711,274
Community Services	\$7,657,045	\$6,828,210	\$828,835
Public Works	\$3,221,255	\$2,803,790	\$417,465
Fire Services	\$8,179,980	\$7,967,740	\$212,240
Prince Albert Police Service	\$20,525,535	\$19,788,280	\$737,255
<b>Total Salaries Wages and Benefits</b>	<b>\$47,842,709</b>	<b>\$45,313,430</b>	<b>\$2,529,280</b>

City Departments	\$1,792,025	5.60%
Prince Albert Police Service	\$737,255	2.30%
<b>Total Increase for 2024</b>	<b>\$2,529,280</b>	<b>7.90%</b>



**Payroll Benefits**

Payroll Benefits have increased as follows:

1. The maximum CPP cost will increase to \$3,820 in 2024 from \$3,754 in 2023. The employer matches the employee cost for CPP.
2. The WCB costs have risen from \$1.94/\$100 of WCB assessable earnings in 2022 to \$2.25/\$100 of WCB assessable earnings in 2023. **This resulted in approximately \$240,000 of additional WCB costs in 2023.**

**Vacancy Management Savings**

The vacancy management savings budgeted for Year 2024 is as follows:

<b>Vacancy Management Savings</b>	<b>Year 2024</b>	<b>Year 2023</b>	<b>Variance</b>
City Departments	\$570,000	\$250,000	\$320,000
Prince Albert Police Service	\$0	\$200,000	(\$200,000)
<b>Total Budget for 2024</b>	<b>\$570,000</b>	<b>\$450,000</b>	<b>\$120,000</b>



## Contracted and General Services

Contracted and General Services have increased by the amount of \$2,139,730, representing a 22.35% increase over 2023.

A breakdown of the increases relating to Contracted and General Services is as follows:

<b>Contracted and General Services</b>	
<b>Corporate Governance</b>	
Legal Services	\$209,350
2024 General Municipal Election	\$69,000
	<b>\$278,350</b>
<b>Prince Albert Public Library</b>	
Library Increase for 2024	\$95,080
	<b>\$95,080</b>
<b>Corporate Services Department</b>	
IT Annual Licensing / Support Fees + Cybersecurity	\$194,790
Annual Licensing and Support - All Departments	\$43,205
	<b>\$237,995</b>
<b>Financial Services</b>	
Bank Courier and Coin Rolling Approved	\$4,050
Auditor Increase - Approved	\$4,120
ISC Charged back to Property owner	(\$200)
Assessment Consulting Increase	\$76,600
	<b>\$84,570</b>
<b>Planning &amp; Development Services</b>	
Impound Lot - Commissionaire Services	(\$500)
GIS - Monthly Downloads ISC	\$2,495
Annual Subscription for Townfolio	\$3,000
Tourism - Account used for consignment sellers	\$5,000
Tourism - Security Camera and System	\$350
Planning reduction - shredding, ISC costs	(\$3,000)
Planning - Building Safer Communities - Funded	\$180,000
Building Class III position - Funded by Reserve	\$2,500
	<b>\$189,845</b>

<b>PADBID</b>	
Contracted Fees (downtown, etc.)	(\$28,800)
Computer	(\$500)
	<b>(\$29,300)</b>
<b>Public Works</b>	
Public Transit Increase	\$451,480
Traffic - Budget for longitudinal lane markings	\$43,000
Annual Pressure Washing Retaining Walls	\$3,000
Annual Sidewalk Maintenance Increase	\$18,000
Back Lanes Maintenance & Contracting	\$19,500
Old City Yards Commissionaire Security	\$200
MSC 2024 Budget for Renovations	\$15,000
Removal of one-time MSC Renovations from 2023	(\$40,000)
	<b>\$510,180</b>
<b>Fire Services</b>	
Bedding and Kitchen Linens - Laundry	\$800
Sask Public Safety Agency Agreement - Dispatch	\$9,440
	<b>\$10,240</b>
<b>Community Services</b>	
Public Art - Inventory and Condition Report, Maintenance	\$2,000
Municipal Cultural Plan Decrease for Contracted	(\$1,500)
Arts Centre - Payment of Instructors	\$500
Arts Centre - Housekeeping for Pottery Reduction	(\$200)
Arts Centre Commissionaires Reduction	(\$70)
Little Red - Professional Cleaning	\$25,000
Little Red - Commissionaire Services	\$15,000
Little Red - Pump outs for new washrooms	\$20,000
Dave Steuart - Commissionaire Services	\$19,000
Kinsmen Water Park - Pest Control	\$100
Frank Dunn Pool - Commissioners (Joint Use Agreement)	\$1,300
AJFH - Commissionaire Security Services	\$16,000
PA Golf & Curling Club - 2023 Freon Inspection Facility	(\$15,000)
	<b>\$82,130</b>
<b>Prince Albert Police Service</b>	
Prince Albert Police Service	\$680,640
	<b>\$680,640</b>
<b>TOTAL CONTACTED &amp; GENERAL SERVICES</b>	<b>\$2,139,730</b>

**Financial Charges**



Financial charges for 2024 have increased by \$11,025 as follows:

- \$10,225 increase for monthly bank charges, any overdraft interest charged, Point of Sale charges at City Hall, wire fees, and charges for online payments.
- \$500 for Tourism bank charges and software to sell items.
- \$300 for Arts Centre transaction and banking charges.

Financial Charges include:

- Credit charges for business licenses and building permits.
- Coin transportation, rolling, and deposits.
- Moneris charges for processing impound lot payments.
- Monthly bank charges, any overdraft interest charged, point of sale charges at City Hall, wire fees, and charges for online payments.

## Grants and Donations

Grants and Donations for 2024 have **increased by \$31,245** as follows:

Increases over 2023 Budget	Year 2024
Removal of PAREDA Grant Funding	(\$45,000)
Prince Albert Housing Authority Housing Settlement	\$51,545
Sask Lotteries Grant Funding (nil impact)	\$21,260
PA Golf & Curling Club – Transfer to Trust Fund	\$10,000
Knotty Pine Bistro – Operating Agreement	(\$6,560)
<b>Grants and Donations – 2024 Increase</b>	<b>\$31,245</b>

- The grant funding to PAREDA in the 2023 budgeted amount of \$45,000 is reduced.
- The Saskatchewan Housing Corporation has identified that the projected 2023 Settlement Municipal Share for Housing Projects will be \$104,465. That represents an increase of \$51,545 over the approved 2023 Budget of \$52,920.
- The increased funding of \$21,260 for the Saskatchewan Lotteries Grant Funding is a nil impact, as the expenditures match the increase.

- \$10,000 allocation to the Prince Albert Golf and Curling Club Trust Fund to fulfill the City’s commitments. That amount has not been budgeted but expensed annually. The 2024 Budget includes payment of \$10,000 to the Trust Fund as per the Agreement.
- Knotty Pine Bistro - Operating Agreement – \$6,560 **decrease** in Grants and Donations relating to the Operating Agreement with Knotty Pine Bistro for the operation of the Cosmo Lodge.

**Utilities**

Heating:

- SaskEnergy:
  - The Government of Saskatchewan has approved SaskEnergy's commodity rate decrease of 24.5 per cent, bringing it from \$4.20 per gigajoule (GJ) to \$3.20/GJ, as well as its five per cent delivery service rate increase.
  - Effective October 1, 2023, this combined rate adjustment will result in an overall bill decrease of nearly eight per cent or \$6.52 per month for the average residential customer.

As per SaskEnergy decreases, the overall impact to the 2024 Budget for Utilities is favorable by \$4,070 as follows:

Utilities	Year 204	Year 2023	Increase	% Increase
Electricity Increase	\$2,165,667	\$2,106,390	\$59,277	2.81%
Heating Fuels Increase	\$493,799	\$553,440	(\$59,641)	-10.78%
Water & Sewer Increase	\$310,254	\$313,960	(\$3,706)	-1.18%
<b>Total Increase – Utilities</b>	<b>\$2,969,720</b>	<b>\$2,973,790</b>	<b>(\$4,070)</b>	<b>-0.14%</b>





## Interest on Long Term Debt

Interest on Long Term Debt has increased \$621,430 since 2023. The 2024 Budget includes an interest expense for the borrowing of \$30.0 million for the Aquatic and Arenas Recreation Centre, which is being funded through Reserve allocation, not general taxation.

Interest on Long Term Debt	2024 Budget	2023 Budget	Variance from 2023
West Hill Infrastructure Loan	\$3,060	\$3,830	(\$770)
Aquatic and Arenas Recreation Centre - Loan of \$16.0 million	\$536,430	\$545,030	(\$8,600)
Aquatic and Arenas Recreation Centre - Loan of \$30.0 million	\$1,308,980	\$667,500	\$641,480
Golf Course Irrigation Project	\$61,930	\$63,910	(\$1,980)
Transit Buses	\$34,600	\$43,300	(\$8,700)
<b>Total Interest on Long Term Debt</b>	<b>\$1,945,000</b>	<b>\$1,323,570</b>	<b>\$621,430</b>

### Aquatic and Arenas Recreation Centre Debt Financing

City Council, at its meeting of March 27, 2023, awarded Request for Proposal No. 9 of 2023 to the Municipal Financing Corporation of Saskatchewan to be payable over thirty-five (35) years in the amount of \$30,000,000 for the construction of the Aquatic and Arenas Recreation Centre.

City Administration has received the Debenture and the interest rate will be fixed for 35 years at the rate of 4.40%.

The annual interest and principal payment will be **\$1,695,689.30 annually for the borrowing of an additional \$30.0 million.**

### Interest on Long Term Debt

Interest expense for the \$16.0 million Arenas and Aquatic Centre loan borrowed March 1, 2022 is \$536,430. The loan is a 35 year debenture with an interest rate of 3.45%.

Interest expense for the \$30.0 million Arenas and Aquatic Centre loan borrowed May 1, 2023 is \$1,308,980. The loan is a 35 year debenture with an interest rate of 4.40%.

**The interest expense for these loans in the total amount of \$1,845,410 are funded from a transfer from the Recreation Centre Reserve, as such, nil impact to the 2024 Budget.**

## Fleet Expenses

Fleet expenses have **decreased** by **\$178,825** for 2024. The 2024 Budget **incorporates a 0% increase related to the general fleet charge**. There are some areas that fleet needed to be increased based on historical spending and actuals. The decrease is primarily attributed to reduced public transit fleet charges.

Fleet Expenses	2024 Budget	2023 Budget	Increase	% Increase
Police Service	\$859,764	\$829,580	\$30,184	3.64%
Fire Services	\$574,170	\$546,930	\$27,240	4.98%
Public Transit	\$275,000	\$565,540	(\$290,540)	-51.37%
Cooke Municipal Golf Course	\$224,510	\$211,800	\$12,710	6.00%
Snow Management	\$573,900	\$565,900	\$8,000	1.41%
All others	\$1,631,611	\$1,598,030	\$33,581	2.10%
<b>Total Fleet Expenses</b>	<b>\$4,138,955</b>	<b>\$4,317,780</b>	<b>(\$178,825)</b>	<b>-4.14%</b>

**Fire Services:** \$27,240 increase in Fleet Expenses. The budget is based on the Asset Management Plan / Fleet projections for the Fire Equipment Reserve. The plan incorporates a 5.5% increase in the annual funding from the City as well a contribution from City's Agreement with the RM of PA for Fire Services. The increase for 2024 reflects a 5.5% increase in the fleet charge funded by taxation but is offset by a 3.0% increase in the contribution from the RM of Prince Albert. Funded From Taxation: \$457,264 Funded from RM of PA: \$116,906 = \$574,170 Total Budget.

## Maintenance Materials and Supplies

Maintenance Materials and Supplies have increased by **\$488,135** over 2023. Of that amount, \$213,274 are increases for the Prince Albert Police Service (44%) and \$274,861 are increases of City Departments (56%).

Maintenance Materials Supplies	Year 2024	Year 2023	Increase	% Increase
Taxation and Other	\$39,000	\$35,300	\$3,700	10.48%
Corporate Governance	\$264,250	\$160,150	\$104,100	65.00%
Corporate Services Department	\$35,025	\$206,520	(\$171,495)	-83.04%
Planning & Development Services	\$404,160	\$213,330	\$190,830	89.45%
Financial Services Department	\$234,100	\$228,830	\$5,270	2.30%
Community Services Department	\$2,368,720	\$2,204,760	\$163,960	7.44%
Public Works Department	\$913,485	\$939,610	(\$26,125)	-2.78%
PADBID	\$27,100	\$34,750	(\$7,650)	-22.01%
Fire Department	\$424,500	\$412,230	\$12,270	2.98%
Police Service	\$1,383,985	\$1,170,710	\$213,275	18.22%
<b>Total</b>	<b>\$6,094,325</b>	<b>\$5,606,190</b>	<b>\$488,135</b>	<b>8.71%</b>

The increased costs are attributed to some of the following:

- \$94,750 increase in Corporate Governance relating to the 2024 General Municipal Election.
- \$20,000 decrease with telephone savings which includes the re-evaluation of the SRNet high speed data line upgrade.
- \$21,490 decrease in Information Technology memberships and dues with the re-evaluation of the Info-Tech strategic and research advisory agreement.
- \$25,000 decrease in requested funding for the IT reserve account after further analysis of the ten (10) year IT capital plan and the available resources from both IT and other supporting departments to implement new services. For Year 2024, the allocation to the IT Reserve is \$425,000; reduction of \$25,000 from 2023.
- \$63,490 of IT licensing moved to Contracted and General Services.
- \$93,550 in new expenses to be funded from the Building Safer Communities.
- \$29,900 for new Tourism Functional area.
- \$25,000 increase in expenses for concession products for Art Hauser Centre. Offset by revenue increase of \$75,000.
- \$20,000 increase in expenses for concession products for Kinsmen Water Park. Offset by revenue increase of \$25,000.
- \$12,500 for metal telspar posts, traffic signage, traffic cones, barricades, essential hand tools, and nuts/bolts etc. All these materials are required for traffic accommodation and traffic safety. Improved traffic accommodation signage and materials will be a priority in 2024.
- \$10,000 increase for the purchase of grader blades, loader blades and skid steer brooms. Surplus inventory of grader blades has been used up and stock needs to be purchased in 2024.



- \$10,000 to purchase traffic signal supplies needed for signal repairs, replacements and installations. Supplies include traffic signal poles and heads, Control Cabinets, cables, fasteners, breakaway brackets, sensors, signal housing, pedestrian lights, anchor bolts, templates, Opticom emitters, backup power supplies, junction boxes etc. 6th Avenue East/28th Street intersection is to be improved/updated in 2024.
- \$13,000 increase in chemicals for crack sealing.
- \$8,400 budgeted for line painting in the parking lots of Art Hauser Centre, Kinsmen Arena and Dave Steuart Arena.

## Insurance

Insurance has increased by the amount of \$9,580 over 2023, representing a 1.46% increase.

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

	2024 Budget	2023 Budget	Increase	% Increase
<b>Community Services</b>				
Facilities Division	\$177,770	\$177,890	(\$120)	-0.07%
Parks Division	\$71,910	\$63,220	\$8,690	13.75%
Recreation Division	\$47,080	\$40,660	\$6,420	15.79%
<b>Total Community Services</b>	<b>\$296,760</b>	<b>\$281,770</b>	<b>\$14,990</b>	<b>5.32%</b>
<b>Planning &amp; Development Services</b>				
<b>Impound Lot</b>	<b>\$1,640</b>	<b>\$1,630</b>	<b>\$10</b>	<b>0.61%</b>
<b>Fire Service</b>				
<b>Fire Hall</b>	<b>\$4,110</b>	<b>\$4,090</b>	<b>\$20</b>	<b>0.49%</b>
<b>Police Services</b>				
Main Station	\$6,540	\$6,380	\$160	2.51%
Downtown Sub-Station	\$2,240	\$2,210	\$30	1.36%
Police Liability and Other	\$11,350	\$11,220	\$130	1.16%
<b>Total Police Services</b>	<b>\$20,130</b>	<b>\$19,810</b>	<b>\$320</b>	<b>1.62%</b>
<b>Public Works</b>				
Old City Yards	\$11,640	\$11,740	(\$100)	-0.85%
Municipal Service Centre	\$10,360	\$12,490	(\$2,130)	-17.05%
Small Tools & Traffic Signs	\$5,270	\$4,840	\$430	8.88%
<b>Total Public Works</b>	<b>\$27,270</b>	<b>\$29,070</b>	<b>(\$1,800)</b>	<b>-6.19%</b>
<b>Liability and General Items</b>	<b>\$314,070</b>	<b>\$318,030</b>	<b>(\$3,960)</b>	<b>-1.25%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$663,980</b>	<b>\$654,400</b>	<b>\$9,580</b>	<b>1.46%</b>



## Bad Debt Expense

Bad Debt Expense has increased by the amount of **\$18,000 over 2023, representing a 6.62% increase.**

	Year 2024	Year 2023	Increase	% Increase
Account Receivable Bad Debt	\$20,000	\$20,000	\$0	0.00%
Impound Lot Bad Debt	\$20,000	\$52,000	(\$32,000)	-61.54%
Board of Revision Bad Debt	\$250,000	\$200,000	\$50,000	25.00%
<b>Total Increase for Bad Debt</b>	<b>\$290,000</b>	<b>\$272,000</b>	<b>\$18,000</b>	<b>6.62%</b>

### Accounts Receivable Bad Debt Expense

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

### Impound Lot Bad Debt Expense

Vehicles are sent to auction if they are abandoned and not picked up after being towed. If the proceeds from the auction do not cover all the outstanding fees the balance is written off to bad debt. This has been **reduced** by \$32,000 for Year 2024 as the process for calculating bad debt is changing and we will not be charging storage after 30 days as they are technically the City's property at that point.

### Board of Revision Losses Bad Debt Expense

Amount represents budgets for potential payout of successful assessment appeals. 2024 Budget increased by \$50,000 to account for increased appeals over the past number of years.



**Capital Projects**

We continue to review our current reporting and monitoring process to ensure optimal decisions are based on information provided.

The capital budget to be funded by operations in **2024 has increased by approximately \$235,000 from Year 2023**. The projects being recommended for 2024 have been classified as follows: Category 1 – Highly Important/Critical and Category 2 – Capital Projects Not Funded.

The 2024 capital budget includes \$4,400,000 for the Roadways Recapping Program and Sidewalk, Curb & Median Rehabilitation; \$150,000 for the Playground Replacement Program, \$200,000 for roofing projects; \$60,000 for reconstructing park pathways; \$50,000 for landscaping; \$170,000 for Art Hauser Centre Ice Plant; \$65,000 for Cloverdale Road upgrades and \$50,000 for continuation of resurfacing MSC Shop Bay Concrete Floor.

As the budget committee reviews the budget material it is likely that it will identify items that Administration was unable to include within the proposed budget that the budget committee will then amend for recommendation to City Council. There may also be items that Administration included in the proposed budget that upon further discussion by the budget committee will be removed from the recommended final budget.

The Capital Projects for 2024 will be funded as follows:

Capital Funding ( <b>Taxation</b> ) - Projects	\$5,145,000
Capital Funding ( <b>Taxation</b> ) - Long Term Debt Payments	\$289,600
Prime Ministers Park Reserve	\$30,000
PA Slo Pitch League Reserve	\$30,000
Golf Course Improvements Reserve	\$129,000
Information Technology Reserve	\$234,100
Recreation Centre Reserve	\$626,420
Police Service - <b>Taxation</b> Funded	\$338,800
<b>Total Capital Projects - Funding</b>	<b>\$6,822,920</b>

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #3 for RPT 23-384 – 2023 General Fund Capital Projects Update](#) for additional information. This report includes the status of the 2023 General Fund Capital Projects. The report illustrates the projects to be completed in Year 2023, and the projects that will be a carry forward to Year 2024 for completion.



## INTERFUND TRANSFERS

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

Interfund Transfers	2024 Budget	2023 Budget	Variance
Land Development Capital Fund	\$76,500	\$76,500	\$0
Transfer from Utility Fund	\$614,000	\$614,000	\$0
Transfer from Sanitation Fund	\$285,258	\$266,510	\$18,748
Transfer from Fleet	\$3,285,000	\$3,645,000	(\$360,000)
Transfer to Airport Fund	(\$381,150)	(\$337,690)	(\$43,460)
Transfer from Utility Fund - City Facilities	\$269,087	\$266,930	\$2,157
Transfer from Sanitation Fund - City Facilities	\$46,050	\$47,030	(\$980)
<b>Total Interfund Transfers</b>	<b>\$4,194,745</b>	<b>\$4,578,280</b>	<b>(\$383,535)</b>

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

Budgeted Land Sale Revenue for 2024	\$450,000
<b>17% of Land Sales</b>	<b>\$76,500</b>

- \$614,000 Transfer from Utility Fund - Prior to 2010, the Utility Fund transferred a 5% franchise fee to the General Fund. Following 2010, that transfer amount was changed to represent the apportionment of costs for employees who contribute to the operation of the Utility Fund. The transfer amount was set as \$614,000 in 2012 and has remained unchanged.



- \$285,258 Transfer from Sanitation Fund - Each year a Franchise fee equal to five percent (5%) of the Sanitation Fund's total revenues is paid to the General Fund. This fee offsets the sanitation operational costs typically paid by the General Fund.

Total Approved 2023 Sanitation Revenues	\$5,755,760
Less Revenue for CF-Facilities	(\$50,600)
	<b>\$5,705,160</b>
<b>5% - Transfer to General Fund</b>	<b>\$285,258</b>

- \$3,285,000 Transfer to the Reserves that includes City’s Fleet Reserve, Police and Fire Fleet Reserves, Golf Course Reserves, Public Transit Reserve and the Information Technology Reserve. There is a decrease for 2024 as there is no Transfer to the Public Transit Reserve and the reduction of \$25,000 for the IT Reserve.
- \$381,150 Transfer to Airport Fund - In 2006 City Council authorized a transfer of 30% of the total cost of the Airport operation to be funded from the City’s General Fund to fund the operations of the Airport. As per approved 2023 Total Expenditures, the Transfer from General Fund for 2024 is the amount of 381,150, an increase of \$43,460 from the General Fund.

<b>General Fund - Funding to Airport</b>		<b>30%</b>
2023 Approved Total Expenditures	\$1,270,500	<b>\$381,150</b>

- \$269,087 Transfer from Utility Fund – City Facilities - The transfer is based on Financial Services review and forecast of City facilities water and sewer utility charges for 2024.
- \$46,050 Transfer from Sanitation Fund – City Facilities: The City transfer is based on Financial Services review and forecast of City facilities sanitation charges for 2024. City Facilities are charged the sanitation surcharge on their water bills but then an interfund transfer is made at year end to offset this revenue.





**GENERAL GOVERNMENT – CONSOLIDATED OPERATING BUDGET**

	2024 Budget	2023 Budget	Variance	% Change
<b>REVENUES</b>				
Taxation	\$50,489,990	\$45,950,360	\$4,539,630	9.88%
User Charges and Fees	\$8,912,585	\$8,685,140	\$227,445	2.62%
Operating Grants and Donations	\$13,911,030	\$12,243,020	\$1,668,010	13.62%
Grants in Lieu of Taxes	\$7,656,170	\$7,776,070	(\$119,900)	-1.54%
Interest and Penalties	\$1,041,335	\$1,101,190	(\$59,855)	-5.44%
Sundry	\$345,565	\$274,690	\$70,875	25.80%
<b>Total Revenues</b>	<b>\$82,356,675</b>	<b>\$76,030,470</b>	<b>\$6,326,205</b>	<b>8.32%</b>
<b>EXPENSES</b>				
Council Remuneration	\$454,110	\$426,300	\$27,810	6.52%
Salaries Wages and Benefits	\$47,842,710	\$45,313,430	\$2,529,280	5.58%
Contracted and General Services	\$11,712,760	\$9,573,030	\$2,139,730	22.35%
Financial Charges	\$157,695	\$146,670	\$11,025	7.52%
Grants and Donations	\$953,865	\$922,620	\$31,245	3.39%
Utilities	\$2,969,720	\$2,973,790	(\$4,070)	-0.14%
Interest on Long Term Debt	\$1,945,000	\$1,323,570	\$621,430	46.95%
Fleet Expenses	\$4,138,955	\$4,317,780	(\$178,825)	-4.14%
Maintenance Materials and Supplies	\$6,094,325	\$5,606,190	\$488,135	8.71%
Insurance	\$663,980	\$654,400	\$9,580	1.46%
Bad Debt Expense	\$290,000	\$272,000	\$18,000	6.62%
<b>Total Expenses</b>	<b>\$77,223,120</b>	<b>\$71,529,780</b>	<b>\$5,693,340</b>	<b>7.96%</b>
<b>Operating Surplus / (Deficit)</b>	<b>\$5,133,555</b>	<b>\$4,500,690</b>	<b>\$632,865</b>	<b>14.06%</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>				
Amortization	\$7,800,000	\$7,800,000	\$0	0.00%
Interfund Transfers	(\$4,194,745)	(\$4,578,280)	\$383,535	-8.38%
Capital and Interfund Transactions	\$3,605,255	\$3,221,720	\$383,535	11.90%
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>\$1,528,300</b>	<b>\$1,278,970</b>	<b>\$249,330</b>	<b>19.49%</b>
<b>Allocations:</b>				
Capital Expenditures	\$5,145,000	\$4,910,000	\$235,000	4.79%
Reserve Allocations	\$3,893,700	\$3,887,170	\$6,530	0.17%
Principal Payments on Loans	\$289,600	\$281,800	\$7,800	2.77%
Non-Cash Adjustment - Amortization	(\$7,800,000)	(\$7,800,000)	\$0	0.00%
	\$1,528,300	\$1,278,970	\$249,330	19.49%
<b>Balanced Budget - Surplus / (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	



**DEPARTMENT OPERATING BUDGET SUMMARY**

General Fund	2024 Budget	2023 Budget		Variance
City Clerk	\$769,380	\$596,480		\$172,900
City Manager	\$527,500	\$464,350		\$63,150
Mayor	\$205,670	\$202,160		\$3,510
City Council	\$429,470	\$405,160		\$24,310
Legal Services	\$660,810	\$496,350		\$164,460
<b>Corporate Governance</b>	<b>\$2,592,830</b>	<b>\$2,164,500</b>		<b>\$428,330</b>
Corporate Communications	\$175,640	\$156,420		\$19,220
Human Resources	\$1,211,555	\$996,020		\$215,535
OHS	\$158,870	\$146,640		\$12,230
Information Technology	\$1,526,540	\$1,401,050		\$125,490
<b>Corporate Services</b>	<b>\$3,072,605</b>	<b>\$2,700,130</b>		<b>\$372,475</b>
Planning	\$882,375	\$859,810		\$22,565
Building Inspections	\$209,330	\$61,870		\$147,460
GIS	\$216,950	\$0		\$216,950
Tourism	\$141,190	\$0		\$141,190
Economic Development	(\$65,420)	(\$178,320)		\$112,900
Bylaw Services Division	\$726,490	\$681,150		\$45,340
Parking Tickets and Meters	(\$436,590)	(\$588,460)		\$151,870
Impound Lot	(\$220,240)	(\$201,270)		(\$18,970)
<b>Planning &amp; Dev Services</b>	<b>\$1,454,085</b>	<b>\$634,780</b>		<b>\$819,305</b>
Assessment	\$775,770	\$626,550		\$149,220
Asset Management	\$130,000	\$88,870		\$41,130
Financial Services	\$1,711,390	\$1,657,730		\$53,660
Purchasing and Stores	\$435,360	\$364,970		\$70,390
<b>Financial Services</b>	<b>\$3,052,520</b>	<b>\$2,738,120</b>		<b>\$314,400</b>
Fire Administration	\$1,218,690	\$1,234,210		(\$15,520)
Fire Fighting	\$6,548,120	\$6,304,930		\$243,190
Fire Prevention	\$331,990	\$308,020		\$23,970
Fire Fleet and Equipment	\$711,540	\$676,830		\$34,710
Fire Building Maintenance	\$107,570	\$103,710		\$3,860
<b>Fire Services</b>	<b>\$8,917,910</b>	<b>\$8,627,700</b>		<b>\$290,210</b>



**DEPARTMENT OPERATING BUDGET SUMMARY**

General Fund	2024 Budget	2023 Budget	Variance
Facilities Maintenance	\$543,095	\$164,930	\$378,165
Alfred Jenkins Field House	\$290,645	\$257,940	\$32,705
Art Hauser Centre	\$749,575	\$698,580	\$50,995
Arts Centre	\$154,560	\$161,250	(\$6,690)
Aquatic & Arenas Recreation	\$1,845,410	\$1,212,530	\$632,880
Bernice Sayese Centre	\$76,985	\$74,080	\$2,905
Cemetery	\$94,410	\$87,550	\$6,860
Facilities - City Hall	\$435,330	\$447,120	(\$11,790)
Community Clubs	\$407,245	\$401,310	\$5,935
Community Services Admin	\$698,550	\$660,230	\$38,320
Cooke Municipal Golf Course	(\$95,740)	(\$95,520)	(\$220)
Dave Steuart Arena	\$190,015	\$168,360	\$21,655
EA Rawlinson Centre	\$449,320	\$451,930	(\$2,610)
City Beautification	\$78,145	\$76,300	\$1,845
Frank Dunn Swimming Pool	\$669,385	\$518,220	\$151,165
Prince Albert Public Library	\$25,720	\$22,860	\$2,860
Kinsmen Arena	\$193,505	\$273,810	(\$80,305)
Kinsmen Park	\$125,410	\$110,440	\$14,970
Kinsmen Ski Hill	\$89,295	\$90,520	(\$1,225)
Kinsmen Water Park	\$267,590	\$240,020	\$27,570
Little Red River Park	\$331,905	\$272,340	\$59,565
MFC - Kinsmen Heritage	\$47,730	\$39,780	\$7,950
Museums	\$206,850	\$186,490	\$20,360
Outdoor Sports Field	\$184,615	\$194,780	(\$10,165)
Parks	\$1,779,200	\$1,675,020	\$104,180
Playgrounds and Structures	\$286,105	\$262,840	\$23,265
PA Golf & Curling Club	\$46,330	\$133,800	(\$87,470)
Recreation	\$676,240	\$625,750	\$50,490
Municipal Cultural Plan	\$40,000	\$40,000	\$0
Public Art	\$13,500	\$15,000	(\$1,500)
Saskatchewan Lotteries	\$0	\$0	\$0
Skateboard Park	\$35,775	\$31,820	\$3,955
Tourism Information Centre	\$24,395	\$24,400	(\$5)
<b>Community Services</b>	<b>\$10,961,095</b>	<b>\$9,524,480</b>	<b>\$1,436,615</b>



**DEPARTMENT OPERATING BUDGET SUMMARY**

General Fund	2024 Budget	2023 Budget		Variance
Public Works Administration	\$1,083,420	\$975,870		\$107,550
Municipal Service Centre	\$213,795	\$190,140		\$23,655
Old City Yards	\$123,990	\$129,280		(\$5,290)
Backlanes Maintenance	\$98,910	\$83,810		\$15,100
Sidewalks	\$256,080	\$232,020		\$24,060
Snow Management	\$1,682,850	\$1,548,900		\$133,950
Street Lighting	\$1,033,730	\$985,460		\$48,270
Streets and Roads	\$954,015	\$923,170		\$30,845
Street Sweeping	\$323,190	\$306,010		\$17,180
Traffic Counts and Markings	\$236,100	\$198,250		\$37,850
Traffic Lights	\$398,900	\$370,840		\$28,060
Traffic Signs	\$437,760	\$351,320		\$86,440
City Public Transit	\$1,653,700	\$1,586,510		\$67,190
<b>Public Works</b>	<b>\$8,496,440</b>	<b>\$7,881,580</b>		<b>\$614,860</b>
Prince Albert Police Service	\$19,855,227	\$18,336,700		\$1,518,527
<b>Police Albert Police Service</b>	<b>\$19,855,227</b>	<b>\$18,336,700</b>		<b>\$1,518,527</b>
PADBID	\$62,000	\$142,000		(\$80,000)
<b>PADBID</b>	<b>\$62,000</b>	<b>\$142,000</b>		<b>(\$80,000)</b>
<b>External Agencies</b>				
Prince Albert Public Library	\$2,349,030	\$2,253,950		\$95,080
Museums	\$71,080	\$71,080		\$0
PA Arts Board	\$25,000	\$25,000		\$0
Special Needs Transportation	\$571,760	\$571,760		\$0
Special Needs - Fleet	\$122,640	\$122,640		\$0
Seniors Transportation	\$69,500	\$69,500		\$0
Mann Art Gallery	\$100,000	\$100,000		\$0
PA Mobile Crisis Unit	\$43,600	\$43,600		\$0
<b>External Agencies</b>	<b>\$3,352,610</b>	<b>\$3,257,530</b>		<b>\$95,080</b>





City of  
**Prince Albert**

***RPT 23-383***

**TITLE:** Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee

**DATE:** **October 4, 2023**

**TO:** Budget Committee

**PUBLIC: X**

**INCAMERA:**

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**ATTACHMENT:**

1. Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee

**Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
October 3, 2023 Executive Committee Meeting	Cloverdale Road – Road Upgrades (RPT 23-348)	<p>1. That the Cloverdale Road Surface Rehabilitation Project from Highway 55 to 100m North of Evergreen Road for placing Asphalt Millings in the amount of \$65,000, be included in the 2024 Budget deliberations; and,</p> <p>2. That if there is remaining budget and schedule after the completion of the Cloverdale Road Surface Rehabilitation Project, that Asphalt Millings be applied on roadway sections in Nordale.</p>	<p>See <b>Tab #20</b> in the Reports Section.</p> <p>\$65,000 is included In the Capital Budget as <b>C-16 – Cloverdale Road – Road Upgrades.</b></p>
September 25, 2023 City Council Meeting	Building Inspection Services Reserve Establishment (RPT 23-368)	<p>1. That a Building Inspection Services Reserve be established;</p> <p>2. That all Surplus Revenue from the Building Inspection Services Division be transferred into the Building Inspection Services Reserve at the end of each year; and,</p> <p>3. That a Class III Building Inspector be hired for a three (3) year term to be funded from the Building Inspection Services Reserve.</p>	<p>See <b>Tab #21</b> in the Reports Section.</p> <p>The Building Inspector Class III position is included in the 2024 Budget in the Planning &amp; Development Services Department <b>Functional Area: Building Inspections. The cost for the position is funded from a Transfer from the Building Inspection Service Reserve for 2024.</b></p>
September 11, 2023 Executive Committee Meeting	Prince Albert Golf & Curling Club Inc. – Request for Utility Assistance (CORR 23-62)	<p>That CORR 23-62 be received and referred to Budget Committee.</p> <p>RE: Request for Utility Assistance at the Prince Albert Golf &amp; Curling Club.</p>	<p>See <b>Tab #15</b> in the Reports Section.</p> <p>\$72,910 is included in the <b>Operating Issues Not Funded – Section Sixteen: UF-02.</b></p>

**Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
September 11, 2023 Executive Committee Meeting	Transit Extended Hours – Budget 2024 (RPT 23-358)	<p>That the Transit Extended Weekday Hours of Operation Trial be extended until December 31, 2024 and included in the 2024 Transit Budget, as follows:</p> <ol style="list-style-type: none"> <li>1. Reducing operating frequency from half-hourly to hourly for all routes between 6:15 p.m. – 7:15 p.m.;</li> <li>2. Extending all transit routes from 7:15 p.m. – 10:15 p.m. operating hourly; and,</li> <li>3. Extending the Rush Hour Service from 9:45 a.m. – 2:45 p.m. half-hourly.</li> </ol>	<p>See <b>Tab #13</b> in the Reports Section.</p> <p>The Transit Extended Weekday Hours is identified in the Public Works Department, <b>Functional Area: Public Transit.</b></p> <p><b>The costs are included in the 2024 Public Transit Budget.</b></p>
September 11, 2023 Executive Committee Meeting	Little Red River Park Development Update (RPT 23-364)	That RPT 23-353 be forwarded to the 2024 Budget Committee deliberations for consideration of the proposed 2024 initiatives at the Little Red River Park.	<p>See <b>Tab #18</b> in the Reports Section.</p> <p>The Little Red River Park Development Update is included in Section Three – Capital Projects Details Not Funded – <b>UC-02 in the amount of \$125,000.</b></p>
September 11, 2023 Executive Committee Meeting	Rates & Fees - Community Services Department (RPT 23-363)	That the 2024 Rates and Fees Manual, as attached to RPT 23-354, be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations.	<p>See <b>Tab #7</b> in the Report Section.</p> <p>The 2024 Rates and Fees for the Community Services Department are reflective in the Community Services Department respective <b>Functional Areas.</b></p>

**Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
September 11, 2023 Executive Committee Meeting	2024 Golf Course Improvements (RPT 23-360)	<p>That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:</p> <p>That the 2024 Golf Course Pathway Improvement Plan, as attached to RPT 23-333, be approved.</p>	<p>See <b>Tab #9</b> in the Reports Section.</p> <p>\$60,000 is included In the Capital Budget as <b>C-11 – Golf Course Improvements - Pathways. The amount will be funded from the Golf Course Improvements Reserve.</b></p>
September 11, 2023 Executive Committee Meeting	2024 Rates & Fees - Cooke Municipal Golf Course (RPT 23-361)	<p>1. That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:</p> <p>a. That a two percent (2%) increase to the Rates &amp; Fees for Cooke Municipal Golf Course, as attached to RPT 23-338, be approved;</p> <p>b. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,</p> <p>c. That \$60,000 of the annual Revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.</p>	<p>See <b>Tab #8</b> in the Report Section.</p> <p>The 2024 Rates and Fees for the Golf Course are reflective in the Community Services Department, <b>Functional Area: Cooke Municipal Golf Course.</b></p> <p>The allocation to the Reserve is included in Reserve Allocations – Golf Course Improvements Reserve.</p>



**Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
September 11, 2023 Executive Committee Meeting	Active Living Program (RPT 23-297)	That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:  That the Active Living Program Budget be adjusted to \$40,000.	See <b>Tab #4</b> in the Reports Section.  The increase to \$40,000 for the Active Living Program is included in the 2024 Budget under the <b>General Government Functional Area</b> .
September 5, 2023 City Council Meeting	Motion – Councillor B. Edwards – Cost of Installing a Sprinkler System on Riverbank (MOT 23-8)	That Administration prepare a report on the cost of installing a sprinkler system for irrigation along sections of the river bank that encompass our downtown area for consideration in the 2024 Budget.	The cost of installing a sprinkler system on the Riverbank is included in <b>Section Sixteen – Operating Issues Not Funded as UF-01 in the amount of \$250,000</b> .
July 17, 2023 Executive Committee Meeting	Municipal Cultural Action Plan Update (RPT 23-261)	1. That RPT 23-176 be received as information and filed; and,  2. That the following be forwarded to an upcoming Budget Committee meeting for consideration:  a. That a Reserve Fund be established to fund future initiatives outlined in the Municipal Cultural Action Plan.	See <b>Tab #11</b> in the Reports Section.  The Municipal Cultural Action Plan Budget is identified in the Community Services Department, <b>Functional Area: Municipal Cultural Action Plan</b> .  The Order Paper will include a motion on the establishment of a Reserve Fund to fund future initiatives outlined in the Municipal Cultural Action Plan.

**Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
July 17, 2023 Executive Committee Meeting	Public Art Update (RPT 23-262)	That the Public Art Update be received and information.  Public Art Update included in the 2024 Budget.	See <b>Tab #12</b> in the Reports Section.  The Public Art Budget is identified in the Community Services Department, <b>Functional Area: Public Art.</b>
July 10, 2023 City Council Meeting	Motion – Mayor Dionne – Applying Asphalt Shavings to Streets in Nordale and Hazeldell (MOT 23-6)	1. That Administration prepare a report that outlines a three (3) year plan to finish applying Asphalt Shavings to the Streets in Nordale and Hazeldell beginning in 2024 for consideration during the 2024 Budget deliberations; and,  2. That Administration bring forward the previous report regarding the Program for applying Asphalt Chips and Cooking Oil to the roadway surface for review during the 2024 Budget deliberations.	Motion for Cloverdale Road – Road Upgrades dated October 3, 2023:  <i>That if there is remaining budget and schedule after the completion of the Cloverdale Road Surface Rehabilitation Project, that Asphalt Millings be applied on roadway sections in Nordale.</i>  \$65,000 is included In the Capital Budget as <b>C-16 – Cloverdale Road – Road Upgrades.</b>

**Items Referred to 2024 Budget from City Council / Executive Committee / Budget Committee – General Fund Budget**

Date Referred	Report Title	Council's Instruction	Status
July 10, 2023 City Council Meeting	Motion – Mayor Dionne – Cost to Rebuild Cloverdale Road (MOT 23-5)	That Administration prepare a report that outlines a plan and the cost to rebuild Cloverdale Road into a Street for consideration during the 2023 work year, if possible and for consideration during the 2024 Budget deliberations.	See <b>Tab #20</b> in the Reports Section.  \$65,000 is included In the Capital Budget as <b>C-16 – Cloverdale Road – Road Upgrades.</b>
June 12, 2023 City Council Meeting	Motion – Councillor Edwards – Flashing Pedestrian Lights – 15 <sup>th</sup> Avenue East and Marquis Road (MOT 23-4)	That Administration prepare a report on installing flashing pedestrian lights at the intersection of 15 <sup>th</sup> Avenue East and Marquis Road for consideration in the 2024 Budget.	A Report was forwarded to the September 11, 2023 City Council Meeting.  <u>City Council Motion:</u> <i>That Administration proceed with completing required Traffic Sign and Sightline Modifications, as outlined in RPT 23-357, to improve Pedestrian Safety at the intersection of 15<sup>th</sup> Avenue East and Marquis Road.</i>
March 13, 2023 Executive Committee Meeting	Fire Station Capital Reserve (RPT 23-95)	That the following be forwarded to an upcoming City Council meeting for consideration: 1. That a Fire Station Reserve be established to fund future Fire Stations; and, 2. That funding of the Fire Station Reserve at an annual amount of \$500,000 be referred for consideration during the 2024 Budget deliberations.	See <b>Tab #19</b> in the Reports Section.  \$500,000 is included in Section Seventeen - Reserve Allocations: Transfer to Fire Reserve.



***RPT 23-378***

**TITLE:** 2024 Long Term Debt Summary

**DATE:** September 26, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That this report be received as information and used for discussion during the 2024 Budget deliberations.

**TOPIC & PURPOSE:**

To consider the loan payments as part of the 2024 Budget deliberations.

**PROPOSED APPROACH AND RATIONALE:**

This report summarizes all existing external debt owed by the City. Principal and interest payments are funded from a combination of taxation, revenues and reserves. The annual budget must be sufficient to cover the principal and interest payments funded from taxation and revenue as well as be sufficient to contribute transfers to reserves that are used to fund principal and interest payments.

**Long Term Debt – External Funding**

Table 1.0 lists the unaudited loan balances as of December 31, 2023 and the 2023 budgeted payments and interest for all funds.

**Table 1.0 - 2024 Budgeted Payments by Fund**

Purpose of Loan	Unaudited Loan Balance at December 31, 2023	Interest Rate	2024 Budgeted Principal Payment	2024 Budgeted Interest Payment
<b>General Fund</b>				
Transit Buses	\$1,111,000	3.40%	\$266,000	\$34,604
Irrigation at Golf Course	\$1,837,000	3.40%	\$69,000	\$61,932
10% of West Hill Development	\$98,300	3.40%	\$23,600	\$3,062
Arena and Aquatic Centre (\$16M)	\$15,757,649	3.45%	\$250,712	\$536,430
Arena and Aquatic Centre (\$30M)	\$30,000,000	4.40%	\$375,689	\$1,308,980
<b>General Fund Totals</b>	<b>\$48,803,949</b>		<b>\$985,002</b>	<b>\$1,945,008</b>
<b>Land Fund</b>				
90% of West Hill Development	\$884,700	3.40%	\$212,400	\$27,557
Marquis Road West Extension	\$3,312,126	3.45%	\$90,905	\$111,650
<b>Land Fund Totals</b>	<b>\$4,196,826</b>		<b>\$303,305</b>	<b>\$139,207</b>
<b>Water Utility Fund</b>				
Water Reservoir on River Street	\$5,822,000	3.40%	\$220,000	\$196,251
Upgrades to Water Reservoirs on 2nd Avenue West and Marquis Road	\$5,448,000	3.40%	\$206,000	\$183,635
Upgrades at the Water Treatment Plant	\$691,020	3.98%	\$691,020	\$27,503
Waste Water Treatment Plant-Design	\$2,363,647	3.45%	\$37,607	\$80,460
Raw Water Pump House	\$12,609,074	3.45%	\$200,617	\$429,250
<b>Water Utility Fund Totals</b>	<b>\$26,933,741</b>		<b>\$1,355,244</b>	<b>\$917,099</b>
<b>Sanitation Fund</b>				
Waste Cell Construction	\$5,715,193	3.05%	\$561,423	\$160,040
<b>Sanitation Fund Totals</b>	<b>\$5,715,193</b>		<b>\$561,423</b>	<b>\$160,040</b>
<b>Total for all Funds</b>	<b>\$85,649,709</b>		<b>\$3,204,974</b>	<b>\$3,161,354</b>

## Long-Term Debt Internally Funded

Table 2.0 shows capital projects internally funded by the General Fund. Principal and interest payments are transferred to the General Fund on an annual basis.

**Table 2.0 - Internal Financing Balances Owing to General Fund**

	2024	2025	2026	2027	2028
<b>Water Utility Fund</b>					
Water Meter Replacement	\$ 2,075,045	\$ 1,580,531	\$ 1,070,192	\$ 543,523	\$ -
<b>BALANCES AT YEAR END</b>	<b>\$ 2,075,045</b>	<b>\$ 1,580,531</b>	<b>\$ 1,070,192</b>	<b>\$ 543,523</b>	<b>\$ -</b>

## Debt Limit

The City has a debt limit of \$120 million dollars approved by the Saskatchewan Municipal Board. The accessible debt limit available after consideration of the existing long term debt and line of credit is estimated to be \$22.4 million.

Debt Limit	\$ 120.0 M
Line of Credit	\$ (12.0) M
Loan Balance December 31, 2023	<u>\$ (85.6) M</u>
Accessible Funds	<u>\$ 22.4 M</u>

## Debt Per Capita

Table 3.0 lists long term debt levels and interest per capita.

**Table 3.0 - Historical Debt per Capita**

	Estimate 2024	Estimate 2023	2022	2021	2020
Gross external debt	\$82,444,735	\$85,649,709	\$58,388,591	\$19,103,724	\$20,626,392
Capita per census	37,756	37,756	37,756	37,756	35,926
Debt per capita	\$2,184	\$2,269	\$1,546	\$506	\$574
Interest expense on long term debt	\$3,161,354	\$2,826,220	\$1,899,902	\$828,274	\$909,736
Interest per capita	\$84	\$75	\$50	\$22	\$25

**FINANCIAL IMPLICATIONS:**

The interest portion of the loan payments are reported on the statement of operations (income statement). The principal payments reduce the long term liability on the statement of financial position (balance sheet). Therefore, the City budgets for the interest portion of the loan payments as an operating expense and must also budget an operating surplus that is sufficient to cover the principal portion of the outstanding loans.

Any reserve funding used for principal and interest payments are reflected in the reserve projections included in the budget.

Debt Ratio: The debt ratio is a comparison of total debt (liabilities) to total assets. This ratio tells you the proportion of an entity's assets that are financed by debt. A ratio greater than 1 (or 100%) shows that a considerable amount of assets are funded through debt and can be an indicator of potential issues in defaulting on loan payments or cash flow. A ratio below 1 means that a larger portion of assets are funded through equity (i.e. funded by the City).

	<b>30-Jun-2023</b>				
	<b>Unaudited</b>	<b>31-Dec-22</b>	<b>31-Dec-21</b>	<b>31-Dec-20</b>	<b>31-Dec-19</b>
Total Debt	122,563,496	80,108,497	44,205,282	41,431,467	42,605,869
Total Assets	559,788,070	480,142,263	426,628,240	407,466,466	391,411,055
<b>Debt Ratio</b>	0.22	0.17	0.10	0.10	0.11
<b>Other Municipalities:</b>		<b>31-Dec-22</b>	<b>31-Dec-21</b>	<b>31-Dec-20</b>	
Moose Jaw		0.18	0.18	0.16	
Swift Current		0.47	0.44	0.47	
Saskatoon		0.10	0.12	0.11	
North Battleford		0.22	0.21	0.22	

The City's debt ratio is in a healthy position, especially in comparison to other municipalities. From 2019 - 2021 the ratio was around 10% meaning 10% of assets were funded through debt, the remaining 90% was therefore funded through the City. In 2022 and 2023, additional debt was taken on for large scale projects - as these projects are completed the assets will be capitalized which will bring the debt ratio back down, along with the repayment of debt.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. Appendix A - Long Term Debt - 5 Year Annual Payment Schedule and Appendix B - Long Term Debt - 5 Year Loan Balance Schedule

Written by: Jason Maier, Finance Controller

Approved by: Director of Financial Services & City Manager



**APPENDIX A  
LONG TERM DEBT – 5 YEAR SCHEDULES FOR EXISTING DEBT  
ANNUAL PAYMENTS**

	2024		2025		2026		2027		2028	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
<b>General Fund</b>										
Transit Buses	\$266,000	\$34,604	\$274,000	\$25,191	\$282,000	\$15,832	\$289,000	\$6,153	\$0	\$0
Irrigation at Golf Course	69,000	61,932	73,000	59,034	74,000	56,694	77,000	54,125	81,000	51,617
West Hill Infrastructure (10%)	23,600	3,062	24,200	2,228	24,900	1,402	25,600	545	-	-
Aquatic and Arenas Recreation Centre (\$16M)	250,712	536,430	259,362	527,530	268,310	518,330	277,567	508,800	287,143	498,950
Aquatic and Arenas Recreation Centre (\$30M)	375,689	1,308,980	392,220	1,291,965	409,477	1,274,201	427,494	1,255,655	446,304	1,236,294
	<b>\$985,002</b>	<b>\$1,945,008</b>	<b>\$1,022,782</b>	<b>\$1,905,947</b>	<b>\$1,058,687</b>	<b>\$1,866,459</b>	<b>\$1,096,661</b>	<b>\$1,825,278</b>	<b>\$814,447</b>	<b>\$1,786,861</b>
<b>Land Fund</b>										
West Hill Infrastructure (90%)	212,400	27,557	217,800	20,054	224,100	12,620	230,400	4,903	-	-
Marquis Road West Extension	90,905	111,650	94,042	108,430	97,286	105,090	100,643	101,640	101,059	98,070
	<b>\$303,305</b>	<b>\$139,207</b>	<b>\$311,842</b>	<b>\$128,484</b>	<b>\$321,386</b>	<b>\$117,710</b>	<b>\$331,043</b>	<b>\$106,543</b>	<b>\$101,059</b>	<b>\$98,070</b>
<b>Water Utility Fund</b>										
New Water Storage Reservoirs	220,000	196,251	229,000	187,052	237,000	179,687	245,000	171,522	253,000	163,545
Water Reservoirs Upgrades	206,000	183,635	214,000	175,041	222,000	168,144	229,000	160,506	237,000	153,044
Upgrade Water Treatment Plant	691,020	27,503	-	-	-	-	-	-	-	-
Waste Water Treatment Plant- Design	37,607	80,460	38,904	79,130	40,246	77,750	41,635	76,320	43,071	74,840
Raw Water Pump House	200,617	429,250	207,538	422,130	214,698	414,760	222,105	407,140	229,768	399,260
	<b>\$1,355,244</b>	<b>\$917,099</b>	<b>\$689,442</b>	<b>\$863,353</b>	<b>\$713,945</b>	<b>\$840,342</b>	<b>\$737,740</b>	<b>\$815,488</b>	<b>\$762,839</b>	<b>\$790,689</b>
<b>Sanitation Fund</b>										
Waste Cell Construction	561,423	160,040	578,547	142,490	596,192	124,390	614,376	105,750	633,115	86,530
	<b>\$561,423</b>	<b>\$160,040</b>	<b>\$578,547</b>	<b>\$142,490</b>	<b>\$596,192</b>	<b>\$124,390</b>	<b>\$614,376</b>	<b>\$105,750</b>	<b>\$633,115</b>	<b>\$86,530</b>
<b>ANNUAL PAYMENTS</b>	<b>\$3,204,974</b>	<b>\$3,161,354</b>	<b>\$2,602,613</b>	<b>\$3,040,274</b>	<b>\$2,690,211</b>	<b>\$2,948,901</b>	<b>\$2,779,820</b>	<b>\$2,853,059</b>	<b>\$2,311,460</b>	<b>\$2,762,150</b>
<b>(Principal and interest)</b>		<b>\$6,366,328</b>		<b>\$5,642,887</b>		<b>\$5,639,112</b>		<b>\$5,632,879</b>		<b>\$5,073,610</b>

**APPENDIX B  
LONG TERM DEBT – 5 YEAR SCHEDULES FOR EXISTING DEBT  
BALANCE AT YEAR END**

	2024	2025	2026	2027	2028
	<b>General Fund</b>				
Transit Buses	\$845,000	\$571,000	\$289,000	\$0	\$0
Irrigation at Golf Course	1,768,000	1,695,000	1,621,000	1,544,000	1,463,000
West Hill Infrastructure (10%)	74,700	50,500	25,600	-	-
Aquatic and Arenas Recreation Centre (\$16M)	15,506,936	15,247,574	14,979,265	14,701,698	14,414,555
Aquatic and Arenas Recreation Centre (\$30M)	29,624,311	29,232,091	28,822,614	28,395,119	27,948,815
	<b>\$47,818,947</b>	<b>\$46,796,166</b>	<b>\$45,737,478</b>	<b>\$44,640,817</b>	<b>\$43,826,371</b>
<b>Land Fund</b>					
West Hill Infrastructure (90%)	672,300	454,500	230,400	-	-
Marquis Road West Extension	3,221,221	3,127,179	3,029,893	2,929,250	2,825,136
	<b>\$3,893,521</b>	<b>\$3,581,679</b>	<b>\$3,260,293</b>	<b>\$2,929,250</b>	<b>\$2,825,136</b>
<b>Water Utility Fund</b>					
New Water Storage Reservoirs	5,602,000	5,373,000	5,136,000	4,891,000	4,638,000
Water Reservoirs Upgrades	5,242,000	5,028,000	4,806,000	4,577,000	4,340,000
Upgrade Water Treatment Plant	-	-	-	-	-
Waste Water Treatment Plant- Design	2,326,040	2,287,136	2,246,890	2,205,255	2,162,183
Raw Water Pump House	12,408,457	12,200,918	11,986,220	11,764,115	11,534,347
	<b>\$25,578,497</b>	<b>\$24,889,055</b>	<b>\$24,175,110</b>	<b>\$23,437,370</b>	<b>\$22,674,530</b>
<b>Sanitation Fund</b>					
Waste Cell Construction	5,153,770	4,575,223	3,979,031	3,364,654	2,731,539
	<b>\$5,153,770</b>	<b>\$4,575,223</b>	<b>\$3,979,031</b>	<b>\$3,364,654</b>	<b>\$2,731,539</b>
<b>BALANCES AT YEAR END</b>	<b>\$82,444,735</b>	<b>\$79,842,122</b>	<b>\$77,151,911</b>	<b>\$74,372,091</b>	<b>\$72,057,576</b>



City of  
**Prince Albert**

*RPT 23-384*

**TITLE:** 2023 General Fund Capital Projects Update

**DATE:** October 4, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENT:**

1. 2023 General Fund Capital Projects Update

2023 GENERAL FUND CAPITAL PROJECTS			
	2023 BUDGET	FUNDING	TIMELINES
<b>CAPITAL FUNDING</b>			
<b>Community Services</b>			
Playground Replacement Program	\$150,000.00	Capital Funding	<p><b>Carry Forward to Year 2024.</b></p> <p>Scheduled for 2024 – Equipment has been ordered.</p> <p>Council approved the Midtown Community Centre Playground and Spray Park Replacement Project at a total cost of \$650,000. Of that total amount, \$150,000 is funding from the capital funding of Playground Replacement Program. See other funding under Other Projects.</p>
Reconstruction of Park Pathways	\$60,000.00	Capital Funding	<b>Project to be completed in 2023.</b>
Roofing Replacements	\$200,000.00	Capital Funding	<p><b>Roofing Projects will be completed by end of Season.</b></p> <p>Alfred Jenkins Field House - Scheduled for early November.</p> <p>Prince Albert Fire Hall - In progress October and will take approximately 4 weeks.</p> <p>Old City Yards main Building is completed.</p> <p><u>2023 Roofing Projects:</u></p> <ol style="list-style-type: none"> <li>1. Alfred Jenkins Field House Flat roofs \$325,000.00 - Year 2023</li> <li>2. Prince Albert Fire Hall \$100,000.00 - Year 2023</li> <li>3. Old City Yards Main Building \$110,000.00 - Year 2023</li> </ol>
Landscaping-Multiple Locations	\$50,000.00	Capital Funding	<b>Project to be completed in 2023.</b>
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$460,000.00</b>		
<b>Public Works</b>			
Roadways Recapping Program	\$4,100,000.00	Capital Funding	<b>Roadways Program to be spent and completed by end of year.</b>
Concrete Sidewalk, Curb and Median Rehabilitation	\$300,000.00	Capital Funding	<b>Concrete Program to be spent and completed by end of year.</b>
Resurfacing Municipal Service Centre Shop Bay Concrete Floor	\$50,000.00	Capital Funding	<b>Project to be completed in 2023.</b>
<b>TOTAL PUBLIC WORKS</b>	<b>\$4,450,000.00</b>		
<b>TOTAL CAPITAL FUNDING</b>	<b>\$4,910,000.00</b>		
<b>RESERVE FUNDING</b>			
<b>Information Technology</b>			
Business Continuity	\$215,000.00	Information Technology Reserve	<p>Cybersecurity: Managed Threat Detection and Response (30% complete). Agents are installed and virtual risk scanner deployed. Still work to be done on setting up Office and Firewall scanners and setup awareness accounts.</p> <p><b>Carry Forward to Year 2024.</b></p>
End User Computing & Printing	\$109,800.00	Information Technology Reserve	<p>Procurement and purchase completed for laptops, monitors and tablets. Pivoted laptop and workstation renewals to new requests.</p> <p>Point of Sale retail hardware and card printers ordered and installed as part of the PerfectMind Recreational Replacement project.</p> <p>Printer ordered and installed for City Yards but the remaining printers still need to be scoped.</p> <p><b>Carry Forward to Year 2024.</b></p>

2023 GENERAL FUND CAPITAL PROJECTS			
	2023 BUDGET	FUNDING	TIMELINES
Corporate Portal & Intranet Systems	\$89,900.00	Information Technology Reserve	RFP for Agenda and Meeting Management software published and final vendor selection scheduled for the fall. <b>Carry Forward to Year 2024.</b>
Finance & Administration Systems	\$49,500.00	Information Technology Reserve	GP Reporting Enhancements – actively working with Questica on budgeting reports in the new system. <b>Carry Forward to Year 2024.</b>
Networking	\$25,000.00	Information Technology Reserve	Project is back on-track. We have received all the equipment (resolved due to shipping delays) and Meraki devices installed in City Hall; approximately 12 more sites to complete. <b>Carry Forward to Year 2024.</b>
Web & Portal Systems	\$10,500.00	Information Technology Reserve	Online Rec Programming 85% complete. All new hardware is installed at each location. Moved software to production including media release on-schedule. Finalizing post-implementation issues and fall programming to be completed and final export from ActiveNet before final decommission. <b>Carry Forward to Year 2024.</b>
<b>TOTAL IT Projects</b>	<b>\$499,700.00</b>		
<b>Community Services</b>			
Prime Ministers Park Improvements	\$27,100.00	Prime Ministers Park Reserve Fund	<b>Project included: Shale, Fence Capping and 2 Scoreboard Controllers. Project will be completed by end of Year.</b>
EA Rawlinson Centre Improvements	\$40,000.00	EA Rawlinson Centre Facility Fee Reserve	<b>Project Budget included: Headset System Replacement - \$3,500 Window Coverings - \$20,000 Server Window &amp; Curved Wall Renovation - \$16,500 Project will be completed by end of Year.</b>
Golf Course - Reconstruction and Repair of Pathways	\$60,000.00	Golf Course Improvement Reserve	<b>All work for Year 2023 in relation to this project has been completed.</b>
Little Red River Park - Stages of Development	\$210,000.00	Pehonan Parkway Reserve	<b>Warm-up Shelter and Washrooms completed.</b>
Boat Launch Review and Recommendations	\$25,000.00	Pehonan Parkway Reserve	<b>Carry Forward to Year 2024.</b>
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$362,100.00</b>		
<b>Public Works</b>			
Concrete Sidewalk Replacement Program - Senior Residence	\$65,000.00	Future Infrastructure Reserve	<b>Project has been completed.</b>
<b>TOTAL PUBLIC WORKS</b>	<b>\$65,000.00</b>		

2023 GENERAL FUND CAPITAL PROJECTS			
	2023 BUDGET	FUNDING	TIMELINES
<b>LONG-TERM DEBT REPAYMENTS</b>			
Long-Term Debt Repayment - Aquatic and Arenas Recreation Centre	\$242,400.00	Civic Facilities Reserve	Yearend Loan Payment.
Long Term Debt Repayment - Golf Course Irrigation Replacement	\$68,000.00	Golf Course Improvement Reserve	Yearend Loan Payment.
<b>TOTAL LONG TERM DEBT</b>	<b>\$310,400.00</b>		
<b>TOTAL RESERVE FUNDING</b>	<b>\$1,237,200.00</b>		
<b>Long-Term Debts Payments</b>			
Long Term Debt Repayment - West Hill Infrastructure Improvements	\$22,800.00	Capital Funding	Yearend Loan Payment.
Long-Term Debt Repayment - City Transit Buses	\$259,000.00	Capital Funding	Yearend Loan Payment.
<b>TOTAL LONG-TERM DEBT PAYMENTS</b>	<b>\$281,800.00</b>		
<b>TOTAL 2023 CAPITAL BUDGET</b>	<b>\$6,429,000.00</b>		
<b>2023 APPROVED FLEET BUDGET</b>			
<b>EQUIPMENT FLEET RESERVE</b>			
<b>COMMUNITY SERVICES</b>			
Replacement of Unit 6138 - Mower	\$165,000.00	Equipment and Fleet Reserve	Project completed. Unit in service.
Replacement of Unit 515	\$40,000.00	Equipment and Fleet Reserve	Project completed. Unit in service.
Replacement of Unit 120, 4504, and 4507 - Trucks	\$164,900.00	Equipment and Fleet Reserve	Project completed. The three units have arrived and are in service.
Replacement of Unit 145 - Pickup	\$100,000.00	Equipment and Fleet Reserve	Unit has been ordered with 2024 Delivery. Carry Forward to Year 2024.
Replacement of Units 6073, 6072 and 6019 - Grass Mowers	\$160,000.00	Equipment and Fleet Reserve	In Service. Project completed.
Replacement of Unit 7410 - Zamboni	\$205,000.00	Equipment and Fleet Reserve	Zambonis have been received.  City Council Motion of April 24, 2023 That Tender No. 18 of 2023, for the purchase of three (3) new Ice Resurfacing Machines, be awarded to Engo Ice Arena Equipment Sales at a total cost of \$550,439.01, which includes all applicable taxes, with \$183,469.67 to be funded from the Fleet Equipment Reserve and \$363,584.94 from the Equipment Fit-up and Furniture budget for the Aquatics and Arenas Recreation Centre.
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$834,900.00</b>		

2023 GENERAL FUND CAPITAL PROJECTS			
	2023 BUDGET	FUNDING	TIMELINES
<b>PUBLIC WORKS</b>			
Replacement of Units 102 and 132 - Trucks	\$110,000.00	Equipment and Fleet Reserve	Units received. Project completed.
Replacement of Unit 123 - Truck 3/4 Ton	\$60,000.00	Equipment and Fleet Reserve	Project completed. Unit in service.
Replacement of Unit 14 - Loader	\$510,000.00	Equipment and Fleet Reserve	Delivery early 2024. Carry Forward to Year 2024. <u>City Council Motion of February 13, 2023</u>
Replacement of Unit 28 - Four Yard Loader	\$610,000.00	Equipment and Fleet Reserve	That Tender No. 7 of 2023, for the purchase of two (2) new Wheel Loaders, be awarded to Finning at a total cost of \$940,136.70, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
Replacement of Unit 802, 803 and 804 - Trucks	\$165,000.00	Equipment and Fleet Reserve	Delivered. Being Outfitted. Project Completed.
Replacement of Unit 36 - Motor Grader	\$475,000.00	Equipment and Fleet Reserve	Delivery early 2024. Carry Forward to Year 2024. <u>City Council Motion of February 13, 2023</u> That Tender No. 6 of 2023, for the purchase of a new Motor Grader, be awarded to Finning at a total cost of \$494,486.13, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
Replacement of Unit 440 - Paratransit Bus	\$120,000.00	Equipment and Fleet Reserve	Paratransit Bus was tendered and awarded. Has been ordered with delivery mid 2024. Awaiting grant approval from the Transit Assistance for Persons with Disabilities Program. <u>City Council Motion of August 8, 2023:</u> "That Tender No. 33 of 2023 for the purchase of a new Para Bus be awarded to Crestline Coach LTD. at a total cost of \$180,402.75, including all applicable taxes, with \$55,000 to be funded from the Transit Assistance for People with Disabilities Grant and the remaining \$125,402.75 to be funded from the Fleet Equipment Reserve."
<b>TOTAL PUBLIC WORKS</b>	<b>\$2,050,000.00</b>		
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>			
Replacement of Unit 502 Truck	\$40,000.00	Equipment and Fleet Reserve	One SUV is this approved fleet purchase. Arrived. Project completed. <u>Council Motion of February 13, 2023:</u> That Tender No. 3 of 2023, for the purchase of three (3) new mid-size SUVs, be awarded to Lakeland Ford at a cost of \$123,669.54, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
<b>TOTAL PLANNING &amp; DEVELOPMENT SERVICES</b>	<b>\$40,000.00</b>		
<b>SANITATION FUND</b>			
Replacement of Loader - Sanitation Fund	\$850,000.00	Equipment and Fleet Reserve	Awaiting Delivery. If not received by the end of Year, will be a carry Forward to Year 2024. <u>City Council Motion of February 13, 2023</u> That Tender No. 8 of 2023, for the purchase of a new Landfill Wheel Loader, be awarded to Brandt at a total cost of \$858,366.33, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
Automated Waste Collection Truck	\$475,000.00	Equipment and Fleet Reserve	Delivery mid 2024. Carry Forward to Year 2024. <u>City Council Motion of February 13, 2023</u> That Tender No. 1 of 2023, for the purchase of a new Sanitation Truck, be awarded to Superior Truck at a total cost of \$489,837.56, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
<b>TOTAL SANITATION FUND</b>	<b>\$1,325,000.00</b>		

2023 GENERAL FUND CAPITAL PROJECTS			
	2023 BUDGET	FUNDING	TIMELINES
<b>WATER AND SEWER UTILITY FUND</b>			
Replacement of Steamer Unit	\$90,000.00	Equipment and Fleet Reserve	In Service. Project completed.
<b>TOTAL WATER AND SEWER UTILITY FUND</b>	<b>\$90,000.00</b>		
<b>TOTAL EQUIPMENT AND FLEET RESERVE</b>	<b>\$4,339,900.00</b>		
<b>GOLF COURSE EQUIPMENT AND CART</b>			
New Addition - Trim and Surround Mower	\$68,500.00	Golf Course Equipment Reserve	Ordered. Delivery 2024. Carry Forward to Year 2024.
Replacement Program - Golf Carts	\$70,000.00	Golf Course Carts Reserve	Delivery 2024. Carry Forward to Year 2024.
<b>TOTAL GOLF COURSE RESERVES</b>	<b>\$138,500.00</b>		
<b>FIRE EQUIPMENT RESERVE</b>			
<b>FIRE SERVICES</b>			
Self-Contained Breathing Apparatus Replacement Program	\$35,000.00	Fire Equipment Reserve	Project completed. Funds spent.
Replacement of Unit 2108 - Fire Engine	\$1,300,000.00	Fire Equipment Reserve	<p>Fire Engine ordered. Delivery is 36 months. Carry Forward to Year 2024.</p> <p>City Council Motion of September 5, 2023: That the approved cost for the purchase of a new Pumper Fire Engine from Westvac Industrial LTD. be increased by \$40,000 for a total amount of \$1,403,788 including all applicable taxes to replace the specified and now unavailable Cummins L9 engine with a Cummins X12 engine and compatible transmission.</p> <p>City Council Motion of June 12, 2023 That Tender No. 24 of 2023, 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. That a Contingency Fund of \$3,059 for modifications, fire equipment and minor changes to the Fire Pumper during the pre-build meeting, be approved, if required.</p>
<b>TOTAL FIRE EQUIPMENT RESERVE</b>	<b>\$1,335,000.00</b>		
<b>TOTAL 2023 FLEET PURCHASES</b>			
	<b>\$5,813,400.00</b>		
<b>2023 FLEET - EXTERNAL FUNDING</b>			
Replacement of Unit 440 - Paratransit Bus	\$55,000.00	External Funding - Transit Assistance for Persons with Disabilities Program	See update above.
<b>TOTAL 2023 FLEET - EXTERNAL FUNDING</b>	<b>\$55,000.00</b>		
<b>TOTAL FLEET PURCHASES = ALL</b>	<b>\$5,868,400.00</b>		

2023 GENERAL FUND CAPITAL PROJECTS			
	2023 BUDGET	FUNDING	TIMELINES
<b>2022 CARRY FORWARD PROJECTS</b>			
<b>Capital Committed Reserve</b>			
Roofing Replacement Projects	\$355,234.75	Capital Committed Reserve	Roofing projects will be completed by end of year.
Reconstruction of Park Pathways	\$18,983.67	Capital Committed Reserve	Projects funds have been spent.
2nd Floor Main Boardroom Renovations	\$4,412.20	Capital Committed Reserve	The new Boardroom table has been installed and new cabinets installed. Wall paper completed and electrical work completed.
Roadways Recapping Program	\$75,017.24	Capital Committed Reserve	Roadways Program to be spent and completed by end of year.
<b>Total Capital Committed Reserve</b>	<b>\$453,647.86</b>		
<b>Reserve Funding</b>			
<b>Community Services</b>			
James Isbister Park Improvements	\$66,542.96	Future Infrastructure Reserve	James Isbister Park Improvement – Lighting has been completed along with Basketball Court Lining. Completed.
Golf Course - Reconstruction and Repair of Park Pathways	\$9,730.43	Golf Course Improvement Reserve	2022 C/F Funds fully spent.
Little Red River Park - Stages of Development	\$146,800.00	Pehonan Parkway Reserve \$47,500 allocated to pathway work	Roadway and Parking Lot work completed.
Cooke Municipal Golf Course - Reconstruct and Repair of Stonewall and Tee Signs	\$14,491.00	Golf Course Improvement Reserve	Stonewall work has been completed. Tee Signs have been received and will be installed once the sponsorship signs are finalized. To be completed by the golf season in 2024.
Rotary Adventure Park - Phase 1	\$66,466.10	Reserve Funding: Pehonan Parkway Reserve External Funding: Rotary Club Malcolm Jenkins \$13,487.61 Deferred Revenue 1-4-46913001	Playground construction has been completed, Park Opened Monday, August 31 with a Grand Opening held.
Commission of Artwork	\$28,000.00	Public Art Reserve	Carry Forward to Year 2024.
<b>Public Works</b>			
Pedestrian Bridge Replacement Program	\$82,517.91	Future Infrastructure Reserve	The three pedestrian bridges are completed at Little Red River Park. Report to be provided to City Council on remaining bridges.
<b>Fleet Purchases</b>			
Replacement of Unit 67 - Automated Waste Collection Truck	\$423,200.00	Fleet Equipment Reserve	Unit has been received. Project completed.
Replacement of Forklift	\$68,900.00	Fleet Equipment Reserve	Unit has been received. Project completed.
Replacement of Unit 122 - Sign Truck	\$118,320.00	Fleet Equipment Reserve	In Service. Project completed.
Wrote Off 1/2 Ton - SGI Proceeds	\$51,000.00	Fleet Equipment Reserve	In Service. Project completed.
Transit for Disabled Bus	\$98,170.00	Fleet Equipment Reserve	In Service. Project completed.
Replacement Program - Golf Carts	\$70,740.00	Golf Course Cart Reserve	Delivery 2024. Carry Forward to Year 2024.
Replacement of Unit 6132 - Fringe Mower	\$82,000.00	Golf Course Equipment Reserve	Ordered. Delivery 2024. Carry Forward to Year 2024.



2023 GENERAL FUND CAPITAL PROJECTS			
	2023 BUDGET	FUNDING	TIMELINES
<b>Information Technology</b>			
Networking	\$204,000.00	IT Reserve	SD Wan Smart Services Project – All the Meraki switches have arrived and solution for the Web Application Functionality still being determined. Most remote locations have fiber installed as the preliminary work. Need to review current firewall rules and IP address configuration. Requesting additional network services to complete this work. <b>Carry Forward to Year 2024.</b>
Business Continuity	\$20,000.00	IT Reserve	On-site storage backup - Analysis complete and quote finalized. Awaiting final approval to order hardware. <b>Carry Forward to Year 2024.</b>
Work and Asset Management Systems	\$38,900.00	IT Reserve	<b>This item is to be closed</b> due to Planning and Development change in direction on using these resources. <b>Project completed.</b>
Finance and Admin Systems	\$21,000.00	IT Reserve	Worktech Decommission and implement Fixed Asset Module. <b>Carry Forward to Year 2024.</b>
Balance of the SW-Wan Project	\$110,460.20	IT Reserve	<b>Carry Forward to Year 2024.</b>
<b>Total Reserve Funding</b>	<b>\$1,721,238.60</b>		
<b>External Funding</b>			
Little Red River Park - CCRF Grant #23169 - Pathway Work	\$47,625.68	CCRF Grant Funding - Canada Community Revitalization Fund	<b>Project Completed.</b>
Rotary Adventure Park	\$173,678.11	Reserve Funding: Pehonan Parkway Reserve External Funding: Rotary Club	<b>Playground construction has been completed, Park Opened Monday, August 31 with a Grand Opening held.</b>
2nd Floor Main Boardroom Renovations	\$18,795.39	Deferred Revenue	<b>The new Boardroom table has been installed and new cabinets installed. Wall paper completed and electrical work completed.</b>
Transit for Disabled Bus	\$55,000.00	Transit Assistance for Persons with Disabilities	<b>Unit has arrived. Project completed.</b>  In Year 2022, Council approved that Tender No. 26 of 2022 for the purchase of a new Para Transit Bus be awarded to Warner Bus Industries, at a cost of \$160,839, including all applicable taxes, funded from the Fleet Equipment Reserve and the Transit Assistance for People with Disabilities Grant. Awaiting delivery of Bus.
Chart of Accounts Restructure	\$18,615.85	Fiscal Stabilization Fund	<b>Finance has rolled out the new Chart of Accounts to all Departments. Project completed.</b>
Asset Management / Work Order Software	\$20,162.59	Fiscal Stabilization Fund	Includes decommissioning worktech and implementing great plains fixed assets. Completed all the configuration and setup of the fixed asset module in Great Plains and reviewed all the data from Worktech. Worktech is no longer being used by any employees and just needs to be formally decommissioned. <b>Carry Forward to Year 2024.</b>
<b>Aquatic and Arenas Recreation Centre</b>			
Aquatic and Arenas Recreation Centre	\$43,243,634.97	Ultimate Recipient Agreement Funding	<b>Construction by Graham Construction for the Aquatic and Arenas Recreation Centre underway. Carry Forward to Year 2024.</b>
<b>Total External Funding</b>	<b>\$43,577,512.59</b>		
<b>Total 2022 Carry Forward Projects</b>	<b>\$45,752,399.05</b>		

2023 GENERAL FUND CAPITAL PROJECTS			
	2023 BUDGET	FUNDING	TIMELINES
<b>OTHER Projects Approved by Motion</b>			
	2023 BUDGET	FUNDING	
Alfred Jenkins Field House Artificial Turf Replacement	\$510,000.00	\$447,500 - Alfred Jenkins Field House Improvement Reserve \$50,000 - PAYSAs Contribution \$12,500 - Fundraising Report 23-183 includes \$510,000 for budget.	<p><b>Purchase Order has been sent to the Contractor with project to start and be completed in July 2024.</b></p> <p><u>City Council Motion of May 15, 2023</u>            That the Request for Proposal No. 27 of 2023 for the Alfred Jenkins Field House Artificial Turf be awarded to Field Turf in the amount of \$470,694, including Provincial Sales Tax.            That the project be funded through the Alfred Jenkins Field House Improvement Reserve in support of the Artificial Turf Replacement.            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.</p>
Midtown Community Centre Playground and Spray Park Replacement	\$500,000.00	Total Project Budget of \$650,000: <b>\$150,000 Capital - Playground Replacement 2023 + External Funding</b>	<p>Canada Community Building Fund Investment Plan forwarded to the Ministry for approval of funding under the CCBF Program. Under review by Program.</p> <p><b>Project to be completed in 2024. Carry Forward to Year 2024.</b></p> <p><u>City Council Motion of June 12, 2023</u>            "That the Canada Community Building Fund Infrastructure Investment Plan under the Canada Community-Building Fund in the amount of \$185,195.20 for the Midtown Community Centre Playground and Spray Park Replacement, be approved."</p> <p><u>City Council Motion of March 6, 2023:</u>            "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; and,            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."</p>
<b>Other Projects Approved by Motion</b>	<b>\$1,010,000.00</b>		
<b>TOTAL GENERAL FUND SPENDING</b>	<b>\$59,059,799.05</b>		

## 2023 ROADWAYS PAVING PROGRAM

STREET	FROM	TO	STATUS
15 St W	19 Ave W	20 St W	Complete
5 Ave E	24 St E	25 St E	Complete
5 Ave E	25 St E	28 St E	Complete
Central Ave	22 St	24 St	Project Cancelled
15 St W	15 Ave W	17 Ave W	Completed
Johnson Cres	MaArthur Dr	MacArthur Dr	Complete
13 Ave E	6 St E	7 St E	Carry Over to 2024
Riverside Dr	3 Ave NW	City Limit	Complete
22nd St E	10 Ave E	12 Ave E	Complete
12 St W	1 Ave W	2 Ave W	Complete
McDonald Ave	Branion Dr	28 St E	Complete
Fraser Pl	Branion Dr	10 Ave E	Complete
10 Ave E	Branion Dr	28 St E	Complete
9 St E	1 Ave E	2 Ave E	Complete
Allbright Cres	Fonyo Rd	McIntsh Dr	Complete
Grey Owl Drive	Chester Pl	Hogeweide Dr	Complete
Chester Pl	Grey Owl Drive	Grey Owl Drive	Complete
Grey Owl Avenue	Marquis Rd	Grey Owl Drive	Complete
32 St W	1 Ave W	2 Ave W	Complete
1 Ave W	30 St W	32 St W	Complete
6 Ave E	28th Intersection		Project Cancelled
20 St E	1 Ave E	3 Ave E	Completed



City of  
**Prince Albert**

***BI 23-8***

**TITLE:** Capital Projects Detail

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Capital Projects Detail



# CAPITAL BUDGET



City of  
**Prince  
Albert**

**2024 BUDGET**

**SECTION TWO – CAPITAL PROJECT DETAILS FUNDED**



City of  
**Prince  
Albert**

<b>2024 General Fund Capital Budget Classification</b>	
Funded	Highly Important / Critical
Not Funded	Capital Projects Not Funded



## Capital Project Details Funded

CORPORATE SERVICES				
Below is the listing of Information Technology (IT) projects to be funded from the IT Reserve.				
Please refer to Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #22 for <u>RPT 23-391 – 2023 Information Technology Capital Project Update</u> for additional information on the proposed IT projects for 2024.				
C-01	IT Projects	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This program includes the renewal of all hardware to support the City’s operations including computers, laptops, monitors, printers, Point of Sale/Retail hardware and tablets. This includes new laptops for City Council to coincide with the Agenda and Meeting Management software replacement project scheduled for implementation in 2024. Several printers were scheduled to be replaced in 2023 as part of the IT equipment renewal plan but with new onboarding of staff in 2023, these funds were allocated to laptop/workstation onboarding.</p> <p><b>Funding Source:</b> IT Reserve</p> <p><b>The IT Reserve is projected to have a surplus balance of \$209,427 at the end of 2024 with these projects included.</b></p>		108,400	
C-02	Backups	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This program includes capital planning for disaster recovery and backup services to ensure the City can restore information, as required, to satisfy operations and is fully prepared to continue operations in the event of natural disaster or cyber-attack.</p> <p><u>Disaster Recovery as a Service</u></p> <p>This system allows for online backup and recovery in case of compliance needs, data loss or full-scale disaster with scheduled or on-demand backup and data archival services. This solution allows planning and support to minimize risk of data loss and downtime.</p> <p><b>Funding Source:</b> IT Reserve</p> <p><b>The IT Reserve is projected to have a surplus balance of \$209,427 at the end of 2024 with these projects included.</b></p>		45,200	





C-03	<b>Web Portal System</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This program includes capital planning for online and mobile services for residents including the City’s website, online payments, recreation programs &amp; registration, resident portal/mobile app and related systems. Initiative previously funded that extends into 2024 includes online payments (Virtual City Hall); a one-time implementation cost to fully setup this portal for viewing utilities and tax statements online. This module was purchased several years ago as part of ongoing operations.</p> <p><u>Citizen Portal - \$17,500</u></p> <p>Citizen Portal allows one login (or social media logins) for residents to find the information on waste management, register for recreation programs, news/alerts, and Report a Concern forms.</p> <p><u>Parking Ticket Management System - \$18,000</u></p> <p>System that will track and manage parking tickets from issuance to payment or cancellation. The current hand held devices are no longer compatible and need to be replaced. The system includes Canadian-based cloud infrastructure to meet regular security and patch updates.</p> <p><b>Funding Source:</b> IT Reserve</p> <p><b>The IT Reserve is projected to have a surplus balance of \$209,427 at the end of 2024 with these projects included.</b></p>		35,500	
C-04	<p><b>Work &amp; Asset Management</b></p> <p><b>Purpose:</b> This program includes capital planning for the City’s GIS, asset &amp; work management and related systems.</p> <p><u>Cityworks Expansion – PLL (Planning &amp; Dev)</u></p> <p>Expansion of the existing Cityworks Work &amp; Assessment Management system to include the Permits, Licensing and Land (PLL) module. The building permits and inspections data will be primarily used in Planning &amp; Development and will help keep other departments updated with construction projects such as Assessment and eliminate information silos. The Cityworks PLL system is foundational to real-time project data and one digital location for community development, permitting and licenses.</p> <p><b>Funding Source:</b> IT Reserve</p> <p><b>The IT Reserve is projected to have a surplus balance of \$209,427 at the end of 2024 with these projects included.</b></p>	Capital	Reserve	Externally Funded





C-05	<b>Data Centre</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> As the City starts to investigate data migration and storage to the cloud (or co-locating), there are still fundamental systems that will require local storage. Planned storage expansion is required to support backing up files and data for security and hardware issues, ranging from hard disk failures to malware attacks.</p> <p><b>Funding Source:</b> IT Reserve</p> <p><b>The IT Reserve is projected to have a surplus balance of \$209,427 at the end of 2024 with these projects included.</b></p>		20,000	
<b>CORPORATE SERVICES TOTAL</b>		-	<b>234,100</b>	-

<b>COMMUNITY SERVICES</b>				
C-06	<b>Roofing Repair Projects</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> The department inspects the various roof structures each season to determine their status and provide a report to City Council with recommendations for that season. The department outlines the annual inventory of roof conditions in the report to City Council. The long term replacement program has been in place as an annual program since 2006.</p> <p><b>Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #17 for <a href="#">RPT 23-379 - 2023 Roofing Report for additional information.</a></b></p> <p><b>Funding Source:</b> Taxation</p>	200,000		
C-07	<b>Art Hauser Centre Ice Plant Replacement</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Art Hauser ice plant replacement. The 12 cylinder Sabroe compressor has a vibration that has gotten worse over the last few years. The City's ice plant contractor believes it is the crankshaft and parts for this 1991 model would be impossible to acquire. The risk of not completing this project could result in a complete failure of the ice plant.</p> <p><b>Funding Source:</b> Taxation</p>	170,000		
C-08	<b>Playground Replacement Program</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> The Community Services Department annually inspects and completes an assessment for the entire inventory of playground equipment and park amenities. The results have been compiled through the State of the Playgrounds Report. The funding for 2024 will be allocated to the Funding Model for the Midtown Community Club Centre Playground and Spray Park Replacement Project. This project was approved in the 2023 Capital Project. This funding will be allocated to that project for 2024.</p> <p><b>Funding Source:</b> Taxation</p>	150,000		



C-09	Reconstruction of Park Pathways	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Administration will determine the priority work to be completed and will proceed based on available budgetary funding. Administration has identified potential candidates for pathway construction noting that these still require further discussion on the Public Works side regarding pricing and how much can we reasonably get done with the budget dollars provided. Pathways to be considered for 2024 are:</p> <ul style="list-style-type: none"> <li>- Midtown Playground &amp; Spray Park connecting walkways</li> <li>- Cook Drive to McDonald Avenue</li> <li>- Lake Estates around the lake</li> <li>- AC Howard Park</li> </ul> <p><b>Funding Source:</b> Taxation</p>	60,000		
C-10	Landscaping Projects	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> There are a number areas where landscaping assistance is required on an annual basis. The annual funding is available for contractor assistance so that the department can complete the annual commitments. The department receives approximately 250 landscaping jobs each season and it is impossible to complete utilizing only internal resources.</p> <p>This capital project has proven to be effective since implementing the funding in 2019 as the department has been able to significantly decrease the number of outstanding work orders. This budget is specifically used to help in situations where the department needs additional support in place to complete work that may be at risk of non-completion.</p> <p><b>Funding Source:</b> Taxation</p>	50,000		



C-11	Golf Course Improvements - Pathways	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Reconstruction &amp; Repair of the Pathways at the Cooke Municipal Golf Course. The pathway network throughout the golf course continues to deteriorate and requires continued investment. Similar to the annual amount allocated for the City's Park Pathways, it is recommended that an annual amount be budgeted in order to complete the work over time.</p> <p>It is also recommended that a portion of the annual funding collected through Cart Rentals &amp; Pathway Fees serve as the funding source. The golf course generates an annual average of \$250,000 in revenue through Cart Rentals &amp; Pathway fees. \$60,000 of the total fees collected is recommended to be allocated to the Golf Course Improvements Reserve for this purpose. The Golf Course Advisory Committee has recommended the pathways on Hole 8 for 2024.</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #9 for RPT 23-360 – 2024 Golf Course Improvements for additional information.</a></p> <p><b>Funding Source:</b> Golf Course Improvement Reserve</p>		60,000	
<p><b>The Golf Course Improvement Reserve will have a projected surplus balance of \$319,402 at the end of 2024 with this repayment included.</b></p>				
C-12	Lakeland Ford Park - PA Slo-Pitch League Improvements	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Improvements for PA Slo-Pitch League at Lakeland Ford Park. Community Services is recommending the following projects for 2024:</p> <ul style="list-style-type: none"> <li>- Fencing Repairs - \$15,000</li> <li>- Ball Diamond Infield Grooming Equipment - \$11,000</li> <li>- New Bases - \$4,000</li> </ul> <p><b>Funding Source:</b> PA Slo-Pitch League Reserve</p>		30,000	
<p><b>The PA Slo-Pitch League Reserve will have a projected surplus balance of \$142,788 at the end of 2024 with this project included.</b></p>				



C-13	<b>Prime Minister's Park Improvements</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Improvements to Prime Minister's Park. The following projects are planned to be completed in 2024:</p> <ul style="list-style-type: none"> <li>- Replenish Shale Supply: \$12,000</li> <li>- Purchase New Sound System for Kinsmen Field; \$3,000</li> <li>- Change Rotary Field Backstop to a Heavier Gauge: \$7,000</li> <li>- Repair Bleachers: \$8,000</li> </ul> <p><b>Funding Source:</b> Prime Minister's Park Improvement Reserve</p>		30,000	
<p>The Prime Minister's Park Improvement Reserve will have a projected surplus balance of \$294 at the end of 2024 with this project included.</p>				
<b>COMMUNITY SERVICES TOTAL</b>		<b>630,000</b>	<b>120,000</b>	<b>-</b>

<b>PUBLIC WORKS</b>				
C-14	<b>Roadways Recapping Program</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Asphalt Milling, Recapping and Reconstruction of the City's paved roadway network and Concrete Sidewalk, Curb &amp; Median Rehabilitation Program. This project is based on the results obtained from the Pavement Management System compiled in 2005 and updated yearly which indicates that \$4.5 million per year is required to maintain the pavement quality index. This does not address the current backlog estimated at \$45.5 million. The cost of construction increased dramatically due to inflation in 2022 which reduced the amount of City streets that were able to be paved.</p> <p>The Roadways Special Tax (previously Base Tax) collects revenue to fund the annual Roadways Paving Program of \$4,100,000. The 2023 Property Tax Tools approved that the Roadways Special Tax include funding for the approved \$300,000 Concrete Sidewalk, Curb &amp; Median Rehabilitation Program. The Concrete Sidewalk, Curb &amp; Median Rehabilitation Program funds the replacement and new construction of concrete sidewalks and curbs, which are within locations primarily determined through the roadways paving program.</p> <p>The \$300,000 Concrete Sidewalk, Curb &amp; Median Rehabilitation Program has been historically funded by the General Municipal Levy. The Program is 100% funded by the Roadways Special Tax, which helps alleviate the mill rate increase. This change also aligns all Roadways Paving Program costs including paving, sidewalk and rehabilitation together as one Program funded by the Roadways Special Tax.</p> <p><b>Funding Source:</b> Taxation</p>	4,400,000		



C-15	<b>Continuation of Resurfacing MSC Shop Bay Concrete Floor</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Refurbishing two shop bay floors in the MSC shop with a specialized concrete patching material. The MSC shop was built in the mid 70's and the concrete in some of the bays and walkways is damaged from salt and water from years of equipment coming and going as well as storing sanders and other snow removal equipment. The spalling concrete makes it impossible to roll lifting jacks under a vehicle or use a creeper. It is a safety concern to have damaged concrete breaking under the weight of the lifting devices required for servicing equipment. This is year four of this multiyear project. Due to the costs to re-pour the floors this project will occur over multiple years until the floor is once again in usable condition.</p> <p><b>Funding Source:</b> Taxation</p>	50,000		
C-16	<b>Cloverdale Road - Road Upgrades</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Cloverdale Road is a gravel road serving connectivity from Highway 55 to Pulp Haul Road. Cloverdale Road is 10.51 km in length. 2.58 km is in City Limits, and 7.93 km is in the Rural Municipality of Buckland (RM). Of the City's portion, 0.9 km is considered Rural Residential, directly serving City residential properties. The City and the RM are each responsible for the maintenance of their respective portions.</p> <p>This project is for the rehabilitation of the Cloverdale Road to reduce maintained, improve levels of service, and to reduce dust. If there is remaining budget and schedule after the completion of the Cloverdale Road Surface Rehabilitation Project, the remaining budget will be used to apply asphalt millings to roadway sections in Nordale.</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #20 for RPT 23-348 – Cloverdale Road Upgrades for additional information.</a></p> <p><b>Funding Source:</b> Taxation</p>	65,000		
<b>PUBLIC WORKS TOTAL</b>		<b>4,515,000</b>	<b>-</b>	<b>-</b>



**LONG-TERM DEBT PRINCIPAL PAYMENTS**

C-17	<b>Long-Term Debt Repayment - Golf Course Irrigation Replacement</b>	Capital	Reserve	Externally Funded
	<b>Purpose:</b> City Council approved long-term debt funding for the replacement of the Irrigation System in 2017. The debt is to be paid off over a period of 25 years at an interest rate of 3.40%. <b>Funding Source:</b> Golf Course Improvements Reserve		69,000	
<b>The Golf Course Improvements Reserve will have a projected surplus balance of \$319,402 at the end of 2024 with this repayment included.</b>				
C-18	<b>Long-Term Debt Repayment - Aquatic &amp; Arenas Recreation Centre (\$16M)</b>	Capital	Reserve	Externally Funded
	<b>Purpose:</b> The City's initial portion of the project is \$16 million and is being funded from a long-term debenture. The funds were borrowed on March 1, 2022. The budget for the principal repayment is based on an interest rate of 3.45% and a 35 year repayment schedule. <b>Funding Source:</b> Recreation Centre Reserve		250,720	
<b>The Recreation Centre Reserve will have a projected surplus balance of \$3,387 at the end of 2024 with this project included.</b>				
C-19	<b>Long-Term Debt Repayment - Aquatic &amp; Arenas Recreation Centre (\$30M)</b>	Capital	Reserve	Externally Funded
	<b>Purpose:</b> City Council approved additional borrowing of \$30 million and is being funded from a long-term debenture. The funds were borrowed on May 1, 2023. The budget for the principal repayment is based on an interest rate of 4.40% and a 35 year repayment schedule. <b>Funding Source:</b> Recreation Centre Reserve		375,700	
<b>The Recreation Centre Reserve will have a projected surplus balance of \$3,387 at the end of 2024 with this project included.</b>				
C-20	<b>Long-Term Debt Repayment - West Hill Infrastructure Improvements</b>	Capital	Reserve	Externally Funded
	<b>Purpose:</b> This represents the principal payments for the long-term loan issued in 2009. This loan was required in order to fund the construction of the West Hill Infrastructure improvements completed in 2008 and 2009. It was for 20 years and was approved by City Council (resolution # 0932) on December 15, 2008. The interest rate noted for the first four years of the loan was set at 3.01%. Council approved the renewal of this loan with BMO in 2013 with the interest rate fixed for 5 years at 2.83%. In August 2018, Council approved the refinancing of this loan with RBC at a fixed rate of 3.40% for the remaining 10 years. The Land Fund is responsible for 90% of the cost of financing and the General Fund is responsible for the other 10%. The loan is scheduled to be repaid in full in 2027. <b>Funding Source:</b> Taxation	23,600		



C-21	Long-Term Debt Repayment - City Transit Buses	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> In 2017, The City purchased seven new 35 foot transit buses, of which three were a 50/50 cost share between the City and the Federal Public Transit Infrastructure Fund. City Council approved the long-term debt funding for the new transit buses at the August 8, 2017 City Council Meeting. The debt is to be paid off over a period of 10 years at an interest rate of 3.40%.</p> <p><b>Funding Source:</b> Taxation</p>	266,000		
<b>LONG-TERM DEBT PRINCIPAL PAYMENTS TOTAL</b>		<b>289,600</b>	<b>695,420</b>	<b>-</b>

<b>Total Capital Requests (Excluding Police Items)</b>	5,434,600	1,049,520	-
<b>Police Capital (Refer to Police Budget Report)</b>	-	338,800	-
<b>Total Capital Spending by Funding Source including Police</b>	5,434,600	1,388,320	-
<b>Grand Total of All Capital Requests</b>		<b>6,822,920</b>	

The Capital Projects for 2024 will be funded as follows:

Capital Funding (Taxation) - Projects	\$5,145,000
Capital Funding (Taxation) - Long Term Debt Payments	\$289,600
Prime Ministers Park Reserve Fund	\$30,000
PA Slo Pitch League Reserve	\$30,000
Golf Course Improvements Reserve	\$129,000
Information Technology Reserve	\$234,100
Recreation Centre Reserve	\$626,420
Police Service - Taxation	\$338,800
<b>Total Capital Projects - Funding</b>	<b>\$6,822,920</b>

**TITLE:** 2023 Roofing Report

**DATE:** September 28, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That \$200,000 be included in the 2024 Capital Budget to complete the Roofing Projects recommended for 2024.

**TOPIC & PURPOSE:**

The purpose of the report is to provide City Council with a status update of the various roofs at the City facilities and present the recommendations for consideration during the 2024 Budget deliberations.

**BACKGROUND:**

The City of Prince Albert provides an annual allocation through the Capital Budget for roofing requirements at our various facilities. The Community Services Department completes regular inspections to assess the annual requirements and to determine the priorities for each year.

As a result of the inspections, the following report has been prepared for consideration during the 2024 Budget deliberations.

**PROPOSED APPROACH AND RATIONALE:**

Below is an update regarding the condition and any repairs completed to the various roofs within the City's network of facilities.

**Alfred Jenkins Field House**

- Low slope metal roofs on gymnasium and soccer pitch
- Flat rolled asphalt roof

The large snow through the winter and the spring's freeze/thaw cycles were extremely hard on the two flat roofs at the Alfred Jenkins Field House. This created infiltration of water and strengthened the reasoning for a professional assessment of this roof. Approximately \$20,000 of repairs remain in 2024.



**Arts Centre**

- Metal tiled roof – roof is in good shape.

In 2014 a snow stop project was completed on this roof to mitigate large quantities of ice/snow from sliding off. This was especially dangerous on the West side of the building where the public enters.

There had been water infiltration in the basement of the Art Centre, this was happening on the North and West sides of the building. The North side received new eaves troughs and the West received some earth work behind the wheelchair ramp. These repairs have resolved the issues.

**Art Hauser Arena**

- There are essentially eleven roofs on this building, along with seven entry canopies – various conditions.

Starting from the front or most Westerly and working East there are three ballast roofs over the new Lobby area – good condition.

The old lobby roof is a SBS roof – fair condition. This roof is not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

The South Entrance is a ballast roof – good condition.

The barrel roof over the rink has a spray foamed roof on the North side and a membrane covering on the South side. The spray foamed portion received a new coating in 2019 and is holding up well. The South side has the potential to last longer but it has had repairs to the seams due to the spring freeze thaw.

The Minto dressing room roof is a sloped metal roof – good condition.

The concession/washroom roof is a ballast inverted roof – good condition. This roof is not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

Raider Office roof is a sloped membrane roof – good condition. This roof is not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

The East end of the building has membrane roofs – good condition. These roofs are not expected to need a major replacement in the near future. Repairs to these roofs were completed in 2019.

The seven canopy roofs are metal – good condition.

**Bernice Sayese Centre**

The roofing project for this building was completed in 2013. The flat roof portion of the building has had ongoing warranty work done. The City and the consultant have been working with the contractor to mitigate the issues. A third party roof inspection was completed and repairs from that report have been completed. The flat roof did leak this spring and the leak has been repaired.

The sloped shingled roof has had a leak reported in spring of 2015. The original contractor re-shingled a large portion of the sloped roof under warranty. There have been no leaks since this work was completed.

The issues that this roof has had over the last few years has been due to vandalism.

### **City Hall**

City Hall has a ballast inverted roof – good condition. City Hall roof was replaced in 2008 through tender 30/08. A projected life span of this roof would be 25 years.

### **Cosmo Lodge**

Metal roof – good condition. Repairs have been completed to the eaves troughs to attempt to mitigate splash over and ice damming.

### **Dave G. Stuart Arena**

This building has a shingled barrel roof with SBS membrane over the barrel. There is a flat membraned roof over the entrance and concession. This flat roof received a replacement in 2013. The barrel roof continues to have issues with the decking and shingles; it is in very poor shape. The budget to replace the roof is estimated at \$575,000.00 and will need to be considered within the options for the future of this facility.

### **Diefenbaker House**

In 2013 this building was re-shingled and new eaves troughs installed. The projected life span of this roof is 25 years.

### **EA Rawlinson Centre/Mann Art Gallery**

- This building has essentially four roofs.
- A ballast inverted roof – good condition over the EA Rawlinson Centre.
- A low slope roof with rolled roofing over the entrance and lobby of the EA Rawlinson Centre – good condition.
- A low slope metal roof over the Mann Art Gallery – good condition.
- A ballast inverted roof over the entrance to the Mann Art Gallery – good condition. The roof over the entrance of the Mann Art Gallery had a bubble in the membrane which was repaired with operating dollars in 2013.

These roofs are not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

The upper most roof was repaired due to a leak in the winter/spring 2019.

### **Fire Hall**

This building has two four ply membrane roofs – poor condition. As noted the Fire Hall roofs were part of the five roofs assessed. The assessment report recommends replacement. In 2023, the roof repair work included repairs to the upper portion of the Flat Roof. In 2024, it is recommended that the lower portion of the Flat Roof be completed.

**Historical Museum (Old Fire Hall)**

The majority of the roofs on this building are spray foam. Some repairs have been completed. The repairs have held up and this roof will continue to be assessed.

**JMC Library**

This building has a low slope TPO membrane roof – poor condition. In 2014 seam repairs were completed on this roof. Since the repair the TPO membrane has continued to break down, this is from ponding, UV Rays freeze/thaw conditions.

This roof is recommended to be replaced. The budget for this replacement is estimated to be \$650,000.00.

**Kinsmen Arena**

This building has a peaked shingled roof over the rink. The roof over the rink was re-shingled in 2014. The other roofs on this building are flat and the roof over the South entrance was repaired in 2013.

There was a leak on the West portion of the flat roof in the spring of 2014. This was repaired and the roofing company completed an assessment of the flat roofs at that time. Their assessment is that the remaining flat roofs of that style have exceeded their life expectancy of 25 years.

**Kinsmen Community Heritage Centre**

This roof has been replaced in 2016.

**Kinsmen Water Park**

This building has an un-ballast sloped roof – good condition. This roof is not expected to need a major replacement in the near future. Small repairs may be needed in the short term.

**Kinsmen Ski Hill Cabin**

This building previously had cedar shakes in very poor condition. In 2014 a local businessman donated a new metal roof for the ski hill cabin. The roof was started in the late fall of 2014 and the project was completed in 2015.

**Municipal Service Centre**

This building has three roofs with a two ply asphalt roof system - fair condition. These roofs received an assessment as noted above. The recommendation from the assessment is to restore these roofs in the near future.

## **Old City Yards**

Most buildings in this compound have been roofed in metal. The main building is shingled and the South side of the building was re-shingled in 2019. The North side of the building had some re-shingling done but the entire side was not completed. The North side of the roof was re-shingled in 2023.

## **Prince Albert Golf & Curling Club**

This building has a spray foam roof – good condition. In 2020 a roof restoration project was approved in the amount of \$275,000 and a heavy top coating was installed over the existing spray foamed roof. This project went very well and this roof is expected to last 20 years.

## **Prince Albert Police Station**

This building has two 4ply inverted membrane roofs – fair condition. These roofs were part of the roofing assessments as noted above. These roofs are holding up well but are very old.

The assessment of these roofs recommends replacement. The estimated budget to replace the roofs is \$455,000.00.

## **Tourist Information Centre**

This building has cedar shakes – good condition.

## **Community Clubs**

### **Carlton Park**

The peaked roof at Carlton Park has recently been re-shingled. The flat roof has had work done to it 3 years ago and is in fair/good shape.

### **Crescent Acres**

Peaked shingled roof in good condition.

### **Crescent Heights**

Peaked TPM roof in fair condition. The Department continues to monitor the status of this roof on an annual basis. It is currently scheduled for repair or replacement in approximately 5 years.

### **East End**

East End Curling Rink roof has been completed and is expected to last 25 years. East End Hall will require re-shingling in the near future.

**East Hill**

Minor maintenance was needed on the metal roof.

**Hazeldell**

Shingled roof in poor condition.

**Midtown**

Asphalt rolled roof in good condition.

**Nordale**

Nordale has a peaked metal roof in good condition.

**West Hill**

West Hill has peaked metal roof in good condition.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

At each location consultation and communication occurs with the facility manager or operator to determine any maintenance requirements and the appropriate timeframe for the repairs to occur to prevent disruption to the operation.

**FINANCIAL IMPLICATIONS:**

Currently there is \$338,042.75 available for roofing projects to City facilities. In 2023, it is recommended that the \$200,000 Capital Budget allocation for roofing be maintained. Upon approval, a total of \$538,042.75 will be available for future roofing projects.

Facilities is providing a list of roofs and costs in order of priority as follows:

1. Alfred Jenkins Field House Flat roofs	\$20,000.00	Year 2024
2. Prince Albert Fire Hall	\$380,000.00	Year 2024
3. Dave Steuart Arena	\$575,000.00	Year 2025
4. Municipal Service Centre	\$200,000.00	Year 2026
5. JMC Library	\$650,000.00	Year 2027
6. Prince Albert Police Station (Main)	\$455,000.00	Year 2028

**Total \$2,280,000.00**

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

Infrastructure: An annual review of our roofing structures continues to be completed through the Facilities Division to determine short and long term priorities for roof repair and replacement.

**PUBLIC NOTICE:**

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

Written by: Neil Hamilton, Facilities Manager

Approved by: Director of Community Services & City Manager



***RPT 23-360***

**TITLE:** 2024 Golf Course Improvements

**DATE:** September 6, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the following be included in the 2024 Budget deliberations for consideration:

That the 2024 Golf Course Pathway Improvement Plan, as attached to RPT 23-333, be approved.

**ATTACHMENTS:**

1. 2024 Golf Course Improvements (RPT 23-333)

Written by: Golf Course Advisory Committee

**RPT 23-333**

**TITLE:** 2024 Golf Course Improvements

**DATE:** August 23, 2023

**TO:** Golf Course Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the 2024 Golf Course Pathway Improvement Plan, as attached to RPT 23-333, be approved.

**TOPIC & PURPOSE:**

The purpose of the report is to provide an update regarding Golf Course Improvements.

**BACKGROUND:**

The Golf Course Advisory Committee Work Plan was forwarded to City Council for approval following the February 28<sup>th</sup>, 2023 Advisory Committee meeting. City Council subsequently approved the Work Plan at the March 6<sup>th</sup>, 2023 meeting. The approved Work Plan provides an outline of the main areas of consideration for the Golf Course Advisory Committee. An update regarding the Golf Course Improvements is scheduled for consideration at the August 22<sup>nd</sup>, 2023 Golf Course Advisory Committee meeting.

**PROPOSED APPROACH AND RATIONALE:**

As recommended by the Golf Course Advisory Committee, the following was approved to be allocated to the Golf Course Improvements Reserve as part of the 2023 Budget:

- Annual Sponsorship Funding for Cooke Municipal Golf Course to the Golf Course Improvements Reserve. This is confirmed to be \$91,000 in 2023.
- \$60,000 of the annual revenue generated through Pathway Fees and Cart Rentals will be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.



This funding allocation in combination with the annual operational surplus will allow the opportunity to consider further Golf Course improvements. Further information regarding the status of the Golf Improvements Reserve is outlined under the Financial Implications section of this report.

Areas of focus for Golf Course Improvements includes Pathway Reconstruction & Repair, Forestry Maintenance & the future Bunker Renovation Plan.

### Golf Course Pathway Improvements

There is a significant deficit with respect to reconstruction & repair to the network of pathways. The 2022 Season represented the 19<sup>th</sup> year since any paving improvements were completed on the golf course. \$50,000 was approved in the 2022 budget to assist with the designated improvements. This amount has been increased to \$60,000 for 2023 and is recommended at the same amount for 2024. The goal is for annual funding to be provided in support of pathway improvements in consultation with the Golf Course Advisory Committee.

2022 Pathway Plan completed as attached.

- This area serves as one of the most highly visible and travelled intersections.
- With the completion of the renovations to the pond and green on hole 5, paving of the paths occurred to finish the project.
- Total cost for 2022 was \$40,269.57. The remaining \$9,730.43 will be carried forward to 2023 for Pathway Improvements.

2023 Pathway Plan completed as attached:

- This area is another highly visible and frequently travelled intersection by golfers and the Golf Course staff.
- \$60,000 was approved for Pathway Improvements in the 2023 Budget. Once combined with the \$9,730.43 in Carry Forward funds there is a total of \$69,730.43 available for Pathway Improvements in 2023. However the actual costs to complete the work totalled \$92,308.96.

2024 Pathway Plan proposed as attached:

- The recommended Pathway Plan for 2024 is attached at an estimated cost of \$40,000. The plan includes the asphalt pathway adjacent to the 7<sup>th</sup> Green, 8<sup>th</sup> hole and 9<sup>th</sup> tee areas. The pathways in this area have deteriorated beyond basic repair and require reconstruction. This work will also compliment the Forestry work in this area scheduled for the Fall of 2023.

As the annual funding allocation is available Management will continue to recommend pathway improvements utilizing the existing budget.

### Forestry Maintenance

An assessment of the Forestry Maintenance work required on the golf course was completed in 2022. As a result of the assessment, over \$130,000 in Forestry Maintenance was completed last Fall through the Community Services Department Operating Budget following the closure of the golf course for the season. The forestry work was prioritized by trees experiencing structural issues, damage and disease. Pruning was also completed by the City's Forestry Crew on holes 11 & 14. Forestry work continued during the Spring of 2023 and was completed by the Golf Course staff. The work mainly focused on further tree pruning and general maintenance.

Attached is a copy of the Map outlining the work completed in 2022 and the work forecasted for 2023 – 2025. The main focus for the Fall of 2023 includes the pruning back of the tree line to the left of the 8<sup>th</sup> hole. In the Spring of 2024, the focus is scheduled to shift to the left and right of the 10<sup>th</sup> tee area.

Management is currently reviewing the implementation of other preventative measures:

- Fire prevention work along the exterior of the course adjacent to the rail line. This will include consultation with the Fire Dept, Bylaw & Sanitation.
- A danger tree survey will be completed every 1 – 2 years to identify potential public safety risks on the golf course. Due to annual weather events and the presence of Poplar Borer, structural issues can occur each year and it is important to complete this assessment on a frequent basis in order to plan the necessary resources to address any identified issues.
- A Dutch Elm Disease survey will be completed each season along with the continued monitoring for other forest health threats such as Emerald Ash Borer, European Elm Scale & LDD Moth.

Further updates will continue to be provided regarding the forecasted work on an annual basis.

### Bunker Renovation Plan

The Bunker Renovation Plan was approved in 2019.

Currently there are 29 bunkers on the golf course. The goal will be to reduce the total number while still maintaining the integrity of the golf course. It is proposed to reduce the current inventory by 38% down to 18 reconstructed bunkers to reduce the amount of resources required.

A Request for Proposals was issued in 2022 to determine the funding required for Phase I. Two bids were received ranging from \$355,000 - \$388,000. Sufficient funds do not exist at this time to proceed. Management will continue to source out external partnerships to assist with the project completion.

In the Fall of 2022, the turf care staff had an opportunity to improve the ongoing bunker situation. As a result, three bunkers were impacted including two on hole three and one on hole ten.

On hole three, the east bunker 55 yards from the green was renovated by softening the surrounding mounding and transitioning it to a grass bunker. The long-term bunker renovation plan shows this as a sand bunker, which continues to remain the intention, however in the short term it was determined this would be an improvement to what existed.

The bunker on the west side of the hole 90 yards from the green was removed with the area contoured to allow for an extension of the existing fairway. This provides a wider landing zone and opportunity to increase the area of cart egress to the path at the green site.

On hole 10, the existing bunker was renovated by softening the surrounding mounding to allow for mowing of the area. This area will also be converted to a grass bunker similar to the east side of hole three.

During the 2023 season, the turf care staff continued with some bunker renovation work as resources allowed. The bunkers behind the 17<sup>th</sup> green were transitioned to turf as a result which has improved play and overall appearance.

Further updates will continue to be provided regarding potential funding sources, partnerships, sponsorship & in-kind services in support of the Bunker Renovation Project. Without external funding support, it is anticipated that sufficient funds may be available to proceed with the project by 2027 or 2028 if the operational surpluses are maintained.

### Fleet Program & Storage

A Fleet Program is managed annually to appropriately plan for the Fleet Replacement as required. The allocation for the Fleet Program is included in the Operating Budget and a separate Golf Course Equipment Reserve & Golf Cart Reserve Fund is established. Significant increases to equipment, fuel, chemicals etc. have been experienced over the past 5 years and are anticipated to continue.

Administration has had some preliminary discussions regarding the addition of equipment storage for the Golf Course Fleet during the off-season due to our adverse winter conditions.

### **CONSULTATIONS:**

The Golf Course Advisory Committee is comprised of representatives from the member clubs at Cooke Municipal Golf Course. Each representative reports back to their respective membership on any items of interest for feedback and input.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Upon approval of the recommendations, Management will proceed as directed and provide the recommendation for consideration during the 2024 Budget deliberations.

**FINANCIAL IMPLICATIONS:**

Below is the projected balance of the Golf Course Improvements Reserve.

	<u>2023</u>	<u>2024</u>
<b>Beginning Balance</b>	<b>(\$210,623.57)</b>	<b>(\$240,823.61)</b>
Projected – (Surplus)/Deficit	(\$44,000)	(\$44,000)
Sponsorship	(\$91,000)	(\$91,000)
Pathway Fees & Cart Rentals	(\$60,000)	(\$60,000)
Repair of Stonewall & Tee Signs	\$4,491	\$0
Pathway Reconstruction & Repair	\$92,308.96	\$40,000
Long-term Debt Payment – Irrigation	\$68,000	\$70,000
<b>Projected Balance</b>	<b>(\$240,823.61)</b>	<b>(\$325,823.61)</b>

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy or privacy implications or any further options for consideration.

**STRATEGIC PLAN:**

The report aligns with the Strategy Priority of Promoting a Progressive Community by continuing to invest in infrastructure improvements with the goal of increasing Prince Albert's event hosting capacity.

**OFFICIAL COMMUNITY PLAN:**

The Decision Making Section of the Official Community Plan highlights the importance of a community based advisory group and support initiatives outlined in the Plan.

In addition, Section 5, Sustainability outlines the goal to embrace a collaborative planning process that involves all stakeholders.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Pierre Vezeau, Golf Course Superintendent & Jody Boulet, Director of Community Services

**ATTACHMENTS:**

1. 2022 Pathway Improvements
2. 2023 Pathway Improvements
3. 2024 Pathway Improvements
4. 2022-2025 Forestry Improvements Plan

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager













**TITLE:** Cloverdale Road - Road Upgrades

**DATE:** September 5, 2023

**TO:** Executive Committee

**PUBLIC: X**

**INCAMERA:**

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**RECOMMENDATION:**

1. That the Cloverdale Road Surface Rehabilitation Project from Highway 55 to 100m North of Evergreen Road for placing Asphalt Millings be included in the 2024 Capital Budget deliberations in the amount of \$65,000.00.
2. That if remaining budget and schedule remains after the completion of the Cloverdale Road Surface Rehabilitation Project, that asphalt millings be applied on roadway sections in Nordale.

**TOPIC & PURPOSE:**

To provide City Council with options for the rehabilitation of Cloverdale Road to reduce maintenance, improve levels of service, and to reduce dust.

**BACKGROUND:**

Cloverdale Road is a gravel road serving connectivity from Highway 55 to Pulp Haul Road. Cloverdale Road is 10.51 km in length. 2.58 km is in City Limits, and 7.93 km is in the Rural Municipality of Buckland (RM). Of the City's portion, 0.9 km is considered Rural Residential, directly serving City residential properties. The City and the RM are each responsible for the maintenance of their respective portions.

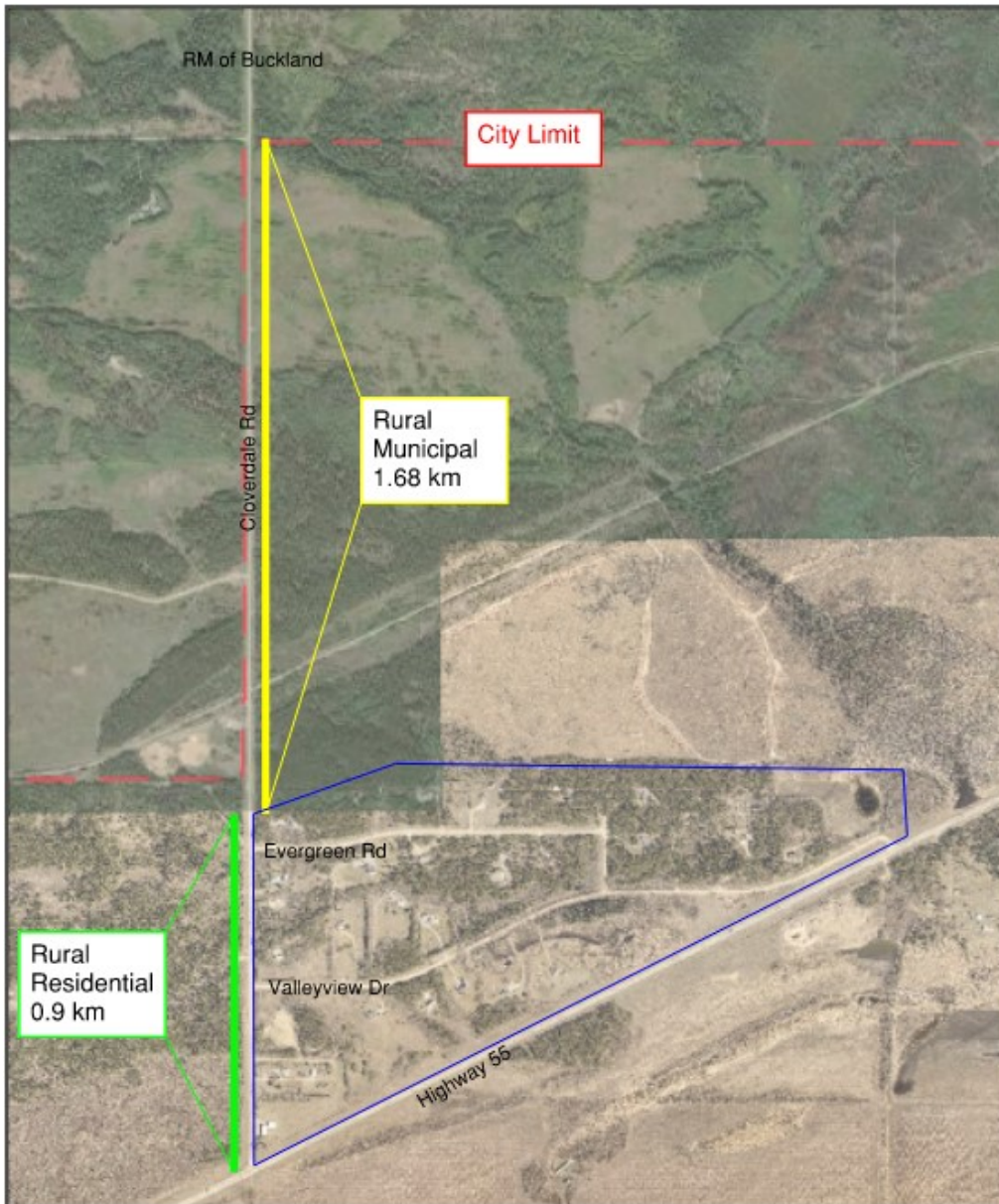
Cloverdale Road is the only alternate north/south corridor in between the Pulp Haul Road 11.39 km to the east and Highway 2 5.24 km to the west. Providing locals and Goods/Services a more direct route in between the main highways.

The Rural Municipality of Buckland classifies Cloverdale Road as a Municipal road. This means that it carries Primary weights during winter and summer months. It is restricted to secondary weights as a result of Spring Road Bans between April 1<sup>st</sup> and June 30<sup>th</sup>.



During the spring thaw and subsequent rain events, grader maintenance is required to eliminate wash boarding and repair rutting. The City grades Cloverdale Road weekly. The RM grades their portion weekly.

Dust generation is an issue, as it is with all municipal gravel roads. The City, as well as the Rural Municipalities, offer the option to apply dust suppressant to roads fronting residential properties at the owner's request. This cost can vary from \$2.00/ft to \$4.00/ft of frontage depending on the road. For an average lot in the Cloverdale subdivision with a frontage on 330 feet, that is \$1,000 to \$2,000 per application of dust depressant.



The City collected manual traffic counts in July, 2023.

Actual Counts (6:30am – 7pm)

Cloverdale Road at HWY 55 → 240 vehicles

Cloverdale Road North of Evergreen Road → 170 vehicles

Estimated Daily Traffic based on Manual Counts

Cloverdale Road at HWY 55 → 300 ADT

Cloverdale Road North of Evergreen Road → 213 ADT

This shows that 71% of vehicles utilizing Cloverdale Road are through traffic and are not local to the Valleyview/Evergreen Subdivision.

The portion of through traffic that is trucks is typically 10-20%. This information was not collected, but can assumed to be 30 trucks per day.

**PROPOSED APPROACH AND RATIONALE:**

*Road Restriction*

Cloverdale road sees a mixed use of traffic where 71% (213 daily vehicles, 30 are trucks) of traffic is traveling through and not stopping in the residential subdivision. Travel is generally local in nature, either from the RM through to Highway 55, or from Highway 55 in the City to the Pulp Haul Road. As this road is the only alternative to main highways for north/outh travel besides the highway network, it is important that use of the road does not receive special weight restrictions. The RM places a Spring Road Ban and the City's also limits the weights to secondary during the spring months.

This is consistent throughout RM's for these types of roads. Since the RM operates 75% of Cloverdale Road, it is important to have continuity of regulation for any road restrictions.

*Road Structure*

Cloverdale Road is built primarily of in-situ material of sand and clay. Over the years traffic gravel surface treatments have occurred to be able to maintain the road surface with graders. There is a few clay/silt pockets in the road that are prone to failure during large rain events. Cloverdale Road's performance and structure is consistent with that of municipal roads for the traffic volume.

The 0.9 km of Rural Residential Road is in relatively better condition that the 1.68 km Rural Municipal section in the City to the north. Administration has low concerns with the substructure in this area.

There are more subgrade failures in the Rural Municipal section, beyond the residential access, around the railroad tracks to the City Limit. City Roadways Crews have added base gravel during the past years in the poor areas to improve the performance of the road.

Anecdotally from Roadways Operators, the poor areas are getting better with the added material being placed over time.

### *Preferred Solution*

#### Application of Asphalt Millings

If action above the status quo or Dust Suppression Program is required, administration recommends placing 4-6 inches of asphalt millings to the 0.9 km Rural Residential Section of Cloverdale Road. The subgrade is adequate for adding surface material. The benefits of using asphalt millings is the following:

- Dust reduced by 75-95%
- Maintenance reduced by 75%.
- Asphalt Millings is a by-product of the Road Recapping Program. (There is a cost to produce the millings, approximately \$75/tonne. The cost to remove old asphalt from roads that need to be repaved by milling operations is borne by the Road Recapping Program).
- More consistent surface, less frequent wash boarding and rutting
- This solution will not improve the subgrade

It is important to note, that the City produces approximately 5000 tonnes of millings per year. City Roadways crews use the millings to support various City Operations. Including:

- Temporary surface patches on watermain breaks, road failures, and winter patches.
- Maintenance on service roads in City Yards, MSC, Landfill, Clay Pit, Parking Lots, Little Red and other City facilities.
- Maintaining Streets, Avenues and Lanes that are surfaced with millings

*The City Roadways division requires 2500 tonnes of year of millings per year to maintain current level of service of existing milling roads and road operations. It is important that any additional project that uses city millings does not exceed the required tonnes per year required by City Operations.*

Administration recommends continuing on with the current practice for the 1.68 km Rural Municipal Section of Cloverdale Road (north of the residential accesses) as the subgrade requires select deep patch repairs costing additional budget. If it is desired to take a surface treatment to the end of City Limit, it is recommended that Administration engage in further discussions with the Rural Municipality of Buckland to discuss raising the level of service for the entire 10.51 km length. RM of Buckland has confirmed that the road is currently meeting expectations from their residents and permit holders using Cloverdale Road.

### **CONSULTATIONS:**

The City has consulted with the Administration from RM of Buckland regarding Cloverdale Road.

**FINANCIAL IMPLICATIONS:**

The cost to place the asphalt millings over the 0.9 km Rural Residential section of Cloverdale Road is \$65,000.

The City's current yearly maintenance to grade Cloverdale Road costs \$10,000/year.

The placement of asphalt millings over the 0.9 km Rural Residential section would reduce maintenance costs by 75% equating to \$2,400 less per year.

Section	Length (km)	Millings required	Material Cost	Cost to place	Total	Yearly Maintenance Cost
Rural Residential	0.9	3,000 t	\$ 0 / t	\$21.70 / t	\$ 65,000	\$1,000
Rural Municipal	1.68					\$6,600

*Alternatives Solutions*

1. Maintaining status quo. Maintenance costs are \$10,000 per year. This includes grading Cloverdale road weekly, and adding new material as needed.
2. Dust Suppressant. The cost to apply dust suppressant to Cloverdale road over the 0.9km Rural Residential section is \$12,000 per application. The current dust suppression program includes two applications, one in the spring and one in the fall. The required costs if this roadway section was added to the dust suppression program would be \$24,000 per year. The grader maintenance would be reduced by \$1,700/year. The grading maintenance would still be required on the Rural Municipal section to the north for \$6,600/year. In total, maintenance costs for Cloverdale Road would be \$24,000 + \$8,300 = \$32,300. Administration does not recommend this option, as it will not limit the surface poor conditions experienced by residents.
3. Rebuilding the substructure to carry Primary Weights year round. This would cost approximately \$900,000 for the City owned portion of Cloverdale road. The 0.9km Rural Residential road would cost approximately \$315,000. Maintenance costs would be \$6,000/year there after. Administration does not recommend this.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no communication, announcement plans, policy or privacy implications, at this time.

**STRATEGIC PLAN:**

It is a Strategic Goal to maintain existing infrastructure to promote the economic diversity and stability of the City.

**OFFICIAL COMMUNITY PLAN:**

This report supports the Official Community Plan promoting the use of land that enhances the safety, efficiency, effectiveness and equitability of the transportation system.

**OPTIONS TO RECOMMENDATION:**

1. That the report be received and filed.
2. That Cloverdale Road Dust Suppressant Project from Highway 55 to City Limit be included in the 2024 budget deliberations with funding of \$24,000.00.
3. That Cloverdale Road Surface Reconstruction Project from Highway 55 to City Limit be included in the 2024 budget deliberations with funding of \$900,000.00.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal Presentation by Marcel Gareau, Surface Works Manager

Written by: Marcel Gareau, Surface Works Manager

Approved by: Director of Public Works & City Manager



City of  
**Prince Albert**

***BI 23-9***

**TITLE:** Capital Projects Not Funded

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Capital Projects Not Funded





# CAPITAL BUDGET UNFUNDED



City of  
**Prince  
Albert**

**2024 BUDGET**

SECTION THREE – CAPITAL PROJECT DETAILS NOT FUNDED



City of  
**Prince  
Albert**



**Capital Project Details Not Funded**

COMMUNITY SERVICES				
UC-01	Prince Albert Historical Museum - Window Replacement	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> The purpose of this project is to preserve the building envelope of this building. Windows are essential for energy efficiency. The windows at the Historic Museum are in need of replacement. The wood sills are starting to rot and general deterioration is progressing. The paint on the windows is lead and would have to be remediated prior to replacement.</p> <p>The goal is to secure grant funding support for this project in partnership with the Historical Society. Once funding support is confirmed through an external funding source, the project will be revisited and presented to members of Council for consideration.</p> <p><b>Funding Source:</b> Taxation</p>	250,000		



UC-02	<b>Little Red River Park Development</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Total amount requested is \$250,000 for the 2024 Little Red River Park Stages of Development to support the replacement of the two ski lifts. \$125,000 to be budgeted for in the 2024 budget year and the additional \$125,000 budgeted for in 2025. Alternatively, the total amount of \$250,000 be budgeted for in 2025.</p> <p>The Department will continue its efforts to secure funding partnership/sponsorship at 50% of the cost of the Ski Lifts as we move through the remainder of 2023 and 2024.</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #18 for RPT 23-364 – Little Red River Park Development Update for additional information.</a></p> <p><b>Funding Source:</b> Taxation</p>	125,000		
UC-03	<b>Future of Frank Dunn Pool</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> City Council referred the future options for the Frank Dunn Pool, and the associated financial implications, to the 2024 Budget deliberations for consideration.</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #23 for RPT 23-243 – Frank Dunn Pool for additional information.</a></p> <p><b>Funding Source:</b> Taxation</p>	125,000		
UC-04	<b>Future of Dave Steuart Arena</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> City Council referred the future options for the Dave G. Steuart Arena, and the associated financial implications, to the 2024 Budget deliberations for consideration.</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #24 for RPT 23-244 – Dave G. Steuart Arena for additional information.</a></p> <p><b>Funding Source:</b> Taxation</p>	625,000		

<b>Total of All Capital Items Considered but not Included</b>	<b>1,125,000</b>	-	-
<b>Grand Total of All Unfunded Capital Requests</b>	<b>1,125,000</b>		





City of  
**Prince Albert**

***RPT 23-364***

**TITLE:** Little Red River Park Development Update

**DATE:** September 7, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That RPT 23-353 be forwarded to the 2024 Budget Committee deliberations for consideration of the proposed 2024 initiatives; and,
2. That the Truth and Reconciliation Framework, as outlined within RPT 23-353, be approved.

**PRESENTATION:**

Verbal Presentation by Tim Yeaman, Parks and Open Spaces Manager.

**ATTACHMENTS:**

1. Little Red River Park Development Update (RPT 23-353)

Written by: Community Services Advisory Committee

**RPT 23-353**

**TITLE:** Little Red River Park Development Update

**DATE:** August 29, 2023

**TO:** Community Services Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the report be forwarded to the 2024 Budget Committee deliberations for consideration of the proposed 2024 initiatives.
2. That the Truth and Reconciliation Framework as outlined within RPT 23-353, be approved.

**TOPIC & PURPOSE:**

To provide and update on current development within the park, approved plans for 2023 and the proposed initiatives for 2024.

**BACKGROUND:**

Over the last several years there has been and continues to be considerable headway made on work to bring improvements to Little Red River Park which started with the development and adoption of the Little Red River Park Masterplan in 2019.

In the spring of 2019, the City of Prince Albert engaged HTFC and Oxbow Architect to create a Master Plan for Little Red River Park with a goal to address programming and infrastructure needs in the park.

Since the adoption of the Masterplan, the Community Services Department continues to revisit the document each operating year to ensure that goals for park improvements and programming aligns with the plan as well as the Community Services Masterplan. This in turn allows Community Services to review this information, identify priorities and consult on what

those future costs may be to make the necessary improvements and bring that information in report form for further consideration.

This report will provide an update regarding what has been accomplished year-to-date, along with updates on partnerships, development opportunities and operational improvements related to the priorities outlined in the Little Red River Park Master Plan.

## **PROPOSED APPROACH AND RATIONALE:**

Little Red River Park is a natural urban park covering approximately 1,200 acres within the city limits of the City of Prince Albert. It is situated immediately north of the North Saskatchewan River. Prince Albert is fortunate to have such a large park in proximity to its urban core. A place of great natural beauty, Little Red River Park is of comparable size to Winnipeg's Assiniboine Park (1,100 acres) and Vancouver's Stanley Park (1,000 acres). At the confluence of the Spruce (Little Red) and North Saskatchewan Rivers, the park is ecologically contiguous to the Nisbet Provincial Forest. It is one of the series of parks along the North Saskatchewan River known collectively as the Pêhonân Parkway.

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 centers. Because of its large size and natural setting, Little Red River Park has the opportunity to serve as an urban park while functioning similarly to a municipal or regional park, offering a broad range of potential visitor experiences. 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 City is now entering year 4 of the Masterplan implementation. The purpose of the Master Plan is 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.

Community Services will identify in this report the successes to date and will also provide a summary of priority work completed in 2023 based on prior budget approval. We will also highlight future recommendations as identified in the 'Stages of Development' report provided to Council in June of 2021 and Capital investment required under each stage to help accomplish these priorities.

### **2020 – 2023 priorities and improvements that have been accomplished:**

1. Contractor in place to supply services to the Cosmo Lodge (Knotty Pine Bistro)

2. Parks Department has taken responsibility for the day-to-day maintenance within the park, including but not limited to: Mowing, string trimming, garbage, pruning, daily checks thru out the park, snow removal, etc.
3. Improvements to the trail systems, ski hill, working in partnership with both the Prince Albert Nordic Ski Club and the Kinsmen Ski and Snowboard Centre Operator. Council's approval on a Bike Skills Park within Little Red River Park in partnership with the Rock 'N' Road Cycling Club.
4. Improvements to the signing of trails.
5. In House GIS support and partnership with Saskatchewan Polytechnic on development of an interactive trail map that is available on the City website.
6. Marketing initiatives to bring more awareness to the park through the New City Website and social media sites.
7. Renewal of the Kinsmen Ski and Snowboard Center Operator Agreement
8. Development of formal Agreement with the Prince Albert Nordic Ski Club for the network of trails and Equipment.
9. Development of formal Agreement with the Rotary Club for the Rotary Adventure Park.
10. Construction and installation of 3 new pedestrian bridges within the park.
11. Fire Smart Management/Fuel Mitigation first year completion in 2021 under a 5-year agreement with the Saskatchewan Public Safety agency through a federal government cost share 60% City, Federal Government 40%
12. Internet connection has been brought to the Ski Hill and Cosmo Lodge but has proven not so reliable due to the low area the core are of the park sits. We have searched out other opportunities and technology in consultation with the IT Department and will be updating our service through the Star-link satellite platform in the coming weeks.



13. Fire hydrant connection near the bottom of the east toboggan hill has been completed with hopes of providing our own snow making services for the toboggan hill within 2-years (2025 tentative date).
14. Construction and completion of the Rotary Adventure Park and Zip Lines
15. Paved accessible pathway from the Cosmo Lodge down to the Rotary Adventure Park and Zip Lines.
16. Completion of parking and roadway improvements with a total of **151** designated parking stalls through out the center core of the park.
17. Construction and completion of a new 16 X 24 Warm-up Shelter near the Cosmo Lodge
18. Improvements and addition to the covered picnic shelter near the playground – expected completion is the end of October 2023
19. Construction and installation of year-round washrooms to be installed by the end of September near the toboggan hill.

The Little Red River Park will have seen a total of **\$3,187,530.00 invested** through 2020 – 2023.

The accomplishments are a direct result of the generous support of:

- The Rotary Club of Prince Albert
- Malcolm Jenkins Family Foundation
- Provincial and Federal Grants
- Support of City Mayor and Council through the budgeting process

- In-kind Donations from community and local business

**2024 Priorities:**

1. Once the Playground has been completed and amenities are in place, consideration for Playground Programming for Little Red River Park will be made.
2. A new Ski Lift for the Kinsmen Ski and Snowboard Center. The current lift(s) have approximately one maybe two years left and are nearing the end of their useable life. We have been working with Technical Safety Authority of Saskatchewan, the agency of the Government of Saskatchewan responsible for the inspection of safety monitoring of elevating devices such as ski lifts. We continue to repair and maintenance the equipment and are nearing the end of the expectant life of the homemade lift system which is estimated to be approximately 40 plus years old.

The department has over the last 3 years researched possible ski lift options noting that one possible consideration was a Magic Carpet. The Magic Carpet has now been removed as a consideration as it would require significant changes to the slope of the hills and the cost of the product has more than doubled since 2020. The price ballooned from the original quote of \$147,258.00 US Dollars in 2022 to 2023 seeing that cost move to \$315,745.00 US Dollars, this does not include taxes, delivery or installation.

The Department has been working in consultation with the Ski Hill Operator and a Company out of New Hampshire, New England, and TowPro Lifts who specialize in Portable Rope Tow Systems that we believe would suit the needs of both hills. Estimated costs of this system would be approximately \$60,390 US Dollars per lift, would require minimal installation and would allow for removal of the new lift system at the end of each season for it to be stored indoors during the off season. A total investment based on conversion rates as of September 2023 would require a total investment of \$225 - 250,000 this would include taxes, duties, feeds, freight, installation and training. The amount is not expected to be higher than \$250,000 however it will fluctuate based on market conditions at the time of ordering. This system would have minimal maintenance requirements when compared to the current lift system already in place.

Part of the challenge we face here in Canada, is the limited suppliers of such lifts. Most lift manufacturers are based either out of the United States or Europe.

3. Continue work in consultation with the Public Works team in bringing improved water

service thru the park connecting strategic points to a closed water system that will eventually make its way to out to the Airport. This closed water system will allow for potable water in the central core of the park and provide additional snow making opportunities.

4. Develop a Resource Management and Emergency Preparedness Plan that encompasses the entire park, Kinsmen Ski Hill, Cosmo Lodge, user groups operating within the park during the four operating seasons. Consultation with all levels of emergency services, user groups will be required.
5. Continue work with Saskatchewan Public Safety Agency and Prince Albert Fire Department to continue work on a wildfire management plan for Little Red River Park. The City is in a 5-year agreement with SPSA for Fire Smart Management/Fuel Mitigation Planning. Through this agreement the City has committed to \$153,900 over the 5-year period with a cost share structure as follows:

2022 – 60% City funding \$30,780	40% Federal \$20,250
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2023 – 60% City funding \$30,780	40% Federal \$20,250
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2024 – 60% City funding \$30,780	40% Federal \$20,250
----------------------------------	----------------------

2025 – 60% City funding \$30,780	40% Federal \$20,250
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6. Work to review and improve upon service levels through the addition of staff to help assist in the service level gaps that will become noticeable as the park becomes busier. These additional staff will be looked at through the operational lens as well as a programming lens to see how they would best fit and duties that would be required to be provided.

Community Services recognizes that as we work to build out the core essentials of the park there will be a need for additional staffing support as the park sees a continued healthy increase in visitors each year. Over the past 36 months City park space, specifically Little Red River Park continue to see large increases in usage. The increase is partial due to ongoing improvements and the connection for people to improve upon their mental health and quality of life. As a result this continues to highlight the importance of maintaining those spaces and providing services to ensure

that we meet standards and service delivery levels.

Total Capital Improvements for consideration during 2024 budget deliberations - **\$250,000 estimate**

By the end of 2024 the City will have accomplished the main core improvements for Little Red River Park as outlined above. These amenities and improvements are the first recommendations through the Little Red River Master Plan. We believe these are part of the core essentials of the park and add to the sustainability of services and programming while assisting with the function and flow of the park. Community services will continue to provide Council with future updates that outline continued sought out partnerships and future funding noting that the LRRP Masterplan has been put together as a living document to be reviewed year-to-year.

### **2025 Priorities:**

- Stump Post replacement through the center core of the Little Red River Park, many of the posts are rotting, falling over or missing – we will be gathering pricing and a replacement strategy to bring to the 2025 Budget Committee for consideration
- Security of Park thru fencing initiatives, gates deterring vehicular entry – Security of the park has long been a concern with unwanted vehicular traffic and the challenges that come with securing a 1200+ Acre Park. The department will continue to investigate options available to continue to build upon the security through out the park.

### **Truth and Reconciliation Framework**

Administration was directed to bring forward a process for consideration at an upcoming meeting through the following resolution:

*“That Administration bring forward a process for consideration at an upcoming meeting to follow when recommending the implementation of Truth & Reconciliation Initiatives at the Little Red River Park.”*

### **Little Red River Park:**

Because the first inhabitants of Little Red River Park were the Dakota people, it would make sense that they be the main peoples to consult and collaborate with.

### **Reconciliation Opportunity:**

Locations that once housed the local Dakota community including the cabins, roads and

community hall as well as sacred spots have been identified. In the spirit of inclusivity and Reconciliation, there is an opportunity to work with Wahpeton and other local First Nations and Metis communities to build a gathering space for cultural events that bring together youth and Elders from indigenous and non-Indigenous communities.

The proposed process for Implementation of Truth and Reconciliation Initiatives at the Little Red River Park are as follows:

Noting that efforts towards truth and reconciliation should be the responsibility of all persons, these efforts may take different approaches as a 'one process, fits all' approach may not be appropriate.

A broad protocol/process could be described as follows:

1. Issues/needs identified where applicable.
2. Identify priorities for Truth & Reconciliation (City's strategic plan & Truth & Reconciliation Calls to Action).
3. Priorities are structured in city work/action plans – i.e. City Council, a specific department or area of the department.
4. These plans would identify who the lead is and who would be the best persons to consult and collaborate with. These would be identified based on the priority or issue, and who is assigned to the task. For example if it is government focused, governance would be consulted. If it were a youth focused, youth would be consulted.
5. Plans that involve indigenous peoples should have consultation from indigenous peoples such as Elders, Knowledge Keepers, Indigenous youth, PA Urban Indigenous Coalition.
6. As per the Cultural Diversity and Protocol Policy, protocols would be followed when asking an Elder or Knowledge Keeper for assistance.
7. Plans are executed/completed (some may be ongoing).
8. Plans are evaluated and recommended to City Council for approval before proceeding.

### **Why a Knowledge Keepers Committee?**

The Knowledge Keepers committee was created by the Prince Albert Historical Society to develop a permanent exhibit on the Indigenous history of our City and area.

Representation of the committee consists of (1 rep from each Indigenous group that is home to P.A. – 6 in total). These individuals would seek the required permissions (protocol) from their Chief and/or Chief & Council if required.

The Knowledge Keepers are identified and respected in their communities for having this knowledge to share. They can provide valuable information, education, and recommendations for community.

The Department is providing this outlined process for consideration to Truth and Reconciliation Initiatives at the Little Red River Park.

### **Other Equally Important Strategic Planning Considerations:**

Community services is committed to researching these other important considerations looking for innovative technology opportunities, funding partnerships, consultation and ongoing communication while considering the following.

Clearing of deadfall from river course – The meandering course of the Spruce River (Little Red River) runs approximately 6.5 kilometers in total length from the point where it meets the northern boundary of the Park to the point where it spills into the North Saskatchewan River. Along this course, deadfall from the forested river edge has rendered this river course unnavigable, and indeed dangerous to watercraft. This represents a missed recreational opportunity.

Removal of this deadfall within the Park, will create an opportunity for canoe and kayak trips along the Little Red. This, in turn, if demand allows, opens up potential boat rental opportunities within the park. Currently this initiative is being investigated further as past estimates have indicated that efforts to complete this work would be in the tens if not hundreds of thousands of dollars and may not be an initiative that is attainable.

Internal Wayfinding and Boundary Demarcation – Signage throughout the Park with discrete branding and graphic continuity will help to build a strong graphic identity for the Park and identify it as a unique and special place. Signage must be clear, unambiguous, multi-lingual, and employ best practices for universal design.

Signage should also clearly demarcate all park entrances and boundaries of the Park, it should be clear to visitors that they are entering the Park. Also in our efforts consideration should be given to lighting at the entrances to the park. There is currently no street lighting at either of the Park entrances. This is a problem for both safety (perceived and actual) and wayfinding.

Improved transportation Too and Through the Park – Ideas such as extension of Prince Albert Transit Service to the Park with regular day-time service to Cosmopolitan Lodge would increase accessibility to the Park for those with limited transportation options. The new route could also service Glass Field Airport from the main Downtown transfer point at Central Avenue and 14<sup>th</sup> Street. Council has approved a trial period in 2023 of transit service to the park and to be reviewed internally once complete.

North Riverbank Trail System (Kiwanis Club) – In 1997 a capital project was undertaken by the City with financial support from the Prince Albert Kiwanis Club in the amount of \$17,500 and Nature Prince Albert and Saskatchewan Lotteries in the amount of a \$7000 grant to upgrade the self-guided nature trail system just North of the City and East of the Diefenbaker Bridge along highway 55 East. Today this 4.5 Kilometers of trail on the south side of highway 55 East is overgrown and inaccessible in many areas and would require planning and budgetary consideration to see it re-habilitated and serving as a natural guided experience by foot or bike to Little Red River Park.

Re-establishment of the Friends of Little Red River User Group – This group has served as an important voice for user groups at LRRP over the years with a direct line back to the Community Services Advisory Group. The group has not functioned as a whole since 2020 and consideration moving forward of a similar group is being considered.

### **CONSULTATIONS:**

Extensive consultation was completed through the development of the Little Red River Park Master Plan.

Efforts to continue a consultative approach in the weeks and months ahead with park visitors, user groups, other key organizations and groups as outlined in the Little Red River Park will be key to ensuring continued success moving forward.

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

Administration will continue to communicate internally with all departments involved as well as our Communications Department to ensure timely updates are provided to the public, user groups, and Mayor and Council where necessary.

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

There is no policy, financial, 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.

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 projects and services.

### **OFFICIAL COMMUNITY PLAN:**

There are three (3) Strategic Goals related to the Community Services Master Plan supported here:

**Active & Caring Community:** The planning process has taken into account all feedback received by the public, user groups and stakeholder organizations.

**Sustainable Growth:** The planning process will continue to identify recommendations that focus on priorities for the future with the understanding of available resources to implement any initiatives.

**Infrastructure:** The City will create infrastructure that supports growth while planning for continuous improvement.

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 natural and built environments. Our connection to the natural world 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 and Open Spaces Manager

Written by: Timothy Yeaman, Parks and Open Space Manager

Approved by: Director of Community Services and City Manager





Authorized representative of:  
 MAGIC CARPET® LIFTS  
[don@inter-mtn.com](mailto:don@inter-mtn.com)

PROPOSAL  
 for  
 BOARDWALK® Design Conveyor Lift

To: Tim Yeaman Date: February 6, 2020  
 Company: City of Prince Albert, SK  
 e-mail: [tyeaman@citypa.com](mailto:tyeaman@citypa.com)

Application: Beginner Lift

Length:	450 feet		
Vertical Rise:	up to 15%		
Capacity:	1500 persons per hour		
Drive System:	30 HP		
Incoming Power:	480 or 600 VAC		
Head (unload section) Section:	One (1)		
Tail (load) Section:	One (1)		
Intermediate Sections:	Forty-four (44)		
Belt Tensioning System:	Constant Tension with Marshmallow Springs		
Walkways:	Full length, both sides		
Belting:	New <i>Magic Grip II</i> ® Premium belt		
Base Conveyor System	<b>24" Wide Belt:</b>	\$ 140,000.00	USD
	<b>30" Wide Belt:</b>	\$ 147,258.00	USD

Pricing valid for 30 days - FOB Denver, CO  
 For Gravity Tension Counterweight System add on \$10,800.00 USD

Includes:

- ✓ Engineering Packet, P. Eng. Stamped
- ✓ CSA Z98 requirements and pre-installation criteria
- ✓ Technical specifications and analysis
- ✓ Acceptance test procedure
- ✓ Components specifications
- ✓ Mechanical component drawings
- ✓ Electrical schematics



Proudly made in the USA since 1990



PROPOSAL FOR:  
 LOCATION:  
 DATE:

**CITY OF PRINCE ALBERT**

Prince Albert, SK  
 January 27, 2023

<b>Application:</b>	Ski Hill
<b>Length:</b>	450'
<b>Belt Width:</b>	See Below
<b>Vertical Rise:</b>	67.5' (15%)
<b>Design Capacity:</b>	1500 persons per hour
<b>Drive System:</b>	30HP
<b>Incoming Power:</b>	480VAC, Three Phase
<b>Head (unload) Section:</b>	1
<b>Tail (load) Section:</b>	1
<b>Intermediate Sections:</b>	43 standard + 1 with belt scraper
<b>Walkway Panels, 12" wide:</b>	88
<b>Belt Tensioning System:</b>	Constant Manual Tension w/marshmellow springs
<b>Belting Material:</b>	Premium 3ply 330# "Magic Grip" Belting
<b>Conveyor System:</b>	<b>24" Wide \$290,750.00 USD</b> <b>30" Wide \$315,745.00 USD</b>

**For Gravity Tension Counterweight System add on \$19,680.00 USD**

FOB Denver - Budgetary Purposes

**Included:**

- ✓ CSA Z98 requirements and pre-installation criteria
- ✓ Technical Specifications and Analysis
- ✓ Components Specifications
- ✓ Electrical Schematics
- ✓ Acceptance Test Procedure
- ✓ Mechanical Component Drawings
- Motorized belt cleaning brush



Contact: Will Mayo 207-441-4040

Towpro Lifts LLC  
 326 Main st Unit #4  
 Fremont NH 03044

**Price Quote**

**Submitted on 02/02/2023**

**Project Title**

Kinsmen TP-25 x2

**Project Description**

(2) 25 HP KITS 6:1 overall reductions  
 15-20+ person capacity  
 2 Ropes Serving 475 and 430 ft  
 460V input  
 including installation and shipping

**Customer Information**

TYeaman@citypa.com  
 306.953.4802

**Quote #**

KS #23-065

**Delivery Address**

Kinsmen Ski and Snowboard Centre  
 Prince Albert SK, S0J 3H0

**Deposit Total**

\$72,468.00

**Deposit Due**

before construction

Description	Qty	Unit price	Total price
TP-25 Lift package	2.00	\$60,390.00	\$120,780.00
roller Stanchions	8.00	\$125.00	\$1,000.00
1" Rope totaling 905 feet of service	925.00	\$6.00	\$5,550.00
Splice	2.00	\$250.00	\$500.00
additional accessories - lift tower sheaves	8.00	\$250.00	\$2,000.00
freight Estimatre from Fremont NH USA to Prince Albert SK Canada	2.00	\$2,800.00	\$5,600.00
Taxes Duties and Fees associated with Canadian Customs	127,830.00	8%	\$9,587.25
Site visit, installation and training	2.00	1,300.00	2,600.00
travel costs and lodging	4.00	1,500.00	6,000.00

Notes: **ALL PRICES ARE IN US DOLLARS**  
 this quote includes installation and in-person training from our team. Please allow 12-16 weeks from date of deposit to shipping day. Quotes are accurate for 90 day minimum after which prices are subject to change.

**Subtotal \$153,617.25**

paid \$0.00

**Due \$153,617.25 USD**



City of  
**Prince Albert**

*BI 23-10*

**TITLE:** Fleet

**DATE:** October 27, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Fleet



# FLEET BUDGET



City of  
**Prince  
Albert**

**2024 BUDGET**

SECTION FOUR – FLEET FUNDED



City of  
**Prince  
Albert**





**Fleet - Funded**

COMMUNITY SERVICES - EQUIPMENT				
<p>The City's Fleet Equipment Reserve will have a projected surplus balance of \$1,544,055 at the end of 2024 with the fleet purchases proposed in the 2024 Budget.                      This balance includes fleet purchases being proposed all of the other Funds.</p>				
FL-01	Replacement of Units 4544 and 4545 - 1/2 Ton Crew Cab Trucks	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This is for the replacement of two 2008 Ford 1/2 ton light duty pickups used by Community Services. These trucks are both used by the foreman in zone 1 and 2. Both units have high hours and Unit 4545 is experiencing engine issues. These units were recommended for replacement in 2023 and should be replaced before maintenance becomes and issue.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		140,000	



FL-02	Replacement of Unit 4604 - Truck with Aerial Device	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This 2013 unit is due for replacement as by the time a new unit arrives it will be over a year and the truck will be 12 years old. Currently there is no spare for this tree trimming truck as the spare was sold in 2023 because it would no longer pass the SGI commercial vehicle safety inspection. If the replacement is approved Unit 4604 would be kept as a spare.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		450,000	





FL-03	Replacement of Unit 4609 - 1 Ton Truck	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This is the 2011 cemetery 1 ton dump truck. A replacement would be of the same size. The box on the unit is badly rusted and the rest of the truck is also starting to rust.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		100,000	



FL-04	Replacement of Unit 6139 - 11 Foot Mower	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This 11 foot large areas mower is at the end of its life. It will be replaced with a 15 foot mower, this unit has had its fair share of electrical and engine problems. It is time to replace it before major repairs are required that will cost more than its value.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		215,000	



Golf Course				
The Golf Course Equipment Reserve will have a projected surplus of \$11,461 at the end of 2024 with the fleet purchases proposed in the 2024 Budget.				
FL-05	Replacement of Unit 6137 Fairway Mower	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 6137 is a 2010 fairway mower with 4,900 hours on it. The left hydraulic drive motor has completely failed and the right one is showing early signs of beginning to fail as well. The City was able to secure a used drive motor to replace the left hydraulic drive motor that failed to get it operational but this is just a Band-Aid solution.</p> <p>The City has attempted to source new replacement drive motors but has not found a source that could provide an estimated delivery date. The company that supplies them has been waiting for one since November of 2022 (basically meaning the delivery date would be years away).</p> <p>If Unit 6137 is not replaced it will require a new set of reels as they are worn past the point of being able to be sharpened anymore. The replacement cost will be upwards of \$10,000. In Administration's opinion it does not make sense to invest that amount of money into a unit that has 4,900 hours on it with two used hydraulic drive motors.</p> <p><b>Funding Source:</b> Golf Course Equipment Reserve</p>		140,000	





FL-06	Replacement of Unit 6205 Turbine Blower	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 6205 is a 2012 Turbine blower with 900 hours on it. It has had numerous issues from engine to remote communications over the past couple years. This unit was slated to be replaced in 2027, but with the ongoing repairs and the fact that this piece of equipment is available for delivery in 2024, it would be beneficial to replace it now.</p> <p><b>Funding Source:</b> Golf Course Equipment Reserve</p>		17,500	
<b>COMMUNITY SERVICES TOTAL</b>		-	<b>1,062,500</b>	-



FIRE SERVICES - EQUIPMENT				
The Fire Fleet Reserve will have a projected deficit balance of \$322,835 at the end of 2024 with the fleet purchases proposed in the 2024 Budget.				
FL-07	Replacement Program - Self Contained Breathing Apparatus (SCBA)	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> SCBAs are an integral piece of equipment for firefighters. They have a limited life span. This replacement program is intended to cycle the SCBA's to ensure that this equipment does not exceed its life cycle. This amount is for 3 new SCBA.</p> <p><b>Funding Source:</b> Fire Fleet Reserve</p>		38,000	



FL-08	<b>Replacement of Unit 2101 - Truck - 1 Ton and Unit 2149 Ultra High Pressure Mounted Skid</b>	Capital	Reserve	Externally Funded
<p><b>Purpose:</b> This is a Utility / Grassfire / backup Command truck equipped with a skid mounted water pump and tank. Unit 2101 is a 2008 one ton 4 X 4 F350 truck with over 85,000 km and over 3,500 hours. This unit is equipped with a high pressure skid mounted fire pump and tank that is also foam capable.</p> <p><b>Funding Source:</b> Fire Fleet Reserve</p>			150,000	
<b>FIRE SERVICES TOTAL</b>		-	<b>188,000</b>	-





PUBLIC WORKS - EQUIPMENT				
<p>The City's Fleet Equipment Reserve will have a projected surplus balance of \$1,544,055 at the end of 2024 with the fleet purchases proposed in the 2024 Budget. This balance includes fleet purchases being proposed all of the other Funds.</p>				
FL-09	<p><b>Replacement of Unit 54 - Automated Waste Collection Truck</b></p>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This is for the replacement of one 2016 single axle sanitation truck. This is the small truck that picks up garbage down town and other areas in Prince Albert. It is a light duty Ford F550. Mileage is almost 200,000km. The body is rusted and the cab was replaced once and is breaking apart again.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		250,000	



FL-10	Replacement of Unit 66 - Garbage Truck with Rapid Rail Compactor	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 66 is a 2014 garbage truck scheduled for replacement in 2024. The Fleet Manager reviews a list of criteria from the City's Fleet Replacement Program before determining which units should be replaced. Delivery time will be over a year and Unit 66 will have approximately 15,000 hours on it at this time and is at a stage when a total rebuild is uneconomical.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		495,000	





FL-11	Replacement of Unit 71 - Sander	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This is a 2004 small 2 yard slide in sander for a single axle truck. 20 years of salt and sand have caused structural issues as cross members are rusted out as well as the bottom of the hopper. This unit is used by Parks in the winter for the rotary trail and parking lots as required.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		25,000	



FL-12	Replacement of Unit 90 - Tandem Axle Gravel / Sander Truck	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 90 is a 2013 IHC that went into service in 2012. This unit is used as a gravel truck all summer and has a slide in sander in the winter. This unit has exceeded 10,000 hours and signs of rust are present. The cab floors were replaced in 2020 and is now needing other structural repairs. The box cab and frame are rusted and the unit needs to be replaced. Delivery is expected to take 1 year.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		285,000	





FL-13	Replacement of Unit 93 - Tandem Axle Gravel / Sander Truck	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 93 is set up as a gravel / sander and plow truck with side wing. This unit tends to see less hours on it than the other tandems due to the way the box is set up, that is why it has had its replacement delayed. The unit is 18 years old (2006) and salt corrosion is taking hold of the main frame as well as the cab. The unit will be replaced with a similar setup with a wing, plow and slide in sander.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		500,000	



FL-14	Replacement of Unit 97 - Tandem Axle Gravel / Sander Truck	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 97 is a 2011 IHC that went into service in 2011. This unit is used as a gravel truck all summer and had a slide in sander in the winter. This unit has exceeded 10,000 hours and is very badly rusted. The cab floor has been replaced and now other components are rusted bad enough a safety inspection may not be possible without a major cash expenditure far exceeding the value of the truck.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		285,000	





FL-15	Replacement of Units 102 and 133 - Two (2) 1/2 Ton Trucks	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>- Unit 102 is a 2011 Ford F150 used by the Traffic painting crew. This unit has significant rust and a lot of idle hours.</li> <li>- Unit 133 is a 2009 Ford F150 used by the Traffic painting crew. This unit has significant rust and a lot of idle hours.</li> <li>- Unit 146 is a 2009 Chevrolet 1500 used by the Sanitation department. It is a high mileage with rust.</li> </ul> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		140,000	
<b>PUBLIC WORKS TOTAL</b>		-	<b>1,980,000</b>	-



Fleet Summary	Capital	Reserve	Externally Funded
<b>Total Fleet Purchases (Excluding Police Items)</b>	-	<b>3,230,500</b>	-
<b>Police Fleet Purchases (Refer to Police Budget Report)</b>		<b>371,000</b>	
<b>Total Fleet Purchases by Funding Source Including Police</b>	-	<b>3,601,500</b>	-
<b>Grand Total of Fleet Purchase Requests</b>		<b>3,601,500</b>	

City's Equipment Fleet Reserve	\$2,885,000
Fire Equipment Reserve	\$188,000
Golf Course Equipment Reserve	\$157,500
Police Service Fleet Reserve	\$371,000
<b>Total Fleet Purchases - Funding</b>	<b>\$3,601,500</b>



## SECTION FOUR – FLEET NOT FUNDED



City of  
**Prince  
Albert**

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**FLEET MANAGEMENT**



**Fleet - Not Funded**

COMMUNITY SERVICES - EQUIPMENT				
UFL-01	<b>Replacement of Units 4547 - 1/2 Ton Truck</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This is for the replacement of a 2009 1/2 ton light duty pickup used by the Community Services Parks department. This unit has high engine hours and is getting rusty.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		70,000	





UFL-02	Replacement of Unit 4715 - John Deere Truckster	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This is a 2008 unit used by Community Services with over 15 years of use, is experiencing rust issues, and is due for replacement before maintenance becomes an issue.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		28,000	



UFL-03	Replacement of Unit 4802 - Fork Lift	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 4802 is showing signs of wear and age. This unit is used by Community Services at the Art Hauser to load and unload material. This is a 2000 unit that was bought used in 2008. This is a 24 year old fork lift and it has had maintenance issues with the engine the last couple years and is due for replacement.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		135,000	





UFL-04	Replacement of Unit 4914 - Agricultural Tractor	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> This is a 1987 unit used by the Parks Department. It is obsolete and parts are difficult to obtain therefore this unit should be replaced.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		125,000	



UFL-05	Replacement of Units 5620 and 5621 - Mower Mounted Weed Sprayers	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Replacement of mower mounted sprayers, unit 5621 is a 2003 10' mower mounted weed sprayer and unit 5620 is a 2002 10' mower mounted weed sprayer. These mowers are used by the Community Services Parks department and are becoming brittle from exposure to the sun and need to be replaced after over 20 years of use.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		40,000	
<b>COMMUNITY SERVICES TOTAL</b>		-	<b>398,000</b>	-





PUBLIC WORKS - EQUIPMENT				
UFL-06	<b>Replacement of Unit 98 - Tandem Axle Gravel Truck</b>	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 98 is a 2014 Freightliner that went into service in 2014. This unit is used as a gravel truck and has high hours with 12,000 currently and will have close to 14,000 before a replacement unit would arrive. The unit also gas approximately 170,000 kilometers on it.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		285,000	



UFL-07	Replacement of Unit 87 - Single Axle Gravel / Sander Truck	Capital	Reserve	Externally Funded
	<p><b>Purpose:</b> Unit 87 is a Single axle Gravel / Sander truck that can go in and out of sander mode quickly. This unit went into service in 2010, has accumulated over 10,000 hours and is due to be replaced. Being a sander unit rust is always an issue. This unit has a built in sander in the body and is equipped with a light duty plow.</p> <p><b>Funding Source:</b> Equipment and Fleet Reserve</p>		225,000	



UFL-08	<b>Replacement of Unit 146 - 1/2 Ton Truck</b>	Capital	Reserve	Externally Funded
	<b>Purpose:</b> Unit 146 is a 2009 Chevrolet 1500 used by the Sanitation department. It has high mileage and rust.  <b>Funding Source:</b> Equipment and Fleet Reserve		70,000	
<b>PUBLIC WORKS TOTAL</b>		-	<b>580,000</b>	-



Fleet Summary	Capital	Reserve	Externally Funded
<b>Total Fleet Purchases - UNFUNDED</b>	-	<b>978,000</b>	-



City of  
**Prince Albert**

*BI 23-11*

**TITLE:** Corporate Governance

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Corporate Governance





# CORPORATE GOVERNANCE



City of  
**Prince  
Albert**

**2024 BUDGET**

SECTION FIVE – CORPORATE GOVERNANCE



City of Prince Albert



Permanent Out of Scope FTE Total: 8.0

Permanent In Scope FTE Total: 3.0

City Solicitor – Contract: 1.0

New Permanent Staffing FTE Requests: 0

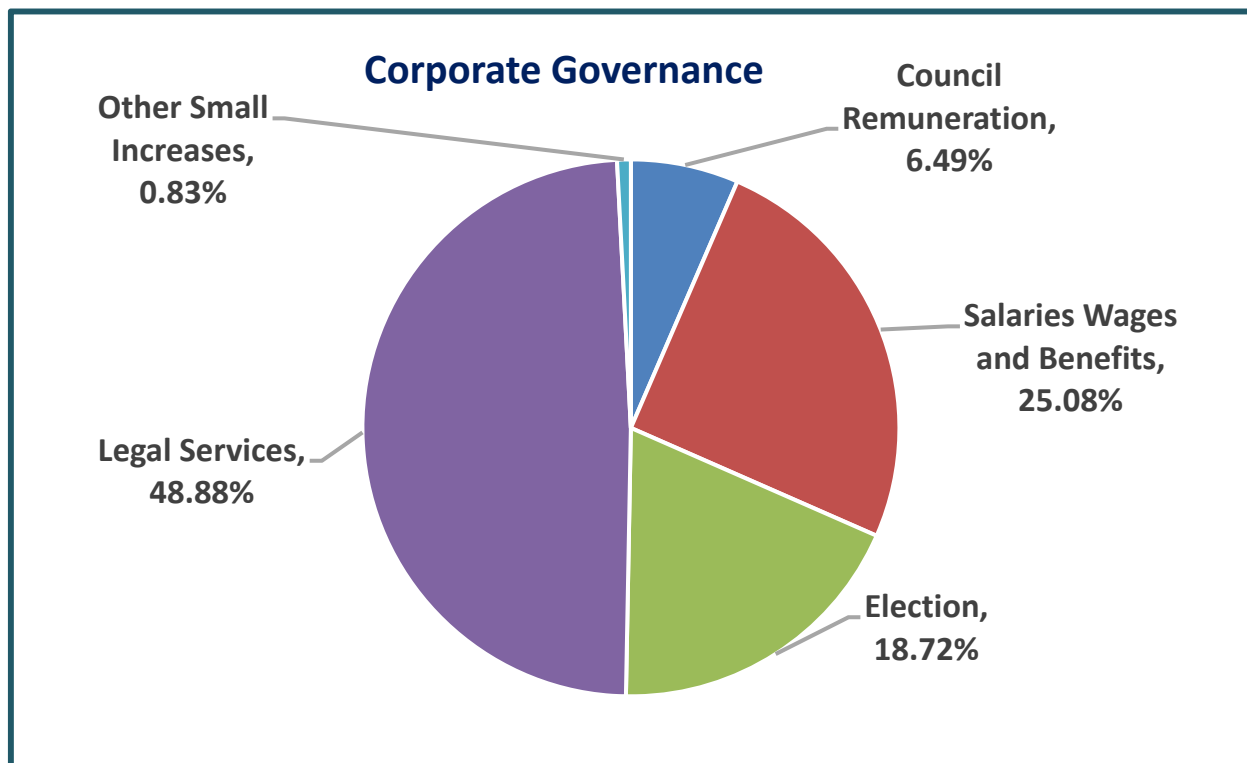
(FTE: Full Time Equivalent)



## Corporate Governance

<b>CORPORATE GOVERNANCE</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$9,000	\$3,000	\$6,000	200.00%
Sundry	\$84,175	\$800	\$83,375	10421.88%
<b>Total Revenues</b>	<b>\$93,175</b>	<b>\$3,800</b>	<b>\$89,375</b>	<b>2351.97%</b>
<b>EXPENSES</b>				
Council Remuneration	\$454,110	\$426,300	\$27,810	6.52%
Salaries Wages and Benefits	\$1,226,345	\$1,118,900	\$107,445	9.60%
Contracted and General Services	\$741,300	\$462,950	\$278,350	60.13%
Maintenance Materials and Supplies	\$264,250	\$160,150	\$104,100	65.00%
<b>Total Expenses</b>	<b>\$2,686,005</b>	<b>\$2,168,300</b>	<b>\$517,705</b>	<b>23.88%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$2,592,830</b>	<b>\$2,164,500</b>	<b>\$428,330</b>	<b>19.79%</b>

### Increases in 2024 Budget:



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

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

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

<b>CITY CLERK</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$9,000	\$3,000	\$6,000	200.00%
Sundry	\$84,175	\$800	\$83,375	10421.88%
<b>Total Revenues</b>	<b>\$93,175</b>	<b>\$3,800</b>	<b>\$89,375</b>	<b>2351.97%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$667,665	\$566,280	\$101,385	17.90%
Contracted and General Services	\$81,450	\$12,450	\$69,000	554.22%
Maintenance Materials and Supplies	\$113,440	\$21,550	\$91,890	426.40%
<b>Total Expenses</b>	<b>\$862,555</b>	<b>\$600,280</b>	<b>\$262,275</b>	<b>43.69%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$769,380</b>	<b>\$596,480</b>	<b>\$172,900</b>	<b>28.99%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$6,000** increase for Board of Revision Revenue – User Charges and Fees.

**\$9,000 Total User Charges and Fees Revenue** represents Board of Revision Fees received from Applications for Property Assessment Appeals. Any Assessment Appeal Fee refunds are allocated to Board of Revision Refunds. The difference between these amounts provide the revenue that the City would receive from Assessment Appeals submitted through the Board of Revision. (Average Yearly Revenue 2020-2023 = \$9,818)





**\$83,375** increase in Sundry related to:

- \$83,575 cost recovery revenue related to the **2024 General Municipal Election**. Budget of \$1,700 for nomination deposits. Budget of \$81,875 for election reimbursements 50% of the budgeted amount for all election expenses to be reimbursed by School Boards (25% each). The formula for cost recovery is 25% for every race (Mayor, Councillor, SRSD Trustee, PACSD Trustee), excluding ballot costs as those are expensed directly by each party. The projection of revenue may also depend on if a race is acclaimed by Nomination Day, as the party who has an acclamation does not incur costs following Nomination Day.
- \$200 **decrease** in the rental of older ballot boxes.

**\$84,175 Total Sundry Revenue:**

- \$83,575 relating to Election Revenue illustrated above.
- \$600 relating to revenue from renting older Ballot Boxes to External Agencies; informal requests for information and formal LAFOIP Requests submitted to the City Clerk's Office.

**EXPENDITURES**

**\$101,385** increase in Salaries Wages and Benefits as follows:

- \$56,495 increase as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$44,890 transfer of budget from Legal Services Functional Area. The 2023 Budget included the Confidential Secretary budgeted at 50% City Clerk and 50% Legal Services. That position has been restructured to be 100% dedicated to the City Clerk's Office as the cost of secretarial duties for the City Solicitor is included within the City Solicitor Contract. For the 2024 Budget, the position has been restructured as a full time position in the City Clerk's Office. Transfer of budget to this Functional Area is a net zero, as the reduction is noted under the Legal Services Functional Area.

The 2024 Budget includes the continuation of a term Corporate Information Manager position. The City Clerk's Office engaged a temporary casual employee as the Corporate Information Manager to assist during the transition over the last year. Since this employee has extensive knowledge in the fields of privacy and records management, we have seen significant improvements to ensuring that the City's legislative responsibilities with respect to privacy and access to information are being met. The City Clerk's Office believes that the continuation of this individual, who has extensive experience, is a great benefit to the operations of the City as noted above. At this time, it is a continued cost savings for the City Clerk's Office while this individual continues to agree to continue in this term position.



\$69,000 increase in Contracted and General Services relating to the 2024 Election costs.

**\$81,450 Total Contracted and General Services Budget:**

<b>Contracted and General Services</b>	<b>2024 Budget</b>
Election - Staffing, Training, Traffic Services	\$63,000
Election - Security Services	\$2,000
Voting Equipment and Licensing Fees	\$4,000
Remuneration of Board of Revision	\$11,500
Remuneration of Quasi-Judicial Boards	\$950
<b>Total Contracted and General Services</b>	<b>\$81,450</b>

- \$11,500 for Board of Revision Remuneration.
- \$950 for Remuneration for the following Quasi-Judicial Boards: Development Appeals Board and Property Maintenance Appeals Board.
- \$63,000 Election staffing costs, including training, mileage \$32,500; Bagged meters; other departmental services-traffic division, surveyors, roadways \$500. Budget of \$30,000 for the provision of a Clerk Steno term position to assist during Election preparation with respect to potential use of Voters List, enhanced Advanced Poll Drive Thru options, mail in ballot and other general clerical election work.
- \$2,000 Election Security Services for Election Day and Advance Polls.
- \$4,000 Election Voting Equipment Software Results Reporting (\$2,000) + licensing fees for potential voters list (\$2,000).

**\$91,890 increase in Maintenance Materials and Supplies:**

- \$94,750 increased cost due to the Election for 2024 relating to ballots, polling places, advanced pool, signage, transportations, etc.
- \$2,400 **decrease** for meetings supplies.
- \$460 **decrease** in conventions.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	CITY MANAGER CITY CLERK	10-13-035-000-00000-5800	GF CITY CLERK SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	3,124	145	607	800	600	(200)	Revenue from renting older Ballot Boxes to External Agencies; Informal Requests for information and Formal LAFOIP Requests revenue.
2	CITY MANAGER CITY CLERK	10-13-035-000-20004-5828	CF CITY CLERK ELECTION RECOVERY	SUNDRY	Revenues / Funding Source	-	-	-	-	83,575	83,575	Revenue from the 2024 Election. Budget of \$1,700 for nomination deposits. Budget of \$81,875 for election estimate 50% of the budgeted amount for all election expenses to be reimbursed by School Boards (25% each). The formula for cost recovery is 25% for every race (Mayor, Councillor, SRSD Trustee, PACSD Trustee), excluding ballot costs as those are expensed directly by each party. The
3	CITY MANAGER CITY CLERK	10-13-035-040-20013-5100	GF CITY CLERK BOARD OF REVISION REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	21,450	8,800	43,660	3,000	9,000	6,000	Board of Revision Fees received from Applications for Property Assessment Appeals. Any Assessment Appeal Fee refunds are allocated to Account No. 10-13-035-040-20013-7594. The difference is the revenue that the City receives from Assessment Appeals. (Average Yearly Revenue 2020-2023 = \$9,818)
4	CITY MANAGER CITY CLERK	10-13-035-000-00000-6111	GF CITY CLERK SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	467,025	436,948	280,997	463,940	549,720	85,780	Increase is due to internal reorganization. Budget transferred from City Solicitor Functional Area to City Clerk Functional Area. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	CITY MANAGER CITY CLERK	10-13-035-000-00000-6119	GF CITY CLERK PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	96,310	97,140	68,181	102,340	117,946	15,606	Increase is due to internal reorganization. Budget transferred from City Solicitor Functional Area to City Clerk Functional Area. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	CITY MANAGER CITY CLERK	10-13-035-000-00000-7239	GF CITY CLERK CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	250	4,150	100	950	950	-	Payments for the following Quasi-Judicial Boards: Development Appeals Board (3 hearings/yr) (5 mbrs @ \$25/hearing + \$25 for decision writing) - \$450 Property Maintenance Appeals Board (5 hearings/yr) (5 mbrs @ \$25/hearing + \$25 for decision writing) - \$500
7	CITY MANAGER CITY CLERK	10-13-035-000-00000-7500	GF CITY CLERK TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	282	1,835	-	1,800	3,300	1,500	Travel & Accommodation for City Clerk & Corp. Legislative Manager to attend the Sask. Association of City Clerks Meetings in Moose Jaw (Spring) and Saskatoon (Fall). The staff share accommodation to assist with costs. \$1,800; Travel & Accommodation for staff to attend a Records or Privacy Conference during the year. \$1,500.
8	CITY MANAGER CITY CLERK	10-13-035-000-00000-7501	GF CITY CLERK POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	614	343	145	650	650	-	Based on average usage and no significant increases projected.
9	CITY MANAGER CITY CLERK	10-13-035-000-00000-7502	GF CITY CLERK TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,646	1,274	812	1,340	1,340	-	Based on actual charges for data lines, internet, landlines, and cell phone usage. No significant increases expected.
10	CITY MANAGER CITY CLERK	10-13-035-000-00000-7503	GF CITY CLERK CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,371	500	1,100	1,700	600	Conference Fee to Sask. Association of City Clerks \$50/conference x2 for 2 persons \$200; Conference registration fee for staff to attend a Records and/or Privacy Conference during the year. The OIPC and ARMA typically organizes conferences throughout the year.
11	CITY MANAGER CITY CLERK	10-13-035-000-00000-7506	GF CITY CLERK MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	418	518	200	660	700	40	Membership for the following: 1. City Clerk & Additional Staff - Saskatchewan Association of City Clerk's (\$200) 2. Records Coordinator - Association of Administrative Professionals (\$200). Corp Info Manager - Association of Records Managers and Administrators (\$200) 4. Commissioner of Oaths (\$100)
12	CITY MANAGER CITY CLERK	10-13-035-000-00000-7508	GF CITY CLERK TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,750	5,216	100	3,400	3,750	350	Supervisor/Leadership Course for 1 person \$950; Potential Election Training \$500; LAFOIP or Records Management Certificate Course for 1 person \$2,000; First Aid CPR Renewal-2 person \$300;
13	CITY MANAGER CITY CLERK	10-13-035-000-00000-7511	GF CITY CLERK MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	439	47	211	2,600	200	(2,400)	Incidental costs for coffee, lunch, snacks, etc. for meetings associated with City Clerk's Office and Board of Revision.
14	CITY MANAGER CITY CLERK	10-13-035-000-00000-7541	GF CITY CLERK OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,434	2,178	40	5,950	3,000	(2,950)	New Chair for Staff - \$700; Mapping File Supplies - \$500; Replacement of Office Shredder \$1,800
15	CITY MANAGER CITY CLERK	10-13-035-000-00000-7544	GF CITY CLERK OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	602	1,351	1,324	1,800	1,800	-	Cost of paper for the copier in the City Clerk's Office. Although the copier costs are shared with the City Solicitor's Office, IT Division and the Council Accounts, all the paper is paid for from the City Clerk's Office. Regular office supplies for the City Clerk's Office. 3yr average is \$1,800
16	CITY MANAGER CITY CLERK	10-13-035-000-00000-7578	GF CITY CLERK OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	500	500	-	Shredding Costs for disposal of paper records based on the City's Records Retention Bylaw is ongoing and will continue into 2024.
17	CITY MANAGER CITY CLERK	10-13-035-000-00000-7582	GF CITY CLERK SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	669	519	344	750	750	-	Photocopy costs for Canon printer in City Clerks Office
18	CITY MANAGER CITY CLERK	10-13-035-000-20004-7238	GF CITY CLERK ELECTIONS COMPUTER SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	4,000	4,000	Voting Equipment Software Results Reporting (\$2,000) + licensing fees for potential voters list (\$2,000)
19	CITY MANAGER CITY CLERK	10-13-035-000-20004-7294	GF CITY CLERK ELECTIONS COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	67	-	2,000	2,000	Security Services for Election Day and Advance Polls
20	CITY MANAGER CITY CLERK	10-13-035-000-20004-7299	GF CITY CLERK ELECTIONS OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	2,939	-	63,000	63,000	Election staffing costs, including training, mileage \$32,500; Bagged meters; other departmental services-traffic division, surveyors, roadways \$500. Budget of \$30,000 for the provision of a Clerk Steno term position to assist during Election preparation with respect to potential use of Voters List, enhanced Advanced Poll Drive Thru options, mail in ballot and other general clerical election work.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
21	CITY MANAGER CITY CLERK	10-13-035-000-20004-7500	GF CITY CLERK ELECTIONS TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	14	-	2,000	2,000	Special Needs Transportation-\$100; Free Bus Initiative-\$1,500; Election Workshop Travel and Staff Mileage Claims \$400
22	CITY MANAGER CITY CLERK	10-13-035-000-20004-7501	GF CITY CLERK ELECTIONS POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	240	-	4,500	4,500	Postage costs for regular mail, including mail-in ballot returns-\$900 and voter guide delivery-\$3,600; Voter equipment shipping is included in project costs.
23	CITY MANAGER CITY CLERK	10-13-035-000-20004-7502	GF CITY CLERK ELECTIONS TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	10	-	-	-	350	350	Reimbursement for personal phone use @\$10 per worker; Sasktel monthly charge \$250
24	CITY MANAGER CITY CLERK	10-13-035-000-20004-7504	GF CITY CLERK ELECTIONS ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	10,500	10,500	Newspaper Ads, On-line and other advertisement publications; signage (2016-2020 Average \$5,500). In addition, radio advertising is estimated to be over \$5,000.
25	CITY MANAGER CITY CLERK	10-13-035-000-20004-7508	GF CITY CLERK ELECTIONS TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	2,500	2,500	Voter Equipment Training-\$2,250, Staff training resources and workshop \$250
26	CITY MANAGER CITY CLERK	10-13-035-000-20004-7511	GF CITY CLERK ELECTIONS MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	194	-	400	400	Meal Allowances for City staff \$100, Election training snacks \$200; Election night incidentals \$100
27	CITY MANAGER CITY CLERK	10-13-035-000-20004-7541	GF CITY CLERK ELECTIONS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	6,000	6,000	Signage and A-frames-\$1500; Flag Replacements \$500; Hand Sanitizers-\$350, Other various supplies, etc. (Average of 2020-2016 - \$6,000)
28	CITY MANAGER CITY CLERK	10-13-035-000-20004-7544	GF CITY CLERK ELECTIONS OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(2,375)	-	-	-	2,500	2,500	Various supplies-tape, pens, clips, notepads, envelopes, labels, tape, labels, etc.
29	CITY MANAGER CITY CLERK	10-13-035-000-20004-7579	GF CITY CLERK ELECTIONS BUILDING RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	512	-	15,000	15,000	Rental of polling places for election day, advance poll and special polls and training facilities-\$7,500; Drive-thru location estimate \$7,500
30	CITY MANAGER CITY CLERK	10-13-035-000-20004-7584	GF CITY CLERK ELECTIONS PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	816	-	18,000	18,000	Cost of ballots for all races-\$13,000; Forms, Voter Brochure printing-\$3,600, maps, forms and copier charges \$1,400 Note: Ballots for school divisions are charged separately if rotated ballots are requested
31	CITY MANAGER CITY CLERK	10-13-035-000-20004-7587	GF CITY CLERK ELECTIONS MECHANICAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	33,000	33,000	Photocopying charges \$1,000; vote equipment rental including shipping costs \$32,000
32	CITY MANAGER CITY CLERK	10-13-035-040-20013-7239	GF CITY CLERK BOARD OF REVISION CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	7,667	15,084	9,425	11,500	11,500	-	Payment for the Remuneration of the Board of Revision (2023 cost - \$9,500) 4 year average (2020-2023=\$8,927); Expect that appeals will continue to increase based on 4 year overview of appeals heard (3 in 2020 and 36 in 2023)
33	CITY MANAGER CITY CLERK	10-13-035-040-20013-7508	GF CITY CLERK BOARD OF REVISION TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	250	-	1,000	1,000	0	Legislatively required training for Board of Revision members and Secretary. Any new members require the training.



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

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

<b>CITY MANAGER</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	<b>\$453,150</b>	<b>\$401,080</b>	\$52,070	12.98%
Maintenance Materials and Supplies	<b>\$74,350</b>	<b>\$63,270</b>	\$11,080	17.51%
Total Expenses	<b>\$527,500</b>	<b>\$464,350</b>	<b>\$63,150</b>	<b>13.60%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$527,500</b>	<b>\$464,350</b>	<b>\$63,150</b>	<b>13.60%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**EXPENDITURES**

**\$52,070** increase in Salaries Wages and Benefits as follows:

- \$25,312 increase as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$26,758 increase as per the Contract of Employment for City Manager approved by City Council.

**\$11,080** increase for Maintenance Materials and Supplies:

- \$2,775 increase as per IT Allocation for IT Licensing and Software for the Department.
- \$100 **decrease** for postage.
- \$1,210 increase for City Manager attendance at the Canadian Association of Municipal Administrators (CAMA) Conference.
- \$365 increase for 2024 CAMA Membership (50% off first year membership).



- \$2,780 increase to fund training for the City Manager's Administrative staff: Confidential Secretary virtual attendance at 2 courses through the University of Alberta (2 x \$895.00 = \$1,790 and Executive Assistant attendance at 2 courses through the University of Saskatchewan to partially complete the Operational Excellence Certificate Program (2 x \$1,995 = \$3,990).
- \$3,500 increase for State of City Luncheon, meals for meetings of City Council, Executive Committee, Incamera City Council, Council Strategic Planning Sessions, Council Budget Sessions, etc.
- \$500 increase for covering rental and meal costs for 2 Department Head Workshops, 1 Senior Management Information Session, facility tours and regular meeting incidentals for the City Manager's Office.
- \$50 increase for supplies.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	CITY MANAGER	10-13-025-000-00000-6111	GF CITY MANAGER SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	437,982	446,263	256,971	339,130	384,105	44,975	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	CITY MANAGER	10-13-025-000-00000-6119	GF CITY MANAGER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	56,188	67,318	51,444	61,950	69,047	7,097	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	CITY MANAGER	10-13-025-000-00000-7410	Sent from Allocation "16-055-070 - IT Software Allocation" (3.37 %)	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	16,910	11,760	17,600	20,373	2,773	Line item represents the allocation of IT software costs to their respective users. The IT section contains a detailed breakdown of these costs and the basis for allocation.
4	CITY MANAGER	10-13-025-000-00000-7500	GF CITY MANAGER TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	411	4,221	1,505	3,000	3,000	-	Travel and Accommodation costs for City Manager attendance at the SUMA Convention, SK City Managers meetings, CMC meetings and 2024 CAMA Conference.
5	CITY MANAGER	10-13-025-000-00000-7501	GF CITY MANAGER POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	81	43	14	200	100	(100)	Decrease of \$100 based on average costs for postage and shipping.
6	CITY MANAGER	10-13-025-000-00000-7502	GF CITY MANAGER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,863	5,393	3,828	5,500	5,500	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
7	CITY MANAGER	10-13-025-000-00000-7503	GF CITY MANAGER CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	100	717	750	1,960	1,210	\$1,210 increase for CAMA
8	CITY MANAGER	10-13-025-000-00000-7505	GF CITY MANAGER SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	96	1,155	1,215	1,250	1,250	-	Municipal Information Network Subscription for all City Departments. Annual subscription for 2023 was \$1,215.00. Anticipate a slight increase for 2024.
9	CITY MANAGER	10-13-025-000-00000-7506	GF CITY MANAGER MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	611	-	-	-	365	365	2024 CAMA Membership (50% off first year membership) \$365
10	CITY MANAGER	10-13-025-000-00000-7508	GF CITY MANAGER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,353	1,507	1,190	3,000	5,780	2,780	Increase of \$2,780 to fund training for the City Manager's Administrative staff: Confidential Secretary virtual attendance at 2 courses through the University of Alberta (2 x \$895.00 = \$1,790 and Executive Assistant attendance at 2 courses through the University of Saskatchewan to partially complete the Operational Excellence Certificate Program (2 x \$1,995 = \$3,990).
11	CITY MANAGER	10-13-025-000-00000-7511	GF CITY MANAGER MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	323	1,107	1,369	1,800	2,300	500	Increase of \$500. Used for covering rental and meal costs for 2 Department Head Workshops, 1 Senior Management Information Session, facility tours and regular meeting incidentals for the City Manager's Office.
12	CITY MANAGER	10-13-025-000-00000-7541	GF CITY MANAGER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,135	6,524	2,189	6,900	6,900	-	Includes costs for staff events such as the Employee Family Christmas Party (\$1,500), Kinsmen Water Park Family Fun Night (\$1,500), Staff Appreciation BBQ (\$1,500) and Awards Banquet (\$1,000). For 2024, coordinate tours of City facilities for staff and Council (\$300). Other operating expenses charged to this account: payment for Crown Shredding, purchase of binders, office chair and other related operating supplies.
13	CITY MANAGER	10-13-025-000-00000-7544	GF CITY MANAGER OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	914	1,248	268	2,220	1,720	(500)	Decrease of \$500 based on 2023 actuals. Used for the purchase of supplies for the office such as pens, notebooks, paper, laminating sheets, file folders, labels, cleaning supplies, etc.
14	CITY MANAGER	10-13-025-000-00000-7582	GF CITY MANAGER SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,093	3,059	742	1,950	1,500	(450)	Decrease of \$450 based on 2023 actuals. Costs associated with all printing and photocopying expenses within the City Manager's Office.
15	CITY MANAGER	10-13-025-062-00000-7511	GF CITY MANAGER CORP GOV MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	18,504	11,178	5,291	15,400	18,900	3,500	Increase of \$3,500 for State of the City event. Budget amount also includes meals for meetings of City Council, Executive Committee, Incamera City Council, Council Strategic Planning Sessions, Council Budget Sessions, etc. Meals for meetings held of Elected Officials and Administration.
16	CITY MANAGER	10-13-025-062-00000-7541	GF CITY MANAGER CORP GOV OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,986	1,456	39	1,500	2,500	1,000	Increase of \$1,000 for 2024 election costs for new and outgoing members of Council such as photography fee, frames, prints, name plates, Elder fee and gifts for outgoing Council members. Covers cost of budget binders and tabs. Amount is also used for replacement of furniture or other similar items that may be required within the Council Chamber or Lounge.
17	CITY MANAGER	10-13-025-062-00000-7544	GF CITY MANAGER CORP GOV OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,309	818	78	800	800	-	Budget used for the purchase of 11 x 17 paper for budget documents and general office supplies for use within the Council Chamber and Lounge.
18	CITY MANAGER	10-13-025-062-00000-7582	GF CITY MANAGER CORP GOV SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,673	744	538	1,400	1,400	-	Photocopy costs for all Council and Committee meeting copying expenses that are done through the City Clerk's Office.

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

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

<b>MAYOR</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Council Remuneration	\$111,550	\$107,220	\$4,330	4.04%
Salaries Wages and Benefits	\$74,940	\$74,960	(\$20)	-0.03%
Maintenance Materials and Supplies	\$19,180	\$19,980	(\$800)	-4.00%
Total Expenses	\$205,670	\$202,160	\$3,510	1.74%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$205,670</b>	<b>\$202,160</b>	<b>\$3,510</b>	<b>1.74%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

\$4,330 increase in Council Remuneration as the Mayor's indemnity is based on 57% of the indemnities and expense allowance paid to the Saskatchewan Cabinet Minister.

**Mayor Remuneration of \$111,550 as follows:**

- \$103,750 for Mayor Remuneration.
- \$7,800 for Vehicle Allowance as per the City’s Policy of \$650 per month.

**\$20 decrease** in Salaries Wages and Benefits. The savings are offset by increased payroll benefits. Payroll Benefits have increased for 2024. The savings relate to the secondment of the Executive Assistant incumbent to the Prince Albert Board of Police Commissioners as the Board’s Executive Secretary for a term of seven months. The term position is providing the savings. Position is charged 70% to Mayor Functional Area and 30% to Council Functional Area.



**\$800 decrease** in Maintenance Materials and Supplies as follows:

- \$680 **decrease** in conventions.
- \$500 **decrease** in meeting supplies associated with Mayor's business meetings, City Council group supper at SUMA and meeting supplies for Mayor's Boardroom.
- \$350 increase in operating supplies based on historical average. Used for the replacement of office equipment and miscellaneous supplies such as flags, flag poles, office chair, etc.
- \$30 increase for Prince Albert Daily Herald subscription.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	CITY MANAGER MAYOR	10-13-015-000-00000-6111	GF MAYOR SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	58,983	64,014	25,736	61,000	55,270	(5,730)	The decrease is due to staff turnover and a change in base rates. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
2	CITY MANAGER MAYOR	10-13-015-000-00000-6119	GF MAYOR PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	13,703	16,234	9,861	13,960	19,670	5,710	Represents the Secondment as Board Secretary for 7 months. Reduced payroll benefits for term position. Mayor Benefits of \$3,520
3	CITY MANAGER MAYOR	10-13-015-000-00000-6131	GF MAYOR VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,800	7,800	5,850	7,800	7,800	-	The Mayor's travel budget is \$650 per month as per the Travel & Accommodation Policy which states, "The Mayor will be provided a \$650 per month vehicle allowance for in-City use of his personal vehicle to attend to City business."
4	CITY MANAGER MAYOR	10-13-015-000-00000-6191	GF MAYOR INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	99,326	102,688	76,032	99,420	103,750	4,330	Represents Mayor's salary, RRSP, per diems, and group benefit.
5	CITY MANAGER MAYOR	10-13-015-000-00000-7500	GF MAYOR TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	914	6,216	3,561	5,000	5,000	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17, 2024 in Regina), FCM Conference (June 6-9, 2024), SARM Convention (Mar), CMC Meetings (May & Oct) and SEDA Conference.
6	CITY MANAGER MAYOR	10-13-015-000-00000-7501	GF MAYOR POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	21	-	100	100	-	Based on average usage for postage and shipping.
7	CITY MANAGER MAYOR	10-13-015-000-00000-7502	GF MAYOR TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,398	1,781	916	1,350	1,350	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
8	CITY MANAGER MAYOR	10-13-015-000-00000-7503	GF MAYOR CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	263	2,504	2,606	3,680	3,000	(680)	Decrease of \$680 due to a portion of the State of the City costs being reallocated to Corporate Governance. Represents registration fees for attendance at SUMA Convention, banquet and sector meetings - \$800, FCM Conference - \$1,100, SARM Convention - \$105, Chamber Luncheons - \$300, SEDA Conference - \$400, etc.
9	CITY MANAGER MAYOR	10-13-015-000-00000-7504	GF MAYOR ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	304	250	414	1,000	1,000	-	Placement of advertisements in PA Daily Herald, PA Shopper, etc. and promotional items for Mayor's Office.
10	CITY MANAGER MAYOR	10-13-015-000-00000-7505	GF MAYOR SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,025	425	179	150	180	30	Increase of \$30 for PA Daily Herald subscription.
11	CITY MANAGER MAYOR	10-13-015-000-00000-7508	GF MAYOR TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	1,943	500	500	-	For Mayor's Office staff member to attend 2 training courses through Sask Polytechnic.
12	CITY MANAGER MAYOR	10-13-015-000-00000-7511	GF MAYOR MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	807	3,237	566	2,500	2,000	(500)	Decrease of \$500. Represents costs associated with Mayor's business meetings, City Council group supper at SUMA and meeting supplies for Mayor's Boardroom.
13	CITY MANAGER MAYOR	10-13-015-000-00000-7541	GF MAYOR OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	775	877	22	500	850	350	Increase of \$350 based on actuals. Used for the replacement of office equipment and miscellaneous supplies such as flags, flag poles, office chair, etc.
14	CITY MANAGER MAYOR	10-13-015-000-00000-7544	GF MAYOR OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,199	1,140	512	1,200	1,200	-	Purchase of paper, pens, binders, file folders, and other miscellaneous office supplies.
15	CITY MANAGER MAYOR	10-13-015-045-00000-7549	GF MAYOR COMP FUND OTHER SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,188	511	604	4,000	4,000	-	Represents the Mayor's Compassionate Fund. There is also a \$1000 donation of deferred revenue to offset any overages.

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

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

CITY COUNCIL	2024 Budget	2023 Budget	Variance	% Change
<b>EXPENSES</b>				
Council Remuneration	\$342,560	\$319,080	\$23,480	7.36%
Salaries Wages and Benefits	\$30,590	\$31,690	(\$1,100)	-3.47%
Maintenance Materials and Supplies	\$56,320	\$54,390	\$1,930	3.55%
<b>Total Expenses</b>	<b>\$429,470</b>	<b>\$405,160</b>	<b>\$24,310</b>	<b>6.00%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$429,470</b>	<b>\$405,160</b>	<b>\$24,310</b>	<b>6.00%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$23,480** increase in Council Remuneration as Councillor's indemnity is based on 33.6% of the Mayor's Remuneration. Payroll Benefits have increased for 2024.

**\$342,560 Total Council Remuneration:**

- \$294,720 Elected Officials Indemnities and \$26,480 for payroll benefits.
- \$19,200 vehicle allowance for Elected Officials. \$200 per month per Elected Official.
- \$2,160 for Wellness Program for Elected Officials (\$240 per member x 9 members = \$2,160).

**\$1,100 decrease** in Salaries Wages and Benefits relating to the secondment of the Executive Assistant incumbent to the Prince Albert Board of Police Commissioners as the Board's Executive Secretary for a term of seven months. The term position is providing the savings. Position is charged 70% to Mayor Functional Area and 30% to Council Functional Area.

**\$1,930** increase in Maintenance Materials and Supplies:

- \$1,040 increased costs for conventions (FCM, SUMA, etc.).
- \$850 for cost of Municipal World subscription for Mayor, Council and City Manager.
- \$60 **decrease** for postage costs based on historical spending.
- \$100 increase for photocopy costs.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	CITY MANAGER COUNCIL	10-13-020-000-00000-6111	GF COUNCIL SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	25,278	27,435	11,030	26,140	23,670	(2,470)	The decrease is due to staff turnover and a change in base rates. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
2	CITY MANAGER COUNCIL	10-13-020-000-00000-6119	GF COUNCIL PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,064	5,686	3,035	5,550	6,920	1,370	The decrease is due to staff turnover and a change in base rates. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
3	CITY MANAGER COUNCIL	10-13-020-000-00000-6142	GF COUNCIL WELLNESS PROG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	2,160	2,160	-	Wellness benefit for Council Members - \$240 per member x 9 members = \$2,160.
4	CITY MANAGER COUNCIL	10-13-020-051-00000-6119	GF COUNCIL WARD 1 PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,444	2,635	2,208	2,070	2,994	924	Increase is maily due to the fact that WCB benefit cost was not budgtd for in prior year. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
5	CITY MANAGER COUNCIL	10-13-020-051-00000-6131	GF COUNCIL WARD 1 VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,400	2,400	1,800	2,400	2,400	-	Each Councilor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
6	CITY MANAGER COUNCIL	10-13-020-051-00000-6191	GF COUNCIL WARD 1 INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	36,826	35,715	27,804	34,720	36,515	1,795	\$36,515 represents - Councilor salary: \$30,748, RRSP: \$2,767, Per Diems: \$3,000
7	CITY MANAGER COUNCIL	10-13-020-052-00000-6119	GF COUNCIL WARD 2 PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,865	1,975	1,522	2,070	2,994	924	Increase is maily due to the fact that WCB benefit cost was not budgtd for in prior year. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
8	CITY MANAGER COUNCIL	10-13-020-052-00000-6131	GF COUNCIL WARD 2 VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,400	2,400	1,800	2,400	2,400	-	Each Councilor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
9	CITY MANAGER COUNCIL	10-13-020-052-00000-6191	GF COUNCIL WARD 2 INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	35,326	35,515	26,404	34,720	36,515	1,795	\$36,515 represents - Councilor salary: \$30,748, RRSP: \$2,767, Per Diems: \$3,000
10	CITY MANAGER COUNCIL	10-13-020-053-00000-6119	GF COUNCIL WARD 3 PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,310	2,652	2,098	2,070	2,994	924	Increase is maily due to the fact that WCB benefit cost was not budgtd for in prior year. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
11	CITY MANAGER COUNCIL	10-13-020-053-00000-6131	GF COUNCIL WARD 3 VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,400	2,400	1,800	2,400	2,400	-	Each Councilor's travel budget is \$200 per month as per the Travel & Accommodation policy.
12	CITY MANAGER COUNCIL	10-13-020-053-00000-6191	GF COUNCIL WARD 3 INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	34,526	35,815	26,004	34,720	36,515	1,795	\$36,515 represents - Councilor salary: \$30,748, RRSP: \$2,767, Per Diems: \$3,000
13	CITY MANAGER COUNCIL	10-13-020-054-00000-6119	GF COUNCIL WARD 4 PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	497	662	603	-	822	822	Increase is maily due to the fact that WCB benefit cost was not budgtd for in prior year. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
14	CITY MANAGER COUNCIL	10-13-020-054-00000-6131	GF COUNCIL WARD 4 VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,400	2,400	1,800	2,400	2,400	-	Each Councilor's travel budget is \$200 per month as per the Travel & Accommodation policy.
15	CITY MANAGER COUNCIL	10-13-020-054-00000-6191	GF COUNCIL WARD 4 INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	39,625	38,913	28,437	37,320	39,115	1,795	\$39,115 represents - Councilor salary: \$30,748, Per Diems: \$3,000, RRSP: 2,767, Group Benefit: 2,600
16	CITY MANAGER COUNCIL	10-13-020-055-00000-6119	GF COUNCIL WARD 5 PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,807	2,904	2,187	2,070	4,017	1,947	Increase is maily due to the fact that WCB benefit cost was not budgtd for in prior year. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
17	CITY MANAGER COUNCIL	10-13-020-055-00000-6131	GF COUNCIL WARD 5 VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,400	2,400	1,800	2,400	2,400	-	Each Councilor's travel budget is \$200 per month as per the Travel & Accommodation policy.
18	CITY MANAGER COUNCIL	10-13-020-055-00000-6191	GF COUNCIL WARD 5 INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	34,926	34,115	24,604	35,750	36,515	765	\$36,515 represents - Councilor salary: \$30,748, RRSP: \$2,767, Per Diems: \$3,000
19	CITY MANAGER COUNCIL	10-13-020-056-00000-6119	GF COUNCIL WARD 6 PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,936	2,019	1,611	2,070	2,994	924	Increase is maily due to the fact that WCB benefit cost was not budgtd for in prior year. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
20	CITY MANAGER COUNCIL	10-13-020-056-00000-6131	GF COUNCIL WARD 6 VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,400	2,400	1,800	2,400	2,400	-	Each Councilor's travel budget is \$200 per month as per the Travel & Accommodation policy.
21	CITY MANAGER COUNCIL	10-13-020-056-00000-6191	GF COUNCIL WARD 6 INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	36,626	36,515	27,904	34,720	36,515	1,795	\$36,515 represents - Councilor salary: \$30,748, RRSP: \$2,767, Per Diems: \$3,000
22	CITY MANAGER COUNCIL	10-13-020-057-00000-6119	GF COUNCIL WARD 7 PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,955	4,469	3,551	3,910	4,833	923	Increase is maily due to the fact that WCB benefit cost was not budgtd for in prior year. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
23	CITY MANAGER COUNCIL	10-13-020-057-00000-6131	GF COUNCIL WARD 7 VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,400	2,400	1,800	2,400	2,400	-	Each Councilor's travel budget is \$200 per month as per the Travel & Accommodation policy.
24	CITY MANAGER COUNCIL	10-13-020-057-00000-6191	GF COUNCIL WARD 7 INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	35,426	36,015	27,304	34,720	36,515	1,795	\$36,515 represents - Councilor salary: \$30,748, RRSP: \$2,767, Per Diems: \$3,000
25	CITY MANAGER COUNCIL	10-13-020-058-00000-6119	GF COUNCIL WARD 8 PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,363	2,567	1,249	2,070	4,833	2,763	Increase is maily due to the fact that WCB benefit cost was not budgtd for in prior year. The base budget was determined by Financial Services department and reflects an increase in CPP rates and Group Benefit rates (where applicable).
26	CITY MANAGER COUNCIL	10-13-020-058-00000-6131	GF COUNCIL WARD 8 VEHICLE ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,400	2,400	800	2,400	2,400	-	Each Councilor's travel budget is \$200 per month as per the Travel & Accommodation Policy.
27	CITY MANAGER COUNCIL	10-13-020-058-00000-6191	GF COUNCIL WARD 8 INDEMNITIES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	35,326	34,515	12,795	34,720	36,515	1,795	\$36,515 represents - Councilor salary: \$30,748, RRSP: \$2,767, Per Diems: \$3,000
28	CITY MANAGER COUNCIL	10-13-020-000-00000-7501	GF COUNCIL POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	305	201	92	300	240	(60)	Decrease of \$60 based on average usage for postage and shipping.
29	CITY MANAGER COUNCIL	10-13-020-000-00000-7502	GF COUNCIL TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	108	108	46	130	130	-	Annual cost for telephone line in Council Lounge.
30	CITY MANAGER COUNCIL	10-13-020-000-00000-7504	GF COUNCIL ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,820	5,055	2,252	4,300	4,300	-	Reflects purchase of promotional materials from the Communications Division. Also advertisements in the PA Daily Herald and PA Shopper on behalf of Council, including graduation, Christmas, Remembrance Day, National Day for Truth & Reconciliation, National Indigenous Peoples Day, etc.
31	CITY MANAGER COUNCIL	10-13-020-000-00000-7505	GF COUNCIL SUBSCRIPTIONS AND PUBLICATIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	850	850	Municipal World subscription for Mayor, Council and City Manager
32	CITY MANAGER COUNCIL	10-13-020-000-00000-7541	GF COUNCIL OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,536	1,359	1,144	3,500	3,500	-	For the purchase of 2 corporate tables at community events (2 x \$800) along with operating supplies such as awards of merit, frames, etc. as required throughout the year.
33	CITY MANAGER COUNCIL	10-13-020-000-00000-7544	GF COUNCIL OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	189	306	313	200	300	100	Increase of \$100 to reflect cost share of photocopy paper.
34	CITY MANAGER COUNCIL	10-13-020-000-00000-7582	GF COUNCIL SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,865	1,148	494	1,000	1,000	-	Represents cost share for the photocopier rental located in the City Manager-Corporate Services work area.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
35	CITY MANAGER COUNCIL	10-13-020-051-00000-7500	GF COUNCIL WARD 1 TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	104	1,001	3,773	3,600	3,600	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17, 2024 in Regina) and FCM Conference (June 6-9, 2024 in Calgary).
36	CITY MANAGER COUNCIL	10-13-020-051-00000-7503	GF COUNCIL WARD 1 CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	(486)	1,843	1,520	1,650	130	Increase of \$130. Represents registrations for the SUMA Convention (\$500), FCM Conference (\$1100), other (\$50).
37	CITY MANAGER COUNCIL	10-13-020-051-00000-7541	GF COUNCIL WARD 1 OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	454	336	16	500	500	-	Home office supply purchases as per the Elected Official Policy.
38	CITY MANAGER COUNCIL	10-13-020-052-00000-7500	GF COUNCIL WARD 2 TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,181	3,798	3,600	3,600	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17, 2024 in Regina) and FCM Conference (June 6-9, 2024 in Calgary).
39	CITY MANAGER COUNCIL	10-13-020-052-00000-7503	GF COUNCIL WARD 2 CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	996	1,983	1,520	1,650	130	Represents registrations for the SUMA Convention (\$500), FCM Conference (\$1100), other (\$50).
40	CITY MANAGER COUNCIL	10-13-020-052-00000-7541	GF COUNCIL WARD 2 OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	477	477	-	500	500	-	Home office supply purchases as per the Elected Official Policy.
41	CITY MANAGER COUNCIL	10-13-020-053-00000-7500	GF COUNCIL WARD 3 TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20	2,454	4,266	3,600	3,600	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17, 2024 in Regina) and FCM Conference (June 6-9, 2024 in Calgary).
42	CITY MANAGER COUNCIL	10-13-020-053-00000-7503	GF COUNCIL WARD 3 CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,487	1,758	1,520	1,650	130	Represents registrations for the SUMA Convention (\$500), FCM Conference (\$1100), other (\$50).
43	CITY MANAGER COUNCIL	10-13-020-053-00000-7541	GF COUNCIL WARD 3 OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	464	-	-	500	500	-	Home office supply purchases as per the Elected Official Policy.
44	CITY MANAGER COUNCIL	10-13-020-054-00000-7500	GF COUNCIL WARD 4 TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	463	2,634	3,117	3,600	3,600	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17, 2024 in Regina) and FCM Conference (June 6-9, 2024 in Calgary).
45	CITY MANAGER COUNCIL	10-13-020-054-00000-7503	GF COUNCIL WARD 4 CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,411	1,441	1,520	1,650	130	Represents registrations for the SUMA Convention (\$500), FCM Conference (\$1100), other (\$50).
46	CITY MANAGER COUNCIL	10-13-020-054-00000-7541	GF COUNCIL WARD 4 OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	41	-	-	500	500	-	Home office supply purchases as per the Elected Official Policy.
47	CITY MANAGER COUNCIL	10-13-020-055-00000-7500	GF COUNCIL WARD 5 TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	114	-	-	3,600	3,600	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17, 2024 in Regina) and FCM Conference (June 6-9, 2024 in Calgary).
48	CITY MANAGER COUNCIL	10-13-020-055-00000-7503	GF COUNCIL WARD 5 CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	72	1,520	1,650	130	Represents registrations for the SUMA Convention (\$500), FCM Conference (\$1100), other (\$50).
49	CITY MANAGER COUNCIL	10-13-020-055-00000-7541	GF COUNCIL WARD 5 OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	472	420	-	500	500	-	Home office supply purchases as per the Elected Official Policy.
50	CITY MANAGER COUNCIL	10-13-020-056-00000-7500	GF COUNCIL WARD 6 TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	131	2,045	3,774	3,600	3,600	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17 in Regina) and FCM Conference (June 6-9, 2024 in Calgary).
51	CITY MANAGER COUNCIL	10-13-020-056-00000-7503	GF COUNCIL WARD 6 CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	2,202	1,902	1,520	1,650	130	Represents registrations for the SUMA Convention (\$500), FCM Conference (\$1100), other (\$50).
52	CITY MANAGER COUNCIL	10-13-020-056-00000-7541	GF COUNCIL WARD 6 OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	477	158	-	500	500	-	Home office supply purchases as per the Elected Official Policy.
53	CITY MANAGER COUNCIL	10-13-020-057-00000-7500	GF COUNCIL WARD 7 TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	131	2,198	4,432	3,600	3,600	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17 in Regina) and FCM Conference (June 6-9, 2024 in Calgary).
54	CITY MANAGER COUNCIL	10-13-020-057-00000-7503	GF COUNCIL WARD 7 CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,306	2,172	1,520	1,650	130	Represents registrations for the SUMA Convention (\$500), FCM Conference (\$1100), other (\$50).
55	CITY MANAGER COUNCIL	10-13-020-057-00000-7541	GF COUNCIL WARD 7 OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	462	428	-	500	500	-	Home office supply purchases as per the Elected Official Policy.
56	CITY MANAGER COUNCIL	10-13-020-058-00000-7500	GF COUNCIL WARD 8 TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	122	1,060	-	3,600	3,600	-	As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget throughout the annual budget process". Includes vehicle rentals, hotels, flights, gas and parking charges for the following events: SUMA Convention (Apr 14-17, 2024 in Regina) and FCM Conference (June 6-9, 2024 in Calgary).
57	CITY MANAGER COUNCIL	10-13-020-058-00000-7503	GF COUNCIL WARD 8 CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	896	40	1,520	1,650	130	Represents registrations for the SUMA Convention (\$500), FCM Conference (\$1100), other (\$50).
58	CITY MANAGER COUNCIL	10-13-020-058-00000-7541	GF COUNCIL WARD 8 OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	479	477	-	500	500	-	Home office supply purchases as per the Elected Official Policy.

Functional Area: **LEGAL SERVICES**  
 Department: **City Manager, City Solicitor, City Clerk, Mayor and City Council**  
 Fund: **General Fund**

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

<b>CITY SOLICITOR</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$0	\$44,890	(\$44,890)	-100.00%
Contracted and General Services	\$659,850	\$450,500	\$209,350	46.47%
Maintenance Materials and Supplies	\$960	\$960	\$0	0.00%
<b>Total Expenses</b>	<b>\$660,810</b>	<b>\$496,350</b>	<b>\$164,460</b>	<b>33.13%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$660,810</b>	<b>\$496,350</b>	<b>\$164,460</b>	<b>33.13%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$44,890 decrease** in Salaries Wages and Benefits due to the transfer of budget to the City Clerk’s Functional Area. The 2023 Budget included the salary and benefits of a Confidential Secretary budgeted at 50% to City Clerk and 50% budgeted to Legal Services. For 2024, the position has been restructured as a full time position in the City Clerk’s Office as the cost of secretarial duties for the City Solicitor is included within the City Solicitor Contract.

**Contracted and General Services**

The 2024 Budget includes additional budget for the Assessment Appeals. Assessment Appeals are becoming more complex and time consuming. The appeal numbers are increasing even in non-revaluation years. The legal counsel requirements are increasing due to the increased activity and future development of the department especially in preparation for the 2025 Revaluation. **The 2024 Budget includes the amount of \$162,500 plus PST under legal services.**

**Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #5 for RPT 23-67 – Assessment Legal Counsel for additional information.**



**\$209,350** increase in Contracted and General Services relating to Legal Services as follows:

	Year 2023	Year 2024	Increase
Contract Fee	\$275,000	\$290,000	\$15,000
HR Legal Services Budget	\$50,000	\$0	(\$50,000)
Bylaw/Building Orders		\$20,000	\$20,000
Assessment - External		\$162,500	\$162,500
Other Outside Legal Services Required	\$100,000	\$150,000	\$50,000
6% PST	\$25,500	\$37,350	\$11,850
<b>Legal Services Budget</b>	<b>\$450,500</b>	<b>\$659,850</b>	<b>\$209,350</b>

\$20,000 Budget established specific for Bylaw/Building Orders. This was previously budgeted under outside legal services.

Upon a review of the actual costs for outside legal services that include personnel, legal, bylaw, legislative, arbitrations, assessment appeals, etc. In 2023, it was noted that the budget had not been increased for several years due to fiscal challenges. Therefore, for 2024, the outside legal services budget is being increased by \$50,000 to better reflect actual costs. As discussed during the 2023 budget deliberations, the budget for outside legal services needs to be increased to address the true costs of outside legal services for the City. \$37,350 PST amount on all invoices. Increase as per increased Legal Services Budget.

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

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

There is a need and requirement due to the legal complexity and needs of the City regarding legal matters, and the services that have been provided have addressed the extensive list of outstanding legal matters and administrative matters. The outstanding listing of legal matters has been undertaken by the City Solicitor Contract and the services being provided provide efficient legal resources for City Council and the Administrative Team. As well, the legal services currently being provided minimize risk to the corporation and protects the City's interests.

**Please refer to Supporting Documents Binder 2 of 2, Incamera Report Tab, Tab #25 for [RPT 23-393 – Legal Services](#) for additional information.**



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	CITY MANAGER CITY SOLICITOR	10-13-030-000-00000-6111	GF CITY SOLICITOR SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	33,990	36,889	20,224	35,150	-	(35,150)	50% budgeting of position is now charged 100% to City Clerk Functional Area.
2	CITY MANAGER CITY SOLICITOR	10-13-030-000-00000-6119	GF CITY SOLICITOR PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,568	8,375	4,985	9,740	-	(9,740)	50% budgeting of position is now charged 100% to City Clerk Functional Area.
3	CITY MANAGER CITY SOLICITOR	10-13-030-000-00000-7232	GF CITY SOLICITOR LEGAL SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	628,432	527,536	457,269	450,500	659,850	209,350	Legal Services 2024 Proposed Budget. \$148,400 for External Legal Services (includes PST) \$172,250 for Assessment Legal Services (included PST) \$21,200 for External/Building Enforcement Legal Services (includes PST)
4	CITY MANAGER CITY SOLICITOR	10-13-030-000-00000-7541	GF CITY SOLICITOR OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	150	150	-	Used for any furniture or items required for Legal Services.
5	CITY MANAGER CITY SOLICITOR	10-13-030-000-00000-7544	GF CITY SOLICITOR OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	150	150	-	Budget used for the purchase of general office supplies for use by Legal Services.
6	CITY MANAGER CITY SOLICITOR	10-13-030-000-00000-7511	GF CITY SOLICITOR MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	150	150	-	Budget used for meals, refreshments and other costs associated with hosting meetings.
7	CITY MANAGER CITY SOLICITOR	10-13-030-000-00000-7582	GF CITY SOLICITOR SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	669	489	254	510	510	-	Costs for use of the photocopier and related printing expenses for Legal Services.



**RPT 23-67**

**TITLE:** Assessment Legal Counsel

**DATE:** February 28, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That this report regarding the use of legal counsel by the Assessment Department be received and filed.

**TOPIC & PURPOSE:**

The purpose of this report is to provide members of City Council with an informed update on the use of external legal counsel by the Assessment Department. It is also a reminder that the legal counsel budget has continually been inadequately budgeted and to prepare for the increased costs due to the increase of appeal activity.

**BACKGROUND:**

Since 2017, the City of Prince Albert has seen professional tax agents appealing property assessments on behalf of property owners. In 2017, the City had four different tax agent companies represent property owners and this number has continually increased. The main property type of these appeals are commercial properties. These assessment appeals have high risk to them, which is a greater risk to the City's taxation revenue on an annual basis.

These higher risk appeals are becoming more technical and complicated as areas of the Assessment section of *The Cities Act* and the guides and manuals are being challenged more often by these tax agents and their legal counsel.

Each Revaluation continues to bring a larger amount of appeals to the Board of Revision and then the Saskatchewan Municipal Board causing an increase in appeal activity and the need for legal counsel to be a part of the appeal process.

These higher risk appeals also require more legal explanation with reliance on previous Court of Appeal and Saskatchewan Municipal Board decisions.

Assessment has always used legal counsel to assist with the majority of the commercial and some residential appeals at the Board of Revision (BOR), Saskatchewan Municipal Board (SMB) and Court of Appeal (COA) levels.

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

Assessment is the foundation for the property tax base here in Prince Albert. Providing our community with the assurance that the work completed by Assessment will help maintain fairness and equity among all property owners is important to City Council, Administration and Property Owners.

Assessment has really been focused over the last 5 years on making sure that physical data is accurate through conducting property inspections. Information is also collected from property owners in regards to sales verification and income/expense information as per s. 171, Provision of information to assessor, of *The Cities Act*. The more responses the City receives back from property owners provides Assessment the ability to develop more accurate valuations. The involvement of legal counsel in the requests for information by the Assessor has been the process within other assessment jurisdictions but has not been the practice within the City of Prince Albert. We need to move in this direction to help increase the return percentage of this information so the property owners can get the most accurate assessments possible. *The Cities Act* s. 172 does provide the City the ability to impose a penalty on property owners who fail to furnish any information or document required as per s. 171 or willfully furnish the assessor with false information. There are assessment jurisdictions that do use the application of this section and are successful in receiving high percentages of this information returned.

The staff in Assessment are always looking for ways to improve the quality of our work and are in need of developing some processes to increase the amount of information we receive. This s. 171 of *The Cities Act* is continually being challenged through appeals in other jurisdictions. Tax agents are requesting proof that the requests for information were issued and received by their client as failure or refusal to provide information to the assessor is subject to having their appeal dismissed by the BOR. Tax agents have also been requesting the copies of the information received from the property owners. This section does provide the ability to keep the information and documents received confidential. Tax agents are seeking, through the appeal process, to have this information available to them so they can confirm every aspect of the model analysis. If this information were to be made available to the tax agents, this will result in property owners not wanting to provide the information to the assessor. With the potential of a lack of information received, this also jeopardizes the ability to implement the income approach to valuation.

Assessment has always been using external legal counsel to assist with assessment appeals when required. Tax agents are appealing more about the processes, procedures and

legislation. This has been the method being used recently as the assessment jurisdictions have left less for tax agents to appeal in regards to the modelling as there has been more time spent ensuring the analysis work is completed correctly and supported by statistical analysis.

This year, Assessment will be transitioning from one external legal counsel to another external legal counsel to prepare for the 2025 Revaluation with the move of the commercial assessments being valued from the cost approach to the income approach. This new legal counsel, Procido LLP, has more experience with the income approach and will also be able to provide some additional and more timely services to the Assessment area as the nature of the work can be time sensitive due to legislative requirements.

Since 2017, the assessment legal counsel (DD West LLP) costs were \$171,020.00. This was for the following:

- 2017 – 2 lead appeals to BOR, SMB and COA with 1 lead appeal being granted leave to appeal to the COA and then remitted back to the SMB.
- 2021 – 2 lead appeals to BOR.
- 2022 – 1 lead appeal to BOR and 1 appeal to the SMB.

The estimated legal counsel (Procido LLP) costs for the 2023 assessment roll are approximately \$162,500. This includes the following:

- 7 appeals (5 as lead appeals for a group of properties) to the BOR with 5 of the 7 appeals resulting in a further SMB appeal.
- Additional legal assistance on the 3<sup>rd</sup> letter information requests (sales verification and income/expense forms).
- Preparation for the 2025 Revaluation with an internal confidentiality policy to assist all staff when dealing with requests for information from tax agents.
- Legal opinions regarding legislation and other internal communication.

## **CONSULTATIONS:**

There were consultation meetings with the City Manager, City Solicitor, Director of Financial Services and City Assessor.

Assessment sought out advice from the City Solicitor as per s. 30(2) of Bylaw No. 1 of 2020, Administration Bylaw:

30. *The City Solicitor may retain and instruct outside counsel:*

*(1) if an outside opinion is requested by Council, Executive Committee or the City Manager:*

- (2) if the City Solicitor is of the opinion that outside counsel is required; or,*
- (3) if a conflict of interest precludes the City Solicitor from providing legal services to the City or any body, or employee entitled to legal services, in which a case the City Solicitor may retain and instruct counsel and refer the body or person to that outside counsel;*
- and, thereafter monitor and approve payment for those legal services.*

Since assessment is a very specialized field of legal counsel work, there are limited law firms that offer these services for this type of work. The City Assessor reached out to Saskatchewan Assessment Management Agency (SAMA) as well as the other Cities to determine who they use for legal services. The other cities use their internal City Solicitors in which they have someone assigned specifically to assessment work. SAMA hires external legal counsel and provided contact information. The City Assessor reached out to two firms in which one was interested in completing this work for the City.

The City Solicitor, Director of Financial Services and City Assessor were involved in interviewing the firm of Procido LLP to understand their experience in the area of assessment and if their firm is a good fit for our City's assessment area and the direction of growth for the department.

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

Assessment will continue to provide assessment risk information to members of City Council when there are taxation revenue impacts and substantial impacts to the assessment department's work plan that will affect the property tax bylaw.

#### **FINANCIAL IMPLICATIONS:**

Assessment appeals are becoming more complex and time consuming. The appeal numbers are increasing even in non-revaluation years. The legal counsel requirements are increasing due to the increased activity and future development of the department especially in preparation for the 2025 Revaluation.

As stated in the 2023 budget, legal counsel costs have continually been inadequately budgeted and future budget considerations for assessment legal counsel needs to be included.

The estimate of approximately \$162,500 will be reviewed throughout 2023 and an estimate will be included for 2024.

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

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



**STRATEGIC PLAN:**

This report helps improve the organizational effectiveness. This implements long-term budget planning to create predictability in decision-making. Assessment being able to support the valuations and prevent high taxation risks helps create an equitable taxation structure that promotes community growth in the area of Economic Diversity and Stability.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal Presentation by Vanessa Vaughan, City Assessor

Written by: Vanessa Vaughan, City Assessor

Approved by: Director of Financial Services & City Manager



City of  
**Prince Albert**

*BI 23-12*

**TITLE:** Corporate Services

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Corporate Services



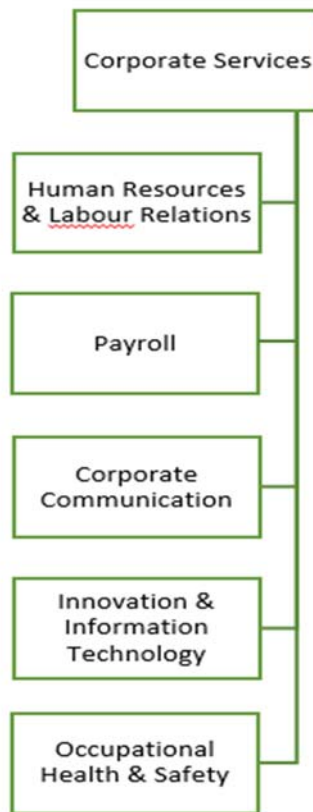
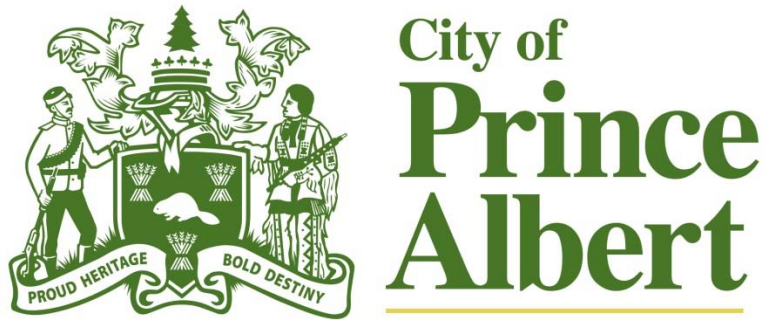
# CORPORATE SERVICES



City of  
**Prince  
Albert**

**2024 BUDGET**

SECTION SIX – CORPORATE SERVICES



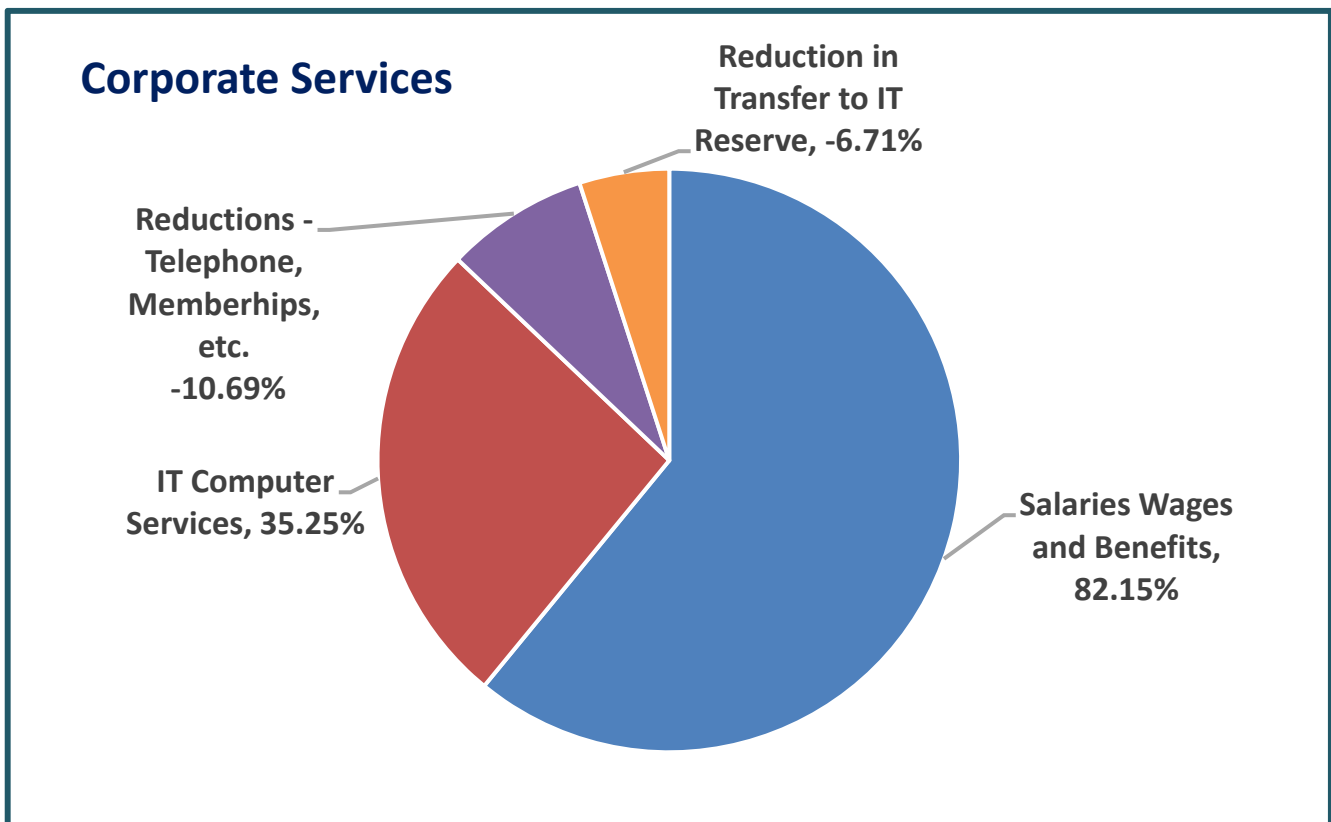
Permanent Out of Scope FTE Total: 13.0  
Permanent In Scope FTE Total: 5.0  
New Permanent Staffing FTE Requests: 0  
(FTE: Full Time Equivalent)



## Corporate Services

<b>CORPORATE SERVICES</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$2,169,815	\$1,863,840	\$305,975	16.42%
Contracted and General Services	\$865,115	\$627,120	\$237,995	37.95%
Fleet Expenses	\$2,650	\$2,650	\$0	0.00%
Maintenance Materials and Supplies	\$35,025	\$206,520	(\$171,495)	-83.04%
<b>Total Expenses</b>	<b>\$3,072,605</b>	<b>\$2,700,130</b>	<b>\$372,475</b>	<b>13.79%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$3,072,605</b>	<b>\$2,700,130</b>	<b>\$372,475</b>	<b>13.79%</b>

### Increases in 2024 Budget:



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

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

<b>CORPORATE COMMUNICATIONS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	<b>\$120,580</b>	<b>\$104,110</b>	\$16,470	15.82%
Contracted and General Services	<b>\$15,000</b>	<b>\$15,000</b>	\$0	0.00%
Maintenance Materials and Supplies	<b>\$40,060</b>	<b>\$37,310</b>	\$2,750	7.37%
Total Expenses	<b>\$175,640</b>	<b>\$156,420</b>	<b>\$19,220</b>	<b>12.29%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$175,640</b>	<b>\$156,420</b>	<b>\$19,220</b>	<b>12.29%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$16,470** increase in in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$15,000** Total Contracted and General Services consists of: Graphic Design - \$2,500; Event Photography \$2,500; Video Production \$10,000.



**Maintenance Materials and Supplies:**

**\$2,750** increase for Maintenance Materials and Supplies as follows:

- \$4,000 increase for miscellaneous supplies related to communication operations including deliveries, meeting rooms, catering, equipment, presentation materials including display signs, easels, etc. Increase in 2024 for cleaning and inspection of the City's Billboard on 2<sup>nd</sup> Avenue and 15<sup>th</sup> Street. The Billboard was constructed in 2020.
- \$1,500 increase for advertising for a total budget of \$19,400 as follows:
  - CTV News at noon segment - \$6,600
  - City Page (Daily Herald) Advertising - \$2,800
  - Social Media and Online Advertising - \$2,000
  - Promotional Materials - \$4,000
  - Project Advertising - \$4,000
- \$100 increase for professional video production training for Communications Coordinator.
- \$2,500 **decrease** due to community meeting mail-out printed on the back of water bills rather than direct mail. The back of the utility bills are used to communicate messages.
- \$350 **decrease** as no membership dues for 2024.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 CORP SRV COMMUNICATIONS	10-16-040-000-00000-6111	GF COMMUNICATIONS SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	176,128	88,891	61,853	86,010	99,944	13,934	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 CORP SRV COMMUNICATIONS	10-16-040-000-00000-6119	GF COMMUNICATIONS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	33,466	19,441	14,927	18,100	20,637	2,537	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7239	GF COMMUNICATIONS CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	16,558	10,069	7,282	15,000	15,000	-	Graphic Design - \$2,500; Event Photography \$2,500; Video Production \$10,000.
4 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7500	GF COMMUNICATIONS TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	3,673	790	800	800	-	Travel and accommodation to Saskatoon as needs may arise.
5 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7502	GF COMMUNICATIONS TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,670	4,787	851	1,710	1,710	-	Based on actual charges for data lines, internet, landlines, and cell phone usage. This account includes a cellular modem for the 2nd and 15th billboard. In 2022 there was a one-time overage charge. No additional budget is required for future years.
1 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7504	GF COMMUNICATIONS ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	16,435	18,422	16,281	17,900	19,400	1,500	CTV News at noon segment \$6,600; City Page (Daily Herald) Advertising \$2,800; Social Media and Online Advertising: \$2,000 Promotional Materials \$4,000; Project Advertising \$4,000
2 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7505	GF COMMUNICATIONS SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	156	188	179	200	200	-	Daily Herald Subscription
3 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7506	GF COMMUNICATIONS MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	323	-	-	350	-	(350)	No membership dues for 2023.
4 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7508	GF COMMUNICATIONS TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	160	3,465	1,825	1,900	2,000	100	Professional video production training for Communications Coordinator.
5 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7541	GF COMMUNICATIONS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,060	3,188	644	3,500	7,500	4,000	Miscellaneous supplies related to communications operations including deliveries, meeting rooms, catering, equipment, presentation materials including display signs, easels, etc. Increase in 2024 for cleaning and inspection of the City's billboard on 2nd and 15th. The billboard was constructed in 2020.
6 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7544	GF COMMUNICATIONS OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	191	240	175	350	350	-	Miscellaneous supplies related to communications operations including office supplies, such as paper costs, office supplies, etc.
7 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7582	GF COMMUNICATIONS SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	461	-	200	200	-	Costs for the use of printer for the department.
8 CORP SRV COMMUNICATIONS	10-16-040-000-00000-7584	GF COMMUNICATIONS PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,936	3,154	3,538	10,400	7,900	(2,500)	Printing Annual Report and Tax Brochure \$2,500; Monthly Water Bill Mail outs (printing on the back of the water bills @approx \$450/print) \$5,400; Decrease due to community meeting mail-out printed on the back of water bills rather than direct mail.



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

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

<b>HUMAN RESOURCES</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	<b>\$1,073,075</b>	<b>\$859,680</b>	\$213,395	24.82%
Contracted and General Services	<b>\$31,000</b>	<b>\$31,000</b>	\$0	0.00%
Maintenance Materials and Supplies	<b>\$107,480</b>	<b>\$105,340</b>	\$2,140	2.03%
Total Expenses	<b>\$1,211,555</b>	<b>\$996,020</b>	<b>\$215,535</b>	<b>21.64%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,211,555</b>	<b>\$996,020</b>	<b>\$215,535</b>	<b>21.64%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$213,395 increase in Salaries Wages and Benefits as follows:**

- \$103,091 increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$95,304 increase related to the position of Human Resources Coordinator. In 2023, Fire Administration included funding for a Fire Administration Manager. For Year 2024, that budget is being transferred to the Human Resources Division Functional Area to fund an out of scope Human Resources Coordinator, which is a net zero impact to budget. There will be a corresponding decrease to the Fire Administration Functional Area.
- \$15,000 increase for overtime. 2023 was the first full year of the transition of Payroll from Finance to HR. In that transition there was one full-time Payroll Manager eliminated. The result has been an increase in overtime within the division to accommodate the loss of the full time management position.



**\$31,000 Total Contracted and General Services** regarding Arbitration Panel expenses for City Nominee 2-3 Arbitrations outstanding - \$20,000; Investigation Services - \$10,000; and Fees associated for professional health care service assessments - \$1,000.

**\$2,140** increase in Maintenance Materials and Supplies as follows:

- \$6,000 increase for the Long Service Awards. The previous budget was based on 2020 actuals since it was cancelled for COVID in 2021 and 2022. Actuals for 2023 were higher due to more retirees. Higher number of retirees expected in 2024. Venue \$1,000; Gifts \$15,000; and Meal \$4,500. Total 2024 budget of \$20,500.
- \$300 increase in office supplies relating to paper, pens, etc. Increased cost as payroll has moved to Human Resources.
- \$4,600 increase in training costs. 2024 Budget of \$18,500 for:
  - Truth and Reconciliation Training \$3,500;
  - Spring Orientation and Training Day \$7,500 (facility booking, refreshments, speaker fees);
  - HR professional development courses;
  - Online professional development courses;
  - Labour Law updates \$2,500;
  - Harassment Investigation Certification Course \$2,500; and,
  - Leadership Management Development Courses \$2,500.
- \$8,760 **decrease** in IT Allocation for 2024. \$70,280 was the new allocation amount representing IT expenses for Corporate Services (IT, Communications, HR & Payroll and OHS). For 2024, the expense is \$61,520.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-6111	GF HUMAN RESOURCES SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	345,512	442,885	481,125	715,360	881,531	166,171	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-6112	GF HUMAN RESOURCES SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	10,870	-	15,000	15,000	2023 was the first full year of the transition of Payroll from Finance to HR. In that transition there was one FTE Payroll Manager eliminated. The result has been overtime within the division to accommodate the loss of the full time management position.
3	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-6119	GF HUMAN RESOURCES PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	66,646	83,304	108,569	144,320	176,543	32,223	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7235	GF HUMAN RESOURCES HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,028	1,000	295	1,000	1,000	-	Fees associated for professional health care service assessments.
5	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7410	Sent from Allocation "16-055-070 - IT Software Allocation" (10.17 %)	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	46,880	70,280	61,522	(8,758)	Line item represents the allocation of IT software costs to their respective users. The IT section contains a detailed breakdown of these costs and the basis for allocation.
6	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7500	GF HUMAN RESOURCES TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	50	1,000	1,000	-	\$1000 Travel and Accommodation as needs may arise.
7	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7501	GF HUMAN RESOURCES POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	235	261	366	400	400	-	Based on average usage and expected \$.01 increase Jan 1/23.
8	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7502	GF HUMAN RESOURCES TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	443	332	263	340	340	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
9	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7506	GF HUMAN RESOURCES MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	500	500	500	820	820	-	HR Trading Post \$500 SAHRP/CPHR \$325
10	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7508	GF HUMAN RESOURCES TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,464	4,316	5,301	13,900	18,500	4,600	Truth and Reconciliation Training \$3,500; Spring Orientation and Training Day \$7500 (facility booking, refreshments, speaker fees); HR professional development courses Labour Law Updates \$2500; Harassment Investigation Certification Course \$2,500; Leadership management Development Courses \$2,500.
11	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7541	GF HUMAN RESOURCES OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	8,875	15,721	15,200	14,500	20,500	6,000	Long Service Awards The previous budget was based on 2020 actuals since it was cancelled for Covid in 2021 and 2022. Actuals for 2023 were up given more retirees. Higher number of retirees expected in 2024. Venue \$1000 Gifts \$15,000 Meal \$4500
12	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7544	GF HUMAN RESOURCES OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,185	1,447	1,156	1,400	1,700	300	Miscellaneous supplies related to HR office needs including paper costs, pens, labels, etc. Payroll division moved to HR in 2023.
13	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7582	GF HUMAN RESOURCES SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,176	1,340	1,368	1,700	1,700	-	Costs for the use of printer for the department.
14	CORP SRV HUMAN RESOURCES	10-16-045-000-00000-7584	GF HUMAN RESOURCES PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	95	-	-	1,000	1,000	-	Bulk printing of Collective Agreements for CUPE 882 & 160. In 2022 a monetary only agreement was reached to cover the term ending December 2022. Bargaining began again in late 2022 and was ongoing through 2023.
15	CORP SRV HUMAN RESOURCES	10-16-045-000-20007-5800	CUPE 160 LABOUR MANAGEMENT	SUNDRY	Revenues / Funding Source	6,773	8,366	-	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
16	CORP SRV HUMAN RESOURCES	10-16-045-000-20007-6115	CUPE 160 LABOUR MANAGEMENT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,908	6,148	8,775	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
17	CORP SRV HUMAN RESOURCES	10-16-045-000-20007-6119	CUPE 160 LABOUR MANAGEMENT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,865	2,345	3,389	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
18	CORP SRV HUMAN RESOURCES	10-16-045-000-20007-7300	CUPE 160 LABOUR MANAGEMENT	FLEET EXPENSE	Expenses / Expenditure	284	-	-	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
19	CORP SRV HUMAN RESOURCES	10-16-045-000-20007-7420	CUPE 160 LABOUR MANAGEMENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	255	708	1,466	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
20	CORP SRV HUMAN RESOURCES	10-16-045-000-20008-5800	CUPE 882 LABOUR MANAGEMENT	SUNDRY	Revenues / Funding Source	1,380	1,397	-	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
21	CORP SRV HUMAN RESOURCES	10-16-045-000-20008-6111	CUPE 882 LABOUR MANAGEMENT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,141	1,149	-	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
22	CORP SRV HUMAN RESOURCES	10-16-045-000-20008-6115	CUPE 882 LABOUR MANAGEMENT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	107	-	-	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
23	CORP SRV HUMAN RESOURCES	10-16-045-000-20008-6119	CUPE 882 LABOUR MANAGEMENT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	280	248	-	-	-	-	Relates to costs associated with union executive - time is tracked and billed back to union resulting in nil impact.
24	CORP SRV HUMAN RESOURCES	10-16-045-085-00000-6115	LEGAL AND INVESTIGATION SERVICES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,470	3,992	17,384	-	-	-	Employee union time - time is tracked and billed back to union resulting in nil impact.
25	CORP SRV HUMAN RESOURCES	10-16-045-085-00000-6116	LEGAL AND INVESTIGATION SERVICES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	24	-	-	-	-	Employee union time - time is tracked and billed back to union resulting in nil impact.
26	CORP SRV HUMAN RESOURCES	10-16-045-085-00000-6119	LEGAL AND INVESTIGATION SERVICES	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,318	1,387	7,380	-	-	-	Employee union time - time is tracked and billed back to union resulting in nil impact.
27	CORP SRV HUMAN RESOURCES	10-16-045-085-00000-7232	GF HUMAN RESOURCES LEGAL AND INVEST LEGAL SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	40,836	31,485	30,000	30,000	-	Arbitration Panel Expenses for City Nominee 2-3 Arbitrations outstanding \$20,000 Investigation Services \$10,000

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

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

<b>OCCUPATIONAL HEALTH &amp; SAFETY</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$129,920	\$113,480	\$16,440	14.49%
Contracted and General Services	\$4,650	\$4,650	\$0	0.00%
Fleet Expenses	\$2,650	\$2,650	\$0	0.00%
Maintenance Materials and Supplies	\$21,650	\$25,860	(\$4,210)	-16.28%
<b>Total Expenses</b>	<b>\$158,870</b>	<b>\$146,640</b>	<b>\$12,230</b>	<b>8.34%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$158,870</b>	<b>\$146,640</b>	<b>\$12,230</b>	<b>8.34%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$16,440** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$4,650 Total Contracted and General Services** as follows:

- \$4,200 for ergonomics assessments for approximately 12 employees. Estimate based on employees moving offices and new hires. Assessments previously completed by City staff.
- \$450 for workplace related health testing.



**\$4,210 decrease** in Maintenance Materials and Supplies as follows:

- \$2,000 **decrease** for travel and accommodation.
- \$3,000 **decrease** in training. Training budget has been adjusted to align with average spending in past years. Some training captured in operating budgets of applicable divisions. Corporate-wide safety training covers the following training programs. Abrasive Safety Asbestos Awareness Confined Space Dealing with Difficult People COR training Fireman's training- for boilers First aid/c Fit testing - train the Trainer Hearing Testing - train the trainer Flag person Gas Chlorination/CPR Ground Disturbance H2S alive Harassment Hoisting and Rigging OHC training (level 1 and 2) Supervisor training Orientation PME training (both big and small) Traffic Accommodation-urban work zone Transportation of Dangerous Goods Refrigeration Chainsaw training Defensive Driving Backing Fundamentals Restricted Radio Operators Fit test instructor Audio logical training Pesticide Applicator.
- \$100 **decrease** in office supplies.
- \$610 **decrease** in print shop services based on current spending.
- \$1,000 increase for Registration Fee for Industrial Safety Seminar.
- \$500 increase for operating supplies. Adjusted to align with average spending. Expenses related to safety equipment calibration, safety equipment, office furniture, etc.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	CORP SRV OHS	10-16-050-000-00000-6111	GF OHS SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	98,505	111,018	67,318	92,950	107,877	14,927	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	CORP SRV OHS	10-16-050-000-00000-6115	GF OHS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	204	408	130	1,500	541	(959)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	CORP SRV OHS	10-16-050-000-00000-6119	GF OHS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	18,479	25,337	15,955	19,030	21,500	2,470	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	CORP SRV OHS	10-16-050-000-00000-7235	GF OHS HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	657	-	448	450	450	-	Workplace related health testing.
5	CORP SRV OHS	10-16-050-000-00000-7239	GF OHS CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	1,400	-	4,200	4,200	-	Ergonomics assessments for approx 12 employees. Estimate based on employees moving offices and new hires. Assessments previously completed by City staff.
6	CORP SRV OHS	10-16-050-000-00000-7300	GF OHS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	838	-	-	2,650	2,650	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
7	CORP SRV OHS	10-16-050-000-00000-7500	GF OHS TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,721	1,293	978	4,000	2,000	(2,000)	Travel and Accommodation for WCB Conference, Industrial Safety Seminar and train the trainer courses as needs are identified.
8	CORP SRV OHS	10-16-050-000-00000-7501	GF OHS POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	18	180	-	400	400	-	Based on average usage and expected \$.01 increase Jan 1/23.
9	CORP SRV OHS	10-16-050-000-00000-7502	GF OHS TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	669	656	403	750	750	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
10	CORP SRV OHS	10-16-050-000-00000-7503	GF OHS CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	580	1,920	-	1,000	1,000	Registration fee for Industrial Safety Seminar
11	CORP SRV OHS	10-16-050-000-00000-7506	GF OHS MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	500	1,100	-	550	550	-	Membership for Saskatchewan Safety Council
12	CORP SRV OHS	10-16-050-000-00000-7508	GF OHS TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	11,191	3,863	5,519	13,000	10,000	(3,000)	Training budget has been adjusted to align with average spending in past years. Some training captured in operating budgets of applicable divisions. Corporate-wide safety training covers the following training programs. Abrasive safety Asbestos awareness Confined space Dealing with difficult people COR training Fireman's training- for boilers First aid/cpr Fit testing - train the trainer Hearing testing - train the trainer Flag person Gas Chlorination Ground Disturbance H2S alive Harassment Hoisting and Rigging OHC training (level 1 and 2) Supervisor training Orientation PME training (both big and small) Traffic Accommodation-urban workzone Transportation of Dangerous Goods Refrigeration Chainsaw training Defensive Driving Backing Fundamentals Restricted Radio Operators Fit test instructor Audiological training Pesticide Applicator
13	CORP SRV OHS	10-16-050-000-00000-7541	GF OHS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	18,689	3,845	4,737	3,800	4,300	500	Adjusted to align with average spending. Expenses related to safety equipment calibration, safety equipment, office furniture, etc.
14	CORP SRV OHS	10-16-050-000-00000-7544	GF OHS OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	243	1,806	54	250	150	(100)	Office supplies for OHS Coordinator.
15	CORP SRV OHS	10-16-050-000-00000-7584	GF OHS PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,850	2,942	292	3,110	2,500	(610)	Based on approximate three year average of actuals from 2019, 2020 and 2021.

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

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

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

<b>INFORMATION TECHNOLOGY</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	<b>\$846,240</b>	<b>\$786,570</b>	\$59,670	7.59%
Contracted and General Services	<b>\$814,465</b>	<b>\$576,470</b>	\$237,995	41.28%
Maintenance Materials and Supplies	<b>(\$134,165)</b>	<b>\$38,010</b>	(\$172,175)	-452.97%
<b>Total Expenses</b>	<b>\$1,526,540</b>	<b>\$1,401,050</b>	<b>\$125,490</b>	<b>8.96%</b>
<b>(SURPLUS) DEFICIT</b>	<b>\$1,526,540</b>	<b>\$1,401,050</b>	<b>\$125,490</b>	<b>8.96%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$59,670** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

In 2024, several accounts were transferred from Generic IT Services to Infrastructure Systems or Business Systems location/activity codes due to the Chart of Accounts Restructure. These accounts include Business Systems Computer Services, Consulting Services, Telephones, Licenses & Permits and Operating Supplies. The budget line in the previous account will appear blank for 2024 due to the transfer to each new account object code. This change will better reflect the expenses based on whether it was an Infrastructure or Business Systems solution. Some accounts remained unchanged such as Salaries, Office Supplies, Training, etc.



The total increase of \$125,490 for Information Technology is as follows:

Information Technology	2024 Budget	2023 Budget	Difference	
Salaries, Wages, and Benefits	\$846,240	\$786,570	\$59,670	
IT Licensing and Software – All Departments	\$604,675	\$561,470	\$43,205	These costs net to nil in the IT budget as they are included in the respective department budgets
Allocation to All Departments	(\$604,675)	(\$561,470)	(\$43,205)	
IT Support to other Funds	(\$66,000)	(\$66,010)	\$10	
Training & Travel	\$14,500	\$14,500	\$0	
Operating and Office Supplies	\$14,950	\$14,250	\$700	
Consulting	\$15,000	\$15,000	\$0	
Memberships	\$29,260	\$50,450	(\$21,190)	
Telephone	\$52,800	\$72,800	(\$20,000)	
IT licensing - Cyber Security, network, etc.	\$194,790	\$63,490	\$131,300	
Transfer to IT Reserves	\$425,000	\$450,000	(\$25,000)	
<b>TOTAL</b>	<b>\$1,526,540</b>	<b>\$1,401,050</b>	<b>\$125,490</b>	

- **\$43,205** increase in Computer Services for IT Business Application software used across all City departments. This increase is the result of vendor licensing and support service increases for several software including Great Plains financial system, Agenda.net, Landfill software, and Questica. There has been continued expansion and adoption of existing programs such as ArcGIS Enterprise, Bluebeam construction software and Cityworks that has increased annual pricing with more users and licenses. As IT continues to manage vendor relationships, some contracts have been renewed, resulting in increased support and maintenance costs such as CAMALot Assessment software; while other maintenance costs decreased due to the elimination of contracts such as the Worktech – Work and Assessment software and Activenet pin pad rental agreement. **This cost is offset by an increase in the allocation to departments under Maintenance Materials and Supplies.**
- **\$131,300** increase in Computer Services for IT Infrastructure software that supports the City’s data center, network, cyber security, backups and related systems. This increase includes operationalizing two (2) significant Infrastructure Capital projects including \$92,000 for Managed Cybersecurity Detection and Response and Risk Management services and \$39,300 for the new managed Smart Services for the SDWan project.





- **\$25,000 decrease** in requested funding for the IT reserve account after further analysis of the ten (10) year IT capital plan and the available resources from both IT and other supporting departments to implement new services. For Year 2024, the allocation to the IT Reserve is \$425,000; reduction of \$25,000 from 2023.
- **\$20,000 decrease** in telephone expenses includes the re-evaluation of the SRNet high speed data line upgrade. The SRNet high speed business grade internet for City Hall may be revisited once the SD Wan project and Data Cabling upgrades have been realized. This includes the data and cellular backups of the SD Wan project and all other VOIP telephone and related services.
- **\$21,190 decrease** in Memberships and Dues with the re-evaluation of the Info-Tech strategic and research advisory agreement. The Info Tech membership has been used at the City for several years and has reached its useful life based on the current needs of IT's Infrastructure and the maturity within the organization for long-term technology strategies. Despite operationalizing the Managed Cybersecurity Awareness Training program in this account and continued memberships for MISA and IIBA, there was still a decrease in the funding request.

**Training Budget:**

There are no changes from the 2023 Training Budget of \$10,500 to 2024. The training budget includes Technical and Business IT subscriptions to up-skill \$2,150, onboard and certify staff using Udemy and PluralSight websites for \$3,100. Other remote training includes ArcGIS, FME Server and Desktop to support GIS applications and Cityworks for \$2,500. Finally, some specialized Infrastructure training for Desktop Central for \$750, VMWare, cloud management and cybersecurity TBD for \$2,000.

**IT (Information Technology) Reserve**

The IT functional area has conducted a review of IT business systems and infrastructure needs in consultation with all City Departments. The creation of the Information Technology Administrative Group (ITAG) has enabled the City to prioritize and evaluate opportunities for projects and bring together necessary resources that benefit all departments and the City as a whole. IT is now in a position to anticipate what the capital budget needs will be for the next five to ten years. The reserve request for the 2024 budget is \$425,000 which represents a decrease of \$25,000 from 2023. This is still a considerable investment. These investments combined with the effective implementation and management post implementation make IT systems and networks more stable, secure, reliable and easy to use.

**The Information Technology Reserve will have a projected surplus balance of \$209,427 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.**



**Centralization of IT Computer Service Budget**

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

This change will result in one-time adjustments in each functional area. Below are the IT Allocations to the various department’s budget:

<b>Allocation to Departments</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>Increase</b>
	<b>Year 2023</b>	<b>Year 2024</b>	
City Manager's Department	\$17,600	\$20,373	\$2,773
Corporate Services	\$70,280	\$61,522	(\$8,758)
Financial Services	\$108,130	\$109,101	\$971
Community Services	\$122,570	\$103,126	(\$19,444)
Public Works	\$113,290	\$114,976	\$1,686
Fire Department	\$25,150	\$24,837	(\$313)
Planning	\$54,090	\$108,128	\$54,038
	<b>\$511,110</b>	<b>\$542,063</b>	<b>\$30,953</b>
Sanitation Fund (Landfill)	\$10,105	\$15,572	\$5,467
Water and Sewer Fund (Billing and Collection)	\$40,255	\$47,040	\$6,785
	<b>\$50,360</b>	<b>\$62,612</b>	<b>\$12,252</b>
<b>Total Computer Services – Allocations to Departments</b>	<b>\$561,470</b>	<b>\$604,675</b>	<b>\$43,205</b>

\$604,675 - This account increased by \$43,205 from 2023 to 2024. This line item is a consolidation of all annual licensing fees for IT Business Application software across all City departments for tracking purposes. These expenses are allocated back to departments based on usage by allocation to better reflect the cost of IT services at a departmental level across the organization. This allows for the actual increases or decreases to the budget to be shown by department. The centralization of these costs was completed in 2022 to assist IT in identifying efficiencies, reduce duplication, and help manage vendor relationships and support long-term IT planning. All invoicing and approval of expenses are done by the IT department and actuals appear in this line item. In 2024, this line item was moved from a general IT Computer Service account as part of the COA restructure for enhanced reporting.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	CORP SRV IT	10-16-055-000-00000-6111	GF IT SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	524,888	575,309	380,287	656,010	705,420	49,410	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	CORP SRV IT	10-16-055-000-00000-6112	GF IT SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	10,701	550	5,968	2,000	2,000	-	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	CORP SRV IT	10-16-055-000-00000-6119	GF IT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	103,574	116,603	83,306	128,560	138,822	10,262	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	CORP SRV IT	10-16-055-000-00000-7238	GF IT COMPUTER SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	28,036	464,352	330,638	561,470	-	(561,470)	In 2024, this line item was moved from a general IT Computer Service account, to the Business Systems activity code, as part of the COA Restructure (10-16-055-070-00000-7238).
5	CORP SRV IT	10-16-055-000-00000-7410	Recovery from Allocation "16-055-000 - IT Support Allocation"	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(66,000)	(570,400)	(418,320)	(627,480)	(66,000)	561,480	Line item represents allocation of IT support provided by IT in the General Fund - amount is allocated to functional areas within other funds such as sanitation and water utility. Amount allocated out is \$66,000 which is determined using the basis that approximately \$2,000 per computer is a reasonable representation of the value of support.
6	CORP SRV IT	10-16-055-000-00000-7239	GF IT CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	27,715	31,272	8,949	15,000	-	(15,000)	Moved to line 10-16-055-075-00000-7239 to be in line with new COA. No change from 2023 - budget remained at 15K.
7	CORP SRV IT	10-16-055-000-00000-7500	GF IT TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,975	2,360	3,000	3,000	-	Municipal Information Systems Association (MISA) Western Canada Conference in Saskatoon. Two IT employees for both Infrastructure and Business Systems teams to attend; hotel and mileage.
8	CORP SRV IT	10-16-055-000-00000-7501	GF IT POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	161	11	-	200	200	-	Based on average usage and expected \$.01 increase Jan 1/24.
9	CORP SRV IT	10-16-055-000-00000-7502	GF IT TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,920	15,956	16,476	72,800	-	(72,800)	In 2024, this line item was moved from a general IT Telephone activity code, to the Infrastructure activity code, as part of the COA restructure (10-16-055-075-00000-7502). That budget is 52,800 - decrease of 20K - see account for explanation.
10	CORP SRV IT	10-16-055-000-00000-7503	GF IT CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	600	1,020	1,000	1,000	-	Municipal Information Systems Association (MISA) Western Canada Conference in Saskatoon. Two IT employees for both Infrastructure and Business Systems teams to attend.
11	CORP SRV IT	10-16-055-000-00000-7505	GF IT SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,176	73	-	300	-	(300)	Moved budget to Memberships & Dues (#7506), as this line item is not applicable to IT.
12	CORP SRV IT	10-16-055-000-00000-7506	GF IT MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	33,270	43,133	30,171	50,450	29,260	(21,190)	Membership for Cybersecurity Awareness program for employees (the human risk of a potential breach), SRNet membership for preferred end-user computer pricing, IIBA and MISA memberships. Significant decrease from 2023 budget due to termination of InfoTech membership and more streamlined focus on fundamental infrastructure improvements and less long-term CIO strategy.
13	CORP SRV IT	10-16-055-000-00000-7508	GF IT TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,419	8,613	610	10,500	10,500	-	Technical and business IT website subscriptions to up-skill and onboard the IT team include Udemy and PluralSight for \$3,100. GIS, FME Server and Desktop Training to support Cityworks, GIS, data integration - \$2500. Desktop Central training - \$750 VMWare Training - other courses as determined related to cloud management and cybersecurity TBD - \$2000
14	CORP SRV IT	10-16-055-000-00000-7541	GF IT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	23,121	19,285	11,726	13,000	-	(13,000)	In 2024, this line item was moved from a general IT Operating Supplies activity code, to the Infrastructure activity code, as part of the COA restructure (10-16-055-075-00000-7541). Budget for which is 14,000.
15	CORP SRV IT	10-16-055-000-00000-7544	GF IT OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	439	5,958	178	750	750	-	Miscellaneous supplies related to IT operations including office supplies, such as paper costs, office supplies, etc
16	CORP SRV IT	10-16-055-000-00000-7581	GF IT COMPUTER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	385,580	500,000	300,000	450,000	425,000	(25,000)	Requested funding for the IT reserve. For Year 2024, the allocation to the IT Reserve is \$425,000. Reduction of \$25,000 from 2023
17	CORP SRV IT	10-16-055-000-00000-7582		MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	335	288	210	-	-	-	
18	CORP SRV IT	10-16-055-000-00000-7585	GF IT LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	64,547	49,048	42,838	63,490	-	(63,490)	In 2024, this line item was moved from a general IT Licenses and Permits account, to the Infrastructure Computer Services account, as part of the COA restructure and to properly code all IT licensing and support (10-16-055-075-00000-7238.). Budget for which is \$194,790 - see account for details.
19	CORP SRV IT	10-16-055-070-00000-7238	GF IT BUSINESS SYSTEMS COMPUTER SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	604,675	604,675	This line item is a consolidation of all annual licensing fees for IT Business Application software across all City Departments for tracking purposes. These expenses are allocated back to departments based on usage (Object Code 7410) to better reflect the cost of IT services at a departmental level across the organization. This allows for the actual increases or decreases to the budget to be shown by department. The centralization of these costs was done in 2022 to assist IT in identifying efficiencies, reduce duplication, help manage vendor relationships and support long-term IT planning. All invoicing and approval of expenses are done by the IT department and actuals appear in this line item. In 2024, this line item was moved from a general IT Computer Service account as part of the COA Restructure (10-16-055-000-00000-7238) for enhanced reporting. Increase in this total from 2023 is 43K.
20	CORP SRV IT	10-16-055-070-00000-7410	Recovery from Allocation "16-055-070 - IT Software Allocation"	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	(604,675)	(604,675)	Line item represents the allocation of IT software costs to their respective users.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
21	CORP SRV IT	10-16-055-075-00000-7238	GF IT INFRASTRUCTURE COMPUTER SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	194,790	194,790	All annual licensing and support fees for IT Infrastructure software that supports the City's data center, network, cyber security, assurance and related systems. These expenses are allocated to IT only. This budget includes the new charges for Cyber Security detection and risk monitoring and the new managed Smart Services for the SDWan project. In 2024, this line item was moved from the Licenses and Permits generic account, to the Computer Services account under the Infrastructure activity code, as part of the COA restructure. Budget moved from account 10-16-055-000-00000-7585 (\$63,490 budget in 2023).
22	CORP SRV IT	10-16-055-075-00000-7239	GF IT INFRASTRUCTURE CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	15,000	15,000	Professional Services typically used for highly technical network, security and infrastructure activities. This budget item will remain consistent with the previous year due to significant infrastructure updates and support to new infrastructure staff. In 2024, this line item was moved from a general IT Consulting Service account as part of the COA Restructure (10-16-055-000-00000-7239) for enhanced reporting.
23	CORP SRV IT	10-16-055-075-00000-7502	GF IT INFRASTRUCTURE TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	52,800	52,800	Communication technology costs including the primary data connection for City's network landlines/mobility. These are the costs for the centralized data lines and phone communications. This budget also includes a charge to support the SD-WAN service for firewalls, existing switches and spare equipment (a cost incurred whether the City manages SDWan equipment ourselves or use managed network services.) Also included is the VOIP telephone & related services (licensing & support). There was a decrease of \$20,000 from 2023, as a result of not pursuing SRNet services (high speed business grade) for City Hall until SDWan is complete. In 2024, this line item was moved from a general IT Telephone account as part of the COA Restructure (10-16-055-000-00000-7502.)
24	CORP SRV IT	10-16-055-075-00000-7541	GF IT INFRASTRUCTURE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	14,000	14,000	IT Operating supplies for all unplanned break/fix issues for computer, printers, monitors, scanners, card printers. Also any new mice, keyboards, laptop bags, tools, printer toner and back up tape destruction. This budget increased slightly due to the increase in onboarding new department in various departments and the increased daily operations that require technology hardware (Bylaw, Roads, Parks, Planning.) In 2024, this line item was moved from a general IT Supplies account as part of the COA Restructure (10-16-055-000-00000-7541.)



City of  
**Prince Albert**

***BI 23-13***

**TITLE:** Planning and Development Services

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Planning and Development Services





# PLANNING AND DEVELOPMENT SERVICES



City of  
**Prince  
Albert**

**2024 BUDGET**

## SECTION SEVEN – PLANNING AND DEVELOPMENT SERVICES



# City of Prince Albert



Permanent Out of Scope FTE Total: 7.00

Permanent In Scope FTE Total: 17.0

New Permanent Staffing FTE Requests: 1  
**Funded by Reserve**

(FTE: Full Time Equivalent)

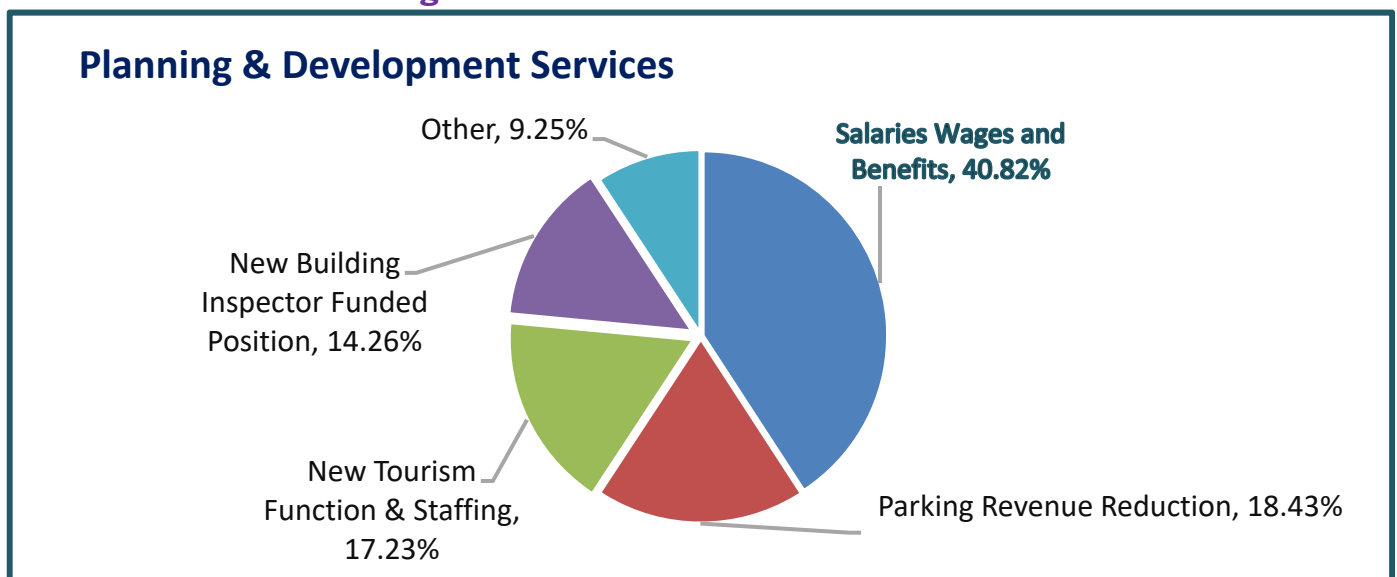




## Planning & Development Services

PLANNING & DEVELOPMENT	2024 Budget	2023 Budget	Variance	% Change
<b>REVENUES</b>				
User Charges and Fees	\$1,620,000	\$1,717,000	(\$97,000)	-5.65%
Grants and Donations	\$398,545	\$0	\$398,545	
Interest and Penalties	\$399,600	\$454,600	(\$55,000)	-12.10%
<b>Total Revenues</b>	<b>\$2,418,145</b>	<b>\$2,171,600</b>	<b>\$246,545</b>	<b>11.35%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$2,627,194	\$1,915,920	\$711,274	37.12%
Contracted and General Services	\$618,606	\$428,760	\$189,846	44.28%
Financial Charges	\$7,390	\$6,890	\$500	7.26%
Grants and Donations	\$104,465	\$97,920	\$6,545	6.68%
Utilities	\$17,755	\$17,510	\$245	1.40%
Fleet Expenses	\$71,020	\$72,420	(\$1,400)	-1.93%
Maintenance Materials and Supplies	\$404,160	\$213,330	\$190,830	89.45%
Insurance	\$1,640	\$1,630	\$10	0.61%
Bad Debt Expense	\$20,000	\$52,000	(\$32,000)	-61.54%
<b>Total Expenses</b>	<b>\$3,872,230</b>	<b>\$2,806,380</b>	<b>\$1,065,850</b>	<b>37.98%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,454,085</b>	<b>\$634,780</b>	<b>\$819,305</b>	<b>129.07%</b>

### Increases in 2024 Budget:





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

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

<b>PLANNING</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
Grants and Donations	\$398,545	\$0	\$398,545	
User Charges and Fees	\$115,000	\$120,000	(\$5,000)	-4.17%
<b>Total Revenues</b>	<b>\$513,545</b>	<b>\$120,000</b>	<b>\$393,545</b>	<b>327.95%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$875,165	\$828,010	\$47,155	5.69%
Contracted and General Services	\$193,840	\$16,840	\$177,000	1051.07%
Grants and Donations	\$104,465	\$52,920	\$51,545	97.40%
Maintenance Materials and Supplies	\$222,450	\$82,040	\$140,410	171.15%
<b>Total Expenses</b>	<b>\$1,395,920</b>	<b>\$979,810</b>	<b>\$416,110</b>	<b>42.47%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$882,375</b>	<b>\$859,810</b>	<b>\$22,565</b>	<b>2.62%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**Grants and Donations**

**BUILDING SAFER COMMUNITIES FUNDING**

City Council on March 27, 2023 approved “That Administration be authorized to proceed with the proposal for funding through the Building Safer Communities Fund in the amount of \$1,138,482.46, over four (4) fiscal years.”

The 2024 Budget includes funding as Grants and Donations in the amount of \$398,545 to be funded from the Building Safer Communities Fund. There is matching expenditures in the amount of \$398,545, as such, this results in a nil impact to the 2024 Budget.



## User Charges and Fees

**\$5,000 decrease** in User Charges and Fees revenue relating to development permits. Considering the current permit fees (development permits, subdivision applications, etc.) and the current development market, a minor reduction in anticipated revenue has been budgeted.

### **\$115,000 Total User Charges and Fees Revenue as follows:**

- \$25,000 for development permits (development permits, subdivision applications, etc.)
- \$90,000 revenue from the Pattison Billboard Agreement and the value increases annually as per the contract. This contract expires in 2026. The revenue also reflects the revenue received for the Mini Billboards.

## EXPENDITURES

**\$47,155 increase** in Salaries Wages and Benefits:

- \$186,126 **decrease** as the positions of GIS Supervisor and GIS Technician are transferred to its own GIS Division functional area.
- \$47,808 increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$60,473 increase for the Planning Manager position that created savings for the 2023 Budget. The 2023 Budget included the Planning Manager position budgeted at 50% as per Maternity Leave. For 2024, the full wage of a year for the Planning Manager is budgeted. As such, the increase is reflective of the Planning Manager for a full year.
- \$125,000 increase for the Community Safety and Well-Being Coordinator position funded from Building Safer Communities Funding (as shown in Grants and Donations).

**\$177,000 increase** in Contracted and General Services as follows:

- \$180,000 increase for Building Safer Communities – Professional and Consultant costs. The cost is funded from the Building Safer Communities Funding (as shown in Grants and Donations).
- \$3,000 **decrease** in Contracted and General Services. Reduction of budget for shredding and ISC costs and titles.

### **\$193,840 Total Contracted and General Services:**

- \$180,000 for Building Safer Communities – Professional and Consultant costs.
- \$3,000 represents: \$500 for departmental shredding. \$2,500 for ISC related costs, interest registration, title pulling and processing, consolidations, etc.
- \$10,840 is the Prince Albert District Planning Commission fee. Please reference the information under the heading “Prince Albert District Planning Commission”.

**\$51,545 increase in Grants and Donations** for the grant paid to Prince Albert Housing Authority. See the heading “Prince Albert Housing Authority”. **The total 2024 Budget is \$104,465. This amount is funded from a Transfer from the Affordable Housing Reserve for 2024.**

**\$140,410** increase in Maintenance Materials and Supplies as follows:

- \$93,545 increase for the Building Safer Communities Project as funded.
- \$54,040 increase regarding Information Technology allocation costs to Departments (annual licenses, programming, and software). The increase is attributed to GIS software.
- \$4,000 **decrease** in training.
- \$1,500 **decrease** in conventions.
- \$1,050 **decrease** in operating supplies.
- \$125 **decrease** in subscriptions.
- \$500 **decrease** in memberships and dues.

**BUILDING SAFER COMMUNITIES FUNDING**

The 2024 Budget relating to Building Safer Communities is as follows:

<b>Building Safer Communities</b>	<b>2024 Budget</b>
Costs associated to conferences	\$5,000
Cultural expenditures	\$5,000
Honorarium	\$5,000
Meals and/or refreshments for participants	\$6,500
Office equipment, supplies and materials	\$27,845
Professional and consultant costs	\$180,000
Recruitment and training costs	\$25,700
Rent and normal utilities	\$12,000
Community Safety and Well-Being Coordinator position	\$125,000
Travel, accommodations and related expenses	\$6,500
<b>TOTAL 2024 BUDGET</b>	<b>\$398,545</b>

The above expenditures are funded from the Building Safer Communities Funding. The Funding of \$398,545 is under Grants and Donations Revenue, for a nil impact to 2024 Budget.



### **PRINCE ALBERT DISTRICT PLANNING COMMISSION**

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

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

### **PRINCE ALBERT HOUSING AUTHORITY – HOUSING GRANT**

#### **\$104,465 under Grants and Donations**

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

The City's 5% cost helps house approximately 1,000 people (seniors, adults, and children).

Correspondence dated September 15, 2023 from the Saskatchewan Housing Corporation illustrates that the projected 2023 Settlement Municipal Share for Housing Projects will be \$104,465. That represents an increase of \$51,545 over the approved 2023 Budget of \$52,920.

The total amount of \$104,465 is being funded from a Transfer from the Affordable Housing Reserve for Year 2024.

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #16 for [CORR 23-72 – Saskatchewan Housing Corporation – Municipal Settlement Share](#) for additional information.

**The Affordable Housing Reserve will have a projected surplus balance of \$350,131 at the end of 2024 with the transfer proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.**

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PD PLANNING	10-25-105-000-20220-5520	GF PLANNING BUILDING SAFER COMM COND FEDERAL GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	-	-	113,848	-	398,546	398,546	Revenue to cover the expenses related to building safer communities program. Program is 100% funded, resulting in a nil impact to the budget.
2 PD PLANNING	10-25-105-000-00000-5100	GF PLANNING REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	67,782	31,476	22,837	30,000	25,000	(5,000)	Considering our current permit fees (development Permits, subdivision applications, etc.) and the current development market, a minor reduction in anticipated revenue has been shown.
3 PD PLANNING	10-25-105-000-00000-5211	GF PLANNING BILLBOARD REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	88,461	89,177	95,020	90,000	90,000	-	This revenue represents the Pattison Billboard agreement and the value increases annually per the contract. This contract expires in 2026. The revenue also reflects the revenue received for the Mini Billboards. Mini Billboards 2022 Revenue: \$4,500 Pattison Billboard 2022 Revenue: \$84,678
4 PD PLANNING	10-25-105-000-00000-6111	GF PLANNING SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	513,266	524,298	405,700	684,420	623,478	(60,942)	Decrease is due to the budget for GIS salaries being transferred to its own account / Functional Area. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 PD PLANNING	10-25-105-000-00000-6115	GF PLANNING WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,088	3,360	-	3,000	-	(3,000)	Budget not required.
6 PD PLANNING	10-25-105-000-00000-6119	GF PLANNING PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	105,674	116,447	94,301	140,590	126,687	(13,903)	Decrease is due to the budget for GIS salaries being transferred to its own account / Functional Area. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 PD PLANNING	10-25-105-000-20220-6120	GF PLANNING BUILDING SAFER COMM MTG SALARY ALLOC	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	10,000	-	125,000	125,000	Salaries, wages, benefits - funded by Building Safer Communities funding
8 PD PLANNING	10-25-105-000-00000-7410	Sent from Allocation "16-055-070 - IT Software Allocation" (17.88 %)	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	31,310	36,080	54,090	108,128	54,038	Line item represents the allocation of IT software costs to their respective users. The IT section contains a detailed breakdown of these costs and the basis for allocation. Increase in 2024 relates to additional software for GIS - see IT section for breakdown.
9 PD PLANNING	10-25-105-000-00000-7500	GF PLANNING TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	467	827	5,000	3,500	(1,500)	The travel budget is intended to account for the costs associated with travel and accommodation to the annual provincial Planning conference (5 staff, within the province) The SPPI Planning conference is one of the few organized, in province, opportunities the Planning staff have to attend for professional training and to earn their required continuing education credits.
10 PD PLANNING	10-25-105-000-00000-7501	GF PLANNING POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,908	2,094	1,046	2,500	2,500	-	Based on average usage and expected \$.01 increase Jan 1/23.
11 PD PLANNING	10-25-105-000-00000-7502	GF PLANNING TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	633	492	333	700	700	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
12 PD PLANNING	10-25-105-000-00000-7504	GF PLANNING ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	968	-	-	1,000	1,000	-	\$1000 for PDS related public bulletins, notices and any other advertising the department may need to do for things like bylaw amendments, etc.
13 PD PLANNING	10-25-105-000-00000-7505	GF PLANNING SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	303	732	244	350	225	(125)	\$225 for a planning related literature subscription the department receives.
14 PD PLANNING	10-25-105-000-00000-7506	GF PLANNING MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,655	3,252	2,153	2,750	3,250	500	Professional fees for three RPPs and two candidate members (\$3000). Annual PMP membership (\$150 usd)
15 PD PLANNING	10-25-105-000-00000-7508	GF PLANNING TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,318	5,698	3,935	8,500	4,500	(4,000)	Professional planning conference for three RPPs and two candidate members - cost is dependent on location. Professional Standards Board fees for two candidate members (\$1000)
16 PD PLANNING	10-25-105-000-00000-7511	GF PLANNING MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	45	-	400	400	-	\$400 to cover the cost of any public engagement incidentals, rentals, refreshments, etc.
17 PD PLANNING	10-25-105-000-00000-7540	GF PLANNING CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	211	-	-	400	600	200	PPE required for staff. The Planners and Development Coordinator are required to do site inspections as part of their job. Often this could include construction sites, which requires proper PPE.
18 PD PLANNING	10-25-105-000-00000-7541	GF PLANNING OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	546	583	368	1,600	1,000	(600)	PDS proposes a minor reduction of the annual budget for operating supplies as year to date figures show a reduction is feasible. \$1600 to \$1000.
19 PD PLANNING	10-25-105-000-00000-7544	GF PLANNING OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,605	2,118	2,053	3,750	2,000	(1,750)	\$1,000 for office chair replacement. \$1,000 for day to day office supplies.
20 PD PLANNING	10-25-105-000-00000-7582	GF PLANNING SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	481	465	252	1,000	1,000	-	This account provides for the use and maintenance of the Department's photocopier. With warranty lapsing soon, these funds ensure the equipment remains operational.
21 PD PLANNING	10-25-105-000-00000-7584	GF PLANNING PRINT SHOP SERVICES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	83	-	100	100	\$100 for the purchase of staff business cards.
22 PD PLANNING	10-25-105-000-20220-7410	GF PLANNING BUILDING SAFER COMM ALLOC ADMIN	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	39,846	39,846	Office equipment, supplies, and material (27,846) and rent/utilities (12,000) - 100% funded by Building Safer Communities Grant funding
23 PD PLANNING	10-25-105-000-20220-7507	GF PLANNING BUILDING SAFER COMM PR AND RECEPTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	5,000	5,000	Honoraria - 100% funded by Building Safer Communities Grant funding
24 PD PLANNING	10-25-105-000-20220-7508	GF PLANNING BUILDING SAFER COMM TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	37,200	37,200	Costs associated with conferences (5,000), recruitment and training costs (25,700), and travel/accommodation (6,500) - 100% funded by Building Safer Communities Grant funding
25 PD PLANNING	10-25-105-000-20220-7511	GF PLANNING BUILDING SAFER COMM MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	6,500	6,500	Meals and/or refreshments for participants - 100% funded by Building Safer Communities Grant funding
26 PD PLANNING	10-25-105-000-20220-7543	GF PLANNING BUILDING SAFER COMM PROGRAM SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	5,000	5,000	Culturally appropriate expenditures - 100% funded by Building Safer Communities Grant funding
27 PD PLANNING	10-25-105-000-00000-7716	GF PLANNING GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	-	104,360	-	52,920	52,920	-	The Prince Albert Housing Authority is overseen by a volunteer board of directors on behalf of the Saskatchewan Housing Corporation. The City has a contractual obligation for 5% of the annual operating losses for specific properties owned by the Prince Albert Housing Authority and operated by Saskatchewan Housing Corporation. The City's 5% cost helps house approximately 1,000 people (seniors, adults, and children).
28 PD PLANNING	10-25-105-000-00000-7239	GF PLANNING CONSULTING SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	28,807	689	2,646	-	-	-	No budget for this account in 2024
29 PD PLANNING	10-25-105-000-00000-7299	GF PLANNING OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	117	2,422	4,676	6,000	3,000	(3,000)	\$500 for departmental shredding. \$2500 for ISC related costs, interest registration, title pulling and processing, consolidations, etc.
30 PD PLANNING	10-25-105-000-20220-7239	GF PLANNING BUILDING SAFER COMM CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	180,000	180,000	Professional and consultant costs - 100% funded by Building Safer Communities Grant funding

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
31 PD PLANNING	10-25-105-168-00000-7295	GF PLANNING COMISSION SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	20,000	-	8,130	10,840	10,840	-	Total budget requirement for 2023 is \$18,060, Agency is asking for 60% of the budget requirement to come from the City. Budget requested from City of Prince Albert change from a 1/3 split with RM of Prince Albert and RM of Buckland, to a 60%/20%/20% split in 2020. The City budgeted and paid \$20,000 in 2020 and 2021, and \$0 in 2022.

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

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

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

<b>BUILDING INSPECTIONS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$270,000	\$260,000	\$10,000	3.85%
<b>Total Revenues</b>	<b>\$270,000</b>	<b>\$260,000</b>	<b>\$10,000</b>	<b>3.85%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$449,900	\$298,570	\$151,330	50.68%
Contracted and General Services	\$2,500	\$0	\$2,500	
Fleet Expenses	\$9,370	\$9,370	\$0	0.00%
Maintenance Materials and Supplies	\$17,560	\$13,930	\$3,630	26.06%
<b>Total Expenses</b>	<b>\$479,330</b>	<b>\$321,870</b>	<b>\$157,460</b>	<b>48.92%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$209,330</b>	<b>\$61,870</b>	<b>\$147,460</b>	<b>238.34%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$10,000** increase in Building Permit Revenue. Based on current construction trends in 2022 and 2023, Building Permit revenue is expected to exceed the projected amount, as a number of larger projects are being proposed.

**\$270,000 Total User Charges and Fees** revenue relating to Building Permit Revenue.



## EXPENDITURES

**\$151,330 increase** in Salaries Benefits and Wages

- \$39,276 increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$112,054 for the new position of Building Inspector Class III.

The 2024 Budget includes the new position of Building Inspector Class III. The position will maintain optimal customer service and ensure that large economic development projects move forward in a timely fashion. The position will ensure that the City is ready to welcome unprecedented investment and growth in our community that will continue for years to come. The position will provide support and coverage to the Building Division and help with permit turnaround times and will ensure no delays on construction projects. As presented to Council, the position of Building Inspector Class III will be funded from the Building Inspection Services Reserve. For a three year term, the surplus at yearend commencing Year 2023 from the Building Inspection Services Division will be transferred to the Building Inspection Services Reserve. That Reserve will fund a Building Inspector Class III position for approximately a three (3) year term. **The total amount budgeted in the 2024 Budget is \$116,850. That amount will be funded from a Transfer from the Building Inspection Services Reserve as illustrated in the Reserve Allocations, which results in a nil impact to 2024 Budget.**

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #21 for RPT 23-368 – Building Inspection Services Reserve Establishment](#) for additional information.

**The Building Inspection Services Reserve will have a projected surplus balance of \$83,150 at the end of 2024 with the transfer proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.**

City Council Motion of September 25, 2023Building Inspection Services Reserve Establishment (*RPT 23-368*)

1. That a Building Inspection Services Reserve be established;
2. That all Surplus Revenue from the Building Inspection Services Division be transferred into the Building Inspection Services Reserve at the end of each year; and,
3. That a Class III Building Inspector be hired for a three (3) year term to be funded from the Building Inspection Services Reserve.



**\$2,500 Total Contracted and General Services** relates to the amount of \$2,500 that is budgeted for 2024 relating to IT costs such as computer, etc. for the new Building Inspector III position. One time cost. **This is funded from the Reserve Transfer.**

**\$3,630** increase in Maintenance Materials and Supplies as follows:

- \$1,000 increase for uniforms and personal protective equipment for the new position of Building Inspector Class II **funded from the Reserve.**
- \$700 increase for office set up (one time expenditure) for the new position of Building Inspector Class II **funded from the Reserve.**
- \$600 increase for membership and license fee for the new position of Building Inspector Class II **funded from the Reserve.**
- \$600 relating to clothing for the Building Inspector positions as per CBA.
- \$300 increase for Travel which covers vehicle rentals, hotels, and meal allowance as per the Travel Meal Accommodation Vehicle Policy. For Building Inspectors traveling to mandatory training sessions provided by The Ministry of Government Relations Building and Technical Standards Branch, and The Saskatchewan Building Officials Association. These training sessions are held throughout the Province and rotated in different Municipalities.
- \$430 increase in memberships.
- \$500 **decrease** in training.
- \$500 for office supplies.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	One Time
1 PD BUILDING INSPECTIONS	10-25-100-000-00000-5400	GF BUILDING INSPECTION PERMITS REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	214,776	261,720	450,405	260,000	270,000	10,000	This account reflects Revenue from Building Permits. The projected revenue has been increased to reflect the Building Permit fee increase as of January 1, 2024.	FALSE
2 PD BUILDING INSPECTIONS	10-25-100-000-00000-6111	GF BUILDING INSPECTION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	250,656	272,096	175,801	246,390	373,725	127,335	\$39,276 increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. \$112,054 for the new position of Building Inspector Class III. The 2024 Budget includes the new position of Building Inspector Class III. The position will maintain optimal customer service and ensure that large economic development projects move forward in a timely fashion. The position will ensure that the City is ready to welcome unprecedented investment and growth in our community that will continue for years to come. The position will provide support and coverage to the Building Division and help with permit turnaround times and will ensure no delays on construction projects. As presented to Council, the position of Building Inspector Class III will be funded from the Building Inspection Services Reserve.	FALSE
3 PD BUILDING INSPECTIONS	10-25-100-000-00000-6119	GF BUILDING INSPECTION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	48,868	56,514	39,973	52,180	76,173	23,993	\$39,276 increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. \$112,054 for the new position of Building Inspector Class III. The 2024 Budget includes the new position of Building Inspector Class III. The position will maintain optimal customer service and ensure that large economic development projects move forward in a timely fashion. The position will ensure that the City is ready to welcome unprecedented investment and growth in our community that will continue for years to come. The position will provide support and coverage to the Building Division and help with permit turnaround times and will ensure no delays on construction projects. As presented to Council, the position of Building Inspector Class III will be funded from the Building Inspection Services Reserve.	FALSE
4 PD BUILDING INSPECTIONS	10-25-100-000-00000-7238	GF BUILDING INSPECTION COMPUTER SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	2,500	2,500	The amount of \$2,500 is budgeted for 2024 relating to IT costs such as computer, etc. for the new Building Inspector III position. One time cost.	FALSE
5 PD BUILDING INSPECTIONS	10-25-100-000-00000-7300	GF BUILDING INSPECTION CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	8,340	8,820	6,240	9,370	9,370	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.	FALSE
6 PD BUILDING INSPECTIONS	10-25-100-000-00000-7500	GF BUILDING INSPECTION TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	998	1,524	1,500	1,800	300	This account covers vehicle rentals, hotels, and meal allowance as per the Travel Meal Accommodation Vehicle Policy. For Building Inspectors traveling to mandatory training sessions provided by the The Ministry of Government Relations Building and Technical Standards Branch, and The Saskatchewan Building Officials Association. These training sessions are held throughout the Province and rotated in different Municipalities. In 2024 a new version of the National Building Code will be adopted and training sessions on the changes will be offered.	FALSE
7 PD BUILDING INSPECTIONS	10-25-100-000-00000-7502	GF BUILDING INSPECTION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,872	1,610	1,005	2,100	2,100	-	This covers the cost of office phones as well as cell phones carried by Building Inspectors	FALSE
8 PD BUILDING INSPECTIONS	10-25-100-000-00000-7506	GF BUILDING INSPECTION MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	890	990	810	1,230	2,260	1,030	This account covers the annual license fees and memberships for the Building Division. Technology Professionals of Saskatchewan 3 Member's Total \$795 Saskatchewan Building Officials Association 3 Member's Total \$180 Building Official License from Ministry of Government Relations Building and Technical Standards Branch 3 Licenses Total. For 2024 We would like to become a member of the Prince Albert Construction Association the membership fee is \$683 for the year. Increase of \$430 + \$600 for membership of new Building Inspector III position.	FALSE
9 PD BUILDING INSPECTIONS	10-25-100-000-00000-7508	GF BUILDING INSPECTION TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	755	1,755	1,323	4,000	3,500	(500)	This account is used towards the registration fees for mandatory training hours for Building Inspectors and Inspectors wanting to work towards higher licenses for different Building Classes. The Ministry of Government Relations Building and Technical Standards Branch issues the different Class's of Building Official Licenses. Part of the License renewal requirements is that Building Officials complete Legislated mandatory training hours in the Construction industry to ensure they are continuing education in the industry. In 2024 a new National Building Code will be adopted and training courses will be available to learn about the changes.	FALSE
10 PD BUILDING INSPECTIONS	10-25-100-000-00000-7540	GF BUILDING INSPECTION CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,005	1,560	-	2,000	3,600	1,600	This account provides budget for Building Inspectors uniforms. They, in conjunction with the Legally required ID issued by the City allows us to be identified on different construction sites. The Clothing will be updated to have consistent branding with all divisions in the organization. The proposed collective bargaining agreement has an increased amount for required safety footwear and new language for uniform replacement. 2024 Budget of \$600 increase for current staff and \$1,000 budgeted for new Building Inspector III position.	FALSE
11 PD BUILDING INSPECTIONS	10-25-100-000-00000-7541	GF BUILDING INSPECTION OPERATING SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	715	815	176	1,100	1,000	(100)	This account covers the cost of Printed Inspection Books, Tools, and Personal Protective Equipment.	FALSE
12 PD BUILDING INSPECTIONS	10-25-100-000-00000-7541	GF BUILDING INSPECTION OPERATING SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	600	600	In 2024 the Provincial Government will be adopting the 2020 National Building Codes. This will be a one time expense to purchase a copy of the new National Building Codes, until the next step of Codes are adopted.	TRUE
13 PD BUILDING INSPECTIONS	10-25-100-000-00000-7544	GF BUILDING INSPECTION OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	502	1,789	14	2,000	2,000	-	This account is for day to day operating supplies that are shared across all the divisions of the department.	FALSE
14 PD BUILDING INSPECTIONS	10-25-100-000-00000-7544	GF BUILDING INSPECTION OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	700	700	Budget of \$700 for the office set up of the Building Inspector III position.	TRUE

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

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

<b>ECONOMIC DEVELOPMENT</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$279,500	\$300,000	(\$20,500)	-6.83%
Total Revenues	\$279,500	\$300,000	(\$20,500)	-6.83%
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$189,830	\$64,180	\$125,650	195.78%
Contracted and General Services	\$3,000	\$0	\$3,000	
Financial Charges	\$1,500	\$1,500	\$0	0.00%
Grants and Donations	\$0	\$45,000	(\$45,000)	-100.00%
Maintenance Materials and Supplies	\$19,750	\$11,000	\$8,750	79.55%
Total Expenses	\$214,080	\$121,680	\$92,400	75.94%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(\$65,420)</b>	<b>(\$178,320)</b>	<b>\$112,900</b>	<b>-63.31%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$20,500 decrease** in User Charges and Fees Revenue.

Business License Revenue **reduction of \$10,000**. This revenue primarily accounts for business licensing throughout the City. We currently have approximately 1,600 in operation for 2023 and we expect that to remain consistent for 2024. The revenue has been adjusted to reflect revenue based on an average for the last three years.

Other reductions in revenue for permits and licenses as shown below.



**\$279,500 Total User Charges and Fees Revenue:**

User Charges and Fees	2024 Budget	2023 Budget	Variance
Portable Sign Permits	\$12,000	\$15,000	(\$3,000)
Business License Revenue	\$265,000	\$275,000	(\$10,000)
Inter-Municipal Business Licensing	\$2,000	\$5,000	(\$3,000)
Direct Sellers Revenue	\$500	\$5,000	(\$4,500)
<b>Total Revenue</b>	<b>\$279,500</b>	<b>\$300,000</b>	<b>(\$20,500)</b>

Revenue generated from the licensing of Direct Sellers (Typically door to door product sales).

**EXPENDITURES**

**\$125,650 increase in Salaries Wages and Benefits:**

- \$118,710 salary that is new in the 2024 Budget relating to the position of Economic Development Manager. City Council reduced the funding in Year 2023 that was funded to PAREDA. For 2024, the previous PAREDA funding is now funding an Economic Development Manager position and Tourism Coordinator position.
- \$6,940 increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$3,000 Total Contracted and General Services.** This is reflective of the cost of \$3,000 for the Annual subscription for Townfolio.

**\$1,500** budgeted for Financial Charges. Relates to the banking charges for credit charges for business licenses and building permits.

**\$45,000 reduction** in Total Grants and Donations as the City is no longer funding PAREDA.

**\$8,750 increase in Maintenance Materials and Supplies:**

- \$5,000 budgeted for the Tourism North Summit.
- \$1,000 budgeted for attendance at one municipal trade show in 2024, along with one business showcase in the Region to focus more on Marketing Prince Albert.
- \$1,500 increase for conventions. The (SEDA) Sk. Economic Development Alliance Conference is held every fall where Economic Development Professionals listen to speakers, industry professionals etc. Additional conferences are being researched to develop connections.
- \$250 increase for membership with SEDA (Sk. Ec. Dev. Alliance).
- \$1,000 budgeted for training for economic development.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-5140	GF ECONOMIC DEVEL DIRECT SELLERS REV	USER CHARGES AND FEES	Revenues / Funding Source	-	-	100	5,000	500	(4,500)	This revenue is generated from the licensing of Direct Sellers (Typically door to door product sales).
2 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-5142	GF ECONOMIC DEVEL IMBL REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	2,667	1,858	1,625	5,000	2,000	(3,000)	This revenue is specifically for Intermunicipal Business Licensing.
3 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-5210	GF ECONOMIC DEVEL BUSINESS AND GENERAL LICENCES	USER CHARGES AND FEES	Revenues / Funding Source	262,175	258,955	245,950	275,000	265,000	(10,000)	This revenue primarily accounts for business licensing throughout the City. We currently have approximately 1600 in operation for 2023 and we expect that to remain consistent for 2024. The revenue has been adjusted to reflect revenue based on an average for the last three years.
4 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-5400	GF ECONOMIC DEVEL PERMITS REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	12,915	11,475	8,195	15,000	12,000	(3,000)	This reflects income from portable sign permit issuance. Both the amount of income and the number of signs issued have remained steady over the last few years. No changes
5 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-6111	GF ECONOMIC DEVEL SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	131,767	137,772	69,965	51,070	156,410	105,340	Increase is due to the addition of the Economic Development Manager. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-6119	GF ECONOMIC DEVEL PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	27,904	28,272	16,172	13,110	33,421	20,311	Increase is due to the addition of the Economic Development Manager. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7239	GF ECONOMIC DEVEL CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,032	2,862	-	-	3,000	3,000	Annual subscription for Townfolio
8 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7500	GF ECONOMIC DEVEL TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	159	-	1,000	2,000	1,000	I would like to attend at least 1 municipal trade show in 2024, along with at least 1 business showcase in the Region as we start to focus more on Marketing Prince Albert.
9 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7502	GF ECONOMIC DEVEL TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,863	1,887	1,704	2,000	2,000	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
10 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7503	GF ECONOMIC DEVEL CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	384	2,000	3,500	1,500	The (SEDA) Sk. Economic Development Alliance Conference is held every fall where Ec. Dev. Professionals listen to speakers, industry professionals etc. Additional conferences are being researched to develop connections.
11 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7504	GF ECONOMIC DEVEL ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	1,575	1,000	1,000	-	This account is typically used to pay for the advertisement of Economic Development related advertising
12 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7506	GF ECONOMIC DEVEL MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,062	1,128	649	500	750	250	This account is used for membership with SEDA (Sk. Ec. Dev. Alliance)
13 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7508	GF ECONOMIC DEVEL TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	635	400	627	-	1,000	1,000	
14 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7511	GF ECONOMIC DEVEL MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	95	61	-	500	500	-	Costs associated with holding meetings such as coffee, etc.
15 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7541	GF ECONOMIC DEVEL OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	32	282	-	1,000	1,000	-	Accounts for proportional share of operating supplies for the Department of PDS. Ad hoc items such as a new building plan trolley, stool, office fans, business cards, etc. have come out of this account in the past.
16 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7544	GF ECONOMIC DEVEL OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	174	1,859	1,747	2,000	2,000	-	Proportional share of standard office supplies such as paper, pens, ink, note pads, binders, etc. all come out of this account.
17 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7582	GF ECONOMIC DEVEL SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	529	555	337	1,000	1,000	-	This cost will be used towards the rental of the facility for the 2024 Tourism North Summit
18 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7595	GF ECONOMIC DEVEL SPECIAL PROJECTS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	5,000	5,000	This cost will be used for the Tourism North Summit
19 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7716	GF ECONOMIC DEVEL GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	222,500	245,000	10,050	45,000	-	(45,000)	no longer funding PAREDA or Tourism
20 PD ECONOMIC DEVELOPMENT	10-25-110-000-00000-7883	GF ECONOMIC DEVEL BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	1,317	1,779	864	1,500	1,500	-	Credit charges for business licenses and building permit.

Functional Area: **GIS DIVISION**  
 Department: **Planning and Development Services**  
 Fund: **General Fund**

The City of Prince Albert's GIS Division is responsible for collecting, maintaining, and analyzing geographic data to support municipal planning, infrastructure management and community development. Its professionals use advanced geospatial technology to enhance decision-making and provide valuable spatial insights for the city's operations.

<b>GIS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	\$208,624	\$0	\$208,624
Contracted and General Services	\$2,496	\$0	\$2,496
Maintenance Materials and Supplies	\$5,830	\$0	\$5,830
<b>Total Expenses</b>	<b>\$216,950</b>	<b>\$0</b>	<b>\$216,950</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$216,950</b>	<b>\$0</b>	<b>\$216,950</b>

**NEW FUNCTIONAL DIVISION FOR 2024 BUDGET**

**\$208,624 budgeted for Salaries Wages and Benefits as follows:**

- \$186,126 transfer of funding from Planning Functional Areas for the positions of GIS Supervisor and GIS Technician.
- \$22,498 increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$2,496 budgeted for Contracted and General Services.** This represents the monthly download of Information Services Corporation (ISC) data that is used in GIS applications. ISC provides all registered line work from the City of Prince Albert including lanes, parcels, lots and registered roads.

**\$5,830 Maintenance Materials and Supplies Budget:**

- \$2,500 Training - 2 ESRI courses and conference fees.
- \$1,130 Travel - Attend the Municipal Information Systems Association prairie conference in Saskatoon for GIS Supervisor and GIS Technician.
- \$2,000 operating and office supplies.
- \$200 Subscriptions - Integromat webbook subscription to automate emails for Bylaw public concerns and Playground Inspections.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	One Time I
1 PD GIS	10-25-111-000-00000-6111	GF PD GIS SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	34,968	-	171,095	171,095	Increase is due to the budget for GIS salaries being transferred from Planning to it own account / Functional Area. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.	FALSE
2 PD GIS	10-25-111-000-00000-6119	GF PD GIS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	7,698	-	37,529	37,529	Increase is due to the budget for GIS salaries being transferred from Planning to it own account / Functional Area. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.	FALSE
3 PD GIS	10-25-111-000-00000-7295	GF PD GIS SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	2,496	2,496	monthly download of Information Services Corporation (ISC) data that is used in GIS applications. ISC provides all registered line work from the City of Prince Albert included lanes, parcels, lots and registered roads.	FALSE
4 PD GIS	10-25-111-000-00000-7500	GF PD GIS TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	1,081	-	1,130	1,130	Attend the Municipal Information Systems Association prairie conference in Saskatoon for GIS Supervisor and GIS Technician.	FALSE
5 PD GIS	10-25-111-000-00000-7505	GF PD GIS SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	13	-	200	200	Integromat webhook subscription to automate emails for Bylaw public concerns and Playground Inspections	FALSE
6 PD GIS	10-25-111-000-00000-7508	GF PD GIS TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	2,500	2,500	2 ESRI courses and conference fees	TRUE
7 PD GIS	10-25-111-000-00000-7541	GF PD GIS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	1,000	1,000	to be split across PDS divisions	FALSE
8 PD GIS	10-25-111-000-00000-7544	GF PD GIS OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	11	-	1,000	1,000	to be split across PDS divisions	FALSE

Functional Area: **TOURISM DIVISION**  
 Department: **Planning and Development Services**  
 Fund: **General Fund**

The Tourism Prince Albert Visitor Centre serves as a hub for visitors exploring the picturesque city of Prince Albert and Northern Saskatchewan. Offering a wealth of information, maps, and resources, the center provides assistance in planning adventures, discovering local attractions, and immersing in the area's rich culture and outdoor activities.

<b>TOURISM</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
<b>REVENUES</b>			
User Charges and Fees	\$29,500	\$0	\$29,500
<b>Total Revenues</b>	<b>\$29,500</b>	<b>\$0</b>	<b>\$29,500</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	\$134,940	\$0	\$134,940
Contracted and General Services	\$5,350	\$0	\$5,350
Financial Charges	\$500	\$0	\$500
Maintenance Materials and Supplies	\$29,900	\$0	\$29,900
<b>Total Expenses</b>	<b>\$170,690</b>	<b>\$0</b>	<b>\$170,690</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$141,190</b>	<b>\$0</b>	<b>\$141,190</b>

**NEW FUNCTIONAL DIVISION FOR 2024 BUDGET**

**REVENUES**

**\$29,500 User Charges and Fees Revenue:**

- \$25,000 - Sales through the Tourism Gift Shop.
- \$4,500 - Partnering with the National Park selling fishing licenses.

**EXPENDITURES**

**\$134,940 Salaries Wages and Benefits:**

- \$100,762 for new budgeted position in 2024 for Tourism Coordinator.
- \$31,993 budgeted for Casual Position.
- \$2,185 budgeted for Summer Position.





**\$5,350 Total Contracted and General Services:**

- \$5,000 budgeted for consignment sellers.
- \$350 for security cameras and system.

**\$500 Total Financial Charges** for banking transaction costs.

**\$29,900 Maintenance Materials and Supplies** as follows:

DMF and Tourism Related Meeting Costs	\$500.00
General Office And Gift Shop Supplies	\$2,500.00
Tourism SK Annual Conference In 2024	\$1,000.00
Marketing and Office Supplies For Tourism Promotions	\$2,000.00
Mileage for Coordinator to attend Meetings And Conference	\$500.00
Monthly Phone Bill For Phone And Internet Service	\$2,900.00
Photocopier Expense	\$750.00
Promoting Prince Albert Nationally To Attract People To Live, Work And Play In Our Region	\$3,500.00
Purchasing Items for The Gift Shop	\$15,000.00
Shipping of Gift Shop Items And Post Card Mail-Out	\$1,250.00
<b>Total Maintenance Materials and Supplies</b>	<b>\$29,900.00</b>



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PD TOURISM	10-25-109-000-00000-5102	GF PD TOURISM SALE OF PRODUCT	USER CHARGES AND FEES	Revenues / Funding Source	-	-	7,545	-	25,000	25,000	Sales through the Tourism Gift Shop
2 PD TOURISM	10-25-109-000-00000-5212	GF PD TOURISM FISHING LICENSES	USER CHARGES AND FEES	Revenues / Funding Source	-	-	133	-	4,500	4,500	Partnering with the National Park selling fishing licenses
3 PD TOURISM	10-25-109-000-00000-6114	GF PD TOURISM SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	-	27,070	27,070	Tourism was transferred to Planning & Development in 2023 after the budget was prepared accounting for the increase in budget. \$44,474 less \$8,500 summer grant student funding = \$35,974
4 PD TOURISM	10-25-109-000-00000-7237	GF PD TOURISM PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	350	350	Security cameras and system
5 PD TOURISM	10-25-109-000-00000-7501	GF PD TOURISM POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	379	-	1,250	1,250	Shipping of gift shop items and post card mail-out
6 PD TOURISM	10-25-109-000-00000-7502	GF PD TOURISM TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	1,067	-	2,900	2,900	monthly phone bill for phone and internet service
7 PD TOURISM	10-25-109-000-00000-7504	GF PD TOURISM ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	3,500	3,500	Promoting Prince Albert nationally to attract people to live, work and play in our region
8 PD TOURISM	10-25-109-000-00000-7508	GF PD TOURISM TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	1,000	1,000	Sending Tourism Coordinator to the Tourism SK annual conference in 2024.
9 PD TOURISM	10-25-109-000-00000-7511	GF PD TOURISM MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	500	500	DMF and Tourism related meeting costs
10 PD TOURISM	10-25-109-000-00000-7541	GF PD TOURISM OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	1,477	-	2,500	2,500	general office and gift shop supplies
11 PD TOURISM	10-25-109-000-00000-7544	GF PD TOURISM OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	179	-	2,000	2,000	marketing and office supplies for Tourism promotions
12 PD TOURISM	10-25-109-000-00000-6111	GF PD TOURISM SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	27,665	-	82,261	82,261	Tourism was transferred to Planning & Development in 2023 after the budget was prepared accounting for the increase in budget. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13 PD TOURISM	10-25-109-000-00000-7548	GF PD TOURISM MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	7,056	-	15,000	15,000	purchasing items for the gift shop
14 PD TOURISM	10-25-109-000-00000-7582	GF PD TOURISM SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	750	750	photocopier expense
15 PD TOURISM	10-25-109-000-00000-6119	GF PD TOURISM PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	6,927	-	25,615	25,615	Tourism was transferred to Planning & Development in 2023 after the budget was prepared accounting for the increase in budget. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16 PD TOURISM	10-25-109-000-00000-7883	GF PD TOURISM BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	-	-	88	-	500	500	banking transactions
17 PD TOURISM	10-25-109-000-00000-7500	GF PD TOURISM TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	189	-	500	500	Mileage for Coordinator to attend meetings and conference
18 PD TOURISM	10-25-109-000-00000-7295	GF PD TOURISM SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	381	-	5,000	5,000	Account used for consignment sellers

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

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

<b>BYLAW SERVICES DIVISION</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
Interest and Penalties	\$14,600	\$14,600	\$0	0.00%
<b>Total Revenues</b>	<b>\$14,600</b>	<b>\$14,600</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$386,040	\$345,800	\$40,240	11.64%
Contracted and General Services	\$310,600	\$310,600	\$0	0.00%
Fleet Expenses	\$28,050	\$28,050	\$0	0.00%
Maintenance Materials and Supplies	\$16,400	\$11,300	\$5,100	45.13%
<b>Total Expenses</b>	<b>\$741,090</b>	<b>\$695,750</b>	<b>\$45,340</b>	<b>6.52%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$726,490</b>	<b>\$681,150</b>	<b>\$45,340</b>	<b>6.66%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$14,600 Total Interest and Penalties revenue** as follows:

- \$9,600 for revenue earned through court Judgements.
- \$5,000 revenue reflects revenue from the issuance of tickets and notices of violation for Bylaw Enforcement (fines).



**EXPENDITURES**

**\$40,240** increase in in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$310,600 Total Contracted and General Services** is illustrated below under SPCA.

**\$5,100** increase in Maintenance Materials and Supplies:

- \$3,000 new budget for self-defense, dangerous animal handling training. Bylaw Enforcement has never had training budget and officers need proper training.
- \$1,600 increase for telephone costs for the Bylaw Enforcement Unit.
- \$500 increase regarding the requirement to purchase clothing for the Bylaw Enforcement Officers.

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

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

**\$310,600 Total Contracted and General Services** as follows:

- **\$81,600** is the Animal Control Service Agreement. The Animal Control Service Agreement between the City and SPCA to provide animal control services to the City.
- **\$229,000** for the Poundkeeping Agreement. The Poundkeeping Agreement is between the City and SPCA. The City appoints the SPCA as the City’s Poundkeeper. The fee for service payable by the City during the term of the Agreement shall be deemed as contributing toward all the operating costs of the SPCA while it operates as Poundkeeper. Agreement approved for a five year term effective January 1, 2019 to December 31, 2023, appointing the Prince Albert SPCA as the Poundkeeper for the City of Prince Albert.

**City Council Motion of December 12, 2022**

*Animal Control Service Agreement Extension – Prince Albert Society for the Prevention of Cruelty to Animals (RPT 22-462)*

1. *That the Animal Control Service Agreement between The City and the Prince Albert Society for the Prevention of Cruelty to Animals dated December 15, 2020, be extended for a further three (3) years until December 31, 2025 on the same Terms and Conditions for the provision of Contract Services for Bylaw Animal Control;*
2. *That the Fee for Service remain at \$81,600 per year.*



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PD BYLAW ENFORCEMENT	10-25-115-000-00000-5763	GF BYLAW ENF COURT JDGMNT REV	INTEREST AND PENALTIES	Revenues / Funding Source	5,923	13,600	720	9,600	9,600	-	This account is revenue earned through court Judgements.
2 PD BYLAW ENFORCEMENT	10-25-115-000-00000-5764	GF BYLAW ENF FINES	INTEREST AND PENALTIES	Revenues / Funding Source	15,489	7,793	375	5,000	5,000	-	The revenue of \$5,000 for Year 2024 reflects revenue from the issuance of tickets and notices of violation to do Bylaw enforcement. New methods for prosecution will bring this up.
3 PD BYLAW ENFORCEMENT	10-25-115-000-00000-6111	GF BYLAW ENF SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	157,958	162,050	232,588	339,180	314,578	(24,602)	Decrease relates to the allocation of a position from Bylaw Services Functional Area to Parking Services Functional Area to better reflect where their time is spent. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PD BYLAW ENFORCEMENT	10-25-115-000-00000-6115	GF BYLAW ENF WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	525	123	-	217,310	-	(217,310)	In the 2023 Budget, the Bylaw Services Manager, Bylaw Services Clerk, Meters Services Supervisor along with the three Parking Meter Inspectors were transferred to the Planning & Development Services with the Bylaw Division. The budget for the Meter Services Supervisor and Parking Meter Inspectors have been transferred to the account where they are now being charged to accounting for the decrease. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 PD BYLAW ENFORCEMENT	10-25-115-000-00000-6119	GF BYLAW ENF PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	37,187	39,710	56,333	163,540	71,463	(92,077)	In the 2023 Budget, the Meters Services Supervisor along with the three Parking Meter Inspectors were budgeted under the Bylaw Division. The budget for the Meter Services Supervisor and Parking Meter Inspectors have been transferred to the account where they are now being charged to accounting for the decrease. The decrease also relates to the allocation of a position from Bylaw Services Functional Area to Parking Services Functional Area to better reflect where their time is spent. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 PD BYLAW ENFORCEMENT	10-25-115-000-00000-7295	GF BYLAW ENF SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	81,720	82,130	61,440	81,600	81,600	-	This reflect the Animal Control Service Agreement between the City and SPCA. The City agrees to pay to the S.P.C.A. the fee calculated at a rate of eighty one thousand six hundred dollars (\$81,600.00) dollars per annum, which fee shall be prorated to the actual length of the Term. Payments will be made quarterly to the S.P.C.A.
7 PD BYLAW ENFORCEMENT	10-25-115-000-00000-7300	GF BYLAW ENF CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	14,595	26,460	14,820	28,050	28,050	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
8 PD BYLAW ENFORCEMENT	10-25-115-000-00000-7501	GF BYLAW ENF POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,202	1,962	1,913	2,400	2,400	-	Based on average usage.
9 PD BYLAW ENFORCEMENT	10-25-115-000-00000-7502	GF BYLAW ENF TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,917	2,373	3,947	2,400	4,000	1,600	Based on actual charges for data lines, internet, landlines, and cell phone usage. Increased due to Fleet Radios
10 PD BYLAW ENFORCEMENT	10-25-115-000-00000-7508	GF BYLAW ENF TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	3,000	3,000	Self Defence, dangerous animal handling training. Bylaw Enforcement has never had training budget and officers need proper training.
11 PD BYLAW ENFORCEMENT	10-25-115-000-00000-7540	GF BYLAW ENF CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,447	1,510	1,225	2,000	2,500	500	New Uniforms/jackets and PPE required. Increase also due to Collective Bargaining Agreement increase for Boot Allowance.
12 PD BYLAW ENFORCEMENT	10-25-115-000-00000-7541	GF BYLAW ENF OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,004	1,889	742	2,000	2,000	-	This account is for day to day operating supplies that are shared across the Department.
13 PD BYLAW ENFORCEMENT	10-25-115-000-00000-7544	GF BYLAW ENF OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	46	33	2,120	2,500	2,500	-	Office supplies such as notebooks, notices of violation, pens paper etc. are paid put of this account.
14 PD BYLAW ENFORCEMENT	10-25-115-167-00000-7295	GF BYLAW ENF ANIMAL CTRL SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	229,000	229,000	171,750	229,000	229,000	-	The City has an agreement with the SPCA to provide pound keeping services. This amount is based on 2023 amount as the City has not yet received a request for any increase.

**Functional Area:** PARKING TICKETS, DOWNTOWN PARKING LOTS AND METERS  
**Department:** Financial Services  
**Fund:** General Fund

Parking Services provides a coordinated approach to the provision, regulation, enforcement and collection services related to parking in Prince Albert. Parking is an essential element of the City’s transportation network. The City is committed to contributing to the economic health of downtown Prince Albert by providing an adequate supply of parking to residents, businesses and visitors.

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

<b>PARKING TICKETS AND METERS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$504,000	\$600,000	(\$96,000)	-16.00%
Interest and Penalties	\$385,000	\$440,000	(\$55,000)	-12.50%
<b>Total Revenues</b>	<b>\$889,000</b>	<b>\$1,040,000</b>	<b>(\$151,000)</b>	<b>-14.52%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$380,865	\$376,560	\$4,305	1.14%
Financial Charges	\$3,590	\$3,590	\$0	0.00%
Utilities	\$8,325	\$8,010	\$315	3.93%
Fleet Expenses	\$32,700	\$33,410	(\$710)	-2.13%
Maintenance Materials and Supplies	\$26,930	\$29,970	(\$3,040)	-10.14%
<b>Total Expenses</b>	<b>\$452,410</b>	<b>\$451,540</b>	<b>\$870</b>	<b>0.19%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(\$436,590)</b>	<b>(\$588,460)</b>	<b>\$151,870</b>	<b>-25.81%</b>

The 2023 Budget included Downtown Parking Lots as a Functional Area under Public Works.

**The 2024 Budget has combined Downtown Parking Lots with Parking Tickets, Meters and Sask Polytech Lot into one functional division under Planning & Development Services.**



**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$96,000** decrease in User Charges and Fees Revenue:

- \$50,000 decrease in revenue for parking meters.
- \$46,000 decrease in revenue for parking revenue at the Sask Polytechnic Lot.

User Charges and Fees	2024 Budget	2023 Budget	Variance
Parking Meter Revenue	\$350,000	\$400,000	(\$50,000)
Parking Lot - Sask Polytechnic	\$50,000	\$96,000	(\$46,000)
Downtown Parking Meters	\$104,000	\$104,000	\$0
<b>Total Revenue</b>	<b>\$504,000</b>	<b>\$600,000</b>	<b>(\$96,000)</b>

**\$55,000** decrease in Interest and Penalties relating to Parking Ticket Violations. Relates to reduction of parking ticket revenue.

**\$385,000 Total Interest and Penalties Revenue** is for Parking Ticket Violations.

**EXPENDITURES**

**\$4,305** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. 2024 Budget includes permanent parking meter inspector position as approved by Council, which was a zero impact to the budget.

City Council Motion of September 5, 2023

*Permanent Re-Classification of Full Time Casual Bid Parking Inspector (RPT 23-324)*

*That the Casual Bid Parking Inspector Position be reclassified to a Permanent Parking Meter Inspector Position*

**\$3,590 Total Finance Charges.** 3 year average for bank charges related to coin processing. (transport, roll, deposit).

**\$710 decrease** in Fleet Expenses based on historical spending.

**\$3,040 decrease** in Maintenance Materials and Supplies as follows:

- \$2,040 **decrease** for postage.
- \$1,000 **decrease** in operating supplies relating to parking meters, etc.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PD PARKING	10-25-114-165-20560-5100	GF PARKING LOTS SASK POLY REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	11,056	30,604	26,038	96,000	50,000	(46,000)	Adjusted to pre-COVID levels as per 2018 and 2019 and reduced for increase in transit.
2 PD PARKING	10-25-114-165-20561-5400	GF PARKING LOTS DWNTOWN PERMITS REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	75,593	77,459	71,378	104,000	104,000	-	Monthly parking permit revenue for downtown City parking lots. Expected to get back to pre covid levels
3 PD PARKING	10-25-114-166-00000-5100	GF PARKING METERS REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	266,524	289,432	201,037	400,000	350,000	(50,000)	Adjusted to reflect historical average
4 PD PARKING	10-25-114-000-00000-5761	GF PARKING TICKETS	INTEREST AND PENALTIES	Revenues / Funding Source	389,113	349,061	176,964	440,000	385,000	(55,000)	Parking revenue continues to decline as tickets are not being written by Bylaw on evenings and weekends and some businesses have closed downtown. Parking Enforcement tows have substantially decreased by Police.
5 PD PARKING	10-25-114-165-20560-7653	GF PARKING LOTS SASK POLY ELECTRICITY	UTILITIES	Expenses / Expenditure	2,873	3,557	1,689	3,370	3,859	489	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
6 PD PARKING	10-25-114-165-20561-7653	GF PARKING LOTS DWNTOWN ELECTRICITY	UTILITIES	Expenses / Expenditure	3,756	4,111	2,547	4,640	4,467	(173)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
7 PD PARKING	10-25-114-165-20560-6115	GF PARKING LOTS SASK POLY WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	150	216	66	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness
8 PD PARKING	10-25-114-165-20560-6116	GF PARKING LOTS SASK POLY WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	358	-	1,000	541	(459)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness
9 PD PARKING	10-25-114-165-20560-6119	GF PARKING LOTS SASK POLY PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	42	-	430	189	(241)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness
10 PD PARKING	10-25-114-165-20561-6115	GF PARKING LOTS DWNTOWN WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	112	600	649	49	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness
11 PD PARKING	10-25-114-165-20561-6119	GF PARKING LOTS DWNTOWN PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	47	150	162	12	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness
12 PD PARKING	10-25-114-166-00000-6111	GF PARKING METERS SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	330	-	-	-	67,364	67,364	Increase relates to the allocation of a position from Bylaw Services Functional Area to Parking Services Functional Area to better reflect where their time is spent. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13 PD PARKING	10-25-114-166-00000-6115	GF PARKING METERS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	171,147	189,415	122,283	-	235,743	235,743	In the 2023 Budget, the Meters Services Supervisor along with the three Parking Meter Inspectors were budgeted under the Bylaw Division. The budget for the Meter Services Supervisor and Parking Meter Inspectors have been transferred to the account where they are now being charged to accounting for the increase. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14 PD PARKING	10-25-114-166-00000-6119	GF PARKING METERS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	72,172	85,264	57,657	-	75,998	75,998	In the 2023 Budget, the Meters Services Supervisor along with the three Parking Meter Inspectors were budgeted under the Bylaw Division. The budget for the Meter Services Supervisor and Parking Meter Inspectors have been transferred to the account where they are now being charged to accounting for the increase. The increase also relates to the allocation of a position from Bylaw Services Functional Area to Parking Services Functional Area to better reflect where their time is spent. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15 PD PARKING	10-25-114-165-20560-7502	GF PARKING LOTS SASK POLY TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	671	447	720	720	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
16 PD PARKING	10-25-114-165-20561-7541	GF PARKING LOTS DWNTOWN OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	1,928	310	310	-	Supplies for parking meters, signs, and traffic paint used in Parking Lots.
17 PD PARKING	10-25-114-165-20561-7585	GF PARKING LOTS DWNTOWN LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	600	300	-	300	300	-	Annual Cost for SaskPower permits.
18 PD PARKING	10-25-114-166-00000-7501	GF PARKING METERS POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,986	6,020	2,754	7,040	5,000	(2,040)	Average of actuals
19 PD PARKING	10-25-114-166-00000-7502	GF PARKING METERS TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,525	1,596	1,377	1,250	1,250	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
20 PD PARKING	10-25-114-166-00000-7540	GF PARKING METERS CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,844	1,577	1,119	3,850	3,850	-	Maximum annual budget for 4 outside workers as per collective agreement: \$1,600 for 2 pairs for boots/employee/yr @ \$200/pair + \$1,200 for 4 pairs of pants/employee/yr @ \$75/pair + \$1,400 for 1 jacket/employee @ \$350 / jacket = \$4,200 Jacket are all weather with 3 layers and are not purchased every year. However it is expected that at least 3 jackets will need to be replaced in 2024.
21 PD PARKING	10-25-114-166-00000-7541	GF PARKING METERS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	21,881	9,495	8,748	16,000	15,000	(1,000)	\$9,000 - Maintenance and operation of approximately 700 parking meters: requiring batteries, meter cards, thermal paper, ticket books, lock deicer, and other small tools. \$7,000 - There has been an increase in the vandalism of parking meters over the last 3-4 year causing this account to be consistently overbudget. The cost to replace an entire parking meter is approx. \$2,000. Usually a vandalized meter can be repaired for \$200-\$500 and does not need to be replaced but the City has had several meters go missing in the past.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
22 PD PARKING	10-25-114-166-00000-7544	GF PARKING METERS OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	760	881	247	500	500	-	5 year average is \$410 therefore \$500 is an adequate budget. General office supplies include, labels, paper pads, tape, markers, pens, highlighters, white out etc.
23 PD PARKING	10-25-114-165-20560-7300	GF PARKING LOTS SASK POLY CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	-	168	-	1,610	900	(710)	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
24 PD PARKING	10-25-114-166-00000-7300	GF PARKING METERS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	33,675	43,279	21,650	31,800	31,800	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
25 PD PARKING	10-25-114-165-20560-7883	GF PARKING LOTS SASK POLY BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	383	553	408	840	840	-	Average for coin transportation, rolling, and deposits.
26 PD PARKING	10-25-114-166-00000-7883	GF PARKING METERS BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	2,809	3,029	1,484	2,750	2,750	-	\$2,750 - 3 year average for bank charges related to coin processing. (transport, roll, deposit)

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

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

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

<b>IMPOUND LOT</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$422,000	\$437,000	(\$15,000)	-3.43%
<b>Total Revenues</b>	<b>\$422,000</b>	<b>\$437,000</b>	<b>(\$15,000)</b>	<b>-3.43%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$1,830	\$2,800	(\$970)	-34.64%
Contracted and General Services	\$100,820	\$101,320	(\$500)	-0.49%
Financial Charges	\$1,800	\$1,800	\$0	0.00%
Utilities	\$9,430	\$9,500	(\$70)	-0.74%
Fleet Expenses	\$900	\$1,590	(\$690)	-43.40%
Maintenance Materials and Supplies	\$65,340	\$65,090	\$250	0.38%
Insurance	\$1,640	\$1,630	\$10	0.61%
Bad Debt Expense	\$20,000	\$52,000	(\$32,000)	-61.54%
<b>Total Expenses</b>	<b>\$201,760</b>	<b>\$235,730</b>	<b>(\$33,970)</b>	<b>-14.41%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(\$220,240)</b>	<b>(\$201,270)</b>	<b>(\$18,970)</b>	<b>9.43%</b>



**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$15,000 decrease** in User Charges and Fees revenue:

- \$25,000 **decrease** in revenue for the Impound Lot. Storage Revenue is based on the number of tows and the average days (\$17/day) a vehicle is in the impound lot. If the vehicle is sold for less than the fees incurred, the difference is written off to "Impound Lot Bad Debt Expense". This is a reduction of vehicles in the impound lot.
- \$10,000 increase in revenue regarding lien checks, removing plates and returning to SGI, reimbursement for SGI auction costs (i.e. 20% of sale price), Revenue from sales of vehicles where auction proceeds exceed towing, storage, and administrative fees and all other lien holders have been satisfied. Net revenue is recorded after SGI administrative fees have been paid and no other security interests exist.

**\$422,000 Total User Charges and Fees Revenue:**

User Charges and Fees	2024 Budget	2023 Budget	Variance
Rental and Lease Revenue	\$30,000	\$30,000	\$0
Towing Revenue	\$7,000	\$7,000	\$0
Vehicle Disposals Revenue	\$30,000	\$20,000	\$10,000
Storage Fees	\$320,000	\$345,000	(\$25,000)
Impound Lot Fees	\$35,000	\$35,000	\$0
<b>Total Revenue</b>	<b>\$422,000</b>	<b>\$437,000</b>	<b>(\$15,000)</b>

Towing Revenue Transfer: Gross Towing Revenue is \$85,000 less the transfer to Prince Albert Police Service of \$78,000 for a budget of \$7,000 for Towing Revenue. The City continues to transfer \$78,000 to the Police Service to represent a deal that was previously agreed to when the City became the garage keeper and the Police Service would no longer realize a \$78,000 revenue from a towing contractor.

**EXPENDITURES**

**\$500 decrease** in Contracted and General Services for commissionaire services in case any alarm goes off due to any break-in or any other reason.



**\$100,820 Total Contracted and General Services** as follows:

- \$1,000 for ISC Searches
- \$500 for commissionaire services in case any alarm goes off due to any break-in or any other reason.
- \$85,000 is the Fee to Auto Rescue for being the City's Towing Company
- \$14,000 for Auction commission costs. 8% is the Rate.
- \$320 Reed Security - Monthly alarm monitoring service.

**\$1,800 Total Financial Charges** for Moneris charges for processing impound lot payments.

**\$70 decrease** for Utility costs regarding electricity and heating for the trailer at the Impound Lot.

**\$250** increase for Maintenance Materials and Supplies relating to telephone costs.

**\$10** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.

**\$32,000 decrease** for Bad Debt Expense. Vehicles are sent to auction if they are abandoned and not picked up after being towed. If the proceeds from the auction do not cover all the outstanding fees the balance is written off to bad debt. This has been reduced as the process for calculating bad debt is changing and we will not be charging storage after 30 days as they are technically the City's property at that point. **Storage Fees Revenues are also decreased by \$25,000 revenue.**

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PD IMPOUND LOT	10-25-112-000-00000-5100	GF IMPOUND LOT REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	36,325	33,645	18,240	35,000	35,000	-	\$55.00 for SGI impound \$50.00 for a police/enforcement impound Revenue expected to decrease as police towing continues to decline.
2 PD IMPOUND LOT	10-25-112-000-00000-5143	GF IMPOUND LOT STORAGE FEES	USER CHARGES AND FEES	Revenues / Funding Source	350,744	309,291	140,046	345,000	320,000	(25,000)	Storage Revenue is based on the number of tows and the average days (\$17/day) a vehicle is in the impound lot. If the vehicle is sold for less than the fees incurred, the difference is written off to "Impound Lot Bad Debt Expense" Decreased as number of tows has decreased.
3 PD IMPOUND LOT	10-25-112-000-00000-5145	GF IMPOUND LOT NON VEHICLE DISPOSAL REV	USER CHARGES AND FEES	Revenues / Funding Source	47,229	35,064	19,451	20,000	30,000	10,000	1) Removing plates and returning to SGI (\$10/plate) 2) Lien checks for all police and enforcement tows that go to auction (\$25/lien check) 3) Reimbursement for SGI auction costs (i.e. 20% of sale price). 4) Revenue from sales of vehicles where auction proceeds exceed towing, storage, and administrative fees and all other lien holders have been satisfied. Net revenue is recorded after SGI administrative fees have been paid and no other security interests exist.
4 PD IMPOUND LOT	10-25-112-000-00000-5148	GF IMPOUND LOT TOWING REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	15,146	11,203	(1,962)	7,000	7,000	-	\$85,000 Gross Revenue - \$78,000 Paid to police = \$7,000 net revenue Police are given \$78,000 (\$6500/mth) as a portion of the revenue received for the work they do to impound vehicles. Police impounds are down substantially but the amount of compensation has not changed. Auto rescue is also paid for the tows. Historically the amount paid to Auto Rescue is 100% of the gross revenue. Therefore the budgeted expense in "Impound Lot:Self Employed Contractors" is \$85,000.
5 PD IMPOUND LOT	10-25-112-000-00000-5420	GF IMPOUND LOT RENTAL AND LEASE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	25,714	25,714	19,286	30,000	30,000	-	Monthly fee from Auto Rescue for the compound subleasing agreement. The City leases the property from SPCA and collects a portion of the rental cost from Auto Rescue. Lease revenue should cover at least 50% of costs to City to lease land and building.
6 PD IMPOUND LOT	10-25-112-000-00000-6115	GF IMPOUND LOT WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,106	525	353	1,500	1,082	(418)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness
7 PD IMPOUND LOT	10-25-112-000-00000-6116	GF IMPOUND LOT WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	500	271	(229)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness
8 PD IMPOUND LOT	10-25-112-000-00000-6119	GF IMPOUND LOT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	527	186	211	800	474	(326)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness
9 PD IMPOUND LOT	10-25-112-000-00000-7237	GF IMPOUND LOT PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	298	292	195	320	320	-	Reed Security - Monthly alarm monitoring service
10 PD IMPOUND LOT	10-25-112-000-00000-7239	GF IMPOUND LOT CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	1,215	964	1,500	1,000	(500)	ISC searches
11 PD IMPOUND LOT	10-25-112-000-00000-7294	GF IMPOUND LOT COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	270	318	350	500	500	-	Commissionaire Services in case any alarm goes off due to any break-in or any other reason.
12 PD IMPOUND LOT	10-25-112-000-00000-7295	GF IMPOUND LOT SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	93,231	86,764	47,658	85,000	85,000	-	This is what we pay Auto Rescue for each tow as per our contract.
13 PD IMPOUND LOT	10-25-112-000-00000-7299	GF IMPOUND LOT OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	15,157	14,022	6,472	14,000	14,000	-	Auction commission costs will vary dependent on auction sales. 8% is the rate.
14 PD IMPOUND LOT	10-25-112-000-00000-7300	GF IMPOUND LOT CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	1,443	688	486	1,590	900	(690)	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
15 PD IMPOUND LOT	10-25-112-000-00000-7502	GF IMPOUND LOT TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	969	581	750	1,000	250	Based on actual charges for data lines, internet, landlines, and cell phone usage.
16 PD IMPOUND LOT	10-25-112-000-00000-7533	GF IMPOUND LOT GRANULAR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	602	-	500	500	-	Gravel used for the maintenance and repair of Impound Lot.
17 PD IMPOUND LOT	10-25-112-000-00000-7541	GF IMPOUND LOT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	529	637	637	500	500	-	For Impound lots-garbage bags, gloves & puncture proof gloves, masks, hand sanitizer, small equipment repairs and other operating supply items as required. Budget reduced due to no small equipment purchases expected (2019 purchased small snow blower)
18 PD IMPOUND LOT	10-25-112-000-00000-7573	GF IMPOUND LOT MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,305	226	239	1,000	1,000	-	Repairs to trailer located on impound lot.
19 PD IMPOUND LOT	10-25-112-000-00000-7574	GF IMPOUND LOT BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	318	4,077	828	2,000	2,000	-	Repairs to fence due to frequent damage and break-ins
20 PD IMPOUND LOT	10-25-112-000-00000-7579	GF IMPOUND LOT BUILDING RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	58,104	59,717	47,732	59,840	59,840	-	\$3,300 per month to SPCA for land rent \$860 per month to William Scotsman for trailer rental \$9900 estimated for property taxes. The City pays the property taxes on behalf of the SPCA as part of the lease agreement. Partial cost recovery for the land and building is collected from Auto Rescue as a revenue
21 PD IMPOUND LOT	10-25-112-000-00000-7580	GF IMPOUND LOT HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	507	-	500	500	-	Budget for snow removal when City Equipment is not available.
22 PD IMPOUND LOT	10-25-112-000-00000-7652	GF IMPOUND LOT HEAT FUEL	UTILITIES	Expenses / Expenditure	4,332	5,700	2,551	4,200	3,952	(248)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
23 PD IMPOUND LOT	10-25-112-000-00000-7653	GF IMPOUND LOT ELECTRICITY	UTILITIES	Expenses / Expenditure	4,560	3,640	2,423	5,300	5,477	177	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
24 PD IMPOUND LOT	10-25-112-000-00000-7883	GF IMPOUND LOT BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	1,978	1,790	993	1,800	1,800	-	Moneris charges for processing impound lot payments.
25 PD IMPOUND LOT	10-25-112-000-00000-7896	GF IMPOUND LOT INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	1,454	1,527	1,032	1,630	1,640	10	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
26 PD IMPOUND LOT	10-25-112-000-00000-8000	GF IMPOUND LOT BAD DEBT EXP	BAD DEBT EXPENSE	Expenses / Expenditure	52,996	65,091	26,851	52,000	20,000	(32,000)	Vehicles are sent to auction if they are abandoned and not picked up after being towed. If the proceeds from the auction do not cover all the outstanding fees the balance is written off to bad debt. This has been reduced as the process for calculating bad debt is changing and we will not be charging storage after 30 days as they are technically the City's property at that point.



City of  
**Prince Albert**

***CORR 23-72***

**TITLE:** 2022 Settlement Municipal Share - Housing Projects

**DATE:** **October 13, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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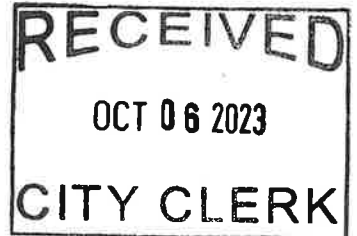
**ATTACHMENTS:**

1. Letter dated September 15, 2023

Written by: Roger Parenteau, Executive Director, Saskatchewan Housing Corporation

September 15, 2023

Clerk  
City of Prince Albert  
1084 Central Avenue  
PRINCE ALBERT SK S6V 7P3



Re: 2022 Settlement Municipal Share - Housing Projects

Based on the financial operations of the Prince Albert Housing Authority, the City's share of the operating loss for 2022 is \$67,391.15.

A schedule providing details of the 2022 municipal share is enclosed for your reference. Please provide a cheque for the amount owing to Saskatchewan Housing Corporation at 11<sup>th</sup> Floor, 1920 Broad Street, Regina, SK S4P 3V6.

We are also providing you with the estimated 2023 municipal settlement for your budget planning. Please note this estimate is based on the housing authority's 2023 budget and is subject to change based on the year end actuals. The final amount will be invoiced in 2024. If you have any questions, please contact the Prince Albert Housing Authority at (306) 953-7420.

Sincerely,



Roger Parenteau  
Executive Director

cc: Manager, Prince Albert Housing Authority  
Charlene Miller, Chairperson, Prince Albert Housing Authority  
Natasha Sebastian, Director, Housing Authority Operations, SHC

SCHEDULE OF MUNICIPAL SHARE  
 CITY OF PRINCE ALBERT  
 2022 HOUSING AUTHORITY OPERATIONS  
 FILE: PRINCEALBERT

PROJECT TYPE	DIVISION NUMBER	BUSINESS UNIT DESCRIPTION	2022 ACTUAL			2023 ESTIMATE				
			BUSINESS UNIT	NET INCOME/(LOSS) PER HOUSING AUTHORITY		MUNICIPAL SHARE H.A. INCOME/(LOSS)	TOTAL INVOICE (PAYMENT)	BUDGETED NET INCOME/(LOSS) PER HOUSING AUTHORITY		ESTIMATED 2022 INVOICE
				BUSINESS UNIT	FINANCIAL STATEMENT			FINANCIAL STATEMENT	MUNICIPAL SHARE H.A. INCOME/(LOSS)	
SPH - SENIORS	70 11	1301 Mitchell & Molstad Place	1284	(178,204.41)	(8,910.22)		(160,721.00)	(8,036.05)		
SPH - SENIORS	70 11	1303 Sherman Carment Northcote	1285	(726,846.41)	(36,342.32)		(1,783,609.00)	(89,180.45)		
SPH - SENIORS	70 11	1304 Chester Court	1286	(31,839.63)	(1,591.93)		(105,849.00)	(5,292.45)		
SPH - SENIORS	70 11	2507 Providence Place	1287	(13,490.63)	(674.53)		(42,550.00)	(2,127.50)		
SPH - FAMILY	71 11	3772 8th Street and 15th Ave	1391	(74,315.43)	(3,715.77)		20,929.00	1,046.45		
SPH - FAMILY	71 11	3773 Single family scattered	1392	(9,365.56)	(468.28)		(34,163.00)	(1,708.15)		
SPH - FAMILY	71 11	3777 Carlton/ Blackwood /17th /Muir	1393	(276,331.09)	(13,816.55)		(56,019.00)	(2,800.95)		
SPH - FAMILY	71 11	3778 Bryant Place	1394	(75,747.76)	(3,787.39)		(8,314.00)	(415.70)		
PHD NON-PROFIT	75 11	6851 Village Green	1568	(204,055.90)	0.00		(269,689.00)	0.00		
PHD NON-PROFIT	75 11	6852 Meadow Green	1569	(217,281.57)	0.00		(91,711.00)	0.00		
PHD NON-PROFIT	75 11	6853 Bryant Place	1570	(33,203.01)	0.00		9,934.00	0.00		
PHD NON-PROFIT	75 11	6949 12th St West	1571	(171,677.34)	0.00		(8,832.00)	0.00		
PHD NON-PROFIT	75 11	6950 Providence Place	1572	2,850.30	0.00		(15,841.00)	0.00		
LIMITED DIVIDEND - MARQUIS PLACE	75 11	6952 Marquis Place	1573	(190,578.28)	0.00		(120,560.00)	0.00		
LIMITED DIVIDEND - CEDAR PLACE	75 11	6953 Cedar Estates	1574	(259,439.61)	0.00		(322,477.00)	0.00		
SECTION 56.1 - 93 COMM (WESTFLATS)	87 11	9301 Providence/17th St	1954	(28,305.15)	(1,415.26)		9,889.00	494.45		
HOMES NOW - 9TH STREET APT	91 11	0002 Homes Now 411 9th	1987	(4,793.63)	(239.68)		(19,194.00)	(959.70)		
HOMES NOW - DUPLEXES	91 11	0003 Homes Now 16th & 3rd	1988	(17,628.97)	(881.45)		1,870.00	93.50		
NEW AFFORDABLE RENTALS		Prince Albert New Aff. Ren 1	2073	(18,696.28)	0.00		(14,815.00)	0.00		
PRINCE ALBERT NEW FAMILY		Prince Albert New Family	2089	(39,108.69)	0.00		40,312.00	0.00		
VVC		840 5th St E, Prince Albert	2151	57,500.00	0.00		57,450.00	0.00		
VVC		840 6th St East, Prince Albert	2147	51,500.00	0.00		51,450.00	0.00		
LESS: Interest Differential					4,452.23			4,423.05		
2020 Balance										
					(2,459,058.05)	(67,391.15)	67,391.15	(2,862,510.00)	(104,463.50)	104,463.50
<b>TOTAL INVOICE</b>							<b>67,391.15</b>			<b>104,463.50</b>





**RPT 23-368**

**TITLE:** Building Inspection Services Reserve Establishment

**DATE:** September 14, 2023

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That a Building Inspection Services Reserve be established;
2. That at the end of each year all Surplus revenue from the Building Inspection Services Division be transferred into the Building Inspection Services Reserve; and,
3. That a Class III Building Inspector be hired for a three (3) year term to be funded from the Building Inspection Services Reserve.

**TOPIC & PURPOSE:**

To establish a reserve for the Building Inspection Division, and to transfer any surplus revenue to the reserve. This reserve would be used to fund a Class III Building Inspector position.

**BACKGROUND:**

Currently the City of Prince Albert is seeing large investment and growth in our community with the majority of the projects falling under the responsibility of a Class III Building Inspector. This is mostly because of the size and occupancy of the buildings under construction and the buildings being proposed. These types of buildings are complex and require many hours to complete plan reviews to ensure that they meet the requirements of the National Building Code of Canada before the permits can be issued. Once the permits have been issued, each building requires multiple inspections (minimum of 7), along with meetings with engineers, architects, and project managers to ensure the construction of the project meets the requirements of the permit and the National Building Code.

In order to be a Building Official within the Province of Saskatchewan, you must meet the criteria set out by the Building and Technical Standards Branch with the Provincial Government Ministry of Government Relations Branch and be licenced.

They have also put in place the training requirements for Building Officials and what type of buildings they can handle based on the Licence requirements they have implemented. From this Legislation this puts the Liability on the City to ensure these are being followed and are in place for the safety of the residents.

#### Class I Building Official Licence (Building Inspector I position)

- Houses
- Duplex's
- Secondary Suites
- Detached Garages for the above Building Types

#### Class II Building Official Licence (Building Inspector II position)

- Any Class I Building
- Under 600m<sup>2</sup>
- Less than 3 Stories
- No F1-Heavy Industrial ( OSB Plant, Pulp Mill)
- No A Occupancies (ex. Church, Restaurant, Daycare, School)
- No B Occupancies ( ex. Jail, Hospital, Care Facilities)

#### Class III Building Official Licence (Building Inspector III position)

- Any Type and Size of Building.

In order to maintain optimal customer service and to ensure these large economic development projects move forward in a timely fashion the following approach is being proposed by the Chief Building Official.

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

For 2023, the budgeted Building Permit revenue was \$260,000. With so many projects still under design and coming forward, the division is going to have a large surplus of revenue in excess of approximately \$325,426 for 2023 alone. This surplus of revenue does not include permit fees for The Yard District as the revenue in this development has been allocated as part of the funding model for the Aquatic's and Arena project. In consideration of this, it is being proposed that we establish a Building Revenue reserve, to fund the hiring of a Class III Building Inspector for an interim three (3) year period.

An additional Class III Building Inspector, will ensure that The City of Prince Albert is ready to welcome this unprecedented investment and growth in our community that will continue for years to come. This will provide support and coverage to the division and help with Permit turnaround times and ensure no delays of construction projects.

Many of these construction projects, once started, will take at least 2 plus years to complete. The permit fees for these projects are paid at the time the permit is issued, however staff resources are required until the project has been completed. Administration has reached out our local Engineering and Architect firms to have a better idea of some of the projects coming forward in 2023 and into 2024. We are expecting to see many projects seeking approval in 2023 because of the upcoming code changes but will not start construction until 2024. The total cost for the Building Inspector III position are as follows:

- \$85,000 (2021 CBA rate)
- \$21,250 ( Benefits and Pension consist of 25% of wage)
- \$2500 ( IT costs)
- \$1000 ( Uniforms and Personal Protective Equipment)
- \$700 ( Office set up)
- \$600 ( Membership and License fee)

The total for a new employee would be \$111,050. Once established there would be a reduction in IT costs, office set up, uniform and PPE.

With the surplus in just 2023 set up into a reserve we would be able to fund this position for approximately 3 years.

#### **CONSULTATIONS:**

Administration has worked with HR to finalize a Job Description and to determine a salary. Administration has worked with Financial Services to discuss the set up a reserve.

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

Administration will communicate with the other departments to implement if approved by City Council

**FINANCIAL IMPLICATIONS:**

By Establishing a reserve with the surplus from the Building Inspection Division this will fund the position

The total cost for the Building Inspector III position are as follows:

- \$85,000 (2021 CBA rate)
- \$21,250 ( Benefits and Pension consist of 25% of wage)
- \$2500 ( IT costs)
- \$1000 ( Uniforms and Personal Protective Equipment)
- \$700 ( Office set up)
- \$600 ( Membership and License fee)

The total for a new employee would be \$111,050. Once established there would be a reduction in IT costs, office set, uniform and PPE.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

No Policy Implications

No Privacy Implications

No Options to Recommendation

**STRATEGIC PLAN:**

Economic Diversity and Stability

Identify and accommodate the needs of new and existing industries, businesses, and professionals in Prince Albert

**OFFICIAL COMMUNITY PLAN:**

Section Eleven Healthy Economy

Ensure a development and business friendly environment to help attract diverse and long term economic growth through partnerships between business, government and the community;

**PUBLIC NOTICE:**

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

Written by: Michael Nelson, Chief Building Official

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



City of  
**Prince Albert**

*BI 23-14*

**TITLE:** Financial Services

**DATE:** October 27, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Financial Services



# FINANCIAL SERVICES



City of  
**Prince  
Albert**

**2024 BUDGET**

SECTION EIGHT – FINANCIAL SERVICES



City of  
**Prince  
Albert**



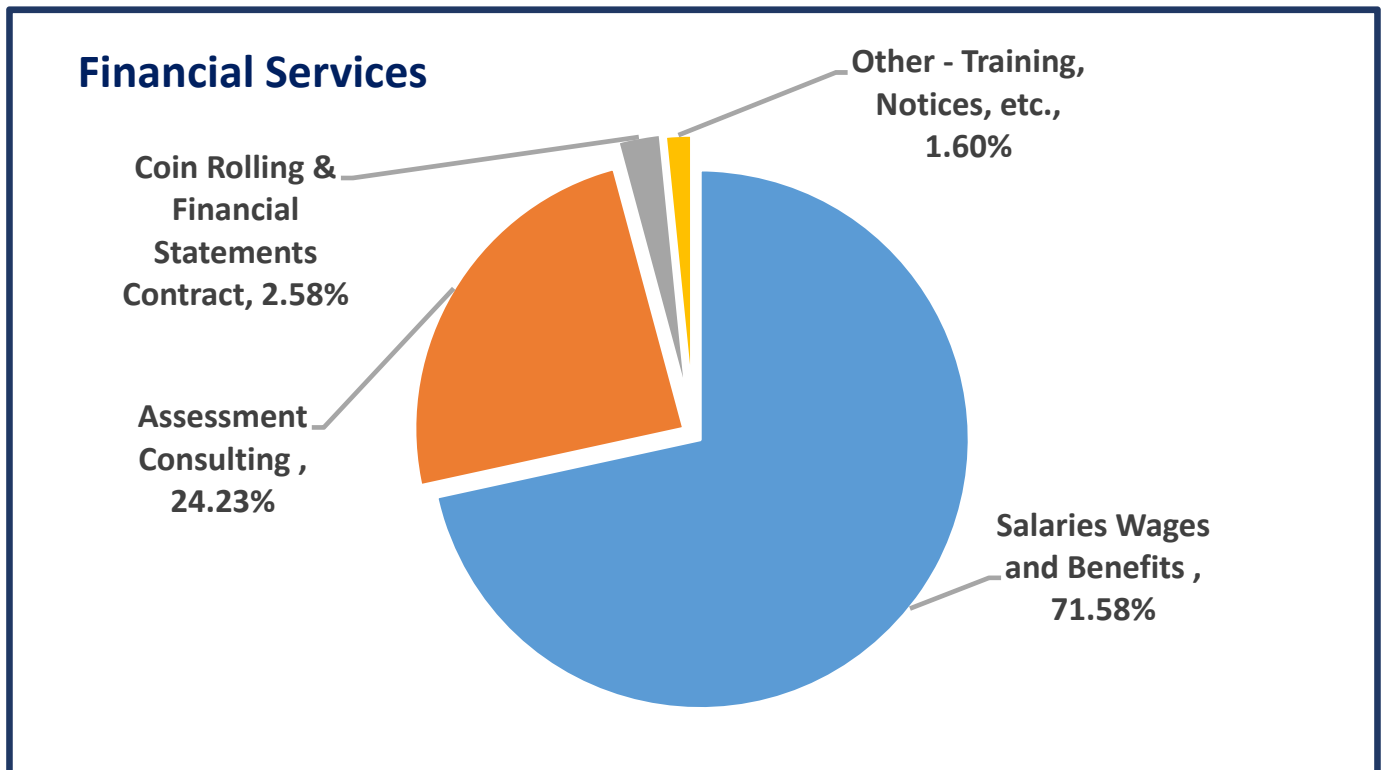
Permanent Out of Scope FTE Total: 10.0  
Permanent In Scope FTE Total: 21.0  
New Permanent Staffing FTE Requests: 0  
(FTE: Full Time Equivalent)



## Financial Services

<b>FINANCIAL SERVICES</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$63,650	\$65,420	(\$1,770)	-2.71%
Sundry	\$22,000	\$18,500	\$3,500	18.92%
<b>Total Revenues</b>	<b>\$85,650</b>	<b>\$83,920</b>	<b>\$1,730</b>	<b>2.06%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$2,690,540	\$2,464,250	\$226,290	9.18%
Contracted and General Services	\$192,200	\$107,630	\$84,570	78.57%
Financial Charges	\$6,100	\$6,100	\$0	0.00%
Fleet Expenses	\$15,230	\$15,230	\$0	0.00%
Maintenance Materials and Supplies	\$234,100	\$228,830	\$5,270	2.30%
<b>Total Expenses</b>	<b>\$3,138,170</b>	<b>\$2,822,040</b>	<b>\$316,130</b>	<b>11.20%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$3,052,520</b>	<b>\$2,738,120</b>	<b>\$314,400</b>	<b>11.48%</b>

### Increases in 2024 Budget:





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

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

<b>ASSESSMENT</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$52,200	\$54,600	(\$2,400)	-4.40%
Total Revenues	\$52,200	\$54,600	(\$2,400)	-4.40%
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$668,520	\$601,680	\$66,840	11.11%
Contracted and General Services	\$89,600	\$13,200	\$76,400	578.79%
Fleet Expenses	\$9,380	\$9,380	\$0	0.00%
Maintenance Materials and Supplies	\$60,470	\$56,890	\$3,580	6.29%
Total Expenses	\$827,970	\$681,150	\$146,820	21.55%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$775,770</b>	<b>\$626,550</b>	<b>\$149,220</b>	<b>23.82%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$2,400 decrease** in revenue relating to tax searches and certificates. Charges are levied as per the "Financial Service Fees and Charges Bylaw".

**\$52,200 Total User Charges and Fees Revenue** as follows:

- \$27,000 in revenue from Tax Enforcement fees.
- \$25,200 for tax searches and certificates (\$2,100/month based on 2023 average). Charges are levied as per the "Financial Service Fees and Charges Bylaw".



## EXPENDITURES

**\$66,840** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

### **\$76,400 increase in Contracted and General Services as follows:**

- \$76,600 new budget for Assessment Consulting.
- \$200 **decrease** in ISC expenses.

### **\$89,600 Total Contracted and General Services as follows:**

- \$1,000 for ISC expenses that cannot be charged back to the property owner.
- \$9,000: Appeal charges for Court Reporter costs at Board of Revision and cost for transcripts. (4 hours hearing and transcripts approx. \$2,000 x 2 hearings = \$4,000). Due to more appeals with tax agents. This account includes all ISC charges for corporates searches, sales batches, title searches, etc. Sales have continued to be high so will estimate based on 2021 and 2022 market activity \$5,000.
- \$3,000: SAMA Case Law Index update - SAMA has this completed by a contract worker and will be a shared cost by all assessment jurisdictions from 2024 and forward. This document is an extremely useful tool for assessment as it gets updated with all new SMB and COA appeal decisions. It is used by assessment staff during appeal timeframe on an annual basis - \$3,000 annually.
- \$76,600 for Assessment Consulting Services.

### **Assessment Consultant Services**

The 2024 Budget includes the amount of \$76,600 for Assessment Consulting Services.

A report was forwarded to the May 15, 2023 City Council meeting regarding Assessment Consultant Services.

City Council approved the following motion *“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.”*

The proposed approach to continue to work towards the implementation of the Income Approach to Value for the commercial properties in the 2025 Revaluation would be to use the resources of an external consultant – TJ Ewert Professional Services.

The 2024 Budget includes the amount of \$76,600 to fund the external consultant.

**Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #6 for [RPT 23-188 – Assessment Consultant Services](#) for additional information.**

**\$3,580** increase in Maintenance Materials and Supplies as follows:

- \$2,020 for 2025 Revaluation insert double sided and color to be included with the Assessment notices.
- \$1,030 increase in postage. Estimated usage for a non-reassessment year. 2023 requests is the beginning of collecting information for the 2029 Revaluation that all commercial and multi-residential properties receive the request.
- \$330 increase for telephone for assessment staff.
- \$200 additional charges for new candidates for IAAO for staff to work towards their designations.
- \$600 for courses required for assessment training.
- \$500 **decrease** in operating supplies.
- \$100 **decrease** in print shop services as more printing of questionnaires done in house. Focus on some commercial inspections in summer 2024.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	FS ASSESSMENT AND TAX	10-22-092-000-00000-5109	GF ASSESS AND TAX CERTIFICATE AND SEARCH FEE	USER CHARGES AND FEES	Revenues / Funding Source	55,217	49,157	18,704	54,600	52,200	(2,400)	\$27,000 Tax Enforcement fees (4thQ) + \$25,200 for tax searches and certificates (\$2100/mth - based on 2023 average per month - slight decrease from 2022's \$2,300/mth average) = \$52,200 Charges are levied as per the "Financial Service Fees and Charges Bylaw"
2	FS ASSESSMENT AND TAX	10-22-092-185-00000-6111	GF ASSESSMENT SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	446,585	579,574	302,093	429,180	478,244	49,064	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	FS ASSESSMENT AND TAX	10-22-092-185-00000-6119	GF ASSESSMENT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	89,063	120,845	69,287	91,790	103,440	11,650	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	FS ASSESSMENT AND TAX	10-22-092-185-00000-6120	GF ASSESSMENT SALARY ALLOC	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	(43,870)	(30,480)	(45,700)	(49,740)	(4,040)	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to other Financial Services Functional Areas to reflect where actual time is spent.
5	FS ASSESSMENT AND TAX	10-22-092-185-00000-7239	GF ASSESSMENT CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	6,423	4,040	15,447	12,000	88,600	76,600	Appeal charges for Court Reporter costs at Board of Revision and cost for transcripts. (4 hrs hearing and transcripts approx. \$2,000 x 2 hearings = \$4,000). Due to more appeals with tax agents. This account includes all ISC charges for corporates searches, sales batches, title searches, etc. Sales have continued to be high so will estimate based on 2021 and 2022 market activity \$5,000. SAMA Case Law Index update - SAMA has this completed by a contract worker and will be a shared cost by all assessment jurisdictions from 2024 and forward. This document is an extremely useful tool for assessment as it gets updated with all new SMB and COA appeal decisions. It is used by assessment staff during appeal timeframe on an annual basis - \$2,500 annually. This also includes a one time expense with an assessment consultant (TJ Ewert Professional Services) to assist with the implementation of the income approach for commercial properties. The returned forms analysis from property owners was completed in 2023 but model development will be completed in 2024. The consultant will assist the City Assessor with training all appraisers to provide a full understanding before values are sent out to property owners. Assisting in reviewing all the final values, preparation of educational material for the public and development of training tools for appraisers to help ensure they have the proper instructions to complete this work on a go forward basis. Assist in developing narrative for commercial video to help property owners understand the change between approaches and how properties are valued on the income approach. A high cost for the long term benefit based on the consultant's extensive experience with the income approach.
6	FS ASSESSMENT AND TAX	10-22-092-185-00000-7300	GF ASSESSMENT CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	8,340	8,902	6,240	9,380	9,380	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
7	FS ASSESSMENT AND TAX	10-22-092-185-00000-7500	GF ASSESSMENT TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	2,398	822	6,000	6,000	-	Potential of moving meetings from virtual to in-person for City Assessor, Sub-Revaluation and SAMA/Commercial Advisory meetings. Also includes travel and accommodations for the SAAA conference for all assessment staff. Potential in-person Canadian Property Assessment Network (CPAN) Conference (two-day) for City Assessor to attend.
8	FS ASSESSMENT AND TAX	10-22-092-185-00000-7501	GF ASSESSMENT POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	12,647	3,120	2,144	2,850	6,300	3,450	Estimated usage for a non-reassessment year Annual notices in January - approx \$2,000 Supps in July and Oct - approx \$275 I/E Comm & MF Mail-out 1st letter - approx \$1,500 I/E Comm & MF Mail-out 2nd letter - approx. \$375 I/E Comm & MF Mail-out 3rd letter registered mail - \$2,150 (2023 requests is the beginning of collecting information for the 2029 Reval that all commercial and multi-res properties receive the request)

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
9	FS ASSESSMENT AND TAX	10-22-092-185-00000-7502	GF ASSESSMENT TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,569	3,763	3,126	3,770	4,100	330	Based on actual charges for data lines, internet, landlines, and cell phone usage. There is an estimates increase up to 8% for 2024.
10	FS ASSESSMENT AND TAX	10-22-092-185-00000-7504	GF ASSESSMENT ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,779	3,207	-	6,000	6,000	-	Further development with the Communications department on assessment information related to concepts and principles for public educational material. This will provide more transparency to the public to further explain issues property owners are faced with. This is an annual effort to better prepare the public, Council and staff prior to the 2025 Revaluation. The focus for 2024 will be on Commercial with the move to value the properties on the income approach for 2025. This will ensure our communication for the implementation of this approach is ready.
11	FS ASSESSMENT AND TAX	10-22-092-185-00000-7506	GF ASSESSMENT MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,882	2,288	1,500	2,500	2,700	200	6 staff SAAA x \$250 = \$1,500 2 staff IAAO x \$350 = \$700 City Assessor IAAO designations x 350 = \$350 Additional charges for new candidates for IAAO for staff to work towards their designations.
12	FS ASSESSMENT AND TAX	10-22-092-185-00000-7508	GF ASSESSMENT TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	830	6,235	5,978	8,600	9,200	600	UBC Courses 444 - \$895/each IAAO Online Courses 102 & 112 - \$410 each Ethics Course - \$300 SAAA RPA - \$500 LG 202 Course at U of R - \$1,060 includes application fee  Roxanne - 2 x \$410 = \$820 Thomas - 1 x \$895 + 1 x \$1060 = \$1,955 Darcy - 1 x \$500 & 2 x \$410 = \$1,320 Heather - 1 x \$895 + 1 x \$1060 = \$1,955 SAAA Conference - \$525 x 6 = \$3,150
13	FS ASSESSMENT AND TAX	10-22-092-185-00000-7540	GF ASSESSMENT CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,065	975	625	800	800	-	Additional jacket for assessment staff for spring/fall as shirts are too light and the winter jackets are too warm during these times. Appraisers wearing City attire during inspections is positive for the property owners as they are aware of who we are than just seeing our City ID and that we are there on official city business. This has resulted in increased cooperation from property owners to complete inspection work.
14	FS ASSESSMENT AND TAX	10-22-092-185-00000-7541	GF ASSESSMENT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,795	3,184	431	1,500	1,000	(500)	Budget is required for replacement of tape measures, keyboard trays, chairs, etc.,
15	FS ASSESSMENT AND TAX	10-22-092-185-00000-7544	GF ASSESSMENT OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,741	4,351	700	1,500	1,500	-	Budget includes assessment return envelopes that are required for requests for information from the public. Budget is also for general office supplies (binders, dividers/labels/paper/pads/tape/ markers/pens/highlighters/white out/etc) purchased with the Financial Services dpmt.
16	FS ASSESSMENT AND TAX	10-22-092-185-00000-7582	GF ASSESSMENT SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	427	411	501	750	2,168	1,418	Photocopier expense - moved to main floor sharing copier/printer 75% allocated to Assessment This also includes the 2025 Revaluation insert double sided and colour to be included with the 2025 Assessment notices in early January 2025.
17	FS ASSESSMENT AND TAX	10-22-092-185-00000-7584	GF ASSESSMENT PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	715	693	17	400	300	(100)	Continued effort to provide notice to property owners by use of door tags and business cards so property owners are aware that appraisers were in the area. Door tags and questionnaires on all inspections started in 2020 when positive comments and higher amounts of responses were received. More printing of questionnaires done in house. Focus on some commercial inspections in summer 2024.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
18	FS ASSESSMENT AND TAX	10-22-092-186-00000-6120	GF TAX SALARY ALLOC	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	126,540	130,520	84,240	126,410	136,580	10,170	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to other Financial Services Functional Areas to reflect where actual time is spent. The decrease is related to turnover and step adjustments.
19	FS ASSESSMENT AND TAX	10-22-092-186-00000-7239	GF TAX CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,438	409	(294)	1,200	1,000	(200)	ISC expenses that can not be charged back to the property owner. Amounts vary annually depending on tax enforcement. Reduced based on previous spending.
20	FS ASSESSMENT AND TAX	10-22-092-186-00000-7501	GF TAX POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20,238	14,131	13,274	19,420	17,000	(2,420)	Based on actual usage for 2022 and projected usage of 2023 - reduced based on actuals. The largest portion of spending relates to the tax noticed delivery - costs of which are reflected in the actuals for 2023.
21	FS ASSESSMENT AND TAX	10-22-092-186-00000-7544	GF TAX OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,825	2,010	494	1,600	1,600	-	Envelopes & paper for annual tax notice mail outs. Amount varies annually depending on timing of bulk purchases. Current budget is sufficient as there should be a purchase in 2024 for envelopes and paper considering small spending in 2023.
22	FS ASSESSMENT AND TAX	10-22-092-186-00000-7582	GF TAX SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	667	1,823	1,190	900	1,500	600	Charges for photocopier toner - amounts are charged on a per paper basis. Increased amount considering increased charges in 2023.
23	FS ASSESSMENT AND TAX	10-22-092-186-00000-7584	GF TAX PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	227	211	232	300	300	-	Perforated paper for taxation notices.

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

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

<b>ASSET MANAGEMENT</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	<b>\$129,800</b>	<b>\$88,870</b>	\$40,930	46.06%
Maintenance Materials and Supplies	<b>\$200</b>	<b>\$0</b>	\$200	
Total Expenses	<b>\$130,000</b>	<b>\$88,870</b>	<b>\$41,130</b>	<b>46.28%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$130,000</b>	<b>\$88,870</b>	<b>\$41,130</b>	<b>46.28%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

This represents the position of the Asset Manager at 100% and 50% of an Accounting Clerk time.

The increased cost under Salaries Wages and Benefits is as a result of the Asset Manager position being allocated 100% to this Functional Area for the 2024 Budget. In 2023, 50% of the salary was budgeted and 50% of the Accounting Clerk time.

For Year 2024, the increase is the full position of Asset Manager at 100%. The increase is offset by a reduction in the Financial Services Functional Area.

The allocation results in a reduction to Financial Services Functional Area.

The amount of \$200 under Maintenance Materials and Supplies relates to an accounting membership for 2024.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 FS ASSET MANAGEMENT	10-22-093-000-00000-6111	GF ASSET MANAGEMENT SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	-	75,195	75,195	The increase for 2024 is a result of Asset Manager salary now budgeted directly to this Functional Area. Overall salaries and wages for the Asset Management Functional Area are up \$40,930 primarily because in the prior year 50% of their salary was included under the Financial Services Functional Area.
2 FS ASSET MANAGEMENT	10-22-093-000-00000-6119	GF ASSET MANAGEMENT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	-	15,653	15,653	The increase for 2024 is a result of Asset Manager salary now budgeted directly to this Functional Area. Overall salaries and wages for the Asset Management Functional Area are up \$40,930 primarily because in the prior year 50% of their salary was included under the Financial Services Functional Area.
3 FS ASSET MANAGEMENT	10-22-093-000-00000-6120	GF ASSET MANAGEMENT SALARY ALLOC	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	75,410	77,760	59,280	88,870	38,950	(49,920)	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to other Financial Services Functional Areas to reflect where actual time is spent. The decrease is a result of the Asset Manager salary now being budgeted directly to the Asset Management Functional Area instead of through an allocation (in prior years 50%) now that the position is filled. Remaining allocation relates to a portion of
4 FS ASSET MANAGEMENT	10-22-093-000-00000-7506	GF ASSET MANAGEMENT MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	200	200	The budget relates to the 2024 memberships and dues for the staff under Asset Management Functional Area.



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

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

<b>FINANCIAL SERVICES</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$9,450	\$8,820	\$630	7.14%
Sundry	\$22,000	\$18,500	\$3,500	18.92%
<b>Total Revenues</b>	<b>\$31,450</b>	<b>\$27,320</b>	<b>\$4,130</b>	<b>15.12%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$1,483,140	\$1,429,810	\$53,330	3.73%
Contracted and General Services	\$102,600	\$94,430	\$8,170	8.65%
Financial Charges	\$500	\$500	\$0	0.00%
Maintenance Materials and Supplies	\$156,600	\$160,310	(\$3,710)	-2.31%
<b>Total Expenses</b>	<b>\$1,742,840</b>	<b>\$1,685,050</b>	<b>\$57,790</b>	<b>3.43%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,711,390</b>	<b>\$1,657,730</b>	<b>\$53,660</b>	<b>3.24%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$630** increase for User Charges and Fees Revenue for various service charges, NSF cheques, AR Finance Charges and for Stats Canada requests. **Total 2024 Budget of \$9,450.**

**\$3,500** increase in revenue. Budget relates to the rebate the City receives from the MasterCard program. **Total 2024 Budget of \$22,000.**



**EXPENDITURES**

**\$53,330** increase in Salaries Wages and Benefit as follows:

- \$134,200 increase as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$41,920 **decrease** with the restructuring of Financial Services and the elimination of an Assistant Director of Financial Services position.
- \$38,950 **decrease** with the allocation of 50% of the Asset Manager being transferred and charged as a 100% position under the Asset Management Functional Area.

**\$8,170** increase in Contracted and General Services as follows:

- \$4,050 increase in the awarded Garda Bank Courier and Coin Rolling Contract. Contract was approved by City Council
- \$4,120 increase for the Audit of Annual Financial Statements – MNP.

**\$102,600 Total Contracted and General Service:**

- \$84,050 for the 5 year RFP awarded in August 2022 to MNP for audit of consolidated financial statements and the Municipal Annual Expenditure Reports for the Canada Community Building Fund. Audit + MAER for the next four years: 2024 - \$81,252 + 2,775 = \$84,027.
- \$17,050 budget for Garda Bank Courier and Coin Rolling Services Contract. 2 year extension of their contract was approved in RPT 23-311: \$8,722 for standard pickup + fuel surcharge (estimated at 12% - 1,046) + coin rolling \$6,313 + PST \$965 = \$17,046.
- \$1,500 for annual document shredding.

**\$3,710 decrease** in Maintenance Materials and Supplies as follows:

- \$1,100 **decrease** in Travel and Accommodation. Previous budget was for management to attend CAGFO or CPA conference. However the CAGFO conference has not been attended in the last few years. The CPA conference is now being offered virtually so no travel budget is needed to attend. Remaining budget relates to incidental travel for meetings at other facilities as per the City's travel policy.
- \$1,000 **decrease** in equipment. New folding machine was purchased in 2022 and new postage machine was approved for purchase in 2023. This accounts for the decreased cost in repairs in 2023. Budget reduced to account for this.
- \$700 **decrease** in postage.
- \$1,500 **decrease** in telephone.
- \$980 **decrease** in memberships and dues. CPA Professional Dues 4 x \$1,100 = \$4,400. GFOA Membership for 5 employees = \$800.00. Decrease from 2023 as 1 less CPA in Finance so less professional dues.
- \$970 increase in the allocation of IT licensing and Software for Financial Services.
- \$600 increase in printing. Account relates to photocopier and printer equipment charges. Budget projection based on increasing costs in 2022 and 2023. Copies made are for entire department not including monthly water bill which is allocated to the Utility Fund.

**Bank Courier and Coin Rolling Services - Agreement Extension**

City Council Motion of September 5, 2023

That the Bank Courier and Coin Rolling Services Agreement between The City and GardaWorld Cash Services Canada Corporation be extended for a two (2) year term from January 1, 2024 to December 31, 2025.

**Audit of Annual Financial Statements RFP 29/22 Results**

City Council Motion of September 26, 2022

That the Request for Proposal No. 29 of 2022 for the Audit of Annual Financial Statements be awarded to MNP LLP, for a five (5) year term from December 31, 2022 to December 31, 2026.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	FS FINANCE	10-22-095-000-00000-5100	GF FINANCE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	(4,958)	9,781	15,630	8,820	9,450	630	\$1,800 (\$150/mth) for various service charges + \$3,600 (\$300/mth) for NSF cheques + \$3,600 (\$300/mth) AR Finance Charges + 450 for Stats Canada requests (new in 2023 - this is the reason for the large overage in 2023 as \$8K was charged to Stats Canada for assessment data requests. This is expected to be an annual request however less time required to meet the request moving forward so less of a charge).
2	FS FINANCE	10-22-095-000-00000-5800	GF FINANCE SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	20,244	18,846	23,562	18,500	22,000	3,500	Budget relates to the rebate the City receives from the MasterCard program. Actual amount received in 2023 was \$23,561. Budget increased to \$22,000 for 2024.
3	FS FINANCE	10-22-095-000-00000-6111	GF FINANCE SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,551,694	1,772,335	1,168,466	1,740,430	1,768,656	28,226	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	FS FINANCE	10-22-095-000-00000-6114	GF FINANCE SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	19,870	24,445	19,288	31,290	38,576	7,286	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	FS FINANCE	10-22-095-000-00000-6115	GF FINANCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,155	1,462	1,113	-	1,000	1,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. Finance has not historically had a wage budget - however this is where accrued vacation for term employees is paid out of. Finance often has term employees, at least in the form of summer students - anticipated to have again in 2024.
6	FS FINANCE	10-22-095-000-00000-6119	GF FINANCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	320,851	358,145	249,885	363,410	376,708	13,298	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	FS FINANCE	10-22-095-000-00000-6120	GF FINANCE SALARY ALLOC	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	(837,860)	(809,920)	(470,240)	(705,320)	(701,800)	3,520	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to the Water Utility Fund as well as other Financial Services Functional Areas.
8	FS FINANCE	10-22-095-000-00000-7231	GF FINANCE AUDIT SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	58,769	67,644	54,390	79,930	84,050	4,120	5 year RFP awarded in August 2022 to MNP for audit of consolidated financial statements and the Municipal Annual Expenditure Reports for the Canada Community Building Fund. Audit + MAER for the next four years: 2024 - \$81,252 + 2,775 = \$84,027 2025 - \$85,248 + 3,053 = \$88,301 2026 - \$89,466 + 3,330 = \$92,796 2027 - \$93,906 + 3,779 = \$97,685
9	FS FINANCE	10-22-095-000-00000-7237	GF FINANCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	12,727	12,796	8,787	13,000	17,050	4,050	Budget for Garda Bank Courier and Coin Rolling Services contract. 2 year extension of their contract was approved in RPT 23-311: \$8,722 for standard pickup + fuel surcharge (estimated at 12% - 1,046) + coin rolling \$6,313 + PST \$965.
10	FS FINANCE	10-22-095-000-00000-7299	GF FINANCE OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,871	1,081	995	1,500	1,500	-	Annual document shredding - historical actuals vary between 900-1,800 annually. Current budget is sufficient.
11	FS FINANCE	10-22-095-000-00000-7410	Sent from Allocation "16-055-070 - IT Software Allocation" (18.04 %)	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	149,360	72,080	108,130	109,101	971	Line item represents the allocation of IT software costs to their respective users. The IT section contains a detailed breakdown of these costs and the basis for allocation.
12	FS FINANCE	10-22-095-000-00000-7500	GF FINANCE TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	195	770	136	1,500	400	(1,100)	Previous budget was for management to attend CAGFO or CPA conference. However the CAGFO conference has not been attended in the last few years. The CPA conference has begun to be offered virtually so no travel budget is needed to attend. Remaining budget relates to incidental travel for meetings at other facilities as per the City's travel policy.
13	FS FINANCE	10-22-095-000-00000-7501	GF FINANCE POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,479	3,761	2,854	5,700	5,000	(700)	For mailing AR invoices/statements, AP cheques, payroll, general correspondence. 4 year average equates to about \$4,800 - budget reduced in 2024 to \$5,000 to account for this average and potential rate increase on Jan 1/24. Will continue to encourage vendors to use EFT to keep cost down.
14	FS FINANCE	10-22-095-000-00000-7502	GF FINANCE TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	8,486	7,512	4,687	9,000	7,500	(1,500)	Telephone budget is based on review of historical charges. Reduced budget based on actual charges in 2023 and 2022.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
15	FS FINANCE	10-22-095-000-00000-7503	GF FINANCE CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	2,100	2,100	-	Budget relates to conferences held specific to professional designation requirements as a CPA and learning resources for municipal finances. Virtual conferences have begun to be offered which will be attended to avoid travel expenses. CAGFO and CPA Canada/SK both offer virtual conferences annually.
16	FS FINANCE	10-22-095-000-00000-7506	GF FINANCE MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,104	5,543	4,039	6,180	5,200	(980)	CPA Professional Dues 4 x \$1100 = \$4,400. GFOA Membership for 5 employees = \$800.00. Decrease from 2023 as 1 less CPA in Finance so less professional dues.
17	FS FINANCE	10-22-095-000-00000-7508	GF FINANCE TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,313	6,706	1,820	3,000	3,000	-	Budget kept the same as 2023 - anticipated to be spent on advanced Excel courses and additional courses offered through CPA Canada such as the public sector certificate program.
18	FS FINANCE	10-22-095-000-00000-7511	GF FINANCE MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	156	-	1,178	300	300	-	Current budget is sufficient to cover misc. items for meetings.
19	FS FINANCE	10-22-095-000-00000-7541	GF FINANCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	13,625	20,488	13,833	2,000	2,000	-	Office furniture & fixtures - majority of actual spending in 2023 relates to items that should have been coded to the office supplies budget. Additional 2K spent in 2023 due to finishing renovations in Finance.
20	FS FINANCE	10-22-095-000-00000-7544	GF FINANCE OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	16,468	18,600	4,077	15,000	15,000	-	Actual spending in 2023 was coded to operating supplies instead of office supplies (accounts for under spending here and over spending in operating). Budget for: \$2100 ink for postage machine (\$700/each x3) \$500 replace small office equipment (calculators) \$4500 paper (100 boxes @ \$45/ box) \$2000 window / other sized envelopes \$2000 banker boxes and files \$3900 general office supplies (binders/dividers/labels/paper pads/tape/colored paper for filing/markers/pens/highlighters/white out etc.)
21	FS FINANCE	10-22-095-000-00000-7574	GF FINANCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	17,897	10,462	-	-	-	The restructure of Financial Services resulted in a change in the front counter operations, where all customer service representatives can take payments and handle inquiries, instead of having each person dedicated to a specific function such as tax, water, cash, parking, etc. Due to this change, the ergonomic set up of the front counter requires modifications along with the signage and presentation. Finance received a quote for such a cost at \$62,000. 2023 spending related to finishing Finance renovations approved in 2022.
22	FS FINANCE	10-22-095-000-00000-7578	GF FINANCE OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,580	2,208	-	2,500	1,500	(1,000)	New folding machine was purchased in 2022 and new postage machine was approved for purchase in 2023. This accounts for the decreased cost in repairs in 2023. Budget reduced to account for this.
23	FS FINANCE	10-22-095-000-00000-7582	GF FINANCE SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,383	6,816	4,462	4,900	5,500	600	Account relates to photocopier and printer equipment charges - own the equipment however are charged for toner based on page counts. Budget projection based on increasing costs in 2022 and 2023. Copies made are for entire department not including monthly water bill which is allocated to the Utility Fund.
24	FS FINANCE	10-22-095-000-00000-7883	GF FINANCE BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	143	352	-	200	200	-	\$120 GMEI Utility - Legal Entity Identification Renewal - requirement to have performed for RBC loan. Additional \$80 budgeted for Incidental Wire transfer fees.
25	FS FINANCE	10-22-095-000-00000-7885	GF FINANCE CASH OVER OR SHORT	FINANCIAL CHARGES	Expenses / Expenditure	209	521	82	300	300	-	Averages between \$200 - \$500 annually. Current budget is sufficient.

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

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

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

<b>PURCHASING AND STORES</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$2,000	\$2,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$409,080	\$343,890	\$65,190	18.96%
Financial Charges	\$5,600	\$5,600	\$0	0.00%
Fleet Expenses	\$5,850	\$5,850	\$0	0.00%
Maintenance Materials and Supplies	\$16,830	\$11,630	\$5,200	44.71%
<b>Total Expenses</b>	<b>\$437,360</b>	<b>\$366,970</b>	<b>\$70,390</b>	<b>19.18%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$435,360</b>	<b>\$364,970</b>	<b>\$70,390</b>	<b>19.29%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$2,000 Total User Charges and Fees** revenue for items sold at Auction.



## EXPENDITURES

### **\$65,190** increase in Salaries Wages and Benefits:

- \$32,530 increase as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$32,660 increase for the casual position of Storekeeper relating to the City's Inventory. The budget was increased to reflect the actual amount paid in the last several years relating for casual and summer coverage.

### **\$5,600 Total Financial Charges:**

- \$5,000 for estimate on items identified through the year to be written off as no longer required.
- \$600 for estimate on inventory variances through the year. Examples - Landed costs, taxes, cycle counts, damaged items, etc.

### **\$5,200** increase in Maintenance Materials and Supplies:

- \$800 **decrease** in travel and accommodation.
- \$6,000 increase in training. Additional Public Sector Procurement Training Courses would be beneficial for Purchasing Manager along with additional Great Plains software training to assist with the purchasing operations. Increase customer service internally and externally.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	FS PURCHASING AND STORES	10-22-090-181-00000-5104	GF STORES SALE OF SUPPLIES	USER CHARGES AND FEES	Revenues / Funding Source	8,395	442	-	2,000	2,000	-	Items sold at auction.
2	FS PURCHASING AND STORES	10-22-090-180-00000-6111	GF PURCHASING SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	98,754	106,905	68,803	101,870	110,538	8,668	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	FS PURCHASING AND STORES	10-22-090-180-00000-6119	GF PURCHASING PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	18,441	20,638	15,618	19,950	21,751	1,801	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	FS PURCHASING AND STORES	10-22-090-180-00000-6120	GF PURCHASING SALARY ALLOC	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	53,400	53,440	39,840	59,760	69,020	9,260	The budget relates to a salary allocation from the Financial Services and Payroll Functional Area to other Financial Services Functional Areas to reflect where actual time is spent.
5	FS PURCHASING AND STORES	10-22-090-181-00000-6115	GF STORES WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	110,501	123,143	80,762	113,600	145,319	31,719	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	FS PURCHASING AND STORES	10-22-090-181-00000-6116	GF STORES WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	968	742	1,815	1,000	1,000	-	
7	FS PURCHASING AND STORES	10-22-090-181-00000-6119	GF STORES PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	48,578	53,132	35,628	47,710	61,454	13,744	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	FS PURCHASING AND STORES	10-22-090-180-00000-7500	GF PURCHASING TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	843	699	569	2,000	1,200	(800)	Monthly Mileage approx.. \$100/ month
9	FS PURCHASING AND STORES	10-22-090-180-00000-7501	GF PURCHASING POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3	-	-	50	50	-	5 year average for postage use is well below the \$50 budget but small budget is needed for various correspondence with vendors and suppliers.
10	FS PURCHASING AND STORES	10-22-090-180-00000-7502	GF PURCHASING TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	361	360	83	400	400	-	Reviewed actual expenses and expectations for 2023. Includes bring your own cell phone program (\$13.85 / pay period).
11	FS PURCHASING AND STORES	10-22-090-180-00000-7505	GF PURCHASING SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	91	-	200	200	-	Magazine subscriptions as required.
12	FS PURCHASING AND STORES	10-22-090-180-00000-7506	GF PURCHASING MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	840	840	-	900	900	-	Supply Chain Management & Canadian Public Procurement Council memberships.
13	FS PURCHASING AND STORES	10-22-090-180-00000-7508	GF PURCHASING TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,199	2,138	500	2,000	8,000	6,000	Additional Great Plains software training would help with the Purchasing Operations. Additional Public Sector Procurement Training Courses would also be beneficial for Purchasing Manager.
14	FS PURCHASING AND STORES	10-22-090-180-00000-7541	GF PURCHASING OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4	846	98	1,500	1,500	-	Miscellaneous items as required: Tape measure, phone headsets, file cabinets, etc.
15	FS PURCHASING AND STORES	10-22-090-180-00000-7544	GF PURCHASING OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	653	294	-	500	500	-	Miscellaneous items as required: Folders, pens, highlighters, etc..
16	FS PURCHASING AND STORES	10-22-090-180-00000-7582	GF PURCHASING SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	978	1,026	684	1,500	1,500	-	Printing cost average \$70/month For Main copier at MSC - All charged paid on actual pages printed by staff in the building. Other departments pay for the paper used to offset the expense (Fleet, Roadways, Water & Sewer and OH&S).
17	FS PURCHASING AND STORES	10-22-090-180-00000-7584	GF PURCHASING PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	50	50	-	Business cards as required.
18	FS PURCHASING AND STORES	10-22-090-181-00000-7502	GF STORES TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	453	460	308	490	490	-	Average based previous year. Based on actual charges for data lines, internet, landlines, and cell phone usage.
19	FS PURCHASING AND STORES	10-22-090-181-00000-7508	GF STORES TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	300	300	-	Miscellaneous training as required: Example: Transportation of hazardous goods, Word, Excel, etc.
20	FS PURCHASING AND STORES	10-22-090-181-00000-7540	GF STORES CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	106	323	-	500	500	-	Safety footwear as per the collective agreement. 2 FTE @ \$200 each 1 PTE @ \$100
21	FS PURCHASING AND STORES	10-22-090-181-00000-7541	GF STORES OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,191	1,403	276	1,240	1,240	-	Miscellaneous items as required: Examples - hand tools, cleaning supplies, floor mats, shelving, etc.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
22	FS PURCHASING AND STORES	10-22-090-181-00000-7300	GF STORES CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	5,280	5,580	3,960	5,850	5,850	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
23	FS PURCHASING AND STORES	10-22-090-181-00000-7881	GF STORES OBSOLETE INVENTORY	FINANCIAL CHARGES	Expenses / Expenditure	33,878	604	147	5,000	5,000	-	Estimate on items identified through the year to be written off as no longer required.
24	FS PURCHASING AND STORES	10-22-090-181-00000-7882	GF STORES INVENTORY OVER OR SHORT	FINANCIAL CHARGES	Expenses / Expenditure	(10,735)	(6,078)	(344)	600	600	-	Estimate on inventory variances through the year. Examples - Landed costs, taxes, cycle counts, damaged items, etc.



City of  
**Prince Albert**

**RPT 23-188**

**TITLE:** Assessment Consultant Services

**DATE:** May 4, 2023

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

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, if required.

**ATTACHMENTS:**

1. Assessment Consultant Services (RPT 23-144)

Written by: Executive Committee



**TITLE:** Assessment Consultant Services

**DATE:** April 18, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the cost of \$40,000 be approved for the Assessment Department to use the services of TJ Ewert Professional Services to assist in the implementation of the Income Approach for Commercial assessments for the 2025 Revaluation.
2. That the cost of \$40,000 for these services for 2023 to be funded from the savings in Financial Services' Salaries.

**TOPIC & PURPOSE:**

The purpose of this report is to advise members of City Council on the risk of implementing the Income Approach to Valuation for the 2025 Revaluation. To ensure the work can proceed for the implementation, additional resources are required by the Assessment Department with the hiring of an external consultant.

**BACKGROUND:**

The City of Prince Albert is the only City within Saskatchewan that does not value the commercial property type based on the Income Approach to Valuation. There are three valuation methods: Cost Approach, Sales Comparison Approach and Income Approach.

Currently, commercial properties within our City have continued to be valued on the Cost Approach which is based on the assumption that a purchaser would not pay any more to purchase a property than it would cost to buy a similar lot (or site) and construct an improvement on it with similar utility.

Assessment would like to change the valuation method for our commercial property valuation for the 2025 Revaluation from the Cost Approach to the Income Approach. The Income Approach is sometimes referred to as the rental income approach. The theory behind the Income Approach is that income-producing properties are bought and sold based on their income-producing potential. Income-producing properties are properties that either produce income for their owners in the form of rents or those properties that could produce rents.

Assessment has been collecting income and expense information from property owners since 2009. The issue with implementing this approach in the past was the inability of the software system to value based on the Income Approach and limited staff knowledge of the Income Approach to complete the comprehensive workload involved. With Assessment having newer software since 2017, we have been able to implement the Income Approach for multi-residential properties (4 or more self-contained units) for the 2021 Revaluation.

Assessment has continued to work towards improving our work processes, finding efficiencies, and increasing our numbers of inspections all with ensuring our work is completed accurately and maintain equity within the property valuations.

In 2022, a commercial property appeal was filed with the Board of Revision in which the City won the appeal. The Appellant further appealed to the Saskatchewan Municipal Board which overturned the Board decision. The results of this decision which was received in January 2023 has caused an additional amount of work within Assessment. This changes the division's workplan for 2023 and has resulted in additional expenses that were not budgeted for year 2023 since the amount of appeals each year is unknown. Assessment has recently come forward to City Council regarding increased legal costs for the 2023 assessment appeals. We are always considering what the risks are for appeals in the work that we complete and knowing the impacts of our work to the property owners in our City, Assessment wants to make sure we have the best resources available to us to help maintain accuracy and quality in our assessment valuations.

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

The proposed approach to continue the work towards the implementation of the Income Approach to Value for the commercial properties in the 2025 Revaluation would be to use the resources of an external consultant - TJ Ewert Professional Services.

There are multiple reasons for this:

1. **Limited staff availability** – Our senior Assessment Appraiser will be continuing to work on the depreciation change as a result of the 2022 SMB decision. This will occupy his time until the fall of 2023. The City Assessor is unable to complete this task solely on her own as there are many other responsibilities that will interfere with this work.

2. **Limited staff knowledge** – The Assessment Department has hired 3 new appraisers in the last 2 years and they have been doing exceptionally well. It takes approximately 6 – 7 years to learn all property type valuations. The newer appraisers have not learned commercial assessment yet to be able to assist in this work. They need to stay focused on the residential property assessments to ensure that the residential and condo models are completed on time for the 2025 Revaluation.
3. **Limited time** – Preliminary values are delivered to the provincial government April 1, 2024 so having all models completed by then is an advantage. Revaluation work starts in 2023 as this is a lengthy process to get completed. Then after April 1, 2024, it gives Assessment time to review the application of the models to the population of residential, condo, multi-residential and commercial properties. This also gives us time to work with taxation on the preliminary impacts to the tax tools so we can identify potential issues. Understanding the results of what the 2025 Revaluation changes will be, gives us the ability to develop communication for members of City Council prior to the delivery of the 2025 assessment notices and time to develop communication to provide to the public so they better understand the 2025 Revaluation changes.

The proposal provided by TJ Ewert Professional Services is for assistance in the full implementation of the Income Approach for commercial properties. The estimate provided is for \$73,750 which involves work to be completed in the remainder of 2023 and into the early part of 2024 so we can absorb the cost in both years. This work will be a collaborative relationship with the City Assessor as this work will be completed under her guidance. The City Assessor will be completing some of the work but the more difficult income-expense forms will be analyzed by the consultant because they are very time consuming.

This consultant has several years of experience with the Income Approach including analyzing the forms returned from property owners, reviewing commercial property physical data, understanding the commercial costing information to transpose into the income set up, income approach modeling as well as income approach support for assessment appeals. He has worked in the assessment profession since 2002 within SAMA and the City of Regina. He is currently the only consultant within Saskatchewan familiar with assessment.

There may be subsequent costs involved for 2024 and 2025, so those potential charges may be brought forward for the 2024 and 2025 budget deliberations.

### **CONSULTATIONS:**

Discussions occurred with assessment staff to determine how the impacts of the 2022 SMB decision affects our current workload and work needing to be completed to ensure the 2025 Revaluation analysis work is completed by March 31, 2024. Concerns were raised due the limited amount of licensed assessment staff available to complete commercial assessment work as well as potential impact to the remaining work load. This results in a huge risk in the ability for Assessment to work towards the implementation of the Income Approach for

commercial property assessments.

The City Assessor reached out to the only consultant company within Saskatchewan that is familiar with assessment work and also the income approach valuation method. The City Assessor consulted with the individual, Tom Ewert, on how he would be able to assist with this risk area.

There were consultations with the City Manager and Director of Financial Services to provide them with a heads up on the risk involved due to the changes in our work plan as a result of the impacts of the 2022 SMB decision.

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

The implementation of the Income Approach will require educational material to be developed to help the commercial property owners understand the change in the method of valuation.

Educational sessions with Assessment staff and members of City Council will also be completed prior to the implementation and delivery of the 2025 Revaluation assessment notices.

#### **FINANCIAL IMPLICATIONS:**

The estimated financial costs provided of \$73,750 is for the full implementation of the Income Approach for commercial properties. This analysis will be completed during 2023 and into 2024. The estimated cost for 2023 is \$40,000 with the remainder to be included in the 2024 Assessment budget numbers.

There may be potential for additional costs for subsequent steps in the process that will be evaluated and included in the 2024 and 2025 budgets. This would include assistance in the review of the population before full implementation for 2025 and appeal assistance in 2025.

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

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

#### **STRATEGIC PLAN:**

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

By implementing the Income Approach, this will change the valuations to include a calculation to reflect the Prince Albert market influences. This will eliminate the challenge we continue to be faced with on the Cost Approach resulting from the 2017 Wal-Mart Court of Appeal decision that provided there is no requirement for a market adjustment factor (MAF) to be

applied to the Property when there are no comparable sales. Currently tax agents representing certain types of commercial properties are seeking for no MAF application in majority of our commercial appeals which makes up most of the appeals each year.

**OPTIONS TO RECOMMENDATION:**

The option to this recommendation is to not hire the consultant services. This will mean that the implementation of the Income Approach for the 2025 Revaluation will not happen and the commercial assessments will continue to be valued on the Cost Approach. The City of Prince Albert will remain as the only City within Saskatchewan that is not using the Income Approach to Valuation for the commercial property type.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal Presentation by Vanessa Vaughan, City Assessor

**ATTACHMENTS:**

1. Proposal to City of Prince Albert, Mass Appraisal Service

Written by: Vanessa Vaughan, City Assessor

Approved by: Director of Financial Services & City Manager



# Implementation of the Income Approach for Assessment of Real Property

March 10, 2023

To:

Ms. Vanessa Vaughan LAAS, RES, CAE  
City Assessor  
Financial Services  
City Hall | 1084 Central Avenue  
Prince Albert SK. S6V 7P3

From:

TJ Ewert Professional Services  
Thomas B. Ewert, LAAS, RES, CAE  
Southey, SK. SOG 4P0  
306.591.1325  
tandjewert@gmail.com





Ms. Vaughan.

Please find enclosed a proposal submitted by T.J. Ewert Professional Services to assist the City of Prince Albert assessment department with implementation of the Income Approach to valuation for commercial real property in time for the 2025 Revaluation.

This proposal identifies the properties to be reviewed and other work to be performed on behalf of the City, provides a general outline of the scope of work required for this project, projected timelines, and a fee estimate for the services provided.

Thank you for the opportunity to provide you with this proposal, I look forward to working with you on this project.

Yours truly,

A handwritten signature in red ink, appearing to be 'TJ Ewert', is written over a horizontal line.

T.J. Ewert Professional Services

Thomas B. Ewert, LAAS, RES, CAE



**Proposal Submission**

**For**

**City of Prince Albert**

**Regarding**

**Implementation of the Income Approach for Assessment of Real  
Property**

**For the Commercial Properties identified in the  
City of Prince Albert**



March 10, 2023

City of Prince Albert Proposal

**Corporate Profile:**

T.J. Ewert Professional Services specializes in providing mass appraisal consulting services to a variety of clientele, both institutional and private. We recognize the importance of stable, reliable and fair assessments to municipalities and the communities that they serve.

Our goal is to provide efficient, high-quality results delivered in a timely fashion at a cost consistent with the complexity of the task. Quality of service is our top priority, along with delivering results for your organization. Our staff are experienced and qualified, backed with designations from the International Association of Assessing Officers and conforming to the Canadian Uniform Standards of Professional Appraisal Practice.

**Saskatchewan Assessment Structure:**

Assessed value for residential and commercial property in Saskatchewan for 2025 will be determined using a market value standard. Assessed values, as detailed in the following quotes from The Cities Act, with corresponding sections in The Municipalities Act for non-cities, are to be determined using mass appraisal techniques, and are intended to be reflective of market value as of the applicable base date, which is January 1, 2023, for the upcoming assessment cycle (2025-2028).

*Section 165:*

*(1) An assessment shall be prepared for each property in the city using only mass appraisal.*

*(2) All property is to be assessed as of the applicable base date.*

*(3) The dominant and controlling factor in the assessment of property is equity. (3.1) Each assessment must reflect the facts, conditions and circumstances affecting the property as at January 1 of each year as if those facts, conditions and circumstances existed on the applicable base date.”*

*Section 163:*

*(f.1) “market valuation standard” means the standard achieved when the assessed value of the property:*

*(i) is prepared using mass appraisal;*

*(ii) is an estimate of the market value of the estate in fee simple in the property;*

*(ii) reflects typical market conditions for similar properties; and*

*(iv) meets quality assurance standards established by order of the agency”*

*(f.2) “market value” means the amount that a property should be expected to realize if the estate in fee simple in the property is sold in a competitive and open market by a willing seller to a willing buyer, each acting prudently and knowledgeably, and assuming that the amount is not affected by undue stimuli;*

*f.3) “mass appraisal” means the process of preparing assessments for a group of properties as of the base date using standard appraisal methods, employing common data, and allowing for statistical testing;”*

*Provision of information to assessor*

*171(1) For assessment purposes, the assessor may, at any time, request any information or document that relates to or might relate to the value of any property from any person who owns, uses, occupies, manages or disposes of the property.*

*(2) Every year, the assessor may request the owner of property to provide information respecting:*

*(a) the persons who are carrying on business on the property; and*

*(b) the nature of the business being carried on.*

*(3) For the purpose of using a valuation technique or method of appraisal based on the use of income or benefits, an assessor may request from a person mentioned in subsection (1) any information or document that relates to:*

*(a) the income generated or expected to be generated by any property; and*

*(b) the expenses incurred or expected to be incurred with respect to any property.*

In addition to the legislation contained within *The Cities Act*, the Saskatchewan Assessment Management Agency publishes a wide variety of manuals, handbooks and guides identifying the general procedures used to value the various types of property. For commercial and multi-residential property in larger urban centers, where there is an active leasing market, the income approach is the most appropriate methodology available. For residential properties, where there are multiple sales of rather homogeneous properties available for analysis, the direct comparison approach is most appropriate. For more unique property types, and for most properties in centers with limited amounts of market data available for analysis, the modified cost approach is used to calculate assessed values.

Reassessments take place in Saskatchewan every four years with the valuation base date 24 months behind the implementation date (i.e. January 1, 2019, for the 2020-2024 assessment cycle).

**Property Identification**

T.J. Ewert Professional Services is pleased to prepare this proposal to provide consulting services to the City of Prince Albert for valuation of Commercial property within the boundaries of the City. While actual addresses of the properties to be reviewed have not been provided, the quantities and general type of properties included are identified in the following table:

Property Type	Quantity
Fast Food	5
Enclosed Mall	2
Office	45
Strip Mall	33
Warehouse	24
Hotels	6
<b>Total</b>	115

A review of each property will be conducted, with recommendations provided for action where necessary. Following the review of the properties, final models will be developed in coordination with the City Assessor.

**Mass Appraisal Standard:**

*The Cities Act* defines Mass Appraisal as “a broad term that is applied to the production of property values for a group of properties on a ‘mass’ level by using standard methods, common data, and allowing for statistical testing.”

A Market Study, Sales Ratio Study, other Statistical Studies and analysis used in the Production of a Mass Appraisal are defined by the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) as Mass Appraisal Reports, which for the purposes of this assignment constitute a consulting assignment. The difference between an appraisal and a consulting assignment is that a consulting assignment typically results in a recommendation for action as opposed to the provision of an opinion of value. All reports provided to the clients for this assignment will conform to the CUSPAP as detailed for consulting assignments.

The intended use of such reports is to provide independent advice to the client to assist in determining which courses of action should be taken with respect to the creation of the assessments. Recommended actions required to ensure equitable valuation of the properties and appropriate assessment model development will be identified, along with any anticipated constraints and alternatives. The only intended user of the report will be the client, the City of Prince Albert. Liability to unintended users is strictly denied.

### **Procedure / Reporting:**

The Mass Appraisal Consulting Assignment will include:

1. Identification and review of each physical property and its basic characteristics
  - Review includes preliminary verification of property (space) type, condition and property area by means of desktop review using publicly available computer technologies and data gathered by the City of Prince Albert.
  
2. Verification of Rental Income data
  - The income and expense information related to each property is provided to the City each year by the owner of the property according to The Cities Act. Verification includes development of net operating income per square foot, occupancy and various other income and expense related metrics as required for each property.

3. Development of Rental Income and Capitalization Models
  - In collaboration with the City Assessor and assessment staff from the City, the various models will be developed in order to determine assessed values using the Income Approach, or whichever approach to value is determined to be most appropriate for the property types.
  
4. A report will be prepared and recommendations of valuation methods and model structures for the various property groups will be communicated to the client for each of the Income and Sale analyses.

**Subsequent Steps in the Process:**

Following the review of the properties, recommendations can be made about optimal valuation model structures and appropriate approaches to value. Finally, final valuation parameters selected and models can be migrated into the City's CAMA system for application to the individual properties.

Further actions can include and are not limited to:

- Provision of various statistical summary data required for the City's reporting purposes such as assessment model documentation reports, primary audit filing, support of values, etc.
- Assistance with various reporting and documenting needs as required
- Creation of training tools to assist assessment staff with understanding and explaining income valuation models, with training for City staff may be provided as required
- Assistance with applying the assessment models to the population of commercial properties within the various property groups in the City
- Assistance to the City of Prince Albert supporting the valuation methods used, as required and as agreed to by T.J. Ewert Professional Services and the City of Prince Albert



### **Client Responsibilities:**

For the purposes of this consulting assignment, the client and/or its representative will be asked to provide:

- A primary contact and single backup contact person to co-ordinate with for this assignment.
- A laptop computer with access to the City of Prince Albert's CAMA system.
- Operating income and expense information for each property for the years 2022, 2021 and 2020 collected by the City.
- Sale validation reports or other information required to verify terms and conditions of real estate transactions within the City, already collected by the City.
- Financial statements provided from accommodation properties must be in accordance with uniform Canadian accounting standards including detailed accounting of COVID subsidy receipts.
- Timely access to electronic databases required for model development

Any/all of the above information provided by the client is assumed to be correct and will be relied on for the purposes of conducting the mass appraisal consulting assignment. For that reason, the clients agree to save harmless the consultant for any errors or omissions resulting therefrom.

Information provided by the client will be returned to the client at the end of the assignment and will not be used for any purpose other than those described above.

**Real Property Assessment Review Costs:**

Proposed fees for the services described herein are detailed in the table below:

Estimate for Review of Physical Characteristics and Financial Data - General Commercial Property	\$33,750
Estimate for Review of Physical Characteristics and Financial Data - Hotels	\$14,400
Estimate - Income Analysis	\$17,600
Estimate - Sale Analysis	\$8,000
Total Estimate for Initial Services *plus applicable taxes.	\$73,750

In addition to the above, if further actions are requested by the client, fees shall be applied on an hourly basis as negotiated by the City of Prince Albert and T.J. Ewert Professional Services and for travel to the City of Prince Albert as required.

**Qualifications & Experience:**

T.J. Ewert Professional Services provides an exceptional level of service including:

- Extensive knowledge and experience with the Saskatchewan assessment system, including application of all three approaches to value and support of value
- 10+ years of experience conducting mass appraisal statistical analyses, assessment model building and assessment appeals in Saskatchewan
- Relationships with assessment professionals and authorities and other stakeholders across the province, including leading international experts
- Qualified in-house experienced staff to deliver the project on time and on budget
- Experienced in delivering large projects
- Superior track record including 99% success rate at tribunal hearings

Thank you for taking the time to review this proposal and I look forward to hearing from you.

If you have any questions, please do not hesitate to contact me at 306 591 1325.

Yours truly,



T.J. Ewert Professional Services

Thomas B. Ewert, LAAS, RES, CAE

306 591 1325

tandjewert@gmail.com

## Qualifications (Cont'd)

### Thomas B. Ewert, LAAS, RES, CAE

**Position** Principle, T.J. Ewert Professional Services, an independent mass appraisal service provider

**Qualifications** Thomas has been employed in the assessment profession since 2002. He is a member of the International Association of Assessing Officers, having achieved their RES designation in 2007 and the CAE designation in 2010 and a member of the Saskatchewan Association of Assessing Officers, holding their LAAS designation. Thomas works primarily in the valuation of commercial and industrial property, including mass appraisal model development and application.

**Experience** Mass appraisal valuation work involves many aspects, beginning with the validation of property characteristics and income generating capabilities, financial statements and other market related data. In the end, mass appraisal models are developed, applied and supported at the various tribunals and courts.

Thomas is skilled in the application of mass appraisal techniques covering a broad spectrum of properties including all types of commercial and industrial, heavy industrial and residential properties. Previous experience includes mass appraisal model building in several jurisdictions within Saskatchewan, including leading a team responsible for the valuation of real property in a large jurisdiction in Saskatchewan using all the income, cost and direct sales comparison approaches to value. Thomas has been qualified as an expert witness and has advocated successfully at the Board of Revision and Saskatchewan Municipal Board on numerous occasions, and has assisted with many assessment files at the Saskatchewan Court of Appeal.

In addition to attaining the CAE designation, Thomas has worked with a variety of international experts in the assessment profession. He presented his work at the 2018 IAAO Annual Conference in Minneapolis.



City of  
**Prince Albert**

*BI 23-15*

**TITLE:** Fire Services

**DATE:** October 27, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Fire Services





# FIRE SERVICES



City of  
**Prince  
Albert**

**2024 BUDGET**

SECTION NINE – FIRE SERVICES



City of  
**Prince  
Albert**



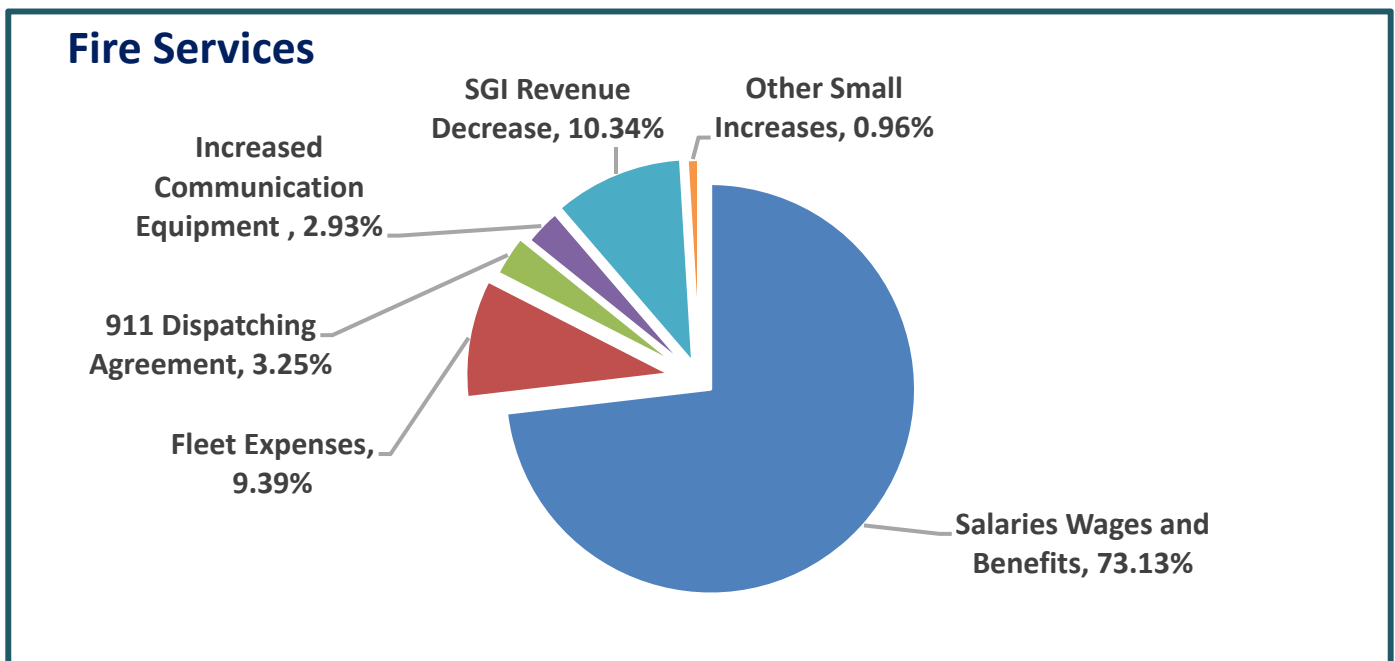
Permanent Out of Scope FTE Total: 6.0  
Permanent In Scope FTE Total: 46.0  
New Permanent Staffing FTE Requests: 0  
(FTE: Full Time Equivalent)



## Fire Services

FIRE SERVICES	2024 Budget	2023 Budget	Variance	% Change
<b>REVENUES</b>				
User Charges and Fees	\$339,210	\$365,070	(\$25,860)	-7.08%
Interest and Penalties	\$10,000	\$0	\$10,000	
Sundry	\$18,000	\$29,000	(\$11,000)	-37.93%
<b>Total Revenues</b>	<b>\$367,210</b>	<b>\$394,070</b>	<b>(\$26,860)</b>	<b>-6.82%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$8,179,980	\$7,967,740	\$212,240	2.66%
Contracted and General Services	\$50,620	\$40,380	\$10,240	25.36%
Utilities	\$51,740	\$50,400	\$1,340	2.66%
Fleet Expenses	\$574,170	\$546,930	\$27,240	4.98%
Maintenance Materials and Supplies	\$424,500	\$412,230	\$12,270	2.98%
Insurance	\$4,110	\$4,090	\$20	0.49%
<b>Total Expenses</b>	<b>\$9,285,120</b>	<b>\$9,021,770</b>	<b>\$263,350</b>	<b>2.92%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$8,917,910</b>	<b>\$8,627,700</b>	<b>\$290,210</b>	<b>3.36%</b>

### Increases in 2024 Budget:





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

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

<b>FIRE ADMINISTRATION</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$15,000	\$15,000	\$0	0.00%
Interest and Penalties	\$10,000	\$0	\$10,000	
<b>Total Revenues</b>	<b>\$25,000</b>	<b>\$15,000</b>	<b>\$10,000</b>	<b>66.67%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$1,171,810	\$1,177,400	(\$5,590)	-0.47%
Contracted and General Services	\$15,000	\$15,000	\$0	0.00%
Maintenance Materials and Supplies	\$56,670	\$56,600	\$70	0.12%
Insurance	\$210	\$210	\$0	0.00%
<b>Total Expenses</b>	<b>\$1,243,690</b>	<b>\$1,249,210</b>	<b>(\$5,520)</b>	<b>-0.44%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,218,690</b>	<b>\$1,234,210</b>	<b>(\$15,520)</b>	<b>-1.26%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$15,000 Total User Charges and Fees Revenue** relating to cost recovery for securing property affected by fire and non compliance with the Fire Services Bylaw No. 15 of 2021 (ex. Demolitions).

**\$10,000 New Interest and Penalties Revenue.** Revenue account relates to fines, such as false alarms, as per Bylaw No. 15 of 2021.



**EXPENDITURES**

**(\$5,590) decrease** in Salaries Wages and Benefits. The increased costs as per contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases in the amount of \$89,714 is **offset by the transfer of \$95,304 for the position of an Out of Scope Fire Administrative Manager to a Human Resources Coordinator position in Corporate Services.**

**\$15,000 Total Contracted and General Services** relating Contractor fees for securing property affected by fire and noncompliance with the Fire Services Bylaw No. 15 of 2021. This typically will include boarding of windows and doors. In extreme cases could include demolition. All expenditures are invoiced back to the property owner and deposited into the revenue account. **There is a matching revenue of \$15,000 under User Charges and Fees Revenue.**

**\$70** increase in Maintenance Materials and Supplies:

- \$200 increase for professional development training including courses, workshops and seminars.
- \$180 increase for the Industry Canada Radio License Annual Renewal for 2024.
- \$310 **decrease** relating to the Allocation of IT Software and Licensing fees for Fire Services.

Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	FIRE ADMIN	10-45-120-000-00000-5100	GF FIRE ADMIN REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	43,230	33,453	73,898	15,000	15,000	-	Cost recovery for securing property affected by fire and non compliance with the fire safety bylaw. All charges to 10-45-120-000-00000-7295 are recovered and applied to this account.
2	FIRE ADMIN	10-45-120-000-00000-5764	GF FIRE ADMIN FINES	INTEREST AND PENALTIES	Revenues / Funding Source	-	-	-	-	10,000	10,000	Revenue account relates to fines, such as false alarms, as per bylaw 15 of 2021. Revenue actuals for this account were historically charged to account 5100 however are now being tracked separately.
3	FIRE ADMIN	10-45-120-000-00000-6111	GF FIRE ADMIN SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	782,586	756,656	632,245	941,460	933,260	(8,200)	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services. These increases are offset by the transfer of the Fire Administration Manager budget to Human Resources.
4	FIRE ADMIN	10-45-120-000-00000-6113	GF FIRE ADMIN STAT PAY	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	33,131	26,572	23,620	38,380	41,330	2,950	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
5	FIRE ADMIN	10-45-120-000-00000-6118	GF FIRE ADMIN SERVICE AND SPECIAL	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,235	2,070	1,823	2,210	2,210	-	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
6	FIRE ADMIN	10-45-120-000-00000-6119	GF FIRE ADMIN PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	307,466	180,736	154,719	195,350	195,010	(340)	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services. These increases are offset by the transfer of the Fire Administration Manager budget to Human Resources.
7	FIRE ADMIN	10-45-120-000-00000-7295	GF FIRE ADMIN SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	42,030	19,315	47,476	15,000	15,000	-	Contractor fees for securing property affected by fire and non compliance with the fire safety bylaw. This typically will include boarding of windows and doors. In extreme cases could include demolition. All expenditures are invoiced back to the property owner and deposited into revenue account 10-45-120-000-00000-5100
8	FIRE ADMIN	10-45-120-000-00000-7410	Sent from Allocation "16-055-070 - IT Software Allocation" (4.11 %)	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	34,000	16,800	25,150	24,836	(314)	Line item represents the allocation of IT software costs to their respective users. The IT section contains a detailed breakdown of these costs and the basis for allocation.
9	FIRE ADMIN	10-45-120-000-00000-7500	GF FIRE ADMIN TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	108	4,619	822	5,000	5,000	-	Travel and accommodations for OOS professional development, Provincial and National association Meetings.
10	FIRE ADMIN	10-45-120-000-00000-7501	GF FIRE ADMIN POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	211	472	397	300	300	-	Based on average usage.
11	FIRE ADMIN	10-45-120-000-00000-7502	GF FIRE ADMIN TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,691	8,486	5,446	8,430	8,430	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
12	FIRE ADMIN	10-45-120-000-00000-7506	GF FIRE ADMIN MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	958	1,635	1,010	2,000	2,000	-	Canadian Association of Fire Chiefs and Saskatchewan Association of Fire Chief's membership dues for both Chief and Deputy Chief.
13	FIRE ADMIN	10-45-120-000-00000-7508	GF FIRE ADMIN TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	567	2,025	2,642	2,000	2,200	200	Professional development including courses, seminars and workshops.
14	FIRE ADMIN	10-45-120-000-00000-7511	GF FIRE ADMIN MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	79	2,071	1,033	2,000	2,000	-	Management and Department meetings, Open House, Staff recognition, and Critical Incident Debriefings.
15	FIRE ADMIN	10-45-120-000-00000-7541	GF FIRE ADMIN OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,116	1,810	739	2,000	2,000	-	Office supplies, equipment, and furnishings.
16	FIRE ADMIN	10-45-120-000-00000-7544	GF FIRE ADMIN OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,291	1,518	1,622	2,000	2,000	-	Office Supplies. Examples: Pens, Paper, envelopes and stationary etc...
17	FIRE ADMIN	10-45-120-000-00000-7582	GF FIRE ADMIN SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	572	956	656	1,000	1,000	-	maintenance agreement for the photocopy/printer. Includes labor, parts, drums, and supplies. Excluding paper and staples. 2022 ending balance was \$956.03.
18	FIRE ADMIN	10-45-120-000-00000-7585	GF FIRE ADMIN LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,659	1,716	1,832	1,720	1,900	180	Industry Canada - Radio License annual renewal 2022 ending balance was \$1,715.64
19	FIRE ADMIN	10-45-120-300-00000-7500	GF FIRE EMO ADMIN TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	2,000	2,000	-	Saskatchewan Emergency Preparedness Education and Conference held annually in Saskatoon.
20	FIRE ADMIN	10-45-120-300-00000-7511	GF FIRE EMO ADMIN MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	1,000	1,000	-	Training facility fees and refreshments.
21	FIRE ADMIN	10-45-120-300-00000-7541	GF FIRE EMO ADMIN OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,005	1,596	-	2,000	2,000	-	Supplies and equipment required to operate EMO, and an EMO incident.
22	FIRE ADMIN	10-45-120-300-00000-7896	GF FIRE EMO ADMIN INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	153	200	132	210	210	-	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.

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

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

<b>FIRE FIGHTING</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$314,210	\$337,070	(\$22,860)	-6.78%
Sundry	\$18,000	\$29,000	(\$11,000)	-37.93%
<b>Total Revenues</b>	<b>\$332,210</b>	<b>\$366,070</b>	<b>(\$33,860)</b>	<b>-9.25%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$6,665,410	\$6,474,020	\$191,390	2.96%
Contracted and General Services	\$32,320	\$22,880	\$9,440	41.26%
Maintenance Materials and Supplies	\$182,600	\$174,100	\$8,500	4.88%
<b>Total Expenses</b>	<b>\$6,880,330</b>	<b>\$6,671,000</b>	<b>\$209,330</b>	<b>3.14%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$6,548,120</b>	<b>\$6,304,930</b>	<b>\$243,190</b>	<b>3.86%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$22,860 decrease** in User Charges and Fees as follows:

- \$30,000 **decrease** in revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by PAFD involving SGI insured vehicle. Decrease from \$80,000 to \$50,000. The decrease reflects a review of actual revenue for the last three years.
- \$640 increase relating to the Service Agreement for provision of fire and rescue service to the Saskatchewan Penitentiary. 3% increase in revenue.
- \$7,000 increase in revenue for 2024, 3% fee for service increase to provide fire and rescue services to the R.M. of Prince Albert.
- \$500 **decrease** in revenue from fees generated from fire and fire extinguisher training.



**\$314,210 Total User Charges and Fees Revenue** as follows:

- \$234,000 in revenue for 2024 to include a 3% fee for service increase to the Agreement to provide fire and rescue services to the R.M. of Prince Albert.
- \$50,000 revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by PAFD involving SGI insured vehicle.
- \$29,210 revenue from the Service agreement for provision of fire and rescue service to the Saskatchewan Penitentiary. Includes an estimated 3% increase.
- \$1,000 in revenue from fees generated from fire and fire extinguisher training.

**\$11,000 decrease** in Sundry Revenue relating to:

- \$9,000 **decrease** in revenue from fire work permits, SCBA air filling, file searches, and LAFOIP.
- \$2,000 **decrease** in fire fighter recruiting fees paid by each participant to offset recruiting costs. Adjusted to reflect actuals.

**\$18,000 Total Sundry Revenue** as follows:

- \$16,000 in revenue from fire work permits, SCBA air filling, file searches, and LAFOIP.
- \$2,000 in revenue for \$150.00 firefighter recruiting fee paid by each participant to off-set recruiting costs.

**EXPENDITURES**

**\$191,390** increase in Salaries Wages and Benefits as per wage increases, including applicable step increases, and payroll benefit increases. This amount includes a small increase of \$13,300 for overtime based on historical costs.

**\$9,440 increase in Contracted and General Services** as follows:

- **\$9,440** increase regarding 911 Dispatching Service Agreement with the Saskatchewan Public Safety Agency. As per Amendment No. 1, the Per Capita Charge increased January 1, 2024 by \$0.25 to a total of \$0.75 per capita charge. This increase is applied to the Statistic Canada 2021 Census population of 37,756 x \$0.25 = \$9,439.

**\$32,320 Total Contracted and General Services** as follows:

- \$28,320 relating to the Dispatch Service Agreement with the Saskatchewan Public Safety Agency. Total Budget 37,756 x \$0.75 Per Capita Charge \$28,317.
- \$2,500 for annual medical screening for staff. Health and medical assessments are evaluated with screening for occupational cancers.
- \$1,500 for dry cleaning of uniforms and alterations to department issued clothing.

**\$8,500** increase in Maintenance Materials and Supplies as follows:

- \$8,500 increase for federal licensing. Based on actual charges for Operational Communication Equipment. Radio charge increased from \$40 to \$50 per phone.
- \$400 **decrease** for clothing. Department uniforms and accessories as identified in the Collective Bargaining Agreement.
- \$800 increase for postage freight costs relating to SCBA, air samples, uniforms and safety equipment.
- \$500 increase for travel and accommodation costs for training.
- \$900 **decrease** in recruiting costs relating test centers and third party knowledge and competencies.

Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	FIRE FIGHTING	10-45-350-000-00000-5100	GF FIRE FIGHTING REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	78,425	49,851	13,259	80,000	50,000	(30,000)	Budget decrease based on a review of actuals (78k for 2021 and 49k for 2022 ). Revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by PAFD involving SGI insured vehicle.
2	FIRE FIGHTING	10-45-350-000-00000-5120	GF FIRE FIGHTING PENITENTIARY	USER CHARGES AND FEES	Revenues / Funding Source	26,729	27,533	28,356	28,570	29,210	640	Adjustment with contractual 3% increase. Service agreement for provision of fire and rescue service to the Saskatchewan Penitentiary.
3	FIRE FIGHTING	10-45-350-000-00000-5125	GF FIRE FIGHTING SERVICES STANDBY	USER CHARGES AND FEES	Revenues / Funding Source	214,000	220,000	227,000	227,000	234,000	7,000	Estimated 3% fee increase for fire and rescue services to the R.M. of Prince Albert.
4	FIRE FIGHTING	10-45-350-319-00000-5100	GF FIRE FIGHTING FIRE TRAINING REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	200	315	920	1,500	1,000	(500)	Fees generated from fire and fire extinguisher training. Budget decreased to reflect actuals.
5	FIRE FIGHTING	10-45-350-000-00000-5800	GF FIRE FIGHTING SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	12,675	15,844	9,265	25,000	16,000	(9,000)	Adjusted to reflect 2022 actuals. Revenue from fire work permits, SCBA air filling, file searches, and LAFOIP
6	FIRE FIGHTING	10-45-350-000-00000-5806	GF FIRE FIGHTING RECRUITMENT	SUNDRY	Revenues / Funding Source	2,250	1,800	-	4,000	2,000	(2,000)	\$150.00 firefighter recruiting fee paid by each participant to off-set recruiting costs. Adjusted to reflect 2022 actuals.
7	FIRE FIGHTING	10-45-350-000-00000-6111	GF FIRE FIGHTING SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,188,932	4,431,824	3,318,148	4,564,820	4,948,400	383,580	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
8	FIRE FIGHTING	10-45-350-000-00000-6112	GF FIRE FIGHTING SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	219,685	200,988	115,007	173,000	186,300	13,300	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
9	FIRE FIGHTING	10-45-350-000-00000-6113	GF FIRE FIGHTING STAT PAY	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	276,583	309,299	194,780	320,760	351,650	30,890	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
10	FIRE FIGHTING	10-45-350-000-00000-6115	GF FIRE FIGHTING WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,859	1,048	-	1,000	1,000	-	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
11	FIRE FIGHTING	10-45-350-000-00000-6118	GF FIRE FIGHTING SERVICE AND SPECIAL	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,155	4,500	3,600	4,520	4,520	-	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
12	FIRE FIGHTING	10-45-350-000-00000-6119	GF FIRE FIGHTING PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	863,878	1,007,977	859,689	1,041,120	1,173,541	132,421	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
13	FIRE FIGHTING	10-45-350-000-20026-6111	GF FIRE FIGHTING RETRO SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	304,700	-	(304,700)	The Retro Accrual for the Fire Department is not required for 2024. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 individual budget lines incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
14	FIRE FIGHTING	10-45-350-000-20026-6119	GF FIRE FIGHTING RETRO PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	64,100	-	(64,100)	The Retro Accrual for the Fire Department is not required for 2024. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 individual budget lines incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
15	FIRE FIGHTING	10-45-350-000-00000-7501	GF FIRE FIGHTING POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,101	1,727	1,394	1,000	1,800	800	Typical freight items: SCBA, air samples, uniforms and safety equipment. 2022 actuals were \$1,727.40.
16	FIRE FIGHTING	10-45-350-000-00000-7502	GF FIRE FIGHTING TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	28,621	28,894	15,652	26,500	35,000	8,500	Based on actual charges for Operational Communication Equipment: Satellite phone and PPSTN Radio charges. 52 radios increased from \$40 to \$50 monthly fee.
17	FIRE FIGHTING	10-45-350-000-00000-7512	GF FIRE FIGHTING OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,087	674	464	1,600	1,200	(400)	Overtime meals supplied according to the current CBA.
18	FIRE FIGHTING	10-45-350-000-00000-7540	GF FIRE FIGHTING CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	51,428	55,494	32,768	57,500	57,500	-	Department uniforms and accessories as identified in the CBA. Includes purchase to supply uniforms.
19	FIRE FIGHTING	10-45-350-318-00000-7541	GF FIRE RECRUITMENT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	990	1,603	-	2,500	1,600	(900)	Recruiting costs: Pool rental Test centre, tables and chairs. 3rd party testing to determine required firefighting knowledge and competencies. Decreased to reflect 2022 actuals of \$1603.21
20	FIRE FIGHTING	10-45-350-319-00000-7500	GF FIRE TRAINING TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	999	4,138	4,130	3,000	3,500	500	Hotel and accommodations required for staff enrolled in training not available or offered locally.
21	FIRE FIGHTING	10-45-350-319-00000-7508	GF FIRE TRAINING TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	49,696	52,960	51,715	67,000	67,000	-	Beginning in 2017 the training budget began to be reduced from the original \$74,610 budgeted in 2016. Increase required to maintain professional license and proficiencies.
22	FIRE FIGHTING	10-45-350-319-00000-7541	GF FIRE TRAINING OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	13,207	15,163	14,105	15,000	15,000	-	Training props, equipment and supplies.
23	FIRE FIGHTING	10-45-350-000-00000-7235	GF FIRE FIGHTING HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,075	3,740	1,820	2,500	2,500	-	Annual Medical Screening for Staff. Health and medical assessments are evaluated with screening for occupational cancers.
24	FIRE FIGHTING	10-45-350-000-00000-7297	GF FIRE FIGHTING LAUNDRY	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,014	373	435	1,500	1,500	-	Dry Cleaning of uniforms and alterations to department issued clothing.
25	FIRE FIGHTING	10-45-350-000-00000-7299	GF FIRE FIGHTING OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,551	8,982	18,878	18,880	28,320	9,440	911 Dispatch Service. Saskatchewan Public Safety increased the per capita rate for Dispatch services by .25 cents in 2024. This increase is applied to the Statistic Canada 2021 Census population of 37,756. 37,756 x \$0.25 = \$9,439.00

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

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

<b>FIRE PREVENTION</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$9,000	\$8,000	\$1,000	12.50%
Total Revenues	\$9,000	\$8,000	\$1,000	12.50%
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$327,760	\$302,990	\$24,770	8.18%
Maintenance Materials and Supplies	\$13,230	\$13,030	\$200	1.53%
Total Expenses	\$340,990	\$316,020	\$24,970	7.90%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$331,990</b>	<b>\$308,020</b>	<b>\$23,970</b>	<b>7.78%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$1,000** increase in User Charges and Fees Revenue. Increase due to service fee adjustment - Bylaw 15 of 2021. Revenue from Fire inspections required for Federal and Provincial approved facilities.

**\$9,000 Total User Charges and Fees Revenue** relating to revenue from Fire Inspections required for Federal and Provincial approved facilities.

**\$24,770** increase in Salaries Wages and Benefits as per contract rates of the Collective Bargaining Agreement, step increases, and payroll benefit increases.

**\$200** increase in subscriptions and publications relating to NFPA and National Building Code subscriptions required for access to building codes, fire codes and fire preventions material. Increase required as per subscription increase.





Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	FIRE PREVENTION	10-45-355-000-00000-5100	GF FIRE PREVENTION REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	7,795	12,716	8,471	8,000	9,000	1,000	Revenue from Fire inspections required for Federal and Provincial approved facilities.
2	FIRE PREVENTION	10-45-355-000-00000-6111	GF FIRE PREVENTION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	246,263	248,472	181,790	249,150	268,310	19,160	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
3	FIRE PREVENTION	10-45-355-000-00000-6118	GF FIRE PREVENTION SERVICE AND SPECIAL	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	810	810	608	810	810	-	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
4	FIRE PREVENTION	10-45-355-000-00000-6119	GF FIRE PREVENTION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	49,952	53,135	43,512	53,030	58,635	5,605	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
5	FIRE PREVENTION	10-45-355-000-00000-7502	GF FIRE PREVENTION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	724	720	526	770	770	-	Inspector's 'bring your phone to work program'. Based on actual charges for data lines, internet, landlines, and cell phone usage.
6	FIRE PREVENTION	10-45-355-000-00000-7503	GF FIRE PREVENTION CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	325	390	400	400	-	Professional development and Provincial association meetings.
7	FIRE PREVENTION	10-45-355-000-00000-7504	GF FIRE PREVENTION ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,911	2,536	1,059	3,000	3,000	-	Advertisement for: Open House Pull to the right campaign - T.V./Radio/Social Media Veterans Day Fire Prevention week Remembrance Day Career Fair Recruiting
8	FIRE PREVENTION	10-45-355-000-00000-7505	GF FIRE PREVENTION SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,771	1,947	2,135	2,000	2,200	200	NFPA and National Building Code subscriptions required for access to building codes, fire codes and fire prevention material. Increase required due to subscription increase.
9	FIRE PREVENTION	10-45-355-000-00000-7506	GF FIRE PREVENTION MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	300	120	120	360	360	-	Membership: Saskatchewan Building Officials Association & Canadian Association of Fire Investigators.
10	FIRE PREVENTION	10-45-355-000-00000-7541	GF FIRE PREVENTION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,020	6,052	2,702	6,000	6,000	-	Fire Prevention supplies. i.e. coloring and activity books, multi media education (sparky), and annual Open House refreshments and supplies.
11	FIRE PREVENTION	10-45-355-000-00000-7584	GF FIRE PREVENTION PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	236	500	500	-	Fire prevention printed material. Examples: Fire Bylaw brochure regarding approved fire pits, and "After the Fire" brochure for individuals affected by a fire loss.

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

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

<b>FIRE FLEET AND EQUIPMENT</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$1,000	\$5,000	(\$4,000)	-80.00%
<b>Total Revenues</b>	<b>\$1,000</b>	<b>\$5,000</b>	<b>(\$4,000)</b>	<b>-80.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$1,860	\$1,850	\$10	0.54%
Fleet Expenses	\$574,170	\$546,930	\$27,240	4.98%
Maintenance Materials and Supplies	\$136,500	\$133,000	\$3,500	2.63%
Insurance	\$10	\$50	(\$40)	-80.00%
<b>Total Expenses</b>	<b>\$712,540</b>	<b>\$681,830</b>	<b>\$30,710</b>	<b>4.50%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$711,540</b>	<b>\$676,830</b>	<b>\$34,710</b>	<b>5.13%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$4,000 decrease** in the sale of used fire fighting equipment based on historical revenues. **\$1,000 Total User Charges and Fees** represents sale of used firefighting equipment.

**\$27,240** increase in Fleet Expenses. The budget is based on the Asset Management Plan / Fleet projections for the Fire Equipment Reserve. The plan incorporates a 5.5% increase in the annual funding from the City as well a contribution from City's Agreement with the RM of PA for Fire Services. The increase for 2024 reflects a 5.5% increase in the fleet charge funded by taxation but is offset by a 3.0% increase in the contribution from the RM of Prince Albert. Funded From Taxation: \$457,264 Funded from RM of PA: \$116,906 = **\$574,170 Total Budget**.

**\$3,500** increase in Maintenance Materials and Supplies as follows:

- \$3,000 increase for Hydro Testing on SCBA, Annual Hydraulic tools maintenance and repair and SCBA repair.
- \$500 increase for postage and freight relating to shipping SCBA equipment for hydro testing and maintenance.



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	FIRE FLEET AND EQUIP	10-45-360-000-00000-5100	GF FIRE FLEET AND EQUIPMENT REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	110	874	150	5,000	1,000	(4,000)	Sale of used firefighting equipment. Budget decrease based on previous year's actuals.
2	FIRE FLEET AND EQUIP	10-45-360-000-00000-6115	GF FIRE FLEET AND EQUIPMENT WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,162	428	372	1,360	1,360	-	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
3	FIRE FLEET AND EQUIP	10-45-360-000-00000-6119	GF FIRE FLEET AND EQUIPMENT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	513	129	160	490	500	10	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
4	FIRE FLEET AND EQUIP	10-45-360-000-00000-7300	GF FIRE FLEET AND EQUIPMENT CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	498,270	520,830	364,640	546,930	574,170	27,240	The budget is based on the Asset Management Plan / Fleet projections for the Fire Equipment Reserve. The plan incorporates a 5.5% increase in the annual funding from the City as well a contribution from City's agreement with the RM of PA for Fire Services. The increase for 2024 reflects a 5.5% increase in the fleet charge funded by taxation but is offset by a 3.0% increase in the contribution from the RM of Prince Albert. Funded From Taxation: \$457,264 Funded from RM of PA: \$116,906
5	FIRE FLEET AND EQUIP	10-45-360-000-00000-7501	GF FIRE FLEET AND EQUIPMENT POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,024	1,419	714	1,000	1,500	500	Based on average usage and expected increase for 2024. Shipping SCBA for hydro testing and maintenance. 2022 actual: \$1,418.88
6	FIRE FLEET AND EQUIP	10-45-360-000-00000-7508	GF FIRE FLEET AND EQUIPMENT TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(10)	-	-	500	500	-	Towing costs for City supplied vehicles used for auto extrication training.
7	FIRE FLEET AND EQUIP	10-45-360-000-00000-7521	GF FIRE FLEET AND EQUIPMENT VEH FUEL AND OIL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	420	-	500	500	-	Oil and pre-mixed fuel used in chain saws and wildland fire pumps.
8	FIRE FLEET AND EQUIP	10-45-360-000-00000-7541	GF FIRE FLEET AND EQUIPMENT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	62,543	72,630	47,232	71,000	71,000	-	Firefighting foam, hose, nozzles and other firefighting equipment. Budget required to cover inflationary costs.
9	FIRE FLEET AND EQUIP	10-45-360-000-00000-7545	GF FIRE FLEET AND EQUIPMENT SAFETY SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	47,633	47,539	9,032	50,000	50,000	-	Turnout gear, helmets, wildland gear, structural fire boots and other safety supplies.
10	FIRE FLEET AND EQUIP	10-45-360-000-00000-7578	GF FIRE FLEET AND EQUIPMENT OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	12,731	8,502	7,125	10,000	13,000	3,000	Hydro Testing on SCBA, Annual Hydraulic tools maintenance and repair and SCBA repair.
11	FIRE FLEET AND EQUIP	10-45-360-000-00000-7896	GF FIRE FLEET AND EQUIPMENT INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	53	48	70	50	10	(40)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.

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

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

<b>FIRE BUILDING MAINTENANCE</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	<b>\$13,140</b>	<b>\$11,480</b>	\$1,660	14.46%
Contracted and General Services	<b>\$3,300</b>	<b>\$2,500</b>	\$800	32.00%
Utilities	<b>\$51,740</b>	<b>\$50,400</b>	\$1,340	2.66%
Maintenance Materials and Supplies	<b>\$35,500</b>	<b>\$35,500</b>	\$0	0.00%
Insurance	<b>\$3,890</b>	<b>\$3,830</b>	\$60	1.57%
Total Expenses	<b>\$107,570</b>	<b>\$103,710</b>	<b>\$3,860</b>	<b>3.72%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$107,570</b>	<b>\$103,710</b>	<b>\$3,860</b>	<b>3.72%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$1,660** increase in Salaries Wages and Benefits as per maintenance required for the Fire Station and increased awarded wages as per Collective Bargaining Agreement.

**\$800** increase in Contracted and General Services for contracted laundry service for bedding and kitchen linens. **\$3,300 Total Contracted and General Services.**

**\$1,340** increase in Utilities. The increase in electricity is offset by a decrease in heating fuel expenses.

**Maintenance Materials and Supplies**

- **Reduction of \$5,000** for one time expenditure for 2023 Facility Project for Replace Unit Heaters.
- **\$5,000** increase for 2024 Budget to maintain Fire Station Mechanical Equipment and Repairs.

**\$60** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City’s Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	FIRE BUILDING	10-45-365-324-00000-6115	GF FIRE BUILDING STATION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,993	1,501	2,978	1,600	2,165	565	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
2	FIRE BUILDING	10-45-365-324-00000-6119	GF FIRE BUILDING STATION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	897	623	1,148	500	825	325	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
3	FIRE BUILDING	10-45-365-325-00000-6115	GF FIRE BUILDING MECH SYSTEMS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,689	9,798	3,781	6,790	7,349	559	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
4	FIRE BUILDING	10-45-365-325-00000-6119	GF FIRE BUILDING MECH SYSTEMS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,550	3,825	1,488	2,590	2,803	213	The base budget was determined by Financial Services after consideration of base adjustments, step increases, and a review of actual costs incurred. The current contract with the Fire Fighters' Association expired December 31, 2021 and the 2024 Budget incorporates estimated salary increases from 2022 to 2024 as provided by Corporate Services.
5	FIRE BUILDING	10-45-365-324-00000-7651	GF FIRE BUILDING STATION WATER AND SEWER	UTILITIES	Expenses / Expenditure	4,024	4,245	3,238	4,500	4,431	(69)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
6	FIRE BUILDING	10-45-365-324-00000-7652	GF FIRE BUILDING STATION HEAT FUEL	UTILITIES	Expenses / Expenditure	13,934	17,934	9,955	21,700	20,200	(1,500)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
7	FIRE BUILDING	10-45-365-324-00000-7653	GF FIRE BUILDING STATION ELECTRICITY	UTILITIES	Expenses / Expenditure	21,258	24,370	14,796	24,200	27,110	2,910	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024.
8	FIRE BUILDING	10-45-365-324-00000-7541	GF FIRE BUILDING STATION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	13,816	10,506	6,459	11,000	11,000	-	Operating supplies required to maintain the station and yard. Examples: Paper products, floor maintenance products and paint. 2022 actual: \$10,505.86
9	FIRE BUILDING	10-45-365-324-00000-7546	GF FIRE BUILDING STATION HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,050	2,010	1,953	2,130	2,130	-	Housekeeping supplies required to maintain the station.
10	FIRE BUILDING	10-45-365-324-00000-7574	GF FIRE BUILDING STATION BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,566	5,127	1,926	8,770	8,770	-	Fire Station Maintenance. Examples: Maintenance and repair on overhead doors, appliances and fixtures.
11	FIRE BUILDING	10-45-365-324-00000-7578	GF FIRE BUILDING STATION OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,280	2,904	2,261	3,130	3,130	-	Fire Station Maintenance. Examples: purchases to repair overhead doors, appliances and fixtures.
12	FIRE BUILDING	10-45-365-325-00000-7541	GF FIRE BUILDING MECH SYSTEMS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,460	2,964	1,063	1,500	1,500	-	Operating supplies for fire station mechanical systems. Example: glycol, belts, and filters.
13	FIRE BUILDING	10-45-365-325-00000-7566	GF FIRE BUILDING MECH SYSTEMS PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,649	5,432	446	710	710	-	Parts required to maintain fire station mechanical equipment.
14	FIRE BUILDING	10-45-365-325-00000-7573	GF FIRE BUILDING MECH SYSTEMS EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,828	15,789	8,548	7,560	7,560	-	Fire Station Mechanical Equipment and Repair. 2023 had additional \$5,000 for a one time facility project. \$5,000 budget kept to maintain fire station.
15	FIRE BUILDING	10-45-365-325-00000-7585	GF FIRE BUILDING MECH SYSTEMS LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	670	321	170	700	700	-	Technical Safety Authority inspection and permit to operate boilers. Annual inspection & certification for fire alarms & fire extinguishers.
16	FIRE BUILDING	10-45-365-324-00000-7896	GF FIRE BUILDING STATION INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	2,888	3,581	2,401	3,830	3,890	60	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
17	FIRE BUILDING	10-45-365-324-00000-7297	GF FIRE BUILDING STATION LAUNDRY	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,715	3,095	2,235	2,500	3,300	800	Contracted laundry service for bedding and kitchen linens. 2022 actual: \$3,095.41



City of  
**Prince Albert**

*BI 23-16*

**TITLE:** Community Services

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:**  X

**INCAMERA:**

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**ATTACHMENTS:**

1. Community Services





# COMMUNITY SERVICES



City of  
**Prince  
Albert**

**2024 BUDGET**

SECTION TEN – COMMUNITY SERVICES



City of  
**Prince  
Albert**



Permanent Out of Scope FTE Total: 13.00  
Permanent In Scope FTE Total: 45.25  
New Permanent Staffing FTE Requests: 0  
(FTE: Full Time Equivalent)

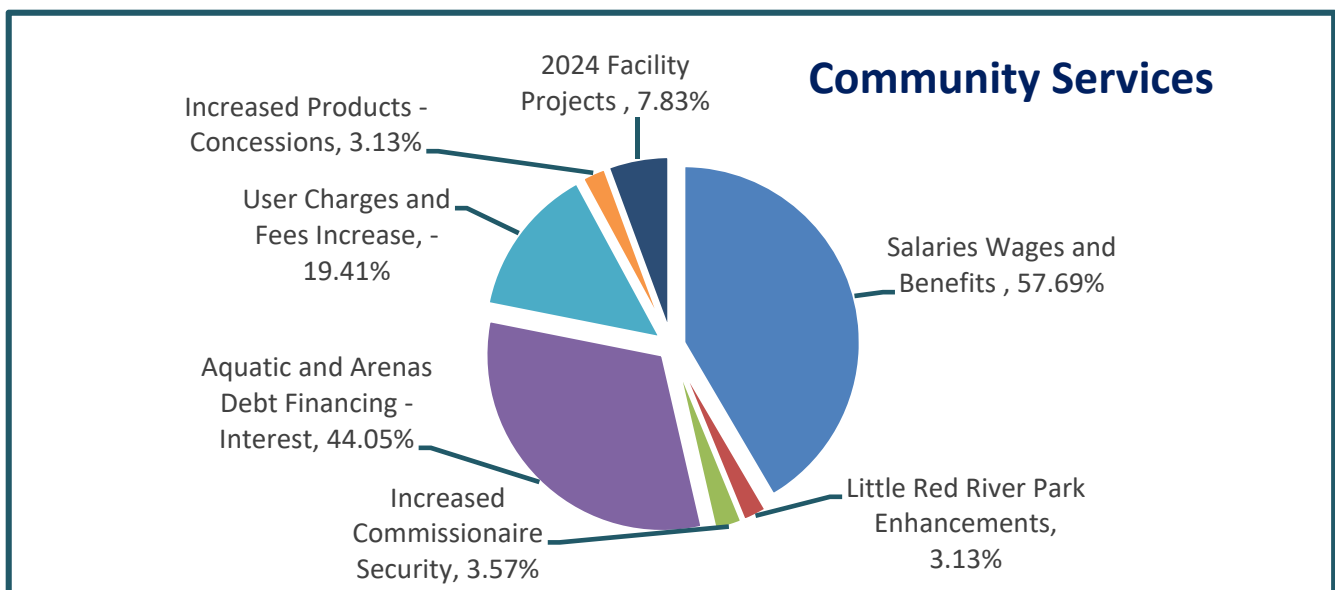




## Community Services

<b>COMMUNITY SERVICES</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$5,146,025	\$4,867,150	\$278,875	5.73%
Operating Grants and Donations	\$327,840	\$306,580	\$21,260	6.93%
Sundry	\$203,390	\$208,390	(\$5,000)	-2.40%
<b>Total Revenues</b>	<b>\$5,677,255</b>	<b>\$5,382,120</b>	<b>\$295,135</b>	<b>5.48%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$7,657,045	\$6,828,210	\$828,835	12.14%
Contracted and General Services	\$1,277,250	\$1,195,120	\$82,130	6.87%
Financial Charges	\$84,390	\$84,090	\$300	0.36%
Grants and Donations	\$500,220	\$475,520	\$24,700	5.19%
Utilities	\$1,561,715	\$1,600,370	(\$38,655)	-2.42%
Interest on Long Term Debt	\$1,907,340	\$1,276,440	\$630,900	49.43%
Fleet Expenses	\$984,910	\$960,320	\$24,590	2.56%
Maintenance Materials and Supplies	\$2,368,720	\$2,204,760	\$163,960	7.44%
Insurance	\$296,760	\$281,770	\$14,990	5.32%
<b>Total Expenses</b>	<b>\$16,638,350</b>	<b>\$14,906,600</b>	<b>\$1,731,750</b>	<b>11.62%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$10,961,095</b>	<b>\$9,524,480</b>	<b>\$1,436,615</b>	<b>15.08%</b>

### Increases to 2024 Budget:



Functional Area: **FACILITIES MAINTENANCE – OTHER**  
 Department: **Community Services Department**  
 Fund: **General Fund**

This budget covers facility related staffing costs and expenses not included under other functional areas. This functional area also includes the annual budget for Facilities Maintenance Projects. Facilities Maintenance staff prepare a listing of prioritized maintenance projects that they deem to be necessary for the City’s various facilities.

<b>FACILITIES MAINTENANCE - OTHER</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$160,620	\$131,060	\$29,560	22.55%
Contracted and General Services	\$200	\$200	\$0	0.00%
Utilities	\$11,590	\$11,530	\$60	0.52%
Maintenance Materials and Supplies	\$370,685	\$22,140	\$348,545	1574.28%
<b>Total Expenses</b>	<b>\$543,095</b>	<b>\$164,930</b>	<b>\$378,165</b>	<b>229.29%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$543,095</b>	<b>\$164,930</b>	<b>\$378,165</b>	<b>229.29%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$29,560** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$200 Total Contracted and General Services** is for Alarm Monitoring.

**\$348,545** increase in Maintenance Materials and Supplies relating to the 2024 Proposed Facility Operating Project List.

The 2023 Facility Operating Project List was approved in the total amount of \$292,000 (\$232,000 funded by Taxation and \$60,000 funded by Reserves). For 2023, the budget for the respective Facility projects were moved to the respective Departmental Divisions to reflect the cost in 2023 for proper financial reporting. Those items have been backed out of the respective Departmental Divisions for the 2024 Budget. **They are illustrated as reductions.**



**2023 Facility Projects decreased from the 2024 Budget:**

Margo Fournier Arts Centre	\$25,000	Replace Accessibility Stair Lift Arts Centre
Facilities Maintenance - City Hall	\$10,000	City Hall Replace Sewage Pumps
Facilities Maintenance - City Hall	\$7,000	City Hall Camera outside and in Financial Services
Kinsmen Arena	\$35,000	Kinsmen Arena Upgrade Shower in Dressing Rooms
Kinsmen Arena	\$35,000	Kinsmen Arena Replace Flooring with Rubber Flooring
Kinsmen Water Park	\$50,000	Kinsmen Water Park Maintenance
Prince Albert Golf & Curling Club	\$15,000	PA Golf & Curling Club Freon Detector and Sensor Project
Prince Albert Golf & Curling Club	\$5,000	PA Golf & Curling Club Pave Stairs & Walkway with Rubber
Prince Albert Golf & Curling Club	\$50,000	PA Golf & Curling Club Replace Roof Top AC Unit
Prince Albert Golf & Curling Club	\$25,000	PA Golf & Curling Club Overhaul Compressor
Old City Yards	\$30,000	Old City Yards Replace Flooring
Fire Hall	\$5,000	Replace Unit Heaters
<b>Total 2023 Facility Projects - Reduced from 2024 Budget</b>	<b>\$292,000</b>	

For 2024, the total amount for the Facility Operating Project List is **\$348,545, of which \$110,500 of the amount is to be funded from Reserves.**

That leaves the amount of \$238,045 to be funded from Taxation. **Increase of \$6,045 over the approved 2023 facility projects funded from taxation (\$238,045 - \$232,000).**

**This functional area budget includes all the 2024 proposed facility projects for a total of \$348,545.**

**(See details below on the following pages).**



2024 Proposed Facilities Operating Project List				
Project	Story	Taxation	Reserve	Total
Alfred Jenkins Field House - Upgrade to Building Control System	The upgrade is a web based HTML5 enterprise software package upgrading the graphics to HTML5 which will allow for easier and more intuitive control of the building automation system.  <b>Funded from Alfred Jenkins Field House Improvements Reserve.</b> <b>2024 Projected Ending Reserve Balance of a surplus of \$132,479.</b>		15,500	15,500
Alfred Jenkins Field House - Painting of Lines on Walking Track	The lines on the walking track have faded over time. These lines should be repainted for the activities on the track.  <b>Funded from Alfred Jenkins Field House Reserve.</b> <b>2024 Projected Ending Reserve Balance of a surplus of \$132,479.</b>		11,000	11,000
	<b>Total for Alfred Jenkins Field House</b>		<b>26,500</b>	<b>26,500</b>
Arts Center - Concrete Repairs	Stairs from the side walk to the landing and the 3 stairs at the northeast corner of the property are badly broken / deteriorated and need to be replaced.	25,000		25,000
	<b>Total for Arts Centre</b>	<b>25,000</b>		<b>25,000</b>
Art Hauser Centre - Complete Building Control Upgrade	The City completed part of this upgrade in February 2023 so it could have better control of the new air handler. The City needs to finish the upgrade in 2024.  <b>Funded from the Arenas Improvements Reserve.</b> <b>2024 Projected Ending Reserve Balance of a surplus of \$77,297.</b>		9,500	9,500
Art Hauser Centre - Dressing Rooms Floor Replacement	The flooring in dressing rooms 1, 2, 3 and 4 need to be replaced as they are beyond repair.  <b>Funded from the Arenas Improvements Reserve.</b> <b>2024 Projected Ending Reserve Balance of a surplus of \$77,297.</b>		23,500	23,500
	<b>Total for Art Hauser Centre</b>		<b>33,000</b>	<b>33,000</b>



2024 Proposed Facilities Operating Project List				
Project	Story	Taxation	Reserve	Total
City Hall - Building Control Assessment of VAV (Variable Air Volume) Boxes and Associated Valves.	This would provide an on-site controls assessment. This would assess the VAV box controls and associated valves and stats. The City would be provided a report and recommendations for repair.	10,000		10,000
City Hall - Carpet Replacement 3rd Floor	The carpet on the 3rd floor is completely worn out and stretched. It also has a number of chemical burns and should be replaced.	15,500		15,500
City Hall - Security Fob Upgrade	Currently there are 3 separate card / fob systems the City uses. The Municipal Service Centre and Old City Yards systems are being upgraded in 2023. If City Hall upgraded its system as well then employees would only need one fob to access all 3 buildings (currently employees requiring access to all three buildings require 3 separate cards / fobs.)	6,500		6,500
	<b>Total for City Hall</b>	<b>32,000</b>		<b>32,000</b>
Old City Yards - Renovation to the Locker Rooms to Address Privacy Issues.	Don Wood & Kiley Bear had concerns that the women at Old City Yards had to enter the men's locker room to get to the women's washroom and change room. This renovation would separate the 2 change rooms.	9,000		9,000
	<b>Total for Old City Yards</b>	<b>9,000</b>		<b>9,000</b>
EA Rawlinson Centre - Upgrade Current Obsolete Elevator 211 Control Board	This upgrade will assist in improving reliability and extending the system life of the facilities elevator.  <b>Funded from the EA Rawlinson Centre Fee Reserve.</b> <b>2024 Projected Ending Reserve Balance of a surplus of \$206,775.</b>		22,500	22,500
	<b>Total for EA Rawlinson Centre</b>		<b>22,500</b>	<b>22,500</b>



2024 Proposed Facilities Operating Project List				
Project	Story	Taxation	Reserve	Total
Prince Albert Fire Hall - Recommended Repairs to Building Control System	DMA Building service did an assessment in 2023 and found a number of deficiencies that need to be dealt with. This would improve the supply of heat and cooling in the building.	10,200		10,200
Prince Albert Fire Hall - Unit Heater Replacement	Facilities is recommending replacing 2 unit heaters in the truck bay at the Fire Hall.	7,000		7,000
	<b>Total for Prince Albert Fire Hall</b>	<b>17,200</b>		<b>17,200</b>
Kinsmen Water Park - Replace the Chain Link Fence at the Top of the Water Slide Tower	This chain link fence is badly damaged and has the potential to become a safety concern.  <b>Funded from the Kinsmen Water Park Surcharge Reserve.</b> <b>2024 Projected Ending Reserve Balance of a surplus of \$58,302.</b>		6,500	6,500
	<b>Total for Kinsmen Water Park</b>		<b>6,500</b>	<b>6,500</b>
Prince Albert Public Library - Battery Replacement for UPS (Backup Power)	Upgrade to replace the current existing obsolete 211 control board. This upgrade will assist in improving reliability and extending the system life of the elevator.	11,400		11,400
Prince Albert Public Library - Building Controls for Air Compressor	Currently the Library is using a 120 volt single phase compressor which has failed a number of times, upgrading to a 208 volt 3 phase compressor this would prevent the consistent break downs we've been having.	15,000		15,000
	<b>Total for Prince Albert Public Library</b>	<b>26,400</b>		<b>26,400</b>
Kinsmen Arena - Ice Plant Overhaul	Required as per the City's ice plant overhaul schedule for maintenance.	27,000		27,000
Kinsmen Arena -Floor Replacement in all 4 Dressing Rooms and the Referee Room	The floor is completely worn out and is in need of replacement.  <b>Funded from the Arenas Improvements Reserve.</b> <b>2024 Projected Ending Reserve Balance of a surplus of \$77,297.</b>		22,000	22,000
	<b>Total for Kinsmen Arena</b>	<b>27,000</b>	<b>22,000</b>	<b>49,000</b>



2024 Proposed Facilities Operating Project List				
Project	Story	Taxation	Reserve	Total
Little Red River Park - Ski Hill Pump House Replacement	The pump house has deteriorated to a point of no repair because of its location (it sits in the bush), the pump needs to be replaced.	22,900		22,900
Little Red River Park - Camp Kitchen Roof Replacement and Concrete Work	The camp kitchen at the bottom of the toboggan hill has 2 large holes in the roof. The concrete pad it sits on has a large hole in it as well that needs repair. The structure itself is in good shape and the camp kitchen is very well used.	11,545		11,545
	<b>Total for Little Red River Park</b>	<b>34,445</b>		<b>34,445</b>
Museums - All 4 Museums Require Maintenance (Historical, Police & Corrections, Education and the Diefenbaker House)	This maintenance work would include: - Historical Museum: Fixing water damage 2nd floor, leaks on the east side above door, and a dehumidifier for the basement. - Police and Corrections Museum: reinforce all window spaces on west side to prevent break ins and add light on the south side. - Education Museum: Paint and install new door and lock -Diefenbaker House: Add exterior light on the north side for security.	25,000		25,000
	<b>Total for Museums</b>	<b>25,000</b>		<b>25,000</b>
Steuart Arena - Ice Plant Overhaul	Required as per the City's ice plant overhaul schedule for maintenance.	37,000		37,000
	<b>Total for Steuart Arena</b>	<b>37,000</b>		<b>37,000</b>
Tourist Information Centre - Upgrade Lighting	The building currently has old T-8 bulbs and this project would switch them to an LED bulb that would be significantly more efficient.	5,000		5,000
	<b>Total for Tourist Information Centre</b>	<b>5,000</b>		<b>5,000</b>
<b>Total 2024 Proposed Facility Projects</b>		<b>238,045</b>	<b>110,500</b>	<b>348,545</b>
<b>Total Funded From:</b>		<b>Taxation</b>	<b>Reserve</b>	<b>Total</b>



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV FACIL MAINT	10-55-402-331-00000-6111	GF FACILITY SUPERVISION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	92,812	100,945	50,159	96,190	117,906	21,716	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 COMM SRV FACIL MAINT	10-55-402-331-00000-6115	GF FACILITY SUPERVISION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	(268)	19,564	(872)	5,000	5,412	412	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV FACIL MAINT	10-55-402-331-00000-6119	GF FACILITY SUPERVISION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	27,318	32,960	16,535	27,350	34,529	7,179	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV FACIL MAINT	10-55-402-339-00000-6115	GF FAC MAINT SUMMER GAMES CENTRE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	389	-	417	510	552	42	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV FACIL MAINT	10-55-402-339-00000-6119	GF FAC MAINT SUMMER GAMES CENTRE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	164	80	175	180	248	68	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 COMM SRV FACIL MAINT	10-55-402-392-00000-6115	GF FAC MAINT OTHER FACILITIES WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	214	985	637	1,000	1,082	82	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 COMM SRV FACIL MAINT	10-55-402-392-00000-6116	GF FAC MAINT OTHER FACILITIES WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	609	-	-	250	271	21	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8 COMM SRV FACIL MAINT	10-55-402-392-00000-6119	GF FAC MAINT OTHER FACILITIES PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	349	456	279	580	622	42	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9 COMM SRV FACIL MAINT	10-55-402-339-00000-7652	GF FAC MAINT SUMMER GAMES CENTRE HEAT FUEL	UTILITIES	Expenses / Expenditure	3,065	3,607	1,820	4,150	3,826	(324)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
10 COMM SRV FACIL MAINT	10-55-402-339-00000-7653	GF FAC MAINT SUMMER GAMES CENTRE ELECTRICITY	UTILITIES	Expenses / Expenditure	2,138	2,148	1,415	2,540	2,691	151	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
11 COMM SRV FACIL MAINT	10-55-402-392-00000-7651	GF FAC MAINT OTHER FACILITIES WATER AND SEWER	UTILITIES	Expenses / Expenditure	898	787	976	680	834	154	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
12 COMM SRV FACIL MAINT	10-55-402-392-00000-7652	GF FAC MAINT OTHER FACILITIES HEAT FUEL	UTILITIES	Expenses / Expenditure	1,767	2,178	1,163	2,400	2,364	(36)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
13 COMM SRV FACIL MAINT	10-55-402-392-00000-7653	GF FAC MAINT OTHER FACILITIES ELECTRICITY	UTILITIES	Expenses / Expenditure	1,621	1,668	923	1,760	1,876	116	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
14 COMM SRV FACIL MAINT	10-55-402-331-00000-7500	GF FACILITY SUPERVISION TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,676	1,566	198	2,500	2,500	-	Mileage for staff
15 COMM SRV FACIL MAINT	10-55-402-331-00000-7502	GF FACILITY SUPERVISION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,978	5,351	3,167	5,940	5,940	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
16 COMM SRV FACIL MAINT	10-55-402-331-00000-7506	GF FACILITY SUPERVISION MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	60	60	-	100	100	-	Building Inspection Annual Membership. Refrigeration & Certification for Boiler inspections.
17 COMM SRV FACIL MAINT	10-55-402-331-00000-7508	GF FACILITY SUPERVISION TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	600	156	500	500	-	Fall Arrest Training, Pool Operating Course & Arc Flash Training for Electrician.
18 COMM SRV FACIL MAINT	10-55-402-331-00000-7540	GF FACILITY SUPERVISION CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	718	1,357	159	950	950	-	Staff clothing & uniform requirements
19 COMM SRV FACIL MAINT	10-55-402-331-00000-7541	GF FACILITY SUPERVISION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,899	4,754	2,215	4,850	4,850	-	Clamps, screws, drive belts, assorted lumber for boarding up requirements.
20 COMM SRV FACIL MAINT	10-55-402-331-00000-7544	GF FACILITY SUPERVISION OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	127	-	912	250	250	-	Office & Administrative Supplies.
21 COMM SRV FACIL MAINT	10-55-402-331-00000-7545	GF FACILITY SUPERVISION SAFETY SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	89	743	1,218	500	500	-	Employee Safety Supplies.
22 COMM SRV FACIL MAINT	10-55-402-331-00000-7569	GF FACILITY SUPERVISION PARTS OTHER EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,535	3,073	1,205	2,000	2,000	-	Parts & small tools.
23 COMM SRV FACIL MAINT	10-55-402-331-00000-7585	GF FACILITY SUPERVISION LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,146	1,797	147	1,200	1,200	-	City Gas & Power License with the Technical Safety Authority.
24 COMM SRV FACIL MAINT	10-55-402-339-00000-7566	GF FAC MAINT SUMMER GAMES CENTRE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	250	250	-	Parts for Minor Mechanical Equipment repairs.
25 COMM SRV FACIL MAINT	10-55-402-339-00000-7573	GF FAC MAINT SUMMER GAMES CENTRE MECH EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	362	647	-	500	500	-	Minor Mechanical Equipment Maintenance.
26 COMM SRV FACIL MAINT	10-55-402-339-00000-7574	GF FAC MAINT SUMMER GAMES CENTRE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	223	81	1,143	1,200	1,200	-	Minor Building Maintenance
27 COMM SRV FACIL MAINT	10-55-402-339-00000-7585	GF FAC MAINT SUMMER GAMES CENTRE LICENSES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	500	250	-	300	300	-	Fire Extinguishers & Fire Alarm Permits
28 COMM SRV FACIL MAINT	10-55-402-392-00000-7541	GF FAC MAINT OTHER FACILITIES OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	32	127	100	100	-	Minor maintenance supplies.
29 COMM SRV FACIL MAINT	10-55-402-392-00000-7566	GF FAC MAINT OTHER FACILITIES PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	108	-	-	100	100	-	Parts for minor mechanical equipment repairs.
30 COMM SRV FACIL MAINT	10-55-402-392-00000-7573	GF FAC MAINT OTHER FACILITIES MECH EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	500	500	-	Minor Mechanical Equipment repairs.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
31 COMM SRV FACIL MAINT	10-55-402-392-00000-7574	GF FAC MAINT OTHER FACILITIES BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,118	-	696	300	300	-	Minor Building maintenance
32 COMM SRV FACIL MAINT	10-55-402-392-00000-7578	GF FAC MAINT OTHER FACILITIES OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	100	100	-	Contracted support for minor equipment maintenance.
33 COMM SRV FACIL MAINT	10-55-402-392-00000-7237	GF FAC MAINT OTHER FACILITIES PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	246	229	793	200	200	-	Alarm monitoring
34 COMM SRV FACIL MAINT	10-55-402-000-20000-7574	GF CS FACIL MAINT PROJECT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	348,545	348,545	See facility project listing - \$110,500 of these projects are funded by reserves, remaining \$238,045 funded from taxation.

**Functional Area:** ALFRED JENKINS FIELD HOUSE (AJF)  
**Department:** Community Services Department  
**Fund:** General Fund

The Alfred Jenkins Field House offers a variety of services and programs that are certain to please all levels of fitness enthusiasts. The facility houses indoor turf fields, a gymnasium, fitness centre, climbing wall, and a variety of multi-purpose rooms. The Alfred Jenkins Field House budget is comprised of staffing costs, programming costs including booking of the outdoor sports fields, and maintenance and operation costs of the building.

<b>ALFRED JENKINS FIELD HOUSE</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$556,070	\$534,350	\$21,720	4.06%
Operating Grants and Donations	\$3,000	\$3,000	\$0	0.00%
Sundry	\$90,800	\$90,800	\$0	0.00%
<b>Total Revenues</b>	<b>\$649,870</b>	<b>\$628,150</b>	<b>\$21,720</b>	<b>3.46%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$577,685	\$532,950	\$44,735	8.39%
Contracted and General Services	\$65,500	\$49,500	\$16,000	32.32%
Financial Charges	\$14,690	\$14,690	\$0	0.00%
Utilities	\$154,680	\$160,600	(\$5,920)	-3.69%
Fleet Expenses	\$5,860	\$5,860	\$0	0.00%
Maintenance Materials and Supplies	\$85,670	\$84,970	\$700	0.82%
Insurance	\$36,430	\$37,520	(\$1,090)	-2.91%
<b>Total Expenses</b>	<b>\$940,515</b>	<b>\$886,090</b>	<b>\$54,425</b>	<b>6.14%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$290,645</b>	<b>\$257,940</b>	<b>\$32,705</b>	<b>12.68%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$21,720** increase in User Charges and Revenues relating to rentals for the Field House (birthday parties, meetings, etc.).



**\$556,070 Total User Charges and Fees Revenue** as follows:

User Charges and Fees	2024 Budget	2023 Budget	Variance
Sale of Products - Concession Sales	\$40,000	\$40,000	\$0
Rentals of Field House	\$456,070	\$434,350	\$21,720
Lease Revenue (PAYSA, PAVA, etc.)	\$60,000	\$60,000	\$0
<b>Total Revenue</b>	<b>\$556,070</b>	<b>\$534,350</b>	<b>\$21,720</b>

- \$40,000 – Concession Sales
- \$60,000 – Revenue from Leases (PAYSA Lease \$50,000; PAVA Lease \$3,000; and Other Rentals \$7,000)
- \$456,070 revenue relating to gym memberships and passes, room bookings, turf bookings, track bookings, etc.

Prince Albert Youth Soccer Association Lease Agreement (RPT 22-257)

City Council Motion of July 11, 2022 for the Prince Albert Youth Soccer Association Lease:

- 1. That the Lease Agreement between The City and Prince Albert Youth Soccer Association for the use of the turf fields and office space at the Alfred Jenkins Field House, be approved for a five (5) year term, from July 1, 2022 to June 30, 2027;*
- 2. That a base rental fee in the amount of \$80,000 be approved, subject to rate increases on January 1 of each year based on The City’s annual rates and fees review, approved through the budget process;*
- 3. That \$30,000 of the annual rental fee continue to be paid by the Prince Albert Youth Soccer Association and be allocated to the Alfred Jenkins Field House Capital Reserve for the future replacement of the indoor turf; and,*

As approved, the total annual payment from PAYSA is \$80,000. Of that amount \$50,000 is revenue as User Charges and Fees. The other \$30,000 is Sundry Revenue and credited to the Alfred Jenkins Field House Reserve for the future replacement of the indoor turf.

**\$3,000 Total Operating Grants and Donations Revenue** is the revenue received from Project Beach for the volleyball courts. **The total revenue amount of \$3,000 is transferred at yearend to the Project Beach Volleyball Court Reserve.**



**\$90,800 Total Sundry Revenue** includes the following revenue:

Sundry Revenue	2024 Budget	2023 Budget	Variance
Revenue - PAYSA, Turf, etc.	\$83,500	\$83,500	\$0
Vending Machines	\$7,300	\$7,300	\$0
<b>Total Revenue</b>	<b>\$90,800</b>	<b>\$90,800</b>	<b>\$0</b>

The breakdown of \$83,500 represents \$30,000 of the annual rental fee from PAYA, \$5,500 revenue from the indoor turf and projected \$48,000 revenue in sponsorship. This matches the Reserve allocation to the Alfred Jenkins Field House Reserve of \$83,500 plus the City taxation amount of \$20,000 for a total of \$103,500 to be credited to the Reserve at yearend.

**EXPENSES**

**\$44,735** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. The position of Recreation Programmer is allocated 20% to the Alfred Jenkins Field House. Salaries represent **61% of Total Expenses**.

**\$16,000** increase in Contracted and General Services relating to Commissionaire Security Services for the users of the Alfred Jenkins Field House.

**\$65,500 Total Contracted and General Services** as follows:

Contracted and General Services	2024 Budget	2023 Budget	Variance
Commissionaire Services	\$20,000	\$4,000	\$16,000
Housekeeping Services (mats)	\$3,000	\$3,000	\$0
Program Instructors	\$40,000	\$40,000	\$0
Pest Control Services	\$1,500	\$1,500	\$0
Surveillance and Monitoring	\$1,000	\$1,000	\$0
<b>Total Contracted and General Services</b>	<b>\$65,500</b>	<b>\$49,500</b>	<b>\$16,000</b>



**\$5,920 decrease** in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$13,428	\$7,100	\$6,328
Electricity	\$111,382	\$121,930	(\$10,548)
Heating Fuels	\$29,873	\$31,570	(\$1,697)
<b>Total Utilities</b>	<b>\$154,680</b>	<b>\$160,600</b>	<b>(\$5,920)</b>

**\$700** increase in Maintenance Materials and Supplies relating to increased office supplies.

**\$1,090 decrease** in Insurance based on review of actual costs estimated by the City’s Insurance Broker.

**ITEMS INCLUDED UNDER RESERVE ALLOCATIONS:**

Administration is **recommending a \$20,000 allocation** be made to the Alfred Jenkins Field House Improvements Reserve in 2024.

**The Alfred Jenkins Field House Improvement Reserve will have a projected surplus balance of \$132,479 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council in Section 17 - Reserves.**



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-0000-5100	GF AJ FIELDHOUSE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	231,539	359,908	306,370	434,350	456,067	21,717	It is our hope that revenue will return to pre COVID levels. Multipurpose room bookings \$6,700 Gymnasium bookings \$54,900 Turf Bookings \$35,300 Climbing Wall \$4,800 Indoor track bookings \$5,000 Beach Vball bookings \$1650 Drop in admissions \$51,500 Monthly memberships \$147,000 Bulk Passes \$23,100 Rec Passes \$33,600 Senior Walking Program \$14,800 Registered Programs \$52,000 Outdoor Soccer Field Bookings \$4,000
2	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-0000-5102	GF AJ FIELDHOUSE SALE OF PRODUCT	USER CHARGES AND FEES	Revenues / Funding Source	8,589	27,946	25,180	40,000	40,000	-	Concession Revenue
3	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-0000-5420	GF AJ FIELDHOUSE RENTAL AND LEASE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	48,065	53,184	25,000	60,000	60,000	-	PAYSA Lease \$50,000 PAVA Lease \$3,000 Other Rentals \$7,000 Judo club is no longer in a lease agreement with the City of Prince Albert Total:\$60,000
4	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-0000-5820	GF AJ FIELDHOUSE VENDING COMM REV	SUNDRY	Revenues / Funding Source	2,836	6,404	4,096	7,300	7,300	-	Projected Vending revenue \$7,300
5	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-0000-5800	GF AJ FIELDHOUSE SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	29,419	35,825	19,060	83,500	83,500	-	The following revenue is transferred to the AJFH reserve at year-end - facility advertising/sponsorship agreements - PAYSA's annual contribution as per the agreement \$30,000 - Facility fees charged for turf rentals - City's contribution at \$20,000.
6	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20513-5500	GF AJ FIELDHOUSE PROJECT BEACH DONATIONS	GRANTS AND DONATIONS REV	Revenues / Funding Source	-	-	-	3,000	3,000	-	Annual amount paid by the Prince Albert Volleyball Association for the Beach Volleyball Courts.
7	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-6111	GF AJ FIELDHOUSE OPER SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	153,085	125,863	110,170	174,580	183,337	8,757	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-6115	GF AJ FIELDHOUSE OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	121,737	135,949	98,043	135,000	146,114	11,114	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.  If we were to reduce the hours of operation on the weekends for the summer months to 9am - 4pm and close the facility over long weekends there could be a savings of approximately \$4800. Currently we average approximately 23 people a day on the weekends (our memberships per month average 330 members) so only a small portion use the facility on weekends. As well, staffing has been an issue this past year. It is getting more difficult to find people to work weekend and over holiday weekends.
9	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-6119	GF AJ FIELDHOUSE OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	74,872	81,234	62,440	92,840	99,184	6,344	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-6116	GF AJ FIELDHOUSE OPER WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,177	4,013	2,063	3,390	3,355	(35)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-6115	GF AJ FIELDHOUSE MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	23,839	23,128	18,582	20,000	27,058	7,058	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-6116	GF AJ FIELDHOUSE MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	772	241	1,487	1,000	1,082	82	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-6119	GF AJ FIELDHOUSE MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	10,450	9,680	8,790	9,070	11,819	2,749	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-6115	GF AJ FIELDHOUSE CONCESSION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	123	504	363	510	595	85	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-6119	GF AJ FIELDHOUSE CONCESSION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,445	3,859	2,681	3,840	4,212	372	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-6111	GF AJ FIELDHOUSE CONCESSION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,797	10,647	7,021	10,100	10,961	861	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-6112	GF AJ FIELDHOUSE CONCESSION SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	109	90	166	200	216	16	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-6112	GF AJ FIELDHOUSE OPER SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,726	1,560	2,053	2,000	2,706	706	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
19	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-6114	GF AJ FIELDHOUSE CONCESSION SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,028	8,294	6,289	8,580	9,286	706	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
20	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-6114	GF AJ FIELDHOUSE OPER SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	38,247	69,507	48,197	71,840	77,754	5,914	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
21	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7651	GF AJ FIELDHOUSE MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	12,072	9,944	13,448	7,100	13,428	6,328	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
22	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7652	GF AJ FIELDHOUSE MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	17,236	32,479	17,991	31,570	29,873	(1,697)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
23	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7653	GF AJ FIELDHOUSE MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	92,461	102,157	69,312	121,930	111,382	(10,548)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
24	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7502	GF AJ FIELDHOUSE OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,650	5,393	3,672	5,500	5,500	-	Phones, Fax, Cell Phones Phone lines: 953-4817 953-4842 953-4816 - new, # moved from MFC 953-4989 953-4843 Fax:953-4849 Debit Machine:953-4874 Elevator phone: 953-4847 Third Floor Emergency phone that connects directly to the front desk. Concession phone: 953-4846 Cell phones: Rec Coordinator: 930-8365 Janitor Event Worker/Playground coordinator cell phone: 941-7412, new phones in 2023 953-4813 (rec programmer), cell phone OSF rec programmer 306-980-8489
25	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7543	GF AJ FIELDHOUSE OPER PROGRAM SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,892	571	245	2,500	2,500	-	Basketballs, volleyballs, soccer balls \$500 Fitness program supplies (weights, bands, balls, etc) \$1500 Toddler toys \$500 Total: \$2500
26	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7541	GF AJ FIELDHOUSE OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	12,134	15,641	12,625	12,700	12,700	-	Fitness Centre Supplies - gym wipes \$4,000 First Aid Supplies - \$500 Tools, Misc supplies - \$1,200 Membership Cards, ribbons and supplies \$2,500 Paint supplies - \$1,000 Equipment repair - \$1,000 Beach Court equipment and supplies \$1,000 Misc facility supplies \$1,500 Total:
27	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7546	GF AJ FIELDHOUSE OPER HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20,829	13,571	11,364	15,000	15,000	-	Janitorial & Cleaning supplies.
28	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7574	GF AJ FIELDHOUSE MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,659	31,129	24,808	8,100	8,100	-	Minor Building Maintenance
29	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7585	GF AJ FIELDHOUSE MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	904	1,932	804	2,000	2,000	-	Elevator, Boilers, Fire Extinguishers, Fire Alarm, Fire Suppression.
30	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7541	GF AJ FIELDHOUSE MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	8,450	12,879	4,686	7,000	7,000	-	Minor Maintenance Supplies
31	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7566	GF AJ FIELDHOUSE MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,807	3,370	1,933	7,000	7,000	-	Parts for Mechanical Equipment Repairs.
32	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-7502	GF AJ FIELDHOUSE CONCESSION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	69	69	47	100	100	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
33	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-7541	GF AJ FIELDHOUSE CONCESSION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	296	266	1,439	380	380	-	Concession supplies
34	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-7548	GF AJ FIELDHOUSE CONCESSION MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	544	6,176	5,549	10,000	10,000	-	Concession Products for Resale.
35	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7544	GF AJ FIELDHOUSE OPER OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	847	951	3,296	1,800	2,500	700	Facility office supplies Pens, paper, desk chair, etc \$1,800  This amount needs to be increased due to extra staff and department responsibilities at the AJFH.
36	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7508	GF AJ FIELDHOUSE OPER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	250	110	250	250	-	WHIMIS & First Aid/CPR \$250
37	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7583	GF AJ FIELDHOUSE MTCE OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,623	3,465	1,225	1,500	1,500	-	Scissor Lift rentals & other equipment rentals for maintenance purposes.
38	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7573	GF AJ FIELDHOUSE MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	14,953	12,258	17,204	7,000	7,000	-	Minor Mechanical Equipment repairs.
39	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7582	GF AJ FIELDHOUSE OPER SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,084	1,760	854	2,000	2,000	-	Photocopier and Printer Costs \$2,000
40	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7540	GF AJ FIELDHOUSE OPER CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	568	127	-	300	300	-	Janitor Event Worker uniforms and safety boots \$300
41	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7583	GF AJ FIELDHOUSE OPER OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	400	-	-	220	220	-	Equipment rentals such as a Scissor Lift.
42	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7500	GF AJ FIELDHOUSE OPER TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	175	336	500	500	-	Rec Programmer and Janitor Event Worker Mileage 2023
43	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7585	GF AJ FIELDHOUSE OPER LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	654	887	504	1,120	1,120	-	SOCAN and RESound License \$1,120
44	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7896	GF AJ FIELDHOUSE MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	32,952	35,069	22,492	37,520	36,430	(1,090)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
45	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7300	GF AJ FIELDHOUSE MTCE CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	57	-	6,600	560	560	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
46	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7300	GF AJ FIELDHOUSE OPER CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	3,956	1,060	2,160	5,300	5,300	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
47	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7889	GF AJ FIELDHOUSE OPER OTHER FINANCE CHG	FINANCIAL CHARGES	Expenses / Expenditure	10,437	14,896	12,228	13,630	13,630	-	Software Fees such as ActiveNet \$13,630
48	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20001-7883	GF AJ FIELDHOUSE CONCESSION BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	1,026	1,423	1,291	1,060	1,060	-	Transaction Fees
49	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7237	GF AJ FIELDHOUSE MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,478	4,787	1,438	1,000	1,000	-	Surveillance & Alarm monitoring.
50	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7299	GF AJ FIELDHOUSE OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	33,592	33,935	25,351	40,000	40,000	-	This budget is related to the payment of program instructors. The amount will fluctuate based on programs offered.
51	COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7294	GF AJ FIELDHOUSE OPER COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	16	10,694	13,533	4,000	20,000	16,000	Commissionaire call outs, alarm and building security. Actual costs of security

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
52 COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20003-7296	GF AJ FIELDHOUSE OPER HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,805	3,312	2,873	3,000	3,000	-	Mat rental - Canadian Linen Services \$1,500 Contract cleaners - Waxing Floors Fitness Equipment maintenance \$1,500 \$3,000
53 COMM SRV REC FACILITIES - FIELDHOUSE	10-55-400-332-20002-7235	GF AJ FIELDHOUSE MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,220	3,130	1,705	1,500	1,500	-	Health Services at AJF. The majority of the services are required for Pest Control.



Functional Area: **ART HAUSER CENTRE**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Art Hauser Centre is a sport, entertainment and banquet show place and stands as one of several examples of the commitment that the residents of Prince Albert have to their community. The Art Hauser Centre budget is comprised of staffing costs and maintenance and operation costs of the building.

<b>ART HAUSER CENTRE</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$921,545	\$825,280	\$96,265	11.66%
Sundry	\$40,000	\$40,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$961,545</b>	<b>\$865,280</b>	<b>\$96,265</b>	<b>11.13%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$850,260	\$759,890	\$90,370	11.89%
Contracted and General Services	\$22,970	\$22,970	\$0	0.00%
Financial Charges	\$12,710	\$12,710	\$0	0.00%
Utilities	\$354,660	\$345,750	\$8,910	2.58%
Fleet Expenses	\$53,000	\$53,000	\$0	0.00%
Maintenance Materials and Supplies	\$351,410	\$306,010	\$45,400	14.84%
Insurance	\$66,110	\$63,530	\$2,580	4.06%
<b>Total Expenses</b>	<b>\$1,711,120</b>	<b>\$1,563,860</b>	<b>\$147,260</b>	<b>9.42%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$749,575</b>	<b>\$698,580</b>	<b>\$50,995</b>	<b>7.30%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$96,265** increase in User Charges and Revenues relating to:

- \$75,000 increase in the sales for Concessions at the AHC.
- \$23,265 increase in rental revenue.



**\$921,545 Total User Charges and Fees Revenue:**

User Charges and Fees	2024 Budget	2023 Budget	Variance
Sale of Products - Concession Sales	\$475,000	\$400,000	\$75,000
Rentals (ice rentals, Ches Leach, etc.)	\$446,545	\$425,280	\$21,265
<b>Total Revenue</b>	<b>\$921,545</b>	<b>\$825,280</b>	<b>\$96,265</b>

- Rentals Revenue relating to ice rentals, arena rentals, Raiders License Agreement, meeting room rentals, etc.

**\$40,000 Total Sundry Revenue** is the surcharge revenue from Ice Rentals to be allocated to the Arenas Improvements Reserve and revenue from the Vending Machines as follows:

Sundry Revenue	2024 Budget	2023 Budget	Variance
Ice Rentals - Surcharge Revenue	\$15,000	\$15,000	\$0
Vending Machines	\$25,000	\$25,000	\$0
<b>Total Revenue - 2nd Quarter</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>

The revenue collected from the AHC Surcharge is credited to the Arenas Improvement Reserve at yearend.

**EXPENSES**

**\$90,370** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. Salaries represent **49.7% of Total Expenses**.

**\$22,970 Total Contracted and General Services** as follows:

Contracted and General Services	2024	2023	Variance
	Budget	Budget	
Commissionaire Services	\$13,000	\$13,000	\$0
Entandem Licensing Fees & Bartender Fees	\$6,900	\$6,900	\$0
Alarm Monitoring	\$100	\$100	\$0
Housekeeping Services	\$2,970	\$2,970	\$0
<b>Total Contracted and General Services</b>	<b>\$22,970</b>	<b>\$22,970</b>	<b>\$0</b>



**\$8,910** increase in Utilities due to increased electricity costs at the AHC as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$34,830	\$36,170	(\$1,340)
Electricity	\$225,270	\$209,480	\$15,790
Heating Fuels	\$94,560	\$100,100	(\$5,540)
<b>Total Utilities</b>	<b>\$354,660</b>	<b>\$345,750</b>	<b>\$8,910</b>

**\$45,400** increase in Maintenance Materials and Supplies as follows:

- \$25,000 increase for Concession Products for resale. *There is increased revenue of \$75,000 under User Charges and Fees.*
- \$10,000 increase for janitorial supplies.
- \$6,500 increase for Art Hauser Centre parking lot line painting.
- \$3,200 increase for replacement tables for the Ches Leach Lounge.
- \$400 increase for office supplies
- \$300 increase for staff uniforms.

**\$2,580** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City’s Insurance Broker.

**ITEMS INCLUDED UNDER RESERVE ALLOCATIONS:**

Administration is **recommending a \$20,000 allocation** be made to the Arenas Improvement Reserve in 2024.

**The Arenas Improvement Reserve will have a projected surplus balance of \$77,297 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 - Reserves.**



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	COMM SRV REC FACILITIES - AHC	10-55-400-335-00000-5100	GF ART HAUSER CENTRE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	254,249	371,251	216,244	425,280	446,544	21,264	AHC Revenue: Ice Rentals-\$213,000 Arena Rentals (Special Events)-\$22,280.00 Multi-Purpose Rooms-\$102,000 Raiders License Agreement Payments-\$40,500.00 A/V Charge Outs-\$25,000.00 Raider Playoff Royalty Payment-\$22,000.00
2	COMM SRV REC FACILITIES - AHC	10-55-400-335-00000-5102	GF ART HAUSER CENTRE SALE OF PRODUCT	USER CHARGES AND FEES	Revenues / Funding Source	137,317	429,748	319,647	400,000	475,000	75,000	Art Hauser Centre Concession Sales
3	COMM SRV REC FACILITIES - AHC	10-55-400-335-00000-5820	GF ART HAUSER CENTRE VENDING COMM REV	SUNDRY	Revenues / Funding Source	6,552	19,317	11,213	25,000	25,000	-	Vending Commission Revenue
4	COMM SRV REC FACILITIES - AHC	10-55-400-335-00000-5800	GF ART HAUSER CENTRE SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	3,656	7,301	4,866	15,000	15,000	-	Surcharge revenue from Ice Rentals to be allocated to the Arenas Improvements Reserve.
5	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-6115	GF ART HAUSER CENTRE OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	219,017	314,104	210,271	310,000	335,522	25,522	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-6116	GF ART HAUSER CENTRE OPER WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	19,038	30,377	24,684	32,000	34,634	2,634	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-6119	GF ART HAUSER CENTRE OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	94,191	127,194	83,791	117,240	127,818	10,578	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-6115	GF ART HAUSER CENTRE MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	84,850	98,718	58,526	75,410	86,586	11,176	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-6116	GF ART HAUSER CENTRE MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,246	22,170	22,276	5,000	16,235	11,235	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-6119	GF ART HAUSER CENTRE MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	40,703	51,116	33,030	35,430	43,185	7,755	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-6111	GF ART HAUSER CENTRE OPER SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	41,378	66,615	27,163	36,170	42,160	5,990	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-6111	GF ART HAUSER CENTRE CONCESSION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	48,619	57,002	34,763	50,150	54,422	4,272	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-6112	GF ART HAUSER CENTRE CONCESSION SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	92	3,925	2,714	3,080	3,334	254	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-6119	GF ART HAUSER CENTRE CONCESSION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	14,525	24,103	17,658	20,150	23,245	3,095	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-6115	GF ART HAUSER CENTRE CONCESSION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,848	5,368	4,069	4,260	6,278	2,018	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-6114	GF ART HAUSER CENTRE CONCESSION SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	31,461	80,494	60,051	71,000	76,845	5,845	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7651	GF ART HAUSER CENTRE MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	27,748	34,729	25,157	36,170	34,829	(1,341)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
18	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7652	GF ART HAUSER CENTRE MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	62,532	83,433	52,921	100,100	94,562	(5,538)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
19	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7653	GF ART HAUSER CENTRE MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	149,853	215,231	127,266	209,480	225,268	15,788	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
20	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7501	GF ART HAUSER CENTRE OPER POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	50	50	-	Based on average usage and expected \$.01 increase Jan 1/23.
21	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7502	GF ART HAUSER CENTRE OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,311	5,301	3,984	5,480	5,480	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
22	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7508	GF ART HAUSER CENTRE OPER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	250	250	-	Annual Certification Requirements for Arenas Staff.
23	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7512	GF ART HAUSER CENTRE OPER OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	461	154	-	500	500	-	As per Collective Bargaining Agreement, staff who work 1.5 hours or more immediately after their scheduled work day are provided with a meal.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
24	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7541	GF ART HAUSER CENTRE OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	13,106	26,330	18,588	24,100	24,100	-	Operating supplies for: Corkage supplies for the Ches Leach Lounge events General operating supplies Ice Making Supplies
25	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7546	GF ART HAUSER CENTRE OPER HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20,627	23,249	18,010	15,000	25,000	10,000	Janitorial Supplies
26	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7574	GF ART HAUSER CENTRE MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	13,236	4,774	21,730	7,250	7,250	-	Minor Building Maintenance.
27	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7573	GF ART HAUSER CENTRE MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	69,273	212,900	49,787	30,200	30,200	-	Arena Refrigeration, Ice Plant, HVAC Servicing.
28	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7578	GF ART HAUSER CENTRE MTCE OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,920	-	2,000	2,000	-	Contracted support for minor equipment maintenance.
29	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7585	GF ART HAUSER CENTRE MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	597	180	724	950	950	-	Boiler Operating, Elevator Operating, Sprinklers, Fire Alarm, Fire Extinguishers & Fire Suppression.
30	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7541	GF ART HAUSER CENTRE MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	26,380	27,624	14,729	19,460	19,460	-	Filters, Drive Belts, Door Hardware, Lumber, rubber mats, etc.
31	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7566	GF ART HAUSER CENTRE MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	9,401	12,688	8,644	8,800	8,800	-	Parts for all Mechanical Equipment requirements.
32	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7583	GF ART HAUSER CENTRE MTCE OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	600	600	-	Scissor Lift Rental
33	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7546	GF ART HAUSER CENTRE MTCE HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	107	822	-	500	500	-	Janitorial Supplies
34	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7544	GF ART HAUSER CENTRE OPER OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,280	1,794	869	1,100	1,500	400	Office & Administrative Supplies.
35	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7502	GF ART HAUSER CENTRE MTCE TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,131	1,157	771	1,200	1,200	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
36	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-7502	GF ART HAUSER CENTRE CONCESSION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	828	835	567	850	850	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
37	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-7508	GF ART HAUSER CENTRE CONCESSION TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	300	300	-	Staff Certification requirements.
38	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-7578	GF ART HAUSER CENTRE CONCESSION OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	444	665	1,286	1,500	1,500	-	Concession Equipment maintenance, repair or replacement.
39	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-7541	GF ART HAUSER CENTRE CONCESSION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,250	5,264	4,330	3,300	3,300	-	Concession Supplies
40	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-7548	GF ART HAUSER CENTRE CONCESSION MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	73,489	214,858	143,799	150,000	175,000	25,000	Concession Products for resale.
41	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7540	GF ART HAUSER CENTRE OPER CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,452	2,539	1,227	2,500	2,800	300	Staff Uniforms
42	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-7540	GF ART HAUSER CENTRE CONCESSION CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,924	-	2,000	2,000	-	Staff uniforms
43	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7582	GF ART HAUSER CENTRE OPER SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	404	1,112	378	720	720	-	Office printer/copier printing costs.
44	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7578	GF ART HAUSER CENTRE OPER OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	572	12,663	5,811	25,500	25,500	-	Arena Audio Visual Technician Services and Equipment for the Ches Leach Lounge and score clock repairs and maintenance at the Art Hauser Centre, Kinsmen and Stuart Arenas. Technician Services are recovered through the respective rental contracts for event requirements.
45	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7500	GF ART HAUSER CENTRE OPER TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	223	29	400	400	-	Mileage reimbursement for Arena staff (trips to City Hall, Meetings, Supplies)
46	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7585	GF ART HAUSER CENTRE OPER LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	282	-	1,500	1,500	-	WHL Facility Network Fees SOCAN & Resound
47	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7595	GF ART HAUSER CENTRE SPECIAL PROJECT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20,000	17,500	-	-	6,500	6,500	Parking Lot Line Painting
48	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7549	GF ART HAUSER CENTRE OTHER SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	-	3,200	3,200	Replacement tables for the Ches Leach Lounge
49	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7896	GF ART HAUSER CENTRE MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	54,383	59,372	40,806	63,530	66,110	2,580	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
50	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7300	GF ART HAUSER CENTRE OPER CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	46,535	50,496	28,447	53,000	53,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
51	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7889	GF ART HAUSER CENTRE OPER OTHER FINANCE CHG	FINANCIAL CHARGES	Expenses / Expenditure	8,091	9,637	5,753	9,080	9,080	-	Activenet Fees
52	COMM SRV REC FACILITIES - AHC	10-55-400-335-20001-7883	GF ART HAUSER CENTRE CONCESSION BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	2,952	5,140	3,227	3,630	3,630	-	Transaction Fees
53	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7296	GF ART HAUSER CENTRE OPER HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,406	185	-	2,970	2,970	-	Cleaning & janitorial supplies.
54	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7299	GF ART HAUSER CENTRE OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	7,450	8,873	4,732	6,900	6,900	-	Entandem Licensing Fees & Bartender Fees
55	COMM SRV REC FACILITIES - AHC	10-55-400-335-20002-7237	GF ART HAUSER CENTRE MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,528	5,889	68	100	100	-	Alarm Monitoring
56	COMM SRV REC FACILITIES - AHC	10-55-400-335-20003-7294	GF ART HAUSER CENTRE OPER COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	20,203	16,988	7,871	13,000	13,000	-	Commissionaires for Rentals and Ches Leach Lounge bookings.

Functional Area: **AQUATIC AND ARENAS RECREATION CENTRE**  
 Department: **Community Services Department**  
 Fund: **General Fund**

<b>AQUATIC AND ARENAS RECREATION</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Interest on Long Term Debt	\$1,845,410	\$1,212,530	\$632,880	52.19%
Total Expenses	\$1,845,410	\$1,212,530	\$632,880	52.19%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,845,410</b>	<b>\$1,212,530</b>	<b>\$632,880</b>	<b>52.19%</b>

### Aquatic and Arenas Recreation Centre Debt Financing

City Council, at its meeting of March 27, 2023, awarded Request for Proposal No. 9 of 2023 to the Municipal Financing Corporation of Saskatchewan to be payable over thirty-five (35) years in the amount of \$30,000,000 for the construction of the Aquatic and Arenas Recreation Centre.

City Administration has received the Debenture and the interest rate will be fixed for 35 years at the rate of 4.40%.

The annual interest and principal payment will be **\$1,695,689 annually for the borrowing of the additional \$30.0 million.**

### Interest on Long Term Debt

Interest expense for the \$16.0 million Arenas and Aquatic Centre loan borrowed March 1, 2022 is \$536,430. The loan is a 35 year debenture with an interest rate of 3.45%.

Interest expense for the \$30.0 million Arenas and Aquatic Centre loan borrowed May 1, 2023 is \$1,308,980. The loan is a 35 year debenture with an interest rate of 4.40%.

**The interest expense for these loans in the total amount of \$1,845,410 are funded from a transfer from the Recreation Centre Reserve, as such, nil impact to the 2024 Budget.**

**The Recreation Centre Reserve will have a projected surplus balance of \$3,387 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 - Reserves.**



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV REC FACILITIES	10-55-400-334-00000-7100	GF AQUATICS AND ARENAS INT LT LOAN	INTEREST ON LTD	Expenses / Expenditure	-	460,000	92,000	1,212,530	1,845,410	632,880	Interest expense for the \$16M Arenas and Aquatic Centre loan borrowed March 1, 2022 (\$536,430). The loan is a 35 year debenture with an interest rate of 3.45%. Interest expense for the \$30M Arenas and Aquatic Centre loan borrowed May 1, 2023 (\$1,308,980). The loan is a 35 year debenture with an interest rate of 4.40%. The interest expense for these loans are funded from the Civic Facilities Reserve.

**Functional Area:** MARGO FOURNIER ARTS CENTRE  
**Department:** Community Services Department  
**Fund:** General Fund

The Margo Fournier Arts Centre has a long and varied history within our community. One of the last of its kind on the prairies and a national historic landmark, the Prince Albert Town Hall and Opera House was completed in 1893 and is still going strong. Today it is a thriving 'arts' facility offering a wide variety of art, craft and creative opportunities for all members of our community.

The Arts Centre budget is comprised of staffing costs, programming costs and maintenance and operation costs of the building.

<b>MARGO FOURNIER ARTS CENTRE</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$63,000	\$60,000	\$3,000	5.00%
Operating Grants and Donations	\$10,000	\$10,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$73,000</b>	<b>\$70,000</b>	<b>\$3,000</b>	<b>4.29%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$141,590	\$123,260	\$18,330	14.87%
Contracted and General Services	\$38,600	\$38,370	\$230	0.60%
Financial Charges	\$3,100	\$2,800	\$300	10.71%
Fleet Expenses	\$300	\$0	\$300	
Utilities	\$15,540	\$15,540	\$0	0.00%
Maintenance Materials and Supplies	\$26,080	\$48,910	(\$22,830)	-46.68%
Insurance	\$2,350	\$2,370	(\$20)	-0.84%
<b>Total Expenses</b>	<b>\$227,560</b>	<b>\$231,250</b>	<b>(\$3,690)</b>	<b>-1.60%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$154,560</b>	<b>\$161,250</b>	<b>(\$6,690)</b>	<b>-4.15%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$63,000 Total User Charges and Fees Revenues** relating to Arts Centre Programming and Rentals. Increase in revenue of \$3,000 over 2023 budgeted revenue.

**\$10,000 Total Operating Grants and Donations** relates to the Community Grant Program (CGP) revenue from the Sask Arts & Culture Grant Program.





**EXPENDITURES**

**\$18,330** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$230** increase in Contracted and General Services relating to payment of instructors and janitorial services.

**\$38,600 Total Contracted and General Services** as follows:

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Arts Centre Maintenance Housekeeping	\$3,000	\$3,000	\$0
Arts Centre Commissionaire Services	\$250	\$320	(\$70)
Program Instructors	\$33,000	\$32,500	\$500
Pottery Studio - Housecleaning	\$1,600	\$1,800	(\$200)
Alarm Monitoring	\$500	\$500	\$0
Pest Control	\$250	\$250	\$0
<b>Total Contracted and General Services</b>	<b>\$38,600</b>	<b>\$38,370</b>	<b>\$230</b>

Housekeeping: Window Cleaning, Floor Waxing & Carpet Cleaning

**\$300** increase for Financial Charges regarding transactions at the Arts Centre (banking).

**\$22,830 decrease** in Maintenance Materials and Supplies relating to:

- **Reduction of \$25,000** for one-time expenditure for 2023 Facility Project: Replace Accessibility Stair Lift at the Arts Centre.
- \$1,700 increase for program supplies at the Arts Centre.
- \$700 increase related to copier costs.
- \$100 **decrease** for postage
- \$100 **decrease** for telephone costs.
- \$30 **decrease** for memberships.

**\$20 decrease** in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV ARTS AND CULTURE	10-55-450-338-00000-5100	GF ARTS CENTRE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	46,988	59,542	41,642	60,000	63,000	3,000	Arts Centre Programs, Rental, and Sales' Revenues.
2 COMM SRV ARTS AND CULTURE	10-55-450-338-00000-5600	GF ARTS CENTRE OTHER COND GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	12,000	9,155	12,000	10,000	10,000	-	Community Grant Program (CGP) revenue and any other grants secured
3 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-6115	GF ARTS CENTRE MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	18,052	27,786	18,054	19,400	21,647	2,247	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-6119	GF ARTS CENTRE MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,811	9,162	5,789	6,120	7,100	980	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-6111	GF ARTS CENTRE OPER SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	51,566	59,589	36,338	53,030	60,194	7,164	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-6114	GF ARTS CENTRE OPER SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	22,991	30,458	26,096	26,760	32,470	5,710	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-6115	GF ARTS CENTRE OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,828	2,149	1,611	2,000	2,165	165	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-6119	GF ARTS CENTRE OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	14,726	16,097	11,896	15,950	18,017	2,067	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7651	GF ARTS CENTRE MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	1,262	1,363	1,118	1,600	1,427	(173)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
10 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7652	GF ARTS CENTRE MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	5,802	6,540	3,315	7,370	7,205	(165)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
11 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7653	GF ARTS CENTRE MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	5,674	6,221	3,951	6,570	6,907	337	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024.
12 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7541	GF ARTS CENTRE MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,856	1,697	748	1,500	1,500	-	Maintenance & Janitorial Supplies
13 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7566	GF ARTS CENTRE MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	247	240	516	500	500	-	Mechanical Equipment Parts & Service
14 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7573	GF ARTS CENTRE MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,508	3,181	1,751	1,000	1,000	-	Mechanical Equipment Maintenance & Repair
15 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7574	GF ARTS CENTRE MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	10,681	46,398	2,760	26,000	1,000	(25,000)	Minor Building Maintenance. Prior year budget related to one time facility project
16 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7585	GF ARTS CENTRE MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	305	146	570	330	330	-	Boiler Operating License, Conveyance License for Chair Lift.
17 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7500	GF ARTS CENTRE OPER TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	23	100	100	-	Arts Programmer mileage
18 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7501	GF ARTS CENTRE OPER POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	464	828	319	800	700	(100)	Adjusted based on actuals from 2022
19 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7502	GF ARTS CENTRE OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,317	1,218	774	1,800	1,700	(100)	Adjusted based on actuals from 2022
20 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7505	GF ARTS CENTRE OPER SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	156	191	179	200	200	-	No change
21 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7506	GF ARTS CENTRE OPER MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	465	488	485	630	600	(30)	Creative Cities Network; Multicultural Council of Saskatchewan; SaskCulture; CARFAC - adjusted based on actuals from 2022
22 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7508	GF ARTS CENTRE OPER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	250	250	-	Training for Programmer - no change
23 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7541	GF ARTS CENTRE OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,652	3,201	1,283	4,500	4,500	-	Operating supplies for Arts Centre.
24 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7543	GF ARTS CENTRE OPER PROGRAM SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,315	7,061	3,337	5,350	6,700	1,350	Adjusted based on actuals from 2022
25 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7544	GF ARTS CENTRE OPER OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	529	1,423	407	650	1,000	350	Adjusted based on actuals from 2022
26 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7548	GF ARTS CENTRE OPER MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,736	3,769	2,878	4,500	4,500	-	Program Supplies for resale. No change.
27 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7582	GF ARTS CENTRE OPER SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	318	1,100	829	800	1,500	700	Adjusted due to actuals from 2022 (copier - none done at City Hall now)
28 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7896	GF ARTS CENTRE MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	1,698	2,211	1,454	2,370	2,350	(20)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
29 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7300	GF ARTS CENTRE OPER	FLEET EXPENSE	Expenses / Expenditure	566	75	-	-	300	300	Picking up clay - added based on actuals from 2023
30 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7883	GF ARTS CENTRE OPER	FINANCIAL CHARGES	Expenses / Expenditure	-	-	66	-	100	100	Added based on actuals from 2023
31 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7889	GF ARTS CENTRE OPER OTHER FINANCE CHG	FINANCIAL CHARGES	Expenses / Expenditure	1,970	2,907	1,770	2,800	3,000	200	Transaction Fees - no change
32 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7235	GF ARTS CENTRE MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	95	65	-	250	250	-	Pest Control
33 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7237	GF ARTS CENTRE MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,061	638	68	500	500	-	Alarm Monitoring
34 COMM SRV REC FACILITIES - ARTS CENTRE	10-55-400-338-20002-7296	GF ARTS CENTRE MTCE HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	11,861	1,909	962	3,000	3,000	-	Window Cleaning, Floor Waxing & Carpet Cleaning
35 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7294	GF ARTS CENTRE OPER COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	320	250	(70)	Adjusted based on actuals from 2022
36 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7296	GF ARTS CENTRE OPER HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,149	1,593	553	1,800	-	(1,800)	Moved from housekeeping as is Laundry expense
37 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7297	GF ARTS CENTRE OPER COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	-	1,600	1,600	Moved from Housekeeping as more accurate and adjusted based on actuals.
38 COMM SRV ARTS AND CULTURE	10-55-450-338-20003-7299	GF ARTS CENTRE OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	25,812	26,010	18,956	32,500	33,000	500	This represents the payment of Program Instructors.

Functional Area: **BERNICE SAYESE CENTRE**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Bernice Sayese Centre is a hub for recreational activities in the West Flat area of the City. Located at 1350 15th Avenue East. The City has two tenants in the Bernice Sayese Centre: West Flat Citizens Group and the River Bank Development Corporation. The City is required to pay the cost of heating, light, power, public liability insurance and water used at this facility.

<b>BERNICE SAYESE CENTRE</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$11,500	\$11,500	\$0	0.00%
<b>Total Revenues</b>	<b>\$11,500</b>	<b>\$11,500</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$13,155	\$8,040	\$5,115	63.62%
Contracted and General Services	\$6,100	\$6,100	\$0	0.00%
Grants and Donations	\$16,580	\$16,580	\$0	0.00%
Utilities	\$38,630	\$41,410	(\$2,780)	-6.71%
Maintenance Materials and Supplies	\$7,350	\$7,350	\$0	0.00%
Insurance	\$6,670	\$6,100	\$570	9.34%
<b>Total Expenses</b>	<b>\$88,485</b>	<b>\$85,580</b>	<b>\$2,905</b>	<b>3.39%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$76,985</b>	<b>\$74,080</b>	<b>\$2,905</b>	<b>3.92%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$11,500 Total User Charges and Fees Revenue** relates to the River Bank Development Office Lease.

**EXPENDITURES**

**\$5,115** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.



**\$6,100 Total Contracted and General Services** as follows:

- \$6,000 for janitorial services at the Centre.
- \$100 for Alarm Monitoring.

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

**\$2,780 decrease** in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$5,110	\$6,280	(\$1,170)
Heating Fuels	\$13,185	\$15,000	(\$1,815)
Electricity	\$20,335	\$20,130	\$205
<b>Total Utilities</b>	<b>\$38,630</b>	<b>\$41,410</b>	<b>(\$2,780)</b>

**\$570** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-00000-5100	GF BERNICE SAYESE CENTRE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	11,617	11,791	9,005	11,500	11,500	-	River Bank Development Office Lease
2	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7651	GF BERNICE SAYESE CENTRE MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	4,174	5,747	3,736	6,280	5,110	(1,170)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
3	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-6115	GF BERNICE SAYESE CENTRE MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,334	9,267	6,493	5,620	9,200	3,580	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-6119	GF BERNICE SAYESE CENTRE MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,609	3,898	2,839	2,420	3,956	1,536	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7652	GF BERNICE SAYESE CENTRE MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	10,916	12,176	6,204	15,000	13,183	(1,817)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
6	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7653	GF BERNICE SAYESE CENTRE MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	15,826	16,187	11,115	20,130	20,334	204	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
7	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7541	GF BERNICE SAYESE CENTRE MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,047	1,558	1,040	500	500	-	Minor Maintenance Supplies
8	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7566	GF BERNICE SAYESE CENTRE MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,367	1,085	196	1,200	1,200	-	Parts for minor mechanical equipment repairs.
9	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7573	GF BERNICE SAYESE CENTRE MTCE MECH EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	36,345	7,945	2,605	2,500	2,500	-	Minor Mechanical Equipment repairs.
10	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7574	GF BERNICE SAYESE CENTRE MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	15,849	1,981	11,208	2,220	2,220	-	Minor Building Maintenance
11	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7585	GF BERNICE SAYESE CENTRE MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	207	-	330	330	-	Boiler Operating License, Fire Extinguisher inspections.
12	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20003-7502	GF BERNICE SAYESE CENTRE OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	544	544	863	600	600	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
13	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7896	GF BERNICE SAYESE CENTRE MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	4,351	5,699	4,119	6,100	6,670	570	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
14	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20003-7711	GF REC FAC BERNICE SAYESE CENTRE OPERATING GRANT	GRANTS AND DONATIONS EXP	Expenses / Expenditure	12,750	12,750	12,750	12,750	12,750	-	Annual Operating Grant as per the Lease Agreement with the West Flat Citizen's Group.
15	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20003-7713	GF REC FAC BERNICE SAYESE CENTRE IMPROVEMENT GRANT	GRANTS AND DONATIONS EXP	Expenses / Expenditure	7,660	3,830	-	3,830	3,830	-	Annual Improvement Grant as per Lease Agreement with the West Flat Citizen's Group.
16	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20002-7237	GF BERNICE SAYESE CENTRE MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	108	1,152	1,197	100	100	-	Alarm monitoring
17	COMM SRV REC FAC BERNICE SAYESE	10-55-400-341-20003-7296	GF BERNICE SAYESE CENTRE OPER HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	6,000	6,000	2,500	6,000	6,000	-	Janitorial Services

Functional Area: **CEMETERY**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The South Hill Cemetery is a landscaped, well-maintained site that is owned and operated by the City. The South Hill Cemetery provides burial choices for traditional interments and cremated remains as well as special arrangements for fiberglass, concrete or steel vaults, and double depth interment. Revenue is from fees generated from licensing, interments, etc.

<b>CEMETERY</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$155,000	\$155,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$155,000</b>	<b>\$155,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$165,150	\$155,290	\$9,860	6.35%
Contracted and General Services	\$3,410	\$3,410	\$0	0.00%
Utilities	\$6,160	\$6,230	(\$70)	-1.12%
Fleet Expenses	\$46,060	\$48,980	(\$2,920)	-5.96%
Maintenance Materials and Supplies	\$28,090	\$28,090	\$0	0.00%
Insurance	\$540	\$550	(\$10)	-1.82%
<b>Total Expenses</b>	<b>\$249,410</b>	<b>\$242,550</b>	<b>\$6,860</b>	<b>2.83%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$94,410</b>	<b>\$87,550</b>	<b>\$6,860</b>	<b>7.84%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$155,000 Total User Charges and Fees Revenues** as follow:

<b>User Charges and Fees</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Cemetery Revenue - Rates and Fees	\$140,000	\$140,000	\$0
Perpetual Fees to Reserve	\$15,000	\$15,000	\$0
<b>Total Revenue</b>	<b>\$155,000</b>	<b>\$155,000</b>	<b>\$0</b>

**The revenue collected from the Perpetual Care Fees is transferred to the South Hill Cemetery Perpetual Care Reserve at yearend.**



**EXPENDITURES**

**\$9,860** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. Salaries represent **66% of Total Expenditures**.

**\$3,410 Total Contracted and General Services includes:**

- \$2,500 for contracted services to support operations where specialized skills are required or City staff are unavailable.
- \$850 for Septic Pump Outs at the City Cemetery and Visitor Information Center.
- \$60 for Fire Extinguisher and alarm servicing.

**\$2,920 decrease** in fleet expense based on actuals over the last several years.

**ITEMS INCLUDED UNDER RESERVE ALLOCATIONS:**

The South Hill Cemetery Perpetual Care Reserve was established in 2020 for future maintenance of Cemetery. The reserve is funded by the perpetual care fees collected on licenses/burials. The 2024 budget includes a budgeted transfer of \$15,000 to this reserve based on estimates of perpetual care fee revenue to be received.

**The South Hill Cemetery Perpetual Care Reserve will have a projected surplus balance of \$69,855 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.**



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-5100	GF CEMETERY REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	156,901	134,122	50,890	140,000	140,000	-	Rates and Fees collection based on Cemetery schedule of fees
2 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-5258	GF CEMETERY PERPETUAL CARE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	14,100	15,355	5,300	15,000	15,000	-	Perpetual Care Fee \$200 on licenses and \$100 on subsequent burials
3 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-6115	GF CEMETERY WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	100,942	106,222	87,759	113,800	119,056	5,256	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-6116	GF CEMETERY WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,954	3,464	2,883	4,730	5,119	389	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-6119	GF CEMETERY PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	32,562	36,565	28,892	36,760	40,978	4,218	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7651	GF CEMETERY WATER AND SEWER	UTILITIES	Expenses / Expenditure	895	925	712	970	975	5	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
7 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7652	GF CEMETERY HEAT FUEL	UTILITIES	Expenses / Expenditure	2,368	2,660	1,466	3,190	2,901	(289)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
8 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7653	GF CEMETERY ELECTRICITY	UTILITIES	Expenses / Expenditure	1,808	1,905	930	2,070	2,280	210	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
9 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7502	GF CEMETERY TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	629	945	753	690	690	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
10 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7506	GF CEMETERY MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	100	100	-	Pesticide Applicators Renewal
11 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7574	GF CEMETERY BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	36	0	201	750	750	-	Yearly maintenance of furnace, water and sewer, air conditioning
12 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7578	GF CEMETERY OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	47	250	250	-	Contracted support for minor equipment repairs.
13 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7521	GF CEMETERY VEH FUEL AND OIL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	45	68	52	800	800	-	
14 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7541	GF CEMETERY OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	25,750	17,762	29,172	25,000	25,000	-	Leveling of headstones, markers, maintenance and purchase of lowering devices, signage, any supplies to support the cemetery operations that cannot be supplied through the Municipal Service Center Store. Any item acquired through the Municipal Service Store that supports this operational area is charged here as well.
15 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7573	GF CEMETERY MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	123	115	-	500	500	-	Contracted support for mechanical equipment repairs.
16 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7896	GF CEMETERY INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	388	510	337	550	540	(10)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
17 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7300	GF CEMETERY CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	44,012	45,059	22,563	48,980	46,060	(2,920)	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
18 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7235	GF CEMETERY HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,090	766	856	850	850	-	Septic Pump Outs at the City Cemetery and Visitor Information Center
19 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7237	GF CEMETERY PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	108	102	68	60	60	-	Fire Extinguisher and alarm servicing
20 COMM SRV PARKS - CEMETERY	10-55-410-388-00000-7299	GF CEMETERY OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	4,445	3,933	-	2,500	2,500	-	Contracted Services to support operations where Skills or City Staff are unavailable.



Functional Area: **FACILITIES MAINTENANCE – CITY HALL**  
 Department: **Community Services Department**  
 Fund: **General Fund**

This budget is related to facility staffing, maintenance costs, insurance, security, and janitorial services for the City Hall building.

<b>FACILITIES MAINTENANCE - CITY HALL</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$218,715	\$214,730	\$3,985	1.86%
Contracted and General Services	\$55,440	\$55,440	\$0	0.00%
Utilities	\$105,645	\$105,900	(\$255)	-0.24%
Fleet Expenses	\$1,480	\$410	\$1,070	260.98%
Maintenance Materials and Supplies	\$40,850	\$57,850	(\$17,000)	-29.39%
Insurance	\$13,200	\$12,790	\$410	3.21%
<b>Total Expenses</b>	<b>\$435,330</b>	<b>\$447,120</b>	<b>(\$11,790)</b>	<b>-2.64%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$435,330</b>	<b>\$447,120</b>	<b>(\$11,790)</b>	<b>-2.64%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$3,985** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. Salaries represent **50% of Total Expenditures**.

**\$55,440 Total Contracted and General Services** as follows:

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Pest Control Services	\$1,500	\$1,500	\$0
Alarm Monitoring	\$300	\$300	\$0
Commissionaire Services	\$45,440	\$45,440	\$0
Housekeeping	\$8,000	\$8,000	\$0
Other	\$200	\$200	\$0
<b>Total Contracted and General Services</b>	<b>\$55,440</b>	<b>\$55,440</b>	<b>\$0</b>



**\$1,070** increase in Fleet Expenses relating to usage of vehicles for maintenance.

**\$17,000 decrease** in Maintenance Materials and Supplies as follows:

- **Reduction of \$10,000** for one-time expenditure for 2023 Facility Project: City Hall - Replace Sewage Pumps.
- **Reduction of \$7,000** for one-time expenditure for 2023 Facility Project: City Hall - Camera Outside and in Financial Services

**\$410** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV FACIL MAINT	10-55-402-336-20002-6111	GF FAC MAINT CITY HALL SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	93,012	100,945	62,910	96,190	93,866	(2,324)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 COMM SRV FACIL MAINT	10-55-402-336-20002-6115	GF FAC MAINT CITY HALL WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	65,735	86,503	53,524	73,900	79,984	6,084	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV FACIL MAINT	10-55-402-336-20002-6116	GF FAC MAINT CITY HALL WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,993	4,256	5,705	2,000	3,247	1,247	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV FACIL MAINT	10-55-402-336-20002-6119	GF FAC MAINT CITY HALL PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	37,292	45,095	31,748	42,640	41,618	(1,022)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV FACIL MAINT	10-55-402-336-20002-7651	GF FAC MAINT CITY HALL WATER AND SEWER	UTILITIES	Expenses / Expenditure	7,157	6,982	5,809	5,900	7,089	1,189	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
6 COMM SRV FACIL MAINT	10-55-402-336-20002-7652	GF FAC MAINT CITY HALL HEAT FUEL	UTILITIES	Expenses / Expenditure	24,361	17,765	12,294	28,000	26,507	(1,493)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
7 COMM SRV FACIL MAINT	10-55-402-336-20002-7653	GF FAC MAINT CITY HALL ELECTRICITY	UTILITIES	Expenses / Expenditure	63,592	69,131	41,957	72,000	72,047	47	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
8 COMM SRV FACIL MAINT	10-55-402-336-20002-7502	GF FAC MAINT CITY HALL TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	983	2,173	1,451	2,300	2,300	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
9 COMM SRV FACIL MAINT	10-55-402-336-20002-7574	GF FAC MAINT CITY HALL BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	32,643	52,332	37,978	15,000	8,000	(7,000)	Minor maintenance to facility.
10 COMM SRV FACIL MAINT	10-55-402-336-20002-7573	GF FAC MAINT CITY HALL MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20,184	42,627	11,734	19,950	9,950	(10,000)	Mechanical Equipment Maintenance & Repair.
11 COMM SRV FACIL MAINT	10-55-402-336-20002-7585	GF FAC MAINT CITY HALL LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	895	478	795	2,500	2,500	-	Technical Safety Authority for License to operate the Elevator & Boilers. Annual inspection & certifications for Fire Alarm, Fire Suppression Systems & Fire Extinguishers.
12 COMM SRV FACIL MAINT	10-55-402-336-20002-7521	GF FAC MAINT CITY HALL VEH FUEL AND OIL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	400	400	-	
13 COMM SRV FACIL MAINT	10-55-402-336-20002-7541	GF FAC MAINT CITY HALL OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	47,688	37,719	4,361	10,400	10,400	-	Maintenance Supplies for City Hall.
14 COMM SRV FACIL MAINT	10-55-402-336-20002-7546	GF FAC MAINT CITY HALL HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	14,445	8,561	9,695	1,100	1,100	-	Janitorial Supplies
15 COMM SRV FACIL MAINT	10-55-402-336-20002-7566	GF FAC MAINT CITY HALL PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,694	6,690	1,146	6,000	6,000	-	Mechanical Equipment Parts
16 COMM SRV FACIL MAINT	10-55-402-336-20002-7501	GF FAC MAINT CITY HALL POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	19	150	-	200	200	-	Based on average usage and expected \$.01 increase Jan 1/23.
17 COMM SRV FACIL MAINT	10-55-402-336-20002-7896	GF FAC MAINT CITY HALL INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	9,878	11,953	8,148	12,790	13,200	410	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
18 COMM SRV FACIL MAINT	10-55-402-336-20002-7300	GF FAC MAINT CITY HALL CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	1,417	2,754	1,170	410	1,480	1,070	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
19 COMM SRV FACIL MAINT	10-55-402-336-20002-7237	GF FAC MAINT CITY HALL PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,159	3,265	137	300	300	-	Alarm monitoring
20 COMM SRV FACIL MAINT	10-55-402-336-20002-7294	GF FAC MAINT CITY HALL COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	96,979	59,258	35,501	45,440	45,440	-	Commissionaire Services
21 COMM SRV FACIL MAINT	10-55-402-336-20002-7296	GF FAC MAINT CITY HALL HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	33,988	4,832	8,594	8,000	8,000	-	Window cleaning, floor waxing & carpet cleaning services.
22 COMM SRV FACIL MAINT	10-55-402-336-20002-7299	GF FAC MAINT CITY HALL OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	784	3,230	1,590	200	200	-	
23 COMM SRV FACIL MAINT	10-55-402-336-20002-7235	GF FAC MAINT CITY HALL HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	595	820	340	1,500	1,500	-	Pest Control

Functional Area: **COMMUNITY CLUBS**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The residents of Prince Albert are fortunate to have 9 community clubs available for sports and recreation activities: Carlton Park, Crescent Acres, Crescent Heights, East End, East Hill, Hazeldale, Midtown, Nordale, and West Hill.

<b>COMMUNITY CLUBS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$20,280	\$20,280	\$0	0.00%
Total Revenues	\$20,280	\$20,280	\$0	0.00%
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$27,665	\$25,560	\$2,105	8.24%
Contracted and General Services	\$18,660	\$18,660	\$0	0.00%
Grants and Donations	\$160,220	\$160,220	\$0	0.00%
Utilities	\$171,400	\$175,900	(\$4,500)	-2.56%
Fleet Expenses	\$470	\$530	(\$60)	-11.32%
Maintenance Materials and Supplies	\$4,040	\$2,040	\$2,000	98.04%
Insurance	\$45,070	\$38,680	\$6,390	16.52%
Total Expenses	\$427,525	\$421,590	\$5,935	1.41%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$407,245</b>	<b>\$401,310</b>	<b>\$5,935</b>	<b>1.48%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$20,280 Total User Charges and Fees Revenue** is as follows for Payments for Lease Agreements of:

- Small World Daycare and Children’s Choice Daycare
- Children’s Choice - \$1,142/month = \$13,680
- Small World - \$550/month = \$6,600



**EXPENDITURES**

**\$2,105** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$18,660 Total Contracted and General Services** for Annual Fire Extinguisher inspections, Fire Suppression maintenance & testing, Fire alarm inspections & minor maintenance at the Community Clubs and Septic Services for Nordale Community Club.

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Fire Inspections, maintenance and testing	\$15,000	\$15,000	\$0
PR Septic Services (Nordale Community Club)	\$3,660	\$3,660	\$0
<b>Total Contracted and General Services</b>	<b>\$18,660</b>	<b>\$18,660</b>	<b>\$0</b>

**\$160,220 Total Grants and Donations** as follows:

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

**\$4,500 decrease** in Utilities as follows:

<b>Utilities</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Water and Sewer	\$32,120	\$34,700	(\$2,580)
Electricity	\$78,780	\$78,260	\$520
Heating Fuels	\$60,500	\$62,940	(\$2,440)
<b>Total Utilities</b>	<b>\$171,400</b>	<b>\$175,900</b>	<b>(\$4,500)</b>

**\$2,000** increase in Maintenance Materials and Supplies relating to the internal allocation charged by MSC/mechanics when working on equipment to cover the cost of miscellaneous supplies. There is also \$2,000 budgeted for supplies for equipment maintenance to the Zambonis at the 4 indoor Community Club rinks.

**\$6,390** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV COMMUNITY CLUBS	10-55-430-000-00000-5100	GF COMM CLUB REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	20,249	20,834	15,927	20,280	20,280	-	Payments for Lease Agreements of Small World Daycare and Children Choice Daycare. Children Choice - \$1,142/month = \$13,680 Small World - \$550/month = \$6,600 Total = \$20,280
5 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-6115	GF COMM CLUB OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	26,157	19,387	13,959	18,000	19,482	1,482	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-6119	GF COMM CLUB OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,376	8,138	7,272	7,560	8,182	622	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7651	GF COMM CLUB OPER WATER AND SEWER	UTILITIES	Expenses / Expenditure	29,182	40,318	23,615	34,700	32,121	(2,579)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
3 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7652	GF COMM CLUB OPER HEAT FUEL	UTILITIES	Expenses / Expenditure	45,518	61,414	23,504	62,940	60,499	(2,441)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
4 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7653	GF COMM CLUB OPER ELECTRICITY	UTILITIES	Expenses / Expenditure	52,120	66,643	44,665	78,260	78,784	524	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
7 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7420	GF COMM CLUB OPER ALLOC SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,421	8,842	1,520	-	2,000	2,000	Internal allocation charged by MSC/mechanics when working on equipment to cover the cost of miscellaneous supplies.
8 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7541	GF COMM CLUB OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,676	5,419	4,064	2,000	2,000	-	Supplies for equipment maintenance to the Zambonis at the 4 indoor Community Club rinks.
9 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7585	GF COMM CLUB OPER LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	210	-	1,300	1,300	-	Technical Safety Authority - permits needed for electrical work.
10 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7599	GF COMM CLUB OPER COST RECOVERY	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	(1,260)	(1,260)	-	
11 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7896	GF COMM CLUB OPER INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	28,002	37,044	27,821	38,680	45,070	6,390	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
12 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7711	GF COMM CLUB OPERATING GRANT	GRANTS AND DONATIONS EXP	Expenses / Expenditure	147,380	125,750	125,750	125,750	125,750	-	Operating Grants for 9 Community Clubs 4 Community Clubs with Indoor Rinks - West Hill, East Hill, Crescent Heights and East End = \$15,500 per year 5 Community Clubs (Halls, Recreation) - Crescent Acres, Carlton Park, Midtown, Hazeldell, Nordale = \$12,750 per year
13 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7713	GF COMM CLUB IMPROVEMENT GRANT	GRANTS AND DONATIONS EXP	Expenses / Expenditure	44,624	32,083	7,293	34,470	34,470	-	Maintenance Grant for Community Club = \$3830 per Club.
14 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7300	GF COMM CLUB OPER CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	-	-	-	530	470	(60)	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
15 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7235	GF COMM CLUB OPER HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,211	6,015	5,497	3,660	3,660	-	PR Septic Services (Nordale Community Club)
16 COMM SRV COMMUNITY CLUBS	10-55-430-000-20003-7299	GF COMM CLUB OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	38,338	30,176	9,785	15,000	15,000	-	Annual Fire Extinguisher inspections, Fire Suppression maintenance & testing, Fire alarm inspections & maintenance at the Community Clubs.

Functional Area: **COMMUNITY SERVICES ADMINISTRATION**  
 Department: **Community Services Department**  
 Fund: **General Fund**

This budget accounts for costs associated with Community Services Department personnel including payroll, benefits, telephone, training, advertising, computer, and consulting services.

<b>COMMUNITY SERVICES ADMIN</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
Operating Grants and Donations	\$22,500	\$22,500	\$0	0.00%
<b>Total Revenues</b>	<b>\$22,500</b>	<b>\$22,500</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$582,310	\$524,550	\$57,760	11.01%
Maintenance Materials and Supplies	\$138,740	\$158,180	(\$19,440)	-12.29%
<b>Total Expenses</b>	<b>\$721,050</b>	<b>\$682,730</b>	<b>\$38,320</b>	<b>5.61%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$698,550</b>	<b>\$660,230</b>	<b>\$38,320</b>	<b>5.80%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$22,500 Total Operating Grants and Donations** is the Community Rink Affordability Grant:

- AHC – (\$2,500)
- Kinsmen – (\$2,500)
- Steuart – (\$2,500)
- PA Golf & Curling Centre – (\$2,500)
- East End – (\$5,000)
- East Hill – (\$2,500)
- West Hill – (\$2,500)
- Crescent Heights – (\$2,500)



**EXPENDITURES**

**\$57,760** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$19,440 decrease** in Maintenance Materials and Supplies relating to the allocation from Information Technology for IT licensing and Software. Reduced allocation costs for Community Services Department.

Please refer to [Supporting Documents Binder 2 of 2, Report Tab, Tab #7 for RPT 23-363 – 2023 Rates & Fees – Community Services Department](#) for additional information. This report addresses many Functional Areas within the Community Services department.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV ADMIN	10-55-120-000-00000-5600	GF CS ADMIN OTHER COND GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	45,000	22,500	-	22,500	22,500	-	Community Rink Affordability Grant: AHC - \$2,500 Kinsmen - \$2,500 Steuart - \$2,500 PA Golf & Curling Centre - \$2,500 East End - \$5,000 East Hill - \$2,500 West Hill - \$2,500 Crescent Heights - \$2,500
2 COMM SRV ADMIN	10-55-120-000-00000-6111	GF CS ADMIN SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	417,670	460,358	321,608	441,340	491,170	49,830	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV ADMIN	10-55-120-000-00000-6119	GF CS ADMIN PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	75,748	85,204	67,890	83,210	91,140	7,930	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV ADMIN	10-55-120-000-00000-7500	GF CS ADMIN TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,295	2,442	1,304	1,040	1,040	-	mileage & accommodation for staff for use of personal vehicle for daily duties or for attendance at Provincial Director meetings.
5 COMM SRV ADMIN	10-55-120-000-00000-7501	GF CS ADMIN POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,263	2,074	1,699	2,500	2,500	-	Based on average usage and expected \$.01 increase Jan 1/23.
6 COMM SRV ADMIN	10-55-120-000-00000-7502	GF CS ADMIN TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	21,031	21,242	11,943	23,000	23,000	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
7 COMM SRV ADMIN	10-55-120-000-00000-7506	GF CS ADMIN MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	780	600	600	810	810	-	Sask Parks & Recreation Association - \$180 Sport Tourism Canada - \$630
8 COMM SRV ADMIN	10-55-120-000-00000-7508	GF CS ADMIN TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,113	-	-	3,000	3,000	-	Sask Parks & Recreation Association Conference Sport Tourism Canada - Sports Event Congress
9 COMM SRV ADMIN	10-55-120-000-00000-7511	GF CS ADMIN MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	101	108	127	500	500	-	Expenses for Committee & User Group meetings.
10 COMM SRV ADMIN	10-55-120-000-00000-7544	GF CS ADMIN OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,060	1,367	437	2,260	2,260	-	Supply requirements & inventory are related to office supplies for this functional area.
11 COMM SRV ADMIN	10-55-120-000-00000-7582	GF CS ADMIN SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,970	1,477	1,029	2,500	2,500	-	Office equipment charges for photocopier, printer, etc.
12 COMM SRV ADMIN	10-55-120-000-00000-7410	Sent from Allocation "16-055-070 - IT Software Allocation" (17.05 %)	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	103,270	81,680	122,570	103,126	(19,444)	Line item represents the allocation of IT software costs to their respective users. The IT section contains a detailed breakdown of these costs and the basis for allocation.

Functional Area: **COOKE MUNICIPAL GOLF COURSE**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Cooke Municipal Golf Course is a beautiful and serene, public golf course in the heart of Prince Albert. The golf course offers a wide range of services including a 15 bay grass green tee driving range, golf club and cart rentals, a fully stocked pro shop specializing in custom fitted clubs and lessons, and a club house with food services and a fully licensed lounge.

<b>COOKE MUNICIPAL GOLF COURSE</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$1,297,810	\$1,255,810	\$42,000	3.34%
<b>Total Revenues</b>	<b>\$1,297,810</b>	<b>\$1,255,810</b>	<b>\$42,000</b>	<b>3.34%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$375,190	\$341,210	\$33,980	9.96%
Contracted and General Services	\$191,390	\$191,390	\$0	0.00%
Financial Charges	\$17,000	\$17,000	\$0	0.00%
Grants and Donations	\$65,200	\$65,200	\$0	0.00%
Utilities	\$126,030	\$131,900	(\$5,870)	-4.45%
Interest on Long Term Debt	\$61,930	\$63,910	(\$1,980)	-3.10%
Fleet Expenses	\$224,510	\$211,800	\$12,710	6.00%
Maintenance Materials and Supplies	\$138,060	\$135,060	\$3,000	2.22%
Insurance	\$2,760	\$2,820	(\$60)	-2.13%
<b>Total Expenses</b>	<b>\$1,202,070</b>	<b>\$1,160,290</b>	<b>\$41,780</b>	<b>3.60%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(\$95,740)</b>	<b>(\$95,520)</b>	<b>(\$220)</b>	<b>0.23%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$42,000** increase in User Charges and Fees

- **\$32,000** increase in revenue for Golf Fees related to a budgeted increase in rounds of golf played and a 2% Fee increase as per RPT 23-361 - Cooke Municipal Golf Course Rates & Fees Report.
- **\$10,000** increase in Golf Course Cart Rentals.



**\$1,297,810 Total User Charges and Fees:**

User Charges and Fees	2024 Budget	2023 Budget	Variance
Golf Course Fees	\$950,000	\$918,000	\$32,000
Darcy's Golf Shop	\$1,810	\$1,810	\$0
Trackage Fees - Using own Golf Cart	\$18,000	\$18,000	\$0
Golf Course Sponsorship	\$91,000	\$91,000	\$0
Golf Course Cart Rentals	\$235,000	\$225,000	\$10,000
Food and Beverage Cart - Agreement	\$2,000	\$2,000	\$0
<b>Total User Charges and Fees Revenue</b>	<b>\$1,297,810</b>	<b>\$1,255,810</b>	<b>\$42,000</b>

- \$950,000 revenue for golf course fees.
- \$235,000 revenue from golf course cart rentals.
- \$1,810 revenue as per Darcy's Golf Shop.
- \$18,000 revenue collected from trackage fees from golfers who utilize their own private golf cart.
- \$91,000 revenue from sponsorship of holes at Golf Course.
- \$2,000 revenue from the Food and Beverage Cart Agreement with the PA Golf & Curling.

**EXPENDITURES**

**\$33,980** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$191,390 Total Contracted and General Services**

- Golf Course Management Contract with Darcy's Golf Shop. Annual Management Fee - \$65,000, 8.5% Fees - \$76,500 and 10% Sponsors - \$9,100. **Total Budget of \$150,600.**

Contracted and General Services	2024 Budget	2023 Budget	Variance
Golf Course Management Contract	\$150,600	\$150,600	\$0
Golf Course Marshalls	\$40,000	\$40,000	\$0
Pest Control and Septic Pump outs	\$640	\$640	\$0
Monitoring	\$150	\$150	\$0
<b>Contracted and General Services</b>	<b>\$191,390</b>	<b>\$191,390</b>	<b>\$0</b>

**\$17,000 Total Financial Charges** relating to volume of transactions for banking.

**\$65,200 Total Grants and Donations** represents the Lease Agreement Payment to the Prince Albert Golf & Curling Club.



**\$5,870 decrease** in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$100,000	\$100,000	\$0
Electricity	\$23,130	\$29,000	(\$5,870)
Heating Fuels	\$2,900	\$2,900	\$0
<b>Total Utilities</b>	<b>\$126,030</b>	<b>\$131,900</b>	<b>(\$5,870)</b>

**\$1,980 decrease** in Long Term Debt as per loan amortization schedule for Golf Course Irrigation.

**\$12,710 increase** in Fleet Expenses as per fleet expenses on the updated Golf Equipment and Golf Cart Asset Management forecast.

**\$3,000 increase** in Maintenance Materials and Supplies for certification relating to Training. Requirements for staff to maintain professional designations though attending conferences (GCSAA Conference, CGSA Conference / Tradeshow and Fall Field Day, STA Spring and Fall seminars). This line item was reduced during COVID years as conferences went virtual.

[Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #8 for RPT 23-361 – 2024 Rates & Fees – Cooke Municipal Golf Course and Tab #9 for RPT 23-360 – 2024 Golf Course Improvements for additional information.](#)

2024 Rates & Fees – Cooke Municipal Golf Course (RPT 23-361)

*That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:*

- a. That a two percent (2%) increase to the Rates & Fees for Cooke Municipal Golf Course, as attached to RPT 23-338, be approved;*
- b. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,*
- c. That \$60,000 of the annual Revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.*

2024 Golf Course Improvements (RPT 23-360)

*That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:*

*That the 2024 Golf Course Pathway Improvement Plan, as attached to RPT 23-333, be approved.*

**The Golf Course Improvements Reserve will have a projected surplus balance of \$319,402 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council in Section 17 – Reserves.**



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	COMM SRV GOLF	10-55-420-390-00000-5100	GF COOKE MUNICIPAL REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	1,966	813	1,577	1,810	1,810	-	\$150 per month charged to Darcy's Golf Shop to recover costs for use of City owned computer equipment, phones, and IT services. Prior to 2023 this revenue was being allocated to Financial Services.
2	COMM SRV GOLF	10-55-420-390-00000-5137	GF COOKE MUNICIPAL SPONSOR ADVERTISING	USER CHARGES AND FEES	Revenues / Funding Source	47,500	80,750	92,500	91,000	91,000	-	Sponsorship Plan at the Golf Course. All 18 holes are currently sponsored for 2023.
3	COMM SRV GOLF	10-55-420-390-00000-5206	GF COOKE MUNICIPAL PATHWAYS	USER CHARGES AND FEES	Revenues / Funding Source	25,118	16,972	16,012	18,000	18,000	-	Revenue collected from Trackage Fees from Golfers who utilize their own private golf cart.
4	COMM SRV GOLF	10-55-420-390-00000-5208	GF COOKE MUNICIPAL COURSE FEES	USER CHARGES AND FEES	Revenues / Funding Source	917,411	947,716	910,632	918,000	950,000	32,000	Increase in rounds of golf played based on trending historicals and projection to year end. Increase based on rates and fees.
5	COMM SRV GOLF	10-55-420-390-00000-5209	GF COOKE MUNICIPAL CART RENTALS	USER CHARGES AND FEES	Revenues / Funding Source	227,341	236,013	246,247	225,000	235,000	10,000	Increase in Golf Cart Rentals.
6	COMM SRV GOLF	10-55-420-390-20001-5100	GF COOKE MUNICIPAL CONCESSION REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	-	-	-	2,000	2,000	-	Food & Beverage Cart Agreement Commission Payment.
7	COMM SRV GOLF	10-55-420-390-20002-6111	GF COOKE MUNICIPAL MTCE SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	93,012	100,945	70,287	96,190	104,374	8,184	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	COMM SRV GOLF	10-55-420-390-20002-6115	GF COOKE MUNICIPAL MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	154,412	168,801	120,397	170,000	183,996	13,996	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	COMM SRV GOLF	10-55-420-390-20002-6116	GF COOKE MUNICIPAL MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	15,319	14,097	8,658	12,000	12,988	988	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	COMM SRV GOLF	10-55-420-390-20002-6119	GF COOKE MUNICIPAL MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	61,886	68,755	48,257	63,020	73,833	10,813	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	COMM SRV GOLF	10-55-420-390-20002-7651	GF COOKE MUNICIPAL MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	148,023	99,530	1,838	100,000	100,000	-	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
12	COMM SRV GOLF	10-55-420-390-20002-7652	GF COOKE MUNICIPAL MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	3,530	3,242	1,277	2,900	2,900	-	Propane used to heat maintenance facility. 500 gallon tank filled approximately 3 times a year
13	COMM SRV GOLF	10-55-420-390-20002-7653	GF COOKE MUNICIPAL MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	24,535	24,141	16,018	29,000	23,127	(5,873)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
14	COMM SRV GOLF	10-55-420-390-20002-7506	GF COOKE MUNICIPAL MTCE MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	736	607	825	720	720	-	Canadian Golf Course Superintendents Association.
15	COMM SRV GOLF	10-55-420-390-20002-7508	GF COOKE MUNICIPAL MTCE TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,036	1,153	2,661	2,000	5,000	3,000	Certification requirements for staff to maintain professional designations though attending conferences (GCSAA Conference, CGSA Conference / Tradeshow and Fall Field Day, STA spring and fall seminars). This line item was reduced during covid years as conferences went to virtual. With conferences now resuming this line item has been brought back to its original amount to previous years.
16	COMM SRV GOLF	10-55-420-390-20002-7521	GF COOKE MUNICIPAL MTCE VEH FUEL AND OIL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,557	-	1,500	1,500	-	Fuel budget is for rental equipment such as air compressors to blow out lines in the fall, demo equipment brought in for testing, etc. The actuals are zero for 2020 and 2021 as the fuel cost was charged to the wrong account. Air compressors will be rented to blow out lines in early October in 2023
17	COMM SRV GOLF	10-55-420-390-20002-7533	GF COOKE MUNICIPAL MTCE GRANULAR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,680	3,812	-	10,300	10,300	-	Material for pathways, parking lot, etc.
18	COMM SRV GOLF	10-55-420-390-20002-7534	GF COOKE MUNICIPAL MTCE CHEMICAL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	51,166	62,035	40,559	60,000	60,000	-	Account allows for all fertilizer (both liquid and granular), fungicides, herbicides, pesticides and soil surfactants applied annually throughout the property to ensure a healthy vigorous stand of turf which in turn provides the desired playing conditions.
19	COMM SRV GOLF	10-55-420-390-20002-7541	GF COOKE MUNICIPAL MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	30,911	26,083	19,512	25,000	25,000	-	Maintenance supplies. These would include items such as the following: grass seed, irrigation supplies, golf course hardware (flags, rakes, ball washers & towels, hole cutter blade replacements, pins, 150 posts, directional signage, cups, benches, rope and stakes,.) This account is also used for the general day to day items that come up such as replacement of tools, shovels, landscape rakes, curb edging (ties), etc.
20	COMM SRV GOLF	10-55-420-390-20002-7574	GF COOKE MUNICIPAL MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,643	2,916	577	1,200	1,200	-	Minor Building Maintenance
21	COMM SRV GOLF	10-55-420-390-20002-7578	GF COOKE MUNICIPAL MTCE OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	800	800	-	Contracted support for minor equipment repairs when required.
22	COMM SRV GOLF	10-55-420-390-20002-7583	GF COOKE MUNICIPAL MTCE OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,160	4,775	120	3,500	3,500	-	Account allows for rental of required equipment not owned...air compressor to blow irrigation system annually is bulk of this line item. Increase reflects the increase in cost.
23	COMM SRV GOLF	10-55-420-390-20002-7585	GF COOKE MUNICIPAL MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,428	400	269	2,020	2,020	-	Irrigation Radio License & Pesticide Licensing for Staff.
24	COMM SRV GOLF	10-55-420-390-20003-7501	GF COOKE MUNICIPAL OPER POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	100	100	-	Based on average usage and expected \$.01 increase Jan 1/23.
25	COMM SRV GOLF	10-55-420-390-20003-7502	GF COOKE MUNICIPAL OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,464	5,120	3,558	4,920	4,920	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
26	COMM SRV GOLF	10-55-420-390-20003-7504	GF COOKE MUNICIPAL OPER ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,188	5,201	4,050	5,000	5,000	-	Golf Course Advertising & Promotions.
27	COMM SRV GOLF	10-55-420-390-20003-7506	GF COOKE MUNICIPAL OPER MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,965	2,005	1,914	2,000	2,000	-	Membership Fees include: - Golf Sask Facility Fee - National Golf Courses Owner Association
28	COMM SRV GOLF	10-55-420-390-20003-7544	GF COOKE MUNICIPAL OPER OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,848	1,787	391	3,000	3,000	-	Office Supplies for Golf Course Staff.
29	COMM SRV GOLF	10-55-420-390-20003-7580	GF COOKE MUNICIPAL OPER HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	12,440	15,234	3,053	12,000	12,000	-	Rental of additional fleet of Golf Carts for rent during larger golf tournaments.
30	COMM SRV GOLF	10-55-420-390-20003-7582	GF COOKE MUNICIPAL OPER SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	462	326	3,125	1,000	1,000	-	Office Equipment Fees
31	COMM SRV GOLF	10-55-420-390-20003-7100	GF COOKE MUNICIPAL OPER INT LT LOAN	INTEREST ON LTD	Expenses / Expenditure	68,133	65,615	52,626	63,910	61,932	(1,978)	Golf Course Irrigation System. The 2024 Budget for interest expense was determined by Financial Services based on loan amortization schedules. The interest expense decreases each year as the loan is paid off.
32	COMM SRV GOLF	10-55-420-390-20002-7896	GF COOKE MUNICIPAL MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	2,285	2,769	1,706	2,820	2,760	(60)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
33	COMM SRV GOLF	10-55-420-390-20003-7716	GF COOKE MUNICIPAL OPER GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	65,200	65,200	43,440	65,200	65,200	-	Annual Payment to the Prince Albert Golf & Curling Club under the Rental Agreement.
34	COMM SRV GOLF	10-55-420-390-20002-7300	GF COOKE MUNICIPAL MTCE CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	213,403	211,409	146,075	211,800	224,510	12,710	6% adjustment for fleet expense based on the updated Golf Equipment and Golf Cart Asset Management forecast.
35	COMM SRV GOLF	10-55-420-390-20003-7883	GF COOKE MUNICIPAL OPER BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	16,876	16,441	6,348	17,000	17,000	-	Increase in volume of transactions.
36	COMM SRV GOLF	10-55-420-390-20002-7235	GF COOKE MUNICIPAL MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,828	945	770	640	640	-	Septic Pump-outs
37	COMM SRV GOLF	10-55-420-390-20002-7237	GF COOKE MUNICIPAL MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	108	208	127	150	150	-	Reed Security Alarm & Surveillance.
38	COMM SRV GOLF	10-55-420-390-20003-7239	GF COOKE MUNICIPAL OPER CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	176,184	186,699	156,665	150,600	150,600	-	Golf Course Management Contract with Darcy's Golf Shop. Annual Management Fee - \$65,000 8.5% Fees - \$76,500 10% Sponsors - \$9,100

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
39 COMM SRV GOLF	10-55-420-390-20003-7299	GF COOKE MUNICIPAL OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	39,000	40,241	34,000	40,000	40,000	-	Payment for Golf Course Marshals.

Functional Area: **DAVE G. STEUART ARENA**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Dave G. Steuart Arena facility has an ice surface and a spectator capacity of 600 persons. Amenities include a heated lobby area, concession, four dressing rooms and an electronic score clock. The arena also contains a concrete floor and therefore is able to host events such as in-line hockey, lacrosse, seminars, trade shows/sales, banquets, dances and Exhibition Association activities during the summer months. This budget includes staffing costs at the arena, along with operating and maintenance costs of the arena.

<b>DAVE STEUART ARENA</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$220,960	\$211,870	\$9,090	4.29%
Sundry	\$6,930	\$6,930	\$0	0.00%
<b>Total Revenues</b>	<b>\$227,890</b>	<b>\$218,800</b>	<b>\$9,090</b>	<b>4.15%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$232,225	\$218,620	\$13,605	6.22%
Contracted and General Services	\$23,450	\$4,450	\$19,000	426.97%
Financial Charges	\$5,560	\$5,560	\$0	0.00%
Utilities	\$100,960	\$103,620	(\$2,660)	-2.57%
Fleet Expenses	\$20,000	\$20,000	\$0	0.00%
Maintenance Materials and Supplies	\$31,010	\$30,210	\$800	2.65%
Insurance	\$4,700	\$4,700	\$0	0.00%
<b>Total Expenses</b>	<b>\$417,905</b>	<b>\$387,160</b>	<b>\$30,745</b>	<b>7.94%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$190,015</b>	<b>\$168,360</b>	<b>\$21,655</b>	<b>12.86%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$9,090** increase in User Charges and Fees Revenue relating to revenue for ice rentals, lacrosse and ball hockey rentals.



**\$220,960 Total User Charges and Fees** as follows:

User Charges and Fees	2024 Budget	2023 Budget	Variance
Sale of Products - Concession Sales	\$30,100	\$30,100	\$0
Rental Revenue (ice rentals, lacrosse)	\$190,860	\$181,770	\$9,090
<b>User Charges and Fees</b>	<b>\$220,960</b>	<b>\$211,870</b>	<b>\$9,090</b>

**\$6,930 Total Sundry Revenue** is the surcharge revenue from rentals to be allocated to the Arenas Improvements Reserve and revenue from the vending machines.

Sundry Revenue	2024 Budget	2023 Budget	Variance
Surcharge Revenue	\$3,530	\$3,530	\$0
Vending Machines	\$3,400	\$3,400	\$0
<b>User Charges and Fees</b>	<b>\$6,930</b>	<b>\$6,930</b>	<b>\$0</b>

The revenue collected from the Surcharge is credited to the Arenas Improvement Reserve at yearend.

**EXPENDITURES**

**\$13,605** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$19,000** increase in Contracted and General Services for the use of commissionaire security services at the Arena.

**\$23,450 Total Contracted and General Services** as follows:

Contracted and General Services	2024 Budget	2023 Budget	Variance
Commissionaire Services at Arena	\$20,000	\$1,000	\$19,000
Janitorial Services - Laundry/carpet cleaning	\$2,000	\$2,000	\$0
Public Skating Supervisor Wages	\$1,100	\$1,100	\$0
Alarm Monitoring Services	\$100	\$100	\$0
Pest Control	\$250	\$250	\$0
<b>Total Contracted and General Services</b>	<b>\$23,450</b>	<b>\$4,450</b>	<b>\$19,000</b>

**\$5,560 Total Financial Charges** is to allow banking for concessions and fees for programming.





**\$2,660 decrease** in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$5,490	\$6,430	(\$940)
Heating Fuels	\$36,570	\$39,670	(\$3,100)
Electricity	\$58,900	\$57,520	\$1,380
<b>Total Utilities</b>	<b>\$100,960</b>	<b>\$103,620</b>	<b>(\$2,660)</b>

**\$800** increase in Maintenance Materials and Supplies for parking lot line painting to be undertaken in 2024.

The Arenas Improvement Reserve will have a projected surplus balance of \$77,297 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	COMM SRV REC FACILITIES - STEUART	10-55-400-342-00000-5102	GF DAVE STEUART ARENA SALE OF PRODUCT	USER CHARGES AND FEES	Revenues / Funding Source	7,354	22,154	12,183	30,100	30,100	-	Concession Revenues
2	COMM SRV REC FACILITIES - STEUART	10-55-400-342-00000-5100	GF DAVE STEUART ARENA REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	127,871	155,428	72,599	181,770	190,858	9,088	Steuart Arena Revenue: Ice Rentals-\$167,820.00 Ball Hockey/Lacrosse Bookings-\$13,950.00
3	COMM SRV REC FACILITIES - STEUART	10-55-400-342-00000-5820	GF DAVE STEUART ARENA VENDING COMM REV	SUNDRY	Revenues / Funding Source	798	2,428	1,520	3,400	3,400	-	Vending Commission Revenues
4	COMM SRV REC FACILITIES - STEUART	10-55-400-342-00000-5800	GF DAVE STEUART ARENA SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	1,840	2,361	1,141	3,530	3,530	-	Surcharge revenue from rentals to be allocated to the Arenas Improvements Reserve.
5	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-6115	GF DAVE STEUART ARENA OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	80,605	102,372	52,763	100,000	108,233	8,233	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-6116	GF DAVE STEUART ARENA OPER WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,235	11,487	3,785	11,870	10,823	(1,047)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-6119	GF DAVE STEUART ARENA OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	37,009	41,035	22,262	42,300	45,362	3,062	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-6115	GF DAVE STEUART ARENA MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	22,829	21,811	9,611	21,000	22,729	1,729	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-6119	GF DAVE STEUART ARENA MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,213	9,494	3,959	8,150	9,211	1,061	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-6116	GF DAVE STEUART ARENA MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,025	5,172	1,028	1,000	2,165	1,165	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-6111	GF DAVE STEUART ARENA OPER SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,866	14,274	5,821	7,750	9,034	1,284	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-6111	GF DAVE STEUART ARENA CONCESSION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,797	10,646	7,021	10,100	10,961	861	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-6112	GF DAVE STEUART ARENA CONCESSION SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	24	90	166	200	216	16	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-6119	GF DAVE STEUART ARENA CONCESSION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,455	3,227	2,181	4,140	3,859	(281)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-6115	GF DAVE STEUART ARENA CONCESSION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	199	483	272	750	541	(209)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-6114	GF DAVE STEUART ARENA OPER SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,796	1,347	801	1,360	1,515	155	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-6114	GF DAVE STEUART ARENA CONCESSION SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,890	6,570	3,208	10,000	7,576	(2,424)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7651	GF DAVE STEUART ARENA MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	4,751	5,860	3,815	6,430	5,496	(934)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
19	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7652	GF DAVE STEUART ARENA MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	16,324	48,359	18,907	39,670	36,574	(3,096)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
20	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7653	GF DAVE STEUART ARENA MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	44,898	54,475	26,411	57,520	58,888	1,368	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024.
21	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7502	GF DAVE STEUART ARENA OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,120	1,594	1,517	1,630	1,630	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
22	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7512	GF DAVE STEUART ARENA OPER OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	44	100	100	-	As per Collective Bargaining Agreement, staff who work 1.5 hours or more immediately after their scheduled work day are provided with a meal.
23	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7541	GF DAVE STEUART ARENA OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,408	584	2,113	2,000	2,000	-	Operational Supplies - hockey nets, netting, posts, bumpers. Ice Making supplies. Signage
24	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7546	GF DAVE STEUART ARENA OPER HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,249	4,566	1,394	4,080	4,080	-	Arena board cleaning, janitorial supplies and equipment
25	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7574	GF DAVE STEUART ARENA MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,746	-	157	3,150	3,150	-	Minor Building Maintenance.
26	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7573	GF DAVE STEUART ARENA MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	8,041	34,797	3,360	7,000	7,000	-	Mechanical Equipment Repairs.
27	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7585	GF DAVE STEUART ARENA MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	432	382	332	550	550	-	Sprinkler System Inspection, Fire Extinguishers, Boiler Operating License & Ice Plant Operating License.
28	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7566	GF DAVE STEUART ARENA MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,869	4,235	738	1,500	1,500	-	Parts for Mechanical Equipment Repairs.
29	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7541	GF DAVE STEUART ARENA MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,845	1,298	538	2,500	2,500	-	Minor Maintenance Supplies
30	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-7502	GF DAVE STEUART ARENA CONCESSION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	572	536	389	600	600	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
31	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-7541	GF DAVE STEUART ARENA CONCESSION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	216	-	-	300	300	-	Concession operating supplies.
32	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-7548	GF DAVE STEUART ARENA CONCESSION MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,874	3,973	1,591	5,000	5,000	-	Concession Products for resale.
33	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7508	GF DAVE STEUART ARENA OPER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	60	64	115	250	250	-	Annual Certifications for Arena staff
34	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7540	GF DAVE STEUART ARENA OPER CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,510	1,027	54	1,050	1,050	-	Staff uniforms
35	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7578	GF DAVE STEUART ARENA OPER OTHER EQUP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,155	-	-	500	500	-	Contracted support for minor equipment maintenance.
36	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7595	GF DAVE STEUART ARENA SPECIAL PROJECT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,000	2,500	-	-	800	800	Parking lot line painting

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
37	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7896	GF DAVE STEUART ARENA MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	3,373	4,394	2,902	4,700	4,700	-	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
38	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7300	GF DAVE STEUART ARENA OPER CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	17,130	18,522	10,213	20,000	20,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
39	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20001-7883	GF DAVE STEUART ARENA CONCESSION BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	792	1,319	850	960	960	-	Transaction Fees
40	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7889	GF DAVE STEUART ARENA OPER OTHER FINANCE CHG	FINANCIAL CHARGES	Expenses / Expenditure	3,398	3,621	3,206	4,600	4,600	-	Activenet Fees
41	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7296	GF DAVE STEUART ARENA OPER HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	106	-	2,000	2,000	-	Janitorial services - laundry and carpet cleaning.
42	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7237	GF DAVE STEUART ARENA MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,070	1,795	68	100	100	-	Alarm Monitoring
43	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20002-7235	GF DAVE STEUART ARENA MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	4,120	-	-	250	250	-	Pest Control
44	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7294	GF DAVE STEUART ARENA OPER COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	13,580	18,728	16,966	1,000	20,000	19,000	Use of Commissionaire services as required.
45	COMM SRV REC FACILITIES - STEUART	10-55-400-342-20003-7299	GF DAVE STEUART ARENA OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,901	1,716	936	1,100	1,100	-	Public Skating Ice Supervisor's Wages

Functional Area: **EA RAWLINSON CENTRE**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The EA Rawlinson Centre for the Arts presents artists of world-class caliber diverse in genre and disciplines, enhancing the cultural fabric of Prince Albert and region, and provides opportunities for community engagement through local artist, audience, and event development. The EA Rawlinson Centre also houses the Mann Art Gallery and the Olive and John G. Diefenbaker Theatre.

<b>EA RAWLINSON CENTRE</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$817,550	\$782,800	\$34,750	4.44%
Operating Grants and Donations	\$48,100	\$48,100	\$0	0.00%
Sundry			\$0	
<b>Total Revenues</b>	<b>\$865,650</b>	<b>\$830,900</b>	<b>\$34,750</b>	<b>4.18%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$628,220	\$584,330	\$43,890	7.51%
Contracted and General Services	\$338,810	\$338,810	\$0	0.00%
Financial Charges	\$13,000	\$13,000	\$0	0.00%
Utilities	\$148,350	\$160,380	(\$12,030)	-7.50%
Maintenance Materials and Supplies	\$171,400	\$171,400	\$0	0.00%
Insurance	\$15,190	\$14,910	\$280	1.88%
<b>Total Expenses</b>	<b>\$1,314,970</b>	<b>\$1,282,830</b>	<b>\$32,140</b>	<b>2.51%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$449,320</b>	<b>\$451,930</b>	<b>(\$2,610)</b>	<b>-0.58%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$34,750** increase in User Charges and Fees revenue relating to:

- \$30,000 increase in ticket sales revenue.
- \$4,750 increase in rental revenue.



**\$817,550 Total User Charges and Fees Revenue** as follows:

User Charges and Fees	2024 Budget	2023 Budget	Variance
Community Stabilization Revenue Surcharge	\$40,000	\$40,000	\$0
ATM Commission Revenue	\$1,800	\$1,800	\$0
TIPS - Volunteers Services	\$1,000	\$1,000	\$0
Ticket Sales Revenue	\$430,000	\$400,000	\$30,000
Food and Beverage Sales	\$40,000	\$40,000	\$0
Rentals Revenue	\$99,750	\$95,000	\$4,750
Youth Fees - Ticket Surcharge	\$30,000	\$30,000	\$0
Advertising and Sponsorship Revenue	\$110,000	\$110,000	\$0
Facility Fees - Rawlinson to Reserve	\$65,000	\$65,000	\$0
<b>Total User Charges and Fees</b>	<b>\$817,550</b>	<b>\$782,800</b>	<b>\$34,750</b>

- \$40,000 Community Stabilization Revenue Surcharge - \$2.00 per ticket
- \$1,800 ATM commission revenue
- \$1,000 TIPS collected in support of the volunteers services and utilized for their Volunteer Appreciation Event
- \$430,000 ticket sale revenue
- \$40,000 food and beverage sale revenue
- \$99,759 rentals revenue
- \$30,000 Ticket Surcharge Revenues collected from events in support of subsidized youth access - \$2.00 per ticket
- \$110,000 Advertising & Sponsorship revenues
- \$65,000 Surcharge revenue collected from ticket sales and allocated to the EA Rawlinson Centre Facility Fee Reserve - \$3.00 per ticket. **That revenue is credit to the EA Rawlinson Centre Facility Fee Reserve at yearend.**

**\$48,100 Total Operating Grants and Donations Revenue:**

- \$45,600 revenue as the EA Rawlinson Centre has received a 2 year term with the Canadian Artists Presentation Fund. This is Year 2 of that Grant Funding.
- \$2,500 revenue for donations.

Operating Grants and Donations	2024 Budget	2023 Budget	Variance
Canadian Artists Presentation Funding	\$45,600	\$45,600	\$0
Donations	\$2,500	\$2,500	\$0
<b>Total Operating Grants and Donations</b>	<b>\$48,100</b>	<b>\$48,100</b>	<b>\$0</b>



**EXPENDITURES**

**\$43,890** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. **Represents 48% of Total Expenditures.**

**\$338,810 Total Contracted and General Services** as follows:

- \$276,310 is the cost for Artist Fees for presented events.
- \$60,000 for janitorial services.
- \$2,500 for laundry services: Linen, Table-cloths, Towels, etc. for events.

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Artist Fees for Centre Presented Events	\$276,310	\$276,310	\$0
Janitorial Services - Rawlinson	\$60,000	\$60,000	\$0
Laundry Services	\$2,500	\$2,500	\$0
<b>Total Contracted and General</b>	<b>\$338,810</b>	<b>\$338,810</b>	<b>\$0</b>

**\$13,000 Total Financial Charges** for transaction fees at the Rawlinson Centre for ticket sales and food and beverage sales.

**\$12,030 decrease** in Utilities as follows:

<b>Utilities</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Water and Sewer	\$6,550	\$10,340	(\$3,790)
Electricity	\$114,660	\$105,300	\$9,360
Heating Fuels	\$27,140	\$44,740	(\$17,600)
<b>Total Utilities</b>	<b>\$148,350</b>	<b>\$160,380</b>	<b>(\$12,030)</b>

**\$280** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City’s Insurance Broker.

The EA Rawlinson Centre Facility Fee Reserve will have a projected surplus balance of \$206,775 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5100	GF EA RAWLINSON REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	46,702	44,789	27,041	110,000	110,000	-	Advertising & Sponsorship Revenues
2	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5103	GF EA RAWLINSON SALE OF SERVICES	USER CHARGES AND FEES	Revenues / Funding Source	140,624	431,377	170,812	400,000	430,000	30,000	Ticket Sales
3	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5131	GF EA RAWLINSON STABILIZATION FEE	USER CHARGES AND FEES	Revenues / Funding Source	10,992	36,389	31,824	40,000	40,000	-	Community Stabilization Revenue Surcharge - \$2/ticket
4	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5132	GF EA RAWLINSON TIPS	USER CHARGES AND FEES	Revenues / Funding Source	349	1,476	1,518	1,000	1,000	-	Tips collected in support of the Volunteers Services and utilized for their Volunteer Appreciation Event.
5	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5133	GF EA RAWLINSON YOUTH FEES	USER CHARGES AND FEES	Revenues / Funding Source	5,496	18,093	15,912	30,000	30,000	-	Ticket Surcharge Revenues collected from Events in support of subsidized youth access. \$2/ticket.
6	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5134	GF EA RAWLINSON LIQUOR SALES	USER CHARGES AND FEES	Revenues / Funding Source	6,683	35,228	29,962	40,000	40,000	-	Food & Beverage Sales
7	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5136	GF EA RAWLINSON ATM REV	USER CHARGES AND FEES	Revenues / Funding Source	116	459	530	1,800	1,800	-	ATM Commission Revenue
8	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5250	GF EA RAWLINSON FACILITY FEE	USER CHARGES AND FEES	Revenues / Funding Source	15,926	48,288	39,760	65,000	65,000	-	Surcharge revenue collected from tickets sales and allocated to the EA Rawlinson Centre Facility Fee Reserve. \$3/ticket.
9	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5420	GF EA RAWLINSON RENTAL AND LEASE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	15,399	66,972	67,626	95,000	99,750	4,750	Rentals Revenues
10	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5500	GF EA RAWLINSON DONATIONS	GRANTS AND DONATIONS REV	Revenues / Funding Source	2,860	51,124	301	2,500	2,500	-	Donation Revenue
11	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-5610	GF EA RAWLINSON OTHER GRANT UNCOND	GRANTS AND DONATIONS REV	Revenues / Funding Source	119,476	175,778	80,600	45,600	45,600	-	The EA Rawlinson Centre has received a 2 year term with the Canadian Artists Presentation Fund. The annual amount is \$45,600 for 2023.
12	COMM SRV REC FACILITIES	10-55-400-343-20002-6115	GF EA RAWLINSON MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	15,038	14,273	7,120	15,000	16,235	1,235	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	COMM SRV REC FACILITIES	10-55-400-343-20002-6116	GF EA RAWLINSON MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,477	724	647	800	866	66	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	COMM SRV REC FACILITIES	10-55-400-343-20002-6119	GF EA RAWLINSON MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	6,018	6,226	3,005	6,460	6,840	380	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-6111	GF EA RAWLINSON SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	403,789	446,286	279,682	410,420	440,864	30,444	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-6112	GF EA RAWLINSON SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	10,261	25,043	9,992	7,000	7,576	576	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-6114	GF EA RAWLINSON SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	42,175	45,223	36,545	45,000	48,705	3,705	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-6115	GF EA RAWLINSON WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,381	4,362	2,999	4,000	4,329	329	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-6119	GF EA RAWLINSON PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	94,899	100,535	69,691	95,650	102,802	7,152	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
20	COMM SRV REC FACILITIES	10-55-400-343-20002-7651	GF EA RAWLINSON MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	4,010	7,544	5,131	10,340	6,550	(3,790)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
21	COMM SRV REC FACILITIES	10-55-400-343-20002-7652	GF EA RAWLINSON MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	29,570	15,541	14,413	44,740	27,142	(17,598)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
22	COMM SRV REC FACILITIES	10-55-400-343-20002-7653	GF EA RAWLINSON MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	94,446	108,006	65,624	105,300	114,658	9,358	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
23	COMM SRV REC FACILITIES	10-55-400-343-20002-7541	GF EA RAWLINSON MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,820	2,839	1,609	250	250	-	Minor maintenance supplies
24	COMM SRV REC FACILITIES	10-55-400-343-20002-7546	GF EA RAWLINSON MTCE HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	35	274	-	1,000	1,000	-	Janitorial Supplies
25	COMM SRV REC FACILITIES	10-55-400-343-20002-7566	GF EA RAWLINSON MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	12,496	4,019	472	4,550	4,550	-	Mechanical Equipment Maintenance & Repair
26	COMM SRV REC FACILITIES	10-55-400-343-20002-7573	GF EA RAWLINSON MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	23,252	17,775	14,592	10,050	10,050	-	Mechanical Equipment Maintenance & Repair
27	COMM SRV REC FACILITIES	10-55-400-343-20002-7574	GF EA RAWLINSON MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,697	1,372	19,126	1,000	1,000	-	Minor Building Maintenance
28	COMM SRV REC FACILITIES	10-55-400-343-20002-7585	GF EA RAWLINSON MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	701	104	421	450	450	-	Boiler Operating License, Elevator Operating License, Fire Alarm & Fire Suppression.
29	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7500	GF EA RAWLINSON TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,079	13,520	8,755	17,500	17,500	-	Mileage for staff. Accommodations for Artists for Centre presented events.
30	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7501	GF EA RAWLINSON POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	118	946	81	200	200	-	Based on average usage and expected \$.01 increase Jan 1/23.
31	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7502	GF EA RAWLINSON TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,055	3,731	2,267	4,000	4,000	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
32	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7504	GF EA RAWLINSON ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	47,370	53,426	31,609	30,000	30,000	-	Centre Advertising & Promotions.
33	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7506	GF EA RAWLINSON MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,224	4,496	828	900	900	-	Organization of Saskatchewan Arts Councils Performing Arts Touring Alliance Canadian Association for the Performing Arts Canadian Theatre Technicians Association
34	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7508	GF EA RAWLINSON TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,582	7,098	30	5,000	5,000	-	Theatre Technicians Training & Certification. Attendance at the annual Canadian Association for the Performing Arts Conference, Organization of the Saskatchewan Arts Councils Conference & the Performing Arts Touring Alliance meeting to coordinate the routing of shows.
35	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7511	GF EA RAWLINSON MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,805	17,774	10,754	20,000	20,000	-	Hospitality Services for Centre Presented Events. The Hospitality Services required for each show in this category are outlined in the Artist's Contract/Rider.
36	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7540	GF EA RAWLINSON CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	236	-	2,000	2,000	-	Clothing, Uniforms & Safety Gear as per the CBA.
37	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7541	GF EA RAWLINSON OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	43,413	61,217	7,237	20,000	20,000	-	Housekeeping Supplies, Production Equipment repairs or replacement.
38	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7544	GF EA RAWLINSON OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,854	4,206	1,734	4,000	4,000	-	Office & Administrative Supplies
39	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7548	GF EA RAWLINSON MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,649	22,977	15,538	15,000	15,000	-	Food & Beverage items for resale.
40	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7549	GF EA RAWLINSON OTHER SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	36	-	1,055	500	500	-	Minor operating supplies & piano tuning.
41	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7582	GF EA RAWLINSON SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	924	954	312	2,000	2,000	-	Equipment Rentals for Events.
42	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7583	GF EA RAWLINSON OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,406	86	-	3,000	3,000	-	Equipment Rentals for Events.
43	COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7585	GF EA RAWLINSON LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,225	24,001	39,196	30,000	30,000	-	License Fees for the Broadway North Program.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
44 COMM SRV REC FACILITIES	10-55-400-343-20002-7896	GF EA RAWLINSON MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	10,580	13,931	9,376	14,910	15,190	280	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
45 COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7883	GF EA RAWLINSON BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	7,654	14,669	10,516	13,000	13,000	-	Transaction Fees
46 COMM SRV REC FACILITIES	10-55-400-343-20002-7296	GF EA RAWLINSON MTCE HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	61,268	61,209	30,793	60,000	60,000	-	Janitorial Services
47 COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-00000-7297	GF EA RAWLINSON LAUNDRY	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	(155)	-	-	2,500	2,500	-	Linen, Table-cloths, Towels, etc. for events.
48 COMM SRV ARTS & CULTURE RAWLINSON	10-55-450-343-20752-7299	GF EA RAWLINSON OTHER FEES OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	139,316	353,332	139,829	276,310	276,310	-	Artist Fees for Centre Presented Events.



Functional Area: **CITY BEAUTIFICATION**  
 Department: **Community Services Department**  
 Fund: **General Fund**

During the 2019 and 2020 budget deliberations additional funding was approved in support of various City beautification initiatives. Initiatives have included floral displays, improvements to the City’s entrances and the 2<sup>nd</sup> Avenue Corridor. The Department will develop a plan based on the priorities set through consultation with the Community Services Advisory Committee and City Council.

<b>CITY BEAUTIFICATION</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$21,755	\$20,080	\$1,675	8.34%
Contracted and General Services	\$35,000	\$35,000	\$0	0.00%
Fleet Expenses	\$670	\$500	\$170	34.00%
Maintenance Materials and Supplies	\$20,720	\$20,720	\$0	0.00%
<b>Total Expenses</b>	<b>\$78,145</b>	<b>\$76,300</b>	<b>\$1,845</b>	<b>2.42%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$78,145</b>	<b>\$76,300</b>	<b>\$1,845</b>	<b>2.42%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$21,755** Salaries Wages and Benefits relates to the cost of staff time to plant flowers and take care of flowers for the season. Increase of \$1,675 as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$35,000** Contracted and General Services is costs regarding rental of the foam stream system at \$2,400/month from May through September, along with assistance through an outside source if required to help care for flowers and trees or to help with planting and watering them, etc.

**\$20,720** Maintenance Material and Supplies is for the purchase of flowers, fertilizer, watering cans, tools, flower barrels to help support the beautification efforts.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV PARKS	10-55-410-383-00000-6115	GF CITY BEAUTIFICATION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,427	3,840	3,925	15,000	16,235	1,235	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 COMM SRV PARKS	10-55-410-383-00000-6119	GF CITY BEAUTIFICATION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	429	1,405	1,649	5,080	5,520	440	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV PARKS	10-55-410-383-00000-7300	GF CITY BEAUTIFICATION CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	171	667	734	500	670	170	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
4 COMM SRV PARKS	10-55-410-383-00000-7295	GF CITY BEAUTIFICATION SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,180	25,729	17,808	35,000	35,000	-	Rental of the Foam Stream System at \$2400/month from May through September. Assistance through an outside source if required to help care for flowers/trees or to help with planting and watering them, etc.
5 COMM SRV PARKS	10-55-410-383-00000-7541	GF CITY BEAUTIFICATION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	46,633	19,375	38,251	20,720	20,720	-	purchase of flowers, fertilizer, watering cans, tools, flower barrels to help support the beautification efforts and are items that cannot be supplied through the Municipal Service Center Store. Items acquired through the Municipal Service Center Store that help to support this operational area are charged here as well.

Functional Area: **FRANK J. DUNN SWIMMING POOL**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Frank J. Dunn Swimming Pool, located at Carlton Comprehensive High School, is jointly operated by the City and the Saskatchewan Rivers School Division #119. The pool is equipped with a five lane twenty-five meter pool and a separate diving tank with a one meter and a three meter diving board.

This budget is comprised mainly of the staff costs related to lifeguards, and the cost of maintaining and operating the pool. The City has a contract with Saskatchewan Rivers School Division #119 whereby the City is responsible for 62% of the operating costs and 50% of the capital costs.

<b>FRANK DUNN SWIMMING POOL</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$240,500	\$225,000	\$15,500	6.89%
Sundry	\$5,400	\$5,400	\$0	0.00%
<b>Total Revenues</b>	<b>\$245,900</b>	<b>\$230,400</b>	<b>\$15,500</b>	<b>6.73%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$549,340	\$388,410	\$160,930	41.43%
Contracted and General Services	\$30,920	\$29,620	\$1,300	4.39%
Financial Charges	\$5,200	\$5,200	\$0	0.00%
Maintenance Materials and Supplies	\$329,825	\$325,390	\$4,435	1.36%
<b>Total Expenses</b>	<b>\$915,285</b>	<b>\$748,620</b>	<b>\$166,665</b>	<b>22.26%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$669,385</b>	<b>\$518,220</b>	<b>\$151,165</b>	<b>29.17%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$15,500** increase in User Charges and Fees Revenue:

- \$7,000 increase in admissions at Frank Dunn Pool.
- \$8,500 increase from the Saskatchewan Rivers School Division as per the Joint Use Agreement.



**\$240,500 Total User Charges and Fees Revenue:**

- \$147,000 for Swimming Lessons (\$57,000), Admissions (\$50,000), Memberships (\$20,000), Rentals (\$15,000) and Other (\$5,000).
- \$93,500 relating to the Saskatchewan Rivers School Division payment under the Joint Use Agreement. The City has a contract with Saskatchewan Rivers School Division #119 whereby the City is responsible for 62% of the operating costs and 50% of the capital costs.

User Charges and Fees	2024 Budget	2023 Budget	Variance
Swimming Lessons, Admissions, Rentals	\$147,000	\$140,000	\$7,000
Saskatchewan River School Division	\$93,500	\$85,000	\$8,500
<b>Total Users Charges and Fees</b>	<b>\$240,500</b>	<b>\$225,000</b>	<b>\$15,500</b>

**\$5,400 Total Sundry Revenue** relating to Training Surcharge: \$7.00 per lesson used towards lifeguard training costs.

**EXPENDITURES**

**\$160,930** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. The Salaries Wages and Benefits for this area have been increased to reflect the actual spending over the last several years. As per recent Financial Reporting, this was an area that had been under budgeted for lifeguards for the Frank Dunn Swimming Pool. The 2024 Budget includes an increase based on actual costs for lifeguards to require 1 lifeguard to 25 participants' ratio. The 2024 Budget also factors the awarded general wage increases for staff and increased payroll benefit costs.

Salaries Wages and Benefits	2024 Budget	2023 Budget	Variance
Salaries Regular	\$160,450	\$159,760	\$690
Salaries Overtime	\$12,990	\$9,000	\$3,990
Salaries Casual	\$270,580	\$149,090	\$121,490
Wages Regular	\$19,480	\$13,000	\$6,480
Payroll Benefits	\$85,840	\$57,560	\$28,280
<b>Total Salaries Wages and Benefits</b>	<b>\$549,340</b>	<b>\$388,410</b>	<b>\$160,930</b>

<b>Year 2022 Actuals</b>	<b>\$442,043</b>
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**\$1,300** increase for Contracted and General Services based on Joint Use Agreement with the Saskatchewan Rivers School Division relating to commissionaire security services.

**\$30,920 Total Contracted and General Services** as follows:

- \$27,420 relating to the Saskatchewan Rivers School Division Agreement - 40% of Commissionaire Agreement.
- \$3,500 for Program Instructors: Aquasize \$1,700 and Advanced Courses \$1,800.

Contracted and General Services	2024 Budget	2023 Budget	Variance
Program Instructors (Aquasize, Advanced Courses)	\$3,500	\$3,500	\$0
Joint Use Agreement with SRSD (Commissionaire)	\$27,420	\$26,120	\$1,300
<b>Total Contracted and General Services</b>	<b>\$30,920</b>	<b>\$29,620</b>	<b>\$1,300</b>

**\$5,200 Total Financial Charges** for credit and debit card payments for swimming lessons, swimming admissions, classes, programs, etc.

**\$4,435** increase in Maintenance Materials and Supplies:

- \$3,110 increase regarding the Saskatchewan Rivers School Division Agreement: City share is 62% and SRSD share is 38%.
- \$200 increase for mileage for lifeguards.
- \$125 increase for overtime meal allotment for instructors teaching advanced courses.
- \$100 **decrease** for lifeguard swim suit, footwear, and sunglass reimbursements as per the CUPE 882 Collective Agreement. Lifeguard uniforms.
- \$350 increase for first aid supplies and lifeguarding equipment.
- \$500 increase for swimming lesson equipment. Lifesaving Society course materials.
- \$250 increase for cleaning supplies for FJD.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-00000-5100	GF FRANK DUNN POOL REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	81,859	135,791	85,252	140,000	147,000	7,000	Swimming Lessons - \$50,000 Admissions - \$50,000 Memberships - \$20,000 Rentals - \$15,000 Other - \$5,000
2	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20262-5135	GF FRANK DUNN POOL COORD POOL COORDINATOR	USER CHARGES AND FEES	Revenues / Funding Source	82,066	100,032	3,927	85,000	93,500	8,500	SRSD payment under the Joint Use Agreement.
3	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-00000-5800	GF FRANK DUNN POOL SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	2,416	5,904	4,300	5,400	5,400	-	Training Surcharge \$7/lesson Used towards lifeguard training costs.
4	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-6112	GF FRANK DUNN POOL OPER SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,089	8,629	8,842	5,000	8,659	3,659	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Wages for Family Day and Easter Monday stat holidays. FJD Closed other stats.
5	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-6119	GF FRANK DUNN POOL OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	25,429	49,552	36,388	22,810	49,887	27,077	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20262-6111	GF FRANK DUNN POOL COORD SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	101,133	68,239	31,085	159,760	160,448	688	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20262-6112	GF FRANK DUNN POOL COORD SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,785	11,455	-	4,000	4,329	329	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20262-6119	GF FRANK DUNN POOL COORD PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	22,622	15,784	6,872	34,750	35,954	1,204	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-6115	GF FRANK DUNN POOL OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	10,288	17,517	13,436	13,000	19,482	6,482	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-6114	GF FRANK DUNN POOL OPER SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	165,367	268,182	183,623	149,090	270,582	121,492	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7502	GF FRANK DUNN POOL OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,587	1,595	1,117	1,730	1,730	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
12	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7506	GF FRANK DUNN POOL OPER MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	145	195	-	650	650	-	Lifesaving Society Affiliate Fee
13	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7508	GF FRANK DUNN POOL OPER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,472	5,723	650	5,400	5,400	-	Reimbursement of lifeguard training course fees. Lifesaving Society course fees.
14	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7574	GF FRANK DUNN POOL OPER BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	204,931	280,348	152,549	298,860	301,970	3,110	Sask Rivers School Division Agreement: City share is 62% SRSD share is 38%
15	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7578	GF FRANK DUNN POOL OPER OTHER EQUP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	500	500	-	Cleaning/light maintenance equipment for FJD
16	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7541	GF FRANK DUNN POOL OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,021	3,918	1,544	3,000	3,350	350	First aid supplies - \$2000 Lifeguarding equipment - \$1000
17	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7543	GF FRANK DUNN POOL OPER PROGRAM SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,587	6,913	6,733	6,000	6,500	500	Swimming lesson equipment. Lifesaving Society course materials.
18	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7544	GF FRANK DUNN POOL OPER OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,819	6,881	2,663	3,000	3,000	-	Printer ink - \$1000 Swimming lesson report card printing - \$500 Office supplies - \$500 Office equipment (shredder, printer, laminator) - \$1000
19	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7549	GF FRANK DUNN POOL OPER OTHER SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	242	-	-	2,000	2,000	-	Replacement and addition of PFD's/lifejackets.
20	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20262-7502	GF FRANK DUNN POOL COORD TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	706	665	819	750	750	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
21	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7540	GF FRANK DUNN POOL OPER CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	692	105	1,600	1,500	(100)	Lifeguard swim suit, footwear, and sunglass reimbursements as per the CUPE 882 Collective Agreement. Lifeguard uniforms.
22	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20262-7540	GF FRANK DUNN POOL COORD CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	300	300	-	City purchased clothing & Uniforms for the Aquatics Manager & 2 Aquatics Rec Programmers as per the CBA.
23	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20262-7500	GF FRANK DUNN POOL COORD TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	283	304	229	600	600	-	Mileage for the 2 Aquatics Rec Programmers
24	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7500	GF FRANK DUNN POOL OPER TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	47	408	227	250	450	200	mileage
25	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7512	GF FRANK DUNN POOL OPER OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	94	857	307	500	625	125	Overtime meal allotment for instructors teaching advanced courses.
26	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7546	GF FRANK DUNN POOL OPER HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	469	404	120	250	500	250	Cleaning supplies for FJD.
27	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7889	GF FRANK DUNN POOL OPER OTHER FINANCE CHG	FINANCIAL CHARGES	Expenses / Expenditure	4,170	6,014	2,588	5,200	5,200	-	Credit card transactions
28	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7299	GF FRANK DUNN POOL OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,650	1,830	7,600	3,500	3,500	-	Program Instructors: - Aquasize \$1700 - Advanced Courses \$1800
29	COMM SRV REC FACILITIES - FRANK DUNN POOL	10-55-400-344-20003-7294	GF FRANK DUNN POOL OPER COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	26,112	26,112	-	26,120	27,420	1,300	SRSD Agreement - 40% of Commissionaire Agreement

Functional Area: **PRINCE ALBERT PUBLIC LIBRARY**  
 Department: **Community Services Department**  
 Fund: **General Fund**

This budget is for the maintenance costs of the Prince Albert Public Library Building and contractual service for maintenance of the emergency power system.

<b>PRINCE ALBERT PUBLIC LIBRARY</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	<b>\$9,290</b>	<b>\$6,560</b>	\$2,730	41.62%
Utilities	<b>\$840</b>	<b>\$850</b>	(\$10)	-1.18%
Maintenance Materials and Supplies	<b>\$7,380</b>	<b>\$7,380</b>	\$0	0.00%
Insurance	<b>\$8,210</b>	<b>\$8,070</b>	\$140	1.73%
Total Expenses	<b>\$25,720</b>	<b>\$22,860</b>	<b>\$2,860</b>	<b>12.51%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$25,720</b>	<b>\$22,860</b>	<b>\$2,860</b>	<b>12.51%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$2,730** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. **36% of Total Expenditures.**

**\$7,380 Total Maintenance Materials and Supplies** budget for maintenance repairs, elevator, boiler, fire alarm, fire extinguishers licenses, etc.

**\$140** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City’s Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV REC FACILITIES	10-55-400-348-20003-6115	GF PA PUB LIBRARY OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,005	4,578	6,719	4,600	6,494	1,894	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 COMM SRV REC FACILITIES	10-55-400-348-20003-6119	GF PA PUB LIBRARY OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,053	1,942	3,033	1,960	2,792	832	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV REC FACILITIES	10-55-400-348-20003-7541	GF PA PUB LIBRARY OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,560	1,024	2,863	750	750	-	Minor Maintenance Supplies
4 COMM SRV REC FACILITIES	10-55-400-348-20003-7566	GF PA PUB LIBRARY OPER PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,433	4,736	1,894	1,250	1,250	-	Parts for minor mechanical equipment
5 COMM SRV REC FACILITIES	10-55-400-348-20003-7573	GF PA PUB LIBRARY OPER MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	18,693	23,707	796	4,500	4,500	-	Minor mechanical equipment repairs.
6 COMM SRV REC FACILITIES	10-55-400-348-20003-7574	GF PA PUB LIBRARY OPER BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	842	1,671	5,444	500	500	-	Minor Building Maintenance
7 COMM SRV REC FACILITIES	10-55-400-348-20003-7585	GF PA PUB LIBRARY OPER LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	302	-	380	380	-	Elevator, Boiler, Fire Alarm, Fire Extinguishers licenses
8 COMM SRV REC FACILITIES	10-55-400-348-20003-7651	GF PA PUB LIBRARY OPER WATER AND SEWER	UTILITIES	Expenses / Expenditure	825	833	628	850	840	(10)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
9 COMM SRV REC FACILITIES	10-55-400-348-20003-7896	GF PA PUB LIBRARY OPER INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	6,266	7,543	5,066	8,070	8,210	140	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.



Functional Area: **KINSMEN ARENA**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Kinsmen Arena has an ice surface and spectator capacity of 600 persons. Amenities include a heated lobby area, concession, four dressing rooms and an electronic score clock. The arena also contains a concrete floor and therefore is able to host events such as in-line hockey, lacrosse, seminars, and trade shows/sales. This budget includes staffing costs at the arena, along with operating and maintenance costs of the arena.

<b>KINSMEN ARENA</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$335,180	\$323,550	\$11,630	3.59%
Sundry	\$14,960	\$14,960	\$0	0.00%
<b>Total Revenues</b>	<b>\$350,140</b>	<b>\$338,510</b>	<b>\$11,630</b>	<b>3.44%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$297,710	\$286,300	\$11,410	3.99%
Contracted and General Services	\$3,740	\$3,740	\$0	0.00%
Financial Charges	\$7,030	\$7,030	\$0	0.00%
Utilities	\$132,975	\$144,160	(\$11,185)	-7.76%
Fleet Expenses	\$26,210	\$26,210	\$0	0.00%
Maintenance Materials and Supplies	\$66,810	\$135,710	(\$68,900)	-50.77%
Insurance	\$9,170	\$9,170	\$0	0.00%
<b>Total Expenses</b>	<b>\$543,645</b>	<b>\$612,320</b>	<b>(\$68,675)</b>	<b>-11.22%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$193,505</b>	<b>\$273,810</b>	<b>(\$80,305)</b>	<b>-29.33%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$11,630 increase in User Charges and Fees** revenue for ice rentals, lacrosse/ball hockey rentals, special event rentals and license agreement - skate sharpening.



**\$335,180 Total User Charges and Fees Revenue** as follows:

User Charges and Fees	2024 Budget	2023 Budget	Variance
Sale of Products - Concession Sales	\$91,000	\$91,000	\$0
Rental Revenue (ice rentals, lacrosse)	\$244,180	\$232,550	\$11,630
<b>Total User Charges and Fees</b>	<b>\$335,180</b>	<b>\$323,550</b>	<b>\$11,630</b>

**\$14,960 Total Sundry Revenue** from the Surcharge (transferred to the Arenas Improvements Reserve) and revenue from the vending machines.

Sundry Revenue	2024 Budget	2023 Budget	Variance
Surcharge Revenue	\$6,090	\$6,090	\$0
Vending Machines	\$8,870	\$8,870	\$0
<b>Sundry Revenue</b>	<b>\$14,960</b>	<b>\$14,960</b>	<b>\$0</b>

The revenue collected from the Surcharge is credited to the Arenas Improvement Reserve at yearend.

**EXPENDITURES**

**\$11,410** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$3,740 Total Contracted and General Services Revenue** as follows:

Contracted and General Services	2024 Budget	2023 Budget	Variance
Commissionaire Services at Arena	\$1,000	\$1,000	\$0
Janitorial Services - Laundry/carpet cleaning	\$1,700	\$1,700	\$0
R.S. Management - Asbestos	\$240	\$240	\$0
Alarm Monitoring Services	\$100	\$100	\$0
Pest Control	\$500	\$500	\$0
Public Health Services	\$200	\$200	\$0
<b>Total Contracted and General Services</b>	<b>\$3,740</b>	<b>\$3,740</b>	<b>\$0</b>

**\$7,030 Total Financial Charges** relating to fees and concession banking charges.



\$11,185 decrease in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$7,710	\$9,100	(\$1,390)
Electricity	\$77,545	\$81,360	(\$3,815)
Heating Fuels	\$47,720	\$53,700	(\$5,980)
<b>Total Utilities</b>	<b>\$132,975</b>	<b>\$144,160</b>	<b>(\$11,185)</b>

\$68,900 decrease in Maintenance Materials and Supplies based telephone actual costs.

- **Reduction of \$35,000** for one-time expenditure: 2023 Facility Project for Kinsmen Arena - Upgrade Shower in Dressing Rooms.
- **Reduction of \$35,000** for one-time expenditure: 2023 Facility Project for Kinsmen Arena - Replace Flooring with Rubber Flooring.
- \$1,100 increase budgeted for 2024 for Kinsmen Arena parking lot line painting.

The Arenas Improvement Reserve will have a projected surplus balance of \$77,297 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-00000-5100	GF KINSMEN ARENA REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	172,090	212,256	109,390	232,550	244,177	11,627	Kinismen Arena Revenue: primarily related to ice rentals, lacrosse/ball hockey rental, special event rental, skate sharpening, and licene agreements.
2 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-00000-5102	GF KINSMEN ARENA SALE OF PRODUCT	USER CHARGES AND FEES	Revenues / Funding Source	39,785	85,422	63,814	91,000	91,000	-	Concession Revenues
3 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-00000-5820	GF KINSMEN ARENA VENDING COMM REV	SUNDRY	Revenues / Funding Source	3,157	7,982	6,055	8,870	8,870	-	Vending Concession Revenues
4 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-00000-5800	GF KINSMEN ARENA SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	2,302	3,770	1,916	6,090	6,090	-	Surcharge from rentals to the Arenas Improvements Reserve.
5 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-6115	GF KINSMEN ARENA OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	100,608	115,150	85,645	125,810	129,879	4,069	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-6116	GF KINSMEN ARENA OPER WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,619	17,031	9,591	16,000	14,070	(1,930)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-6119	GF KINSMEN ARENA OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	39,301	45,711	25,877	49,390	50,485	1,095	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-6115	GF KINSMEN ARENA MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	22,670	19,742	16,366	23,000	24,894	1,894	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-6116	GF KINSMEN ARENA MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,424	6,236	7,212	2,000	2,165	165	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-6119	GF KINSMEN ARENA MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,920	9,722	7,942	9,450	10,147	697	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-6111	GF KINSMEN ARENA OPER SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,867	14,275	5,821	7,750	9,034	1,284	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-6111	GF KINSMEN ARENA CONCESSION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	17,984	19,527	12,872	18,550	20,127	1,577	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-6112	GF KINSMEN ARENA CONCESSION SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	168	524	456	500	541	41	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-6119	GF KINSMEN ARENA CONCESSION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,275	8,361	5,348	8,850	9,307	457	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-6115	GF KINSMEN ARENA CONCESSION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	577	1,338	805	1,500	1,623	123	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-6114	GF KINSMEN ARENA CONCESSION SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,106	20,966	13,245	23,500	25,435	1,935	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7651	GF KINSMEN ARENA MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	5,244	8,336	5,544	9,100	7,710	(1,390)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
18 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7652	GF KINSMEN ARENA MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	36,469	46,830	31,913	53,700	47,720	(5,980)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
19 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7653	GF KINSMEN ARENA MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	60,603	78,635	39,647	81,360	77,544	(3,816)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
20 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7502	GF KINSMEN ARENA OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,104	2,506	2,463	2,700	2,700	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
21 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7512	GF KINSMEN ARENA OPER OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	100	100	-	As per Collective Bargaining Agreement, staff who work 1.5 hours or more immediately after their scheduled work day are provided with a meal.
22 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7541	GF KINSMEN ARENA OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,242	780	2,062	5,500	5,500	-	Operational Supplies - Hockey nets, netting, pads, bumpers, arena glass. Ice making supplies.
23 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7546	GF KINSMEN ARENA OPER HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,837	6,397	4,263	4,500	4,500	-	Janitorial Supplies
24 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7574	GF KINSMEN ARENA MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,903	1,890	7,372	74,000	4,000	(70,000)	Minor Building Maintenance. 2023 budget related to one time facility project.
25 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7573	GF KINSMEN ARENA MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	14,025	65,847	4,706	6,650	6,650	-	Mechanical Equipment Requirements.
26 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7585	GF KINSMEN ARENA MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	295	400	759	550	550	-	Fire Extinguishers, Ice Plant Operating License
27 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7566	GF KINSMEN ARENA MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,082	1,154	14	2,000	2,000	-	Parts for Mechanical Equipment Repairs.
28 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7541	GF KINSMEN ARENA MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,646	1,801	611	4,500	4,500	-	Minor Maintenance Supplies
29 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-7502	GF KINSMEN ARENA CONCESSION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	626	633	426	650	650	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
30 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-7548	GF KINSMEN ARENA CONCESSION MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	14,888	35,354	23,350	31,850	31,850	-	Concessions Products for resale.
31 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-7541	GF KINSMEN ARENA CONCESSION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	243	-	-	910	910	-	Concession Operating Supplies
32 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7508	GF KINSMEN ARENA OPER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	115	-	-	250	250	-	Annual Certification for Arenas staff.
33 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7540	GF KINSMEN ARENA OPER CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	780	1,060	20	1,050	1,050	-	Staff uniforms
34 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7578	GF KINSMEN ARENA OPER OTHER EQUP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,292	-	-	500	500	-	Contracted support for minor equipment maintenance.
35 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7595	GF KINSMEN ARENA SPECIAL PROJECT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,000	2,500	-	-	1,100	1,100	Parking lot line painting
36 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7896	GF KINSMEN ARENA MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	6,523	8,568	5,660	9,170	9,170	-	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
37 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7300	GF KINSMEN ARENA OPER CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	19,870	22,879	12,580	26,210	26,210	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
38 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-7883	GF KINSMEN ARENA CONCESSION BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	971	1,632	1,171	960	960	-	Transaction Fees
39 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7889	GF KINSMEN ARENA OPER OTHER FINANCE CHG	FINANCIAL CHARGES	Expenses / Expenditure	4,958	3,658	8,259	6,070	6,070	-	Activenet Fees
40 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7296	GF KINSMEN ARENA OPER HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	1,700	1,700	-	Janitorial services - laundry and carpet cleaning
41 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7237	GF KINSMEN ARENA MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	499	806	68	100	100	-	Alarm Monitoring
42 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7294	GF KINSMEN ARENA OPER COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	13,921	8,970	-	1,000	1,000	-	Use of Commissionaire Services as required.
43 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20001-7235	GF KINSMEN ARENA CONCESSION HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	200	200	-	Public Health Services.
44 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20003-7235	GF KINSMEN ARENA OPER HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	240	240	-	R.S. Management Services Fees for Asbestos & Pest control services.
45 COMM SRV REC FACILITIES - KINSMEN	10-55-400-345-20002-7235	GF KINSMEN ARENA MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	500	500	-	Pest Control

Functional Area: **KINSMEN PARK**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Kinsmen Park is located along the west side of Central Avenue between 22<sup>nd</sup> Street West and 28<sup>th</sup> Street West. The North portion of the park contains picnic shelters, tables, basketball court, amphitheater, playground, spray park, and washrooms that are only open seasonally and closed for the winter. The south portion of the park includes two baseball diamonds, soccer field, picnic shelters, tables as well as the Kinsmen Water Park and washrooms that are also opened seasonally and closed for the winter.

<b>KINSMEN PARK</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$51,195	\$41,880	\$9,315	22.24%
Contracted and General Services	\$17,980	\$17,980	\$0	0.00%
Utilities	\$27,525	\$20,300	\$7,225	35.59%
Fleet Expenses	\$10,500	\$12,000	(\$1,500)	-12.50%
Maintenance Materials and Supplies	\$15,600	\$15,600	\$0	0.00%
Insurance	\$2,610	\$2,680	(\$70)	-2.61%
<b>Total Expenses</b>	<b>\$125,410</b>	<b>\$110,440</b>	<b>\$14,970</b>	<b>13.55%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$125,410</b>	<b>\$110,440</b>	<b>\$14,970</b>	<b>13.55%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$9,315** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.



**\$17,980 Total Contracted and General Services:**

- \$12,000 for professional contracted cleaning services for Kinsmen seasonal washrooms on 1st Avenue, Central Avenue and Ella Muzzy spray park.
- \$5,000 for rental of porta potties.
- \$980 for costs such as the hiring of a Plumbing and/or Electrical Contractor should internal staff not be available or have the expertise.

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Professional Contracted Cleaning Services	\$12,000	\$12,000	\$0
Rental of Porta Potties	\$5,000	\$5,000	\$0
Plumbing, Electrical Work, etc.	\$980	\$980	\$0
<b>Total Contracted and General</b>	<b>\$17,980</b>	<b>\$17,980</b>	<b>\$0</b>

**\$7,225** increase for Utilities as follows:

<b>Utilities</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Water and Sewer	\$20,960	\$12,000	\$8,960
Electricity	\$6,565	\$8,300	(\$1,735)
<b>Total Utilities</b>	<b>\$27,525</b>	<b>\$20,300</b>	<b>\$7,225</b>

**\$1,500 decrease** in fleet charge out rates at the Kinsmen Park based on historical spending.

**\$70 decrease** in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City’s Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV PARKS	10-55-410-384-00000-6115	GF KINSMEN PARK WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	23,904	23,916	36,354	29,840	32,297	2,457	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 COMM SRV PARKS	10-55-410-384-00000-6116	GF KINSMEN PARK WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,747	13,528	16,093	2,500	8,659	6,159	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV PARKS	10-55-410-384-00000-6119	GF KINSMEN PARK PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,313	9,055	15,348	9,540	10,239	699	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV PARKS	10-55-410-384-00000-7653	GF KINSMEN PARK ELECTRICITY	UTILITIES	Expenses / Expenditure	5,243	5,632	3,133	8,300	6,565	(1,735)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
5 COMM SRV PARKS	10-55-410-384-00000-7651	GF KINSMEN PARK WATER AND SEWER	UTILITIES	Expenses / Expenditure	21,417	22,905	19,039	12,000	20,960	8,960	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
6 COMM SRV PARKS	10-55-410-384-00000-7578	GF KINSMEN PARK OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	500	500	-	Rental of equipment for maintenance purposes.
7 COMM SRV PARKS	10-55-410-384-00000-7583	GF KINSMEN PARK OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	106	-	100	100	-	Minor equipment rental requirements.
8 COMM SRV PARKS	10-55-410-384-00000-7541	GF KINSMEN PARK OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,310	24,960	8,087	15,000	15,000	-	Fertilizer, Weed Control, Irrigation, paint for sports fields, toilet paper for washrooms, etc. Items acquired through the Municipal Service Center Store for this operational area are charged here as well.
9 COMM SRV PARKS	10-55-410-384-00000-7896	GF KINSMEN PARK INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	2,031	5,140	1,609	2,680	2,610	(70)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
10 COMM SRV PARKS	10-55-410-384-00000-7300	GF KINSMEN PARK CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	8,240	10,084	10,538	12,000	10,500	(1,500)	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
11 COMM SRV PARKS	10-55-410-384-00000-7299	GF KINSMEN PARK OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	636	318	1,670	980	980	-	Examples include the hiring of a Plumbing and/or Electrical Contractor should internal staff not be available or have the expertise.
12 COMM SRV PARKS	10-55-410-384-00000-7235	GF KINSMEN PARK HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	1,717	170	5,000	5,000	-	Rental of Porta Potties
13 COMM SRV PARKS	10-55-410-384-00000-7296	GF KINSMEN PARK HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,919	11,819	11,416	12,000	12,000	-	Professional contracted cleaning services for Kinsmen seasonal washrooms on 1st Avenue, Central Avenue and Ella Muzzy spray park.



Functional Area: **KINSMEN SKI HILL**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Kinsmen Ski Hill is located in the heart of Little Red River Park. The City has a skilled and experienced private operator in place with a renewed operating agreement covering the period from October 2023 to May 2028. The City owns the buildings and large Snow Cat groomer and provides these for use with an operating grant to help fund operations, expertise and safe operational processes during the winter season.

<b>KINSMEN SKI HILL</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$5,300	\$6,260	(\$960)	-15.34%
Contracted and General Services	\$1,360	\$1,360	\$0	0.00%
Grants and Donations	\$25,000	\$25,000	\$0	0.00%
Utilities	\$485	\$400	\$85	21.25%
Fleet Expenses	\$33,990	\$33,990	\$0	0.00%
Maintenance Materials and Supplies	\$19,180	\$19,480	(\$300)	-1.54%
Insurance	\$3,980	\$4,030	(\$50)	-1.24%
<b>Total Expenses</b>	<b>\$89,295</b>	<b>\$90,520</b>	<b>(\$1,225)</b>	<b>-1.35%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$89,295</b>	<b>\$90,520</b>	<b>(\$1,225)</b>	<b>-1.35%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$960 decrease** in Salaries Wages and Benefits based on a review of actuals.

**\$1,360 Total Contracted and General Services** relating to pump outs at the Kinsmen Ski and Snow Board Center Garage. The City collects and pumps all ice and snow melt off the Snowcat and pumps it into holding containers so as not to contaminate the ground with any potential residues from oil or gas coming from the machines after use and while stored.

**\$25,000 Total Grants and Donations** relating to the operational grant to the operator for running the Kinsmen Ski Hill.

**March 27, 2023 City Council Meeting Motion**

Kinsmen Ski and Snowboard Center Operator Agreement (RPT 23-101)

*That the Kinsmen Ski and Snowboard Center Agreement between The City and 101290873 Saskatchewan Ltd., be approved for a five (5) year term from October 30, 2023 to May 31, 2028.*



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1	COMM SRV LLRP	10-55-410-380-20504-6115	GF KINSMEN SKI HILL WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,738	3,811	805	4,000	3,788	(212) The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2	COMM SRV LLRP	10-55-410-380-20504-6116	GF KINSMEN SKI HILL WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	53	-	-	500	-	(500) The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3	COMM SRV LLRP	10-55-410-380-20504-6119	GF KINSMEN SKI HILL PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,114	1,498	364	1,760	1,515	(245) The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	COMM SRV LLRP	10-55-410-380-20504-7235	GF KINSMEN SKI HILL HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	871	1,268	1,813	1,360	1,360	- Pump outs at the Kinsmen Ski and Snow Board Center Garage. We collect and pump all ice and snow melt off the Snowcat and pump it into holding containers so as not to contaminate the ground with any potential residues from oil or gas coming from the machines after use and while stored.
5	COMM SRV LLRP	10-55-410-380-20504-7300	GF KINSMEN SKI HILL CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	32,474	34,260	28,860	33,990	33,990	- The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
6	COMM SRV LLRP	10-55-410-380-20504-7420	GF KINSMEN SKI HILL ALLOC SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	179	134	-	500	200	(300) Internal allocation charged by MSC/mechanics when working on equipment to cover the cost of miscellaneous supplies.
7	COMM SRV LLRP	10-55-410-380-20504-7502	GF KINSMEN SKI HILL TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,351	2,494	2,870	2,550	2,550	- Based on actual charges for data lines, internet, landlines, and cell phone usage.
8	COMM SRV LLRP	10-55-410-380-20504-7521	GF KINSMEN SKI HILL VEH FUEL AND OIL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,528	8,067	1,020	2,500	2,500	- Fuel, oil for the operation of the Snow Cat
9	COMM SRV LLRP	10-55-410-380-20504-7541	GF KINSMEN SKI HILL OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	9,567	3,003	1,259	7,000	7,000	- Snow fencing, bamboo poles, cleaning supplies, water hose for the snow making guns, fire wood, new tow ropes, handles for tow ropes, light bulbs, etc.
10	COMM SRV LLRP	10-55-410-380-20504-7565	GF KINSMEN SKI HILL PARTS EQUIP AND AUTO	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,674	-	-	2,000	2,000	- Snowcat & Snow Guns.
11	COMM SRV LLRP	10-55-410-380-20504-7566	GF KINSMEN SKI HILL PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,328	470	-	1,500	1,500	- Repairs and servicing related to the Tow Rope system for the ski Hill, heater in the Old Log Cabin, Heaters in the Ski Hill Garage
12	COMM SRV LLRP	10-55-410-380-20504-7574	GF KINSMEN SKI HILL BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	276	165	2,000	2,000	- Scheduled building maintenance and repair to the Kinsmen Ski and Snow Board Center Buildings
13	COMM SRV LLRP	10-55-410-380-20504-7578	GF KINSMEN SKI HILL OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	980	980	- Parts that we have to order and do not have in stock. For example parts of the ski lift.
14	COMM SRV LLRP	10-55-410-380-20504-7583	GF KINSMEN SKI HILL OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	300	300	- Minor equipment rental requirements.
15	COMM SRV LLRP	10-55-410-380-20504-7585	GF KINSMEN SKI HILL LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	700	150	150	- Technical Safety Authority of Saskatchewan License for Skit Tow Rope Lifts
16	COMM SRV LLRP	10-55-410-380-20504-7651	GF KINSMEN SKI HILL WATER AND SEWER	UTILITIES	Expenses / Expenditure	-	609	356	400	486	86 Budget based on a review of prior year usage, current year billings, and expectations for 2024.
17	COMM SRV LLRP	10-55-410-380-20504-7716	GF KINSMEN SKI HILL GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	-	25,000	18,750	25,000	25,000	- Operational Grant provided in equal installments as follows for 2023: January \$6250 February \$6250 March \$6250 November \$6250
18	COMM SRV LLRP	10-55-410-380-20504-7896	GF KINSMEN SKI HILL INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	2,908	3,768	2,458	4,030	3,980	(50) -2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.

**Functional Area:** KINSMEN WATER PARK  
**Department:** Community Services Department  
**Fund:** General Fund

The Kinsmen Water Park operates a swimming pool, whirlpool, tot pool, junior slide, two giant slides over 300 feet in length and a river slide. There is also play equipment for youngsters, a concession and ample leisure space. This budget is comprised mainly of the staff costs related to lifeguards, and the maintenance budget associated with maintaining and operating the Kinsmen Water Park.

<b>KINSMEN WATER PARK</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$303,500	\$270,000	\$33,500	12.41%
<b>Total Revenues</b>	<b>\$303,500</b>	<b>\$270,000</b>	<b>\$33,500</b>	<b>12.41%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$435,760	\$345,340	\$90,420	26.18%
Contracted and General Services	\$930	\$830	\$100	12.05%
Financial Charges	\$5,700	\$5,700	\$0	0.00%
Utilities	\$15,900	\$15,550	\$350	2.25%
Fleet Expenses	\$1,630	\$1,630	\$0	0.00%
Maintenance Materials and Supplies	\$108,350	\$138,150	(\$29,800)	-21.57%
Insurance	\$2,820	\$2,820	\$0	0.00%
<b>Total Expenses</b>	<b>\$571,090</b>	<b>\$510,020</b>	<b>\$61,070</b>	<b>11.97%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$267,590</b>	<b>\$240,020</b>	<b>\$27,570</b>	<b>11.49%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$33,500 increase in User Charges and Fees Revenue:**

- \$25,000 increase in concession sales based on average sales.
- \$8,500 increase in revenue for KWP Admissions, Programs, Sponsorship & Rental Revenues.



**\$303,500 Total User Charges and Fees Revenue** as follows:

User Charges and Fees	2024 Budget	2023 Budget	Variance
Revenue from Admissions, Programs, Rentals	\$178,500	\$170,000	\$8,500
Concession Sales	\$100,000	\$75,000	\$25,000
Surcharge Revenue	\$25,000	\$25,000	\$0
<b>Total User Charges and Fees</b>	<b>\$303,500</b>	<b>\$270,000</b>	<b>\$33,500</b>

The surcharge revenue collected from admissions and rentals is credited to the Kinsmen Water Park Improvements Reserve at yearend.

**EXPENDITURES**

**\$90,420** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. As per recent Financial Reporting, this was an area that was under budgeted for lifeguards in prior years. The 2024 Budget includes an increase based on actual costs for lifeguards required to meet the 1 lifeguard to 25 participants’ ratio.

Salaries Wages and Benefits	2024 Budget	2023 Budget	Variance
Salaries Regular	\$10,960	\$10,100	\$860
Salaries Overtime	\$33,010	\$12,940	\$20,070
Salaries Casual	\$283,570	\$232,240	\$51,330
Wages Regular	\$48,490	\$44,550	\$3,940
Wages Overtime	\$1,080	\$1,000	\$80
Payroll Benefits	\$58,650	\$44,510	\$14,140
<b>Total Salaries Wages and Benefits</b>	<b>\$435,760</b>	<b>\$345,340</b>	<b>\$90,420</b>

Year 2021 Actual	\$406,319
Year 2022 Actual	\$477,631

**\$930 Total Contracted and General Services** as follows:

- \$400 for Pest Control services.
- \$250 for scuba contract fee and waterslide vertical pump cleaning.
- \$280 for water samples as per Public Health.

**\$5,700 Total Financial Charges** is the cost for credit and debit card transaction charges.



**\$350** increase in Utilities regarding increases in water and sewer costs.

**\$29,800 decrease** increase in Maintenance Materials and Supplies:

- **Reduction of \$50,000** for one-time expenditure: 2023 Facility Projects for Kinsmen Water Park Maintenance which included Waterslide preventive maintenance, replacement of the boiler for the tot pool, tile repair in change room building, and sandblasting and painting of the waterslide stair structure.
- \$20,000 increase in concession product costs that is *offset by increased revenue of \$25,000 in User Charges and Fees.*
- \$200 increase for KWP staff mileage.

The Kinsmen Water Park Surcharge Reserve will have a projected surplus balance of \$58,302 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	COMM SRV REC FACILITIES KWP	10-55-400-346-0000-5100	GF KINSMEN WATERPARK REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	129,233	174,201	187,535	170,000	178,500	8,500	KWP Admissions, Programs, Sponsorship & Rental Revenues.
2	COMM SRV REC FACILITIES KWP	10-55-400-346-0000-5102	GF KINSMEN WATERPARK SALE OF PRODUCT	USER CHARGES AND FEES	Revenues / Funding Source	51,620	79,962	91,261	75,000	100,000	25,000	Concession Sales
3	COMM SRV REC FACILITIES KWP	10-55-400-346-0000-5139	GF KINSMEN WATERPARK FACILITY FEES	USER CHARGES AND FEES	Revenues / Funding Source	23,523	27,717	25,599	25,000	25,000	-	Surcharge revenue collected from admissions & rentals to be allocated to the Kinsmen Water Park Improvements Reserve.
4	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-6119	GF KINSMEN WATERPARK OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	39,047	48,832	50,985	32,050	45,155	13,105	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-6112	GF KINSMEN WATERPARK OPER SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	16,514	18,126	26,694	12,440	32,470	20,030	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-6111	GF KINSMEN WATERPARK CONCESSION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,797	10,646	7,021	10,100	10,961	861	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-6112	GF KINSMEN WATERPARK CONCESSION SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	24	682	1,110	500	541	41	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-6114	GF KINSMEN WATERPARK CONCESSION SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,890	14,740	14,091	10,380	12,988	2,608	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-6115	GF KINSMEN WATERPARK MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	25,649	31,784	1,751	26,000	28,141	2,141	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-6115	GF KINSMEN WATERPARK CONCESSION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	567	901	889	550	866	316	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-6119	GF KINSMEN WATERPARK MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,830	10,299	757	8,320	9,059	739	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-6119	GF KINSMEN WATERPARK CONCESSION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,543	4,466	3,884	4,140	4,437	297	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-6116	GF KINSMEN WATERPARK MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,238	1,405	61	1,000	1,082	82	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-6115	GF KINSMEN WATERPARK OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	17,120	19,982	19,517	18,000	19,482	1,482	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-6114	GF KINSMEN WATERPARK OPER SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	273,185	293,715	268,307	221,860	270,582	48,722	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7651	GF KINSMEN WATERPARK MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	14,047	17,426	15,991	15,550	15,899	349	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
17	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7502	GF KINSMEN WATERPARK OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,945	3,843	2,241	4,250	4,250	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
18	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7506	GF KINSMEN WATERPARK OPER MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	648	-	600	650	650	-	WhentoWork Scheduling Software - annual subscription.
19	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7508	GF KINSMEN WATERPARK OPER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,869	1,610	2,860	4,000	4,000	-	Lifeguard course reimbursement
20	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7541	GF KINSMEN WATERPARK OPER OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,697	7,284	2,379	5,000	5,000	-	Paint \$1000 Lifeguarding equipment \$1000 First aid supplies \$1000 Deck equipment \$1000 Other \$1000
21	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7543	GF KINSMEN WATERPARK OPER PROGRAM SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,642	941	185	1,000	1,000	-	Lifesaving Society course materials \$500 Swimming lesson equipment \$500
22	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7544	GF KINSMEN WATERPARK OPER OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,334	1,277	1,692	2,000	2,000	-	Printer ink & paper - \$1000 Swimming lesson report card printing - \$500 Other office supplies - \$500
23	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7546	GF KINSMEN WATERPARK OPER HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,152	2,298	6,244	2,000	2,000	-	Cleaning supplies and equipment
24	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7574	GF KINSMEN WATERPARK MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	55,015	17,228	5,184	36,500	1,500	(35,000)	Minor maintenance to KWP Buildings. 2023 budget related to one time facility project.
25	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-7502	GF KINSMEN WATERPARK CONCESSION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	69	68	47	100	100	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
26	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7573	GF KINSMEN WATERPARK MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,390	723	5,580	2,000	2,000	-	Mechanical equipment repairs
27	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-7541	GF KINSMEN WATERPARK CONCESSION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	107	-	83	600	600	-	Concession Operating Supplies.
28	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-7548	GF KINSMEN WATERPARK CONCESSION MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	19,279	28,051	39,397	20,000	40,000	20,000	Concession Products for Resale - increase here is offset by increase in revenue.
29	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7585	GF KINSMEN WATERPARK MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	410	-	200	200	-	Public Health, Water Testing Operating License, Boiler Operating License.
30	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7541	GF KINSMEN WATERPARK MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	11,784	32,857	8,215	12,000	4,000	(8,000)	Maintenance Supplies
31	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7566	GF KINSMEN WATERPARK MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,289	13,857	15,800	15,000	8,000	(7,000)	Mechanical Equipment repairs.
32	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7534	GF KINSMEN WATERPARK MTCE CHEMICAL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	27,480	31,931	-	27,500	27,500	-	Chemicals for Pool Treatment.
33	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7549	GF KINSMEN WATERPARK OPER OTHER SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	340	-	-	3,000	3,000	-	Replacement of lifeguard radios - \$3000
34	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7540	GF KINSMEN WATERPARK OPER CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,188	1,810	1,228	1,500	1,500	-	Lifeguard swim suit, footwear, and sunglass reimbursements as per the CUPE 882 Collective Agreement. Lifeguard uniforms.
35	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7585	GF KINSMEN WATERPARK OPER LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	299	309	330	300	300	-	Pool Operating Permit.
36	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7500	GF KINSMEN WATERPARK OPER TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	206	672	699	450	650	200	KWP staff mileage
37	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7501	GF KINSMEN WATERPARK OPER POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	44	-	-	100	100	-	Based on average usage and expected \$.01 increase Jan 1/23.
38	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7896	GF KINSMEN WATERPARK MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	2,018	-	1,738	2,820	2,820	-	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
39	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7300	GF KINSMEN WATERPARK MTCE CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	146	540	-	1,630	1,630	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
40	COMM SRV REC FACILITIES KWP	10-55-400-346-20001-7883	GF KINSMEN WATERPARK CONCESSION BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	-	575	457	1,200	1,200	-	Transaction Fees
41	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7889	GF KINSMEN WATERPARK OPER OTHER FINANCE CHG	FINANCIAL CHARGES	Expenses / Expenditure	6,647	8,167	6,289	4,500	4,500	-	Transaction Fees
42	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7299	GF KINSMEN WATERPARK OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	2,000	250	250	-	Scuba contract fee - waterslide vertical pump cleaning
43	COMM SRV REC FACILITIES KWP	10-55-400-346-20002-7235	GF KINSMEN WATERPARK MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	85	-	300	400	100	Pest Control
44	COMM SRV REC FACILITIES KWP	10-55-400-346-20003-7235	GF KINSMEN WATERPARK OPER HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	887	125	88	280	280	-	Water Samples (Public Health)

**Functional Area:** LITTLE RED PARK  
**Department:** Community Services Department  
**Fund:** General Fund

The City has a skilled and experienced operator in place with an Operating Agreement that expires in April of 2025. The operator is responsible for the Knotty Pine Bistro located within the Cosmopolitan Lodge located in the heart of Little Red River Park. The operator is responsible for the day to day operations of the Knotty Pine Bistro and provides food services, cleaning services, access to washrooms and regular maintenance of those washrooms within the Cosmo Lodge. City park staff are responsible for the care and maintenance of the Park grounds and road maintenance.

<b>LITTLE RED RIVER PARK</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
Sundry	\$6,000	\$6,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$94,975	\$92,400	\$2,575	2.79%
Contracted and General Services	\$103,060	\$43,060	\$60,000	139.34%
Grants and Donations	\$21,700	\$28,260	(\$6,560)	-23.21%
Utilities	\$59,510	\$60,950	(\$1,440)	-2.36%
Fleet Expenses	\$8,190	\$5,240	\$2,950	56.30%
Maintenance Materials and Supplies	\$35,790	\$35,590	\$200	0.56%
Insurance	\$14,680	\$12,840	\$1,840	14.33%
<b>Total Expenses</b>	<b>\$337,905</b>	<b>\$278,340</b>	<b>\$59,565</b>	<b>187.74%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$331,905</b>	<b>\$272,340</b>	<b>\$59,565</b>	<b>187.74%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$6,000 Total Sundry Revenue** for funding received from the Association of Saskatchewan Urban Conservation Agencies for the support of programming at Little Red River Park.





**EXPENDITURES**

**\$2,575** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**Little Red River Park Development Update**

A report was forwarded to the June 12, 2023 City Council Meeting regarding Little Red River Park Washroom. Council awarded the construction and installation of a year round washroom at Little Red River Park. The report included associated operating costs to be budgeted for the year round operation of a washroom that included:

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

**These costs are new service levels for the 2024 Budget.**

**Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #10 for RPT 23-219 – Little Red River Park Washroom for additional information.**

**\$60,000 increase in Contracted and General Services** as follows:

- \$25,000 increase in contracted professional cleaning services for Little Red River Outhouses/Washrooms. Increase in cleaning related to additional usage at Little Red and additional washroom and warm up shelters.
- \$20,000 increase required as increased visits to the park have resulted in increased septic pump outs for the Cosmo Lodge and outhouses as well as the pick-up and disposal of large commercial garbage/recycle bins. Increase in cost for pump outs for new washrooms at Little Red as well as increased usage at Cosmo Lodge requiring more pump outs.
- \$15,000 increase in Commissionaire security services, opening and closing of gates and patrolling of Little Red River Park to ensure the safety of the park and patrons.

**\$103,060 Total Contracted and General Services** as follows:

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Septic Pump outs	\$40,000	\$20,000	\$20,000
Fire Extinguisher certification	\$60	\$60	\$0
Commissionaire Services	\$30,000	\$15,000	\$15,000
Professional Cleaning - Washrooms	\$32,000	\$7,000	\$25,000
Contracted Services - Specialized	\$1,000	\$1,000	\$0
<b>Total Contracted and General</b>	<b>\$103,060</b>	<b>\$43,060</b>	<b>\$60,000</b>



**\$6,560 decrease** in Grants and Donations relating to the Operating Agreement with Knotty Bine Bistro for the operation of the Cosmo Lodge.

**\$21,700 Total Operating Grants and Donations:**

- \$6,700 for 2024 Contract Remuneration Schedule for Knotty Pine: January - April: \$1,666/month + PST.
- \$15,000 grant to Kinsmen Ski Club as per Agreement.

**\$2,950 increase** in Fleet Expenses based on actual spending for operations at Little Red River Park. Based on a review of historical actuals which resulted in a budget adjustment.

**\$1,440 decrease** in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$2,015	\$2,000	\$15
Electricity	\$8,795	\$9,770	(\$975)
Heating Fuels	\$48,700	\$49,180	(\$480)
<b>Total Utilities</b>	<b>\$59,510</b>	<b>\$60,950</b>	<b>(\$1,440)</b>

**\$200 increase** in Maintenance Materials and Supplies regarding internal allocation charged by MSC/mechanics when working on equipment to cover the cost of miscellaneous supplies.

**\$1,840 increase** in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City’s Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV LLRP	10-55-410-380-00000-5800	GF LITTLE RED RIVER PARK SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	13,265	6,000	6,000	6,000	6,000	-	Funding received from the Association of Saskatchewan Urban Conservation Agencies for the support of programming at Little Red River Park.
2 COMM SRV LLRP	10-55-410-380-00000-6115	GF LITTLE RED RIVER PARK WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	65,403	56,339	54,172	63,000	68,187	5,187	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV LLRP	10-55-410-380-00000-6116	GF LITTLE RED RIVER PARK WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,933	1,824	454	3,000	2,165	(835)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV LLRP	10-55-410-380-00000-6119	GF LITTLE RED RIVER PARK PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	27,162	19,313	18,798	26,400	24,623	(1,777)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV LLRP	10-55-410-380-00000-7651	GF LITTLE RED RIVER PARK WATER AND SEWER	UTILITIES	Expenses / Expenditure	2,040	1,771	1,514	2,000	2,018	18	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
6 COMM SRV LLRP	10-55-410-380-00000-7652	GF LITTLE RED RIVER PARK HEAT FUEL	UTILITIES	Expenses / Expenditure	6,784	8,307	4,453	9,770	8,793	(977)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
7 COMM SRV LLRP	10-55-410-380-00000-7653	GF LITTLE RED RIVER PARK ELECTRICITY	UTILITIES	Expenses / Expenditure	43,484	49,387	27,538	49,180	48,702	(478)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024.
8 COMM SRV LLRP	10-55-410-380-00000-7420	GF LITTLE RED RIVER PARK ALLOC SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	281	83	51	100	300	200	Internal allocation charged by MSC/mechanics when working on equipment to cover the cost of miscellaneous supplies.
9 COMM SRV LLRP	10-55-410-380-00000-7502	GF LITTLE RED RIVER PARK TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	503	3,507	1,168	2,340	2,340	-	\$45/mth - Based on actual charges for data lines, internet, landlines, and cell phone usage. \$150/mth - Starlink
10 COMM SRV LLRP	10-55-410-380-00000-7533	GF LITTLE RED RIVER PARK GRANULAR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,440	(1,592)	-	1,000	1,000	-	Crusher dust, gravel, road crush to be used on pathways and roadways
11 COMM SRV LLRP	10-55-410-380-00000-7541	GF LITTLE RED RIVER PARK OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	28,562	30,085	11,610	15,000	15,000	-	Dog Bag Dispenser Refills, locks for gates, toilet paper, cleaning supplies, Cosmo Lodge maintenance supplies to help support this operational area.
12 COMM SRV LLRP	10-55-410-380-00000-7546	GF LITTLE RED RIVER PARK HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	615	761	983	1,700	1,700	-	Cleaning supplies for Out Houses/Washrooms
13 COMM SRV LLRP	10-55-410-380-00000-7549	GF LITTLE RED RIVER PARK OTHER SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	25	300	300	-	Minor operational supplies.
14 COMM SRV LLRP	10-55-410-380-00000-7566	GF LITTLE RED RIVER PARK PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,172	3,280	252	3,000	3,000	-	Parts for mechanical equipment repairs.
15 COMM SRV LLRP	10-55-410-380-00000-7573	GF LITTLE RED RIVER PARK MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	11,154	11,029	756	5,000	5,000	-	Maintenance and repair to mechanical equipment such as Air Conditioners, Fire Suppression system Cosmo Lodge
16 COMM SRV LLRP	10-55-410-380-00000-7574	GF LITTLE RED RIVER PARK BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	54,790	17,757	10,207	5,000	5,000	-	Repairs to Park facilities.
17 COMM SRV LLRP	10-55-410-380-00000-7578	GF LITTLE RED RIVER PARK OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	150	150	-	Minor equipment maintenance.
18 COMM SRV LLRP	10-55-410-380-00000-7580	GF LITTLE RED RIVER PARK HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,033	-	-	500	500	-	Contracted equipment support for operations.
19 COMM SRV LLRP	10-55-410-380-00000-7585	GF LITTLE RED RIVER PARK LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	800	50	127	1,500	1,500	-	Fire Suppression System Cosmo Lodge, Fire Extinguisher certification with buildings, Technical Safety Authority of Saskatchewan boiler inspections.
20 COMM SRV LLRP	10-55-410-380-00000-7896	GF LITTLE RED RIVER PARK INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	9,141	12,796	9,791	12,840	14,680	1,840	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
21 COMM SRV LLRP	10-55-410-380-00000-7716	GF LITTLE RED RIVER PARK GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	-	15,000	15,000	28,260	21,700	(6,560)	2024 Contract Remuneration Schedule for Knotty Pine: January - April: \$1,666/month + PST (6,700 total). \$15,000 for Kinsmen Ski Club as per agreement.
22 COMM SRV LLRP	10-55-410-380-00000-7300	GF LITTLE RED RIVER PARK CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	10,397	11,019	6,305	5,240	8,190	2,950	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
23 COMM SRV LLRP	10-55-410-380-00000-7235	GF LITTLE RED RIVER PARK HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	20,370	23,361	14,286	20,000	40,000	20,000	Increase in visits to the park have resulted in increased Septic Pump outs for the Cosmo Lodge, Park Outhouses and pick-up and disposal of large commercial garbage/recycle bins. Increase in cost for pump outs for new washrooms at Little Red, increase usage at Cosmo Lodge requiring more pump outs.
24 COMM SRV LLRP	10-55-410-380-00000-7237	GF LITTLE RED RIVER PARK PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	108	442	231	60	60	-	Fire Extinguisher certification
25 COMM SRV LLRP	10-55-410-380-00000-7294	GF LITTLE RED RIVER PARK COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	9,938	16,409	38,078	15,000	30,000	15,000	Commissionaire Services to Open & Close gates as well as General Patrols of the Park.
26 COMM SRV LLRP	10-55-410-380-00000-7296	GF LITTLE RED RIVER PARK HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	742	20,034	12,105	7,000	32,000	25,000	Contracted Professional Cleaning services for Little Red River Out Houses/Washrooms. Increase in cleaning for additional usage at little red and additional washroom and warm up shelters.
27 COMM SRV LLRP	10-55-410-380-00000-7299	GF LITTLE RED RIVER PARK OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	7,524	13,898	5,449	1,000	1,000	-	Contracted Services that may need to be acquired outside the skills and availability of City Staff.

Functional Area: **KINSMEN COMMUNITY HERITAGE CENTRE**  
 Department: **Community Services Department**  
 Fund: **General Fund**

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

<b>KINSMEN HERITAGE COMMUNITY</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$21,430	\$13,500	\$7,930	58.74%
Contracted and General Services	\$4,700	\$4,700	\$0	0.00%
Maintenance Materials and Supplies	\$8,200	\$8,200	\$0	0.00%
Utilities	\$13,010	\$13,010	\$0	0.00%
Insurance	\$390	\$370	\$20	5.41%
<b>Total Expenses</b>	<b>\$47,730</b>	<b>\$39,780</b>	<b>\$7,950</b>	<b>19.98%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$47,730</b>	<b>\$39,780</b>	<b>\$7,950</b>	<b>19.98%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$21,430 Total Salaries Wages and Benefits** for the maintenance of the Kinsmen Community Heritage Centre. Increased cost of \$7,930 as per increase in Salaries Wages and Benefits as per current contracts, step increases/decreases, and a review of actual costs incurred.

**\$4,700 Total Contracted and General Services**

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Commissionaire Services	\$3,900	\$3,900	\$0
Security Alarm Service	\$300	\$300	\$0
Pest Control	\$500	\$500	\$0
<b>Total Contracted and General</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$0</b>

**\$8,200 Total for Maintenance Materials and Supplies** as the City is responsible for the maintenance and janitorial services at the Kinsmen Community Heritage Centre.

**\$13,010 Total for Utilities.** Kinsmen Community Heritage Centre - As per the Lease Agreement, the City is responsible for 22% of utilities.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV REC FACILITIES	10-55-400-347-20002-6115	GF KINSMEN COMM CTR MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	35,370	44,657	8,372	11,000	16,235	5,235	The Margo Fourier Centre was sold to the Prince Albert Grand Council. The City will maintain a Lease Agreement for the Kinsmen Community Heritage Centre. Under the Lease Agreement the City will continue to provide maintenance & janitorial services.
2 COMM SRV REC FACILITIES	10-55-400-347-20002-6119	GF KINSMEN COMM CTR MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,911	14,638	2,924	2,500	5,195	2,695	The Margo Fourier Centre was sold to the Prince Albert Grand Council in 2022 and therefore no budget is required for 2023.
3 COMM SRV REC FACILITIES	10-55-400-347-20002-7651	GF KINSMEN COMM CTR MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	4,846	3,440	-	1,280	1,280	-	Kinsmen Community Heritage Centre - Facility not owned by the City anymore.
4 COMM SRV REC FACILITIES	10-55-400-347-20002-7652	GF KINSMEN COMM CTR MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	31,081	6,290	-	6,820	4,910	(1,910)	Kinsmen Community Heritage Centre As per Lease Agreement, responsible for 22% of utilities. Budget Reduction: \$22,300 \$City Portion -\$4,906; PAGCC - \$17,394
5 COMM SRV REC FACILITIES	10-55-400-347-20002-7653	GF KINSMEN COMM CTR MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	22,226	13,785	-	4,910	6,820	1,910	Kinsmen Community Heritage Centre As per Lease Agreement, responsible for 22% of utilities. Budget Reduction: Heating Fuels Budget: \$31,000; City Portion - \$6,820; PAGCC - \$24,180
6 COMM SRV REC FACILITIES	10-55-400-347-20002-7502	GF KINSMEN COMM CTR MTCE TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	500	500	-	Based on landline required for the Kinsmen Community Heritage Centre.
7 COMM SRV REC FACILITIES	10-55-400-347-20002-7541	GF KINSMEN COMM CTR MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,409	2,845	134	2,000	2,000	-	Kinsmen Community Heritage Centre Operating Supplies.
8 COMM SRV REC FACILITIES	10-55-400-347-20002-7546	GF KINSMEN COMM CTR MTCE HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	307	553	559	1,000	1,000	-	Cleaning Supplies for the Kinsmen Community Heritage Centre.
9 COMM SRV REC FACILITIES	10-55-400-347-20002-7566	GF KINSMEN COMM CTR MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,534	11,159	18	2,000	2,000	-	Mechanical Equipment requirements for the Kinsmen Community Heritage Centre.
10 COMM SRV REC FACILITIES	10-55-400-347-20002-7573	GF KINSMEN COMM CTR MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	10,644	13,066	9,306	2,000	2,000	-	Mechanical Equipment requirements for the Kinsmen Community Heritage Centre.
11 COMM SRV REC FACILITIES	10-55-400-347-20002-7574	GF KINSMEN COMM CTR MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20,369	16,916	585	500	500	-	Contractor assistance for building maintenance at the Kinsmen Community Heritage Centre.
12 COMM SRV REC FACILITIES	10-55-400-347-20002-7585	GF KINSMEN COMM CTR MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	345	454	550	200	200	-	Fire Extinguishers Annual Inspection for the Kinsmen Community Heritage Centre.
13 COMM SRV REC FACILITIES	10-55-400-347-20002-7896	GF KINSMEN COMM CTR MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	10,429	9,283	244	370	390	20	The Margo Fournier Centre was sold in 2022. The insurance premium can be reduced to \$390 for the contents remaining in the Kinsmen Community Heritage Centre.
14 COMM SRV REC FACILITIES	10-55-400-347-20002-7235	GF KINSMEN COMM CTR MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,465	1,875	945	500	500	-	Pest control
15 COMM SRV REC FACILITIES	10-55-400-347-20002-7237	GF KINSMEN COMM CTR MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	666	3,559	68	300	300	-	Security Alarm Service for the Kinsmen Community Heritage Centre.
16 COMM SRV REC FACILITIES	10-55-400-347-20002-7294	GF KINSMEN COMM CTR MTCE COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	13,831	12,327	7,123	3,900	3,900	-	6 visits per week x \$15/visit x 52 weeks.

Functional Area: **MUSEUMS**  
 Department: **Community Services Department**  
 Fund: **General Fund**

There are four museums in the City. They include the Prince Albert Historical Museum, the Prince Albert Evolution of Education Museum, the Diefenbaker House, and the Rotary Museum of Police and Correction. The City provides an annual grant to the Historical Society and carries an annual budget to cover the staffing and the operation and general maintenance of the museums.

<b>MUSEUMS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
Operating Grants and Donations	\$20,000	\$20,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$171,440	\$151,580	\$19,860	13.10%
Contracted and General Services	\$5,500	\$5,500	\$0	0.00%
Utilities	\$26,280	\$25,780	\$500	1.94%
Maintenance Materials and Supplies	\$19,080	\$19,080	\$0	0.00%
Insurance	\$4,550	\$4,550	\$0	0.00%
<b>Total Expenses</b>	<b>\$226,850</b>	<b>\$206,490</b>	<b>\$20,360</b>	<b>9.86%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$206,850</b>	<b>\$186,490</b>	<b>\$20,360</b>	<b>10.92%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$20,000 Total Operating Grants and Donations Revenue** represents employment grants in support of the Historical Society.

**\$19,860** increase in Salaries Wages and Benefits as per current contracts, step increases/decreases, and a review of actual costs incurred. The Museum Tour Guides are paid the same as the Playground Program staff.



\$5,500 Total Contracted and General Services as follows:

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Janitorial Services at Historical Museum	\$1,000	\$1,000	\$0
Alarm Monitoring	\$1,000	\$1,000	\$0
Pest Control	\$3,500	\$3,500	\$0
<b>Total Contracted and General</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$0</b>



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV ARTS AND CULTURE	10-55-450-340-00000-5600	GF MUSEUMS OTHER COND GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	34,602	24,040	19,215	20,000	20,000	-	Youth employment grants in support of the Historical Society
2 COMM SRV REC FACILITIES	10-55-400-340-20002-6115	GF MUSEUMS MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	6,924	5,885	5,926	6,000	7,576	1,576	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV REC FACILITIES	10-55-400-340-20002-6119	GF MUSEUMS MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,220	2,560	2,838	2,660	3,409	749	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV ARTS AND CULTURE	10-55-450-340-20003-6112	GF MUSEUMS OPER SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,967	3,443	3,384	3,100	3,680	580	In 2023 this budget line was increased to recruit and retain staff and to be paid the same as the Playground Program staff. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV ARTS AND CULTURE	10-55-450-340-20003-6114	GF MUSEUMS OPER SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	85,198	89,144	95,028	126,720	137,153	10,433	In 2023 this budget line was increased to recruit and retain staff and to be paid the same as the Playground Program staff. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 COMM SRV ARTS AND CULTURE	10-55-450-340-20003-6115	GF MUSEUMS OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,087	5,343	5,678	-	5,000	5,000	In 2023 this budget line was increased to recruit and retain staff and to be paid the same as the Playground Program staff. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 COMM SRV ARTS AND CULTURE	10-55-450-340-20003-6119	GF MUSEUMS OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,776	8,278	10,668	13,100	14,624	1,524	In 2023 this budget line was increased to recruit and retain staff and to be paid the same as the Playground Program staff. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8 COMM SRV REC FACILITIES	10-55-400-340-20002-7651	GF MUSEUMS MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	805	772	649	900	834	(66)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
9 COMM SRV REC FACILITIES	10-55-400-340-20002-7652	GF MUSEUMS MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	7,376	8,666	4,180	10,560	9,024	(1,536)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
10 COMM SRV REC FACILITIES	10-55-400-340-20002-7653	GF MUSEUMS MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	10,868	13,924	8,324	13,310	15,452	2,142	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024.
11 COMM SRV ARTS AND CULTURE	10-55-450-340-20003-7651	GF MUSEUMS OPER WATER AND SEWER	UTILITIES	Expenses / Expenditure	1,268	974	725	1,010	971	(39)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
12 COMM SRV REC FACILITIES	10-55-400-340-20002-7541	GF MUSEUMS MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	673	724	606	500	500	-	Maintenance Supplies
13 COMM SRV REC FACILITIES	10-55-400-340-20002-7566	GF MUSEUMS MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	875	487	113	500	500	-	Mechanical Equipment Parts
14 COMM SRV REC FACILITIES	10-55-400-340-20002-7573	GF MUSEUMS MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	550	269	212	500	500	-	Mechanical Equipment Maintenance
15 COMM SRV REC FACILITIES	10-55-400-340-20002-7574	GF MUSEUMS MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	14,888	13,786	2,632	14,600	14,600	-	Minor Building Maintenance of the 4 Museum Buildings.
16 COMM SRV REC FACILITIES	10-55-400-340-20002-7585	GF MUSEUMS MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	400	474	-	380	380	-	Fire Extinguishers Annual Inspection & Certification.
17 COMM SRV ARTS AND CULTURE	10-55-450-340-20003-7502	GF MUSEUMS OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,542	2,573	1,721	2,600	2,600	-	Based on actual charges for data lines, internet, landlines, and cell phone usage from 2022.
18 COMM SRV REC FACILITIES	10-55-400-340-20002-7896	GF MUSEUMS MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	2,158	2,834	1,873	3,030	3,030	-	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
19 COMM SRV ARTS AND CULTURE	10-55-450-340-20003-7896	GF MUSEUMS OPER INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	1,442	1,514	1,514	1,520	1,520	-	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
20 COMM SRV REC FACILITIES	10-55-400-340-20002-7235	GF MUSEUMS MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,775	4,219	2,095	3,500	3,500	-	Pest Control
21 COMM SRV REC FACILITIES	10-55-400-340-20002-7237	GF MUSEUMS MTCE PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	882	1,020	771	1,000	1,000	-	Alarm monitoring
22 COMM SRV REC FACILITIES	10-55-400-340-20002-7296	GF MUSEUMS MTCE HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,374	916	763	1,000	1,000	-	Janitorial Service at the Historical Museum



Functional Area: **OUTDOOR SPORTS FIELDS**  
 Department: **Community Services Department**  
 Fund: **General Fund**

Prince Albert has a large variety of Class ‘A’ outdoor sport facilities which offer softball and baseball diamonds, soccer and rugby pitches, football fields and a 400-meter track and field facility. These facilities also provide attractive green space for the surrounding residential areas. Outdoor sports fields are located at Prime Ministers’ Park, Crescent Acres Park, Kinsmen Park, Nordale, Normandy Park and Carlton Park as well as many Public and Catholic school grounds.

Revenue from these fields come mostly from rentals of the ball, soccer, football, and track facilities as well as the concession at Prime Ministers’ Park. Saskatchewan Rivers Public School Division pays for 35% of Prime Ministers’ Park operating expenses. Expenses include grass cutting, fertilizing, aerating, irrigation, track maintenance, lining sports field, turf maintenance, fence maintenance, etc.

<b>OUTDOOR SPORTS FIELD</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$186,530	\$175,110	\$11,420	6.52%
Sundry	\$34,300	\$34,300	\$0	0.00%
<b>Total Revenues</b>	<b>\$220,830</b>	<b>\$209,410</b>	<b>\$11,420</b>	<b>5.45%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$237,145	\$219,090	\$18,055	8.24%
Contracted and General Services	\$31,610	\$31,610	\$0	0.00%
Financial Charges	\$400	\$400	\$0	0.00%
Grants and Donations	\$6,500	\$6,500	\$0	0.00%
Utilities	\$29,890	\$40,350	(\$10,460)	-25.92%
Fleet Expenses	\$28,780	\$34,470	(\$5,690)	-16.51%
Maintenance Materials and Supplies	\$55,200	\$55,200	\$0	0.00%
Insurance	\$15,920	\$16,570	(\$650)	-3.92%
<b>Total Expenses</b>	<b>\$405,445</b>	<b>\$404,190</b>	<b>\$1,255</b>	<b>0.31%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$184,615</b>	<b>\$194,780</b>	<b>(\$10,165)</b>	<b>-5.22%</b>



**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$11,420** increase in User Charges and Fees revenue:

- \$4,420 increase in rentals for Prime Ministers’ Park.
- \$7,000 increase as per Joint Use Agreement with Saskatchewan Rivers School Division.

**\$186,530 Total User Charges and Fees Revenue:**

- \$50,000 for concession sales.
- \$49,520 for Class A Sports Field rental revenue and general rentals.
- \$87,010 from Saskatchewan Rivers School Division for Prime Ministers’ Park usage. Saskatchewan Rivers Public School Division pays for 35% of Prime Ministers’ Park operating expenses.

User Charges and Fees	2024 Budget	2023 Budget	Variance
Sask Rivers Joint Use Agreement	\$87,010	\$80,010	\$7,000
General Rentals	\$49,520	\$45,100	\$4,420
Concession Sales	\$50,000	\$50,000	\$0
<b>Total User Charges and Fees</b>	<b>\$186,530</b>	<b>\$175,110</b>	<b>\$11,420</b>

**\$34,300 Total Sundry Revenue** relates to the revenue from Sponsorship Agreements at Lakeland Ford Park. Lakeland Ford Naming Rights and Diamonds Naming Rights. **Revenue collected from sponsorships is transferred to the PA Slo-Pitch League Reserve at yearend.** Lakeland Ford Naming Rights - \$10,000; 7 Diamonds Naming Rights - \$21,000; and PA Slo-Pitch League - \$3,300.

**EXPENDITURES**

**\$18,055** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. Salaries represent **58% of Total Expenditures**.



**\$31,610 Total Contracted and General Services** includes the cost of porta potties in support of the Minor Baseball season, commissionaire security services, fire extinguisher certification, contracted work to help support operations where skills or City staff are unavailable and janitorial services.

Contracted and General Services	2024 Budget	2023 Budget	Variance
Porta Potties	\$22,200	\$22,200	\$0
Housekeeping - washrooms	\$1,000	\$1,000	\$0
Commissionaire Services	\$2,000	\$2,000	\$0
Fire Extinguisher Certification	\$60	\$60	\$0
Contracted Services - Specialized	\$5,500	\$6,350	(\$850)
Consultant Services - Track Repairs	\$850	\$0	\$850
<b>Total Contracted and General Services</b>	<b>\$31,610</b>	<b>\$31,610</b>	<b>\$0</b>

**\$10,460 decrease** increase in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$10,790	\$16,250	(\$5,460)
Electricity	\$16,220	\$20,960	(\$4,740)
Heating Fuels	\$2,880	\$3,140	(\$260)
<b>Total Utilities</b>	<b>\$29,890</b>	<b>\$40,350</b>	<b>(\$10,460)</b>

**\$5,690 decrease** in Fleet Expenses based on a review of historical actuals which resulted in a budget adjustment.

**\$650 decrease** in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.

The PA Slo-Pitch League Reserve will have a projected surplus balance of \$142,788 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV SPORTS	10-55-440-385-00000-5100	GF CRES ACRES REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	2,776	3,016	6,240	10,480	11,004	524	Sportsfields Rental Revenue.
2 COMM SRV SPORTS	10-55-440-386-00000-5100	GF PMP REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	97,474	115,769	29,270	101,730	111,980	10,250	General Rentals - \$24,970 Sask Rivers School Division - \$87,010
3 COMM SRV SPORTS	10-55-440-386-20001-5102	GF PMP CONCESSION SALE OF PRODUCT	USER CHARGES AND FEES	Revenues / Funding Source	14,268	56,429	40,330	50,000	50,000	-	Concession Revenues
4 COMM SRV SPORTS	10-55-440-387-00000-5100	GF PLAYFIELDS REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	7,800	10,411	9,253	12,900	13,545	645	Class A Sportfields Rental Revenue
5 COMM SRV SPORTS	10-55-440-387-00000-5800	GF PLAYFIELDS SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	-	22,000	26,500	34,300	34,300	-	Sponsorship Agreements at Lakeland Ford Park. Lakeland Ford Naming Rights - \$10,000 7 Diamonds Naming Rights - \$21,000 PA Slo-Pitch League - \$3,300
6 COMM SRV SPORTS	10-55-440-385-00000-6115	GF CRES ACRES WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,543	12,884	1,968	11,500	12,447	947	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 COMM SRV SPORTS	10-55-440-385-00000-6116	GF CRES ACRES WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,790	1,145	-	1,000	1,082	82	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8 COMM SRV SPORTS	10-55-440-385-00000-6119	GF CRES ACRES PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,831	4,366	875	4,250	4,600	350	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9 COMM SRV SPORTS	10-55-440-386-00000-6115	GF PMP WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	79,644	94,167	69,647	85,000	91,998	6,998	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10 COMM SRV SPORTS	10-55-440-386-00000-6116	GF PMP WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,260	10,125	14,596	10,000	10,823	823	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11 COMM SRV SPORTS	10-55-440-386-00000-6119	GF PMP PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	28,218	27,967	21,865	28,530	30,846	2,316	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12 COMM SRV SPORTS	10-55-440-386-00000-6132	GF PMP CLOTH ALLOW	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	-	200	200	-	Safety Gear not supplied by the Municipal Service Center Stores.
13 COMM SRV SPORTS	10-55-440-386-20001-6111	GF PMP CONCESSION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,797	10,646	7,021	10,100	10,961	861	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14 COMM SRV SPORTS	10-55-440-386-20001-6112	GF PMP CONCESSION SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	24	90	166	500	541	41	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15 COMM SRV SPORTS	10-55-440-386-20001-6114	GF PMP CONCESSION SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,213	10,642	7,938	12,000	12,988	988	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16 COMM SRV SPORTS	10-55-440-386-20001-6115	GF PMP CONCESSION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	245	647	458	500	541	41	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17 COMM SRV SPORTS	10-55-440-386-20001-6119	GF PMP CONCESSION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,911	4,117	2,911	4,610	5,006	396	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18 COMM SRV SPORTS	10-55-440-387-00000-6115	GF PLAYFIELDS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	33,124	31,086	36,786	37,000	40,046	3,046	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19 COMM SRV SPORTS	10-55-440-387-00000-6116	GF PLAYFIELDS WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	399	2,099	343	1,000	1,082	82	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
20 COMM SRV SPORTS	10-55-440-387-00000-6119	GF PLAYFIELDS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,731	10,661	12,228	12,900	13,984	1,084	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
21 COMM SRV SPORTS	10-55-440-385-00000-7651	GF CRES ACRES WATER AND SEWER	UTILITIES	Expenses / Expenditure	14,820	8,070	5,168	12,500	7,152	(5,348)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
22	COMM SRV SPORTS	10-55-440-385-00000-7652	GF CRES ACRES HEAT FUEL	UTILITIES	Expenses / Expenditure	2,225	2,786	1,346	3,140	2,875	(265) The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
23	COMM SRV SPORTS	10-55-440-385-00000-7653	GF CRES ACRES ELECTRICITY	UTILITIES	Expenses / Expenditure	1,313	2,159	1,486	2,100	2,493	393 The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
24	COMM SRV SPORTS	10-55-440-386-00000-7651	GF PMP WATER AND SEWER	UTILITIES	Expenses / Expenditure	3,583	3,554	2,721	3,750	3,640	(110) Budget based on a review of prior year usage, current year billings, and expectations for 2024.
25	COMM SRV SPORTS	10-55-440-386-00000-7653	GF PMP ELECTRICITY	UTILITIES	Expenses / Expenditure	21,139	26,883	14,199	18,860	13,723	(5,137) The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
26	COMM SRV SPORTS	10-55-440-385-00000-7502	GF CRES ACRES TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	503	510	342	550	550	- Based on actual charges for data lines, internet, landlines, and cell phone usage.
27	COMM SRV SPORTS	10-55-440-385-00000-7541	GF CRES ACRES OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,906	5,753	6,791	5,000	5,000	- Fertilizer, Pesticide, Marking Paint, Line Paint, Shale and other items required through out an operating season to keep up operations and condition of turf surfaces. Any items acquired through the Municipal Service Center Store to support this operational area are as well charged here.
28	COMM SRV SPORTS	10-55-440-385-00000-7574	GF CRES ACRES BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	584	3,151	-	200	200	- Minor structure maintenance.
29	COMM SRV SPORTS	10-55-440-385-00000-7578	GF CRES ACRES OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	200	200	- Contracted Equipment maintenance support.
30	COMM SRV SPORTS	10-55-440-386-00000-7502	GF PMP TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	107	493	270	200	200	- Based on actual charges for data lines, internet, landlines, and cell phone usage.
31	COMM SRV SPORTS	10-55-440-386-00000-7512	GF PMP OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	100	100	- As per Union Contract
32	COMM SRV SPORTS	10-55-440-386-00000-7541	GF PMP OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	11,088	38,696	23,181	20,850	20,850	- Fertilizer application 3X, Pesticide application 3X , Line Marking Paint, Seed, Shale, items required through out an operating season to keep up operations and condition of turf surfaces. Any items acquired through the Municipal Service Center Store to support this operational area are as well charged here.
33	COMM SRV SPORTS	10-55-440-386-00000-7578	GF PMP OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	1,750	1,750	- Contracted Equipment maintenance requirements.
34	COMM SRV SPORTS	10-55-440-386-00000-7585	GF PMP LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	200	100	-	100	100	- Pesticide License
35	COMM SRV SPORTS	10-55-440-386-20001-7502	GF PMP CONCESSION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	69	68	47	100	100	- Based on actual charges for data lines, internet, landlines, and cell phone usage.
36	COMM SRV SPORTS	10-55-440-386-20001-7541	GF PMP CONCESSION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	488	-	330	330	- Concession operating supplies.
37	COMM SRV SPORTS	10-55-440-386-20001-7548	GF PMP CONCESSION MERCH FOR RESALE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	14,093	16,126	18,465	16,000	16,000	- Concession Products for resale.
38	COMM SRV SPORTS	10-55-440-387-00000-7541	GF PLAYFIELDS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20,018	4,168	25,593	8,820	8,820	- Fertilizer, Pesticide, Marking Paint, Capping for ball diamond fence lines, parts for score boards, items to help support operation that cannot be provided through the Municipal Service Center Store. Any item also acquired through Municipal Service Center Store that supports operations is as well charged here.
39	COMM SRV SPORTS	10-55-440-387-00000-7578	GF PLAYFIELDS OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	10,458	-	-	1,000	1,000	- Rental of equipment for maintenance purposes.
40	COMM SRV SPORTS	10-55-440-386-00000-7896	GF PMP INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	11,763	14,574	9,220	15,590	14,940	(650) -2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
41	COMM SRV SPORTS	10-55-440-387-00000-7896	GF PLAYFIELDS INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	852	916	604	980	980	- -2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
42	COMM SRV SPORTS	10-55-440-387-00000-7716	GF PLAYFIELDS GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	6,500	6,550	6,600	6,500	6,500	- Operating Grants to PA Slo-Pitch League for the Lakeland Ford Park & PA Minor Baseball for Mair Park.
43	COMM SRV SPORTS	10-55-440-385-00000-7300	GF CRES ACRES CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	644	1,725	200	1,590	900	(690) The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
44	COMM SRV SPORTS	10-55-440-386-00000-7300	GF PMP CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	24,783	18,747	11,988	28,240	23,240	(5,000) The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
45 COMM SRV SPORTS	10-55-440-387-00000-7300	GF PLAYFIELDS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	3,794	5,436	5,055	4,640	4,640	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
46 COMM SRV SPORTS	10-55-440-386-20001-7883	GF PMP CONCESSION BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	-	-	-	400	400	-	Transaction Fees
47 COMM SRV SPORTS	10-55-440-385-00000-7235	GF CRES ACRES HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	279	-	-	4,200	4,200	-	Porta Potties in support of the Minor Baseball Season.
48 COMM SRV SPORTS	10-55-440-385-00000-7237	GF CRES ACRES PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	108	102	68	60	60	-	Fire Extinguisher certification
49 COMM SRV SPORTS	10-55-440-385-00000-7294	GF CRES ACRES COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,167	1,626	1,318	2,000	2,000	-	We utilize the Commissionaire Services through out the year when there is a rise in unwanted activity after hours within the park.
50 COMM SRV SPORTS	10-55-440-385-00000-7299	GF CRES ACRES OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,438	74	4,133	500	500	-	Contracted Services to help support operation where Skills or City Staff are unavailable.
51 COMM SRV SPORTS	10-55-440-386-00000-7235	GF PMP HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	223	8,434	15,274	6,000	6,000	-	Porta Potties during sporting season
52 COMM SRV SPORTS	10-55-440-386-00000-7295	GF PMP SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	850	850	-	Consultant Services for the track repairs & maintenance.
53 COMM SRV SPORTS	10-55-440-386-00000-7296	GF PMP HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	900	-	-	1,000	1,000	-	Prime Minister Park Washrooms.
54 COMM SRV SPORTS	10-55-440-386-00000-7299	GF PMP OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	35,957	15,155	22,474	5,000	5,000	-	Contracted work to help support operations where Skills or City Staff are unavailable.
55 COMM SRV SPORTS	10-55-440-387-00000-7235	GF PLAYFIELDS HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	11,261	9,262	12,000	12,000	-	Porta Potties

Functional Area: **PARKS**  
 Department: **Community Services Department**  
 Fund: **General Fund**

Prince Albert is renowned for its high quality parks containing a wide variety of playground, recreational and sports facilities. Our City's park system has over 35 parks that total over 1,300 acres. This budget includes costs for staff to cut grass and the equipment and maintenance costs, operating supplies, insurance, etc.

<b>PARKS</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
Grants and Donations	\$5,000	\$5,000	\$0	0.00%
User Charges and Fees	\$8,000	\$8,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$943,490	\$864,510	\$78,980	9.14%
Contracted and General Services	\$165,100	\$165,100	\$0	0.00%
Grants and Donations	\$30,780	\$30,780	\$0	0.00%
Utilities	\$5,880	\$5,270	\$610	11.57%
Fleet Expenses	\$514,720	\$496,970	\$17,750	3.57%
Maintenance Materials and Supplies	\$100,810	\$101,660	(\$850)	-0.84%
Insurance	\$31,420	\$23,730	\$7,690	32.41%
<b>Total Expenses</b>	<b>\$1,792,200</b>	<b>\$1,688,020</b>	<b>\$104,180</b>	<b>6.17%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,779,200</b>	<b>\$1,675,020</b>	<b>\$104,180</b>	<b>6.22%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$5,000 Total Operating Grants and Donations** - The Department sources & applies for Provincial Grants in support of programming & employment grants.

**\$8,000 Total User Charges and Fees Revenue** is generated from services provided by the City for inspection of lots and non-compliance of homeowners. Average charge is \$400/citing.



**EXPENDITURES**

**\$78,980** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$165,100 Total Contracted and General Services includes the following:**

- \$143,800 for monitoring and surveying for Dutch Elm Disease, large tree removals, assistance with tree pruning initiatives such as the City Cemetery, Golf Course, Parks, boulevards, tree inventory collection and documentation.
- \$15,000 as S.H.A.R.E. provides services for garbage picking throughout the Central Ave Business District.
- \$1,800 for contracted services that may be required outside the skills and availability of City Staff to support operations.
- \$4,500 for residential skunk control program.

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
SHARE - Garbage pickup - Business District	\$15,000	\$15,000	\$0
Contracted Specialized Services	\$1,800	\$1,800	\$0
Dutch Elm Disease, Large Tree Removals, etc.	\$143,800	\$143,800	\$0
Residential Skunk Control Program	\$4,500	\$4,500	\$0
<b>Total Contracted and General</b>	<b>\$165,100</b>	<b>\$165,100</b>	<b>\$0</b>

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

**\$17,750** increase in Fleet Expenses due to rising fuel costs and a review of historical actuals which resulted in a budget adjustment. Increased fleet usage for grass cutting and maintenance.

**\$850 decrease** in Maintenance Materials and Supplies relating to the allocation of boulevard work to be charged to utility fund.

**\$7,690** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City’s Insurance Broker.





Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV PARKS	10-55-410-389-20400-5100	GF PARKS NOXIOUS WEEDS REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	4,800	12,400	16,844	8,000	8,000	-	Revenue is generated from services provided by the City for inspection of lots and non-compliance of homeowners. Average charge is \$400/citing.
2 COMM SRV PARKS	10-55-410-389-00000-5530	GF PARKS COND PROVINCIAL GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	-	-	-	5,000	5,000	-	The Department sources & applies for Provincial Grants in support of programming & employment grants.
3 COMM SRV PARKS	10-55-410-389-20400-6115	GF PARKS NOXIOUS WEEDS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	12,328	31,713	40,689	24,000	25,976	1,976	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV PARKS	10-55-410-389-20400-6116	GF PARKS NOXIOUS WEEDS WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	2,270	1,039	220	541	321	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV PARKS	10-55-410-389-20400-6119	GF PARKS NOXIOUS WEEDS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,521	7,426	10,539	5,890	6,497	607	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 COMM SRV PARKS	10-55-410-389-20399-6115	GF PARKS INSECT AND RODENT WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,160	225	-	3,000	1,623	(1,377)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 COMM SRV PARKS	10-55-410-389-20399-6119	GF PARKS INSECT AND RODENT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	812	96	-	900	568	(332)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8 COMM SRV PARKS	10-55-410-389-20405-6111	GF PARKS SUPERVISION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	98,505	112,496	86,890	119,820	130,016	10,196	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9 COMM SRV PARKS	10-55-410-389-20405-6115	GF PARKS SUPERVISION WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	-	102	500	-	(500)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10 COMM SRV PARKS	10-55-410-389-20405-6119	GF PARKS SUPERVISION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	16,715	20,154	18,687	22,810	24,780	1,970	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11 COMM SRV PARKS	10-55-410-389-20602-6115	GF PARKS EQUIP WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,201	11,636	1,425	12,500	13,529	1,029	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12 COMM SRV PARKS	10-55-410-389-20602-6119	GF PARKS EQUIP PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,603	5,139	702	5,350	5,682	332	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13 COMM SRV PARKS	10-55-410-389-20407-6115	GF PARKS NS RVR BANK WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,352	16,565	13,413	17,000	18,400	1,400	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14 COMM SRV PARKS	10-55-410-389-20407-6116	GF PARKS NS RVR BANK WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	256	-	50	-	(50)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
15 COMM SRV PARKS	10-55-410-389-20407-6119	GF PARKS NS RVR BANK PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,041	4,803	4,058	4,930	5,336	406	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16 COMM SRV PARKS	10-55-410-389-20408-6115	GF PARKS CNTRL BUSINESS DIST WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	29,916	17,391	17,226	30,000	32,470	2,470	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17 COMM SRV PARKS	10-55-410-389-20408-6119	GF PARKS CNTRL BUSINESS DIST PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,608	4,553	4,871	8,060	8,767	707	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
18 COMM SRV PARKS	10-55-410-389-20002-6115	GF PARKS MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	112,761	94,016	73,376	105,000	113,644	8,644	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19 COMM SRV PARKS	10-55-410-389-20002-6116	GF PARKS MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	286	741	1,157	500	541	41	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
20	COMM SRV PARKS	10-55-410-389-20002-6119	GF PARKS MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	39,181	33,269	26,994	37,280	40,536	3,256	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
21	COMM SRV PARKS	10-55-410-389-20265-6115	GF PARKS GRASS CUT WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	101,135	99,688	104,234	106,000	114,727	8,727	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
22	COMM SRV PARKS	10-55-410-389-20265-6119	GF PARKS GRASS CUT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	32,209	26,812	33,198	30,000	33,271	3,271	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
23	COMM SRV PARKS	10-55-410-389-20410-6115	GF PARKS BLVD AND PRK WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	39,039	42,958	21,749	45,000	48,705	3,705	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
24	COMM SRV PARKS	10-55-410-389-20410-6119	GF PARKS BLVD AND PRK PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,439	10,182	5,340	11,250	12,176	926	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
25	COMM SRV PARKS	10-55-410-389-20406-6115	GF PARKS BLVD REPAIR WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	37,230	39,470	19,716	31,500	34,093	2,593	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
26	COMM SRV PARKS	10-55-410-389-20406-6119	GF PARKS BLVD REPAIR PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	34,957	23,657	13,753	14,180	20,456	6,276	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
27	COMM SRV PARKS	10-55-410-389-20404-6115	GF PARKS URBAN FORESTRY WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	193,105	176,114	109,356	150,000	162,349	12,349	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
28	COMM SRV PARKS	10-55-410-389-20404-6116	GF PARKS URBAN FORESTRY WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,297	6,331	7,167	3,700	5,412	1,712	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
29	COMM SRV PARKS	10-55-410-389-20404-6119	GF PARKS URBAN FORESTRY PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	86,134	84,414	58,436	69,500	78,848	9,348	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
30	COMM SRV PARKS	10-55-410-000-20403-6115	GF CS XMAS DECORATIONS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,765	2,853	961	4,000	3,247	(753)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
31	COMM SRV PARKS	10-55-410-000-20403-6119	GF CS XMAS DECORATIONS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	972	1,168	409	1,570	1,299	(271)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
32	COMM SRV PARKS	10-55-410-389-20407-7653	GF PARKS NS RVR BANK ELECTRICITY	UTILITIES	Expenses / Expenditure	375	405	299	440	506	66	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
33	COMM SRV PARKS	10-55-410-389-20002-7653	GF PARKS MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	2,544	2,985	2,274	3,030	3,497	467	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
34	COMM SRV PARKS	10-55-410-389-20406-7653	GF PARKS BLVD REPAIR ELECTRICITY	UTILITIES	Expenses / Expenditure	262	287	179	860	313	(547)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
35	COMM SRV PARKS	10-55-410-389-20002-7651	GF PARKS MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	-	226	320	450	755	305	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
36	COMM SRV PARKS	10-55-410-000-20403-7653	GF CS XMAS DECORATIONS ELECTRICITY	UTILITIES	Expenses / Expenditure	403	454	320	490	806	316	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
37	COMM SRV PARKS	10-55-410-389-20400-7541	GF PARKS NOXIOUS WEEDS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	10,455	6,605	3,624	4,500	4,500	-	Chemical - Round-up, Killlex, Foamstream herbicide-fee weed control solution

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
38	COMM SRV PARKS	10-55-410-389-20399-7541	GF PARKS INSECT AND RODENT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,244	1,366	1,500	1,500	-	Gopher control bait
39	COMM SRV PARKS	10-55-410-389-20405-7500	GF PARKS SUPERVISION TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	491	300	300	-	Mileage to and from training or conference opportunity
40	COMM SRV PARKS	10-55-410-389-20405-7502	GF PARKS SUPERVISION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,892	3,865	2,461	3,000	3,000	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
41	COMM SRV PARKS	10-55-410-389-20405-7506	GF PARKS SUPERVISION MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	877	1,916	324	1,000	1,000	-	-Communities in Bloom -Saskatchewan Park and Recreation Membership - International Society of Arboriculture Prairie Chapter X 3 -Society of Municipal Arboriculture Membership - International Society of Arboriculture professional membership X 3
42	COMM SRV PARKS	10-55-410-389-20405-7508	GF PARKS SUPERVISION TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,480	662	7,464	5,000	5,000	-	Training Opportunities that may come up through the year that would benefit our Staff, complimenting and aiding in their development. Examples under consideration for 2023 include the ISA Prairie Chapter Convention, Equipment Training, & Sask Parks & Recreation Association.
43	COMM SRV PARKS	10-55-410-389-20405-7511	GF PARKS SUPERVISION MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	323	37	251	500	500	-	Costs for incidentals related to travel and/or training purposes.
44	COMM SRV PARKS	10-55-410-389-20405-7541	GF PARKS SUPERVISION OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	486	83	671	500	500	-	Operating supply items that may be acquired through the Municipal Service Center Store to support this operational area are charged here. Items not supplied by the Municipal Services Center Store and required are also charged here.
45	COMM SRV PARKS	10-55-410-389-20405-7544	GF PARKS SUPERVISION OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	165	38	-	100	100	-	The odd supply item that may not be made available through the Municipal Service Center Stores
46	COMM SRV PARKS	10-55-410-389-20602-7572	GF PARKS EQUIP EQUIP AND AUTO MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	60	-	300	300	-	
47	COMM SRV PARKS	10-55-410-389-20602-7578	GF PARKS EQUIP OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	380	380	-	
48	COMM SRV PARKS	10-55-410-389-20602-7585	GF PARKS EQUIP LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	923	956	418	1,400	1,400	-	Fire Extinguisher certification for all vehicles.
49	COMM SRV PARKS	10-55-410-389-20602-7420	GF PARKS EQUIP ALLOC SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,659	3,666	523	3,720	3,720	-	Internal allocation charged by MSC/mechanics when working on equipment to cover the cost of miscellaneous supplies.
50	COMM SRV PARKS	10-55-410-389-20602-7521	GF PARKS EQUIP VEH FUEL AND OIL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,731	12,527	9,424	7,000	7,000	-	
51	COMM SRV PARKS	10-55-410-389-20602-7541	GF PARKS EQUIP OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,303	1,760	806	5,000	5,000	-	
52	COMM SRV PARKS	10-55-410-389-20407-7541	GF PARKS NS RVR BANK OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	91	914	5,775	2,000	2,000	-	Items that may be required year-to-year in helping to secure or maintain areas along the river bank. Locks for power boxes, replacement of signage, stump post replacement, fencing repair, boat launch, etc. Items not available through the Municipal Service Center Store however required for this operational area are charged here as well.
53	COMM SRV PARKS	10-55-410-389-20408-7541	GF PARKS CNTRL BUSINESS DIST OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,104	2,472	2,458	2,480	2,480	-	Garbage Bags, Trash E-Z Reach Litter Picker, Graffiti removal supplies for staff, etc. Any items to support this operational area that are acquired through the Municipal Service Center Store are charged here as well.
54	COMM SRV PARKS	10-55-410-389-20408-7546	GF PARKS CNTRL BUSINESS DIST HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	85	2,000	2,000	-	Cleaning Supplies
55	COMM SRV PARKS	10-55-410-389-20002-7573	GF PARKS MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,767	-	130	500	500	-	Contracted Mechanical Equipment maintenance support.
56	COMM SRV PARKS	10-55-410-389-20002-7578	GF PARKS MTCE OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	500	500	-	Contracted minor equipment maintenance support.
57	COMM SRV PARKS	10-55-410-389-20002-7583	GF PARKS MTCE OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,149	2,501	366	500	500	-	Minor equipment rentals.
58	COMM SRV PARKS	10-55-410-389-20002-7521	GF PARKS MTCE VEH FUEL AND OIL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	924	2,938	-	1,000	1,000	-	
59	COMM SRV PARKS	10-55-410-389-20002-7541	GF PARKS MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	57,706	48,745	35,767	30,000	30,000	-	Replacement tools, additional fertilizers, pesticides, marking field paint, grass seed, irrigation supplies, fence rentals, commercial yardage bins for project waste, items not available through the Municipal Service Center Stores. Any item acquired through the Municipal Service Center that helps support this operational area is as well charged here.
60	COMM SRV PARKS	10-55-410-389-20265-7541	GF PARKS GRASS CUT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,128	1,169	929	1,960	1,960	-	Items required to support grass cutting efforts that may not be available through the Municipal Service Center Store. Any item acquired and supports this operational area through the Municipal Service Center Store is charged here as well.
61	COMM SRV PARKS	10-55-410-389-20410-7541	GF PARKS BLVD AND PRK OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	259	457	1,002	1,680	1,680	-	Any supply items to support operations that aren't available internally through the MSC Stores. Any item acquired through the Municipal Service Center Store that supports this operational area is as well charged here.
62	COMM SRV PARKS	10-55-410-389-20406-7583	GF PARKS BLVD REPAIR OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	1,000	1,000	-	Minor equipment rentals for boulevard repairs.
63	COMM SRV PARKS	10-55-410-389-20406-7541	GF PARKS BLVD REPAIR OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,490	1,009	19,883	5,880	5,880	-	Turf Roller, Rakes, grass seed, flagging tape, stakes, zip ties, coconut matting for use in stabilizing work areas where wash out is a concern and also used to hold grass seed in place. Items that normally cannot be provided through the Municipal Service Center Store. Any item acquired through the Municipal Service Center Store and supports this operational area is charged here as well.
64	COMM SRV PARKS	10-55-410-389-20404-7512	GF PARKS URBAN FORESTRY OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	549	66	-	150	150	-	As per the Union Contract
65	COMM SRV PARKS	10-55-410-389-20404-7541	GF PARKS URBAN FORESTRY OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	10,040	20,509	13,768	15,000	15,000	-	Pruning saws, chainsaws, gator bags, tools, anything related to Urban Forestry Work where they are not able to acquire the items through the Municipal Service Center Store. Any item acquired through the Municipal Service Center Store that supports this Operation Area is charged here as well.
66	COMM SRV PARKS	10-55-410-389-20405-7503	GF PARKS SUPERVISION CONVENTIONS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	47	-	240	240	-	Honorarium for Training/Education Sessions.
67	COMM SRV PARKS	10-55-410-389-20405-7585	GF PARKS SUPERVISION LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	700	60	400	750	750	-	Applicator Pesticide License, boiler operator ticket, Fire extinguisher inspection, Technical Safety Authority of Saskatchewan permits
68	COMM SRV PARKS	10-55-410-389-20405-7540	GF PARKS SUPERVISION CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,374	3,289	2,247	2,500	2,500	-	Safety Clothing and Safety Footwear components not provided through the Municipal Service center store. Any items acquired through the Municipal Service Center Store are also charged here.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
69 COMM SRV PARKS	10-55-410-389-20404-7540	GF PARKS URBAN FORESTRY CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,743	180	1,391	3,000	3,000	-	Required safety equipment such as boots, chaps, anti-vibration gloves, anything required for forestry that cannot be provide through the Municipal Service Center Store.
70 COMM SRV PARKS	10-55-410-389-20002-7502	GF PARKS MTCE TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	508	717	92	480	480	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
71 COMM SRV PARKS	10-55-410-389-20404-7502	GF PARKS URBAN FORESTRY TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	830	893	1,020	1,020	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
72 COMM SRV PARKS	10-55-410-389-20265-7502	GF PARKS GRASS CUT TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	214	198	204	350	350	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
73 COMM SRV PARKS	10-55-410-389-20406-7410	Recovery from Allocation "55-410-389 - Boulevard Repair Allocation"	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(7,770)	(7,760)	(5,040)	(7,530)	(8,374)	(844)	The City has a historical practice of recovering costs expended in the General Operating Fund from the Utility, Sanitation and Capital Funds. Given that a substantial part of the boulevard work relates to utility repairs, it is apparent that a portion of the cost associated with this activity should be recovered from the Utility Budget. The budget amount represents 10% of the overall spending in this area and is appropriate to be recovered from the Utility Fund.
74 COMM SRV PARKS	10-55-410-000-20403-7541	GF CS XMAS DECORATIONS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,160	709	-	2,000	2,000	-	Supplies to hang, install, repair Christmas Displays Items acquired through the Municipal Service Center that help support this functional area are charged here as well.
75 COMM SRV PARKS	10-55-410-389-20602-7896	GF PARKS EQUIP INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	387	376	420	380	290	(90)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
76 COMM SRV PARKS	10-55-410-389-20002-7896	GF PARKS MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	19,823	22,182	20,360	23,350	31,130	7,780	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
77 COMM SRV PARKS	10-55-410-389-20404-7716	GF PARKS URBAN FORESTRY GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	29,300	30,504	-	30,780	30,780	-	Disaster Mitigation Adaptation Fund -DMAF Partnership between the City and Saskatchewan Provincial Safety Authority - SPSA for Fire Smart Management through selective removals.
78 COMM SRV PARKS	10-55-410-389-20400-7300	GF PARKS NOXIOUS WEEDS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	1,651	5,074	3,492	2,110	2,110	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
79 COMM SRV PARKS	10-55-410-389-20405-7300	GF PARKS SUPERVISION CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	243,650	249,645	189,040	264,050	279,050	15,000	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
80 COMM SRV PARKS	10-55-410-389-20602-7300	GF PARKS EQUIP CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	9,900	12,689	10,700	4,950	9,700	4,750	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
81 COMM SRV PARKS	10-55-410-389-20407-7300	GF PARKS NS RVR BANK CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	11,830	14,541	8,471	17,630	17,630	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
82 COMM SRV PARKS	10-55-410-389-20408-7300	GF PARKS CNTRL BUSINESS DIST CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	672	728	835	3,060	1,060	(2,000)	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
83 COMM SRV PARKS	10-55-410-389-20002-7300	GF PARKS MTCE CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	6,930	7,059	7,291	7,140	7,140	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
84 COMM SRV PARKS	10-55-410-389-20265-7300	GF PARKS GRASS CUT CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	52,253	58,588	47,775	60,000	60,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
85 COMM SRV PARKS	10-55-410-389-20410-7300	GF PARKS BLVD AND PRK CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	26,666	35,601	9,383	25,000	25,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
86 COMM SRV PARKS	10-55-410-389-20406-7300	GF PARKS BLVD REPAIR CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	22,953	15,817	9,174	22,000	22,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
87 COMM SRV PARKS	10-55-410-389-20404-7300	GF PARKS URBAN FORESTRY CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	118,539	80,159	55,432	89,250	89,250	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
88 COMM SRV PARKS	10-55-410-000-20403-7300	GF CS XMAS DECORATIONS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	1,296	600	531	1,780	1,780	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
89 COMM SRV PARKS	10-55-410-389-20408-7296	GF PARKS CNTRL BUSINESS DIST HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	32,758	11,175	5,250	15,000	15,000	-	S.H.A.R.E. provides services for Garbage picking through out the Central Ave Business District We also keep track of the majority of Graffiti Removal under this account
90 COMM SRV PARKS	10-55-410-389-20002-7299	GF PARKS MTCE OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	16,396	25,094	50,642	700	700	-	Contracted Services to help support operation where Skill or City Staff are unavailable.
91 COMM SRV PARKS	10-55-410-389-20404-7299	GF PARKS URBAN FORESTRY OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	54,805	177,593	82,432	143,800	143,800	-	For use on monitoring and surveying for Dutch Elm Disease, Large Tree Removals, assistance with tree pruning initiatives such as the City Cemetery, Golf Course, Parks, boulevards, tree inventory collection and documentation
92 COMM SRV PARKS	10-55-410-389-20405-7299	GF PARKS SUPERVISION OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	360	-	64	300	300	-	
93 COMM SRV PARKS	10-55-410-389-20408-7299	GF PARKS CNTRL BUSINESS DIST OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	4,435	-	800	800	-	Contracted services that may be required outside the skills and availability of City Staff to support operations.
94 COMM SRV PARKS	10-55-410-389-20399-7235	GF PARKS INSECT AND RODENT HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	4,150	10,796	8,070	4,500	4,500	-	Residential Skunk control program

**Functional Area:** PLAYGROUNDS AND PLAYSTRUCTURES  
**Department:** Community Services Department  
**Fund:** General Fund

This functional area covers the cost of the Summer Playground Program and the repair and maintenance of playground amenities and structures at over 35 neighbourhood parks in our City.

The Summer Playground Program budget is comprised mainly of staff wages and program supplies. The programs also sources various employment grants, financial donations from individuals and businesses, gifts in kind and volunteer hours to help keep costs to a minimum.

<b>PLAYGROUNDS AND PLAYSTRUCTURES</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$2,600	\$2,600	\$0	0.00%
Operating Grants and Donations	\$20,000	\$20,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$22,600</b>	<b>\$22,600</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$202,110	\$180,010	\$22,100	12.28%
Contracted and General Services	\$8,100	\$8,100	\$0	0.00%
Utilities	\$4,395	\$3,600	\$795	22.08%
Fleet Expenses	\$3,800	\$3,430	\$370	10.79%
Maintenance Materials and Supplies	\$90,300	\$90,300	\$0	0.00%
<b>Total Expenses</b>	<b>\$308,705</b>	<b>\$285,440</b>	<b>\$23,265</b>	<b>8.15%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$286,105</b>	<b>\$262,840</b>	<b>\$23,265</b>	<b>8.85%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$2,600 Total User Charges and Fees Revenue** relating to spray park rentals and revenue generated through the canteen at Kidzfest.

**\$20,000 Total Operating Grants and Donations Revenue**

- \$7,000 grant funding through the playground program. These grants mainly help with the operating of Kidzfest and other special events.
- \$13,000 donations received through businesses, and service clubs that goes toward Kidzfest and other special events.



**EXPENDITURES**

**\$22,100** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$8,100 Total Contracted and General Services** related to entertainment for Kidzfest. This is covered through grants received such as Northern Lights Community Development Corporation.

**\$795** increase in Utilities relating to increased cost for electricity.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV PLAYGROUNDS	10-55-410-382-0000-5100	GF PLAYGROUND REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	79	3,433	-	2,600	2,600	-	Spray Park rentals and revenue generated through canteen at Kidzfest.
2 COMM SRV PLAYGROUNDS	10-55-410-382-0000-5500	GF PLAYGROUND DONATIONS	GRANTS AND DONATIONS REV	Revenues / Funding Source	1,413	40	432	13,000	13,000	-	Donations received through businesses, service clubs that goes toward Kidzfest and other Special Events.
3 COMM SRV PLAYGROUNDS	10-55-410-382-0000-5600	GF PLAYGROUND OTHER COND GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	24,754	22,865	19,000	7,000	7,000	-	Grant Funding through the playground program. These grants mainly help with the operating of Kidzfest and other Special Events.
4 COMM SRV PLAYGROUNDS	10-55-410-382-20003-6112	GF PLAYGROUND OPER SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,071	4,429	4,752	2,800	4,329	1,529	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV PLAYGROUNDS	10-55-410-382-20003-6115	GF PLAYGROUND OPER WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,888	7,730	6,228	6,430	6,959	529	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Vacation Pay for Casual Staff (Playground Leaders) gets charged to this account.
6 COMM SRV PLAYGROUNDS	10-55-410-382-20003-6119	GF PLAYGROUND OPER PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,399	13,048	15,530	15,770	17,230	1,460	Playground Staff Benefits The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by the department for reasonableness.
7 COMM SRV PLAYGROUNDS	10-55-410-382-20003-6111	GF PLAYGROUND OPER SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	8,927	12,452	17,950	19,480	1,530	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was reviewed by the department for reasonableness.
8 COMM SRV PLAYGROUNDS	10-55-410-382-20003-6114	GF PLAYGROUND OPER SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	98,975	101,829	100,175	110,000	119,056	9,056	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9 COMM SRV PLAYGROUNDS	10-55-410-382-20263-6111	GF PLAYGROUND STRUCT SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	3,727	8,301	12,000	12,985	985	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10 COMM SRV PLAYGROUNDS	10-55-410-382-20263-6115	GF PLAYGROUND STRUCT WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	12,084	13,793	14,359	9,000	14,070	5,070	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11 COMM SRV PLAYGROUNDS	10-55-410-382-20263-6119	GF PLAYGROUND STRUCT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,923	5,858	7,912	6,060	8,003	1,943	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12 COMM SRV PLAYGROUNDS	10-55-410-382-20002-7653	GF PLAYGROUND MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	2,896	3,406	1,220	3,600	4,395	795	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024.
13 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7500	GF PLAYGROUND OPER TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,113	1,152	1,339	950	950	-	Mileage for Playground Coordinator and Travelling Staff.
14 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7501	GF PLAYGROUND OPER POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	222	26	-	250	250	-	Based on average usage and expected \$.01 increase Jan 1/23.
15 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7502	GF PLAYGROUND OPER TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	492	1,177	1,248	500	500	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
16 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7508	GF PLAYGROUND OPER TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	480	565	468	900	900	-	Play leader workshop costs (facilitator, books, lunch)
17 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7534	GF PLAYGROUND OPER CHEMICAL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	404	-	107	800	800	-	Chemical and testing supplies for Hazeldell paddling pool.
18 COMM SRV PLAYGROUNDS	10-55-410-382-20002-7574	GF PLAYGROUND MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	180	581	-	500	500	-	Minor Building Maintenance
19 COMM SRV PLAYGROUNDS	10-55-410-382-20002-7578	GF PLAYGROUND MTCE OTHER EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	250	250	-	Contracted support for minor equipment maintenance.
20 COMM SRV PLAYGROUNDS	10-55-410-382-20002-7541	GF PLAYGROUND MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	26	1,329	-	1,000	1,000	-	Minor Building Maintenance
21 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7540	GF PLAYGROUND OPER CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	191	541	600	600	-	Pinnies, Hats, Sunglasses for Playground Staff
22 COMM SRV PLAYGROUNDS	10-55-410-382-20002-7585	GF PLAYGROUND MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	150	-	50	50	-	Annual inspections
23 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7543	GF PLAYGROUND OPER PROGRAM SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	12,858	11,934	2,444	8,000	8,000	-	Sporting goods - basketballs, footballs, soccer balls etc. Craft Supplies - paint, brush, glue, construction paper etc
24 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7549	GF PLAYGROUND OPER OTHER SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,229	4,665	173	1,500	1,500	-	Special Event Supplies - food, supplies needed for individual special events.
25 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7583	GF PLAYGROUND OPER OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,587	3,844	2,431	3,000	3,000	-	Special Events bus transportation. 1 Special Event per week for 7 weeks.
26 COMM SRV PLAYGROUNDS	10-55-410-382-20263-7541	GF PLAYGROUND STRUCT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,174	2,843	56,841	2,000	2,000	-	Equipment, tools, fencing, parts, that are not available through the Municipal Service Center Stores required to help aid in the maintenance, protection and inspection of playground structures. Any items acquired through the Municipal Service Center Store used to support this operational area are as well charged here.
27 COMM SRV PLAYGROUNDS	10-55-410-382-20263-7574	GF PLAYGROUND STRUCT BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	81,044	54,170	48,151	70,000	70,000	-	Repairs, replacement parts, enhancements, surfacing improvements, to all existing 29 identified play spaces that may come up within a calendar year.
28 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7300	GF PLAYGROUND OPER CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	720	780	560	430	800	370	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
29 COMM SRV PLAYGROUNDS	10-55-410-382-20263-7300	GF PLAYGROUND STRUCT CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	6,516	3,508	2,776	3,000	3,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
30 COMM SRV PLAYGROUNDS	10-55-410-382-20003-7299	GF PLAYGROUND OPER OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	889	-	8,406	8,100	8,100	-	Entertainment for Kidzfest. This is covered through Grants received such as NLDC.



Functional Area: **PRINCE ALBERT GOLF AND CURLING CENTRE**  
 Department: **Community Services Department**  
 Fund: **General Fund**

This functional area captures the costs associated with maintaining the Prince Albert Golf and Curling Centre building.

<b>PRINCE ALBERT GOLF &amp; CURLING CLUB</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$6,480	\$5,920	\$560	9.46%
Contracted and General Services	\$8,100	\$23,100	(\$15,000)	-64.94%
Grants and Donations	\$10,000	\$0	\$10,000	
Fleet Expenses	\$1,000	\$1,000	\$0	0.00%
Maintenance Materials and Supplies	\$12,780	\$92,780	(\$80,000)	-86.23%
Insurance	\$7,970	\$11,000	(\$3,030)	-27.55%
<b>Total Expenses</b>	<b>\$46,330</b>	<b>\$133,800</b>	<b>(\$87,470)</b>	<b>-65.37%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$46,330</b>	<b>\$133,800</b>	<b>(\$87,470)</b>	<b>-65.37%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$15,000 decrease** in Contracted and General Services relating to the **reduction of \$15,000** for the one-time expenditure: 2023 Facility Project - Freon Detector and Sensor Project.

**\$8,100 Total Contracted and General Services** as follows:

<b>Contracted and General Services</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>
Commissionaire Security and Patrols	\$8,000	\$8,000	\$0
Fire Extinguisher Inspections	\$100	\$100	\$0
2023 Facility Project - Freon Detector and Sensors	\$0	\$15,000	(\$15,000)
<b>Total Contracted and General</b>	<b>\$8,100</b>	<b>\$23,100</b>	<b>(\$15,000)</b>

**\$10,000 Total Grants and Donations.** This represents the allocation to the Prince Albert Golf and Curling Club Trust Fund to fulfill the City’s commitments. That amount has not been budgeted but expensed annually. The 2024 Budget includes payment of \$10,000 to the Trust Fund as per the Agreement.



**\$80,000 decrease** in Maintenance Materials and Supplies as follows:

- **Reduction of \$5,000** for one-time expenditure: 2023 Facility Project - Pave Stairs and Walkway with Rubber.
- **Reduction of \$50,000** for one-time expenditure: 2023 Facility Project - Replace Roof Top AC Unit.
- **Reduction of \$25,000** for one-time expenditure: 2023 Facility Project - Overhaul Compressor.

**\$3,030 decrease** in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.

**Operating Issues Not Funded – Section 16**

**UF-02: Prince Albert Golf & Curling Club – Request for Additional Grant to Cover Utility Costs in the Amount of \$72,910.**

Request outlined in the letter submitted by the Prince Albert Golf & Curling Centre. The letter was received at the September 11, 2023 Executive Committee Meeting. This represents a new budget request for assistance from the City for payment of their utilities during the curling season and therefore should be considered as part of the Unfunded Section of the 2024 Budget Committee Agenda. The Ice Plant is in operation for 6 months (October - March) for a total request equaling \$72,910.

**Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #15 for [CORR 23-62 – Prince Albert Golf & Curling Centre – Request for Utility Assistance](#) for additional information.**

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV REC FACILITIES	10-55-400-349-00000-6115	GF PA GOLF AND CURLING CLUB WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,074	5,887	5,383	4,130	4,470	340	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 COMM SRV REC FACILITIES	10-55-400-349-00000-6119	GF PA GOLF AND CURLING CLUB PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,494	2,547	2,334	1,790	2,012	222	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV REC FACILITIES	10-55-400-349-00000-7541	GF PA GOLF AND CURLING CLUB OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,542	2,899	1,465	1,450	1,450	-	Minor Maintenance Supplies
4 COMM SRV REC FACILITIES	10-55-400-349-00000-7566	GF PA GOLF AND CURLING CLUB PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,460	7,993	4,734	500	500	-	Minor Mechanical Equipment repairs.
5 COMM SRV REC FACILITIES	10-55-400-349-00000-7573	GF PA GOLF AND CURLING CLUB MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	13,852	49,469	49,362	85,000	10,000	(75,000)	Ice Plant Mechanical Equipment repairs.
6 COMM SRV REC FACILITIES	10-55-400-349-00000-7574	GF PA GOLF AND CURLING CLUB BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,228	8,815	594	5,500	500	(5,000)	Minor Building Maintenance
7 COMM SRV REC FACILITIES	10-55-400-349-00000-7585	GF PA GOLF AND CURLING CLUB LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	410	-	330	330	-	Ice Plant Operating License, Fire Alarm annual inspection
8 COMM SRV REC FACILITIES	10-55-400-349-00000-7896	GF PA GOLF AND CURLING CLUB INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	8,474	10,896	7,970	11,000	7,970	(3,030)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
9 COMM SRV REC FACILITIES	10-55-400-349-00000-7711	GF PA GOLF AND CURLING CLUB OPERATING GRANT	GRANTS AND DONATIONS EXP	Expenses / Expenditure	(65,200)	(65,200)	(43,440)	(65,200)	(65,200)	-	
10 COMM SRV REC FACILITIES	10-55-400-349-00000-7716	GF PA GOLF AND CURLING CLUB GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	77,500	75,000	48,750	65,200	75,200	10,000	\$65,200 - Lease Agreement for the Pro Shop.  \$10,000 budgeted for the allocation to the Prince Albert Golf and Curling Club Trust Fund to fulfill the City's commitments. That amount is paid but has not been budgeted. Corrected for Year 2024 as a budget item.
11 COMM SRV REC FACILITIES	10-55-400-349-00000-7300	GF PA GOLF AND CURLING CLUB CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	-	-	1,008	1,000	1,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
12 COMM SRV REC FACILITIES	10-55-400-349-00000-7237	GF PA GOLF AND CURLING CLUB PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,231	263	-	15,100	100	(15,000)	Fire Extinguishers Inspections, Fire Alarm Inspections
13 COMM SRV REC FACILITIES	10-55-400-349-00000-7294	GF PA GOLF AND CURLING CLUB COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	10,319	5,851	1,113	8,000	8,000	-	Commissionaire Services & Patrols.

Functional Area: **RECREATION SUPERVISION**  
 Department: **Community Services Department**  
 Fund: **General Fund**

Community and Recreation Facilities enhance the livability and vibrancy of the city by providing places and opportunities for the community to gather, connect, recreate and celebrate. This budget accounts for personnel cost, telephone, training, advertising, computer and consulting services.

<b>RECREATION</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
Sundry	\$5,000	\$10,000	(\$5,000)	-50.00%
Total Revenues	\$5,000	\$10,000	(\$5,000)	-50.00%
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$611,380	\$565,360	\$46,020	8.14%
Contracted and General Services	\$1,000	\$1,000	\$0	0.00%
Fleet Expenses	\$3,740	\$4,300	(\$560)	-13.02%
Maintenance Materials and Supplies	\$64,630	\$64,630	\$0	0.00%
Insurance	\$490	\$460	\$30	6.52%
Total Expenses	\$681,240	\$635,750	\$45,490	7.16%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$676,240</b>	<b>\$625,750</b>	<b>\$50,490</b>	<b>8.07%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$5,000 Total Sundry Revenue** relating to reimbursements for City services in support of Community Events hosted on City property. Revenue is also received for exclusive bookings on City property. **This has been reduced by \$5,000 for Year 2024 as the City is providing more in kind services.**

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #14 for [RPT 23-376 – 2024 Waiving of Fees Requests](#) for additional information.

**\$46,020** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$1,000 Total Contracted and General Services** for general service requirements in support of community events hosted on City Property.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV RECREATION	10-55-405-361-00000-5800	GF RECREATION COMMUNITY PROGRAM SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	636	4,871	3,369	10,000	5,000	(5,000)	Reimbursement for City Services in support of Community Events hosted on City property. Revenue is also received for exclusive bookings on City property. City has been providing more in kind support instead of billing which causes the decrease.
2 COMM SRV RECREATION	10-55-405-361-00000-6115	GF COMMUNITY PROGRAM WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,040	5,549	3,580	7,000	5,412	(1,588)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV RECREATION	10-55-405-361-00000-6116	GF COMMUNITY PROGRAM WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	774	7,776	8,279	5,000	5,412	412	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV RECREATION	10-55-405-361-00000-6119	GF COMMUNITY PROGRAM PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,279	4,251	3,660	4,190	3,463	(727)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV RECREATION	10-55-405-363-00000-6111	GF RECREATION SUPERVISION SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	384,982	390,522	318,049	456,350	496,257	39,907	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 COMM SRV RECREATION	10-55-405-363-00000-6119	GF RECREATION SUPERVISION PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	73,278	76,793	74,827	92,820	100,836	8,016	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 COMM SRV RECREATION	10-55-405-361-00000-7504	GF COMMUNITY PROGRAM ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	23,500	45,419	18,752	55,930	55,930	-	Advertising & Promotional Budget for the Community Services Department.
8 COMM SRV RECREATION	10-55-405-361-00000-7583	GF COMMUNITY PROGRAM OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	530	34	1,500	1,500	-	Equipment Rentals in support of Community Events hosted on City property.
9 COMM SRV RECREATION	10-55-405-361-00000-7580	GF COMMUNITY PROGRAM HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	1,170	1,170	-	Equipment Rentals in support of Community Events hosted on City property.
10 COMM SRV RECREATION	10-55-405-363-00000-7508	GF RECREATION SUPERVISION TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	150	954	213	1,000	1,000	-	Training for Recreation staff such as the Saskatchewan Parks & Recreation Association conference.
11 COMM SRV RECREATION	10-55-405-363-00000-7502	GF RECREATION SUPERVISION TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	723	589	510	550	550	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
12 COMM SRV RECREATION	10-55-405-363-00000-7500	GF RECREATION SUPERVISION TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,452	3,524	3,588	4,480	4,480	-	Mileage reimbursement for Recreation Coordinators, Sponsorship & Marketing Manager and Sport & Recreation Manager.
13 COMM SRV RECREATION	10-55-405-361-00000-7896	GF COMMUNITY PROGRAM INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	328	429	305	460	490	30	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
14 COMM SRV RECREATION	10-55-405-361-00000-7300	GF COMMUNITY PROGRAM CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	2,337	3,629	1,302	4,300	3,740	(560)	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
15 COMM SRV RECREATION	10-55-405-361-00000-7299	GF COMMUNITY PROGRAM OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	270	1,916	3,239	1,000	1,000	-	General service requirements in support of community events hosted on City Property.

Functional Area: **MUNICIPAL CULTURAL ACTION PLAN (MCAP)**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Municipal Cultural Action Plan (MCAP) Inclusion, Diversity, Equity and Accessibility (IDEA) micro grant will support community initiatives and projects that ensure that inclusion, diversity, equity and accessibility are thoughtfully considered and build intercultural awareness and understanding in the community.

<b>MUNICIPAL CULTURAL ACTION PLAN</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
Operating Grants and Donations	\$35,000	\$35,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Contracted and General Services	\$63,750	\$65,250	(\$1,500)	-2.30%
Maintenance Materials and Supplies	\$11,250	\$9,750	\$1,500	15.38%
<b>Total Expenses</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0.00%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$35,000 Total Operating Grants and Donations Revenue** regarding the following grants: SaskCulture CCEP Grant \$5,000; SaskCulture Culture Days \$5,000 and CIF CGP \$25,000.

**EXPENDITURES**

**\$1,500** decrease in Contracted and General Services as per the Municipal Cultural Plan:

**\$63,750 Total Contracted and General Services** for grants under the Municipal Cultural Action Plan as per below.

- Artists in Communities project; Event grant; Diversity, Equity, Inclusion grant; Culture Days; Reconciliation initiatives; Diversity initiatives, etc.



**\$1,500** increase in Maintenance Materials and Supplies as follows:

- \$500 increase in meeting supplies.
- \$1,250 increase in program supplies relating to Artists in Communities; Culture Days; Targeted initiatives; and Cultural protocols.
- \$250 **decrease** in Advertising.

### **Municipal Cultural Action Plan**

**The total budget for the Municipal Culture Action Plan is \$40,000.**

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

Municipal Cultural Action Plan Expense Budget of \$75,000:

- \$3,000 for Advertising (Culture Days; culturecatch; Celebrations and Awareness Days/Weeks/Months; Annual Report; Photography).
- \$63,750 for Artists in Communities project; Event and Riverbank Animation Grant Inclusion, Diversity, Equity, Accessibility Grant; Culture Days; Reconciliation Initiatives; Diversity and Inclusion initiatives; Indigenous Naming Initiative; Training Initiatives; Targeted projects; Tracking & evaluation support.
- \$1,000 Meeting Incidentals (MCAP Working Group Meetings; Artists in Communities Meetings).
- \$7,250 Program Supplies for Cultural Days, targeted initiatives and cultural protocols.

**Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #11 for [RPT 23-261 – Municipal Cultural Action Plan \(MCAP\) Update](#) for additional information.**

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV ARTS AND CULTURE	10-55-450-351-00000-5600	GF CULTURE PLAN OTHER COND GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	10,250	48,950	41,000	35,000	35,000	-	SaskCulture CCEP grant: \$5000 SaskCulture Culture Days: \$5000 CIF CGP: \$20,000.
2 COMM SRV ARTS AND CULTURE	10-55-450-351-00000-7543	GF CULTURE PLAN PROGRAM SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,544	2,875	2,617	6,000	7,250	1,250	Artists in Communities; Culture Days; Targeted initiatives; Cultural protocols
3 COMM SRV ARTS AND CULTURE	10-55-450-351-00000-7511	GF CULTURE PLAN MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	186	1,305	308	500	1,000	500	MCAP Working Group Meetings; Artists in Communities Meetings
4 COMM SRV ARTS AND CULTURE	10-55-450-351-00000-7504	GF CULTURE PLAN ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	437	66	-	3,250	3,000	(250)	Culture Days; culturecatch; Celebrations and Awareness Days/Weeks/Months; Annual Report; Photography
5 COMM SRV ARTS AND CULTURE	10-55-450-351-00000-7299	GF CULTURE PLAN OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	45,907	74,486	49,638	65,250	63,750	(1,500)	Artists in Communities project; Event and Riverbank Animation grant Inclusion, Diversity, Equity, Accessibility grant; Culture Days; Reconciliation initiatives; Diversity and Inclusion initiatives; Indigenous Naming Initiative; Training initiatives; Targeted projects; Tracking & evaluation support



Functional Area: **PUBLIC ART**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Public Art Working Group oversees and advises on the Public Art Policy and projects to the Community Services Advisory Committee and City Council. The goals of the City of Prince Albert's Public Art Policy are to encourage the placement of public art throughout our City including large scale developments and residential neighbourhoods, identifying the unique character and/or history of that neighbourhood; and, offer an engaging option for commemoration of individuals, groups or events.

<b>PUBLIC ART</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Contracted and General Services	<b>\$13,250</b>	<b>\$11,250</b>	\$2,000	17.78%
Maintenance Materials and Supplies	<b>\$250</b>	<b>\$3,750</b>	(\$3,500)	-93.33%
Total Expenses	<b>\$13,500</b>	<b>\$15,000</b>	<b>(\$1,500)</b>	<b>-10.00%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$13,500</b>	<b>\$15,000</b>	<b>(\$1,500)</b>	<b>-10.00%</b>

**\$13,250 Total Contracted and General Services** is as follows:

- Inventory & Condition Report \$1,750 (every 3 years)
- Maintenance to Public Art \$500
- Public Art Stimulus Fund \$10,000
- Artist in Residence \$1,000

**\$250 Total Maintenance Materials and Supplies** for meeting incidentals for Public Art Working Group meetings.

**ITEMS INCLUDED UNDER RESERVE ALLOCATIONS:**

Administration is **recommending a \$30,000 allocation** to the Public Art Capital Reserve.

**The Public Art Capital Reserve will have a projected surplus balance of \$16,127 at the end of 2024 with the transfers proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included in Section 17 – Reserves.**

Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab [#12 for RPT 23-262 – Public Art Update](#) for additional information.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV ARTS AND CULTURE	10-55-450-350-00000-7511	GF PUBLIC ART MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	137	29	250	250	-	Meeting supplies. No increase for 2024.
2 COMM SRV ARTS AND CULTURE	10-55-450-350-00000-7501	GF PUBLIC ART POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	726	3,500	-	(3,500)	Budget has been reduced to \$0.00 for Year 2024.
3 COMM SRV ARTS AND CULTURE	10-55-450-350-00000-7299	GF PUBLIC ART OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	3,642	774	12,858	11,250	13,250	2,000	Includes: Inventory & Condition Report \$1,750 (every 3 years) Maintenance to public art \$500 Public Art Stimulus Fund \$10,000 Artist in Residence \$1000

Functional Area: **SASKATCHEWAN LOTTERIES PROGRAM**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The City accepts applications for the Saskatchewan Lotteries Community Grant Program.

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc. and the Saskatchewan Parks and Recreation Association Inc. and assists by providing funds to non-profit community organizations operated by volunteers. The program’s goal is to get people involved in sport, culture and recreation programs and activities by enabling communities to address the needs of local residents.

<b>SASKATCHEWAN LOTTERIES PROGRAM</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
Operating Grants and Donations	\$164,239	\$142,980	\$21,259	14.87%
<b>Total Revenues</b>	<b>\$164,239</b>	<b>\$142,980</b>	<b>\$21,259</b>	<b>14.87%</b>
<b>EXPENSES</b>				
Grants and Donations	\$164,239	\$142,980	\$21,259	14.87%
<b>Total Expenses</b>	<b>\$164,239</b>	<b>\$142,980</b>	<b>\$21,259</b>	<b>14.87%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

**\$164,239 Total Operating Grants and Donations Revenue** regarding Community Grant Program. City of Prince Albert receives \$164,239 per year. This is based off the formula of population (37,756) X Per Capita Amount (\$4.35) = \$164,239.

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

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



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV RECREATION	10-55-405-360-00000-7716	GF RECREATION SK LOTTERIES GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	130,786	125,670	116,800	142,980	164,239	21,259	Community Grant Program. City of Prince Albert receives \$164,239 per year. This is based off the formula of population (37,756) X Per Capita Amount (\$4.35) = \$164,239
2 COMM SRV RECREATION	10-55-405-360-00000-5530	GF RECREATION SK LOTTERIES COND PROVINCIAL GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	130,786	125,670	-	142,980	164,239	21,259	Community Grant Program. City of Prince Albert receives \$164,239 per year. This is based off the formula of population (37,756) X Per Capita Amount (\$4.35) = \$164,239

Functional Area: **SKATEBOARD PARK**  
 Department: **Community Services Department**  
 Fund: **General Fund**

The Kinsmen Skateboard and BMX Park is a multi-use concrete park that is 20,000 square feet in size. It is located adjacent to Prime Ministers’ Park and just south of the Art Hauser Centre. This budget is comprised of the City employing one full time Park Supervisor to work May to August and commissionaire services for security of the skateboard park.

<b>SKATEBOARD PARK</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$19,435	\$15,950	\$3,485	21.85%
Contracted and General Services	\$9,800	\$9,800	\$0	0.00%
Utilities	\$2,390	\$1,920	\$470	24.48%
Maintenance Materials and Supplies	\$4,150	\$4,150	\$0	0.00%
<b>Total Expenses</b>	<b>\$35,775</b>	<b>\$31,820</b>	<b>\$3,955</b>	<b>12.43%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$35,775</b>	<b>\$31,820</b>	<b>\$3,955</b>	<b>12.43%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$3,485** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. **54% of Total Expenditures.**

**\$9,800 Total Contracted and General Services** as follows:

- \$8,800 for commissionaire security services at Skate Park
  - May - Thursday to Sunday 8 pm to 1 am
  - June - Thursday to Sunday 8 pm to 1 am
  - July and August - 7 days a week 8 pm to 1 am
  - September to Thanksgiving - Fri to Sun 8 pm to 1 am
- \$1,000 for instructors for lessons as well as contractors for work at the park such as covering graffiti, silka flex.

Maintenance Materials and Supplies relate to supplies for the Recreation Attendant and for applying Silka flex to the entire Skate Park. This is preventive maintenance work that prevents water from getting in cracks/seams which can cause cracking and breaking of cement.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV SKATE PARK	10-55-410-381-00000-6112	GF SKATEBOARD PARK SALARIES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	263	1,191	919	250	812	562	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 COMM SRV SKATE PARK	10-55-410-381-00000-6114	GF SKATEBOARD PARK SALARIES CAS REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	11,740	13,536	11,740	11,800	15,153	3,353	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Recreation Attendant at Skateboard Park. Works May to early September from 12 noon to 8 pm Wednesday to Sunday.
3 COMM SRV SKATE PARK	10-55-410-381-00000-6115	GF SKATEBOARD PARK WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	849	3,411	819	2,000	1,082	(918)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV SKATE PARK	10-55-410-381-00000-6119	GF SKATEBOARD PARK PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,615	3,003	1,703	1,900	2,387	487	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 COMM SRV SKATE PARK	10-55-410-381-00000-7294	GF SKATEBOARD PARK COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	12,994	11,166	4,759	8,800	8,800	-	Covers Commissionaire Services at Skate Park May - Thursday to Sunday 8 pm to 1 am June - Thursday to Sunday 8 pm to 1 am July and August - 7 days a week 8 pm to 1 am September to Thanksgiving - Fri to Sun 8 pm to 1 am
6 COMM SRV SKATE PARK	10-55-410-381-00000-7299	GF SKATEBOARD PARK OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,657	400	-	1,000	1,000	-	Covers instructors for lessons or contractors for work at park such as covering graffiti, silka flex.
7 COMM SRV SKATE PARK	10-55-410-381-00000-7502	GF SKATEBOARD PARK TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	83	73	57	100	100	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
8 COMM SRV SKATE PARK	10-55-410-381-00000-7541	GF SKATEBOARD PARK OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	451	888	632	4,000	4,000	-	Supplies for Recreation Attendant and for maintaining parks (Silka, Paint,). Increase to account is to Silka flex of the entire Skate Park. This is preventive maintenance work that prevents water getting in cracks/seams which can cause cracking and breaking of cement.
9 COMM SRV SKATE PARK	10-55-410-381-00000-7585	GF SKATEBOARD PARK LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	50	-	50	50	-	This is to cover permits for the journeyman electricians who change lights at this location. The bill comes from Technical Safety Authority.
10 COMM SRV SKATE PARK	10-55-410-381-00000-7651	GF SKATEBOARD PARK WATER AND SEWER	UTILITIES	Expenses / Expenditure	945	953	718	1,000	960	(40)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
11 COMM SRV SKATE PARK	10-55-410-381-00000-7653	GF SKATEBOARD PARK ELECTRICITY	UTILITIES	Expenses / Expenditure	633	1,054	537	920	1,434	514	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .

Functional Area: **TOURIST INFORMATION CENTRE**  
 Department: **Community Services Department**  
 Fund: **General Fund**

This budget is for general maintenance costs completed by city staff associated with the Tourist Information Centre located at 3700 2nd Avenue West.

<b>TOURISM INFORMATION CENTRE</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$6,000	\$6,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$6,025	\$5,570	\$455	8.17%
Contracted and General Services	\$8,820	\$8,820	\$0	0.00%
Utilities	\$8,990	\$9,470	(\$480)	-5.07%
Maintenance Materials and Supplies	\$5,030	\$5,030	\$0	0.00%
Insurance	\$1,530	\$1,510	\$20	1.32%
<b>Total Expenses</b>	<b>\$30,395</b>	<b>\$30,400</b>	<b>(\$5)</b>	<b>-0.02%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$24,395</b>	<b>\$24,400</b>	<b>(\$5)</b>	<b>-0.02%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$6,000 Total User Charges and Fees Revenue** for the Chamber of Commerce Lease Agreement at the Tourism Building.

**\$455** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$8,820 Total Contracted and General Services:**

- \$7,000 for janitorial services.
- \$1,700 for septic pump pouts and pest control.
- \$120 for minor contracted service support.

**\$480 decrease** in Utilities.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 COMM SRV REC FACILITIES	10-55-400-333-00000-5100	GF TOURISM CENTRE REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	5,885	6,102	4,892	6,000	6,000	-	Chamber of Commerce Lease Agreement at the Tourism Building.
2 COMM SRV REC FACILITIES	10-55-400-333-20002-6115	GF TOURISM CENTRE MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,501	3,612	3,184	3,800	4,113	313	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 COMM SRV REC FACILITIES	10-55-400-333-20002-6119	GF TOURISM CENTRE MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,306	1,662	1,641	1,770	1,912	142	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 COMM SRV REC FACILITIES	10-55-400-333-20002-7651	GF TOURISM CENTRE MTCE WATER AND SEWER	UTILITIES	Expenses / Expenditure	1,601	5,233	1,417	2,300	1,837	(463)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
5 COMM SRV REC FACILITIES	10-55-400-333-20002-7652	GF TOURISM CENTRE MTCE HEAT FUEL	UTILITIES	Expenses / Expenditure	2,011	2,081	1,170	2,650	2,205	(445)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
6 COMM SRV REC FACILITIES	10-55-400-333-20002-7653	GF TOURISM CENTRE MTCE ELECTRICITY	UTILITIES	Expenses / Expenditure	3,860	4,585	2,680	4,520	4,945	425	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
7 COMM SRV REC FACILITIES	10-55-400-333-20002-7541	GF TOURISM CENTRE MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,040	712	905	500	500	-	Minor Maintenance Supplies.
8 COMM SRV REC FACILITIES	10-55-400-333-20002-7566	GF TOURISM CENTRE MTCE PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	495	339	355	500	500	-	Parts for Mechanical Equipment Repairs.
9 COMM SRV REC FACILITIES	10-55-400-333-20002-7573	GF TOURISM CENTRE MTCE MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,019	986	48	1,750	1,750	-	Minor Mechanical Equipment repairs.
10 COMM SRV REC FACILITIES	10-55-400-333-20002-7574	GF TOURISM CENTRE MTCE BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	36	376	1,058	1,460	1,460	-	Minor Building Maintenance
11 COMM SRV REC FACILITIES	10-55-400-333-20002-7578	GF TOURISM CENTRE MTCE OTHER EQUP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	490	490	-	Contracted support for minor equipment maintenance.
12 COMM SRV REC FACILITIES	10-55-400-333-20002-7585	GF TOURISM CENTRE MTCE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	86	-	330	330	-	Fire Extinguisher inspections.
13 COMM SRV REC FACILITIES	10-55-400-333-20002-7896	GF TOURISM CENTRE MTCE INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	1,098	1,415	942	1,510	1,530	20	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
14 COMM SRV REC FACILITIES	10-55-400-333-20002-7235	GF TOURISM CENTRE MTCE HEALTH SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,285	665	435	1,700	1,700	-	Septic Pump outs & Pest Control
15 COMM SRV REC FACILITIES	10-55-400-333-20002-7296	GF TOURISM CENTRE MTCE HOUSEKEEPING	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	7,206	7,697	4,804	7,000	7,000	-	Janitorial Service.
16 COMM SRV REC FACILITIES	10-55-400-333-20002-7299	GF TOURISM CENTRE MTCE OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	-	-	120	120	-	Minor contracted service support.





***RPT 23-363***

**TITLE:** Rates & Fees - Community Services Department

**DATE:** September 7, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the Rates and Fees Manual, as attached to RPT 23-354, which forms the basis for the 2024 Budget, be forwarded to the Budget Committee for review during the 2024 Budget deliberations.

**PRESENTATION:**

Verbal Presentation by Curtis Olsen, Sport and Recreation Manager.

**ATTACHMENTS:**

1. Rates & Fees - Community Services Department (RPT 23-354)

Written by: Community Services Advisory Committee



**RPT 23-354**

**TITLE:** Rates & Fees - Community Services Department

**DATE:** August 30, 2023

**TO:** Community Services Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the Rates and Fees Manual, as attached to RPT 23-354, forms the basis for the 2024 budget, and be forwarded to the Executive Committee for review prior to the 2024 budget deliberations.

**TOPIC & PURPOSE:**

To allow the Community Services Advisory Committee (CSAC) to review the Rates and Fees Proposal prior to forwarding it to the Executive Committee for review prior to the 2024 budget deliberations.

**BACKGROUND:**

Rates and fees for City facilities and programs are reviewed annually as part of the development of the Community Services Operating Budget.

The City of Prince Albert continues to prioritize subsidy levels for recreational and leisure services for youth. When looking at this investment from a City tax perspective, citizens who benefit from a good or service should pay in proportion to the benefit they receive. It is felt that investing in our community's youth benefits the community as a whole; therefore, the community as whole should contribute to this benefit.

We envision a city in which all community members have the opportunity to participate in affordable and accessible community services (including recreation, sports, arts, cultural, and physical activity) to enhance their personal well-being, the strength and well-being of the community, and the sustainability of the environment (natural and built).

On an annual basis it is important to balance our cost recovery with the benefits of City

facilities remaining accessible. By taking this approach, the City's cost recovery has increased from approximately 30% in the late 90's to approximately 40% in the early 2000's. The cost recovery increased to approximately 50% over the past 5 years with the exception of the disruption caused through the Covid pandemic.

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

The Rates & Fees Structure prioritizes the following factors:

- General Admissions & Memberships – Youth & Seniors pay 60% of the Adult Rate.
- Facility Rentals – Youth pay 70% of the Adult Rate at all facilities.
- The City has the same age classifications for all facilities. (Pre-School 1-5, Youth 6-17, Adult 18-59, Senior 60+)
- All children under the age of 6 will continue to have free access to facilities.

For 2024 the following items serve as the main drivers for the expense budget:

- Salaries, Wages & Benefits – 50%
- Equipment & Building Maintenance/Supplies – 17%
- Utilities – 12%
- Contracted & General Services – 8%
- Fleet – 7%
- Other – 6% (Grants/Donations, Insurance, Financial Charges)

These costs represent commitments within the Collective Bargaining Agreements, increases set by external parties such as utilities & insurance or account for the significant escalation being experienced by all industries for costs related to materials, supplies, equipment & parts.

For 2024 the following factors assist with achieving the revenue targets:

- User Charges & Fees – 50%
- Concessions – 20%
- Sponsorships – 15%
- Operating Grants & Donations – 10%
- Surcharges on admissions & rentals that assist with Reserve Fund Development – 5%

As a result, User Charges & Fees are not the only revenue driver at each facility which assists with providing a subsidized Rates & Fees Structure to the users.

In addition to the rates & fees changes identified for 2024, the Operating Model development for the New Aquatics & Arenas Facility will be finalized and included for review as part of the 2025 Budget deliberations. The Operating Model Framework has been approved by the Steering Committee with a focus on the Organizational Structure, Policy Manual Development, Budget preparation & Rates & Fees. The Operating Model Framework includes the potential

for the implementation of a Non-Resident Rate Structure. This will be included as part of the review as directed by City Council.

Below is the projected Revenue, Expense & Cost Recovery summary for each location in 2024:

Functional Area 2024	Revenue	Expenses	%
Alfred Jenkins Field House	\$649,867	\$926,537	70%
EA Rawlinson	\$905,900	\$1,318,758	69%
Frank J Dunn Pool	\$245,900	\$915,285	27%
Kinsmen Water Park	\$303,500	\$620,844	49%
Prime Ministers' Park	\$162,000	\$277,688	58%
Crescent Acres Park	\$11,000	\$49,707	22%
Class 'A' Playfields	\$47,845	\$89,332	54%
Art Hauser Centre	\$961,544	\$1,705,943	56%
Kinsmen Arena	\$350,137	\$615,500	57%
Dave G Steuart Arena	\$227,888	\$400,238	57%
Arts Centre	\$73,000	\$252,735	29%
<b>OVERALL</b>	<b>\$3,938,581</b>	<b>\$7,172,568</b>	<b>55%</b>

### CONSULTATIONS:

The Rates and Fees proposal was developed through:

1. Feedback from City Recreation staff.

2. Feedback and research from other cities.
3. Review of any market adjustments & inflationary pressures.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Upon final approval of the Rates and Fees, all stakeholders will be notified of the new rates and fees and the effective date.

**FINANCIAL IMPLICATIONS:**

Upon receiving approval to proceed with the recommended Rates & Fees, Administration will proceed to finalize the 2024 Budget using the approved Rates & Fees to form the basis for the budget preparation.

As part of the proposed Rates & Fees for 2024, cost recovery is projected to be 55% overall. In consideration of the expense related challenges for 2024, this compares favourably with the 56% cost recovery in 2023 while also balancing the appropriate price point for accessing the City's recreation, arts and culture services.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no other options to consider and no policy or privacy implications associated with the report.

**STRATEGIC PLAN:**

The rates and fees proposal supports the Strategic Priority of Delivering Professional Governance as rates are strategically structured to ensure taxpayers of Prince Albert are getting full value for the services being provided. The proposal also supports this Strategic Priority as the City continues to provide quality services without a drastic increase in cost to the users and tax payers.

**OFFICIAL COMMUNITY PLAN:**

The objectives identified in the Rates and Fees proposal are in line with the Community Services Department's OCP strategy of providing sport, recreational and cultural opportunities for all members of our community.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Verbal – Curtis Olsen, Sport & Recreation Manager

**ATTACHMENTS:**

1. Rates & Fees Manual

Written by: Curtis Olsen, Sport & Recreation Manager

Approved by: Director of Community Services & City Manager

# 2024 Rates and Fees

## Community Services Department



City of  
**Prince Albert**

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## RECREATION FACILITIES

### Alfred Jenkins Field House - Admission Rates

\*Rates effective January 1, 2024 for Alfred Jenkins Field House

Pre-School (1-5 yrs)			
Rate Type	Cost	GST	Total
Single Admission	FREE	n/a	FREE
Group Rates	FREE	n/a	FREE
Bulk Passes (5)	FREE	n/a	FREE
Bulk Passes (10)	FREE	n/a	FREE
Monthly Membership (single facility – AJFH or FJD)	n/a	n/a	n/a
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	n/a	n/a	n/a
Drop-in Fitness Classes	n/a	n/a	n/a
Youth (6-17 yrs) / Senior (60+)			
Rate Type	Cost	GST	Total
Single Admission	\$5.24	\$0.26	\$5.50
Group Rates	\$4.29	\$0.21	\$4.50
Bulk Passes (5)	\$20.95	\$1.05	\$22.00
Bulk Passes (10)	\$36.65	\$1.83	\$38.50
Monthly Membership (single facility – AJFH or FJD)	\$24.05	\$1.20	\$25.25
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$27.14	\$1.36	\$28.50
Drop-in Fitness Classes	\$5.24	\$0.26	\$5.50
Adult (18 – 59 yrs)			
Rate Type	Cost	GST	Total
Single Admission	\$8.81	\$0.44	\$9.25
Group Rates	\$7.86	\$0.39	\$8.25

Bulk Passes (5)	\$35.00	\$1.75	\$36.75
Bulk Passes (10)	\$61.43	\$3.07	\$64.50
Monthly Membership (single facility – AJFH or FJD)	\$40.00	\$2.00	\$42.00
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$45.00	\$2.25	\$47.25
Next Step Monthly Membership	\$23.10	\$1.15	\$24.25
Drop-in Fitness Classes	\$8.81	\$0.44	\$9.25
<b>Family Rate</b>			
<b>Rate Type</b>	<b>Cost</b>	<b>GST</b>	<b>Total</b>
Single Admission	\$17.62	\$0.88	\$18.50
Bulk Passes (5)	\$70.00	\$3.50	\$73.50
Bulk Passes (10)	\$122.62	\$6.13	\$128.75
Monthly Membership (single facility – AJFH or FJD)	\$45.00	\$2.25	\$47.25
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$90.00	\$4.50	\$94.50
Drop-in Fitness Classes	\$17.62	\$0.88	\$18.50

#### **Additional Membership Benefits**

- 30% discount on registered programs
- \$5.00 drop-in fee for registered programs that are not full.

*\*Family is defined as 6 individuals related by birth, legal status or marriage with a minimum of one adult and maximum of two adults. Additional family members are subject to regular rates*

*\*Groups must have a minimum of 10 people and must contact the facility to book in advance*

*\*High School and Post-Secondary students are eligible for the youth rate with proof of valid Student ID*

*\*Bulk Passes are only redeemable at the facility they were purchased*

## Alfred Jenkins Field House - Additional Admission Rates

\*Rates effective January 1, 2024\*

Rate Type	Cost	GST	Total
Seniors Walking Program (Monthly)	\$15.00	\$0.75	\$15.75
Toddler Turf Time	\$2.62	\$0.13	\$2.75

## Alfred Jenkins Field House – Rental Options

\*Rates effective January 1, 2024\*

### Hourly Rentals

Adult				
Rental Areas	Cost	GST	PST As of Oct 1/22	Total
Multi-Purpose Room	\$25.00	\$1.25	n/a	\$26.25
Gymnasium	\$55.00	\$2.75	n/a	\$57.75
Gymnasium Charging Admission	\$67.62	\$3.38	n/a	\$71.00
Turf Field (Full Field)	\$175.00	\$8.75	n/a	\$183.75
Turf Field (Half Field)	\$87.62	\$4.38	n/a	\$92.00
Indoor Track	\$45.00	\$2.25	n/a	\$47.25
Climbing Wall (Per person, Per hour)	\$9.24	\$0.46	\$0.55	\$10.25
Batting Cage	\$79.50	\$3.98	\$4.77	\$88.25
Youth/Senior				
Rental Areas	Cost	GST	PST As of Oct 1/22	Total
Multi-Purpose Room	\$20.00	\$1.00	n/a	\$21.00
Gymnasium	\$37.38	\$1.87	n/a	\$39.25

Gymnasium Charging Admission	\$ 55.00	\$2.75	n/a	\$57.75
Turf Field (Full Field)	\$116.67	\$5.83	n/a	\$122.50
Turf Field (Half Field)	\$ 58.57	\$2.93	n/a	\$61.50
Indoor Track	\$ 29.52	\$1.48	n/a	\$31.00
Climbing Wall (Per person, Per hour)	\$ 5.87	\$ 0.28	\$ 0.35	\$ 6.50
Batting Cage	\$ 47.74	\$ 2.39	\$ 2.87	\$ 53.00

### Daily Rentals

Adult			
Rental Areas	Cost	GST	Total
Multi-Purpose Room	\$ 150.00	\$ 7.50	\$ 157.50
Gymnasium	\$ 330.00	\$ 16.50	\$ 346.50
Gymnasium Charging Admission	\$ 405.00	\$ 20.25	\$425.25
Gymnasium Non-Prime Time	\$ 35.24	\$1.76	\$37.00
Turf Field (Full Field)	\$1,050.00	\$52.50	\$1,102.50
Turf Field (Half Field)	\$ 525.00	\$ 26.25	\$551.25
Youth/Senior			
Rental Areas	Cost	GST	Total
Multi-Purpose Room	\$120.00	\$6.00	\$126.00
Gymnasium	\$223.57	\$11.18	\$234.75
Gymnasium Charging Admission	\$330.00	\$16.50	\$346.50
Gymnasium Non-Prime Time	\$35.24	\$1.76	\$37.00
Turf Field (Full Field)	\$699.05	\$34.95	\$734.00
Turf Field (Half Field)	\$349.52	\$17.48	\$367.00

*\*The hourly rental fee for Turf Fields include a \$10.00 facility improvement fee for full field rentals and \$5.00 for half field rentals. Daily turf rentals have a \$60.00 facility fee. The revenue generated from this fee is directed towards the future replacement of the indoor turf.*

*\*Bookings for multi-purpose rooms include standard meeting set-up of up to 25 chairs and 4 tables set up in theatre, boardroom or classroom style.*

*\*Additional charges may apply for setup, cleanup and repair to any rented facility. These fees will be assessed by the Facility Manager and may be billed post event if necessary.*

### Prince Albert Youth Soccer Association Annual Lease Rate

- \$80,000.00 (\$30,000.00 is put towards future replacement of the indoor turf fields)

## AQUATICS

### Kinsmen Water Park - Admission Rates

\*Rates effective April 1, 2024\*

Pre-School (Under 5 yrs)				
Rate Type	Cost	GST	PST As of Oct 1/22	Total
Single Admission (Before 6pm)	FREE	n/a	n/a	FREE
Last Hour Promotion (6pm – 7pm)	FREE	n/a	n/a	FREE
Group Rate	FREE	n/a	n/a	FREE
Bulk Passes (5)	FREE	n/a	n/a	FREE
Bulk Passes (10)	FREE	n/a	n/a	FREE
Summer Membership (June, July, August)	n/a	n/a	n/a	n/a
Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	n/a	n/a	n/a	n/a
Youth (5-17 yrs) / Senior (60+)				
Rate Type	Cost	GST	PST As of Oct 1/22	Total
Single Admission (Before 6pm)	\$6.53	\$0.33	\$0.39	\$7.25
Last Hour Promotion (6pm – 7pm)	\$3.38	\$0.17	\$0.20	\$3.75

Group Rate	\$5.63	\$0.28	\$0.34	\$6.25
Bulk Passes (5)	\$26.13	\$1.31	\$1.57	\$29.00
Bulk Passes (10)	\$46.62	\$2.33	\$2.80	\$51.75
Summer Membership (June, July, August)	\$81.11	\$4.06	\$4.87	\$90.00
Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	\$27.14	\$1.36	n/a	\$28.50
<b>Adult</b>				
<b>Rate Type</b>	<b>Cost</b>	<b>GST</b>	<b>PST As of Oct 1/22</b>	<b>Total</b>
Single Admission (Before 6pm)	\$11.04	\$0.55	\$0.66	\$12.25
Last Hour Promotion (6pm – 7pm)	\$5.63	\$0.28	\$0.34	\$6.25
Group Rate	\$10.14	\$0.51	\$0.61	\$11.25
Bulk Passes (5)	\$44.14	\$2.21	\$2.65	\$44.14
Bulk Passes (10)	\$77.25	\$3.86	\$4.64	\$85.75
Summer Membership (June, July, August)	\$135.14	\$6.76	\$8.11	\$150.00
Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	\$47.38	\$2.37	n/a	\$49.75
<b>Family</b>				
<b>Rate Type</b>	<b>Cost</b>	<b>GST</b>	<b>PST As of Oct 1/22</b>	<b>Total</b>
Single Admission (Before 6pm)	\$22.30	\$1.11	\$1.34	\$24.75
Last Hour Promotion (6pm – 7pm)	\$11.04	\$0.55	\$0.66	\$12.25
Group Rate	n/a	n/a	n/a	n/a
Bulk Passes (5)	\$88.29	\$4.41	\$5.30	\$98.00
Bulk Passes (10)	\$154.28	\$7.71	\$9.26	\$171.25
Summer Membership (June, July, August)	\$270.27	\$13.51	\$16.22	\$300.00

Monthly Recreation Pass (drop-in access to all 3 facilities and lane swimming/aquasize at KWP)	\$90.00	\$4.50	n/a	\$94.50
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*\*All general admission rates include a \$1.00 facility improvement fee which is used exclusively for future repairs and maintenance at the water park.*

*\*Family is defined as 6 individuals related by birth, legal status or marriage with a minimum of one adult and maximum of two adults. Additional family members are subject to regular rates.*

*\*Groups must have a minimum of 10 people and must contact the facility to book in advance. There is no charge for Group supervisors if not wearing swim attire.*

*\*High School and Post-Secondary students are eligible for the youth rate with proof of valid Student ID.*

### **Kinsmen Water Park – After Hour Facility Rentals**

*\*Rates effective April 1, 2023\**

<b>Entire Facility</b>				
	<b>Cost</b>	<b>GST</b>	<b>Total</b>	<b>Base Price + Admin</b>
Base Rental (charged on all rentals)	47.62	\$2.38	\$50.00	
0 – 60 People (6 Lifeguards Required)	\$303.10	\$15.15	\$318.25	\$368.25
61 – 120 People (7 Lifeguards Required)	\$358.10	\$17.90	\$376.00	\$426.00
121 – 180 People (8 Lifeguards Required)	\$418.10	\$20.90	\$439.00	\$489.00
181 – 240 People (9 Lifeguards Required)	\$461.90	\$23.10	485.00	\$535.00
241+ People (10 Lifeguards Required)	\$517.14	\$25.86	543.00	\$593.00
Concession Fee (Optional)	\$25.71	\$1.29	27.00	

## Frank J. Dunn Pool - Admission Rates

\*Rates effective January 1, 2024 for Frank J. Dunn Pool

Pre-School (1-5 yrs)				
Rate Type	Cost	GST	PST As of Oct 1/22	Total
Single Admission	FREE	n/a	n/a	FREE
Group Rates	FREE	n/a	n/a	FREE
Bulk Passes (5)	FREE	n/a	n/a	FREE
Bulk Passes (10)	FREE	n/a	n/a	FREE
Monthly Membership (single facility – AJFH or FJD)	n/a	n/a	n/a	n/a
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	n/a	n/a	n/a	n/a
Drop-in Fitness Classes	n/a	n/a	n/a	n/a
Youth (6-17 yrs) / Senior (60+)				
Rate Type	Cost	GST	PST As of Oct 1/22	Total
Single Admission	\$5.44	\$0.27	\$0.33	\$6.00
Group Rates	\$4.28	\$0.21	\$0.26	\$4.75
Bulk Passes (5)	\$21.40	\$1.07	\$1.28	\$23.75
Bulk Passes (10)	\$36.94	\$1.85	\$2.22	\$41.00
Monthly Membership (single facility – AJFH or FJD)	\$24.10	\$1.20	\$1.45	\$26.75
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$26.90	\$1.35	n/a	\$28.25
Drop-in Fitness Classes	\$5.44	\$0.27	\$0.33	\$6.00
Adult (18 – 59 yrs)				
Rate Type	Cost	GST	PST As of Oct 1/22	Total
Single Admission	\$8.78	\$0.44	\$0.53	\$9.75
Group Rates	\$7.88	\$0.39	\$0.47	\$8.75
Bulk Passes (5)	\$34.91	\$1.75	\$2.09	\$38.75



Bulk Passes (10)	\$61.25	\$3.06	\$3.67	\$68.00
Monthly Membership (single facility – AJFH or FJD)	\$40.32	\$2.02	\$2.42	\$44.75
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$45.00	\$2.25	n/a	\$47.25
Next Step Monthly Membership	\$23.20	\$1.16	\$1.39	\$25.75
Drop-in Fitness Classes	\$8.78	\$0.44	\$0.53	\$9.75
<b>Family Rate</b>				
<b>Rate Type</b>	<b>Cost</b>	<b>GST</b>	<b>PST As of Oct 1/22</b>	<b>Total</b>
Single Admission	\$17.62	\$0.88	n/a	\$18.50
Bulk Passes (5)	\$70.05	\$3.50	\$4.20	\$77.75
Bulk Passes (10)	\$122.52	\$6.13	\$7.35	\$136.00
Monthly Membership (single facility – AJFH or FJD)	\$45.05	\$2.25	\$2.70	\$50.00
Monthly Recreation Pass (drop-in access to all 2 facilities and lane swimming/aquasize at KWP)	\$90.00	\$4.50	n/a	\$94.50
Drop-in Fitness Classes	\$17.57	\$0.88	\$1.05	\$19.50

#### **Additional Membership Benefits**

- 30% discount on registered programs
- \$5.00 drop-in fee for registered programs that are not full.

*\*Family is defined as 6 individuals related by birth, legal status or marriage with a minimum of one adult and maximum of two adults. Additional family members are subject to regular rates*

*\*Groups must have a minimum of 10 people and must contact the facility to book in advance*

*\*High School and Post-Secondary students are eligible for the youth rate with proof of valid Student ID*

*\*Bulk Passes are only redeemable at the facility they were purchased*

## Frank J. Dunn – Facility Rentals

	Cost	GST	Total	Base Price + Admin
Base Rental (charged on all rentals)	\$28.57	\$1.43	\$30	
0 – 24 People	\$120.00	\$6.00	\$126	\$156
25 – 49 People	\$160.00	\$8.00	\$168	\$198
50 -74 People	\$200.00	\$10.00	\$210	\$240
75 – 99 People	\$240.00	\$12.00	\$252	\$282
100 – 150 People	\$280.00	\$14.00	\$294	\$324

*\*The rental charge is a facility improvement fee which is used exclusively for future repairs and maintenance at the water park.*

*\*Rentals are available throughout the Water Park season from 7:30pm to 9:00pm*

*\*Groups must book for entire period*

*\*The regulated lifeguard to swimmer ratio in the main pool is 1 : 25*

*\*Spectators not wearing swim attire are not considered in the final number count*

## Paddling Pool Rentals

Options	Cost	GST	Total
1 Playground Leader	\$57.14	\$2.86	\$60.00
2 Playground Leaders	\$85.00	\$4.25	\$89.25

## Swimming and Advanced Course Rates – Frank J. Dunn Pool / Kinsmen Water Park

\*Rates effective April 1, 2024\*

Lifesaving Society			
Rate Type	Cost	GST	Total
Parent & Tot 1-3	\$53.33	\$2.67	\$56.00
Preschool 1-5	\$53.33	\$2.67	\$56.00
Swimmer 1-4	\$53.33	\$2.67	\$56.00
Swimmer 5-6	\$60.95	\$3.05	\$64.00
Canadian Swim Patrol Rookie, Ranger, Star Patrol	\$69.05	\$3.45	\$72.50
Sport Level 1	\$64.05	\$3.20	\$67.25
Sport Level 2	\$69.05	\$3.45	\$72.50
Sport Level 3	\$74.05	\$3.95	\$77.75
Sport Level 4	\$79.05	\$3.95	\$83.00
Sport Level 5	\$84.00	\$4.20	\$88.20
Adult 1-3	\$69.76	\$3.49	\$73.25
5 x 30 minute classes	\$39.05	\$2.05	\$43.00
5 x 45 minute classes	\$40.95	\$2.35	\$49.25
Advance Courses			
Rate Type	Cost	GST	Total
Bronze Star	\$70.00	\$3.50	\$73.50
Bronze Medallion	\$176.43	\$8.82	\$185.25
Bronze Cross	\$190.95	\$9.55	\$200.50
National Lifeguard - Pool	\$309.76	\$15.49	\$325.25

National Lifeguard - Pool Recertification	\$103.10	\$5.15	\$108.25
National Lifegaurd - Waterpark	\$155.00	\$7.75	\$162.75
Lifesaving Instructor	\$351.67	\$17.58	\$369.25
Lifesaving Sport Coach Level 1	\$193.33	\$9.67	\$203.00
Aquatic Supervisor Training	\$138.57	\$6.93	\$145.50
Standard First Aid	\$152.38	\$7.62	\$160.00
Standard First Aid Recertification	\$94.52	\$4.73	\$99.25
CPR-HCP Recertification	\$57.86	\$2.89	\$60.75

*\*All swimming lessons and advanced courses include a \$7.00 staff training fee which is directed towards the costs of ensuring all Aquatics staff are properly trained and certified.*

## OUTDOOR SPORTS & EVENTS

### Outdoor Sport Field - Rental Rates

\*Rates effective April 1, 2024\*

#### Class 'A' Facilities – Baseball/Softball/Slo-Pitch Diamonds and Multi-Purpose Fields

Adult Base Rate				
Rates	Cost	GST	PST As of Oct 1/22	Total
Practice Rate	\$20.48	\$1.02	n/a	\$21.50
Game Rate (Soccer/Baseball/Softball)	\$50.95	\$2.55	n/a	\$53.50
Game Rate (Football/Rugby)	\$61.19	\$3.06	n/a	\$64.25
Day Rate	\$204.05	\$10.20	n/a	\$214.25
Lights Surcharge (Bookings after 8:30pm)	\$33.81	\$1.69	n/a	\$35.50
Field Prep Surcharge (Practices Only)	\$16.19	\$0.81	n/a	\$17.00 we should delete this rate and use just the practice rate
Staff Surcharge (Rate per additional staff)	\$232.43	\$11.62	\$13.95	\$258.00
Youth Base Rate				
Rates	Cost	GST	PST As of Oct 1/22	Total
Practice Rate	\$12.86	\$0.64	n/a	\$13.50
Game Rate (Soccer/Baseball/Softball)	\$32.38	\$1.62	n/a	\$34.00
Game Rate (Football/Rugby)	\$40.00	\$2.00	n/a	\$42.00
Day Rate	\$128.57	\$6.43	n/a	\$135.00
Lights Surcharge (Bookings after 8:30pm)	\$22.38	\$1.12	n/a	\$23.50
Field Prep Surcharge (Practices Only)	\$10.71	\$0.54	n/a	\$11.25 we should get rid of this and just use the practice rate

Staff Surcharge (Rate per additional staff)	\$151.35	\$7.57	\$9.08	\$168.00
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*\*The Light Surcharge is applied for all bookings after 8:30pm (if lights are available)*

*\*The Field Prep Surcharge is applied when there are requests for diamond/field prep prior to practices. There is no charge for games and day rates*

*\*1 City staff is provided for diamond/field maintenance with the day rate. Additional staff requests are subject to the Staff Surcharge*

### **Beach Volleyball & Outdoor Basketball Courts – Alfred Jenkins Field House**

<b>Adult Base Rate</b>			
<b>Rates</b>	<b>Cost</b>	<b>GST</b>	<b>Total</b>
Court Hourly Rate	\$28.33	\$1.42	\$29.75
Complex Hourly Rate (4 Courts)	\$85.00	\$4.25	\$89.25
Court Daily Rate	\$509.52	\$25.48	\$535.00
<b>Youth Base Rate</b>			
<b>Rates</b>	<b>Cost</b>	<b>GST</b>	<b>Total</b>
Court Hourly Rate	\$19.76	\$0.99	\$20.75
Complex Hourly Rate (4 Courts)	\$59.76	\$2.99	\$62.75
Court Daily Rate	\$358.57	\$17.93	\$376.50

## Harry Jerome Track - Rental Rates

\*Rates effective April 1, 2024\*

### Hourly Rentals

Adult			
Rate	Cost	GST	Total
Entire Track & Field Complex	\$66.67	\$3.33	\$70.00
Track Only	\$33.81	\$1.69	\$35.50
Throwing Complex (Shot Put, Javelin, Discus)	\$17.62	\$0.88	\$18.50
Lights Surcharge (Applied to Bookings after 8:30pm)	\$32.14	\$1.61	\$33.75
Youth			
Rate	Cost	GST	Total
Entire Track & Field Complex	\$43.34	\$2.16	\$45.50
Track Only	\$21.91	\$1.09	\$23.00
Throwing Complex (Shot Put, Javelin, Discus)	\$10.95	\$0.55	\$11.50
Lights Surcharge (Applied to Bookings after 8:30pm)	\$22.38	\$1.12	\$23.50

## Daily Rentals

Adult			
Rates	Cost	GST	Total
Entire Track Complex	\$392.86	\$19.64	\$412.50
Track Only	\$194.05	\$9.70	\$203.75
Local School Division Track Meets	n/a	n/a	n/a
Lights Surcharge (Applied to Bookings after 8:30pm)	\$33.81	\$1.69	\$35.50
Youth			
Rates	Cost	GST	Total
Entire Track Complex	\$258.81	\$12.94	\$271.75
Track Only	\$129.52	\$6.48	\$136.00
Local School Division Track Meets	\$188.81	\$9.44	\$198.25
Lights Surcharge (Applied to Bookings after 8:30pm)	\$22.38	\$1.12	\$23.50

## Outdoor Special Events

\*Rates effective April 1, 2024\*

## Mobile Stage, Portable Stage and Amphitheatre Cover Rental Rates

Setup Rate				
Rate	Cost	GST	PST As of Oct 1/22	Total
Business Hours Mon to Fri -8am to 4:30pm	\$345.05	\$17.25	\$20.70	\$383.00
Non-Business Hours	\$515.10	\$25.75	\$30.90	\$571.75
Takedown Rate				
Rate	Cost	GST	PST As of Oct 1/22	Total
Business Hours Mon to Fri -8am to 4:30pm	\$345.05	\$17.25	\$20.70	\$383.00
Non-Business Hours	\$515.10	\$25.75	\$30.90	\$571.75



## ARENAS

### Arena – Rental Rates

\*Rates effective May 1, 2024

#### Ice Rentals

Art Hauser Centre			
Hourly Rates	Cost	GST	Total
Youth Prime Time	\$145.95	\$7.30	\$153.25
Adult Prime Time	\$208.10	\$10.40	\$218.50
Non-Prime Time	\$131.43	\$6.57	\$138.00
Youth Prime Time Aug 1 to Sept 5	\$196.19	\$9.81	\$206.00
Adult Prime Time Aug 1 to Sept 5	\$280.48	\$14.02	\$294.50
Adult Rec Hockey	\$165.95	\$8.30	\$174.25
Rush Ice	n/a	n/a	n/a
Kinsmen Arena / Dave Steuart Arena			
Hourly Rates	Cost	GST	Total
Youth Prime Time	\$139.05	\$6.95	\$146.00
Adult Prime Time	\$198.10	\$9.90	\$208.00
Non-Prime Time	\$124.52	\$6.23	\$130.75
Youth Prime Time Aug 1 to Sept 5	n/a	n/a	n/a
Adult Prime Time Aug 1 to Sept 5	n/a	n/a	n/a
Adult Rec Hockey	\$158.10	\$7.90	\$166.00
Rush Ice	\$13.10	\$0.65	\$13.75

## Summer Rentals (Ice Out)

\*Rates effective April 1, 2024

Kinsmen Arena / Dave Steuart Arena			
Hourly Rates	Cost	GST	Total
Youth Prime Time	\$69.52	\$3.48	\$73.00
Adult Prime Time	\$99.05	\$4.95	\$104.00
Non-Prime Time	\$62.62	\$3.13	\$65.75

*\*All hourly rental rates include a \$2.00 facility improvement fee which is used exclusively for future repairs and maintenance at City operated arenas.*

**\*Prime Time Hours:** Mon - Fri (6am-7am) (3:30pm-11pm) / Sat - Sun (All Day) / Stat Holidays (All day)

**\*Non-Prime Time Hours:** Mon - Fri (7am – 3:30pm)

## Public Skating

\*Rates effective May 1, 2024\*

General Admission				
Rate	Cost	GST	PST As of Oct 1/22	Total
Pre-School (0-5 yrs)	FREE	n/a	n/a	FREE
Youth (6-17 yrs) & Senior (60+)	\$2.92	\$0.15	\$0.18	\$3.25
Adult (18-59 yrs)	\$4.95	\$0.25	\$0.30	\$5.50
Family Rate	\$9.69	\$0.48	\$0.58	\$10.75

## Arena – Special Event Rental Rates

\*Rates effective June 1, 2024\*

Art Hauser Centre				
Hourly Rates	Cost	GST	PST As of Oct 1	Total
Concert Base Rate (Ice In)	\$10,640.00	\$532.00		\$11,172.00
Concert Base Rate (Ice Out)	\$6,660.00	\$330		\$6,930.00
Concert All-Inclusive Rate (Ice In)	\$12,520.00	\$626.00		\$13,146.00
Concert All-Inclusive Rate (Ice Out)	\$8,600.00	\$430.00		\$9,030.00
High School Graduations	\$4,803.81	\$240.19		\$5,044.00
Annual Pow Wow	\$12,547.62	\$627.38		\$13,175.00
Annual PBR Event	\$13,450.48	\$672.52		\$14,123.00
Special Event Daily Rate (Ice Out)	\$3,000.00	\$150.00		\$3,150.00
Special Event Daily Rate (Ice In)	\$4,200.00	\$210.00		\$4,410.00
Parking Lot Daily Rate	\$550.48	\$27.52		\$578.00
Tri-Height Stage Rental	\$822.97	\$41.15	\$49.38	\$870.00
Video Score Clock Per Tournament	\$250.00	\$12.50		\$262.50
Video Score Clock Per Game	\$52.38	\$2.62		\$55.00
Kinsmen & Steuart Arena				
Hourly Rates	Cost	GST		Total
Special Event Daily Rate (Ice In)	\$1,285.71	\$64.29		\$1,350.00

*\*All special event rates include a \$250.00 to \$500.00 facility improvement fee which is used exclusively for future repairs and maintenance at City operated arenas.*

## Banquet and Multi-Purpose Rooms – Art Hauser Centre

\*Rates effective April 1, 2024\*

Ches Leach Lounge				
Rates	Cost	GST	PST As of Oct 1	Total
Daily Rate	\$1,100.00	\$55.00		\$1,155.00
Half Day	\$550.48	\$27.52		\$578.00
Hourly Rate	n/a	n/a		n/a
Corkage Per Person	\$3.83	\$0.19	\$0.23	\$4.25
Kinsmen Room				
Rates	Cost	GST		Total
Daily Rate	\$260.95	\$13.05		\$274.00
Half Day	\$137.05	\$6.85		\$143.90
Hourly Rate	n/a	n/a		n/a
Corkage	n/a	n/a		n/a
Steve Ruznisky Boardroom				
Rates	Cost	GST		Total
Daily Rate	\$120.00	\$6.00		\$126.00
Half Day	\$63.10	\$3.15		\$66.25
Hourly Rate	\$20.00	\$1.00		\$21.00
Corkage	n/a	n/a		n/a
Johnny Bower Lobby / SHOF				
Rates	Cost	GST		Total
Daily Rate	\$330.00	\$16.50		\$346.50

Half Day	\$165.95	\$8.30	\$174.25
Hourly Rate	\$55.00	\$2.75	\$57.75
Corkage	n/a	n/a	n/a

*\*All banquet and multi-purpose room rates include a \$25.00 to \$50.00 facility improvement fee which is used exclusively for future repairs and maintenance at City operated arenas.*

## ARTS AND CULTURE

### Prince Albert Arts Centre – Room Rental Rates

\*Rates effective January 1, 2024\*

Regular Rates – Hourly Rate			
	Cost	GST	Total
Studio, Heritage Room, Boardroom, Pottery Studio	\$17.86	\$0.89	\$18.75
Regular Rates – Daily Rate			
	Cost	GST	Total
Studio, Heritage Room, Boardroom, Pottery Studio	\$104.52	\$5.23	\$109.75
Groups & Guilds Rates – Hourly Rate			
	Cost	GST	Total
Studio, Heritage Room, Boardroom, Pottery Studio	\$12.38	\$0.62	\$13.00
Groups & Guilds Rates – Daily Rate			
Rate Type	Cost	GST	Total
Studio, Heritage Room, Boardroom, Pottery Studio	\$73.57	\$3.68	\$77.25

- ❖ **Bookings outside of our regular hours** may be available and are an additional \$20.00/hour (\$.95 GST). Please phone the Arts Centre at (306) 953-4811 for more information.

#### **Equipment Available to Rent:**

- **Hollander (Paper Maker)** – The Hollander can be rented for \$10/day (including PST; min half day) plus a Heritage Room rental. The renter must be oriented to the machine.
- **Screen Printing** – The screen printing equipment can be rented for \$10/day (including PST; min half day) plus a Studio Room rental, plus \$10 per screen set up and \$5 per 30 shirts for ink and cleaning supplies. The renter must have attended the Screen Printing training or a minimum four week program.
- **Piano** – There are two pianos that can each be rented for \$5/hour (including PST; min half hour) plus a Studio or Heritage room rental.
- **Sandblaster/Table Top Printing Press/Wash Out Booth** – The Sandblaster, Table Top Printing Press, or Wash Out Booth can be rented for \$20 per hour (including PST; min. half hour). The renter must be familiar with the machines.
- **Mah Jongg Game** – American version of Mah Jongg can be rented for \$10.00/day (including PST; min half day). Can be rented for use outside the building.
- **Lino Cut Kit** – 10 Lino cut tools, 4 brayers and inks for relief printing for \$20.00/day (including PST; min half day). Can be rented for use outside the building.
- **Paper Making Screens** – Various sizes of screens. 10 per rental for \$20.00/day (including PST; min half day). Can be rented for use outside the building.

#### **Groups/Schools Pottery Classes** (Weekdays from Sept-June)

\*Rates effective January 1, 2023\*

## Hand Building – Clay Included

*\*Pieces are bisque fired and ready for pickup in approximately one week*

1-10 Participants/Students			
	Cost	GST	Total
One Time Visit - 1 hour hand building (or glazing) class	\$125.00	\$6.25	\$131.25
One Time Visit - 1.5 hour hand building class	\$175.00	\$8.75	\$183.75
Two Time Visit - 1 hour hand building and 1 hour glazing class	\$225.00	\$11.25	\$236.25
11-18 Participants/Students			
	Cost	GST	Total
One Time Visit - 1 hour hand building (or glazing) class	\$175.00	\$8.75	\$183.75
One Time Visit - 1.5 hour hand building class	\$250.00	\$12.50	\$262.50
Two Time Visit - 1 hour hand building and 1 hour glazing class	\$300.00	\$15.00	\$315.00
Over 18, Add for Instructor Assistant			
	Cost	GST	Total
One Time Visit - 1 hour hand building (or glazing) class	\$46.73	\$2.33	\$49.00
One Time Visit - 1.5 hour hand building class	\$50.00	\$2.5-	\$52.50
Two Time Visit - 1 hour hand building and 1 hour glazing class	\$80.00	\$4.00	\$84.00

**Note: Bookings are dependent on Instructor availability. A minimum 1 week notice is required for a cancellation. All supplies included.**

## Screen Printing – BRING YOUR OWN T-SHIRT

*Bring your own t-shirts or other garment (as long as it is 50% or more cotton) and send us a design and print with your group. Designs must be sent min. 1 week prior to program to Arts Centre*

8-11 Participants/Students			
	Cost	GST	Total
One Time Visit – 1-1.5 hour Screen Printing Program (Bring your own t-shirts/garments)	\$40.00	\$2.00	\$42.00
12-18 Participants/Students			
	Cost	GST	Total

One Time Visit – 1-1.5 hour Screen Printing Program (Bring your own t-shirts/garments)	\$40.00	\$2.00	\$42.00
<b>Over 18, Add for Instructor Assistant</b>			
	<b>Cost</b>	<b>GST</b>	<b>Total</b>
One Time Visit – 1-1.5 hour Screen Printing Program (Bring your own t-shirts/garments)	\$40.00	\$2.00	\$42.00

**Note: Bookings are dependent on Instructor availability. A minimum 1 week notice is required for a cancellation. Bring your own shirts, all other supplies are included.**

### Pottery Studio Fees

\*Rates effective January 1, 2024\*

You may use the pottery studio during regular Arts Centre hours but not when programs/classes are in progress. Please call (306) 953-4811 to check studio availability.

For individuals who are registered in a class – You pay for clay and fire & glaze fees only. Costs for studio time, shelf rental, and kiln loading & unloading are included.

For individual potters - individuals not registered in a class – You can choose from the following options. Clay must be purchased at the Arts Centre or firing fees also apply (as listed below).

<b>Pottery Studio Fees</b>			
<b>Options</b>	<b>Cost</b>	<b>GST</b>	<b>Total</b>
Per Hour	\$5.00	\$0.25	\$5.25
Per Day (Includes kiln loading and unloading)	\$10.00	\$0.50	\$10.50
Punch Card (Includes 10 punches/10 hours, shelf rental for one month max, kiln loading and unloading)	\$30.00	\$1.50	\$31.50
Shelf Rental (\$5.00 per month after punch card expiry membership)	\$1000	\$0.50	\$10.50
Monthly Membership (Includes unlimited access when programs are not in progress, shelf rental for one month max, kiln unloading and loading)	\$70.00	\$3.50	\$73.50



## Clay

<b>Half Box (Clay, Glaze and Firing Fee)</b>				
<b>Options</b>	<b>Cost</b>	<b>GST</b>	<b>PST As of Oct 1/22</b>	<b>Total</b>
M340	\$38.29	\$1.91	\$2.30	\$42.50
M350; M390	\$39.19	\$1.96	\$2.35	\$43.50
M370; L212; F78G	\$43.24	\$2.16	\$2.59	\$48.00
M390	\$40.77	\$2.04	\$2.45	\$45.25
L212; F78G	\$41.67	\$2.08	\$2.50	\$46.25
Coffee Clay	\$45.05	\$2.25	\$2.70	\$50.00
Reclaim Log (Approx. size of ¼ box – as available)	\$15.09	\$0.75	\$0.91	\$16.75
<b>Full Box (Clay, Glaze and Firing Fee)</b>				
<b>Options</b>	<b>Cost</b>	<b>GST</b>	<b>PST As of Oct 1/22</b>	<b>Total</b>
M340	\$76.13	\$3.81	\$4.47	\$84.50
M350; M390	\$78.15	\$3.91	\$4.69	\$86.75
M370; L212; F78G	\$86.04	\$4.30	\$5.16	\$95.50
M390	\$81.08	\$4.05	\$4.86	\$90.00
L212; F78G	\$79.28	\$3.96	\$4.76	\$88.00
Coffee Clay	\$90.09	\$4.50	\$5.41	\$100.00

## Firing Fees

For clay not purchased at the Arts Centre (includes both bisque and glaze firing).

Firing Fee – Per Piece, 2 Firings (Approx. Mug size)			
Rate	Cost	GST	Total
Per Piece	\$5.00	\$0.25	\$5.25
Per Half Kiln	\$30.00	\$1.50	\$31.50
Per Full Kiln	\$60.00	\$3.00	\$63.00
Re-fire – 1 Item			
Per Half Kiln	\$2.50 - \$10.00/Item (Pottery Studio Technician discretion based on size of item)		

## OPEN ART STUDIO (16+)

**Mondays from 6:00 to 9:00 p.m.** Come and use the Studio room to create your art! You can choose from the following options:

Rate	Cost	GST	Total
Per hour	\$5.00	\$0.25	\$5.25
Per evening	\$10.48	\$0.52	\$11.00
Punch Card 10 punches/10 hours	\$30.00	\$1.50	\$31.50

## EA RAWLINSON CENTRE

### Rental Rates Community Users

\*Rates effective January 1, 2024\*

\* All prices are increased 2 times on all statutory holidays.\*

### **Theatre Rental**

Includes:

- Theatre with standard lights and sound
- Lobby – with Bar Service, Dressing rooms, Servery and Green room
- Front of House Captain and volunteers
- 2 Technicians and a Duty Manager (up to 5 hours)

### **Community Non-Profit Rate**

Options	Cost	GST	Total
Performance Time (Up to 5 Hours)	\$727.38	\$36.37	\$763.75
Same Day 2 <sup>nd</sup> Performance	\$407.14	\$20.36	\$427.50
Additional Set-up/Rehearsal Time Rate is Per Hour (Same Day, Max 5 Hours)	\$42.86	\$2.14	\$45.00
Additional Set-up/Rehearsal Day (Max 5 Hours)	\$481.90	\$24.10	\$506.00
Time Required over 5 Hours Rate is Per Hour	\$42.86	\$2.14	\$45.00
Technicians	Included in the 5 hour rental block		
Technicians – Per Hour (Additional Hours up to the 8 <sup>th</sup> Hour)	\$50.00	\$2.50	\$52.50
Technicians – Per Hour (Additional Hours after the 8 <sup>th</sup> Hour)	\$100.00	\$5.00	\$105.00

### **Ticket Service Charges (Facility Fees)**

A total of \$5.00 plus GST & (PST as of October 1, 2022) in Facility Fees will be added to your ticket price:

- Captial Building Levy - \$2.00 plus GST/PST
- Stabilization Fee – \$2.00 plus GST/PST
- Youth Access Fee – \$1.00 plus GST/PST

Non-Profit/Not For Profit Set-up Fee per event/session is \$75.00 plus GST/PST.

Ticket Sales Reports will be sent out on Mondays. If you require additional Sales Reports you will be charged \$25.00 per report.

## Concession/Merchandise Fees

Options	Cost	GST	PST As of Oct 1/22	Total
When any area of the Centre is used as a Concession or for the Sale of Merchandise Rate is Per Day	\$268.10	\$13.40	n/a	\$281.50
Cleaning Fee (If used, the servery is expected to be left clean. Failure to do so will result in a cleaning fee.)	\$85.95	\$4.30	n/a	\$90.25
Additional cleaning/sanitation visits required or requested Rate is Per Visit	\$54.05	\$2.70	\$3.24	\$60.00

## Festival Rental

Includes:

- Use of Theatre, Lobby, Green Room, Dressing Rooms, Multipurpose Area, Loading Room, Laundry Room, Coat Check and Servery
- Set-up of Centre's tables and chairs as required
- Front of House Captain and volunteers
- 2 Technicians and a Duty Manager

## Community Non-Profit Rate

Options	Cost	GST	Total
12 hours (9:00am – 11:00pm) Including 2 one hour breaks	\$1,391.90	\$69.60	\$1,461.50
Meal Break Penalty 6 hours without a one hour meal break	\$214.05	\$10.70	\$224.75
Additional Set-up – Per Hour	\$54.05	\$2.70	\$56.75

## Commercial Festival Rate

Options	Cost	GST	Total
12 hours (9:00am – 11:00pm) Including 2 one hour breaks	\$2,570.00	\$128.50	\$2,698.50
Meal Break Penalty 6 hours without a one hour meal break	\$214.05	\$10.70	\$224.75

## Non-Ticketed Seminars, Meetings and Conferences

Includes:

- Theatre, Lobby, Servery, Tables, and Chairs set-up as required
- 2 Technicians, Duty Manager or Security Guard

## Commercial Rate

Options	Cost	GST	Total
9:00am – 5:00pm or 4:00pm – 12:00am (8 hours)	\$1,285.00	\$64.25	\$1,349.25
Additional Hours – Per Hour	\$54.05	\$2.70	\$56.75

## Non-Profit Rate

Options	Cost	GST	Total
9:00am – 5:00pm or 4:00pm – 12:00am (8 hours)	\$1,194.05	\$59.70	\$1,253.75
Additional Hours – Per Hour	\$54.05	\$2.70	\$56.75

## Lobby Functions

Includes:

- Lobby, Servery, Tables and Chairs
- Duty Manager or Security Guard

Options	Cost	GST	Total
5 Hours (Including set-up time)	\$509.05	\$25.45	\$534.50
Additional Hours – Per Hour	\$4.05	\$2.70	\$56.75

## Multipurpose Space Rental

Options	Cost	GST	Total
All groups – 8 Hours (Including set-up time)	\$240.95	\$12.05	\$253.00
Additional Hours – Per Hour	\$54.05	\$2.70	\$56.75

## Marketing Fees/Packages

Options	Cost	GST	Total
Printing of 60 Posters	\$84.05	\$4.20	\$88.25
Poster Distribution on our Regular Poster Runs	\$84.05	\$4.20	\$88.25
Full Marketing/Promotion (Includes printing of 60 posters, distribution on regular poster runs, newsletter and eblasts to our ticket base)	\$268.10	\$13.40	\$281.50

## Rental Rates Commercial Users

\*Rates effective January 1, 2023\*

\* All prices are increased 2 times on all statutory holidays.\*

### Theatre Rental

Includes:

- Theatre with standard lights and sound
- Lobby —standard set-up of tables and chairs
- Dressing rooms, Green room
- Front of House Captain and volunteers
- Coat Check
- Bar Service (optional)

### Commercial Presenters Rate

Options	Cost	GST	Total
Performance time (Up to 5 hours)	\$1,478.10 or 10% of total sales net tax and ticket service charges - Whichever is greater	\$73.90	\$1,552.00
Same Day 2 <sup>nd</sup> Performance (Up to 5 hours)	\$1,478.10 or 10% of total sales net tax and ticket service charges - Whichever is greater	\$73.90	\$1,552.00
*Commercial Renters shall pay all labour costs, minimum Crew of 2 Technicians			
Crew Regular Rate Per Hour	\$54.05	\$2.70	\$56.75
Time Over 8 Hours and Regular Time on Stat Holidays – Per Hour	\$105.00	\$5.25	\$110.25
Time Over 8 Hours on Stat Holidays Per Hour	\$129.05	\$6.45	\$135.50

Merchandise Fee: Licensee or Renter 85%. Centre 15%.

### Ticket Service Charges (Facility Fees)

A total of \$5.00 plus GST & (PST as of October 1, 2022) in Facility Fees will be added to your ticket price:

- Captial Building Levy - \$2.00 plus GST/PST
- Stabilization Fee – \$2.00 plus GST/PST
- Youth Access Fee – \$1.00 plus GST/PST

Commercial Set-up Fee per event/session is \$135.00 (GST/PST Included) plus 2.5% from all credit/debit card transactions.

Ticket Sales Reports will be sent out on Mondays. If you require additional Sales Reports you will be charged \$25.00 per report.

### Lobby Functions

Includes:

- Lobby, Servery, Tables and Chairs
- Venue Technician or Security Guard

Options	Cost	GST	PST As of Oct 1/22	Total
8 Hours (Including set-up/take down time)	\$503.10	\$25.15	n/a	\$528.25
Additional Hours – Per Hour	\$54.05	\$2.70	n/a	\$56.75
Bar Tender – Per Hour (Minimum 3 hours)	\$21.17	\$1.06	\$1.27	\$23.50

### Multipurpose Space Rental

Options	Cost	GST	Total
All groups – 8 Hours (Including set-up time)	\$240.95	\$12.05	\$253.00
Additional Hours – Per Hour	\$54.05	\$2.70	\$56.75

## Concession/Merchandise Fees

Options	Cost	GST	PST As of Oct 1/22	Total
When any area of the Centre is used as a Concession or for the Sale of Merchandise Rate is Per Day	\$268.10	\$13.40	n/a	\$281.50
Cleaning Fee (If used, the servery is expected to be left clean. Failure to do so will result in a cleaning fee.)	\$81.90	\$4.10	n/a	\$86.00
Additional cleaning/sanitation visits required or requested Rate is Per Visit	\$51.58	\$2.58	\$3.09	\$57.25

## Marketing Fees/Packages

Options	Cost	GST	Total
Printing of 60 Posters	\$76.19	\$3.81	\$80.00
Poster Distribution on our Regular Poster Runs	\$76.19	\$3.81	\$80.00
Full Marketing/Promotion (Includes printing of 60 posters, distribution on regular poster runs, newsletter and eblasts to our ticket base)	\$255.24	\$12.76	\$268.00



## BIRTHDAY/GROUP PACKAGES

### Party Packages

\*Rates effective January 1, 2024\*

#### Prince Albert Arts Centre

Options	Cost	GST	Total
Pottery or Arts/Craft Class Per Person (minimum 8 people)	\$15.29	\$0.76	\$16.00
Pottery or Arts/Craft Class (10-12 children/youth)	\$150.00	\$7.50	\$157.50
Pottery or Arts/Craft Class Per Person (13+ children/youth)	\$15.29	\$0.76	\$16.00
Room Rental Only Per Hour	\$17.14	\$0.86	\$18.00
Children's Art Supplies from the Arts Centre Per Person(with room booking)	\$2.14	\$0.11	\$2.25

#### Create Your Own Program (any age group)

Options	Cost	GST	Total
1-1.5 hour Screen Printing Program Rate is Per Person (Bring your own shirt/garment) (All Ages, minimum 8, maximum 30)	\$15.00	\$0.75	\$15.50 Plus \$10.00 Screen Setup Fee
1.5 hour Pottery Class Rate is Per Person (Hand Building or Wheel for ages 10+) (Minimum 6, maximum 12)	\$30.00	\$1.50	\$31.50
1.5 hour Painting Class Rate is Per Person (All supplies included) (Minimum 6, maximum 18)	\$30.00	\$1.50	\$31.50
1.5 hour Arts Activity Rate is Per Person (i.e. Painting, Cooking/Little Chefs, Drawing) (Minimum 6, maximum 12)	\$25.00	\$1.25	\$26.25
2 Pottery Classes (1.5 hr. as above + 1 hr. Glazing) (Minimum 6, maximum 12)	\$50.00	\$2.50	\$52.50

*Note: Parties are dependent on Instructor availability. A minimum 1 week notice is required for a cancellation. All supplies included.*

### **Alfred Jenkins Field House**

<b>Options</b>	<b>Cost</b>	<b>GST</b>	<b>PST</b>	<b>Total</b>
Gymnasium/Multi-Purpose Room (Gym, and Room for 2 hrs)	\$94.29	\$4.71	n/a	\$99.00
Turf B-day Party	\$136.67	\$6.83	n/a	\$143.50
Climbing Wall/ Multi-Purpose Room (Climbing Wall and in Room for 2hrs)	\$42.62 \$5.86	\$2.13 \$0.29	\$2.30 \$0.35	\$44.75 plus \$6.50/child

***RPT 23-361***

**TITLE:** 2024 Rates & Fees – Cooke Municipal Golf Course

**DATE:** September 6, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

**Motion 1:**

That the following be included in the 2024 Budget deliberations for consideration:

1. That the current Seniors Season Pass Discount for existing eligible members be calculated by reducing the Adult Season Pass as follows:
  - a. Fifteen percent (15%) in 2024;
  - b. Ten percent (10%) in 2025;
  - c. Five percent (5%) in all future years; and,
2. That in 2024, the discontinued rates for Senior Season Passes be eliminated.

**Motion 2:**

1. That a two percent (2%) increase to the Rates & Fees for Cooke Municipal Golf Course, as attached to RPT 23-338, be approved;
2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,
3. That \$60,000 of the annual Revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.

**ATTACHMENTS:**

1. 2024 Rates & Fees – Cooke Municipal Golf Course (RPT 23-338)

Written by: Golf Course Advisory Committee



**TITLE:** 2024 Rates & Fees - Cooke Municipal Golf Course

**DATE:** August 23, 2023

**TO:** Golf Course Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the Seniors Season Pass Discount be reduced to 10% of the Adult Season Pass.
2. That a 2% increase to the Rates & Fees for Cooke Municipal Golf Course be approved.
3. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve.
4. That \$60,000 of the annual Revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.

**TOPIC & PURPOSE:**

The purpose of the report is to outline the Rates & Fees options to the Golf Course Advisory Committee in advance of forwarding the recommendations to City Council.

**BACKGROUND:**

Annually, the Community Services Department is responsible for proposing a plan that outlines the resources required to balance the Capital and Operational requirements. The Annual process includes the setting of the Rates and Fees for the upcoming season in order to achieve the necessary funds in combination with Sponsorship Revenue to complete the prioritized capital upgrades and maintain the service delivery capacity. As per the Annual Fee Setting Policy Administration is to provide three options for consideration by the Golf Course Advisory Committee.

## PROPOSED APPROACH AND RATIONALE:

Major upgrades have been completed since 2017. This included the requirement to complete the Irrigation System Replacement, Pond Expansion, 5<sup>th</sup> Green Re-construction and the upgrades to the 17<sup>th</sup> and 18<sup>th</sup> Tee Boxes. Financing is in place to fund the project. An annual Principal payment of approximately \$70,000 is included in the 2024 Budget along with an interest payment of approximately \$60,000 to pay for the long term loan. Sufficient funds are required on an annual basis to achieve these payments with a goal to also prioritize other future infrastructure upgrades.

The Advisory Committee raised the concern of individuals transitioning from the Adult Age Category to the Seniors Age Category over time and the impact that will have on revenues. The revenues are required in order to continue to work toward the future improvements outlined in RPT 23-333 – Golf Course Improvements. As a result of the discussion, the following was approved at the April 6<sup>th</sup>, 2023 Golf Course Advisory Committee meeting:

*That the following Fee Structure Option be considered at the August 31<sup>st</sup>, 2023 Golf Course Advisory Committee Meeting:*

1. *Surcharge rate per round for Season Pass Holders in excess of sixty (60) rounds played.*

Since the meeting in April, correspondence has been submitted by the Senior Men's Golf Club and the Men's Golf Club opposing a cap on rounds played as suggested by the Committee resolution. The option is attached for reference but not recommended at this time. However, the Committee's concern about the revenue impacts remains a fair concern.

Therefore, 2 other options have been included for consideration that achieves a balance between the call to eliminate the senior rate with the request to maintain it:

1. 10% Senior Season Pass Discount Option + 2% increase to the rates & fees

Under this option, the Senior Season Pass Discount would reduce from 19% in 2023 to 10% in 2024.

2. 14% Senior Season Pass Discount Option + 2% increase to the rates & fees.

Under this option, the Senior Pass Discount would reduce from 19% in 2023 to 14% in 2024 and to 10% in 2025. Essentially, the rate discount reduction would be phased over 2 years.

For consideration by the Golf Course Advisory Committee as part of the Rates & fees review the following is attached:

- Cooke Municipal Golf Course Fee Comparison with other Saskatchewan Golf Courses
- 2017 – 2022 Benchmark Usage Overview for Cooke Municipal Golf Course
- Fee Options for review as per the Annual Fee Setting Policy.

### CONSULTATIONS:

The report is submitted for review and consultation purposes by the Golf Course Advisory Committee at their next meeting on August 31<sup>st</sup>, 2023.

### COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval by the Committee and City Council, Administration will proceed to the 2023 season sales effective December 1<sup>st</sup>, 2023. This approval will allow the Head Professional to prepare for Christmas Sales.

### POLICY IMPLICATIONS:

Annual Fee Setting Policy

### FINANCIAL IMPLICATIONS:

The Golf Course Improvement Reserve is currently projected as follows upon approval of the recommendations:

	<u>2023</u>	<u>2024</u>
<b>Beginning Balance</b>	<b>(\$210,623.57)</b>	<b>(\$240,823.61)</b>
Projected – (Surplus)/Deficit	(\$44,000)	(\$44,000)
Sponsorship	(\$91,000)	(\$91,000)
Pathway Fees & Cart Rentals	(\$60,000)	(\$60,000)
Repair of Stonewall & Tee Signs	\$4,491	\$0
Pathway Reconstruction & Repair	\$92,308.96	\$40,000
Long-term Debt Payment – Irrigation	\$68,000	\$70,000
<b>Projected Balance</b>	<b>(\$240,823.61)</b>	<b>(\$325,823.61)</b>

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no Official Community Plan or Privacy Implications.

**STRATEGIC PLAN:**

Fiscal Management & Accountability: The development of a 10 Year Asset Management Plan has assisted with determining the revenue and financing options to fund the operations and infrastructure upgrades.

**OPTIONS TO RECOMMENDATION:**

1. 14% Senior Season Pass Discount Option + 2% increase to the rates and fees.
2. 60 round Cap Option

**PUBLIC NOTICE:**

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

**PRESENTATION: Verbal – Darcy Myers, Head Professional & Jody Boulet, Director of Community Services**

**ATTACHMENTS:**

1. Annual Fee Setting Policy
2. Correspondence from Senior Men's Golf Club dated July 21st, 2023
3. Correspondence from Men's Golf Club dated July 24th, 2023
4. 2024 Fee Options
5. 2023 Fee Comparison with other Sask Golf Courses
6. 2017 - 2023 Benchmark Usage Overview for Cooke Municipal Golf Course

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>64</b>
Section:	Cooke Municipal Golf Course	Issued:	May 12, 2014
Subject:	<b>Annual Fee Setting</b>	Effective:	May 12, 2014
Council Resolution # and Date:	Council Resolution No. 0328 of May 12, 2014	Page:	1 of 2
		Replaces:	
Issued by:	Jody Boulet, Director of Community Services	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

## **1 POLICY**

- 1.01 Administration will review the yearly statistics and provide three options for the yearly setting of fees at the Cooke Municipal Golf Course.

## **2 PURPOSE**

- 2.01 The purpose of this policy is to clarify the process used to set the annual fees at the Cooke Municipal Golf Course.

## **3 SCOPE**

- 3.01 The Annual Fees are set each as part of the Operating Budget for the Cooke Municipal Golf Course.

## **4 RESPONSIBILITY**

- 4.01 Director of Community Services or designate and Head Professional.

## **5 DEFINITIONS**

- 5.01 N/A

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- 6.01 N/A

## **7 PROCEDURE**

- 7.01 Once administration has prepared the fee schedule options, a Report will be presented to the Golf Course Advisory Committee. The review will be scheduled for October or November in every given year.



<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>64</b>
Section:	Cooke Municipal Golf Course	Issued:	May 12, 2014
Subject:	<b>Annual Fee Setting</b>	Effective:	May 12, 2014
Council Resolution # and Date:	Council Resolution No. 0328 of May 12, 2014	Page:	2 of 2
		Replaces:	
Issued by:	Jody Boulet, Director of Community Services	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

- 7.02. In a year when it is not possible to have the Golf Course Advisory Committee meet, the fee schedule options will be sent directly to City Council.
- 7.03 The Golf Course Advisory Committee will make recommendation based on the three options provided by administration.
- 704 Once the Golf Course Advisory Committee has made a recommendation, administration will draft a Report for City Council's consideration in November.
- 7.05 Once City Council provides their approval of the fee schedule, administration shall proceed with product sales in December season each year for the coming season.



# PRINCE ALBERT SENIOR MEN'S GOLF CLUB

900 22<sup>nd</sup> Street East  
Prince Albert, Saskatchewan  
S6V 1P1



21 July, 2023

To: City of Prince Albert Golf Course Advisory Committee

Mayor Greg Dionne (Chair)  
Councillor Don Cody (Vice-Chair)  
Brett Blakely (PAGCC)  
Mel Keating (Senior Men's Club)  
Dawn MacAuley (Business Ladies Club)  
Jeff McKeand (Men's Club)  
Vimy Penner (Tuesday Ladies Club)  
CC: Jody Boulet (Director of Community Services)

Subject: Cooke Municipal Golf Course Season Pass Rates

The Prince Albert Senior Men's Golf Club held a special meeting on May 4, 2023, regarding the three options presented to the Golf Course Advisory Committee for setting membership fees. The following three motions were moved and passed:

1. Based on the revenue required to operate the golf course, the city works toward the establishment of senior rates discounts, similar to the discount given to seniors in other city facilities and businesses. If this requires an increase in senior season pass rates then the increase should be phased in over a reasonable period of time.
2. The club is opposed to the 60-round cap on the season pass.
3. The club is opposed to the priority booking policy.

The membership felt that the last two motions were required to combat what the membership felt was a direct attack on the senior season pass holders.

We have directed our representative to present these motions for consideration along with the other options presented at the Golf Advisory meeting in April.

John Toner

President

# PA Cooke Men's Golf Club

900 22nd Street East  
Prince Albert, Saskatchewan  
S6V IP1

July 24, 2023

To: City of Prince Albert Golf Course Advisory Committee

Mayor Greg Dionne (Chair)  
Councilor Don Cody (Vice-Chair)  
Brett Blakely (PAGCC)  
Mel Keating (Senior Men's Club)  
Dawn MacAuley (Business Ladies Club)  
Jeff McKeand (Men's Club)  
Vimy Penner (Tuesday Ladies Club)  
CC: Jody Boulet (Director of Community Services)

Subject: Cooke Municipal Golf Course Season Pass Rates:

The PA Cooke Men's Golf Club discussed some options for consideration prior to the City of PA setting membership fees for the 2024 Golf Season at our AGM on Tues. April 4, 2023.

Based on the ongoing revenue & increasing costs required to continue operating our golf course and considering the demographic who would soon be eligible for reduced senior pricing, there was understanding that without change it would create a large future void in season pass revenue, two motions were moved & passed regarding fee structure for 2024:

1. It was moved to implement an Adult 5 & 7 day pass rate ongoing, eliminating the senior reduced rate, also with **"No"** round cap applied to the new Adult 5 & 7 season pass.
  - a. There was discussion regarding a 2 yr bridge, only for existing senior's where the price would increase each year, with year 3 being a full 5 & 7 day pass rates ongoing. This, in order to lessen the impact of the increase over a 2 year period rather than one large increase. This only for existing senior pass rate holders.
2. The second motion was to adjust the existing Youth Pass to a staged model, capped at 25 years of age.
  - a. Stage 1 applied to 19-22 yrs old (existing lesser rate)
  - b. Stage 2 applies to 23-25 yrs old (new increased rate but less than full)
  - c. After 25 years old, pay a full Adult 5 or 7 day season pass rate.

Both these initiatives were discussed as a means of addressing revenues required to continue operating the Cooke Golf Course, also minimizing subsidy requirements by the City of PA. There was good discussion recognizing the quality of our facility and what will be required in years to come to continue having the facility maintained to the high level we are able to experience.

I will bring both forward for consideration along with other options from the other committees at the Golf Course Advisory meeting August 31, 2023.

Jeff McKeand

President

**STATUS QUO**

**60 ROUND CAP-AFTER CAP \$10 PER ROUND**

CATEGORY	2023 RATES
7 DAY PASS - ADULT	\$1,960
5 DAY PASS - ADULT	\$1,490
7 DAY SENIOR (65+)	\$1,600
5 DAY SENIOR (65+)	\$1,490
7 DAY YOUTH (19-29)	\$1,350
5 DAY YOUTH (19-29)	\$1,235
JUNIOR (18 + UNDER)	\$280
<b>CARDS</b>	
6 PACK (5%OFF)	\$360
11 PACK (10% OFF)	\$630
23 PACK (15% OFF)	\$1,260
<b>GREEN FEES</b>	
ADULT GF	\$63
ADULT TWILIGHT	\$45
TOURNAMENT	\$58
PROMOTION	\$53
11 HOLE	\$40
JUNIOR	\$28
JUNIOR TWILIGHT	\$17
<b>POWER CARTS</b>	
SEASONAL	\$590
DAILY	\$52
<b>TRACK FEES</b>	
SEASONAL	\$315
DAILY	\$26

CATEGORY	2024 RATES
7 DAY PASS - ADULT	\$1,960
5 DAY PASS - ADULT	\$1,490
7 DAY SENIOR (65+)	\$1,600
5 DAY SENIOR (65+)	\$1,490
7 DAY YOUTH (19-29)	\$1,350
5 DAY YOUTH (19-29)	\$1,235
JUNIOR (18 + UNDER)	\$280
<b>CARDS</b>	
6 PACK (5%OFF)	\$360
11 PACK (10% OFF)	\$630
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<b>POWER CARTS</b>	
SEASONAL	\$590
DAILY	\$52
<b>TRACK FEES</b>	
SEASONAL	\$315
DAILY	\$26

**SENIOR DISCOUNT 10%**

**SENIOR DISCOUNT 14%**

CATEGORY	2024 RATES
7 DAY PASS - ADULT	\$2,000
5 DAY PASS - ADULT	\$1,660
7 DAY SENIOR (65+)	\$1,800
5 DAY SENIOR (65+)	\$1,500
7 DAY YOUTH (19-29)	\$1,500
5 DAY YOUTH (19-29)	\$1,250
JUNIOR (18 + UNDER)	\$280
<b>CARDS</b>	
6 PACK (5%OFF)	\$360
11 PACK (10% OFF)	\$630
23 PACK (15% OFF)	\$1,260
<b>GREEN FEES</b>	
ADULT GF	\$63
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JUNIOR	\$28
JUNIOR TWILIGHT	\$17
<b>POWER CARTS</b>	
SEASONAL	\$590
DAILY	\$52
<b>TRACK FEES</b>	
SEASONAL	\$315
DAILY	\$26

CATEGORY	2024 RATES
7 DAY PASS - ADULT	\$2,000
5 DAY PASS - ADULT	\$1,660
7 DAY SENIOR (65+)	\$1,720
5 DAY SENIOR (65+)	\$1,500
7 DAY YOUTH (19-29)	\$1,500
5 DAY YOUTH (19-29)	\$1,250
JUNIOR (18 + UNDER)	\$280
<b>CARDS</b>	
6 PACK (5%OFF)	\$360
11 PACK (10% OFF)	\$630
23 PACK (15% OFF)	\$1,260
<b>GREEN FEES</b>	
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SEASONAL	\$590
DAILY	\$52
<b>TRACK FEES</b>	
SEASONAL	\$315
DAILY	\$26

2023	18-Adult	18-Senior	18-Junior	7 Day Adult	7 Day Senior	Junior	5 Day Adult	5 Day Senior	Daily Cart	Season Cart	Season Track
Holiday Park Saskatoon	61.30	49.15	30.00	2452.55	1966.30	327.70	2241.15	1797.15	25	675	700
North Battleford	58/67	n/a	30	2010	n/a	502.68	1508.05	n/a	26	punch card	
Warman	63/75	58/75	30	2275	2100	600	1875	1700	24	600	
Waskesiu	77	n/a	25	2210	n/a	250	1990	n/a	25	500	n/a
Nipawin	57/60	n/a	32	1200	n/a	250	n/a	n/a	25	punch card	200
Elkridge	70	n/a	25	1998	n/a	240	1443	n/a	25	450	520
TorHill/Murray	61	51.89	33	2564	2371	512	1465	1355	22.50	punch card	
Elmwood Swift Current	65.5	n/a	30	1842	n/a	200	n/a	n/a	24	650	650
Moose Jaw	48	n/a	30	1665	n/a	199	n/a	n/a	25	666	393
Chinook Swift Current	48/52	39/52	20	1325	n/a	175	1055	n/a	23	625	475
Dakota Dunes	68/78	63/78	50	2650	2450	600	2200	2150	24	600	600
Moon Lake Saskatoon	68/79	58/79	33	2680	2680	524	2261	1902	25	815	n/a
Kachurs	53/58.30	42.40/47.70	21.20	1749	1431	316	1588	1270	27.50	600	
Emma Lake	69	n/a	30	2395	1938	310	1881	1425	26	650	525
COOKE MUNICIPAL	63	n/a	26	1960	1600	280	1490	1490	26	590	315

\*ALL TAXES INCLUDED

**PASSES**

7 DAY ADULT  
 5 DAY ADULT  
 7 DAY SENIOR  
 5 DAY SENIOR  
 7 DAY YOUTH  
 5 DAY YOUTH  
 JUNIOR  
 STARTER

	2017	2018	2019	2020	2021	2022	2023
	103	87	74	60	68	68	71
	46	45	41	34	33	37	42
	129	124	144	130	118	113	109
					33	30	34
	13	8	30	24	49	40	37
					0	0	0
	35	25	23	29	53	35	57
	2	7	21	17	n/a	n/a	n/a
	330	296	333	294	354	323	350

2 year avg (21 &amp; 22)

**CARDS**

6 PACK  
 11 PACK  
 23 PACK

	14	3	31	11	4	15	14
	32	15	12	37	43	39	42
				6	5	23	11

**GREEN FEES**

ADULT  
 ADULT TWILIGHT  
 TOURNAMENT  
 PROMOTIONAL  
 11 HOLE  
 JUNIOR  
 JUNIOR TWILIGHT

	2757	580	3095	3874	5477	4926	3031
	1017	1092	1231	1116	1039	799	735
	1600	0	665	0	1017	716	344
	1897	3660	1330	260	633	839	314
	711	890	1038	668	1192	1177	620
	310	70	88	162	131	127	149
	109	113	139	129	80	124	205
	8401	6397	7586	6209	9569	8708	5398

**POWER CARTS**

SEASONAL  
 DAILY

	76	79	88	91	113	110	118
	3252	2277	3001	2842	4641	3961	

**TRACK FEES**

SEASONAL  
 DAILY

	78	73	65	54	59	60	54
	12	3	4	4	27	5	

**ADVERTISING**

CAIRNS  
 CARTS  
 HOLE

	4	2	2	0	0	3	
	1	1	3	3	3	2	
	12	12	14	11	10	18	

68
35
115.5
31.5
44.5
0
44
338.5
9.5
41
14
5201.5
919
866.5
736
1184.5
129
102
9138.5
111.5
4301
59.5
16
1.5
2.5
14





City of  
**Prince Albert**

***BI 23-29***

**TITLE:** 2024 Rates & Fees – Cooke Municipal Golf Course Executive Committee Motion

**DATE:** **November 29, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

---

**ATTACHMENTS:**

1. 2024 Rates & Fees-Cooke Municipal Golf Course-November 14, 2023 Executive Committee Motion (PRESENTED AT MEETING)

Written by: Executive Committee

**2024 RATES & FEES – COOKE MUNICIPAL GOLF COURSE (RPT 23-410)**

7.2 2024 Rates & Fees – Cooke Municipal Golf Course (RPT 23-410)

Verbal Presentation was provided by Jody Boulet, Director of Community Services.

0235. **Moved by:** Mayor Dionne

That the following be included in the 2024 Budget deliberations for consideration:

1. That the Seniors Season Pass Discount be calculated by reducing the Adult Season Pass from nineteen percent (19%) to fifteen percent (15%) in 2024; and,
2. That the discussion regarding the Seniors Season Pass be reviewed by the Golf Course Advisory Committee in 2024.

**CARRIED**



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 McCorriston. Mr. McCorriston 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. McCorriston 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 2<sup>nd</sup> 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 where 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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 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
---------	--------------	--------	--------------------------



# 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
---------	--------------	--------	--------------------------





# 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

<b>Sales Tax Summary</b>		<b>Subtotal</b>	
GST/HST No. 855875621		CAD 117,703.17	
<b>This estimate is valid for 7 days.</b>		<b>Sales Tax Total</b>	
Customer Signature		CAD 12,894.00	
		<b>Total</b>	
		CAD 130,597.17	
Phone #	306-262-2899	E-mail	sales@thecontainerguy.ca

















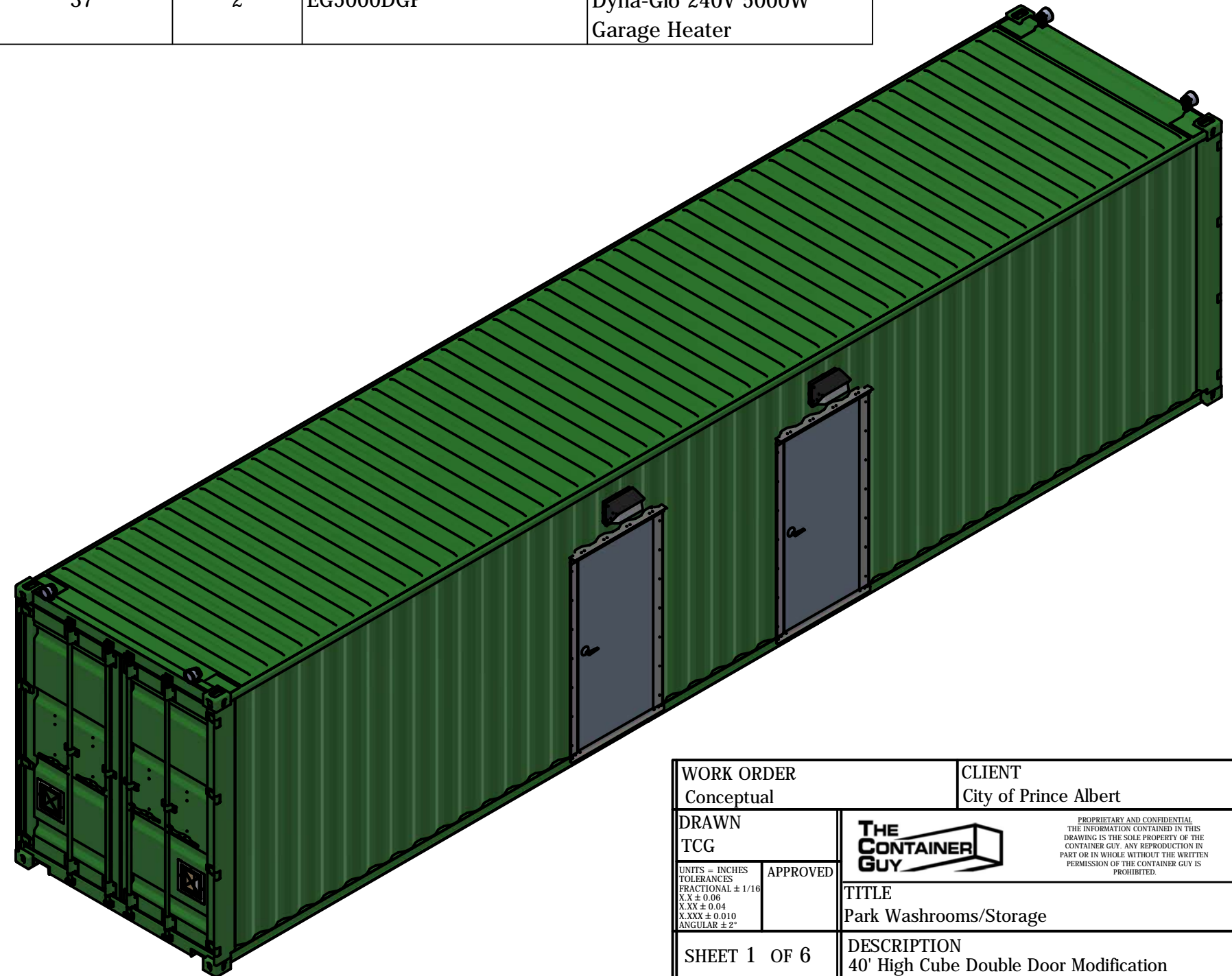





IF IN DOUBT, ASK

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 insutaled 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

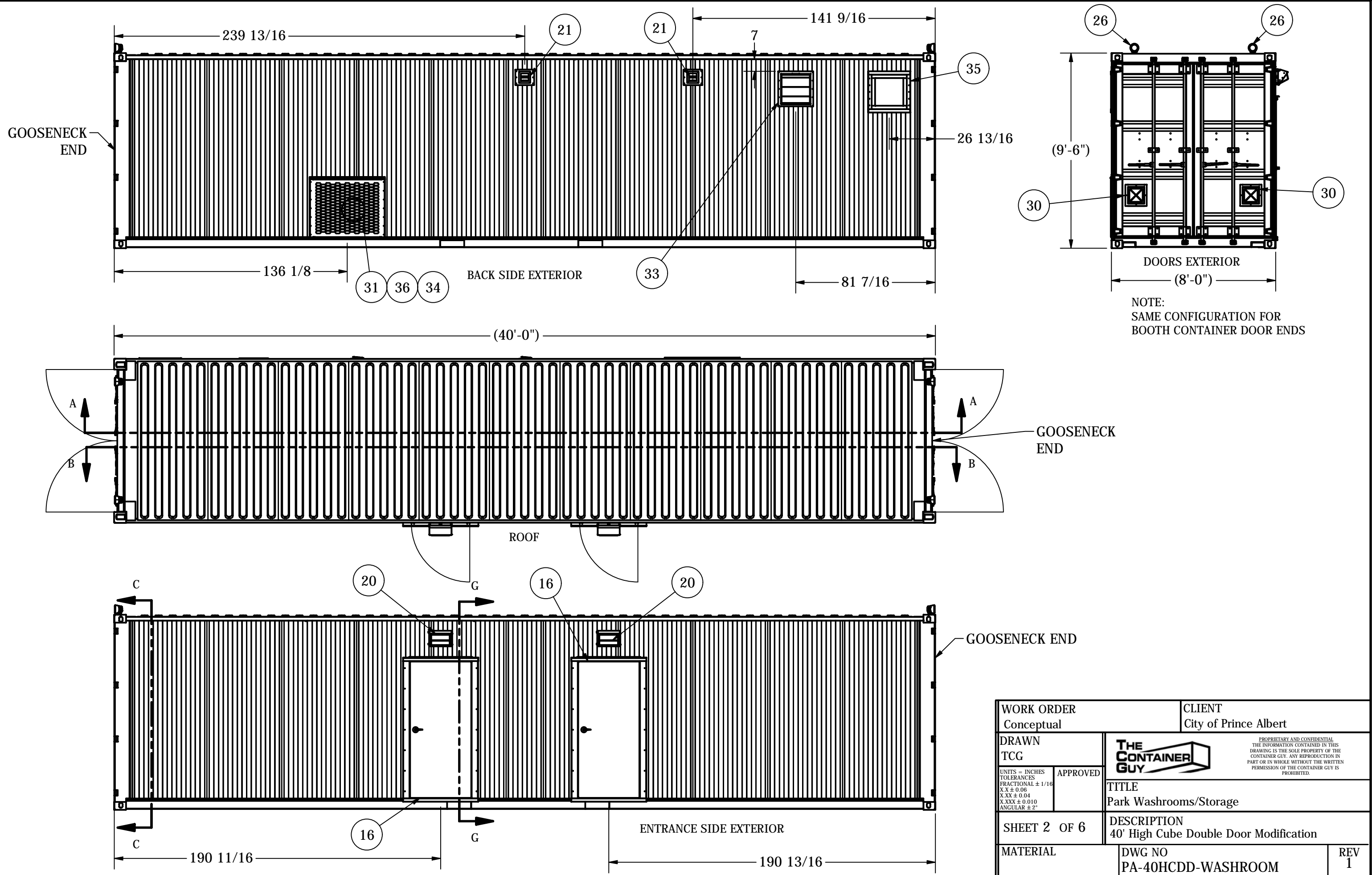
PARTS LIST			
ITEM	QTY	PART NUMBER	DESCRIPTION
32	2	KB200-SS	KOALA KARE Wall Mount Changing Station
33	1	CMW-1A-240-0040	T16 Fan & Frame Assembly
34	1	SENA-30HF-MOQ	Senville 28000 BTU Multi-Zone Heat Pump
35	1	FRAME-16x16-00A	Access Hatch & Frame
36	1	CMW-2A-610-0069	LARGE Air Conditioner Condenser Box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

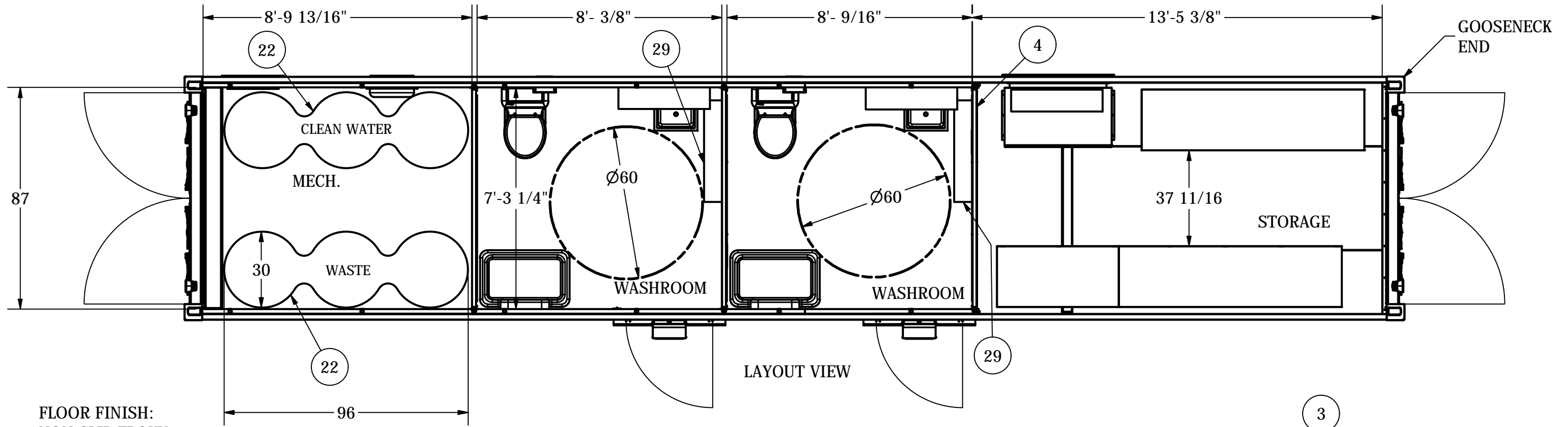
IF IN DOUBT, ASK



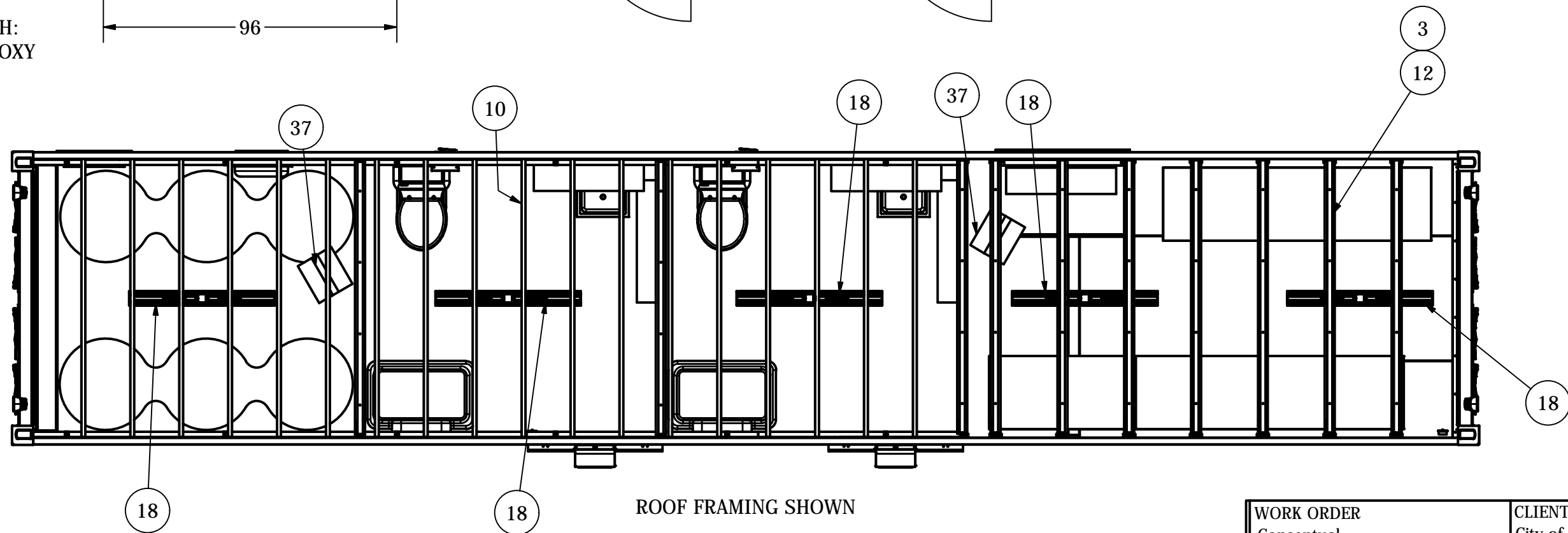
NOTE:  
SAME CONFIGURATION FOR  
BOOTH CONTAINER DOOR ENDS

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 2 OF 6		DESCRIPTION 40' High Cube Double Door Modification	
MATERIAL		DWG NO PA-40HCDD-WASHROOM	REV 1


IF IN DOUBT, ASK

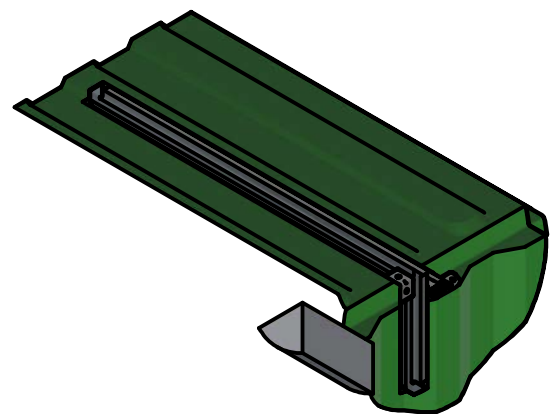
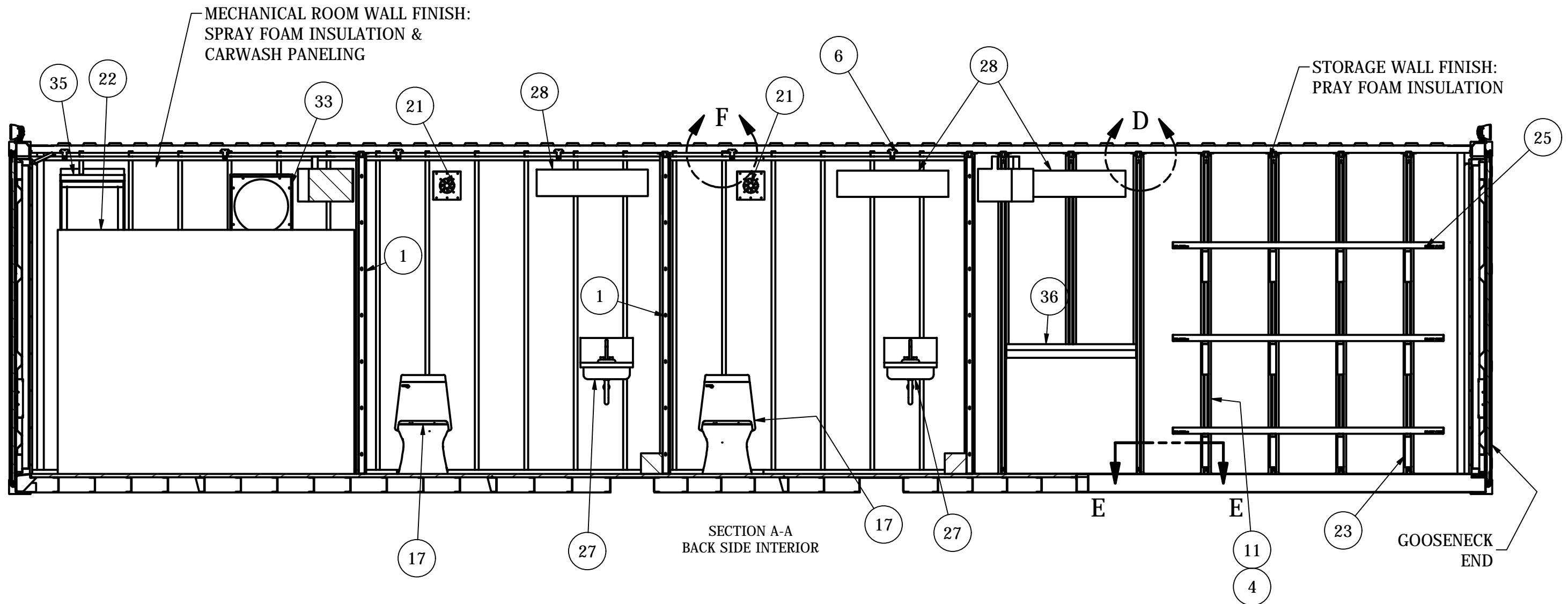


FLOOR FINISH:  
NON-SLIP EPOXY

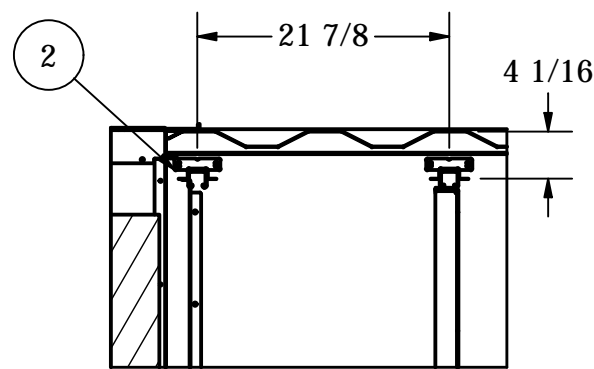


ROOF FRAMING SHOWN

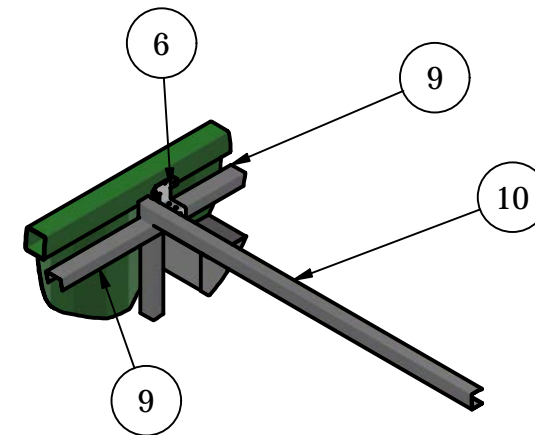
WORK ORDER Conceptual		CLIENT City of Prince Albert	
DRAWN TCG		APPROVED	 <p>PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF THE CONTAINER GUY. ANY REPRODUCTION IN PART OR IN WHOLE WITHOUT THE WRITTEN PERMISSION OF THE CONTAINER GUY IS PROHIBITED.</p>
<small>UNITS = INCHES TOLERANCES FRACTIONAL ± 1/16 X.X ± 0.06 X.XX ± 0.04 X.XXX ± 0.010 ANGULAR ± 2°</small>			
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

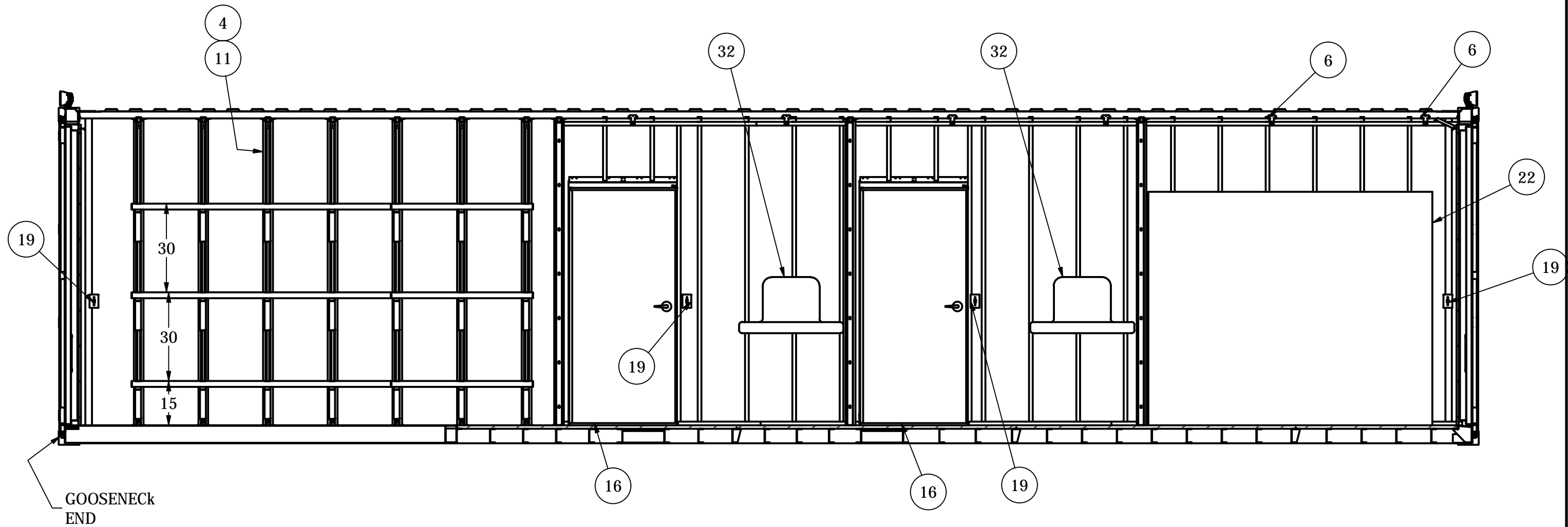


SECTION E-E  
SCALE .06




DETAIL F  
SCALE 0.06 : 1

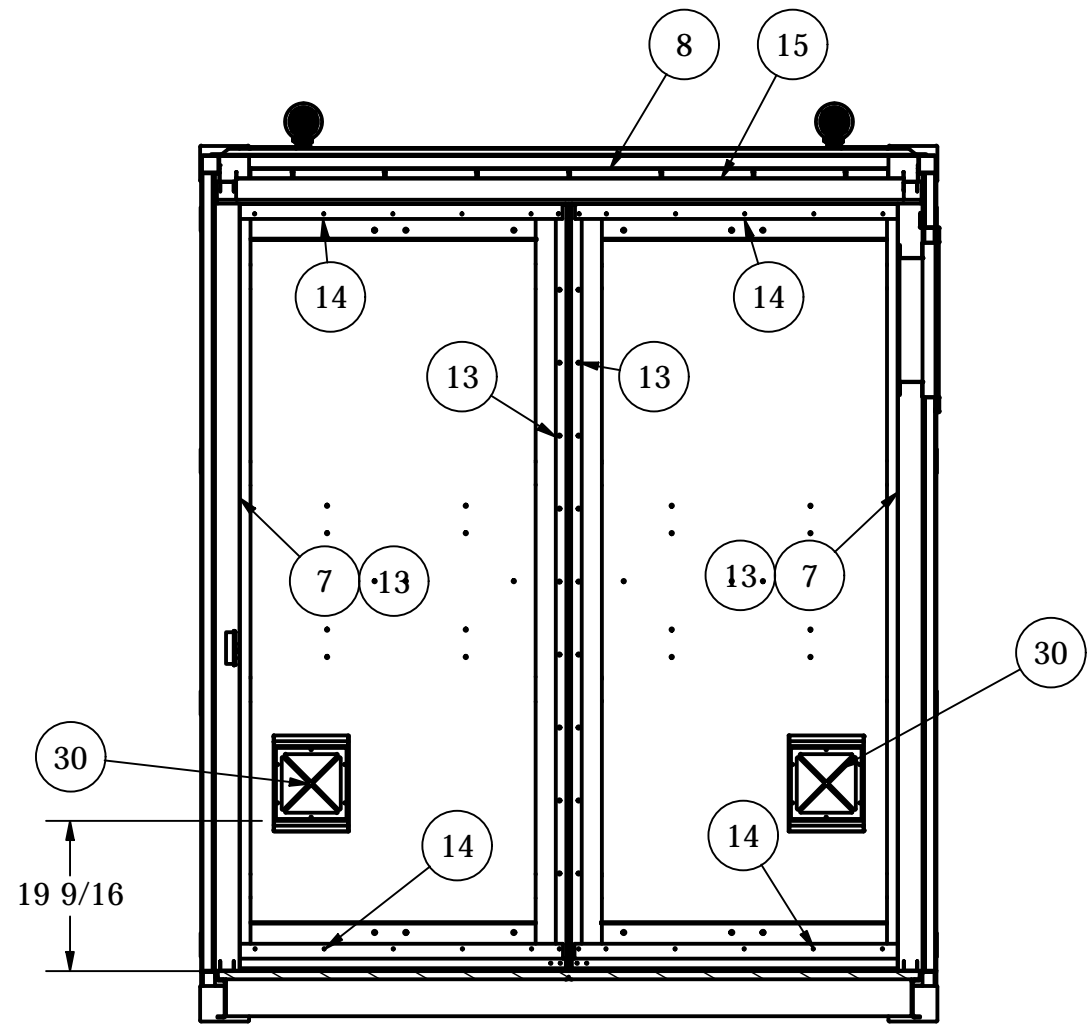
WORK ORDER Conceptual		CLIENT City of Prince Albert	
DRAWN TCG			<small>PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF THE CONTAINER GUY. ANY REPRODUCTION IN PART OR IN WHOLE WITHOUT THE WRITTEN PERMISSION OF THE CONTAINER GUY IS PROHIBITED.</small>
<small>UNITS = 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

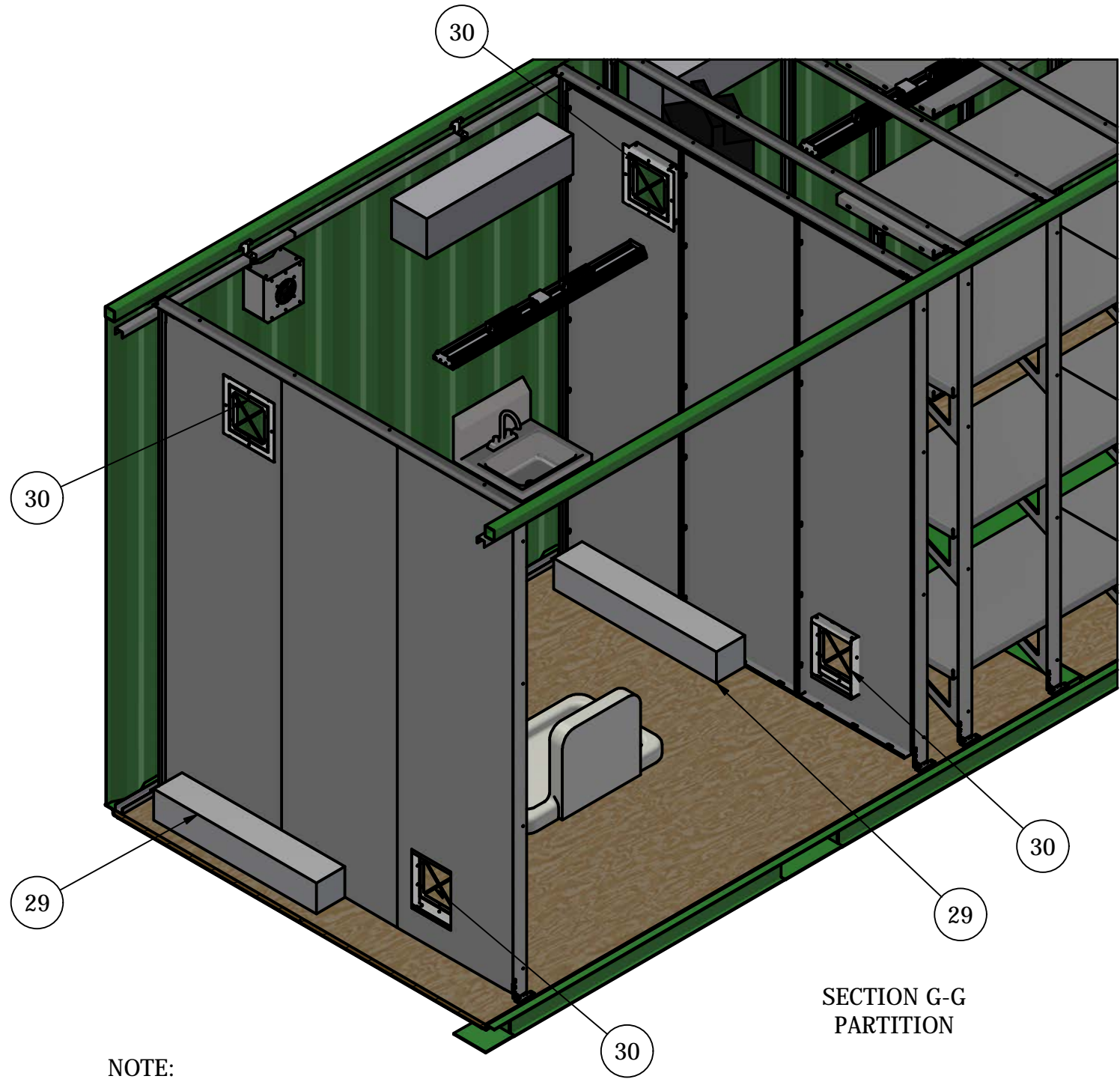
WORK ORDER Conceptual		CLIENT City of Prince Albert	
DRAWN TCG			<small>PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF THE CONTAINER GUY. ANY REPRODUCTION IN PART OR IN WHOLE WITHOUT THE WRITTEN PERMISSION OF THE CONTAINER GUY IS PROHIBITED.</small>
<small>UNITS = 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





City of  
**Prince Albert**

**CORR 23-62**

**TITLE:** Prince Albert Golf & Curling Club Inc - Request for Utility Assistance

**DATE:** August 31, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

---

**SUGGESTED DISPOSITION:**

That the Correspondence be received and referred to the Budget Committee.

**PRESENTATION:**

Verbal Presentation by Mel Kelley, President, Prince Albert Golf & Curling Centre

**ATTACHMENTS:**

1. Letter received August 24, 2023

Written by: Mel Kelley, President, Prince Albert Golf & Curling Centre





RECEIVED  
AUG 24 2023  
CITY CLERK  
EXECUTIVE COMMITTEE

City Council  
c/o City Clerk

Dear Members of City Council

RE: Prince Albert Golf and Curling Club Inc. request for utility assistance

Prince Albert Golf and Curling Center (PAG&CC) has been encouraged to become part of the City's budget process in our request for funding to cover utilities. We have been in consultation with Jody Boulet (Director of Community Services) and senior management had a preliminary meeting with Your Worship Mayor Dionne.

We have included our previous correspondence as well as updated this years utility costs and our present financial situation.

PAGCC is asking the City of Prince Albert to include Utility costs for our building as it does for the Prince Albert Community Clubs.

This past year's actual costs:

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	avrag
Energy	4,116	4,051	4,051	4,051	3,912	3,912	3,912	3,912	3,912	3,981
Power	7,133	7,151	8,337	7,503	8,312	7,392	7,426	2,827	3,880	6,696
Water	691	529	405	388	335	338	388	314	940	480
TOTAL	11,940	12,034	12,793	11,942	12,559	11,642	11,726	7,053	8,732	11,157

Our average monthly utility costs for the past 9 months is about \$ 11,157. Our ice plant is typically started up first of October and shut down end of March. Our present lease agreement with the city re: Pro shop does not have the city paying any utility costs. We feel it is only fair that PAGCC is entitled to the same support ( utility fees paid) as other curling facilities are presently receiving.

We hosted a very successful spring craft sale and raffle these events were necessary to cover operating costs. We have increased our yearly membership fee from \$40 to \$55 and as stated in last years correspondence our very competitive with other centres our size and a lot more than our East End local rink. (To my knowledge Community Clubs get Utilities covered). An increase to our mortgage payment and a CERB loan of \$40,000 of which \$30,000 is due this December adds to our financial pressures.

We **Thank You** for the financial support and the expertise of city personnel in working together with the Prince Albert Golf and Curling Centre to showcase Cooke Municipal Golf Course and maintain our aging curling facilities infrastructure.

Thank You,  
  
Mel Kelley

President PAGCC

Contact Information: Mel Kelley

[kelly.bimm@sasktel.net](mailto:kelly.bimm@sasktel.net)

Darcy Myers

[gm\\_pagcc@sasktel.net](mailto:gm_pagcc@sasktel.net)

**Recommended  
Disposition:**

Refer to  
Budget Committee

**TITLE:** 2024 Waiving of Fees Requests

**DATE:** October 2, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That the 2024 Waiving of Fees Requests as outlined in this report be approved.

**TOPIC & PURPOSE:**

The purpose of this report is to provide City Council with an update regarding the applications received for the Waiving of Fees and In-Kind Support in 2024 for review and approval.

**BACKGROUND:**

The Waiving of Fees and In-Kind Support Policy was approved on November 20, 2017. The policy was created so that a consistent formal process can be followed on an annual basis to determine the support received by the organizations for their related events.

An annual request for applications is sent out to interested organizations or organizations that have had fees waived previously. The deadline for 2024 applications was September 15<sup>th</sup>, 2023.

Following the review of the applications submitted, the report is submitted for consideration during the Budget Committee deliberations.

**PROPOSED APPROACH AND RATIONALE:**

As a result of the Call for Applications and a review of the services required in previous years the following 18 events are being considered for the 2024 waiving of fees:

1.	Winter Festival	February 5-26, 2024
2.	Farmer's Market	May 18 – October 12, 2024
3.	Sports on Central	May 25, 2024
4.	Heart of the Youth Powwow	May 31, 2024
5.	Clean Air Day	June 5, 2024
6.	Pine Needle Mountain Bike & Music Festival	June 9, 2024
7.	Street Fair	June 15, 2024
8.	Summit Run	June 15, 2024
9.	National Indigenous People's Day	June 21, 2024
10.	Pride Parade & Community Fair	June 2024
11.	St. Mary's High School Graduation	June 24-26, 2024
12.	Canada Day Celebrations	July 1, 2024
13.	Prince Albert Exhibition	August 1-5, 2024
14.	Terry Fox Run	September 7 & 15, 2024
15.	Ride for Refuge	September 2024
16.	Culture Days	Sept 20-Oct 13, 2024
17.	Remembrance Day Celebrations	November 11, 2024
18.	Santa Claus Parade	November 30, 2024

The services requested are mainly related to City staff resources, rental charges and equipment costs.

It is also important to mention that events that receive support under the Waiving of Fees and In-Kind Support Policy are not eligible to receive duplicate funding under other programs administered by the City such as the Community Grant Program or Destination Marketing Fund.

### **CONSULTATIONS:**

A Call for Applications was sent out to the community with a deadline of September 15<sup>th</sup>, 2023. The Community Services Department also followed up with any organizations that had questions or required clarification regarding their application.

Consultations also occurred with the Public Works Department to confirm the total related costs being requested.

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

The front-line staff in Community Services and Public Works will be provided with the information regarding the waiving of fees process for 2024. This will ensure the approved services are coordinated in conjunction with both Departments for the event dates noted in the applications.

Upon approval of the requests for 2024, each organization will be contacted advising them of the approvals and to confirm any remaining details in preparation for their respective events.

As a condition of approval, each respective event hosting organization is to recognize the City of Prince Albert as a supporter or sponsor for its contributions.

**POLICY IMPLICATIONS:**

Waiving of Fees & In-Kind Support Policy

**FINANCIAL IMPLICATIONS:**

A total of 18 applications are being considered for 2024.

	<b>Event Name</b>	<b>Budget Request Estimate</b>
1	Prince Albert Winter Festival	\$7,000
2	Farmer's Market	\$3,300
3	Sports on Central	\$3,500
4	Heart of the Youth Powwow	\$2,000
5	Clean Air Day	\$800
6	Pine Needle Bike & Music Festival	\$6,000
7	Street Fair	\$17,000
8	Summit Run	\$2,700
9	National Indigenous Peoples Day	\$2,000
10	Pride Parade & Community Fair	\$1,500
11	Stage for St. Mary's Graduation	\$700
12	Canada Day Celebrations	\$5,000
13	Exhibition & Parade	\$6,600
14	Terry Fox Run	\$270
15	Ride for Refuge	\$500
16	Culture Days	\$1,200
17	Remembrance Day	\$950
18	Santa Claus Parade	\$4,000

The services requested are mainly related to staff resources, rentals charges and equipment costs. A total estimated cost of \$65,020 in City support is proposed for 2024 as a result of the above recommended requests for approval.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no privacy implications or further options for consideration.

**STRATEGIC PLAN:**

**Promoting a Progressive Community:** The process to consider waiving of fees requests by the City of Prince Albert was formalized in November 2017. The formal process provides community organizations with the opportunity to submit their event details for review during the annual budget deliberations. This serves as a fair and transparent method to consider the applications and appropriately budget for the City's support.

**OFFICIAL COMMUNITY PLAN:**

Section 15.6 of the Official Community Plan states that the Community Services Department will work in conjunction with local groups to host community events through the levels of support determined during the annual budget deliberations.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. Waiving of Fees & In-Kind Support Policy

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>72.1</b>
Section:		Issued:	May 4, 2015
Subject:	<b>Waiving of Fees and In-Kind Support Policy</b>	Effective:	November 20, 2017
Council Resolution # and Date:	Council Resolution No. 0612 dated November 20, 2017	Page:	1 of 5
		Replaces:	Waiving of Fees & In-Kind Support Policy No. 72 of May 4, 2015
Issued by:	Jody Boulet, Director of Community Services	Dated:	May 4, 2015
Approved by:	Jody Boulet, Director of Community Services		

## **1 POLICY**

1.01 The City of Prince Albert has established user fees as a means to assist with the capital, maintenance and operational costs of its parks and recreational facilities. These fees are reviewed on an on-going basis to ensure they are sufficient to meet the costs associated with such facilities while also being cognizant of market trends and user's potential capacity to pay. Further, the fees have built into them different categories that vary to assist specific groups and needs. This Policy recognizes that in demonstrated, very exceptional circumstances, there may be merit for Council to consider the potential waiving of all or a portion of the required fees.

## **2 PURPOSE**

2.01 To provide a consistent approach and procedure to process waiving or reduction of fee requests from Prince Albert based, non-profit community organizations or groups who have demonstrated an exceptional need and meet the established eligibility criteria.

## **3 SCOPE**

3.01 This Statement of Policy and Procedure applies to the Community Services Department.

## **4 RESPONSIBILITY**

4.01 The Director of Community Services or designate is responsible for ensuring compliance with this Policy.

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Approved by:	Jody Boulet, Director of Community Services		

4.02 The successful applicants must agree to recognize the City's contribution to their project, activity or event, in all related public information, including print material, social media and newspaper.

## **5 DEFINITIONS**

5.01 In this policy:

- (a) **DIRECTOR OF COMMUNITY SERVICES** – means the Director of Community Services or Designate.

## **6 ELIGIBILITY**

6.01 Eligibility will only be considered for non-profit or volunteer based organizations that operate within the City of Prince Albert.

6.02 Eligibility will only be considered for programs, activities or events that contribute to the promotion of cultural, heritage, social, or well-being of the community or address a community need.

6.03 Only one (1) request per organization/group will be considered in a calendar year.

6.04 Applications may be for partial or complete waiver consideration.

6.05 Waivers will be considered for the following:

- (a) Financial impact on the City;
- (b) Number of people reached by the request, the benefit to the

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Approved by:	Jody Boulet, Director of Community Services		

community, and the significance of the event or activity;

- (c) Organizations with an established history of service to the community;
- (d) The activity meets a community development need, is a fundraiser in support of a City asset, and is a priority of the City.

6.06 Waivers will not be considered for the following:

- (a) Groups of a religious or political nature;
- (b) Projects, activities or events that stand to make a profit for their organization or are commercial in nature;
- (c) Discriminatory activities or events that would incite hatred towards any group;
- (d) Activities or events that are unlawful;
- (e) Activities or events that are contrary to the policies of the City of Prince Albert;
- (f) Private events such as a wedding, birthday or anniversary party;
- (g) Events or activities that are not open to the general public;
- (h) Projects or organizations that did not fulfil their obligations during previous events or activities for which park or facility fees were waived or reduced; and



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Approved by:	Jody Boulet, Director of Community Services		

- (i) Any other reason deemed unsuitable by the Director of Community Services.

6.07 The City reserves the right to allow an exception to 6.05 and 6.06 above for the following events, as approved by the Director on a year by year basis, subject to the responsible organization completing the application process as outlined in Section 7:

- (a) Winter Festival
- (b) Canadian Sled Dog Challenge
- (c) Downtown Street Fair
- (d) Urban Treaty Day
- (e) National Aboriginal Day
- (f) Remembrance Day
- (g) Farmer's Market
- (h) Exhibition Parade
- (i) Summit Run For Fitness
- (j) Clean Air Day

## **7 Process**

7.01 Community organizations or groups must complete the Waiver and/or Reduction of Fees Request Application available online at [www.citypa.com](http://www.citypa.com) and/or in person at the Community Services Department located on the 3<sup>rd</sup> Floor of City Hall.

7.02 Applications must be submitted to the Community Services Department no later October 1 each year for consideration with detailed documentation. *Application forms received after this time will be processed accordingly;*

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Issued by:	Jody Boulet, Director of Community Services	Dated:	May 4, 2015
Approved by:	Jody Boulet, Director of Community Services		

*however, the applicant must assume responsibility for any consequences associated with delays in the confirmation/administration process.*

- 7.03 The Director of Community Services will review all eligible applications and make recommendations to Council during the annual budget deliberations.
- 7.04 The Director of Community Services will notify all applicants of Council's decision with regards to each waiver request once approval of the request has been confirmed.
- 7.05 In approving the Waiver and/or Reduction of Fees Request, the City may impose such conditions or restrictions as it deems fit.

## **8 Appeals**

- 8.01 Any group who has been denied a waiver of fees may appeal the decision of the Director of Community Services by written letter to the City Manager.
- 8.02 Any group who has been further denied a waiver of fees may appeal the decision of the City Manager by appearing before Council to present their rationale for receiving a fee waiver.
- 8.02 Groups wishing to appear before Council must contact the City Clerk for further information and instruction.



***RPT 23-261***

**TITLE:** Municipal Cultural Action Plan Update

**DATE:** June 23, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That RPT 23-176 be received as information and filed; and,
2. That a Reserve Fund be created for 2024 for the Municipal Cultural Action Plan.

**PRESENTATION:**

PowerPoint Presentation provided by Judy MacLeod Campbell, Arts and Cultural Coordinator.

**ATTACHMENTS:**

1. Municipal Cultural Action Plan Update (RPT 23-176)

Written by: Community Services Advisory Committee

**TITLE:** Municipal Cultural Action Plan Update

**DATE:** May 3, 2023

**TO:** Community Services Advisory Committee

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

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**RECOMMENDATION:**

1. That the MCAP Update be received and filed, and forwarded to the Executive Committee.
2. That a reserve fund be created for 2024 for the Municipal Cultural Action Plan.

**TOPIC & PURPOSE:**

To provide an update on the Municipal Cultural Action Plan (MCAP or “Culture Plan”) including initiatives carried out in 2022, and plans for and progress in 2023.

**BACKGROUND:**

The Municipal Cultural Action Plan (MCAP) was developed in three phases. Prairie Wild Consulting was contracted to support the development of the culture plan in all three phases, and a Working Group of community organizations have guided the MCAP throughout the process.

- Phase 1 - Consultation and Research, was completed from 2015 to 2016.
- Phase 2 - Writing the Plan, was completed in 2016. The plan was approved by City Council in June of 2016.
- Phase 3 – Implementation and Evaluation is ongoing since 2017. A “Reflect & Refresh” was done in 2021 (half way through the plan) to evaluate the successes and challenges and develop a “Refresh” addendum to guide the work for the next five years.

Funding has been provided by the City of Prince Albert each year. As well, the Arts & Culture Coordinator has applied for and received the Community Cultural Engagement and Planning grant from SaskCulture in every year of the MCAP. This is shown in the chart below.

Year	City of Prince Albert	SaskCulture CCEP (note funding crosses over into two years)	Other grants and sponsorship	TOTALS
2015 (-2016)	\$10,000	\$10,000		<b>\$20,000</b>
2016 (-2017)	\$10,000	\$10,000	\$4000 (SaskCulture Culture Days)	<b>\$24,000</b>
2017 (-2018)	\$40,000	\$5000	\$4000 (SaskCulture Culture Days)	<b>\$49,000</b>
2018 (-2019)	\$20,450	\$5000	\$4000 (SaskCulture Culture Days)	<b>\$29,450</b>
2019 (-2020)	\$40,000	\$2500	\$9000 (SaskCulture Culture Days; NLCDC)	<b>\$51,500</b>
2020 (-2021)	\$40,000	\$5000	\$6000 (SaskCulture Culture Days; SK Arts)	<b>\$51,000</b>
2021 (-2022)	\$40,000	\$5000	\$17,000 (SaskCulture Culture Days sponsorship; SK Arts Artists in Communities grants (2); SPRA Cultural Diversity Grant)	<b>\$62,000</b>
2022 (-2023)	\$40,000	\$5000	\$30,300 (Communities; Community Initiatives Fund \$25,000; SaskCulture Culture Days sponsorship \$5000; Prince Albert Council for the Arts \$200; National Culture Days \$100)	<b>\$75,300</b>
2023 (-2024) To date	\$40,000	\$5000	\$40,000 (Community Initiatives Fund \$20,000; SK Arts Artists in Communities \$15,000; SaskCulture Culture Days sponsorship \$5000)	<b>\$85,000</b>
<b>Total to date</b>	<b>\$280,450</b>	<b>\$52,500</b>	<b>\$114,300</b>	<b>\$447,250</b>

As well as the initiatives funded through the City of Prince Albert, SaskCulture, and other organizations as listed above, MCAP working group members and partners have demonstrated their connection and commitment to the culture plan and have implemented numerous initiatives and programs directly related to the Culture Plan.

Each year, tracking and evaluation documentation has been completed by Prairie Wild Consulting and with the MCAP Working Group. The 2022 Evaluation and Tracking Summary is attached to this report, as well as a visual summary of accomplishments to date with each goal area of the MCAP. Highlights from the culture plan in 2022 are also attached to this report.

Some of the City lead initiatives in 2022 include:

- The sustained engagement of the working group members/organizations in the culture plan. We continue to have 15-20 people participating in the meetings. There were five (5) meetings held in 2022, and one to date in 2023.
- Artists in Communities Project: this year we had funding from the SK Arts Artists in Communities grant and the Community Initiatives Fund, which was used to hire a coordinator and mentor and to work with five local artists to create more opportunities for artists to work on developing relational art practices and provide art opportunities to marginalized or misrepresented people in 14 community organizations. Please refer to the 2022 MCAP highlights for more information on the successes of this project in our City.

- The P.A. Orange Shirt Day stencil was lent to eight community organizations and painted on sidewalks and windows throughout our city.
- Many initiatives were undertaken to promote and practice inclusion and diversity and celebrate our city such as sharing culturecatch and Celebrations through social media, Culture Days, A “Building Equitable and Inclusive Communities” workshop (partnered with the Multicultural Council of Saskatchewan), supporting Theatre in the Park (Sum Theatre), Multicultural Canada Day (PA Multicultural Council), event support and more.
- Consulted with the community and completed an update and format changes to the Cultural Inventory. This inventory is available on our website and can now be sorted by main function (i.e. artists, museums/heritage, fundraisers, etc.). It is a great place to search for performers, dance studios, art galleries, and more.
- Culture Days events (in person, self-guided, virtual). Prince Albert 2022 Culture Days included 19 free activities and events to increase awareness, accessibility, and new participation in the arts and cultural assets and offerings in our city. We were part of the National survey giving us important information about who/what/why they participate in arts and culture.
- Worked with the Knowledge Keepers and Wilna to create a video of the pronunciations of the Indigenous names of River Street (signs) and posted this on the City’s website and facility TV monitors. The Knowledge Keepers also recommended future Indigenous Naming initiatives including a street/road in the new development (“Grandmother’s Way) and the boat launches.
- Coordinated two Crosswalk Art installations, with designs created by artists as well as the Orange Shirt Day design at two crosswalks and five sidewalk locations.
- There were also many initiatives done by community organizations that contribute to the cultural development of our City. Just a few examples include:
  - National Truth & Reconciliation Day and Orange Shirt Day – several organizations collaborated to provide events on the riverbank to bring the community together towards reconciliation.
  - Community Building Youth Futures continues to grow and provide services and opportunities with our youth with a focus on safe spaces. In 2022 they took the lead on the Heart of the Youth Powwow, were involved with the Saskatchewan Council for International Cooperation and COPA mural project, and created the Pihitke Directory – an online directory to connect youth to local services.
  - Significant improvements in Little Red River Park including the 3 new bridges, new paved trail, and the Rotary Adventure Park. This is a great example of the links between city plans.
  - Prince Albert Historical Society had many successes this year including:
    - Grand Opening of the new permanent Indigenous history exhibit: Kistapinânihk/Omaniciye Makoca/T’ogh tëlë/The Gathering Place
    - Received the Regional Centre for Expertise Sustainable Development Award for this exhibit
    - Received significant grants/self help funding
    - Completed the Indigenous Researcher project
    - Partnership with First Nations University of Canada to analyze archeological material
    - Partnership with PA Daily Herald and Prince Albert Public Library (PAPL) to digitize old editions of the newspaper and have available to the public on the PAPL website

- The Mann Art Gallery Métis Mentorship Program and temporary public art installations such as the willow canoe on the riverbank.
- The Prince Albert Downtown Improvement District renewal of events in the downtown such as Street Fair, Culture Days and Sidewalk Sales.
- Prince Albert Multicultural Council World Walk-a-thon, Multicultural Canada Day, summer youth camp, and Tapestrama Cultural Festival.

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

The 2023 MCAP Budget Plan is attached to this report. Some of the initiatives underway include:

- Little Red River Park Signs - installation of the signage created in 2021 for Little Red River Park about the park's history, once an ancient Dakota Village, as well as a land acknowledgement sign.
- Continued culturecatch and Cultural Celebrations sharing on social media;
- Awareness Days – to promote understanding, inclusion and respect. The awareness days/weeks/months chosen fit with our community's culture, demographics, and desire to increase awareness about a particular issue, and to create change for a more inclusive and connected city.
- Continuation of the Artists in Communities project.
- Installation of the 2<sup>nd</sup> Avenue banners created by local artist and Metalman.
- Continued MCAP Working Group meetings and providing input into other plans that affect the culture plan goals (i.e. transit plan, LRRP Master Plan).
- Micro grants – delivery of two micro grants for the community to access for events (new or emerging) and for IDEA (inclusion, equity, diversity and accessibility) initiatives.
- “Further Down the Road” with Cadmus Delorme – two events, one for students and one for the public/community at large to continue the discussion and efforts towards reconciliation in our city.
- Culture Days 2023 – Free arts and culture programs and events between September 22 to October 15.

Some of the goals and initiatives of the culture plan will take substantial planning and resources. Similar to the public art plan, it would be beneficial and it is recommended that for 2024, a reserve fund be set up for the MCAP/culture plan so that funds could be carried over year to year for larger projects or initiatives.

### **CONSULTATIONS:**

The public, stakeholder and partner groups and organizations have and will need to continue to be engaged in and guide the implementation and evaluation of the MCAP.

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

Ongoing communication about the MCAP initiatives, implementation and progress is important. The following methods of communication are utilized:

- MCAP Working Group partners
- City of Prince Albert Website
- Printed plans
- Event, and IDEA (Inclusion, Diversity, Equity, and Accessibility) Micro Grants

- MCAP Brochures
- Logo identification of the MCAP
- Key messages
- Implementation Initiatives
- City of Prince Albert enewsletter
- City of Prince Albert Calendar of Events
- City of Prince Albert Social Media
- Community Meetings and Events

#### **POLICY IMPLICATIONS:**

- Official Community Plan
- COPA Strategic Plan
- Community Services Master Plan
- Little Red River Park Master Plan
- Cultural Diversity & Protocol Policy
- Civic Arts Policy
- Public Art Policy
- Social Plan (in development)

#### **FINANCIAL IMPLICATIONS:**

As noted in the attached 2023 MCAP Budget and Plan, the total budgeted revenue for 2023 is \$91,250, \$40,000 from the City of Prince Albert, \$6,250 in grant carry over, and \$45,000 in grants and sponsorship.

#### **STRATEGIC PLAN:**

The Municipal Cultural Action Plan is listed under the strategic priority “Promoting a Progressive Community”. The 2022 initiatives and the 2023 plans and initiatives to date, have focused on these priorities towards strengthening relationships in the community and collaborating; Truth & Reconciliation; honouring and celebrating our heritage and history; highlighting our diversity; maintaining new and existing amenities and promoting our amenities; and, helping to provide events that promote Prince Albert as a vibrant and diverse City.

We have also made progress on collaborating internally for the benefit of multiple plans and goals.

#### **OFFICIAL COMMUNITY PLAN:**

The Municipal Cultural Action Plan is part of the Official Community Plan. The Planning & Development department is part of the MCAP Working Group. Section 13 of the Official Community Plan speaks to Prince Albert Culture, and identifies a number of Goals and Policies to support this important initiative.

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

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



**PUBLIC NOTICE:**

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

**PRESENTATION:** Power Point by Judy MacLeod Campbell

**ATTACHMENTS:**

1. MCAP 2022 Highlights
2. MCAP 2022 Implementation Tracker Summary
3. MCAP Action Area Progress 2016-2022
4. MCAP 2023 Budget - tracked to date

Written by: Judy MacLeod Campbell, Arts & Cultural Coordinator

Approved by: Director of Community Services and City Manager

# Municipal Cultural Action Plan (MCAP)

## 2022 Highlights



PRINCE ALBERT  
**MCAP**  
MUNICIPAL  
CULTURAL  
ACTION PLAN



City of  
**Prince Albert**

**From the 2021 MCAP Refresh**

"It is just having the City invested. If we didn't have this, many of these projects would not happen. **The MCAP investment is something that we need to grow and strengthen.** It is definitely something that we need to continue."



# Artists in Communities



**Artists in Communities is a project that links artists and community organizations together to develop relational art practices for local artists and provide art opportunities to marginalized or misrepresented people in community organizations.**

**Artists/Coordinator**  
5 Artists  
1 Mentor  
1 Coordinator  
**14 Community Organizations**

**Programs & Participants**  
127 Programs  
731 Participants  
The culmination of this work was displayed in an exhibit titled *Symbiosis: Arts and the Community* in the John V. Hicks Galley (April 2022) including a reception with 45 people attending.



# National Day for Truth and Reconciliation and Orange Shirt Day

Several organizations collaborated to provide events on the riverbank to bring the community together towards reconciliation. This included a ceremony, walk, and a free bbq:

Prince Albert Grand Council  
Prince Albert Urban Indigenous Coalition  
City of Prince Albert  
Communities Building Youth Futures P.A.  
Mann Art Gallery  
Prince Albert Indian & Metis Friendship Centre  
West Flat Citizens Group

P.A.'s Orange Shirt Day stencil was painted on sidewalks throughout the City by various community organizations (8) and COPA.



# Community Building Youth Futures

## Community Youth Change Makers

This project highlights youth from Prince Albert who have demonstrated leadership, commitment to community, and/or resilience.

## Pihitke Directory: Beyond the Doorstep

This online service directory aims to connect Prince Albert youth to local services. CBYF youth interviewed and created the videos for the services.

## Heart of the Youth Powwow

CBYF took the lead on the planning of the Heart of the Youth Powwow in 2022. It was a huge success with approximately 3500 participants!

CBYF P.A.



# Initiatives to promote our Inclusion and Diversity and Celebrate our City

- **culturecatch** - monthly feature to celebrate our cultural activities and initiatives
- **Celebrations** (Social Media Posts) - promoting the different cultural and spiritual celebrations important to the people in Prince Albert.
- **Culture Days** - free arts & culture events (19)
- **Mural Project** - donated by SCIC, partnered with CBYF
- **Training** through Zoom - Building Equitable and Inclusive Communities
- **Friendship City partnership** with Thorey en Plaine
- **Event Support** - i.e. When the Deer Comes to the City
- **Theatre in the Park** - Sum Theatre



Inclusion and  
Diversity



# Little Red River Park Improvements

- 3 new pedestrian bridges
- New paved trail - increasing access
- Rotary Adventure Park development begins



Little Red River Park



# Cultural Inventory Update

This inventory can be used as a tool if you are looking to do the following (and more):

- book performers for an upcoming event,
- find a dance or art studio to register for a program,
- explore local art galleries; or
- find a resource to support new immigrants.

Cultural Inventory

The Cultural Inventory is sorted by main function (far right column) and in alphabetical order.



# Prince Albert Historical Society

- Grand Opening of the new permanent exhibit: Kistapinânihk/Omaniciye Makoca/T'ogh tëlë/The Gathering Place
- Received the Regional Centre for Expertise Sustainable Development Award for this exhibit
- Received significant grants/self help funding
- Completed the Indigenous Researcher project
- Partnership with FNUC to analyze archeological material
- Partnership with PA Daily Herald to digitize old records and available on their website



Prince Albert  
Historical Society



# Thank you



2022



PRINCE ALBERT  
**MCAP**  
MUNICIPAL  
CULTURAL  
ACTION PLAN



City of  
**Prince Albert**



Prince Albert Municipal Cultural Action Plan  
2022 Implementation Tracker (Summary)

	Initiatives
Event Support - MCAP Event Micro Grant (that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP)	<p>City of Prince Albert</p> <ul style="list-style-type: none"> <li>- MCAP provided support for:               <ul style="list-style-type: none"> <li>o When the Deer Comes to the City July 23-24; Aug 20-21</li> </ul> </li> </ul>
Cultural Diversity, Equity and Inclusion Grant	<p>City of Prince Albert</p> <ul style="list-style-type: none"> <li>- A new micro grant to assist organizations to create equitable, diverse and inclusive programming and opportunities in the community</li> </ul>
Culture Days Free Events	<p>Prince Albert Multicultural Council (PAMC)</p> <ul style="list-style-type: none"> <li>- Tapestrama Cultural Festival Gateway Mall</li> <li>- Urban Art Tour October with support of MCAP John M. Cuelenaere Public Library</li> <li>- Hosted a poetry wall</li> </ul> <p>Prince Albert Historical Society and Museum (PAHS)</p> <ul style="list-style-type: none"> <li>- Hosted food and downtown walking tours and The Gathering Place exhibit tours</li> </ul> <p>Prince Albert Downtown Business Improvement District (PADBID)</p> <ul style="list-style-type: none"> <li>- Hosted sidewalk sale and culture days</li> </ul> <p>Heart Space Clay Studio</p> <ul style="list-style-type: none"> <li>- Conversation in the traditional studio (Open House)</li> </ul> <p>Prince Albert Arts Centre</p> <ul style="list-style-type: none"> <li>- Hosted various free programs: writing your life story, dream catcher making, quill earrings, traditional yoga, beaded poppy</li> </ul> <p>Prince Albert Council for the Arts</p> <ul style="list-style-type: none"> <li>- Hosted Irish Triquetra Paper craft, Kohkum's Babushka Story &amp; Craft</li> </ul> <p>Jesse Campbell, local Art Curator and Administrator</p> <ul style="list-style-type: none"> <li>- Hosted Java &amp; Art Tour during Culture Days</li> </ul> <p>Mann Art Gallery (MAG)</p> <ul style="list-style-type: none"> <li>- Hosted family art night</li> </ul>
Marketing Prince Albert Positives & Culture	<p>City of Prince Albert, Municipal Cultural Action Plan</p> <ul style="list-style-type: none"> <li>- CultureCatch is a monthly feature on social media celebrating cultural activities and initiatives in the community</li> <li>- <u>Cultural Celebrations</u> - In order to support cross cultural understanding in our community, the City of Prince Albert is celebrating and promoting the different cultural and spiritual celebrations that</li> </ul>



	Initiatives
	<p>are important to the people in Prince Albert. To achieve this, we compiled a list of local celebrations and inviting members of the community to share information, images, and experiences related to these celebrations. We then use our digital platforms to recognize and share these stories in a meaningful way that helps to educate the broader community on the cultural groups present in our community.</p> <ul style="list-style-type: none"> <li>o Examples of celebrations include: St. Patrick's Day, Good Friday, Cinco de Mayo</li> </ul> <p>Communities Building Youth Futures Prince Albert (CBYFPA)</p> <ul style="list-style-type: none"> <li>- Continues with Community Change Maker project highlighting youth that show leadership, resilience, and commitment to the community</li> </ul>
Cultural Protocols	<p>City of Prince Albert, Municipal Cultural Action Plan</p> <ul style="list-style-type: none"> <li>- Purchasing protocol supplies for City use</li> <li>- CoPA, MCAP continued to work with Knowledge Keepers on Little Red River signage</li> </ul>
Community Reconciliation initiatives	<p>Saskatchewan Health Quality Council</p> <ul style="list-style-type: none"> <li>- Conducted a survey to gather feedback from First Nations and Metis communities to inform the Prince Albert Victoria Hospital Design Project</li> </ul> <p>Prince Albert Historical Society (PAHS) and Museum</p> <ul style="list-style-type: none"> <li>- Received the Regional Centre for Expertise Sustainable Development Award for the Indigenous display area</li> <li>- Completed Indigenous researcher project</li> <li>- Received Museum Assistance Grant for Indigenous heritage               <ul style="list-style-type: none"> <li>o Partnering with FNU and U of R to analyze archeological material</li> </ul> </li> <li>- Provided free admission on September 30</li> </ul> <p>Communities Building Youth Futures Prince Albert (CBYFPA)</p> <ul style="list-style-type: none"> <li>- Hosted Heart of the Youth Community Pow Wow with approx. 3000 in attendance</li> </ul> <p>Prince Albert Multicultural Council (PAMC)</p> <ul style="list-style-type: none"> <li>- Hosted Colonialism and Reconciliation Event for newcomers</li> <li>- Hosted Canada Day on the riverbank with a reconciliation ceremony</li> </ul> <p>Prince Albert Indian and Metis Friendship Centre (PAIMFC), Prince Albert Urban Indigenous Coalition (PAUIC) and other partners</p> <ul style="list-style-type: none"> <li>- Hosted National Indigenous Peoples Day event in Kinsmen Park and Pride and Reconciliation Walk</li> </ul> <p>Prince Albert Grand Council</p> <ul style="list-style-type: none"> <li>- Hosted National Indigenous Peoples Day event</li> </ul> <p>Tipi Fuel &amp; Convivence, Northern Lights Casino, and Prince Albert Regional Economic Development Alliance (PAREDA)</p> <ul style="list-style-type: none"> <li>- Hosted fireworks for NIPD at Alfred Jenkins Field House</li> </ul>



	Initiatives
	<p>PAUIC</p> <ul style="list-style-type: none"> <li>- Circulated resources for Red Dress Day – May 5</li> </ul> <p>PAUIC, PAGC Health, Prince Albert Police Services, Mann Art Gallery, CBYF, City of Prince Albert and other partners</p> <ul style="list-style-type: none"> <li>- Organized and hosted September 30 – National Day for Truth and Reconciliation on the riverbank – community BBQ and activities</li> </ul> <p>PAIMFC</p> <ul style="list-style-type: none"> <li>- Sold orange shirts for National Day for Truth and Reconciliation</li> </ul> <p>PAUIC and Community Networking Coalition (CNC)</p> <ul style="list-style-type: none"> <li>- Hosted 3 joint gatherings</li> </ul> <p>CoPA MCAP</p> <ul style="list-style-type: none"> <li>- <b>Sponsored “An Evening with Chief Delorme</b> (paid EA Rowlinson rental cost) in partnership with PAPS, Canadian Tire, PAGC</li> <li>- Supported Multicultural Canada Day Indigenous content towards sharing of Truth and Reconciliation</li> <li>- Lent Orange Shirt Day (OSD) stencil to 8 organizations</li> <li>- Painted the OSD stencil in 5 locations</li> </ul>
Indigenous Naming Initiative	<p>City of Prince Albert</p> <ul style="list-style-type: none"> <li>- New billboard welcome ads were done &amp; a video on the meaning and pronunciation of the River Street signs in local Indigenous languages was uploaded to <b>the City's website.</b></li> </ul>
Diversity and Multicultural Awareness Initiatives	<p>Prince Albert Multicultural Council (PAMC)</p> <ul style="list-style-type: none"> <li>- Hosted Prince Albert Community Forum virtual event</li> <li>- Hosted Tapestrama September 24 and 25; multicultural youth camp at Little Red River Park; World Walk-A-Thon June 11 (MCAP Supported); Diversity Night on November 25</li> </ul> <p>Prince Albert Pride</p> <ul style="list-style-type: none"> <li>- Established a new board and hosted events during Pride Week June4-12 (Parade, Pride in the Park – BBQ &amp; Entertainment, youth talent show)</li> </ul> <p><b>John Vick's Gallery</b></p> <ul style="list-style-type: none"> <li>- Hosted Healing Journey exhibit working with SHARE, Canadian Mental Health Association, The Nest, and Acquired Brain Injury</li> <li>- Other monthly exhibits (Lots of diversity in exhibits)</li> </ul> <p>YWCA</p> <ul style="list-style-type: none"> <li>- Hosted World Refugee Day Celebration</li> </ul>



	Initiatives
Support non-profit and cultural organizations training and networking opportunities (i.e. volunteers, grants,)	<p>City of Prince Albert, MCAP and Community Futures Prince Albert</p> <ul style="list-style-type: none"> <li>- Hosted "Getting Discovered" Workshops, one online and one in-person (Sept 8 and Oct 25)</li> <li>- Partnered with the MCOS to provide the workshop "Building Equitable &amp; Inclusive Communities"</li> </ul>
Provide specialized/targeted funding for unique opportunities that create sense of place like moveable furniture; outdoor heritage/cultural signage; functional and/or portable public art.	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> <li>- Orange Shirt Day stencil lent out to 8 organizations</li> <li>- Theatre in the Park at King George School supported with MCAP funding in partnership with SUM Theatre (June 15 &amp; 17) Cree Name - Wahkohtowin</li> <li>- Together with CBFY PA and the Saskatchewan Council for International Cooperation created and revealed the mural Kistahpinanihk "the great meeting place" created by Bruno Hernani and CBYF Youth during a weeklong workshop</li> <li>- Worked with artists to paint 3 crosswalks</li> </ul>
Little Red River Park master plan initiatives that grow the park's culture	<p>City of Prince Albert (Community Services – Parks)</p> <ul style="list-style-type: none"> <li>- Working with Rotary Club to build the Rotary Adventure Park</li> <li>- MCAP continuing signage project at Little Red River Park</li> <li>- With Saskatchewan Parks and Recreation Association hosted Wilder Nook at Little Red River Park in August for youth ages 8-12</li> <li>- Continued with construction of pedestrian bridges</li> <li>- 450 m stretch of newly paved pathway which connects the Cosmo Lodge, Rotary Adventure Park (still under construction), and Toboggan Hill areas within this section of the park. The new asphalt pathway will also help to stabilize and reduce the concerns with erosion along the riverbank.</li> </ul>
Supporting Professional and Developing Artists - Artists in Communities	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> <li>- The Artists in Communities project continues with a mentor, coordinator, 5 artists and 14 community organizations where the art opportunities take place (127 programs, 731 participants) <ul style="list-style-type: none"> <li>o A culmination of the Artists in Communities work to date was displayed at the John V. Hicks Gallery in the Prince Albert Arts Centre, titled <i>Symbiosis: Arts and the Community</i> in April. A reception was held for the exhibit.</li> </ul> </li> <li>- Nomination and shortlist for Roxanne Dicke for the 2022 Saskatchewan Arts Leadership Individual Award. Leah Dorion was also nominated and shortlisted.</li> <li>- Passage Home sculpture to be placed in Scarrow Plaza. Major public art for our city. Postponed the unveiling date to 2023 (was to be Sept.30)</li> <li>- Did a call out for artists for banner project for 2<sup>nd</sup> Avenue entrances/cultural corridor.</li> </ul> <p>Prince Albert Downtown Business Improvement District</p> <ul style="list-style-type: none"> <li>- Hosted first Aboriginal Fashion Show at St. Mary's as a fundraiser for the food bank</li> </ul>



	Initiatives
	<p>Communities Building Youth Futures Prince Albert (CBYFPA)</p> <ul style="list-style-type: none"> <li>- Featured artist at National Indigenous Peoples Day in Kinsmen Park to sell art</li> </ul> <p>Prince Albert Arts Board</p> <ul style="list-style-type: none"> <li>- Parts for the Arts Professional Development Day</li> <li>- Arts Hall of Fame Gala held for 2020/2021 inductees</li> <li>- Helen Morris Memorial Grant Fund promotes professional development for youth in the arts – 3 applicants in 2022</li> </ul> <p>Kyla Art Show in partnership with PA Optimists Club</p> <ul style="list-style-type: none"> <li>- Hosted live Art Show and Sale</li> </ul>
Work with the Transportation area of COPA Public Works and others to tackle barriers	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> <li>- MCAP Working Group met with Transportation and Transit Manager January 20 to share needs for community public transit</li> </ul>
Cultural Inventory	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> <li>- MCAP Working Group identified cultural assets; provided input into inventory database and function, form, and display; presented final updated inventory and form in November</li> <li>- Exploration of format and link to City of Prince Albert website</li> <li>- Cultural Inventory updated and live on the City of Prince Albert's website – shared through in-person workshop</li> </ul>
Ongoing internal evaluation	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> <li>- Summary and comprehensive tracker completed</li> </ul>
MCAP continued communication, promotion, awareness building, and collaboration and support across community organizations	<ul style="list-style-type: none"> <li>- 5 MCAP Working Group meetings</li> <li>- On-going encouragement to use the event calendar to coordinate events</li> <li>- Provincial cultural coordinators network formed</li> </ul>
Other	<p>City of Prince Albert</p> <ul style="list-style-type: none"> <li>- Hosted the Playground Program</li> <li>- Circulated seasonal free programs brochure</li> <li>- Led the Homelessness Action Initiative in collaboration with other organizations</li> <li>- Arts Centre hosted various activities e.g. painting, graffiti art, clay camp, cooking, gardening, screen printing, drawing</li> <li>- Participated in Prince Albert Winter Festival</li> <li>- Awarded 5 - \$5,000 grants for down payment assistance</li> <li>- Residential renovation program in September and October</li> </ul>





## Initiatives

- Nominations for Municipal Heritage Awards awarded in early August
  - Entered into twin city Friendship City Partnership with a city in France (Thorey en Plaine)
- YWCA
- Hosted the Employment Support Program for Youth
  - Settlement Services Newcomer Music Program
  - **Worked to start a men's soccer league**
  - **Prince Albert's Our House designated as Provincial Heritage Property**
- The Backyard and Compost Corner Prince Albert
- Hosted Seedy Saturday
- Prince Albert Early Years Family Resource Centre
- Hosted various activities such as Prenatal Yoga, Baby & Me Yoga, Story Sacks, Scheduled Play, Blooming Buddies, ECIP program
- Learning Disabilities Association of Saskatchewan
- Hosted homework club
- Community Service Centre
- Hosted the Targeted Initiative for Older Workers
  - Hosted the older worker program in December
- Prince Albert Urban Indigenous Coalition and Community Networking Coalition
- Regular directory updates and emails
  - Hosted the Agency Showcase
- Prince Albert Public Library
- Hosted various activities such as DIY Craft To Go Spring Tree Craft, book club, movies, author readings
  - Implementing strategic plan – updating library signs and underwent theatre and library renovations
- University of Saskatchewan
- Conducted a survey related to food security consequences of COVID-19 among off-reserve Indigenous peoples
- Saskatchewan Parks and Recreation Association
- Hosted various programs and activities such as HIGH FIVE® Training, Burst Movement Break Videos, Embracing Life Initiative, SPARCing Positive youth Development through Sport
- Mann Art Gallery
- Story box project prepared for ages 4-8 in partnership with literacy network
  - 46<sup>th</sup> Annual Winter Festival Art Show & Sale
  - High School Juried Art Show
  - Art tents at summer events



## Initiatives

- Moved public collections online with the Saskatchewan Art Collection
  - Created a new outdoor art installation
  - Undertook strategic planning
  - Hosted summer exhibitions
  - Hosted a Métis Artist Mentorship
  - Hosted Love in Every Stitch Neufeld' Ribbon Skirts from Kistapinanihk in partnership with Shushkitew Collective in September
- Prince Albert Downtown Business Improvement District
- Hosted Street Fair
  - Hosted Santa Parade and carolers on November 26
- Prince Albert Historical Society and Museum
- Historical Society, museum, and PA Herald have an agreement to digitize old records and reels from the Daily Herald to make them publicly available on the website
  - Received funding through Canada Works and Canada Summer Jobs for Summer Interpreters
  - Hosted historic scavenger hunt
  - Received PA Community Foundation grant for \$15,000 for education
    - o Programs for children, seniors and youth next year
    - o Summer camps and child programs in August
    - o Summer student work on Gathering Place exhibit and text panels
- Communities Building Youth Futures Prince Albert
- Continued updates to the Pihitkwe Youth Service Directory including creating an app development committee. Hosted youth art programs – moccasins, beading, writing
- PA Music Festival
- Gladys Strom Memorial Fund to support young musicians
    - o Was promoted more this year and have had a record number of applicants
    - o Supporting Broadway North Theatre Camp
- Saskatchewan Health Authority (SHA)
- Food Coalition surveyed grocery stores regarding cost of food
  - Hosted healthy food webinar
  - With SPRA created Healthy Foods for my Recreation Setting Guide
  - Hosted Raising a Healthy Happy Eater – tips for parents and caregivers of young children – November 29
- Prince Albert & Area Community Foundation
- Offered funding to community organizations and charities. One of the key granting priorities is arts and culture



## Initiatives

Prince Albert Early Years Family Resource Centre

- Hosted various free activities for youth and families e.g. Family expo, yoga, play drop-ins

Metis Nation Saskatchewan

- Hosted Metis Tea & Talks: Li Tii Minihkwaytaak Piikishkwaytaak event titled "Understanding Cancer and the Cancer Journey for Métis"!
- Along with other provincial Metis Nations hosted Metis Learning Series Podcasting 101 in August

Prince Albert Exhibition Association

- Hosted Parade and Exhibition

Red Jacket

- Classic Golf Tournament held August 4

Prince Albert Multicultural Council

- Hosted Enhanced Career Bridging Program

National Urban Indigenous Coalitions Council

- Hosted free webinar – Urban Indigenous Governance – Learning from the Past in August

Pow Wow Pitch

- Grassroots community of Indigenous entrepreneurs across Turtle Island, purpose-built to provide a safe, collaborative, supportive and empowering platform for inspiration, education, mentorship, celebration, and reconciliation through entrepreneurship

Co-operative Health Centre

- Hosted Healthy Eating Tips for Seniors in October

Community Futures Prince Albert and District

- Offered the 'Side Hustle' program for 20 aspiring entrepreneurs ages 15 to 39

**West Flat Citizens' Group**

- Hosted Prince Albert Community Christmas Dinner

Canadian Revival Centre

- Purchased the Rivier building

Prince Albert Municipal Cultural Action Plan

Action Area Progress

6.5 Year Average (2016-2020)



**Prince Albert Municipal Cultural Action Plan**  
**2023 Budget Initiatives**  
 Last Updated: April 2023



2023 Action/Initiative	Theme/Goal Reference	Action/Initiative Detail	Timeline	Budget	SaskCulture CCEP Grant Application	Actual to date
<b>EXPENSES</b>						
<b>Event Support - MCAP Event Micro Grant (that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP)</b>	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	Support to new, emerging or developing special events that animate public spaces (includes virtual option). Events that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP. \$500 max	Ongoing	\$2,500.00		\$1,500.00
<b>Cultural Diversity, Equity and Inclusion Grant</b>	Bridging Nations; Our Heritage	This grant will support community initiatives and projects that ensure that equity, diversity and inclusion are thoughtfully considered and build intercultural awareness and understanding in the community. \$500 max	Ongoing	\$2,500.00		\$500.00
<b>Culture Days Free Events</b>	Our Heritage; Bridging Nations; All Ages - Activities, Amenities, Programming; Performing, Visual & Mixed Arts; Industry, Business & Innovation; Food and Food Related/Culinary Culture	Support the Culture Days events for 2023.	Culture Days: September 23-October 7	\$7,000.00		\$38.62
<b>Marketing Prince Albert Positives &amp; Culture</b>	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	culturecatch monthly or more sharing positive news stories; Photography - focus on events; possibly short video? Radio?; Investigate Program Calendar?	Ongoing	\$2,000.00		
<b>Cultural Protocols</b>	Bridging Nations; Our Heritage	Funding for cultural protocol related expenses such as tobacco, cloth, Knowledge Keeper consultation meetings, etc.	Ongoing	\$250.00		
<b>All ages Goal</b>	All ages - Activities, Amenities, Programming; Community Vitality & Networking; Bridging Nations; Performing, Visual & Mixed Art	Youth Gathering and Round Dance	March 29-31	\$1,000.00		\$420.00
<b>Community Reconciliation initiatives</b>	Bridging Nations; Our Heritage	Canada Day Reconciliation Ceremony; Training/Education follow up from Cadmus Delorme reconciliation events	July 1 - Canada Day Event	\$2,500.00	Yes - Cadmus Event	\$11,500.00
<b>Indigenous Naming Initiative</b>	Our Heritage; Bridging Nations	Name one space every 1-2 years. Ideas? Boat launch; Scarrow Plaza?		\$2,250.00		
<b>Diversity and Multicultural Awareness Initiatives</b>	Bridging Nations; Food Related/Culinary Culture	Cultural Celebrations sharing/education posts (approx. \$600); Awareness Days/Weeks/Months blog type posts (approx. \$3300); Integrating activities/supports for newcomers in City run programs and facilities; Newcomers & Indigenous relationship building through art; Anti-Racism initiatives	Ongoing	\$4,000.00	Yes - Awareness Days Social Media Posts	
<b>Support non-profit and cultural organizations training and networking opportunities (i.e. volunteers, grants,)</b>	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Training offered to community. Topic(s) TBD.		\$500.00		

Provide specialized/targeted funding for unique opportunities that create sense of place like moveable furniture; outdoor heritage/cultural signage; functional and/or portable public art.	Supportive Infrastructure & Related Resources; Industry, Business & Innovation; Performing, Visual & Mixed Arts; Our Heritage; The River & Natural Surroundings/Places	Examples of projects (won't be all of them): 2nd Ave Banners/Public Art Project; Downtown Pop Up Poetry; Crosswalk Art; Potential Partnership initiatives with PA Arts Board and/or business community - PA Tourism/PAREDA, PADBID		\$5,500.00		\$1,577.41
Little Red River Park master plan initiatives that grow the park's culture	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Sign Installation Ceremony? Feasibility study for river crossing and link to LRRP?; Increased signage (especially wayfinding to park)	Spring 2022	\$2,500.00		
Supporting Professional and Developing Artists - Artists in Communities	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Support professional Artists and community organizations to provide opportunity for community to engage with the arts through Artist lead projects in no traditional settings/organizations. Goal to lead to residencies.		\$45,000.00		\$14,371.97
Artist in Residence	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Coordinate a pilot Artist in Residence project and evaluate for future projects				\$700.00
Develop the Riverbank	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	Riverbank Working Group and initiatives; Connectivity to LRRP; Cook Shelter/Community Oven		\$5,000.00		
Work with the Transportation area of COPA Public Works and others to tackle barriers.	All Ages - Activities, Amenities, Programming; Community Vitality & Networking; Industry, Business & Innovation	Continue to work with the City's Transportation area of Public Works to discuss transportation barriers and issues and work towards solutions		\$0.00		
<b>OPERATIONAL ACTIONS</b>						
MCAP continues promotion and awareness building	All Themes and Operational	Annual Report	Ongoing	\$0.00		
Ongoing internal evaluation of the MCAP	Operational	Prairie Wild documentation/tracking/metrics development	Ongoing	\$3,000.00		\$1,680.00
MCAP continued communication, promotion, awareness building, and collaboration and support across community organizations	Operational	Working Group meeting costs such as coffee, lunch, etc. - 1-2 in person	Ongoing	\$500.00		\$116.36
<b>Total Expenses</b>				<b>\$86,000.00</b>		<b>\$32,404.36</b>
<b>REVENUE</b>						
COPA				\$40,000.00		\$40,000.00
SaskCulture CCEP Carry Over from 2022				\$1,250.00		
*Community Initiatives Fund for Artists in Communities Carry Over from 2022				\$5,000.00		
SK Arts Artists in Communities Project Grant Carry Over From 2022				\$0.00		\$0.00
Community Initiatives Fund for Artists in Communities (NOT guaranteed - \$5000 in 2024 after follow up, if approved)				\$15,000.00		\$16,000.00
SK Arts Artists in Communities Project				\$15,000.00		\$15,000.00

SaskCulture Culture Days Sponsorship (NOT guaranteed)	\$5,000.00		
SaskCulture CCEP Grant 2023 (NOT guaranteed)	\$5,000.00		\$3,750.00
<b>Total Revenue</b>	<b>\$86,250.00</b>		<b>\$74,750.00</b>



City of  
**Prince Albert**

***RPT 23-262***

**TITLE:** Public Art Update  
**DATE:** June 23, 2023  
**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That RPT 23-177 be received as information and filed.

**PRESENTATION: NONE**

**ATTACHMENTS:**

1. Public Art Update (RPT 23-177)

Written by: Community Services Advisory Committee





art is reviewed for maintenance required. The Public Art Working Group reviews the maintenance priorities regularly and the Arts & Culture Coordinator organizes the completion of the required maintenance.

The initiatives completed in 2022 included:

- Working with Saskatoon artist Mary Longman on the **Passage Home** public art commission. This beautiful and important sculpture for our community will be placed in Scarrow Park/Plaza. Work on the healing garden and park improvements were completed in 2022. The project has had delays and a report from the artist will be going to the Executive. The revised timeline is for a fall installation and unveiling.
- A Canadian Heritage grant was secured for the education component of the Passage Home commission including a video documenting the creation of the sculpture, a bronze sign at the sculpture, and photographic documentation of the unveiling ceremony.
- The Public Art Working Group completed a new five year plan for public art for 2023 to 2027.
- Installation of two artist created crosswalk art designs near Kinsmen Arena (hockey sticks) and EA Rawlinson Centre for the Arts (piano keys).
- Installation of the Prince Albert Orange Shirt Day design at the 1<sup>st</sup> Avenue West and River Street and Central Avenue and 12<sup>th</sup> Street (paid by the First Nations University) crosswalks, as well as on five sidewalks in the community (City Hall, Prince Albert Indian and Metis Friendship Centre, Bernice Sayese Centre, Scarrow Plaza path – both entrances)
- Promoting the Public Art Tour Brochure in print and on the City's website. A guided "Java & Art" downtown public art tour was provided as part of the 2022 Culture Days.
- Completed public art inventory updates and a maintenance recommendations report through a contract with Jesse Campbell.
- Public art cleaning and removal of graffiti.
- Worked with the Saskatchewan Council for International Cooperation (SCIC) on a mural donation project where the SCIC artist Bruno Hernani worked with Community Building Youth Futures (CBYF) youth in Prince Albert to contribute to and help create a mural put together by the artist, and hung downtown on the building at the corner of 11<sup>th</sup> Street and Central Avenue (AOBDT is the occupant).
- Facilitated a call for artist designs for a 2<sup>nd</sup> Avenue (our City's main corridor) Banner project, working with the Parks Manager and Public Art Working Group. Six designs were chosen from three local artists. The banners were made of steel for a longer lifespan.
- The Working Group discussed the new recreation development and recommend one percent of the development be used for public art. The recommendation from the Public Art Working Group is:
  - For external public art on the new building for the time of opening (2024).
  - For an internal public art installation in 2025 or 2026.
  - That we commission Joi Arcand (and possible collaborators) for the externally viewed art such as the works at McKenzie Art Gallery or in Saskatoon (i.e. Remail) but suited to the new facility design and our community. Possibly also replace the current City Hall mural with another commissioned Joi Arcand work.
- Revisions were made to the Public Art Stimulus Grant to encourage more applications (larger maximum, artists can apply, simplified process).

## PROPOSED APPROACH AND RATIONALE:

The 2023 Public Art initiatives completed or underway include:

- Completion, installation, and unveiling of the **Passage Home** public art commission of a bronze sculpture of a traditional travois carrier, which symbolically offers a safe passage for children to return to their families and territories of origin and to rest in peace by Saskatoon artist Mary Longman for placement in Scarrow Plaza/Park as discussed above.
- Completion of the education initiative for Passage Home including a video documenting this project, and photos for our website, and a bronze plaque/sign to be placed near the sculpture.
- Completing the restoration of the “On the Saskatchewan River” painting by artist Augustus Kenderdine (located in Council Chambers).
- Maintenance to existing public art as needed.
- Promotion of the Public Art Stimulus Grant.
- Piloting an Artist in Residence project in June with artist Mindy Yan Miller and the Prince Albert Council for the Arts at the Prince Albert Arts Centre.

## CONSULTATIONS:

- The Public Art Working Group has provided guidance and expertise with the Public Art Plan. This group includes Jesse Campbell, Wes Moore, Marcus Miller, Judy McNaughton, Lana Wilson, Roxanne Dicke, and Ellen Pearson. This group adjudicates applications to the Public Art Stimulus Partnership Fund. The Public Art Working Group met twice in 2022 and once to date in 2023.
- Artist Mary Longman
- Tim Yeaman, Parks Manager
- SCIC, and the Mural Lead Artist Bruno Hernani
- Doug Vass, downtown business owner
- Evan Hastings, Transportation and Traffic Manager
- Janet Carriere, Prince Albert Indian and Metis Friendship Centre
- Community Building Youth Futures (CBYF)
- Alejandro Romero, Arts & Culture Consultant - Public Art, City of Saskatoon

## COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Public Art Policy, Plan & Project communication includes:

- City of Prince Albert news releases
- City of Prince Albert website
- City of Prince Albert social media
- Implementation Initiatives
- Printed documents, i.e. Public Art Brochure
- Public Art Stimulus Grant
- With and through community and provincial partner organizations such as the Prince Albert Arts Board, Mann Art Gallery, Prince Albert Council for the Arts, Prince Albert Urban Indigenous Coalition, Community Network Coalition, Community Building Youth Futures, SaskCulture and the Saskatchewan Arts Board.

**POLICY IMPLICATIONS:**

- Official Community Plan
- COPA Strategic Plan
- Public Art Policy
- Civic Arts Policy
- Municipal Cultural Action Plan
- Cultural Diversity & Protocol Policy
- Community Services Master Plan

**FINANCIAL IMPLICATIONS:**

The 2023 budget plan is attached to this report. Increased and/or new funding (i.e. project development/grant programs/sponsorship) will be needed for future commissions including the new recreation development.

**STRATEGIC PLAN:**

Public Art supports the core values of the City of Prince Albert – innovation and creativity, diversity and respect, and engagement and communication. It meets the strategic plan at many points of priority including developing and maintaining new and existing amenities and infrastructure, and that help promote us as a vibrant and diverse city. It also contributes to beautification in our City and to collaborate with community partners.

**OFFICIAL COMMUNITY PLAN:**

The Official Community Plan discusses public art as a possible business partnership as well as part of social development. Public art is a significant part of the Municipal Cultural Action Plan.

**OPTIONS TO RECOMMENDATION:**

There are no other options or considerations and no privacy implications to the City of Prince Albert.

**PUBLIC NOTICE:**

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

**PRESENTATION:** Verbal by Judy MacLeod Campbell

**ATTACHMENTS:**

1. Public Art Plan 2023-2027
2. Public Art 2023 Budget - tracked to date

Written by: Judy MacLeod Campbell, Arts & Culture Coordinator  
Approved by: Director of Community Services and City Manager



**Public Art Draft Plan 2023-2027**

**Updated:** January 2023

**Public Art Working Group:** Jesse Campbell, Judy McNaughton, Wes Moore, Lana Wilson, Roxanne Dicke, Ellen Pearson, Marcus Miller, Judy MacLeod Campbell

**Purpose:**  
The City of Prince Albert Public Art Plan will have a balance of small, partnership, community projects; larger commissions of public art that are a long term fit for our community; and, maintenance of existing public art.

**Vision:**  
Public art in Prince Albert will be accessible to all and inspire optimism and creativity.

Revenue	2023			2024			2025			2026			2027		
	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail
Carry Over - Public Art Reserve	\$26,437.00	\$31,063.98		\$5,000.00			\$1,500.00			\$19,750.00			\$33,500.00		
COPA	\$30,000.00	\$30,000.00		\$30,000.00			\$30,000.00			\$30,000.00			\$30,000.00		
Grant, Partner		\$10,000.00	Canadian Heritage Grant												
<b>Total Revenue</b>	<b>\$56,437.00</b>	<b>\$71,063.98</b>		<b>\$35,000.00</b>	<b>\$0.00</b>		<b>\$31,500.00</b>	<b>\$0.00</b>		<b>\$49,750.00</b>			<b>\$63,500.00</b>		
<b>Expenses</b>															
Item	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail
Inventory & Condition Report	\$0.00			\$1,750.00			\$0.00			\$0.00			\$1,750.00		
Maintenance to existing Public Art	\$7,750.00			\$500.00			\$500.00			\$5,000.00		Remove City Hall Mural	\$500.00		
Public Art Stimulus Fund	\$5,000.00			\$10,000.00			\$10,000.00			\$10,000.00			\$10,000.00		
Commission of Public Art	\$26,437.00		Passage Home	\$20,000.00		Joi Arcand - New Fac?	\$0.00			\$0.00			\$50,000.00		Joi Arcand - City Hall
Passage Home Education	\$9,500.00		Passage Home	\$0.00			\$0.00			\$0.00			\$0.00		
Artist in Residence	\$2,500.00		Research, pilot, models	\$1,000.00			\$1,000.00			\$1,000.00			\$1,000.00		
Education	\$0.00			\$0.00			\$0.00			\$0.00			\$0.00		
Working Group Meetings	\$250.00			\$250.00			\$250.00			\$250.00			\$250.00		
<b>Total Expenses</b>	<b>\$51,437.00</b>			<b>\$33,500.00</b>			<b>\$11,750.00</b>			<b>\$16,250.00</b>			<b>\$63,500.00</b>		
Carry Over	\$5,000.00	\$19,626.98		\$1,500.00			\$19,750.00			\$33,500.00			\$0.00		

**Other:**  
 New facility outside public art (2024 with grand opening) \$50,000.00  
 New facility inside public art (2025 or 2026) \$50,000.00  
 2029 - Attempt getting a significant acquisition through Canadian Heritage Legacy Fund (P.A.'s 125) (50%, max \$50,000) - save 2028-2029 money for or more if needed (carry over instead of 2027 acquisition)



## Public Art Budget 2023

Updated: April 2023

### Revenue

Item	Budget	Actual	Detail	Code (old)
Carry Over - Public Art Reserve Fund	\$30,000.00	\$31,063.98		
Canadian Heritage Grant		\$10,000.00		
2023 COPA	\$30,000.00	\$30,000.00		
<b>Total Revenue</b>	<b>\$60,000.00</b>	<b>\$71,063.98</b>		

### Expenses

Item	Budget	Actual	Detail	Code	Payee Name
Passage Home Commission	\$26,437.00			8-2-70049	
Passage Home Education	\$9,500.00	\$4,678.65	Bronze plaque \$4678.65	299	
Inventory and Condition Report	\$0.00		2024?		
			Fraser Spafford Ricci \$1155; Art		
Maintenance	\$7,750.00	\$1,874.25	Schiffert \$719.25	299 - \$4250; 212 - \$3500	
Public Art Partnership Stimulus Fund	\$5,000.00			299	
Artist in Residence	\$2,500.00				
Working Group Meetings	\$250.00	\$29.75		511	
<b>Total Expenses</b>	<b>\$51,437.00</b>	<b>\$6,582.65</b>			
<b>Difference</b>	<b>\$8,563.00</b>	<b>\$19,626.98</b>	Carry Over to 2024		



City of  
**Prince Albert**

*BI 23-17*

**TITLE:** Public Works

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Public Works





# PUBLIC WORKS



City of  
**Prince  
Albert**

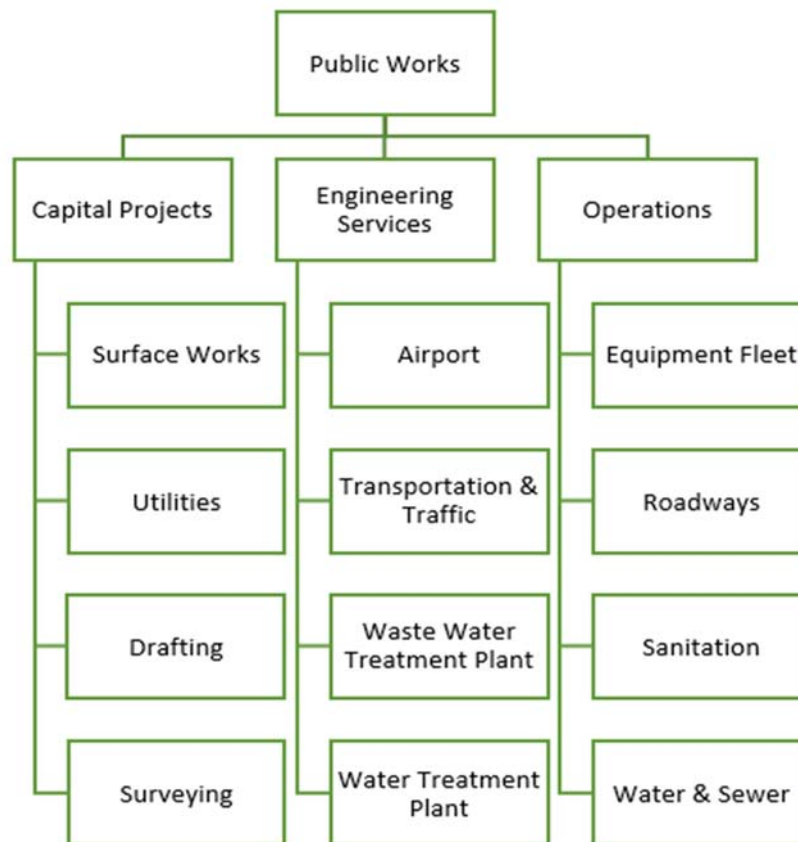
**2024 BUDGET**



SECTION ELEVEN – PUBLIC WORKS



City of  
**Prince  
Albert**



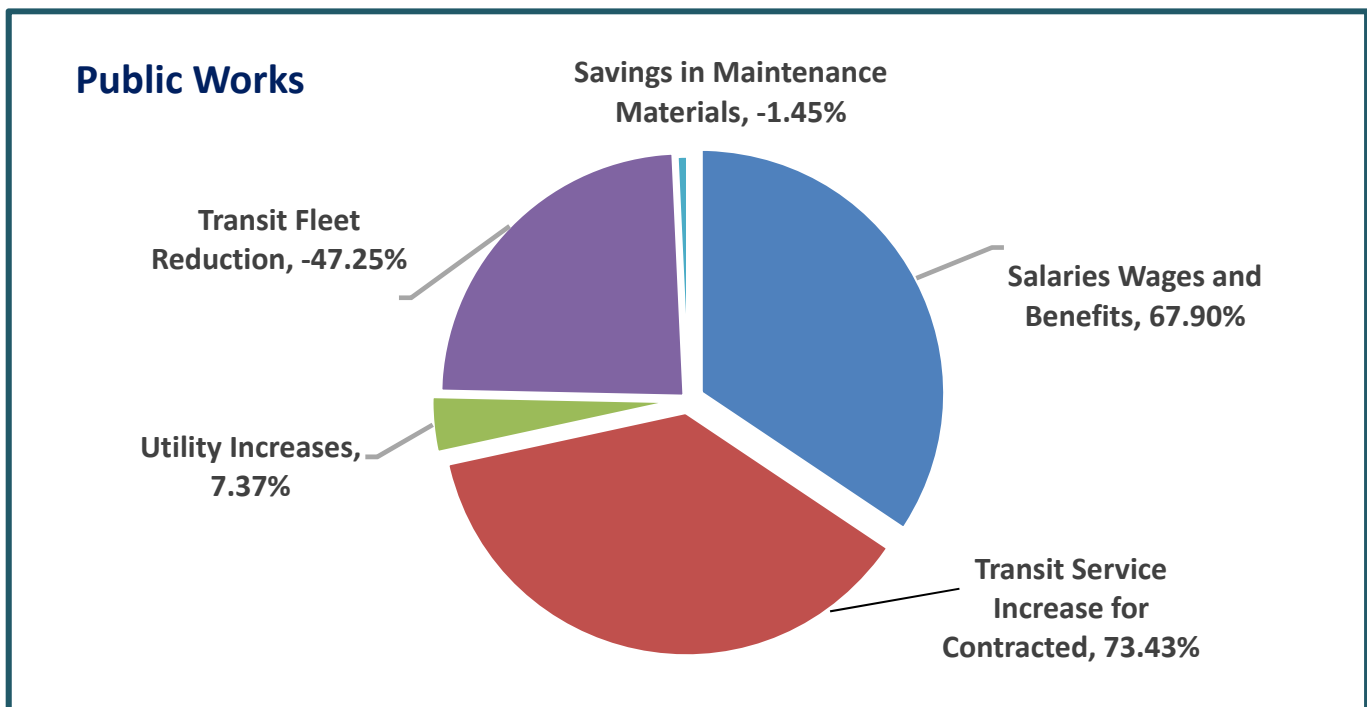
Permanent Out of Scope FTE Total: 5.4  
 Permanent In Scope FTE Total: 29.0  
 New Permanent Staffing FTE Requests: 0  
 (FTE: Full Time Equivalent)



## Public Works

<b>PUBLIC WORKS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$633,800	\$591,890	\$41,910	7.08%
Operating Grants and Donations	\$368,510	\$348,360	\$20,150	5.78%
Sundry	\$0	\$0	\$0	
<b>Total Revenues</b>	<b>\$1,002,310</b>	<b>\$940,250</b>	<b>\$62,060</b>	<b>6.60%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$3,221,255	\$2,803,790	\$417,465	14.89%
Contracted and General Services	\$2,585,430	\$2,075,250	\$510,180	24.58%
Utilities	\$1,208,640	\$1,163,300	\$45,340	3.90%
Interest on Long Term Debt	\$34,600	\$43,300	(\$8,700)	-20.09%
Fleet Expenses	\$1,508,070	\$1,767,510	(\$259,440)	-14.68%
Maintenance Materials and Supplies	\$913,485	\$939,610	(\$26,125)	-2.78%
Insurance	\$27,270	\$29,070	(\$1,800)	-6.19%
<b>Total Expenses</b>	<b>\$9,498,750</b>	<b>\$8,821,830</b>	<b>\$676,920</b>	<b>7.67%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$8,496,440</b>	<b>\$7,881,580</b>	<b>\$614,860</b>	<b>7.80%</b>

### Increases in 2024 Budget:



Functional Area: **PUBLIC WORKS ADMINISTRATION**  
 Department: Public Works Department  
 Fund: General Fund

This budget accounts for the administration support for Public Works including management, engineering and support services.

<b>PUBLIC WORKS ADMINISTRATION</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$17,500	\$25,000	(\$7,500)	-30.00%
Total Revenues	\$17,500	\$25,000	(\$7,500)	-30.00%
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$856,285	\$762,090	\$94,195	12.36%
Fleet Expenses	\$47,650	\$35,830	\$11,820	32.99%
Maintenance Materials and Supplies	\$192,875	\$199,290	(\$6,415)	-3.22%
Insurance	\$4,110	\$3,660	\$450	12.30%
Total Expenses	\$1,100,920	\$1,000,870	\$100,050	10.00%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,083,420</b>	<b>\$975,870</b>	<b>\$107,550</b>	<b>11.02%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$7,500 decrease in User Charges and Fees Revenue**

- \$2,500 increase in revenue relating to miscellaneous revenue received by Public Works.
- \$10,000 **decrease** in revenue from moving permits and other miscellaneous items. Public Works charges for vehicles who are overweight or oversized. As such, the revenue is dependent on the weight and dimensions of the loads to go through in a year. Public Works also collects for encroachment permits in this account. In addition, revenue from the sale of small equipment (City auction) purchased through operating accounts and not the Equipment Fund is recorded here as well. Budget has been reduced as per actual revenue over the last several years.



**\$17,500 Total User Charges and Fees Revenue:**

User Charges and Fees	2024 Budget	2023 Budget	Variance
Miscellaneous Revenue	\$7,500	\$5,000	\$2,500
Moving Permits, Encroachments, etc.	\$10,000	\$20,000	(\$10,000)
<b>Total User Charges and Fees</b>	<b>\$17,500</b>	<b>\$25,000</b>	<b>(\$7,500)</b>

**EXPENDITURES**

**\$94,195** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$11,820** increase in Fleet Expenses based on historical spending over the last couple years. Budget has been increased to reflect fleet costs associated with Public Works Administration and increased fuel costs.

2020 Actual \$40,310

2021 Actual \$41,700

2022 Actual \$44,448

2024 Budget \$47,650

**\$6,415 decrease** in Maintenance Materials and Supplies

- \$5,000 **decrease** in Annual license fees for software programs. Pictometry, Bluebeam and user charges for ISC when looking up property titles.
- \$2,000 **decrease** in rental charges for Public Works printers, used for printing notices, advertisements and general office printing.
- \$1,100 **decrease** in Advertising.
- \$1,685 increase in IT Allocation for IT Licensing and Software for the entire Public Works Department. This amount is illustrated in IT Allocations to other Departments.

**\$450** increase in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment	
1	PW ADMIN	10-32-120-001-00000-5180	GF PW ADMIN OTHER REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	4,469	5,569	3,518	20,000	10,000	(10,000)	This account is used to record revenue from moving permits and other miscellaneous items. Public Works charges for vehicles who are overweight or oversized. As such, the revenue is dependent on the weight and dimensions of the loads to go through in a year. Public Works also collects for encroachment permits in this account. In addition, revenue from the sale of small equipment (City auction) purchased through operating accounts and not the Equipment Fund is recorded here as well.
2	PW ADMIN	10-32-120-001-00000-5400	GF PW ADMIN PERMITS REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	7,838	9,731	8,902	5,000	7,500	2,500	Miscellaneous revenue received by Public Works. Budget is based on historical actuals.
3	PW ADMIN	10-32-120-202-00000-6111	GF PW ENGINEERING SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	583,143	644,474	473,683	606,840	660,862	54,022	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4	PW ADMIN	10-32-120-202-00000-6115	GF PW ENGINEERING WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	22,274	43,162	11,063	32,610	38,964	6,354	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5	PW ADMIN	10-32-120-202-00000-6116	GF PW ENGINEERING WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,225	1,012	519	1,000	1,082	82	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6	PW ADMIN	10-32-120-202-00000-6119	GF PW ENGINEERING PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	114,800	139,730	102,595	121,640	155,377	33,737	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7	PW ADMIN	10-32-120-202-00000-7300	GF PW ENGINEERING CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	41,700	44,448	34,440	35,830	47,650	11,820	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
8	PW ADMIN	10-32-120-202-00000-7410	Sent from Allocation "16-055-070 - IT Software Allocation" (19.01 %)	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	115,950	75,520	113,290	114,976	1,686	Line item represents the allocation of IT software costs to their respective users. The IT section contains a detailed breakdown of these costs and the basis for allocation.
9	PW ADMIN	10-32-120-202-00000-7500	GF PW ENGINEERING TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,282	3,023	4,695	8,000	8,000	-	Budget for travel and accommodation to attend technical training and required continuing education credits for staff to maintain professional designations. These are required in order for various Public Works Managers and staff to maintain their professional designations as well as to develop knowledge and understanding of potential new processes and technologies to better leverage current Public Works budgets to improve and expand the delivery of services to residents. With ongoing projects in water and sewer, waste water treatment, changing sanitation and aviation regulations, these opportunities are key in improving the City's delivery of critical services.
10	PW ADMIN	10-32-120-202-00000-7501	GF PW ENGINEERING POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,105	1,075	641	2,200	2,200	-	Based on average usage and expected \$.01 increase Jan 1/23.
11	PW ADMIN	10-32-120-202-00000-7502	GF PW ENGINEERING TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	22,724	24,544	14,796	25,500	25,500	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
12	PW ADMIN	10-32-120-202-00000-7504	GF PW ENGINEERING ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	200	437	419	3,600	2,500	(1,100)	Advertising for Public Works initiatives. Includes signage, print material, delivery as per Council's direction or initiatives requested by Administration.
13	PW ADMIN	10-32-120-202-00000-7505	GF PW ENGINEERING SUBSCRIPTIONS AND PUB	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	327	300	300	-	Subscriptions to the Prince Albert Daily Herald as well as specific industry publications.
14	PW ADMIN	10-32-120-202-00000-7506	GF PW ENGINEERING MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,665	4,225	901	4,000	4,000	-	Membership fees for various technical accreditations held by Public Works Staff, including SASTT, APEGS for professional designations.
15	PW ADMIN	10-32-120-202-00000-7508	GF PW ENGINEERING TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	11,066	14,507	6,304	13,000	13,000	-	Budget for technical training and required continuing education credits for staff to maintain professional designations. These are required in order for various Public Works Managers and staff to maintain their professional designations as well as to develop knowledge and understanding of potential new processes and technologies to better leverage current Public Works budgets to improve and expand the delivery of services to residents. With ongoing projects in water and sewer, waste water treatment, changing sanitation and aviation regulations, these opportunities are key in improving the City's delivery of critical services.
16	PW ADMIN	10-32-120-202-00000-7511	GF PW ENGINEERING MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	40	-	42	100	100	-	For incidental meeting expenses when hosting outside agencies.
17	PW ADMIN	10-32-120-202-00000-7540	GF PW ENGINEERING CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	191	820	382	300	300	-	Safety footwear and other necessary personal protective equipment
18	PW ADMIN	10-32-120-202-00000-7541	GF PW ENGINEERING OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	8,949	15,846	9,874	10,000	10,000	-	Reviewed of actuals. The existing budget is for Public Works master cards. Surveying supplies, drafting paper, photo copier inc, gps, plotter, scanner etc.
19	PW ADMIN	10-32-120-202-00000-7544	GF PW ENGINEERING OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,100	5,421	1,670	5,000	5,000	-	paper, pens, highlighter, paperclips, folders, whiteout, pencils, tape, sticky notes for
20	PW ADMIN	10-32-120-202-00000-7582	GF PW ENGINEERING SPECIAL EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,506	1,846	1,286	4,000	2,000	(2,000)	Rental charges for Public Works printers, used for printing notices, advertisements and general office printing.
21	PW ADMIN	10-32-120-202-00000-7585	GF PW ENGINEERING LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,776	5,079	2,842	10,000	5,000	(5,000)	Annual license fees for software programs. Pictometry, Bluebeam and user charges for ISC when looking up property titles.
22	PW ADMIN	10-32-120-202-00000-7896	GF PW ENGINEERING INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	3,265	3,425	2,536	3,660	4,110	450	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.

Functional Area: **MUNICIPAL SERVICE CENTRE**  
 Department: **Public Works Department**  
 Fund: **General Fund**

The Municipal Service Centre (MSC) houses the fleet of large City equipment such as sweepers, snow equipment, maintenance shop operations, mechanics garage, purchasing, stores, collection and distribution, and roadways personnel.

<b>MUNICIPAL SERVICE CENTRE</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$177,580	\$141,510	\$36,070	25.49%
Contracted and General Services	\$16,500	\$41,500	(\$25,000)	-60.24%
Utilities	\$84,550	\$90,740	(\$6,190)	-6.82%
Fleet Expenses	\$70,720	\$62,940	\$7,780	12.36%
Maintenance Materials and Supplies	(\$145,915)	(\$159,040)	\$13,125	-8.25%
Insurance	\$10,360	\$12,490	(\$2,130)	-17.05%
<b>Total Expenses</b>	<b>\$213,795</b>	<b>\$190,140</b>	<b>\$23,655</b>	<b>12.44%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$213,795</b>	<b>\$190,140</b>	<b>\$23,655</b>	<b>12.44%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$36,070** increase in Salaries Wages and Benefits as follows:

- \$22,107 increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$13,963 increase for janitorial staffing. The 2023 budget transferred the budget from housekeeping as contracted to salaries wages and benefits as employees are now cleaning the MSC. The 2023 budget was \$16,000, however does not fund the actual cost of janitorial staffing for the year. The 2024 Budget has been increased to fund janitorial staffing. This is noted through Financial Reporting in 2023.

This budget is the wages charged to the MSC buildings and property.



**\$25,000 decrease** in Contracted and General Services as follows:

- \$40,000 **reduction** of a **one-time project** at the MSC. The 2023 Budget included the amount of \$40,000 for office renovations at the MSC. Project completed in 2023.
- \$15,000 for a facility assessment to evaluate the current layout within the MSC facility. Even before the COVID 19 pandemic, department work units located at the Municipal Service Center did not have the proper areas to eat and drink during their work breaks. COVID 19 further forced work units out into separate areas of the shop and equipment bays that are not considered to meet the Occupational Health and Safety Regulations, 2010 and specifically section 6-12 under General Health Requirements which reads as follows: An Employer, contractor or owner shall provide sufficient, suitable areas that are kept clean, dry thermally comfortable and reasonably quiet for workers to eat and drink during work breaks. To address these concerns, and efficiently use the limited space available at MSC, Administration would like to complete a facility assessment to evaluate the current layout within the MSC facility and provide recommendations on what can be done to provide proper areas for the staff work breaks and free up useful shop space and heated storage that can be better purposed to support the fleet and department operations.

**\$16,500 Total Contracted and General Services as follows:**

- \$15,000 for the above facility assessment to evaluate the current layout within the MSC facility. This amount has been transferred from the Old City Yards Budget. There will be reduction in Maintenance Materials and Supplies in the Old City Yards 2024 Budget.
- \$1,500 for fire alarms that go through a monitoring system as per regulations.

**\$6,190 decrease** in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$8,640	\$8,500	\$140
Heating Fuels	\$36,010	\$41,500	(\$5,490)
Electricity	\$39,900	\$40,740	(\$840)
<b>Total Utilities</b>	<b>\$84,550</b>	<b>\$90,740</b>	<b>(\$6,190)</b>

**\$7,780** increase in Fleet Expenses based on historical charges for the last couple years. This relates to work completed by the Works Garage Staff utilizing fleet.

2020 Actual	\$47,126
2021 Actual	\$60,579
2022 Actual	\$59,261
2023 Actual YDT	\$63,060 (October 8, 2023 spending YTD)
2024 Budget	\$70,720

**\$13,125** increase in Maintenance Materials and Supplies relating to:

- \$10,760 **decrease** for administration allocation charged when mechanics work on equipment.
- \$3,000 increase for maintenance and repairs to the MSC building and yards. Electrical issues with panels due to obsolesce and roof tile replacements due to leaks.
- \$150 increase as a permit is required for the compressor at the MSC.
- \$1,000 increase in travel and accommodation.
- \$1,000 increase for training. Training courses and convention retrations for Fleet. SPWA conference, safety conference and whatever outside training for the mechanics that can be found locally within the province. Training for the breathing air compressors for the fire department is only available in Delta BC.
- \$11,000 for purchases from the Bolt Supply House, Sutherland Automotive, Christophersons Industrial, Peavey Mart, Fastenal, etc. Costs have increase substantially in the past year due to inflation.
- \$500 increase for housekeeping supplies provided for the janitor. Internal cleaners are doing more cleaning using more supplies.
- \$100 increase for equipment and parts.
- \$2,185 increase as the MSC operations have historically been funded from the General Fund despite these resources being used by other cost centers. While the cost of fixing individual pieces of equipment has been borne by the appropriate Funds, the remainder of the overhead for these operations has been provided for by the general tax base. Utility Fund operations utilize and occupy these facilities as well, it is recommended that the overhead for these centers be shared on a 50/50 basis.
- \$1,200 increase for license permits for shop and building, including yearly boiler permits for the hot water tanks and radio license fees for equipment radios. Includes vehicle GPS maintenance fees and licensing. License fees for diagnostic software for diesel and gas equipment.
- \$400 increase for safety boots, winter clothing and coveralls as per union contract. Safety boots allowance is \$200 each times 11 if needed.
- \$50 increase for licenses/permits for 4 trailers and 1 boiler. Plates are \$84 each and boiler permit is ~ \$150
- \$3,300 increase for parts for ~ 120 pieces of equipment and tools Majority of work is completed in fall. Misc. parts from Sherwin Williams, Peavey Mart, Charles Repair, Redhead Equipment, Princess Auto, Christophersons, etc. Parts and supplies cost have increased dramatically in the last couple of years. Current line item is already over budget in 2023.

**\$2,130 decrease** in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW FACILITIES MSC	10-32-150-200-20202-6115	GF PW MSC SMALL TOOLS AND EQUIP WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,287	6,017	629	5,000	3,247	(1,753)	Wages charges to repair the approximately 120 pieces of equipment covered in this account. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 PW FACILITIES MSC	10-32-150-200-20202-6119	GF PW MSC SMALL TOOLS AND EQUIP PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	599	2,652	256	2,000	1,623	(377)	Benefits based on payroll. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW FACILITIES MSC	10-32-150-200-20202-7410	Recovery from Allocation "32-150-200 - MSC Tools Allocation"	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(11,830)	(11,830)	(7,360)	(10,990)	(11,752)	(762)	The Yards/MSC operations have historically been funded from the general fund despite these resources being used by other cost centers. While the cost of fixing individual pieces of equipment has been borne by the appropriate cost centers, the remainder of the overhead for these operations has been provided for by the general tax base. Since the Sanitation and Utility operations utilize and occupy these facilities, it is recommended that the overhead for these centers be shared on a 1/3, 1/3, 1/3 basis.
4 PW FACILITIES MSC	10-32-150-200-20202-7541	GF PW MSC SMALL TOOLS AND EQUIP OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	7,866	6,524	5,490	3,300	6,000	2,700	operating supplies for the approximately 120 pieces of equipment and tools that are covered by this account.
5 PW FACILITIES MSC	10-32-150-200-20202-7565	GF PW MSC SMALL TOOLS AND EQUIP PARTS EQ AND AUTO	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,671	7,267	1,465	5,500	6,100	600	For parts for ~ 120 pieces of equipment and tools Majority of work is completed in Fall. Misc. parts from Sherwin Williams, Peavey Mart, Charles Repair, Redhead Equipment, Princess Auto, Christophersons, etc. Parts and supplies cost have increased dramatically in the last couple of years. Current line item is already over budget in 2023.
6 PW FACILITIES MSC	10-32-150-200-20202-7585	GF MSC SMALL TOOLS AND EQUIP LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	168	191	115	500	550	50	Licenses/permits for 4 trailers and 1 boiler. Plates are \$84 each and boiler permit is ~ \$150
7 PW FACILITIES MSC	10-32-150-200-20202-7896	GF PW MSC SMALL TOOLS AND EQUIP INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	212	180	221	190	20	(170)	The 2024 budget is based on actuals for the 2023 budget and in discussion with the city's insurance broker the increase the increase in inflation 7% will be needed
8 PW FACILITIES MSC	10-32-150-200-20204-6115	GF PW MSC WORKS GARAGE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	52,441	103,115	60,701	55,000	64,940	9,940	Wages for shop staff when hours are not billable to equipment with a charge codes or for meetings and office work. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9 PW FACILITIES MSC	10-32-150-200-20204-6116	GF PW MSC WORKS GARAGE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	308	783	761	1,000	1,082	82	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10 PW FACILITIES MSC	10-32-150-200-20204-6119	GF PW MSC WORKS GARAGE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	42,289	64,566	48,664	43,000	50,837	7,837	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11 PW FACILITIES MSC	10-32-150-200-20204-7300	GF PW MSC WORKS GARAGE CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	58,990	58,050	61,080	62,000	69,780	7,780	Internal equipment rental for 5 trucks at \$825 per month, Welders truck, Mechanics truck for the old yards, Mechanics service truck MSC, truck or picking up parts and supplies at the MSC and a loaner truck for departments when theirs is in getting serviced or need another vehicle, plus two pool vehicles at city hall also \$825 per month. The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
12 PW FACILITIES MSC	10-32-150-200-20204-7420	GF PW MSC WORKS GARAGE ALLOC SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(212,465)	(228,808)	(114,690)	(210,000)	(220,000)	(10,000)	Administrative allocation charged when mechanics work on equipment. A charge of \$12.75 per hour is charged to account for miscellaneous supplies (bolts, screws, filters, towels, etc.)
13 PW FACILITIES MSC	10-32-150-200-20204-7500	GF PW MSC WORKS GARAGE TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,766	5,519	377	2,000	3,000	1,000	Travel and accommodation for training and conferences
14 PW FACILITIES MSC	10-32-150-200-20204-7502	GF PW MSC WORKS GARAGE TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,338	2,446	1,592	2,540	2,540	-	Telephone and data lines for the MSC shop. Based on actual charges for data lines, internet, landlines, and cell phone usage.
15 PW FACILITIES MSC	10-32-150-200-20204-7508	GF PW MSC WORKS GARAGE TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	770	1,571	100	2,000	3,000	1,000	Training courses and convention registrations for Fleet. SPWA conference, safety conference and whatever outside training for the mechanics that can be found locally within the province. Training for the breathing air compressors for the fire department is only available in Delta BC.
16 PW FACILITIES MSC	10-32-150-200-20204-7540	GF PW MSC WORKS GARAGE CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,268	1,960	581	2,000	2,400	400	For safety boots, winter clothing and coveralls as per union contract. Safety boots allowance is \$200 each times 11 if needed.
17 PW FACILITIES MSC	10-32-150-200-20204-7541	GF PW MSC WORKS GARAGE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	49,632	52,859	36,998	55,000	66,000	11,000	Purchases from the Bolt Supply House, Sutherland Automotive, Christophersons Industrial, Peavey Mart, Fastenal, etc. Costs have increase substantially in the past year due to inflation
18 PW FACILITIES MSC	10-32-150-200-20204-7544	GF PW MSC WORKS GARAGE OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	16	-	-	500	500	-	office supplies like folders, pens, markers, paper etc.
19 PW FACILITIES MSC	10-32-150-200-20204-7565	GF PW MSC WORKS GARAGE PARTS EQUIP AND AUTO	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	10,280	17,701	6,944	25,000	25,000	-	Parts for equipment (generally small parts).inflation has caused a dramatic increase in costs.
20 PW FACILITIES MSC	10-32-150-200-20204-7572	GF PW MSC WORKS GARAGE EQUIP AND AUTO MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	9,752	916	14,000	14,000	-	Annual Purchase and repairs of shop equipment and tools needed to repair city equipment.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
21 PW FACILITIES MSC	10-32-150-200-20204-7585	GF PW MSC WORKS GARAGE LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	9,685	13,769	13,219	12,100	13,300	1,200	For license permits for shop and building, including yearly boiler permits for the hot water tanks and radio license fees for equipment radios. include vehicle GPS maintenance fees and licensing. License fees for diagnostic software for diesel and gas equipment.
22 PW FACILITIES MSC	10-32-150-200-20206-6115	GF PW MSC 38 STREET WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	27,375	47,022	28,260	27,500	43,293	15,793	Wages charged to the MSC buildings and property. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
23 PW FACILITIES MSC	10-32-150-200-20206-6119	GF PW MSC 38 STREET PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,370	12,912	7,909	8,010	12,555	4,545	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
24 PW FACILITIES MSC	10-32-150-200-20206-7237	GF PW MSC 38 STREET PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,615	3,386	1,170	1,500	1,500	-	Fire alarms now go through monitoring system (as per Fire Dept).
25 PW FACILITIES MSC	10-32-150-200-20206-7299	GF PW MSC 38 STREET OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	525	42,571	40,000	15,000	(25,000)	Renovations for the MSC in 2023 funds were allocated to office renovations at the MSC. One time project in 2023.
26 PW FACILITIES MSC	10-32-150-200-20206-7300	GF PW MSC 38 STREET CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	1,522	1,211	1,980	940	940	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
27 PW FACILITIES MSC	10-32-150-200-20206-7410	Recovery from Allocation "32-150-200 - MSC 38th Street Allocation"	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(74,960)	(74,960)	(75,840)	(113,820)	(111,632)	2,188	The MSC operations have historically been funded from the General Fund despite these resources being used by other cost centers. While the cost of fixing individual pieces of equipment has been borne by the appropriate Funds, the remainder of the overhead for these operations has been provided for by the general tax base. Utility Fund operations utilize and occupy these facilities as well, it is recommended that the overhead for these centers be shared on a 50/50 basis.
28 PW FACILITIES MSC	10-32-150-200-20206-7420	GF PW MSC 38 STREET ALLOC SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	134	1,065	-	500	500	-	Internal allocation charged by MSC/mechanics when working on equipment to cover the cost of miscellaneous supplies.
29 PW FACILITIES MSC	10-32-150-200-20206-7501	GF PW MSC 38 STREET POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	17	19	-	50	50	-	Based on average usage and expected \$.01 increase Jan 1/23.
30 PW FACILITIES MSC	10-32-150-200-20206-7502	GF PW MSC 38 STREET TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,928	3,104	3,674	3,100	3,100	-	Telephone and communication lines cost for the MSC Based on actual charges for data lines, internet, landlines, and cell phone usage.
31 PW FACILITIES MSC	10-32-150-200-20206-7540	GF PW MSC 38 STREET CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	424	-	360	360	-	Safety clothing
32 PW FACILITIES MSC	10-32-150-200-20206-7541	GF PW MSC 38 STREET OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	15,626	16,358	2,768	7,500	7,500	-	Operating supplies for the MSC like furnace filters, heater supplies and other materials to maintain the yard and building.
33 PW FACILITIES MSC	10-32-150-200-20206-7544	GF PW MSC 38 STREET OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	109	-	17	320	320	-	misc. office supplies for MSC
34 PW FACILITIES MSC	10-32-150-200-20206-7546	GF PW MSC 38 STREET HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	4,761	2,425	2,294	1,500	2,000	500	House keeping supplies provided for the janitor. Internal cleaners are doing more cleaning using more supplies
35 PW FACILITIES MSC	10-32-150-200-20206-7565	GF PW MSC 38 STREET PARTS EQUIP AND AUTO	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	706	1,470	4,067	1,000	1,100	100	Equipment and parts for the MSC building
36 PW FACILITIES MSC	10-32-150-200-20206-7566	GF PW MSC 38 STREET PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,117	13,335	710	6,000	6,000	-	mechanical parts for the MSC building. Budget has been adjusted to reflect actuals costs.
37 PW FACILITIES MSC	10-32-150-200-20206-7573	GF PW MSC 38 STREET MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,866	11,531	589	6,500	6,500	-	Mechanical equipment, including from Thorpe Bros, PA Alarm Systems, A1 Locksmithing, JA Tech, Lakeland Towing, Arctic Refrigeration, etc
38 PW FACILITIES MSC	10-32-150-200-20206-7574	GF PW MSC 38 STREET BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	15,274	51,847	10,781	21,000	24,000	3,000	For maintenance and repairs to the MSC building and yards. Electrical issues with panels due to obsolesce and roof tile replacements due to leaks.
39 PW FACILITIES MSC	10-32-150-200-20206-7583	GF PW MSC 38 STREET OTHER EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,534	1,263	1,190	2,000	2,000	-	Due to maintenance needs of the MSC we have had to rent lift equipment to repair doors, heating system and cranes. The City has a scissor lift but it is always busy when it is needed At the MSC
40 PW FACILITIES MSC	10-32-150-200-20206-7585	GF PW MSC 38 STREET LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	230	-	1,500	1,650	150	A permit is required for the compressor at the MSC and radios.
41 PW FACILITIES MSC	10-32-150-200-20206-7651	GF PW MSC 38 STREET WATER AND SEWER	UTILITIES	Expenses / Expenditure	9,395	7,659	6,396	8,500	8,641	141	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
42 PW FACILITIES MSC	10-32-150-200-20206-7652	GF PW MSC 38 STREET HEAT FUEL	UTILITIES	Expenses / Expenditure	26,533	35,999	19,949	41,500	36,011	(5,489)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commodity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
43 PW FACILITIES MSC	10-32-150-200-20206-7653	GF PW MSC 38 STREET ELECTRICITY	UTILITIES	Expenses / Expenditure	31,229	36,358	23,060	40,740	39,904	(836)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
44 PW FACILITIES MSC	10-32-150-200-20206-7896	GF PW MSC 38 STREET INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	8,878	11,503	6,432	12,300	10,340	(1,960)	- Insurance for the MSC and buildings in the yard. The 2024 budget is based on actuals for the 2023 budget and in discussion with the city's insurance broker the increase the increase in inflation 7% will be needed

Functional Area: **OLD CITY YARDS**  
 Department: **Public Works Department**  
 Fund: **General Fund**

The Old City Yards houses the parking meter shop, sign shop, parks operations, some mechanics, the maintenance shop (small motors), building maintenance, and concrete operations.

<b>OLD CITY YARDS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$80,630	\$68,270	\$12,360	18.10%
Contracted and General Services	\$8,700	\$8,500	\$200	2.35%
Utilities	\$55,330	\$54,650	\$680	1.24%
Fleet Expenses	\$3,340	\$340	\$3,000	882.35%
Maintenance Materials and Supplies	(\$35,650)	(\$14,220)	(\$21,430)	150.70%
Insurance	\$11,640	\$11,740	(\$100)	-0.85%
<b>Total Expenses</b>	<b>\$123,990</b>	<b>\$129,280</b>	<b>(\$5,290)</b>	<b>-4.09%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$123,990</b>	<b>\$129,280</b>	<b>(\$5,290)</b>	<b>-4.09%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$12,360** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. This represents wages for work at the old yards. As the buildings and equipment age at the old yards the cost of upkeep is increasing. Also the increased amount of break-ins at the old yards has a major impact on the labour spent on the buildings and gates. The janitors are now also charged to this account.

**\$200** increase for Contracted and General Services for Commissionaires to monitor Old City Yards.

**\$8,700 Total Contracted and General Services:**

- \$6,700 for the cost of commissionaire security services to monitor the Old City Yards.
- \$2,000 for alarm monitoring for the Old City Yards.



\$680 increase in Utilities as follows:

Utilities	2024 Budget	2023 Budget	Variance
Water and Sewer	\$9,605	\$10,000	(\$395)
Heating Fuels	\$21,525	\$22,270	(\$745)
Electricity	\$24,200	\$22,380	\$1,820
<b>Total Utilities</b>	<b>\$55,330</b>	<b>\$54,650</b>	<b>\$680</b>

\$3,000 increase in Fleet Expenses relating to the work performed by the City electrician to replace old lighting with LED lighting. The fleet expense relates to vehicles used by the electrician.

\$21,430 decrease in Maintenance Materials and Supplies relating to:

- **Reduction of \$30,000** for one-time expenditure for 2023 Facility Project Old City Yards Replace Flooring.
- **\$15,000 Transfer** of funding from Old City Yards maintenance to MSC Contracted and General Services to fund the MSC Facility Assessment for 2024. **This represents a nil impact as the budget has been transferred from Old City Yards to MSC.**
- \$22,100 increase for credit for Allocation Costs. Allocation to Water Utility Fund for usage of the Old City Yards. The Old City has historically been funded from the General Fund despite its resources being used by other Funds. Since the Sanitation and Utility operations utilized and occupied these facilities, it was recommended that the overhead for these centers be shared on a 1/3, 1/3, 1/3 basis. The Sanitation Fund no longer uses the Old City Yards so the 1/3 amount charged to it has been removed. The percentage is 2/3 General Fund and 1/3 Water Utility Fund. The increase in cost is related to higher costs being incurred for these older facilities (maintenance and utilities).
- \$1,220 increase for operating supplies for the old yard. Reflects rising costs due to inflation.
- \$200 increase for housekeeping supplies.
- \$50 increase for licenses for compressors, boilers and other regulatory equipment.

\$100 decrease in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City’s Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-6115	GF PW OLD CITY YRD WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	43,197	48,365	50,545	48,000	54,116	6,116	Wages for work at the old yards. As the buildings and equipment age at the old yards the cost of upkeep is increasing. Also the increased amount of break ins at the old yards has a major impact on the labour spent on the buildings and gates. The janitors are now also charged to this account. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-6116	GF PW OLD CITY YRD WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	392	4,899	6,446	500	3,247	2,747	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-6119	GF PW OLD CITY YRD PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	17,760	18,107	21,226	18,470	21,798	3,328	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW FACILITIES OLD CITY YRDS	10-32-150-205-20256-6115	GF PW OLD CITY YRD WRKSH WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	862	1,343	-	1,000	1,082	82	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 PW FACILITIES OLD CITY YRDS	10-32-150-205-20256-6119	GF PW OLD CITY YRD WRKSH PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	289	522	-	300	390	90	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7651	GF PW OLD CITY YRD WATER AND SEWER	UTILITIES	Expenses / Expenditure	9,838	9,465	7,268	10,000	9,606	(394)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
7 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7652	GF PW OLD CITY YRD HEAT FUEL	UTILITIES	Expenses / Expenditure	15,268	19,722	11,827	22,270	21,524	(746)	The 2024 budget for SaskEnergy was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates an estimated decrease in commudity rate from \$4.20 to \$3.30 per gigajoule and delivery service rate increase of 5% effective October 1, 2023, and the increase in the carbon tax from \$65 to \$80 per tonne, effective April, 2024.
8 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7653	GF PW OLD CITY YRD ELECTRICITY	UTILITIES	Expenses / Expenditure	18,258	20,510	12,998	22,380	24,202	1,822	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
9 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7410	Recovery from Allocation "32-150-205 - Old City Yards Allocation"	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(116,210)	(58,110)	(53,760)	(80,700)	(58,603)	22,097	Allocation to represent water utility fund usage of Old City Yards. 1/3 of the costs are allocated to Utility Fund.
10 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7541	GF PW OLD CITY YRD OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,933	4,977	15,229	5,000	6,000	1,000	Operating supplies for the old yard. Reflects rising costs due to inflation.
11 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7546	GF PW OLD CITY YRD HOUSEKEEPING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,978	3,709	1,821	2,000	2,200	200	house keeping supplies for the old yards
12 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7566	GF PW OLD CITY YRD PARTS MECH EQUIP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	9,371	10,818	4,337	10,000	10,000	-	Parts and repairs to the mechanical systems in the buildings at the old yards. Heaters and other equipment are old and require lots of parts to keep operating.
13 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7573	GF PW OLD CITY YRD MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	28,628	966	5,806	2,000	2,000	-	Mechanical equipment, including from Thorpe Bros, Reed security, A&L Lock Smithing,
14 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7574	GF PW OLD CITY YRD BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	17,832	21,357	28,696	45,980	1,000	(44,980)	Budget has been decreased from prior year as budget in prior year was required for one-time funding for various projects including the replacement of flooring. Budget for 2024 reflects current expectations.
15 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7585	GF PW OLD CITY YRD LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	280	410	-	500	550	50	Licenses for compressors, boilers and other regulatory equipment.
16 PW FACILITIES OLD CITY YRDS	10-32-150-205-20256-7541	GF PW OLD CITY YRD WRKSH OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	272	309	175	1,000	1,200	200	Operating supplies for the old yards like gravel.
17 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7896	GF PW OLD CITY YRD INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	8,368	10,975	7,183	11,740	11,640	(100)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
18 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7300	GF PW OLD CITY YRD CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	58	5,693	17,598	-	1,000	1,000	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
19 PW FACILITIES OLD CITY YRDS	10-32-150-205-20256-7300	GF PW OLD CITY YRD WRKSH CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	374	-	-	340	2,340	2,000	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
20 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7237	GF PW OLD CITY YRD PROTECTION SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	941	1,910	783	2,000	2,000	-	Cost of alarm monitoring.
21 PW FACILITIES OLD CITY YRDS	10-32-150-205-00000-7294	GF PW OLD CITY YRD COMMISSIONAIRE SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	8,562	8,636	1,670	6,500	6,700	200	Cost of Commissionaires to monitor yards

Functional Area: **BACK LANES MAINTENANCE**  
 Department: **Public Works Department**  
 Fund: **General Fund**

Back lane maintenance involves grading of back lanes to restore the proper slope of the alley to allow water to successfully drain. This also includes back lane gravelling and some back lane reconstruction to correct drainage, rutting and poor ride quality issues.

<b>BACKLANES MAINTENANCE</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$29,410	\$27,310	\$2,100	7.69%
Contracted and General Services	\$42,000	\$22,500	\$19,500	86.67%
Fleet Expenses	\$23,500	\$25,000	(\$1,500)	-6.00%
Maintenance Materials and Supplies	\$4,000	\$9,000	(\$5,000)	-55.56%
<b>Total Expenses</b>	<b>\$98,910</b>	<b>\$83,810</b>	<b>\$15,100</b>	<b>18.02%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$98,910</b>	<b>\$83,810</b>	<b>\$15,100</b>	<b>18.02%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$2,100** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases

**\$19,500** increase for Contracted and General Services. Every year, City equipment sustains damage from low hanging branches on Streets and Back Lanes. Annual budget to complete Street and Back Lane tree pruning in order to avoid and reduce the damage to City equipment that uses back lanes. The 2024 Budget is requesting additional funding of \$19,500 for Tree Pruning. The state of Back Lanes is making it very difficult to get equipment in to maintain the Lane. Current Budget is not enough to keep up to the need to keep these Back Lanes accessible for City Equipment.

**\$42,000 Total Contacted and General Services** to complete Street and Back Lane tree pruning in order to avoid and reduce the damage to City equipment that uses back lanes.

**\$1,500 decrease** in Fleet Expenses based on current spending for fleet.

**\$5,000 decrease** in Maintenance Materials and Supplies as follows:

- **\$4,000 decrease** relating to gravel used for the maintenance and repair of back lanes throughout the City. Reduced based on review of actual results.
- **\$1,000 decrease** relating external hired equipment for back lane maintenance.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW MAINTENANCE BACK LANES	10-32-155-215-00000-6115	GF BACK LANES WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	15,081	14,586	6,472	18,000	18,400	400	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 PW MAINTENANCE BACK LANES	10-32-155-215-00000-6116	GF BACK LANES WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,447	2,482	962	1,500	2,165	665	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW MAINTENANCE BACK LANES	10-32-155-215-00000-6119	GF BACK LANES PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	6,984	7,740	3,840	7,810	8,843	1,033	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW MAINTENANCE BACK LANES	10-32-155-215-00000-7295	GF BACK LANES SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	12,300	17,774	27,600	22,500	42,000	19,500	Every year, City equipment sustains damage from low hanging branches on Streets and Back Lanes. Annual budget to complete Street and Back Lane tree pruning in order to avoid and reduce the damage to City equipment that uses back lanes. Would like to ask for another \$20,000.00 for Tree Pruning. The state of Back Lanes is making it very difficult to get equipment in to maintain the Lane. Current Budget is not enough to keep up to the need to keep these Back Lanes accessible for City Equipment.
5 PW MAINTENANCE BACK LANES	10-32-155-215-00000-7300	GF BACK LANES CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	22,332	17,937	8,015	25,000	23,500	(1,500)	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
6 PW MAINTENANCE BACK LANES	10-32-155-215-00000-7533	GF BACK LANES GRANULAR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	275	4,587	-	8,000	4,000	(4,000)	Gravel used for the maintenance and repair of back lanes throughout the City. Reduced based on review of actual results.
7 PW MAINTENANCE BACK LANES	10-32-155-215-00000-7580	GF BACK LANES HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	1,000	-	(1,000)	External hired equipment for back lane maintenance. Note: Increase in Fuel costs should be considered.

Functional Area: **SIDEWALKS**  
 Department: **Public Works Department**  
 Fund: **General Fund**

This budget is allocated to maintaining the City sidewalks in a safe condition for pedestrian traffic and to reduce or eliminate personal injury claims. The work is directed by Council and by public complaints.

<b>SIDEWALKS</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$43,290	\$37,230	\$6,060	16.28%
Contracted and General Services	\$173,000	\$155,000	\$18,000	11.61%
Fleet Expenses	\$9,790	\$9,790	\$0	0.00%
Maintenance Materials and Supplies	\$30,000	\$30,000	\$0	0.00%
<b>Total Expenses</b>	<b>\$256,080</b>	<b>\$232,020</b>	<b>\$24,060</b>	<b>10.37%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$256,080</b>	<b>\$232,020</b>	<b>\$24,060</b>	<b>10.37%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$6,060** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$18,000** increase in Contracted and General Services for annual sidewalk maintenance.

**\$173,000 Total Contracted and General Services** as annual sidewalk maintenance needs are assessed for their size and complexity. Smaller and more routine sidewalk maintenance is typically completed by City forces while larger jobs are contracted out in order to keep City crews working on important smaller jobs. The proportion of work completed by City crews and contractors varies from year to year depending on the nature of the work required. Annually, the Administration budgets a total to complete in sidewalk maintenance between City crews and contractors.

Maintenance Materials and Supplies as repairs are needed to asphalt after concrete work has been completed. Occasionally the gutter on a sidewalk needs to be formed which involves cutting out asphalt.





Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW MAINTENANCE	10-32-155-220-00000-6115	GF SIDEWALK MTCE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	17,603	57,728	19,626	22,000	25,976	3,976	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 PW MAINTENANCE	10-32-155-220-00000-6116	GF SIDEWALK MTCE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	6,532	22,532	4,173	8,000	8,659	659	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW MAINTENANCE	10-32-155-220-00000-6119	GF SIDEWALK MTCE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,776	21,470	7,356	7,230	8,659	1,429	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW MAINTENANCE	10-32-155-220-00000-7295	GF SIDEWALK MTCE SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	20,878	123,285	3,226	155,000	173,000	18,000	Annual sidewalk maintenance needs are assessed for their size and complexity. Smaller and more routine sidewalk maintenance is typically completed by City forces while larger jobs are contracted out in order to keep City crews working on important smaller jobs. The proportion of work completed by City crews and contractors varies from year to year depending on the nature of the work required. Annually, the Administration budgets a total to complete sidewalk maintenance between City crews and contractors.
5 PW MAINTENANCE	10-32-155-220-00000-7300	GF SIDEWALK MTCE CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	7,576	20,793	3,781	9,790	9,790	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
6 PW MAINTENANCE	10-32-155-220-00000-7531	GF SIDEWALK MTCE ASPHALT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,926	1,645	2,000	2,000	-	Repairs needed to Asphalt after concrete work has been completed. Occasionally the gutter on a sidewalk needs to be formed which involves cutting out Asphalt.
7 PW MAINTENANCE	10-32-155-220-00000-7532	GF SIDEWALK MTCE CONCRETE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	159,949	22,039	64,711	20,000	20,000	-	Annual sidewalk maintenance needs are assessed for their size and complexity. Smaller and more routine sidewalk maintenance is typically completed by City forces while larger jobs are contracted out in order to keep City crews working on important smaller jobs. The proportion of work completed by City crews and contractors varies from year to year depending on the nature of the work required. Annually, the Administration budgets a total to complete \$175,000 in sidewalk maintenance between City crews and contractors.
8 PW MAINTENANCE	10-32-155-220-00000-7541	GF SIDEWALK MTCE OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,412	12,710	6,496	8,000	8,000	-	Concrete forms, rebar, concrete saw blades and other materials and tools required for concrete work.

Functional Area: **SNOW MANAGEMENT**  
 Department: **Public Works Department**  
 Fund: **General Fund**

The City has crews ready to work 7 days a week to provide safe winter conditions for drivers and pedestrians. Additional staff and outside contractors help during and following snow events, so major streets can be salted, sanded and cleared as quickly as possible. The City’s Snow Management Program is conducted according to a priority system, starting with major roadways and emergency streets and includes grading, sanding, and snow removal. The remaining budget for the City’s snow removal activities can be found in the Snow Downtown functional area.

In 2014, a Snow Management Reserve was established to fund any annual deficits related to the Snow Downtown and Snow Management functional areas. Any annual surpluses are credited to this reserve to fund future deficits. The Snow Management Reserve had a deficit balance of \$697,927 as of December 31, 2021.

<b>SNOW MAINTENANCE</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	<b>\$812,850</b>	<b>\$696,900</b>	\$115,950	16.64%
Fleet Expenses	<b>\$573,900</b>	<b>\$565,900</b>	\$8,000	1.41%
Maintenance Materials and Supplies	<b>\$296,100</b>	<b>\$286,100</b>	\$10,000	3.50%
<b>Total Expenses</b>	<b>\$1,682,850</b>	<b>\$1,548,900</b>	<b>\$133,950</b>	<b>8.65%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,682,850</b>	<b>\$1,548,900</b>	<b>\$133,950</b>	<b>8.65%</b>

**The 2024 Budget has combined Snow Downtown and Snow Management into one budget as Snow Management.**

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$115,590** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. The base budget was determined by Financial Services after consideration of current contracts, step increases, and a review of actual costs incurred. The budget was also reviewed by the department for reasonableness. **Budget has been increased to reflect snow maintenance costs for snow clearing.**



**\$8,000** increase in Fleet Expenses due to rising fuel costs. The budget has also been increased to reflect projected fleet costs relating to snow removal for the City and equipment costs.

**\$10,000** increase for Maintenance Materials and Supplies for the purchase of grader blades, loader blades and skid steer brooms. Cost of these supplies have gone up in price.

**\$296,100 Total Maintenance Materials and Supplies** is as follows:

- \$160,000 as hired equipment in used as necessary in order to complete snow management activities in a timely manner. This equipment includes grades, loaders and trucks.
- \$70,000 for annual purchase of street salt material. This material is used either to directly salt roadways or is mixed with street sand to keep the sand from freezing and to help it adhere to frozen street surfaces.
- \$40,000 for annual purchase of street sanding material. This material is a product of gravel crushing operations which produce a sharp sand that provides improved traction on roadways. It is mixed with salt in order to have a free flowing sand that can be used to address icy winter roadways conditions.
- \$25,350 for Purchase of grader blades, loader blades and skid steer brooms.
- \$750 for overtime meal allowance provided for staff working 1.5 hours past their regularly scheduled shift.

**The Snow Management Reserve is currently in a deficit as a result of high snowfall during the years 2018 to 2021. The Snow Management Reserve has a deficit balance of \$697,927.**

**2023 Snow Management Special Tax**

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

The 2023 Budget for Snow Management was increased by \$284,300 due to increased costs for staffing, fleet costs and materials.

Due to the increase in snow management, City Council approved increasing the Snow Management Special Tax as follows:

<b>Snow Special Tax</b>	<b>Original</b>	<b>New Rate</b>	<b>Increase</b>	<b>% Increase</b>
Residential	\$60.00	\$72.00	\$12.00	20.00%
Multi-Residential	\$20.00	\$23.00	\$3.00	15.00%

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

<b>Snow Management</b>	<b>Budget</b>	<b>Actual Costs</b>	<b>(Surplus) / Deficit</b>
Year 2014	\$696,090	\$962,976	\$266,886
Year 2015	\$840,540	\$782,607	(\$57,933)
Year 2016	\$873,360	\$642,093	(\$231,267)
Year 2017	\$855,590	\$780,571	(\$75,019)
Year 2018	\$874,750	\$1,147,971	\$273,221
Year 2019	\$885,980	\$1,071,263	\$185,283
Year 2020	\$999,440	\$1,521,043	\$521,603
Year 2021	\$1,118,490	\$1,200,530	\$82,040
Year 2022	\$1,264,600	\$2,191,682	\$927,082

The increase in the 2024 Snow Management Budget will be funded from the Snow Management Special Tax.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW MAINTENANCE SNOW	10-32-155-240-20242-6115	GF SNOW REMOVAL MGMT WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	231,797	352,890	198,772	323,810	375,000	51,190	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 PW MAINTENANCE SNOW	10-32-155-240-20242-6116	GF SNOW REMOVAL MGMT WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	52,886	159,687	49,866	70,000	95,000	25,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW MAINTENANCE SNOW	10-32-155-240-20242-6119	GF SNOW REMOVAL MGMT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	105,913	183,664	101,858	147,290	173,900	26,610	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW MAINTENANCE SNOW	10-32-155-240-20246-6115	GF SNOW REMOVAL SURFACE SANDING WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	30,126	26,608	6,360	35,000	37,881	2,881	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 PW MAINTENANCE SNOW	10-32-155-240-20246-6116	GF SNOW REMOVAL SURFACE SANDING WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	18,914	25,985	7,136	20,000	21,647	1,647	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 PW MAINTENANCE SNOW	10-32-155-240-20246-6119	GF SNOW REMOVAL SURFACE SANDING PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	19,983	17,941	6,334	19,300	21,430	2,130	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 PW MAINTENANCE SNOW	10-32-155-240-20242-7512	GF SNOW REMOVAL MGMT OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	207	568	-	300	300	-	Meals allowance provided for staff working 1.5 hours past their regularly scheduled shift.
8 PW MAINTENANCE SNOW	10-32-155-240-20242-7541	GF SNOW REMOVAL MGMT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	24,466	30,454	3,106	15,000	25,000	10,000	Purchase of grader blades, loader blades and skid steer brooms. Surplus inventory of grader blades has been used up and stock needs to be purchased in 2024.
9 PW MAINTENANCE SNOW	10-32-155-240-20242-7580	GF SNOW REMOVAL MGMT HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	79,623	356,519	40,581	140,000	140,000	-	Hired equipment in used as necessary in order to complete snow management activities in a timely manner. This equipment includes grades, loaders and trucks.
10 PW MAINTENANCE SNOW	10-32-155-240-20246-7512	GF SNOW REMOVAL SURFACE SANDING OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	307	198	88	200	200	-	Meals allowance provided for staff working 1.5 hours past their regularly scheduled shift.
11 PW MAINTENANCE SNOW	10-32-155-240-20246-7533	GF SNOW REMOVAL SURFACE SANDING GRANULAR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	40,810	30,457	-	40,000	40,000	-	Annual purchase of street sanding material. This material is a product of gravel crushing operations which produce a sharp sand that provides improved traction on roadways. It is mixed with salt in order to have a free flowing sand that can be used to address icy winter roadways conditions.
12 PW MAINTENANCE SNOW	10-32-155-240-20246-7534	GF SNOW REMOVAL SURFACE SANDING CHEMICAL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	82,214	70,076	18,462	70,000	70,000	-	Annual purchase of street salt material. This material is used either to directly salt roadways or is mixed with street sand to keep the sand from freezing and to help it adhere to frozen street surfaces.
13 PW MAINTENANCE SNOW	10-32-155-240-20242-7300	GF SNOW REMOVAL MGMT CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	341,711	668,397	379,908	450,000	458,000	8,000	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
14 PW MAINTENANCE SNOW	10-32-155-240-20246-7300	GF SNOW REMOVAL SURFACE SANDING CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	54,214	54,075	21,774	60,140	60,140	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW MAINTENANCE SNOW DNTWN	10-32-155-240-20240-6115	GF SNOW REMOVAL DOWNTOWN WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	26,044	34,177	17,535	35,000	37,881	2,881	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 PW MAINTENANCE SNOW DNTWN	10-32-155-240-20240-6116	GF SNOW REMOVAL DOWNTOWN WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	19,507	31,045	10,336	25,000	27,058	2,058	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW MAINTENANCE SNOW DNTWN	10-32-155-240-20240-6119	GF SNOW REMOVAL DOWNTOWN PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	16,709	21,795	10,457	21,500	23,054	1,554	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW MAINTENANCE SNOW DNTWN	10-32-155-240-20240-7300	GF SNOW REMOVAL DOWNTOWN CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	32,735	61,929	26,914	55,760	55,760	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
5 PW MAINTENANCE SNOW DNTWN	10-32-155-240-20240-7512	GF SNOW REMOVAL DOWNTOWN OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	88	176	-	250	250	-	Meals allowance provided for staff working 1.5 hours past their regularly scheduled shift.
6 PW MAINTENANCE SNOW DNTWN	10-32-155-240-20240-7541	GF SNOW REMOVAL DOWNTOWN OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	67	153	350	350	-	Skid steer sweeper brooms.
7 PW MAINTENANCE SNOW DNTWN	10-32-155-240-20240-7580	GF SNOW REMOVAL DOWNTOWN HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	11,537	27,975	2,028	20,000	20,000	-	Hired rental equipment is required for snow management activities when City equipment is already in use or unavailable.

Functional Area: **STREET LIGHTING**  
 Department: **Public Works Department**  
 Fund: **General Fund**

Street lights are paid for on a flat rate per lamp basis. As the City grows or if Council directs that more lights are installed, our lighting costs will increase.

The purpose of roadway lighting is to produce timely, accurate and safe visibility at night. As a result, this will:

- Facilitate the safe movement of vehicles and pedestrians;
- Reduce night time accidents;
- Raise a sense of personal security; and,
- Encourage the night time use of the area.

<b>STREET LIGHTING</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Utilities	\$1,033,730	\$985,460	\$48,270	4.90%
Total Expenses	\$1,033,730	\$985,460	\$48,270	4.90%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,033,730</b>	<b>\$985,460</b>	<b>\$48,270</b>	<b>4.90%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$48,270** increase for Utilities. The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs.

Increase on street lighting is directly attributable to increase in rates from SaskPower. At the time of budget preparation, rate increases have not been announced for 2024, however based on history, an increase in rates of approximately 3% is budgeted. Further, SaskPower has announced carbon tax increases of \$15/tonne annually until 2030 - the increased budget accounts for this as the rate will go from \$65/tonne to \$80/tonne in 2024.

**Total Budget is \$1,033,730 for SaskPower costs.**



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW ADMIN	10-32-120-210-00000-7653	GF PW STREET LIGHTING ELECTRICITY	UTILITIES	Expenses / Expenditure	859,054	949,306	571,363	985,460	1,033,728	48,268	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .



Functional Area: **STREETS AND ROADS**  
 Department: **Public Works Department**  
 Fund: **General Fund**

The City maintains all paved streets and lanes in safe driving condition for vehicle and pedestrian traffic. This budget also includes the maintenance of the Rotary Trail. Maintenance includes the following activities:

- Inspection of streets on a regular basis.
- Annual crack filling and pothole repairs.
- Repair of various paved street failures such as dips, frost boils, etc.
- Milling of rutted sections identified through inspections.
- Temporary cold mix repairs to potholes and small excavations during the winter.
- Surface works grading and gravelling, surface works oiling and road patching.

<b>STREETS AND ROADS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
Operating Grants and Donations	\$168,510	\$168,360	\$150	0.09%
<b>Total Revenues</b>	<b>\$168,510</b>	<b>\$168,360</b>	<b>\$150</b>	<b>0.09%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$563,010	\$523,240	\$39,770	7.60%
Contracted and General Services	\$138,530	\$138,530	\$0	0.00%
Utilities	\$1,110	\$1,100	\$10	0.91%
Fleet Expenses	\$250,000	\$248,000	\$2,000	0.81%
Maintenance Materials and Supplies	\$169,875	\$180,660	(\$10,785)	-5.97%
<b>Total Expenses</b>	<b>\$1,122,525</b>	<b>\$1,091,530</b>	<b>\$30,995</b>	<b>2.84%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$954,015</b>	<b>\$923,170</b>	<b>\$30,845</b>	<b>3.34%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$168,510 Total Operating Grants and Donations Revenue** is the amended funding from the Urban Highway Connector Program (UHCP) Framework Agreement. There are corresponding expenses under Contracting and General Services relating to work to be completed under the Urban Highway Connector Program Framework Agreement. The revenue matches the expenditures for the Urban Highway Connector Program.



**EXPENDITURES**

**\$39,770** increase as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$138,530 Total Contracting and General Services** relating to the Urban Highway Connector Program. This expense is funded from the Urban Highway Connector Program (UHCP) Framework Agreement.

**\$10,785 decrease** in Maintenance Materials as follows:

- \$5,000 **decrease** relating to maintenance of residential gravel streets, lanes and roads. Adjusted based on historical results.
- \$4,500 **decrease** in maintenance and materials used for annual maintenance and upkeep of the Rotary Trail.
- \$12,000 **decrease** in operating supplies relating to crack sealing material purchases.
- \$500 **decrease** in tools, propane, and other operating supplies for pothole repair.
- \$500 **decrease** in maintenance materials used for annual maintenance and upkeep of the Rotary Trail.
- \$1,500 **decrease** in granular materials used for rotary trail.
- \$13,000 increase for chemicals. Cost per liter for street oiling went up by 28%. Budget needs to increase to better reflect this cost.
- \$215 increase to allocation of salaries to other divisions

**Urban Highway Connector Program**

For 2024, the funding from the Urban Highway Connector Program (UHCP) Framework Agreement is \$168,510. The Operations and Maintenance Grant is utilized for operational items such as snow removal, line painting, pothole repairs and power washing bridge and overpass railings & jersey barriers.

Currently the City is provided with an annual Operations and Maintenance Grant for repair and upkeep. There is an application process for capital improvements for projects within the urban connectors and bridge structures. Each of the connectors is allocated a level of Provincial interest which defines the percentage that the Ministry will contribute.

**The 2024 expenditures under the Urban Highway Connector Program is as follows:**

- \$138,530 for Contracted and General Services
- \$10,000 for Operating Supplies
- \$11,470 for fleet costs
- \$8,510 for Salaries Wages and Benefits

**Total Expenditures is \$168,510.**

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW MAINTENANCE ROADS	10-32-155-225-20230-5604	GF ROADS URBAN CONNECTOR PROG GRANT	GRANTS AND DONATIONS REV	Revenues / Funding Source	93,780	211,173	48,980	168,360	168,510	150	Based on updated agreements signed in 2021 (\$175,096)and amendments in June 2022. Revenue amount agrees to expenses budgeted for the program as the grant is intended to cover those costs.
2 PW MAINTENANCE ROADS	10-32-155-225-20210-6115	GF ROADS SURFACE WORKS GG WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	17,842	12,092	8,168	17,000	16,235	(765)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW MAINTENANCE ROADS	10-32-155-225-20210-6116	GF ROADS SURFACE WORKS GG WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,567	2,520	2,538	1,000	2,706	1,706	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW MAINTENANCE ROADS	10-32-155-225-20210-6119	GF ROADS SURFACE WORKS GG PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,207	6,188	4,600	7,670	8,145	475	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 PW MAINTENANCE ROADS	10-32-155-225-20211-6115	GF ROADS SURFACE WORKS OIL WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	10,296	32,002	7,722	15,000	16,235	1,235	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 PW MAINTENANCE ROADS	10-32-155-225-20211-6116	GF ROADS SURFACE WORKS OIL WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	235	988	339	250	541	291	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 PW MAINTENANCE ROADS	10-32-155-225-20211-6119	GF ROADS SURFACE WORKS OIL PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,085	9,150	2,281	4,190	4,697	507	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8 PW MAINTENANCE ROADS	10-32-155-225-20212-6115	GF ROADS PATCHING WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	117,413	101,083	59,323	125,200	129,879	4,679	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
9 PW MAINTENANCE ROADS	10-32-155-225-20212-6116	GF ROADS PATCHING WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	24,486	29,560	24,365	15,000	27,058	12,058	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
10 PW MAINTENANCE ROADS	10-32-155-225-20212-6119	GF ROADS PATCHING PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	31,391	29,299	18,781	34,140	35,311	1,171	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
11 PW MAINTENANCE ROADS	10-32-155-225-20214-6115	GF ROADS ROTARY TRAIL MTC WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	8,920	4,925	650	8,750	9,470	720	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
12 PW MAINTENANCE ROADS	10-32-155-225-20214-6119	GF ROADS ROTARY TRAIL MTC PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,330	1,280	172	3,750	2,462	(1,288)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
13 PW MAINTENANCE ROADS	10-32-155-225-20215-6115	GF ROADS POT HOLE REPAIR WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	26,831	30,358	18,236	25,000	27,058	2,058	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
14 PW MAINTENANCE ROADS	10-32-155-225-20215-6119	GF ROADS POT HOLE REPAIR PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,858	7,721	6,255	7,490	8,117	627	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
15 PW MAINTENANCE ROADS	10-32-155-225-20216-6115	GF ROADS CRACKSEAL WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	153	7,719	10,555	8,000	8,659	659	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
16 PW MAINTENANCE ROADS	10-32-155-225-20216-6119	GF ROADS CRACKSEAL PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	49	2,289	2,853	2,400	2,598	198	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
17 PW MAINTENANCE ROADS	10-32-155-225-20217-6115	GF GENERAL ROADS AND STREETS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	66,022	118,917	67,672	130,810	129,879	(931)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness. Budget is higher than prior year actuals as a second foreman was added in 2023 that is charging to this account.
18 PW MAINTENANCE ROADS	10-32-155-225-20217-6116	GF GENERAL ROADS AND STREETS WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	9,468	20,369	13,356	6,500	16,235	9,735	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
19 PW MAINTENANCE ROADS	10-32-155-225-20217-6119	GF GENERAL ROADS AND STREETS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	69,951	93,745	67,855	93,530	100,819	7,289	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
20 PW MAINTENANCE ROADS	10-32-155-225-20230-6115	GF ROADS URBAN CONNECTOR PROG WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	5,982	-	-	5,410	5,855	445	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
21 PW MAINTENANCE ROADS	10-32-155-225-20230-6116	GF ROADS URBAN CONNECTOR PROG WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	674	-	-	500	541	41	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
22 PW MAINTENANCE ROADS	10-32-155-225-20230-6119	GF ROADS URBAN CONNECTOR PROG PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	2,467	-	-	1,950	2,111	161	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
23 PW MAINTENANCE ROADS	10-32-155-225-20232-6115	GF ROADS DIEFENBAKER BRIDGE WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,178	3,207	494	3,500	2,165	(1,335)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
24 PW MAINTENANCE ROADS	10-32-155-225-20232-6116	GF ROADS DIEFENBAKER BRIDGE WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	4,535	7,434	274	4,000	4,329	329	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
25 PW MAINTENANCE ROADS	10-32-155-225-20232-6119	GF ROADS DIEFENBAKER BRIDGE PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,655	3,424	231	2,200	1,903	(297)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
26 PW MAINTENANCE ROADS	10-32-155-225-20212-7653	GF ROADS PATCHING ELECTRICITY	UTILITIES	Expenses / Expenditure	246	271	169	800	795	(5)	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .
27 PW MAINTENANCE ROADS	10-32-155-225-20217-7653	GF GENERAL ROADS AND STREETS ELECTRICITY	UTILITIES	Expenses / Expenditure	261	286	178	300	312	12	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
28 PW MAINTENANCE ROADS	10-32-155-225-20210-7533	GF ROADS SURFACE WORKS GG GRANULAR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	817	268	-	3,000	3,000	-	Gravel used in the maintenance of residential gravel streets, lanes and roads.
29 PW MAINTENANCE ROADS	10-32-155-225-20210-7580	GF ROADS SURFACE WORKS GG HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	943	-	-	2,000	2,000	-	External hired equipment for surface works maintenance. Note: Increase in Fuel Costs should be considered.
30 PW MAINTENANCE ROADS	10-32-155-225-20211-7534	GF ROADS SURFACE WORKS OIL CHEMICAL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	40,110	56,788	30,673	58,000	58,000	-	Oil needed for the Dust Suppression Program.
31 PW MAINTENANCE ROADS	10-32-155-225-20212-7410	Recovery from Allocation "32-155-225 - Asphalt Allocation"	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	(36,830)	(36,830)	(27,200)	(40,840)	(40,625)	215	The City has a historical practice of recovering costs expended in the General Operating Fund from the Utility, Sanitation and Capital Funds. Given that a substantial part of the asphalt work relates to utility repairs, it is apparent that a portion of the cost associated with this activity should be recovered from the Utility Budget. The budget amount represents 10% of the overall spending in this area and is appropriate to be recovered from the Utility Fund.
32 PW MAINTENANCE ROADS	10-32-155-225-20212-7531	GF ROADS PATCHING ASPHALT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	92,480	53,357	28,262	73,800	73,800	-	Purchased asphalt material for use in road maintenance work.
33 PW MAINTENANCE ROADS	10-32-155-225-20212-7533	GF ROADS PATCHING GRANULAR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	14,370	1,207	1,919	10,000	5,000	(5,000)	Granular materials used in the preparation of road surface repairs. Reduce to \$5,000.
34 PW MAINTENANCE ROADS	10-32-155-225-20212-7541	GF ROADS PATCHING OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,899	6,980	5,082	7,000	7,000	-	Tools, spray tanks and other operating supplies used in the completion of road repair and maintenance activities.
35 PW MAINTENANCE ROADS	10-32-155-225-20212-7580	GF ROADS PATCHING HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,597	-	-	2,000	2,000	-	Hired external equipment for road maintenance activities.
36 PW MAINTENANCE ROADS	10-32-155-225-20214-7531	GF ROADS ROTARY TRAIL MTC ASPHALT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,809	1,970	1,271	9,500	5,000	(4,500)	Maintenance Materials used for annual maintenance and upkeep of the Rotary Trail.
37 PW MAINTENANCE ROADS	10-32-155-225-20214-7533	GF ROADS ROTARY TRAIL MTC GRANULAR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	121	-	-	2,000	500	(1,500)	Maintenance Materials used for annual maintenance and upkeep of the Rotary Trail.
38 PW MAINTENANCE ROADS	10-32-155-225-20214-7541	GF ROADS ROTARY TRAIL MTC OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	985	-	272	1,000	500	(500)	Maintenance Materials used for annual maintenance and upkeep of the Rotary Trail.
39 PW MAINTENANCE ROADS	10-32-155-225-20215-7531	GF ROADS POTHOLE REPAIR ASPHALT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	5,661	17,289	279	15,000	15,000	-	Purchased asphalt for pothole repair.
40 PW MAINTENANCE ROADS	10-32-155-225-20215-7541	GF ROADS POTHOLE REPAIR OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	353	620	555	1,500	1,000	(500)	Tools, propane, and other misc operating supplies for pothole repair.
41 PW MAINTENANCE ROADS	10-32-155-225-20216-7522	GF ROADS CRACKSEAL PROPANE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	30	500	500	-	Propane used for heating crack sealing material.
42 PW MAINTENANCE ROADS	10-32-155-225-20216-7534	GF ROADS CRACKSEAL CHEMICAL	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	11,135	10,283	-	13,000	13,000	Budget based on historical actuals.
43 PW MAINTENANCE ROADS	10-32-155-225-20216-7541	GF ROADS CRACKSEAL OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	169	709	13,000	1,000	(12,000)	Operating supplies and crack sealing material purchases. Reduce \$8,000.00 and budget for \$5000.
44 PW MAINTENANCE ROADS	10-32-155-225-20217-7500	GF GENERAL ROADS AND STREETS TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,963	-	2,000	2,000	-	Travel and accommodation costs for approved travel.
45 PW MAINTENANCE ROADS	10-32-155-225-20217-7502	GF GENERAL ROADS AND STREETS TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	936	1,277	2,070	1,000	1,000	-	Based on actual charges for data lines, internet, landlines, and cell phone usage. 5 Cell phones 5 Ipad
46 PW MAINTENANCE ROADS	10-32-155-225-20217-7508	GF GENERAL ROADS AND STREETS TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	310	1,870	-	2,000	2,000	-	Budget for approved training courses and roadways specific events.
47 PW MAINTENANCE ROADS	10-32-155-225-20217-7540	GF GENERAL ROADS AND STREETS CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,962	516	382	2,500	2,500	-	Work clothes for Roadways staff, including boots, coveralls, hard hats, etc.
48 PW MAINTENANCE ROADS	10-32-155-225-20217-7541	GF GENERAL ROADS AND STREETS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	975	2,968	203	500	500	-	Miscellaneous tools, equipment and operating suppliers required for roadways operation.
49 PW MAINTENANCE ROADS	10-32-155-225-20217-7544	GF GENERAL ROADS AND STREETS OFFICE SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,241	-	200	200	-	Office supplies like folders, pens, markers, paper etc.
50 PW MAINTENANCE ROADS	10-32-155-225-20218-7541	GF ROADS BRIDGE MAINT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	5,000	5,000	-	Purchase of replacement guard rails and posts for on and off ramps. These items are damaged periodically and require replacement.
51 PW MAINTENANCE ROADS	10-32-155-225-20230-7541	GF ROADS URBAN CONNECTOR PROG OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	191	-	-	10,000	10,000	-	Operating supplies required for maintenance through the Urban Highway Connector Program.
52 PW MAINTENANCE ROADS	10-32-155-225-20210-7300	GF ROADS SURFACE WORKS GG CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	32,499	19,206	9,375	30,740	30,740	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
53 PW MAINTENANCE ROADS	10-32-155-225-20211-7300	GF ROADS SURFACE WORKS OIL CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	5,936	17,107	793	9,050	9,050	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
54 PW MAINTENANCE ROADS	10-32-155-225-20212-7300	GF ROADS PATCHING CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	119,382	97,433	55,335	125,410	125,410	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
55 PW MAINTENANCE ROADS	10-32-155-225-20214-7300	GF ROADS ROTARY TRAIL MTC CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	5,597	4,550	-	2,000	4,000	2,000	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
56 PW MAINTENANCE ROADS	10-32-155-225-20215-7300	GF ROADS POTHOLE REPAIR CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	2,680	6,157	2,976	4,240	4,240	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
57 PW MAINTENANCE ROADS	10-32-155-225-20216-7300	GF ROADS CRACKSEAL CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	-	1,056	6,448	2,000	2,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
58 PW MAINTENANCE ROADS	10-32-155-225-20217-7300	GF GENERAL ROADS AND STREETS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	42,722	67,302	43,372	57,670	57,670	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
59 PW MAINTENANCE ROADS	10-32-155-225-20230-7300	GF ROADS URBAN CONNECTOR PROG CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	6,446	-	-	11,470	11,470	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
60 PW MAINTENANCE ROADS	10-32-155-225-20232-7300	GF ROADS DIEFENBAKER BRIDGE CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	4,954	11,059	792	5,420	5,420	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
61 PW MAINTENANCE ROADS	10-32-155-225-20230-7295	GF ROADS URBAN CONNECTOR PROG SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	93,951	53,330	27,728	138,530	138,530	-	No change from prior year as no change in the UHCP Agreement from prior year. Expense budget for UHCP is reviewed on an overall basis.

Functional Area: **STREET SWEEPING**  
 Department: **Public Works Department**  
 Fund: **General Fund**

The City’s Street Cleaning Program removes sanding materials and debris that has accumulated on roads and along major sidewalks and boulevards during the winter months. This road maintenance helps make our roads safer, reduces material from entering the storm water collection system, protects the environment, and improves the appearance of city roads.

<b>STREET SWEEPING</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$149,590	\$130,910	\$18,680	14.27%
Contracted and General Services	\$14,000	\$11,000	\$3,000	27.27%
Fleet Expenses	\$150,600	\$150,600	\$0	0.00%
Maintenance Materials and Supplies	\$9,000	\$13,500	(\$4,500)	-33.33%
<b>Total Expenses</b>	<b>\$323,190</b>	<b>\$306,010</b>	<b>\$17,180</b>	<b>5.61%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$323,190</b>	<b>\$306,010</b>	<b>\$17,180</b>	<b>5.61%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$18,680** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$3,000** increase in Contracted and General Services for pressure washing of retaining walls along 2nd Avenue, as well as the Central and 6th Avenue Viaducts. Pressure washing removes the buildup of winter salt and grit to help maintain the integrity of the surface and underlying structure of the bridge rails, decks and of the retaining walls. This also includes a contractor that is needed from time to time to water down the streets when the City Water Truck is unavailable. **Total Contracted and General Services is \$14,000.**

**\$4,500 decrease** in the purchase of sweeper brooms and other operating supplies for street sweeping.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW MAINTENANCE ST SWEEPING	10-32-155-230-00000-6115	GF STREET SWEEPING WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	75,854	89,624	78,648	80,000	91,998	11,998	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 PW MAINTENANCE ST SWEEPING	10-32-155-230-00000-6116	GF STREET SWEEPING WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	12,546	16,419	15,362	17,000	18,400	1,400	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW MAINTENANCE ST SWEEPING	10-32-155-230-00000-6119	GF STREET SWEEPING PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	29,513	40,311	36,817	33,910	39,191	5,281	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW MAINTENANCE ST SWEEPING	10-32-155-230-00000-7295	GF STREET SWEEPING SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	10,579	20,384	11,000	14,000	3,000	Annual pressure washing of retaining walls along 2nd Avenue, as well as the Central and 6th Avenue Viaducts. Pressure washing removes the buildup of winter salt and grit to help maintain the integrity of the surface and underlying structure of the bridge rails, decks and of the retaining walls. This also includes a contractor that is needed from time to time to water down the streets when the City Water Truck is unavailable due to Mechanical issues.
5 PW MAINTENANCE ST SWEEPING	10-32-155-230-00000-7300	GF STREET SWEEPING CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	136,196	164,656	138,649	150,600	150,600	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
6 PW MAINTENANCE ST SWEEPING	10-32-155-230-00000-7541	GF STREET SWEEPING OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,286	12,303	2,289	9,500	5,000	(4,500)	Sweeper brooms and other operating supplies required for street sweeping. Brooms need to be changed constantly.
7 PW MAINTENANCE ST SWEEPING	10-32-155-230-00000-7580	GF STREET SWEEPING HIRED EQUIP RENT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,496	1,399	-	4,000	4,000	-	Hired external equipment for street sweeping. Note: Increase in fuel costs should be considered.



**Functional Area:** TRAFFIC COUNTS AND LANE MARKINGS  
**Department:** Public Works Department  
**Fund:** General Fund

With the City growing and more cars on our streets and traffic congestion is a major challenge. The Transportation Manager and his/her division are continuously working to keep traffic moving and also take action to meet the needs of all street users. Traffic safety is important and a major priority for the City. A safe transportation system contributes to a strong sense of community and the livability of our city. The division makes the roads safer through education, engineering, and evaluation.

<b>TRAFFIC COUNTS AND MARKINGS</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$1,000	\$1,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$64,990	\$64,140	\$850	1.33%
Contracted and General Services	\$138,000	\$95,000	\$43,000	45.26%
Fleet Expenses	\$1,000	\$1,000	\$0	0.00%
Maintenance Materials and Supplies	\$33,110	\$39,110	(\$6,000)	-15.34%
<b>Total Expenses</b>	<b>\$237,100</b>	<b>\$199,250</b>	<b>\$37,850</b>	<b>19.00%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$236,100</b>	<b>\$198,250</b>	<b>\$37,850</b>	<b>19.09%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$1,000 Total User Charges and Fees Revenue** for taxi stand permits.

**\$850** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.



**\$43,000** increase for Contracted and General Services. Budget for longitudinal traffic line painting.

**\$138,000 Total Contracted and General Services.** Budget for longitudinal lane markings. \$108,000 of this budget line is for traditional longitudinal painting for the spring and fall. \$30,000 is for thermoplastic inlay markings on 15th Street between 1st Ave E - 6th Ave E) and 2nd Ave W (between 17th St - 22nd St). Thermoplastic inlay was installed on 15th Street East (between 4th Ave E - 5th Ave E) in 2022. This is a common practice throughout the country and has a lifespan of 10-12 years (as opposed to painting twice each year). The treatment will save approximately 50% on expenses over the next decade not including additional savings associated with labour for pre-marking. \$6,000 of budget from the lane markings operating supplies account is transferred to this budget as reduced supplies are needed for pre-marking, stop bars and symbols if the thermoplastic inlay is approved.

**\$6,000 decrease** in Maintenance Materials and Supplies as follows:

- \$6,000 of budget from the lane markings operating supplies account is transferred to Contracted and General Services above as reduced supplies are needed for pre-marking, stop bars and symbols if the thermoplastic inlay is approved.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-0000-5408	GF TRAFF COUNTS AND LANE MRK PERMITS TAXI LDING ZN	USER CHARGES AND FEES	Revenues / Funding Source	463	633	678	1,000	1,000	-	Taxi Stand Permit.
2 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20252-6115	GF TRAFFIC LANE MARKINGS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	36,044	42,583	27,379	35,000	38,000	3,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20252-6116	GF TRAFFIC LANE MARKINGS WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	600	7,734	2,924	9,000	6,000	(3,000)	A portion of traffic line pre-marking is done early in the morning (Overtime) to increase safety on busy roadways. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20252-6119	GF TRAFFIC LANE MARKINGS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,763	10,694	5,873	9,610	9,592	(18)	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20250-6115	GF TRAFFIC COUNTS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	7,519	6,249	5,436	7,000	7,576	576	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20250-6116	GF TRAFFIC COUNTS WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	-	2,107	890	1,500	1,623	123	Traffic Counting Road Tubes are required to be installed early in the morning to avoid bus traffic. This is done for employee safety. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20250-6119	GF TRAFFIC COUNTS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	1,680	1,986	1,130	2,030	2,199	169	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
8 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20252-7541	GF TRAFFIC LANE MARKINGS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	28,696	29,070	15,579	36,000	30,000	(6,000)	Budget for Traffic Paint and Cold Plastic used to paint stop bars, arrows, symbols, crosswalks etc. \$6,000 of this budget is to be transferred to lane markings self employed contractor pending approval of Thermoplastic inlay budget. This is associated with reduced costs for pre-marking, traffic paint and cold plastic due to the installation of more permanent markings.
9 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20250-7541	GF TRAFFIC COUNTS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,831	428	2,349	2,500	2,500	-	Traffic counting operating supplies. Supplies include batteries for counter units, traffic tubes, chains and other parts.
10 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20252-7502	GF TRAFFIC LANE MARKINGS TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	551	607	405	610	610	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
11 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20252-7300	GF TRAFFIC LANE MARKINGS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	57	494	-	1,000	1,000	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
12 PW TRAFFIC COUNTS AND LN MARKING	10-32-160-280-20252-7295	GF TRAFFIC LANE MARKINGS SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	82,701	76,126	86,433	95,000	138,000	43,000	Budget for longitudinal lane markings. \$108,000 of this budget line is for traditional longitudinal painting for the spring and fall. \$30,000 is for thermoplastic inlay markings on 15th Street (between 1st Ave E - 6th Ave E) and 2nd Ave W (between 17th St - 22nd St). Thermoplastic inlay was installed on 15th Street East (between 4th Ave E - 5th Ave E) in 2022. This is a common practice throughout the country and has a lifespan of 10-12 years (as opposed to painting twice each year). The treatment will save approximately 50% on expenses over the next decade not including additional savings associated with labour for pre-marking. \$6,000 of budget from the lane markings operating supplies account is to be transferred to this budget as reduced supplies are needed for pre-marking, stop bars and symbols if the thermoplastic inlay is approved.

Functional Area: **TRAFFIC LIGHTS**  
 Department: **Public Works Department**  
 Fund: **General Fund**

Traffic lights control the flow of traffic and pedestrians to improve safety and access to roads. This budget is to provide for the safe and efficient movement of traffic on roads through professional traffic engineering. This budget includes designing and installing signalization. This budget is associated with costs of operating supplies for the traffic lights and electricity costs of the traffic lights. Operating Supplies consist of items to upgrade key intersections in the City to match traffic needs.

<b>TRAFFIC LIGHTS</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$148,190	\$132,760	\$15,430	11.62%
Utilities	\$32,260	\$29,650	\$2,610	8.80%
Fleet Expenses	\$35,150	\$35,150	\$0	0.00%
Maintenance Materials and Supplies	\$183,300	\$173,280	\$10,020	5.78%
<b>Total Expenses</b>	<b>\$398,900</b>	<b>\$370,840</b>	<b>\$28,060</b>	<b>7.57%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$398,900</b>	<b>\$370,840</b>	<b>\$28,060</b>	<b>7.57%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**\$15,430** increase in Salaries Wages and Benefits as per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.

**\$2,610** increase in Utilities for increased electricity costs. Total budget of \$32,260 for electricity.

**\$10,020** increase in Maintenance Materials and Supplies as follows:

- \$10,000 increase to purchase traffic signal supplies needed for signal repairs, replacements and installations. Supplies include traffic signal poles and heads, Control Cabinets, cables, fasteners, breakaway brackets, sensors, signal housing, pedestrian lights, anchor bolts, templates, Opticom emitters, backup power supplies, junction boxes etc. 6th Avenue East/28th Street intersection is to be improved/updated in 2024. Increase to budget of \$10,000 based on inflated rates for materials and actual costs from 2020-2023. Budget will be allocated to the replacement of 1 traffic cabinet (approximately \$25,000) to improve traffic signal operational infrastructure. Some traffic cabinets in the City are at the age where upgrades are required.
- \$20 increase for cost for IMSA (International Municipal Signal Association) memberships. 2024 memberships will cost \$300.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW TRAFFIC LIGHTS	10-32-160-285-00000-6115	GF TRAFFIC LIGHTS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	67,064	76,205	32,636	82,000	88,751	6,751	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
2 PW TRAFFIC LIGHTS	10-32-160-285-00000-6116	GF TRAFFIC LIGHTS WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	20,670	32,168	10,796	18,000	22,000	4,000	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW TRAFFIC LIGHTS	10-32-160-285-00000-6119	GF TRAFFIC LIGHTS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	29,502	34,864	21,204	32,760	37,434	4,674	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW TRAFFIC LIGHTS	10-32-160-285-00000-7300	GF TRAFFIC LIGHTS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	51,305	53,182	30,221	35,150	35,150	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
5 PW TRAFFIC LIGHTS	10-32-160-285-00000-7501	GF TRAFFIC LIGHTS POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	55	100	100	-	Based on average usage and expected \$.01 increase Jan 1/23.
6 PW TRAFFIC LIGHTS	10-32-160-285-00000-7506	GF TRAFFIC LIGHTS MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	259	274	280	300	20	Cost for IMSA (International Municipal Signal Association) memberships. 2024 memberships will cost \$300.
7 PW TRAFFIC LIGHTS	10-32-160-285-00000-7508	GF TRAFFIC LIGHTS TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	2,029	2,000	2,000	-	Training for Engineering Technician and Transportation Manager to stay up to date with most recent Traffic Engineering practices and standards. TAC and IMSA Training.
8 PW TRAFFIC LIGHTS	10-32-160-285-00000-7532	GF TRAFFIC LIGHTS CONCRETE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,972	3,824	-	2,000	2,000	-	Concrete supplies for traffic signals pile foundation and surrounding sidewalk spot repairs.
9 PW TRAFFIC LIGHTS	10-32-160-285-00000-7541	GF TRAFFIC LIGHTS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	156,789	134,287	78,927	120,000	130,000	10,000	Budget is used to purchase traffic signal supplies needed for signal repairs, replacements and installations. Supplies include traffic signal poles and heads, Control Cabinets, cables, fasteners, breakaway brackets, sensors, signal housing, pedestrian lights, anchor bolts, templates, Opticom emitters, backup power supplies, junction boxes etc. 6th Avenue East/28th Street intersection is to be improved/updated in 2024. Increase to budget of \$10,000 based on inflated rates for materials and actual costs from 2020-2023. Budget will be allocated to the replacement of 1 traffic cabinet (approximately \$25,000) to improve traffic signal operational infrastructure. Some traffic cabinets in the City are at the age where upgrades are required.
10 PW TRAFFIC LIGHTS	10-32-160-285-00000-7585	GF TRAFFIC LIGHTS LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	6,100	3,000	-	3,200	3,200	-	Cost for the annual SaskPower permits for traffic signals.
11 PW TRAFFIC LIGHTS	10-32-160-285-00000-7586	GF TRAFFIC LIGHTS RAIL CROSSING PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	30,597	-	45,700	45,700	-	For Carlton Trail Railway crossing permits
12 PW TRAFFIC LIGHTS	10-32-160-285-00000-7653	GF TRAFFIC LIGHTS ELECTRICITY	UTILITIES	Expenses / Expenditure	24,404	27,998	17,988	29,650	32,264	2,614	The 2024 budget for SaskPower was determined by Financial Services based on a review of historical usage, expectations for 2024, and a review of actual costs. The 2024 budget also incorporates a 3% rate increase effective January 1, 2024, and a carbon tax increase from \$65 to \$80 per tonne effective April 1, 2024 .

Functional Area: **TRAFFIC SIGNS**  
 Department: **Public Works Department**  
 Fund: **General Fund**

Traffic road signs are intended to guide, warn and regulate traffic. Road signs apply to motor vehicles, pedestrians, bicycles, and other travelers. Traffic road signs must fulfill a need, command attention, convey a clear message, command respect from travelers, and give adequate time for a response.

This budget includes the costs to regulate and maintain our traffic signage throughout the City and the costs of equipment for signage. The main categories of traffic signs are parking signs, regulatory signs, construction signs, warning signs, street signs, etc.

<b>TRAFFIC SIGNS</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$20,000	\$18,000	\$2,000	11.11%
<b>Total Revenues</b>	<b>\$20,000</b>	<b>\$18,000</b>	<b>\$2,000</b>	<b>11.11%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$295,430	\$219,430	\$76,000	34.64%
Utilities	\$1,660	\$1,700	(\$40)	-2.35%
Fleet Expenses	\$67,420	\$67,420	\$0	0.00%
Maintenance Materials and Supplies	\$92,090	\$79,590	\$12,500	15.71%
Insurance	\$1,160	\$1,180	(\$20)	-1.69%
<b>Total Expenses</b>	<b>\$457,760</b>	<b>\$369,320</b>	<b>\$88,440</b>	<b>23.95%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$437,760</b>	<b>\$351,320</b>	<b>\$86,440</b>	<b>24.60%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$2,000** increase in User Charges and Fees Revenues. Traffic Accommodation requests have increased in 2022 and 2023. 2024 is expected to see a revenue of \$20,000 from these requests.

**\$20,000 Total User Charges and Fees Revenue** for Traffic Accommodation Requests.



**EXPENDITURES**

**\$76,000** increase for Salaries Wages and Benefits. As per Financial Reporting, this was an area that was identified to be under budgeted for the last several years.

2020 Actual	\$255,150
2021 Actual	\$262,990
2022 Actual	\$291,062
2024 Budget	\$295,430

The 2024 Budget has been increased to the total budget of \$295,430 to reflect the actual costs and also include the awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases. The Sign Shop hires a standard amount of staff that work regular hours. It appeared through Financial Reporting that this area was over budget for the last several years. Budget has been increased to reflect the cost for labour.

**\$12,500** increase in Maintenance Materials and Supplies for operating supplies. This budget includes metal telspar posts, traffic signage, traffic cones, barricades, essential hand tools, and nuts/bolts etc. All these materials are required for traffic accommodation and traffic safety. \$88,500 for operating supplies reflects the actual average spending from 2020 - 2022. **Improved traffic accommodation signage and materials will be a priority in 2024.**

**\$20 decrease** in Insurance based on review of actual costs and consideration of annual increases for 2024 estimated by the City's Insurance Broker.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW TRAFFIC	10-32-160-287-20248-5100	GF TRAFFIC SIGNS SIGNAL REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	8,115	13,073	11,771	18,000	20,000	2,000	Traffic Accommodation requests have increased in 2022 and 2023. 2024 is expected to see a revenue of \$20,000 from these requests.
2 PW TRAFFIC	10-32-160-287-00000-6115	GF TRAFFIC SIGNS WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	187,590	192,207	133,863	150,000	200,231	50,231	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
3 PW TRAFFIC	10-32-160-287-00000-6116	GF TRAFFIC SIGNS WAGES OT	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	3,704	12,661	7,582	5,500	10,000	4,500	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
4 PW TRAFFIC	10-32-160-287-00000-6119	GF TRAFFIC SIGNS PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	70,709	77,565	49,650	57,530	77,785	20,255	The increase over prior year is required to reflect the actual level of cost being incurred after a review of the costs incurred in prior years. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
5 PW TRAFFIC	10-32-160-287-20247-6115	GF TRAFFIC SIGNS CONSTRUCT WAGES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	745	5,995	1,338	5,000	5,412	412	The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
6 PW TRAFFIC	10-32-160-287-20247-6119	GF TRAFFIC SIGNS CONSTRUCT PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	202	2,434	462	1,400	2,002	602	The increase over prior year is required to reflect the actual level of cost being incurred after a review of the costs incurred in prior years. The base budget was determined by Financial Services after consideration of current contracts, step increases/decreases, and a review of actual costs incurred. The budget was also reviewed by each department for reasonableness.
7 PW TRAFFIC	10-32-160-287-00000-7651	GF TRAFFIC SIGNS WATER AND SEWER	UTILITIES	Expenses / Expenditure	2,463	1,774	1,228	1,700	1,662	(38)	Budget based on a review of prior year usage, current year billings, and expectations for 2024.
8 PW TRAFFIC	10-32-160-287-00000-7501	GF TRAFFIC SIGNS POSTAGE AND FREIGHT	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	96	-	-	400	400	-	Based on average usage and expected \$.01 increase Jan 1/23.
9 PW TRAFFIC	10-32-160-287-00000-7502	GF TRAFFIC SIGNS TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,335	778	521	750	750	-	Based on actual charges for data lines, internet, landlines, and cell phone usage.
10 PW TRAFFIC	10-32-160-287-00000-7506	GF TRAFFIC SIGNS MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	126	-	140	140	-	Budget set for International Municipal Signal Association membership for the purpose of Traffic Accommodation/signage. 2023 membership is \$140.
11 PW TRAFFIC	10-32-160-287-00000-7508	GF TRAFFIC SIGNS TRAINING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	963	-	800	800	-	Set for traffic accommodation training in 2024. (i.e. training for Work Zone Traffic Accommodation).
12 PW TRAFFIC	10-32-160-287-00000-7512	GF TRAFFIC SIGNS OT MEALS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	44	44	-	150	150	-	Meals allowance provided for staff working 1.5 hours past their regularly scheduled shift.
13 PW TRAFFIC	10-32-160-287-00000-7540	GF TRAFFIC SIGNS CLOTHING	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,132	2,149	682	1,000	1,000	-	This budget is used for jackets and work boot compensation.
14 PW TRAFFIC	10-32-160-287-00000-7541	GF TRAFFIC SIGNS OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	76,275	98,635	67,507	76,000	88,500	12,500	This budget includes metal telspar posts, traffic signage, traffic cones, barricades, essential hand tools, and nuts/bolts etc. All these materials are required for traffic accommodation and traffic safety. \$88,500 reflects the actual average spending from 2020 - 2022. Improved traffic accommodation signage and materials will be a priority in 2024.
15 PW TRAFFIC	10-32-160-287-00000-7573	GF TRAFFIC SIGNS MECHANICAL EQUIP MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	25	-	250	250	-	This account is used for light mechanical items at the Sign Shop (i.e. door locks, keys, etc.)
16 PW TRAFFIC	10-32-160-287-00000-7585	GF TRAFFIC SIGNS LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	100	100	-	Electrical licensing fees for the Traffic Signals Technician through the Technical Safety Authority of Saskatchewan.
17 PW TRAFFIC	10-32-160-287-00000-7896	GF TRAFFIC SIGNS INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	848	1,098	715	1,180	1,160	(20)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases.
18 PW TRAFFIC	10-32-160-287-00000-7300	GF TRAFFIC SIGNS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	70,668	69,322	43,037	67,420	67,420	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.



Functional Area: **CITY PUBLIC TRANSIT**  
 Department: **Public Works Department**  
 Fund: **General Fund**

The City’s Public Transit System, operated by First Canada ULC is designed to provide safe, reliable, affordable and accessible transportation in support of Council’s vision for inclusiveness, accessibility, affordability and environmental sustainability.

<b>CITY PUBLIC TRANSIT</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$595,300	\$547,890	\$47,410	8.65%
Operating Grants and Donations	\$200,000	\$180,000	\$20,000	11.11%
<b>Total Revenues</b>	<b>\$795,300</b>	<b>\$727,890</b>	<b>\$67,410</b>	<b>9.26%</b>
<b>EXPENSES</b>				
Contracted and General Services	\$2,054,700	\$1,603,220	\$451,480	28.16%
Interest on Long Term Debt	\$34,600	\$43,300	(\$8,700)	-20.09%
Fleet Expenses	\$275,000	\$565,540	(\$290,540)	-51.37%
Maintenance Materials and Supplies	\$84,700	\$102,340	(\$17,640)	-17.24%
<b>Total Expenses</b>	<b>\$2,449,000</b>	<b>\$2,314,400</b>	<b>\$134,600</b>	<b>5.82%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$1,653,700</b>	<b>\$1,586,510</b>	<b>\$67,190</b>	<b>4.24%</b>

**SUMMARY OF CHANGES FROM YEAR 2023 BUDGET**

**REVENUES**

**\$47,410** increase in User Charges and Fees as follows:

- \$125,000 increase in Bus Passes and Tickets. 2023 has seen a massive resurgence in transit ridership and is expected to total to the most yearly riders in PA history. 2024 projections anticipate further increases to transit ridership and revenue for passes sold.
- \$7,410 increase in Bus Shelters and Benches. Revenue from Bus Shelters and Benches as per the City's Contract with the advertising contractor. Funded infrastructure (5 added benches, 4 added shelters) installed in 2023 will lead to an additional \$7,710 in yearly revenue based on number of units with advertising. 2024 revenue per shelter = \$1,621.70 (total of 23 advertising shelters). 2024 revenue per bench = \$244.10 (total of 33 advertising benches).



- \$10,000 **decrease** in revenue generated from the discounted bus passes (subsidized by Ministry of Social Services). Social assistance revenue is based on actuals and is project to be \$50,000 in 2024.
- \$75,000 **decrease** in the financial contribution from the Ministry of Social Services to subsidize the discounted bus passes (social assistance category). The Ministry subsidizes each pass sold by paying the City \$25/pass. In 2024, it is anticipated around 2,000 passes will be sold. The Ministry contribution is anticipated to be \$50,000. **This budget line has been consolidated with the Tickets Passes and Sales budget line.**

**\$595,300 Total User Charges and Fees Revenue:**

User Charges and Fees	2024 Budget	2023 Budget	Variance
Bus Passes and Tickets	\$500,000	\$375,000	\$125,000
Bus Shelters and Benches	\$45,300	\$37,890	\$7,410
Transit Passes - City Portion - Social	\$50,000	\$60,000	(\$10,000)
Transit Passes - Provincial Portion	\$0	\$75,000	(\$75,000)
<b>Total User Charges and Fees</b>	<b>\$595,300</b>	<b>\$547,890</b>	<b>\$47,410</b>

**\$20,000** increase in Operating Grants and Donations. This budget reflects the Transit Assistance for People with Disabilities grant funding for operations (TAPD). TAPD is a performance-based program. The funding formula allots participating municipalities with an annual operating grant calculated using the number of public service trips provided by each municipality in the previous calendar year, and a per trip amount based on which of the four population categories the community is in (under 2,500; 2,501 to 20,000; 20,001 to 100,000; and 100,001 or more). The population figures are obtained through the most recent Statistics Canada census. Revenue projections based on grant received in 2023. This grant is for operation of Access Transit Services.

**\$200,000 Total Operating Grants and Donations revenue as follows:**

Operating Grants and Donations	2024 Budget	2023 Budget	Variance
Transit Assistance with People	\$200,000	\$180,000	\$20,000
<b>Total Operating Grants and Donations</b>	<b>\$200,000</b>	<b>\$180,000</b>	<b>\$20,000</b>

**Total increase in Revenue for the City Public Transit for 2024 is \$67,410**



## EXPENDITURES

### **Transit Extended Hours – Budget 2024 (RPT 23-358)**

City Council, at its meeting of September 11, 2023, approved the following recommendations regarding Transit Extended Hours:

*That the Transit Extended Weekday Hours of Operation Trial be extended until December 31, 2024 and included in the 2024 Transit Budget, as follows:*

- 1. Reducing operating frequency from half-hourly to hourly for all routes between 6:15 p.m. – 7:15 p.m.;*
- 2. Extending all transit routes from 7:15 p.m. – 10:15 p.m. operating hourly; and,*
- 3. Extending the Rush Hour Service from 9:45 a.m. – 2:45 p.m. half-hourly.*

The report illustrated that the extended weekday transit service trial has been a success since it began on June 12, 2023. The timeframe of June 12<sup>th</sup> to August 31<sup>st</sup>, 2023 has seen 13,600 more riders than in any other year.

**The 2024 Budget includes the amount of \$163,000 for transit extended hours.**

**Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #13 for RPT 23-358 – Transit Extended Hours – Budget 2024 for additional information.**

### **Contracted and General Services**

**\$451,480** increase in Contracted and General Services as follows:

- \$449,980 increase under Transit Operation as the costs for contracted transit services as per the existing contract between the City and First Canada. Costs for contracted transit services as per the existing contract between the City and First Canada. The cost for transit services in 2024 will be increased based on the set rates in the contract. Operating costs will increase due to the price of leased transit buses through First Canada. This cost includes \$315,000 to lease 9 transit buses for the year (Agreement between the City and First Student) and \$4,200 for cleaning fees. This budget includes an additional \$163,000 for extended weekday transit hours in 2024. This marks a 15% increase in total transit hours for the year. Although statistics are not yet available for the increased revenue due to the extended transit hours it is expected that transit pass revenue will increase by at least 8%. Budget increase of \$95,000 as a 2<sup>nd</sup> East Flat bus was implemented in September 2023 and is required to handle the transit capacity at peak hours. This bus will operate from 7am – 10am and 230pm – 530pm on weekdays (January – April and September – December). Since this bus has been implemented transit ridership has continued to increase and students/workers have not been passed by due to capacity issues.
- \$1,500 increase for bus pass vendor 10% commission fees for sold bus passes. 2024 is projected to see \$11,500 in bus pass vendor commission. (Example: Vendor sells \$10,000 of bus passes, they receive \$1,000 commission).

**\$2,054,700 Total Contracted and General Services** is as follows:

- \$2,043,200 for Transit Operation:
  - 9 leased buses - \$315,000
  - Cleaning - \$4,200
  - 2<sup>nd</sup> East Flat bus - \$95,000
  - Extended Weekday Transit Hours for 2024 - \$163,000
  - Transit Operation - \$1,466,000
- \$11,500 for or bus pass vendor 10% commission fees for sold bus passes.

The total increase in Contracted and General Services for 2024 in the amount of \$451,480 is being funded by a Transfer from the Public Transit Reserve to offset the increased service levels. That funding is included in the Reserve Allocations for 2024. The increase results in a nil impact to the 2024 Budget relating to Contracted and General Services for transit service. The Public Transit Reserve will have a projected ending Reserve balance of a surplus of \$410,781 ending 2024 with the budgeted transfer in the 2024 Budget.

**\$8,700 decrease** for Interest on Long-Term Debt relating to the Loan for the purchased Transit Buses. Each year, interest drops every year as principle payments increase. **\$34,600 Total Interest on Long Term Debt Budget for 2024.**

**\$290,540 decrease** in Fleet Expenses. The budget is based on the Asset Management Plan / Fleet projections for the Public Transit Reserve. As per the Asset Management Plan, the fleet expense is required to cover fuel and minor maintenance costs as well putting away funds for the future replacement of the buses to avoid the requirement for debt financing when replacement is required. **As the City is leasing transit buses, the annual transfer to the Public Transit Reserve is \$0.00 for 2024. As there is no budgeted transfer to the Public Transit Reserve, the fleet has been reduced by \$290,540.**

**\$17,640 decrease** for Maintenance Materials and Supplies as follows:

- \$21,140 **decrease** in Bus Shelters. The 2023 Budget included funding for two new shelters. That amount is **reduced as a one-time expenditure** for Bus Shelters. 2024 Budget of \$24,000: Building Maintenance. Shelter Electricity (Yearly) - \$3,000, Electrical Work to move one transit Shelter - \$1,500, Cost to replace missing transit shelter glass panes/perforated metal panels - \$16,000. Cost for transit bench repairs - \$3,500.
- \$100 **decrease** in memberships. Canadian Urban Transit Association membership rates were \$2,670 this year and are expected to be \$2,800 for 2024.
- \$3,600 increase in permit and license fees for the City's TransitLive services based on an existing agreement with CRL Engineering. Transit Live is an automatic vehicle location system that provides bus users with the exact location of the bus and its movement. This system also collects and provides valuable ridership data about City transit usage. Costs for the service to increase as per the existing Agreement.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
1 PW TRANSIT	10-32-165-000-00000-5114	GF TRANSIT PASSES SOCIAL ASST CTY PORTION	USER CHARGES AND FEES	Revenues / Funding Source	41,057	38,050	33,885	60,000	50,000	(10,000)	Revenue generated from the discounted bus passes (subsidized by Ministry of Social Services). Social assistance revenue is based on actuals and is project to be \$50,000 in 2024.
2 PW TRANSIT	10-32-165-000-00000-5115	GF TRANSIT PASSES SOCIAL ASST PROV PORTION	USER CHARGES AND FEES	Revenues / Funding Source	-	-	-	75,000	-	(75,000)	Financial contribution from the Ministry of Social Services to Subsidize the discounted bus passes (social assistance category). The Ministry subsidizes each pass sold by paying the City \$25/pass. In 2024, it is anticipated around 2000 passes will be sold. The Ministry contribution is anticipated to be \$50,000. This budget line is to be removed as it has been consolidated with the Tickets Passes and Sales budget line.
3 PW TRANSIT	10-32-165-000-00000-5116	GF TRANSIT BUS BENCHES AND SHELTERS	USER CHARGES AND FEES	Revenues / Funding Source	30,098	33,607	28,235	37,890	45,300	7,410	Revenue from Bus Shelters and Benches as per the City's Contract with the advertising contractor. Funded infrastructure (5 added benches, 4 added shelters) installed in 2023 will lead to an additional \$7710 in yearly revenue based on number of units with advertising. 2024 revenue per shelter = \$1621.70 (total of 23 advertising shelters). 2024 revenue per bench = \$244.10 (total of 33 advertising benches).
4 PW TRANSIT	10-32-165-000-00000-5118	GF TRANSIT TICKETS AND PASSES SALES	USER CHARGES AND FEES	Revenues / Funding Source	291,325	329,851	348,218	375,000	500,000	125,000	2023 has seen a massive resurgence in transit ridership and is expected to total to the most yearly riders in PA history. 2024 projections anticipate further increases to transit ridership and revenue for passes sold.
5 PW TRANSIT	10-32-165-000-00000-5602	GF TRANSIT GRANT URBANASST HANDICAP TRNSP	GRANTS AND DONATIONS REV	Revenues / Funding Source	160,774	198,388	199,187	180,000	200,000	20,000	This budget reflects the Transit Assistance for People with Disabilities grant funding for operations (TAPD). TAPD is a performance-based program. The funding formula allots participating municipalities with an annual operating grant calculated using the number of public service trips provided by each municipality in the previous calendar year, and a per trip amount based on which of the four population categories the community is in (under 2,500; 2,501 to 20,000; 20,001 to 100,000; and 100,001 or more). The population figures are obtained through the most recent Statistics Canada census. Revenue projections based on grant received in 2023. This grant is for operation of Access Transit Services.
6 PW TRANSIT	10-32-165-000-00000-7100	GF TRANSIT INT LT LOAN	INTEREST ON LTD	Expenses / Expenditure	59,646	50,962	35,947	43,300	34,604	(8,696)	City Transit Buses. The 2024 Budget for interest expense was determined by Financial Services based on loan amortization schedules. The interest expense decreases each year as the loan is paid off.
7 PW TRANSIT	10-32-165-000-00000-7295	GF TRANSIT SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	1,354,810	1,082,092	1,107,009	1,593,220	2,043,200	449,980	Costs for contracted transit services as per the existing contract between the City and First Canada. The cost for transit services in 2024 will be increased based on the set rates in the contract. Operating costs will increase due to the price of leased transit buses through First Canada. This cost includes \$315,000 to lease 9 transit buses for the year (Agreement between the City and First Student) and \$4,200 for cleaning fees. This budget includes an additional \$163,000 for extended weekday transit hours in 2024. This marks a 15% increase in total transit hours for the year. Although statistics are not yet available for the increased revenue due to the extended transit hours it is expected that transit pass revenue will increase by at least 8%. \$95,000 additional funding: – A 2nd East Flat bus was implemented in September 2023 and is required to handle the transit capacity at peak hours. This bus will operate from 7am – 10am and 230pm – 530pm on weekdays (January – April and September – December). Since this bus has been implemented transit ridership has continued to increase and students/workers have not been passed by due to capacity issues. Transit Operation \$1,466,000. Total Contracted and General Services is \$2,043,200 for 2024 Budget.
8 PW TRANSIT	10-32-165-000-00000-7299	GF TRANSIT OTHR GEN SERVICES	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	6,907	7,071	7,968	10,000	11,500	1,500	This budget is for bus pass vendor 10% commission fees for sold bus passes. 2024 is projected to see \$11,500 in bus pass vendor commission. (Example: Vendor sells \$10,000 of bus passes, they receive \$1,000 commission)
9 PW TRANSIT	10-32-165-000-00000-7300	GF TRANSIT CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	229,400	349,660	377,040	565,540	275,000	(290,540)	The budget is based on the Asset Management Plan / Fleet projections for the Public Transit Reserve. The budget for 2024 is required to cover fuel and minor maintenance costs only. In the prior year the budget was higher in order to put funds aside for the Transit Reserve for the future replacement of City buses. As the City is leasing budgets for 2024 it was decided that the fleet charge could be reduced to just cover estimated fuel and minor maintenance costs.
10 PW TRANSIT	10-32-165-000-00000-7500	GF TRANSIT TRAVEL AND ACCOM	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	65	-	-	2,000	2,000	-	Transportation Manager will attend Annual Canadian Urban Transit Association Conference in 2024. Budget for costs related to attending transit related conferences.
11 PW TRANSIT	10-32-165-000-00000-7504	GF TRANSIT ADVERTISING EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	100	479	949	3,000	3,000	-	For City's transit advertising costs/supplies (i.e. signs, posters, decals, etc.) Advertising/Promotion is anticipated to be fully returned in additional ridership and sold passes.
12 PW TRANSIT	10-32-165-000-00000-7506	GF TRANSIT MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,551	2,598	2,670	2,900	2,800	(100)	Canadian Urban Transit Association membership rates were \$2670 this year and are expected to be \$2800 for 2024.
13 PW TRANSIT	10-32-165-000-00000-7541	GF TRANSIT OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,102	856	212	5,500	5,500	-	Budget is for transit operating supplies, such as fareboxes, bus signs and posts, etc.

Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Budget Line Comment
14 PW TRANSIT	10-32-165-000-00000-7584	GF TRANSIT PRINT SHOP SERV	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	2,963	8,597	4,039	5,000	5,000	-	Cost for printing transit related items (i.e. bus brochures, transfer tickets, etc.). Historical averages show that this budget should remain the same.
15 PW TRANSIT	10-32-165-000-00000-7585	GF TRANSIT LICENSES AND PERMITS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	20,915	34,882	26,249	34,300	37,900	3,600	Permit and license fees for the City's TransitLive services based on an existing agreement with CRL Engineering. Transit Live is an automatic vehicle location system that provides bus users with the exact location of the bus and its movement. This system also collects and provides valuable ridership data about City transit usage. Costs for the service to increase as per the existing Agreement.
16 PW TRANSIT	10-32-165-000-20253-7532	GF TRANSIT BUS SHELTER CONCRETE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	756	-	4,500	4,500	-	Cost to pour 3 concrete bus bench/shelter pads. This is required to relocate shelters and benches to safe and accessible locations.
17 PW TRANSIT	10-32-165-000-20253-7574	GF TRANSIT BUS SHELTER BUILDING MTCE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	15,099	69,523	1,637	45,140	24,000	(21,140)	Shelter Electricity (Yearly) - \$3000, Electrical Work to move one transit Shelter - \$1500, Cost to replace missing transit shelter glass panes/perforated metal panels - \$16,000. Cost for transit bench repairs - \$3500.

**TITLE:** Transit Extended Hours - Budget 2024

**DATE:** September 5, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the following transit extended weekday hours of operation trial be extended until December 31<sup>st</sup>, 2024 and included in the 2024 Transit Budget.

1. To reduce operating frequency from half-hourly to hourly for all routes between 6:15 – 7:15pm;
2. To extend all transit routes from 7:15pm – 10:15pm operating hourly;
3. To extend the Rush Hour Service from 9:45am – 2:45pm half-hourly.

**TOPIC & PURPOSE:**

The purpose of this report is to approve the extension of the weekday transit hours trial until December 31, 2024 and to include the associated expenses within the 2024 Transit Operating Budget.

**BACKGROUND:**

Public Transit usage has increased 43% in Canada since 2005. As the costs of fuel and vehicle ownership have increased more people look towards public transit as their primary source of transportation. Since 2005, The City of Prince Alberts annual transit ridership has increased from 258,000 to 399,000 which marks a 55% increase. Over this same time period, scheduled transit hours have increased from 18,732 hours to 19,116.5 hours annually. This shows that over the last 18 years the City of Prince Albert has seen a 55% increase in transit usage and a 2% increase in service hours.

Over the last decade the City of Prince Albert has grown and businesses are now open later. For this reason the Department of Public Works has received dozens of calls, emails and requests from the public to extend transit hours on weekdays. Local examples of regular business hours of operation on weekdays are as follows:

- U of S Campus Classes extend until 9pm.

- Saskatchewan Polytechnic Labs and Library extend until 9pm.
- YWCA English Language classes extend until 9pm.
- Alfred Jenkins Field House open until 10pm.
- Victoria Hospital Visiting Hours open until 8pm.
- Major grocery stores are open until 10pm or later.
- Fast Food stores are open until 9pm or later.
- Many retail stores are open until 8pm or later.
- Most entertainment based businesses open until 10pm.

Transit riders have expressed that they work/study/utilize these locations and currently taxi, bike or walk because transit is not available. Extending service until 10:15pm allows citizens to accept jobs with later hours, attend community events and shop for groceries at normal business/school hours.

In 2017, a four-month transit trial was completed with extended weekday hours to 11:00pm. Following a review of the results of the trial, the recommendation by the Department of Public Works was to extend weekday transit hours to 10:15pm at that time. The data found during the 2017 extended hour's trial was utilized to create a new, more efficient trial.

The City was approved for One-Time Public Transit Funding for a total of \$415,038 from the Provincial and Federal Government on January 25<sup>th</sup>, 2023.

On February 13<sup>th</sup>, 2023, City Council approved \$265,000 of the Transit Funding to be allocated towards an extended weekday hours of service trial from March 13<sup>th</sup>, 2023 to March 31<sup>st</sup>, 2024. Due to driver shortages the extended transit hours did not officially begin until June 12<sup>th</sup>, 2023. On June 12<sup>th</sup>, 2023, the extended weekday hours of operation were officially implemented on a trial basis. The chart below shows the budgeted transit weekday service hours for 2023 as compared to the extended weekday hours of service.

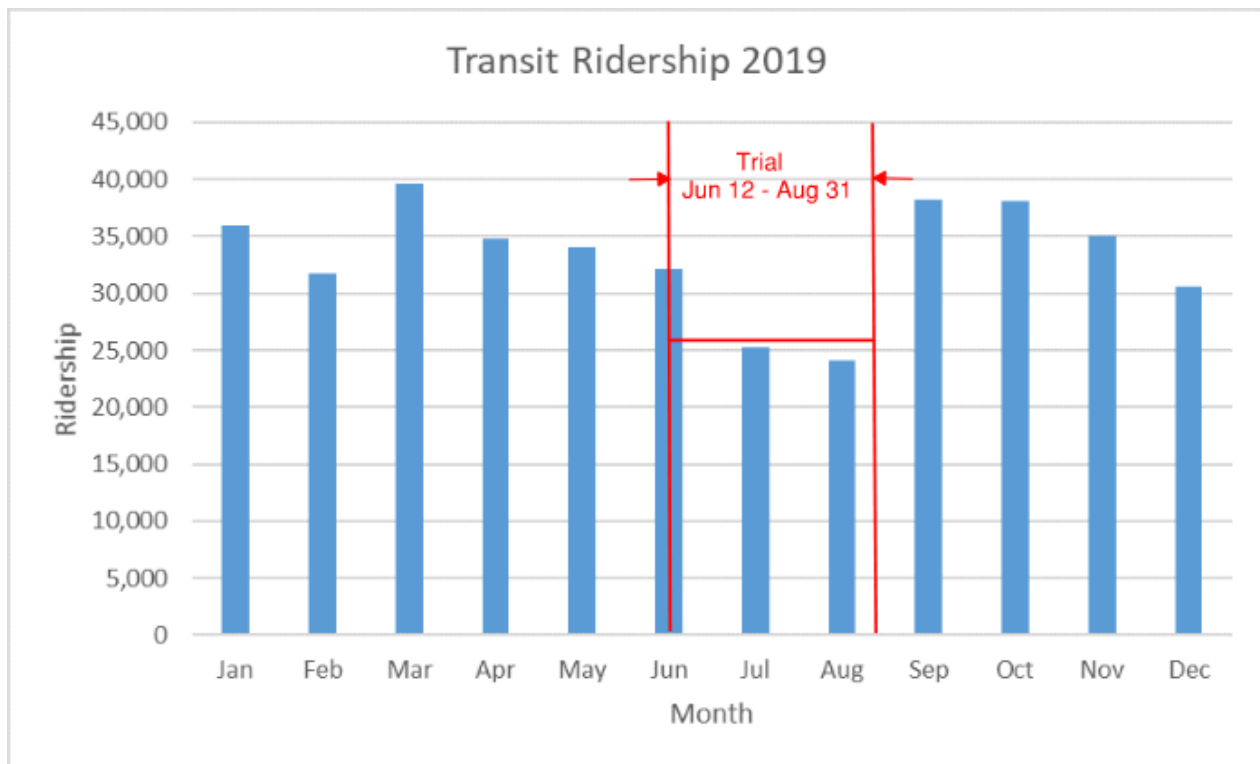
Routing	Budgeted Service Hours 2023		Extended Weekday Hours of Service Trial	
	Main Routes (Half-Hourly)	Rush Hour (Half-Hourly)	All Routes (Half-Hourly)	All Routes (Hourly)
Monday - Friday	6:45am - 7:15pm	6:45am - 9:15am 2:45pm - 6:15pm	6:45am - 6:15pm	6:15pm - 10:15pm
Total Daily Hours	62.5	7	69	12
	69.5		81	



**PROPOSED APPROACH AND RATIONALE:**

The extended weekday transit service trial has been a success since it began on June 12<sup>th</sup>, 2023. The timeframe of June 12<sup>th</sup> – August 31<sup>st</sup>, 2023 has seen 13,600 more riders than in any other year.

Although, the transit trial has produced positive results thus far it should be understood that transit utilization alters greatly between the summer months and September-June while school is in session. In March of 2023, 522 Post-Secondary and Youth (High-School) monthly transit passes were sold. With the number of students riding transit expected to further increase in the 2023-24 school year it is evident that the true effect of the extended hours will unfold in the coming months. Figure 1 below shows the transit ridership by month in 2019 as an example of the average reduction in ridership during the summer months.



*Figure 1: Transit Ridership by Month 2019*

Continuing with the extended transit hours trial is recommended in order to provide a large enough sample size to accurately represent the impact of the service to the public. The additional study period will also allow for a more accurate assessment of the financial impact for the extended hours of service.

A report will be brought to City Council prior to the 2025 budget year with a recommendation on whether to proceed with the extended hours or not. This report will include all relevant statistics collected throughout the trial as well as a more detailed financial impact analysis. The remainder of this section of the report will include statistics and trends regarding the alteration of transit hours.

### 1. Reduction of Operating Frequency from Half-Hourly to Hourly from 6:15pm – 7:15pm

Although, there is a large need to extend transit hours on weekdays it is noted that ridership does reduce after 6:15pm. Similar to this, the City of Brandon was consulted and confirmed that they successfully operate hourly bus service after 6pm on weekdays. This reduction in service frequency creates a savings of approximately \$32,500 in operating expenses annually. This alteration to service hours in conjunction with extending transit hours until 10:15pm has increased the transit ridership between 6:15pm – 7:15pm despite the reduction of service. This is a result of more started trips during this timeframe since transit is now available for return trips until 10:15pm.

### 2. Extension of all transit routes from 7:15pm – 10:15pm operating hourly

The extension of hours of operation has been promising thus far as the transit ridership from 7:15pm – 10:15pm has increased each week since June 12<sup>th</sup>, 2023. Table 1 below shows the gradual increase in daily transit ridership from 7pm – 10:15pm along with September projections for when students return to school.

*Table 1: Daily Ridership (7pm – 10:15pm)*

	Daily Ridership (7pm - 10:15pm)
July	68
August	72
August 29th	94
September Projection	110

Aside from the increased ridership during the extended hours it is important to note that the ridership throughout the rest of the day has also increased significantly. The late night weekday hours make the transit system more functional and allows citizens to accept jobs with later hours, attend community events and shop for groceries at normal business/school hours. For this reason dozens of users who previously could not utilize the transit system are now riding.

On August 30<sup>th</sup>, at the Saskatchewan Polytechnic Community Fair a number of students commented that they would be taking transit this year due to the extended hours of operation allowing them to get to and from work and school. On August 31<sup>st</sup>, Saskatchewan Polytechnic increased their requested September monthly post-secondary passes to a total 280. In comparison in October 2022, the institution sold 85 monthly transit passes. This institution alone is anticipated to generate \$90,000 of monthly transit pass revenue from September 2023 – April 2024, an increase in \$44,000 compared to September 2022 – April 2023.

### 3. To extend the Rush Hour Service from 9:45am – 2:45pm half-hourly

On August 30<sup>th</sup>, 2022 the Rush Hour Route was altered to increase service along 28<sup>th</sup> Street East, 13<sup>th</sup> Street East, at Carlton High School, in Crescent Acres and in the Cornerstone Shopping District. (Attachment 1 – City of Prince Albert Transit Map).

On September 1<sup>st</sup>, 2022 Prince Albert Transit absorbed the Public High School Transit Service within the City. As a result, monthly youth passes increased from 90 monthly to 320 monthly. Many of these students are located at PACI or Carlton, each of which are located on the Rush Hour Route.

Due to the high utilization of the route, the extended hours of service trial extends the Rush Hour from 9:45am – 2:45pm operating half-hourly. This allows for full day service to Crescent Acres and allows quick access from Cornerstone/Saskatchewan Polytechnic to the transfer station. Additionally, the route allows for rapid access from the transfer station to P.A.C.I. and Carlton high schools.

Since the extended hours trial began on June 12<sup>th</sup>, 2023 the Rush Hour Route has increased in popularity as riders recognize it as a full day service. Throughout the months of June and July the route averaged 139 riders per day. On August 30<sup>th</sup> post-secondary schools opened and the Rush Hour Route serviced 219 riders. The route is projected to host 275 – 300 riders per day once high school begins which would make it the 4<sup>th</sup> most utilized transit route ahead of the All Day Express and West Flat.

It should be understood that the Rush Hour Route services PACI, Carlton and Saskatchewan Polytechnic schools. These schools represent over 400 monthly transit passes and have a profound impact on ridership during the school year. For this reason statistics taken as part of the extended hours trial (June 12<sup>th</sup>, 2023 – August 31<sup>st</sup>, 2023) are only representative of what summer operation of the route looks like. Further analysis of the impacts of this extension requires further information that will be collected during months where school is in session. Figure 2 below shows the Rush Hour ridership per loop from August 1<sup>st</sup> – August 25<sup>th</sup>, 2023. This figure shows the average utilization of the Rush Hour route per loop during summer operation.

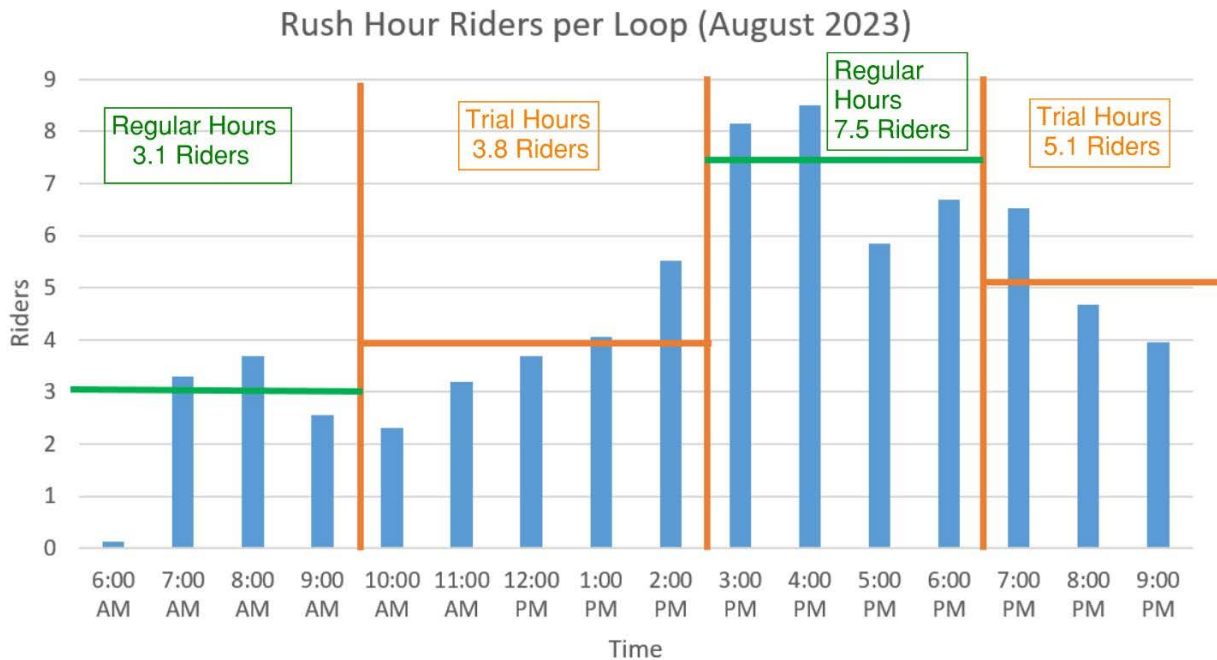


Figure 2: Rush Hour Ridership share percentage per hour

### Flexibility

The City of Prince Albert is growing rapidly. On the south side of the city major developments such as the Yard District and City Arena and Aquatics Center are underway. On the southwest side of the City the Marquis Road extension was completed in 2021 and various developments have started nearby. As the City continues to expand public transit will be required to ensure the public has access to all new City facilities, shopping, services and more.

The extended transit hours and 6<sup>th</sup> full time weekday transit route provided in this report allow additional flexibility when planning future transit services.

### **CONSULTATIONS:**

On August 30<sup>th</sup>, 2023, at the Saskatchewan Polytechnic Community Fair, a poll was provided to over 110 students. 84% of respondents who take public transit are planning to utilize the extended transit hours on weekdays between the hours of 7:15pm – 10:15pm this year.

The City's Transit Service Contractor First Canada ULC was consulted and is able to provide service during the trial is extended.

This extension of hours has been a consistent request from the public and multiple organizations. The Department of Public Works has received dozens of calls, emails and requests to extend transit hours on weekdays in particular.

The City of Brandon Transit Department was consulted in determining successful hours of transit operation. The City of Brandon has a similar transit system to Prince Albert and operates on weekdays 6am - 12am. The system successfully turns from half-hourly to hourly service from 6pm – 12am.

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

The Department of Public Works will work with the Department of Communications to create an advertising strategy/campaign for the trial to ensure the public is informed of the extension to the transit trial. This will include publishing a media release, posting and advertising on social media and various updates to the City's Transit Page.

### **FINANCIAL IMPLICATIONS:**

As part of the One-Time Public Transit Funding received in 2023, \$62,000 is carried forward into 2024 to operate the transit extended hours until March 31<sup>st</sup>, 2024.

The cost to the City to operate the extended hours of service from April 1, 2024 – December 31, 2024 is \$189,000 including fuel.

The additional transit service hours are related to increases in transit pass revenue and increased ridership as the service becomes functional for more residents that work, shop, or attend school on weekday evenings. Transit pass revenue was budgeted to be \$375,000 for 2023 and as of August 31<sup>st</sup>, 2023 the transit pass revenue for 2023 is at \$321,000. The projected transit pass revenue is now \$450,000. While not all additional revenue can be attributed to extended hours of service it should be noted that transit ridership projections have increased to 480,000 which is 81,000 more riders than the previous high in 2018.

In 2024, it is projected that with the extended transit hours PA Transit reaches \$485,000 in transit pass revenue. Approximately \$70,000 of this is expected to be as result of the extended transit hours of service. Further analysis of the financial impacts of the extended hours will be available as the trial progresses.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no options to the recommendation. There are also no privacy or policy implications for this report.

**STRATEGIC PLAN:**

This report supports the City's Strategic Plan to strive to meet the needs of City Transit users by extending hours of operation and improving functionality of the public transit service.

**OFFICIAL COMMUNITY PLAN:**

Increasing hours of transit service 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 areas of employment, education, health care and shopping provided by the City's Public Transit System.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

PowerPoint presentation by Transportation and Traffic Manager, Evan Hastings.

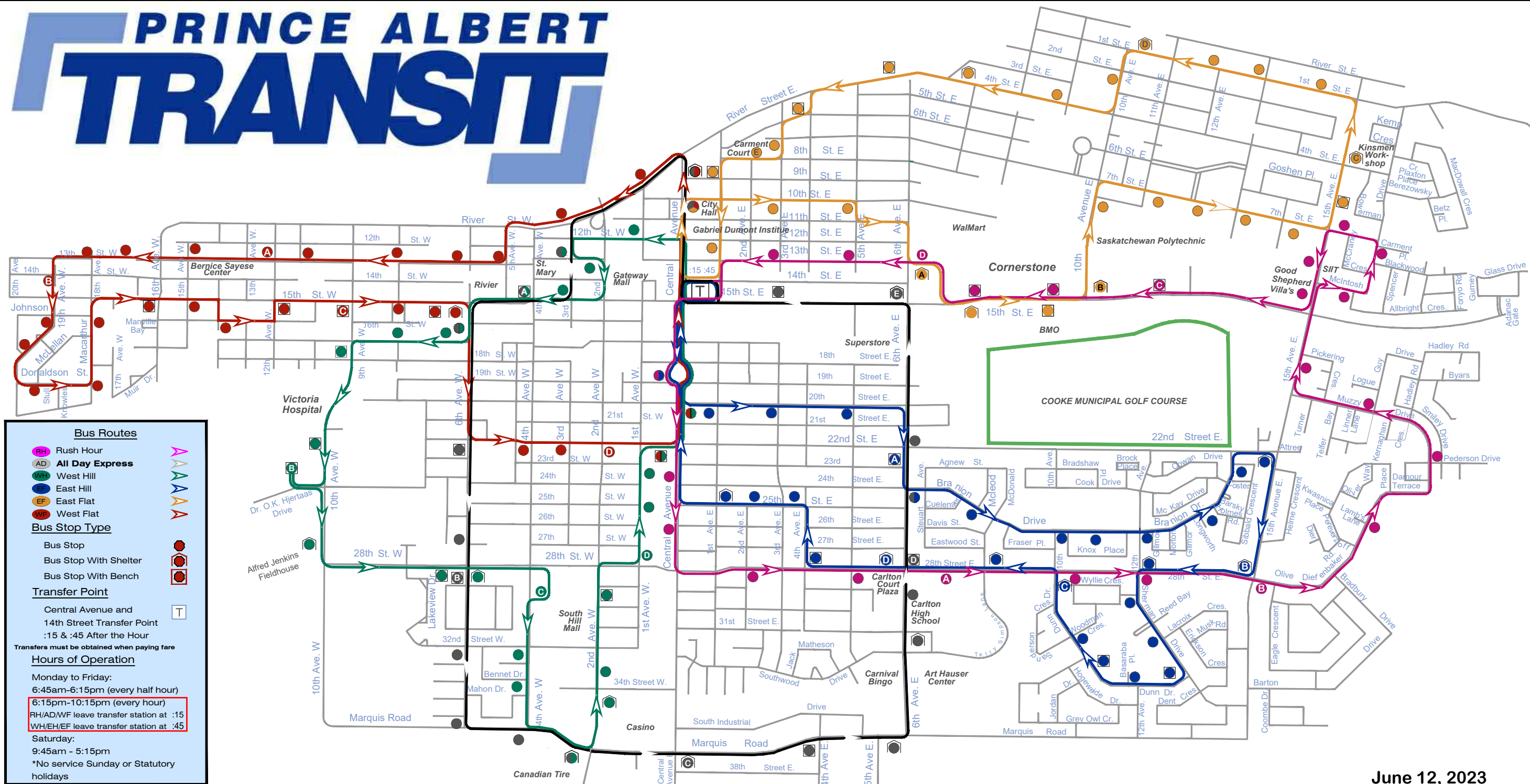
**ATTACHMENTS:**

1. Attachment 1 - City of Prince Albert Transit Map
2. Extended Transit Service Hours Trial Powerpoint Presentation

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

# PRINCE ALBERT TRANSIT



**Bus Routes**

- RH** Rush Hour
- AD** All Day Express
- WH** West Hill
- EH** East Hill
- EF** East Flat
- WF** West Flat

**Bus Stop Type**

- Bus Stop
- Bus Stop With Shelter
- Bus Stop With Bench

**Transfer Point**

- Central Avenue and 14th Street Transfer Point
- :15 & :45 After the Hour

**Transfers must be obtained when paying fare**

**Hours of Operation**

Monday to Friday:  
 6:45am-6:15pm (every half hour)  
 6:15pm-10:15pm (every hour)  
 RH/AD/WF leave transfer station at :15  
 WH/EH/EF leave transfer station at :45

Saturday:  
 9:45am - 5:15pm  
 \*No service Sunday or Statutory holidays

June 12, 2023

HALF HOUR SCHEDULE

SCHEDULES	RUSH HOUR		ALL DAY EXPRESS		WEST HILL		EAST HILL		EAST FLAT		WEST FLAT			
	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs		
<b>T</b>	Central Avenue & 14th Street	:15 :45	<b>T</b>	Central Avenue & 14th Street	:15 :45	<b>T</b>	Central Avenue & 14th Street	:15 :45	<b>T</b>	Central Avenue & 14th Street	:15 :45	<b>T</b>	Central Avenue & 14th Street	:15 :45
<b>A</b>	Carlton North	:23 :53	<b>A</b>	15th Street at Bishop Pascal Pl	:20 :50	<b>A</b>	15th Street at Bishop Pascal Pl	:20 :50	<b>A</b>	Cornerstone 13th Street	:19 :49	<b>A</b>	13th Street W at 12th Avenue	:22 :52
<b>B</b>	28th Street E at 15th Ave E	:28 :58	<b>B</b>	6th Avenue W at 28th Street	:24 :54	<b>B</b>	Victoria Hospital	:24 :54	<b>B</b>	SaskPolytech West Entrance	:25 :55	<b>B</b>	19th Avenue W at 14th Street	:24 :54
<b>C</b>	Saskatchewan Polytechnic	:35 :05	<b>C</b>	Marquis Road at Central Ave	:29 :59	<b>C</b>	South Hill Mall	:29 :59	<b>C</b>	Kinsmen Workshop	:28 :58	<b>C</b>	15th Street W & 9th Avenue	:32 :02
<b>D</b>	Cornerstone at 13th Street E	:39 :09	<b>D</b>	6th Avenue E at 28th Street	:34 :04	<b>D</b>	Kinsmen Water Park	:36 :06	<b>D</b>	1st Street E at 10th Avenue E	:31 :01	<b>D</b>	22nd Street at 2nd Avenue W	:37 :07
			<b>E</b>	15th Street E at 6th Avenue	:38 :08				<b>E</b>	Carment Court (230 8th St. E)	:36 :06			





CITY OF PRINCE ALBERT

# Extended Transit Hours Trial

PRINCE ALBERT PUBLIC TRANSIT

DATE – September 11<sup>th</sup>, 2023

# Background

## TRANSIT EXTENDED HOURS TRIAL

- Extended weekday hours of service has been a consistent request from the general public.
- The City of Prince Albert was approved for \$415,038 by the Provincial and Federal Government through the “One-Time Public Transit Funding 2022-23”.
- \$265,000 was allocated towards providing extended transit hours in 2023-24.
- The Transit Extended Hours of Service began on June 12<sup>th</sup>, 2023.



# Transit Trial (Mar. 13, 2023 – Mar. 31, 2024)

	Existing		Recommendation	
Routing	Main Routes (Half-Hourly)	Rush Hour (Half-Hourly)	All Routes (Half-Hourly)	All Routes (Hourly)
Monday - Friday	6:45am - 7:15pm	6:45am - 9:15am 2:45pm - 6:15pm	6:45am - 6:15pm	6:15pm - 10:15pm
Total Daily Hours	62.5	7	69	12
	69.5		81	

1. Extension of the Rush Hour Service from 9:45am – 2:45pm half-hourly;
2. Extension of all transit routes from 7:15pm – 10:15pm operating hourly;
3. Reduction of operating frequency from half-hourly to hourly for all routes between 6:15 – 7:15pm.

# 1. Hourly Weekday Service 6:15pm – 7:15pm

- City of Brandon 1.1 million riders per year operate hourly 6pm-12am on weekdays.
- Reduction of service to hourly from 6:15pm – 7:15pm to better match demand and provide a more efficient service. This reduction saves \$32,500 in yearly expenses.
- Ridership has increased during this time period despite the reduction in service frequency.

## 2. Extension of all routes to 10:15pm Hourly

	Open Until
Major grocery stores	10pm +
Alfred Jenkins Field House	10pm
Entertainment Businesses	
Fast Food	9pm +
YWCA Language Classes	9pm
Sask Polytech Lab/Library	
U of S Classes/Labs	
Most Retail stores	8pm +
Victoria Hospital Visiting Hours	8pm

- Extension of weekday operating hours is the most common request by the public.
- Transit riders frequently express that they work/study/utilize these locations and currently must taxi, bike or walk.

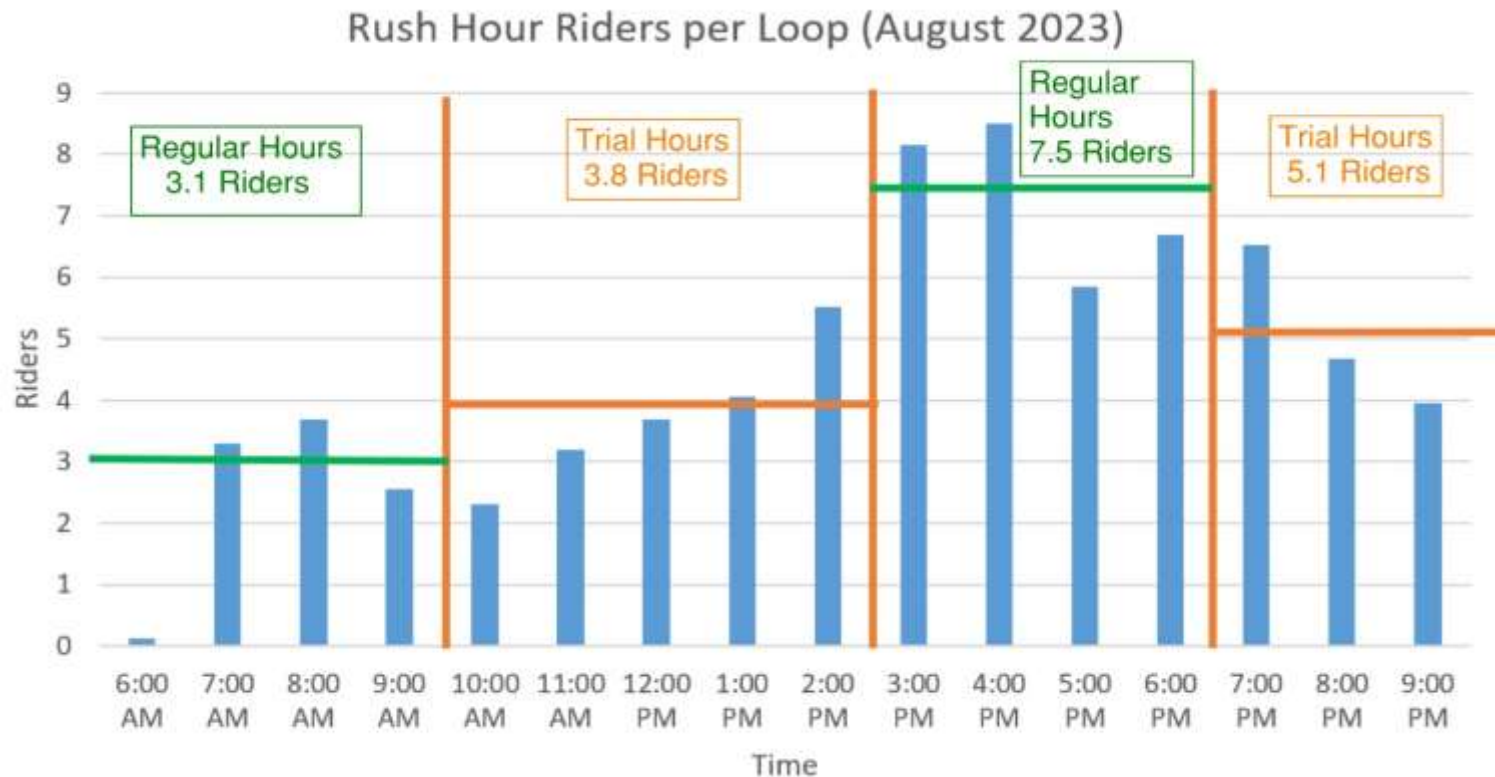
- Extending service until 10:15pm allows citizens to accept jobs with later hours, attend community events and shop for groceries at normal business/school hours. The proposed extension of hours enhances economic and social growth.

## 2. Extension of all routes to 10:15pm Hourly

	Daily Ridership (7pm - 10:15pm)
July	68
August	72
August 29th	94
September Projection	110

- Transit ridership has increased continually since the trial started.
- The extended hours of service make the transit system more functional for the public and ridership has increased significantly throughout the day.
- On August 30<sup>th</sup> at the Saskatchewan Polytechnic Community Fair numerous students commented that they will take transit this year due to the extended hours of service allowing them to work at night.
- Saskatchewan Polytechnic (2023) → 280 September Transit Passes
- Saskatchewan Polytechnic (2022) → 85 October Transit Passes
- This represents \$90,000 of transit pass revenue (Sept 23 – Apr 24)

### 3. Rush Hour Extension 9:45am – 2:45pm



- The Rush Hour Route is projected to service 275-300 riders per day once the school year begins, making it the 4<sup>th</sup> most utilized route.
- The true impact of this extension will be seen during the school year.

# Flexibility

The City of Prince Albert is growing rapidly.

- Arena and Aquatic Center (Q4 2024)
- The Yard District
- Marquis Extension (2021)
- Victoria Hospital Expansion Project
- West Hill Development

The extended transit hours included in this report allow additional flexibility when planning future transit services in the City.

# Financial Impact

- \$62,000 of transit funding is carried forward into 2024 to operate the transit extended hours until March 31<sup>st</sup>, 2024.
- The cost to the City to operate the extended hours of service from April 1, 2024 – December 31, 2024 is \$189,000 including fuel.
- Transit pass revenue is anticipated to increase to \$485,000 in 2024. Approximately \$70,000 of this is expected to be as result of the extended transit hours.

# Conclusion

- The extended transit hours of service have showed positive statistics and trends since implementation on June 12<sup>th</sup>, 2023.
- The recommendation is to approve \$189,000 of transit operating expenses in the 2024 budget in order to extend the Transit extended hours trial.
- A report will be brought to Council prior to 2025 budget approval to provide further statistics regarding the impact of the extended hours and a recommendation on continuing with the trial.





City of  
**Prince Albert**

*BI 23-18*

**TITLE:** External Agencies

**DATE:** **October 27, 2023**

**TO:** Budget Committee

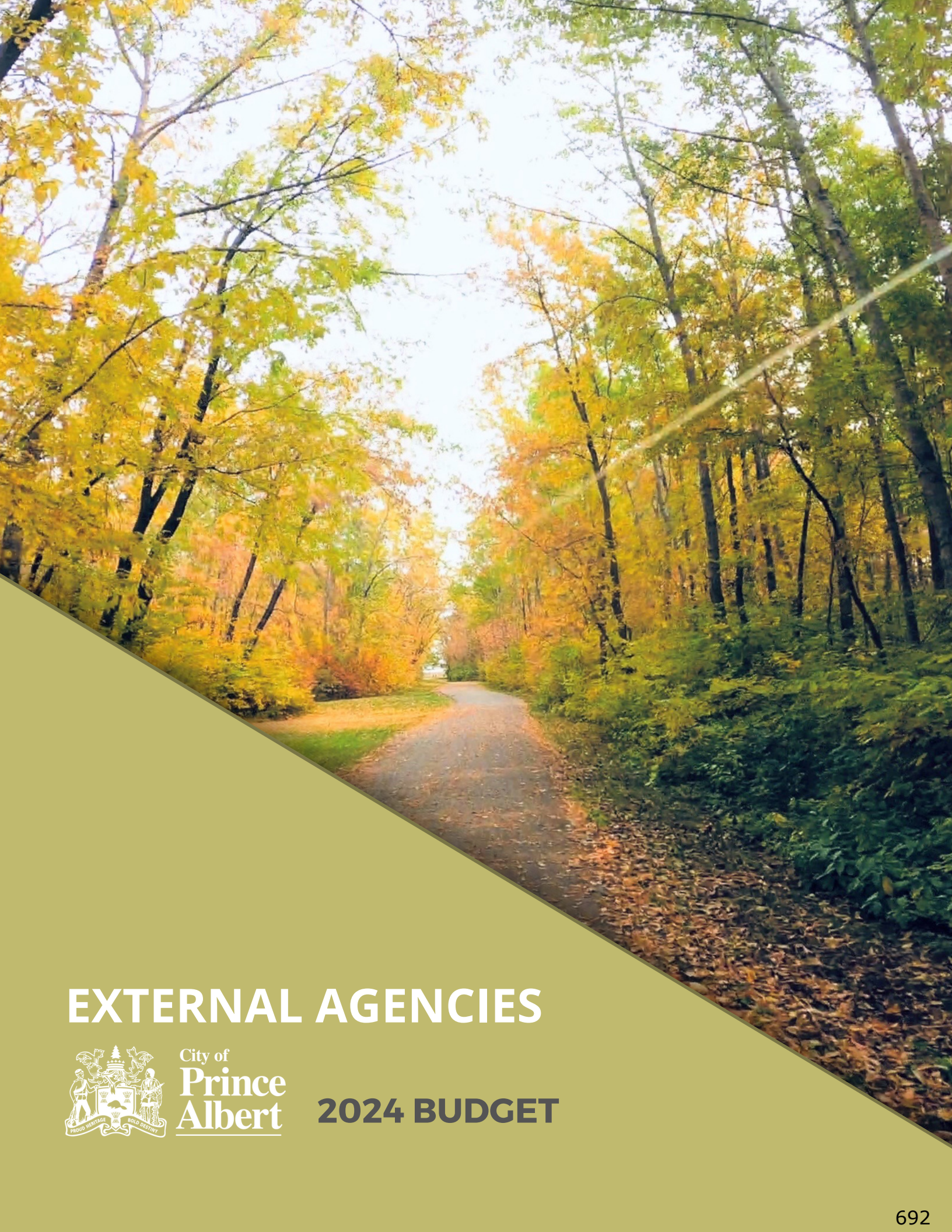
**PUBLIC:**  X

**INCAMERA:**

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**ATTACHMENTS:**

1. External Agencies



# EXTERNAL AGENCIES



City of  
**Prince  
Albert**

**2024 BUDGET**



## SECTION TWELVE – EXTERNAL AGENCIES



### EXTERNAL AGENCIES

**Prince Albert and District Community Service Centre – Special Needs Transportation**

**Prince Albert and District Community Service Centre – Senior's Transportation**

**Prince Albert Arts Board**

**Prince Albert Historical Society**

**The Mann Art Gallery**

**Prince Albert Mobile Crisis Unit**

**EXTERNAL AGENCIES SUMMARY**

<b>Organization</b>	<b>2024 Budget</b>	<b>2024 Budget Increase (Decrease) Request</b>	<b>Other Benefits Provided by the City</b>
Prince Albert and District Community Service Centre - Special Needs Transportation	\$694,400	\$103,525	The City provides the buses required for this service. The budget for fleet costs for 2024 has not been increased and remains at a total fleet budget / grant of \$122,640.
Prince Albert and District Community Service Centre - Senior's Transportation	\$69,500	\$0	Not applicable
Prince Albert Arts Board	\$25,000	\$0	The City provides in kind support to the Arts Board through 20% of the Arts & Culture Coordinator's time for admin support and 2 events at the EA Rawlinson Centre (Arts Board Hall of Fame event & Parts for the Arts event).
Prince Albert Historical Society	\$71,080	\$45,471	In addition to the annual funding grant, the City provides the building that the organization operates out of rent free and the City pays for the maintenance, utilities, and building insurance costs, and the Museum Tour Guides wages. The cost for utilities in 2022 was \$10,970 and insurance was \$1,810 for a total of \$12,780.
The Mann Art Gallery	\$100,000	\$0	In addition to the annual funding grant, the City provides the building that the organization operates out of rent free and the City pays for the maintenance, utilities, and building insurance costs.
Prince Albert Mobile Crisis Unit	\$43,600	\$0	Not applicable
	<b>\$1,003,580</b>	<b>\$148,996</b>	

**Note:**

Any funding increase requests have been included in Section 16 of the report under **Operating Issues not Funded**.



Functional Area: **PRINCE ALBERT COMMUNITY SERVICE CENTRE  
- SPECIAL NEEDS TRANSPORTATION**  
 Department: External Agencies  
 Fund: General Fund

The City provides a fee for service grant to the Prince Albert Community Service Centre, who provide barrier-free, courteous, door-to-door service, seven days a week, including holidays, to disabled persons within the City limits. A lift provides convenient, roll-on, roll-off access for wheelchairs, and accessible stairs aid clients with walkers, elbow crutches, canes, or someone who cannot walk long distances. Bus rides can also be scheduled up to a month in advance or for regular transportation to work or school. The Prince Albert Community Service Centre is subsidized by the City and the Province of Saskatchewan.

<b>Special Needs Transportation</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Contracted and General Services	<b>\$571,760</b>	<b>\$571,760</b>	\$0	0.00%
Fleet Expenses	<b>\$122,640</b>	<b>\$122,640</b>	\$0	0.00%
Total Expenses	<b>\$694,400</b>	<b>\$694,400</b>	<b>\$0</b>	<b>0.00%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$694,400</b>	<b>\$694,400</b>	<b>\$0</b>	<b>0.00%</b>

Administration is recommending that the budget for Contracted and General Services is not increased for 2024 due to fiscal constraints.

The Prince Albert Community Service Centre – Special Needs Transportation has **requested a \$103,525 increase for 2024, or an increase of 18%**. This increase relates to increased fuel costs, annual wage increases and inflationary pressures.

The City provides the buses required for this service. The budget for fleet costs for 2024 has not been increased and remains at a total fleet budget / grant of \$122,640.

**\$103,525 is included in Section 16 of the report under Operating Issues not Funded for consideration.**

**The complete 2024 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.**



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 EA PA COMM SERV CTR	10-19-210-000-20254-7295	EXT AGEN PA CSC SPCL NEEDS SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	537,710	571,760	428,975	571,760	571,760	-	Requested a \$103,525 increase (18%). Included in budget as Operating Issues not Funded.
2 EA PA COMM SERV CTR	10-19-210-000-20254-7300	EXT AGEN PA COMM SERV CTR SPCL NEEDS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	109,150	115,700	81,760	122,640	122,640	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.

**Functional Area:** PRINCE ALBERT COMMUNITY SERVICE CENTRE – SENIOR’S  
**TRANSPORTATION**  
**Department:** External Agencies  
**Fund:** General Fund

The City provides a grant to the Prince Albert Community Service Centre, who provides courteous, door-to-door transportation and car services, five days a week, to seniors who have difficulties using other transportation.

The Prince Albert Community Service Centre is subsidized by the City and the Province of Saskatchewan.

<b>Seniors Transportation</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Grants and Donations	\$69,500	\$69,500	\$0	0.00%
Total Expenses	\$69,500	\$69,500	\$0	0.00%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$69,500</b>	<b>\$69,500</b>	<b>\$0</b>	<b>0.00%</b>

The complete 2024 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 EA PA COMM SERV CTR	10-19-210-000-20275-7716	EXT AGEN PA CSC SENIOR TRANSP GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	69,500	69,500	52,125	69,500	69,500	-	No additional funding requested.



Functional Area: **PRINCE ALBERT ARTS BOARD**  
 Department: External Agencies  
 Fund: General Fund

Prince Albert Arts Board’s mandate is to develop, promote, administer and co-ordinate arts policies, program, facilities and issues of the arts in the City and to implement and provide advice to City Council pursuant to the City’s Civic Arts Policy.

<b>PA Arts Board</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Grants and Donations	\$25,000	\$25,000	\$0	0.00%
Total Expenses	\$25,000	\$25,000	\$0	0.00%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>0.00%</b>

The complete 2024 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 EA PA ART BOARD	10-19-205-000-00000-7716	GF EXT AGEN PA ART BRD GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	25,000	25,000	18,750	25,000	25,000	-	The 2024 Budget Submission from the Prince Albert Board is \$25,000 in grant funding. No increase over 2023 approved Budget.

Functional Area: **PRINCE ALBERT HISTORICAL SOCIETY - MUSEUM**  
 Department: External Agencies  
 Fund: General Fund

The Prince Albert Historical Society manages the Prince Albert Historical Museum, the Rotary Museum of Police and Corrections, Evolution of Education Museum, Diefenbaker House Museum, is responsible for the Nisbet Presbyterian School as well as the Bill Smiley Archives to serve the people of Prince Albert and area.

The grant funding provided by the City assists with staffing costs as well as other operation costs, including the salary and benefits of the museum curator.

Prince Albert Historical Museum	2024 Budget	2023 Budget	Variance	% Change
<b>EXPENSES</b>				
Grants and Donations	\$71,080	\$71,080	\$0	0.00%
Total Expenses	\$71,080	\$71,080	\$0	0.00%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$71,080</b>	<b>\$71,080</b>	<b>\$0</b>	<b>0.00%</b>

Administration is recommending that the budget is not increased for 2024 due to fiscal constraints, but the following funding request has been made:

The Prince Albert Historical Society has **requested a \$45,471 increase in their funding from the City for 2024, or an increase of 64%**. The Prince Albert Historical Society is requesting grant funding of \$35,986 to fund a Program and Outreach Coordinator position for the next year and continued support for that position in the future. The Prince Albert Historical Society is also asking for a 10% increase to their grant funding to allow for the increase in the Manager/Curator wages. Total additional request of \$35,986 + \$9,485 = \$45,471.

**This request is included in Section 16 of the report under Operating Issues not Funded.**

**The complete 2024 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.**



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 EXTERNAL AGENCIES	10-19-000-340-00000-7716	GF EXT AGEN MUSEUMS GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	71,080	71,080	53,310	71,080	71,080	-	The 2023 Budget approved was \$71,080. The Prince Albert Historical Society has requested a \$45,471 increase in their funding from the City for 2024, or an increase of 64%. The Prince Albert Historical Society is requesting grant funding of \$35,986 to fund a Program and Outreach Coordinator position for the next year and continued support for that position in the future. The Prince Albert Historical Society is also asking for a 10% increase to their grant funding to allow for the increase in the Manager/Curator wages. Total additional request of \$35,986 + \$9,485 = \$45,471. The additional request will be UNFUNDED.

Functional Area: **MANN ART GALLERY**  
 Department: External Agencies  
 Fund: General Fund

The Mann Art Gallery engages and facilitates the development, presentation and preservation of the visual arts in a diverse and inclusive community. The gallery is located within the EA Rawlinson Centre and is governed by a board of directors elected by the Mann Art Gallery membership. It is incorporated as a not-for-profit organization with charitable status.

<b>Mann Art Gallery</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Grants and Donations	\$100,000	\$100,000	\$0	0.00%
Total Expenses	\$100,000	\$100,000	\$0	0.00%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>0.00%</b>

The complete 2024 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 EA MANN ART GALLERY	10-19-225-000-00000-7716	GF EXT AGEN MANN ART GALLERY GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	100,000	100,000	75,000	100,000	100,000	-	The 2024 Budget Submission from the Mann Art Gallery includes a budget request of \$100,000 in grant funding for their program. No increase over 2023 approved Budget.

Functional Area: **PRINCE ALBERT MOBILE CRISIS**  
 Department: **External Agencies**  
 Fund: **General Fund**

Prince Albert Mobile Crisis provides emergency intervention and support services to the people of the City of Prince Albert and surrounding areas. They provide crisis intervention service, having no fee for service. The service they provide spans across the specific mandates of the community agencies and groups responsible for social and health programs. Funding for this program comes from four agencies: City of Prince Albert, Prince Albert Parkland Health Region, Ministry of Social Services and Ministry of Justice.

<b>PA Mobile Crisis Unit</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>EXPENSES</b>				
Grants and Donations	\$43,600	\$43,600	\$0	0.00%
Total Expenses	\$43,600	\$43,600	\$0	0.00%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$43,600</b>	<b>\$43,600</b>	<b>\$0</b>	<b>0.00%</b>

The complete 2024 budget submission can be found behind the External Agency Functional Area Budget Document Sheet.



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 EA PA MOBILE CRISIS	10-19-230-000-00000-7716	GF EXT AGEN PA MOB CRISIS GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	43,600	43,600	32,700	43,600	43,600	-	The 2024 Budget Submission from the Prince Albert Mobile Crisis includes a budget request of \$43,600 in grant funding for their program. No increase over 2023 approved Budget.





City of  
**Prince Albert**

**BI 23-1**

**TITLE:** Prince Albert Community Service Centre 2024 Budget Submission

**DATE:** October 3, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**ATTACHMENTS:**

1. Prince Albert Community Service Centre 2024 Budget Submission

Written by: Bill Powalinsky, Chief Executive Officer, Prince Albert Community Service Centre



City of  
**Prince Albert**

**BI 23-1**

**TITLE:** Prince Albert Community Service Centre 2024 Budget Submission

**DATE:** **October 3, 2023**

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**ATTACHMENTS:**

1. Prince Albert Community Service Centre 2024 Budget Submission

Written by: Bill Powalinsky, Chief Executive Officer, Prince Albert Community Service Centre



*... providing services that enhance the quality of life to meet individual and community needs*

Website: [www.pacsc.com](http://www.pacsc.com)

To: Mayor and City Council c/o  
City Clerk

From: Bill Powalinsky

Date: Tuesday, October 10, 2023

Subject: Highlights of 2024 Budget Request

---

**Community Service  
Centre**  
101 15<sup>th</sup> Street West  
Prince Albert, SK S6V 3P7  
Ph: 306-953-4461  
Fax: 306-953-4480

E-mail:  
[b.powalinsky@pacsc.com](mailto:b.powalinsky@pacsc.com)



Good day Mayor Dionne and Council members.

Over the past five years, we have averaged an increase of 2.5% annually in city grants for the delivery of Paratransit services. This is despite increased wage and benefits costs and extra ordinary increases such as fuel prices. These are our high-ticket items in our annual budgets.

We are at a crossroads. For 2024, costs have caught up to us, even though we have reduced costs compared to 2023. Without a substantial increase in funding, we will have to consider reducing service levels.

Compared to 2023, we have reduced wage and benefit costs by \$21,575. We have reduced operating expenses by \$13,888. The total reduction is \$35,463. We have achieved this by eliminating a team leader position, deleting a planned split-shift, and going with a conservative estimate for fuel costs.

We have optimistically increased our 2024 revenue from operations. Our 2023 sources of revenue, however, included \$152,918 from reserves. These had been earmarked for system improvements to our dispatch system. In 2024, without the ability to transfer funds from reserves, as they are depleted, our funding request is \$675,285 from the City.

It is our hope that you will look favorably on this request and find the means to provide the funds necessary to keep our service levels status quo.

Sincerely

A handwritten signature in black ink, appearing to read 'Bill Powalinsky', with a stylized flourish at the end.

Wm. (Bill) Powalinsky  
Chief Executive Officer

- c. Gloria Mahussier – CSC Board Chair
- Jason Maier - Finance Controller, City of Prince Albert
- Dixie Kohut – CSC Administrative Manager

## Amber Soles

---

**From:** Bill Powalinsky <b.powalinsky@pacsc.com>  
**Sent:** Friday, September 22, 2023 1:41 PM  
**To:** Amber Soles  
**Subject:** RE: 2024 Funding – City of Prince Albert Budget  
**Attachments:** SUMMARY OF 2024 ACCESS BUDGET EXTERNAL AGENCIES.pdf; CSC\_Strategicplanv1\_2\_101722.docx; ANNUAL REPORT. 2022-2023.pdf; 2024 material reserves in 2023 Paratransit Budget v2.xlsx

Hi Amber,

Here are the documents requested for our 2023 funding request.

- Draft Budget
- Financial statements...as part of annual report
- Strategic plans
- 2023 budget showing depletion of Access Transit Reserves

Kind regards

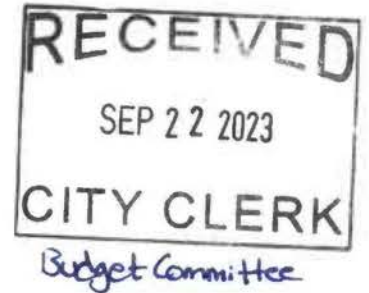
**Wm. (Bill) Powalinsky**  
**Chief Executive Officer**

**306-953-4461 – Office**  
**306-941-9708 - Cell**



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101-15<sup>th</sup> Street West, Prince Albert, Saskatchewan S6V 3P7



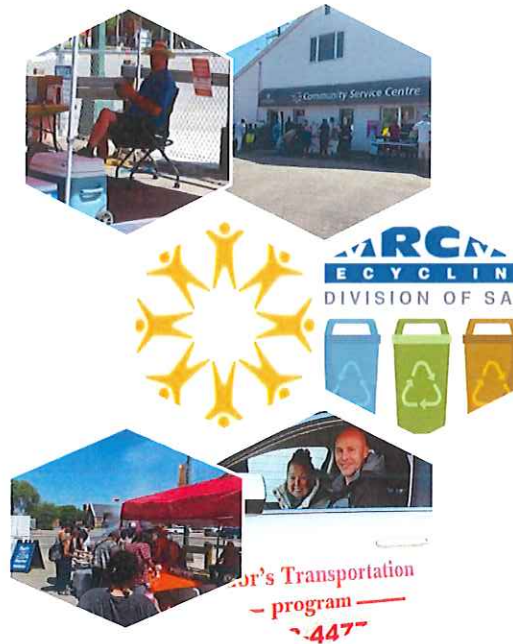
# ACCESS TRANSPORTATION - Budget for 2024

September 1, 2023

	2024 BUDGET
<b>TOTAL SALARIES</b>	<b>\$436,845</b>
<b>TOTAL BENEFITS</b>	<b>\$86,070</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$522,915</b>
<b>EXPENSES</b>	
TRAVEL	\$0
VEHICLE FUEL	\$108,000
EQUIP. REPAIR/MAINT	\$1,500
BANK CHARGES	\$0
POSTAGE	\$0
TELEPHONE	\$2,940
EQUIPMENT RENTAL	\$1,800
OFFICE SUPPLIES	\$3,000
STAFF TRAINING/CONFERENCE	\$2,920
BUILDING RENT	\$12,000
GARAGE REPAIR/MAINT.	\$1,000
ADMINISTRATION	\$97,840
SUNDRY/ADVERTISING & AUDIT	\$1,000
INSURANCE	\$770
UTILITIES	\$0
EQUIPMENT PURCHASE/SOFTWARE	\$10,400
UNIFORMS	\$4,200
TOWING	\$4,000
SECURITY	\$900
VEH. MAIN. (CAR WASH ETC)	\$2,760
MEDICAL & CPIC REQUIREMENTS	\$600
DISINFECTANT SUPPLIES	\$1,200
<b>TOTAL EXPENSES</b>	<b>\$256,830</b>
<b>TOTAL EXPENSES AND SALARIES/BENEFITS</b>	<b>\$779,745</b>
<b>REVENUE</b>	
MISC. REVENUE	\$0
<b>CITY OF P.A.</b>	<b>\$675,285</b>
SUBSCRIPTION REVENUE	\$52,320
CHARTERS	\$3,180
VEHICLE REVENUE	\$48,960
<b>TOTAL REVENUE</b>	<b>\$779,745</b>
BALANCE +/-	\$0

# ANNUAL GENERAL MEETING

## 2022-2023



# PRINCE ALBERT COMMUNITY SERVICE CENTRE





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## **Vision**

All Citizens in Prince Albert are participating in all aspects in our community.

## **Mission**

Prince Albert & District Community Service Centre provides services that promote independence and enhance the quality of life to meet individual and community needs.

## **Values**

Inclusion, Accessibility, Accountability, Collaboration, and Environmental stewardship.

*(modified October 2022 during strategic planning session)*

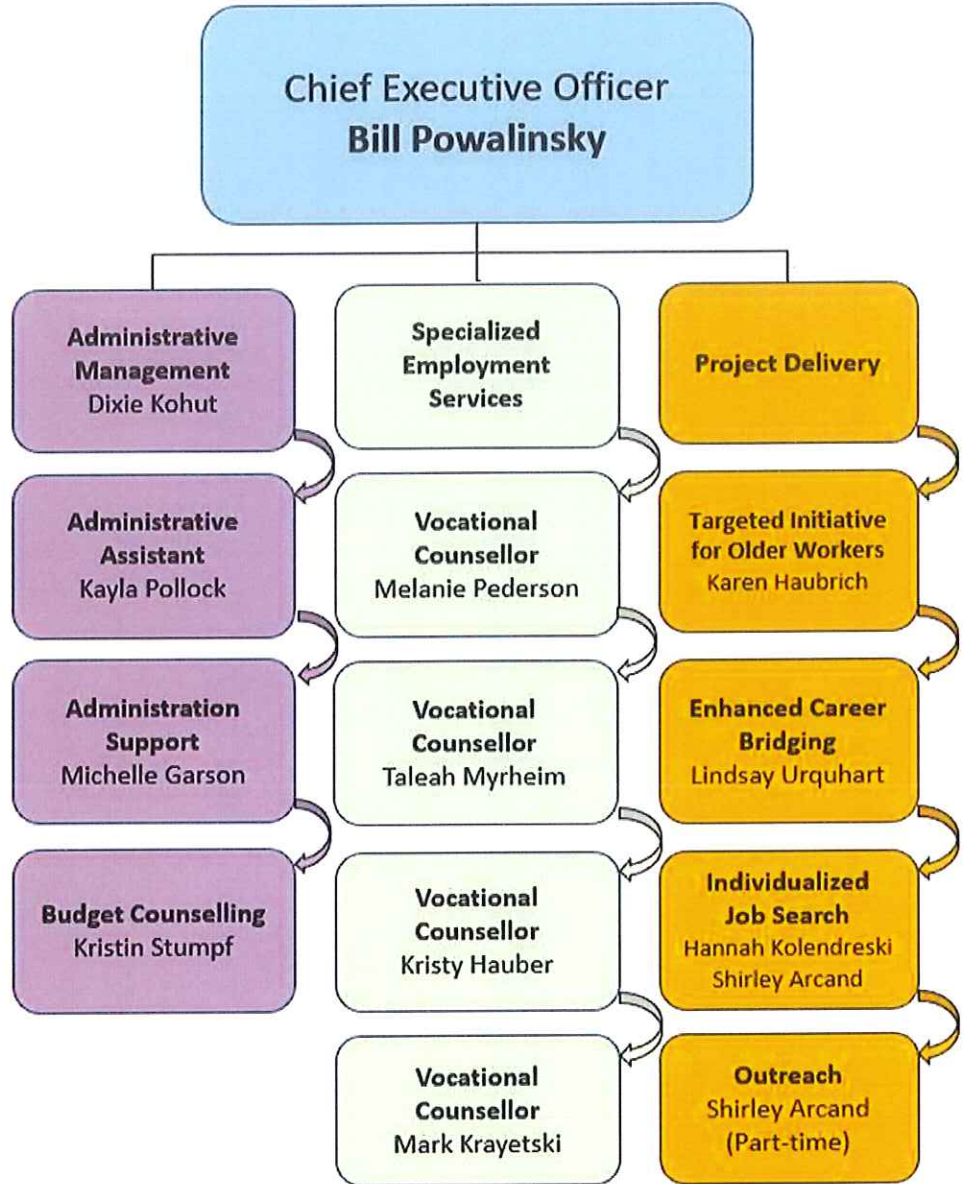
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## **Land Treaty Acknowledgment:**

*We acknowledge that the land on which we operate is Treaty 6 territory. This is the traditional territory of the Cree and Dakota peoples, and homeland of the Metis Nation. All the people here are beneficiaries of this peace and friendship treaty. We are dedicated to ensuring that the spirit of Reconciliation and Treaty 6 is honored and respected. This acknowledgement also reaffirms our relationship with one another.*

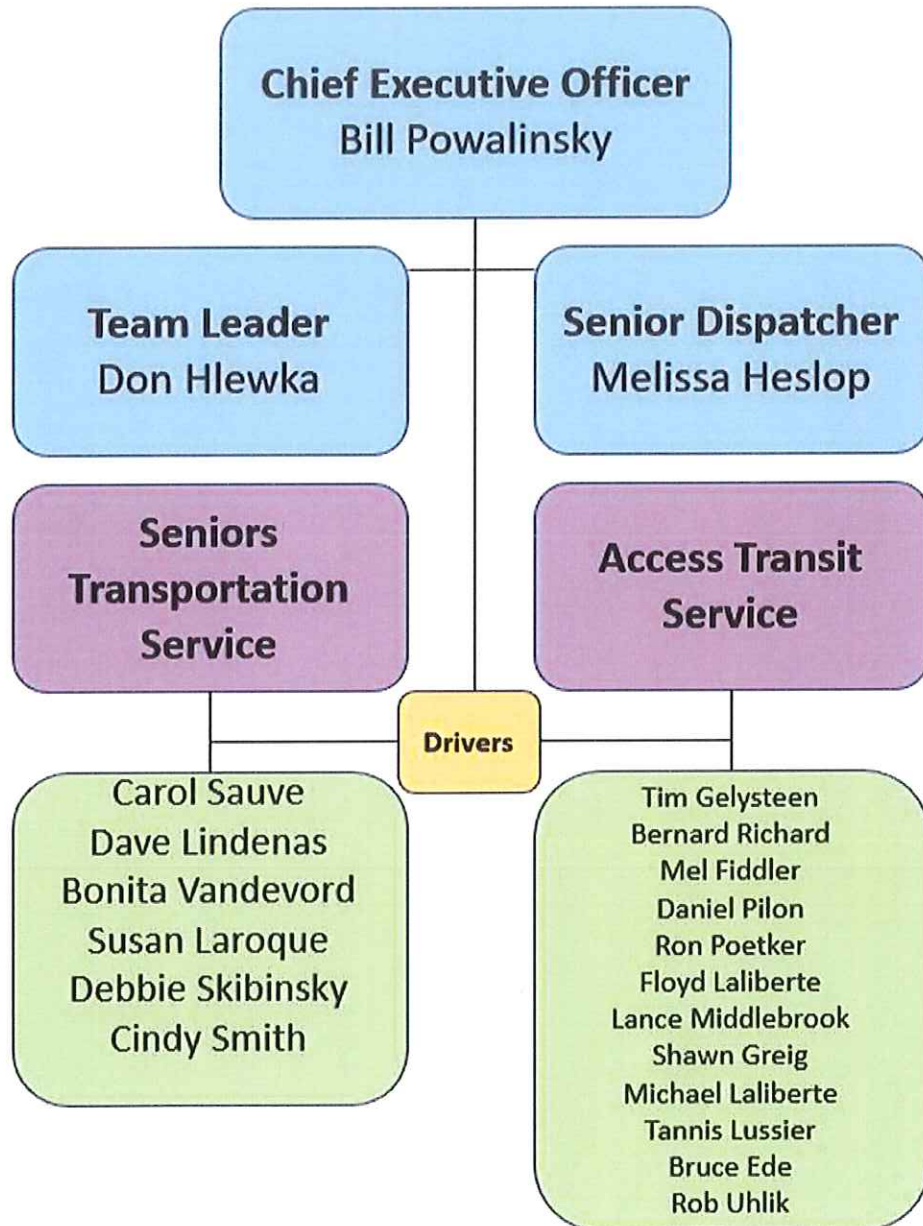
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## Transportation Services





**BYLAWS**

**OF**

**PRINCE ALBERT AND DISTRICT COMMUNITY SERVICE CENTRE**

**ARTICLE I**

**NAME**

1. The name of the non-profit corporation is Prince Albert and District Community Service Centre Inc.

**ARTICLE II**

**OBJECTS**

1. The objects are:
  - a) to tend to the material and emotional welfare of the residents of the City of Prince Albert and area;
  - b) to stimulate, help, organize and participate in desirable and constructive community programs, which have as an object the social development of the individual and the family;
  - c) to give counselling service to individuals and family, to help them through their problems, whether psychological or material, and to help them make use of community programs and rehabilitation programs;
  - d) to engage in study of factors contributing to family disorganization, causes of poverty, and to develop skill and knowledge in dealing with personal and family problems;
  - e) to promote education for social work and participate in the education of social workers.

**ARTICLE III**

**MEMBERSHIP**

1. There is one class of membership. Membership is open to any individual residing in the city of Prince Albert and area with an interest in the activities of the Centre. Application for membership is to be made by completing the Centre membership application form and subject to approval by the Board of Directors.

2. District of Prince Albert is defined as residing within the following entities:

Rural Municipalities	Towns	Villages
Birch Hills	Birch Hills	Christopher Lake
Garden River	Duck Lake	Meath Park
Kinistino	Shellbrook	Paddockwood
Lakeland	Kinistino	St. Louis
Paddockwood		Weirdale
Prince Albert		
St. Louis		
Buckland		

Area definition also includes residents of any unincorporated hamlets within any of the above listed rural municipalities, such as Davis and MacDowall.

- 3. Membership is considered terminated when the member no longer resides in one of the above rural municipalities, village, town or the City of Prince Albert.
- 4. Quorum for any meeting of members is twenty (20) percent of members entitled to vote.

**ARTICLE IV**

**BOARD OF DIRECTORS**

- 1. The Board of Directors shall be composed of eight (8) to ten (10) members of the non-profit corporation elected at the annual meeting for a three (3) year term; the terms of office for such Directors shall be staggered.
- 2. The Chairperson of the Board of Directors shall be elected at the first meeting following the annual meeting.
- 3. The Vice-Chairperson shall be elected at the same meeting and shall act in the stead of the Chairperson, in the Chairperson's absence.
- 4. Any Director who fails to attend two or more consecutive meetings without reasonable justification shall be deemed to have submitted his/her resignation from the Board of Directors.
- 5. In the event of a Board vacancy, the Board of Directors may fill vacancies in accordance with the non-Profit Corporations Act.

**ARTICLE V**

**OFFICERS**

1. The Chairperson shall preside at all meetings of the Board of Directors and he or she shall be ex-officio member of all committees.
2. The Vice-Chairperson shall perform the duties of the Chairperson, in the absence of the Chairperson, or during the Chairperson's inability to act.
3. The Board of Directors may appoint a Secretary, a Treasurer, or a Secretary-Treasurer and other officers as may be required and shall assign duties to them.

**ARTICLE VI**

**COMMITTEES**

1. The Board of Directors may appoint such committees as may be necessary to further the objects of the non-profit corporation and may assign duties to each committee.
2. The Centre shall have as standing committees the CUPE Negotiating committee and the Seniors Transportation Fundraising committee.

**ARTICLE VII**

**ANNUAL MEETING**

1. The annual meeting of the corporation shall be held at such a place and at such a time in the year and the same may be called by the Board of Directors and in the event of the failure of the Board of Directors to call such a meeting, the meeting shall be called in compliance with the Non-Profit Corporations Act of the Province of Saskatchewan.
2. Any person who is a resident of Prince Albert and area, a member of a non-profit corporation, or any interested party shall be entitled to attend the annual meeting and to speak on any question before the meeting.



**ARTICLE VIII**

**PARLIAMENTARY PROCEDURE**

1. The proceedings of the meetings of the corporation and all committees thereof shall be governed by and conducted according to the "Rules of Order" as laid down by Bourinot, latest version.

**ARTICLE IX**

**SIGNING OFFICERS**

1. The signing officers of the corporation shall be determined by the Board of Directors.
2. All accounts require two signatures, with the exception of the Budget Counselling client account which requires one signature.
3. All employees who have signing authority shall be bonded.

**ARTICLE X**

**AMENDMENT OF BYLAWS**

1. Refer to the Non-Profit Corporation Act.



*...providing services that enhance the quality of life to meet individual and community needs*

## Agenda

### Annual General Meeting 2023

Tuesday June 27<sup>th</sup> 2023

<b>VISION, MISSION, VALUES</b>
<b>VISION</b>
All citizens in Prince Albert are participating in all aspects in our community.
<b>MISSION</b>
Prince Albert & District Community Service Centre provides services that promote independence and enhance the quality of life to meet individual and community needs.
<b>VALUES</b>
Inclusion, Accessibility, Accountability, Collaboration, and Environmental stewardship.

Call to Order – 3:30 PM

1. Adoption of Agenda

2. Adoption of Minutes of AGM June 29<sup>th</sup> 2022

3. Annual Reports

- i. Administration Unit
- ii. Budget Counselling
- iii. Individualized Job Search
- iv. Work Preparation Centre
- v. Transportation Services
- vi. SARCAN
- vii. Older Worker Program
- viii. Enhanced Career Bridging Program
- ix. Financial report

4. Adoption of Annual report

5. Resolutions

- i. Resolution #1 – 2023 Board Composition
- ii. Resolution #2 – 2023 Email Voting
- iii. Resolution #3 – 2023 Virtual Board Meetings
- iv. Resolution #4 – 2023 Virtual AGM Meetings

6. Appointment of Auditors

7. New Business

- i. Election of Directors
- ii. Financial Signing Authorities

8. Adjournment



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## **Minutes Annual General Meeting**

**Wednesday June 29<sup>th</sup> 2022**

Call to Order – 3:30 PM

9. Adoption of Agenda – Jacques/Kolendreski - carried
10. Adoption of Minutes of AGM June 22<sup>rd</sup> 2021 – Lindberg/Rowe - Carried
11. Annual Reports
  - a. Administration Unit
  - b. Budget Counselling
  - c. Individualized Job Search
  - d. Prince Albert Supported Employment
  - e. Work Preparation Centre
  - f. Transportation Services
  - g. SARCAN
  - h. Older Worker Program
  - i. Enhanced Career Bridging Program
  - j. Financial report
12. Adoption of Annual report – George/Kolendreski - Carried
13. Resolutions – presented by Vice-Chair Arne Lindberg

### **Resolution #1**

Whereas the Community Service Centre (CSC) wishes to provide greater clarity in CSC's By-laws around powers of the Board to do business of the association and the requirement for formal processes for Confidentiality and Code of Conduct for board members...

Now therefore be it resolved that article IV be amended to include the following clause as item 6. The Board of Directors may make and adopt all such rules and regulations consistent with these by-laws that are of benefit to effectively carrying on the business of the Community Service Centre. Members of the Board shall adhere to the Code of Professional Conduct for Board Members and to the Conflict of Interest Guidelines.

Lindberg/Jacques - Carried

**Resolution #2**

Whereas the Community Service Centre (CSC) wishes to provide clarity as to what constitutes quorum for meetings...

Now therefore be it resolved that article IV be amended by adding point 7 as follows...

7. The quorum necessary for the transaction of business at all Board meetings shall be 50% of the number of Board members, attending either in person or virtually.

Lindberg/Stubbs - Carried

**Resolution #3**

Whereas the Community Service Centre wishes to ensure consistency with committee structures and current practices...

Now therefore be it resolved that article VI be amended by the removal of point

2. The Centre shall have as standing committees the CUPE Negotiating committee and the Seniors Transportation Fundraising committee.

Lindberg/Krayetski - Carried

**Resolution #4**

Whereas the Community Service Centre (CSC) wishes to adopt commonly understood and applied Rules of Order...

Now therefore be it resolved the article V111 be amended as follows...

1. The proceedings of the meetings of the corporation and all committees thereof shall be governed by and conducted according to the "Roberts Rules of Order".

14. Appointment of Auditors – Moved that the decision to appoint auditors be deferred until fall when the results of the City tender will be made available.

Lindberg/Jacques - Carried

15. New Business

- a. Election of Directors – The following Directors were acclaimed – Gloria Mahussier, Arne Lindberg, Janice Jacques

2. Adjournment – 4:35 P.M.

Members Present:

Michelle Garson  
Regan Jacobson  
Taleah Myrheim  
Hannah Kolendreski  
Mark Krayetski  
Bill Powalinsky  
Gloria Mahussier  
Arne Lindberg  
Wes Stubbs  
Dixie Kohut  
Daphne Rowe  
Karen Haubrich  
Kae Merasty  
Nadine Hug  
Carmen Struthers  
Janice Jacques  
Eleanor George





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Website: [www.pacsc.com](http://www.pacsc.com)

### **Resolution 1 – 2023: Prince Albert and District Community Service Centre**

---

**Whereas:** The Prince Albert and District Community Service Centre Inc. draws on the strength of the community for board membership,

**And Whereas:** The board of the Prince Albert and District Community Service Centre recognizes the benefit of diversity in board membership,

**And Whereas:** The board of the Prince Albert and District Community Service Centre wishes to draw on board representation from the community,

**Now therefore be it resolved that: Amendment to Article IV – 1 BOARD OF DIRECTORS**

The Prince Albert and District Community Service Centre Inc. amend section IV. 1) of the bylaws of the Prince Albert and District Community Service Centre Inc as follows..."The Board of Directors shall be composed of eight (8) to eleven (11) members of the non-profit corporation elected at the annual meeting for a three (3) year term; the terms of office for such Directors shall be staggered."

Submitted by: Prince Albert and District Community Service Centre Inc. Board of Directors



*... providing services that enhance the quality of life to meet individual and community needs*

Website: [www.pacsc.com](http://www.pacsc.com)

## **Resolution 2 – 2023: Prince Albert and District Community Service Centre**

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**Whereas:** The use of technology will enable the Board of the Centre to conduct business outside of normally scheduled meetings,

**And Whereas:** At times it may not be practical or feasible to convene a meeting for a special vote required under tight time frames,

**And Whereas:** From time-to-time the Board of the Community Service Centre may find it necessary to conduct business via email,

**Now therefore be it resolved that:** The Prince Albert and District Community Service Centre Inc. amend section IV of the bylaws of the Prince Albert and District Community Service Centre Inc to add item 8 ...”The Board of Directors may conduct a vote by email. An email vote may be called by a motion of a sitting board member and referred to the chair. The chair will forward the motion to the board members thereby calling for a vote by email.

Submitted by: Prince Albert and District Community Service Centre Inc. Board of Directors



*... providing services that enhance the quality of life to meet individual and community needs*

Website: [www.pacsc.com](http://www.pacsc.com)

### **Resolution 3 – 2023: Prince Albert and District Community Service Centre**

---

**Whereas:** The use of technology will enable the Board of the Centre to conduct business virtually,

**And Whereas:** At times it may not be practical or feasible to convene a face-to- face meeting,

**Whereas:** From time-to-time the Board of the Community Service Centre may find it necessary to conduct business virtually,

**And Whereas:** it may not be feasible nor practical for a board member to attend in person...

#### **New Article IV – 9 Virtual Board of Directors Meetings**

Notwithstanding anything to the contrary in these bylaws, meetings of the Board of Directors may, if all the Directors consent, be held by means of a teleconference communication system or a videoconference communication system, or any other similar electronic communication facility that permits all Directors participating in such meeting to hear each other during the meeting. Participation in a meeting by such communication system shall constitute presence for the purposes of Article IV - 7.

Submitted by: Prince Albert and District Community Service Centre Inc. Board of Directors





*... providing services that enhance the quality of life to meet individual and community needs*

Website: [www.pacsc.com](http://www.pacsc.com)

## **Resolution 4 – 2023: Prince Albert and District Community Service Centre**

---

**Whereas:** The use of technology will enable the Board and membership of the Centre to conduct Annual General Meeting business virtually,

**And Whereas:** At times it may not be practical or feasible to convene a face-to-face meeting,

**Whereas:** From time-to-time the Board and membership of the Community Service Centre may find it necessary to conduct business virtually,

**And Whereas:** it may not be feasible nor practical for a member to attend in person...

### **New Article III - 5 Virtual AGM Meetings**

Notwithstanding anything to the contrary in these bylaws, an **annual general meeting** of the members may, in the discretion of the Board of Directors, be held by means of a teleconference communication system or a video conference communication system, or any other similar electronic communication facility, that permits all members participating in such meeting to hear each other during the meeting. An individual member, who, through such communication system attends a meeting, shall be deemed to be personally present at that meeting for the purposes of Article III - 4.

Submitted by: Prince Albert and District Community Service Centre Inc. Board of Directors

## Chairperson's Report 2022/23

It is with pleasure that I provide this report to the Community Service Centre membership on behalf of the Board of Directors for the year ending March 31, 2023



First of all, I want to thank my fellow Board members for their ongoing commitment, contribution and support to the organization. The governance role you play is vital for the strength and stability of the organization and I wish to recognize that fact. We have to say goodbye to Murray Baird from the Board. Murray's contribution to the organization spans several decades, starting first as the Director of Finance and then later bringing the experience to the Board table. His presence will certainly be missed.

On the flip side we welcome three new Board members, Brenda Byers, Kenzie Kjargaard, and Breanne Dobrowolski. They bring a varied and diverse set of skills, knowledge, and experience that contribute to the depth of the Board.

As you read the program reports contained within this annual report you will quickly see that the Community Centre through its operations contributes meaningfully to the lives of we people we touch daily. The testimonials and success stories speak for themselves and speak also to the impact of the services and programs we provide. Our continuing contracts with the Ministry of Immigration and Career Training, Ministry of Social Services, City of Prince Albert and with SARCAN allow us to continue to fulfill our Mission Statement. We are able to provide many services essential to the citizens of Prince Albert and area. We appreciate the opportunity to work in collaborative strategic alliance with our funding stakeholders to further our common objectives.

We entered our 39<sup>th</sup> year with the Two Miles for Mary campaign. We ran the event virtually again. Our appreciation and gratitude goes out to the community for another successful campaign in 2022. Our greatest thanks goes out to the Jim Pattison Group (Country 900 CKBI) volunteers, Conexus Credit Union, and Diamond Credit Union volunteers.

This has been an exciting year as we updated our strategic plan including modifications to the Mission and values of the organization. We were nominated once again for the prestigious Samuel McLeod Award in the disability employment category and made it to the finals. Our deserving Board member Shelly Gordon took home the hardware and continues to support in the area of inclusive employment for people of all abilities.

Finally, I want to thank the Centre management and staff. Commitment, willingness to take on change, continued focus on excellence, efficiency and effectiveness make the organization what it is today. You are a living testament to the Vision, Mission and Values of the organization. Your innovation in service delivery is inspirational and we are greatly indebted to you for your culture of Client First in everything you do.

I am honored to serve as the Chairperson for the Centre Board of Directors and we look forward to continuing success in our endeavors.

Gloria Mahussier

Chairperson







## Comments from the CEO

### 2023 Annual General Meeting

It is always a pleasure to take the time to reflect at this time of year on the spectacular achievements of the Center over the last 12 months. You might look at the picture to the left and ask yourself “why is this man smiling”? There are many reasons to smile when you work for a quality organisation with quality people surrounding you. Here are some of the reasons.

Significantly, the Board of Directors and Senior Management completed a strategic planning session and mapped out goals and timelines for achievement. We implemented a Team Leader position to improve effectiveness, efficiency, and safety of our transportation services – another first. We held our first “meat and greet” open-house barbeque with over 300 people attending our showcase of programs, services, and fine cuisine. We added three new Board of Directors members. We amalgamated what was referred to as Prince Albert Supported Employment with Work Prep to deliver services more effectively to people with disability under our Specialized Employment Services contract. We saw gradual increase in our employment services as the economy and labor force rebounded from the COVID echo. Individualized Job Search program has exceeded targets as well as the Enhanced Career Bridging Program. Older Worker Program enrolments have steadily increased as we struggle with the changes to training support and the new rules around Income Support. SARCAN main depot saw one of the original 35-year employees retire and Express Depot won the customer service award. Budget Counselling Program expanded to now deliver services up to 100 clients with our average hovering around 95 clients on any given day. Administration Unit has made significant improvements to flow and processes to better support staff and clients. The Community Service Centre was a finalist in the prestigious Samuel McLeod Business Award for the Inclusive Employer Award and our very own board member – Shelley Gordon – took home the award.

Quality organizations always look to the future and evolve to meet new challenges and we are no exception. We look forward to enhancing our transportation program, implementing a virtual reality career exploration option, evaluating the prospect of moving to a “cloud” based computer system, undertaking a study in partnership with the Edwards School of Business to evaluate our options for social enterprise, and to establishing a robust social media presence.

I can hardly wait to see what unfolds in the next 12 months. With the support of our funders – City of Prince Albert, Pine Industries, Ministries of Immigration and Career Training and Social Services, staff, and Board of Directors we can continue to fulfill our Vision and Mission.

Wm. (Bill) Powalinsky – CEO



## Administrative Manager Report

### AGM 2023

Hello everyone. I am very pleased to be presenting my 2<sup>nd</sup> annual report to the Board of Directors and members of the Prince Albert and District Community Service Centre.

I now have almost 16 months of service and while the learning curve has become more manageable there are still things to learn. I continue to be eager and excited to come to work every day.

We currently have 39 team members. Departments as follows:

- Management and Administrative Support – 4 = 3 full time, 1 summer student
- Access Transit – 14 = 6 full time, 4 part time and 4 casuals
- Seniors Transportation – 6 = 1 full time, 2 part time, 2 casual and 1 Medical charter
- Specialized Employment Services – 5 = 4 vocational counsellors and 1 support staff
- Individualized Job Search = 2 full time vocational counsellors
- Targeted Initiative for Older Workers = 1 full time vocational counsellor, ½ time Outreach Worker
- Enhanced Career Bridging = 1 full time vocational counsellor, ½ time Outreach Worker
- Budget Counselling = 1 full time budget counsellor
- Janitors = 4 part time/casual cleaners – Donald, Jenna, Audrey and George

We made the following changes with some of our financial and benefit providers:

- Switched our RRSP provider from BTR Financial (Manulife) to Feher Financial (Canada Life) effective October 1, 2022. A few glitches to start but all running smoothly now.
- Changed our benefit plan provider from Canada Life to Community Services Benefits Trust effective March 1, 2023. Premiums are slightly less than what we were paying. We do have one employee who is having difficulty with this provider with coverage under the special drug program. We are closely monitoring this situation and working with the employee to ensure that paying the medication costs does not become a financial hardship.
- Changed payroll dates from semi-monthly to bi-weekly. The hours per pay period changed from 78 hours to 72 hours which, of course, resulted in lower gross and net pay. The bright side is that there are 3 paydays in September 2023 and March 2024 which help make up this difference.



I am very pleased with my support staff team. Michelle took over Daphne's position at the end of December, when Daphne retired, and although we miss Daphne, Michelle has easily taken on the workload. Michelle knows all the ins and outs of the office environment. She is an expert Excel spreadsheet maker and shares her skills and knowledge with all of us.

Kayla started on December 1<sup>st</sup> as Michelle's replacement and has settled in nicely and certainly greets all clients with kindness and enthusiasm. Kayla looks after the main office phone line, the front doorbell, incoming and outgoing mail, and our accounts-payable function. Kayla also serves as the back-up dispatcher when Melissa is on her EDO or vacation.

Cody Lehner is new to our team as our summer youth intern. He is a quick learner and a welcome addition to our team.

Our 2022-2023 Audited Financial statements were presented and approved by the Board of Directors on June 21, 2023. All is well in our world of finances. Our revenues increased as did our expenses. I am working hard to keep our costs as low as possible. With a full year under my belt, I have a better understanding of where our money comes from and what we are allowed to spend it on. We have an excellent working relationship with our funders – the Ministry of Immigration and Career Training – Amber Clare, who is in attendance today and works out of the Saskatoon office, and Nadine Hug who works here in PA. Thanks to both of you for your support and assistance over this past year of transition. Of course, our Budget Counselling Program benefits from the support of Ministry of Social Services colleagues Lesley Prefontaine and Raquel Bergen.

I really look forward to the next fiscal year where the focus of the PA and District Community Service Centre will be on marketing and promotion of our programs and services. We will utilize the windows of our building to help get the message out as well as our web page, Facebook, our community partners, posters, fundraising events and all other means of free advertising that we can think of.

Our staff are very dedicated to assisting our clients whether it is budget counselling, vocational counselling, accessing transit through the buses or the cars, as well as the 2 SARCAN depots. We are an organization that prides ourselves on our client-first commitment and going the extra mile to provide support.

Thank you.

Sincerely,

Dixie L. Kohut

## Budget Counselling

Budget Counselling is a service offered to individuals on Social Assistance to enhance the quality of life for those in need of money management. Individuals who make up the Budget Counselling caseload lack the skills to budget for the necessities such as food, shelter, and clothing. With the help of our program we ensure rent and bills are paid on time and the participant has spending money for groceries, personal hygiene and/or housing items.

Participants are referred and funded by Ministry of Social Services due to challenges that may affect the ability to make wise money choices. Some of these challenges may include mental health issues, substance abuse, addictions, brain injury or cognitive disabilities. Together we discuss smart spending, weekly budgeting, debt reduction and safe lifestyle choices.

A large part of Budget Counselling is crisis management with regards to budgeting and coping with everyday life. Participants quite often see this program as a lifeline for them, coming here first when a crisis arises, or when they are looking for some guidance and support.

As of March 31<sup>st</sup>, 2023 there were 96 active participants receiving trusteeship from Income Assistance, 81 on Saskatchewan Assured Income for Disability and 15 on Saskatchewan Income Support, 6 of these participants are remote clients living outside of Prince Albert. Budget Counselling saw 23 new participants with 17 participants being closed due to various reasons within the year. Our program budgeted a total of \$1,477,056.25 throughout the 2022-2023 year. There were 9,394 cheques issued, with 2,263 of those special issued cheques. Budget Counselling delivered an additional 1062 sessions through phone calls and/or extra appointments. I reported to Saskatchewan Rental Housing Supplement on behalf of 23 clients monthly. Participants must report every three months and have stable housing to maintain eligibility for the program. I have three participants that must report monthly due to wages.

Budget Counselling continues to work closely with landlords/utilities companies, Mental Health nurses, YWCA Housing Programs, (SILP) Supported Independent Living, CRT (Community Recovery Team), Christian Horizons, Parole Officers and Assured Income Specialists in Regina, Prince Albert, Nipawin and Melfort.

Hours of operation are Monday to Friday 8:30 – 12:00 and 1:00 to 4:00. The office is closed approximately two Fridays per month.

Kristin Stumpf

Budget Counsellor

## Individualized Job Search Project (IJS) October 2022 – May 31st 2023

### Project Overview

The Individualized Job Search program focuses on providing one-on-one job search support to clients. The IJS project provides ...

- resume enhancement,
- cover letter development,
- coaching on using job search tools and strategies,
- interview tips and practice,
- practical advice of building networks,
- creative job search techniques
- cracking the hidden job market and
- other support resources (safety gear, obtaining transcripts and ID, bus passes etc.)

We have a 24-hour standard for turnaround time from time of referral. With the assistance of two full time vocational counsellors, client's needs are being addressed in a timely manner. Clients are given a USB and file folder to keep their job search resources, and they are welcome to a free copy of "What Color is Your Parachute" – recognized as one of the best guides to job searching.



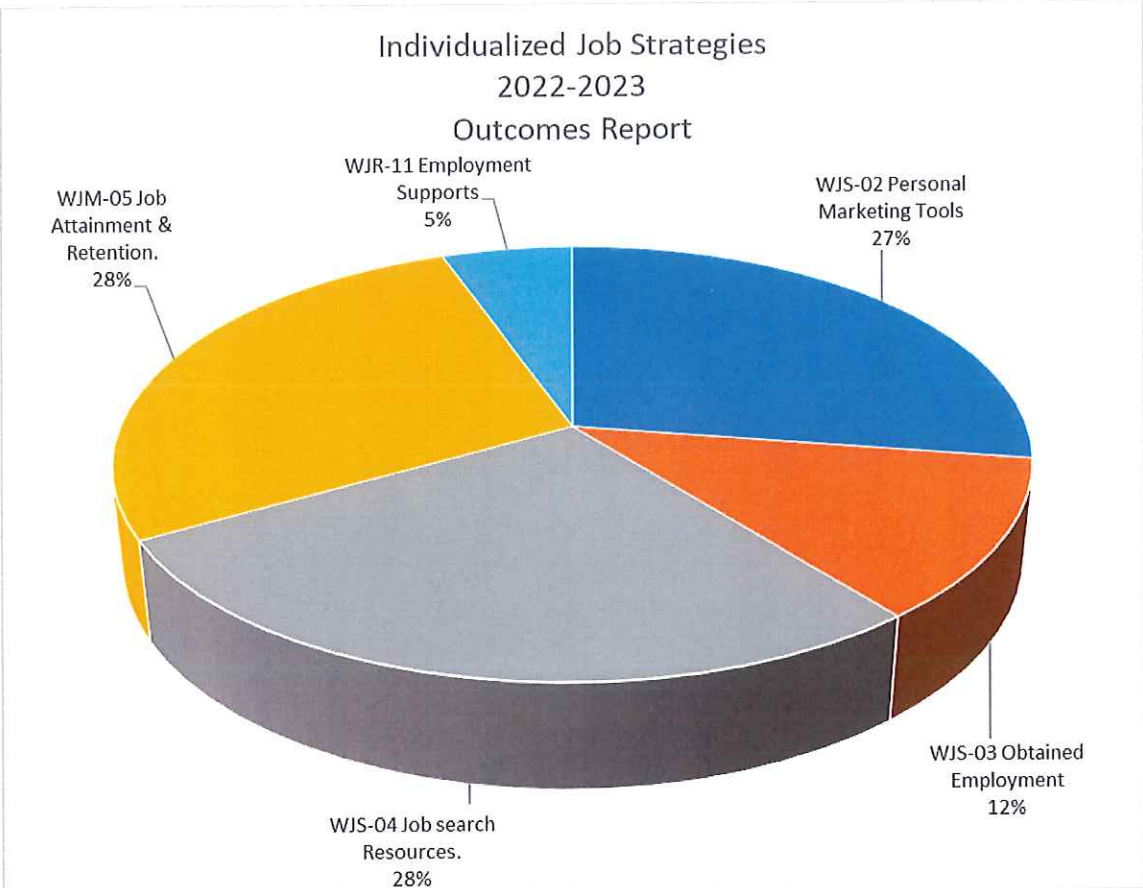
## Individualized Job Search

IJS is designed to facilitate a quick entry into the job market. Our focus will be to assist you to build a resume and cover letter and begin your job search in as little as one day



Some key results to bring attention to are this program year are...

- 121 registered clients
- 100% of clients have developed and applied marketing tools
- We have exceeded the plan to have registered clients access employment supports to secure and obtain employment by 44%
- We have exceeded the plan to have clients be successful in obtaining employment by 52%
- 69 clients' files closed to employment or enrollment in alternate employment programs such as Enhanced Career Bridging and Target initiative Older Worker programs.



This year saw changes within the Individualized Job Search department as we moved to the main floor from upstairs. This move has allowed us to become more accessible, experience an increased awareness of other clients utilizing other centre programs, and work more closely with the Work Prep staff.

The IJS program has a working budget for two full time vocational counsellors, and we are busy as we saw our number of registered clients start to steadily increase and to date it is still increasing!

This year we saw more clients requesting and accessing financial supports for items such as work appropriate clothing, bus passes, criminal record checks, and miscellaneous courses.

April has seen changes again within the IJS structure as vocational counsellor Shirley Arcand is splitting her role functioning as half time outreach worker, and half time IJS counsellor. This has been a challenging opportunity for our unit, but we have found that the key to making this run successfully is to have clear and concise communication between the IJS unit and TIOW/ECB counsellors.

One of the changes we are implementing is offering bus tickets rather than monthly passes, as there have been challenges in obtaining receipts or having cheques picked up after being written. We believe that using tickets will still serve our clients, manage accountability for client support dollars, and provide instant access to transportation thereby better supporting our 24 hour standard service.

Investing in training for the Vocational Counsellors has been a focus this year with courses provided from Dragon 9 Training, online module courses, as well as in person training in Saskatoon.. The added value to the training is developing relationships with staff in peer agencies. These course have left us feeling refereshed, excited, and motivated to take these new skills and new connections to our clients. We would like to thank the board specifically for recognizing how important it is for us to have professional development to be able to pass on new skills and ideas to our clients.

One of the challenges we have faced has been the long wait times on the phone to Immigration and Career services when we have to register clients. Immigration and Career Training is aware of the issue and are working to find a solution. We are developing strategies to collect the stats for work provided while the clients is waiting for registration with the Ministry.

We have implemented a new strategy for updating computers and staying current. This has led to better and more efficient service.

**Opportunities going forward**, we have made connections with CBYF youth and Prince Albert Family Futures who are interested in setting up resume services and presentations on what services we offer. Hannah has made a presentation to PACI school and they booked a tour of our facility to learn more. We are looking forward to continuing growing, we have a focus this year on advertising and promotion, and are looking forward to seeing our numbers reflect the effort we have put into our program.

Moving into our third trimester of June 1, 2023 – Sept 30 2023 we are in a great position to see our program goals exceeded and are looking forward to further successes for our clients.

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**Success Story:**

Valerie Ratt has been a previous client of the CSC last utilizing our services in 2017. Valerie met with this vocational counsellor to discuss what opportunities she wants to pursue. Together we crafted a resume, cover letter, and created a package for her to drop off in person.

Valerie expressed to me that her mode of transportation right now is rides if she can find one, the city bus if she able to, or riding her bike if it will work that day. Valerie called this writer on Tuesday May 2<sup>nd</sup> to let me know that she was successful in obtaining employment and that she starts on Friday May 5. During this time, she expressed concerns about her transportation issues as she is working north of the bridge and is planning to bike to work consistently. This writer contacted our funders to see if it was possible to purchase Valerie a reliable bicycle, helmet, and bike lock so she can be successful in remaining employed. Our program is very grateful to the Ministry for agreeing to help support Valerie in this way.

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Hannah Kolendreski – Vocational Counsellor

Shirley Arcand – Vocational Counsellor



## Prince Albert Community Service Center

It's not hard to get anxious after losing your job,  
Your life is a mess, you just want to sob.  
Unemployment, disappointment and feeling so blue.  
So, what do you do when it happens to you?  
Community, Community is what we're about.  
So, take this to heart and give us a shout.  
Serving your needs is what we do best.  
Someone here will meet your requests.  
Resume needs and cover letters too.  
Coaching and searching to name just a few.  
Supports are in place wherever you are.  
Working with us will make you a star.  
Give us a call, or even a shout.  
Email or visit, lay it all out.  
Here at the center, we're waiting for you.  
Life will be better on meeting our crew.



## Specialized Employment Services

### Work Preparation Program (Work Prep)

The Work Preparation Program is provided by virtue of a contract under Specialized Employment Services (SES). SES also includes the funds especially reserved to supporting persons with disabilities. The blend of these two are referred to as simply the Work Preparation Program.

The Work Preparation Program provides supports to participants that assist in overcoming barriers to gaining employment. The goal is for our participants to increase self-confidence, build upon their skills, overcome barriers, achieve self-reliance, and find and maintain meaningful employment. To best assist our participants, we identify short and long-term goals, as well as identify any roadblocks that may stand in the way of fulfilling these goals. We work with the participant to develop a step-by-step plan to overcome the obstacles they are facing and provide them with support and encouragement throughout their journey to success.

What Barriers are Identified?

- Lack of appropriate childcare
- Substance abuse / Poor mental health
- Lack of education
- Limited work history
- Criminal record
- Lack of confidence / Poor self-esteem
- No driver's license
- Resume and interview skills require improvement
- Poor job search skills
- Lack of adequate transportation
- Unsupportive or obstructive social networks
- Unreliable access to basic needs (housing, food, clothing)
- Challenges with keeping work
- Chronic crisis
- Navigating cultural and language challenges and diversity
- Fear of money, poor financial management skills, poverty
- Not knowing how to deal with success, afraid to achieve
- Self-sabotaging behaviors
- Homelessness
- Lack of access to internet and no cell phone
- Disability

The Work Preparation Program utilizes a broad spectrum of tools and interventions to prepare participants for employment, and the maintenance of employment. Vocational counsellors work with employers to assess workplace needs and promote the value of the Work Preparation

Program and the value of hiring our program participants. By illustrating the benefits our program participants offer business often proves successful in creating opportunities that may otherwise not have been accessible.

In the Work Preparation Program, we provide:

- Vocational Planning
- Barrier Identification, Assessment and Reduction Strategies
- Work Assessments
- Coaching and Creating/Improving Resume and Cover Letters
- Coaching Around Job Search and Interview Skills
- Information and Referral Services
- Information and Linking to Employment Opportunities
- Opportunities for Increased Self-Reliance, Self-Esteem, and Confidence
- Job Finding Club
- Decision Making and Goal Setting Skill Development
- Soft Skill Development (such as communication skills, dealing with authority, dealing with conflict, etc.)
- Providing Employment Supports such as safety wear, bus pass, short course training etc.

A significant barrier we continue to see for participants is a lack of access to internet and technology and lack of resources for devices such as cell phone, laptop, or tablets to communicate effectively. In this brave new world, most employers want a resume emailed to them or sometimes participants are required to apply directly on an online interface. Work Prep carried over 10 clients, saw 83 new clients and of those 32 found permanent full-time employment and 3 decided to pursue further education or training.

This past year, the Community Service Centre has come up with some creative attempts to bring in new participants, including significant outreach to the community providing information to businesses and Community Based Organizations about the services offered at the Community Service Centre. Work Prep and PASE staff have delivered presentations at numerous community showcases and have provided three workshops to youth to provide assistance to youth in creating resumes, mock job interviews, and creative job search strategies.

Also in the last year, long time employee Reagan Jacobson left us to work with Sask Rivers School Division. Taleah Myrheim moved from the Individualized Job Search Program and joined the Work Prep team in August.

Operational funding for the Work Preparation Program was received through the Saskatchewan Ministry of Immigration and Career Training. Work Prep utilized Employment Assistance for Persons with Disability (EAPD) funds and initiated 4 Work Assessments in the reporting year. Two participants were offered permanent employment.

Standard Work Assessments are funded through allocations from the Community Service Centre Pine Industries (SARCAN). Work assessments are an extremely valuable tool, providing some



participants their first employment experience. They also provide a positive reference on a resume and allows participants to demonstrate to themselves and employers that they have the abilities and qualities necessary to be a positive addition to the business.

Another important tool for the Work Preparation Program is Participant Supports. This year, 35 participants accessed personal supports. This included bus passes, training in CPR/First Aid, training in Serve it Right, Cannasell and Personal Care Aid to mention a few. We also provided funds for Driver's License renewal, Criminal Record Checks, and certificate renewals. In many instances, a Criminal Record Check or renewed driver's license was all that was holding a participant back from employment. Bus passes address transportation – which is one of the top barriers to finding employment.

Success Story: Kim – used with permission,

Kim came to the Work Prep program in January 2023. He had been off work for several months due to a workplace injury and had run out of employment insurance benefits. He was on the brink of becoming homeless, as rent and utilities were in arrears. Work Prep was able to assist Kim in getting his income tax filed, apply for regular Employment Insurance benefits, and update his resume. With the help of personal supports, Kim was able to use the bus to drop off resumes. After several weeks, Kim received regular Employment Insurance benefits and back pay, and received a sizeable refund from his taxes. He was able to catch up on his arrears and had some breathing room. With spring and warmer weather, Kim was able to apply for employment in his trade, and in the beginning of May, Kim stopped in to let his counsellor know he had successfully landed a full-time job!

Work Prep would like to thank:

- The employers and educational institutions that have partnered with Work Prep through a supported employment/training agreement with Work Prep, with honorable mention going to Shelly Gordon at the 6<sup>th</sup> Avenue Car Wash. Your engagement and commitment to employment and educational opportunities is invaluable in assisting participants to recognize and utilize their strengths as well as learning and developing valuable new skills.
- The community organizations that partnered, supported, and referred to Work Prep.
- CSC funders for making it possible to assist individuals with costs related to items that may be required for employment (bus pass, CPIC, Driver's license, school transcripts, work boots, etc.)
- The CSC Board of Directors, management, and staff for your support and dedication to building our community, providing services that respect the dignity and worth of all participants.

- Supporting agencies who funded client supports such as Construction Careers, Pine Industries Board of Directors and Social Services.

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### Success Story

Albert arrived at the centre knowing only that he had a \$300 a month shortfall and was on the verge of losing his independence. After a 37-year career in the bottling industry Albert developed a brain tumor and after years of treatment had a successful lifesaving surgery. However, he was unable to return to his previous line of work. Funded by CPP disability, navigating recent increases in living costs Albert found himself having to choose between food, rent and keeping the utilities on. The simple answer that everybody was offering Albert was to reduce costs and change his living arrangement, an apartment he is extremely proud of.

Albert hadn't worked in several years, and it seemed at the time like \$300 a month was an impossible amount to overcome. After a few meetings with his vocational counsellor, Albert's confidence grew. He had worked his whole life and started to realize he could do it again. Maybe not in the same capacity as in the past and to maintain his CPP disability things will look different, but just maybe he could keep his home.

Resumes were built, interview skills were practised, and job ads were poured over. However, Albert's interest was still bottling. Bottling needed to go full circle; Albert accepted a work experience at SARCAN main depot working the maximum number of hours allowed by CPP. He travels to and from work using Seniors' Transportation.

Albert is no longer choosing between groceries or rent and his health and mobility have improved dramatically. Albert has a new sense of hope, confidence, and community. Albert and his family are very thankful for the Community Service Centre. Vocational Counsellor, Seniors' Transportation and SARCAN provided Albert with a plan and a map as he trudges his road of happy destiny.

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Melanie Pederson – Vocational  
Counsellor

Work Preparation Program





## Specialized Employment Services Summary Results

The statistics below capture outcomes for Work Preparation.

Key deliverables include work assessments, employment supports and employment assistance for Persons with Disabilities.

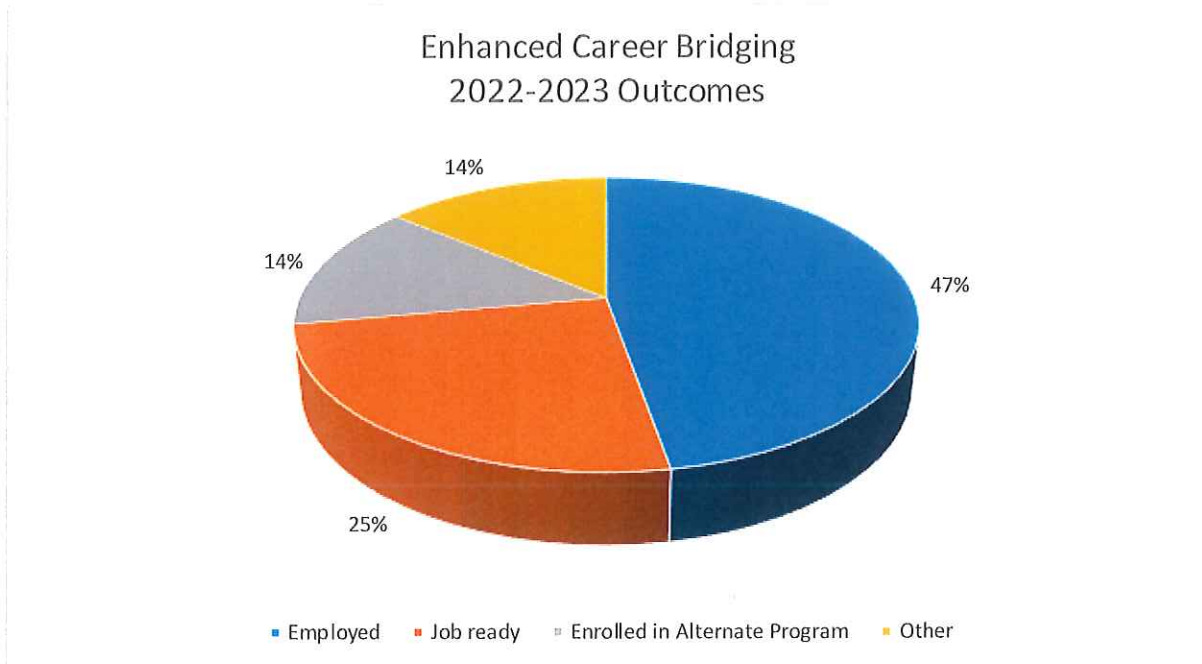
The Specialized Employment Services contract runs Oct 1, 2022 to Sept 30, 2023; these stats are from April 1, 2022 to March 31, 2023. (6 months from the 2022 program and 6 months from the 2023. Some clients may overlap as they were closed in September and opened again in the next 6 months.

	<u>2021/2022</u>	<u>2022/2023</u>
Carryover participants from previous year	81	10
New Cases	128	83
Closures	165	76
Employed at time of closure	79	32
Skills Enhancement		
Entered into a literacy, adult education, Employment training or Diploma Program	28	3
Assistance with Work/Job Search		
Increase self-sufficiency	114	57
Personal Supports	48	35
Job Coach	1	2
Mentor	0	0
Employment		
Full or Part Time Employment	70	36
Employed from a Work Assessment	19	4
Work Experience	28	5
Voluntary Placements (EAPD)	0	1
Work Assessments	15	1
EAPD Work Assessments	13	3

## Enhanced Career Bridging – As of June 8<sup>th</sup> 2023

### Narrative:

To date the Enhanced Career Bridging Program (ECB) has recruited 35 participants. Participants ranged in age from 18 to 50 + and come from very diverse backgrounds with varying skill and educational levels. The program runs daily from 9am to 4pm for a one-hour break for lunch.



We are currently in the third session of the year with 14 participants with 6 participants employed, 7 job ready and are working hard to find employment. If not employed within the next couple of weeks, they will be placed in a work placement. 2 participants are not ready for employment but are continuing to build life skills and overcome barriers. I do believe that most of the current participants will be employed by the end of the session.

Session 4: TBD

Programming consisted of three distinct units:

- Five weeks of introspection, career planning and skill building/strengthening
- Three weeks of Job Finding Club (mornings in classroom, afternoon job searching)

- Six weeks work placement (if employment was not found)

The first five weeks of ECB provide participants with opportunities and exercises on personal development including personality assessments, learning styles, personal skill assessments, communication styles, goal setting, change theory, problem-solving, conflict management, budgeting, teamwork, workplace expectations/norms, and computer skills. We also offer participants workshops in Banking, Budgeting, Debt Management, Nutrition, Tenancy, and Gambling.

Participants also had the opportunity to receive First Aid, CPR and WHMIS training. Programming also includes building career paths/goals and provides tools to assist them in reaching employment goals, including labor market information, personal marketing, tapping into the hidden job market, resumes, cover letters, online applications, and the importance of follow-up.

Moving into the Job Finding Club portion, our mornings are spent on the computers doing intense job searching, printing resumes, writing cover letters, and checking emails. The participants then plan and go out to apply in person. We continue to offer support to the participants throughout Job Finding Club and encourage them to keep using Community Service Center's services if the things do not work out as expected.

The final portion of the program is the six-week job placement. The job placement is utilized if the participant has not found success in securing employment. We have created partnerships with 6th Ave Carwash and Prince Albert Daily Herald and continue to make partnerships with other employers in the community for future work placements.

The job placement portion of this program is pivotal for those who may lack confidence, communication skills and have underlying mental health issues as well as learning disabilities or those participants who have little to no work experience. These obstacles could hinder the success of participants during the Job Finding Club which makes the Job Placement that much more important.

### **Observations**

There is a high demand for programs such as ECB within the employment field. There are many different organizations offering these types of programs, so the Community Service Center has had to investigate different ways to advertise and offer strategic incentives so that our program has advantages over others. The one thing we found that was helpful is offering bus passes to those participants who have a transportation barrier. Our outreach worker is also available to take



the participants to job interviews/appointments if the location is outside of the available bus routes.

There has been a dramatic shift in the way employment is obtained. Online job search and application processes are quickly becoming the norm. For those who don't have access to the internet, computers, or don't have knowledge of the digital world - this is a major barrier. Our program does a great job at not only providing the equipment but also the education and support for the clients as they become more familiar with online job search platforms and application processes. Once the student completes the program, they are invited back to use the resources available through our Individual Job Search program which can also provide them with computer access for job interview, worker orientations or other specialized tickets.

Mental health and addictions are topics that have become prevalent at all levels. The ECB program staff understand these barriers. While we assist our clients in finding long-term employment, we also connect those with disabilities to our Workprep counsellors or other specialized professionals. This is done in hopes that while seeking employment they can also be working on overcoming some of the barriers that hinder them from successfully obtaining and maintaining employment.

*Lindsay Urquhart, Vocational Counsellor*

### **Outreach Worker Report:**

This writer began employment with the Community Service Center as a half time outreach worker on April 17, 2023. The third session of the ECB program began on the 24<sup>th</sup> of April, and since then I have dealt with such issues as anxiety, health concerns, homelessness, addiction, ID requirements, Saskatchewan Income Support and Education and Training Incentive applications. My teaching experience has come in handy as I am able to cover off for the facilitator on days that she is away. This not only helps the participants keep on track and adhere to their timelines, but it has also helped me build trusted and respectful relationships with the participants who in turn have found a connection with someone they are willing to talk to.

*Shirley Arcand, Vocational Counsellor*



## TARGETED INITIATIVE FOR OLDER WORKERS PROGRAM

### T. I. O. W

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We are currently in the third of four sessions for the Targeted Initiative for Older Workers (TIOW) program. The program funded by Service Canada Immigration and Career Training has provided funding for 40 participants. To date we have had 26 participants for the 2022-2023 funded year.

Entering into the second year of funding for the Targeted Initiative for Older Workers Program for participants over the age of fifty-five, it has been a challenge for enrollment. This year, five participants under the age of 55 were permitted to attend through an exemption from our funder. They were much more suited for the program due to their age and experience. With a change in funding for participants, it has been difficult to attract participants into the program. The *Education and Training Incentive (ETI)* funding is provided through the *Saskatchewan Income Support (SIS)*. This replaced the Provincial Training Allowance and requires that people be in receipt of Saskatchewan Income Support. TIOW has had 2 discontinuations due to no participant funding. The new funding has also been a learning curve for the outreach worker to navigate and for timely payments from the financial agency.

The program's highest enrollment is the current session of 9 participants and with the least being session 3 with 4 participants.

Participants continue to battle poor literacy and computer skills, lack of personal marketing tools, Covid, physical, medical and mental health related issues as barriers to employment. Secure housing, finances, and food have also been concerns during the sessions for participant success. Training and employment is often an additional stressor when participants are struggling for survival; therefore participant focus and engagement become difficult. The TIOW outreach worker is a vital component to the success of assisting with housing, food, and daily issues that arise. Participants with the most secure housing have seen the most success as they do not enter the program in need of the additional funding. It is very gratifying to know that our outreach worker

is available to assist with the safety and security of participants and we are able to offer a wholistic approach for success.

The following components are provided to participants to improving their labour market skills and tools: Computer training from the basic keyboarding skill development, what is 'WWW' to internet searches, on line training certificates, on line labour market reseaching, employment websites, delivery of personal marketing tools such as cracking the job market, cover letter and resume writing skills, email and on-line application processes, and building a portfolio are offered to participants. The remaining program sesssion is followed by work experience. The work experience portion of the program has only been necessary for 1 participant, followed by an employment offer.

*After 30 years + with one agency I was able to enhance my computer and typing skills, learn how to find extensive places to search for employment and obtain certificates. Thank you so much.  
Debbie*

Participants have also received certification in the following:

**FINANCIAL ASSISTANCE HAS BEEN PROVIDED FOR THE FOLLOWING CERTIFICATES**

- St. John Ambulance First Aid / CPR / AED
- Canada Food Safety Training
- Tourism Saskatchewan - Serve it Right
- Tourism Saskatchewan - Service Best
- Saskatchewan Health Authority – Sask Swimming Pool Operator Course

**FREE (NO COST) ON-LINE CERTIFICATES HAVE INCLUDED**

- Sask Safety Council – WHMIS 2015
- Sask Safety Council - Mental Health Wellness Resiliency
- Sask Safety Council - Retail Safety Education
- Allergy Aware Canada - Anaphylaxis Certificate

To remove financial barriers the program has also covered the following expenses:

**PAYMENTS MADE FOR PARTICIPANTS INCLUDED**

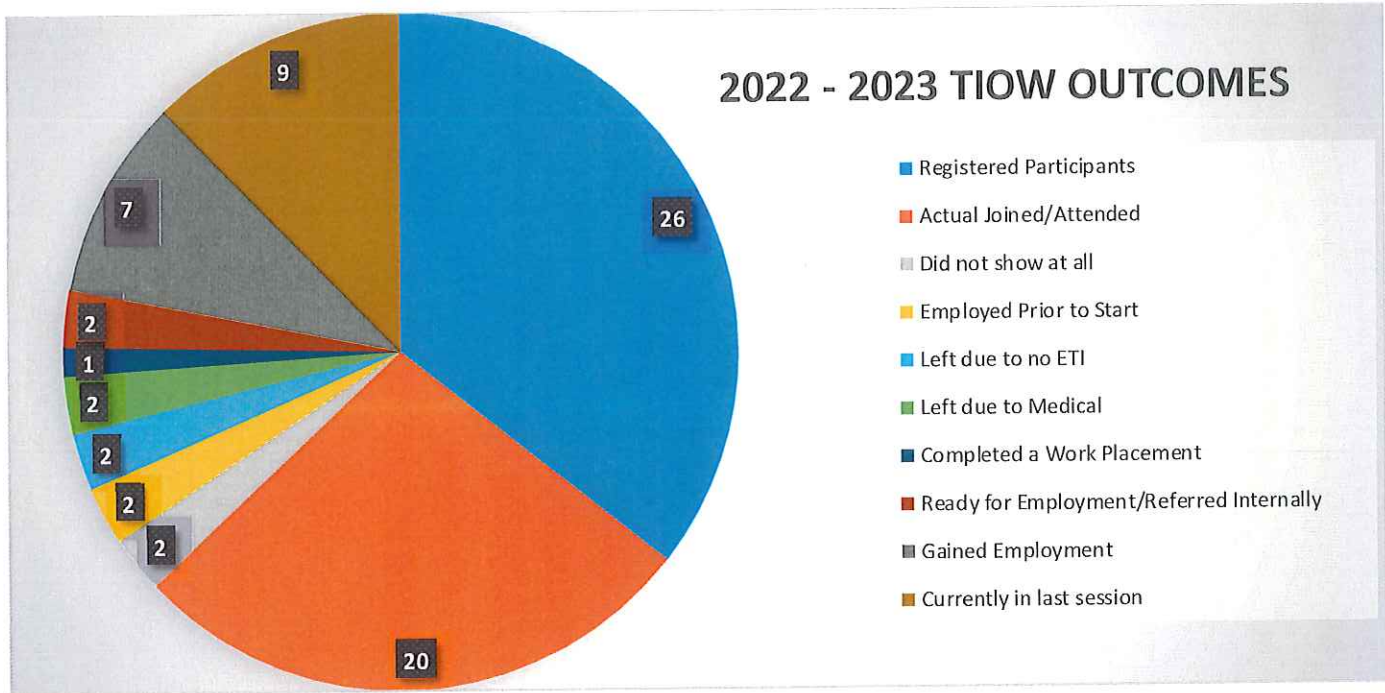
- Birth Certificates
- Prince Albert Bus Passes
- Drivers License and Renewals
- Annual Medical Payment for Drivers License



Criminal Record Check – CPIC  
 Appropriate PPE/attire to ensure successful employment

To ensure we are providing the best possible information for job attainment and retention, participants undertake personal development such as: Communication skills, workplace coping skills, workplace retention and information on good nutrition, housing, finances and gambling. These are offered by the facilitator as well as by guest speakers representing our partnering agencies.

*I have never been so pleased with the reception, respect and acknowledgement that I received to achieve my most ultimate dream job.....I received a new sense of confidence that I really cannot explain in words. I was skeptical at first, but the learning experience was well worth it. The whole centre team came together to help and encourage me along the way.....*  
 Patsy



Karen Haubrich, TIOW Vocational Counsellor

## Transportation Report

### Community Service Center 2022/23 AGM

Overall, 2022 was a fairly good year. All clients got to their destinations safely, and most clients arrived on time. This year the transit team worked hard: at growing our customer service objectives, following safety protocols, and display above level of communication and professionalism. I am proud of our transit team! From dispatchers to drivers, they always step up when asked or are needed.

The year 2022 will be known for its evaluation period, a time of reflection and thoughts of rebuilding and rebranding which will ultimately lead to higher ridership for 2023. By the numbers the year 2022 was a rebound year for both the car and the bus services with 30,543 trips for both. Car and bus both have increased ridership from the covid years but are know where near the numbers posted for 2017 through 2018 years which were at our highest totals, 38464 and 38285 ridership respectively.

In 2022, we still felt the effects of reduced group travel, Covid ended group transit as we know it. Our goal now would be to bring back those group numbers and eliminate subscription waitlists.

During the year 2022 the position of Team Leader was created. This would be a position which would ultimately research automation possibilities, look for efficiency in the transportation department, and among other things, would act as a liaison between management and staff. I started in the team leader position on February 24/23 and so far, the following changes and additions to help bring up the numbers are:

- \* Addition of split bus to accommodate subscriptions and groups
- \* Provide flexibility for large group bookings by increasing the booking window
- \* Start a new Saturday 4 hour bus 12 week pilot project for a fixed / flex route bus service from North Court, Sherman towers, Carment Court, and Pineview to Walmart and Northern Lights Casino
- \* Create 10 flex hours in budget to be used weekly if needed for extending shift hours to shifts or creating pilot projects

In 2023 Other objectives and efficiencies completed are:

- Implementation of new water system for janitorial interior bus washing in the bus barn





- Coordinating Implementation of first aid and CPR training for drivers
- Developed and implemented driver Training trainer package.
- Coordinating after-hours call-in service for the safety of our employees
- Ongoing coaching as required.



Going forward in 2023/24 we will be looking at the possibility of selecting an automated system or perhaps upgrade our current system by way of global positioning system (GPS) mapping of the buses and cars. We will continue to find ways to develop a shared ride service. We will continue to adjust to the demands of the service to better serve the needs of our clients.

I would like to say a very special thank you Melissa (dispatcher) for providing an amazing amount of knowledge and support as we make numerous transitions within. I would also like to take a moment to acknowledge and thank all the office personnel for their ongoing support as transitioning to the office environment was a little daunting and challenging at times, this is really the true meaning of teamwork, So Thank You.

Don Hlewka

Transportation Team Leader



TRANSPORTATION PROGRAM  
MONTHLY MANAGEMENT REPORT

	Month	Year to Date 2022	Last Year to Date 2021
	Dec	Dec	Dec
TRIPS	2500	30543	18654
Paratransit	1831	22737	11935
Demand Trips	869	10344	6992
Kin Pass Subscription	962	12393	0
School Charter (contract)	0	0	0
Seniors Requiring Assistance	546	6415	5365
Out of town	0	2	4
Demand Trips (Bus)	239	2772	2292
Seniors Car (Regular)	272	3066	2629
Day Centre (Car)	27	436	316
Same Address	1	36	2
Additional stops	7	103	124
Subscription	0	0	0
Seniors	123	1407	1354
Seniors Car (Regular)	114	1284	1217
Day Centre (Car)	6	45	29
Same Address	1	7	0
Additional stops	2	68	108
Out of City Limits	0	3	0
Booked Charters	1	6	7
Saskatoon Medical Trips	0	43	36
# of vehicle hours	1197	14648	10968
# of revenue hours	974	11855	8748
Rides per hour	2.58	2.65	2.27
REFUSALS			
Paratransit	11	177	199
Seniors	6	77	84

## Pine Industries (SARCAN)

Pine Industries Marketing Ltd. is a not-for-profit limited corporation owned and operated by the Community Service Centre. For many years, Pine Industries created employment opportunities for low-income persons through housing renovation, camper construction and repair. Through the operation of a mixed farming operation, other training and employment opportunities were made possible. None of these ventures are active at the present time.

When the Saskatchewan Association of Rehabilitation Centres was granted the opportunity to operate recycling depots across the province in 1988, Pine Industries was selected as the depot operator for the city of Prince Albert.

It has been an exciting year for the SARCAN teams. First, Express Depot was awarded the Customer Service Award for excellence in providing a quality customer experience. The award is determined by the scoring of the depot in several areas by secret shoppers. Its great to have PA on the map in this regard.



Second, Main Depot celebrated the retirement of Craig Zimmer after 35 years of service. Craig was one of the original employees hired when the first depot opened in 1988. Craig's stick-to-itiveness is a tribute to his dedication to his job and the agency and his work ethic. He plans to "...put his feet up" as he says to give them a well deserved rest.

At SARCAN we are proud of the three-E motto: environmental protection; employment creation and economic development.

**Employment Creation:** SARCAN employs 45+ workers in total. Pine Industries donates funds to pay for work assessments for the Work Prep program.

**Economic Development:** Each year, SARCAN returns deposit funds paid on containers. This year we are likely to hold to pre-Covid levels and expect to process over 3,000,000 containers and will inject more than \$3,300,000 into the local economy. If our volumes hold steady we will have accommodated over 100,000 customer visits.

**Environmental Protection:** As mentioned above over 3,000,000 containers are diverted annually from the landfill. Imagine the impact of those containers if they were not diverted. Aswell,

thousands of pounds of electronic waste is shipped for salvage of precious metals. Household glass and batteries are becoming popular as well as recycled paint for consumers.

At this point, I want to express my thanks to Shawna and Sherry – depot supervisors – and their teams – for the valuable work they do in support of our Mission “...providing services that promote independence and enhancing the quality of life to meet individual and community needs”.

Respectfully submitted by Bill Powalinsky – Chief Executive Officer





**Prince Albert and District Community Service Centre Inc.**  
**Financial Statements**  
*March 31, 2023*

# Prince Albert and District Community Service Centre Inc.

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For the year ended March 31, 2023

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## Management's Responsibility

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To the Board of Directors of Prince Albert and District Community Service Centre Inc.:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of Directors who are neither management nor employees of the Centre. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Centre's external auditors.

MNP LLP is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

June 21, 2023



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Bill Powalinsky, Chief Executive Officer

## Independent Auditor's Report

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To the Board of Prince Albert and District Community Service Centre Inc.:

### Opinion

We have audited the financial statements of Prince Albert and District Community Service Centre Inc. (the "Centre"), which comprise the statement of financial position as at March 31, 2023, and the statements of operations, changes in net assets, cash flows and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Centre as at March 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and the Board of Directors for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so.

The Board of Directors are responsible for overseeing the Centre's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



## Independent Auditor's Report

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As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Centre's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centre to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Albert, Saskatchewan

June 21, 2023

*MNP* LLP

Chartered Professional Accountants

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Financial Position**

*As at March 31, 2023*

	2023	2022
<b>Assets</b>		
<b>Current</b>		
Cash	389,561	130,845
Accounts receivable (Note 3)	195,255	285,975
Budget counselling funds held in trust	130,713	120,099
Prepaid expenses and deposits	19,713	7,771
	735,242	544,690
<b>Tangible capital assets (Note 4)</b>	263,936	322,433
<b>Investments (Note 5)</b>	286,412	270,397
<b>Restricted cash (Note 6)</b>	209,474	287,222
<b>Gifts of property (Note 7)</b>	1	1
	1,495,065	1,424,743
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals (Note 8)	14,410	23,379
Source deductions payable	16,691	-
Vacation payable	62,809	32,880
Deferred revenue (Note 9)	539,444	367,137
Budget counselling trust liability	130,713	120,101
Current portion of long-term debt (Note 11)	40,000	-
	804,067	543,497
Term loans due on demand (Note 10)	-	102,778
	804,067	646,275
<b>Long-term debt (Note 11)</b>	-	40,000
<b>Deferred contributions relating to capital assets (Note 12)</b>	81,586	110,997
	885,653	797,272
<b>Net Assets</b>		
Invested in capital assets	182,350	108,658
Internally restricted (Note 6), (Note 13)	186,568	264,316
Unrestricted	217,588	231,591
Externally restricted (Note 6), (Note 14)	22,906	22,906
	609,412	627,471
	1,495,065	1,424,743

Approved on behalf of the Board of Directors

  
 Director

  
 Director

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The accompanying notes are an integral part of these financial statements

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Operations**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	793,464	682,063
City of Prince Albert	646,832	610,615
Ministry of Social Services	129,835	105,034
Minister of Employment and Social Development	6,396	6,396
Employment and Social Development Canada	-	30,458
Administration	277,239	258,978
Computer and office space rental	119,600	81,600
Vehicle and charter	69,267	53,761
Subscription	48,996	34,989
Donations	33,764	33,764
Two Miles for Mary fundraiser	30,563	31,770
Investment income	19,964	619
Other income	11,075	8,945
Contributions - Pine Industries Marketing Ltd. (Note 16)	3,057	1,556
Saskatchewan WCB	753	-
	<b>2,190,805</b>	<b>1,940,548</b>

*Continued on next page*

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*The accompanying notes are an integral part of these financial statements*

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Operations**  
*For the year ended March 31, 2023*

	2023	2022
<b>Total revenue</b> <i>(Continued from previous page)</i>	<b>2,190,805</b>	<b>1,940,548</b>
<b>Expenses</b>		
Salaries	1,229,669	1,004,449
Audit and administrative	227,252	204,953
Employee benefits	206,138	199,535
Vehicle maintenance and fuel	114,108	76,841
Building rental	94,800	71,900
Amortization	58,497	60,076
Computer installation and software	26,711	19,886
Equipment rental and repair	21,916	23,597
Staff development	21,168	4,878
Office supplies and postage	21,021	19,014
Participant supplies and supports	17,093	11,399
Telephone	16,021	18,898
Lab rental	14,000	-
Miscellaneous	13,673	18,184
Janitorial and maintenance	13,641	11,774
Repairs and maintenance	13,395	11,356
Utilities	12,044	10,496
Equipment rental	10,800	9,700
CPR/first aid	10,370	8,030
Board indemnity & Expenses	9,564	2,500
Insurance	9,106	18,955
Bus garage rental <i>(Note 16)</i>	8,400	8,400
Fundraising costs and volunteer recognition	6,128	6,754
Subscriptions and memberships	5,600	3,415
Job coach salaries and benefits	5,017	12,845
Interest on term loan	4,697	4,138
Medical charters	4,608	4,670
Vocational and work assessments	3,900	4,883
Uniforms	3,060	2,554
Work assessments	2,911	1,556
Bank charges and interest	1,109	1,395
Professional fees	966	1,930
Security	738	139
Uniforms/medical	320	189
Medical/CPIC	285	235
Travel	138	170
	<b>2,208,864</b>	<b>1,859,694</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>(18,059)</b>	<b>80,854</b>

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*The accompanying notes are an integral part of these financial statements*

**Prince Albert and District Community Service Centre Inc.**  
**Statement of Changes in Net Assets**

*For the year ended March 31, 2023*

	<i>Invested in capital assets</i>	<i>Internally restricted (Note 14)</i>	<i>Unrestricted</i>	<i>Externally restricted (Note 15)</i>	<b>2023</b>	<b>2022</b>
Net assets beginning of year	108,658	264,316	231,591	22,906	627,471	546,617
Excess (deficiency) of revenue over expenses	(58,496)	-	40,437	-	(18,059)	80,854
Repayment of debt relating to capital assets	102,778	(102,778)	-	-	-	-
Recognition of deferred contributions	29,410	-	(29,410)	-	-	-
Transfer of cash to restricted	-	25,030	(25,030)	-	-	-
<b>Net assets, end of year</b>	<b>182,350</b>	<b>186,568</b>	<b>217,588</b>	<b>22,906</b>	<b>609,412</b>	<b>627,471</b>

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*The accompanying notes are an integral part of these financial statements*



**Prince Albert and District Community Service Centre Inc.**  
**Statement of Cash Flows**  
*For the year ended March 31, 2023*

	2023	2022
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Excess (deficiency) of revenue over expenses	(18,059)	80,854
Amortization	58,497	60,076
Recognition of income from contribution - tangible capital assets	(29,410)	(29,410)
	11,028	111,520
Changes in working capital accounts		
Accounts receivable	90,720	(264,544)
Prepaid expenses and deposits	(11,943)	(4,920)
Accounts payable and government remittances payable	(8,969)	2,212
Vacation payable	46,621	(7,504)
Deferred revenue	172,307	34,788
Budget counselling trust liability	10,612	18,421
	310,376	(110,027)
<b>Financing</b>		
Repayments short term debt	(102,778)	(16,667)
<b>Investing</b>		
Purchase of tangible capital assets	-	(29,037)
Purchase of investments	(283,109)	-
Proceeds on disposal of investments	267,094	1,489
	(16,015)	(27,548)
<b>Increase (decrease) in cash resources</b>	<b>191,583</b>	<b>(154,242)</b>
<b>Cash resources, beginning of year</b>	<b>538,165</b>	<b>692,408</b>
<b>Cash resources, end of year</b>	<b>729,748</b>	<b>538,166</b>
<b>Cash resources are composed of:</b>		
Unrestricted	389,561	130,845
Restricted	209,474	287,222
Budget counselling trust	130,713	120,099
	729,748	538,166

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*The accompanying notes are an integral part of these financial statements*

# Prince Albert and District Community Service Centre Inc.

## Notes to the Financial Statements

*For the year ended March 31, 2023*

**1. Description of reporting entity**

Prince Albert and District Community Service Centre Inc. ("the Centre") is a not-for-profit entity incorporated under the Non-profit Corporations Act of Saskatchewan and has charity status. The Centre has been established:

- a) to tend to the material and emotional welfare of the residents of the City of Prince Albert and of any member municipality;
- b) to stimulate, help, organize and participate in desirable and constructive community programs, which have as an object the social development of the individual and the family;
- c) to give counselling service to individuals and family, to help them through their problems, whether psychological or material, and to help them make use of community programs and rehabilitation programs;
- d) to engage in study of factors contributing to family disorganization, causes of poverty, and to develop skill and knowledge in dealing with personal and family problems; and,
- e) to promote education for social work and participate in the education of social workers.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada, which are part of Canadian generally accepted accounting principles, and include the following significant accounting policies:

***Cash and cash equivalents***

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

***Investments***

Long-term investments are portfolio investments recorded at fair value for those with prices quoted in an active market, and cost less impairment for those that are not quoted in an active market. They have been classified as long-term assets in concurrence with the nature of the investment.

Portfolio investments in entities that are not owned, controlled, or influenced by the Centre are measured at cost, less any provision for other than temporary impairment.

***Tangible capital assets***

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

	<b>Method</b>	<b>Years</b>
Buildings - Program Support	straight-line	15 years
Vehicles	straight-line	3 years
Equipment, furniture and computer equipment	straight-line	3-5 years

***Internally restricted net assets***

The Centre has placed restrictions on net assets for specific purposes. The Board of Directors transfer allocated amounts to restricted net assets by transfers from unrestricted net assets.

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# Prince Albert and District Community Service Centre Inc.

## Notes to the Financial Statements

For the year ended March 31, 2023

### 2. Significant accounting policies (Continued from previous page)

#### **Revenue recognition**

The Centre follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Subscription revenue is recognized as revenue when the related service is performed.

#### **Government assistance**

The Centre recognizes government assistance when there is reasonable assurance that it will comply with the conditions required to qualify for the assistance, and that the assistance will be received. The Centre recognizes government assistance as other income.

The Centre recognizes government assistance in the form of forgivable loans as other income in the year that the forgivable loan is received.

#### **Contributed materials**

Contributions of materials are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials are used in the normal course of the Centre's operations and would otherwise have been purchased.

#### **Measurement uncertainty (use of estimates)**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

#### **Financial instruments**

The Centre recognizes financial instruments when the Centre becomes party to the contractual provisions of the financial instrument.

#### **Arm's length financial instruments**

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Centre may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Centre has not made such an election during the year.

The Centre subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Centre's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.



**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2023*

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2. **Significant accounting policies** *(Continued from previous page)*

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess (deficiency) of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

**Related party financial instruments**

The Centre initially measures the following financial instruments originated/acquired or issued/assumed in a related party transaction ("related party financial instruments") at fair value:

- Investments in equity instruments quoted in an active market;
- Debt instruments quoted in an active market;
- Debt instruments when the inputs significant to the determination of its fair value are observable (directly or indirectly); and,
- Derivative contracts.

All other related party financial instruments are measured at cost on initial recognition. When the financial instrument has repayment terms, cost is determined using the undiscounted cash flows, excluding interest, dividend, variable and contingent payments, less any impairment losses previously recognized by the transferor. When the financial instrument does not have repayment terms, but the consideration transferred has repayment terms, cost is determined based on the repayment terms of the consideration transferred. When the financial instrument and the consideration transferred both do not have repayment terms, the cost is equal to the carrying or exchange amount of the consideration transferred or received (refer to Note 16).

At initial recognition, the Centre may elect to subsequently measure related party debt instruments that are quoted in active market, or that have observable inputs significant to the determination of fair value, at fair value.

The Centre subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Financial instruments that were initially measured at cost and derivatives that are linked to, and must be settled by, delivery of unquoted equity instruments of another entity, are subsequently measured using the cost method less any reduction for impairment.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of related party financial instruments are immediately recognized in excess (deficiency) of revenue over expenses.

**Financial asset impairment**

The Centre assesses impairment of all its financial assets measured at cost or amortized cost. The Centre groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group; there are numerous assets affected by the same factors; no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments; in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Centre determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

With the exception of related party debt instruments and related party equity instruments initially measured at cost, the Centre reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

For related party debt instruments initially measured at cost, the Centre reduces the carrying amount of the asset (or group of assets), to the highest of: the undiscounted cash flows expected to be generated by holding the asset, or group of similar assets, excluding the interest and dividend payments of the instrument; the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2023*

**2. Significant accounting policies** *(Continued from previous page)*

For related party equity instruments initially measured at cost, the Centre reduces the carrying amount of the asset (or group of assets), to the amount that could be realized by selling the asset(s) at the statement of financial position date.

Any impairment, which is not considered temporary, is included in current year excess (deficiency) of revenue over expenses.

The Centre reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess (deficiency) of revenue over expenses in the year the reversal occurs.

**3. Accounts receivable**

	<b>2023</b>	<b>2022</b>
Specialized Employment Services	106,689	98,157
Targeted Initiative for Older Workers	50,546	50,546
Budget Counselling Program	21,735	20,930
Access Transit	9,295	6,830
GST	4,243	3,503
Seniors Transportation	2,747	630
Enhanced Career Building	-	59,986
Program Support	-	29,993
Prince Albert Supported Employment	-	15,400
	195,255	285,975

**4. Tangible capital assets**

	<i>Cost</i>	<i>Accumulated amortization</i>	<b>2023 Net book value</b>	<b>2022 Net book value</b>
Land	84,500	-	84,500	84,500
Buildings - Program Support	678,086	517,938	160,148	199,790
Vehicles	40,344	40,344	-	-
Equipment, furniture and computer equipment	169,777	150,489	19,288	38,143
	972,707	708,771	263,936	322,433

**5. Investments**

	<b>2023</b>	<b>2022</b>
Conservative income mutual fund is invested in fixed-income and equity investments, recorded at fair value	286,412	270,397

**6. Restricted cash**

Restricted cash is money allocated for restricted net assets and reserves as determined by the Board of Directors and external funders.

**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2023*

**7. Gifts of property**

Gifts of property are comprised of an interest in mineral rights which were received as a bequest. Fair value of the mineral rights could not be estimated and they have been recorded at a nominal amount (\$1).

**8. Accounts payable and accruals**

	2023	2022
Access Transit	9,898	10,958
Program Support	2,244	6,029
Seniors Transportation	1,037	1,423
Individual Job Search	611	485
Specialized Employment and Education	354	1,791
Targeted Initiative for Older Workers	165	2,313
Budget Counselling Program	101	380
	14,410	23,379

**9. Deferred revenue**

	Deferred revenue, beginning of year	Funding and contributions received	Revenue recognized	2023 Deferred revenue, end of year	2022 Deferred revenue, end of year
Access Transit	-	47,595	-	47,595	-
Specialized Employment (Schedule 5)	34,083	427,558	(331,837)	129,804	34,083
Supported Employment (Schedule 7)	21,970	298	(10,143)	12,125	21,970
Individual Job Search (Schedule 8)	12,332	217,982	(166,049)	64,265	12,332
Enhanced Career Bridging (Schedule 10)	29,687	130,792	(144,032)	16,447	29,687
Targeted Initiative for Older Worker (Schedule 9)	12,407	138,811	(144,460)	6,758	12,407
Seniors Transportation - Estate Donation	256,658	-	-	256,658	256,658
Seniors Transportation	-	5,792	-	5,792	-
	367,137	968,828	(796,521)	539,444	367,137

**10. Term loans due on demand**

	2023	2022
CIBC mortgage paid in the year.	-	102,778
	-	102,778



**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2023*

11. Long-term debt

	2023	2022
CIBC Canada Emergency Benefit Account (CEBA) term loan in the amount of \$60,000, bearing interest at 0% until December 31, 2023 with no required principal repayments. Commencing January 2024, monthly interest only payments at 5% are required on any outstanding balance. Principal repayment can be made at the discretion of the Centre at any time prior to the due date. Principal repayment is due in full at December 31, 2025 with \$20,000 forgivable if the full principal balance is repaid by December 31, 2023. As at March 31, 2023, \$40,000 was outstanding.	60,000	60,000
Less: Current portion	40,000	-
Forgivable portion of CEBA loan	20,000	20,000
	-	40,000

12. Deferred contribution relating to tangible capital assets

	Deferred revenue, beginning of year	Contribution received	Contribution recognized as revenue	2023 Deferred revenue, end of year	2022 Deferred revenue, end of year
Pine Industries Marketing Ltd. (2012)	22,991	-	(8,909)	14,082	22,991
Pine Industries Marketing Ltd. (2013)	47,122	-	(9,426)	37,696	47,122
Pine Industries Marketing Ltd. (2014)	28,092	-	(4,680)	23,412	28,092
Accessibility grant	12,791	-	(6,395)	6,396	12,792
	110,996	-	(29,410)	81,586	110,997

13. Internally restricted reserves

The Board of Directors have placed restrictions on net assets for specific purposes. The amounts listed in the table below have been transferred from unrestricted net assets and are internally restricted. During the year ended March 31, 2023 the Board approved the use of restricted reserves to repay debt. As a result, the Program Support reserve is in a deficit that will be recovered by future transfers from unrestricted net assets.

	Beginning of year	Revenue over expenses	Transfers	2023 End of year	2022 End of year
<b>Transferred from unrestricted net assets, internally restricted</b>					
Senior Transportation Program	55,661	-	-	55,661	55,661
Program Support	6,991	-	(77,748)	(70,757)	6,991
Access Transit Program	201,664	-	-	201,664	201,664
	264,316	-	(77,748)	186,568	264,316

**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**

*For the year ended March 31, 2023*

**14. Externally restricted reserves**

External funders have requested that surpluses in certain programs be transferred to a reserve to be spent on expenditures as outlined by them. The accumulated surpluses in the programs listed in the table below are externally restricted.

	<i>Beginning of year</i>	<i>Restricted revenue</i>	<i>Transfers</i>	<b>2023</b> <i>End of year</i>	<b>2022</b> <i>End of year</i>
<b>Accumulated surpluses, externally restricted</b>					
Budget Counselling Program	3,989	-	-	3,989	3,989
Guiding Future Visions	9,125	-	-	9,125	9,125
Specialized Employment and Education	9,792	-	-	9,792	9,792
	<b>22,906</b>	<b>-</b>	<b>-</b>	<b>22,906</b>	<b>22,906</b>

**15. Inter-program charges**

Program Support (Schedule 3) Administration revenue includes \$207,027 of administrative fees charged to various programs and reported within administration expense of each program.

Program Support (Schedule 3) computer and office space rental in the amount of \$119,600 includes \$4,800 building rental and \$600 equipment rental charged to Budget Counselling Program (Schedule 1); \$18,000 building rental and \$3,000 equipment rental charged to Specialized Employment Services (Schedule 5); \$3,600 building rental and \$600 equipment rental charged to the Seniors Transportation Program (Schedule 2); \$3,600 building rental and \$600 equipment rental charged to the Access Transit Program (Schedule 4), \$21,600 building rental and \$3,600 equipment rental charged to Individual Job Search Program (Schedule 8). \$21,600 building rental, \$1,200 equipment rental and \$7,000 computer lab rental charged to Targeted Initiative for Older Workers (Schedule 9). \$21,600 building rental, \$1,200 equipment rental and \$7,000 computer lab rental charged to Enhanced Career Bridging (Schedule 10).

Administration charges are allocated based on 13% of each program's operating budget. Equipment and building rent is charged at fair value and based on budgets and projected usage for each program.

**16. Related party transactions**

During the year a total of \$3,057 (2022 - \$1,556) of donation revenue from Pine Industries Marketing Ltd. was reported by Specialized Employment Services (Schedule 5).

Administration revenue includes \$70,212 (2022 - \$70,274) from Pine Industries Marketing Inc. for administrative services. Pine Industries Marketing Ltd. and Prince Albert and District Community Service Centre Inc. are governed by the same Board of Directors.

During the year, \$8,400 (2022 - \$8,400) was paid to Pine Industries Marketing Ltd. for bus garage rental (Schedule 4).

**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**  
For the year ended March 31, 2023

**17. Pine Industries Marketing Ltd.**

The Prince Albert and District Community Service Centre Inc. is controlled by the same board of directors that controls Pine Industries Marketing Ltd.

Pine Industries Marketing Ltd. is incorporated under the Business Corporations Act of Saskatchewan and has been established to provide employment opportunities and training under the Community Employment Program. The Company operates a Sarcam container return depot.

The financial statements of Pine Industries Marketing Ltd. have not been consolidated with the financial statements of Prince Albert and District Community Service Centre Inc. Financial statements of Pine Industries Marketing Ltd. are available on request. Financial summaries of the entity for the years ended March 31, 2023 and March 31, 2022 are provided below.

	<b>2023</b>	<b>2022</b>
<b>Pine Industries Marketing Ltd.</b>		
<b>Financial position</b>		
Total assets	1,812,152	1,659,473
<hr/>		
Total liabilities	76,230	103,145
Total shareholders' equity	1,735,922	1,556,328
<hr/>		
	1,812,152	1,659,473
<hr/>		
<b>Results of operations</b>		
Total revenues	1,700,914	1,595,253
Total expenses	(1,521,321)	(1,540,764)
<hr/>		
Excess of revenue over expenses	179,593	54,489
<hr/>		
<b>Cash flows</b>		
Cash from (used) in operations	(18,044)	86,996
Cash from (used) for financing and investing activities	1,055	(157,130)
<hr/>		
Decrease in cash	(16,989)	(70,134)

**18. Financial instruments**

The Centre, as part of its operations, carries a number of financial instruments. It is management's opinion that the Centre is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk. The Centre is exposed to interest rate cash flow risk primarily relating to the credit facility loan.

**Other price risk**

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or foreign currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Centre's investments in mutual funds exposes the Centre to price risk as these investments are subject to price changes in an open market due to a variety of reasons including changes in market rates of interest, general economic indicators and restrictions on credit markets.

**Prince Albert and District Community Service Centre Inc.**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2023*

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**19. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.



**Prince Albert and District Community Service Centre Inc.**  
**Schedule 1 - Schedule Budget Counselling Program Revenues and Expenses**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Ministry of Social Services	129,835	105,034
<b>Expenses</b>		
Salaries	70,593	69,762
Audit and administrative	11,640	11,640
Employee benefits	11,153	10,955
Office supplies and postage	7,310	5,883
Building rental <i>(Note 16)</i>	4,800	4,800
Computer installation and software	1,021	1,677
Equipment rental and repair	821	709
Telephone	744	652
Equipment rental <i>(Note 16)</i>	600	600
Bank charges and interest	431	431
Insurance	126	300
Miscellaneous	59	-
	<b>109,298</b>	<b>107,409</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>20,537</b>	<b>(2,375)</b>

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 2 - Schedule of Seniors Transportation Revenues and Expenses**

*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
City of Prince Albert	69,500	69,500
Vehicle and charter	31,726	25,864
Two Miles for Mary fundraiser	30,563	31,770
Donations	10,750	10,750
Other income	200	2,067
Investment income (loss)	(1,433)	19,302
	141,306	159,253
<b>Expenses</b>		
Salaries	68,403	55,492
Audit and administrative	16,530	16,430
Vehicle maintenance and fuel	12,757	9,704
Employee benefits	11,919	11,603
Fundraising costs and volunteer recognition	6,128	6,754
Insurance	5,433	8,484
Medical charters	4,608	4,670
Building rental (Note 16)	3,600	3,600
Telephone	1,128	1,839
Equipment rental and repair	889	656
Equipment rental (Note 16)	600	600
Office supplies and postage	445	2
Uniforms/medical	320	189
Miscellaneous	293	256
Bank charges and interest	216	215
Computer installation and software	85	-
	133,354	120,494
<b>Excess of revenue over expenses</b>	<b>7,952</b>	<b>38,759</b>

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 3 - Schedule of Program Support Revenues and Expenses**

*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Administration	277,239	258,978
Computer and office space rental (Note 16)	119,600	81,600
Donations	23,014	23,014
Other	10,874	6,878
Investment income	8,359	2,053
Minister of Employment and Social Development	6,396	6,396
	<b>445,482</b>	<b>378,919</b>
<b>Expenses</b>		
Salaries	224,779	158,341
Amortization	57,271	57,271
Employee benefits	30,587	25,540
Computer installation and software	22,186	9,177
Staff development	17,254	4,546
Janitorial and maintenance	13,641	11,774
Repairs and maintenance	13,395	11,356
Audit and administrative	13,125	9,548
Utilities	12,044	10,496
Miscellaneous	10,767	12,455
Board indemnity & Expenses	9,564	2,500
Office supplies and postage	7,700	7,596
Equipment rental and repair	5,677	16,305
Subscriptions and memberships	5,004	1,297
Interest on term loan	4,697	4,138
Telephone	4,059	6,054
Insurance	2,088	7,072
Professional fees	966	597
Security	738	139
Bank charges and interest	326	103
Travel	-	134
Participant supplies and supports	-	143
	<b>455,868</b>	<b>356,582</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>(10,386)</b>	<b>22,337</b>

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 4 - Schedule of Access Transit Revenues and Expenses**

*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
City of Prince Albert	577,332	541,115
Subscription	48,996	34,989
Vehicle and charter	37,541	27,898
Saskatchewan WCB	753	-
	664,622	604,002
<b>Expenses</b>		
Salaries	422,509	327,307
Vehicle maintenance and fuel	101,351	67,136
Employee benefits	81,133	58,450
Audit and administrative	74,859	74,859
Equipment rental and repair	11,200	1,388
Bus garage rental <i>(Note 16)</i>	8,400	8,400
Building rental <i>(Note 16)</i>	3,600	3,600
Uniforms	3,060	2,554
Office supplies and postage	2,112	334
Telephone	1,563	3,161
Transfer to Seniors Transportation	1,102	1,005
Staff development	679	-
Computer installation and software	609	9,032
Equipment rental <i>(Note 16)</i>	600	600
Subscriptions and memberships	595	2,118
Insurance	324	700
Medical/CPIC	285	235
Travel	138	36
Bank charges and interest	(296)	215
	713,823	561,130
<b>Excess (deficiency) of revenue over expenses</b>	<b>(49,201)</b>	<b>42,872</b>

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 5 - Schedule of Specialized Employment Services Revenues and Expenses**

*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	328,780	347,759
Contributions - Pine Industries Marketing Ltd. (Note 16)	3,057	1,556
	331,837	349,315
<b>Expenses</b>		
Salaries	207,047	224,007
Audit and administrative	51,233	48,726
Employee benefits	35,632	41,717
Building rental (Note 16)	18,000	18,000
Participant supplies and supports	3,820	2,411
Equipment rental (Note 16)	3,000	3,000
Work assessments	2,911	1,556
Computer installation and software	2,811	-
Telephone	2,651	3,277
Staff development	2,084	152
Equipment rental and repair	950	1,274
Insurance	631	1,500
Office supplies and postage	589	2,132
Bank charges and interest	432	431
Miscellaneous	46	1,132
	331,837	349,315
<b>Excess of revenue over expenses</b>	-	-

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 6 - Schedule of Youth Futures Revenues and Expenses**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Employment and Social Development Canada	-	30,458
<b>Expenses</b>		
Employee benefits	-	28,879
Amortization	-	1,579
	-	30,458
<b>Excess of revenue over expenses</b>	-	-

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 7 - Schedule of Prince Albert Supported Employment Revenues and Expenses**

*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	10,143	20,186
<b>Expenses</b>		
Job coach salaries and benefits	5,017	12,845
Vocational assessments	3,900	4,883
Amortization	1,226	1,226
Participant supplies and supports	-	1,232
	10,143	20,186
<b>Excess of revenue over expenses</b>	-	-

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 8 - Schedule of Individual Job Search Revenues and Expenses**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	166,049	176,254
<b>Expenses</b>		
Salaries	92,073	102,154
Audit and administrative	23,960	23,860
Building rental <i>(Note 16)</i>	21,600	21,600
Employee benefits	15,054	14,514
Participant supplies and supports	4,771	4,163
Equipment rental <i>(Note 16)</i>	3,600	3,600
Telephone	1,988	1,901
Office supplies and postage	1,004	1,892
Staff development	1,000	179
Equipment rental and repair	785	1,389
Insurance	168	300
Miscellaneous	46	179
Professional fees	-	523
	166,049	176,254
<b>Excess of revenue over expenses</b>	-	-

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 9 - Schedule of Targeted Initiative for Older Workers Revenues and Expenses**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	144,460	77,572
<b>Expenses</b>		
Salaries	74,493	40,083
Building rental (Note 16)	21,600	11,050
Audit and administrative	17,953	10,664
Employee benefits	10,112	4,581
Lab rental (Note 16)	7,000	-
Participant supplies and supports	3,955	519
CPR/first aid	2,640	3,920
Telephone	2,255	970
Miscellaneous	1,313	2,963
Equipment rental (Note 16)	1,200	700
Office supplies and postage	951	316
Equipment rental and repair	821	966
Insurance	167	300
Professional fees	-	540
	144,460	77,572
<b>Excess of revenue over expenses</b>	-	-

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**Prince Albert and District Community Service Centre Inc.**  
**Schedule 10 - Schedule of Enhanced Career Bridging Revenues and Expenses**

*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Grant revenue		
Ministry of Immigration and Career Training	144,033	60,292
<b>Expenses</b>		
Salaries	69,772	27,303
Building rental	21,600	9,250
Audit and administrative	17,953	9,226
Employee benefits	10,549	3,295
CPR/first aid	7,730	4,110
Lab rental (Note 16)	7,000	-
Participant supplies and supports	4,546	2,931
Telephone	1,634	1,044
Equipment rental (Note 16)	1,200	600
Office supplies and postage	911	860
Equipment rental and repair	774	909
Insurance	168	300
Staff development	150	-
Miscellaneous	46	194
Professional fees	-	270
	<b>144,033</b>	<b>60,292</b>
<b>Excess of revenue over expenses</b>	<b>-</b>	<b>-</b>

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# Strategic Plan

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Prince Albert & District Community Service Centre Inc.  
(2022-2024)

Version: 1.2

Last Updated: October 17, 2022

Document Purpose:

*The following Three-Year Strategic plan outlines the outcomes of the October 4, 2022 strategic planning collaboration session with the participating CEO and Board Members of the Prince Albert and District Community Service Centre (CSC).*

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## Introduction



The Prince Albert and District Community Service Centre (CSC) provides a wide range of social services for Prince Albert residents and has done so since its formation in 1968.

The CSC is an active local provider of services under contract with the province of Saskatchewan Labour Market Services, the Ministry of Social Services, the city of Prince Albert and SARCAN. These partnerships allow the CSC to continue to provide many essential services to residents of Prince Albert.

**The Prince Albert and District Community Service Centre's previous Strategic Plan dates to 2016.** Looking ahead, CEO and Board identified a need to re-visit their strategic direction in 2022. As such, the CSC Board members and CEO came together on October 4, 2022 to participate in a half-day strategic planning session.

The outcomes from the strategic plan session will help the Board and CEO re-visit the organizations vision, mission its driving organizational values and to collaborate and discuss **their organization's strategic areas of focus heading into the next three years.** CSC attendees who participated at the Strategic Planning Session on October 4, 2021 included:

CEO: Bill Powalinsky

Administrative Management: Dixie Kohut

Board Members: Gloria Mahussier, Murray Baird, Eleanor George, Janice Jacques, Wes Stubbs, and Shelley Gordon.

The CSC agency relies on volunteers and its partnerships to achieve its organizational mandate. Funding for the various programs and projects are provided by:

- ✓ The City of Prince Albert
- ✓ Province of Saskatchewan.
- ✓ SARC/SARCAN program contributes significant funds for improvements to the depots.
- ✓ Business community donations play a supporting role at assisting the funding of programs offered.

As such, the CSC Board, and its Executive Director, will actively communicate their strategic plan with their partners and volunteers, as they play an important role towards CSC offering continued services and delivering on its planned road ahead.

### Land Treaty Acknowledgment:

*We acknowledge that the land on which we operate is Treaty 6 territory. This is the traditional territory of the Cree and Dakota peoples, and homeland of the Metis Nation. All the people here are beneficiaries of this peace and friendship treaty. We are dedicated to ensuring that the spirit of Reconciliation and Treaty 6 is honoured and respected. This acknowledgement also reaffirms our relationship with one another.*

## 1.0 Strategic Plan

### 1.1 Strategic Framework

VISION	MISSION	VALUES
All citizens in Prince Albert are participating in all aspects in our community.	Prince Albert & District Service Centre provides services that promote independence and enhance the quality of life to meet individual and community needs.	Inclusion Accessibility Accountability Collaboration Environmental Stewardship
STRATEGIC PILLARS (AREAS OF FOCUS)		
FINANCIAL SUSTAINABILITY	DEVELOPMENT & GROWTH	COMMUNITY IMPACT
RAISE DONATIONS GOVT FUNDING CITY FUNDING COMMUNITY FUNDING PARTNERSHIPS SPONSORSHIPS INVESTMENTS PLAN GIVING	TRAINING OPPORTUNITIES EMPLOYMENT ASSISTANCE CAREER BRIDGING TECHNOLOGY USE SOCIAL MEDIA USE PROGRAM PROMOTION DONOR STEWARDSHIP SUCCESSION PLANNING BOARD RECRUITMENT	TRANSPORTATION BUDGET COUNSELLING ENVIRONMENTAL STEWARDSHIP STORYTELLING AWARENESS MONTH/DAY RELATIONSHIPS COMMUNICATION MAXIMIZING PUBLICITY
STRATEGIC GOALS	STRATEGIC GOALS	STRATEGIC GOALS
Priorities strategically aligned Timebound Measuring Success	Priorities strategically aligned Timebound Measuring Success	Priorities strategically aligned Timebound Measuring Success

#### 1.1.1 Definitions

Vision - A vision describes a destination for the organization. A vision is often called the ‘purpose of the organization/community’, it’s designed to express the fundamental reason for the organization’s existence.

Mission - A mission statement defines a precise statement of purpose that gets members excited about what Prince Albert & Districts Community Service Centre (CSC) does and defines overarching action statement towards reaching its vision for the community it serves.

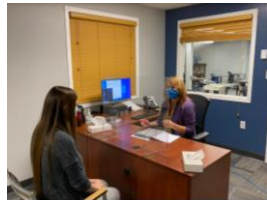
Values - are the underlying value statements that drive how the Leadership team, staff and volunteers work together.

Strategic Pillars (Areas of Focus) - The “Strategic Pillars” provide a more concise direction on the areas that will drive direction for the organization based on its vision and mission statement.

## 1.2 Strategic Goals & Priorities

The following Strategic Goals identify how the Prince Albert & Districts CSC will drive its business planning and operational activities to align back to areas of focus and work towards realization of organizations vision, its mission and abundance to its organizational values.

#	Area of Focus	Goal Statement/Descriptor (Specific, Attainable)	Priority 1 - High, 5 - Low	Target Date to Achieve	Define how each goal will be measured?
1	FINANCIAL SUSTAINABILITY	Government & City funding for existing and new programs for community.	1	ongoing	Dollars (\$1.8 million target planned) and \$1.4 million raised (actual)
2	FINANCIAL SUSTAINABILITY	Secure sponsorships from existing businesses to supplement revenues for existing and new programs.	4	ongoing	Dollars
3	FINANCIAL SUSTAINABILITY	Secure sponsorships from new businesses and partnerships to supplement revenues for existing and new programs.	2	Year 1 2023-24	Dollars
4	FINANCIAL SUSTAINABILITY	Seek diverse investment opportunities to increase revenue contribution for support to CSC programs and operations.	1	Q1, Year 1 2023-24	Dollars
5	DEVELOPMENT & GROWTH	To enhance CSC website and presence on social media channels to increase public awareness.	1	Q2, Year 1 2023-24	Online analytics - website views/visits growth
6	DEVELOPMENT & GROWTH	To address Board identified succession plan gaps and recruit people.	1	Q1, Year 1 2023-24	# of board members recruited in relevancy to matrix (gaps identified).
7	DEVELOPMENT & GROWTH	Establish donor stewardship to increase donations for CSC programs.	2	Q2, Year 1 2023-24	# of new donors?
8	COMMUNITY IMPACT	Maximize publicity with introduction of awareness campaign leveraging online channel. Conventional focus. (PA Now)	2	Q1, Year 1 2022-23	# of new inquiries on programs
9	COMMUNITY IMPACT	Maximize publicity with introduction of awareness campaign leveraging online channel. Business development focus.	2	Q2, Year 2 2024-25	Analytics - measure training progression, HR metrics (TBD)
10	COMMUNITY IMPACT	Relationships and communication to grow access transportation service.	1	Q4, Year 1 2022-23	Eliminating unfilled trips and turnaways Increased budget (\$) 5-Year contract target vs annually



## 1.3 Workshop Feedback

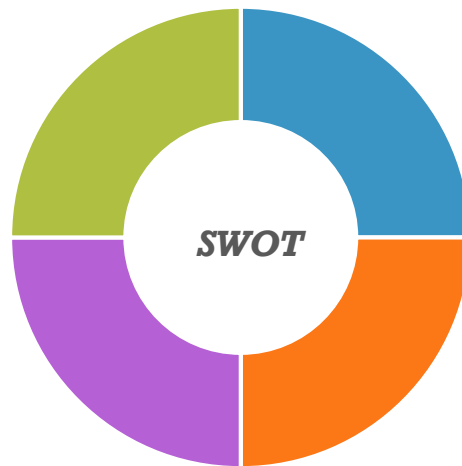
### SWOT ANALYSIS

#### STRENGTHS

- Partnerships with government & locally.
- Strong Leadership team
- Value offered (Programs)
- Respected by community
- Professional & committed staff.
- Good communication between Exec. Director & Board.
- Employee loyalty/valued
- Staff are welcoming & friendly

#### OPPORTUNITIES

- Promote services and success stories.
- Improve communication with the city.
- New partnerships
- Cost sharing (ex. sponsorships)
- Leverage social services and federal govt funds (ex. ESP).
- Hire new staff for program admin.
- Digital grant
- Investment opportunities
- Increase fundraising
- Go fund me & alternate donors
- Create donation tier system
- Potential future mergers



#### WEAKNESSES

- Lack of funding
- Reliance on government (\$)
- Need to adopt technology use
- Not sharing success stories
- Lack of publicity for CSC
- Consistency in messaging with members.
- Stewardship of donors
- Succession planning & documents.

#### THREATS

- Loss of funding
- Not staying current
- Inflation
- Changing landscape
- Competition
- Change in government
- Staff retention
- Technology threats
- Succession plan gaps
- Building construction & maintenance costs
- Diminishing surplus (CSC)
- Finding Board members
- Policies by govt restricting CSC.

The SWOT (Strengths, Weaknesses, Opportunities, and Threats) exercise at the October 4<sup>th</sup> Strategic Plan session was an effective tool to help participants at the session collaborate on identifying influencing factors to consider and address when defining the organizations goals and setting priorities for the next three years.

#### NOTES:

- A copy of captured inputs from strategic plan can be found in appendixes.



## 1.4 Recommendations

1. **ALIGNMENT.** Align activities and projects/major tasks to the strategic framework set forward by the Board and Executive Director.
2. **MEASURE SUCCESS.** Define your benchmarks to measure success and review quarterly for progress and adjustments.
3. **COMPLIANCE.** Adhere to and/or establish a business process that will assess all newly proposed or changes to CSC services and programs brought forward will fit to strategic areas of focus and that specific, measurable, achievable, relevant and time-based goals are in place.
4. **COLLABORATE.** Make sure that communication of the new strategic plan flows top down and bottom up with staff and volunteers understand where the strategic direction has been set, why and how the work they are doing aligns to the identified strategic goals.
5. **REVIEW.** CEO and Board should consider performing a bi-annual and at minimum annual review of Strategic Plan to gauge progress made and if any corrections are needed.

### Proposed Strategic Delivery

1. Strategic Plan Workshop
2. Strategic Plan
3. Communicate plan to stakeholders.
4. Set-up Regular intervals to review plan with Board.

5. Tactics. Review current work and align to strategy.
6. Build policy and process to onboard new work & prioritize it.
7. Create Economic Development Plan & Roadmap.

8. Plan budget and resources to priority projects.
9. Rollout internal & external communication.
10. Implement & monitor initiatives against goals & metrics.

**Strategy is not the  
consequence of planning, but  
the opposite: its starting point.**

Henry Mintzberg



## Appendixes

Strategic plan session notes:

# SWOT ANALYSIS EXERCISE

S STRENGTHS	W WEAKNESSES	O OPPORTUNITIES	T THREATS
<ul style="list-style-type: none"> <li>• Things your organization does well</li> <li>• Internal resources with skills &amp; knowledge</li> <li>• Tangible assets such as capital, property etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Things competitors do better</li> <li>• Resource constraints</li> <li>• Unclear selling proposition</li> <li>• Things a company lacks.</li> </ul>	<ul style="list-style-type: none"> <li>• Underserved markets</li> <li>• Few competitors in area</li> <li>• Growing need for product or services</li> </ul>	<ul style="list-style-type: none"> <li>• Emerging competition</li> <li>• Regulatory changes</li> <li>• Negative media</li> <li>• Changes in customer attitude</li> <li>• New technology</li> </ul>

## STRENGTHS

1. Partnerships with federal govt, city council and local businesses.
2. Strong chair and executive director to provide leadership.
3. Programs offered – value they provide to the community in addition to the individual and to businesses.
4. Improves quality of life for people in the community.
5. As an organization, well respected in the community.
6. Professional and committed staff that collaborate together
7. Provide excellent work environment and healthy work culture.
8. Provide positive environmental impact to the community (ex. Sarcan).
9. Staff feel valued by management and the board.
10. Services can be measured.
11. Open to improvement and growth.
12. Talented, respectful, committed and diverse board of directors and executive director.
13. Good communication between the Exec Director and the Board.
14. Staff are very welcoming and friendly with one another and to all who visit the centre.
15. Client satisfaction and the value of the program that has brought to their quality of life.

## WEAKNESSES

1. Funding – levels and commitments, and lack in core funding – no sustainability
2. Reliance on government(s)
3. Lack of commitment from local businesses – needs to be promoted more to the business (communication or awareness gaps)
4. Adoption of technology to market services could be improved/use social media channel more.
5. Not sharing of success stories with CSC and Sarcan.
6. Lack of publicity
7. More consistent messaging for businesses and community members
8. Stewardship of donors
9. Do not have a Board Orientation Manual or succession plan.

## OPPORTUNITIES

1. Promoting services and success stories to help open up funding opportunities and new clients.
2. Improve communication with the city.
3. No restrictions with businesses and services offered in the community. Ex. offer new opportunities to generate new revenues for financial independence.
4. New partnerships (private) and joint ventures (ownership).
5. Cost sharing opportunities (Ex. sponsorships).
6. Leverage social services and federal govt to obtain funding. (ex. ESP Program)
7. Opportunity to hire a new staff person to support program administration. Build capacity.
8. Digital grant (funding)
9. Collaborate vs competition with community service clubs. (Cooperation)
10. Investment opportunities to increase revenue.
11. Increase fundraising opportunities to increase revenue. (ex. silent auction online)
12. Go fund me opportunity, looking at alternate donor opportunities.
13. Create a donation tier system – sponsorship package. Publicly acknowledge donors for their contribution (ex. plaques).
14. Potential future mergers
15. Drop off depots – recycling donations

## THREATS

- ▶ Loss of funding
- ▶ Not staying current
- ▶ Inflation impacts on costs (ex. Gas)
- ▶ Changing landscape
- ▶ Competition – friendly or unfriendly
- ▶ Change in government
- ▶ Staff retention
- ▶ Technology threats – customer preference to communicate online vs CSC presence online
- ▶ Succession plan gaps – key staff retiring and loss of skills/experience to fill position(s)
- ▶ Building construction & maintenance costs
- ▶ Diminishing surplus on CSC cashflow
- ▶ Finding board members
- ▶ Policies by govt restricting CSC

### Strategic Plan Session: Next Steps

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#### Firebird Business Consulting Ltd

1. Take learnings from session and document into High Level (Governance layer) Strategic Plan.
2. Hand-off plan to client to transition and adopt into their planning activities.

#### Prince Albert & District CSC

1. Identify projects and initiatives both existing and required that will deliver towards identified areas of focus and ultimate towards organization's vision.
2. Prioritize projects and initiatives and define metrics to measure progress.
3. Assign teams and capital funds resources to support priority initiatives/projects.
4. Monitor, re-assess, and re-evaluate progress made on delivering yearly work plan activities that are making positive changes towards achieving organizations vision and executing on its mission statement. Suggestions:
  - a. Quarterly reviews
  - b. Annual Detailed Review

**ACCESS TRANSPORTATION  
BUDGET 2023**

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2023 BUDGET	2022 BUDGET	VARIANCE
<b>TOTAL SALARIES</b>	37797	37797	37797	37797	37797	37797	37797	37797	37797	37797	41009	41009	459988	434183	25805.00
<b>TOTAL BENEFITS</b>	5991.352	5991.352	5991.352	12085.35	5991.352	5991.352	5991.352	12085.35	5991.352	5991.352	6200.517	6200.517	84502.55	83394.55	1108.00
<b>TOTAL SALARIES AND BENEFITS</b>	43788.35	43788.35	43788.35	49882.35	43788.35	43788.35	43788.35	49882.35	43788.35	43788.35	47209.52	47209.52	544490.6	517577.6	26913.00
<b>TOTAL EXPENSES</b>	24261.19	23291.19	22661.19	27191.19	21891.19	20891.19	30791.19	21941.19	22831.19	21291.19	22291.19	22451.19	281784.3	195349.3	86434.96
<b>TOTAL EXPENSES AND SALARIES/BENEFITS</b>	68049.54	67079.54	66449.54	77073.54	65679.54	64679.54	74579.54	71823.54	66619.54	65079.54	69500.71	69660.71	826274.8	712926.9	113347.96
<b>REVENUE</b>															
MISC. REVENUE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CITY OF P.A.	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	58215	571760	571760	0.00
SCHOOL CHARTERS	550	550	550	550	550	550	0	0	550	550	550	550	5500	11000	-5500.00
SUBSCRIPTION REVENUE	3750	3750	3750	3750	3750	3750	3750	3750	3750	3750	3750	3750	45000	45000	0.00
CHARTERS	258	258	258	258	258	258	258	258	258	258	258	258	3096	3096	0.00
VEHICLE REVENUE	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	48000	42240	5760.00
<b>AGENCY CONTRIBUTION</b>	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	12743.24	152918.9	0	152918.88
<b>TOTAL REVENUE</b>	79516.24	79516.24	79516.24	79516.24	79516.24	79516.24	78966.24	78966.24	79516.24	79516.24	79516.24	79516.24	826274.9	673096	153178.88

**SENIORS TRANSPORTATION BUDGET**

October 10th 2023

January 1 2024 to December 31 2024

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	2023 BUDGET	2,024 Budget	
<b>SALARIES</b>															
FULL TIME DRIVER (C. Sauve) 36 per wk	2760	2760	2760	2760	2760	2760	2760	2760	2760	3564	3564	3564	35533	44479	
PART TIME DRIVER (21hrs/wk)	415.37	1,802.00	1,802.00	1,802.00	1,802.00	1,802.00	1,802.00	1,802.00	1,802.00	2,266.00	2,266.00	2,266.00	21629	28280	
PART TIME DRIVER (15hrs/wk)	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	3423	3703	
PART TIME DRIVER (15hrs/wk)	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	269.19	3230	3359	
													0	0	
CASUAL DRIVERS	588.00	588.00	588.00	588.00	588.00	588.00	588.00	588.00	588.00	765.00	765.00	765.00	7587	11770	
<b>TOTAL SALARIES</b>	<b>4,301.83</b>	<b>5,688.45</b>	<b>5,688.45</b>	<b>5,688.45</b>	<b>5,688.45</b>	<b>5,715.96</b>	<b>5,715.96</b>	<b>5,715.96</b>	<b>5,715.96</b>	<b>7,160.88</b>	<b>7,160.88</b>	<b>7,160.88</b>	<b>71402</b>	<b>91591</b>	
<b>BENEFITS</b>															
SUPERANNUATION	278.00	278.00	278.00	278.00	278.00	278.00	278.00	278.00	278.00	352.00	352.00	352.00	3558	4,393	
C.P.P.	336.00	336.00	336.00	336.00	336.00	336.00	336.00	336.00	336.00	426.00	426.00	426.00	4302	5,316	
WORKERS COMP.	0.00	0.00	0.00	1,042.00	0.00	0.00	0.00	0.00	1,042.00	0.00	0.00	0.00	2084	3,000	
EI	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	158.00	158.00	158.00	1599	1,972	
GROUP INSURANCE	917.00	917.00	917.00	917.00	917.00	917.00	917.00	917.00	917.00	917.00	917.00	917.00	11004	11,444	
<b>TOTAL BENEFITS</b>	<b>1,656.00</b>	<b>1,656.00</b>	<b>1,656.00</b>	<b>2,698.00</b>	<b>1,656.00</b>	<b>1,656.00</b>	<b>1,656.00</b>	<b>1,656.00</b>	<b>2,698.00</b>	<b>1,853.00</b>	<b>1,853.00</b>	<b>1,853.00</b>	<b>22547</b>	<b>26,125</b>	
<b>TOTAL SALRIES AND BENEFITS</b>	<b>5,957.83</b>	<b>7,344.45</b>	<b>7,344.45</b>	<b>8,386.45</b>	<b>7,344.45</b>	<b>7,371.96</b>	<b>7,371.96</b>	<b>7,371.96</b>	<b>8,413.96</b>	<b>9,013.88</b>	<b>9,013.88</b>	<b>9,013.88</b>	<b>93949</b>	<b>117716</b>	
<b>EXPENSES</b>															
TRAVEL	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	2,000	0	
GAS EXPENSE	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	858.00	10,296	9,884	
CAR REPAIRS	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000	6,000	
INSURANCE & REGISTR.	0.00	0.00	4,500.00	0.00	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,500	10,000	
EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	700	700	
BANK CHARGES	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240	0	
POSTAGE	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60	0	
TELEPHONE	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	1,080	1,080	
EQUIPMENT RENTAL	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	1,860	1,860	
OFFICE SUPPLIES	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600	600	
CONFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	
RENT	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600	3,600	
ADMINISTRATION	16,732.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,762	16,762	
SUNDRY & AUDIT	0.00	0.00	900.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000	1,000	
FUND RAISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	620.00	5,980.00	0.00	0.00	6,900	5,000	
INSURANCE	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600	660	
COMPUTER SOFTWARE	0.00	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	4,900	4,900	
MEDICAL & CPIC REQUIREMENTS	100.00	0.00	80.00	0.00	0.00	100.00	80.00	0.00	0.00	80.00	0.00	100.00	540	540	
UNIFORMS	100.00	0.00	100.00	0.00	100.00	100.00	0.00	100.00	0.00	0.00	100.00	0.00	600	660	
TRAINING	0.00	600.00											0	600	
VOLUNTEER RECOGNIT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	
EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500	2,000	
MEDICAL CHARTERS	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400	6,500	
DISINFECTANT SUPPLIES	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800	1,200	
<b>TOTAL EXPENSES</b>	<b>19,970.00</b>	<b>7,338.00</b>	<b>8,118.00</b>	<b>2,638.00</b>	<b>7,638.00</b>	<b>3,238.00</b>	<b>2,618.00</b>	<b>3,438.00</b>	<b>3,158.00</b>	<b>8,598.00</b>	<b>3,138.00</b>	<b>4,038.00</b>	<b>74,938</b>	<b>73,546</b>	
<b>TOTAL EXPENSES AND SALARIES/BENEFITS</b>	<b>25,927.83</b>	<b>14,682.45</b>	<b>15,462.45</b>	<b>11,024.45</b>	<b>14,982.45</b>	<b>10,609.96</b>	<b>9,989.96</b>	<b>10,809.96</b>	<b>11,571.96</b>	<b>17,611.88</b>	<b>12,151.88</b>	<b>13,051.88</b>	<b>168,887</b>	<b>191,262</b>	
<b>REVENUE</b>															
MISC REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
BANK INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
<b>CITY OF PRINCE ALBERT</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>5,759.75</b>	<b>69117</b>	<b>69,117</b>	City Contribution
CHARTER REVENUE	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5400	6,500	
<b>ESTATE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,256.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31256</b>	<b>57,645</b>	Agency Contribution
VEHICLE REVENUE	2,567.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	28967	30,000	
TWO MILES FOR MARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,000.00	0.00	0.00	29000	28,000	
<b>TOTAL REVENUE</b>	<b>8,776.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>68,865.75</b>	<b>8,609.75</b>	<b>8,609.75</b>	<b>163740</b>	<b>191,262</b>	



***BI 23-2***

**TITLE:** Prince Albert Arts Board 2024 Budget Submission

**DATE:** October 3, 2023

**TO:** Budget Committee

**PUBLIC:** X

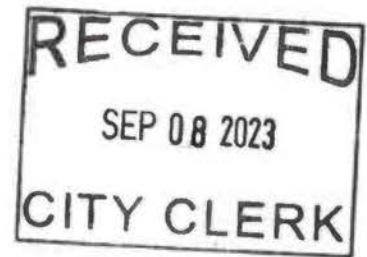
**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert Arts Board 2024 Budget Submission

Written by: Adreanna Boucher, Chair, Prince Albert Arts Board



September 8, 2023

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

VIA EMAIL: [cityclerk@citpa.com](mailto:cityclerk@citpa.com)

**Re: 2024 Budget – City of Prince Albert Funding for the Prince Albert Arts Board**

On behalf of the Prince Albert Arts Board, please find enclosed:

- Our 2024 draft budget;
- Our newly-revised draft strategic plan; and
- The most recent financial statements.

As you will see in the enclosed documents, the Prince Albert Arts Board has taken great consideration to make, and continues to make, the most responsible choices possible in terms of how it uses its funding.

I would like to note that as we have only recently received our new strategic plan, the Board has not yet had opportunity to review it together. That review will happen at our October 2<sup>nd</sup> Board meeting.

In addition to stewarding the Helen Ferris Memorial Trust Fund Grant, championing the arts in Prince Albert, and maintaining the Arts Hall of Fame, the Prince Albert Arts Board hosts two main events each year: the Arts Hall of Fame Inductee Gala and Parts for the Arts.

We are pleased to have Board representation in the Public Art and MCAP Working Groups.

We are committed to providing feedback and insight to the City of Prince Albert on behalf of the arts community and representing the arts in discussions and decisions in regards to planning, development, and culture. We welcome and invite Council to engage with us on these important topics.

**Parts for the Arts**

In keeping with our goal to engage with our community's artists and providing them with valuable resources and learning opportunities, we made the decision in the 2022/2023 year to change the format of Parts for the Arts. Instead of one annual networking and education event, we now offer four Parts for



the Arts workshops throughout the year, each one with a specific focus geared toward providing more value for the same amount of money (or less). This new format has been enormously successful, with excellent turnout and great feedback from participants.

Our first event was a partnership with the Mann Art Gallery: an Artist Talk with the Winter Festival Juried Art Show guest curator, Wally Dion. We had nearly as many attendees at that one event as we had at each of our annual Parts for the Arts! The other events that followed – a grant writing workshop and a digital creation/marketing workshop – also had wonderful engagement and provided attendees with valuable practical knowledge that will assist them in promoting their creative endeavors. We have one more event to host this year, which will be held in October.

It looks like this format will bring us in under budget thanks to the following:

- Utilization of local speakers and artists decreased travel, hotel, and other hosting expenditures
- A workshop concept vs. an all-day event decreased costs in terms of refreshments and supplies
- Partnership with the Mann Art Gallery for the first event increased our marketing reach without any increase to the advertising budget.

### **Arts Hall of Fame**

This year's Inductee Gala will be held on September 29<sup>th</sup> at the E A Rawlinson Centre for the Arts. This gala will celebrate our 2022-2023 inductees, finally bringing us back on track post-pandemic. We are proud to be celebrating:

Donny Parenteau – Performing Arts - Music

Geoff Payton – Volunteer (posthumous)

Robert and Lorna Gibson – Performing Arts – Music

As always, we have secured generous local sponsors to help make the event a beautiful and memorable evening.

### **Building Bridges Public Art Project**

We continue to move forward with our Building Bridges Public Art Project, our active engagement with Truth and Reconciliation. While it is still in the conceptual stage, input has been received from the Public Art Working Group and Jody Boulet, and we have recently had an inspiring meeting with a Saskatchewan-based Dakota artist, who we intend to bring on as lead artist. By moving allocations within our existing budget and by applying for outside grants, we are confident that we can move begin the next phase of this project in 2024 without requesting an increase in our base funding from the City of Prince Albert.

In closing, I would like to say how proud I am to chair the Prince Albert Arts Board. We are a volunteer board made up of a dynamic group of passionate, hard-working individuals who together make a great team. Although we have the option of being reimbursed by the Arts Board for attendance at local arts events, it is very, very rare that any of us do so. We choose instead to attend because we *want* to, to

invest in our local arts community out of our own pockets in order that our Board funding can be funneled through to channels that will further benefit the artists we serve.

We respectfully request that the City of Prince Albert continue to provide this Board with funding of \$25,000, in keeping with past years provisions. I would also appreciate the opportunity to speak in person at Council in support of this request, and can provide speaking notes and a PowerPoint presentation closer to that date.

Thank you very much for your consideration.

Best Regards,



Adreanna Boucher,  
Chair,  
Prince Albert Arts Board



# Prince Albert Arts Board 2024 Budget Draft

17-Aug-23

Revised:  
Jan.23, 2023

REVENUE	2024 Budget	2023 Budget	2024 Budget Notes
City of Prince Albert	\$25,000.00	\$25,000.00	External Agencies Grant Request
Arts Hall of Fame Ticket Sales	\$4,400.00	\$4,000.00	Ticket sales (tickets are \$55.25 each or table of 8 for \$400)
Arts Hall of Fame Sponsorships	\$1,000.00	\$1,000.00	Private Business Sponsorship
*AHOF/PFTA Rent in Kind	\$0.00	\$0.00	City of Prince Albert in kind
Helen Ferris Memorial Trust Fund	\$1,000.00	\$1,000.00	Using interest from 2023 and previous year's unused interest.
<b>TOTAL REVENUE</b>	<b>\$31,400.00</b>	<b>\$31,000.00</b>	
EXPENSES	2024 Budget	2023 Budget	2024 Budget Notes
Amortization - Computer	\$0.00	\$0.00	Fully amortized
Amortization - AHOF Kiosk	\$2,200.00	\$2,200.00	Confirmed with Darlene
Annual Financial Review	\$1,200.00	\$1,200.00	Darlene (bookkeeper to complete the financial statements)
Bookkeeping	\$750.00	\$500.00	Annual contracted bookkeeping costs. Reduced expense to quarterly reports vs monthly.
Insurance	\$1,600.00	\$1,600.00	Directors' Liability; Property Contents
Office Supplies & Equipment	\$50.00	\$50.00	Minimal supplies are required such as envelopes, paper, storage shelves, etc.
Websites	\$4,000.00	\$5,000.00	Arts Hall of Fame; Arts Board; Communications
Marketing	\$500.00		Split marketing from Websites line
Awards	\$250.00	\$150.00	Mann Art Gallery Winter Festival and High School Juried Art Show
Office Space	\$0.00	\$0.00	City of Prince Albert in kind
Administrative Support	\$0.00	\$0.00	City of Prince Albert in kind (Arts & Cultural Coordinator)
Banking Fees	\$150.00	\$160.00	Monthly and etransfer fees
ISC Fees	\$15.00	\$15.00	
Arts Events, Outreach, AGM, Meetings	\$785.00	\$775.00	Board meetings, arts consultation, AGM. Doing more virtually.
Strategic Planning	\$0.00	\$1,350.00	Done in 2023
Professional Development	\$1,000.00	\$1,000.00	For Board Members
Arts Hall of Fame (AHOF)	\$8,500.00	\$9,750.00	This includes all costs for the Arts Hall of Fame (not including AHOF sponsors)
AHOF Kiosk Annual Fee	\$1,400.00	\$1,250.00	Annual costs to maintain display and software
AHOF Kiosk & Software	\$0.00	\$0.00	
Parts for the Arts	\$5,000.00	\$5,000.00	Professional Development for artists and arts' organizations
Reconciliation project	\$5,000.00	\$5,000.00	"Building Bridges" art project(s)
*AHOF/PFTA Rent in Kind	\$0.00	\$0.00	City of Prince Albert in kind
Helen Ferris Scholarships	\$1,000.00	\$1,000.00	Funding to student (by application/approval) for development in the arts, i.e. conferences, training
<b>TOTAL EXPENSES</b>	<b>\$33,400.00</b>	<b>\$36,000.00</b>	
<b>Surplus/Deficit</b>	<b>-\$2,000.00</b>	<b>-\$5,000.00</b>	<b>Use surplus</b>

**Legend:**

\* in kind

AHOF - Arts Hall of Fame

PFTA - Parts for the Arts

**Notes:**

There has been an agreement for the two Arts Board major events to have in kind use of the E.A. Rawlinson Centre for the Arts. The Arts Board wishes for the Parts for the Arts professional development event to be no (to low) cost for registrants/participants. Professional development for the arts is a need identified through the Municipal Cultural Action Plan (MCAP).

**Prince Albert Arts Board Inc.  
Annual Financial Report  
As At December 31, 2022  
(For Management Purposes Only)**

<i>Contents</i>	<i>Page</i>
Statement of General Fund	1
Statement of Helen Ferris Trust Fund	2
Combined Statement of General Fund and Helen Ferris Trust Fund	3
Statement of Cash Flow	4
Notes on the Financial Report - General Fund	5
Notes on the Financial Report - Helen Ferris Trust Fund	6



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Adreanna Boucher, Chair

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Tia Furstenburg, Treasurer

**Prince Albert Arts Board Inc.**  
**Statement of General Fund**  
**December 31, 2022**  
**(For Management Purposes Only)**

	<i>Budget</i>	<b>2022</b>	<b>2021</b>
<b>REVENUE</b>			
Grant revenue	25,000	<b>25,000</b>	25,000
Event - Hall of Fame	4,250	<b>3,448</b>	0
Event - Parts for the Arts		<b>0</b>	464
	<u>29,250</u>	<u><b>28,448</b></u>	<u>25,464</u>
<b>Expenses</b>			
Amortization	2,200	<b>2,196</b>	2,459
Awards	150	<b>150</b>	150
Bank charges and interest	210	<b>74</b>	100
Contracted services	1,000	<b>366</b>	599
Event - Hall of Fame	9,050	<b>4,764</b>	2,716
Event - Parts for the Arts	5,500	<b>2,949</b>	4,270
Governance expense	2,300	<b>202</b>	0
Insurance	1,800	<b>1,507</b>	1,351
Kiosk annual fee	525	<b>1,217</b>	806
Office supplies	50	<b>0</b>	0
Professional development	1,000	<b>0</b>	0
Professional fees	1,215	<b>1,125</b>	1,125
TV Cover		<b>0</b>	0
Website and Marketing	5,000	<b>3,107</b>	3,449
	<u>30,000</u>	<u><b>17,657</b></u>	<u>17,025</u>
<b>Operating surplus (deficit)</b>	<u>-750</u>	<u><b>10,791</b></u>	<u>8,439</u>
<b>ASSETS</b>			
Current			
Cash		<b>68,972</b>	51,099
Due from Helen Ferris Trust Fund		<b>1,375</b>	0
Prepaid expenses		<b>1,142</b>	1,008
		<u><b>71,489</b></u>	<u>52,107</u>
Capital Assets		<b>5,489</b>	7,685
		<u><b>76,978</b></u>	<u>59,792</u>
<b>LIABILITIES AND FUND BALANCE</b>			
Current			
Accounts payable		<b>347</b>	202
Unearned Revenue		<b>6,250</b>	0
		<u><b>6,597</b></u>	<u>202</u>
Fund Balance (unrestricted)			
Beginning of year		<b>59,590</b>	51,151
Operating surplus (deficit) as above		<b>10,791</b>	8,439
End of year		<u><b>70,381</b></u>	<u>59,590</u>
		<u><b>76,978</b></u>	<u>59,792</u>

Prince Albert Arts Board Inc.  
Statement of Helen Ferris Trust Fund  
December 31, 2022  
(For Management Purposes Only)

	<i>Budget</i>	<b>2022</b>	<b>2021</b>
<b>REVENUE</b>			
Interest	1,000	495	360
	<u>1,000</u>	<u>495</u>	<u>360</u>
<b>Expenses</b>			
Bank charges and interest		0	6
Helen Ferris scholarship	1,000	1,375	0
	<u>1,000</u>	<u>1,375</u>	<u>6</u>
<b>Operating surplus (deficit)</b>	<u>0</u>	<u>-880</u>	<u>354</u>
<b>ASSETS</b>			
Current			
Restricted Cash		5,880	5,465
Accrued interest		286	206
		<u>6,166</u>	<u>5,671</u>
Investments		20,000	20,000
		<u>26,166</u>	<u>25,671</u>
<b>LIABILITIES AND FUND BALANCE</b>			
Current			
Due to General Fund		1,375	0
Fund Balance (restricted)			
Beginning of year		25,671	25,317
Operating surplus (deficit) as above		-880	354
End of year		<u>24,791</u>	<u>25,671</u>
		<u>26,166</u>	<u>25,671</u>

**Prince Albert Arts Board Inc.**  
**Combined Statement of General Fund and Helen Ferris Trust Fund**  
**December 31, 2022**  
**(For Management Purposes Only)**

	<i>Budget</i>	<i>General Fund</i>	<i>Helen Ferris Trust Fund</i>	<b>2022</b>	<b>2021</b>
<b>REVENUE</b>					
General Fund	29,250	28,448		<b>28,448</b>	25,464
Helen Ferris Trust Fund	1,000		495	<b>495</b>	360
	<u>30,250</u>	<u>28,448</u>	<u>495</u>	<b>28,943</b>	<u>25,824</u>
<b>Expenses</b>					
General Fund	30,000	17,657		<b>17,657</b>	17,025
Helen Ferris Trust Fund	1,000		1,375	<b>1,375</b>	6
	<u>31,000</u>	<u>17,657</u>	<u>1,375</u>	<b>19,032</b>	<u>17,031</u>
<b>Operating surplus (deficit)</b>	<u>-750</u>	<u>10,791</u>	<u>-880</u>	<b>9,911</b>	<u>8,793</u>
<b>ASSETS</b>					
Current					
Cash		68,972		<b>68,972</b>	51,099
Restricted Cash			5,880	<b>5,880</b>	5,465
Accrued interest			286	<b>286</b>	206
Due from Helen Ferris Trust Fund		1,375		<b>1,375</b>	0
Prepaid expenses		1,142		<b>1,142</b>	1,008
		<u>71,489</u>	<u>6,166</u>	<b>77,655</b>	<u>57,778</u>
Capital Assets		5,489		<b>5,489</b>	7,685
Investments			20,000	<b>20,000</b>	20,000
		<u>76,978</u>	<u>26,166</u>	<b>103,144</b>	<u>85,463</u>
<b>LIABILITIES AND FUND BALANCE</b>					
Current					
Accounts payable		347	0	<b>347</b>	202
Unearned Revenue		6,250		<b>6,250</b>	0
Due to General Fund			1,375	<b>1,375</b>	0
		<u>6,597</u>	<u>1,375</u>	<b>7,972</b>	<u>202</u>
Fund Balance (unrestricted)					
Beginning of year		59,590	25,671	<b>85,261</b>	76,468
Operating surplus (deficit) as above		10,791	-880	<b>9,911</b>	8,793
End of year		<u>70,381</u>	<u>24,791</u>	<b>95,172</b>	<u>85,261</u>
		<u>76,978</u>	<u>26,166</u>	<b>103,144</b>	<u>85,463</u>

\_\_\_\_\_  
 Director

\_\_\_\_\_  
 Director



**Prince Albert Arts Board Inc.**  
**Statement of Cash Flow**  
**As At December 31, 2022**  
**(For Management Purposes Only)**

	<i>General Fund</i>	<i>Helen Ferris Trust Fund</i>	<b>2022</b>	<b>2021</b>
<b>Cash Flows from Operating activities</b>				
Excess (deficiency) current year	10,791	-880	<b>9,911</b>	8,793
Items not affecting cash:				
Amortization	2,196		<b>2,196</b>	2,459
	<u>12,987</u>	<u>-880</u>	<b>12,107</b>	<u>11,252</u>
<b>Changes in non-cash working capital</b>				
Accounts receivable			<b>0</b>	0
Accrued interest		-80	<b>-80</b>	1
Prepaid expenses	-134		<b>-134</b>	-271
Due to/from other fund	-1,375	1,375	<b>0</b>	
Accounts payable	145		<b>145</b>	-1,048
Deferred revenue	6,250		<b>6,250</b>	
	<u>17,873</u>	<u>415</u>	<b>18,288</b>	<u>9,934</u>
<b>Cash flows from Investing activities</b>				
Purchase of capital assets	0			0
	<u>0</u>	<u>0</u>	<b>0</b>	<u>0</u>
Increase (decrease) in cash	17,873	415	<b>18,288</b>	9,934
Cash, beginning of year	51,099	5,465	<b>56,564</b>	46,630
Cash, end of year	<u>68,972</u>	<u>5,880</u>	<b>74,852</b>	<u>56,564</u>
<b>Cash is composed of:</b>				
Cash	68,972		<b>68,972</b>	51,099
Restricted Cash		5,880	<b>5,880</b>	5,465
	<u>68,972</u>	<u>5,880</u>	<b>74,852</b>	<u>56,564</u>

**Prince Albert Arts Board Inc.**  
**Notes on Annual Financial Report**  
**As At December 31, 2022**  
**(For Management Purposes Only)**

			<b>2022</b>	<b>2021</b>
<b>General Fund</b>				
	<i>Cost</i>	<i>Accumulated Amortization</i>	<i>Net Book Value</i>	
<b>Capital Assets</b>				
Computer Equipment	2,631	2,631	0	0
Kiosk	10,978	5,489	5,489	7,685
	<u>13,609</u>	<u>8,120</u>	<u>5,489</u>	<u>7,685</u>
<b>Due from Helen Ferris Trust Fund</b>				
Ella Kirkland, April 20th, Scholarship			375	
Delaney Schmaltz, June 1st, Scholarship			375	
Quinn Smith-Windsor, July 26th, Scholarship			375	
Delaney Schmaltz, August 15th, Scholarship			125	
Ella Kirkland, November 21st, Scholarship			125	
Received from Helen Ferris Trust Fund, January 11th, 2023			<u>1,375</u>	
<b>Prepaid Expenses</b>				
Insurance Policy				
Premiums paid for period of August 3 to August 3 annually				
Prepaid for January 1 to August 3			912	856
Website				
Annual fees for 2023			230	152
			<u>1,142</u>	<u>1,008</u>
<b>Payables</b>				
Cara Stelmaschuk				
Dec 19-2022 Inv # 1030900837 Annual fees for 2023			230	152
Darlene Otet				
Jan 10-2023 Inv # 581 bookkeeping for Oct, Nov & Dec 2022			117	50
			<u>347</u>	<u>202</u>
<b>Unearned Revenue</b>				
City of Prince Albert				
Deposit on Dec 28th, funding for Jan-Mar 2023			<u>6,250</u>	<u>0</u>

**Prince Albert Arts Board Inc.**  
**Notes on Annual Financial Report**  
**As At December 31, 2022**  
**(For Management Purposes Only)**

	<u>2022</u>	<u>2021</u>
<b>Helen Ferris Trust Fund</b>		
<b>Investments</b>		
Helen Ferris Fund		
3 year non-redeemable term investment	<u>20,000</u>	<u>20,000</u>
- Interest at 2.500% (prior year 1.800%)		
- Maturing on June 5, 2025		
- Interest accrued from June 6, 2022 to December 31, 2022		
<b>Accrued Interest</b>		
- accrued interest on Investment	<u>286</u>	<u>206</u>
<b>Due to General Fund</b>		
Scholarships paid by General Fund	<u>1,375</u>	
- see General Fund notes for details (page 5)		
- payment transferred to General Fund on January 11th, 2023		



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PRINCE ALBERT  
ARTS BOARD

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**STRATEGIC PLAN**

**2023-2025**

# Prince Albert Arts Board

## 3 Year Strategic Plan – 2023 to 2025

### EXECUTIVE SUMMARY:

#### VISION

The Vision of the Prince Albert Arts Board is drawn from the City of Prince Albert’s Civic Arts Policy.

That Prince Albert’s...

- Citizens have a multitude of opportunities to engage in creative pursuits as artists, students, participants, and audience members.
- Reputation as an inclusive, innovative and culturally vibrant city is broadly recognized.
- Artists thrive in an open and encouraging environment that places high value on their contributions to our community.

#### MISSION

The Prince Albert Arts Board achieves its vision by:

- Advocating on behalf of artists and arts organizations
- Stewarding the Civic Arts Policy and assisting the City of Prince Albert in its implementation
- Actively engaging artists and arts organizations to understand their unique perspectives and needs
- Representing the arts in public policy making
- Generating and sharing resources to benefit the diverse community of Prince Albert and area through the arts
- Promoting Prince Albert and area arts within the city and beyond
- Increasing the opportunities for and recognition of Indigenous and youth artists.

**VALUES**

We celebrate the arts as a key contributor to the fabric of Prince Albert and area and are accountable for the following values:

- ✦ **Inspiration:** We nurture an environment where others will be inspired to explore and participate in the arts and where artists will be inspired to create
- ✦ **Accessibility:** We actively work to reduce barriers to participation in the arts
- ✦ **Inclusivity:** We recognize, celebrate, and encourage diversity in artistic practice and participation
- ✦ **Relevance:** We are committed to proactively and responsively serving the artists and arts participants of Prince Albert and area
- ✦ **Respect:** We will strive to ensure respectful relationships within the Prince Albert Arts Board and between the Arts Board and the community it serves
- ✦ **Collaboration:** We recognize the value and importance of collaboration in everything we do.
- ✦ **Fiscal responsibility:** We are committed to good stewardship of our resources.

**STRATEGIC DIRECTIONS**

*Strategic Direction #1*

*Foster a community of artists, arts organizations, and patrons of the arts.*

*Strategic Direction #2*

*Strengthen the value and equity of the arts in Prince Albert*

*Strategic Direction #3*

*Increase the understanding and awareness of the Prince Albert Arts Board in Prince Albert and beyond*

**2023-25 STRATEGIC OBJECTIVES and MEASURES**

a. *Establish the Bridges project*

**Actions**

To action this objective, the group examined the levers it can pull to achieve them including financial, administrative systems, people and governance. These take the form of action descriptions.

- i. Financial: Secure grant funding (patrons; local businesses)
- ii. Admin Systems: Find space to make art; Ensure board has final say on finances
- iii. People: Recruit and engage Kevin; volunteers; youth; artists; and arts educators

a. *Increase education regarding the value of having equitable opportunities for local arts organizations*

- b. *Increase promotion of current programming*
- c. *Advocate for equitable opportunities in the arts*

**Actions**

To action these objectives, the group examined the levers it can pull to achieve them including financial, administrative systems, people and governance. These take the form of action descriptions.

- i. Financial: Research funding options/resources (businesses; grants; etc.)
- ii. Admin Systems: Orientation and annual review of the strategic plan
- iii. People: Recruit more board members and volunteers, especially youth. Increase the strength and capacity of the board

Measure	Target
i. % increase in financial support for the arts	Equivalent to the annual Consumer Price Index

- a. *Expand PFTA session participants*
- b. *Increase Council's awareness and appreciation of the PAAB*

**Actions**

To action these objectives, the group examined the levers it can pull to achieve them including financial, administrative systems, people and governance. These take the form of action descriptions.

- i. Financial: Eliminate honoraria; increase promotional materials and snacks for PFTA;
- ii. Admin Systems: Develop presentation and messaging on PAAB; identify opportunities to present to Council; Send invitations to Board meetings or with board representatives; host an information session
- iii. People: Identify presenters; Identify organizations to invite (PA Urban Indigenous Coalition; PAWG; PAAC; etc.)

Measure	Target
i. # of times Community Services and/or City Council request recommendations from PAAB	Every arts issue
ii. # of social media 'likes' and 'shares'	Establish rate of increase from current baseline
iii. # meetings with groups and organizations with board or board representative	Establish baseline

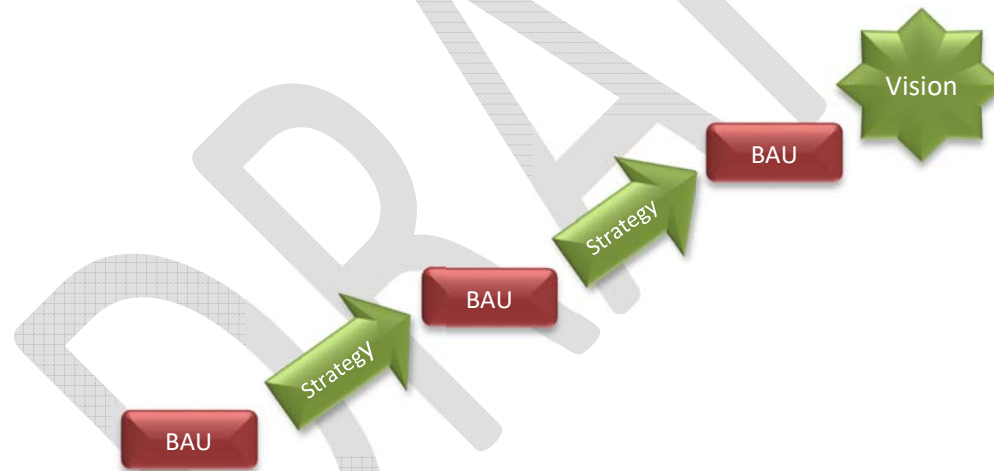


## Prince Albert Arts Board

### 3 Year Strategic Plan – 2023 to 2025

#### BACKGROUND:

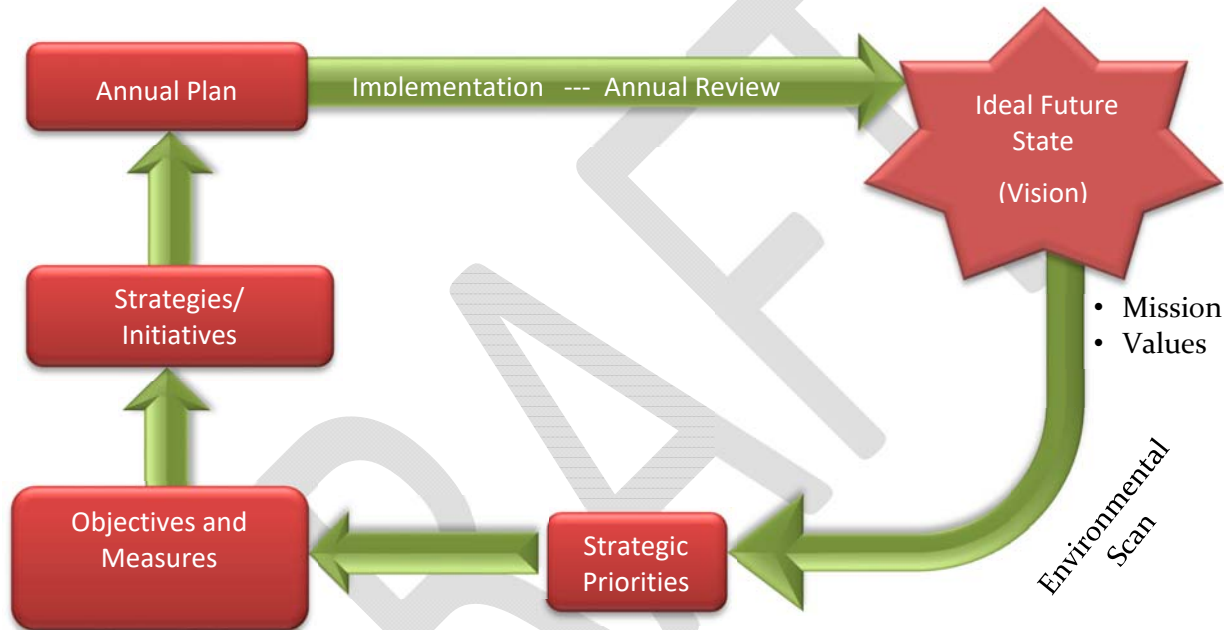
There are many approaches to strategic planning so it is helpful to describe the approach used by the Prince Albert Arts Board (PAAB). In this approach, the strategic plan is considered an organization’s approach to improvement or change. Strategic work occurs on top of “business as usual” (BAU). A strategic plan assumes that BAU is clearly defined and understood and that there is capacity in the organization to undertake change or improvement. Strategic plan work becomes the organization’s approach to long term improvement and capacity building so that it can ultimately deliver on its vision (see Figure 1 below).



*Figure 1: The relationship between Business as Usual (BAU), strategic planning, and an organization’s vision in the approach to strategic planning adopted by SGS.*

The Prince Albert Arts Board (PAAB) has utilized an approach to strategic planning based on the Haines Centre for Strategic Management methodology (as shown below). This approach is designed to be incorporated as a year-round, ongoing approach to

management, rather than an occurrence that takes place once every three to five years. The model begins with the end in mind and works backwards to operational strategies, processes and structures and has annual review and renewal built into it. The model is characterized in the graphic presented in Figure 2 below.



*Figure 2: The PAAB's approach to strategic planning based on the Haines Centre for Strategic Management methodology*

The PAAB is a working board. It has administrative support from the City of Prince Albert, but is otherwise dependent on the support of volunteers to achieve its agenda. The plan was devised with this structure in mind. The work is defined and prioritized recognizing that the board is both responsible for 1) planning the work, 2) doing the work, and 3) evaluating the work.

This document provides the board of directors' portion of the plan, the strategic framework that will be the basis of ongoing annual planning. The planning model provides easy ongoing mechanisms for the board to monitor its own progress. The plan was

developed in a half-day intensive retreat-style setting that included current board members and one member of the City of Prince Albert Administration, who provides ongoing administrative support to the PAAB.

Definitions of the terms used for components of the plan appear in Appendix 1.

## **SETTING THE FRAMEWORK**

The PAAB used a strategic plan developed three years ago as the starting point for this plan. The board recognized that much of the existing framework served its needs. The work represented in this new plan builds on that future work, while acknowledging the capacity of the organization, something that surfaced as a challenge of the previous plan.

As a starting point, the Prince Albert Arts Board (PAAB) reviewed its progress on its most recent plan, answering the following questions:

- What was completed as planned?
- What remains to do?
- What were the key contributors to success?
- What barriers got in the way of success?

The results of this exercise were prioritized and are documented in Appendix 2.

## **IDEAL FUTURE STATE**

The board reviewed its framing statements as articulated in the previous strategic plan. These were endorsed with some clarification and also with some direction to explore options for the future.

## **VISION (drawn from the City of Prince Albert's Civic Arts Policy)**

That Prince Albert's...

- Citizens have a multitude of opportunities to engage in creative pursuits as artists, students, participants, and audience members.
- Reputation as an inclusive, innovative and culturally vibrant city is broadly recognized.
- Artists thrive in an open and encouraging environment that places high value on their contributions to our community.

## **MISSION**

The Mission was significantly refined and clarified by the board. There were two issues related to the Mission that the board determined should be actions for the coming year (which show up in the action plans associated with the objectives below):

- How can the PAAB realize its role in reconciliation with Indigenous peoples?
- How can we clarify the evolving expectations regarding the PAAB's role in relation to the City of Prince Albert (e.g. municipal/political role vs community development role)?

The revised mission is:

The Prince Albert Arts Board achieves its vision by:

- Advocating on behalf of artists and arts organizations
- Stewarding the Civic Arts Policy and assisting the City of Prince Albert in its implementation
- Actively engaging artists and arts organizations to understand their unique perspectives and needs
- Representing the arts in public policy making
- Generating and sharing resources to benefit the diverse community of Prince Albert and area through the arts
- Promoting Prince Albert and area arts within the city and beyond
  - Increasing the opportunities for and recognition of Indigenous and youth artists.

## **VALUES**

We celebrate the arts as a key contributor to the fabric of Prince Albert and area and are accountable for the following values:

- Inspiration: We nurture an environment where others will be inspired to explore and participate in the arts and where artists will be inspired to create
- Accessibility: We actively work to reduce barriers to participation in the arts
- Inclusivity: We recognize, celebrate, and encourage diversity in artistic practice and participation
- Relevance: We are committed to proactively and responsively serving the artists and arts participants of Prince Albert and area
- Respect: We will strive to ensure respectful relationships within the Prince Albert Arts Board and between the Arts Board and the community it serves
- Collaboration: We recognize the value and importance of collaboration in everything we do.
- Fiscal responsibility: We are committed to good stewardship of our resources.

#### **ENVIRONMENTAL SCANNING:**

Once the ideal Future State was finalized through Vision, Mission and Values work, the participants proceeded to analyse the Prince Albert Arts Board's current state by reviewing the results of the most recent strategic plan (see Appendix 2) and by developing a SWOT analysis. Details of the SWOT analysis can be found in Appendix 3.

The key themes were used to inform the next steps of planning, the review of strategic directions and the development of objectives.

#### **STRATEGIC PRIORITIES AND OBJECTIVES**

The existing strategic priorities were reviewed, and it was agreed that they generally represented where the organization needed to continue to head. They were slightly tweaked for the purpose of clarity and became the basis for the development of objectives.

The prioritization of the environmental scan and the analysis of the progress on the previous strategic plan became the drivers for the development of objectives, which are also outlined below.

- ***Foster a community of artists, arts organizations, and patrons of the arts.***

- Establish the Bridges project

To action this objective, the group examined the levers it can pull to achieve them including financial, administrative systems, people and governance. These take the form of action descriptions.

- Financial: Secure grant funding (patrons; local businesses)
- Admin Systems: Find space to make art; Ensure board has final say on finances
- People: Recruit and engage Kevin; volunteers; youth; artists; and arts educators

- ***Strengthen the value and equity of the arts in Prince Albert***

- Increase education regarding the value of having equitable opportunities for local arts organizations
- Increase promotion of current programming
- Advocate for equitable opportunities in the arts

To action these objectives, the group examined the levers it can pull to achieve them including financial, administrative systems, people and governance. These take the form of action descriptions.

- Financial: Research funding options/resources (businesses; grants; etc.)
- Admin Systems: Orientation and annual review of the strategic plan
- People: Recruit more board members and volunteers, especially youth. Increase the strength and capacity of the board

- ***Increase the understanding and awareness of the Prince Albert Arts Board in Prince Albert and beyond***

- Expand PFTA session participants
- Increase Council's awareness and appreciation of the PAAB
- Engage with groups and organizations to increase awareness of the PAAB

To action these objectives, the group examined the levers it can pull to achieve them including financial, administrative systems, people and governance. These take the form of action descriptions.

- Financial: Eliminate honoraria; increase promotional materials and snacks for PFTA;
- Admin Systems: Develop presentation and messaging on PAAB; identify opportunities to present to Council; Send invitations to Board meetings or with board representatives; host an information session
- People: Identify presenters; Identify organizations to invite (PA Urban Indigenous Coalition; PAWG; PAAC; etc.)

## MEASURES AND TARGETS

A few measures and targets from the previous strategic plan were continued where applicable, but with a focus on baseline data. The PAAB recognized that, as a small organization, their efforts are likely to be more action oriented.

### ***Foster a community of artists, arts organizations, and patrons of the arts.***

No measure of objective. Actions only as identified above.

### ***Strengthen the value and equity of the arts in Prince Albert***

Measure	Target
ii. % increase in financial support for the arts	Equivalent to the annual Consumer Price Index

### ***Increase the understanding and awareness of the Prince Albert Arts Board in Prince Albert and beyond***

Measure	Target
iv. # of times Community Services and/or City Council request recommendations from PAAB	Every arts issue



v. # of social media 'likes' and 'shares'	Establish rate of increase from current baseline
vi. # meetings with groups and organizations with board or board representative	Establish baseline

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## APPENDIX #1

### Definitions

- **Strategy:** Strategy is an organization's approach to improvement or change. Strategy occurs on top of "business as usual". Strategy assumes:
  - Business as usual (BAU) is clearly defined and understood
  - There is capacity in the organization to undertake change or improvement
- **Strategic Planning:** In mature organizations, strategic planning generally focuses on the development of "strategy". Where "business as usual" is less clearly defined, strategic planning can also help clarify the broader general outcomes of the organization to which the BAU responds
- **Vision:** A statement that is high level and inspirational. It describes what will be different because the organization exists. It is written in the present tense, but describes a visionary future state. It typically covers a 10 to 20 year horizon at minimum.
- **Mission:** A non-profit or public sector organization is generally not the only contributor to the Vision. The mission describes the specific role or contribution the organization makes to the Vision. It describes mandate, purpose, or scope.
- **Values:** Values articulate any value-based guidelines you might place on the achievement of your Vision and Mission. Values tend to be about the behaviors an organization seeks to promote or discourage in the achievement of your Vision and Mission.
- **Strategic Directions:** Strategic directions are statements that breakdown of the Vision into themes generally achievable within the parameters of the Mission. They are focused on stakeholder/community results and answer the question, "What does success look like?" Strategic directions establish the framework for the plan. Similar to a Vision, they are written in the present tense but they describe a more concrete future state (usually a shorter time horizon – 5 to 10 years).

- **Objectives:** Objectives provide a description of the action/change required to achieve strategic directions. They are written beginning with a verb and can be quantified/measured in some way. Generally the time horizon of an objective is similar to that of the strategic plan itself (3 to 5 years).

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## APPENDIX #2

### **LOOKING BACK: Review of the past few years**

**Note:** It is acknowledged that the previous strategic plan was implemented during the pandemic and some planned initiatives and activities were, therefore, not advanced. The participants worked in groups, with each group reviewing all strategic directions. The notes below reflect the output of the group work. Where there is repetition, one can assume agreement between groups. Those points appearing in bold were identified through a prioritization exercise as **most important**.

#### **Strategic Direction #1**

- a. *Improve engagement with and among the arts community, ensuring that it includes Indigenous artists, cultural organizations, and groups*
  - Breaking up the PFTA
  - Growth in PFTA; met 2021 target (virtual) and 2023 target
  - Indigenous content AHOF (Drum group; inductees; musician)
  - Number of engagements (P4TA 4 vs 1; artist registry; newsletter)
  - Remains: expand reach, especially Indigenous
  - Contributors: smaller; more focused; also Kevin/Vanessa and increased effort
  - Barriers: Covid
- b. *Explore how PAAB can address reconciliation*
  - OTC – ask Kevin
  - Bridges project
  - Engage Indigenous youth
  - Building Bridges
  - Spirit of principles in the Calls to Action
  - Remains: PAVIC (?)
  - Contributors: Kevin/Vanessa
  - Barriers: Resources (human and financial)

## **Strategic Direction #2**

### ***Enhance the City of Prince Albert's support of the arts***

- a. *Formalize advocacy processes and the stewardship role for the Civic Arts Policy with the City of Prince Albert*
  - **No requests from the City**
  - Not done – needs improvement
  - Key contributors – diverse board
  - Unclear role for organization as it relates to the City
- b. *Increase financial support for the arts initiatives, grants, sponsorships, and infrastructure*
  - No big ask
  - Not completed
  - Helen Ferris revamp
  - Grant workshop
  - Increased private (MFC)

## **Strategic Direction #3**

### ***Increase the understanding and awareness of the Prince Albert Arts Board in Prince Albert and beyond***

- a. *Strengthen our existing events*
  - Remains to be done
  - Barriers – COVID; burnout
  - Loss of AHOF due to Covid (had 1)
- b. *Strengthen our communications*
  - Newsletter
  - 594 likes and shares on Facebook
  - Promotional opportunities participated in
  - Remains: PAVIC (?)
  - Contributors: Events and sharing; reminding at meetings
  - Barriers: COVID

## APPENDIX #3

### Environmental Scanning

#### SWOT Analysis

**Note:** The bullets below were taken from several multi-group exercises where people were working independently and at the same time. The points are provided in full as they appeared in the group output. Therefore, there is considerable repetition in points. Those points appearing in bold were identified through a prioritization exercise as **most important**.

#### **Strengths:**

- Current members
- Core events
  - Parts for the Arts
  - Arts Hall of Fame
- **Individual strengths**
- Engagement
- Reach to arts and community has grown
- Desire for growth and education
- **Reconciliation**
- Communications

#### **Weaknesses:**

- Retention for youth position
- Orientation; mentorship
- Human resources; lack of members; lack of time
- Lack of business support
- **No volunteer base**

#### **Opportunities:**

- Increased funding for Indigenous initiatives

- Rework the Helen Ferris trust to make \$\$\$ more accessible
- **Outreach with local arts educators**
- **Arts advocacy to business**
- **Go back to Council re: our role as arts advocate**
- **Coordinate with other arts boards and committees**
  - **Public art working group**
  - **Arts Council, etc.**
- **Strengthen equity in art in the city**
- New facility

**Threats:**

- Possibility of funding being lost
- **City council representative (we need Dennis!)**
- **Differing values about public art**
- Losing members

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City of  
**Prince Albert**

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**BI 23-3**

**TITLE:** Prince Albert Historical Society 2024 Budget Submission

**DATE:** October 3, 2023

**TO:** Budget Committee

**PUBLIC:** X

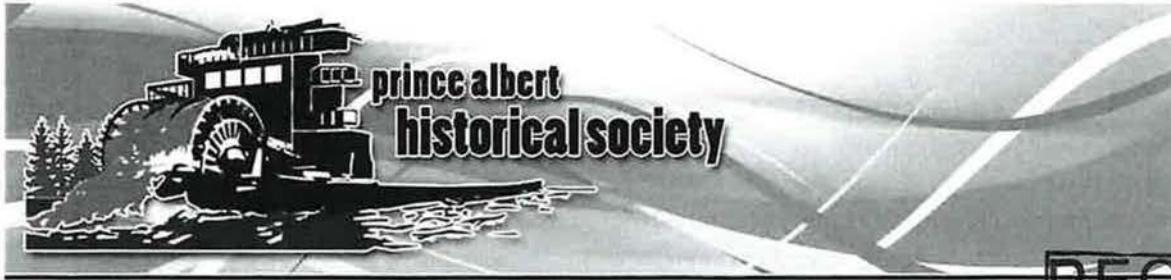
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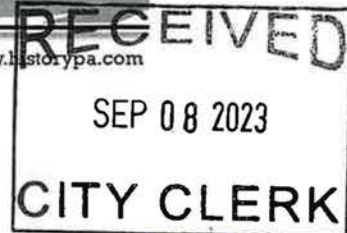
**ATTACHMENTS:**

1. Prince Albert Historical Society 2024 Budget Submission

Written by: Michelle Taylor, Manager/Curator and Fred Payton, President, Prince Albert Historical Society



10 River Street East | Prince Albert, SK | S6V 8A9 | [p] 306.764.2992 | [e] curator@historypa.com | [w] www.historypa.com



*Budget Committee*

Dear Mayor Dionne and Members of City Council,

Thank you for accepting our submission for the 2024 external agencies budget. The City and Historical Society have had an ongoing relationship to operate the four museums in Prince Albert. The museums are open year round, with three museums open by appointment in the winter months. The Bill Smiley Archives in the Historical Museum is also available for both public and private research year round.

There is one full-time and two part-time staff members and in 2023, ten summer museum interpreters. There are 108 members supporting the Society with approximately 15 members working in the archives and with the artefact collections. We have also created a Prince Albert Junior Historical Society with a membership of 12; these are youth aged 8 to 12. To the end of August, the volunteers have logged over 3,100 hours, equivalent to 79 weeks of full time work. The work the volunteers complete is what other museums have staff complete.

**Memorandum Background**

In 2009, the City and Prince Albert Historical Society signed a memorandum of understanding (MOU) regarding the ownership, care/maintenance, and operation of the museums. This MOU states that the City will care for the museums and provide funding in support of the Manager's (now Manager/Curator) wages as well as a reasonable grant to support the annual budget of the Society. For the 2024 budget, the Society is asking for your support to increase the grant to the Society and for the addition of the Programming and Outreach Coordinator's wages. An increase would ensure that the Historical Society could continue to provide programs within and outside the museum. Outreach programs include seniors' programs at personal care homes in Prince Albert and Shellbrook, to schools through our suitcase program, the Museum Musings column in the Daily Herald and our social media pages. Inside the museum, we offer customized tours for schools, ESL classes and free open days so that all may attend. The total grant to the Historical Society has increased somewhat but since 2018 there has been no significant increase (only \$4,050) while the Manager/Curator salary has increased over \$16,000.

The MOU requires the Historical Society to operate the museums and continue to gather and share documentary and physical collections with the public. In the last seven years, the Historical Society has received grants, totaling \$150,000, from Young Canada Works and Canada Summer Jobs to supplement



Dr. C. H. & Lenore Andrews

Philip E. West

the City's budget for our summer interpreters. Without your support and the commitment from the staff and volunteers, the museums would not be able to offer its current professional level of services to the community and its visitors. We are a leader in mid-sized museums in Saskatchewan due to our vision, work we do with our community and relationship building with Métis and First Nations people in the area by the Museums Association of Saskatchewan. This vision has, in the last seven years has completely changed the look of the display space in the Historical Museum. We are continuing to look forward and update the remaining spaces on the main floor of the Historical Museum this fall and into 2024. These last renovations will allow for ease of access to the museum during the winter months.

To alleviate some pressure from the City, the Historical Society has looked for many grants and opportunities to raise funds to help our operations. This past summer, Sweet Stell's opened a satellite shop in the tearoom. Over 1 000 people were served! The Historical Museum has also increased notoriety as a rental space partially due to the two High Teas that are offered in the winter and spring and partly because people are looking for a unique venue. The Society views these as fundraising opportunities help to provide for our long term goals.

### **Programming Need**

Over the last two years, the Historical Society has found grants to provide public and school programming in and out of the museums. These grants have allowed us to have a Program and Outreach Coordinator (POC) to develop and run the programs. We have found that since Covid especially, programs are needed for all ages. Since late fall 2022, we have run monthly a Coffee & Conversation program- these have turned out to be very popular. Average attendance is about 15 to 20 people. We have paused this program for the summer but will begin again in late September.

In early winter 2023, the POC worked with 3<sup>rd</sup> year SUNTEP students to create Indigenous themed suitcases for school use and started a Junior Historical Society for youth aged 8 to 18, most participants are between the ages of 8 and 12. In the Jr. Society, the youth have learned about each of the museums in Prince Albert and learned what museum workers do. There are approximately 10 youth that regularly attend the monthly meetings. The suitcases provide teachers with touchable artefacts, photographs, and links to lesson plans and to the Prince Albert museum. They are available for a two-week period, free of charge to the teacher.

Two ½-day summer camps were also offered in July and August- both were at capacity! The first, History Hunters, focused on solving what missing buildings were on River Street using resources available to historians and there was also a visit from the Saskatchewan Archaeological Society's Archaeo-Caravan. The second, Multicultural Marvels highlighted four cultures that make up Prince Albert's population- Filipino, East Indian, South African and Métis. The participants learned games, completed crafts and ate food from each culture.

The Historical Society has filled a need for youth who do not play sports as their main activity and for those families who need a low to no cost option for program participation. The Society has seen a reinvigoration of the museum with the development of all programs. There are more families visiting which allows for the growth and endurance of the museums in the community. We are fostering future engaged citizens and volunteers within the city.

While focusing on youth and getting them to be part of the museum. We also create adult programs such as Coffee and Conversation and senior residence visits that bring individuals to the museum as well as taking the museum to them. Both programs promote discussion within the group during the program and after with their family and friends. It is important to engage people of all ages so we can create dialogue about the City and highlight the important role Prince Albert had and continues to have in Saskatchewan.

We would like to offer more programs but we require financial support from the City for our staff positions. Right now, the Historical Society and grant money fund the POC position. This is not sustainable for the Historical Society if grants are not forthcoming. We are asking for the City to provide \$36,000 for the Programming and Outreach Coordinator position on an ongoing basis. The Historical Society will continue to apply for grants to supplement the City's contribution. The Mann Art Gallery has three staff members who receive their wages from City funds, which allow them to provide professional exhibitions and services to city residents and within the province. The Historical Society is asking for the same consideration.

## **Funding**

Over the last five years when our external agency grant has not increased significantly, the Historical Society has spent over \$172,000 on capital projects including renovations in the Historical Museum's display and storage areas. We have received about \$650,000 in grants and supporting funds outside the City of Prince Albert corporation to support our operations. These grants include SaskCulture Museum Grant Program, Indian Brotherhood Trust Fund, Northern Lights Community Development Corp., Prince Albert and Area Community Foundation, Young Canada Works and Canada Summer Jobs, etc. The latter two grants are delivered to the City to offset our summer interpreter budget.

The Historical Society has been able to stretch our money and provide services to the citizens of Prince Albert and area. We recognize that grants may not always be available and need the support of City Council and Administration to grow the services we do provide to the public. Public from all over Saskatchewan, Canada and across the globe.

The Museum staff need to be paid professional wages for the professional work they do within the museums. The staff maintain both artefact and archival collections, with the help of volunteers, promote the museums, create and lead programs as well as create relationships with community members and stakeholders for the betterment of our community knowledge base. In order to secure professional wages and professional people, the Society's City support must increase.

## **Summary**

The Historical Society is asking for \$36,000 to fund the POC position for the next year and continued support for that position in the future. The Historical Society will continue to apply for grants to supplement the City's contribution. The Society is also asking for a 10% increase to our funding to allow for the increase in the Manager/Curator wages. The Manager/Curator, while managing four City museums receives less than a Coordinator position with the City even though they are doing the same

work. Without these core staff positions, the Society risks stagnancy due to the shrinking volunteer base that are unable to provide the level of commitment to the Society. A city/community is not complete without the museum as its historical hub. Residents, visitors and newcomers all go to museums to learn about what is important to the community.

In 2023, we have already had over 9,700 people through the four museums, including people from all over Saskatchewan, Canada, the United States, and overseas- Switzerland, China, and Poland. Researchers to the Bill Smiley Archives have come from as far away as France and England to find family history and to learn about the city in their ancestors' era. Museum visitor statistics have recovered from the pandemic and our social media engagement (those who interact with our posts) and reach (those who see our posts) is higher than other institutions including the Western Development Museum, keeping the Prince Albert Historical Society relevant in the community.

The partnership between the Historical Society and the City of Prince Albert is important to the ongoing operation and vibrancy of the museums in the city. Our funding request brings staff wages to professional levels within the museum community.

Respectfully,



Michelle Taylor  
Manager/Curator



Fred Payton  
President, PAHS



## Rationale for PAHS Funding Request

- 2009 City of PA and PA Historical Society sign the Memorandum of Understanding for operation of the Museums. In this MOU, it reads that the City is to fund the Manager's wages (Section 3.9).  
Museum Manager is part-time and museums are open seasonally.
- 2011 In the fall, the first full-time Manager/Curator is hired. This position was paid by the City of Prince Albert as an employee. The Society received \$15,950 as an external agency grant.
- 2012 An agreement is made with the City to move the Manager/Curator payroll to the Society. This position is now an employee of the Historical Society. The City provides a larger external agency grant to cover the position's payroll, while providing a grant to support the budget.  
**Museum is open year-round and continues to be.**
- 2016 The need for extra staff grows. Once the Manager/Curator returned from maternity leave working 32 hours/week. The temporary staff person is retained; at the end of the summer season, two students were retained to work in Collections using the remaining City summer interpreter budget.
- 2017 The requirements within the Society change, volunteers can no longer keep up with financial time commitments. A Finance Manager is hired for 16 hours/week and the temporary staff position is terminated.
- 2018 Society staffing is stable; summer staff who stay in Prince Albert for school are retained in September at no extra cost to the City.
- 2019 One summer staff retained throughout the winter to become first Museum Educator- with a museum degree. This position was funded with the remainder of the City interpreter budget. Manager/Curator returns to 40-hour work week.
- 2020 COVID; staff remain the same. Allowances are made for work due to the pandemic.  
In the fall, staff turnover in the Museum Educator position. Another museum trained professional in the role. The new Educator is paid for by the Historical Society. Due to funding constraints, only starting professional wages paid.
- 2021 No change to staff. Exponential growth is seen in the Society's social media pages due to Covid restrictions and the Educator is publishing more frequently. In-person programming is starting to return. Museum Educator leaves role in December for higher paying position.



2022

The loss of the Museum Educator, now retitled Programming and Outreach Coordinator has created a void in the Society. We see social media engagement drop and there are no extra programs offered until November.

Incumbent hired and there is a surge of activity in the museums. The Historical Museum is open for the first time over Christmas break.

2023

Staff members remain the same. Programming and museum engagement has soared. New members show growth in the Society- there are 108 members supporting the activities of the Historical Society. There are also 12 Youth Members participating in programs.

Table highlighting City Support to Historical Society

	2011	2012	2015	2018	2019	2020	2021	2022	2023
<b>Total City Grant</b>	\$15 950	\$27 342	\$49 260	\$67 030	\$69 680	\$71 080	\$71 080	\$71 080	\$71 080
<b>Manager/Curator Wages</b>	paid by City	\$24 665 PAHS paid wages from July to December	\$32 410	\$46 240	\$46 161	\$42 720	\$55 372	\$58 657	\$62 795





# City of Prince Albert

May 5, 2009

Prince Albert Historical Society  
10 River Street East  
Prince Albert, SK  
S6V 8A9

Attention: Harris May, President

Dear Harris:

**Re: Agreement between the City of Prince Albert and Prince Albert Historical Society**

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City Council at its meeting on April 6, 2009, considered a report from the Museum and Heritage Advisory Committee, with respect to an agreement between the City of Prince Albert and the Prince Albert Historical Society.

At that time, the Agreement was approved by City Council, and I have attached a copy of the agreement for your files. His Worship, Mayor Jim Scarrow will be attending the Crocus Tea on May 6 and will deliver the agreement on behalf of the City of Prince Albert.

The intent of the agreement is to formally document the relationship with respect to the operation and function of Museum and Heritage programming as it was created and has functioned or evolved dating back to 1976 through to the present time. Further, the agreement provides an accurate account of the innovative and efficient program delivery offered to Prince Albert and area residents through the support of willing volunteers.

The City of Prince Albert recognizes the value and diversity this programming provides to the community and its culture. The agreement will serve to solidify this historical partnership and will ensure the preservation and continuation of Museum and Heritage programming in Prince Albert into the future.

If you have any questions or require any further clarification with respect to the agreement, please do not hesitate to contact me.

Sincerely,

Jody Boulet, Recreation Manager



## MEMORANDUM OF AGREEMENT

Having been entered originally on or about the calendar year 1976 and as thereafter from time to time amended.

### **BETWEEN:**

**CITY OF PRINCE ALBERT**, a municipal corporation in the Province of Saskatchewan, (hereinafter called "the City")

- and -

**PRINCE ALBERT HISTORICAL SOCIETY**, a non-profit corporation operating in the City of Prince Albert in the Province of Saskatchewan, (hereinafter called "the Society")

**WHEREAS** the City as a municipal corporation responsible to provide public amenities and services for its residents has over its history sought and engaged in constructive partnerships with volunteer-based non-profit community organizations in order to provide innovative and efficient program delivery to its citizens at reduced cost to its tax base.

**AND WHEREAS** the City and the Society have been engaged in such a partnership for the delivery of community programming since at least 1976 in respect to the Prince Albert Historical Museum; the Evolution of Education Museum; the Rotary Museum of Police and Corrections; the Diefenbaker House Museum; the old Nisbet Church/School; the old Blockhouse (all hereinafter collectively called the "Museums").

**AND WHEREAS** the City and the Society have been engaged in such partnership for the delivery of community programming at the Museums since at least 1976 pursuant to several mutual understandings and agreements which the parties acknowledge have not to date been adequately or clearly reflected in the form of a formal written and clear Agreement.

**AND WHEREAS** the City and the Society mutually acknowledge:

(a) the City owns the lands and buildings on which the following are located: the Prince Albert Historical Museum; the Rotary Museum of Police and Corrections; and the Diefenbaker House Museum.

(b) the Society owns the Nisbet Church/School building, the Evolution of Education Museum, and the old Blockhouse building; and the City owns the lands on which such buildings are located.

(c) the Society owns the artifacts that are presently located in the Museums, with the exception of some of the artifacts which are on loan to the Society from third parties.

(d) the City and the Society by agreement have delivered and continue in partnership to deliver community programming at the Museums on the following bases, *inter alia*:

- (i) the Society facilitated financial contribution under a Heritage Site Assistance Agreement dated September 6, 1978 for the historic Firehall building at which the Prince Albert Historical Museum is located;
- (ii) the Society placed into the City's care the Nisbet Church/School building and the old Blockhouse building;
- (iii) the Society has created, owns and maintains the Bill Smiley Archives for the benefit of the regional community of Prince Albert;
- (iv) the Society operates the Museums in accordance with its corporate mission and in consultation with a Museums and Heritage Advisory Committee appointed by the City;
- (v) the City is responsible to maintain the Museums;



- (vi) the City is responsible to supply funds to the Society for the purpose of operating the Museums;
- (vii) the Society has facilitated charitable community funding for the benefit of the Firehall building and has opportunity to facilitate additional charitable community funding in support of the Museums, their enhancement and/or their capital or operating needs

**NOW THEREFORE** the parties hereto confirm their agreement as follows:

1. The Society shall continue to have exclusive use and occupation of the Museums for the purposes recited above. Subject to clause 7 below, such exclusive use of each Museum can be terminated only by mutual agreement of the City and the Society or by the Society ceasing to operate the subject Museum in accordance with the terms herein.

2. All artifacts owned by the Society shall upon dissolution of the Society become the property of the City and that all other artifacts shall be returned to their respective owners.

3. The Society shall continue to provide management, supervisory and administrative services for the Museums as follows, which the City acknowledges are currently being performed to satisfactory standards:

- 1) Year end report to the City through the Museums and Heritage Advisory Committee;
- 2) Maintain statistical information with respect to tourist visitation to the Museums;
- 3) obtaining and training of tour guides prior to the Museums opening each year;
- 4) Arranging for the cleaning and upkeep of the Museums and artifacts therein;

- 5) Ensure that a suitable selection of available artifacts is on display for public viewing at each Museum;
- 6) Provide public access to the Museums from the Tuesday following the May long weekend until the Friday before the September long weekend;
- 7) Provide access during the remainder of each year whenever possible by appointment; the nature of such service should be posted on the Museum doors;
- 8) The Society shall be entitled to charge fees for admission and to generate souvenir sales, the proceeds of which shall be kept by the Society;
- 9) The Society shall hire and engage the services of a Manager from its annual budget as may be approved by the City, whose remuneration shall be paid from the Society's annual budget as determined by the Society in consultation with the City.
- 10) The Society shall provide volunteer resources in support of these activities.

4. The Society shall continue to maintain the archives. In the event of the dissolution of the society all the archival material shall become the property of the City pursuant to the Society's bylaws.

5. The Society shall have the right to solicit donations from the general public for capital improvements of any of the Museums. Such improvements must receive approval from the City before any work is undertaken.

6. The City authorizes the Society to explore in consultation with the City the availability of significant charitable community funding to be utilized specifically toward the enhancement of the Prince Albert Historical Museum or a portion thereof. The City acknowledges that it has approved in principle the concept of renaming of the said Museum for the purpose of recognizing such a substantial charitable gift, provided that any such specific proposal recommended by the Society shall be subject to the prior formal approval of both City Council and the Society , which approval shall not be unreasonably withheld by either party.



7. The Society shall have the right to cease the operation of the Prince Albert Historical Museum in the old Fire Hall and move the artifacts and the archives to another location in the City of Prince Albert provided the Society receives the prior approval of City Council which will not be unreasonably withheld.

8. The City shall each year during which the Society is operating the Museums, continue to provide the following:

- 1) The cost of building and mechanical maintenance;
- 2) The cost of lawn and flower bed maintenance;
- 3) The cost of all utilities;
- 4) The cost and wage administration associated with providing tour guides for each of the Museums during the agreed upon training period and operating hours;
- 5) The cost for security and monitoring systems;
- 6) The cost and administration for reimbursing on a monthly basis the Society for the services and vehicle allowance for a Museums Manager;
- 7) The cost of public liability insurance in respect to the Museums;
- 8) The cost of public liability insurance for the Directors and the Manager in respect to the operation of the Museums by the Society;
- 9) The City shall each year during which the Society is operating the Museums, be responsible to indemnify and save harmless the Society and each member of the Board of Directors of the Society and the Manager, in respect to public liability claims of whatsoever nature, arising out of the operation of the Museums in accordance with Section 318 of *The Cities Act* or similar successor legislation.
- 10) The City shall pay a reasonable grant each year to the Society in support of its annual budget.
- 11) The City shall provide the Society with quiet use and enjoyment of the premises, subject to the Society's performance of the terms herein.

9. This Memorandum of Agreement represents an accumulation of the understandings, reciprocating covenants and agreements between the parties hereto, which the parties hereby each currently ratify and confirm.

10. Each of the provisions hereof is severable from any other provision and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of any of the remaining provisions. Notwithstanding, each party relies on the other to perform in good faith these terms and their covenants and obligations herein.

**IN WITNESS WHEREOF** The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper offices in that behalf, duly authorized this ~~19~~ 7<sup>th</sup> day of ~~February~~ April A.D., 2009.

  
**THE CITY OF PRINCE ALBERT**

  
\_\_\_\_\_  
**MAYOR**

  
\_\_\_\_\_  
**CITY CLERK**


**IN WITNESS WHEREOF** the Prince Albert Historical Society has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf duly authorized this 13<sup>th</sup> day of February A.D. 2009.

**PRINCE ALBERT HISTORICAL SOCIETY**

  
Per: \_\_\_\_\_

**Harris May President**

Per: \_\_\_\_\_

  
**Jayne Remenda Secretary**

AFFIDAVIT OF ATTESTATION  
OF AN INSTRUMENT

CANADA )  
PROVINCE OF SASKATCHEWAN )  
TO WIT: )

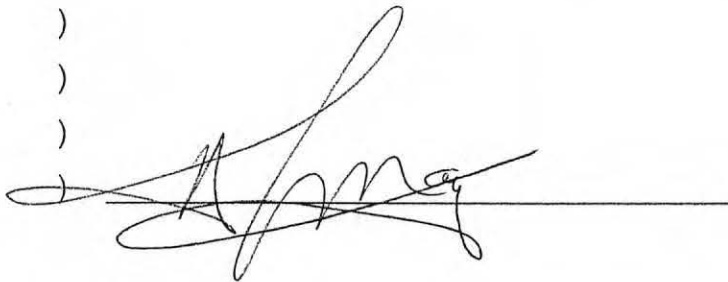
I, JOYF ZOUNET, of the City of Prince Albert, in the Province of Saskatchewan, make oath and say as follows:

1. That I was personally present and did see HARRIS MAY 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 6<sup>th</sup> day of APRIL, A.D. 2009 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 HARRIS MAY and he is, in my belief, of the full age of eighteen (18) years.

SWORN before me at the City of )  
Prince Albert, in the Province )  
of Saskatchewan, this 6 day )  
of APRIL, A.D. 2009. )



Bandy Seelie  
A COMMISSIONER FOR OATHS in and  
for the Province of Saskatchewan.

My Commission expires: AUGUST 31, 2010  
OR, BEING A SOLICITOR



**AFFIDAVIT OF ATTESTATION  
OF AN INSTRUMENT**

CANADA )  
PROVINCE OF SASKATCHEWAN )  
TO WIT: )

I, JOY BOULET, of the City of Prince Albert, in the Province of Saskatchewan, make oath and say as follows:

1. That I was personally present and did see LYNE REMENDA 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 6<sup>th</sup> day of APRIL, A.D. 2009 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 LYNE REMENDA and he/she is, in my belief, of the full age of eighteen (18) years.

SWORN before me at the City of )  
Prince Albert, in the Province )  
of Saskatchewan, this 6 day )  
of APRIL, A.D. 2009. )

Lyne Remenda

Bandy Snelson  
A COMMISSIONER FOR OATHS in and  
for the Province of Saskatchewan.

My Commission expires: AUGUST 31, 2010.  
OR, BEING A SOLICITOR





**Budget 2024**  
**Approved 15 August 2023**

**REVENUE**

**Sales Revenue**

Admission - Adult	
Admission - Student	
Admission - Child	\$ 9,000
Admission - Family	
Admission - Day Pass (all museums)	
Tours	\$ 1,200
Memberships	\$ 2,000
Walking Food Tours	
Tea Room	\$ 900
Rent	\$ 250
<b>Total Sales Revenue</b>	<b>\$ 13,350</b>

**Gift Shop Sales**

Publications	\$ 1,500
Souvenirs - all museums	\$ 1,500
Other Location Souvenirs	\$ 100
Other sale items	\$ 50
Archives Sales	\$ 100
<b>Total Souvenir Sales</b>	<b>\$ 3,250</b>

**Donations - Tax Receipt**

Donations - Tax Receipt - Cash	\$ 800
Donations - Tax Receipt - Cash Archives	\$ 250
Donations - Tax Receipt - in Kind	\$ 500
<b>Total Donations - Tax Receipt</b>	<b>\$ 1,550</b>



**Other Donations**

Donations - all museums	\$ 250
Archive Donations	\$ 100
Other donations	
From Other Registered Charities	
<b>Total Other Donations</b>	<b>\$ 350</b>

**Operating Grants**

SaskCulture Museums Assistance	\$ 22,000
City P.A. - Society budget support	
City P.A. - Manager/Curator wages	\$ 80,565
City P.A. - Vehicle Allowance	
City P.A. - Prog. & Outreach Coord. wages	\$ 35,986
City P.A. - Finance Manager wages	
NLCDC prior year	
Community Grant Program	\$ 5,500
Other Grant	
deferred from previous	
<b>Total Grants</b>	<b>\$ 144,051</b>

**Other Revenue**

**Archives sales**

Federal GST rebate	\$ 1,000
Chequing Interest	\$ 1,500
Investment Interest	\$ 100
Admin Fee Revenue	
Misc. Revenue	\$ 50
<b>Total Other Revenue</b>	<b>\$ 2,650</b>

**Project Revenues**

Andrews Bequest	\$ -
West Bequest (for Church/Blockhouse)	
Sask Archaeological Society - Grant	\$ 500
Nisbet Church and 1885 Blockhouse (GoFundMe)	
Archives digitization (SCAA grant)	\$ 5,000



Indigenous Heritage Map Grant	
Milliken Donation	\$ 15,000
PA & Area Community Foundation Grant	
Education Program	\$ 2,000
MAS Technology Microgrant	
Events	\$ 1,000
Fundraising	\$ 2,500
Plus Deferred Revenue - Beginning of Year	
Less Deferred Revenue - End of Year	
<b>Total Project Revenues</b>	<b>\$ 26,000</b>
<b>TOTAL REVENUE</b>	<b>\$ 191,201</b>



## EXPENSE

### Cost of Goods Sold

Publications for resale	\$ 1,000
Souvenirs (CD's etc.)	\$ 750
Other items	\$ 50
<b>Total Cost of Goods Sold</b>	<b>\$ 1,800</b>

### Payroll Expenses

Wages - Finance Manager (PAHS funded)	\$ 25,115
Wages - Weekends (PAHS funded)	\$ 2,500
Retroactive Wages	
Holiday & Stat Pay	\$ -
Banked Hours	
Employer EI Expense	\$ 1,997
Employer CPP Expense	\$ 4,789
Employer WCB Expense	\$ 744
Pension Benefit	\$ 1,250
Vehicle Allowance	\$ 1,200
Chamber Benefits	\$ 1,095
<b>Total Payroll Expense</b>	<b>\$ 133,615</b>

### Communication Expenses

Advertising & promotion	\$ 4,500
Collection Communication	\$ 1,200
Exhibit Galleries Display	\$ 1,000
Programing Supplies	\$ 750
Summer Staff Party	\$ 300
<b>Total Communication Expense</b>	<b>\$ 7,750</b>

### Collection/Archives Expense

Reference material	\$ 500
Collection/Archives Supplies	\$ 3,000
Collection/Archives equip. purch.	\$ 1,500
Storage Rent at SHARE	\$ 6,600



Tax receipted Gift in Kind	\$ 500
<b>Total Collection/Archives Expense</b>	<b>\$ 12,100</b>
<b>Other Expenses</b>	
Building equip. purchase	\$ 2,000
Licenses & Memberships	\$ 1,600
Meeting and meals expenses	\$ 400
Travel	\$ 1,000
Review engagement	\$ 4,620
Financial Service Charges	\$ 150
Cash Short (Over) on tills	
Bad debts	
Reno Projects	\$ 20,000
Sask Archaeological Society	\$ 500
Nisbet Church and 1885 Blockhouse	
Connaught Room (subsequent to NIB)	\$ 15,000
Digitization (SCAA Grant)	\$ 10,000
CoPA Community grant program	
PA & Area Community Foundation.	\$ 2,000
MAS Technology Microgrant	
Fundraising expenses	\$ 500
Deferred costs from prior year	
Deferred costs end of year	
<b>Total Project Expenditures</b>	<b>\$ 49,500</b>
<b>TOTAL EXPENSE</b>	<b>\$ 231,995</b>
<b>NET INCOME</b>	<b>-\$40,794</b>
PROJECTS	-\$ 23,500
OPERATIONS	-\$ 17,294



# 2021-2024 Strategic Plan



Updated 28 July 2023

## About the PAHS:

The Prince Albert Historical Society dates back to 1887, when the Saskatchewan Institute was formed to preserve the history and natural history of the Prince Albert area. Unfortunately, the building housing the Institute burned down and all artefacts lost in 1890. The organization ceased to function until 1923, when a group met to form a new version of the Society, the current version of the Prince Albert Historical Society was formed in 1932.

The Society has gone through growth and decline in its 88 year existence. Originally, the Heritage Museum was housed in the Nisbet Church once located in Kinsmen Park, one of two buildings donated to the Historical Society in the early 1930s. The museum collection moved to the Queen's Bench Courthouse, back to the Church and finally to the Central Firehall in 1976. The Historical Museum opened to the public in June 1977. Since that time, the Historical Society has increased the number of museums under its care by three in two other locations in the City- the Evolution of Education Museum, the Rotary Museum of Police and Corrections, and the John and Olive Diefenbaker Museum National Historic Site of Canada.

In 2009, the Historical Society entered into a formal agreement with the City of Prince Albert to oversee the care and maintenance of the museum buildings. The care and ownership of the artefacts remains with the Historical Society.

In 2018, the Nisbet Church and the Blockhouse, located in Kinsmen Park, were deconstructed with the purpose of rebuilding them and providing a heritage corridor on the riverbank, west of the Historical Museum. Recently, the Historical Society has undertaken major renovations at the Historical Museum to make it more historically relevant and more accessible to the public.

## Overview:

This is the third strategic plan for the Prince Albert Historical Society. This session, led by Ruth Kinzel of Kinzel Cadrin and Associates Consulting of Saskatoon, took place on July 22, 2020, just three weeks after the province allowed groups of 30 people to meet inside. The Covid-19 pandemic meant that we were unable to meet to update the plan until this time. For this session, the board wanted to update the previous plan and create a manageable plan for the Society for the next 3 to 4 years.

The first plan done for the Historical Society, in 2015, focused not only on what the Board/Society wanted but also the wider community, as representatives from other organizations were invited to attend the planning session. From this plan, the Society learned a lot but ended up with no work plan to follow through on. The 2017-2020 plan was good, but the Society found the outcomes were hard to achieve and fell behind in completing a portion of the plan.

This current plan will help move the Society forward and bring more recognition to it within the community.

This plan focuses on three strategic goals to build capacity in the areas of Resources, Facilities, and Community Engagement and Awareness.

## Purpose:

To preserve and promote the heritage of Prince Albert and area for residents, visitors and researchers to understand the past and inform the future.

## Vision:

All of the Prince Albert Historical Society's museums are inviting and accessible to people of all ages, cultures and backgrounds. They are destinations in their own right for residents, tourists and researchers, and we see increases in visitation every year.

Our facilities are wheelchair accessible and have ample space for exhibitions, programming, rentals, and climate controlled collections storage. Our collections are preserved using professional best-practice museum standards.

Our staff are well-trained and are enthusiastic about sharing information about our collections with visitors. Our interactive programs are sought after by residents and visitors alike.

We are "current" and have evolved with our community to ensure our marketing activities and programs are relevant. We collaborate with community groups and businesses to promote the vibrant history of Prince Albert and area. We have secured financial stability from sales of merchandise in our gift shop, to leases on our meeting and food services space, to sponsorships and donations to grants. As a result of our work and our partnerships we have identified and found support for other significant historic sites.

We have a mutually beneficial relationship with the City of Prince Albert and they provide adequate financial support for our shared vision of preserving the history of our City and area.

The Prince Albert Historical Society, its museums, artefacts, and archives, are an integral part of Prince Albert and area.



## Strategic Goal 1

### Community Awareness, Engagement, and Outreach

Building recognition and need of the Historical Society within the City and immediate surrounding area

Objective	Outcomes	Success	Ongoing Activities
<p>1.1 Build relationships with diverse communities in the City</p>	<ul style="list-style-type: none"> <li>- invitation of others to meetings and events</li> <li>- partner with other organizations to create events and displays</li> <li>- Historical Society to participate in or present to other organizations</li> <li>- host specific events for new/recent immigrants and other cultural groups.</li> </ul>	<p>Participation of the Society and/or groups in at least 3 “events” per year</p> <hr style="width: 20%; margin: 10px auto;"/> <p>2022- participate in PAMC walkathon and summer camp with community support</p> <ul style="list-style-type: none"> <li>- Opening of the Gathering Place exhibit, unveiling of the Isbister plaque at the Historical Museum</li> <li>- Coffee and conversation- community members provide history on topics important to them</li> </ul> <p>2023- Multicultural Marvels summer day camp</p> <p>2021-2023- free days throughout the year; free programs during the winter months</p>	<p>Seniors outreach Municipal Cultural Action Plan (MCAP) Prince Albert Urban Indigenous Coalition (PAUIC) Prince Albert Science Centre PA Multicultural Council</p> <p>-----</p> <p>2021- The National Indian Brotherhood Trust Fund has allowed for the hiring of an Indigenous project researcher to complete research and development of the Indigenous history space.</p> <p>2021-2024- collaboration with the First Nations University/University of Regina to promote Indigenous artefacts in the collection, and provide scientific study of those artefacts.</p> <p>2021-2022- monthly programming targeting at risk and immigrant families, funded by the Community Grant Program</p> <p>2022- Digitization project of the Daily Heralds with the JMC Public Library and PA Daily Herald.</p> <p>2022- signed official MOU with Canoo as partner for new immigrants to visit museums for FREE for a 1 year period. We have been part of this program for approximately 8 years</p>

<p>1.2 Build relationships with those on our social media platforms</p>	<ul style="list-style-type: none"> <li>- post more frequently as per schedule</li> <li>- provide more interactive content</li> </ul>	<p>Increase the number of followers and active engagements; creation of a posting schedule</p> <p>-----</p> <p>Regular posts about what the Society is doing and archival photographs have increased both engagement and the Society’s reach. In 2022, engagement over 38,000 and a reach of over 1.1 million people- rivalling some of the larger institutions. By end June 2023, we are about 75% of 2022 numbers.</p>	<p>Picture posts, *new videos</p> <p>-----</p> <p>2020-2021- FB/Instagram videos of interesting PA history and buildings</p> <ul style="list-style-type: none"> <li>- Posting schedule with featured days, including past Mayors and prominent women in the community</li> <li>- Have seen increased engagement on the social media outlets</li> <li>- 2022 TikTok posts</li> </ul>
<p>1.3 Creation of educational opportunities</p>	<ul style="list-style-type: none"> <li>- hire a qualified museum educator to create and run programs – hired September 2020</li> <li>- contact schools and other organizations to partake in PAHS programs – first contact with schools made mid-October 2020</li> <li>-partner with other community organizations to create and run programs</li> </ul>	<p>Creation of day camp, held 2x year; uptake by schools and school aged children in our programs</p> <p>-----</p> <p>2023- worked with SUNTEP to create Indigenous themed suitcases to go into schools</p> <ul style="list-style-type: none"> <li>- Family programs during the school breaks and on Saturday afternoons</li> <li>- creation and success of two summer day camps (History Hunters and Multicultural Marvels)</li> <li>- Creation of the PAHS Junior Society- spring 2023 there were 12 registered in the program (geared toward kids 8-12 years old)</li> </ul>	<p>Suitcases</p> <p>Temporary museum educator position (hired January 2020)</p> <p>-----</p> <p>2020- suitcase program was revamped and made Covid friendly.</p> <p>Fall 2021- invitation to teachers with a “Teacher Night” event at the museum to show how we align with curricula.</p> <p>2021-2022- Renovate the current dated main floor meeting area to a meeting and education space to allow for larger groups in the museum; contacted AODBT and have worked with them to renovate and develop a plan to provide an educational space</p> <ul style="list-style-type: none"> <li>- Hosted a practicum student from Athabasca University (Heritage Resource Management)</li> </ul>

		- Creation of Coffee and Conversation program	
1.4 Increase awareness that the museums are open year round	- communication with Society members and the public - signage to show business hours	Increased visitation and usage of the museums throughout the winter months  ----- 2022- seasonal signage on the front of the Historical Museum - Increased social media presence - Historical Society doing public presentations and encouraging winter visitors	Winter 2020- offered specific programming when school was out Winter 2021- sign purchased to be installed on exterior of HM

## Strategic Goal 2

### Facilities

Building facilities that will accommodate the Society's growing collections, use, and staff into the future

Objective	Outcomes	Success	Ongoing Activities
2.1 Creation of a historic corridor along the riverbank	<ul style="list-style-type: none"> <li>- 2020 construction of the Blockhouse</li> <li>- active fundraising campaign</li> <li>-2021 construction of the Nisbet Church</li> <li>- partnership with the City for care and maintenance</li> </ul>	Reconstruction of the church and blockhouse	<p>Working to raise funds for the construction            Communication with the City for a development permit            Consultations with the builder            -----  <span style="color: red;">2020-2021- we have worked to get plans stamped by an engineer and secure a builder for the buildings.</span>  <span style="color: red;">2023- rebuild of the Church and Blockhouse has been put on hold</span></p>
2.2 Provide year round service to the public	<ul style="list-style-type: none"> <li>- trained volunteers or staff scheduled during the winter</li> <li>- new front all season doors at Historical Museum</li> <li>- advertise other museums available by appointment</li> </ul>	<p>Historical Museum *front* doors are open and staffed through the fall and winter            -----  <span style="color: blue;">2022- creation of Coffee and Conversation that provides public programming 1x month in the winter</span>  <ul style="list-style-type: none"> <li>- Christmas tea at the museum</li> </ul> <span style="color: blue;">2023- smaller renovations completed and we are looking at the front entrance for the fall</span>  <ul style="list-style-type: none"> <li>- Historical Museum opens on Saturdays to provide more access to museum</li> </ul> </p>	<p>Museums are open, but through the side door.            -----  <span style="color: red;">Winter 2021- exterior signage purchased</span>  <span style="color: red;">2021- have made contact with AODBT to renovate front entry area and Sergeant Room/offices</span>  <span style="color: red;">2022- large scale renovations have been put on hold due to cost. Smaller renovations will be completed in the Sergeant Room and office.</span></p>

<p>2.3 Create open and diverse display areas</p>	<ul style="list-style-type: none"> <li>- partner with the City to renovate 2<sup>nd</sup> floor windows and walls</li> <li>- installation of culturally diverse displays (Prince Albert's recent history) (year 3)</li> <li>- meaningful partnerships with cultural organizations</li> </ul>	<p>Increased participation by cultural organizations to exhibit their history</p> <p>summer 2022- the PA Multicultural Council, members of the Francophone and Ukrainian communities created displays in the Historical Museum</p> <p>winter 2022- completion of the Gathering Place exhibit in the Historical Museum</p>	<p>Assessment of the Historical Museums windows in 2020 completed.</p> <p>-----</p> <p>2021- have spoken with AODBT about renovations to main floor as well as fixing the windows.</p> <ul style="list-style-type: none"> <li>- Window assessment was added to the 2022 City budget</li> </ul>
<p>2.4 Long term feasibility of the Historical Museum building</p>	<ul style="list-style-type: none"> <li>- create a plan and design for a Historical Museum addition (year 3-4)</li> <li>- consider the City's new development for recreation facility</li> <li>- consultation with the City about an addition</li> </ul>	<p>Creation of a plan/blueprint of the enlarged museum</p>	<p>Talked with Wes Moore about possible development in 2018-2019</p>

## Strategic Goal 3

### Resource Development

Building financial and human resource capacities for the PAHS to grow into a strong, stable community organization

Objectives	Outcomes	Success	Ongoing Activities
3.1 Build a strong and diverse volunteer and membership base	<ul style="list-style-type: none"> <li>- committee and volunteer job descriptions</li> <li>- welcome/orientation packages for new members and volunteers</li> <li>- promote inclusion of younger and culturally diverse members</li> </ul>	<p>Creation of member reference material; new active members in the Historical Society</p> <p>-----</p> <p>2021- new membership material was produced and benefits outlined. Welcome and orientation material has been developed for all new members.</p> <p>2022/2023 -new and younger individuals joined the Board of Directors moving the Society in different directions</p>	<p>Orientation material is being drafted by Curator</p> <p>-----</p> <ul style="list-style-type: none"> <li>- Covid has put a hold on any member gatherings</li> <li>- Dec 2021- member tea- well attended and enjoyed by those who came</li> </ul> <p>2023- continue to look for younger (30-40yrs) members to take on board roles</p>
3.2 Increase the number of professional museum staff	<ul style="list-style-type: none"> <li>- hire a museum educator and part-time front desk/social media person</li> <li>- find funding to pay professional wages</li> </ul>	<p>More PAHS staff to allow more use and promotion of the museums year round</p> <ul style="list-style-type: none"> <li>- have been able to keep a summer interpreter on into the fall to provide some help to permanent staff</li> </ul> <p>2022 and 2023- received PA and Area Community Foundation grant to support/fund the POC position</p>	<p>Fall 2020- hired a full time museum educator</p> <p>Spring 2021- hired an Indigenous Project researcher</p> <p>Winter 2021-22- renamed the educator position to Programs and Outreach Coordinator (POC) to better reflect the position</p>

		<p>2022 and 2023- received City of PA Community grant to support activities the POC does</p> <ul style="list-style-type: none"> <li>- Museums Assistance Prog. Grant to provide contract work for students for a 2 year position, partnered with the First Nations University.</li> </ul>	
3.3 Society future financial stability	- financial independence from the City of Prince Albert	<p>Creation of endowment fund to allow long term financial stability for the Society</p> <ul style="list-style-type: none"> <li>- endowment fund created in 2022 through the Saskatoon Community Foundation</li> </ul> <p>2022 and 2023 increased the number of grants being applied for to fund museum projects/partnerships (Archives, Museum Assistance Program, Summer Student grants, PAA Community Foundation, City of PA Community Grant, etc)</p>	<p>2021-2022- creation of a fee structure for the Bill Smiley Archives</p> <ul style="list-style-type: none"> <li>- Application for additional grants to aid with operations and projects.</li> <li>- Agreement from the board and exploration to create an endowment fund through the Saskatoon Community Foundation.</li> </ul>
3.4 Review and renew City Agreement	- accurately describe the needs of both organizations - accountability of both organizations for the benefit of all (City/PAHS/public)	Creation of a new agreement/MOU with the City of PA that accurately reflect the changes in our organizations (not updated since 2009)	

**PRINCE ALBERT HISTORICAL SOCIETY**  
**Financial Statements**  
**Year Ended December 31, 2022**



**PRINCE ALBERT HISTORICAL SOCIETY**  
**Index to Financial Statements**  
**Year Ended December 31, 2022**

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## KEMP THOMPSON BROWN

CHARTERED PROFESSIONAL ACCOUNTANTS

W M THOMPSON CPA PROF CORP R G BROWN CPA PROF CORP

#201-88-13TH STREET EAST  
PRINCE ALBERT, SK S6V 1C6  
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### INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Members of Prince Albert Historical Society

We have reviewed the accompanying financial statements of Prince Albert Historical Society (the society) that comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenses, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

#### *Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Prince Albert Historical Society as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

(continues)

Independent Practitioner's Review Engagement Report to the Members of Prince Albert Historical Society  
(continued)

*Other Matter*

The financial statements of Prince Albert Historical Society for the year ended December 31, 2021 were reviewed by another practitioner who expressed an unmodified conclusion on those financial statements on March 10, 2022.

Prince Albert, SK  
March 16, 2023

Kemp Thompson Brown  
Chartered Professional Accountants

**PRINCE ALBERT HISTORICAL SOCIETY**  
**Statement of Financial Position**  
**December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 130,287	\$ 127,272
Restricted cash (Note 3)	99,849	33,666
Short term investments (Note 4)	120,217	119,540
Accounts receivable	951	10,143
Inventory	5,531	5,477
Goods and services tax recoverable	635	313
Prepaid expenses	910	5,201
	<u>358,380</u>	<u>301,612</u>
LONG TERM INVESTMENTS (Note 5)	118	335
ENDOWMENT FUND (Note 6)	13,531	-
	<u>\$ 372,029</u>	<u>\$ 301,947</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Short term debt (Note 7)	\$ 40,000	\$ -
Accounts payable	9,988	7,307
Wages payable	4,669	5,863
Source deductions payable	2,168	2,744
Deferred revenue (Note 8)	220,066	153,206
	<u>276,891</u>	<u>169,120</u>
LONG TERM DEBT	-	40,000
	<u>276,891</u>	<u>209,120</u>
NET ASSETS	<u>95,138</u>	<u>92,827</u>
	<u>\$ 372,029</u>	<u>\$ 301,947</u>

**ON BEHALF OF THE BOARD**

Fred Payton  
Fred Payton (11/25/2022 10:47 AM) Director

Todd Robertson  
Todd Robertson (Mar 25, 2023 11:47 AM) Director

See notes to financial statements

**PRINCE ALBERT HISTORICAL SOCIETY**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2022**

	2022	2021
<b>REVENUES</b>		
Grants ( <i>Schedule 3</i> )	\$ 171,139	\$ 171,314
Admission	9,946	8,913
Project administration revenue	9,060	-
Donations	6,993	7,539
Miscellaneous	6,863	1,581
Fundraising and events	4,773	3,175
Gift shop sales	3,742	3,571
Memberships	1,600	1,480
Interest	1,590	747
CRHP Hiring Program	-	5,085
	<u>215,706</u>	<u>203,405</u>
<b>EXPENSES</b>		
Salaries and wages	98,207	146,103
Contracts and honorariums	37,599	8,508
Supplies	28,874	5,806
Office equipment	14,643	6,459
Project administration costs	9,060	-
Professional fees	5,620	4,274
Office	4,326	4,529
Advertising and promotion	3,758	4,140
Travel and meetings	3,148	3,716
Fundraising and events	2,521	1,789
Gift shop cost of sales	2,095	1,815
Repairs and maintenance	1,831	2,125
Licences and memberships	1,567	1,195
Interest and bank charges	146	147
Inventory valuation	-	3,914
Bad debt recovery	-	(40)
	<u>213,395</u>	<u>194,480</u>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<u>2,311</u>	<u>8,925</u>
<b>OTHER INCOME</b>		
Canada Emergency Benefit Account	-	10,000
Canada Emergency Wage Subsidy	-	18,323
	<u>-</u>	<u>28,323</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 2,311</u>	<u>\$ 37,248</u>

See notes to financial statements

**PRINCE ALBERT HISTORICAL SOCIETY**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 92,827</b>	<b>\$ 55,579</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>2,311</b>	<b>37,248</b>
<b>NET ASSETS - END OF YEAR</b>	<b><u>\$ 95,138</u></b>	<b><u>\$ 92,827</u></b>

See notes to financial statements

**PRINCE ALBERT HISTORICAL SOCIETY**  
**Statement of Cash Flows**  
**Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 2,311	\$ 37,248
Changes in non-cash working capital:		
Accounts receivable	9,192	(3,855)
Restricted cash	(66,183)	7,748
Prepaid expenses	4,291	(3,635)
Inventory	(54)	850
Short term investments	(677)	(514)
Accounts payable	2,681	(4,081)
Goods and services tax recoverable	(322)	224
Source deductions payable	(576)	1,417
Wages payable	(1,194)	4,643
Deferred revenue	66,860	(7,233)
	<u>14,018</u>	<u>(4,436)</u>
Cash flow from operating activities	<u>16,329</u>	32,812
<b>INVESTING ACTIVITIES</b>		
Contributions to endowment fund	(13,531)	-
Payout of equity in long term investments	217	-
	<u>(13,314)</u>	<u>-</u>
Cash flow used by investing activities	<u>(13,314)</u>	-
<b>FINANCING ACTIVITY</b>		
Advances of long term debt	-	10,000
	<u>-</u>	<u>10,000</u>
<b>INCREASE IN CASH FLOW</b>	<b>3,015</b>	<b>42,812</b>
Cash - beginning of year	<u>127,272</u>	<u>84,460</u>
<b>CASH - END OF YEAR</b>	<b>\$ 130,287</b>	<b>\$ 127,272</b>

See notes to financial statements



# PRINCE ALBERT HISTORICAL SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2022

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### 1. PURPOSE OF THE SOCIETY

Prince Albert Historical Society (the "society") is a not-for-profit organization of Saskatchewan incorporated provincially under the Non-profit Corporations Act of Saskatchewan. As a registered charity the society is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The society is committed to preserving local history and being able to showcase it to local residents and visitors alike by managing the Prince Albert Historical Museum, the Rotary Museum of Police and Corrections, Evolution of Education Museum, Diefenbaker Museum, and the Bill Smiley Archive.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

#### Capital assets

The society has revenues under \$500,000 and has elected to expense capital assets in the year of purchase. Capital expenditures for the year amounted to \$14,643 (2021 - \$6,458).

#### Revenue recognition

Prince Albert Historical Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants relating to current expenditures are recorded as revenue in the current year. Grants received in the current year for expenses to be incurred in the following fiscal year are recorded as deferred revenue.

All other revenue is recognized when the funds are received.

#### Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### Works of art

(continues)

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# PRINCE ALBERT HISTORICAL SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2022

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Assets that have a historical or cultural significance, which include works of art, monuments and other cultural artifacts are not recognized as tangible capital assets because a reasonable estimate of future benefits associated with this property cannot be made.

#### Net assets

The society's financial statements are presented so as to highlight net assets as the measurement of financial position. The net assets of the society is determined by its financial assets less its liabilities.

#### Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets are reported at amortized cost, and tested for impairment at each reporting date. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable. The society has no financial assets measured at fair value, and has elected to carry any financial assets or liabilities at fair value.

It is management's opinion that the society is not exposed to significant credit, liquidity, or interest risk.

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### 3. RESTRICTED CASH

Restricted cash of \$99,849 (2021 - \$33,666) is comprised of internally restricted bequests for ongoing museum projects.

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### 4. SHORT TERM INVESTMENTS

	Maturity Date	Interest Rate	2022	2021
Conexus Credit Union	10/12/2023	3.5%	\$ 40,422	\$ 40,246
Affinity Credit Union	07/12/2023	2.5%	79,795	79,294
			<u>\$ 120,217</u>	<u>\$ 119,540</u>

Short term investments are comprised of Guaranteed Investment Certificates purchased from internally restricted bequests for ongoing museum projects.

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### 5. LONG TERM INVESTMENTS

	2022	2021
Lake Country Co-op Equity	\$ 108	\$ 108
Conexus Membership	5	5
Affinity Membership	5	5
Conexus Equity	-	217
	<u>\$ 118</u>	<u>\$ 335</u>

**PRINCE ALBERT HISTORICAL SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

6. ENDOWMENT FUND

	2022	2021
Saskatoon Community Foundation	<u>\$ 13,531</u>	<u>\$ -</u>

SCF invests the donations and manages the fund. SCF charges an annual administration fee of 1% and pays out a minimum annual grant of 3.5% based on the value of the fund at December 31 each year.

7. SHORT TERM DEBT

	2022	2021
CEBA loan - short-term	<u>\$ 40,000</u>	<u>\$ -</u>
CEBA loan - long-term	<u>-</u>	<u>40,000</u>
	<u>\$ 40,000</u>	<u>\$ 40,000</u>

Canada Emergency Business Account - The amount of \$40,000 represents the unforgivable balance of the \$60,000 interest free loan received under the Government of Canada COVID response programs. 25% of the loan will be eligible for loan forgiveness, up to \$20,000, if the loan is fully repaid on or by December 31, 2023. \$20,000 has been included in other income and represents the maximum forgivable portion of the loan. If the unforgiven balance of the loan is not fully repaid by December 31, 2023 the remaining principal balance will be repayable and will bear interest at a rate of 5% per annum beginning on January 1, 2024. The loan is due in full on December 31, 2025.

8. DEFERRED REVENUE

	Balance, beginning of the year	Received	Recognized	Balance, end of the year
Andrews Estate Bequest	\$ 63,893	\$ -	\$ -	\$ 63,893
Indigenous Heritage MAP Grant	-	42,700	(3,174)	39,526
Nisbet Church and Blockhouse	23,745	5,863	(12)	29,596
West Estate Bequest	26,471	-	-	26,471
City of PA - 2023 Q1 Funding	-	17,770	-	17,770
Emergency Support Fund	18,070	-	(3,052)	15,018
Milliken Donation	-	15,000	-	15,000
PA & Area Community Foundation	-	13,500	(6,131)	7,369
Archives Digitization Project	5,279	5,300	(8,209)	2,370
Connaught Room Exhibits	-	15,519	(13,186)	2,333
Membership Fees	920	720	(920)	720
NIB Trust Fund	14,829	31,840	(46,669)	-
	<u>\$ 153,207</u>	<u>\$ 148,212</u>	<u>\$ (81,353)</u>	<u>\$ 220,066</u>

At year-end, \$90,364 (2021 - \$90,364) of the bequests are held as cash and short-term investments.

9. ECONOMIC DEPENDENCE

The society relies on funding from the City of Prince Albert through a Memorandum of Agreement that has been in place since April 7, 2009. In 2022, \$71,080 (2021 - \$71,080) was derived from this agreement with the City of Prince Albert. These funds are used to assist the society with operating expenses.

**PRINCE ALBERT HISTORICAL SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

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10. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

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**PRINCE ALBERT HISTORICAL SOCIETY**  
**Project Deferrals**  
**Year Ended December 31, 2022**

**(Schedule 1)**

	Andrews Bequest	West Bequest	Nisbet Church and Blockhouse	Emergency Support Fund	NIB Research
<b>Revenues</b>					
Deferred contributions from prior year	\$ 63,893	\$ 26,471	\$ 23,745	\$ 18,070	\$ 14,829
Donations	-	-	5,358	-	-
Grants received	-	-	-	-	26,554
Interest income	-	-	505	-	-
	<u>63,893</u>	<u>26,471</u>	<u>29,608</u>	<u>18,070</u>	<u>41,383</u>
<b>Expenses</b>					
Administrative costs	-	-	-	-	7,960
Contracts	-	-	-	-	3,000
Equipment purchases	-	-	-	-	17,735
Bank charges	-	-	12	-	-
Supplies	-	-	-	-	90
Travel	-	-	-	-	421
Wages and holiday pay	-	-	-	3,052	12,177
	<u>-</u>	<u>-</u>	<u>12</u>	<u>3,052</u>	<u>41,383</u>
<b>Deferred to next year</b>	<b>\$ 63,893</b>	<b>\$ 26,471</b>	<b>\$ 29,596</b>	<b>\$ 15,018</b>	<b>\$ -</b>

See notes to financial statements

**PRINCE ALBERT HISTORICAL SOCIETY**

**Project Deferrals - continued**

**(Schedule 2)**

**Year Ended December 31, 2022**

	Archives Digitization Project	Indigenous Heritage MAP Grant	City of PA	Milliken Donation	PA & Area Community Foundation	Connaught Room
<b>Revenues</b>						
Deferred contributions from prior year	\$ 5,279	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	300	-	-	15,000	-	-
Grants received	5,000	42,700	17,770	-	13,500	15,519
Interest income	-	-	-	-	-	-
	<u>10,579</u>	<u>42,700</u>	<u>17,770</u>	<u>15,000</u>	<u>13,500</u>	<u>15,519</u>
<b>Expenses</b>						
Administrative costs	-	-	-	-	-	-
Contracts	6,660	3,128	-	-	2,079	5,057
Equipment purchases	878	-	-	-	-	7,903
Bank charges	-	-	-	-	-	-
Supplies	-	46	-	-	306	226
Travel	671	-	-	-	-	-
Wages and holiday pay	-	-	-	-	3,746	-
	<u>8,209</u>	<u>3,174</u>	<u>-</u>	<u>-</u>	<u>6,131</u>	<u>13,186</u>
<b>Deferred to next year</b>	<b>\$ 2,370</b>	<b>\$ 39,526</b>	<b>\$ 17,770</b>	<b>\$ 15,000</b>	<b>\$ 7,369</b>	<b>\$ 2,333</b>

See notes to financial statements

**PRINCE ALBERT HISTORICAL SOCIETY****Grant Revenue****(Schedule 3)****Year Ended December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>Grant revenue</b>		
City of Prince Albert	\$ 71,080	\$ 71,080
Canadian Heritage (MAP) Grant	42,700	18,070
NIB Trust Fund	26,554	39,800
SaskCulture Museums Assistance	22,000	21,494
Canadian Heritage	14,456	-
PA & Area Community Foundation	13,500	-
SCAA (IGP) Grant	5,000	-
Northern Lights Community Development Fund	3,304	4,219
Other Grants	2,220	1,790
Other Grants - Projects	1,673	823
Provincial - Other Grants	-	346
Deferred income	(31,348)	13,692
	<b>\$ 171,139</b>	<b>\$ 171,314</b>

See notes to financial statements



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## PRINCE ALBERT HISTORICAL SOCIETY

10 River Street  
Prince Albert, SK  
S6V 8A9

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March 16, 2023

Confidential

Kemp Thompson Brown  
#201-88-13th Street East  
Prince Albert SK S6V 1C6

Dear Sir / Madam:

This representation letter is provided in connection with your review of the financial statements of Prince Albert Historical Society for the year ended December-31-22, for the purpose of expressing a conclusion that, based on your review, nothing has come to your attention that causes you to believe that the financial statements of Prince Albert Historical Society do not present fairly, in all material respects, the financial position of Prince Albert Historical Society as at December 31, 2022, and the results of its operations and its cash flows for the year ended December-31-22 in accordance with Canadian accounting standards for not-for-profit organizations.

Certain representations in this letter are described as being limited to matters that are material. Misstatements (including omissions) are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of society personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

### Financial Statements

- a. We have fulfilled our responsibilities, as set out in the terms of the review engagement dated for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations.
- b. We reviewed, approved and recorded all of your proposed adjustments (except for uncorrected misstatements, which are addressed in the next bullet point) to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.
- c. The effects of uncorrected misstatement are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements, including the reasons why they were not corrected, is attached to this representation letter.
- d. Management or other appropriate persons (such as those charged with governance) have accepted responsibility for the financial statements, including the related notes.

### Information Provided

- a. We have provided you with:
  - i. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
  - ii. Additional information that you have requested from us for the purpose of the review; and
  - iii. Unrestricted access to persons within the society from whom you determined it necessary to obtain evidence.
- b. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- c. We have disclosed to you:

(continued)

- i. The identity of the society's related parties and all the related-party relationships and transactions of which we are aware;
- ii. Significant facts relating to any fraud or suspected fraud known to us that may have affected the society;
- iii. Known actual or possible non-compliance with laws and regulations for which the effects of non-compliance impact the financial statements of Prince Albert Historical Society;
- iv. All information relevant to use of the going concern assumption in the financial statements;
- v. All events occurring subsequent to the date of the financial statements that may require adjustment or disclosure;
- vi. Material commitments, contractual obligations or contingencies that have affected or may affect the society's financial statements, including disclosures; and
- vii. Material non-monetary transactions or transactions for no consideration undertaken by the society in the financial reporting period under consideration.

#### **Other Representations**

- a. The significant assumptions used in arriving at the fair values of financial instruments, as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.
- b. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
- c. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
- d. All related-party transactions have been appropriately measured and disclosed in the financial statements.
- e. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term.
- f. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
- g. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
- h. The society has satisfactory title to all assets, and there are no liens or encumbrances on the society's assets.
- i. We have disclosed to you, and the society has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

Acknowledged and agreed on behalf of Prince Albert Historical Society by:

Fred Payton

Fred Payton (Mar 15, 2023 10:07 AMDT)

\_\_\_\_\_  
Fred Payton

\_\_\_\_\_  
March 16, 2023

\_\_\_\_\_  
Date signed

**Prince Albert Historical Society**

Year End: December 31, 2022

Adjusting journal entries

Date: 2022-01-01 To 2022-12-31

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	2022-12-31	Accrued payables	2051		<u>INVOICE</u>		440.00		
1	2022-12-31	Review engagement	5770			440.00			
To adjust accrued accounting									
2	2022-12-31	Misc. Revenue	4245	PER CLIENT		1,000.00			
2	2022-12-31	Administrative Fee Revenue	4270	PER CLIENT			1,000.00		
To adjust Project Administration Revenue to actual per Darlene									
						<b>1,440.00</b>	<b>1,440.00</b>		
<b>Net Income (Loss)</b>			<b>2,311.02</b>						

Fred Payton  
Fred Payton (Mar 25, 2023 10:07 MDT)

Todd Robertson  
Todd Robertson (Mar 30, 2023 11:47 MDT)

2023-03-27  
1:27 PM

Prepared by	Reviewed by
OK 2023-02-27	GR 2023-03-09

**Prince Albert Historical Society**

Year End: December 31, 2022

Reclassifying entries

Date: 2022-01-01 To 2022-12-31

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
R1	2022-12-31	Conexus Credit Union (CEBA)	2610	B2		60,000.00			
R1	2022-12-31	Conexus CU CEBA Forgivable	2611	B2			20,000.00		
R1	2022-12-31	CEBA loan - short term reclass	2612	B2			40,000.00		
To reclassify CEBA loan to short-term debt									
R2	2022-12-31	Accounts Payable	2050	BB1, BB4		2,168.30			
R2	2022-12-31	Income Tax Payable	2190	BB1, BB4			2,168.30		
To reclassify source deductions payable									
R3	2022-12-31	Covid 19 - CEWS Wage Subsidy	4260	70			72.92		
R3	2022-12-31	Covid 19 - CRHP Hiring Program	4261	70		125.21			
R3	2022-12-31	Wages	5410	70		72.92			
R3	2022-12-31	Wages	5410	70			125.21		
To reclassify CEWS adjustment to wages for FS presentation purposes									
R4	2022-12-31	Restricted cash	1001	A		99,849.32			
R4	2022-12-31	Conexus - Chequing Account	1060	A			99,849.32		
To reclassify restricted cash									
R5	2022-12-31	Deferred program costs - end of yr	5900			688.03			
R5	2022-12-31	Deferred program costs - end of yr	5905				688.03		
To reclassify deferred program costs for renovation costs									
						<b>162,903.78</b>	<b>162,903.78</b>		
<b>Net Income (Loss)</b>			<b>2,311.02</b>						

*Fred Payton*  
Fred Payton (1887-76, 2022-10-31 NDT)

*Todd Robertson*  
Todd Robertson (1919-30, 2023-11-17 NDT)

2023-03-27  
1:27 PM

Prepared by	Reviewed by
DK 2023-02-27	GB 2023-03-09



City of  
**Prince Albert**

**BI 23-4**

**TITLE:** Mann Art Gallery 2024 Budget Submission

**DATE:** October 4, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

---

**ATTACHMENTS:**

1. Mann Art Gallery 2024 Budget Submission

Written by: Marcus Miller, Director/Curator, Mann Art Gallery



City of  
**Prince Albert**

---

**BI 23-4**

**TITLE:** Mann Art Gallery 2024 Budget Submission

**DATE:** **October 4, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

---

**ATTACHMENTS:**

1. Mann Art Gallery 2024 Budget Submission

Written by: Marcus Miller, Director/Curator, Mann Art Gallery

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.



September 2023

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

RE: 2024 Operational Funding Request

On behalf of the Mann Art Gallery Board of Directors, please find enclosed the following documents for the Mann Art Gallery’s 2024 Operational Funding Request:

- Proposal letter to City Council that outlines our operational budget request, in addition to the following information:
  - Description of Gallery – Vision, Mission, Purpose, Brief History ----- 5
  - Exhibition Programming ----- 7
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- Please also find enclosed:
  - 2023 Approved Budget
  - 2024 Draft Budget
  - 2021 Audited Financial Statements (note: the 2022 audit is in process and will be complete in October)
  - 2023 – 2028 Draft Strategic Plan

Sincerely,

Marcus Miller  
Director/Curator



# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

To the Prince Albert City Council,

Thank you for the opportunity to present this 2024 operational funding request. The Mann Art Gallery is proud to be Prince Albert's only professionally run, municipal public art gallery – serving the city, Central and Northern Saskatchewan and beyond. With the city's generous assistance, we annually engage thousands of individuals of all ages, abilities, and backgrounds each year. We continue to be grateful for the operational funding and maintenance of this dynamic home for the arts in our community.

Our funding request for the 2023 budget is \$100,000. We intend to use the city's core funding to build upon our continued successes in both the Exhibition and Education Programs. We are gratified that our programs have rebounded to near-pre-COVID deliveries, although our numbers are still down especially with school tours, camps etc., and we are preparing for the impending wave of 24 BA.2.86 variant sequences.

The Mann Art Gallery has been at the forefront of evidence-informed best practices regarding public programming. Even with the doors closed to the public for 4 months in 2020, and during some times with staff working completely remotely, our team quickly pivoted to rewrite grants, transition educational programming and professional development online, and coordinated online exhibitions.

For the third year in a row, the ever-popular annual Winter Festival Exhibition was live-streamed and recorded, including awards evenings and the Curator's *walk-through*. In 2023, we opened the doors to the public and the events were very well attended, but we continued to provide live-streaming since we received so many compliments for its professional and entertaining delivery. Like a few other innovative public galleries, we learned that some of our COVID 'pivots' served our public so well that we will continue with a hybrid in-person/live-stream format going forward.

Two very meaningful exhibits include *Enclosing Some Snapshots: The Photography of Métis Activist James Brady* curated by Paul Seesequasis (nîpisiñkopâwiyiniw (Willow Cree) writer, journalist, cultural advocate and commentator residing in Saskatoon) and Marcel Petit (Métis/Cree independent producer, filmmaker, actor, photographer and playwright from Saskatoon). Photographs by James Brady from the Glenbow Western Research Centre at the University of Calgary were displayed with a

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documentary film on James Brady by Marcel Petit and supplemented with 22 historical photographs by Everett Baker curated by the Mann's Director/Curator from the archive of the Saskatchewan History & Folklore Society. Many relatives and ancestors of Brady live in the area. They were contacted and came to the opening reception, which enriched the exhibition for everyone.

Another very meaningful exhibition, curated by the Director/Curator was *Myles Charles and Mary Joyce Ways of Living, Ways of Painting: La Ronge and La Loche*. This exhibition brought together two artists who both painted life in northern Saskatchewan communities.

In 1990, Mary Joyce (Edmonton) spent one year in La Loche where she painted scenes of work, play and social gatherings. Mary has donated 20 paintings from the series (valued at \$38,500.00) to the Mann Art Gallery. The Director/Curator has made arrangements with Leonard Montgrand, (Executive Director, La loche Friendship Centre) to bring a number of these paintings for display in rotating, long-term loans to the Centre.

Elder Myles is a member of the Lac La Ronge Indian Band # 353. He attended both the La Ronge and Prince Albert Indian Residential Schools. In the mid-sixties, he enrolled in the Fine Art Program at the Southern Alberta Institute of Technology in Calgary. Like Mary's paintings, Myles' scenes of people hunting, fishing, gathering and socializing are beautiful, historical records of life in northern Saskatchewan.

Another highlight worth mentioning was *Prairie Interlace: Textiles, Modernism, and the Expanded Frame*. This major touring exhibition focused on Prairie textiles made between 1960-2000. Produced by Nickle Galleries (Calgary) and the MacKenzie Art Gallery, *Prairie Interlace* historically situates and elucidates the unique contributions of Prairie fibre artists. It is the first major survey of the innovative textile art produced on the Canadian Prairies, and connects with the surge of recent interest in the history of textiles and the production of textile arts. The exhibition was significant in Prince Albert because there was such a surge of world-class textile-art production here in the final decades of the 20<sup>th</sup> century. Curators from the MacKenzie, SK Arts and the Nickle Galleries were eager to research and include works from the Mann Art Gallery's Permanent Collection. One large, collectively produced tapestry by members of the P.A. Spinners & Weavers Guild and the SIAST Weaving Program commemorated local artists of influence: Margreet Van Walsem and Kate Waterhouse.

# MannArtGallery

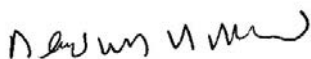
Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

Stabilizing our existing funding is crucial as the socio-economic impacts of the pandemic and ideological polarization runs their courses. In this unprecedented climate of uncertainty, the city's annual commitment of \$100,000 will help secure the Mann's ability to fund its innovative Exhibition and Education Programs, its staff, and the important role it plays in Prince Albert, Saskatchewan and beyond. The major funding the City of Prince Albert provides the Mann is a significant cornerstone of our budget, and significantly contributes to maintaining the stability we need to generate the majority of our budgeted revenue. It enables us to continue serving the thousands of students, teachers, children, seniors, artists, out-of-city visitors, and partner organizations who rely on us each year to bridge culture and community through excellence in the visual arts.

On behalf of the staff and Board of Directors, we are grateful for the City of Prince Albert's ongoing support of our operating budget, as well as the beautiful E.A. Rawlinson Centre for the Arts where we are located. On behalf of the over 7,000 visitors who came through the gallery doors and engaged in our education programs, and the thousands we have been able to reach remotely, we thank you. We are proud to be your partner in ensuring that Saskatchewan's third largest city maintains a professional art gallery with dynamic, relevant, and innovative programming.

I will be happy to answer any questions you may have about our programs, so please do not hesitate to contact me with any questions. Thank you so much for your consideration of our request.

Sincerely,



Marcus Miller

Director/Curator

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

## Description of Gallery

**Vision:** The Mann Art Gallery bridges culture and community through excellence in the visual arts.

**Mission:** The Mann Art Gallery engages, facilitates, and stimulates the development, presentation, and preservation of the visual arts for the diverse community of Prince Albert and North Central Saskatchewan.

**Purpose:** The Mann Art Gallery's purpose is to foster an understanding of and involvement in the visual arts in North Central Saskatchewan and to stimulate artistic growth in this community by means of a diverse exhibition and extension program and a permanent collection in a facility adequate to these activities.

**Brief History:** In 1976, a group of 12 volunteers came together to create the Little Gallery. Bylaws were registered in 1978, and in 1981, the Little Gallery was incorporated as a non-profit corporation by Special Resolution. In 1987, the Saskatchewan Arts Board awarded the Little Gallery operational status, which enabled it to hire its first full time Visual Arts Director. In 1998, the Gallery received operational funding from the Canada Council for the Arts that enabled the gallery to expand its range and depth of community programming, increase curatorial capacity, and provide professional development opportunities for artists.

The Mann Art Gallery has gone through three name changes over the years. The Little Gallery functioned primarily as a community-based gallery in the former City Hall building, now designated the Arts Centre. In 2003, the E. A. Rawlinson Centre for the Arts, a twelve million dollar performing & visual arts facility, was built to serve the city's growing need for a professional art gallery and theatre complex; the Little Gallery then became the Art Gallery of Prince Albert.

In 2010, the gallery was given its current name, honouring the inspired patronage of Diane and Roger Mann when they committed \$500,000.00 over ten years to enhance its permanent collection and programming. The gallery re-evaluated its governance structure, its strategic plan and acquired a new logo. An updated re-brand including logo, restructured website and coordinated social media presence was initiated by the new Director/Curator in 2020 to signal the expansive ambitions of a public art gallery that contributes to its progressive community.

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

The Mann is Prince Albert's only public art gallery and the northernmost public art gallery in Saskatchewan, and thus has a crucial role to play in cultivating local and regional artists with a particular emphasis on Indigenous artists through exhibitions, artist talks, catalogues.

**Permanent Collection:** With over 4,000 objects, the Mann Art Gallery's Permanent Collection is one of the most significant in Saskatchewan. It began with the acquisition of a wooden vessel ("Lacy Birch") created by Frank Sudol and was purchased through a donation from the Kiwanis Club of Prince Albert in 1994. The Director/Curator at the time, Grace Eiko Thomson drafted the gallery's first Collections Policy. With 40% of the Mann family's annual donation allocated for the acquisition of art, the permanent collection has grown steadily. Its mandate focuses on contemporary and historical art by local artists as well as provincial and national contemporary art. Since 2016, the gallery has emphasized the collection of both contemporary and historical art by First Nations and Métis artists.

The collection is housed in the gallery's storage facility, which was upgraded in 2018, with support from the Museums Assistance Program. The RE-ORG compliant upgrade (a federally recognized method developed by the International Centre for the Study of the Preservation and Restoration of Cultural Property), resulted in a much better spatial configuration, and better access to all objects with improved shelves, cabinets, archival boxes and materials, racks etc. However, even though staff are able to monitor temperature and humidity levels, there is very limited control on environmental conditions aside from portable humidifiers. The first issue to address is the storage facility's location in the back of the gallery along two outside walls. This situation presents a well-recognized threat to the stability of the environment. Given this circumstance, the gallery would never be granted "Class A" status, with the ability to host artworks from the National Gallery in Ottawa for example.

With this in mind, the Director/Curator applied for and was successfully granted a detailed facility assessment by the Canadian Conservation Institute in Ottawa. In June, their Senior Preventive Conservation Advisor / Preventive Conservation came to the Mann for an intensive 2-day inspection where she took copious notes on all our environmental tracking, storage methods and conditions, HVAC systems, architectural layout, security systems and protocols. We expect a detailed report before the end of the year. This will identify specific risks to our collection, and will provide advice on capital projects and building plans. This is the first of several assessments and feasibility studies leading to engineering and architectural proposals for a major upgrade to the gallery. The Director/Curator has reached out to officers at the Canada Cultural Spaces Fund. This agency

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supports (up to 50%): feasibility studies, equipment and capital costs for renovations. These improvements will form the basis of the Mann Art Gallery’s next capital campaign.

## Exhibition Programming

The Mann’s programs and activities challenge and change perceptions, provide insight, reveal issues, and contribute to the understanding of contemporary and historical art practice, knowledge of art history, and the potential of art to push the boundaries of the gallery walls and permeate the lives of our viewers.

The gallery accommodates and nurtures artists at all stages in their professional development. This results in a diverse and challenging program of exhibitions and educational offerings that reflect and connect with a wide variety of community needs in the context of provincial, national and international contemporary art. The gift shop, now re-branded the “Little Gift Shop,” in homage to the Mann Art Gallery’s founders, serves as an important outlet for regional artisans, writers and our publications. With three gallery spaces and the John V. Hicks Gallery at the Prince Albert Arts Centre, (half the exhibitions of which are curated by the Director/Curator), the Mann plays a central role in the dynamic artistic life of Prince Albert. Last year, a new memorandum of understanding was signed by the Prince Albert Arts Centre, the Prince Albert Council for the Arts and the Mann Art Gallery at the behest of the Mann. This MOU extends and formalizes the amicable, productive and creative relationship the three organizations have enjoyed for many years. The Mann is also pleased to partner with Commonweal Community Arts and Shushkitew Métis Artist’s Collective to produce exhibitions and ancillary activities that enrich the artistic and intellectual life in Prince Albert.

## Exhibition Programming

2022

<p>Sep 15 – Nov 3 (6)</p> <p>Main Gallery</p>	<p><b>Paul Seesequasis</b></p> <p><b>Marcel Petit</b></p> <p><i>Enclosing Some Snapshots:</i></p> <p><i>The Photography of Métis Activist James Brady</i></p>	<p>James Brady's life (1908-1968) is intrinsically linked to the history and politics of Métis communities in Alberta and Saskatchewan. Known primarily as a political activist, along with his life-long comrade Malcolm Norris, there was another side to Brady that is less known – his penchant for taking photographs. This touring exhibition is the first exhibition of these images, now in the Glenbow collections. (PS)</p>
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# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

		A documentary film directed by Marcel Petit – <i>Jim Brady: In the Footsteps of the Métis Leader</i> supplements the exhibition along with 22 photographs by Everett Baker from the archive of the Saskatchewan History & Folklore Society.
Sep 8 – Nov 3  Project Space	<b>Leah Dorion</b>  <b>Bonny Johnson</b>  <i>Love in Every Stitch: Métis Ribbon Skirts From Kistapinanihk</i>	Exhibition of traditional shawls & Métis-style ribbon skirts by 10+ Métis and Indigenous women who participated in two online workshops.  In partnership with new Métis artist collective Shushkitew and supported by a funding contribution from the Canada Council for the Arts, Leah Dorion and Bonny Johnson mentored 11 Indigenous women as they designed and created contemporary Métis ribbon “story” skirts. The participants wrote artist statements and were photographed wearing their skirts with professionally styled hair and makeup; all of which were displayed beside each of the skirts, each presented on specially prepared mannequins (to reflect body diversities).
2022  Sep 8 – Nov 3  Education Studio	<b>Leah M. Dorion</b>  <i>A Colourful Celebration</i>  Curated by Milo Adair	Leah Marie Dorion’s work is explosive – full of life and rendered in bright, energetic colours. Filled with symbolism and storytelling, Leah’s art showcases and celebrates Métis life cycles, material culture and especially the central role that women play. The paintings in this exhibition comprise nearly three-quarters of the donation the artist made to Mann Art Gallery in 2015.
Nov 4 – 5	<b>Evergreen artisan Market</b>	
Nov 7 – Nov 17 (2)	<b>INSTALLATION</b>	
Nov 17 – Jan 14 (6)  Main Gallery	<b>Myles Charles and Mary Joyce</b> <i>Ways of Living, Ways of Painting: La Ronge and La Loche. The paintings of Myles Hector Charles and Mary Joyce</i> Marcus Miller, curator	This exhibition brings together two very different artists, both painting life in northern communities in Saskatchewan. In 1990, Mary Joyce (Edmonton) had the opportunity to live in La Loche for a year where she met people, made friends and painted scenes of work, play and social gatherings. Mary has donated these paintings (the Black Point series) to the Mann Art Gallery,



# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

		<p>some of which will later be displayed in rotating, long-term loans to the La Loche Friendship Centre.</p> <p>Elder Myles Charles was born in Fox Point on Lac la Ronge, and is a member of the Lac La Ronge Indian Band # 353. Myles attended both the La Ronge and Prince Albert Indian Residential Schools. In the mid-sixties, he enrolled in the Fine Art Program at the Southern Alberta Institute of Technology in Calgary. Like Mary’s paintings, Myles’ scenes of people hunting, fishing, gathering and socializing are beautiful, historical records of life in northern Saskatchewan.</p>
<p>Nov 17 – Jan 14</p> <p>Project Space</p>	<p><b>Cory Chad</b></p> <p><i>Cory Chad – Emanating</i></p> <p>Jesse Campbell, curator</p>	<p>Embracing exploration in an open-ended process of application, erasure, and response is the foundation of Cory Chad’s work. This exhibition of her recent paintings, drawings, and ceramics does not seek to define subjects or content with precision; rather, these works suggest ideas of change, the passage of time, and life around objects in domestic spaces. What emanates in clay, canvas, and paper on any given day comes from the events – whether mundane or major – of an hour, a week, a year, a lifetime, as they accumulate and unconsciously are recorded in their creation. JC</p>
<p>Nov 17 – Jan 14</p> <p>Education Studio</p>	<p><b>Leah M. Dorion</b></p> <p><i>A Colourful Celebration</i></p> <p>Curated by Milo Adair</p>	<p>Leah Marie Dorion’s work is explosive – full of life and rendered in bright, energetic colours. Filled with symbolism and storytelling, Leah’s art showcases and celebrates Métis life cycles, material culture and especially the central role that women play. The paintings in this exhibition comprise nearly three-quarters of the donation the artist made to Mann Art Gallery in 2015.</p>

## 2023

Jan 16 – Feb 9 (4)	<b>INSTALLATION</b>	
Feb 10 – April 1 (7)	<b><i>47<sup>th</sup> Annual Winter Festival Art Show &amp; Sale</i></b>	Annual exhibition showing the artistic talent and achievements of our entire region. Any artist who is a member of the Mann Art Gallery and a resident of
Main Gallery		



# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

Project Space <b>2023</b>	Guest Curator, Wally Dion	Saskatchewan may show one artwork (100 – 150 artworks).
Nov 17 – Apr 27 Education Studio	<b>Leah M. Dorion</b> <i>A Colourful Celebration</i> Curated by Milo Adair CONTINUES	<i>see description above</i>
April 3 – 14 (2)	<b>INSTALLATION</b>	
<b>2023</b> April 14 – June 3 (7) Main Gallery	<b><i>Prairie Interlace: Textiles, Modernism, and the Expanded Frame</i></b> , co-curated by Michele Hardy and Timothy Long and Julia Krueger	This major touring exhibition focuses on Prairie textiles made between 1960-2000. Produced by Nickle Galleries, University of Calgary and the MacKenzie Art Gallery. <i>Prairie Interlace</i> historically situates and elucidates the unique contributions of Prairie fibre artists. It is the first major survey of the innovative textile art produced on the Canadian Prairies, and connects with the surge of recent interest in the history of textiles and the production of textile arts. The exhibition includes works in the Mann Art Gallery Permanent Collection.

# MannArtGallery

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April 14 – June 3 Project Space	<b><i>Prairie Interlace</i></b>	“ “
April 14 – June 3 Education Studio	<b>12<sup>th</sup> Annual High School Juried Art Show</b> Curated by Lana Wilson	The imagination, talents, and hard work of the City’s youth are celebrated through this exhibition that represents schools from Prince Albert and surrounding area.
June 5 – 22 (3)	<b>INSTALLATION</b>	
Jun 23 – Sep 2 (10) Main Gallery	<b>Charley Farrero</b> <b><i>A Certain Detour</i></b> , circulated by the Art Gallery of Swift Current	[Farrero] has produced ceramic art works of the highest standard for more than four decades. Historically, he has received many awards, honours and foreign residencies. He has contributed to the development of the ceramic arts regionally, nationally and internationally and generously shared his knowledge and experience through teaching, advocacy and mentorship.  [Many] works [...express] Charley’s passionate commitment to his personal ideals of social justice and the universal struggle against injustice, inequality and colonial transgressions. While other works may appear playful and whimsical, personal introspection may reveal more profound meanings, cultural contexts and interconnections.

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<p><b>2023</b></p> <p>June 23 – Sep 2 (10)</p> <p>Project Space</p>	<p><b>Dawna Rose and Betsy Rosenwald</b> (Saskatoon)</p> <p><i>Journal of the Plague Years</i></p>	<p><i>Journal of the Plague Years</i> is a painting-performance/exhibition by Betsy Rosenwald and Dawna Rose. Their collaborative work responds to current events and politics. Rosenwald says the exhibition is “a record of a historic time and a frightening time.” The works are installed as a ‘salon’ across the large wall of the Project Space. <i>Journal of the Plague Years</i> is spontaneous, angry, joyful, blasphemous, melancholic – but always smart and extremely current.</p>
<p>June 23 – Oct 27</p> <p>Education Studio</p>	<p><b>53.2033° N, 105.7531° W</b></p> <p>(Permanent Collection)</p> <p>Curated by Mikaela LeBlanc and Tekla Mattila</p>	<p>This exhibition on Prince Albert / Kistahpinanihk (Cree – “the gathering place”), represents key sites of work, leisure, education, respite and reverence. The arrangement of artworks follows their geographical location in relation to the North Saskatchewan River.</p>
<p>Sep 4 – Sep 22 (3)</p>	<p><b>INSTALLATION</b></p>	
<p>Sep 23 – Oct 28 (5)</p> <p>Main Gallery</p>	<p><i>Between Us</i>, curated by Sandee Moore</p>	<p><i>Between Us</i> is a touring exhibition of new artwork produced by 11 artists and thousands of bees. The curator engaged Aganetha Dyck (famous for her artistic collaborations with bees) as a mentor to the artists, who were selected by five participating galleries across Saskatchewan. All the artists worked with Aganetha and five beekeepers over the course of two summers to produce new artworks that are exhibited in the participating galleries.</p>
<p><b>2023</b></p> <p>Sep 23 – Oct 28</p> <p>Project Space</p>	<p><i>fresh</i>, curated by Marcus Miller</p>	<p>Recent Donations to the Mann Art Gallery Permanent Collection. Artists:  <b>Margaret Barrie</b>, (1913 – 1984), untitled (near Minnedosa MB), oil on board, n.d. (before 1972); <b>Mel Bolen</b>, (1947 – ), untitled, glazed ceramics, n.d.; <b>Joe Fafard</b>, (1942 – 2019), <i>Soeur Marie Casavant</i>, glazed and painted ceramic with string, 1980; <b>Folmer Hansen</b> (1930 – 2014) and <b>David Ross</b> (1925 – 1974), (<b>Hansen-Ross</b>) untitled, glazed ceramics, production dates: 1961 – 2005; <b>Henry George Furniss</b>, (1907 – 1992), untitled, oil on panel, 1975; <b>Cecil E. James</b>, (1907 – 1996), untitled, watercolor on paper, 1963; <b>James Luna</b>, (1950 – 2018), props from installation and performance, <i>In</i></p>

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		<p><i>My Dreams: A Surreal, Post-Indian, Subterranean Blues Experience</i>, crutches with costume feather headdress, 1996; <b>Ernest Luthi</b> (1906 – 1983), <i>South road to Echo Lake going West from Fish Hatchery</i>, watercolour and casein, c. 1958; <b>Rose Mineau</b> (1954 – 1997) and <b>Dave Sims</b> (n.d.), untitled, maple burl, acrylic paint, 1995; <b>Grant Moore</b>, (1936 – 2023), untitled, watercolour on paper, n.d.; <b>Frank Sudol</b>, (1933 – 2006), <i>Early Ribbons</i>, Saskatchewan Birch, acrylic paint, 1997; <i>Apple Wood Dish</i>, apple wood, 1994; <i>For Ovide and Elijah</i>, American Elm, acrylic paint, leather, c. 1990; <i>African Safari</i>, Saskatchewan Birch, 1998; <b>Myrtle Swaffield</b>, (1909 – 1997), charcoal on paper, n.d.; <b>Joyce Whitebear Reed</b>, (1954 – 1999), <i>Santa Fe, New Mexico</i>, analogue photograph, 1991.</p>
Jun 23 – Oct 28 Education Studio	<b>53.2033° N, 105.7531° W</b> CONTINUES	see description above
Oct 30 – Nov 16 (3)	<b>INSTALLATION</b>	
Nov 3 - 4	<b>Evergreen Artisan Market</b>	
Nov 17 – Jan 13 (8) Main Gallery	<p><b>Alex Mullie</b> (working title)</p> <p>Curated by Cydnee Sparrow – Permanent Collection:</p>	<p><b>Alex Mullie</b> (1953 – 2019) was an astonishing artist with a surrealist and <i>outsider</i> sensibility. He frequently made use of the Mann Art Gallery’s materials and presses to produce a wonderful and diverse and body of work that is observational, fantastic, tender and playful. Although he took classes at the University of Saskatchewan with George Glenn, Mina Forsyth, Grant McConnell and David Alexander, his work remained highly eccentric and free from technical pretension. He suffered from mental illness and wrote about himself, “There are big gaps in my work history and art history. This was caused by Schizophrenia.”</p>
Nov 17 – Jan 13 Project Space	<p><b>Moon Shawls</b> (working title)</p> <p>Curated by Lana Wilson</p> <p>Opening reception: Saturday Nov 18, 2 – 4:40pm</p>	<p>This exhibition is the culmination of a 6-week, summer workshop with 11 participants, facilitated by Leah Dorion and Bonny Johnson.</p>

# MannArtGallery

Tuesday – Friday, 10am – 5pm. Saturday, 12 – 5pm.

Nov 17 – Jan 13	<b>53.2033° N, 105.7531° W</b>	<i>see description above</i>
Education Studio	CONTINUES	

## 2024

Jan 15 – Feb 8 (4)		
Feb 9 – Mar 30 (7) Main Gallery Project Space	<b>48<sup>th</sup> Annual Winter Festival Art Show &amp; Sale</b>  Guest Curator to be determined	Annual exhibition showing the artistic talent and achievements of our entire region. Any artist who is a member of the Mann Art Gallery and a resident of Saskatchewan may show one artwork (100 – 150 artworks).
Feb 9 – March 30 Education Studio	-	<b>Leah Dorion and/or permanent collection</b>
Apr 1 – 18 (3)	<b>INSTALLATION</b>	
Apr 19 – June 8 (7) Main Gallery Project Space		
Apr 19 – June 1 (6) Education Studio <b>2024</b>	<b>13<sup>th</sup> Annual High School Juried Art Show</b>  Curated by Lana Wilson	The imagination, talents, and hard work of the City’s youth are celebrated through this exhibition that represents schools from Prince Albert and surrounding area.

# MannArtGallery

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## **Ongoing programs and services the Mann Art Gallery offers to artists and the public.**

**Studio Visits and Group Critiques:** The Director/Curator provides studio visits and critiques to compliment professional development workshops and independent studio research of gallery members and exhibiting artists. Although in-person studio visits have been greatly curtailed due to COVID, they are starting up again.

**Permanent Collection Accessibility:** The Mann will be programming more exhibitions from its Permanent Collection (see above *fresh* and *Alex Mullie*). When possible, the newest acquisitions are featured alongside historical works in the collection to provide context and speak to the significance of the acquisition. In addition to our popular annual calendar, featuring works from the collection, reproduced six holiday cards produced by McGregor (Mac) Hone in the 1950s. In 2020, we extensively improved our website to feature more pages of images and exhibitions featuring the permanent collection. We have transitioned to a new open-source collections database, supported by the Museums Association of Saskatchewan called “Collective Access.” This puts us into line with other galleries and museums across the province, enabling research between institutions and helping us as we publish the works on our website and “Digital Museums Canada.”

**Curatorial Collaboration and Partnerships:** The Mann has increased its partnerships with regional Saskatchewan galleries to share exhibitions, saving time and labour resources. In addition to borrowing exhibitions produced by other galleries, they show exhibitions that are produced at the Mann and that feature local artists. This creates a supportive environment for artists who choose to live and work in Prince Albert. Last year we lent a number of works of art from the Permanent Collection. The Nickle Art Gallery borrowed two works by Margreet van Walsem for a touring exhibition that came to the Mann in 2023. Another major work by Catherine Blackburn has been on national tour for two years and we collaborated with the Art Gallery of Regina on a special project involving three Prince Albert artists under the mentorship of Aganetha Dyck. These works are featured in the exhibition *Between Us* (2023).

**Catalogue Production:** As above, the Mann recognizes that publications are an important means to promote our programming and create recognition and awareness for exhibiting artists. Catalogue production also represents an important step in developing additional audiences, and artists alike, by providing critical discourse and visuals of the exhibitions we produce and by distributing them across the country through the Catalogue Exchange Program.

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## Educational Initiatives

**iMAGine Arts Education Program:** The iMAGine Arts Educational programs are dependent on annual project funding from the Community Initiatives Fund and the Aboriginal Arts and Culture Leadership Fund (through SaskCulture). These grants have supported the wages of our Manager, Education Programs in addition to the programming. Young Canada Works and Canada Student Jobs support summer interns who play an important role in the special summer programs operated by the Mann including Summer Camps. They are of utmost importance to the Mann Art Gallery because they provide context and meaning to viewers, enable them to understand art forms on multiple levels, and provide them with access to artists from both Saskatchewan and further afield. All programs communicate context and concepts behind contemporary and historical works of art to foster visual literacy, visual art concepts, techniques, and materials. Public programming initiatives aim to be inclusive of all community members, from beginner to professional artists, and for individuals of all ages, abilities, mobility levels, mental capacities, and financial situations. The iMAGine Arts Education Program offers exhibition tours, hands-on art workshops, professional development opportunities, outreach work, receptions, fundraisers, special events, and collaborations. All programs provide opportunities for people to create their own works of art, express their ideas and identity through visual media, and share those ideas with the community. While many programs are free thanks to various sources of funding, where registration fees are required (i.e. school tours and art camps), they are kept minimal to ensure that access to art and artists is possible.

Activities are created and delivered by one full-time Manager, Education Programs and, when project funding is procured, by one or two summer interns (Assistant Educators) and contracted professional artists. The Mann intends to continue organizing Artist Residencies, due to the success of Leah Dorion's residencies over recent years.

## Programs delivered by iMAGine Arts:

**School Tours:** School tours comprise the majority of the Mann educational programs in terms of hours of work and attendance. School tours consist of a 30 – 45 minute interactive discussion of a gallery exhibition followed by a 45 – 60 minute studio project that relates in material and/or theme to the artwork on display. Each school tour and project typically covers a minimum of three to five curriculum points. Newsletters and "At-a-Glance" calendars are sent to schools several times a year

# MannArtGallery

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and Teacher's Guides that outline pre- and post-tour information and activities are emailed to teachers upon the booking of a tour. This tour format is also utilized by community groups such as Girl Guides, seniors' and long-term care centres, youth groups, and youth at risk organizations. Beyond the tours themselves, the Mann works closely with teachers from Saskatchewan Rivers School Division, Prince Albert Catholic Schools and Northern Lights School Division, Saskatchewan Institute of Applied Science and Technology, Saskatchewan Urban Native Teacher Education Program, Gabriel Dumont Institute of Native Studies and Applied Research, First Nations University, alternative education programs, and home school groups. Virtual Tours as well as in-person gallery tours are now taking place during the pandemic.

**Children's Art Camps:** To supplement the tours in the academic year and to nurture youth with strong interests in the visual arts, we offer weeklong kids' day camps during school breaks and the summer when resources permit. These programs provide participants with fun, educational, and challenging activities. Participants are ages 6 to 12. Camps held during the summer are carried out with assistance from project-funded summer students, in turn providing experience and mentorship in the cultural sector for post-secondary students. In-person camps (as well as virtual camps now) are typically organized every summer. Last summer, we conducted two very successful camps at Hazeldell Community Hall and two half-day camps at the Mann; themes included: *The Art of Nature*, *Creative Exploration*, *Legends & Myths* and *Animal Portraits & Sculptures*.

**Programs for Individuals with Disabilities:** Operating under the belief that art is for everyone, the Mann presents activities that cater to special needs and mental health groups, including a summer program titled *Arts Abilities* (in collaboration with the SaskAbilities Council). These programs provide opportunities for participants to experiment with numerous forms of art. They also remind instructors and community members that the artistic experience transcends barriers and offers an improvement to the quality of life of everyone who participates. Working with mentally challenged students and mounting their works of art in the studio and satellite galleries demonstrates their contributions to our community and delivers a sense of pride and accomplishment for the students. Through their artwork, the students inspire a vibrant artistic and cultural identity, expanding community experience with and understanding of art and abilities.

**Seniors' Groups & Intergenerational Art Programs:** The Mann regularly applies for and receives special funding to conduct tours and hands-on activities tailored for seniors and intergenerational groups. These include in-house and outreach projects in retirement and long-term care homes to



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ensure that those with limited mobility are still able to connect with art and the gallery. Whenever possible, the Mann strives to cross the paths of our educational initiatives and groups. For example, since 2016, an inter-generational visual arts program has been developed to encourage communication and interaction between age groups. Residents of care homes are paired with elementary school students to work on projects together. While the Manager, Education Programs provides the project design, the particular details such as composition, colour, shapes, forms, and patterns are decided in collaboration with the two participants. They then create the artwork together and form meaningful connections and relationships. Since 2020, virtual programs with art kits have been delivered to care home participants as in-person visits were prohibited. In partnership with the Saskatchewan Seniors Fitness Association, the Mann Art Gallery has scheduled four “Art Discussion Groups.”

**Display of Participants’ Artworks:** The Mann’s Education Studio doubles as a gallery. The gallery serves as a space to display student work where participants can celebrate their accomplishments and share their work with friends, family, and the general public. The gallery frequently displays the artwork of participants in our arts and crafts club and summer day camps, Indigenous art programs, and mental health programs. Receptions for student exhibitions are held in the two spaces complete with refreshments, live music and press coverage. These exhibitions and receptions draw viewers in droves to celebrate the achievements of their friends and family and serve as a wonderful means for the gallery to engage with the community and promote our programs and objectives. We are gratified to resume (safe) in-person receptions.

**Outreach Programs:** Many programs take place at the Mann, however our extensive outreach services have been developed to ensure that no one is left out of our public programming. The Mann is the only not-for-profit gallery in North Central Saskatchewan; as such Prince Albert plays an integral role in serving residents from northern communities including La Ronge, Meadow Lake, Muskoday, and Nipawin. Our outreach activities extend north to Prince Albert National Park and surrounding local reserve communities. Outreach activities create awareness of the gallery’s programming in the community and encourage increased gallery visitation and diverse audiences.

**Family Programming:** As project funding is available and continually procured by the Mann, there are no costs for drop-in programs, making them especially well suited to low-income and young families. By having drop-in art days at regular intervals, the gallery’s audience base is further

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developed and the Mann will continue to be an institution that is highly regarded and a great asset to its community.

**Indigenous Outreach:** Over the past nine years, the Mann has worked with Indigenous artists, interns, and cultural leaders to design programming to engage Indigenous communities and individuals, both here in Prince Albert and in surrounding communities, including on-reserve. Through the Northern Indigenous Media Arts Program, the Cree Summer Art, Culture, and Language Camp, and the three Intergenerational Métis Artist Mentorship Programs / Artist Residencies the Mann has engaged hundreds of Indigenous and non-Indigenous participants by providing art and culture opportunities lead by Indigenous artists.

**Other Professional Development Programming:** Hands-on workshops and lectures are provided regularly for emerging and professional artists who wish to develop their art practices and careers. Workshops include instruction in specific media, as well as CARFAC supported talks that are designed to provide information on numerous topics within arts careers. These are vulnerable to funding fluctuations.

Coordinated by Jesse Campbell (as an extension of the very successful Artist in Residence Program with artist Mindy Yan Miller) the Mann is hosting a series of artist-talks and discussions called **Coffee & Conversations**. At each gathering, one ‘instigator’ provides a brief presentation (10-20 minutes) on a topic of their choosing: their own artwork, a memorable artistic experience, commentary on an exhibition, an artist whose work they admire, questions or ideas they are currently pondering, etc.

## **Organizational Structure – Staff & Board of Directors**

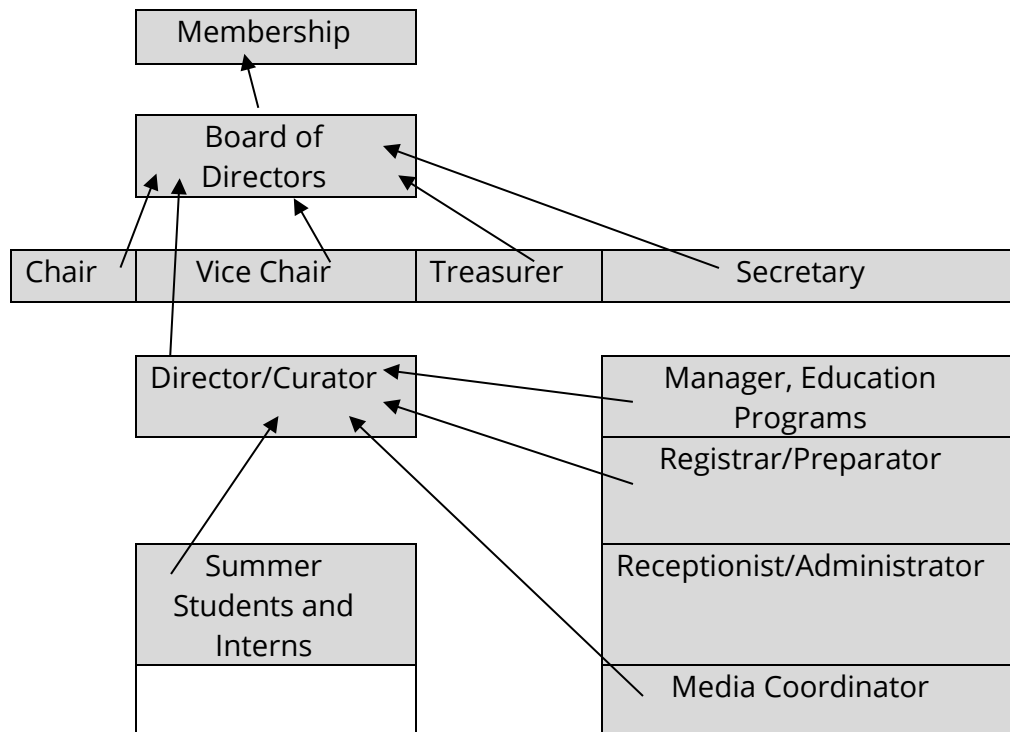
The Mann Art Gallery is a charitable organization and a provincially constituted Not-for-Profit organization. At the Annual General Meetings, the voting membership elects up to twelve Directors for two-year terms. The Board of Directors is entrusted to govern the organization through policies and strategic planning that guide the Director/Curator’s daily tasks and yearly operational and programming plans. The Director/Curator in turn hires the appropriate level of qualified staff and utilizes volunteers to accomplish the responsibilities set out in the Policies and Strategic Plan. Although the staff works directly under the Director/Curator, they are ratified by the Board of Directors and subsequently the membership at the AGM.

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The Mann Art Gallery currently employs three full-time permanent staff members: the Director/Curator, the Registrar/Preparator, the Receptionist/Administrator, and also employs a part-time Media Coordinator. The second most senior full-time position, the Manager, Education Programs, is funded year to year by project grants. In some years, the position has been part-time or non-existent, but is now crucial to the gallery carrying in out its operations. As project funding permits, we hire up to two full-time summer students. From 2012 onwards these were the Collections Assistant (assisting the Registrar in archiving and preserving the Permanent Collection), and an Assistant Educator (assisting the Manager, Education Programs in providing the full range of educational programming during the summer months).

## Organizational Chart



### Description of the Governing Body's Role in Identifying and Responding to Governance Issues such as Policy Development, Succession Planning, Accountability, and Monitoring of the Organization's Financial Position

1. The Board of Directors exists to:
  - Ensure that the Mann Art Gallery achieves its Purpose and Vision.
  - Oversee the Mann Art Gallery's organizational and financial health so that it may continue to fulfill its Purpose and Vision.
  - Direct, influence, and monitor the Mann Art Gallery's business.
2. Governance is the way that this Board exercises its authority, control, and direction over the Mann Art Gallery. The Board sets policy, and hires a Director/Curator to implement the policy. The Director/Curator is responsible for carrying out the day-to-day work of the Mann Art Gallery, with the assistance of paid staff and/or volunteers.
3. The Board carries out its governance role by developing and monitoring its policies.
  - a. Through policies regarding the Board's role and approach to governance, the Board defines its expectations for Board performance. These policies take the following form:

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- Governance Policies: how the Board conceives, carries out, and monitors its own tasks.
  - Board - Director/Curator Relationship: how the Director/Curator's authority is delegated, carried out, and monitored.
- b. Through policy direction to its employees, the Board defines the results it expects and the activities or conditions it wishes to ensure in achieving those results. Those policies take the following form:
- Ends (Strategic Direction): what's good; for which needs; at what cost; for what people.
  - Executive Limitations: the parameters within which the Director/Curator must operate.

The Board governs with an emphasis on outward vision, respect for community input, encouragement of diversity in viewpoints, strategic leadership, collective decisions, and pro-activity.

More specifically, the Board:

1. Cultivates a sense of group responsibility. The Board is responsible for excellence in governing.
2. Oversees the Mann Art Gallery through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus is on the intended long-term impacts rather than on the administrative and programmatic means of attaining those effects.
3. Enforces upon itself the discipline needed to govern with excellence. Discipline applies to matters such as attendance, preparation for meetings, policy-making principles, fiscal resources, respect of roles, and ensuring the continuity of governance capability.
4. Monitors and regularly discusses the Board's process and performance at each monthly meeting. Self-monitoring includes comparison of Board activity and discipline to policies in the Governance Process and Board-Director/Curator Relationship categories.
5. Ensures continual Board development include professional development and governance training, orientation of all Board members in the Board's governance process, and periodic Board discussion of process improvement.
6. The Board will, to the greatest extent possible, attempt to achieve consensus on decisions. Where consensus is not possible, the Board makes decisions by majority vote. The Chair shall cast a vote only in the case of tie. After a decision is made by vote, in accordance with the principle of speaking with one voice, the Board agrees to support the result.

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## Operational Improvements

Over recent years the Mann Art Gallery would be regarded as being in the 'late stage of a growth phase' now stabilizing. We are constantly looking for ways to create efficiencies and provide high-quality arts programs. With established and well-loved community traditions including *Wolf Back Music & Beverage Night* and the *Winter Festival Art Show & Sale*; the gallery was forced to pivot by live-streaming events or refraining from hosting large in-person fundraisers. Our core programs (i.e. dynamic exhibition schedule, receptions (in-person and live-streamed), professional development artist workshops, and outreach art programs, amongst others) are recognized within both the region and the province. Last spring the gallery initiated its first in-person fund-raising initiative: *Piano Bar: Art and Sound*. The *Piano Bar* is conceived as a quarterly, after-work wind-down at the gallery. Scheduled on the last Friday of the month (5 – 7:30pm), the *Piano Bar* offers patrons ambient live music with a selection of upscale appetisers and beverages – always with a new signature cocktail. The first seven events have been great successes and we look forward to making it a regular feature in the cultural life of Prince Albert.

Despite limited labour, time, and financial resources, the Board of Directors and staff have maintained a strong Vision, Mission, and Purpose. Knowing that we are in a time of economic challenges, the Mann has implemented changes and made adjustments to improve operations according to the three Strategic Directions of our most recent Strategic Plan:

**Storage Facility:** In 2018, the gallery received funding in the amount of \$12,600.00 from the Canadian Museums Association's Museum Assistance Program for a RE-ORG compliant upgrade to improve artwork storage conditions in the vault. The next major phase in the improvement is outlined above on page 6. Our goal is to enclose the storage facility and install a proper humidity system and environmental controls, so that the Mann Art Gallery can become a "Class A" Designated Institution.

The Mann Art Gallery is financially supported through project and operating grants from three levels of government in line with our peer organizations and has strong benefactor, sponsor, fundraising and self-generated income.

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## Sponsor, Fundraising, and Self-generated Income:

Many of these objectives serve to not only raise funds for gallery programming, but to promote the successful marketing of the gallery and to establish a close knit arts community in North Central Saskatchewan.

- **Gift Shop Sales:** The Mann takes a 30% commission on artworks sold in the gift shop. Sales of artwork also mean that local artists are supported, strengthening the economy and creating a beneficial environment for makers in the community. We generate approximately \$4,000/year from gift shop sales. Since the gift shop was established in 2014, revenue has increased annually. Now that we have a Receptionist/Administrator who is dedicated to managing the recently re-branded "Little Gift Shop," we anticipate more coherent and higher quality offerings and higher revenues.
- **Art Rental Program:** Over recent years we have procured new clients who have rented art for their businesses. Requiring little more effort than marketing and the installation of the work by our Registrar/Preparator, the program also serves to increase the Prince Albert business community's awareness of our organization and opens a door to the possibilities of future corporate sponsorships. The program is based on the Saskatchewan Arts Board's Art Rental Policy model with a percentage of the value of the artwork representing the cost to rent the work for the year. The gallery's Permanent Collection insurance covers artworks that are on display outside the gallery premises. Last year we generated over \$3,500.00 from art rentals.
- **Venue Rental:** When our space is used for luncheons, fundraisers, client appreciation events, workshops, concerts, and more, it brings both income and new audiences to the Mann. Normally we generate approximately \$1000 - 2,250.00/year from venue rental, and although the pandemic had a depressing impact on this revenue source, it is finally picking up.
- **Corporate Sponsorship:** We have developed a new Corporate Strategy and Marketing Plan to procure support of gallery spaces, exhibitions, and education programs with funders. In 2020, we took part in the ArtsVest Sponsorship Training & Fund Matching Program, through which we were able to secure matched funds of over \$5,000. The onset of the COVID-19 pandemic in spring 2020 prevented the launch of this campaign, and with the economy still suffering from the impact of the pandemic, we have concerns about how much revenue it will be able to generate. However, we have procured well over \$10,000.00 in corporate and private sponsorship with the Piano Bar events and we expect this to increase moving forward.
- **Tour Rates:** We recently increased school tour rates from \$2.50/student to \$2.75/student (minimum \$28.00 payment) for a 1.5 hour exhibition discussion and hands-on art activity. We are determined to keep these rates low to provide youth access to the gallery. Today, for example, a high school group of 18 students and two teachers are able to access the gallery tour program for \$49.50 for 1.5 hours of instruction, including all materials, and for a program which meets a minimum of 4 -6 curriculum

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objectives. While our ability to generate revenue from in-person tours and workshops was been badly effected by the pandemic, we look forward to improving numbers going forward.

- **Winter Festival Artwork Sales:** Prince Albert’s longest running exhibition, the *Annual Winter Festival Juried Art Show and Sale* (entering into its 48<sup>th</sup> year) represents a hybrid between exhibition and fundraiser. This unique exhibition, while predominantly a local show & sale, draws artists and visitors from across the province. All artists who enter the exhibition are curated into one of the three exhibition spaces by guest jurors who are chosen from gallery curators, reputable provincial artists, and university professors. The show reflects the incredible level of artistic production in the visual arts and strong community support through local sponsorships and awards that provide an opportunity for artists to gain recognition in the arts community and additional income. For many, it is a rare opportunity to show their work in a professional gallery space. The gallery takes a 30% commission on the works sold.
- **City Partnerships:** We have found immense efficiency in using HBI Office products thanks to the City’s tender. It has saved both time and money, and we continue to explore other areas where we can partner with the City to reduce operational expenses.

## Grants and Patronage

The Mann Art Gallery is fortunate to be supported by both SK Arts and the Canada Council for the Arts Multi-Year funding programs. Funding is never guaranteed. In the past, we were supported by an annual sponsorship of \$50,000.00/year from patrons Diane and Roger Mann for ten years, beginning in 2010. \$30,000.00/year was designated for operations, while \$20,000.00/year was earmarked for Permanent Collection acquisitions. This funding commitment was scaled back to \$25,000/year in 2021. This is why the new corporate sponsorship campaign is so important. The funding provided by the City of Prince Albert has been crucial as we have seen decreased and increasingly uncertain grant revenue in the past few years. We continue to search for more grants providing both operational and project funding.

- o Our goal is to solidify core funding for all four of our permanent full-time positions (Director/Curator, Manager, Education Programs, Registrar/Preparator and Receptionist/Administrator), allowing the Mann to form long term plans and augment its service to the local community. The Manager, Education Programs – the second most senior and important staff position), is precariously employed on yearly contracts because her funding is not included in our core grants. We know that the robust education programs offered by the Mann make a huge difference in the lives of so many people of all ages and cultures in Prince Albert and the entire region. Area schools and community



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centres regularly take advantage of our programs and teachers, educators, counsellors and caregivers consistently praise us for the high level of programming offered.

- We continue to apply for federal grants through Young Canada Works and Canada Summer Jobs for summer students and interns to support gallery staff each year.
- We continue to vigilantly research operational and project grants, especially where funding will be beneficial to address areas of need and gaps in our service. Funding bodies and the projects for which their grants are designated can be found in the 2021 Annual Report.
- In 2020, we were successful in requesting an increase to our federal funding from the Canada Council for the Arts (previously \$28,000 / year, to \$35,000/year for 2020-2023. However, our provincial core funding was reduced by \$5,000/year for 2020 – 2022. Demonstrating that the Mann is supported, in principle as well as through stable funding, is significant for continuing to secure grants at the provincial and federal levels.

## **The Mann Art Gallery is perceived by the community as a vital service demonstrated by public support, high volunteer participation, and increased membership.**

- We have partnered with the Community Services Department to advertise our complimentary programs through City marketing (flyers, Community Services newsletter)
- **Open Hours:** Tuesday – Friday, 10 am – 5 pm, and 12 – 5 pm on Saturdays.
- **John V. Hicks Gallery:** In partnership with the Prince Albert Council for the Arts, we program shows of local artwork at the John V. Hicks Gallery, located in the Arts Centre at 1010 Central Avenue (see memorandum of understanding above, pg. 7). The Mann produces the publicity. The Arts Council and Arts Centre covers installation costs and gallery supplies. Together, we have found that we are able provide a stronger visual arts offering to the local community, thanks to the Mann’s professional knowledge and wide network of artist contacts.
- **Partnerships:** Last year, we signed a memorandum of understanding, renewing our partnership with award-winning provincial arts organization Common Weal Community Arts to promote community-focused artist residencies with Indigenous participants. We embarked on multi-year partnership with the Art Gallery of Regina and five other galleries across the province on a project entitled: *Between Us* (see above). We also continue to work regularly with the PADBID, Multicultural Council, Prince Albert Arts Council, Historical Society, and Arts Centre to put forward a strong offering of arts activities for Culture Days and other events throughout the year. By providing in-kind use of our space

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for panels and showing artwork by people with physical and mental disabilities, we supported a wide network of people who do not frequently access the gallery.

- **Membership Dues/Sponsorship Program:** The Mann Art Gallery has a tiered system for membership dues that ranges from Individual support (\$20.00) to Patronage (\$1000.00+). Incentives, such as this, the Permanent Collection Calendar, and access to a number of in-house digital and art making equipment have ensured a significant growth of our membership over the years.

## Highlights, achievements and community engagement statistics

### Excerpts from Message from the Director/Curator in the 2023 – 2028 Strategic Plan

While there was general consensus that the exhibition and education programs were working well, notwithstanding the devastating drop in tours and site-visits (both educational and studio-visits) due to COVID, participants focused on expanding our public and especially expanding our facility. With recent donations and acquisitions of very significant art and a collection facility that is both overfull and environmentally inadequate, all agreed that one of our main initiatives over the next few years should be to improve and expand our physical spaces.

Since last spring's meeting, we have completed a facility assessment by the Canadian Conservation Institute, which outlines the major improvements needed to qualify as a "Class A" facility, and we've started fundraising again, after the COVID hiatus – all the profits of which are earmarked for the enormous capital costs anticipated for such an aspirations.

### Facility

There are over 4000 works of art in our Permanent Collection – making it one of the most significant public art collections in Saskatchewan. This obliges us to continually look for ways of improving the ways we care for it and bringing our techniques and infrastructure up to industry standards. To address the growing value of the collection and its safe care, we successfully applied to the Canadian Conservation Institute for a facility assessment (completed in the spring of 2022) and communications were established with Canada Cultural Spaces, another federal agency that supports feasibility studies, equipment and capital costs for renovations. We're planting seeds and the Fundraising Committee is rolling up its sleeves.

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## Acquisition Highlights

**Joe Fafard** (1942 – 2019), *Soeur Marie Casavant*, glazed and painted ceramic with string, 1980.  
Gift of Sister Lise Paquette, Sisters of the Presentation of Mary.

**Frank Sudol** (1933 – 2006). We accessioned 17 pieces from Dr. Michael Kowbel (appraised value - \$21,320.00)

**Mary Joyce** The artist donated 20 paintings (valued at \$38,500), produced in 1990 during a one-year residency in La loche (see above). Groups of the paintings will be installed in the La loche Friendship Centre on rotating, long-term loans.

**Leah Dorion** The artist donated *Turtle Structure*, 48 x 48", 2022 (value - \$6,500.00)

**Jerome Mrazek** The Mann bought six drawings from the series *Shattered Kenderdine* (value - \$1,625.00)

**James Luna** (1950 – 2018), props from installation and performance, *In My Dreams: A Surreal, Post-Indian, Subterranean Blues Experience*, crutches with costume feather headdress, 1996.  
Gift of Terry Billings.

**Folmer Hansen** (1930 – 2014) and **David Ross** (1925 – 1974), (Hansen-Ross), untitled, glazed ceramics, production dates: 1961 – 2005, n.d.  
Gift of Jim and Mary-Lou Milliken.

We are so appreciative of the City of Prince Albert for its ongoing support as our most significant public patron and we are grateful to Diane and Roger Mann's ongoing financial support. We are also indebted to SK Arts, Canada Council for the Arts, Sask Lotteries and SaskCulture, the Community Initiatives Fund, the Department of Canadian Heritage and the Canadian Museums Association. I thank all the members, the board and especially the great team of dedicated staff members who make my job here so gratifying.

Marcus Miller, Director/Curator

Mann Art Gallery

2023 Budget

2023 Approved Budget 2024 Draft Budget 08-30-2023.xlsx

	A	B	C	D	E	F	G	H	I	N
1	BUDGET / FISCAL PLAN					2024 Draft Budget	2023 Budget Approved	2022 Budget	2021 (audit) Actuals	2020 Actuals
2										
3	REVENUE									
4	Core Grants/Funding									
5					Canada Council (Operating)	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
6					SK Arts (Operating)	\$ 60,000.00	\$ 60,000.00	\$ 63,000.00	\$ 63,000.00	\$ 63,000.00
7					City Of Prince Albert (Operating)	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
8					Mann Funding (Op = \$15,000, Coll = \$10,000)	\$ 25,000.00	\$ 25,000.00	\$ 24,268.00	\$ 24,568.00	\$ 25,046.00
9					YCW (summer students + interns)	\$ 6,000.00	\$ 12,000.00	\$ 5,222.70	\$ 11,679.00	\$ 1,784.00
10					Service Canada - Canada Summer Jobs	\$ -	\$ -	\$ 6,613.60	\$ 10,532.00	\$ 16,495.00
11					CIF - iMAGine Arts Annual Grant	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00
12					CGP - SK Lotteries	\$ 6,000.00	\$ 6,000.00	\$ 6,200.00	\$ 7,000.00	\$ -
13					SaskCulture - Aboriginal Arts & Cultural Leadership	\$ 13,000.00	\$ 13,000.00	\$ 10,000.00	\$ 16,000.00	\$ 18,500.00
14	Special/Project Grants									
15					Canada Council (Digitization Strategy)	\$ 26,429.00	\$ 26,429.00	\$ -		\$ -
16					MAS (Canadian Heritage) Digitization	\$ -	\$ -	\$ 12,112.00		\$ -
17					One-time grants for 2022	\$ -	\$ -	\$ 29,073.39		\$ -
18					Special grants for 2021, 20	\$ -	\$ -	\$ -	\$ 6,844.00	\$ 11,637.00
19					Martinson bequest (2021)	\$ -	\$ -	\$ -		\$ -
20					MAS COVID Emergency Relief (2020)	\$ -	\$ -	\$ -		\$ 32,388.00
21	Self-Generated Revenue									
22					Memberships + misc income (2021, 20)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,238.00	\$ 6,831.00
23					Winter Festival Sales	\$ 6,500.00	\$ 6,500.00	\$ 4,210.00	\$ 8,011.00	\$ 8,220.00
24					Fundraising (4 Piano Bars Apr - Dec)	\$ 12,000.00	\$ 12,000.00	\$ 10,738.00		\$ -
25					Wolfback (2020)	\$ -	\$ -	\$ -		\$ 12,270.00
26					Education (workshops and tours)	\$ 11,000.00	\$ 11,000.00	\$ 5,704.00	\$ 2,985.00	\$ 1,497.00
27					Gift Shop	\$ 7,000.00	\$ 7,000.00	\$ 6,738.00	\$ 5,152.00	\$ 2,710.00
28					Private Donations			\$ 3,724.00	\$ 4,379.00	\$ 3,188.00
29					Venue Rental	\$ 1,641.00	\$ 1,000.00	\$ 289.00		\$ 38.00
30					Art Rental	\$ 6,650.00	\$ 6,000.00	\$ 4,426.00	\$ 3,424.00	\$ 1,814.00
31					Bank Interest	\$ 2,500.00	\$ 2,500.00	\$ 853.74	\$ 314.00	\$ 270.00
32										
33	TOTAL REVENUE:					\$ 342,720.00	\$ 347,429.00	\$ 357,172.43	\$ 329,126.00	\$ 371,688.00
34										
35	EXPENDITURES									
36					Payroll (Salaries, Wages, Benefits)	\$ 215,525.00	\$ 213,941.59	\$ 222,993.00	\$ 216,615.00	\$ 177,473.00
37					Exhibition (ship, WFAS, Recep, expenses, fees, accom, contract)	\$ 34,701.00	\$ 44,000.00	\$ 50,771.00	\$ 51,339.00	\$ 32,437.00
38					Permanent Collection (Acquisitions, ship, materials)	\$ 10,000.00	\$ 10,000.00	\$ 20,740.00	\$ 13,948.00	\$ 13,933.00
39					CC / MAS Digitization Strategy	\$ 19,559.00	\$ 19,559.00			
40					Education (supplies, program)	\$ 6,400.00	\$ 5,941.82	\$ 6,411.00	\$ 7,798.00	\$ 28,235.00
41					Education special projects	\$ 15,205.00	\$ 15,205.00	\$ 39,369.00	\$ 17,375.00	
42					Admin expenses	\$ 24,000.00	\$ 21,451.59	\$ 22,038.00	\$ 30,139.00	\$ 23,090.00
43					Professional Development	\$ -	\$ -	\$ 6,133.00	\$ 1,080.00	\$ 235.00
44					Professional Services	\$ 7,400.00	\$ 7,400.00	\$ 7,983.50	\$ 19,536.00	\$ 12,835.00
45					Janitorial	\$ 5,830.00	\$ 5,830.00	\$ 5,830.00	\$ 5,595.00	\$ 6,903.00
46					telephone	\$ 4,100.00	\$ 4,100.00	\$ 3,705.00	\$ 3,938.00	\$ 4,406.00
47										
48	TOTAL EXPENDITURES					\$ 342,720.00	\$ 347,429.00	\$ 385,973.50	\$ 367,363.00	\$ 299,547.00
49										
50	EXCESS REVENUE OVER EXPENSES:					\$ -	\$ -	-\$ 28,801.07	-\$ 38,237.00	\$ 72,141.00
51										
52					TRANSFERRED FUNDS FROM MANN ACQUISITIONS FUND RTF:			\$ 10,740.00	\$ 3,948.00	\$ 3,933.00
53					Operational Budget			-\$ 18,061.07	-\$ 34,289.00	
54	STATEMENT OF CHANGES IN NET ASSETS									
55					Net Assets - Beginning of Year			\$ 209,243.00	\$ 247,480.00	
56					Reserve Allocation (33% Total Expenditures)	\$ 113,097.60		\$ 127,371.26	\$ 121,229.79	
57					Surplus or Deficit	\$ -		-\$ 28,801.07	-\$ 38,237.00	
58					Net Assets End of Year:	\$ -		\$ 180,441.93	\$ 209,243.00	

**THE MANN ART GALLERY, INC.**  
**Financial Statements**  
**Year Ended December 31, 2022**

*Draft for discussion purposes only*

**THE MANN ART GALLERY, INC.**  
**Index to Financial Statements**  
**Year Ended December 31, 2022**

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Draft for discussion purposes only

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of The Mann Art Gallery, Inc.

### *Qualified Opinion*

We have audited the financial statements of The Mann Art Gallery, Inc. (the "Organization"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Qualified Opinion*

In common with many not-for-profit organizations, the organization derives revenue from donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the organization. Therefore, we were unable to determine whether any adjustments might be necessary to donation and fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2022 and December 31, 2021, current assets and net assets as at December 31, 2022 and December 31, 2021. Our audit opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### *Other Matter*

Our audit was conducted for the purposes of forming an opinion on the financial statements taken as a whole. Schedules 1-8 are presented for purposes of additional information and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied, only to the extent necessary to express an opinion, in the audit of the financial statements taken as a whole.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**THE MANN ART GALLERY, INC.**

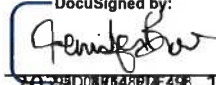
**Statement of Financial Position**

**December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 3)	\$ 112,196	\$ 72,659
Accounts receivable (Note 4)	69,624	114,184
Prepaid expenses	1,069	1,342
	<u>182,889</u>	<u>188,185</u>
RESTRICTED TRUST FUNDS (Note 5)	36,949	49,498
PERMANENT COLLECTION	1	1
	<u>\$ 219,839</u>	<u>\$ 237,684</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 14,402	\$ 9,100
Provincial sales tax payable	802	-
Wages payable	-	6,742
Employee deductions payable	4,334	9,218
Deferred revenue (Note 6)	600	3,380
	<u>20,138</u>	<u>28,440</u>
<b>NET ASSETS</b>		
Unrestricted net assets	162,752	159,746
Restricted net assets	36,949	49,498
	<u>199,701</u>	<u>209,244</u>
	<u>\$ 219,839</u>	<u>\$ 237,684</u>

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**ON BEHALF OF THE BOARD**

DocuSigned by:  
  
 \_\_\_\_\_ Signature  
 2023-10-24 19:49:12 CST \_\_\_\_\_ Date

 Oct. 23/23.

See notes to financial statements

**THE MANN ART GALLERY, INC.**  
**Statement of Operations**  
**Year Ended December 31, 2022**

	2022	2021
<b>REVENUES</b>		
Grants <i>(Schedule 1)</i>	\$ 335,590	\$ 276,055
Fundraising and donations <i>(Schedule 2)</i>	41,882	28,947
Self-generated <i>(Schedule 3)</i>	28,444	24,124
	<u>405,916</u>	<u>329,126</u>
<b>EXPENSES</b>		
Administration <i>(Schedule 4)</i>	56,069	60,288
Education <i>(Schedule 5)</i>	45,781	25,172
Exhibitions <i>(Schedule 6)</i>	49,052	51,339
Fundraising	4,951	-
Permanent collection resource centre <i>(Schedule 7)</i>	21,325	13,948
Salaries, wages, and benefits <i>(Schedule 8)</i>	238,266	216,615
	<u>415,444</u>	<u>367,362</u>
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<u>\$ (9,528)</u>	<u>\$ (38,236)</u>

See notes to financial statements

**THE MANN ART GALLERY, INC.**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	Unrestricted Net Assets	Restricted Net Assets	<b>2022</b>	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 159,746	\$ 49,498	<b>\$ 209,244</b>	\$ 247,480
Excess (deficiency) of revenues over expenses	3,021	(12,549)	<b>(9,528)</b>	(38,236)
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 162,767</b>	<b>\$ 36,949</b>	<b>\$ 199,716</b>	<b>\$ 209,244</b>

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**THE MANN ART GALLERY, INC.**  
**Statement of Cash Flows**  
**Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Deficiency of revenues over expenses	\$ (9,528)	\$ (38,236)
Changes in non-cash working capital:		
Accounts receivable	44,560	(8,765)
Accounts payable	5,301	5,343
Deferred revenue	(2,780)	2,265
Prepaid expenses	258	(194)
PST payable (receivable)	803	(2,681)
Wages payable	(6,742)	4,552
Employee deductions payable	(4,884)	(26,155)
Restricted trust funds	-	(6,994)
	<u>36,516</u>	<u>(32,629)</u>
Cash flow from (used by) operating activities	<u>26,988</u>	<u>(70,865)</u>
<b>INVESTING ACTIVITY</b>		
Restricted trust funds	<u>12,549</u>	<u>(6,994)</u>
Cash flow from (used by) investing activity	<u>12,549</u>	<u>(6,994)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>39,537</b>	<b>(77,859)</b>
Cash - beginning of year	<u>72,659</u>	<u>143,524</u>
<b>CASH - END OF YEAR</b>	<b>\$ 112,196</b>	<b>\$ 65,665</b>

See notes to financial statements

**THE MANN ART GALLERY, INC.**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

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1. PURPOSE OF THE ORGANIZATION

The Mann Art Gallery, Inc. (the "Organization") is a not-for-profit organization incorporated provincially under the Non-profit Corporations Act of Saskatchewan. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to engage and facilitate the development, presentation, and preservation of the visual arts in a diverse and inclusive community. The organization is located in Prince Albert, SK.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Restricted trust funds

The Organization maintains trust funds (Note 5) which are externally restricted. These funds represent donations made for the specific use of purchasing artwork for the Organization's permanent collection and are maintained in separate bank accounts from the Organization's operating accounts.

Tangible capital assets

The Organization follows the provisions of the CPA Canada Handbook section 4431, "Tangible capital assets held by not for profit organizations", which requires that capitalized assets be amortized. However, under 4431.03, organizations may limit the application of this section to the requirements in paragraph 4431.38 if the average of annual revenues recognized in the statement of operations for the current and preceding period of the organization and any entities it controls is less than \$500,000. Organizations meeting the criterion in paragraph 4431.03 and not following the other requirements of this Section must disclose the following:

- (a) the policy followed in accounting for tangible capital assets;
- (b) information about major categories of tangible capital assets not recorded on the statement of financial position, including a description of the assets; and
- (c) if tangible capital assets are expensed when acquired, the amount expensed in the current period

The organization has always expensed capital additions in the year of acquisition. However, in subsequent periods the organization may begin to capitalize tangible capital assets if their average annual revenues will exceed \$500,000

Tangible capital assets in the amount of \$nil were expensed in the fiscal year ended December 31, 2022 (2021 - \$5,450).

Net assets

- a) Internally restricted net assets are funds which have been designated for a specific purpose by the organization's Board of Directors.
- b) Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year, not of transfers, and are available for general purposes.

*(continues)*

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**THE MANN ART GALLERY, INC.**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

The Mann Art Gallery, Inc. follows the deferral method of accounting for contributions.

*Grant revenue*

Grants are recorded as revenue in the period to which the contribution relates. Grants approved but not received at the end of an accounting period are accrued. The portion of grant that relates to a future period is deferred and recognized in a subsequent period in which the related expenses are incurred.

*Restricted contributions*

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

*Other revenue*

Other revenue, including self-generated revenue, investment income, fundraising, and donation revenues are accounted for in the period they are earned and collection is reasonably assured.

Allocation of expenses

The Organization allocates expenses between the various programs it operations, including, administration, education, exhibition, and its permanent collection, except for fundraising and wage costs. Any expenses that are directly related to a certain program, are recorded directly to that program.

Financial instruments policy

*Initial measurement*

The Organization's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees related to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

*Subsequent measurement*

The Organization subsequently measures all of its financial assets and financial liabilities at cost or amortized cost less any reduction for impairment, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial instruments measured at cost or amortized cost less any reduction for impairment include cash, accounts receivable, and accounts payable and accrued liabilities.

For financial assets measured at cost or amortized cost, the Organization regularly assesses whether there are any indication of impairment. If there is an indication of impairment, and the Organization determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

*(continues)*

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**THE MANN ART GALLERY, INC.**

**Notes to Financial Statements**

**Year Ended December 31, 2022**

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Related party transactions

Related parties of the organization are considered to be board members who have a direct impact on the daily operations of the Organization. Any transactions that occur are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties, and are in the normal course of operations.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Permanent collection

The value of the art objects are carried at a nominal value of \$1 in the accounting records. Purchases of art are recorded as an operating expense in the year of acquisition. Articles of artwork are not for resale. In the current year, \$20,740 of collections were expensed, which are listed in Schedule 7 (2021 - \$13,207).

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3. CASH

	<u>2022</u>	<u>2021</u>
Conexus Credit Union - high interest savings	\$ 68,293	\$ 51,056
Conexus Credit Union - operating	43,592	21,287
Conexus Credit Union - redeemable equity account	311	312
Petty Cash	-	4
	<u>\$ 112,196</u>	<u>\$ 72,659</u>

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**THE MANN ART GALLERY, INC.**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

4. ACCOUNTS RECEIVABLE

	2022	2021
Mann Donation	\$ 24,016	\$ -
Saskatchewan Arts Board	18,900	18,900
Goods and services tax recoverable	8,432	5,214
Canadian Musuem	6,269	-
Community Grant Program	6,200	-
Young Canada Works	3,307	10,532
AACL Grant	2,500	-
Trade accounts receivable	-	17,338
Canada Council for the Arts	-	62,200
	\$ 69,624	\$ 114,184

5. RESTRICTED TRUST FUNDS

	2022	2021
TFI Mann Acquisition Fund	\$ 11,843	\$ 31,846
TFI Hicks Trust Fund	9,334	9,285
TFI P.C. Fund	6,315	6,286
TFI Popescul	1,989	2,081
Martinson Acq Fund	7,468	-
	\$ 36,949	\$ 49,498

Trust funds are held in individual savings accounts at Conexus Credit Union and are internally restricted for use.

6. DEFERRED REVENUE

	2022	2021
<u>Memberships</u>		
Opening Balance	\$ 880	\$ 665
Received during the year	600	880
Recognized during the year	(880)	(665)
Ending Balance	\$ 600	\$ 880
 <u>Grants</u>		
Opening Balance	\$ 2,500	\$ -
Received during the year	-	2,500
Recognized during the year	(2,500)	-
Ending Balance	\$ -	\$ 2,500

*(continues)*



**THE MANN ART GALLERY, INC.**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

6. DEFERRED REVENUE *(continued)*

Winter Festival

Opening Balance	\$ -	\$ 450
Received during the year	-	-
Recognized during the year	-	(450)
Ending Balance	\$ -	\$ -

7. ECONOMIC DEPENDENCE

The Organization receives a major portion of its operating revenue from grant funding through the City of Prince Albert, Saskatchewan Arts Board, and Canada Council for the Arts. In the current year, 59.3% (2021 - 60.5%) of total revenue received was from this grant funding. Without this funding, there would be uncertainty about the Organization's ability to continue operations.

The amounts reported in these financial statements as grant revenue from the Saskatchewan Arts Board is made up of a combination of Lottery and non-Lottery funding. This is made possible through the Partnership Agreement between the Saskatchewan Arts Board and SaskCulture Inc., which is the Trustee for the Culture Section of Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation. Under the terms of the agreement, SaskCulture Inc. allocates Lottery funds to the Saskatchewan Arts Board for the program(s) under which the grant was approved.

8. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and monitors, evaluates and manages these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2022.

**(a) Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from its grants receivable.

**(b) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

9. COMPARATIVE FIGURES

Some of the comparative figures may have been reclassified to conform to the current year's presentation.

THE MANN ART GALLERY, INC.

Schedule of Grant Revenues  
(Schedule 1)

Year Ended December 31, 2022

	2022	2021
<b>Grants</b>		
City of Prince Albert (Operating)	\$ 100,000	\$ 100,000
Sask Arts Board	63,000	63,000
Canada Council for the Arts	36,000	-
Canada Council Operating Grant	26,429	36,000
Community Initiatives Grant	25,000	25,000
Shuskitew Grant	23,600	-
Miscellaneous Grants	17,112	-
Community Grant Program	13,200	7,000
Canadian Museum Grant	10,769	-
Leadership Grant	10,000	-
SaskCulture	4,000	16,000
Canada Summer Jobs	3,307	10,532
Young Canada Works - Student	2,500	11,679
Museums Association of Sask	673	-
Council Business & Arts	-	6,844
<b>Grants total</b>	<b>\$ 335,590</b>	<b>\$ 276,055</b>

Draft for discussion purposes only

**THE MANN ART GALLERY, INC.**  
**Schedule of Fundraising Revenue**  
**(Schedule 2)**  
**Year Ended December 31, 2022**

	2022	2021
<b>Fundraising and Donations</b>		
Art & Sound Revenue	\$ 14,131	\$ -
Mann Donation (Operating)	14,016	14,568
Mann Donation Perm. Collection	10,000	10,000
Miscellaneous Donations	3,599	4,379
In-Kind Donations	136	-
<b>Fundraising and Donations total</b>	<b>\$ 41,882</b>	<b>\$ 28,947</b>

Draft for discussion purposes only

**THE MANN ART GALLERY, INC.**  
**Schedule of Self-Generated Revenue**  
*(Schedule 3)*  
**Year Ended December 31, 2022**

	2022	2021
<b>Self-Generated</b>		
Gift Shop	\$ 6,187	\$ 5,152
Winter Festival Juried Art Show	5,835	8,011
Art Rental	4,426	3,427
Art Camps and Lectures	4,175	-
Regular Membership	3,260	2,325
Interpretive Tours	1,573	270
Miscellaneous	1,463	1,912
Interest	851	202
Venue Rental	289	-
Cashback Rewards	153	-
Bar Revenue	138	115
Hicks Gallery	94	-
<b>Self-Generated total</b>	<b>\$ 28,444</b>	<b>\$ 21,414</b>

Draft for discussion purposes only

**THE MANN ART GALLERY, INC.**  
**Schedule of Administration Expenses**  
**(Schedule 4)**

**Year Ended December 31, 2022**

	2022	2021
<b>Administration</b>		
Advertising	\$ 2,449	\$ 2,000
Curator	2,490	116
Information Technology Support	519	771
Equipment Purchases	1,678	5,450
Facilities Improvements	-	1,051
Gift Shop Artist Payout	2,159	2,290
Gift Shop Expenses	1,180	4,605
Internet Hosting	961	-
Janitorial	5,830	5,595
Office Supplies - Software	-	1,696
PCRC Freight	367	138
Photocopier	2,629	3,467
Postage & Delivery	159	124
Professional Devel - Board	355	52
Professional Devel - Staff	5,778	1,080
Professional Fees - Audit	14,066	12,725
Professional Fees - Bookkeeping	409	6,808
Professional Fees - Consulting	2,137	-
Staff Mileage	528	90
Subscriptions	1,561	75
Telephone	3,378	3,938
Volunteer Appreciation	-	438
Bank Charges	1,940	342
Membership & Dues	670	1,818
Miscellaneous Expenses	-	224
Insurance	4,648	5,129
Magazine Subscriptions	179	266
<b>Administration total</b>	<b>\$ 56,070</b>	<b>\$ 60,288</b>

See notes to financial statements

**THE MANN ART GALLERY, INC.**  
**Schedule of Education Expenses**  
**(Schedule 5)**  
**Year Ended December 31, 2022**

	2022	2021
<b>Education</b>		
Education Contract Facilitators	\$ -	\$ 3,098
Education Special Projects	21,176	17,374
Education Supplies & Program	6,412	4,700
Leadership Project	18,193	-
<b>Education total</b>	<b>\$ 45,781</b>	<b>\$ 25,172</b>

Draft for discussion purposes only

**THE MANN ART GALLERY, INC.**  
**Schedule of Exhibition Expenses**  
**(Schedule 6)**  
**Year Ended December 31, 2022**

	2022	2021
<b>Exhibitions</b>		
Artist Accomodations	\$ 542	\$ -
Artist, Curator and Writer Fees	28,608	23,682
Contract Work (Gallery)	931	-
Gallery Supplies	6,289	2,403
MAG Catalogues & Publications	-	7,701
Reception	2,995	2,133
Shipping & Delivery	737	4,045
Winter Festival Art Show	8,950	11,375
<b>Exhibitions total</b>	<b>\$ 49,052</b>	<b>\$ 51,339</b>

Draft for discussion purposes only

**THE MANN ART GALLERY, INC.**  
**Schedule of Permanent Collection Resource Centre Expenses**  
**(Schedule 7)**  
**Year Ended December 31, 2022**

	2022	2021
<b>Permanent Collection Resource Centre</b>		
Acquisitions - In Kind	\$ -	\$ 990
Acquisitions - Mann Fund	20,740	12,217
Conservation Materials & Supplies	585	741
<b>Permanent Collection Resource Centre total</b>	<b>\$ 21,325</b>	<b>\$ 13,948</b>

Draft for discussion purposes only



**THE MANN ART GALLERY, INC.**  
**Schedule of Salaries, Wages and Benefits**  
**(Schedule 8)**  
**Year Ended December 31, 2022**

	2022	2021
<b>Salaries, Wages and Benefits</b>		
Salaries and Wages	\$ 230,568	\$ 196,719
Benefits	7,698	19,896
<b>Salaries, Wages and Benefits total</b>	<b>\$ 238,266</b>	<b>\$ 216,615</b>

Draft for discussion purposes only

# MannArtGallery

## STRATEGIC PLAN

2023-2028

PREPARED BY  **Prairie Wild**  
CONSULTING  
Preparing Communities for the Future



# LAND ACKNOWLEDGEMENT

The Mann Art Gallery is located on Treaty 6 Territory and homeland of the Dakota and Metis People, which is now known as Prince Albert, Saskatchewan.

We respect and honour the histories, languages, and culture of all First Peoples of Canada, whose presence grounds us and provides wisdom.

DRAFT



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# MESSAGE FROM THE DIRECTOR/CURATOR



DRAFT

# INTRODUCTION

The Mann Art Gallery (Mann) is Saskatchewan's northernmost public gallery. We enrich our communities by supporting, interpreting, and disseminating visual art with a particular focus on contemporary art and contemporary Indigenous art.

The facility has two dedicated galleries and an education studio that welcomes and engages a wide range of people of all ages, cultures, and abilities through exhibitions, education, research, publications, and outreach.

The Permanent Collection has about 4,000 objects, making it one of the most important public art collections in Saskatchewan.

We nurture local art communities by creating provincial, national, and global connections.



The Mann recognizes the changing landscape across the world and how this is impacting art galleries. Art galleries are proving to be important community assets - bringing people together in a safe way, tell stories, and highlight local, regional, national, and international artists, and forms of art. Adaptation, resiliency, and evolution are some key considerations the Mann is thinking about as it envisions the future for itself over the next 5, 10, 20+ years.

In April 2022, Board members and staff came together to participate in a one-day strategic planning session and provide their wisdom and input into the Strategic Plan. Board and staff members came together again in May 2023 to review the draft Plan and identify priorities moving forward. Building on efforts to-date, the Mann has adopted this new Strategic Plan to set out a pathway forward towards a shared vision, mission, and values for the Gallery over the next 5+ years.

# IN TOGETHERNESS

## MANN ART GALLERY 2023-2028+

Honouring its historic roots, the Mann strives to be a sustaining community contributor. From the lands it is placed on, amongst the people it serves, and the resources it has grown - the Mann embraces its role as a public art gallery through its programming, partnering, catalysing, nurturing, sharing, and listening.

By purposely thinking about the next 5+ years, to inform specific actionable goals (honouring past work and setting a course for generations to come), the Mann's governing leadership recognizes key thematic discussions taking place locally, regionally, nationally, and internationally that are influencing its selected directions. Important dialogues influencing future directions includes the Mann:

- understands, that as a public art gallery, it plays a critical role in nurturing deliberative exchanges of respectful diverse and divergent viewpoints by providing safe ethical spaces through various media.
- understands its role and honours Canada's National Truth and Reconciliation's Calls to Action and the National Inquiry into Missing and Murdered Indigenous Women, Girls, Two-Spirited+ Calls for Justice. The Mann plays an important role in the implementation of these.
- understands that it is strongest in being a conveyor and convenor of our stories (those closest to us on these lands) and holding the space for other's stories from elsewhere. In doing so we come closest to the complete and true stories.
- sees its role in art collections as a sustainable practice involving intangible, archival, and material accession and de-accession. It recognizes this process is done through sustaining practices and relationships nurtured locally and internationally.
- at its core, nurtures a culture of giving through its relationships, its practices, its promises, and its service to community.



# OUR VISION, MISSION & VALUES

## Vision

The Mann Art Gallery is the catalyst that bridges culture and community in the visual arts.

## Mission

The Mann Art Gallery promotes critical thinking, creativity, and meaningful dialogue.

We engage with and stimulate the development, presentation, and preservation of the visual arts for the diverse communities of Prince Albert, North Central Saskatchewan, and beyond.

We strive to meet the highest standards in the industry with ongoing improvements to the facility and practices.

We endeavor to make the collection, exhibitions, and education programs available to the broader world through digitization.

## Values

The Mann Art Gallery:

- Supports and values artists who are at the centre in which we operate.
- Operates with a high degree of professionalism and rigour in its governance and its operations.
- Is transparent, clear, and accountable in all its activities.
- Is guided by the ethics of equity, inclusivity, and generosity with all its artists, publics, stakeholders, staff, volunteers, and Board members.
- Responds and adapts to the evolving needs of artists and the arts community regarding social, cultural political and aesthetic concerns.



# STRATEGIC PATHWAYS

The Mann Art Gallery has identified four strategic pathways that exemplify the Gallery's core values and how it will strive to represent the people and communities it serves.



## Expanded and Evolving Gallery Family

Being an inclusive Gallery that includes a diverse Board and staff, leveraging a multitude of experiences, ideas, and backgrounds. This diverse make-up enriches our organization, fosters a culture of inclusivity, and ensures our relevance within the community we serve.

Nurturing an environment where staff work reasonable hours, enjoy good mental health, and have financial stability. This aids staff retention while serving the Gallery objectives.

## Relevant Programming: Exhibits, Education, and Reach

Maintaining, evolving, and delivering relevant programming and outreach with rural and northern Saskatchewan communities.

Engaging and responsive art gallery that meets needs of diverse communities and people.

Endeavouring to be a renowned gallery that offers local, regional, national, and international exhibits, artists, and residencies.

## Sustainable Gallery

Sustaining a fiscally responsible art gallery.

Strengthening the Gallery through all it does socially, culturally, spiritually, and physically as an entity.

## Welcoming and Accessible Atmosphere

Enhancing art gallery experiences by creating spaces that are welcoming and accessible to all.

# WELCOMING AND ACCESSIBLE ATMOSPHERE

## Outcome



Enhancing art gallery experiences by creating spaces that are welcoming and accessible to all.

## Goals



- Deepen and build relationships with Indigenous peoples of the area to provide guidance and wisdom on incorporating Indigenous ways of knowing and being in the gallery space, programs, and services.
- Create a welcoming, accessible, and affordable gallery space that achieves Class A facility status.
- Commission and exhibit regional, north central, and Saskatchewan Artists.

## Actions

- Work with the City of Prince Albert to enhance signage to the Gallery.
- Revitalize front entrance to make it a more welcoming and accessible space.
- Undertake a functional study to identify gallery improvements e.g. addition of residency studio, gift shop, café/bar.
- Engage with Elders and Old People regarding potential addition of cultural spaces in the Gallery.

# EXPANDED AND EVOLVING GALLERY FAMILY

## Outcomes

-  Being an inclusive Gallery that includes a diverse Board and staff, leveraging a multitude of experiences, ideas, and backgrounds. This diverse make-up enriches our organization, fosters a culture of inclusivity, and ensures our relevance within the community we serve.
-  Nurturing an environment where staff work reasonable hours, enjoy good mental health, and have financial stability. This aids staff retention while serving the Gallery objectives.

## Goals




- Staff, volunteers, and board members come from a range of cultural, socioeconomic, and educational backgrounds and have a wide range of abilities and skills.
- Recognize and celebrate the Gallery family and its efforts.
- Secure full-time, permanent staff in all areas.
- Offer wages and benefits that reflect cost of living, now and into the future.

## Actions

- Develop diversity goals for the Board, staff, and volunteers.
- Define employment requirements to best allow for balancing staff and Gallery needs.
- Develop transition and succession plans for the Board and staff.
- Explore innovative options to retain and attract volunteers.

# RELEVANT PROGRAMMING: EDUCATION, EXHIBITIONS, AND REACH

## Outcomes

-  Maintaining, evolving, and delivering relevant programming and outreach with rural and northern Saskatchewan communities.
-  Engaging and responsive art gallery that meets needs of diverse communities and people.
-  Endeavouring to be a renowned gallery that offers local, regional, national, and international exhibits, artists, and residencies.

## Goals



- Nurture and build relationships and partnerships in the community to expand services, share art and stories, and enhance programming.
- Diversify programming.
- Increase capacity for local, regional, national, and global exhibitions.
- Enhance and expand awareness and outreach.
- Promote the Gallery and everything it offers.
- Enhance digital presence.
- Sustain relevant and reflective local, provincial, national, and international collections through acquisition and accession.

## Actions

- Host more artists in residence to support art creation and engage the community.
- Showcase more local art to support amateur and professional artists.
- Involve more Indigenous artists.
- Support all levels of school art programming including partnering with post-secondary education.
- Create a communications and marketing plan.
- Digitize collections and programs.

# SUSTAINABLE ART GALLERY

## Outcomes

-  Sustaining a fiscally responsible art gallery.
-  Strengthening the Gallery through all it does socially, culturally, spiritually, and physically as an entity.

## Goals

- Nurture and foster relationships locally, provincially, nationally, and internationally.
- Improve the Mann's financial position by attracting more patrons.
- Secure on-going consistent contributions.
- Continue securing grants that contribute to the long-term sustainability of the Gallery.

## Actions

- Identify and engage with partners to advance Gallery priorities.
- Create an endowment fund.
- Exploring the sale of naming rights to gallery spaces.
- Hold fundraising event to raise awareness and revenue.

# NEXT STEPS

The Mann Art Gallery has adopted this Strategic Plan to guide the Gallery over the next 5+ years. To kick-off next steps of implementing the Strategic Plan, board and staff members identified some quick wins and big moves they would like to initiate. These are summarized below.

## Quick Wins

- Enhance community awareness and engagement through a survey, the AGM, and other activities
  - Create greater publicity and awareness
  - Ensure financial accountability to members
  - Diversify staff and board people (backgrounds, ages)
  - Publish collection, digitize
  - Profile artists
- 
- Attract and secure funds:
    - to engage a younger generation
    - for facility expansion
    - multi-year operational funding
  - Cultivate ongoing relationships and new partnerships in the community for financial support
  - Collaborate with local artists and support their work
  - Improve and expand our facility to enhance the visitor experience
  - Partner with local artists for international exhibitions

## Big Moves

Further prioritization of these actions will be completed. The Director/Curator and staff will use this Plan to develop detailed work plans, ensuring that each action is assigned clear responsibilities, timelines, and measurable indicators.

Regular review and evaluation of the Plan will take place on an annual basis, involving both the board and staff members. At the 5-year mark, a more comprehensive review and update of the Strategic Plan will be conducted to align with evolving needs and aspirations of the Gallery and its stakeholders.

# MannArtGallery



***BI 23-5***

**TITLE:** Prince Albert Mobile Crisis Unit 2024 Budget Submission

**DATE:** October 4, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

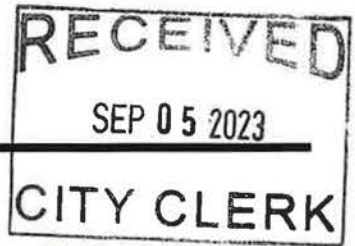
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**ATTACHMENTS:**

1. Prince Albert Mobile Crisis Unit 2024 Budget Submission

Written by: Megan Hendous, Operations Manager, Prince Albert Mobile Crisis Unit





**Amber Soles**

**From:** Megan Hendous <m.hendous@pacrisis.ca>  
**Sent:** Tuesday, September 5, 2023 12:50 PM  
**To:** City Clerk  
**Cc:** Vicki Stewart  
**Subject:** 2024 Funding Request  
**Attachments:** Budget 2023-2024.pdf; MCU - PASAC.pdf; Financial Statements 2022-2023.pdf; MCU Year End Stats 2022-2023.pdf

*Budget Committee*

You don't often get email from m.hendous@pacrisis.ca. [Learn why this is important](#)

Good Afternoon,

Attached are the documents in support of the funding request for 2024.

Thank you,

***Megan Hendous***

Operations Manager  
Prince Albert Mental Health Crisis Unit  
Prince Albert Sexual Assault Centre  
15 - 15<sup>th</sup> Street West  
Prince Albert, SK S6V 3P4  
phone: (306)763-8181 fax: (306) 922-9559  
www.pacrisis.ca

**\*\*\*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](mailto:support@citypa.com)). \*\*\*

Prince Albert Mobile Crisis Unit is a community-based organization providing crisis intervention services to Prince Albert and the surrounding area for over 45 years and continues to play an important role in the health and wellbeing of our community.

The Crisis Unit offers emergency counselling and assistance to anyone who needs our help. The very nature of crisis intervention is to intervene at the time of crisis to avoid further physical or mental trauma. We can help with problems such as domestic/family violence, sexual assault, mental health – suicide, substance abuse, child abuse/neglect, lost children, personal crises, financial problems, emotional problems, elderly abuse and much more.

The Prince Albert Sexual Assault Centre offers short- and long-term counselling for victims of sexual and interpersonal violence and abuse. The mandate of the program is to provide support to, advocate for and empower survivors of sexual assault and domestic violence regardless of age, gender, race, or sexual orientation; as well as to educate and prevent. We support survivors through counselling, advocacy and empowerment. In addition to providing service to Prince Albert area, PASACX also services Meadow Lake which covers areas such as Buffalo Narrows, Beauval, Green Lake, Shellbrook, Spiritwood, Dillon, Patuanak, Makwa, Big Island and Loon Lake, and La Ronge which covers areas such as Grandmother's Bay, Air Ronge, Stanley Mission, Sucker River and PineHouse.

PASAC provides public education to help increase understanding and awareness of sexual and interpersonal violence. We have also been involved in many other sexual and interpersonal violence initiatives. PASAC and/or MCU can attend to provide support at the Prince Albert Hospital if a survivor is undergoing a sexual assault kit or is in distress. PASAC counsellors can provide support throughout the legal process which includes reporting to police, court preparation, and court attendance.

Both MCU and PASAC continue to be extremely busy year-round with stats increasing significantly every year. Staff work diligently to provide superior services to our community and surrounding areas.

Prince Albert Mobile Crisis Unit		Budget
Apr 2023 - Mar 2024		

## SALARY

FUNDING FOR SALARY	Annual Agreement	Budget
Provincial Grant - MSS - Salary	986,295	986,295
Provincial Grant - MSS - Add Transport & Operating	60,194	60,194
MSS Pilot Project Reimbursements	Unknown	
Sask Justice - Program Staff	236,751	236,751
VACR Funding - Salary	13,108	13,108
United Way	11,000	11,000
<b>Total Funding for Salary</b>	<b>1,307,348</b>	<b>1,307,348</b>
<b>SALARY EXPENSES</b>		
Salary Full Time		
<i>Total Salaries Full Time</i>		1,050,000
Salary CSL		
<i>Total Salaries CSL</i>		308,000
<b>TOTAL SALARY</b>		<b>1,358,000</b>
<b>Surplus (Deficit) for Salary</b>		<b>(50,652)</b>

## BENEFITS

FUNDING FOR BENEFITS	Annual Agreement	Budget
Provincial Grant - MSS - Benefits	163,725	163,725
Sask Justice - Benefits	45,502	45,502
VACR Funding - Benefits	2,360	2,360
<b>Total Funding for Benefits</b>	<b>211,587</b>	<b>211,587</b>
Benefits		
<i>TOTAL Benefits for Full Time</i>		150,000
<i>TOTAL Benefits for Casual</i>		65,000
WCB Expense		26,000
<b>Total Benefits</b>		<b>241,000</b>

<b>Surplus (Deficit) for Benefits</b>		<b>(29,413)</b>
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<b>Summary for Salary and Benefits</b>	<b>Annual Agreement</b>	<b>Budget</b>
<b>Funding for Salary</b>	<b>1,307,348</b>	<b>1,307,348</b>
<b>Funding for Benefits</b>	<b>211,587</b>	<b>211,587</b>
<b>Funds received to cover Total Payroll Costs</b>	<b>1,518,935</b>	<b>1,518,935</b>
<b>Salary Expense</b>		<b>1358000</b>
<b>Benefit Expense</b>		<b>241,000</b>
<b>Actual Total Payroll Costs</b>		<b>1,599,000</b>
<b>Surplus (Deficit) for Salary and Benefits</b>		<b>(80,065)</b>

## OPERATIONAL FUNDING AND COSTS

<b>FUNDING FOR NON-SALARY</b>	<b>Annual Funding</b>	<b>Budget</b>
Provincial Grant - MSS - Non Salary - Audit/Accounting	<b>2,439</b>	<b>2,439</b>
Provincial Grant - MSS - Non Salary - Conference Expe	<b>4,223</b>	<b>4,223</b>
Provincial Grant - MSS - Non Salary - Insurance	<b>5,280</b>	<b>5,280</b>
Provincial Grant - MSS - Non Salary - Supplies	<b>9,503</b>	<b>9,503</b>
Provincial Grant - MSS - Non Salary - Telephone	<b>15,838</b>	<b>15,838</b>
Provincial Grant - MSS - Non Salary - Transportation	<b>19,006</b>	<b>19,006</b>
Provincial Grant - MSS - One Time IPS/FR Training		
Provincial Grant - MSS - Non Salary - Other	<b>2,112</b>	<b>2,112</b>
Provincial Grant - MSS - STAFF/RECRUIT/EDUC	<b>1,777</b>	<b>1,777</b>
Provincial Grant - MSS - Recruitment and Retention	<b>13,989</b>	<b>13,989</b>
Provincial Grant - MSS - Mortgage	<b>17,362</b>	<b>17,362</b>
Provincial Grant - MSS - Utilities	<b>6,560</b>	<b>6,560</b>
<b>Total MSS Funding for Non Salary</b>	<b>98,089</b>	<b>98,089</b>
Sask Justice - Building Costs	<b>27,693</b>	<b>27,693</b>
Sask Justice - Office Supplies - SAW	<b>20,304</b>	<b>20,304</b>
Sask Justice - Transportation	<b>8,160</b>	<b>8,160</b>
VACR - Non Salary Funding	<b>4,255</b>	<b>4,255</b>
Victim Compensation		-
SK Health Authority	<b>86,420</b>	<b>86,420</b>
City of Prince Albert	<b>43,600</b>	<b>43,600</b>
Interest Revenue		-
Donations		-

SGEU and Other Reimbursements		-
Grants		-
Other Revenue		-
<b>Total Other Funding for Non Salary</b>	<b>190,432</b>	<b>190,432</b>
<b>Total Funding for Non-Salary</b>		<b>288,521</b>

## OPERATIONAL FUNDING AND COSTS

OPERATIONAL COSTS		Budget
Audit - Accounting		
<i>Auditing/Accounting - Sub Total</i>		<b>14,000</b>
Purchased Services		
<i>Purchased Services - Sub Total</i>		<b>200</b>
Promotion		
<i>Promotion - Sub Total</i>		<b>3,000</b>
Conference		
<i>Conference - Sub Total</i>		<b>1,000</b>
Insurance		
<i>Insurance - Sub Total</i>		<b>13,000</b>
Supplies		
<i>Supplies - Sub Total</i>		<b>21,000</b>
Meetings		
<i>Meetings - Sub Total</i>		<b>2,500</b>
Telephone		
<i>Telephone - Sub Total</i>		<b>25,000</b>

## OPERATIONAL FUNDING AND COSTS

OPERATIONAL COSTS		Budget
Transportation		
<i>Transportation - Sub Total</i>		<b>25,000</b>
Travel		
<i>Travel - Sub Total</i>		<b>10,000</b>
Computer		-
<i>Computers - Sub Total</i>		<b>2,500</b>

<b>Equipment/Furniture</b>		
<i>Equipment/Furniture - Sub Total</i>		<b>3,000</b>
<b>Sexual Assault Workers</b>		
<i>Sexual Assault Workers - Sub Total</i>		<b>20,000</b>
<b>Miscellaneous</b>		
<i>Miscellaneous - Sub Total</i>		<b>-</b>
<b>Building Costs</b>		
Office Maintenance		<b>14,000</b>
Utilities - Energy		<b>6,000</b>
Utilities - Power		<b>9,000</b>
Utilities - Water		<b>1,200</b>
Utilities - Other (ie. Garbage/Recycle Disposal)		<b>1,000</b>
Buliding Mortgage (Principal + Interest)		<b>22,680</b>
		<b>-</b>
		<b>-</b>
<i>Other - Sub Total</i>		<b>53,880</b>
<b>Total Operational Costs</b>		<b>194,080</b>
<b>Surplus (Deficit) - Operational Costs</b>		<b>94,441</b>

## FINANCIAL SUMMARY

FUNDING		Budget
Total MSS Funding for Salary		<b>1,046,489</b>
Total MSS Pilot Project Reimbursements		<b>-</b>
Total Other Funding for Salary		<b>260,859</b>
Total MSS Funding for Benefits		<b>163,725</b>
Total Other Funding for Benefits		<b>47,862</b>
Total MSS Funding for Non-Salary		<b>98,089</b>
Total Other Funding for Non Salary		<b>190,432</b>
<b>Total Funding</b>		<b>1,807,456</b>

Operational Costs		
<b>Salary</b>		<b>1,358,000</b>
<b>Benefits</b>		<b>241,000</b>
<i>Salary and Benefits - Subtotal</i>		<b>1,599,000</b>
<b>Operating Costs</b>		<b>194,080</b>

<b>Total Operational Costs</b>		<b>1,793,080</b>
<b>Operational Surplus (Deficit)</b>		<b>14,376</b>
<b>Allowance for Amortization of Capital Assets</b>		<b>15,000</b>
<b>Allowance for Gain(Loss) on Disposal of Assets</b>		<b>-</b>
<b>Allowance for Reserve for Future Capital Purchases</b>		<b>-</b>
<b>Total Allowances</b>		<b>15,000</b>
<b>Overall Surplus (Deficit)</b>		<b>(624)</b>



## Financial Statements

Prince Albert Mobile Crisis Unit Co-operative Ltd.

March 31, 2023



## Contents

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Statement of Operations and Changes in Net Assets	4 - 5
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Schedule 1: Ministry of Social Services Statement of Operations	12

# Independent Auditor's Report

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To the Members of  
Prince Albert Mobile Crisis Unit Co-operative Ltd.

## Qualified Opinion

We have audited the financial statements of Prince Albert Mobile Crisis Unit Co-operative Ltd. (the "Co-operative"), which comprise the statement of financial position as at March 31, 2023, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Co-operative as at March 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

## Basis for Qualified Opinion

In common with many not-for-profit organizations, the Co-operative derives revenue from fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Co-operative. Therefore, we were unable to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2023 and March 31, 2022, current assets and net assets as at March 31, 2023 and March 31, 2022. Our audit opinion on the financial statements for the year ended March 31, 2023 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Co-operative in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

## Other Matter

Our audit was conducted for the purposes of forming an opinion on the financial statements taken as a whole. Schedule 1 is presented for purposes of additional information and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied, only to the extent necessary to express an opinion, in the audit of the financial statements taken as a whole.

# Independent Auditor's Report (continued)

## **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Co-operative's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Co-operative or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Co-operative's financial reporting process.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Co-operative's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Co-operative's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Co-operative to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Albert, Canada  
June 27, 2023

Chartered Professional Accountants

**Prince Albert Mobile Crisis Unit Co-operative Ltd.**  
**Statement of Financial Position**

Year ended March 31 2023 2022

**Assets**

Current

Cash (Note 3)	\$	393,494	\$	202,888
Accounts receivable		2,420		3,787
Goods and services tax receivable		3,668		867
Prepaid expenses		<u>4,428</u>		<u>3,944</u>
		<u>404,010</u>		<u>211,486</u>

Tangible capital assets (Note 4)		<u>495,423</u>		<u>419,402</u>
		<u>\$ 899,433</u>		<u>\$ 630,888</u>

**Liabilities**

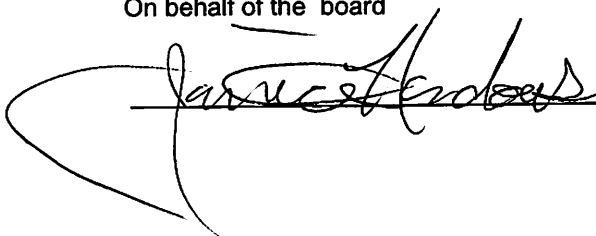
Current

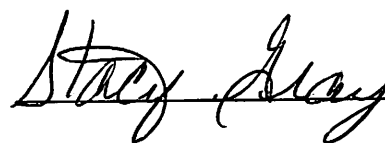
Accounts payable and accrued liabilities (Note 5)	\$	9,652	\$	7,954
Salaries payable		33,874		25,576
Deferred revenue (Note 6)		10,900		-
Current portion of mortgage payable (Note 7)		<u>8,823</u>		<u>8,352</u>
		<u>63,249</u>		<u>41,882</u>

Mortgage payable (Note 7)		242,548		251,366
---------------------------	--	---------	--	---------

Net assets		<u>593,636</u>		<u>337,640</u>
		<u>\$ 899,433</u>		<u>\$ 630,888</u>

On behalf of the board

 Director

 Director

**Prince Albert Mobile Crisis Unit Co-operative Ltd.**  
**Statement of Operations and Changes in Net Assets**

Year ended March 31	Budget (unaudited)	Restricted Operating Funds	Unrestricted Funds	2023	2022
<b>Revenue</b>					
Saskatchewan Ministry of Social Services	\$ 1,262,454	\$ 1,262,454	\$ -	\$ 1,262,454	\$ 1,222,518
Saskatchewan Ministry of Justice	328,547	328,547	-	328,547	333,704
Public Health Agency of Canada	-	-	149,997	149,997	-
Sask Ministry of Social Services Pilot Project	-	-	124,679	124,679	676
Canadian Women's Foundation	-	-	96,220	96,220	-
Saskatchewan Health Authority	86,420	86,420	-	86,420	93,490
Victim compensation	-	-	43,700	43,700	34,350
City of Prince Albert contributions	-	-	43,600	43,600	43,600
Victim Advocacy Case Review	-	-	26,510	26,510	-
Donations and sundry	-	-	12,626	12,626	1,506
United Way/Prince Albert & Area Community Foundation Inc.	-	-	12,000	12,000	30,000
	<u>1,677,421</u>	<u>1,677,421</u>	<u>509,332</u>	<u>2,186,753</u>	<u>1,759,844</u>
<b>Expenses</b>					
Advertising and promotion	1,734	4,696	-	4,696	241
Amortization	-	-	26,671	26,671	27,131
Staff/Board meetings	-	-	1,510	1,510	1,168
Donations	-	-	2,295	2,295	413
Employee benefits	203,101	242,158	-	242,158	233,864
Insurance	9,206	12,787	-	12,787	12,100
Interest and bank charges	-	(2)	112	110	106
Interest on long-term debt	11,238	-	14,080	14,080	14,525
Meals and entertainment	-	369	-	369	-
Miscellaneous	-	-	15	15	6
Office	9,226	24,225	540	24,765	20,826
Professional fees	4,918	13,136	-	13,136	7,431
Repairs and maintenance	8,068	6,078	-	6,078	13,687
Salaries and wages	1,330,681	1,474,134	-	1,474,134	1,373,321
Supplies	-	2,429	-	2,429	1,521
Telephone	20,273	26,990	-	26,990	18,170
Training and education	24,506	14,547	-	14,547	4,272
Travel and accommodation	8,160	9,431	-	9,431	8,211
Utilities	27,858	15,136	-	15,136	12,769
Vehicle operations	18,452	20,158	314	20,472	15,329

See accompanying notes to the financial statements.

**Prince Albert Mobile Crisis Unit Co-operative Ltd.**  
**Statement of Operations and Changes in Net Assets**

Year ended March 31	Budget (unaudited)	Restricted Operating Funds	Unrestricted Funds	2023	2022
	<u>1,677,421</u>	<u>1,866,272</u>	<u>45,537</u>	<u>1,911,809</u>	<u>1,765,091</u>
Excess (deficiency) of revenues over expense before other items	<u>-</u>	<u>(188,851)</u>	<u>463,795</u>	<u>274,944</u>	<u>(5,247)</u>
Other items					
Gain (loss) on sale of tangible capital assets	<u>-</u>	<u>-</u>	<u>18,948</u>	<u>18,948</u>	<u>-</u>
Excess (deficiency) of revenues over expense	<u>-</u>	<u>(188,851)</u>	<u>444,847</u>	<u>255,996</u>	<u>(5,247)</u>
Net assets, beginning of year	-	874	336,766	337,640	342,887
Excess (deficiency) of revenues over expense	<u>-</u>	<u>(188,851)</u>	<u>444,847</u>	<u>255,996</u>	<u>(5,247)</u>
Net assets, end of year	<u>\$ -</u>	<u>\$ (187,977)</u>	<u>\$ 781,613</u>	<u>\$ 593,636</u>	<u>\$ 337,640</u>

See accompanying notes to the financial statements.

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**Prince Albert Mobile Crisis Unit Co-operative Ltd.**  
**Statement of Cash Flows**

Year ended March 31	2023	2022
<b>Operating</b>		
Excess (deficiency) of revenues over expense	\$ 255,996	\$ (5,247)
Adjustments for		
Amortization	<u>26,671</u>	<u>27,131</u>
	<u>282,667</u>	<u>21,884</u>
Change in non-cash working capital items		
Accounts receivable	1,367	2,749
Prepaid expenses (and deposits)	(484)	292
Accounts payable and accrued liabilities	1,700	1,648
Goods and services tax receivable	(2,801)	632
Salaries payable	8,297	4,394
Deferred revenue	10,900	-
Current portions	<u>471</u>	<u>447</u>
	<u>302,117</u>	<u>32,046</u>
<b>Investing</b>		
Tangible capital assets	<u>(102,693)</u>	<u>(8,655)</u>
<b>Financing</b>		
Repayment of mortgage loans	<u>(8,818)</u>	<u>(8,348)</u>
Increase (decrease) in cash	190,606	15,043
Cash, beginning of year	<u>202,888</u>	<u>187,845</u>
Cash, end of year	<u>\$ 393,494</u>	<u>\$ 202,888</u>

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See accompanying notes to the financial statements.

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# Prince Albert Mobile Crisis Unit Co-operative Ltd.

## Notes to the Financial Statements

Year ended March 31, 2023

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### 1. Nature of operations

Prince Albert Mobile Crisis Unit Co-operative Ltd. (the "Co-operative") is a not-for-profit organization incorporated provincially under the Non-profit Corporations Act of Saskatchewan. Management has determined that they are exempt from payment of income tax under Section 149(1) of the Income Tax Act.

The Co-operative operates to provide 24-hour crisis intervention and sexual assault counselling.

### 2. Significant accounting policies

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

#### Tangible capital assets

Tangible capital assets are recorded at cost. The Co-operative provides for amortization using the following methods at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives. The annual amortization rates and methods are as follows:

Buildings	Straight-line	40 years
Equipment	Straight-line	10 years
Vehicles	Straight-line	7 years
Computer equipment	Straight-line	5 years

The Co-operative regularly reviews its tangible assets to eliminate obsolete items.

#### Impairment of long-lived assets

The Co-operative tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected undiscounted future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent carrying value exceeds its fair value.

#### Callable debt

The Co-operative's demand loans are classified as current liabilities because the lender has the right to demand repayment within one year.

#### Revenue recognition



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# Prince Albert Mobile Crisis Unit Co-operative Ltd.

## Notes to the Financial Statements

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Year ended March 31, 2023

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### 2. Significant accounting policies (continued)

#### Revenue recognition (continued)

Prince Albert Mobile Crisis Unit Co-operative Ltd. follows the restricted fund method for accounting for contributions.

#### Restricted contributions

Restricted contributions from the Ministry of Social Services, Ministry of Justice, and Prince Albert Parkland Health Region related to general operations are recognized as revenue of the Restricted Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

#### Unrestricted contributions

Unrestricted contributions, such as the City of Prince Albert, VACR and United Way, are recognized as revenue of the Unrestricted Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### Other income

Other income and recoveries, interest, other donation, and sundry revenue is recognized in the period the funds are received.

#### Expense recognition

The Organization uses the accrual method of accounting for expenses whereby the cost of goods and services acquired in the period, or a liability is incurred, are recorded regardless of whether payment has been made.

#### Net financial assets

Net financial assets at the end of an accounting period is the net amount of financial assets less financial liabilities outstanding. Financial assets represent items such as cash and those other assets on hand which could provide resources to discharge existing financial liabilities or finance future operations. These include realizable assets which are convertible to cash and not intended for consumption in the normal course of operations.

#### Financial instruments

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# Prince Albert Mobile Crisis Unit Co-operative Ltd.

## Notes to the Financial Statements

Year ended March 31, 2023

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### 2. Significant accounting policies (continued)

#### Financial instruments (continued)

The Co-operative considers any contract creating a financial asset, liability, or equity instrument as a financial instrument, except in certain limited circumstances. The Co-operative accounts for the following as financial instruments:

- cash
- trade and other receivables
- accounts payable
- vacation & sick time payable

A financial asset or liability is recognized when the Co-operative becomes party to contractual provisions of the instrument.

#### Measurement:

The Co-operative initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

Financial assets measured at cost or amortized cost less any reduction for impairment include cash, receivables, and deposits.

Financial liabilities measured at amortized cost include payables and vacation & sick time payable.

At the end of each reporting period, the Co-operative assesses whether there are any indications that a financial asset (or group of similar financial assets) measured at cost or amortized cost may be impaired. When there is any such indication of impairment, the Co-operative determines whether a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from that financial asset. Where there is the case, the carrying amount of the asset is reduced to the highest of the expected value that is actually recoverable from the asset either by holding the asset, by its sale or by exercising the right to any collateral, net of costs. The carrying amount of the asset is reduced directly or through the use of an allowance account and the amount of the reduction is recognized as an impairment loss in net income. Previously recognized impairment losses are reversed to net income if improvements occur.

#### **Measurement uncertainty**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

**Prince Albert Mobile Crisis Unit Co-operative Ltd.**  
**Notes to the Financial Statements**  
Year ended March 31, 2023

**3. Cash**

	<u>2023</u>	<u>2022</u>
Diamond North Credit Union - operating	\$ 393,494	\$ 202,857
Petty cash	-	31
	<u>\$ 393,494</u>	<u>\$ 202,888</u>

**4. Tangible capital assets**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2023 Net Book Value</u>	<u>2022 Net Book Value</u>
Buildings	\$ 389,712	\$ 42,565	\$ 347,147	\$ 336,384
Equipment	99,768	60,549	39,219	21,269
Vehicles	113,013	3,956	109,057	59,255
Computer equipment	21,221	21,221	-	2,494
	<u>\$ 623,714</u>	<u>\$ 128,291</u>	<u>\$ 495,423</u>	<u>\$ 419,402</u>

**5. Accounts payable and accrued liabilities**

	<u>2023</u>	<u>2022</u>
Accrued liabilities	\$ 7,800	\$ 4,618
Accrued interest payable	1,209	1,209
Collabria credit card	644	2,127
Accounts payable and accrued liabilities	<u>(1)</u>	<u>-</u>
	<u>\$ 9,652</u>	<u>\$ 7,954</u>

**6. Deferred revenue**

	<u>2023</u>	<u>2022</u>
City of Prince Albert	<u>\$ 10,900</u>	<u>\$ -</u>

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## Prince Albert Mobile Crisis Unit Co-operative Ltd.

### Notes to the Financial Statements

Year ended March 31, 2023

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#### 7. Mortgage payable

	2023	2022
Diamond North Credit Union loan bearing interest at 5.5% per annum, repayable in monthly blended payments of \$1,869. The loan matures on April 1, 2025 and is secured by 15 - 15th Street which has a carrying value of \$336,384. The loan is callable on demand.	\$ 251,371	\$ 259,718
Principal due in one year	(8,823)	(8,352)
	\$ 242,548	\$ 251,366

Principal repayments terms are approximately:

2024	\$ 8,823
2025	233,725
	\$ 242,548

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#### 8. Financial instruments

The Co-operative is exposed to various risks through its financial instruments and has a comprehensive risk measurement to monitor, evaluate and manage these risks. The following analysis provides information about the Organization's risk exposure and concentration risk as at March 31, 2023.

(a)

The Co-operative does have credit risk in accounts receivable of \$1,220 (2022 - \$3,786). Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The Co-operative reduces its exposure to credit risk by performing credit valuations on a regular basis; granting credit upon a review of the credit history of the applicant and creating an allowance for bad debts when applicable. The Co-operative maintains strict credit policies and limits in respect to counterparties. In the opinion of management the credit risk exposure to the Co-operative is low and is not material.

(b)

Liquidity risk is the risk the company may not be able to meet its obligations. The Co-operative has a comprehensive plan in place to meet their obligations as they come due which is primarily from cash flow from operations.

#### 9. Economic dependence

The Co-operative relies on funding from the Government of Canada and Government of Saskatchewan. In 2023, \$1,995,797 (2022 - \$1,684,062) in funding was received from government entities, which comprises 92.1% (2022 - 95.7%) of the Organization's total revenues for the year. Without the government funding, there would be uncertainty about the Organization's ability to continue operations.

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#### 10. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

**Prince Albert Mobile Crisis Unit Co-operative Ltd.**  
**Schedule 1: Ministry of Social Services Statement of Operations**

Year ended March 31	Budget (unaudited)	2023	2022
<b>Revenue</b>			
Saskatchewan Ministry of Social Services	\$ 1,262,454	\$ 1,262,454	\$ 1,222,518
<b>Expenses</b>			
Advertising and promotion	4,100	4,696	241
Employee benefits	203,101	242,158	233,864
Insurance	5,126	12,787	12,100
Meals and entertainment	-	369	-
Office	9,226	24,225	20,386
Professional fees	2,368	13,136	7,264
Repairs and maintenance	-	-	2,732
Salaries and wages	963,705	1,474,134	1,373,321
Supplies	2,050	2,429	1,521
Telephone	15,377	26,990	18,170
Training and education	15,306	14,547	4,272
Travel and accommodation	8,160	9,431	8,211
Utilities	4,245	15,136	12,769
Vehicle operations	18,452	20,158	15,229
Interest on long-term debt	11,238	14,080	14,525
	1,262,454	1,874,276	1,724,605
Deficiency of revenues over expenses	\$ -	\$ (611,822)	\$ (502,087)

See accompanying notes to the financial statements.

**PRINCE ALBERT MOBILE CRISIS UNIT COOPERATIVE**  
**MOBILE CRISIS SERVICES STATISTICAL DATA 2022-2023**  
**CONTRACT ID: IS02**  
 (Sexual Assault Centre stats are separate)

	2021-2022	2022-2023
<b>TOTAL CRISIS CALLS (excludes Homecare calls)</b>	<b>9671</b>	<b>10522</b>
<b>HOMECARE CALLS</b>	<b>1297</b>	<b>1250</b>
<b>CALLS TO ANSWERING SERVICE</b>	<b>696</b>	<b>907</b>
<b>WALK-INS</b>	<b>127</b>	<b>285</b>
<b>MOBILE RESPONSE</b>	<b>4432</b>	<b>5370</b>
<b><i>REFERRAL SOURCE:</i></b>		
<b>SELF</b>	<b>2959</b>	<b>2986</b>
<b>2ND PARTY</b>	<b>1753</b>	<b>1412</b>
<b>MINISTRY SOCIAL SERVICES</b>	<b>2980</b>	<b>3797</b>
<b>CITY POLICE</b>	<b>550</b>	<b>976</b>
<b>RCMP</b>	<b>105</b>	<b>102</b>
<b>PHYSICIAN/HOSPITAL</b>	<b>316</b>	<b>260</b>
<b>MENTAL HEALTH CENTRE</b>	<b>6</b>	<b>5</b>
<b>SAFE SHELTER/ADULT</b>	<b>696</b>	<b>155</b>
<b>SAFE SHELTER/CHILD</b>	<b>469</b>	<b>708</b>
<b>SEXUAL ASSAULT WORKER</b>	<b>8</b>	<b>7</b>
<b>INDIGENOUS SERVICES</b>	<b>46</b>	<b>27</b>
<b>OTHER</b>	<b>427</b>	<b>456</b>
<b><i>ASSISTANCE TO:</i></b>		
<b>MSS</b>	<b>6019</b>	<b>8301</b>
<b>CITY POLICE</b>	<b>550</b>	<b>976</b>
<b><i>CLIENT PROFILE:</i></b>		

<b>MALE</b>	<b>2159</b>	<b>1746</b>
<b>FEMALE</b>	<b>7428</b>	<b>8679</b>
<b>UNKNOWN</b>	<b>82</b>	<b>95</b>
<b>SINGLE</b>	<b>3034</b>	<b>2528</b>
<b>COHABITING</b>	<b>2700</b>	<b>3244</b>
<b>DIVORCED/SEPERATED</b>	<b>1359</b>	<b>1928</b>
<b>WIDOWED</b>	<b>100</b>	<b>92</b>
<b>UNKNOWN</b>	<b>2478</b>	<b>2715</b>
<b>RESIDENCY:</b>		
<b>CITY OF PA</b>	<b>8394</b>	<b>9309</b>
<b>OTHER</b>	<b>1020</b>	<b>944</b>
<b>UNKNOWN</b>	<b>176</b>	<b>220</b>
<b>OUT OF PROVINCE</b>	<b>81</b>	<b>34</b>
<b>CONSTITUTIONALITY :</b>		
<b>STATUS: ON RESERVE</b>	<b>474</b>	<b>529</b>
<b>STATUS: OFF RESERVE</b>	<b>3087</b>	<b>3692</b>
<b>PRESENTING PROBLEMS:</b>		
<b>CHILD WELFARE:</b>		
<b>ABANDONMENT/NEGLECT</b>	<b>850</b>	<b>1457</b>
<b>LOST/FOUND CHILD (&gt;12)</b>	<b>105</b>	<b>157</b>
<b>MISSING/FOUND JUVENILE (&gt;12)</b>	<b>658</b>	<b>986</b>
<b>YOUNG OFFENDER (&gt;12)</b>	<b>11</b>	<b>17</b>
<b>OUT OF CONTROL</b>	<b>261</b>	<b>650</b>
<b>PHYSICAL ABUSE</b>	<b>152</b>	<b>326</b>
<b>SEXUAL ABUSE (&lt;16)</b>	<b>71</b>	<b>129</b>
<b>EMOTIONAL/VERBAL ABUSE</b>	<b>75</b>	<b>101</b>

<b>SUICIDE RELATED</b>	<b>34</b>	<b>35</b>
<b>OTHER</b>	<b>1988</b>	<b>2854</b>
<b>FINANCIAL PROBLEMS:</b>		
<b>ACCOMMODATION</b>	<b>2127</b>	<b>1589</b>
<b>TRANSPORTATION</b>	<b>1192</b>	<b>1199</b>
<b>FOOD</b>	<b>670</b>	<b>711</b>
<b>BABY NEEDS</b>	<b>103</b>	<b>139</b>
<b>OTHER</b>	<b>243</b>	<b>552</b>
<b>MENTAL HEALTH:</b>		
<b>M.H. RELATED PROBLEMS</b>	<b>1815</b>	<b>2622</b>
<b>SUICIDE IDEATION</b>	<b>164</b>	<b>216</b>
<b>SUICIDE ATTEMPT</b>	<b>37</b>	<b>50</b>
<b>SUICIDE COMPLETE</b>	<b>10</b>	<b>9</b>
<b>MENTAL HEALTH OTHER</b>	<b>577</b>	<b>898</b>
<b>PHYSICAL HEALTH PROBLEMS</b>	<b>398</b>	<b>725</b>
<b>SUBSTANCE ABUSE:</b>		
<b>ALCOHOL</b>	<b>1506</b>	<b>2525</b>
<b>DRUGS</b>	<b>960</b>	<b>1365</b>
<b>SOLVENTS/OTHER</b>	<b>63</b>	<b>87</b>
<b>SEXUAL ASSAULT (&gt;16):</b>		
<b>ASSAULT RELATED</b>	<b>124</b>	<b>166</b>
<b>OTHER</b>	<b>45</b>	<b>37</b>



<b>DOMESTIC VIOLENCE:</b>		
PHYSICAL ABUSE	735	1581
EMOTIONAL/VERBAL ABUSE	176	302
PARENT-CHILD CONFLICT	72	150
OTHER	212	239
<b>ELDERLY:</b>		
ACCOMMODATION	15	16
MISSING/FOUND	9	17
ABUSE	13	26
OTHER	89	88
<b>SERVICES PROVIDED:</b>		
COUNSELLING - INDIVIDUAL	1451	1862
COUNSELLING - MARITAL	13	37
COUNSELLING - FAMILY	254	536
COUNSELLING OTHER	104	158
ACCOMMODATION ASSISTANCE	719	321
FOOD ASSISTANCE	185	323
TRANSPORTATION MEDICAL	79	92
TRANSPORTATION OTHER	512	371
FINANCIAL ASSISTANCE OTHER	135	111
CHILD PLACEMENT (#children)	115	98
REFERRAL	6762	7275
INFORMATION PROVISION	5747	6215
ADVOCACY/CONSULTATION	1098	996
ASSESSMENT	3452	4378
UNABLE TO CONTACT	90	105
EIO	5	6

<b>OTHER</b>	<b>547</b>	<b>476</b>
<b>REFERRALS TO:</b>		
<b>MSS</b>	<b>6050</b>	<b>7451</b>
<b>INDIGENOUS SERVICES</b>	<b>164</b>	<b>271</b>
<b>CITY POLICE</b>	<b>1173</b>	<b>1895</b>
<b>RCMP</b>	<b>145</b>	<b>150</b>
<b>MOBILE CRISIS SERVICES</b>	<b>5891</b>	<b>8199</b>
<b>SAFE SHELTER (ADULT)</b>	<b>1131</b>	<b>718</b>
<b>SAFE SHELTER (CHILDREN)</b>	<b>166</b>	<b>228</b>
<b>YWCA</b>	<b>631</b>	<b>344</b>
<b>HOMECARE</b>	<b>15</b>	<b>9</b>
<b>SALVATION ARMY</b>	<b>17</b>	<b>15</b>
<b>FOOD BANK</b>	<b>66</b>	<b>109</b>
<b>LEGAL ASSISTANCE</b>	<b>72</b>	<b>76</b>
<b>PHYSICIAN/HOSPITAL</b>	<b>601</b>	<b>979</b>
<b>MENTAL HEALTH SERVICES</b>	<b>161</b>	<b>154</b>
<b>SEXUAL ASSAULT COUNSELLOR</b>	<b>71</b>	<b>57</b>
<b>ALCOHOL AND DRUG SERVICES</b>	<b>70</b>	<b>181</b>
<b>COUNSELLING - OTHER</b>	<b>157</b>	<b>287</b>
<b>GAMBLING RESOURCES</b>	<b>21</b>	<b>18</b>
<b>CCRT Community Care Response Team</b>	<b>4</b>	<b>4</b>
<b>OTHER</b>	<b>525</b>	<b>539</b>
<b>NUMBER PREV. CONTACTS:</b>		
<b>NIL</b>	<b>853</b>	<b>886</b>
<b>1 TO 5</b>	<b>1232</b>	<b>1320</b>
<b>5+</b>	<b>6985</b>	<b>7789</b>
<b>UNKNOWN</b>	<b>601</b>	<b>526</b>



City of  
**Prince Albert**

*BI 23-19*

**TITLE:** Police Service

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Police Service



# POLICE SERVICE



City of  
**Prince  
Albert**

**2024 BUDGET**

**SECTION THIRTEEN – POLICE SERVICE**



Permanent Out of Scope FTE Total: 23.0

Permanent In Scope FTE Total: 113.0

New Permanent Staffing FTE Requests: 1

(FTE: Full Time Equivalent)

**Functional Area:** POLICE SERVICE  
**Department:** Police Service  
**Fund:** General Fund

The Prince Albert Police Service is dedicated to community safety and committed to reducing crime. The diverse group of men and women within the Prince Albert Police Service work diligently to make Prince Albert a safe place to live, work and do business.

The City of Prince Albert Police Service reports to the Prince Albert Board of Police Commissioners, which in turn, reports to City Council.

<b>POLICE SERVICE</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
User Charges and Fees	\$1,080,900	\$1,055,610	\$25,290	2.40%
Operating Grants and Donations	\$3,941,835	\$3,828,080	\$113,755	2.97%
<b>Total Revenues</b>	<b>\$5,022,735</b>	<b>\$4,883,690</b>	<b>\$139,045</b>	<b>2.85%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	\$20,525,535	\$19,788,280	\$737,255	3.73%
Contracted and General Services	\$2,310,748	\$1,630,110	\$680,638	41.75%
Financial Charges	\$750	\$750	\$0	0.00%
Utilities	\$129,873	\$139,210	(\$9,337)	-6.71%
Fleet Expenses	\$859,764	\$829,580	\$30,184	3.64%
Maintenance Materials and Supplies	\$1,383,984	\$1,170,710	\$213,274	18.22%
Insurance	\$20,130	\$19,810	\$320	1.62%
<b>Total Expenses</b>	<b>\$25,230,784</b>	<b>\$23,578,450</b>	<b>\$1,652,334</b>	<b>7.01%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$20,208,049</b>	<b>\$18,694,760</b>	<b>\$1,513,289</b>	<b>8.09%</b>
<b>CAPITAL &amp; RESERVE ALLOCATIONS:</b>				
Capital Expenditures	\$338,800	\$263,040	\$75,760	28.80%
Transfer from Proactive Policing Reserve	(\$691,622)	(\$621,100)	(\$70,522)	11.35%
<b>Total Capital &amp; Reserve Allocations</b>	<b>(\$352,822)</b>	<b>(\$358,060)</b>	<b>\$5,238</b>	<b>-1.46%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$19,855,227</b>	<b>\$18,336,700</b>	<b>\$1,518,527</b>	<b>8.28%</b>



City Council in Year 2021 approved the Prince Albert Police Service Multi-Year Proactive Policing Strategy. Council approved that the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service; and, that the unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service.

For Year 2024, the amount of \$691,622 is budgeted to be transferred from the Proactive Policing Reserve to fund the Proactive Policing Strategy for 2024.

This results in a **net budget request for 2024 of \$19,855,227** compared to \$18,336,700 in 2023 as follows:

	<u>Year 2024</u>
<b>Operating (Surplus) Deficit</b>	<b>\$20,208,049</b>
2024 Police Service Capital Projects	\$338,800
Transfer from Proactive Policing Reserve	(\$691,622)
<b>Year 2024 Requested Transfer from the City</b>	<b>\$19,855,227</b>
Approved 2023 Transfer from the City	\$18,336,700
<b>Increase in 2024 Budget from 2023 Budget</b>	<b>\$1,518,527</b>
Percentage Increase	8.28%
<b>Mill Rate Increase</b>	<b>4.75%</b>

Please refer to the [2024 Prince Albert Police Service Budget Submission](#) attached after this functional sheet for additional information.





City of  
**Prince Albert**

***RPT 23-390***

**TITLE:** 2024 Police Service Budget - Chief of Police Financial Overview

**DATE:** **October 24, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

---

**ATTACHMENTS:**

1. 2024 Police Service Budget
2. PowerPoint Presentation

Written by: Patrick Nogier, Chief of Police





# Prince Albert Police Service

45 – 15<sup>th</sup> Street West  
Prince Albert, Saskatchewan S6V 3P4

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## 2024 Prince Albert Police Service Budget

### Executive Summary

The PA Police Service remains steadfastly committed to ensuring community safety and reducing crime in Prince Albert. Reporting to the Prince Albert Board of Police Commissioners, and subsequently to City Council, our Service continues to prioritize financial accountability and transparency in this 2024 budget document.

The budget submission follows an exhaustive line-by-line review aimed at cost-efficiency, correct revenue projections, and encouraging dialogue around financial operations. The review comes in the wake of 45 recommendations released by the Ministry of Corrections, Policing and Public Safety on July 18, 2023. Seven of these have substantial financial implications on the PA Police Service, as per the Special Inquiry ordered by Minister Christine Tell under The Police Act, 1990.

### Budget Highlights

#### **Revenue Sources:**

- User Charges and Fees: \$1,080,900 (4%)
- Operating Grants and Donations: \$3,941,835 (15%)
- Transfer from the City for Proactive Policing Unit: \$691,622 (3%)
- Transfer from the City: \$19,935,227 (78%)
- Total Revenue: \$25,649,583 (100%)

#### **Expenditures:**

- Salaries, Wages, and Benefits: \$20,525,534.72 (81.09%)
- Contracted and General Services: \$2,390,748 (9.45%)
- Financial Charges: \$750.00 (0%)
- Utilities: \$129,872.64 (0.51%)
- Fleet Expenses: \$859,764 (3.40%)
- Maintenance Materials and Supplies: \$1,383,984 (5.47%)
- Insurance: \$20,130.00 (0.08%)
- Total Expenditures: \$25,310,783.36 (100%)

### Noteworthy Points

- The extended paramedic detention program, costing an estimated \$309,778.56 for 2024, remains outside this budget. It is funded by the Ministry of Health until March 31, 2024. This adheres to Recommendation #7 from the Special Inquiry.
- The budget seeks an increased funding request from the City of \$1,598,256 (8.72%).
- While costs associated to contracted and general services have increased, they continue to play a significant role in risk mitigation for the Prince Albert Police Service. Outsourcing Dispatch and Detention Services allows for a reduction in the complexities associated to human resource management.

## **Objectives and Priorities**

This budget focuses on:

Public Trust and Confidence  
Public Safety and Awareness  
Community Engagement and Feedback

Crisis and Reputation Management  
Accountability and Transparency

The emphasis on the exhaustive line-by-line review by Finance Manager Angela Dumont is a commendable approach, as it aligns with our ongoing commitment to the prudent use of public funds. The fact that the budget incorporates and considers the financial implications of key recommendations from the Special Inquiry ordered under The Police Act, 1990, speaks to the Service's willingness to adapt and improve in accordance with governmental oversight. This is in line with Part III of the Saskatchewan Police Act, 1990, which lays out responsibilities for financial management and accountability.

Revenue-wise, it's good to see diversified streams such as User Charges and Fees, Operating Grants and Donations, alongside substantial transfers from the City. This balanced approach allows for more stable financial planning.

The significant proportion of the budget allocated for Salaries, Wages, and Benefits shows that the PA Police Service highly values its authorized strength of around 135 people and aims to maintain a good relationship with the Prince Albert Police Association.

Fiscal planning and budget management are pivotal elements in ensuring the effective operation and sustainability of the Prince Albert Police Service. It's essential to strike a balance between fiscal responsibility and the delivery of quality police services, all within the framework established by provincial and local regulations. There are some key points to consider as a municipal police service in the Province of Saskatchewan:

- i. According to the Saskatchewan Police Act 1990, a board of police commissioners is responsible for preparing a budget and submitting it to the local authority for approval. This underlines the significance of budget preparation not only as an internal procedure but also as a legislated requirement. Proper fiscal planning ensures compliance with the act and creates a platform for transparent governance.
- ii. A well-planned budget allows us to allocate resources wisely. This ensures that the Service can fulfill its duties effectively, from basic patrol activities to complex criminal investigations. Having a prudent fiscal plan helps in making decisions about staff deployment and other operational activities, which is particularly critical given our authorized strength of approximately 135 people.
- iii. Effective fiscal planning enables the Service to maintain a good relationship with stakeholders such as the Prince Albert Police Association. Transparent budgeting allows all parties to have a clearer understanding of resource allocation, contributing to harmonious labor relations.
- iv. The Saskatchewan Policy Manual for Municipal Police Services emphasizes the importance of strategic planning, which includes fiscal considerations. Strategic planning can serve as a vehicle for resource optimization, enabling the Service to align its financial strategies with broader organizational goals. This ensures that we remain agile in responding to new challenges and opportunities that may arise.

In conclusion, prudent fiscal planning and budget management are not just best practices but mandated activities that help the Police Service in fulfilling its duties effectively. By adhering to the guidelines set forth in the Saskatchewan Police Act 1990 and the Saskatchewan Policy Manual, we can maintain transparency, optimize resources, and build trust within the community and amongst our stakeholders.

Overall, the budget articulates the objectives and financial needs of the PA Police Service clearly and aligns well with statutory requirements and community expectations. I look forward to further collaborative discussions to finalize this important document.

Thank you for your consideration, leadership, and efforts in this complex task.

Sincerely,

A handwritten signature in blue ink, appearing to read 'PN' with the number '259' written below it.

Chief of Police  
Prince Albert Police Service  
Patrick Nogier



# Prince Albert Police Service



*Budget Presentation  
Strategic Planning Session  
September 27, 2023*

*Chief Patrick Nogier*



The PA Police Service remains committed to ensuring community safety and reducing crime in Prince Albert. Reporting to the Prince Albert Board of Police Commissioners, and subsequently to City Council, our Service continues to prioritize financial accountability and transparency in this 2024 budget document.



# Prince Albert Police Service Members



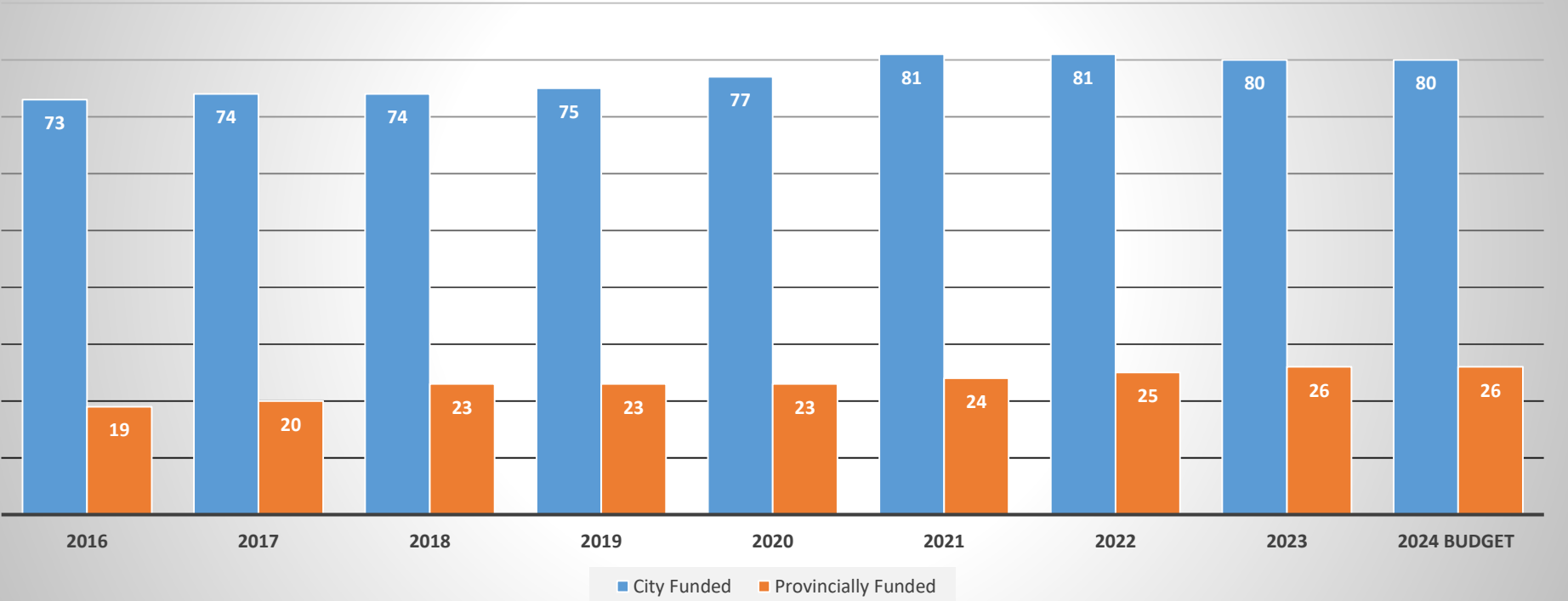
# Prince Albert Police Service Civilians

Administration	Finance and Human Resource Manager	1
	Executive Assistant	2
	Public Relations and Media Lead	1
	<b>Finance and/or Human Resource Manager – New 2024</b>	1
Information Technology	Network Support Officer	1
	System Programmer	1
	PC Support	1
Building Operations	Building and Fleet Coordinator	1
	Custodian	2
Information Management	Information Manager	1
	Police Records Management Controller	12
Victim Services	Victim Services Coordinator	1
	Victim Services Assistant Coordinator	1
	Indigenous Resource Officer	1
	Missing Persons Liaison	1
Community Relations	Court Officer	1
Criminal Investigations	Administrative Support	1
Crime Reduction Team	Junior Analyst	1



# PA Police Service Authorized Strength

## Police Service Authorized Strength





# Budget Highlights - 2024

## Revenue Sources:

- User Charges and Fees: \$1,080,900 (4%)
- Operating Grants and Donations: \$3,941,835 (15%)
- Transfer from the City for Proactive Policing Unit: \$691,622 (3%)
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- Total Revenue: \$25,649,583 (100%)

## Expenditures:

- Salaries, Wages, and Benefits: \$20,525,534.72 (81.09%)
- Contracted and General Services: \$2,390,748 (9.45%)
- Financial Charges: \$750.00 (0%)
- Utilities: \$129,872.64 (0.51%)
- Fleet Expenses: \$859,764 (3.40%)
- Maintenance Materials and Supplies: \$1,383,984 (5.47%)
- Insurance: \$20,130.00 (0.08%)
- Total Expenditures: \$25,310,783.36 (100%)



# Recent Police Operating Reserve & Transfer from the City

- As of December 31, 2022: \$447,838 in Operating Reserve.
- 2023 Budget: \$200,000 to be transferred from the Police Service Operating Reserve to the City's General Fund to assist with the City's significant budgeting shortfalls.
- Current balance of the Operating Reserve is \$247,838.

2024 Presented Budget to Board	\$19,935,226
Board Reductions at 2023 Police Service Budget Meeting	(\$80,000)
Board Approved Transfer from the City - 2024 Police Budget	\$19,855,226
Increase over 2023 Approved Budget ( <b>2023 budget \$18,336,700</b> )	\$1,518,526
	<b>Increase: 8.28%</b> <b>Mill Rate: 4.745%</b>



# 2024 Budgetary Considerations

2.01% Wage Increase	\$ 336,373
Increases due to CPP/EI/WCB/and Group Benefits	\$ 167,115
Step increase to staff	\$ 198,445
Finance and/or Human Resource Manager	\$ 92,805
Board Secretary Secondment	\$ 47,278
Casual Salary - Document Server	\$ 60,632
Overtime Increase	\$ 114,490
Reclassification Media Relations	\$ 12,464
Casuals- Detention Unit	\$ (414,470)
Stat Holidays	\$ (1,533)
Shift Differential	\$ (5,750)
Clothing allowance	\$ (10,500)
Casual Salary Increase and Stats	\$ 7,662
Removed 1% Vacancy from 2023	\$ 200,000
Mapping change within questica	\$ 15,000
Savings with retirements and turnover	\$ (82,756)
Chef of Police Secondment and hiring	\$ 20,400
Information Technology	\$ 100,064
Utilities	\$ (9,338)
Insurance	\$ 320
Digital Forensics	\$ 8,000
IDENT	\$ 11,500
Promotional items and branding	\$ 8,990
Emergency Response Team (ERT)	\$ 59,550
Dispatch Agreement	\$ 80,000
Patrol	\$ 29,380
Detention	\$ 488,540
Fleet	\$ 30,184
Maintenance Materials and Supplies ( not listed above)	\$ (4,438)
CRT ( increase matches revenue received)	\$ 26,316
Equipment and Maintenance	\$ 49,000
Contracted and General Services (not listed above)	\$ (3,389)
Revenue Increase	\$ (139,045)
Total transfer capital and reserve transactions	\$ 5,238.00
<b>Total Increase of 2024 Police Service Budget</b>	<b>\$1,518,526</b>



# Recent Police Service & Board Enhancements

- Special Inquiry: On July 18, 2023, The Ministry of Corrections, Policing and Public Safety released 45 recommendations. Of these 45 recommendations, PA Police had completed a total of on their own.
- Alternative Call Response (ACR): ACR pilot project is a differential response strategy that focuses on call management. The ACR model offers a call-handling alternative for select calls for service. This allows the deployment of resources to critical incidents or member engagement in proactive police activities.
- Frontline Service Delivery Model: A new Frontline Service Delivery Model was developed and implemented over a 16 month period. This model works in tandem to bring an enhanced level of service to our community and decreases the workload for our frontline members. A new priority call response was developed from the research and best practices collected from Saskatoon Police Service, Regina Police Service, and Edmonton Police Service. Every call type was evaluated and assigned to its appropriate priority based on new protocols.
- Civil Forfeiture: Secured funding to purchase Cell Check Verification equipment for our Detention Unit.
- Transition to Taser 7: Transition to Taser 7's was completed in 2023.
- Fleet: Professionalizing the Police Service Fleet equipment purchases with four vehicles purchased at the time of writing this report.
- Position of Growth: A Document Server was hired as a pilot project in 2023 to assist patrol by reducing the workload of the front line. From January 1<sup>st</sup> –June 30, 2023, Subpoenas served were 269 and attempts of service were 1171.



# Recent Police Service & Board Enhancements

- Indoor Gun Range was recommissioned: This provides members with proper facilities to train effectively year-round and is imperative to members safety.
- Board of Police Commissioners: Secondment of a Confidential Board Secretary to assist the Board with the 45 recommendations from the special injury.
- Paramedic Cell Block Project: Secured funding from SHA for Parkland Ambulance Care Ltd. to provide emergency medical services in the Prince Albert Police Service Detention Facility. Funded program continuing to March 2024.
- Position of Growth: A Building and Fleet Coordinator was hired. This position of growth has ensured our buildings and fleet are being properly maintained and documented. This position allows police members to focus their attention to police responsibilities.
- Position of Growth: Although not a new authorized strength, an increase from 5 to 6 Staff Sergeant's was approved for 2023. This Staff Sergeant was assigned to Support Services aligning the supervision with the other divisions throughout the organization.



# Provincial Funding

SHOCAP (Serious Habitual Offender Comprehensive Action Program)	1
CRT (Crime Reduction Team)	7
Missing Persons Task Force	1
Child Sexual Exploitation	1
ICE	1
PACT (Police and Crisis Team)	1
Enhanced Investigative Policing	6
Combined Traffic Services - SGI	3
Combined Traffic Services - Provincially Funded	3
STRT (Saskatchewan Trafficking Response Team)	2
<b>Total Provincially Funded Positions</b>	<b>26</b>

23 Provincially Funded Positions @ \$114,400 per officer  
3 SGI Funded Positions @ \$120,000 per officer (CTSS)



# Operating Grants & Donations

▪ 23 Funded Officers x \$114,400 per officer	\$2,631,200
▪ Funding from SGI for CTSS Program:	\$540,000
▪ Funded out of scope civilian Intelligence Analyst	\$75,000
▪ Funded operating dollars for Crime Reduction Team	\$308,000
▪ SGI Funding for Traffic Enforcement	\$50,000
▪ Victim Services and Missing Persons Liaison Funding	\$304,034
▪ Saskatchewan Trafficking Response Team (Prov)	<u>\$33,600</u>
Total	\$3,941,834



# Contracted Services

▪ Contract for Police Dispatching Staff (PECC)	\$1,133,600
▪ Mental Health Strategists Program	\$100,768
▪ Legal Services (discipline hearings, member legal fees, etc.)	\$91,350
▪ Chief of Police – Hiring	\$20,400
▪ Health Services	\$4,000
▪ Sub Station Maintenance City	\$160
▪ Information Technology – includes all licensing and software	\$404,920
▪ Provincial Analyst	\$11,220
▪ IDENT Allowance as per CBA ( <i>\$750 annually per officer</i> )	\$2,250
▪ Promotional Items and Branding	\$10,000
▪ Kennel and Vet Services for Canine Dogs	\$3,240
▪ laundry services	\$25,000
▪ ERT – ambulance calls	\$7,800
▪ Protection and Prevention – Dry cleaning and towing	\$9,500
▪ Detention Unit Security	<u>\$486,540</u>
Total	\$2,310,748





# Multi-Year Proactive Policing Strategy

*That the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service; and,*

*That the unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service.*

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## Forecasted Costs for 4 Sworn Members -2024

Salaries & Benefits (full year)	628,178
Ongoing expenditures - fleet, clothing, etc.	63,444
<b>Total Forecasted Costs for Year 2023</b>	<b>691,622</b>

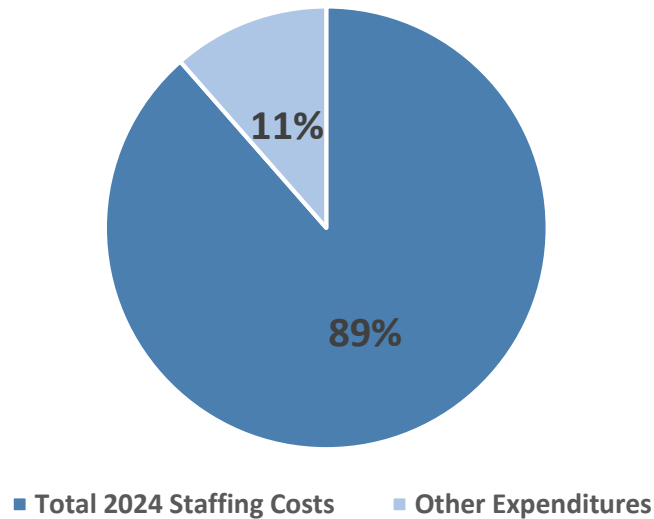
***The Multi-Year Proactive Policing Strategy is an enhancement to the Prince Albert Police Service authorized strength and will provide the ability to focus efforts and provide ownership and oversight to areas that require greater attention.***



# Salary Breakdown

Salaries Wages and Benefits	20,525,534.72
Dispatching Agreement- CanOps	1,333,600.00
Mental Health Strategists	100,768.00
Legal Expenses	91,350.00
Commissionaires Agreement - Detention Unit	486,540.00
<b>Total 2024 Staffing Costs</b>	<b>22,337,792.72</b>
<b>Other Expenditures</b>	<b>2,892,990.28</b>

2024 Staffing Costs- Prince Albert Police Service



# Police Service 2024 Expenditure Breakdown

Salaries Wages and Benefits	\$ 20,525,534.72	81.09%
Contracted and General Services	\$ 2,310,748.00	9.45%
Financial Charges	\$ 750.00	0.00%
Utilities	\$ 129,872.64	0.51%
Fleet Expenses	\$ 859,764.00	3.40%
Maintenance Materials and Supplies	\$ 1,383,984.00	5.47%
Insurance	\$ 20,130.00	0.08%
<b>Total Expenditures</b>	<b>\$ 25,230,783.36</b>	<b>100.00%</b>



# 2024 Capital Allocation

## **POLICE CAPITAL RESERVE**

Computer Replacement	\$51,000
MDT Replacement	\$32,000
In Car Camera Replacement	\$20,000
Virtual Server Replacement	\$35,000
Gun Range Maintenance and Infrastructure	\$10,000
Cyber Security	\$50,000
Network Switches	\$11,000
Back Up System	\$25,000
Policy Software	\$17,000
Photocopier/Printer Replacement	\$26,000
Laboratory Fridge	\$10,800
Wet Bench Ventilation	\$34,000
Detention Unit Security	\$17,000

**TOTAL 2024 CAPITAL PROJECTS**

**\$338,800**



# 2024 Fleet Capital Replacement Program

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## Police Equipment Reserve

<b>2024 Police Vehicle Replacement</b>	<b>\$371,000</b>
<b>Total 2024 Police Fleet</b>	<b>\$371,000</b>

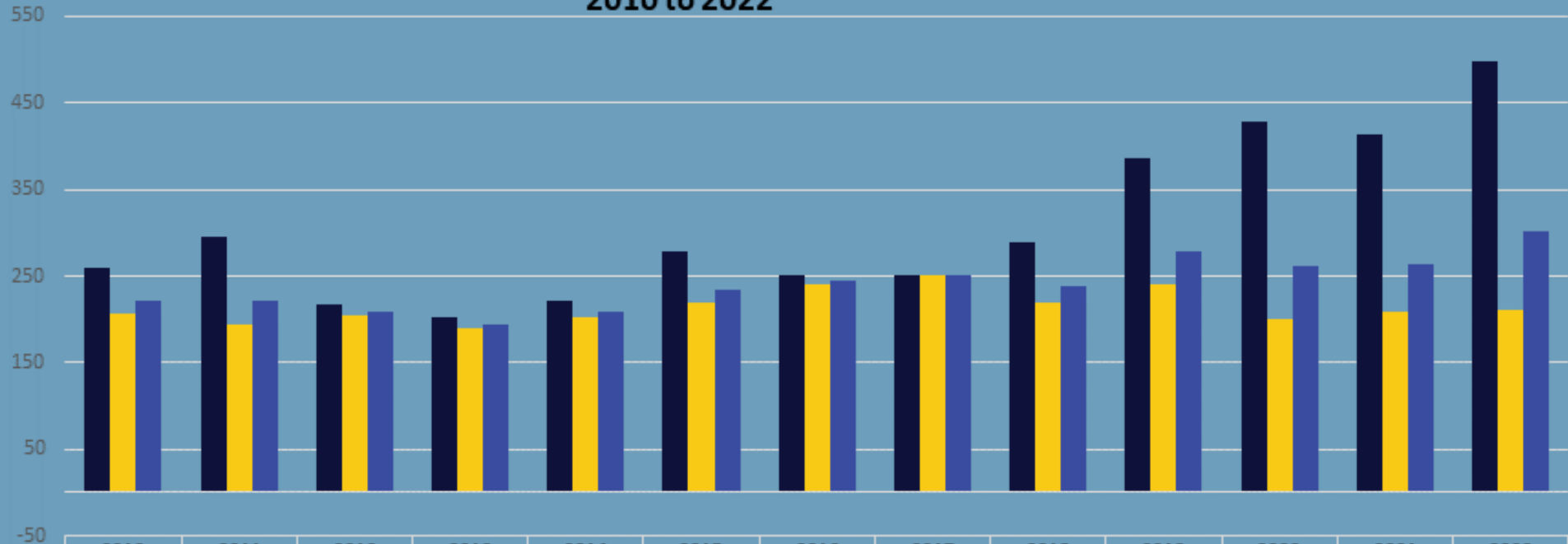
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*Note: The vehicle replacement is funded from the Police Service Fleet Reserve – a reserve that houses the surplus funds from the charge out rates for future vehicle replacements.*



# Crime Severity Index

Prince Albert Crime Severity Index Numbers  
2010 to 2022

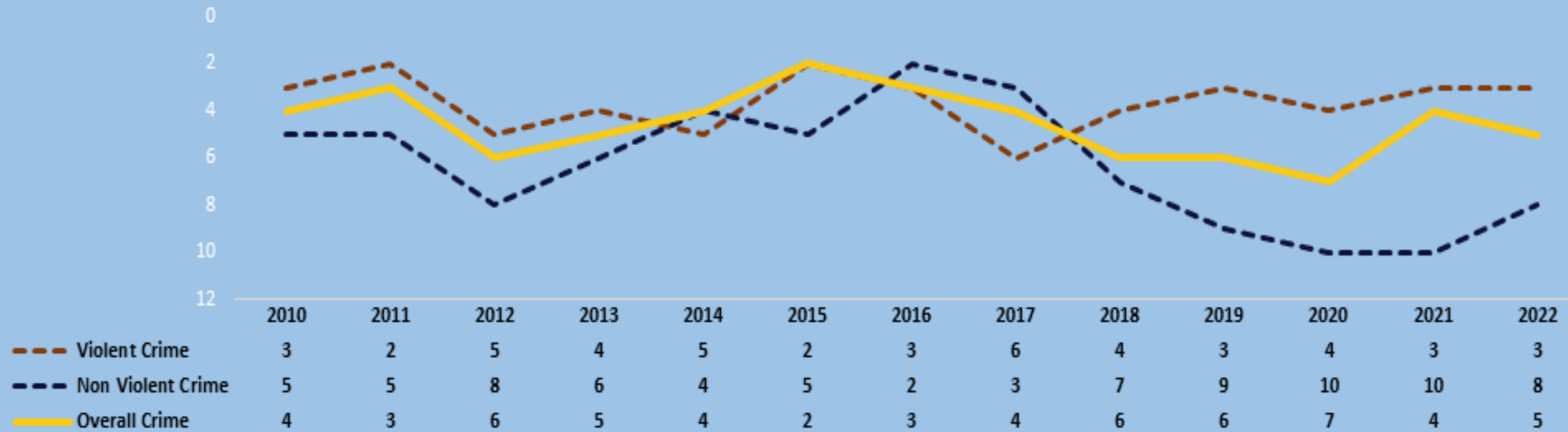


	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Violent Crime	260	295	218	202	221	279	251	250	289	387	427.7	413.5	497.4
Non Violent Crime	206	193	204	190	203	219	241	251	219	240	201.2	208.9	210.6
Overall	221	221	208	194	208	235	244	251	238	278	261.6	263.4	302.2



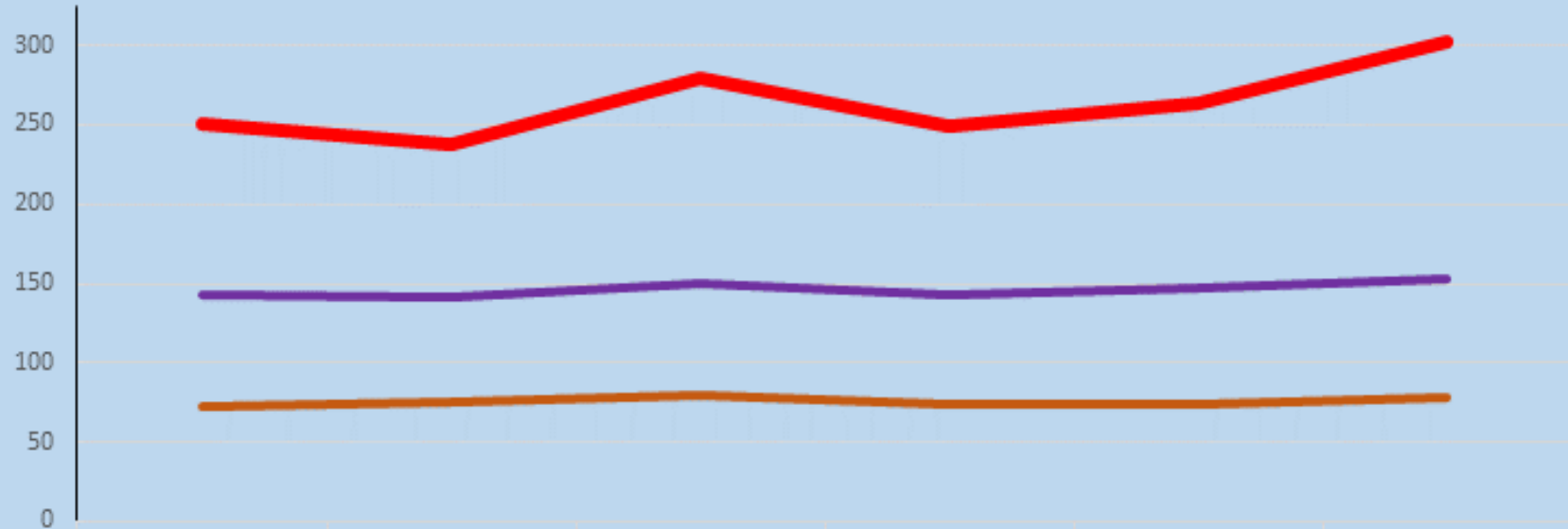
# Crime Severity Index

Prince Albert Crime Severity Index Rankings 2011 - 2022  
 (Ranking are for all 350 Police Agencies with Populations over 10,000)



# Crime Severity Index

Prince Albert Crime Severity (Overall)  
VS National/Saskatchewan/Saskatoon/Regina



	2017	2018	2019	2020	2021	2022
Prince Albert Crime Severity	251	238	279.3	249.3	263.4	302.2
National Crime Severity	73	75	80	73.44	73.7	78.1
Saskatchewan Crime Severity	143.17	140.74	149.62	142.6	146.76	152.46





# Provincial Inquiry:

- Recommendations in green have a significant financial obligation:

Policy Required	Already in Strat Plan	Not in Strat Plan	Complete
13	1	7	4
31	11	8	5
32	12	9	6
35	15	10	
37	18	42	
43	44	34	
	45	36	
	2	40	
	3		
	39		
	41		



# TRENDS:

- 2022 was the most violent year Prince Albert has seen in the last 12 years. (CSI number of 497.4 for 2022, in 2020 it was 427.7 which was our last “highest” year). PA’s highest Crime Severity since the beginning, still puts us in 5<sup>th</sup> overall, 3<sup>rd</sup> in violent and 8<sup>th</sup> in non-violent.
- It is the highest number for non-violent crime as well, however difference between the highest years is less (210.6 for 2022 and 201.2 for 2020)
- Even though PAPS Crime Severity Numbers are highest ever, our “Rankings” went down overall (5<sup>th</sup>), stayed the same for Violent Crime (3<sup>rd</sup>) and Up for Non-Violent Crime (8<sup>th</sup>)
- In Saskatchewan we are 2<sup>nd</sup> in every category (North Battleford – 1<sup>st</sup>)
- Prince Albert is the only municipal agency is the top 25 (all the rest are RCMP) in all of Canada
- Prince Albert is #1 in all categories out of the 8 municipalities with approximately the same population.



- Everything that was trending in 2022 is still trending higher in 2023.
- Assaults are trending last year because of changes to reporting. Occurred in Mar/Apr 2022. Now comparing apples to apples (same reporting guidelines) Increase is an actual increase in activity.

- YTD in a nutshell:



- Violent Crime Overall up 14.02%
- Criminal Harassment up 61.11%
- All Assaults up 16.82%
- Robberies up 8.26%
- Attempt Murders up 250% (from 2 to 7 this year) This may be a change in prosecutors requesting Attempt Murders instead of Aggravated Assault.

- Non Violent Crime up 1.4%



- Frauds up 29.34%
- Possession of Stolen Property up 23.4%
- Theft of MV up 5.63%
- Mischief up 10.23%



# ROBBERIES:

- YTD 118 victims in 97 files.
- In 75 of those files the suspect is Unknown to the Victim(s).
  - Weapons Used:

• Club/Baton	5
• Bear Spray	8
• Firearms	22
• Knife	35
• Physical Force	20
• Other	4
• Unknown	3
- Charges have been laid in 23 Robbery Files.
- Types of Robberies:

• Open Air	60
• Business	7
• Targeted	29
• Unknown	1 (Victim - Uncooperative before details could be figured out)
- Carjacking - 32 of the 97 have been a car-jacking.



# Alternative Call Response

- The Alternative Call Response (ACR) program is a differential response strategy that focuses on call management. The ACR model will offer a call-handling alternative for select calls for service. This will allow the deployment of resources to critical incidents or member engagement in proactive police activities. With technology, PAPS continues to improve our processes and service delivery in support of its vision.
- To support the deployment of frontline resources through efficient call management and investigative response strategies.
- Procedures:
  - a) **Alternative Call Response (ACR)** – means an assigned area of the Service utilizing alternative methods for handling police calls for service which includes taking reports for police service over the phone or in-person at the Prince Albert Police Service, completing reports/investigations made through ACR or on-line reporting; and
  - b) **On-line reporting** – means an avenue where community members may report incidents on-line via the PAPS website.



# ACR – Call Types:

- Identity Theft or Fraudulent Scams
- Harassing Communications
- Theft Under \$5,000
- Theft from Motor Vehicle Under \$5,000
- Gas Drive Offs
- Theft of Motor Vehicle
- Mischief /Graffiti to Property
- Mischief/Graffiti to Vehicle
- Lost Property Under \$5,000
- Lost/Stolen License Plate
- Noise Complaints
- Neighbor Disputes
- Hate Crime
- Supplemental Reports
- Non-emergent B&E/no evidence at scene
- B&E into Outbuilding
- MVA hit and run

Where the suspect's identity is not known at the time of the initial call.

**Exceptions:** Shoplifting suspect not in custody & Gas Drive Offs – video surveillance identifies suspect.



# *QUESTIONS*





City of  
**Prince Albert**

*BI 23-20*

**TITLE:** Prince Albert Public Library

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

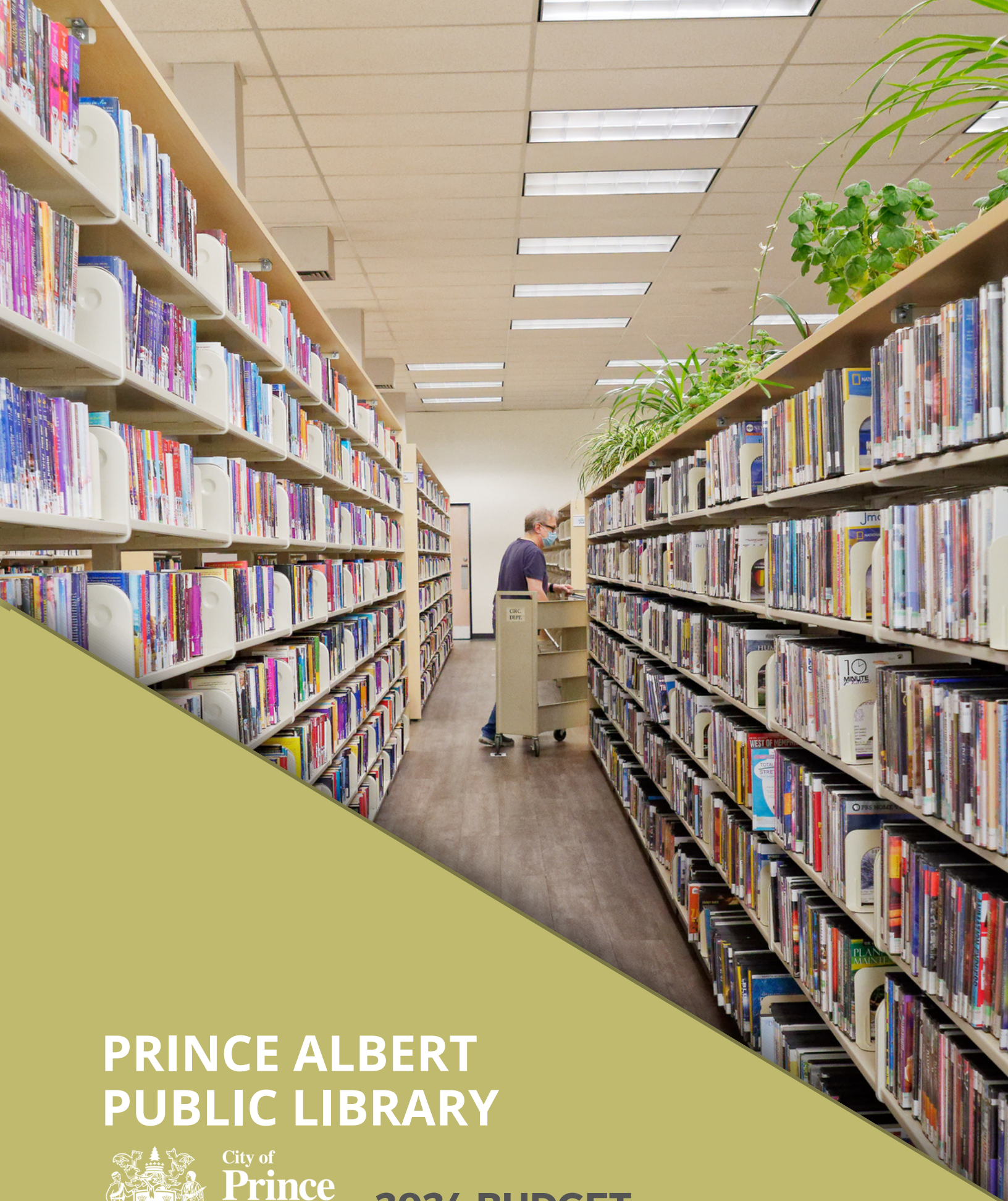
**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert Public Library





# PRINCE ALBERT PUBLIC LIBRARY



City of  
**Prince  
Albert**

## 2024 BUDGET

SECTION FOURTEEN – THE CITY OF PRINCE ALBERT  
PUBLIC LIBRARY BOARD



City of  
**Prince  
Albert**

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Prince Albert  
**papl**  
Public Library





Functional Area: THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD  
 Department: THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD  
 Fund: General Fund

The Prince Albert Public Library receives grant funding from the City of Prince Albert collected through a levy to support general and capital activities in four categories: acquiring digital and physical materials for the collection, programs and community outreach, building operation and renovations, and staff salaries.

Prince Albert Public Library	2024 Budget	2023 Budget	Variance	% Change
<b>EXPENSES</b>				
Contracted and General Services	\$2,349,030	\$2,253,950	\$95,080	4.22%
Total Expenses	\$2,349,030	\$2,253,950	\$95,080	4.22%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$2,349,030</b>	<b>\$2,253,950</b>	<b>\$95,080</b>	<b>4.22%</b>

The request from the Prince Albert Public Library Board is requesting additional funding in the amount of **\$95,080 for Year 2024**. That amount is offset by increased revenue of **\$95,080 from the Library Levy**.

**Budget increase for The City of Prince Albert Public Library Board is funded by library levy as shown on tax notices.**

Please refer to attached report [CORR 23-68 - Prince Albert Public Library 2024 Budget Submission](#) after this functional sheet for additional information.

As submitted in the Budget submission, the budget is a status quo budget that allows the Library to maintain existing services in 2024. Increased costs are driven by negotiated salary increases, and by increased costs which have driven library operating costs up by over 6%. Administration has also increased the materials budget by 2% which is well behind the actual increase in material costs. Budget includes \$50,000 for Capital.



Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment
1 EXTERNAL AGENCIES	10-19-000-348-00000-7295	GF EXT AGEN PA PUB LIBRARY SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	2,124,930	2,190,420	1,690,463	2,253,950	2,349,030	95,080	The Prince Albert Library has asked for an increase of \$95,080. As submitted in the Budget submission, the budget is a status quo budget that allows the library to maintain existing services in 2024. Increased costs are driven by negotiated salary increases, and by increased costs for everything else which have driven library operating costs up by over 6%. Administration has also increased the materials budget by 2% which is well behind the actual increase in material costs. Budget includes \$50,000 for Capital.



City of  
**Prince Albert**

**CORR 23-68**

**TITLE:** Prince Albert Public Library 2024 Budget Submission

**DATE:** October 3, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

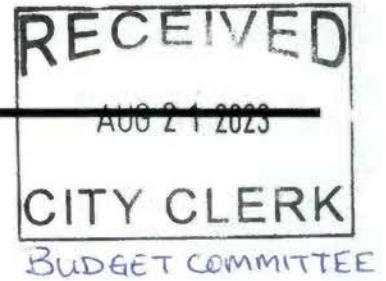
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**ATTACHMENTS:**

1. Prince Albert Public Library 2024 Budget Submission
2. Prince Albert Public Library Budget Presentation

Written by: Alex Juorio, Director, Prince Albert Public Library

**Terri Mercier**



**From:** Alex Juorio <ajuorio@princealbertlibrary.ca>  
**Sent:** Monday, August 21, 2023 12:15 PM  
**To:** City Clerk  
**Subject:** Prince Albert Public Library 2024 Budget submission

Dear Terri Mercier,

Please find the Prince Albert Public Library 2024 budget submission below. These budget figures were approved by the Library Board at their meeting on August 17. The Budget request for 2024 is: \$2,349,029.88.

	2023	2024	2023/2024 % Change	2023/ 2024 \$ Change
Library Materials *	\$258,805.62	\$263,981.75	2.00%	\$5,176.13
Building Operation	\$414,076.00	\$441,982.76	6.74%	\$27,906.76
Personnel	\$1,540,482.65	\$1,593,065.37	3.41%	\$52,582.72
Subtotal	\$2,213,364.27	\$2,299,029.88	3.87%	\$85,665.61
Capital	\$50,000.00	\$50,000.00	0.00%	\$0.00
<b>Total</b>	<b>\$2,263,364.27</b>	<b>\$2,349,029.88</b>	<b>3.78%</b>	<b>\$85,665.61</b>

Total Materials	2023	2024
	\$357,983.62	\$363,159.75

\* Library materials figures above show only what is needed from the city, not the entire materials budget. An annual resource sharing grant of \$102,153.00 from the Province is also used for materials spending. The size of this grant is unknown from year to year. The previous year's grant amount is therefore used as an estimate.

The budget is a status quo budget that allows the library to maintain existing services in 2024. Increased costs are driven by negotiated salary increases, and by increased costs for everything else which have driven library operating costs up by over 6%. Administration has also increased the materials budget by 2% which is well behind the actual increase in material costs. Please let me know if you receive this, and if you need any other information.

Sincerely,

Alex Juorio

--

Director

Prince Albert Public Library

(306) 765-4150

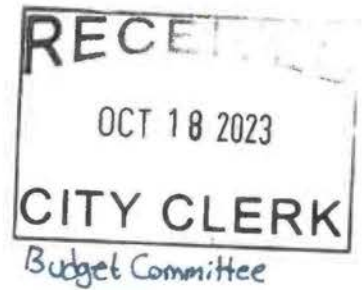
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**Amber Soles**

---

**Subject:** FW: Attn: Budget committee  
**Attachments:** PAPL 2024 budget presentation.pptx; Speaking notes.docx



**From:** Alex Juorio <ajuorio@princealbertlibrary.ca>  
**Sent:** Wednesday, October 18, 2023 11:56 AM  
**To:** City Clerk <CClerk@citypa.com>  
**Subject:** Re: Attn: Budget committee

Hi Terri,

Please find two attachments. A PowerPoint presentation for the budget meeting and a Word document with speaking notes.

Thanks,

Alex.

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This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the City of Prince Albert. Finally, the recipient should check this email and any attachments for the presence of viruses. The City of Prince Albert accepts no liability for any damage caused by any virus transmitted by this email. COPA\_Email\_Disclaimer

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Mayor Dionne, Councillors, guests,

Thank you for this opportunity to present about the library.

The 2024 proposed budget was approved by the library board at their meeting on August 17. The request for 2023 is: **\$2,349,029.88** which represents a 3.87 % increase over 2022.

The funding request remains below the increase in inflation year over year which has increased 4% since 2022. The library budget request has been below the rate of inflation for the last three years. The 2024 budget is designed to maintain services and reduce capacity in ways invisible to the public. Inflation and exchange rate realities mean that we will continue to purchase slightly less materials with available funds. Open hours and public programs will be maintained, travel for work will be less frequent.

Library administration has also included a capital request for \$50,000.00. Capital requests are used to help maintain the physical facility. Many areas within the building such as the theatre and meeting rooms are in need of improvement. On a larger scale, capital funds are used to save for a new branch, and we have recently been informed by city administration the roof of the library needs attention. That report will go before the board in November.

Salaries are the largest driver of price increases. The library negotiated a four-year collective agreement with C.U.P.E. local 1788 earlier this year, and the biggest annual increase of that agreement falls in 2023.

Building operations represent the smallest component of the budget, but increased costs have required us to increase the operations budget by almost 7%. This increase represents a third of the total increase in the 2024 library budget.

The library remains a well-used facility in the community. Some statistical highlights about use are below:

The 2023 gate count will pass the 2022 gate count at some point in October. This is the second year in a row that we have passed the previous year's count in the third quarter.

Public Internet use has already surpassed public Internet use in 2022. Over 4800 uses at the time of this writing. This value does not include users on the wireless network as we do not yet have the capability to track this.

Web traffic is set to pass half a million visits by the end of the year.

eBooks have been loaned 27,000 times this year to date and will pass 2022 loans in November.

Physical loans are more stable. We'll reach a similar amount of physical loans as last year – around 95,000. This is not because books are no longer relevant, it's because we're dealing with increased costs and an unfavourable exchange rate which results in fewer new things to discover in the collection. Annual hold statistics demonstrate the ongoing popularity of the collection. We have seen more holds year over year in six of the nine months that we have data for in 2023 and the other months are neck and neck.

In 2022, the library began tracking security incidents. The library experienced about 90 security incidents a month last December. The library uses these statistics to see if security-related policy changes are having an impact. Some of the changes we have made are the creation and implementation of a safe use and conduct bylaw with the assistance of the city solicitor, and the library also set a no eating and drinking policy in the building last spring. These measures coincide

with a dramatic reduction in problems, but also with warmer weather. We'll be looking at those numbers carefully once we get a full year of data starting in November.

The library board and administration use the strategic planning process to chart the course into the future. This year is no exception. The previous strategic plan was focused on establishing a new branch in the community. This part of the plan has been set aside temporarily until other opportunities become available.

The board will look for opportunities to pursue in the interim that will allow library administration to create work plans to answer strategic priorities. These include doing more outreach in the community and maintaining an effective service in the building downtown.

Prince Albert Public Library is a popular service in the community. Support from the city allows us to maintain this service and contribute to making the community better for everyone who lives in it.

Respectfully,  
Alex Juorio  
Director  
Prince Albert Public Library

# Prince Albert Public Library

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## 2024 Public Budget Presentation

# The Budget

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- \$2,349,029.88
- 3.87% Increase over 2022.
- Inflation has increased 4% year over year

# Statistical Highlights

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- Gate Count
  - 2022 99,694
  - September 2023 94,713
- Public Internet 4,800
- Web Visits 500,000
- eBooks: 27,000
- Physical loans: 72,000 as of September

# Upcoming

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- Strategic Plan Check-In
- More Renovations

# Thank You

---

- Questions



City of  
**Prince Albert**

***BI 23-21***

**TITLE:** Prince Albert Downtown Business Improvement District

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

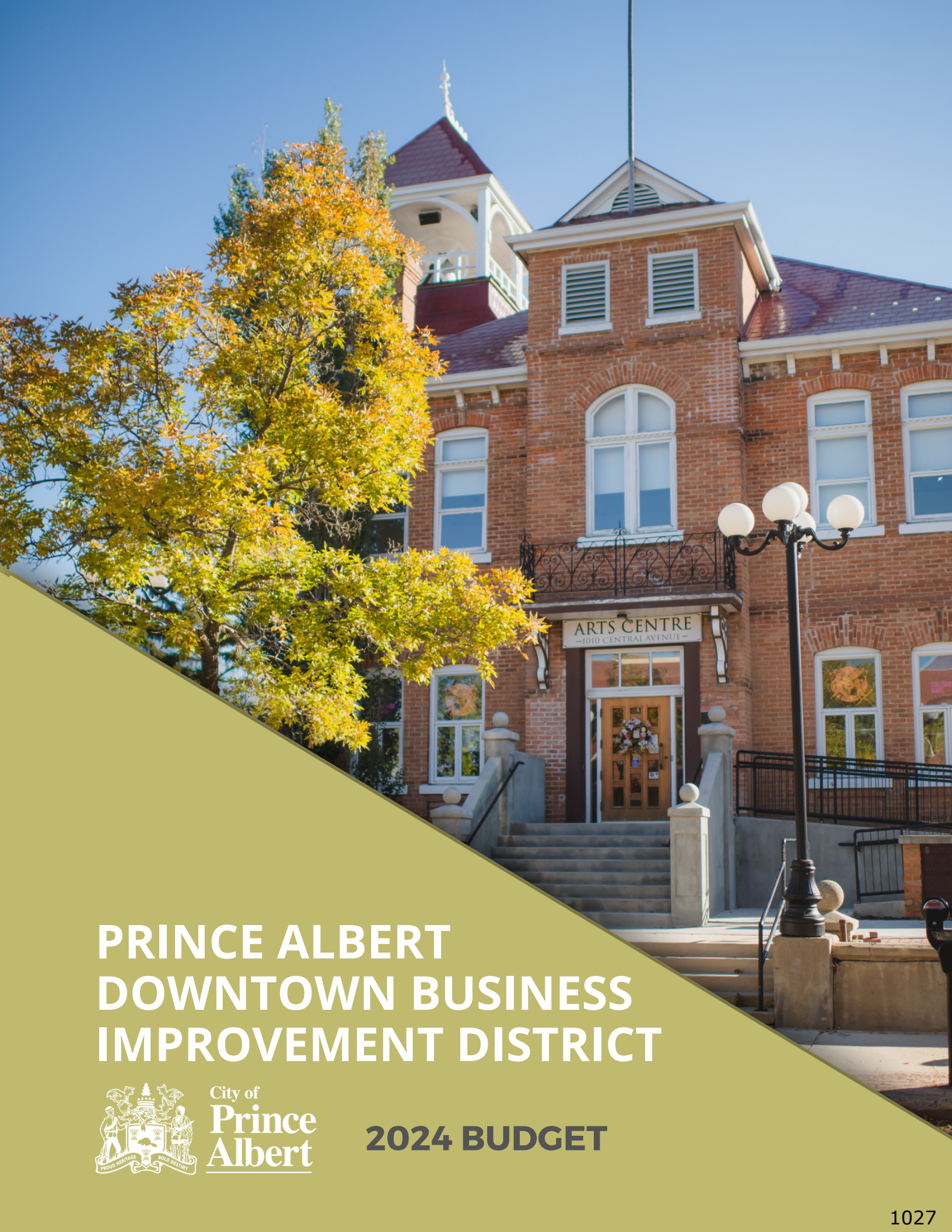
**INCAMERA:**

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**ATTACHMENTS:**

1. Prince Albert Downtown Business Improvement District





# PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT



City of  
**Prince  
Albert**

**2024 BUDGET**

**SECTION FIFTEEN – PRINCE ALBERT DOWNTOWN  
BUSINESS IMPROVEMENT DISTRICT**



City of  
**Prince  
Albert**



The establishment of the Prince Albert Downtown Business Improvement District (PADBID) is in accordance with the Cities Act and Bylaw No. 4 of 2005. The Board of a Business Improvement District constitutes the corporation. The Board is made up of an appointed Council member, property owners and business persons in the downtown. The mission is to encourage and facilitate the continuing development of a vibrant and prosperous downtown district by promoting and marketing the area and by undertaking initiatives and projects. The City collects a levy on behalf of PADBID. The PADBID levy is reviewed when property tax tools are approved by Council after the budget is approved. The City also provides a grant in lieu of taxes for City owned properties within the PADBID District.





Functional Area: **PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT**  
 Department: **Prince Albert Downtown Business Improvement District**  
 Fund: **General Fund**

<b>PADBID</b>	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% Change</b>
<b>REVENUES</b>				
Taxation	\$118,000	\$78,000	\$40,000	51.28%
<b>Total Revenues</b>	<b>\$118,000</b>	<b>\$78,000</b>	<b>\$40,000</b>	<b>51.28%</b>
<b>EXPENSES</b>				
Contracted and General Services	\$112,700	\$142,000	(\$29,300)	-20.63%
Grants and Donations	\$40,000	\$40,000	\$0	0.00%
Insurance	\$200	\$250	(\$50)	-20.00%
Utilities	\$0	\$3,000	(\$3,000)	-100.00%
Maintenance Materials and Supplies	\$27,100	\$34,750	(\$7,650)	-22.01%
<b>Total Expenses</b>	<b>\$180,000</b>	<b>\$220,000</b>	<b>(\$40,000)</b>	<b>-18.18%</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>\$62,000</b>	<b>\$142,000</b>	<b>(\$80,000)</b>	<b>-56.34%</b>

The \$180,000 expenditures for the Prince Albert Downtown Business Improvement District is funded as follows:

Prince Albert Business Improvement Tax Levy	\$118,000
City of Prince Albert Grant In Lieu of Taxes	\$22,000
Reserve Funding for Programs and Projects	\$40,000
<b>Total Funding</b>	<b>\$180,000</b>

**REVENUES**

**\$40,000** increase for the PADBID levy charged only to downtown properties. Historically this amount has remained at \$78,000. For 2024, PADBID has requested to increase the levy by \$40,000 to fund 1/2 of the downtown security costs in 2024. The other half is being requested to be funded by the City's parking revenue - this is included in the unfunded section. The City already transfers \$40,000 to the Downtown Improvement Reserve which was historically intended to represent downtown meter revenue. The unfunded request of PADBID is in addition to the \$40,000 transfer.

**Total PADBID Levy budgeted for 2024 is \$118,000.**



**EXPENDITURES**

**\$112,700 Total Contracted and General Services** is as follows:

- \$57,000 - Executive Director Contract
- \$12,200 - Self Employed Contractors (Event Coordinators, Talent rentals, etc.)
- \$3,000 - Additional Contractor/Street Fair & Events
- \$500 - Computer
- \$40,000 – Downtown Security. The total cost is \$80,000 - \$40,000 to be funded by the PADBID levy, other \$40,000 was requested from City's parking meter revenue and is included as unfunded.

**\$40,000** under Grants and Donations is regarding the Grants paid as follows **funded from the Downton Improvement Reserve:**

- \$20,000 for Events – Street Fair/Bike Derby/Monster Mash/Parade
- \$10,000 for Major Façade Grant
- \$10,000 for Mini Façade Grants

**\$3,000 decrease** for Utilities as the cost of utilities is included in the rental/lease rate.

**\$27,100 Total Maintenance Materials and Supplies** as follows:

- \$1,800 for telephone
- \$4,500 for advertising
- \$15,000 for Building Rental.
- \$300 for meeting incidentals.
- \$3,500 for operating supplies.
- \$1,000 for specialized equipment.
- \$1,000 for memberships and dues.

Please refer to attached correspondence [CORR 23-69 – Prince Albert Downtown Business Improvement District 2024 Budget](#) after this functional sheet for additional information.

The 2024 Budget Submission includes correspondence regarding PADBID – 11<sup>TH</sup> Street and Central Avenue Request.

The Downtown Improvement Reserve will have a projected surplus balance of \$252,382 at the end of 2024 with the transfers and grants proposed in the 2024 budget. This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.

The PADBID Operating Reserve will have a projected surplus balance of \$53,385 at the end of 2024. There are no budgeted Transfers relating to the PADBID Operating Reserve for 2024. The 2023 Budget included a Transfer of \$80,000 from the Reserve for downtown security.



In addition to the \$22,000 grant in lieu and \$40,000 parking meter revenue that the City transfers to the Downtown Improvement Reserve, the City also provides the following in-kind services to PADBID:

Street Fair	\$17,000
Santa Claus Parade	\$4,000
Sports on Central	<u>\$3,500</u>
	<b>\$24,500</b>
City Grant in Lieu	\$22,000
Grant Funding	<u>\$40,000</u> (transfer from Downtown Improvement Reserve – parking revenue)
<b>Total Funding</b>	<b>\$86,500</b>

Additional Budget Requests for 2024

**Unfunded Operating Budget Item – Downtown Security – UF-04 - \$40,000**

PADBID has requested a \$40,000 increase in funding to be used for downtown security. This request will be presented as **“Operating Issues Not Funded”** in the 2024 General Fund budget.

PADBID has requested that the \$40,000 be funded from the City’s Parking Meter Revenue to fund the other \$40,000 for Downtown Security. The City already transfers \$40,000 of parking meter revenue to the Downtown Improvement Reserve. This request is an addition \$40,000. Total cost for downtown security is \$80,000 for Year 2024. PADBID had requested that the \$40,000 be funded from the Prince Albert Police Service. The Prince Albert Board of Police Commissioners, at its meeting of September 19, 2023, referred the correspondence to the 2024 Budget Deliberations. The Board advised that they are unable to provide a financial contribution at this time.

**Unfunded Operating Budget Item - Clean and Clear the Empty Lot on the Corner of 11th Street and Central Avenue then level it and plant grass – UF-03 - \$35,000**

PADBID has requested a \$35,000 increase in funding to clean and clear the empty lot on the corner of 11st Street and Central Avenue. This request will be presented as **“Operating Issues Not Funded”** in the 2024 General Fund budget.

The Prince Albert Downtown Business Improvement District (PADBID) has requested that the City clean-up and clear the empty lot on the corner of 11th Street and Central Avenue then level it and plant grass. This would require removing the trees and shrubbery that is currently cluttering the lot and then level it and plant grass. PADBID believes that this is important from a beautification perspective and that this spot would be a prime spot for the mobile stage to be situated for Street Fair. Once this project is completed PADBID believes there are potential future uses for this lot that could be considered as well.

The budget is estimated at \$35,000 which would include excavation, tree removal, fabric and gravel. There is a foundation under this property so settling may be a factor and there may be some unexpected costs that arise once the City begins excavation.



Functional Area	Account Number	Account Name	Category Description	Revenue/Expense	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	Comment	
1	PADBID	10-28-000-000-00000-5002	GF PADBID LEVY	TAXATION	Revenues / Funding Source	76,888	100,240	64,345	78,000	118,000	40,000	Amount relates to PADBID levy charged only to downtown properties. Historically this amount has remained at \$78,000. In 2024, PADBID requested to increase the levy by \$40,000 to fund 1/2 of the security costs in 2024. The other half is being requested to be funded by the City's parking revenue - this is included in the unfunded section.
2	PADBID	10-28-000-000-00000-7653	GF PADBID ELECT	UTILITIES	Expenses / Expenditure	2,598	4,071	-	3,000	-	(3,000)	The cost of utilities is included in the rental/lease rate.
3	PADBID	10-28-000-000-00000-7544	GF PADBID OFFICE SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,709	289	520	500	-	(500)	2024 Budget submitted by PADBID reduced office supplies to \$0.00
4	PADBID	10-28-000-000-00000-7504	GF PADBID ADV EXP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	3,105	3,448	6,577	5,750	4,500	(1,250)	Promote special events and communication with residents. Advertising budget in the amount of \$4,500 submitted by PADBID in their 2024 Budget Request to Budget Committee.
5	PADBID	10-28-000-000-00000-7502	GF PADBID TELEPHONE	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	1,942	1,797	1,198	1,800	1,800	-	Telephone costs based on actual charges for data lines, internet, landlines, and cell phone usage. Telephone costs in the amount of \$1,800 as submitted in the 2024 Budget Submission of PADBID to Budget Committee for consideration.
6	PADBID	10-28-000-000-00000-7505	GF PADBID PUB & SUBSCR	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	601	398	1,000	-	(1,000)	2024 Budget submitted by PADBID reduced subscriptions to \$0.00
7	PADBID	10-28-000-000-00000-7541	GF PADBID OPERATING SUPP	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	689	6,973	2,260	5,000	3,500	(1,500)	Office Supplies budget of \$3,500 as submitted in the 2024 Budget Submission of PADBID to Budget Committee for consideration.
8	PADBID	10-28-000-000-00000-7511	GF PADBID MTG SUPPLIES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	1,221	228	1,000	300	(700)	Meeting Incidentals amount of \$300 as submitted in the 2024 Budget Submission of PADBID to Budget Committee for consideration.
9	PADBID	10-28-000-000-00000-7506	GF PADBID MEMBERSHPS	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	787	-	-	-	1,000	1,000	Memberships and Dues amount of \$1,000 as submitted in the 2024 Budget Submission of PADBID to Budget Committee for consideration. New Request for 2024 of memberships.
10	PADBID	10-28-000-000-00000-7572	GF PADBID MTCE EQ & AUTO	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	-	-	-	3,500	-	(3,500)	2024 Budget submitted by PADBID reduced budget to \$0.
11	PADBID	10-28-000-000-00000-7579	GF PADBID RENT BUILD	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	10,000	12,291	10,307	15,000	15,000	-	Rental/Lease amount of \$15,000 as submitted in the 2024 Budget Submission of PADBID to Budget Committee for consideration.
12	PADBID	10-28-000-000-00000-7582	GF PADBID RENT SPEC EQ	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	324	877	4,190	1,200	1,000	(200)	Specialized Equipment/Photocopier amount of \$1,000 as submitted in the 2024 Budget Submission of PADBID to Budget Committee for consideration.
13	PADBID	10-28-000-000-00000-7896	GF PADBID INSUR PREM	INSURANCE	Expenses / Expenditure	25	18	12	250	200	(50)	Insurance Budget as submitted by PADBID in their 2024 Budget Request.
14	PADBID	10-28-000-000-00000-7716	GF PADBID GRANTS TO ORGS	GRANTS AND DONATIONS EXP	Expenses / Expenditure	8,199	2,350	11,521	40,000	40,000	-	The following projects will be funded from the Downtown Improvement Reserve: \$20,000 for Events such as Street Fair/Bike Derby/Monster Mash/Parade; \$10,000 for Mini Facade Grants and \$10,000 for Major Facade Grant. These grants are funded from the Downtown Improvement Reserve.
15	PADBID	10-28-000-000-00000-7238	GF PADBID COMP SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	625	-	1,000	500	(500)	Budget based on the amount approved by the PADBID Board in August 2022
16	PADBID	10-28-000-000-00000-7295	GF PADBID SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	-	87,669	80,136	141,000	112,200	(28,800)	\$57,000 - Executive Director Contract \$12,200 - Self Employed Contractors \$3,000 - Additional Contractor/Street Fair & Events \$40,000 - Downtown Security - total cost is \$80,000 - \$40,000 to be funded by the PADBID levy, other \$40,000 was requested from City's parking meter revenue and is included as unfunded.



City of  
**Prince Albert**

**CORR 23-69**

**TITLE:** Prince Albert Downtown Business Improvement District 2024 Budget Submission

**DATE:** October 3, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**PRESENTATION:**

Verbal Presentation by Rhonda Trusty, Executive Director, Prince Albert Downtown Business Improvement District.

**ATTACHMENTS:**

1. Prince Albert Downtown Business Improvement District 2024 Budget Submission
2. Prince Albert Downtown Business Improvement District Presentation

Written by: Rhonda Trusty, Executive Director, Prince Albert Downtown Business Improvement District

**Amber Soles**

---

**From:** discover@princealbertdowntown.ca  
**Sent:** Friday, September 8, 2023 10:48 AM  
**To:** Terri Mercier; Ramona Fauchoux  
**Subject:** PADBID 2024 Budget Request  
**Attachments:** Letter to City Clerk 2024 Budget.docx; 2024 Proposed Budget.docx; 2024 Budget Committee Letter.docx; April-SeptBreakdownstats.pdf

Hello Terri and Ramona:

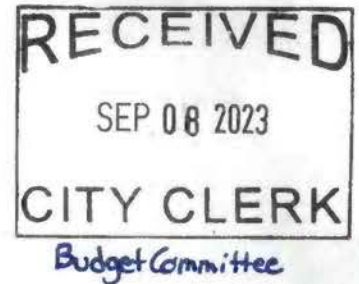
Please see the attached documents regarding PADBID's 2024 Budget request. If I have missed anything please let me know.

**Rhonda Trusty**  
Executive Director  
Prince Albert Downtown BID  
306-763-1802



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September 8, 2023

Terri Mercier

City Clerk

City of Prince Albert

Hello Terri:

Please see PADBID's 2024 Budget request. I am writing to your office to ask for an opportunity to provide a verbal presentation to Budget Committee when they are in session.

I will await notification from your office for date and time.

Kind regards,

Rhonda Trusty

Executive Director, PADBID



September 8, 2024

Budget Committee

City of Prince Albert

Attention: Mayor and City Council

Re: Prince Albert Downtown Business Improvement District

Please find attached our 2024 budget request. The PADBID Board of Directors passed a motion that a letter be sent to the Prince Albert Police Commission requesting a transfer of \$40,000 from the Prince Albert Police Services budget to help cover cost of security. The reason for this is two-fold: to slow down the draining of PADBID reserves, and to recognize that PADBID security saved City Police Service 728 calls from April 15 until August 4th. Prince Albert Security Services dealt with more than double the amount of calls for the same amount of time as 2022 -which saw 328 incidents that required a written report in the 3-month pilot project.

PADBID's data shows that hiring security has saved police resources. The Prince Albert Security Service company dealt with 728 written incidents. This does not include the daily interactions that security has with people directing them to public resources. Having security in our downtown redirecting social issues to public resources has been a positive support that did not requiring police service and allowed our City Police to focus on criminal issues rather than social issues.

The feedback from the business community regarding security in our Downtown has been positive and they have appreciated the Prince Albert Security Services professional and compassionate approach in working with people.

The PADBID Board of Directors has a Strategic Plan meeting for October of this year. We will be determining what elements of infrastructure can be added to the Downtown from our reserves. Our mandate is to improve the area's appearance, promote and market the area and undertake initiatives and projects that facilitate the ongoing rejuvenation and redevelopment of the area.

We are asking for a long-term financial strategy from the City to offset the cost of security away from our reserves.

We want to thank city council, administration, and staff for the support with Street Fair, Sports on Central, the Downtown Bike Derby and our annual Santa Claus parade – without the support of city council these events would not be possible.

Thank you for your consideration.

Rhonda Trusty

Executive Director, PADBID



September 8, 2023

Budget Committee

City of Prince Albert

Attention: Mayor and City Council

Re: PADBID – 11<sup>th</sup> Street and Central Avenue

I am writing to you upon the direction of Mr. Craig Guidinger, Director of Planning and Development regarding PADBID's request to both Tim Yeaman – Manager of Community Resources and Mr. Guidinger, regarding cleaning up the empty lot on the corner of 11<sup>th</sup> Street and Central Avenue.

I had requested to the above-named gentlemen that I felt it was in the best interests of the Downtown, from a beautification perspective, to remove the trees and shrubbery that is currently cluttering this lot. I also requested that this lot then be leveled and grassed.

The reason for this initial request was it is a prime spot for the mobile stage to be situated for Street Fair. It would face Memorial Square and provide a wonderful view for folks as they could listen to music and enjoy the atmosphere of Street Fair.

Upon discussion at that time, it was indicated that this request was not in the current budget. I have had a couple of discussions with Mr. Tim Yeaman and the Board of Directors regarding this lot and possible future usage.

It is my understanding from Mr. Yeaman that there are community grants available. Further discussions led to what use could this lot provide to the

community and the Downtown. Brainstorming ensued and the idea of having a permanent stage structure was talked about.

This potential, future stage structure would be able to be accessed by the public similar to how the current booking system is for Memorial Square and the City Foyer.

It would enhance PADBID's ability to provide live music during Wednesday Farmer's Market and weekend get togethers from interested musicians that may wish to showcase their talents.

I am hoping this particular item can be considered for the 2024 Budget so that this lot can be cleared and appropriately and easily maintained. PADBID can then start the process of working with the various city administrators and city council on how to properly proceed to see this vision to fruition.

Thank you for your consideration.

Rhonda Trusty

Executive Director, PADBID



## 2024 Proposed Budget

Revenue 10-28-000-000-00000-	Budget 2024
5002 DBID Levy	\$78,000
5801 Other Sources	\$0
5610 Other entities Grants unconditional	\$22,000
5610 Additional Request from the City of Prince Albert(reserves)	\$40,000
5610 Additional Request – Police Commission Request	\$40,000
<b>Total</b>	<b>\$180,000.00</b>
Reserve Fund – 10-28-000-000-00000-7716	
Events - Street Fair/Bike Derby/Monster Mash/Parade	\$20,000.00
Mini Façade Grants	\$10,000.00
Major Façade Grant	\$10,000.00
<b>Total</b>	<b>\$40,000.00</b>
Expenses 10-28-000-000-00000-	
7295 Salary/Executive Director Contract	\$57,000.00
7502 Telephone	\$1,800.00
7504 Advertising	\$4,500.00
7506 Memberships and Dues	\$1,000.00
7238 Computer Services	\$500.00
7579 Rental/Lease	\$15,000.00

7582	Specialized Equipment-photocopier fees	\$1,000.00
7295	Self-Employed Contractors (Event Coordinators, Talent/Equipment rentals for events)	\$12,200.00
7295	Security - Two Security 6 mo's/5 days week	\$80,000.00
7511	Meeting Incidentals	\$300.00
7544	Office Supplies	\$3,500.00
7896	Insurance	\$200.00
7299	Street Fair & Events	\$23,000
7716	Major Façade Grant	\$10,000
7716	Minor Façade Grant	\$10,000
	Total	\$220,000.00

Total Revenue	\$220,000.00
Total Expenses	\$220,00.00
Net income(-loss)	\$0.00

Period:

April 18-Sept 6,2023

<b>Positive Interactions:</b>	
Directed person to services-	352
Provided person w/verbal support-	340
Encouraged person to seek help-	332
<b>Total Positive Interactions=</b>	<b>1024</b>
<b>Negative Interactions:</b>	
Person was yelling/disruptive-	45
Person was impaired (Drugs & Alcohol)-	395
Person is sturgling w/mental health-	373
Person is gang affiliated-	54
<b>Total Negative Interactions=</b>	<b>867</b>
<b>Physical Contacts:</b>	
Person was physically aggressive-	17
Person was non-compliant-	73
Person was damaging property-	4
Person was hurting another person-	
Person was attacking security staff-	2
Police were called to situation-	19
Ambulance was called to situation-	7
Fire Dept. was called to situation-	
<b>Total Physical Contacts=</b>	<b>122</b>
<b>Observations:</b>	
Person was stealing-	5
Person was damaging property-	10
person harassing others-	8
person was observed spitting, loitering, littering, diruptive behaviour-	495
<b>Total Observations=</b>	<b>518</b>
Ban notice issued-	
Notice of tresspss issue-	



Period April 18-September 6,2023 Times called

**Businesses names who called**

Fresh Air Experinece	6
Prince Albert Arts Centre	2
Rm of Prince Albert	5
Funky Fresh	4
Princess Café	5
Associate Medical Centre	4
Bison Café	1
Royal Lepage	2
Plaza 88 Security	1
Sherman Towers	1
Dynna Law Office	6
Sweet Stells	4
Concerned Citizens	7
Sask Environment Enforcement	4
St. Johns Ambulance	6
Prince Albert Grand Council	2
Partners Furniture	3
H&R Block	4
Cornerstone Insurance	9
Macintosh Mall Security	4
T&R Pawnshop	2
Ko Koo	6
Prince Albert Historical Museum	10
Seven Eleven 7-11	12
Salvation Army	12
Cooperative Health Clinic	1
ADIS	1
North Star Trophies	6
Volunteer Station	1
R&F Ventures	1
Cherry Insurance	5
Gem Dentures	6
Eggum & Abramatz Law Office	1
Farmers Market	2
Cash Money	5
Scentiments Floural	2

**Total Calls: 153**

**Terri Mercier**

**From:** discover@princealbertdowntown.ca  
**Sent:** Friday, October 13, 2023 12:54 PM  
**To:** Terri Mercier  
**Subject:** PADBID - Budget Committee Letter  
**Attachments:** Letter to Budget Committee Partnership.docx

RECEIVED  
OCT 13 2023  
CITY CLERK  
*Budget Committee*

Hello Terri:

Please see attached letter regarding PADBID's request to speak at the 2024 Budget Committee deliberations. If you have any questions please do not hesitate to reach out.

Kind regards,

**Rhonda Trusty**  
Executive Director  
Prince Albert Downtown BID  
306-763-1802



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

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## Budget Committee

Good evening Your Worship, city council and administration. My name is Rhonda Trusty and I am the Executive Director of the Prince Albert Downtown Business Improvement District.

The Board of Directors and I wish to take this opportunity to thank City Council for supporting the following in-kind events. Sports on Central, Downtown Street Fair, and our upcoming annual Santa Parade. These events are well attended and add to our sense of community. We are grateful for the In-Kind program as our events would not be possible without Council and Administration's support.

I'm here today to discuss security in our Downtown. Last year City Council passed a motion for security to be paid out of our operating reserve fund. For this 2023 year, we signed a 6-month contract with Prince Albert Security Services which ended October 18<sup>th</sup>. At the end of this fiscal year, we will only have enough funds to pay for one more year for security services assuming the contract dollars remain the same.

I am asking Mayor and Council to please consider a long-term financial strategy with PADBID that will be sustainable and not drain our improvement reserves. As mentioned, we have enough in our operating reserves for one more year to pay for security, but this will be completely depleted by the end of 2024.

The Board of Directors passed a motion this past August to write a letter to the Prince Albert Police Commission. The letter was a request for \$40,000 to help offset our security costs. At the time of writing to the Police Commission, Prince Albert Security Services has dealt with 728 written reports. In comparison to last year there was 358 written reports. The hiring of security in our Downtown has saved the Prince Albert Police Service 728 calls within approximately a 4-month time frame. The Prince Albert Police Commission declined our request.

Would City Council please consider the following partnership?

We are very appreciative of the current parking meter revenue in the amount of \$40,000 for the two façade grants and to supplement our Downtown events for the year.

We are wishing to partner with the City by requesting that for 2024 we work together and create a long-term financial strategy to enhance the safety of our downtown. Is it possible to have the cost of security to be fully paid by parking meter revenue? Is it possible to have a combination of additional parking meter revenue (\$40,000) and an increase to the Downtown levy to cover the remaining \$40,000?

I am asking City Council to consider a viable approach to help alleviate the loss of our operating reserves. Our mandate is to improve the area's appearance, promote and market the area and undertake initiatives and projects that facilitate the ongoing rejuvenation and redevelopment of the area.

PADBID has initiated 3 new events in our Downtown by creating partnerships with our local businesses and non-profits. Our goal is to continue to create family friendly events through partnerships like our Downtown Bike Derby with Fresh Air Experience and our newest partnership with Family Futures Zombie Walk and our Monster Mash Dance.

We humbly ask that City Council partner with our organization to continue this much needed service for our business community, our seniors that live in our Downtown and the four daycares and K – 12 school that is located in PADBID.

Kind regards,

Rhonda Trusty

Executive Director, PADBID

Board of Directors: Brent MacDonald, Sharon Faul, Stacy Coburn, Dawn Kilmer, Mike Henry, Meghan Meyer, Philip Fourie.



City of  
**Prince Albert**

***CORR 23-70***

**TITLE:** Request for Funding - Downtown Private Security

**DATE:** **October 12, 2023**

**TO:** Budget Committee

**PUBLIC:** **X**

**INCAMERA:**

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**ATTACHMENTS:**

1. Correspondence dated September 26, 2023

Written by: Renee Horn, Executive Board Secretary, Prince Albert Board of Police Commissioners

**Prince Albert Board of Police  
Commissioners**



1084 Central Avenue  
Prince Albert, SK S6V 7P3  
PHONE: (306) 953-4343  
WEB: [www.papolice.ca](http://www.papolice.ca)

September 26, 2023

Prince Albert Downtown Business Improvement District  
1109 Central Avenue, 2<sup>nd</sup> Floor  
Prince Albert, SK S6V 4V6

**Attention:** Rhonda Trusty, Executive Director  
**Email:** [discover@princealbertdowntown.ca](mailto:discover@princealbertdowntown.ca)

Dear Rhonda,

**RE: Request for Funding – Downtown Private Security**

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This will confirm that we received your correspondence addressed to Chief Patrick Nogier and the Board of Police Commissioners dated August 21, 2023.

The Prince Albert Board of Police Commissioners considered your correspondence at our meeting on September 19, 2023 and, although the Board is supportive of the hiring of private security for the Downtown, we regret we are unable to provide a financial contribution at this time. The Board has directed that your correspondence be received as information and filed; and that it be referred to the City of Prince Albert's 2024 Budget deliberations.

On behalf of the Board, I would like to thank PADBD for sharing your concerns with us and the other levels of government as well.

Regards,

A handwritten signature in blue ink that reads "Rhone".

**Renee Horn**  
Executive Board Secretary  
Prince Albert Board of Police Commissioners

cc: *Prince Albert Board of Police Commissioners*  
*Patrick Nogier, Chief of Police*  
*Terri Mercier, City Clerk*



City of  
**Prince Albert**

*BI 23-22*

**TITLE:** Operating Issues Not Funded

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:**  X

**INCAMERA:**

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**ATTACHMENTS:**

1. Operating Issues Not Funded





# OPERATING ISSUES NOT FUNDED



City of  
**Prince  
Albert**

**2024 BUDGET**



## SECTION SIXTEEN – OPERATING ISSUES NOT FUNDED



City of  
**Prince  
Albert**

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Community Services				
UF-01	Parks	Cost of Installing Sprinkler System for Irrigation along the Riverbank that Encompasses the Downtown Area	<p>The budget to install a sprinkler system for the area from the Historical Museum to the Diefenbaker Bridge is \$250,000 which includes all parts, installation, and tie in to the City's water system.</p> <p>Sprinklers exist on the East side of the Historical Museum to the Boat Launch that encompasses that area bordering the downtown.</p>	250,000
UF-02	Cooke Municipal Golf Course / PAGCC	Request for Additional Grant to cover Utility Costs	<p>Correspondence from the Prince Albert Golf and Curling Club President requesting financial support for utilities. The ice plant typically starts up first of October and shut down end of March. They are requesting financial assistance for the utilities. Total budget request of \$72,910. City Council, at its meeting of September 11, 2023 referred the item to the Budget Committee.</p> <p><a href="#">Please refer to Supporting Documents Binder 2 of 2, Report Tab, Tab #15 for CORR 23-62 Prince Albert Golf &amp; Curling Centre – Request for Utility Assistance for additional information.</a></p>	72,910



Prince Albert Downtown Business Improvement District (PADBID)				
UF-03	PADBID	Clean and Clear the Empty Lot on the Corner of 11th Street and Central Avenue then level it and plant grass.	<p>The Prince Albert Downtown Business Improvement District (PADBID) has requested that the City clean-up and clear the empty lot on the corner of 11th Street and Central Avenue then level it and plant grass. This would require removing the trees and shrubbery that is currently cluttering the lot and then level it and plant grass. PADBID believes that this is important from a beautification perspective and that this spot would be a prime spot for the mobile stage to be situated for Street Fair. Once this project is completed PADBID believes there are potential future uses for this lot that could be considered as well.</p> <p>The budget is estimated at \$35,000 which would include excavation, tree removal, fabric and gravel. There is a foundation under this property so settling may be a factor and there may be some unexpected costs that arise once the City begins excavation.</p> <p><b>The request from PADBID is included in their budget submission as part of the PADBID Functional Area.</b></p>	35,000



UF-04	PADBID	Downtown Security	<p>PADBID has requested a \$40,000 increase in funding to be used for downtown security.</p> <p>PADBID has requested that the \$40,000 be funded from the City's Parking Meter Revenue to fund the other \$40,000 for Downtown Security.</p> <p>Total cost for downtown security is \$80,000 for Year 2024. The 2024 Budget under PADBID includes funding in the amount of \$40,000 to be funded with an increase to the PADBID Levy.</p> <p>PADBID had requested that the \$40,000 be funded from the Prince Albert Police Service. The Prince Albert Board of Police Commissioners, at its meeting of September 19, 2023, referred the correspondence to the 2024 Budget Deliberations. The Board advised that they are unable to provide a financial contribution at this time.</p> <p>The 2024 Budget includes \$40,000 for Downtown Security, however PADBID is requesting an additional \$40,000 for a total of \$80,000 for Downtown Security.</p> <p>The 2023 Budget approved the amount of \$80,000 for Downtown Security funded from the PADBID Operating Reserve.</p> <p><b>The request from PADBID is included in their budget submission as part of the PADBID Functional Area.</b></p>	\$40,000
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External Agencies				
UF-05	Prince Albert and District Community Service Centre - Special Needs Transportation	Increased Costs - Fuel, Salary Wages and Benefits	<p>Requested a \$103,525 increase (18%). Included in budget as Operating Issues not Funded. The increase requested relates primarily to the following: increased fuel prices, wages and benefits.</p> <p>In 2023, the Prince Albert District Community Service Centre - Special Needs Transportation (CSC) initially requested an increase of \$126,820 related to increased fuel costs, annual wage increases, inflationary pressures and the addition of a new Team Leader position. After further review, they withdrew the request for additional funding as they were able to fund the increased costs from their reserves. For 2024, the reserves have been depleted and are no longer available to offset the increased expenses and therefore an increase in funding has been requested. The CSC has made efforts to reduce costs / budget for 2024 as follows:</p> <ul style="list-style-type: none"> <li>- Salaries wages and benefits reduced by \$21,575</li> <li>- Operating expenses reduced by \$13,888</li> </ul> <p>This was achieved by eliminated the Team Leader position added in 2023, deleting a planned split-shift, and incorporating a conservative estimate for fuel costs.</p> <p><b>Please refer to Supporting Documents in the External Agency Functional Area Budget Document Sheet.</b></p>	103,525



UF-06	Prince Albert Historical Society	Cost of living and new position	<p>The 2023 Budget approved was \$71,080. The 2024 Budget Submission forwarded from the Prince Albert Historical Society - Museum includes a request for increased grant funding of \$35,986 to fund a Program and Outreach Coordinator position for the next year and continued support for that position in the future. The Society is also asking for a 10% increase to their grant funding to allow for the increase in the Manager/Curator wages. Total additional request of \$35,986 + \$9,485 = \$45,471. The total grant funding with the above additional request is \$116,551, a 64% increase.</p> <p><b>Please refer to Supporting Documents in the External Agency Functional Area Budget Document Sheet.</b></p>	45,471
<b>Total Operating Issues Not Funded</b>				<b>546,906</b>





City of  
**Prince Albert**

*BI 23-23*

**TITLE:** Reserves

**DATE:** October 27, 2023

**TO:** Budget Committee

**PUBLIC:** X

**INCAMERA:**

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**ATTACHMENTS:**

1. Reserves





# RESERVE ALLOCATIONS



City of  
**Prince  
Albert**

**2024 BUDGET**



RESERVE ALLOCATIONS	2023 Budgeted Allocations	2024 Budgeted Allocation	Variance to 2023 Approved	Projected Ending Reserve Balance 2024 (Surplus) / Deficit
Alfred Jenkins Field House Improvements Reserve	\$103,500	\$77,000	(\$26,500)	(\$132,479)
Arenas Improvements Reserve	\$44,620	(\$10,380)	(\$55,000)	(\$77,297)
Building Inspection Services Reserve	\$0	(\$116,850)	(\$116,850)	(\$83,150)
Capital Works Committed Reserve	\$0	\$0	\$0	(\$453,648)
Civic Facilities Reserve - City of Prince Albert	\$0	\$0	\$0	(\$104,241)
Community Services Building Reserve	\$20,000	\$20,000	\$0	(\$25,334)
Community Services Land Fund Reserve	\$0	\$0	\$0	(\$168,180)
Destination Marketing Levy	\$351,500	\$351,500	\$0	(\$1,429,932)
Downtown Improvement	\$0	\$0	\$0	(\$252,382)
E.A. Rawlinson Facility Reserve	\$65,000	\$42,500	(\$22,500)	(\$206,775)
E.A. Rawlinson Mechanical Reserve	\$10,000	\$10,000	\$0	\$15,349
Equipment and Fleet Reserve	\$1,880,000	\$2,200,000	\$320,000	(\$1,544,055)
Fire Fleet Reserve	\$300,000	\$320,000	\$20,000	\$322,835
Fire Station Capital Reserve	\$0	\$500,000	\$500,000	(\$600,000)
Future Infrastructure	\$320,000	\$620,000	\$300,000	(\$789,954)
Golf Course Cart Reserve	\$40,000	\$40,000	\$0	(\$53,869)
Golf Course Equipment Reserve	\$80,000	\$80,000	\$0	(\$11,461)
Golf Course Reserve - Improvements	\$195,000	\$195,000	\$0	(\$319,402)
Group Insurance Reserve	(\$525,000)	\$0	\$525,000	(\$197,276)
Housing Reserve	(\$52,920)	(\$104,465)	(\$51,545)	(\$350,131)
Information Technology Reserve	\$450,000	\$425,000	(\$25,000)	(\$209,427)
Kinsmen Water Park Reserve	\$0	\$18,500	\$18,500	(\$58,302)
Northern Housing Development Reserve	\$0	\$0	\$0	(\$99,043)
Prince Albert Slo-Pitch League Reserve	\$34,300	\$34,300	\$0	(\$142,788)
PADBID Operating Reserve	(\$80,000)	\$0	\$80,000	(\$53,385)
Prince Albert Golf and Curling Club Mechanical	(\$10,000)	\$10,000	\$20,000	(\$37,001)
Pehonan Parkway	\$82,000	\$82,000	\$0	(\$102,225)
Police Capital Reserve	\$263,040	\$338,800	\$75,760	
Police Fleet Reserve	\$250,000	\$220,000	(\$30,000)	
Police Operating Reserve	(\$200,000)	\$0	\$200,000	
Prime Minister's Park Improvement Reserve	\$3,760	\$3,130	(\$630)	(\$294)
Proactive Policing Reserve	(\$66,500)	(\$137,025)	(\$70,525)	(\$152,614)
Project Beach Reserve	\$3,000	\$3,000	\$0	(\$34,337)
Project Triple Play Reserve	\$0	\$0	\$0	(\$5,876)
Public Art Capital Reserve	\$30,000	\$30,000	\$0	(\$16,127)
Public Transit Reserve	(\$34,800)	(\$451,480)	(\$416,680)	(\$410,781)
Recreation Centre Reserve	\$330,670	(\$921,830)	(\$1,252,500)	(\$3,387)
Transfer from Safety Reserve	(\$15,000)	\$0	\$15,000	(\$40,945)
Snow Management Reserve	\$0	\$0	\$0	\$697,927
South Hill Cemetery Perpetual Care Reserve	\$15,000	\$15,000	\$0	(\$69,855)
<b>TOTAL</b>	<b>\$3,887,170</b>	<b>\$3,893,700</b>	<b>\$6,530</b>	<b>(\$7,199,842)</b>

## City of Prince Albert Reserves - Title Page

Alfred Jenkins Field House Improvements Reserve	1	Housing Reserve	22
Arenas Improvements Reserve	3	Information Technology Reserve	23
Building Services Inspection Reserve	4	Kinsmen Water Park Surcharge Reserve	24
Capital Works Committed Reserve	5	Northern Housing Development Reserve	25
Civic Facilities Reserve	6	PA Slo-Pitch League Reserve	26
Community Services Building Reserve	7	PADBID Operating Reserve	27
Community Services Land Fund Reserve	8	PAGCC Mechanical Equipment Reserve	28
Destination Marketing Levy Reserve	9	Pehonan Parkway Reserve	29
Downtown Improvement Reserve	10	Prime Minister's Park Improvement Reserve	30
EA Rawlinson Centre Facility Fee Reserve	11	Proactive Policing Reserve	31
EA Rawlinson Mechanical Equipment Reserve	12	Project Beach Volleyball Courts Reserve	32
Equipment and Fleet Reserve	13	Project Triple Play Reserve	33
Fire Equipment Reserve	14	Public Art Capital Reserve	34
Fire Station Reserve	15	Public Transit Reserve	35
Future Infrastructure Reserve	16	Recreation Centre Reserve	36
Golf Course Cart Reserve	17	Safety Reserve	38
Golf Course Equipment Reserve	18	Snow Management Reserve	39
Golf Course Improvements Reserve	19	South Hill Cemetery Perpetual Care Res	40
Group Benefit Reserve	21		

**Reserve: Alfred Jenkins Field House Improvements Reserve**

That an Alfred Jenkins Field House Improvements Reserve be established in 2017 to assist with funding future capital projects and improvements at the Alfred Jenkins Field House site. This new Reserve was approved as part of the 2017 Budget Deliberations.

The revenue to this Reserve includes the City’s annual allocation of \$20,000 to the Reserve, sponsorship revenue, the annual rental fee paid by the Prince Albert Youth Soccer Association (PAYSA), and the annual revenue generated from the surcharges for utilizing the turf.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(409,979)</b>	<b>(55,479)</b>
Budgeted Transfer to Reserve - City Taxation	(20,000)	(20,000)
Budgeted Rental Rate Fee by PAYSA	(30,000)	(30,000)
Budgeted Facility Improve Surcharge - Turf Field	(5,500)	(5,500)
Budgeted Projected Sponsorship	(48,000)	(48,000)
2024 Facility Project for Field House		26,500
PAYSA 2023 Commitment for Turf Replacement	(50,000)	
Field House Artificial Turf Replacement	508,000	
<b>Ending Balance</b>	<b>(55,479)</b>	<b>(132,479)</b>

City Council Motion of May 15, 2023

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

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.



City Council Motion of July 11, 2022

Prince Albert Youth Soccer Association Lease Agreement (RPT 22-257)

1. That the Lease Agreement between The City and Prince Albert Youth Soccer Association for the use of the turf fields and office space at the Alfred Jenkins Field House, be approved for a five (5) year term, from July 1, 2022 to June 30, 2027;
2. That a base rental fee in the amount of \$80,000 be approved, subject to rate increases on January 1 of each year based on The City’s annual rates and fees review, approved through the budget process;
3. **That \$30,000 of the annual rental fee continue to be paid by the Prince Albert Youth Soccer Association and be allocated to the Alfred Jenkins Field House Capital Reserve for the future replacement of the indoor turf.**

2024 Proposed Facility Projects to be funded from Reserve:

Alfred Jenkins Field House - Upgrade to Building Control System	The upgrade is a web based HTML5 enterprise software package upgrading the graphics to HTML5 which will allow for easier and more intuitive control of your building automation system.  <b>Funded from Alfred Jenkins Fieldhouse Improvements Reserve.</b>	15,500
Alfred Jenkins Field House - Painting of Lines on Walking Track	The lines on the walking track have faded over time. These lines should be repainted for the activities on the track.  <b>Funded from Alfred Jenkins Fieldhouse Reserve.</b>	11,000



**Reserve: Arenas Improvement Reserve**

That an Arenas Improvements Reserve be established in Year 2017 to assist with funding future capital projects within the Art Hauser Centre, Kinsmen Arena and Dave G. Steuart Arena. This new Reserve was approved as part of the 2017 Budget Deliberations.

The revenue to this Reserve includes the City’s annual allocation of \$20,000 to the Reserve and the Facility Fees generated from the Art Hauser Centre, the Kinsmen Arena and the Dave Steuart Arena.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(43,057)</b>	<b>(87,677)</b>
Budgeted Transfer to Reserve - City Taxation	(20,000)	(20,000)
Budgeted Facility Fee - Art Hauser Centre	(15,000)	(15,000)
Budgeted Facility Fee - Kinsmen Arena	(6,090)	(6,090)
Budgeted Facility Fee - Steuart Arena	(3,530)	(3,530)
2024 Facility Projects for Art Hauser Centre		55,000
<b>Ending Balance</b>	<b>(87,677)</b>	<b>(77,297)</b>

2024 Proposed Facility Projects to be funded from Reserve:

Art Hauser Centre - Complete Building Control Upgrade	The City completed part of this upgrade in February 2023 so it could have better control of the new air handler. The City needs to finish the upgrade in 2024.  <b>Funded from the Arenas Improvements Reserve.</b>	9,500
Art Hauser Centre - Dressing Rooms Floor Replacement	The flooring in dressing rooms 1, 2, 3 and 4 need to be replaced as they are beyond repair.  <b>Funded from the Arenas Improvements Reserve.</b>	23,500
Kinsmen Arena -Floor Replacement in all 4 Dressing Rooms and the Referee Room	The floor is completely worn out and is in need of replacement.  <b>Funded from the Arenas Improvements Reserve.</b>	22,000



**Reserve: Building Services Inspection Reserve**

The 2024 Budget includes the new position of Building Inspector Class III. The position will maintain optimal customer service and ensure that large economic development projects move forward in a timely fashion. The position will ensure that the City is ready to welcome unprecedented investment and growth in our community that will continue for years to come. The position will provide support and coverage to the Building Division and help with permit turnaround times and will ensure no delays on construction projects. As presented to Council, the position of Building Inspector Class III will be funded from the Building Inspection Services Reserve. For a three year term, the surplus at yearend commencing Year 2023 from the Building Inspection Services Division relating to Building Permits will be transferred to the Building Inspection Services Reserve. That Reserve will fund a Building Inspector Class III position for approximately a three (3) year term.

**The total amount budgeted in the 2024 Budget is \$116,850. That amount will be funded from a Transfer from the Building Inspection Services Reserve.**

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>0</b>	<b>(200,000)</b>
2023 Building Inspection Surplus	(200,000)	unknown
Funding for Building Inspector Class III Position - 2024		116,850
<b>Ending Balance</b>	<b>(200,000)</b>	<b>(83,150)</b>

**\*\* 2023 Building Permit Surplus is a projection.**

City Council Motion of September 5, 2023

Building Inspection Services Reserve Establishment (RPT 23-368)

1. That a Building Inspection Services Reserve be established;
2. That all Surplus Revenue from the Building Inspection Services Division be transferred into the Building Inspection Services Reserve at the end of each year; and,
3. That a Class III Building Inspector be hired for a three (3) year term to be funded from the Building Inspection Services Reserve.



**Reserve: Capital Works Committed Reserve**

This reserve is funded by prior year's capital budgets and is comprised of City and external funding received for the carry forward capital projects. The balance in the reserve fluctuates each year based on uncompleted capital purchases and projects at year end. This reserve is only for previously approved capital items.

**Note: Carry Forward Projects to Year 2024 will be determined based on final capital spending in 2023.**

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(453,648)</b>	<b>(453,648)</b>
Budgeted Transfer to Reserve - 2023 Projects	TBD	TBD
<b>Ending Balance</b>	<b>(453,648)</b>	<b>(453,648)</b>

Budgeted Transfer to be Determined based on yearend capital spending.

Beginning Balance is comprised of the following Capital Carry Forward Projects from Year 2022:

Roofing Replacement Program	355,235
Reconstruction of Park Pathways	18,984
Roadways Recapping Program	75,017
2nd Floor Main Boardroom Renovations	4,412
	<b>453,648</b>



**Reserve: Civic Facilities Reserve**

This reserve was established in 2014 when the internal borrowing on the construction of the Alfred Jenkins Fieldhouse was paid in full. The intent of this reserve is to pay for the planning and construction of future City owned facilities.

The reserve was previously credited with the annual Civic Facilities Levy collected as per the City’s Property Tax Bylaw. As per the Funding Model of the Aquatic and Arenas Recreation Centre, the annual Civic Facilities Levy will be credited to the new Recreation Centre Reserve to fund the annual interest and principle payments for Debt Financing relating to the Aquatic and Arenas Recreation Centre. As such, the revenue collected from the annual Civic Facilities Levy will be illustrated in the Recreation Centre Reserve commencing Year 2023.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(147,388)</b>	<b>(104,241)</b>
<u>Transfer to New Recreation Centre Reserve:</u>		
2022 The Yard Building Permit Revenue	13,006	
2022 The Yard Taxation Revenue	30,141	
<b>Ending Balance</b>	<b>(104,241)</b>	<b>(104,241)</b>

At the end of Year 2022, the revenue collected from Building Permit Revenue and Taxation Revenue from The Yard District was credited to the Civic Facilities Reserve in the total amount of \$43,147.

The 2024 Budget will be requesting the establishment of a Recreation Centre Reserve for the Aquatic and Arenas Recreation Centre. The 2022 Revenue credited in this Reserve will be transferred to the newly established Recreation Centre Reserve for the funding model of the Aquatic and Arenas Recreation Centre.





**Reserve: Community Services Building Reserve**

This reserve was established to fund contracted services for the planning of new recreational facilities and to fund the Recreation Facility Grant Program. Administration is recommending a transfer to the Community Services Building Reserve in the annual amount of \$20,000 going forward to set aside funds for future maintenance projects and to fund the Recreation Facility Grant Program. The Recreation Facility Grant Program offers maintenance project funding to community organizations that lease and operate City facilities.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(8,885)</b>	<b>(5,334)</b>
Budgeted Transfer to Reserve - City Taxation	(20,000)	(20,000)
Kinsmen Club Payment for Carlton Park Community	(5,000)	
<b><u>2nd intake of the 2022 Recreation Facility Grant Program</u></b>		
Carlton Park Community Club	\$1,994	
West Hill Community Club	\$2,069	
Nordale Community Club	\$9,734	
East End Community Club	\$3,043	
<i>** City Council Resolution #0034. dated February 13, 2023</i>		
<b><u>1st intake of the 2023 Recreation Facility Grant Program</u></b>		
West Hill Community Club	\$2,758	
Nordale Community Club	\$8,954	
<i>** City Council Resolution #0264. dated August 8, 2023</i>		
<b>Ending Balance</b>	<b>(5,334)</b>	<b>(25,334)</b>

Council Motion of February 15, 2022

Kinsmen Naming Rights Agreement (RPT 22-67)

That the remaining \$20,000, received from the Kinsmen Club in increments of \$5,000 per year for four (4) years from 2023 to 2026, be allocated to the Community Services Building Reserve to be utilized by the Carlton Park Community Club for future capital projects.



**Reserve: Community Services Land Fund Reserve**

This reserve was established to fund the development of parks throughout the City. The reserve is funded by an allocation of 5% of property sales in the Land Fund. The reserve has been in existence since prior to 2005. In 2017, the Mechanical Equipment Reserve funding was depleted and per Council resolution, and the funding of the projects was transferred to this reserve.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(168,180)</b>	<b>(168,180)</b>
Budgeted Transfer to Reserve - 5% Res Land Sales	unknown	unknown
<b>Ending Balance</b>	<b>(168,180)</b>	<b>(168,180)</b>



**Reserve: Destination Marketing Levy Reserve**

This reserve was established to collect all the funds that are collected from the Destination Marketing Levy. The levy is identified annually as part of the approved Property Tax Bylaw. Levy is charged to the Hotels. Council Resolution No. 0182 dated April 25, 2016: "That the funds generated from the annual Destination Marketing Levy be held in a separate bank account as payments are received."

*Note: The DMF Grants paid to date are reflective of the approved Destination Marketing Levy events approved. Further events will be forwarded to the Advisory Committee for consideration of funding from the Destination Marketing Levy Reserve.*

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(919,822)</b>	<b>(1,078,432)</b>
Budgeted Transfer to Reserve - DMF Levy Funds	(351,500)	(351,500)
2023 DMF Grants Approved <b>as of October 10, 2023</b>	162,890	
Council Approval for Pow Wow Grant Funding	30,000	
New DMF Grant Applications for Approval	unknown	unknown
<b>Ending Balance</b>	<b>(1,078,432)</b>	<b>(1,429,932)</b>

City Council Motion of September 5, 2023

Destination Marketing Fund Grant Application Form 2023 Northern Lights Casino Thanksgiving Pow Wow (RPT 23-334)

1. That the Event Retention Destination Marketing Fund Grant Application from the 2023 Northern Lights Casino Thanksgiving Pow Wow Committee for funding the 2023 Northern Lights Casino Thanksgiving Pow Wow scheduled for October 6 to 8, 2023, in the amount of \$30,000, be approved;
2. That \$30,000 be funded from the Destination Marketing Levy Reserve.



**Reserve: Downtown Improvement Reserve**

The Downtown Improvement Reserve Policy No. 95 is:

- a) to establish a reserve that is used exclusively for the Prince Albert Downtown Business Improvement District for projects or programs as approved by City Council; and,
- b) to assist the Prince Albert Downtown Business Improvement District in their mission to facilitate the continuing development of a vibrant and prosperous downtown.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(252,382)</b>	<b>(252,382)</b>
Budgeted Transfer to Reserve	(40,000)	(40,000)
<u>Grants to be Approved:</u>		
Major Façade Grant	10,000	10,000
Mini Façade Grant	10,000	10,000
Events (Events - Street Fair/Bike Derby, etc.)	20,000	20,000
<b>Ending Balance</b>	<b>(252,382)</b>	<b>(252,382)</b>

As of October 1, 2023, the Prince Albert Business District Improvement Board has approved total grant funding in the amount of \$11,520.86.

The grant funding of \$40,000 is included in the budget for the Prince Albert Downtown Business District Improvement (PADBID).



**Reserve: EA Rawlinson Centre Facility Fee Reserve**

This reserve was inherited from the Prince Albert Arts Board on January 1, 2015, when the City of Prince Albert took over the operations of the EA Rawlinson Facility. The reserve is funded by a \$3.00 charge placed on tickets of events held at the facility.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(139,275)</b>	<b>(164,275)</b>
Budgeted Transfer to Reserve - Ticket Sales	(65,000)	(65,000)
2023 Capital - EA Rawlinson Centre Improvements	40,000	
2024 Facility Project for EA Rawlinson		<u>22,500</u>
<b>Ending Balance</b>	<b><u>(164,275)</u></b>	<b><u>(206,775)</u></b>

2024 Proposed Facility Project to be funded from Reserve:

EA Rawlinson Centre - Upgrade Current Obsolete Elevator 211 Control Board	This upgrade will assist in improving reliability and extending the system life of the facilities elevator.  <b>Funded from the EA Rawlinson Centre Fee Reserve.</b>	22,500
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**Reserve: EA Rawlinson Mechanical Equipment Reserve**

The purpose of this reserve is to provide a funding source for repairs of the HVAC mechanical equipment at the EA Rawlinson Centre. The reserve was established in 2003 and has had \$10,000 contributed to it annually since 2003.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>35,349</b>	<b>25,349</b>
Budgeted Transfer to Reserve - City Taxation	(10,000)	(10,000)
<b>Ending Balance</b>	<b>25,349</b>	<b>15,349</b>



**Reserve: Equipment and Fleet Reserve**

This reserve was established to purchase replacement equipment that comprises the City's equipment fleet. The reserve is funding from operating surpluses within the Equipment Fund. In the past the fund had been used to purchase large ticket items, but over the last several years administration has worked on a fleet plan to ensure the financial sustainability of the reserve and the proper management of the City's fleet assets. This reserve does not include Golf Course Fleet, Police Fleet or Fire Fleet as they have their own reserve.

	<b>2023 (Surplus)</b>	<b>2024 (Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(5,448,545)</b>	<b>(2,229,055)</b>
Budgeted Transfer to Reserve - City Taxation	(1,880,000)	(2,200,000)
Approved 2023 Fleet Purchases (all funds)	4,339,900	
Carry Forward Fleet Purchases from 2022	759,590	
<u>2024 Capital Fleet Purchases:</u>		
<b>Community Services</b>		
Replacement of Units 4544 and 4545 - 1/2 Ton Crew Cab Trucks		140,000
Replacement of Unit 4604 - Truck with Aerial Device		450,000
Replacement of Unit 4609 - 1 Ton Truck		100,000
Replacement of Unit 6139 - 11 Foot Mower		215,000
<b>Public Works</b>		
Replacement of Unit 54 - Automated Waste Collection Truck		250,000
Replacement of Unit 66 - Garbage Truck with Rapid Rail Compactor		495,000
Replacement of Unit 71 - Sander		25,000
Replacement of Unit 90 - Tandem Axle Gravel / Sander Truck		285,000
Replacement of Unit 93 - Tandem Axle Gravel / Sander Truck		500,000
Replacement of Unit 97 - Tandem Axle Gravel / Sander Truck		285,000
Replacement of Units 102 and 133 - Two (2) 1/2 Ton Trucks		140,000
<b>Ending Balance</b>	<b>(2,229,055)</b>	<b>(1,544,055)</b>



**Reserve: Fire Equipment Reserve**

This reserve was established in 2009 to mitigate the fluctuation in budgeting for the equipment required at Fire Services. The funding of this reserve was based on the capital plan of the Fire Service at that time. The amount of funding to this reserve is due for another comprehensive review based on the change in managers and composition of the Fire Fleet and Equipment.

	<b>2023 (Surplus)</b>	<b>2024 (Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(683,953)</b>	<b>454,835</b>
Budgeted Transfer to Reserve - City Taxation	(300,000)	(320,000)
<u>Fire Capital Fleet Purchases:</u>		
Replacement of Unit 2101 - Truck - 1 Ton and Unit 2149 Ultra High Pressure Mounted Skid		150,000
SCBA's Replacement Program	35,000	38,000
New Pumper Fire Engine Truck	1,403,788	
<b>Ending Balance</b>	<b>454,835</b>	<b>322,835</b>

Note: For the Fire Engine Truck, 90% will most likely be paid in Year 2025. The Reserve is not charged until a cash payment is made. The Reserve should maintain a surplus balance with the annual budgeted transfers to the Reserve.

City Council Motion of September 5, 2023

Pumper Fire Engine Tender 24/23 (RPT 23-345)

That the approved cost for the purchase of a new Pumper Fire Engine from Westvac Industrial LTD. be increased by \$40,000 for a total amount of \$1,403,788, including all applicable taxes, to replace the specified and now unavailable Cummins L9 Engine with a Cummins X12 Engine and compatible transmission.





**Reserve: Fire Station Reserve**

This reserve was established in 2023 by City Council Motion of June 12, 2023. 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. 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.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>0</b>	<b>(100,000)</b>
Dr. Andre Marais Estate Donation - GIC	(100,000)	0
Budgeted Transfer to Fire Station Reserve		(500,000)
<b>Ending Balance</b>	<b>(100,000)</b>	<b>(600,000)</b>

City Council Motion of June 12, 2023

Dr. Andre Marais Bequeathal (RPT 23-220)

1. That a Fire Station Reserve Fund be established to fund future Fire Stations;
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).

Executive Committee Motion of March 13, 2023

Fire Station Capital Reserve (RPT 23-95)

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That a Fire Station Reserve be established to fund future Fire Stations; and,
2. That funding of the Fire Station Reserve at an annual amount of \$500,000 be referred for consideration during the 2024 Budget deliberations.



**Reserve: Future Infrastructure Reserve**

This reserve was established in 2011 during budget deliberations when the City Manager asked for an infrastructure levy to balance operations and fund a dedicated future infrastructure reserve. The intent of the reserve was to allocate funds annually and use the accumulated balance to fund large capital projects.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(878,820)</b>	<b>(169,954)</b>
Budgeted Transfer to Reserve - City Taxation	(320,000)	(620,000)
2023 Capital - Senior Sidewalk Replacement Project	65,000	
Midtown Community Centre Playground/Spray Park	250,000	
Canada Community Building Grant Funding	(185,195)	
2022 C/F Capital - Pedestrian Bridge Program	82,518	
2022 C/F Capital - James Isbister Park Improvements	66,543	
Max Clunie Field and Harry Jerome Track Project	750,000	
<b>Ending Balance</b>	<b>(169,954)</b>	<b>(789,954)</b>

City Council Motion of September 5, 2023

Max Clunie Field & Harry Jerome Track Project (RPT 23-350)

That \$750,000 be approved from the Future Infrastructure Reserve in support of the Harry Jerome Track Replacement.

City Council Motion of June 12, 2023

Canada Community Building Fund Infrastructure Investment Plan – Midtown Community Centre Project (RPT 23-223)

That the Canada Community Building Fund Infrastructure Investment Plan under the Canada Community-Building Fund in the amount of \$185,195.20 for the Midtown Community Centre Playground and Spray Park Replacement, be approved. **\*\* Awaiting Grant Approval**



**Reserve: Golf Course Carts Reserve**

This reserve was established in 2014 so that the Golf Course Carts would be self sustaining in regards to their own fleet management. The reserve is funded by operating surplus of the Golf Course Cart fleet.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(114,609)</b>	<b>(13,869)</b>
Budgeted Transfer to Reserve - Golfing Fees	(40,000)	(40,000)
2023 Capital Approved - Golf Course Carts	70,000	
2022 C/F Capital - Golf Course Carts	70,740	
<b>Ending Balance</b>	<b>(13,869)</b>	<b>(53,869)</b>



**Reserve: Golf Course Equipment Reserve**

This reserve was established in 2014 so that the Golf Course would be self sustaining in regards to their own fleet management. The reserve is funded by operating surplus of the Golf Course fleet of equipment.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(159,461)</b>	<b>(88,961)</b>
Budgeted Transfer to Reserve - Golfing Fees	(80,000)	(80,000)
2024 - Replacement of Unit 6137 Fairway Mower		140,000
2024 - Replacement of Unit 6205 Turbine Blower		17,500
2023 Capital - Trim and Surround Mower	68,500	
2022 C/F Capital - Fringe Cut Mower	82,000	
<b>Ending Balance</b>	<b>(88,961)</b>	<b>(11,461)</b>



**Reserve: Golf Course Improvements Reserve**

This reserve was established to fund Golf Course improvements and was funded by a set amount of funding each year until 2010. In 2010, Council approved that the funding of the reserve be based on the current year's surplus in the Golf Course operations. Thereby making the Golf Course reserve funding "user paid" and the Golf Course a 100% user paid City operation.

	<b>2023</b> <b>(Surplus)</b>	<b>2024</b> <b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(210,624)</b>	<b>(253,402)</b>
Budgeted Transfer to Reserve - (Surplus) / Deficit	(60,000)	(60,000)
Budgeted Projected Sponsorship	(75,000)	(75,000)
Revenue - Pathway Fees and Cart Rentals	(60,000)	(60,000)
Reconstruction and Repair of Pathways Capital	60,000	60,000
<u>Carry Forward Projects from Year 2022:</u>		
Reconstruction and Repair of Stonewall & Tee Signs	14,491	
Reconstruction of Park Pathways	9,730	
Long Term Debt Payment - Golf Course Irrigation	68,000	69,000
<b>Ending Balance</b>	<b>(253,402)</b>	<b>(319,402)</b>

Executive Committee Motion of September 11, 2023:

2024 Rates & Fees – Cooke Municipal Golf Course (RPT 23-361)

1. That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:
  - a. That a two percent (2%) increase to the Rates & Fees for Cooke Municipal Golf Course, as attached to RPT 23-338, be approved;
  - b. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,



- c. That \$60,000 of the annual Revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair; and,
2. That the discussion of the Seniors Season Pass be referred back to the Golf Course Advisory Committee for further review and report

Executive Committee Motion of September 11, 2023:

2024 Golf Course Improvements (RPT 23-360)

That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:

That the 2024 Golf Course Pathway Improvement Plan, as attached to RPT 23-333, be approved.

**Reserve:                    Group Benefit Reserve**

This reserve was established in 2016 by City Council motion. As the City had previously accounted for the majority of this funding, the reserve is created by reallocating from the "General Fund - Accumulated Surplus" to "General Fund - Group Benefit Reserve". This reserve is to be used to fund future group benefits upon negotiations with the groups involved in the City Group Benefit plan (per Letters of Understanding).

	<b>2023</b>	<b>2024</b>
	<b>(Surplus)</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(722,276)</b>	<b>(197,276)</b>
Transfer from Reserve - 2023 Fiscal Challenges	525,000	
<b>Ending Balance</b>	<b>(197,276)</b>	<b>(197,276)</b>

**Please note that the remaining funds in the Reserve are to be paid out to the employees once the calculations are finalized.**



**Reserve:                    Housing Reserve**

This reserve was established in 2010 as the Affordable Housing Reserve but was renamed the Housing Reserve in 2018 as per the Housing Reserve Policy. The reserve is to be funded by an amount equal to \$42,850 from municipal taxation as approved by City Council during budget deliberations and an amount equal to approximately 4% of funds raised from the sale of City developed residential lands.

**For Year 2024 similar to Year 2023, the amount of \$42,850 is not being transferred to the Reserve due to fiscal challenges.**

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(563,675)</b>	<b>(454,596)</b>
Budgeted Transfer to Reserve - Land Sales Profit	unknown	unknown
Prince Albert Housing Authority Housing Losses	52,920	104,465
Affordable Housing Program Application	30,000	
Downtown Payment Assistance Applications	6,158	
First Time Home Buyers Applications Approved	20,000	unknown
<b>Ending Balance</b>	<b>(454,596)</b>	<b>(350,131)</b>

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 First Time Home Buyer Program is funded through the Housing Reserve. **Five grants of up to \$5,000 each can be approved annually.**

For Year 2023, Council has approved four (4) First Time Buyers Applications.





**Reserve: Information Technology Reserve**

This reserve was established in 2012 to mitigate budgeting fluctuations on purchases for information technology infrastructure systems such as servers, data storage, networks, back-up systems, end user computing and printing. In 2022, the purpose of the reserve was expanded to include planning for the evolution of the City’s business systems such as the Great Plains financial system, online payments through the City’s website, corporate records management, GIS, asset management and other systems. The annual allocation to the reserve is required to fund the 10-year plan for renewal and expansion of the City's infrastructure and business systems needs.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(423,687)</b>	<b>(18,527)</b>
Budgeted Transfer to Reserve - City Taxation	(450,000)	(425,000)
<u>IT Capital Projects Budgeted for Year 2024:</u>		
IT Projects (hardware, computers, laptops, etc.)		108,400
Web Portal System		35,500
Backups		45,200
Work & Asset Management		25,000
Data Centre		20,000
<u>IT Capital Projects Budgeted for Year 2023:</u>		
Networking	25,000	
End User Computing & Printing	109,800	
Business Continuity	215,000	
Web & Portal Systems	10,500	
Finance & Admin Systems	49,500	
Corporate Portal & Intranet Systems	89,900	
<u>Carry Forward Projects from Year 2022:</u>		
Networking	204,000	
Business Continuity	20,000	
Finance and Admin Systems	21,000	
Balance of the SD-Wan Project	110,460	
<b>Ending Balance</b>	<b>(18,527)</b>	<b>(209,427)</b>



**Reserve: Kinsmen Water Park Surcharge Reserve**

This reserve was established in Year 2015 and is funded by an allocation of \$1 per admission to the Kinsmen Water Park. The reserve concept was created by City Council during discussions on the funding of the slide repairs. The intent of the reserve is for funding of repairs and capital at the Kinsmen Water Park.

	<b>2023 (Surplus) Deficit</b>	<b>2024 (Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(39,802)</b>	<b>(39,802)</b>
Budgeted Transfer to Reserve - Admission %	(25,000)	(25,000)
2024 Facility Project		6,500
2023 Facility Project	25,000	
<b>Ending Balance</b>	<b>(39,802)</b>	<b>(58,302)</b>

2024 Facility Project to be funded from Reserve:

Kinsmen Water Park - Replace the Chain Link Fence at the Top of the Water Slide Tower	This chain link fence is badly damaged and has the potential to become a safety concern.  <b>Funded from the Kinsmen Water Park Surcharge Reserve.</b>	6,500
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2023 Facility Project approved to be funded from Reserve:

Kinsmen Water Park Maintenance Issues	Community Services is recommending the following be completed in the spring of 2023 at the Kinsmen Water Park: 1)Waterslide preventive maintenance 2)Replace boiler for the tot pool 3)Tile repair in change room building 4)Sandblast and paint waterslide stair structure  The total cost for these projects is \$50,000. \$25,000 will be funded by the Facilities Budget and <b>\$25,000 will be funded from the Kinsmen Water Park Reserve.</b>	25,000
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**Reserve: Northern Housing Development Reserve**

The purpose of this reserve was originally to fund home care homes (Mont St. Joseph). The purpose then evolved into funding affordable housing projects. Council, through budget deliberations, decided to discontinue funding the reserve once all commitments were fully funded. Subsequent to the decision to fund only commitments, some of the projects with committed funding did not materialize therefore leaving a balance in the reserve account. The balance has not changed since 2010.

**City Council Motion of March 19, 2019: "That the Northern Housing Development Reserve Fund remain as is to be utilized for future Senior Housing or Long Term Care Projects."**

	2023 (Surplus) Deficit	2024 (Surplus) Deficit
<b>Beginning Balance</b>	<b>(99,043)</b>	<b>(99,043)</b>
Budgeted Transfer to Reserve	0	0
<b>Ending Balance</b>	<b>(99,043)</b>	<b>(99,043)</b>



**Reserve: PA Slo-Pitch League Reserve**

That a PA Slo-Pitch League Reserve Fund be established to accept all sponsorship funds for the purpose of Capital Improvements at the Lakeland Ford Park. Council Resolution No. 0250 dated May 16, 2016.

The revenue to the Reserve is generated from sponsorship, naming rights at Lakeland Ford Park and an annual infrastructure fee per team associated with the Prince Albert Slo-Pitch League.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(104,188)</b>	<b>(138,488)</b>
Budgeted Projected Sponsorship	(34,300)	(34,300)
2024 Capital: Lakeland Ford Park - PA Slo-Pitch League Improvements		30,000
<b>Ending Balance</b>	<b>(138,488)</b>	<b>(142,788)</b>

2024 Capital to be funded from Reserve:

<b>Lakeland Ford Park - PA Slo-Pitch League Improvements</b>
<b>Purpose:</b> Improvements for PA Slo-Pitch League at Lakeland Ford Park. Community Services is recommending the following projects for 2024:
- Fencing Repairs - \$15,000
- Ball Diamond Infield Grooming Equipment - \$11,000
- New Bases - \$4,000



**Reserve: PADBID Operating Reserve**

This reserve holds the accumulated surplus of the Prince Albert Downtown Business Improvement District. The reserve is adjusted annual for the surplus or deficit from operations.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(133,385)</b>	<b>(53,385)</b>
Transfer from Reserve - Downtown Security	80,000	
Budgeted Transfer to Reserve - Operating Surplus	unknown	unknown
<b>Ending Balance</b>	<b>(53,385)</b>	<b>(53,385)</b>



**Reserve:                   PAGCC Mechanical Equipment Reserve**

This reserve is providing a funding source for repairs of the HVAC mechanical equipment at the Prince Albert Golf and Curling Club facility. This reserve is funded by an annual allocation of \$10,000 from taxation.

**THIS IS NOT THE TRUST THAT THE CITY HOLDS FOR THE PRINCE ALBERT GOLF AND CURLING CLUB.**

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(17,001)</b>	<b>(27,001)</b>
Budgeted Transfer to Reserve - City Taxation	(10,000)	(10,000)
<b>Ending Balance</b>	<b>(27,001)</b>	<b>(37,001)</b>



**Reserve: Pehonan Parkway Reserve**

This reserve was established in 2005 upon the establishment of the Pehonan Parkway. The City previously received funding from 50% of an annual grant from the Provincial Government (capital component of the grant agreement). Effective January 1, 2016, the Provincial Funding was cut. Administration is recommending that the transfer to the Reserve continue to be funded by the City's taxation. Expenditures from this reserve are endorsed and recommended by the Pehonan Parkway Governance Committee but approved by Council.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(389,491)</b>	<b>(23,225)</b>
Budgeted Transfer to Reserve - City Taxation	(82,000)	(82,000)
2023 Capital - Little Red River Park Development	210,000	
2023 Capital - Boat Launch Improvements	25,000	
<u>Carry Forward from Year 2022:</u>		
Rotary Adventure Park - Little Red River Park	66,466	
Little Red River Park Stages of Development	146,800	
<b>Ending Balance</b>	<b>(23,225)</b>	<b>(105,225)</b>



**Reserve: Prime Minister’s Park Improvement Reserve**

This reserve was established for Minor Softball to use for repairs and improvements to the ball diamonds. Up until 2012, Minor Softball has provided the funding for the City's annual contribution to the reserve based on operations of the Prime Minister Park concession. However, in 2016 there had been an operating change to the concession and the City is now operating it. The 2016 allocation is from the surplus at the concession. The Reserve was approved to be changed to the name "Prime Minister's Park Improvement Reserve."

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(38,504)</b>	<b>(15,164)</b>
Budgeted Transfer to Reserve - Concession Surplus	(3,760)	(3,130)
Major Events at PMP - Contribution		(12,000)
2023 Capital - Prime Minister's Park Improvements	27,100	
2024 Capital - Prime Minister's Park Improvements		30,000
<b>Ending Balance</b>	<b>(15,164)</b>	<b>(294)</b>

2024 Capital to be funded from Reserve:

<b>Prime Minister's Park Improvements</b>
<p><b>Purpose:</b> Improvements to Prime Minister's Park. The following projects are planned to be completed in 2024:</p> <ul style="list-style-type: none"> <li>- Replenish Shale Supply: \$12,000</li> <li>- Purchase New Sound System for Kinsmen Field; \$3,000</li> <li>- Change Rotary Field Backstop to a Heavier Gauge: \$7,000</li> <li>- Repair Bleachers: \$8,000</li> </ul>





**Reserve: Proactive Policing Reserve**

City Council in 2021 approved the Multi-Year Proactive Policing Strategy for the Prince Albert Police Service as presented. Council approved that the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service. Any unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service. (Council Resolution No. 0191 dated May 3, 2021)

The Proactive Policing Reserve is funded from a Police Base Tax of \$35.00 to be charged per property classification, with multi-residential being charged \$35.00 per unit annually.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(356,136)</b>	<b>(289,636)</b>
Budgeted Transfer to Reserve - Police Base Tax	(554,600)	(554,600)
Proactive Policing Strategy Police Service - Budget	621,100	691,622
<b>Ending Balance</b>	<b>(289,636)</b>	<b>(152,614)</b>

2024 Budget for the Proactive Policing Unit:

Salaries Wages and Benefits	\$628,178
Fleet Expenses	\$54,974
Maintenance Materials and Supplies	\$8,470
<b>Total 2024 Budget - Proactive Policing Unit</b>	<b>\$691,622</b>



**Reserve: Project Beach Volleyball Courts Reserve**

The Project Beach Volleyball Courts Reserve was established for all revenue received from the Project Beach Committee and to fund all capital expenditures within the approved project budget. (Council Resolution No. 0246 dated May 16, 2016)

That fifty percent (50%) of the annual rental rate paid by the Prince Albert Volleyball Association is allocated to the Project Beach Capital reserve. (Council Resolution No. 0357, dated June 27, 2016).

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(28,337)</b>	<b>(31,337)</b>
Budgeted Transfer to Reserve - 50% PAVA Rate	(3,000)	(3,000)
<b>Ending Balance</b>	<b>(31,337)</b>	<b>(34,337)</b>



**Reserve: Project Triple Play Reserve**

This reserve was established to collect revenue received for the Project Triple Play Committee and to fund all capital expenditures within the approved project budget. Council Resolution No. 0160 dated April 5, 2016. Council approved that a capital budget of \$1,401,800 through in-kind support and cash donations for the upgrades to the fastball diamonds at Prime Ministers' Park be approved.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(5,876)</b>	<b>(5,876)</b>
<b>Ending Balance</b>	<b>(5,876)</b>	<b>(5,876)</b>



**Reserve: Public Art Capital Reserve**

That a Public Art Capital Reserve be implemented in 2017 funded through an annual General Fund budget allocation of \$30,000. Terms of Reference for the establishment of a Public Art Committee to facilitate the formation of a public art plan.

A Public Art Working Group, working with the Prince Albert Arts Board and the Arts & Cultural Coordinator, developed a Public Art Policy which included public consultation. City Council approved the Public Art Policy on November 24, 2016 (Council Resolution No. 0222). The Policy identifies that a minimum of \$30,000 be allocated annually to the Public Art Reserve Fund.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(31,064)</b>	<b>(19,627)</b>
Budgeted Transfer to Reserve - City Taxation	(30,000)	(30,000)
Canadian Heritage Grant	(10,000)	
<u>Budgeted Spending on Public Art:</u>		
Public Art Stimulus Fund	5,000	10,000
Passage Home Commission	26,437	20,000
Passage Home Education	9,500	
Working Group Meetings	250	250
Maintenance & Finishing	7,750	500
Artist in Residence	2,500	1,000
Inventory & Condition Report		1,750
<b>Ending Balance</b>	<b>(19,627)</b>	<b>(16,127)</b>



**Reserve: Public Transit Reserve**

That a Public Transit Reserve be implemented and funded from the operating surplus of the Public Transit Fleet within the Equipment Fund. In 2017 the City purchased seven new public transit buses and the City previously had one existing Public Transit bus. The reserve is being established so that the Public Transit Fleet will be self-sustaining in regards to its own fleet management. This new reserve was approved as part of the 2019 Deliberations.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(897,061)</b>	<b>(862,261)</b>
Budgeted Transfer to Reserve - City Taxation	(325,000)	
Long-Term Debt Payment for Transit Buses	259,000	
Lease of Eight (8) Buses for Transit	100,800	
2024 Increased Transit Service Contracted		451,480
<b>Ending Balance</b>	<b>(862,261)</b>	<b>(410,781)</b>



**Reserve: Recreation Centre Reserve**

The 2024 Budget will be requesting approval for the establishment of a Recreation Centre Reserve. This Reserve will track the revenues, sponsorship, and expenditures for the Aquatic and Arenas Recreation Centre. As per the City’s Property Tax Bylaw, the City collects revenue from the annual Civic Facilities Levy. **The revenue generated from the annual Civic Facilities Levy will now be credited to the Recreation Centre Reserve. The Levy will provide funding for the annual interest and principle payments for the debt financing borrowed.**

	2023 (Surplus) Deficit	2024 (Surplus) Deficit
<b>Beginning Balance</b>	<b>0</b>	<b>(324,217)</b>
Budgeted Transfer to Reserve - Levy Collected	(1,550,000)	(1,550,000)
<u>Borrowing of \$16.0 million</u>		
Transfer from Reserve - Interest for Loan	545,030	536,430
Transfer from Reserve - Principle Loan Payment	242,400	250,720
<u>Borrowing of \$30.0 million</u>		
Transfer from Reserve - Interest for Loan	667,500	1,308,980
Transfer from Reserve - Principle Loan Payment		375,700
The Yard Building Permit Revenue	(75,000)	(75,000)
The Yard Taxation Revenue	(85,000)	(500,000)
Prince Albert Elks Lodge No. 58 Donation	(26,000)	(26,000)
<u>Transfer from Civic Facilities Reserve:</u>		
2022 The Yard Building Permit Revenue	(13,006)	
2022 The Yard Taxation Revenue	(30,141)	
<b>Ending Balance</b>	<b>(324,217)</b>	<b>(3,387)</b>

**The interest and principle expenses for total Debt Financing in the total amount of \$2,471,830 are funded from a transfer from the Recreation Centre Reserve, as such, nil impact to the 2024 Budget.**



### **Aquatic and Arenas Recreation Centre Debt Financing**

City Council, at its meeting of March 27, 2023, awarded Request for Proposal No. 9 of 2023 to the Municipal Financing Corporation of Saskatchewan to be payable over thirty-five (35) years in the amount of \$30,000,000 for the construction of the Aquatic and Arenas Recreation Centre.

City Administration has received the Debenture and the interest rate will be fixed for 35 years at the rate of 4.40%.

### **Interest on Long Term Debt**

Interest expense for the \$16.0 million Arenas and Aquatic Centre loan borrowed March 1, 2022 is \$536,430. The loan is a 35 year debenture with an interest rate of 3.45%.

Interest expense for the \$30.0 million Arenas and Aquatic Centre loan borrowed May 1, 2023 is \$1,308,980. The loan is a 35 year debenture with an interest rate of 4.40%.

### **Principle on Long Term Debt**

Principle expense for the \$16.0 million Arenas and Aquatic Centre loan borrowed March 1, 2022 is \$250,720.

Principle expense for the \$30.0 million Arenas and Aquatic Centre loan borrowed May 1, 2023 is \$375,700.

### **City Council Motion of March 27, 2023**

Prince Albert Elks Lodge No. 58 – Request for Tax Exemption Agreement and Donation – Year 2023 to 2027 (RPT 23-115)

That a Tax Exemption Agreement between The City and the Prince Albert Elks Lodge No. 58 for a five (5) year term be approved as follows:

**A donation of \$26,000 for the years 2023 to 2027** be received on or before October 31st of each year to be dedicated towards the Aquatic and Arenas Recreation Centre.

**Reserve: Safety Reserve**

This reserve was established during 2017 for the purpose of funding safety programs and projects within the corporation of the City of Prince Albert. The intent is not to fund ongoing operating items, but one-time capital and operating projects geared at enhancing safety of our employees. The funding of this reserve is from refund of surpluses held by the Saskatchewan Workers Compensation Board.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>(55,945)</b>	<b>(40,945)</b>
2023 Freon Sensor - Golf & Curling Club	15,000	
<b>Ending Balance</b>	<b>(40,945)</b>	<b>(40,945)</b>

2023 Facility Project approved funded by Reserve:

Prince Albert Golf & Curling Club	For the safety of staff and contractors that are in the ice plant room a Freon Sensor is required. This project includes installing sensors and a detector to monitor the Freon gas levels in case of a leak and will be funded from the Safety Reserve.	15,000
Freon Detector and Sensors	<i>One-time expenditure of \$15,000.</i>	





**Reserve:                    Snow Management Reserve**

In 2014, there was the establishment of a Snow Management Reserve to fund any overages regarding snow management. This fund also includes any year-end surpluses to be credited to this Reserve.

	<b>2023</b>	<b>2024</b>
	<b>(Surplus) Deficit</b>	<b>(Surplus) Deficit</b>
<b>Beginning Balance</b>	<b>697,927</b>	<b>697,927</b>
Projected Surplus/Deficit for Year	unknown	unknown
<b>Ending Balance</b>	<b>697,927</b>	<b>697,927</b>

Council Motion of March 27, 2023

Year 2022 – Snow Management Special Tax – Bylaw No. 8 of 2022 (RPT 23-111)

That the Snow Management unaudited overage costs of \$878,747, be funded from the Fiscal Stabilization Fund for Year 2022.



**Reserve: South Hill Cemetery Perpetual Care Reserve**

This budget item relates to revenue collected from Perpetual Care Fees. Administration is requesting that a South Hill Cemetery Perpetual Care Reserve be established. This reserve will be used for future Cemetery maintenance as approved by Council. New Reserve approved in the 2020 Budget Deliberations.

	<b>2023</b>	<b>2024</b>
	<u>(Surplus) Deficit</u>	<u>(Surplus) Deficit</u>
<b>Beginning Balance</b>	<b>(39,855)</b>	<b>(54,855)</b>
Budgeted Transfer to Reserve - Care Fees	<u>(15,000)</u>	<u>(15,000)</u>
<b>Ending Balance</b>	<u><b>(54,855)</b></u>	<u><b>(69,855)</b></u>



**TITLE:** Fire Station Capital Reserve

**DATE:** **March 2, 2023**

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That a Fire Station Reserve be established to fund future Fire Stations; and,
2. That funding of the Fire Station Reserve at an annual amount of \$500,000.00 be referred for consideration at the 2024 Budget deliberations.

**TOPIC & PURPOSE:**

To provide Council with Administration's recommendations regarding a future funding model for additional fire stations to be considered during the 2024 budget deliberations.

**BACKGROUND:**

The City of Prince Albert's 2015 – 2020 strategic plan identified future fire stations as one of its strategic goals. The strategic goal states, "The construction of one new fire station within five years with a second station within ten years. Consideration should be given to creating a multi-service facility for emergency response/training."

There have been numerous fire station and staffing reports prepared for the City of Prince Albert over the past thirty seven years. The station and staffing reports are:

1. 1985 – Fire Underwriters Survey which recommends three (3) fire stations for Prince Albert;
2. 1989 – Council commissioned report provided by Ken McAllister. Recommends building three (3) fire station;

3. 2007 – IAFF G.I.S. Station Study. Recommend increased staffing and three (3) stations; and,
4. 2008 – Council commissioned report by Morrison & Hirschfield. Identifying the need for three (3) staffed stations.

All the aforementioned studies and reports utilized industry standards for consideration and determination of appropriate locations for future fire stations. NFPA 1710 is used to determine safe staffing and travel distance for an assembled fire crew so that they can arrive at an emergency in a timely manner. NFPA 1710 stipulates that a fully staffed fire apparatus shall arrive at the emergency scene within a four minute travel time to 90% of incidents. In 2008 the City of Prince Albert Fire Department, operating out of one station at 76 – 15<sup>th</sup> Street East, met this standard 42% of the time.

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

The City of Prince Albert currently has no capital reserve 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 the costs needed for two 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 15<sup>th</sup> Street East was constructed in 1975. It is administration's opinion that this building, while in relatively good shape, will require replacement 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.

### **FINANCIAL IMPLICATIONS:**

The following recommendations are currently unfunded:

If Council approves the creation of a Fire Station Reserve, Administration recommends funding the reserve at \$500,000.00 annually. This amount could be partially funded from:

- R.M. of Prince Albert Fire Service Agreement with the City of Prince Albert. The current fire service agreement provides \$227,000.00 of which \$113,500.00 currently funds the Fire Department's Fleet Reserve. The remaining \$113,500.00 is allocated to Fire Department Revenue.
- Saskatchewan Penitentiary Fire Service Agreement with the City of Prince Albert. The current fire service agreement provides \$28,563.88 to Fire Department Revenue.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy, privacy, official community plan implications or other considerations

**OPTIONS TO RECOMMENDATION:**

If Council approves the creation of the Fire Station Reserve, Council may direct, during the 2024 Budget deliberations, a reduced annual funding of \$250,000.00 or other to the Fire Station Reserve. This option is not being recommended because the reality of the requirement for an addition fire station in Prince Albert is before us and the need to put money aside for this future requirement is a requirement.

**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



City of  
**Prince Albert**

*BI 23-24*

**TITLE:** General Government

**DATE:** **October 27, 2023**

**TO:** Budget Committee

**PUBLIC:**  X

**INCAMERA:**

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**ATTACHMENTS:**

1. General Government



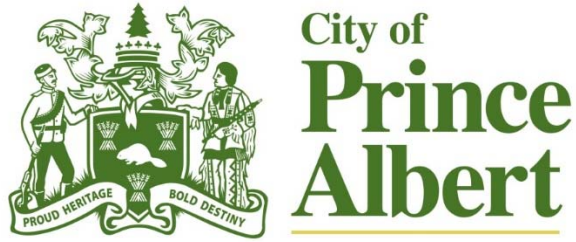
# GENERAL GOVERNMENT



City of  
**Prince  
Albert**

**2024 BUDGET**

## SECTION EIGHTEEN – GENERAL GOVERNMENT





Functional Area: **GENERAL GOVERNMENT**

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

<b>GENERAL GOVERNMENT</b>	<b>2024</b>	<b>2023</b>	<b>Variance</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>		<b>Change</b>
<b>REVENUES</b>				
Taxation	\$50,371,990	\$45,872,360	\$4,499,630	9.81%
User Charges and Fees	\$20,000	\$20,000	\$0	0.00%
Operating Grants and Donations	\$8,874,300	\$7,760,000	\$1,114,300	14.36%
Grants in Lieu of Taxes	\$7,656,170	\$7,776,070	(\$119,900)	-1.54%
Interest and Penalties	\$631,735	\$646,590	(\$14,855)	-2.30%
Sundry	\$18,000	\$18,000	\$0	0.00%
<b>Total Revenues</b>	<b>\$67,572,195</b>	<b>\$62,093,020</b>	<b>\$5,479,175</b>	<b>8.82%</b>
<b>EXPENSES</b>				
Salaries Wages and Benefits	(\$455,000)	\$562,500	(\$1,017,500)	-180.89%
Contracted and General Services	\$38,000	\$38,000	\$0	0.00%
Financial Charges	\$59,065	\$48,840	\$10,225	20.94%
Interest on Long Term Debt	\$3,060	\$3,830	(\$770)	-20.10%
Fleet Expenses	\$500	\$500	\$0	0.00%
Maintenance Materials and Supplies	\$39,000	\$35,300	\$3,700	10.48%
Insurance	\$313,870	\$317,780	(\$3,910)	-1.23%
Bad Debt Expense	\$270,000	\$220,000	\$50,000	22.73%
<b>Total Expenses</b>	<b>\$268,495</b>	<b>\$1,226,750</b>	<b>(\$958,255)</b>	<b>-78.11%</b>
<b>Operating (Surplus) Deficit</b>	<b>(\$67,303,700)</b>	<b>(\$60,866,270)</b>	<b>(\$6,437,430)</b>	<b>10.58%</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>				
Amortization	\$7,800,000	\$7,800,000	\$0	0.00%
Interfund Transfers	(\$4,194,745)	(\$4,578,280)	\$383,535	-8.38%
Capital and Interfund Transactions	\$3,605,255	\$3,221,720	\$383,535	11.90%
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(\$63,698,445)</b>	<b>(\$57,644,550)</b>	<b>(\$6,053,895)</b>	<b>10.50%</b>



**REVENUES**

**\$4,499,630** increase in Taxation Revenue.

The estimated budget increase within this document that would be funded from increases in property tax is approximately **\$4,402,750**. This is the funding required to balance the budget for 2024.

The remaining \$96,880 relates to items adjusted outside of tax tools such as supplemental changes.

**\$50,371,990 Total Taxation Revenue** is comprised of the following:

Taxation	2024 Budget	2023 Budget	Variance
Property Tax Levy	\$38,115,010	\$34,221,550	\$3,893,460
Supplemental - Property Tax Levy	\$75,000	\$100,000	(\$25,000)
Special Tax - Snow	\$1,682,850	\$1,473,560	\$209,290
Special Tax - Paving	\$4,400,000	\$4,100,000	\$300,000
Special Tax- Police	\$554,600	\$554,600	\$0
Base Tax	\$720,000	\$720,000	\$0
Street Oiling Levy	\$58,000	\$58,000	\$0
Destination Marketing Levy	\$351,500	\$351,500	\$0
Capital Projects Levy	\$1,550,000	\$1,543,200	\$6,800
Supplemental - Capital Projects	\$4,000	\$4,000	\$0
Property Tax Penalties	\$654,000	\$637,000	\$17,000
Discounts Current Tax Discounts-Expense	(\$42,000)	(\$45,000)	\$3,000
Property Tax Rebates Tax Rebates-Expense	(\$100,000)	(\$100,000)	\$0
Library Levy	\$2,349,030	\$2,253,950	\$95,080
<b>Total Taxation</b>	<b>\$50,371,990</b>	<b>\$45,872,360</b>	<b>\$4,499,630</b>

During the 2023 Budget Deliberations, new positions of Foreman II and Truck Driver/Equipment Operator were approved. 50% of the positions were charged to Snow Management in the amount of \$75,340. The 2023 Tools adjusted the amount of \$75,340 + \$1,473,560 for a total approved Snow Management Budget of \$1,548,900 for 2023. The proposed 2024 Budget for Snow Management is \$1,682,850, which represents an increase of \$133,950 over the approved 2023 Budget. That increase will be funded from the Snow Special Tax.



**\$20,000 Total User Charges and Fees Revenue:**

- \$20,000 for the cost to remove a structure is usually transferred to the tax roll but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. The property is written down to market value and any loss is incurred as "Tax Title Land Losses - Bad Debt Expense". This revenue is offset by \$20,000 in contracted and general services.

**\$1,114,300** increase for Operating Grants and Donations regarding an increase in Municipal Revenue Sharing Grant from the Province. **Total 2024 Revenue of \$8,874,300.**

**\$119,900 decrease** for Grants in Lieu of Taxes. Revenue received from SaskEnergy related to the municipal surcharge paid by customers within City Limits. SaskEnergy repealed rate increases originally announced for 2023 which has reduced the revenue collected to date in 2023. SaskEnergy proposed a further rate reduction beginning October 2023 that will carry into 2024. Therefore a reduction will be anticipated for the surcharge revenue.

**\$7,656,170 Total Grants in Lieu Revenue** of is comprised of the following:

Grants in Lieu	2024 Budget	2023 Budget	Variance
Power Corporation Surcharge	\$4,240,000	\$4,240,000	\$0
Federal Government	\$147,000	\$143,000	\$4,000
Provincial Government	\$1,830,000	\$1,801,000	\$29,000
First Nations Reserve Lands	\$379,000	\$363,100	\$15,900
SaskEnergy Natural Gas Franchise	\$1,000,000	\$1,170,000	(\$170,000)
Transgas Natural Gas Franchise	\$25,000	\$25,000	\$0
Eastview/Driftwood Trailer Courts	\$33,000	\$31,800	\$1,200
Twilight Motel	\$2,170	\$2,170	\$0
<b>Total Grants in Lieu</b>	<b>\$7,656,170</b>	<b>\$7,776,070</b>	<b>(\$119,900)</b>

**\$14,855 decrease** in Interest and Penalties for the Water Meter Loan. Interest paid by the Water and Sewer Utility Fund on internal loan for the Water Meters. The interest decreases annually as principal payments are made.



**\$631,735 Total Interest and Penalties** as follows:

- \$550,000 in Interest Income. Amount relates to interest earned on bank account - earned at a rate of primes less 1.05%. Given the current economic climate, prime has continued to increase - this, combined with the City receiving \$30.0 million in debt in early 2023 created a large cash balance allowing for interest beyond the budget to be earned. Based on discussions with economists, prime is projected to decrease in 2024 - supported by the fact that the Bank of Canada froze prime in September. Banking RFP is also due for renewal which could result in the City receiving less interest as the previous agreement had a rate locked in when prime rates had been significantly lower. The amount of anticipated interest is uncertain for 2024, as such the budget is the same as 2023.
- \$81,735 for the Water Meter Loan. Interest paid by the Water and Sewer Utility Fund on internal loan for the Water Meters. The interest decreases annually as principal payments are made.

**\$18,000 Total Sundry.** Sundry includes sales of miscellaneous items (ex. City clothing) and disposals of vehicles included in year-end adjustments. Budget kept the same as 2023.

**EXPENDITURES**

**\$1,017,500 decrease** in Salaries Wages and Benefits as follows:

- \$712,500 decrease as the 2023 budget included retro payment. For Year 2024, the respective Department Divisions includes the general wage increase approved by City Council, as such, retro payment is not budgeted for 2024.
- \$320,000 increase for Vacancy Management savings for Year 2024 specific to City Departments.
- \$15,000 increase for Wellness Program.

Salaries Wages and Benefits	2024 Budget	2023 Budget	Variance
Salaries Regular	\$0	\$712,500	(\$712,500)
Vacancy Management Savings	(\$570,000)	(\$250,000)	(\$320,000)
Payroll Benefits	\$75,000	\$75,000	\$0
Wellness Program	\$40,000	\$25,000	\$15,000
<b>Total</b>	<b>(\$455,000)</b>	<b>\$562,500</b>	<b>(\$1,017,500)</b>



**Acting Living Program – Increase of \$15,000**

City Council, at its meeting of September 11, 2023 approved the following motion regarding Active Living Program: *“That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations: That the Active Living Program Budget be adjusted to \$40,000.”*

**Total Vacancy Management Savings for 2024 is budgeted at \$570,000.**

**\$38,000 Total Contracted and General Services** as follows:

- \$20,000 to fund removal of structures. These costs are usually transferred to the tax roll but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. The property is written down to market value and any loss is incurred as "Tax Title Land Losses - Bad Debt Expense". There is matching revenue of \$20,000 under User Charges and Fees Revenue.
- \$10,000 as the City renegotiated the Lone Worker Program Agreement in 2022 to a fee of \$10,000 per year.
- \$8,000 relates to fees to independent adjuster for claims (i.e. legal claims against the City). Budgeted amount is consistent with previous year averages.

**\$10,225** increase for Financial Charges. Account includes monthly bank charge, any overdraft interest charged, Point of Sale charges at City Hall, wire fees, and charges for online payments. Overdraft interest was charged in 2020 and 2022 which accounts for the larger actuals in those years. Banking contract will be going for RFP in 2024, therefore potential for additional charges with RFP and likely an increase in fees considering the old contract had fairly low fees that are not likely to be offered. Increase bank fee by \$850/month to \$4,000/month. Remaining budget is made up of: POS fee (\$200/month), online payment fee (\$700/month), wire fee (\$20/month).

**Total Budget of \$59,065.**

**\$770 decrease** for Interest on Long Term Debt as follows regarding the interest payments for the following Loan:

	2024 Budget	2023 Budget	Decrease
West Hill Infrastructure Loan	\$3,060	\$3,830	(\$770)
<b>Total Interest on Long Term Debt</b>	<b>\$3,060</b>	<b>\$3,830</b>	<b>(\$770)</b>

**\$3,700** increase for Maintenance Materials and Supplies for General Government Memberships. This budget is the membership fees for SUMA, Chamber of Commerce, and FCM for the City. Increase based on review of actuals in 2023: SUMA: \$28,600 FCM: \$8,900 Camber of Commerce: \$1,100.



**\$3,910 decrease** for Insurance based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker.

**\$313,870 Total Insurance** as follows:

- \$293,870 for Insurance. 2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The decrease from the 2023 Budget is a result of budgeted increases for liability, umbrella, and cyber insurance for 2023 exceeding the actual increase and therefore the City expects savings in 2023.
- \$10,000 is budgeted for insurance deductibles required to be paid on insurance claims paid by the City. The amount is based on a review of historical costs.
- \$10,000 is budgeted relating to payout of claims against the City. Amount can vary annually - budgeted value is consistent with historical actuals which have ranged from \$10,000 - \$6,500 in the past 5 years.

**\$50,000** increase for Bad Debt Expense. On September 26, 2022, Council approved that the budget for Board of Revision Losses in 2023 be increased from \$100,000 to \$250,000 to cover potential appeal losses. For 2024, the budget amount represents potential payout of successful assessment appeals. Budget increased by \$50,000 to account for increased appeals over the past number of years.

**\$270,000 Total Bad Debt** as follows:

- \$250,000 budgeted for Assessment Appeals; and,
- \$20,000 budgeted for regular bad debt on uncollectable accounts. Bad debts relate to customer accounts that have been deemed uncollectable and are recorded at year end. Historically the balance has reflected either an expense or a recovery and fluctuates every year.

## Amortization

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

For Year 2024, Amortization is **\$7,800,000**.

## INTERFUND TRANSFERS

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

Interfund Transfers	2024 Budget	2023 Budget	Variance
Land Development Capital Fund	\$76,500	\$76,500	\$0
Transfer from Utility Fund	\$614,000	\$614,000	\$0
Transfer from Sanitation Fund	\$285,258	\$266,510	\$18,748
Transfer from Fleet	\$3,285,000	\$3,645,000	(\$360,000)
Transfer to Airport Fund	(\$381,150)	(\$337,690)	(\$43,460)
Transfer from Utility Fund - City Facilities	\$269,087	\$266,930	\$2,157
Transfer from Sanitation Fund - City Facilities	\$46,050	\$47,030	(\$980)
<b>Total Interfund Transfers</b>	<b>\$4,194,745</b>	<b>\$4,578,280</b>	<b>(\$383,535)</b>

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

Budgeted Land Sale Revenue for 2024	\$450,000
<b>17% of Land Sales</b>	<b>\$76,500</b>

- \$614,000 Transfer from Utility Fund - Prior to 2010, the Utility Fund transferred a 5% franchise fee to the General Fund. Following 2010, that transfer amount was changed to represent the apportionment of costs for employees who contribute to the operation of the Utility Fund. The transfer amount was set as \$614,000 in 2012 and has remained unchanged.
- \$285,258 Transfer from Sanitation Fund - Each year a Franchise fee equal to five percent (5%) of the Sanitation Fund's total revenues is paid to the General Fund. This fee offsets the sanitation operational costs typically paid by the General Fund.

Total Approved 2023 Sanitation Revenues	\$5,755,760
Less Revenue for CF-Facilities	(\$50,600)
	<b>\$5,705,160</b>
<b>5% - Transfer to General Fund</b>	<b>\$285,258</b>



- \$3,285,000 Transfer to the Reserves that includes City’s Fleet Reserve, Police and Fire Fleet Reserves, Golf Course Reserves, Public Transit Reserve and the Information Technology Reserve. There is a decrease for 2024 as there is no Transfer to the Public Transit Reserve and the reduction of \$25,000 for the IT Reserve.
- \$381,150 Transfer to Airport Fund - In 2006 City Council authorized a transfer of 30% of the total cost of the Airport operation to be funded from the City’s General Fund to fund the operations of the Airport. As per approved 2023 Total Expenditures, the Transfer from General Fund for 2024 is the amount of 381,150, an increase of \$43,460 from the General Fund.

<b>General Fund - Funding to Airport</b>		<b>30%</b>
2023 Approved Total Expenditures	\$1,270,500	<b>\$381,150</b>

- \$269,087 Transfer from Utility Fund – City Facilities - The transfer is based on Financial Services review and forecast of City facilities water and sewer utility charges for 2024.
- \$46,050 Transfer from Sanitation Fund – City Facilities: The City transfer is based on Financial Services review and forecast of City facilities sanitation charges for 2024. City Facilities are charged the sanitation surcharge on their water bills but then an interfund transfer is made at year end to offset this revenue.





Functional Area	Account Number	Account Name	Category Description	Object Code Type	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Variance	BudgetLineComment
GENERAL GOVERNMENT DEMOS	10-10-008-000-00000-5100	GF GENERAL GOVT DEMOS REVENUE	USER CHARGES AND FEES	Revenues / Funding Source	91,384.09	58,343.96	7,562.15	20,000.00	20,000.00	-	The cost to remove a structure is usually transferred to the tax roll but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. The property is written down to market value and any loss is incurred as "Tax Title Land Losses - Bad Debt Expense". Corresponding \$20,000 expense in this area - net equals zero.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5000	GF GENERAL GOVT GEN MUNICIPAL LEVY	TAXATION	Revenues / Funding Source	31,911,782.90	32,697,138.05	34,116,385.78	34,221,550.00	38,115,011.17	3,893,461.17	Budgeted amount is based on taxable assessed values and current general municipal levy for all taxable properties, besides Provincial, Federal, and Urban Reserves, which are budgeted for separately.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5010	GF GENERAL GOVT SPECIAL TAX SNOW	TAXATION	Revenues / Funding Source	1,303,250.01	1,312,935.45	1,557,488.08	1,473,560.00	1,682,850.00	209,290.00	This special tax is intended to fund expenses related to snow removal/maintenance. The amount of \$1,682,850 is the total of the snow expenditures budgeted for 2023. Current base tax is charged at \$60/residential, \$20/multi residential door, and commercial based on tiered rates.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5005	GF GENERAL GOVT STREET OILING LEVY	TAXATION	Revenues / Funding Source	56,669.41	60,427.33	(4,085.89)	58,000.00	58,000.00	-	Account relates to charges to specific property owners for dust suppression. Revenue is recorded in this account at year end.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5006	GF GENERAL GOVT CIVIC FACILITIES LEVY	TAXATION	Revenues / Funding Source	1,541,174.34	1,543,200.20	1,559,370.99	1,543,200.00	1,550,000.00	6,800.00	Budget is based on the current taxable assessed value of all taxable properties and the current civic facilities mill rate. Increase compared to 2023 based on actuals collected in 2023 - changes in assessment values allowed for additional levy to be collected.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5011	GF GENERAL GOVT SPECIAL TAX ROADWAYS	TAXATION	Revenues / Funding Source	4,090,052.67	4,115,777.98	4,428,158.60	4,100,000.00	4,400,000.00	300,000.00	Account relates to special tax charged for paving program. In 2023 the paving program and budget for concrete work was combined, increasing this tax amount to 4.4M.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5007	GF GENERAL GOVT LIBRARY LEVY	TAXATION	Revenues / Funding Source	2,098,497.28	2,180,968.74	2,264,658.02	2,253,950.00	2,349,030.00	95,080.00	As requested by the Prince Albert Public Library.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5003	GF GENERAL GOVT DEST MARKETING LEVY	TAXATION	Revenues / Funding Source	386,520.00	351,500.00	303,500.00	351,500.00	351,500.00	-	Account relates to tax charged to hotel properties for the destination marketing fund. Revenue earned is transferred directly to destination marketing reserve.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5012	GF GENERAL GOVT SPECIAL TAX POLICE	TAXATION	Revenues / Funding Source	554,638.29	555,532.72	553,363.14	554,600.00	554,600.00	-	Police special tax charged at \$35/door.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5013	GF GENERAL GOVT BASE TAX	TAXATION	Revenues / Funding Source	-	720,395.85	724,269.74	720,000.00	720,000.00	-	Base tax was introduced in 2022 as another method of raising tax revenue, outside of the general municipal levy. \$720,000 is based on the current rates of \$40/residential, \$20/multi residential, and sliding commercial scale.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5020	GF GENERAL GOVT GEN MUN LEVY SUPP	TAXATION	Revenues / Funding Source	8,242.42	9,125.07	36,230.67	100,000.00	75,000.00	(25,000.00)	Supplementals are issued to property owners when they have a change in their property after the initial tax notices are distributed. Properties can either go up or down in value, with a corresponding increase or decrease in taxation amounts. Amounts are dependent on changes in properties. Decreased to 75,000 for 2024 considering that the previous 100K budget has not been met for a number of years.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5026	GF GENERAL GOVT CIVIC FACILITIES LEVY SUPP	TAXATION	Revenues / Funding Source	604.47	349.17	1,392.00	4,000.00	4,000.00	-	Supplementals are issued to property owners when they have a change in their property after the initial tax notices are distributed. Properties can either go up or down in value, with a corresponding increase or decrease in taxation amounts. Amounts are dependent on changes in properties.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5030	GF GENERAL GOVT CURRENT TAX PENALTIES	TAXATION	Revenues / Funding Source	265,589.01	319,435.03	239,499.26	273,000.00	290,000.00	17,000.00	Relates to penalties charged on current taxes (i.e. taxes for the current year still owing after June 30). Increased to \$290K based on the last 3 year average.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5032	GF GENERAL GOVT ARREARS TAX PENALTIES	TAXATION	Revenues / Funding Source	344,358.57	311,909.64	352,682.19	364,000.00	364,000.00	-	Account records the penalties charged on arrears property taxes (taxes outstanding as of January 1). \$364,000 is an average of the amounts recognized over the past number of years.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5040	GF GENERAL GOVT TAX ABATEMENT	TAXATION	Revenues / Funding Source	(225,217.38)	(453,434.70)	(128,126.62)	(100,000.00)	(100,000.00)	-	Account includes property tax rebates/abatements as approved by Council. Past abatements have included Care Home abatements, unserviced land abatements, country residential abatements, etc. Amount varies annually depending on Council approvals.
GENERAL GOVERNMENT TAXATION	10-10-005-000-00000-5042	GF GENERAL GOVT TAX DISCOUNT	TAXATION	Revenues / Funding Source	(43,777.71)	(42,863.37)	(23,529.86)	(45,000.00)	(42,000.00)	3,000.00	Amount relates to discount offered for early payment of taxes. Discount has seen a decrease in the past three years as more individuals are signing up for TIPPS (monthly payment plan) which does not provide the discount. Slight decrease in this budget for 2024 to account for this.
GENERAL GOVERNMENT	10-10-000-000-00000-5800	GF GENERAL GOVT SUNDRY REVENUE	SUNDRY	Revenues / Funding Source	16,442.57	5,353.77	34.89	18,000.00	18,000.00	-	Account includes sales of miscellaneous items (ex. City clothing) and disposals of vehicles included in year end adjustments. Budget kept the same as 2023.
GENERAL GOVERNMENT	10-10-000-000-00000-5750	GF GENERAL GOVT INTEREST INCOME	INTEREST AND PENALTIES	Revenues / Funding Source	206,985.41	790,217.19	888,807.71	550,000.00	550,000.00	-	Amount relates to interest earned on bank account - earned at a rate of primes less 1.05%. Given the current economic climate, prime has continued to increase - this, combined with the City receiving 30M in debt in early 2023 created a large cash balance allowing for interest beyond the budget to be earned. Based on discussions with economists, prime is projected to decrease in 2024 - supported by the fact that the Bank of Canada froze prime in September. Banking RFP is also due for renewal which could result in the City receiving less interest as the previous agreement had a rate locked in when prime rates had been significantly lower. The amount of anticipated interest is uncertain for 2024 - budget therefore kept the same as 2023.
GENERAL GOVERNMENT	10-10-000-000-00000-5756	GF GENERAL GOVT INT REV WATER METER LOAN	INTEREST AND PENALTIES	Revenues / Funding Source	124,942.25	110,991.10	-	96,590.00	81,735.00	(14,855.00)	Interest paid by the Utility Fund on internal loan for the Water Meters. The interest decreases annually as principal payments are made.
GENERAL GOVERNMENT GIL	10-10-006-000-00000-5060	GF GENERAL GOVT GIL FEDERAL PROPERTY	GRANTS IN LIEU	Revenues / Funding Source	148,948.42	142,911.42	147,312.60	143,000.00	147,000.00	4,000.00	Budgeted amount based on the general municipal levy and taxable assessed value of the 6 Federal properties.
GENERAL GOVERNMENT GIL	10-10-006-000-00000-5061	GF GENERAL GOVT GIL PROVINCIAL PROPERTY	GRANTS IN LIEU	Revenues / Funding Source	2,613,815.98	1,769,083.12	1,811,808.47	1,801,000.00	1,830,000.00	29,000.00	Budgeted amount is based on estimated taxation revenue from the general municipal levy on the 105 Provincial properties. This is based on their assessed taxable value and current mill rates and mill rate factors.
GENERAL GOVERNMENT GIL	10-10-006-000-00000-5062	GF GENERAL GOVT GIL FN RESERVE LAND	GRANTS IN LIEU	Revenues / Funding Source	274,626.27	332,137.83	379,303.64	363,100.00	379,000.00	15,900.00	Budgeted amount based on the taxable assessed value and general municipal levy for the 9 properties with Urban Reserve Service Agreements.
GENERAL GOVERNMENT GIL	10-10-006-000-00000-5070	GF GENERAL GOVT GIL SKENERGY FRANCHISE FEE	GRANTS IN LIEU	Revenues / Funding Source	730,896.25	895,552.97	650,211.31	1,170,000.00	1,000,000.00	(170,000.00)	Revenue received from SaskEnergy related to the municipal surcharge paid by customers within City Limits. SaskEnergy repealed rate increases originally announced for 2023 which has reduced the revenue collected to date in 2023. SaskEnergy proposed a further rate reduction beginning Oct 2023 that will carry into 2024. Therefore a reduction will be anticipated for the surcharge revenue.
GENERAL GOVERNMENT GIL	10-10-006-000-00000-5072	GF GENERAL GOVT GIL GIL TRANSGAS FRANCHISE FEE	GRANTS IN LIEU	Revenues / Funding Source	9,265.97	28,925.45	17,694.88	25,000.00	25,000.00	-	Revenue received from Transgas related to the municipal surcharge. Budget kept the same as 2023 based on current amounts received.

GENERAL GOVERNMENT GIL	10-10-006-000-00000-5073	GF GENERAL GOVT GIL SK PWR SURCHARGE	GRANTS IN LIEU	Revenues / Funding Source	3,865,295.67	3,904,077.52	2,416,020.83	4,240,000.00	4,240,000.00	-	Revenue received from SaskPower related to the municipal surcharge paid by customers within City limits. No rate increases announced from SaskPower however anticipating an increase is likely. Revenue projection kept the same as 2023 as 2023 has been collecting an average of \$345K/month x 12 = about 4.1M.
GENERAL GOVERNMENT GIL	10-10-006-000-00000-5081	GF GENERAL GOVT GIL TRAILER COURTS	GRANTS IN LIEU	Revenues / Funding Source	30,600.00	31,212.00	32,104.66	31,800.00	33,000.00	1,200.00	Relates to amount collected from trailer court outside of City limits - additional fee based on Agreement is paid for City services. Agreement states a \$30,000 fee beginning in 2020-2021 plus a 2% or equivalent mill rate increase.
GENERAL GOVERNMENT GIL	10-10-006-000-00000-5084	GF GENERAL GOVT GIL TWILITE MOTEL	GRANTS IN LIEU	Revenues / Funding Source	(2,371.07)	2,312.12	-	2,170.00	2,170.00	-	Relates to amount collected from Twilight Motel (outside of City limits) - additional fee is paid as they receive City services.
GENERAL GOVERNMENT	10-10-000-000-00000-5532	GF GENERAL GOVT COND GRANT SK URBAN REV SHARNG	GRANTS AND DONATIONS REV	Revenues / Funding Source	7,181,184.00	6,833,724.00	2,909,276.63	7,760,000.00	8,874,300.00	1,114,300.00	Municipal Revenue Sharing Grant from province based on PST revenues. Research provided by the City of Saskatoon based on the Provinces audited financial statements indicates that the City of Prince Albert should expect an approximate 14.4% increase in funding from 2023. Funding based on 0.75 of one full point of PST from 2nd preceding year.
GENERAL GOVERNMENT	10-10-000-000-20024-6119	GF GENERAL GOVT VAC OR SICK PAY PAYROLL BENEFITS	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	569,986.91	22,616.17	-	75,000.00	75,000.00	-	Account records the change in vacation and sick day balances, recorded at year end. The account fluctuates between an expense and a revenue, depending on staffing and staff changes in the year.
GENERAL GOVERNMENT	10-10-000-000-20026-6111	GF GENERAL GOVT RETRO SALARIES REG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	288,500.00	(65,050.00)	-	462,500.00	(570,000.00)	(1,032,500.00)	(\$250,000) savings and (\$320,000) related to the vacancy management allowance. Total of (\$570,000). Decrease is due to previous budget for retro pay in 2023 - the 2024 budget does not require a retro budget as all retro pay should be accounted for in 2023. 2024 salaries in the respective divisions include the increases as approved.
GENERAL GOVERNMENT	10-10-000-000-20022-6142	GF GENERAL GOVT GROUP INS WELLNESS PROG	SALARIES, WAGES, BENEFITS	Expenses / Expenditure	24,327.65	28,681.42	597.50	25,000.00	40,000.00	15,000.00	Amount relates to the active living program offered to employees and Council. Amounts are entered at year end. City Council at its meeting of September 11, 2023 approved the following motion: "That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations: That the Active Living Program Budget be adjusted to \$40,000."
GENERAL GOVERNMENT	10-10-000-000-00000-7506	GF GENERAL GOVT MEMBERSHIPS AND DUES	MAINTENANCE MATERIALS AND SUPPLIES	Expenses / Expenditure	34,848.30	35,270.39	38,663.65	35,300.00	39,000.00	3,700.00	Increase based on review of actuals in 2023: SUMA: \$28,600 FCM: \$8,900 Camber of Commerce: \$1,100
GENERAL GOVERNMENT	10-10-000-000-00000-7100	GF GENERAL GOVT INT LT LOAN	INTEREST ON LTD	Expenses / Expenditure	5,270.45	4,505.04	3,178.21	3,830.00	3,062.00	(768.00)	Loan for West Hill - Former BMO Loan. The 2024 Budget for interest expense was determined by Financial Services based on loan amortization schedules. The interest expense decreases each year as the loan is paid off.
GENERAL GOVERNMENT	10-10-000-000-00000-7896	GF GENERAL GOVT INSURANCE PREMIUM	INSURANCE	Expenses / Expenditure	218,497.40	275,975.92	213,670.79	297,780.00	293,870.00	(3,910.00)	-2024 insurance budget is based on a review of 2023 actual costs and consideration of annual increases for 2024 estimated by the City's insurance broker. Administration is estimating an annual increase of 7-8% for property insurance and 3% for liability insurance for 2024. The increase can be attributed to inflation (building values) and annual rate increases. The decrease from the 2023 Budget is a result of budgeted increases for liability, umbrella, and cyber insurance for 2023 exceeding the actual increase.
GENERAL GOVERNMENT	10-10-000-000-00000-7894	GF GENERAL GOVT DAMAGE CLAIMS	INSURANCE	Expenses / Expenditure	7,197.63	9,951.69	(6,298.96)	10,000.00	10,000.00	-	Amount relates to payout of claims against the City. Amount can vary annually - budgeted value is consistent with historical actuals which have ranged from \$10,000 - \$6,500 in the past 5 years.
GENERAL GOVERNMENT	10-10-000-000-00000-7898	GF GENERAL GOVT INSURANCE DEDUCTIBLE	INSURANCE	Expenses / Expenditure	(2,500.00)	17,500.00	10,000.00	10,000.00	10,000.00	-	The budget is for insurance deductibles required to paid on insurance claims paid by the City. The amount is based on a review of historical costs.
GENERAL GOVERNMENT DEMOS	10-10-008-000-00000-7300	GF GENERAL GOVT DEMOS CITY FLEET	FLEET EXPENSE	Expenses / Expenditure	138.00	-	-	500.00	500.00	-	The budget for fleet expenses was prepared by Financial Services based on a 0% increase in fleet charge out rates proposed by Administration for the 2024 Budget. The actual budget incorporates a review of historical actuals which may result in a budget adjustment.
GENERAL GOVERNMENT	10-10-000-000-00000-7883	GF GENERAL GOVT BANK CHG	FINANCIAL CHARGES	Expenses / Expenditure	47,188.27	60,413.48	26,998.53	48,840.00	59,040.00	10,200.00	Account includes monthly bank charge, any overdraft interest charged, Point of Sale charges at City Hall, wire fees, and charges for online payments. Overdraft interest was charged in 2020 and 2022 which accounts for the larger actuals in those years. Banking contract will be going for RFP in 2024, therefore potential for additional charges with RFP and likely an increase in fees considering the old contract had fairly low fees that are not likely to be offered. Increase bank fee by \$850/month to \$4,000/month. Remaining budget is made up of: POS fee: ~\$200/month - Online pmt fee: ~\$700/month - Wire fee: ~\$20/month
GENERAL GOVERNMENT	10-10-000-000-00000-7239	GF GENERAL GOVT CONSULTING SERV	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	7,280.00	4,760.00	255,710.00	8,000.00	8,000.00	-	Amount relates to fees to independent adjuster for claims (i.e. legal claims against the City). Budgeted amount is consistent with previous year averages. Note that the majority of the spending in this account in 2023 relates to the monthly amount paid to DCG Philanthropic for the Arenas fundraising - this amount is covered by the funding model and not taxation therefore not budgeted for in this line item.
GENERAL GOVERNMENT	10-10-000-000-00000-7295	GF GENERAL GOVT SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	24,480.00	-	5,796.00	10,000.00	10,000.00	-	The City renegotiated the Lone Worker Program Agreement in 2022 to a fee of \$10,000 per year.
GENERAL GOVERNMENT DEMOS	10-10-008-000-00000-7295	GF GENERAL GOVT DEMOS SELF EMP CONTR	CONTRACTED AND GENERAL SERV	Expenses / Expenditure	75,268.84	42,227.22	-	20,000.00	20,000.00	-	To fund removal of structures. These costs are usually transferred to the tax roll but most properties with unsightly properties eventually go through tax enforcement and become City owned properties. The property is written down to market value and any loss is incurred as "Tax Title Land Losses - Bad Debt Expense". Corresponding revenue account number in this budget of \$20,000 - net equals zero.
GENERAL GOVERNMENT	10-10-000-000-00000-8000	GF GENERAL GOVT BAD DEBT EXP	BAD DEBT EXPENSE	Expenses / Expenditure	35,179.17	67,757.60	-	20,000.00	20,000.00	-	Bad debts relate to customer accounts that have been deemed uncollectable and are recorded at year end. Historically the balance has reflected either an expense or a recovery and fluctuates every year. Current budget is sufficient based on this.
GENERAL GOVERNMENT	10-10-000-000-20013-8000	GF GENERAL GOVT BOARD OF REVISION BAD DEBT EXP	BAD DEBT EXPENSE	Expenses / Expenditure	-	730,317.80	27,533.91	200,000.00	250,000.00	50,000.00	Amount represents budgets for potential payout of successful assessment appeals. Budget increased by 50,000 to account for increased appeals over the past number of years.



PREPARED BY  
FINANCIAL SERVICES



City of  
**Prince  
Albert**



**RPT 23-297**

**TITLE:** Active Living Program

**DATE:** August 24, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the following be referred to budget committee:

That the Active Living Program budget be adjusted to \$40,000.

**TOPIC & PURPOSE:**

To provide City Council with an update on the Active Living Program and the rationale to support a recommendation for increasing the budget from \$25,000 to \$40,000.

**BACKGROUND:**

The COPA Active Living Program was developed in 2006 and came into effect in 2007. The City of Prince Albert strives to be a leader in employee wellness, recruitment and retention. The benefits of active living are proven to increase employee health and well-being, satisfaction and engagement, productivity, morale, and reducing absenteeism. We also know that increasingly staff are looking for, and even expecting, these types of benefits from their employer. It is a recruitment and retention tool, as well as a demonstration of The City's concern for employees' physical and mental health.

The **purpose** of the program "That the City of Prince Albert take a leadership role in educating, motivating, and empowering City of Prince Albert employees to make healthy lifestyle choices that improve their physical activity level and overall health and wellness."

The **goal** is "To promote physical activity, healthy behaviors and wellness amongst employees."

The Active Living Program is one way that The City of Prince Albert demonstrates its value of its employees and concern for their health and well-being.



There are many employers across the province and country that provide similar programs to their employees and the value of these benefits are well researched and documented.

The Covid-19 pandemic has elevated the importance and value of healthy living. It also created challenges with group physical activity/fitness program participation and we saw a decline in access in 2020. The Active Living Program committee made temporary eligibility additions to the program for 2021 including equipment directly related to physical activity as well as golf and down hill skiing. Please see the attached 2021 Guidelines for specifics noted in red font. These additions remained eligible in 2022 and 2023.

The Active Living Program has three components as outlined in the attached Active Living Program 2023 Guidelines. These are summarized below. As previously noted, the guidelines were changed in 2021 (impacted by the pandemic), adding 1. d) (equipment) and these changes were well received and are now permanent.

1. MAXIMUM \$240.00 PHYSICAL ACTIVITY REIMBURSEMENT PER ACTIVE LIVING PROGRAM YEAR which can include one or more of the following options:
  - a) 100% reimbursement on City of Prince Albert facilities' physical activity/fitness memberships and fitness classes/programs in person or virtual (for employees only).
  - b) 50 % reimbursement on physical activity/fitness memberships and fitness classes/programs in person or virtual at non City of Prince Albert facilities.
  - c) 50% reimbursement of individual registration fees to participate in a league or team sport;
  - d) 100% reimbursement on physical activity/fitness equipment for eligible physical activity/fitness or leagues and team sports.
2. FAMILY/PUBLIC SWIMMING & SKATING REIMBURSEMENT 100% of admission fees will be reimbursed for eligible employees and their immediate family who reside in the same residence (spouse/children for which you are their legal guardian) when attending public/family swimming and/or public skating sessions together at the Frank J. Dunn Swimming Pool, Kinsmen Water Park, and Dave G. Steuart Arena. No maximum reimbursement. This includes single admission, or 5 or 10 pack passes.

**Please note that both components 1 and 2 are taxable benefits and will be shown on employee T-4 forms.**

3. PHYSICAL ACTIVITY AND WELLNESS CHALLENGES & INITIATIVES As able, the City of Prince Albert will provide information and initiatives to encourage physical activity and wellness (i.e. city program guides, challenges/contests, and education).

Staff are encouraged to think of COPA facilities and physical activity programs first (i.e. AJFH).

The Active Living Program has had guideline and administrative changes since its inception in 2007. Prior to 2018, Community Services staff administered the program manually. Starting in 2018, Johnston Group has administered the program, through the "Lifestyle Account". The guidelines and budget are reviewed annually by the Active Living Program Committee for suggested changes.

Eligible employees for the City of Prince Albert Workplace Active Living Program include:

- Permanent CUPE 882 employees
- Permanent CUPE 160 employees
- Permanent Prince Albert Firefighters Local 510
- Permanent Out-of-Scope City employees
- Permanent Out-of-Scope Prince Albert Police employees
- Non-permanent CUPE 882 employees with 2400 hours of employment
- Permanent Prince Albert Police Association

In the first 9 years of the program (2007/2008 to 2015/2016), the operating year was November 1 to October 31 to allow Community Services staff to administer the program and payroll time to make the entries for taxation purposes. Since 2017, the operating year of the Active Living Program is the calendar year, January 1 to December 31 annually.

City Council is also eligible for the Active Living Program. This addition was made in 2021.

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

As outlined in the attached Active Living Program Financial Totals 2007 to date, the access to the program has increased since its inception. There are approximately 390 employees and 9 City Council eligible for the COPA Active Living Program. The first year of implementation (2007) had 45 employees access the program. This number has grown to as many as 201 in 2022.

Over the time of the Active Living Program, the following has been noted:

- There was a 21% increase in access since the pandemic (2019). As well, more employees are also accessing the maximum amount of the benefit (Component 1 maximum is \$240). This is positive growth to the program.
- There has been a 75% increase since the first year of the program.
- The largest eligible user group has been Police and Out of Scope employees however we have seen an increase in use from all eligible groups since 2021 in particular (i.e. CUPE 882 and CUPE 160).
- Staff have asked for more flexibility in the program including eligibility expanded to allow for online fitness classes and fitness equipment (changes noted in 2021) and provided positive feedback about this benefit.
- Costs for memberships, classes and leagues have risen since the inception of the program.
- There has been no increase to the Active Living Program budget since it inception in 2007.
- The budget for the program has always been lower than what would have been needed if all employees accessed the program. Each year the budget is reviewed to see how it compares to actual spending. In 2021 the budget actuals came in slightly over budget

by \$500 for the first time. This amount increased considerably more in 2022 by \$4100. Given the trends noted above, we anticipate that access to this program will continue to rise each year.

- In addition to covering the rising usage of the program, the budget request will cover an increase to the maximum eligible amount for Component 1. For the first time, the committee is recommending an increase of \$35 be added for 2024. This would make the total eligible reimbursement \$275 per year, up from \$240. The total budget impact of this change is approximately \$4585 if all 131 participants in 2022 (not including Police) maxed out their eligible amounts.
- To keep pace with rising costs, the committee is also recommending that the maximum eligible amount to Component 1 be increased by \$25 every three years. This would require a budget increase every three years (i.e. 2024, 2027, 2030). The Active Living Program committee reviews the guidelines each year and makes changes based on usage and employees/council input.

### **CONSULTATIONS:**

- A COPA Active Living Program committee meets at least once a year to review the guidelines and budget, as well as the administration of the program and suggest any changes of the upcoming year. This includes (their specific roles are also noted below):
  - Human Resources Coordinator – is the main contact with HR that fields questions regarding eligibility
  - Arts & Culture Coordinator – is the program lead, calls the meetings, updates the guidelines, reports on usage quarterly and follows up on any issues with Johnston Group (Maximum Benefit), communicates to COPA staff, facilitates the challenges (Component 3)
  - Director of Financial Services – provides quarterly usage reports, assist with any claims that need to be repaid to the City, manages taxable benefits
  - Director of Community Services or designate
  - Director of Corporate Services or designate
- We have previously researched similar programs in other municipalities and corporations to consider best practices.
- Surveys have been done every few years by the ALP staff lead (Arts & Culture Coordinator) to get feedback on the overall program/guidelines, as well as the challenges and initiatives (component three).
- Human Resources staff get feedback on the program from employees often.

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

- As discussed above, both the Human Resources Coordinator and the Arts & Culture Coordinator provide ongoing communication to the employees regarding the program. This change would be communicated to all eligible employees with the 2024 guidelines.

- Physical Activity Challenges (Component 3, usually two per year) are also communicated to all employees.

### FINANCIAL IMPLICATIONS:

The following chart summarizes the financial cost and access of the Active Living Program:

Year	Total cost	Total employee access	Total access not including Police and Challenges
2006/2007	\$4,374.10	45	
2010/2011	\$7,030.06	49	
2015/16	\$15,235.26	119	
2018	\$24,797.66	163	100
2019	\$17,720.13	172	106
2020	\$10,574.90	110	63
2021	\$25,553.35	187	106
2022	\$29,658.81	201	131
2023 to end June	\$14,177.78	119	112

\*Total Cost includes all program components.

\*Finance started charging back police for their portion in 2019 so it is not included in the totals above.

\*Johnson Group took over administration of the benefit in 2018. Their administration fees are included since 2018.

We are proposing the budget increase from \$25,000 to \$40,000 in 2024.

The \$15,000 increase will cover:

- Approximately \$4100 over budget in actuals in 2022
- Approximately \$4585 to increase the eligible reimbursement amount by \$35 to \$275 (based on 131 City employees accessing component #1 in 2022)
- An additional \$6315 to account for further expected growth of the program over the next few years

### PRIVACY IMPLICATIONS:

There are no privacy or other implications.

### STRATEGIC PLAN:

The Active Living Program speaks to the City's Vision, Mission and Values. By investing in our employee and City Council's health, we are contributing to a healthy community, and a healthy work culture where engagement and innovation are abundant.

### OFFICIAL COMMUNITY PLAN:

Section 9 of the OCP titled "Parks, Recreation and Natural Areas" identifies a number of goals, which aim to promote the health and wellbeing of all City residents.



**OPTIONS TO RECOMMENDATION:**

City Council could recommend leaving the budget at \$25,000. This is not recommended given that there has not been an increase since the program's inception and usage continues to grow.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal by Kiley Bear, Director of Corporate Services

**ATTACHMENTS:**

1. Active Living Program Financial History
2. Active Living Program 2024 Proposed Budget
3. Active Living Program 2021 Guidelines
4. Active Living Program 2023 Guidelines

Written by: Judy MacLeod Campbell, Arts & Culture Coordinator

Approved by: Director of Community Services, Director of Financial Services, Director of Corporate Services & City Manager

**Active Living Program**

Account #10-10-000-000-20022-6142

As of: June 30, 2022

NOTE: 2019 includes claims from 2018 made in the first two weeks of 2019 (grace period provided with transition to Johnston Group)

Budget	YEAR										\$16,000.00	\$30,000.00	\$30,000.00	\$15,000.00	\$19,000 + \$6,000.00 Police		\$25,000 + \$7000 Police		\$25,000 + \$7000 Police		used Max.	Over \$240				
	2007 (Oct-Nov)	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	Cost	Employees	Cost	Employees	Cost	Employees	Cost	Employees	Cost	Employees			Cost	Employees		
Out of Scope - 80											\$6,263.28	42	\$7,430.59	45	\$6,675.58	38	\$3,552.65	23	\$6,849.50	30	\$8,477.22	39	\$4,553.42	22	12	2
Cope 882 - 55											\$3,622.11	23	\$3,245.19	20	\$4,515.03	29	\$2,095.70	15	\$6,263.92	30	\$5,650.89	32	\$3,145.49	18	11	0
Firefighters - 43											\$2,757.18	14	\$3,782.06	20	\$3,921.39	21	\$2,126.87	13	\$5,667.68	23	\$6,262.11	28	\$3,085.13	18	8	0
Police - 96											\$6,274.03	32	\$5,859.75	32	\$9,222.29	38	\$6,700.44	31	\$9,712.37	43	\$11,593.86	54	\$6,576.58	34	12	0
Cope 160 - 115											\$1,669.93	12	\$1,514.31	15	\$2,547.03	18	\$1,731.06	12	\$4,267.40	23	\$6,390.52	29	\$3,173.74	18	7	0
City Council																			unknown	3	\$120.00	2	0	0		
<b>Total Employees - 389</b>	<b>45</b>	<b>47</b>	<b>60</b>	<b>50</b>	<b>49</b>	<b>93</b>	<b>103</b>	<b>102</b>	<b>112</b>	<b>119</b>		<b>123</b>		<b>132</b>		<b>144</b>		<b>94</b>		<b>149</b>		<b>182</b>		<b>112</b>	<b>50</b>	<b>2</b>
<b>Total Employee Reimbursement</b>	<b>\$4,374.10</b>	<b>\$2,110.08</b>	<b>\$3,388.36</b>	<b>\$6,513.85</b>	<b>\$7,030.06</b>	<b>\$11,606.18</b>	<b>\$14,547.68</b>	<b>\$12,868.40</b>	<b>\$11,452.18</b>	<b>\$9,886.26</b>	<b>\$20,586.53</b>		<b>\$21,831.90</b>		<b>\$26,881.32</b>		<b>\$16,206.72</b>		<b>\$32,760.87</b>		<b>\$38,374.60</b>		<b>\$20,654.36</b>			

	Nov/Dec 2016		Ramona Total (not including Police)	
Out of Scope	\$453.95	4		
Cope 882	\$271.52	3		
Firefighters	\$50.00	1		
Police	\$996.71	13		
Cope 160	\$177.84	2		
<b>Total Employees</b>		<b>23</b>		
<b>Total Employee Reimbursement</b>	<b>\$1,950.02</b>			
<b>TOTAL</b>	<b>\$22,536.55</b>	<b>123</b>		

Challenges/Education/Programs														
Spring Challenge Prize	\$188.69		\$150.00	12	\$150.00	5	\$100.00	6	\$100.00	11	\$100.00	6	\$100.00	7
Recreation Pass Draw	n/a		\$135.00	8	Did not do re budget									
Historical Walking Tour (Lunch Hour)					\$30.00	14								
ParticipACTION Challenge					\$58.44	10								
Fall Challenge Prize	\$120.70		\$150.00	7	\$100.00	9	\$100.00	14	\$100.00	26	\$100.00	13		
Holiday Challenge					\$0.00	1			\$0.00	1				
<b>Totals</b>			<b>\$435.00</b>	<b>27</b>	<b>\$280.00</b>	<b>28</b>	<b>\$258.44</b>	<b>16</b>	<b>\$200.00</b>	<b>38</b>	<b>\$200.00</b>	<b>19</b>	<b>\$100.00</b>	<b>7</b>

Johnston Group Administration Fee (10%)														
			\$2,233.76		\$2,688.16		\$1,589.67		\$3,276.09		\$3,837.46			

Facility Reimbursements:	2015	2016	2017	2018	2019	2020	2021	2022	2023
AJFH Memberships (50%)	\$3,940.00	\$4,480.00			not applicable 2018 and beyond				
Swimming - KWP	\$8.50	\$528.00			not applicable 2018 and beyond				
Swimming - FJDP	\$280.50	\$244.00			not applicable 2018 and beyond				
Skating - DGSA	\$77.00	\$47.00	\$11.00		not applicable 2018 and beyond				
MFC (Police Wellness)	\$175.00	\$50.00	\$504.00	\$297.00	4	Erin give Ramona to charge to Police Wellness 2019 and each yr. frwd			

TOTAL COST	2015	2016	2017	2018	2019	2020	2021	2022	2023							
	\$15,933.18	\$15,235.26	\$23,360.94	123	\$24,797.66	163	\$17,720.13	172	\$18,054.83	110	\$36,236.96	187	\$42,412.06	201	\$20,754.36	119
Less Police Costs:																
Claims						\$6,700.44	\$9,712.37	\$11,593.86	\$6,576.58							
Admin Fee						\$779.49	971.24	1159.39								
<b>Total Police Costs</b>						<b>\$7,479.93</b>	<b>\$10,683.61</b>	<b>\$12,753.25</b>	<b>\$6,576.58</b>							
<b>TOTAL COSTS TO PROGRAM</b>						<b>\$10,574.90</b>	<b>\$25,553.35</b>	<b>\$29,658.81</b>	<b>\$14,177.78</b>							

NOTES:  
Maximum reimbursement has been \$240 since program inception - approved in 2006

**2024 Active Living Program (ALP) Proposed Budget**

Account: 10-10-000-000-20022-6142

Component	Detail	Amount
<b>1. \$275 Maximum Reimbursement</b>	170 participating employees at full amount	\$46,750.00
<b>2. Swim &amp; Skate Reimbursements</b>		combined in above
<b>Admin Fee Johnston Group</b>	10% of Component 1&2	\$4,675.00
<b>3. Education &amp; Initiatives</b>	2 challenges	\$325.00
<b>Total Cost</b>		<b>\$51,750.00</b>
<b>Less Police Share</b>		<b>\$11,750.00</b>
<b>Total ALP Budget</b>		<b>\$40,000.00</b>



City of  
**Prince Albert**

# ACTIVE LIVING PROGRAM 2021 GUIDELINES

The City of Prince Albert Active Living Program was launched on January 1<sup>st</sup>, 2007. The City of Prince Albert strives to be a leader in employee wellness, recruitment and retention. The benefits of active living are proven to increase employee health and well-being, satisfaction and engagement, productivity and morale.

**Please note:** 2021 will include some temporary eligibility additions to the benefits available in the Active Living Program Guidelines. These are noted in red font.

**PURPOSE OF THE PROGRAM:** That the City of Prince Albert take a leadership role in educating, motivating, and empowering City of Prince Albert employees to make healthy lifestyle choices that improve their physical activity level and overall health and wellness.

**GOAL:** To promote physical activity, healthy behaviors and wellness amongst employees.

## **ELIGIBLE EMPLOYEES:**

Eligible employees for the City of Prince Albert Workplace Active Living Program include:

- Permanent CUPE 882 employees
- Permanent CUPE 160 employees
- Permanent Prince Albert Firefighters Local 510
- Permanent Out-of-Scope City employees
- Permanent Out-of-Scope Prince Albert Police employees
- Non-permanent CUPE 882 employees with 2400 hours of employment
- Permanent Prince Albert Police Association

## **PROGRAM YEAR and REIMBURSEMENT DEADLINES:**

The “Operating Year” for the Active Living Program will be the calendar year, January 1 – December 31 annually. Reimbursements can be submitted at any time throughout the program year. **The deadline is December 10, 2021** for any 2021 claims, with a **final deadline of December 31, 2021**. Claims for previous years (retroactive reimbursement) will not be accepted or paid.

*The City of Prince Albert encourages everyone to be active!*

## PROGRAM ADMINISTRATION:

Johnston Group will administer the City of Prince Albert Active Living Program. Reimbursement claims for Components 1 and 2 of the Active Living Program can be made at any time throughout the year, similar to chiropractic treatment or massage therapy. Employees will need to register online with Maximum Benefit at [www.my-benefits.ca](http://www.my-benefits.ca). You may also want to download and use the app for faster submissions. A paper submission is also available. The Active Living Program can be viewed in the **Lifestyle Spending Account** of your account. **Please ensure your receipts are detailed with your name, date and active living program information (i.e. public swimming, membership, fitness class, etc.).**

## ACTIVE LIVING PROGRAM COMPONENTS:

1. **MAXIMUM \$240.00 PHYSICAL ACTIVITY REIMBURSEMENT PER ACTIVE LIVING PROGRAM YEAR** which can include one or more of the following options:

- a) **100% reimbursement on City of Prince Albert facilities' physical activity/fitness memberships and fitness classes/programs in person or virtual (for employees only).**

**Think COPA first!** ☺ Please see the AJFH brochure of all available programs and opportunities.

### **City of Prince Albert Physical Activity/Fitness eligible programs include:**

- ✓ Recreation Pass: allows unlimited access to all amenities at the Alfred Jenkins Field House (AJFH), as well as drop in activities at the AJFH, Margo Fournier Centre and Frank J. Dunn Pool.
- ✓ Alfred Jenkins Field House: memberships, fitness classes/programs (see their program guide – i.e. Boot Camp, Learn to Run), rock climbing
- ✓ Margo Fournier Centre: drop in fitness programs, fitness classes/programs
- ✓ Arts Centre: physical activity programs (i.e. Yoga, T'ai Chi)
- ✓ Kinsmen Water Park: adult swim lessons, lane swimming, seasonal memberships, or aquacise programs
- ✓ Frank J. Dunn Pool: adult swim lessons, lane swimming, seasonal memberships, or aquacise programs
- ✓ **Cooke Municipal Golf Course: all activities – memberships, golf rounds, lessons**
- ✓ **Kinsmen Ski Centre: all activities – programs, passes/admissions, lessons**

**Non-eligible programs include:** ice/gym/room rentals

- b) **50 % reimbursement on physical activity/fitness memberships and fitness classes/programs in person or virtual at non City of Prince Albert facilities.**

***The City of Prince Albert encourages everyone to be active!***

**Examples include:** Private Fitness Centres (ex. Good Life, 4 Horseman), boxing, karate, cross country skiing, dance, horseback riding, and golf (ex. Fairview, Kachurs).

**c) 50% reimbursement of individual registration fees to participate in a league or team sport;**

**Eligible activities include:**

- ✓ Individual registration fees to participate in a league or team sport. Hockey, curling, volleyball, basketball, softball, slo-pitch, fastball, and bowling would be eligible only with the original receipt from your team confirming payment of your individual registration fee.

**Non-eligible activities include:**

- ✓ Individual sport registration fees
- ✓ Registration or participation fees for weekend tournaments (curling, volleyball, softball, etc.) or individual registration fee to join a club/organization.
- ✓ Travel costs to participate in programs
- ✓ Exercise Clothing/**Footwear** of any kind

**d) 100% reimbursement on physical activity/fitness equipment for eligible physical activity/fitness or leagues and team sports.**

**Examples include:** Free weights, treadmill, skates, and snowshoes.

**Non-eligible includes:** All exercise clothing, footwear, water bottles.

- 2. FAMILY/PUBLIC SWIMMING & SKATING REIMBURSEMENT 100% of admission fees will be reimbursed for eligible employees and their immediate family who reside in the same residence (spouse/children for which you are their legal guardian) when attending public/family swimming and/or public skating sessions together at the Frank J. Dunn Swimming Pool, Kinsmen Water Park, and Dave G. Steuart Arena. No maximum reimbursement. This includes single admission, or 5 or 10 pack passes.**

*Please note that both components 1 and 2 are taxable benefits and will be shown on employee T-4 forms.*

- 3. PHYSICAL ACTIVITY AND WELLNESS CHALLENGES & INITIATIVES As able, the City of Prince Albert will provide information and initiatives to encourage physical activity and wellness (i.e. city program guides, challenges/contests, AND EDUCATION).**

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City of  
**Prince Albert**

# **ACTIVE LIVING PROGRAM** **2023 GUIDELINES**

The City of Prince Albert Active Living Program was launched on January 1<sup>st</sup>, 2007. The City of Prince Albert strives to be a leader in employee wellness, recruitment and retention. The benefits of active living are proven to increase employee health and well-being, satisfaction and engagement, productivity, and morale.

**PURPOSE OF THE PROGRAM:** That the City of Prince Albert take a leadership role in educating, motivating, and empowering City of Prince Albert employees and City Council to make healthy lifestyle choices that improve their physical activity level and overall health and wellness.

**GOAL:** To promote physical activity, healthy behaviors and wellness amongst employees and City Council.

## **ELIGIBLE EMPLOYEES:**

Eligible employees and City Council for the City of Prince Albert Workplace Active Living Program include:

- Permanent CUPE 882 employees
- Permanent CUPE 160 employees
- Permanent Prince Albert Firefighters Local 510
- Permanent Out-of-Scope City employees
- Permanent Out-of-Scope Prince Albert Police employees
- Non-permanent CUPE 882 employees with 2400 hours of employment
- Permanent Prince Albert Police Association
- City Council (added December 2021)

## **PROGRAM YEAR and REIMBURSEMENT DEADLINES:**

The “Operating Year” for the Active Living Program will be the calendar year, January 1 – December 31 annually. Reimbursements can be submitted at any time throughout the program year. **The deadline is December 8, 2023** for any 2023 claims, with a **final deadline of December 31, 2023**. Claims for previous years (retroactive reimbursement) will not be accepted or paid.

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## **PROGRAM ADMINISTRATION:**

Johnston Group will administer the City of Prince Albert Active Living Program. Reimbursement claims for Components 1 and 2 of the Active Living Program can be made at any time throughout the year, similar to chiropractic treatment or massage therapy. Employees/City Council will need to register online with Maximum Benefit at [www.my-benefits.ca](http://www.my-benefits.ca). You may also want to download and use the app for faster submissions. A paper submission is also available. The Active Living Program can be viewed in the **Lifestyle Spending Account** of your account. **Please ensure your receipts are detailed with your name, date and active living program information (i.e. public swimming, membership, fitness class, etc.).**

## **ACTIVE LIVING PROGRAM COMPONENTS:**

### **1. MAXIMUM \$240.00 PHYSICAL ACTIVITY REIMBURSEMENT PER ACTIVE LIVING PROGRAM YEAR which can include one or more of the following options:**

#### **a) 100% reimbursement on City of Prince Albert facilities' physical activity/fitness memberships and fitness classes/programs in person or virtual (for employees only).**

**Think COPA first!** ☺ Please see the AJFH brochure of all available programs and opportunities.

#### **City of Prince Albert Physical Activity/Fitness eligible programs include:**

- ✓ Recreation Pass: allows unlimited access to all amenities at the Alfred Jenkins Field House (AJFH), as well as drop in activities at the AJFH and Frank J. Dunn Pool.
- ✓ Alfred Jenkins Field House: memberships, fitness classes/programs (see their program guide – i.e. Boot Camp, Learn to Run), rock climbing
- ✓ Arts Centre: physical activity programs (i.e. Yoga, T'ai Chi)
- ✓ Kinsmen Water Park: adult swim lessons, lane swimming, seasonal memberships, or aquacise programs
- ✓ Frank J. Dunn Pool: adult swim lessons, lane swimming, seasonal memberships, or aquacise programs
- ✓ Cooke Municipal Golf Course: all activities – memberships, golf rounds, lessons
- ✓ Kinsmen Ski Centre: all activities – programs, passes/admissions, lessons

**Non-eligible programs include:** ice/gym/room rentals

#### **b) 50% reimbursement on physical activity/fitness memberships and fitness classes/programs in person or virtual at non City of Prince Albert facilities.**

**Examples include:** Private Fitness Centres (ex. Good Life, 4 Horseman), boxing, karate, cross country skiing, dance, horseback riding, and golf (ex. Fairview, Kachurs).

***The City of Prince Albert encourages everyone to be active!***



**c) 50% reimbursement of individual registration fees to participate in a league or team sport;**

**Eligible activities include:**

- ✓ Individual registration fees to participate in a league or team sport. Hockey, curling, volleyball, basketball, softball, slo-pitch, fastball, and bowling would be eligible only with the original receipt from your team confirming payment of your individual registration fee.

**Non-eligible activities include:**

- ✓ Individual sport registration fees
- ✓ Registration or participation fees for weekend tournaments (curling, volleyball, softball, etc.), or individual registration fee to join a club/organization.
- ✓ Travel costs to participate in programs
- ✓ Exercise Clothing/Footwear of any kind

**d) 100% reimbursement on physical activity/fitness equipment for eligible physical activity/fitness or leagues and team sports.**

**Eligible examples include:** Free weights, treadmill, bike, skates, cross country skis, golf clubs, and snowshoes.

**Non-eligible examples includes:** All exercise clothing, footwear, water bottles, Fitbit or similar devices, lifejackets, capital items like swimming pools, and accessories.

**2. FAMILY/PUBLIC SWIMMING & SKATING REIMBURSEMENT 100% of admission fees will be reimbursed for eligible employees and their immediate family who reside in the same residence (spouse/children for which you are their legal guardian) when attending public/family swimming and/or public skating sessions together at the Frank J. Dunn Swimming Pool, Kinsmen Water Park, and Dave G. Steuart Arena. No maximum reimbursement. This includes single admission, or 5 or 10 pack passes.**

*Please note that both components 1 and 2 are taxable benefits and will be shown on employee T-4 forms.*

**3. PHYSICAL ACTIVITY AND WELLNESS CHALLENGES & INITIATIVES As able, the City of Prince Albert will provide information and initiatives to encourage physical activity and wellness (i.e. city program guides, challenges/contests, AND EDUCATION).**

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