



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, JANUARY 24, 2022, 5:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. PRAYER

3. APPROVAL OF AGENDA

4. DECLARATION OF CONFLICT OF INTEREST

5. ADOPTION OF MINUTES

5.1 December 13, 2021 City Council Meeting Minutes for Approval (MIN 21-121)

5.2 December 15, 2021 City Council Special Meeting Minutes for Approval (MIN 21-122)

6. NOTICE OF PROCLAMATIONS

6.1 Wear Red Canada Day - February 13, 2022

7. PRESENTATIONS & RECOGNITIONS

8. PUBLIC HEARINGS

8.1 Bylaw No. 24 of 2021 – Rezoning 585 19th Street East from R3 – Medium Density Residential to CMU – Commercial Mixed Use (RPT 21-581)

- 8.2 Bylaw No. 26 of 2021 – Rezoning 1460 7th Street East from CMU - Commercial Mixed Use to R4 – High Density Residential (RPT 21-582)

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 Development Permit Application – Personal Service Establishment – 305 38th Street East (RPT 22-25)
- 11.2 Development Permit Application – Shelter – 107 8th Street East (RPT 22-27)
- 11.3 Renewal of the Agreement with the Saskatchewan Association for Resource Recovery Corporation (RPT 21-588)
- 11.4 Water Treatment Plant - PLC & SCADA Upgrades (RPT 22-17)
- 11.5 Prince Albert Airport - Airfield Electrical Rehabilitation (RPT 22-31)
- 11.6 2021 Recreation Facility Grant Program – 2nd Intake (RPT 22-22)
- 11.7 2023 Community Grant Program Application to Saskatchewan Lotteries (RPT 22-5)
- 11.8 Bylaw 3 of 2022 - Amendment to Bylaw 22 of 2021 (RPT 22-4)
- 11.9 City Auction Policy (#96) (RPT 22-9)
- 11.10 License Agreement for the use of Municipal Reserve Land - 1780 Blackwood Drive (RPT 21-584)
- 11.10.1 Leasing Municipal Reserve Land - 1780 Blackwood Drive (CORR 22-10)
- 11.11 Tax Title Lands – Disposal of 551 6th Street East and 56 18th Street West (RPT 22-11)
- 11.12 Housing Reserve Programs (RPT 22-21)
- 11.13 RCMP Temporary Lease - 188 Veteran's Way - Prince Albert Airport (Glass Field) (RPT 22-24)
- 11.14 Obstructive Solicitation Bylaw Approval (RPT 22-28)
- 11.15 Bylaw No. 15 of 2021 - The Fire Services Bylaw - 3rd Reading (RPT 21-579)

- 11.16 Procedure Bylaw No. 23 of 2021 - 3rd Reading (RPT 21-580)
- 11.17 2021 City Council and Executive Committee Record of Attendance (RPT 21-587)
- 11.18 2022 Saskatchewan Urban Municipalities Association Convention Resolutions (RPT 22-18)
- 11.19 Aquatic and Arenas Recreation Project - Parking Lot (RPT 22-32)
- 11.20 Aquatic and Arenas Recreation Project - Handicap Parking Options (RPT 22-33)
- 11.21 Aquatic and Arenas Recreation Project - Aquatic Competition Pool Access (RPT 22-34)
- 11.22 Prince Albert Recreation Centre - Approval to Proceed to Tender and Pre-Qualifications of General Contractors (RPT 22-37)
- 11.23 Prince Albert Event Centre - Schematic Design Presentation (RPT 22-38)
- 11.24 Action Items from City Council, Executive Committee and Budget Committee (RPT 22-23)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

16. NOTICE OF MOTION

17. MOTIONS

- 17.1 Motion - Councillor T. Head - Contribute Funding to our Day Shelter/Moose Lodge (MOT 21-22)

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 21-121

MOTION:

That the Minutes for the City Council Regular Meeting held December 13, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, DECEMBER 13, 2021, 5:02 P.M.
COUNCIL CHAMBER, CITY HALL**

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

Sherry Person, City Clerk
Jim Toye, City Manager
Kris Olsen, Fire Chief
Wes Hicks, Director of Public Works
Mitchell J. Holash, Q.C., City Solicitor
Jody Boulet, Director of Community Services
Terri Mercier, Corporate Legislative Manager
Cheryl Tkachuk, Director of Financial Services
Kiley Bear, Acting Director of Corporate Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor G. Dionne called the meeting to order.

2. PRAYER

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

3. APPROVAL OF AGENDA

0469. **Moved by:** Councillor T. Head
Seconded by: Councillor D. Kilmer

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

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. ADOPTION OF MINUTES

0470. **Moved by:** Councillor C. Miller
Seconded by: Councillor T. Head

That the Minutes of the Council Regular Meeting held November 29, 2021, be taken as read and adopted.

CARRIED

6. NOTICE OF PROCLAMATIONS

7. PRESENTATIONS & RECOGNITIONS

8. PUBLIC HEARINGS

9. DELEGATIONS

9.1 Covid-19 Situation Update

PowerPoint Presentation was provided by Dr. Chokani, Prince Albert Public Health Officer.

9.2 Bylaw No. 15 of 2021 – The Fire Services Bylaw – Section 20 Fire Hydrant Updates (RPT 21-566)

9.2.1 Offering Assistance to Find Solutions and Provide Better Education in the Sale and Use of Fireworks (CORR 21-109)

Virtual Presentation was provided by Perry Logan, Executive Director, Canadian National Fireworks Association and a Verbal Presentation was provided by Kris Olsen, Fire Chief.

0471. **Moved by:** Councillor T. Head
Seconded by: Councillor D. Kilmer

That Bylaw No. 15 of 2021 be introduced and given three (3) readings.

CARRIED UNANIMOUSLY

0472. **Moved by:** Councillor T. Head
Seconded by: Councillor D. Kilmer

That Bylaw No. 15 of 2021 be introduced and read a first time.

CARRIED

0473. **Moved by:** Councillor T. Head
Seconded by: Councillor D. Kilmer

That Bylaw No. 15 of 2021 be read a second time.

CARRIED

0474. **Moved by:** Councillor T. Head
Seconded by: Councillor D. Kilmer

That leave be granted to read Bylaw No. 15 of 2021 a third time.

MOTION DEFEATED

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 Discounted Bus Pass Program – Letter of Understanding (RPT 21-547)

0475. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Ogrodnick

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

CARRIED UNANIMOUSLY

11.2 Barton Drive Traffic Calming (RPT 21-548)

0476. **Moved by:** Councillor B. Edwards
Seconded by: Councillor D. Ogrodnick

That RPT 21-548 be received as information and filed.

CARRIED

11.3 Hired Equipment 2022 and 2023 (RPT 21-553)

0477. **Moved by:** Councillor D. Kilmer
Seconded by: Councillor C. Miller

1. That Tender No. 70 of 2021 for the Rental of Snow Removal Equipment and Construction Equipment and Tender No. 71 of 2021 for the Rental of Tandem Axle and Semi-Trailer Trucks be accepted as the basis of external rented equipment for 2022 and 2023, as outlined within the attachments to RPT 21-553; and,
2. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of The City, if required.

CARRIED

11.4 Airport – Turf Runway 16-34 (RPT 21-556)

0478. **Moved by:** Councillor D. Cody
Seconded by: Councillor B. Edwards

That the Turf Runway be decommissioned at a cost of \$5,000 to be funded from the Airport Improvement Fund.

CARRIED

11.5 2021 Taxation Exemptions and Abatements – Tax Relief (RPT 21-533)

0479. **Moved by:** Councillor C. Miller
Seconded by: Councillor D. Ogradnick

That RPT 21-533 be received as information and filed.

CARRIED

11.6 Financial Services Fees and Charges Bylaw (RPT 21-560)

0480. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 27 of 2021 be introduced and given three (3) readings.

CARRIED UNANIMOUSLY

0481. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 27 of 2021 be introduced and read a first time.

CARRIED UNANIMOUSLY

0482. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 27 of 2021 be read a second time.

CARRIED UNANIMOUSLY

0483. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That leave be granted to read Bylaw No. 27 of 2021 a third time.

CARRIED UNANIMOUSLY

0484. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 27 of 2021 be read a third time and passed; and, that Bylaw No. 27 of 2021 be now adopted, sealed and signed by the Mayor and City Clerk.

CARRIED

11.7 2022 Land Fund Operating and Capital Budget (RPT 21-564)

0485. **Moved by:** Councillor T. Head
Seconded by: Councillor T. Zurakowski

1. That the 2022 Land Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$535,000;
 - b. Operating expenses of \$310,040;
 - c. Capital and Interfund Transactions of \$85,000; and,
 - d. An operating surplus of \$139,960 to fund Capital Projects, Loan Principal Payments, and Reserve Transfers;
2. That the 2022 Land Fund Capital expenditures of \$700,000 and Loan Principal Payments of \$275,700, be approved;
3. That the Motions from the 2022 Land Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
4. That the approved 2022 Land Fund Budgeted expenditures be approved for disbursement effective January 1, 2022.

CARRIED

11.8 2022 Sanitation Fund Operating and Capital Budget (RPT 21-567)

0486. **Moved by:** Councillor B. Edwards
Seconded by: Councillor D. Kilmer

1. That the 2022 Sanitation Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$5,380,760;
 - b. Operating expenses of \$4,550,020;

- c. Capital and Interfund Transfers of \$1,169,110; and,
 - d. A deficit of \$338,370. After adjusting for non-cash amortization, the surplus is \$521,630 to fund Capital Projects and Loan Principal Payments;
- 2. That the 2022 Sanitation Fund capital expenditures of \$566,500 be approved;
 - 3. That the Motions from the 2022 Sanitation Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
 - 4. That the 2022 Sanitation Fund budgeted expenditures be approved for disbursement effective January 1, 2022.

CARRIED UNANIMOUSLY

11.9 2022 Airport Fund Operating and Capital Budget (RPT 21-569)

11.9.1 Airport - Capital Projects Plan (RPT 21-555)

0487. **Moved by:** Councillor T. Head
Seconded by: Councillor D. Cody

- 1. That the 2022 Airport Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$895,610;
 - b. Operating expenses of \$1,125,630;
 - c. Capital and Interfund Transfers of \$285,730; and,
 - d. A deficit of \$515,750. After adjusting for non-cash amortization, there is a surplus of \$84,250 to fund Capital Projects and Reserve Transfers;
- 2. That the 2022 Airport Fund Capital expenditures of \$5,179,000, be approved;
- 3. That the Motions from the 2022 Airport Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
- 4. That the 2022 Airport Fund Budgeted expenditures be approved for disbursement effective January 1, 2022.

CARRIED

11.10 2022 Water Utility Fund Operating and Capital Budget (RPT 21-572)

0488. **Moved by:** Councillor D. Kilmer
Seconded by: Councillor D. Cody

1. That the 2022 Water Utility Fund Operating Budget be approved as follows:
 - a. Operating revenues of \$19,627,790;
 - b. Operating expenses of \$13,173,220;
 - c. Capital and Interfund Transactions of \$6,027,490; and,
 - d. A surplus of \$427,080. After adjusting for non-cash amortization, the surplus is \$5,927,080 to fund Capital Projects and Loan Principal Payments;
2. That the 2022 Water Utility Fund Capital expenditures of \$4,715,000 and Loan Principal Payments of \$1,722,600, be approved;
3. That all new Utility hookups be invoiced by email by default;
4. That Administration provide a report on options for the following:
 - a. to invoice for paper invoicing; and,
 - b. to provide incentives for receiving invoices by email;
5. That Administration provide a report with an outline of the Communication Plan to address the proposed rate increases and the approved future Water Utility Fund Projects;
6. That the Motions from the 2022 Water Utility Fund Budget Committee deliberations be ratified and that Administration proceed as authorized; and,
7. That the 2022 Water Utility Fund budgeted expenditures be approved for disbursement effective January 1, 2022.

CARRIED UNANIMOUSLY

11.11 2022 to 2024 Proposed Water and Sewer Utility Rates and Fees – City Council (RPT 21-568)

0489. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 22 of 2021 be introduced and given two (2) readings.

CARRIED

0490. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 22 of 2021 be introduced and read a first time.

CARRIED

0491. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 22 of 2021 be read a second time.

CARRIED

11.12 2021 Lease Renewals – Prince Albert Airport (Glass Field) (RPT 21-551)

0492. **Moved by:** Councillor B. Edwards
Seconded by: Councillor C. Miller

1. That the 2021 Airport Lease and License Renewals, as attached to RPT 21-551, be approved, subject to:
 - a. City Council approval of the new Lease Rates proposed by the Airport Advisory Committee; and,
2. That the Mayor and City Clerk be authorized to execute the Agreements on behalf of The City, once prepared.

CARRIED

11.13 Renewal of Fixed Rental Farm Lease Agreement – Prince Albert Airport (Glass Field) (RPT 21-554)

0493. **Moved by:** Councillor B. Edwards
Seconded by: Councillor D. Cody

- 1. That the Fixed Rental Farm Lease Agreement between The City and Brynmor Farm Ltd. and Cay Grain and Cattle Co. be approved for a five (5) year term from January 1, 2022 to December 30, 2026; and,
- 2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

CARRIED

11.14 Community Safety Initiative – Motion Sensor Lights – Program Summary (RPT 21-557)

0494. **Moved by:** Councillor C. Miller
Seconded by: Councillor D. Ogrodnick

That RPT 21-557 be received as information and filed.

CARRIED

11.15 Bylaw No. 26 of 2021 – Rezoning 1460 7th Street East from the CMU Zoning District to the R4 Zoning District (RPT 21-558)

0495. **Moved by:** Councillor T. Zurakowski
Seconded by: Councillor T. Head

- 1. That Bylaw No. 26 of 2021 be given first reading; and,
- 2. That Administration provide notification to hold a Public Hearing.

CARRIED

0496. **Moved by:** Councillor T. Zurakowski
Seconded by: Councillor T. Head

That Bylaw No. 26 of 2021 be introduced and read a first time.

CARRIED

11.16 Byars Street Annexation - Next Steps (RPT 21-552)

0497. **Moved by:** Councillor D. Ogradnick
Seconded by: Councillor C. Miller

1. That Administration forward the draft Byars Street Annexation Agreement, as attached to RPT 21-552, to the Rural Municipality of Prince Albert No. 461 for consideration, once finalized;
2. That Administration forward the Annexation Application to the Rural Municipality of Prince Albert No. 461 for consideration, once prepared;
3. That Administration proceed with and complete public notification in the first quarter of 2022; and,
4. That the Mayor and City Clerk be authorized to execute the Agreement, Annexation Application and any other applicable documents on behalf of The City, once finalized.

CARRIED

11.17 Obstructive Solicitation Bylaw (RPT 21-559)

0498. **Moved by:** Councillor B. Edwards
Seconded by: Councillor D. Kilmer

That the Obstructive Solicitation Bylaw No. 8 of 2007, be amended to reflect the changes by the City Solicitor, as outlined in RPT 21-559.

CARRIED

11.18 Municipal Revenue Sharing Declaration of Eligibility (RPT 21-526)

0499. **Moved by:** Councillor D. Ogradnick
Seconded by: Councillor C. Miller

1. That the City of Prince Albert meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
 - a. Submission of the 2020 Audited Financial Statements to the Ministry of Government Relations;
 - b. Submission of the 2020 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
 - c. In Good Standing with respect to the reporting and remittance of Education Property Taxes;

- d. Adoption of Procedure Bylaw No. 26 of 2014;
 - e. Adoption of the following Employee Policies to represent the Employee Code of Conduct:
 - i. Conflict of Interest Policy;
 - ii. Gift, Favours and Entertainment Policy;
 - iii. Employment of Relatives Policy;
 - iv. Occupational Health and Safety Policy – Harassment Safety Administrative Policy; and,
 - v. Progressive Discipline Policy; and,
 - f. All members of Council have filed their Public Disclosure Statements, as required; and,
2. That the City Clerk be authorized to execute the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

11.19 Procedure Bylaw No. 23 of 2021 (RPT 21-565)

0500. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 23 of 2021 be introduced and given three (3) readings.

CARRIED

0501. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 23 of 2021 be introduced and read a first time.

CARRIED

0502. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 23 of 2021 be read a second time.

CARRIED

0503. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That leave be granted to read Bylaw No. 23 of 2021 a third time.

MOTION DEFEATED

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor B. Edwards – Snow Clearing Concerns

Is the City doing something different with snow clearing which is causing additional concerns from residents. Should residents call in concerns about large piles on some side roads which is causing roadways to be very narrow.

The Director of Public Works, in responding to the inquiry, advised that the City is doing the same thing that has been done in past years in relation to snow ploughing City streets. It is good to hear from the residents and they can either call into the Public Works Department at 306-953-4900 or report their concern on the City's website.

15. INQUIRY RESPONSES

15.1 November 29, 2021 City Council Meeting Inquiry Responses (INQ 21-11)

0504. **Moved by:** Councillor T. Zurakowski
Seconded by: Councillor B. Edwards

That INQ 21-11 be received as information and filed.

CARRIED

16. NOTICE OF MOTION

16.1 Councillor T. Head – Contribute Funding to our Day Shelter/Moose Lodge

That The City contribute \$10,000 in funding to assist in the operations of Prince Albert's Day Shelter/Moose Lodge which is ran by the Prince Albert Grand Council Urban Services.

16.2 Councillor T. Zurakowski –Federal and Provincial Funding Application – Library Branch – South East Sports and Culture Complex

That Administration prepare an Application for Federal and Provincial dollars for a Branch Library at the South East Sports and Culture Complex for City Council’s approval.

17. MOTIONS

17.1 Motion – Councillor T. Zurakowski – Federal and Provincial Funding Application – Library Branch – South East Sports and Culture Complex

0505. **Moved by:** Councillor T. Zurakowski
Seconded by: Councillor D. Kilmer

That pursuant to the provisions of the Procedure Bylaw No. 26 of 2014, that the Notice Provisions be waived to permit consideration of Councillor T. Zurakowski’s Motion regarding Federal and Provincial Funding Application – Library Branch – South East Sports and Culture Complex.

CARRIED

0506. **Moved by:** Councillor T. Zurakowski
Seconded by: Councillor D. Kilmer

That Administration prepare an Application for Federal and Provincial dollars for a Branch Library at the South East Sports and Culture Complex for City Council’s approval.

CARRIED

18. PUBLIC FORUM

19. ADJOURNMENT – 8:21 P.M.

0507. **Moved by:** Councillor D. Kilmer
Seconded by: Councillor D. Ogrodnick

That this Council do now adjourn.

CARRIED

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 24TH DAY OF JANUARY, A.D. 2022.



City of
Prince Albert

MIN 21-122

MOTION:

That the Minutes for the City Council Special Meeting held December 15, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Special Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL SPECIAL MEETING

MINUTES

**WEDNESDAY, DECEMBER 15, 2021, 4:00 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 Ogrodnick
Councillor Blake Edwards
Councillor Dawn Kilmer

Sherry Person, City Clerk
Jim Toye, City Manager
Wes Hicks, Director of Public Works
Stacey Slater, Confidential Secretary
Cheryl Tkachuk, Director of Financial Services

1. CALL TO ORDER

Mayor G. Dionne called the meeting to order.

2. PRAYER

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

3. APPROVAL OF AGENDA

0508. **Moved by:** Councillor C. Miller
Seconded by: Councillor T. Head

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

(Councillor T. Zurakowski was absent for the vote.)

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. REPORTS OF ADMINISTRATION & COMMITTEES

- 5.1 2022 to 2024 Water and Sewer Utility Rates and Fees – Bylaw No. 22 of 2021 – 3rd Reading (RPT 21-576)

0509. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 22 of 2021 be given third and final reading.

(Councillor T. Zurakowski was absent for the vote.)

CARRIED UNANIMOUSLY

0510. **Moved by:** Councillor D. Cody
Seconded by: Councillor D. Kilmer

That Bylaw No. 22 of 2021 be read a third time and passed; and, that Bylaw No. 22 of 2021 be now adopted, sealed and signed by the Mayor and City Clerk.

(Councillor T. Zurakowski was absent for the vote.)

CARRIED UNANIMOUSLY

6. UNFINISHED BUSINESS

7. ADJOURNMENT – 4:06 P.M.

0511. **Moved by:** Councillor D. Kilmer
Seconded by: Councillor D. Ogrodnick

That this Council do now adjourn.

(Councillor T. Zurakowski was absent for the vote.)

CARRIED

MAYOR GREG DIONNE CITY CLERK
MINUTES ADOPTED THIS 24TH DAY OF JANUARY, A.D. 2022.



RPT 21-581

TITLE: Bylaw No. 24 of 2021 – Rezoning 585 19th Street East from R3 – Medium Density Residential to CMU – Commercial Mixed Use

DATE: **December 21, 2021**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 24 of 2021 receive second and third reading.

TOPIC & PURPOSE:

The purpose of this report is to request second and third reading of Bylaw No. 24 of 2021, to rezone 585 19th Street East, known as Killarney Kastle, from R3 – Medium Density Residential to CMU – Commercial Mixed Use.

BACKGROUND:

585 19th Street East has been designated as a C – Contract Zoning District since 1997, which has allowed for the operation of a tea house, craft store and student housing within this historic home.

The C - Contract Zoning District designation is intended to be a temporary designation (solution), therefore, in anticipation of the upcoming renewal, Administration reached out to the property owner to discuss rezoning the property permanently. Due to the unique nature of the site, careful consideration had to be taken to ensure that rezoning the property permanently did not create any issues for the property owner or the City. Upon review, it was determined that the CMU – Commercial Mixed Use Zoning District was the best fit.

As the existing agreement expired on September 12th, 2021, the property has reverted to the original residential zoning district.

Bylaw No. 24 of 2021 was given first reading at the November 29th, 2021, City Council meeting.

PROPOSED APPROACH AND RATIONALE:

The Department of Planning and Development Services is in receipt of a Zoning Bylaw Amendment Application to rezone 585 19th Street East from the R3 – Medium Density Residential Zoning District to the CMU – Commercial Mixed Use Zoning District.

The proposed CMU – Commercial Mixed Use Zoning District accommodates all three existing uses:

- The Tea House (already licensed) can be considered Licensed Restaurant;
- The Craft Store can be considered Retail Store; and
- The Student Housing can be considered Above Grade Dwelling.

All existing buildings on the property (except a shed) conform to the necessary development requirements in the CMU Zoning District.

It is important to note that the property in question is considered a Municipal Heritage Property. Upon further review, the proposed rezoning does not impact the validity of the Municipal Heritage Designation Bylaw, being Bylaw No. 21 of 2006, as a sound argument can be made for the “adaptive re-use of the site” and as the property owner is bound to the Statements of Significance listed in Bylaw No. 21 of 2006, regardless of zoning.

The parcel in question and the proposed zoning district both conform to the necessary regulations contained in both the Zoning Bylaw and the Official Community Plan. Therefore, Administration recommends that this Zoning Bylaw amendment be approved.

CONSULTATIONS:

The proposed Zoning Bylaw amendment has been referred to the Public Works, Community Services and Financial Services Departments and to Fire and Emergency Services for review and comment. No concerns were raised.

The Department of Planning and Development Services has been working with the applicant since July, 2021 to identify a permanent solution for the zoning of the property.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, the property owner will be advised in writing of City Council’s decision and the Zoning Bylaw will be updated on the City’s website.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Throughout the Zoning Bylaw amendment process, Administration has supported the City's core value of being accountable and transparent by providing accurate information to the public and Applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

Schedule 16.1.2 of the City of Prince Albert's Official Community Plan identifies 585 19th Street East as Neighbourhood Mixed Use land. Under Section 6.5.3, Neighbourhood Mixed Use land:

"consists of moderate density residential corner lot and mixed use development with a mixed use commercial component located on the ground floor. The purpose of this land use is to provide walkable and bikeable neighbourhood commercial services (within a 500 metre radius or a 10 minute walk)".

The existing use of the site conforms to the above purpose, and the proposed rezoning would better align with the land uses established for the site, the Zoning Bylaw and the Official Community Plan.

PUBLIC NOTICE:

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

- Public Notice was posted on the bulletin board at City Hall on January 13th, 2022;
- Public Notice was posted on the City website on January 13th, 2022; and,
- Public Notice was posted in the Prince Albert Daily Herald on January 13th, 2022.

ATTACHMENTS:

1. Location Plan
2. Location Plan with Aerial
3. Public Notice – Bylaw No. 24 of 2021
4. Bylaw No. 24 of 2021

Written by: Jordan Olmstead, Planner

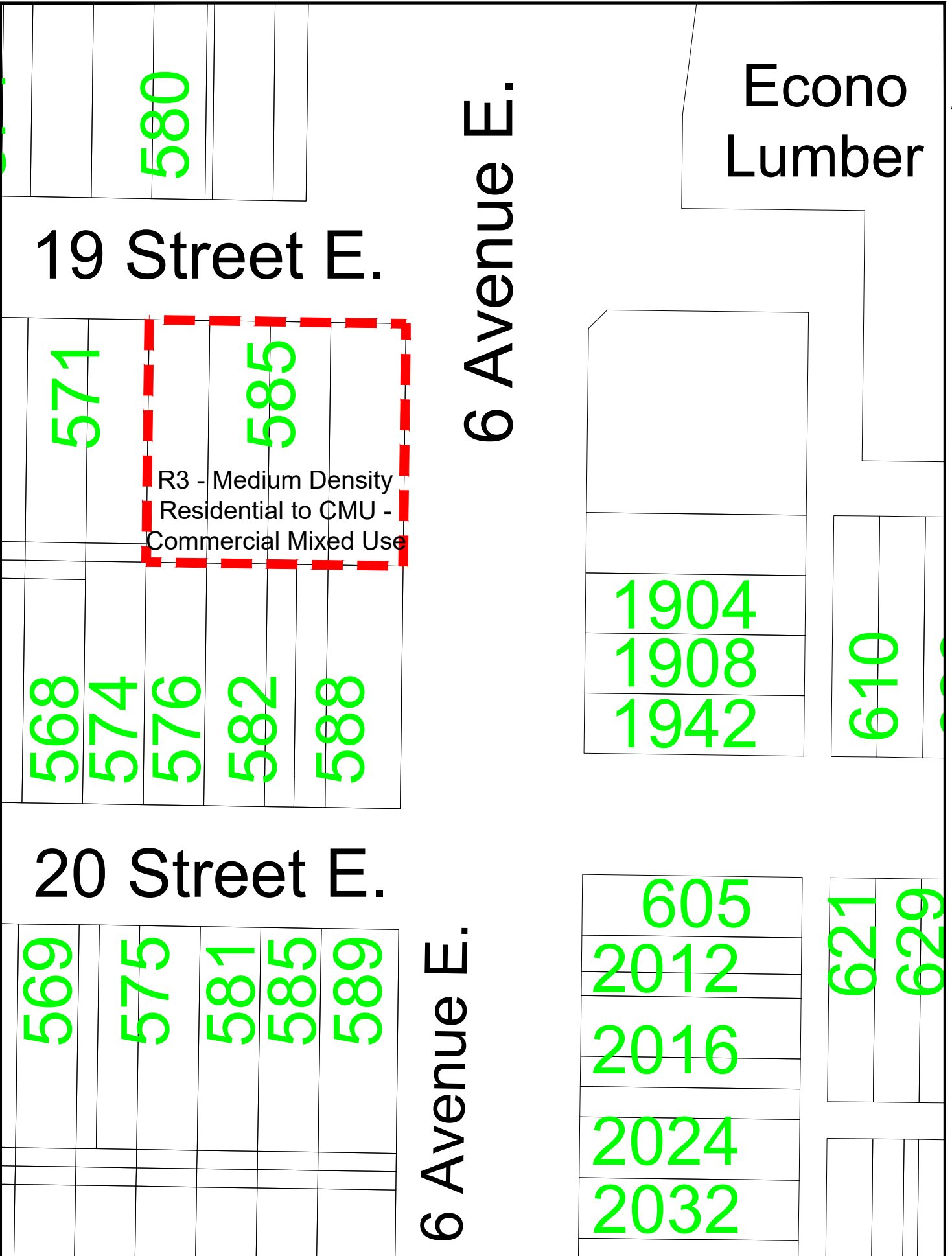
Approved by: Director of Planning and Development Services & City Manager



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S - H - Z

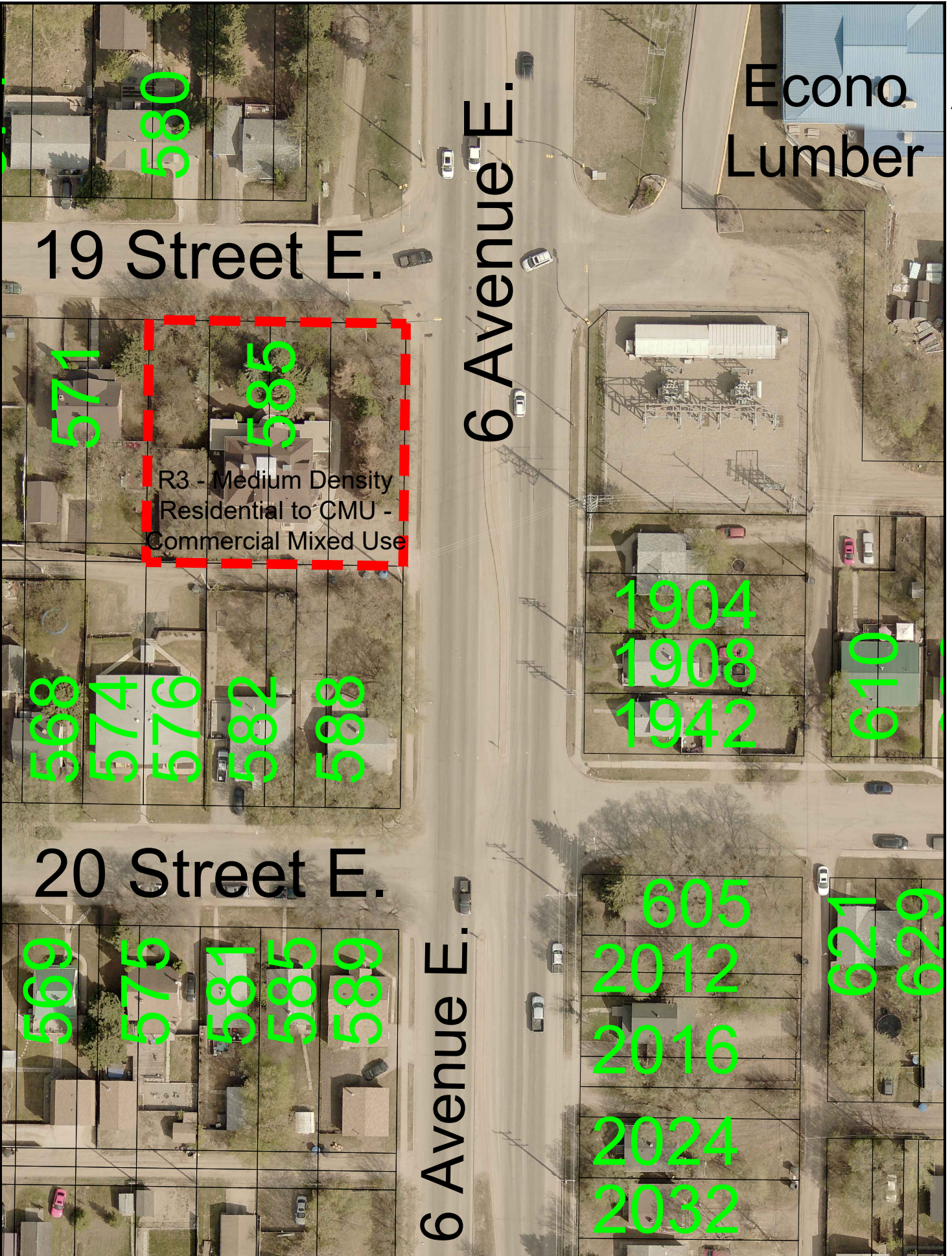
PLANNING & DEVELOPMENT SERVICES





S - N

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19 Street E.

6 Avenue E.

20 Street E.

6 Avenue E.

Econo Lumber

585
R3 - Medium Density Residential to CMU - Commercial Mixed Use

580

571

585

568

574

576

582

588

1904
1908
1942

610

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575

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589

605
2012
2016

2024
2032

621
629

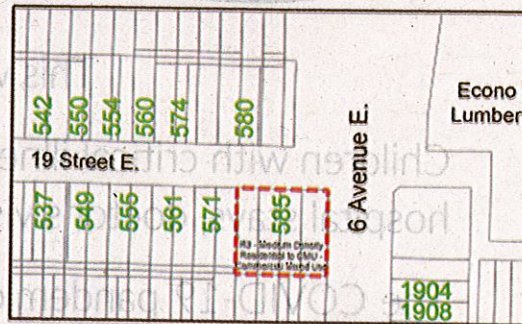


CITY OF PRINCE ALBERT PUBLIC NOTICE

ZONING BYLAW AMENDMENT - BYLAW NO. 24 OF 2021

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 24 of 2021 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw.

Reason for the Amendment: At the City Council meeting held November 29th, 2021, first reading of Bylaw No. 24 of 2021 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 24 of 2021 proposes to rezone the land legally described as Lots 20 - 23, Block 34, Plan B651 from the R3 - Medium Density Residential Zoning District to the CMU - Commercial Mixed Use Zoning District in order to permanently rezone the land, eliminating the previous C - Contract zoning designation. The subject property is shown in the dashed line in the map shown:



Therefore, City Council, at its meeting to be held on Monday, January 24th, 2022 at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, January 18th, 2022. In accordance with City Council's Procedure Bylaw No. 26 of 2014, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.

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

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

Issued at the City of Prince Albert, this January 13th, 2022
Sherry Person, City Clerk

Daily Herald
Thursday, January 13, 2022

CITY OF PRINCE ALBERT BYLAW NO. 24 OF 2021

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

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

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

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

Lots 20 – 23, Block 34, Plan B651
Prince Albert, Saskatchewan

Shall be rezoned from R3 – Medium Density Residential to CMU – Commercial Mixed Use.

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

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

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

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

MAYOR

CITY CLERK

RPT 21-582

TITLE: Bylaw No. 26 of 2021 – Rezoning 1460 7th Street East from CMU - Commercial Mixed Use to R4 – High Density Residential

DATE: December 21, 2021

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 26 of 2021 receive second and third reading.

TOPIC & PURPOSE:

The purpose of this report is to request second and third reading of Bylaw No. 26 of 2021, to rezone 1460 7th Street East from CMU – Commercial Mixed Use to R4 – High Density Residential.

BACKGROUND:

An unserviced building was constructed on the parcel in 1957, and the site was used as a commercial/industrial shop and storage area until the building was demolished in 2020.

The neighbouring property, 1492 7th Street East, was rezoned from CMU – Commercial Mixed Use to R4 – High Density Residential in 2020 in order to support future residential development.

The purpose of the CMU – Commercial Mixed Use Zoning District is to:

“provide small scale, commercial nodes throughout the city. Located on high volume, arterial junctions and adjacent to residential neighborhoods, the CMU – Commercial Mixed Use Zoning District is supported by multiple modes of transportation and is intended to provide small service centers that cater to the day-to-day needs of the surrounding neighborhood”.

The purpose of the R4 – High Density Residential Zoning District is to:

“provide the full continuum of residential development options that allows for limited, complementary residential uses. With no maximum density, this zoning district is best located along arterial and collector streets or immediately adjacent to commercial nodes or centres, and provides the highest level of access to park space and commercial services through multiple modes of transportation”.

Bylaw No. 26 of 2021 was given first reading at the December 13th, 2021, City Council meeting.

PROPOSED APPROACH AND RATIONALE:

The Department of Planning and Development Services is in receipt of a Zoning Bylaw Amendment Application to rezone 1460 7th Street East from the CMU – Commercial Mixed Use Zoning District to the R4 – High Density Residential Zoning District. The rationale provided for the rezoning is that the residential zoning better aligns with the area and it supports the applicant’s future development plans.

Before the applicant moves forward with the proposed redevelopment of the site, additional permits, including a Development Permit and Building Permit, will be required.

The parcel in question and the proposed zoning district both conform to the necessary regulations contained in both the Zoning Bylaw and the Official Community Plan. Therefore, Administration recommends that this Zoning Bylaw amendment be approved.

CONSULTATIONS:

The proposed Zoning Bylaw amendment has been referred to the Public Works, Community Services and Financial Services Departments and to Fire and Emergency Services for review and comment. No concerns were raised.

The Department of Planning and Development Services has been in contact with the applicant throughout the Zoning Bylaw amendment process in order to manage timelines and to ensure that the proposed rezoning conforms to the long term plan for the area established under the Official Community Plan.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The property owner will be advised in writing of City Council’s decision. Once approved, the Zoning Bylaw will be updated on the City’s website.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation or any policy, financial or privacy

implications to consider with this report.

STRATEGIC PLAN:

Throughout the Zoning Bylaw amendment process, Administration has supported the City's core value of being accountable and transparent by providing accurate information to the public and Applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

As per the City of Prince Albert Official Community Plan Land Use Map, the subject parcel is considered "Neighbourhood Mixed Use". According to Section 6.5.3 of the Official Community Plan, Neighbourhood Mixed Use land consists of, "moderate density residential corner lot and mixed use development with a mixed use commercial component located on the ground floor".

Though the proposed rezoning would remove the option of any future development including a ground floor commercial component, the proposed rezoning would allow for the development of a high density residential building, adjacent to an existing neighbourhood commercial development. Because the existing commercial buildings have the potential to provide services to the high density residential development, and the residential development may support the businesses located within the area, the proposed rezoning meets the intent of "Neighbourhood Mixed Use".

PUBLIC NOTICE:

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

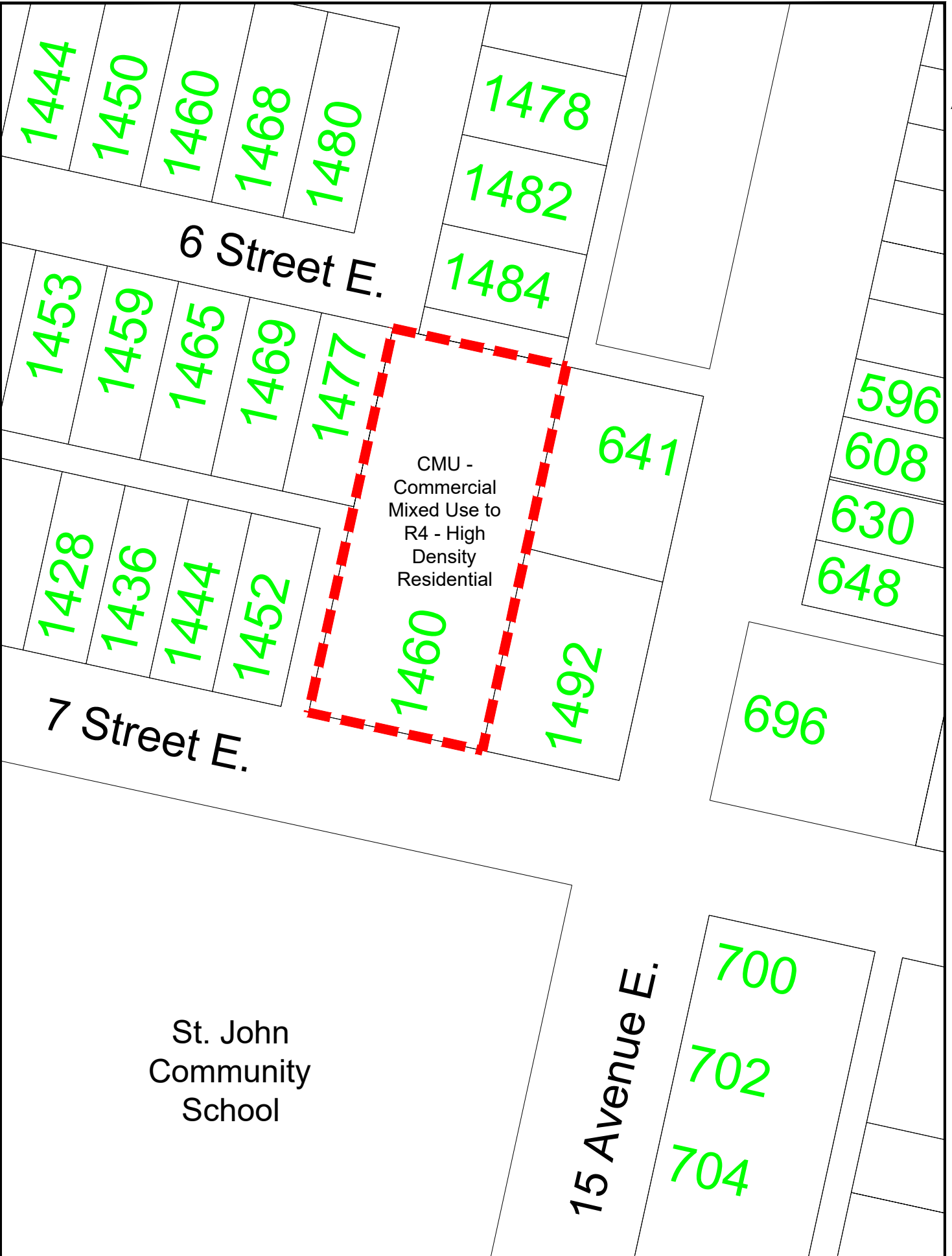
- Public Notice was posted on the bulletin board at City Hall on January 13th, 2022;
- Public Notice was posted on the City website on January 13th, 2022; and,
- Public Notice was posted in the Prince Albert Daily Herald on January 13th, 2022.

ATTACHMENTS:

1. Location Plan
2. Location Plan with Aerial
3. Public Notice – Bylaw No. 26 of 2021
4. Bylaw No. 26 of 2021

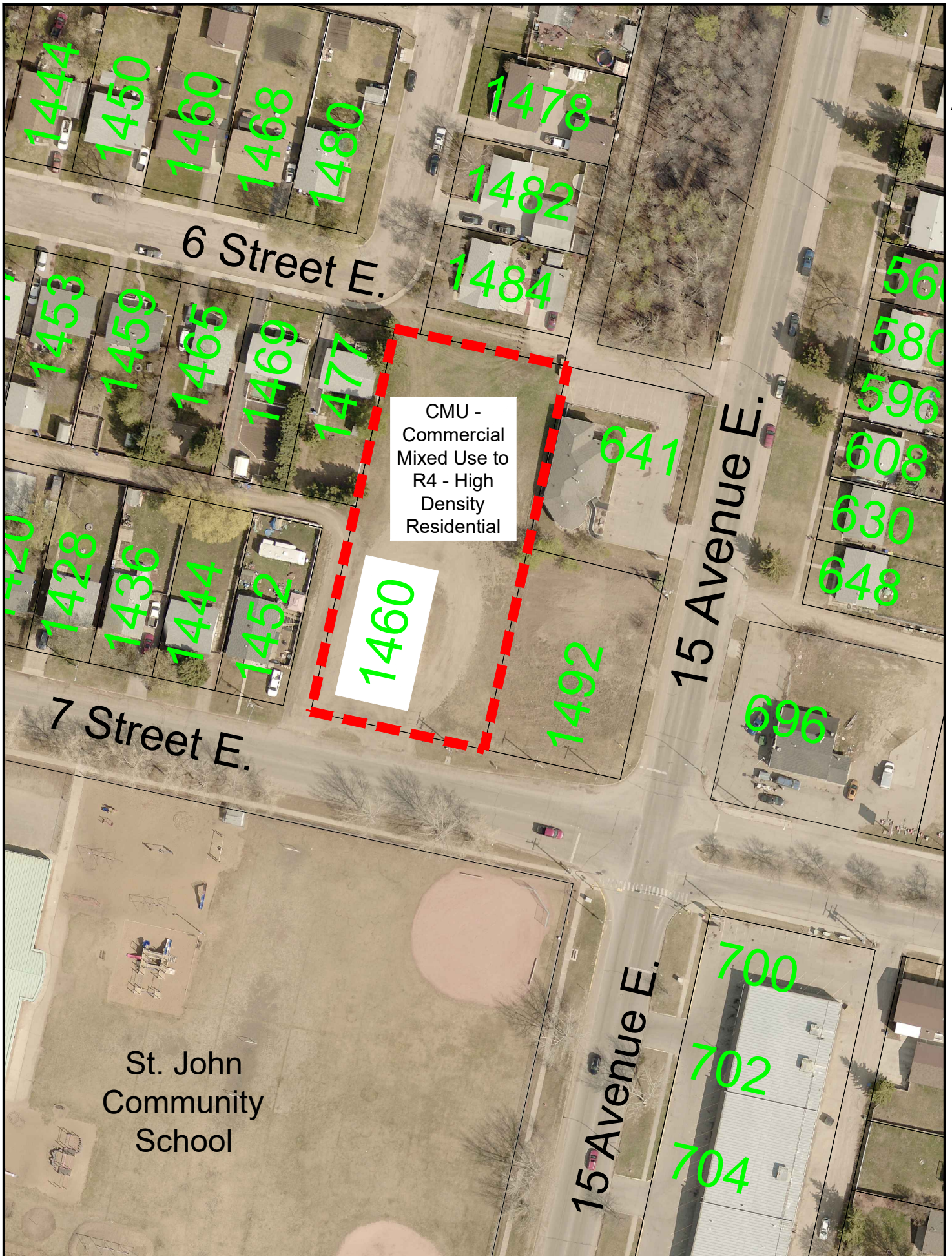
Written by: Jorden Olmstead, Planner

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



CMU -
Commercial
Mixed Use to
R4 - High
Density
Residential

St. John
Community
School



CMU -
Commercial
Mixed Use to
R4 - High
Density
Residential

1460

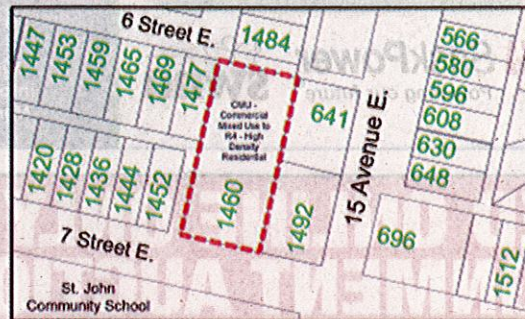


CITY OF PRINCE ALBERT PUBLIC NOTICE

ZONING BYLAW AMENDMENT – BYLAW NO. 26 OF 2021

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 26 of 2021 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw.

Reason for the Amendment: At the City Council meeting held December 13th, 2021, first reading of Bylaw No. 26 of 2021 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 26 of 2021 proposes to rezone the land legally described as Lot 2, Block Q, Plan CY2276 Ext 0 from the CMU – Commercial Mixed Use Zoning District to the R4 – High Density Residential Zoning District in order to accommodate the future residential development of this parcel. The subject property is shown in the dashed line in the map shown:



Therefore, City Council, at its meeting to be held on Monday, January 24th, 2022, at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, January 18th, 2022. In accordance with City Council's Procedure Bylaw No. 26 of 2014, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.

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

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

Issued at the City of Prince Albert, this January 13th, 2022
Sherry Person, City Clerk

Daily Herald
Thursday, January 13, 2022

CITY OF PRINCE ALBERT BYLAW NO. 26 OF 2021

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

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

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

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

Lot 2, Block Q, Plan CY2276 Ext 0
Prince Albert, Saskatchewan

Shall be rezoned from CMU – Commercial Mixed Use to R4 – High Density Residential.

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

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

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

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

MAYOR

CITY CLERK



RPT 22-25

TITLE: Development Permit Application – Personal Service Establishment – 305 38th Street East

DATE: January 13, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Development Permit Application for a Personal Service Establishment, to be located at 305 38th Street East, legally described as Lot 8, Block D, Plan 80PA11701 Ext 0, be approved.

TOPIC & PURPOSE:

The purpose of this report is to approve the Development Permit Application for a Personal Service Establishment located at 305 38th Street East.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Development Permit Application for a Personal Service Establishment (lash lift and hair extension studio), to be located at 305 38th Street East.

As per Section 14 of the Zoning Bylaw, a Personal Service Establishment is defined as:

“the use of a building, or a portion thereof, for the grooming of persons, which includes the sale of related products and accessories. This use may include hairdressers, beauty salons, tanning salons, and tattoo parlours, but does not include any use that would fall under health clinic”.

The subject property is in the M3 – Large Lot Light Industrial zoning district, and the purpose of this zoning district is to:

“provide land for a diverse mixture of medium scale, light industrial and commercial uses. The intention of this zoning district is to establish corridors within the city where uses are served regularly by large vehicles, and expected to create a moderate amount of noise, smoke, smells, dust, light or other similar nuisances”.

In the M3 – Large Lot Light Industrial zoning district, a Personal Service Establishment is considered a Discretionary Use – Council and requires City Council approval.

PROPOSED APPROACH AND RATIONALE:

The proposed Personal Service Establishment is moving into an existing multi-unit building, located within the M3 – Large Lot Light Industrial Business District and it meets all the necessary zoning regulations.

Administration does not have any concerns with this Development Permit application and recommends that it be approved.

CONSULTATIONS:

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

The Development Permit application has been reviewed by the Department of Public Works, Community Services, Financial Services, Fire and Emergency Services, and the Building Division for review and comment. No concerns were raised.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Throughout the Development Permit process, Administration has supported the Core Value of being accountable and transparent by providing accurate information to the public and applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

Under Schedule 16.1.1 of The City of Prince Albert Official Community Plan, the subject land is identified as Light Industrial land, which:

“allows for the accommodation of vehicular oriented commercial uses of low intensity, and for commercial uses requiring large areas for storage and handling of materials, goods and equipment”.

While the proposed use does not require a large storage area, it is a low intensity commercial use that will occupy a small portion of an existing retail-oriented building.

PUBLIC NOTICE:

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

- Public Notice was provided to all land owners within 150 metres of the subject property on January 12th, 2022.

ATTACHMENTS:

1. Location Plan
2. Location Plan with Aerial
3. Public Notice Issued on January 12, 2022

Written by: Jordan Olmstead, Planner

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



Marquis Road

Kal Tire

300

Lakeland
Hyundai

330

38 Street E.



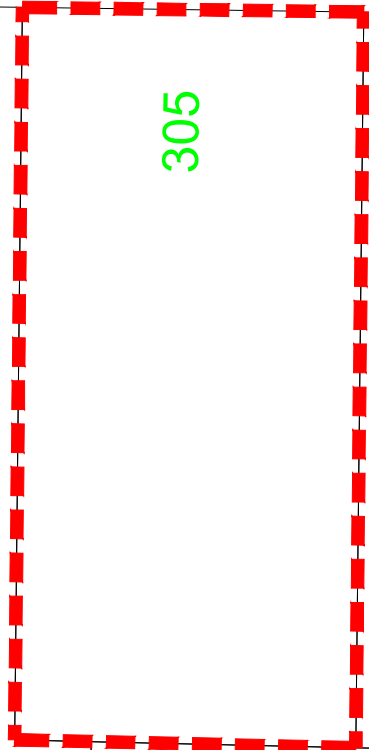
Co-op
Home Store

275

305

329

377





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

January 12, 2022

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

Dear Sir or Madam:

**Re: Discretionary Use Development Permit – 305 38th Street East, Prince Albert SK
Personal Service Establishment**

The City of Prince Albert is in receipt of a development permit application for a Personal Service Establishment, which is to be located at the above noted address, legally described as Lot 8, Block D, Plan 80PA11701 Ext 0. The applicant intends to open a lash lift and hair extension studio within the existing building. As a landowner located within 75 meters of the proposed development, and as required by the *City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development.

The City of Prince Albert Zoning Bylaw No. 1 of 2019 defines Personal Service Establishment as:

“the use of a building, or a portion thereof, for the grooming of persons, which includes the sale of related products and accessories. This use may include hairdressers, beauty salons, tanning salons, and tattoo parlours, but does not include any use that would fall under health clinic”.

As the proposed use is considered discretionary in the M3 – Large Lot Light Industrial zoning district, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



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

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

Therefore, City Council, at its meeting to be held on Monday, January 24th, 2022, at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 26 of 2014*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, January 18th, 2022. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.

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

Yours truly,



Jordan Olmstead
Planner

Enclosure

RPT 22-27

TITLE: Development Permit Application – Shelter – 107 8th Street East

DATE: January 13, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Development Permit Application for a Shelter, to be located at 107 8th Street East, legally described as Lots 17 & 18, Block C, Plan D3848, be approved until April 30th, 2022.

TOPIC & PURPOSE:

The purpose of this report is to approve the Development Permit Application for a temporary Shelter at 107 8th Street East (the Union Centre), which would operate until April 30th, 2022.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Development Permit Application from Prince Albert Grand Council (PAGC) for a temporary, 20-bed Shelter, to be located at the Union Centre.

In December of 2021, PAGC opened up Moose Lodge, a warm up centre for the City's homeless population, which is located at the Union Centre. Since then, due to COVID-19 and the recent extreme cold weather, PAGC has identified the need for additional over night shelter beds, and are proposing to add 20 to their current operations (which may increase in an emergency, subject to the necessary approvals).

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

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

The subject property is located in the C1 – Downtown Commercial zoning district, the purpose of which is to:

“provide a diverse mixture of commercial, institutional and residential uses. The Central Business District prioritizes pedestrian mobility and is served by multiple modes of transportation. As an active, 24-hour street environment, the Central Business District is the cultural, economic and entertainment hub of the city”.

In the C1 – Downtown Commercial zoning district, a Shelter is considered a Discretionary Use – Council and requires City Council approval.

PROPOSED APPROACH AND RATIONALE:

PAGC has proposed to add the over night shelter to their current warm up services that are offered out of the Union Centre and the intention is to operate until April 30th, 2022. In the attached letter, the applicant outlines the steps that will be taken to maintain the health and safety of staff, clientele and the surrounding neighbourhood:

“We are implementing the following features to ensure safe operation of the shelter with minimal impact on the community:

- *Three staff with required training on duty at all times when the shelter is open.*
- *Panic buttons worn by staff with a connection to an outside service provider in case an emergency develops.*
- *Discussions with the Prince Albert Police Service to develop a coordinated response if problems arise.*
- *We will operate within COVID guidelines as defined by SHA.*
- *Professional Security Services will be engaged through contract with Prince Albert Grand Council scheduled for regular shifts during the week/weekends”.*

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

CONSULTATIONS:

The Development Permit application has been referred to the Department of Public Works, Community Services, Financial Services, Fire and Emergency Services, and the Building Division of Planning and Development Services for review and comment. No concerns have been raised.

The Department of Planning and Development Services has been in contact with PAGC throughout the Development Permit process in order to manage timelines and ensure they are aware of all municipal requirements.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Throughout the Development Permit process, Administration has supported the Core Value of being accountable and transparent by providing accurate information to the public and applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

As per Section 6.4.1 of the Official Community Plan:

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

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

PUBLIC NOTICE:

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

- Public Notice was issued on January 13th, 2022 to all property owners within 75 metres of the subject property.

ATTACHMENTS:

1. Location Plan
2. Location Plan with Aerial
3. Public Notice Issued on January 13, 2022

Written by: Jordan Olmstead, Planner

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

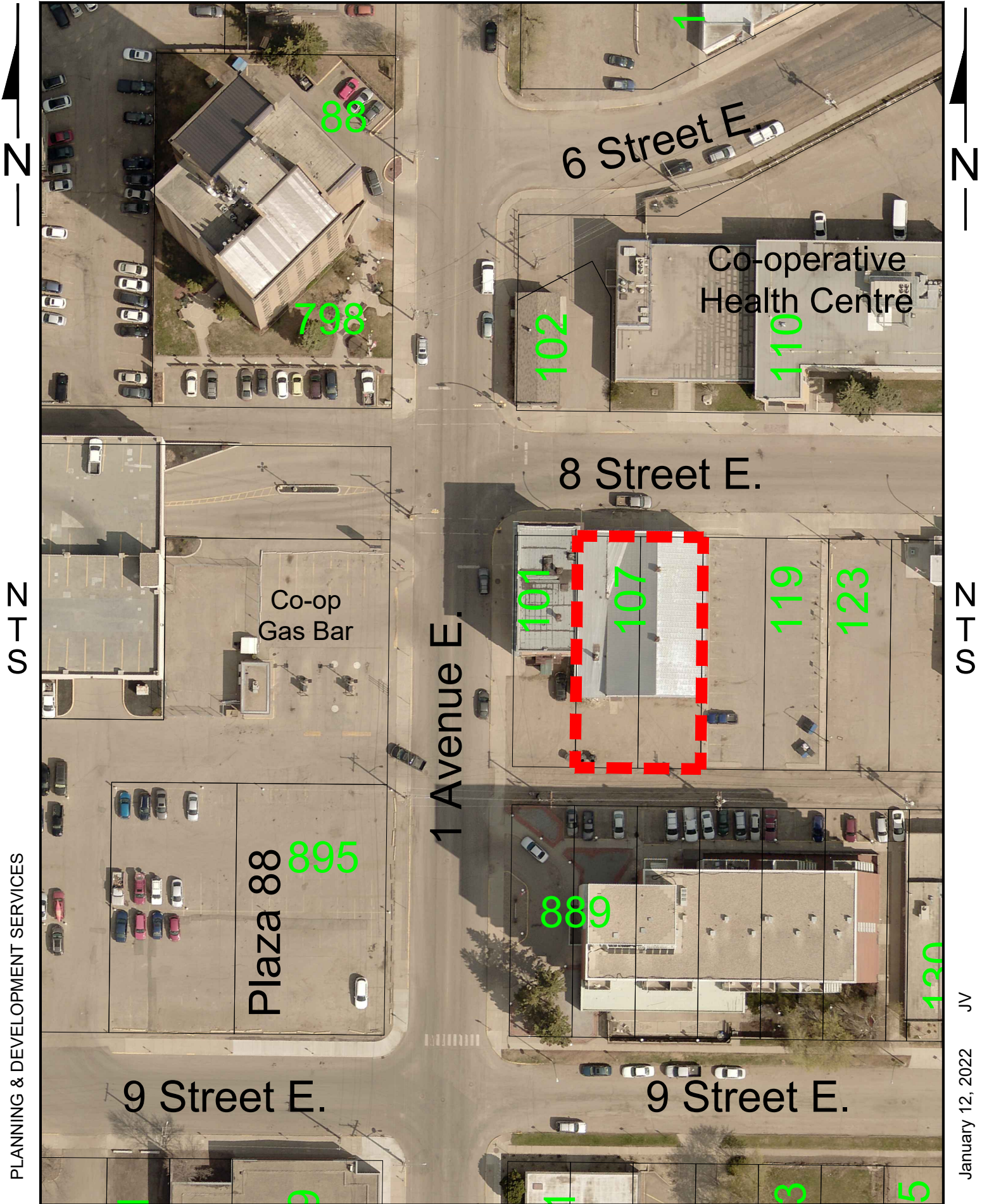


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PLANNING & DEVELOPMENT SERVICES





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PLANNING & DEVELOPMENT SERVICES

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

January 13, 2022

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

Dear Sir or Madam:

**Re: Temporary Use Development Permit – Shelter
107 8th Street East (Union Centre), Prince Albert SK**

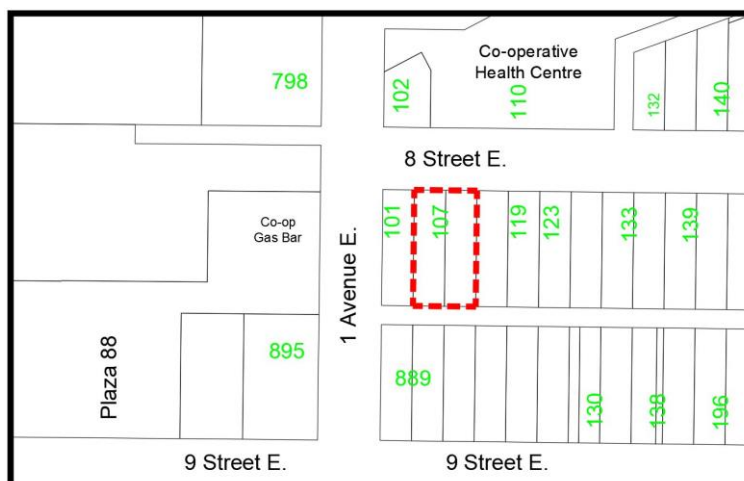
The City of Prince Albert is in receipt of a temporary use development permit application for a Shelter, which is to be located at the above noted address, legally described as Lots 17 & 18, Block C, Plan D3848. The intention is to add an emergency, over-night, cold weather shelter to the current warm up operations. The emergency shelter is intended to run until April 30th, 2022. A letter from PAGC providing additional details on the proposed shelter has been enclosed for your information.

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

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

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

As the proposed use is considered discretionary in the C1 – Downtown Commercial zoning district, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



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

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

Therefore, City Council, at its meeting to be held on Monday, January 24th, 2022, at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 26 of 2014*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, January 18th, 2022. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.

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

Yours truly,



Jorden Olmstead, Planner

Enclosure



Prince Albert Grand Council Urban Services

1410 B Central Avenue
Prince Albert, SK S6V 4W5
Phone: (306) 765-5300 Fax: (306) 922-5544

Proposal – Extreme Cold Temporary Emergency Over Flow Shelter

The Prince Albert Grand Council are requesting approval from the City of Prince Albert for a Temporary Use Development Permit for an Extreme Cold Temporary Emergency Over Flow Shelter, to be located 107 – 8th Street East - Union Center and will be operational through the winter Months January through April 2022. The hours of operations will be as follows (please note hours reflect breaks to sanitize and set up for cross over from Day time warming shelter to overnight Shelter);

10:30AM – 12:00PM

1:00PM-4:00PM

8:00PM – 8:00AM

The intent is to create an over flow over night shelter, to address the needs of vulnerable during this extremely cold winter. This would be in addition to our current Day Time Warming Shelter at the location listed above. The current location would suffice as a facility for this project. The City of Prince Albert Building Division and Fire & Emergency Services staff have inspected the site for its current use as a Day time warming shelter, however, an updated inspection will be provided for proposed use of the building. The temporary shelter will allow for 20 beds and could be increased, subject to review, in an emergency.

PAGC is well known in Prince Albert and has operated a temporary shelter in previous emergency situations. PAGC will be fully responsible for operating this shelter. Meal services will be extended to supply an evening meal.

Funding for the operation of the shelter is through Prince Albert Grand Council Urban Services. PAGC will continue to work with other agencies who are engaged with our vulnerable people’s sector including: Saskatchewan Health Authority, Prince Albert Police Service, City of Prince Albert, Social Services, and a host of non-profit organizations. Community Safety is very important to the organizers of this project.

We believe that this temporary shelter can be operated safely considering that PAGC Urban Services – Moose’s Lodge has not had a major incident since its opening. • It is important to note that the shelter is in a prime location easily accessible from our downtown core area, making ideal and easily accessible in frigid conditions. We are implementing the following features to ensure safe operation of the shelter with minimal impact on the community: •

Fon Du Lac
Black Lake
Hatchet Lake

Peter Ballantyne
Lac La Ronge
Montreal Lake

Sturgeon Lake
Wahpeton
James Smith

Cumberland House
Red Earth
Shoal Lake



**Prince Albert Grand Council
Urban Services**

1410 B Central Avenue
Prince Albert, SK S6V 4W5
Phone: (306) 765-5300 Fax: (306) 922-5544

Three staff with required training on duty at all times when the shelter is open. • Panic buttons worn by staff with a connection to an outside service provider in case an emergency develops. • Discussions with the Prince Albert Police Service to develop a coordinated response if problems arise. • We will operate within COVID guidelines as defined by SHA. • Professional Security Services will be engaged through contract with Prince Albert Grand Council scheduled for regular shifts during the week/weekends. Please contact myself at (306)765-5300 or (306)961-9926 if you have any questions. Thank you for your time and consideration.

Sincerely,

Geoff Despins – Director

Prince Albert Grand Council – Urban Services

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TITuLE: Renewal of the Agreement with the Saskatchewan Association for Resource Recovery Corporation

DATE: January 6, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the agreement between the Saskatchewan Association for Resource Recovery Corporation (SARRC) and the City of Prince Albert (The City) for the operation of an EcoCentre to collect used motor oil, oil filters, antifreeze and containers be renewed for a five (5) year term, from January 1, 2022 to December 26, 2026.
2. That the Mayor and City Clerk be authorized to execute the renewed agreement on behalf of The City.

TOPIC & PURPOSE:

The purpose of this report is to seek Council approval to renew the agreement with SARRC that provides The City with funding to operate the EcoCentre located at the landfill.

BACKGROUND:

SARRC is a nonprofit corporation formed by the oil, oil filter, antifreeze and diesel exhaust fluid wholesale suppliers in Saskatchewan to develop, implement and maintain a province-wide recycling program. Used oil is a hazardous material and used antifreeze is toxic. These materials must be managed and disposed of properly to avoid environmental impacts (e.g. negative impacts to water quality).

This recycling program is funded by an Environmental Handling Charge (EHC) assessed on new oil, oil filters, antifreeze and plastic containers at the point of sale.

PROPOSED APPROACH AND RATIONALE:

The agreement between The City and SARRC expired on December 31, 2021. The renewed agreement is proposed for a five (5) year term from January 1, 2022 to December 31, 2026. Under this agreement, SARRC will pay the City of Prince Albert \$12,000 annually to operate the EcoCentre. In addition, SARRC also provides funding based upon the volumes of material collected.

1. \$0.07 per liter of used oil.
2. \$0.60 per liter of used antifreeze.
3. \$20.00 for each 205 liter drum of oil filters
4. \$0.60 per kilogram of empty plastic containers.

The agreements and funding levels offered by SARRC are standardized across the province based volumes on material collected. Not renewing the agreement would result in a loss of revenue for The City.

CONSULTATIONS:

N/A

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

If approved, SARRC would be notified and the agreement would be exchanged for signing and execution as appropriate.

FINANCIAL IMPLICATIONS:

This renewed agreement would increase the fixed and volume-based rates paid by SARRC resulting in an estimated annual revenue of \$17,000. Revenue generated from the previous agreement was approximately \$14,000.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications, alternative options or Official Community Plan considerations.

STRATEGIC PLAN:

The recommendation supports the strategic goals of "Fiscal Management and Accountability" and "Sustainable Growth".

PUBLIC NOTICE:

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

Written by: Todd Olexson, Sanitation Manager

Approved by: Director of Public Works & City Manager



RPT 22-17

TITLE: Water Treatment Plant - PLC & SCADA Upgrades

DATE: January 11, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Firm Quotation from Delco Automation for the upgrades to the Programmable Logic Controls (PLC) & Supervisory Control and Data Acquisition (SCADA) at the Water Treatment Plant be approved in the amount of \$387,866.75 taxes included
2. That the Mayor and City Clerk be authorized to execute the agreement and any other necessary documents, on behalf of the City, once prepared.

TOPIC & PURPOSE:

To approve the quotation received from Delco Automation to conduct the PLC & SCADA upgrades at the Water Treatment Facility.

BACKGROUND:

Report 21-388 WTP PLC & SCADA upgrades along with a power point presentation was presented to the Executive Committee on Monday September 13, 2021. This report was carried unanimously and moved forward for budget deliberations where the funds were approved in the 2022 Water Utility Capital budget.

PROPOSED APPROACH AND RATIONALE:

With the Water Treatment Operations being critical infrastructure to the City of Prince Albert and the PLC & SCADA programming work being a specialized service, it was imperative that contractor/supplier qualifications for the proposed project be reviewed. Working with the

Purchasing Manager, the qualifications for the contractor/supplier were set and a review of qualified contractors meeting all requirements was initiated. After review it was apparent that only one local contractor/supplier located in Saskatchewan was identified as meeting all the technical & physical requirements for the proposed project.

In order to be transparent and to ensure we had not overlooked any other potential qualified contractors/suppliers, it was decided for this project to issue an Advanced Contract Award Notice instead of a tender. An Advanced Contract Award Notification (ACAN) is a formal notification advising contractors/suppliers of an entity's intention to award a contract to a selected supplier without a competition. If no contractors/suppliers submit a statement of capabilities/qualifications that meets all requirements set out in the ACAN on or before the closing date in the ACAN the City of Prince Albert may then proceed with the award.

CONSULTATIONS:

The City consulted with Schneider electric being the sole source supplier of the PLC racks, with Delco Automation for budgetary pricing of the SCADA & PLC programming and with Inductive Automation for purchase pricing of the Ignition software.

Administration worked with the Purchasing Manager to develop & review the contractor/supplier qualifications and conduct the procurement process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

ACAN #72/21 was posted on SaskTenders from Monday November 8, 2021 to Wednesday November 24 closing at 2:30pm. Upon closing there were no submissions from any other contractors/suppliers for the requested services.

FINANCIAL IMPLICATIONS:

M580 PLC Upgrades	\$91,105
SCADA upgrades and programming	\$258,320
GST	\$17,471.25
PST	\$20,965.50
Total estimated project cost	\$387,866.75
2022 Water Utility Improvement Fund budgeted amount for the PLC & SCADA upgrades	\$395,000

The updated pricing received from Delco Automation is within the budgeted amount.

OTHER CONSIDERATIONS/IMPLICATIONS:

Official Community Plan: N/A
Policy Implications: N/A
Privacy Implications: N/A

STRATEGIC PLAN:

The upgrades to WTP Operational controls supports the City's strategic goal of creating infrastructure that supports growth while planning for continuous improvement.

OPTIONS TO RECOMMENDATION:

Not applicable

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 72-71 RFPQ – ACAN - WTP PLC & SCADA Upgrades
2. Quote 1205140-2022 (City of PA WTP Automation Upgrades)
3. Report 21-388 Water Treatment Plant PLC & SCADA Upgrades

Written by: Andy Busse, Water Treatment Plant Manager

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

Advance Contract Award Notice# 72/21

Water Treatment Plant PLC/SCADA Upgrades

Clearly marked sealed Statement of Capabilities will be received by the City of Prince Albert until **2:30pm, Saskatchewan Time, Wednesday, November 24, 2021.**

City of Prince Albert
Purchasing Department
Municipal Service Centre
11 – 38th Street East
Prince Albert, SK S6W 1A5



City of
Prince Albert



City of Prince Albert

Advanced Contract Award Notice# 72/21

Water Treatment Plant PLC/SCADA Upgrades

1 Objective(s)

This Advance Contract Award Notice (ACAN) is a public notice indicating to the supplier community that The City of Prince Albert intends to award a contract for Water Treatment Plant PLC/SCADA Upgrades to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities.

If no supplier submits a statement of capabilities that meets the requirements set out in this ACAN, on or before the closing date stated in the ACAN, The City of Prince Albert may then proceed with the award.

2 Instructions to Bidders

Submissions must be received by **2:30pm, Wednesday, November 24, 2021.**

Statement of Capabilities must show how the Company meets all qualification requirements in section 7.2 and be forwarded in a clearly marked sealed envelope with the Company Name and ACAN number indicated on the Envelopes to:

City of Prince Albert
Purchasing Department
Municipal Service Centre
11 – 38th Street East
Prince Albert, SK S6W 1A5
Phone: 306-953-4352

Submissions will be opened by the Purchasing Department and forwarded to the selection committee for review.

3 Inquiries

Inquiries, interpretations, and technical questions regarding this ACAN are to be directed to Andy Busse, Water Treatment Plant Manager, at 306-953-4940 or by email at abusse@citypa.com.

Inquiries regarding the ACAN submissions are to be directed to Mike Lytle, Purchasing Manager at 306-953-4352 or by email at mlytle@citypa.com.

4 ACAN Process

Statement of Capabilities received by the Purchasing Department **after 2:30pm, Saskatchewan Time, Wednesday, November 24, 2021** will not be considered.

Upon closing, the City of Prince Albert will review all submissions for completeness and compliance to the requirements of this ACAN.

5 Schedule

ACAN Release Date: Wednesday, November 3, 2021.

ACAN Closing Date: Wednesday, November 24, 2021.

6 Background

The City of Prince Albert Water treatment facility currently operates using two main PLC-cabinets in a hot standby configuration for plant redundancy. The existing PLC cards are quantum CPUs with the RIO being (S908 coax). The existing SCADA software is Citect and contains over 24,000 tags consisting of variable, local variable, trending with digital alarm tags & over 300 screens. The SCADA system is configured with two servers operating in parallel for redundancy.

7 Requirements | Scope of Work

7.1 Project Goals

1. To work collaboratively with the City of Prince Albert to perform the necessary upgrades while maintaining the operational integrity of the facility ensuring the delivery of a safe reliable potable water.
2. To add new Schneider M580 hot standby PLC systems to replace the two existing Quantum CPUs and Ethernet communication cards (NOEs)
3. Convert the two existing Quantum CPU racks into IO adaptor racks so that Ethernet remote IO (RIO) and S908 (coax) RIO can function in parallel.

4. Replace the existing Citect & Historian SCADA with Ignition SCADA & Historian software. This includes a complete re-write of the SCADA program consisting of over 24,000 variable, local variable, trending with digital alarm tags & over 300 screens. The SCADA and historian servers must also be configured for redundancy.
5. Provide the City of Prince Albert with an updated Process narrative for the SCADA system
6. Project Dates: January 10, 2022 to June 30, 2022. The ability to have the work completed by April 30, 2022 will be a benefit to the City of Prince Albert.

7.2 Qualifications

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

- Have a minimum of Gold standard certification with Ignition Software
- Be a member of good standing in the Control Systems Integrator Association (CSIA)
- Have 24 hour Integrator SCADA support available for emergency conditions
- Be able to respond to the site within 4 hours for emergency SCADA programming assistance
- Valid APEGS license for Permission to Consult in the Province of Saskatchewan;
- Be certified in Project Management (PMI)
- Have Microsoft certification
- Be COR certified
- Be a CSA approved control panel manufacturer
- All businesses operating or providing services within the corporate boundaries of the City of Prince Albert must have a valid City of Prince Albert Business License. The Business License must be issued before operations begin. For more information regarding business licensing, please contact the Economic Development Coordinator in Planning & Development Services at 306-953-4384;
- All businesses will be required to comply with the City's safety program <http://citypa.ca/City-Hall/Policies/Occupational-Health-and-Safety-Policy>. If the Bidder has a safety program that exceeds the City's program they will be allowed to follow their program as it is a higher standard. Any safety program questions can be directed to the Coordinator Health Safety & Environment 306-953-4360;
- Must be in good standing with Workers' Compensation Board (WCB);
- Must meet all legislated requirements for the *Scope of Work* being undertaken (i.e. Occupational Health and Safety, Environment, etc.); and,
- Have comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00).

7.3 Duties and Responsibilities

The successful Bidder will:

- Provide a detailed schedule to the City outlining important milestones for the project.
- Supply all new required PLC hardware, CPU racks, miscellaneous panel components (terminal blocks, etc.) as required. Drawings included.
- Conduct PLC program conversion as required.
- SCADA programming as required to ensure communication with the new PLCs.
- Conduct installation work inside of the PLC control panels including changing PLC racks, panel wiring changes, etc.
- Commissioning and site testing to ensure a fully functional system after the hardware updates.
- Include all Travel/ accommodation and related expenses.
- Provide process narrative updates.
- Supply the required Ignition software/Historian package for the Water treatment operations including redundant SCADA/Historian servers.
- Provide a means to collaboratively work with the City's project team in designing and reviewing the new Ignition software programming before installation.
- Complete a re-write of the SCADA/Historian with development of brand new screens, trends, alarms, set point pages, etc. in Ignition software. Process narrative updates.

The City of Prince Albert Will:

- Support on site as required for the successful bidder's staff to test IO after RIO racks are replaced.
- Provide a working group to consult and review the design of the new Ignition SCADA.



Company: City of Prince Albert - Public Works - WTP City of Prince Albert Water Treatment Plant 655 River Street West Prince Albert SK S6V 2Z6 FAX: Attention: Andy Busse	DATE: January 10, 2022
	Quote Number: 2022-1
	PROJECT 1205140 City of Prince Albert Scada Upgrades

Comments: Delco is pleased to provide the following firm quote for the automation upgrades at the City of Prince Albert WTP. We greatly appreciate this opportunity and look forward to this important project.

M580 PLC Upgrade - Stage 1

Delco's quote, PLC0001, issued on March 4, 2021 described a staged upgrade plan for the existing Schneider Quantum PLCs and IO racks. This quote includes "Stage 1 - Install New M580 Hot Standby PLC System". The following is included:

- Supply of new PLC hardware to make a functional M580 hot standby system.
- Supply of a new 16x12x8 inch NEMA 4 control panel for one of the new M580 CPU racks. Drawings and CSA. Misc panel components (terminal blocks, etc.) as required.
- Installation instructions and updated plant network drawing.
- PLC program conversion and testing with new SCADA.
- Installation work inside of the PLC control panels including changing PLC racks, panel wiring changes, etc.
- Commissioning and site testing to ensure a fully functional system after the hardware change.
- Travel and expenses.
- Process narrative updates.

SCADA Upgrade

This quote includes hardware, software, and labour to build a completely new Ignition SCADA system to replace the existing Citect system. Delco will work closely with the City of Prince Albert to gather your requirements and build the program from the ground up with your input. The following is included:

- Supply of two new Windows SCADA PCs.
- Supply and configuration of the Ignition redundant SCADA system.
- Meetings with the City of Prince Albert to gather requirements and review screen design throughout the project.
- Programming and testing.
- Commissioning on site to ensure a fully functional system.
- Travel and expenses.



NOT Included / City of Prince Albert Responsibilities

- Installation of Ethernet cables between panels as required. Delco will provide instructions on the cabling requirements.
- Installation of the new M580 PLC panel near ACP-A.
- Installation of fiber cables between the new M580 CPU racks.
- Support for Delco staff on site as required for testing.
- Ignition support agreement - to be purchased directly by the City of Prince Albert. This will need to be in place when the Ignition licenses are purchased for the project by Delco.

Let me know if you have any questions.

Greg Smythe
 306-281-6149
 gsmythe@delcoautomation.com

ITEMS

Item	Quantity	Description	Unit Price	Total
1	1	M580 PLC Upgrade - Stage 1	\$91,105.00	\$91,105.00
2	1	SCADA Upgrade	\$258,320.00	\$258,320.00
			Total:	\$349,425.00

GST/HST: Included Exempt Extra
 PST: Included Exempt Extra
 FOB: Jobsite Warehouse Other

Delivery upon receipt of approved drawings:

This quote is good for thirty (30) days.

MASTER TERMS AND CONDITIONS - Revised January 2016

The following terms and conditions shall apply to all quotations, contracts, letters of award, statements of work, proposals, work orders, short form quotes, sub-contract agreements, purchase orders or other agreements for the provision of goods and/or services by Delco or the Vendor unless specifically stated otherwise in writing:

1. **Definitions**
 - 1.1 "Delco" shall mean and include Delco Water, Delco Automation, Delco Security or Delco Manufacturing.
 - 1.2 "Agreement" means and includes:
 - (a) the attached quotation, contract, letter of award, statement of work, work order, proposal short form quote, sub-contract agreement or agreement that identifies the products and/or services purchased by the customer (the "Master Agreement") or the attached letter of award, purchase order services contract that identifies the products and/or services purchased by Delco (the "Prime Contract"); and
 - (b) These Master Terms and Conditions.
 - 1.3 "Work" shall mean the products (including equipment and software) and services provided by Delco and/or through its subcontractors to the customer pursuant to the Master Agreement, and shall include all change orders, provided the same are agreed to in writing by the Vendor and Delco.
 - 1.4 "Prime Contract Work" shall mean the products and/or services provided by a third party (the "Vendor") to Delco pursuant to the Prime Contract.
2. **Work**
 - 2.1 Delco will perform the Work as described in the Master Agreement and in any change orders which are mutually agreed to in writing by the customer and Delco. The Work shall be performed in a professional manner, using the degree of care and skill ordinarily exercised by and consistent with the standards of the profession, practicing in the same locale, and acting under similar circumstances and conditions.
 - 2.2 The Vendor will perform the Prime Contract Work as described in the Prime Contract and in any change orders which are mutually agreed to in writing by the Vendor and Delco. The Prime Contract Work shall be performed in a professional manner, using the degree of care and skill ordinarily exercised by and consistent with the standards of the profession practicing in the same locale and acting under similar circumstances and conditions.
 - 2.3 The Vendor will perform the Prime Contract Work during its local, normal working hours unless otherwise agreed to by the parties in writing.
 - 2.4 Delco will perform the Work during its local, normal working hours unless otherwise agreed to by the parties in writing.
 - 2.5 Any customer requests for changes in the scope or the nature of the Work (including additional safety tests) must be documented in a change order executed by the parties.
3. **Project Manager**
 - 3.1 The customer shall designate a project manager who will be responsible for the day to day communication regarding the subject matter of the Agreement. The project manager shall have the authority to make decisions for the customer regarding the Work.
4. **Ownership Rights**
 - 4.1 Delco shall retain ownership of all intellectual property (including but not limited to all notes, calculations, data, estimates, manuals, computer programs and source codes) developed during the course of performing the Work. In addition, Delco shall own all improvements, enhancements and derivative works of any Delco intellectual property. Delco has not waived any of its moral rights as defined in the *Copyright Act* (Canada) and all such rights are reserved to Delco.
 - 4.2 Delco conveys no software license unless expressly provided for in the Agreement.
5. **Customer Responsibilities**
 - 5.1 The customer, without cost to Delco, shall:
 - (a) Make all provisions for Delco to enter any site where Work is to be performed;
 - (b) Permit Delco to control and/or operate all controls, systems, apparatus, equipment and machinery necessary to perform the Work;
 - (c) Furnish Delco with all available information pertinent to the Work;
 - (d) Furnish Delco with all approvals, permits and consents from government authorities and others as may be required for performance of the Work except for those Delco has expressly agreed in writing to obtain;
 - (e) Maintain the Work site in a safe condition, notify Delco promptly of any site conditions requiring special care, and provide Delco with any available documents describing the quantity, nature, location and extent of such conditions;
 - (f) Comply with all laws and provide any notices required to be given to any government authorities in connection with the Work, except such notices Delco has expressly agreed in writing to give; and
 - (g) Use reasonable efforts to protect Delco's property on the customer's site against loss, damage, or unauthorized use.
 - 5.2 The customer acknowledges that it is now and shall at all times remain in control of the Work site. Except as expressly provided, Delco shall not be responsible for the adequacy of the health, safety or security programs related to the customer's activities or operations, the customer's other contractors, the work of any other person or entity, or the customer's site conditions. Delco is not responsible for inspecting, observing, reporting or correcting health or safety conditions or deficiencies at the customer's site.
 - 5.3 The customer acknowledges that Delco makes, and has made, a substantial investment in training and developing the skills of its respective personnel. Accordingly, the customer shall not, without the prior written consent of Delco, during a period of two (2) years from the execution of the Agreement directly or indirectly: (a) encourage employees, consultants, officers, directors or independent contractors of Delco to terminate their relationship with Delco, or (b) contact or solicit Delco's personnel with the intent or purpose of attempting to hire employ or otherwise retain Delco's personnel whether as an employee, officer, director, independent contractor, or consultant.
6. **Vendor's Responsibilities**
 - 6.1 The Vendor shall:
 - (a) Abide by the terms and conditions of the Prime Contract.
7. **Delco's Warranties**
 - 7.1 Delco makes the following express warranties:
 - (a) Delco warrants that the Work shall be performed by competent, trained individuals in a professional, work-manlike manner;
 - (b) Except as provided in a work order, labour for all Work under the Agreement is warranted to be free from defects for one year after the earlier of the date the Work is substantially completed or the work is delivered;
 - (c) All products sold (excluding products manufactured by someone other than Delco) are, at the time of shipping, free from defects in materials and workmanship under normal use and service; and
 - (d) All potential warranty items, in the case of software, must be presented in a re-creatable manner before work on the source of the problem has begun.
 - 7.2 The above warranties shall not cover third party software or hardware and any improper behavior of an integrated software package. Such issues will be the sole responsibility of the software vendor.
 - 7.3 The above warranties set forth above shall be void as to, and shall not apply to, any Work:
 - (a) repaired, altered or improperly installed by any person other than Delco or its authorized representative;
 - (b) subjected to unreasonable or improper use or storage, used beyond rated conditions, operated other than per Delco's or the manufacturer's instructions, or otherwise subjected to improper maintenance, negligence or accident; and
 - (c) damaged because of any use of the Work after the customer has, or should have, knowledge of any defect in the Work.
 - 7.4 Delco's obligation under Article 7.1(c) shall be limited to the repair or replacement of the part or parts shown to have been defective at the time of shipment. The place of repair shall be determined by Delco. All goods shall be returned for repair to the place of repair pre-paid by the customer.
 - 7.5 Any claim under the limited warranty granted above must be made in writing to Delco within thirty (30) days after discovery of the claimed defect. Such express warranty only extends to the Customer and not to any subsequent owner of the Work. The customer's sole and exclusive remedy for any Work not conforming with this limited warranty is limited to, at Delco's option, repair or replacement of defective component(s) of covered Work, or re-performance of the defective portion of the Work. The warranty period of one (1) year shall not be extended by virtue of any goods having been repaired during the said period.
 - 7.6 **NO OTHER EXPRESS, IMPLIED OR STATUTORY WARRANTIES OR CONDITIONS, INCLUDING IMPLIED WARRANTIES OR CONDITIONS OF NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SYSTEM INTEGRATION AND DATA ACCURACY, WILL APPLY TO THE WORK.**
8. **Delco's Standard Services and Support**
 - 8.1 Delco personnel are generally available within two (2) hours of receiving a support call request during normal business hours, 8:00 a.m. to 5:00 p.m. central time, Monday-Friday. Should support be required beyond the close of business, the support is to resume the next business day. Because of assignments, project schedules, and vacation time, the contact and response time may vary.
 - 8.2 In order to provide system support in the event of a problem, Delco personnel may require up to four (4) hours locating, loading, and familiarizing themselves with the specific application; this time is to be invoiced on a time and material basis. If the problem is not resolved through phone support, attempts will be made to schedule Delco personnel to be on site within 5 business days. Rates are per Delco Automation's current service rates schedule.
 - 8.3 Hardware support is available to provide assistance in the resolution of hardware support and hardware warranty issues. Support efforts are to be provided on a time and material basis.
 - 8.4 In order to address system support issues remotely, Delco personnel requires that the current dial up NT RAS server be maintained and be available for connection to the plant network.
 - 8.5 All requests for enhancement to the system need to be scheduled for a design review to determine the impact to the application. Enhancement efforts are to be priced on a time and material basis. Rates are per Delco Automation's current service rates schedule.
9. **Delco's Extended Service and Support**
 - 9.1 Delco personnel are available 24 hours per day, 7 days per week, including holidays. This service guarantees that the on call resource(s) are to respond and be on-line within two (2) hours.
 - 9.2 In order to provide system support in the event of a problem, Delco personnel are to be available for immediate phone consultation during production hours. Any actual support time or expenses are to be provided on a time and materials basis. If the problem is not resolved through phone support, Delco personnel are to be scheduled to be on site within two (2) business days.
10. **Delivery**
 - 10.1 Risk of loss of Works shall pass to the customer upon delivery to the customer's site, and the customer shall be responsible for protecting and insuring the Works against theft and damage. However, until

Delco is paid in full, Delco shall retain title for security purposes only and the right to repossess the Work. All of Delco's delivery schedules are Delco's best estimate of the delivery date based upon the information available from various suppliers. Delco shall not be liable for damages or economic loss of any kind resulting from late delivery.

11. Force Majeure

11.1 In the event that either party shall be delayed, hindered in or prevented from the performance of any act required by reason of strikes, lock-outs, labour troubles, inability to procure materials, failure of power, failure of equipment, failure of software or software anomalies, restrictive laws, riots, insurrection, war or other reasons of a like nature not the fault of, or under the reasonable control of, the party delayed in performing work or doing acts required, then performance of such act(s) shall be excused for the period of the delay and the period of the performance of any such act shall be extended for a period equal to the period of such delay, provided such delayed party gives prompt written notice to the other party of the occurrence giving rise to the delay.

12. Indemnification and Limitation of Liability

12.1 The customer shall defend, indemnify and hold harmless Delco from and against all claims or liability of any type whatsoever, including but not limited to claims for direct damages, indirect damages, consequential loss, aggravated, exemplary or punitive damages, and all legal costs of any type whatsoever associated with, or arising out of:

- (a) any claims asserted by any third party against Delco relating to the delivery of the Work, which shall apply even in the case of the fault, negligence or strict liability of Delco, provided however that such indemnity shall not apply where Delco has deliberately or wilfully caused such damage or is found to be grossly negligent in the delivery of the Work;
- (b) any personal injury, including death, or property damage to the extent caused by the negligence and/or wilful misconduct of the customer or its employees or agents; and/or
- (c) breach of the Agreement by the customer or its employees or agents.

12.2 DELCO'S LIABILITY UNDER THE AGREEMENT, REGARDLESS OF THE FORM OF ACTION, SHALL NOT EXCEED:

- (A) FOR STAND-ALONE PRODUCTS OR SERVICES OFFERED, THE PRICE FOR THE PRODUCTS OR SERVICES THAT ARE THE BASIS OF THE CLAIM; OR
- (B) FOR SERVICE CONTRACTS, THE ANNUAL CONTRACT PRICE FOR THE SERVICE THAT IS THE BASIS OF THE CLAIM.

NEITHER THE CUSTOMER NOR DELCO SHALL HAVE LIABILITY TO THE OTHER PARTY OR ANY OTHER PERSON FOR ANY INDIRECT, PUNITIVE, INCIDENTAL, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES, OR FOR EXCESS COSTS INCURRED, DATA LOSS, OR LOST PROFITS OR REVENUE, ACTUAL OR ANTICIPATED, LOSS OF USE, COSTS OF CAPITAL, DOWNTIME COSTS, COST OF SUBSTITUTED PRODUCTS, FACILITIES, SERVICES OR REPLACEMENT POWER.

13. Confidentiality

13.1 Each party will treat the terms of the Agreement and the other party's written, proprietary business information, which includes but is not limited to all information disclosed concerning technical, financial or commercial information, trade secrets, technical information, designs, drawings, processes, systems, procedures, formulae, test data, know-how, improvements, price lists, financial data, suppliers, vendors, sketches and plans (engineering, architectural or otherwise) or any other compilation of information whatsoever of any description, whether such information is disclosed in writing, orally, graphically, or otherwise recorded by any means or by way of sample or specimen, as confidential unless:

- (a) the receiving party already possessed the information and can so prove;
- (b) the information is or was in the public domain; or
- (c) the receiving party received the information from another source.

13.2 In certain cases, especially for the situations concerning subcontractors, Delco may require that the customer, its subcontractor and its personnel sign a confidentiality and non-disclosure agreement.

13.3 Delco shall not wrongfully or negligently disclose, modify, copy, display, distribute, transfer, provide access to, or sell a customer's confidential information to any third party, other than to government and law enforcement officials when required by law.

13.4 The obligation of each party to keep the other party's proprietary business information confidential shall survive the cessation of any business relationship between the parties and remain in full force and effect unless otherwise agreed in writing.

14. Terms of Payment

14.1 The payment terms for the Work are net thirty (30) days unless otherwise stated in the Master Agreement. Failure to make payments according to the terms of the Master Agreement is a material breach and Delco may suspend performance of the Work.

14.2 Interest shall accrue on all amounts past due at rate equal to 2.0% per month. The customer shall reimburse Delco for all reasonable amounts (including legal fees) related to the collection of past due amounts.

14.3 Any payments owed by Delco to the Vendor under the terms of a sub-contract agreement shall be made within thirty (30) days after payment has been received by Delco from the general contractor, less the holdback retained in accordance with the applicable provincial builder's lien legislation. The customer understands and agrees that it will be paid if, and only after, Delco has been paid by the owner of the project for that portion of the work for which the customer is seeking payment. The Vendor fully understands that it bears the risk of non-payment by the general contractor.

15. Taxes

15.1 All prices exclude federal and provincial taxes, excise, customs, duties, property, health services, value added taxes or other government charges (the "Taxes") related to the Work. The customer shall pay such the amount owing for the Taxes to Delco. If the customer claims a tax exemption, it shall provide Delco with a valid exemption certificate. In the event that Delco is assessed taxes, interest and/or penalties by a taxing authority, the customer shall reimburse Delco for such taxes, interest and penalties.

16. Termination

16.1 In the event that either party breaches or fails to perform their obligations, the other party may immediately terminate the Agreement if such breach or failure is not cured within thirty (30) days after delivery of written notice to the party in default.

16.2 Either party may immediately terminate the Agreement, upon thirty (30) days written notice, if the other party becomes insolvent, files a petition of bankruptcy, makes an assignment for the benefit of its creditors, or becomes the subject of proceedings under any law relating to bankruptcy or the relief of debtors.

17. General

17.1 This Agreement will be governed by and construed in accordance with the Laws of the Province of Saskatchewan and the Laws of Canada. Subject to the submission to arbitration under Article 17.4, the parties hereby irrevocably and unconditionally attorn to the exclusive jurisdiction of the courts of the Province of Saskatchewan and all courts competent to hear appeals therefrom with respect to any matter over which a Court may have jurisdiction, in respect of, or any way connected to this Agreement.

17.2 The customer shall not assign any of the rights and obligations hereunder without prior written approval of Delco, except to a corporate affiliate, or successor of all or substantially all of the customer's business. Such approval shall not be unreasonably withheld or delayed.

17.3 Except for obligations to make payments, neither party shall be responsible for delays or failures of performance resulting from unforeseeable acts beyond the reasonable control of such party.

17.4 Save and except for claims by Delco for recovery of compensation, all disputes arising out of or relating to the Agreement, or in respect of any legal relationship associated with or derived from the Agreement, shall be arbitrated and finally resolved by a single arbitrator pursuant to *The Arbitration Act, 1992* (Saskatchewan). The place of arbitration shall be Saskatoon, in the Province of Saskatchewan. The language of the arbitration shall be English. Nothing in this Article 17.4 shall prevent Delco from bringing forth a claim in a court of the Province of Saskatchewan to recover any compensation owed pursuant to the Agreement.

17.5 Disclaimers of warranties, limitations of liability, indemnification obligations and the rights and obligations to make payments due and owing shall survive termination of this Agreement for any reason.

17.6 Delco's relationship with the customer shall be that of an independent contractor, and nothing in the Agreement shall be construed to create a partnership, joint venture, principal-agent, or employer-employee relationship.

17.7 Any term in this Agreement which is unenforceable or illegal shall be severed from the Agreement and shall not affect the enforceability of other terms of the Agreement.

17.8 No waiver by either party of any breach of the Agreement will be binding unless it is made in writing and any such waiver will extend only to the specific breach waived and not to any future breach.

With the recent outbreak of COVID-19, it is anticipated that the global supply chain will experience unprecedented fluctuation and uncertainty in terms of product pricing and delivery lead-times over the coming months. Delco will endeavor to minimize the impact on our valued customers; however, our quoted price and delivery lead-times may be subject to change based upon current market conditions that are outside of our control.



RPT 21-388

TITLE: Water Treatment Plant PLC & SCADA Upgrades

DATE: August 24, 2021

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the 2022 capital budget expenditure of \$395,000.00 to upgrade the Programmable Logic Controllers (PLC) and Supervisory Control And Data Acquisition (SCADA) system be approved in the 2022 budget deliberations.

TOPIC & PURPOSE:

To provide background information on the Programmable Logic Controllers (PLC) & Supervisory Control And Data Acquisition (SCADA) systems in the water treatment plant.

PROPOSED APPROACH AND RATIONALE:

The (PLC) & (SCADA) systems are the primary hub of the WTP facility. They are continually monitoring, controlling and transferring thousands of data points per second. If either one of these systems fail, operational staff are unable to control process equipment or receive data from monitoring equipment.

A (PLC) is a specialized programmable computer rack that sends/receives signals and data to operational equipment. There are twelve PLC cabinets inside the WTP that control equipment. Two of these cabinets are the primary PLC'S which communicate with all other PLC cabinets in the water plant and external pump houses. These primary PLC cabinets are configured for redundancy in a (Hot standby) configuration so that if one PLC fails the other PLC takes over without compromising the operations of the facilities.

All PLC racks that were installed in the 2009 to 2011 upgrades have been discontinued by the manufacturer with replacement parts no longer available. By replacing the two main PLC cabinets with the updated processors we will ensure trouble free operations of the facility and free up spare parts that we can use in maintaining less critical PLC cabinets extending their life cycle. The estimated costs to upgrade the two main PLC cabinets is \$115,000.

The (SCADA) system is a specialized software program that communicates directly with the PLC systems. The SCADA software converts the current 23,747 PLC signals to a viewable format on the computers allowing the operational staff to control/monitor the operations. Another function of the SCADA is to collect and store operational information on a Database/Historian. This information is then used to create operational records, graphs, trends, reports, perform preventative maintenance tasks to operate the facility safely and transparently.

From 2009 to 2013 Associated Engineering performed the initial set up and maintenance on the PLC and SCADA systems. With the specialized nature of the PLC and SCADA programming the City now uses Delco Automation from Saskatoon as an Integrator to perform programming and software maintenance. We have found that the original set up of the current SCADA program by Associated Engineering in 2009 was conducted in such a manner that we can no longer install software upgrades without fully re-programming the entire SCADA system. Secondly the Database/Historian part of the SCADA has been deemed obsolete and is not supported any longer requiring replacement. To keep the current system functioning requires many more hours to troubleshooting due to its configuration. Over the past 3 years the average cost per year for the SCADA maintenance has increased from \$3000.00 per year to \$14,000.00 per year. This increase in maintenance is attributed to the age of the software and the time required to update the program due to its original configuration issues.

Three years ago administration started looking into options for upgrading the SCADA software. Three separate software demonstrations were presented to administration including the currently used software called Citect. After an in depth review of the presentations a software called Ignition was determined to be the best option for the City of Prince Albert moving forward. Five main factors influenced this decision.

1. Ignition software is currently used by more than 50% of the fortune 500 companies. It is also the most widely used in the Municipal Industry.
2. This software platform can be expanded by the owner with no additional software costs in the future. All other software requires a significant cost to expand (purchase more tags).
3. The software can be easily updated within 15 minutes when required, versus hours of re-programming and troubleshooting with the current system.
4. Software support is located in North America and easier to access when required. The current Citect support is located in Australia and takes days to coordinate.
5. Ignition software can be integrated to work with the City Works Asset management software & GIS system.

The costs associated with re-programming and replacing the SCADA system are as follows:

Ignition software purchase:	\$55,000
Design, programming & testing:	<u>\$225,000</u>
SCADA Total:	\$280,000

It should be noted that there is a benefit to the City of Prince Albert to conduct both the PLC & SCADA upgrades at the same time as we are saving on mobilization cost for the Integrator, Delco Automation and there are efficiencies in the system set up and testing with both the PLC and SCADA being integral to each other.

CONSULTATIONS:

- Schneider electric is the sole source supplier of the PLC racks and were consulted for budgetary pricing.
- Delco Automation was consulted for budgetary pricing of the SCADA programming.
- Inductive Automation was consulted for purchase pricing of the Ignition software.
- Working with the purchasing Manager

FINANCIAL IMPLICATIONS:

For capital budget purposes, the following estimates for the PLC and SCADA upgrades will be included in the capital plan, to be considered at budget deliberations:

PLC Cabinet Replacement:	\$115,000
SCADA Implementation:	<u>\$280,000</u>
Total Project Cost:	\$395,000

PUBLIC NOTICE:

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

PRESENTATION:

PLC & SCADA upgrades Power Point presentation by Andy Busse.

ATTACHMENTS:

PLC & SCADA upgrades Power Point presentation

Written by: Andy Busse, Water Treatment Plant Manager

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

RPT 22-31

TITLE: Prince Albert Airport - Airfield Electrical Rehabilitation

DATE: January 17, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Prince Albert Airport Airfield Electrical Rehabilitation Tender be awarded to Signal Electric for \$2,524,349.96 including Provincial Sales Tax.
2. That the Mayor and City Clerk be authorized to execute the agreement and any other applicable documents on behalf of the City once prepared.
3. That the Prince Albert Airport Airfield Electrical Project be approved for a total cost of \$3,059,663.96 including Provincial Sales Tax

TOPIC & PURPOSE:

To award the contract for the construction of the Airfield Electrical Rehabilitation project.

BACKGROUND:

In 2020 an ACAP application was submitted for the rehabilitation of existing edge lighting, replacement of visual aids and airside guidance signs, upgrades to the existing approach lighting, and field electrical centre.

On April 9, 2021, the City was advised that 100% of the applied funding had been made available in the amount of \$3,211,884 for 2021/2022. On July 12th, 2021, City Council resolved to enter into the ACAP funding agreement with Transport Canada.

The detailed design which includes the tender specifications and drawings were completed in preparation for the issuance of the Tender. The Tender for the Airport Electrical Rehabilitation project was tendered on November 18, 2021 and closed on Thursday December 23, 2021.

PROPOSED APPROACH AND RATIONALE:

The tender for the Airfield Electrical Rehabilitation Project include a pre-qualification screening to ensure that only qualified Contractors in good standing could bid. Four contractors were prequalified and those four were required to attend a mandatory site meeting prior to submitting their bid. The Tender closed on December 23, 2021 with three Contractors submitting qualified bids. The results of the Tender including PST were;

Signal Electric	\$2,524,349.96
Highline Electric PA Ltd.	\$2,737,325.98
Black & McDonald Limited	\$2,943,943.30

The bid met the mandatory requirements for submission being the Bid Bond, Consent of Surety, Insurance, acknowledgment of the Addenda and the bid was signed and sealed. The tender came in below the approved ACAP funding allotment.

CONSULTATIONS:

Administration has been in consultations with Transport Canada and AviaNG, the Airport Aviation Engineering Consultant for the project, regarding the approved funding and preparing for the project approval.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The ACAP agreement will stipulate the communication protocols that are to be followed.

FINANCIAL IMPLICATIONS:

ACAP Funding Approval-100%	\$3,211,884.00
Project Budget ¹	\$3,059,663.96

¹ – Includes Contract Tender, Engineering Fees, Project Contingency & Provincial Sales Tax

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Fiscal Management and Accountability; More efficient lighting technology and electrical upgrades will reduce operating costs and achieve compliance with regulatory standards.

Infrastructure; Extends the useful life of the airport.

OFFICIAL COMMUNITY PLAN:

Within the Prince Albert Municipal Airport section, the policy states that the City will “Collaborate with all levels of government and industrial partners to identify opportunities for improvements to the Prince Albert Municipal Airport”

The upgrades to the airfield electrical within the proposed project will bring the lighting and electrical to a standard achieving compliance with Transport Canada.

PUBLIC NOTICE:

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

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works & City Manager

RPT 22-22

TITLE: 2021 Recreation Facility Grant Program – 2nd Intake

DATE: January 13, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following recommendations be approved under the 2nd intake of the 2021 Recreation Facility Grant Program and funded from the Community Services Building Reserve.

1. That the East End Community Club receive \$3,885.98 for the removal and installation of the North Entry Door along with Maintenance on the Ice Plant, Electrical and other Minor Maintenance in the in rink.
2. That Midtown Community Club receives \$5,000.00 for repair to the Boiler System.
3. That Hazeldell Community Club receive \$4,451.00 for upgrades to the Lighting system and changing to LED lighting on the Outdoor Rink.

TOPIC & PURPOSE:

The purpose of the report is to outline the recommendations for the 2nd intake of the 2021 Recreation Facility Grant Program at the January 24, 2022 City Council meeting.

BACKGROUND:

The Recreation Facility Grant Program offers maintenance project funding to community organizations that lease and operate City facilities. The funds are sourced through the Community Services Building Reserve and there are two (2) application intakes on an annual basis. The deadline for the 1st intake is June 30th and the 2nd intake is December 31st.

The program was originally adopted by City Council in 2003 and developed as a result of the need expressed by Community Clubs to assist them with repairs and replacement of mechanical equipment and structural components of the City facilities they operate.

In April 2018, some minor changes were made to the program and the funding source for the program moved from the Community Services Land Fund Reserve to the Community Services Building Reserve. In 2019, a further change was recommended and approved to have the Repair or Replacement of floor coverings, exterior siding, exterior stucco and painting become eligible. We are aware that our Community Clubs, which are City-owned facilities, are aging and providing support to Community Clubs through this program to do this type of work to their facility is providing an upgrade to the building aesthetically while also helping with any safety concerns that may be occurring.

The following is a summary of the assistance provided through the program over the past three (3) years:

<u>Year</u>	<u>Organization</u>	<u>Project</u>	<u>Amount</u>
2021	East End Community Club	Removal and install new main door	\$1,980.64
2021	Small World Daycare	Install of new fence	\$5,000.00
2020	East End Community Club	Repair/Service to Curling Rink Ice Plant	\$2,523.86
2020	Crescent Heights Community Club	LED lighting and cement pad	\$4,152.23
2020	East Hill Community Club	LED lighting/Dressing Room Upgrades	\$4,458.68
2020	Carlton Park Community Club	LED lighting and Zamboni Gate	\$2,756.93
2019	Carlton Park Community Club	Replacing of A/C, Exterior Doors, LED	\$10,000
2019	East End Community Club	Upgrading to LED and Water Heaters	\$10,000
2019	Midtown Community Club	Upgrading to LED and Flooring	\$10,000
2019	Crescent Acres Community Club	Upgrading to LED and Cameras	\$3,151.86
2019	West Hill Community Club	Upgrading to LED	\$3,618.78

PROPOSED APPROACH AND RATIONALE:

The following is a summary of the commentary related to the recommendations:

1. The East End Community Club is recommended to receive \$3,885.98 for the removal and installation of the North Entry Door along with maintenance on the ice plant and other minor maintenance on the rink. The North East Entry Door improves the security of the facility. The other upgrades will help with overall efficiency and savings to utility requirements.
2. The Midtown Community Club is recommended to receive \$5,000.00 for repair to the boiler system. This work will help with overall efficiency, savings to utility requirements and overall operation of the facility.
3. The Hazeldell Community Club is recommended to receive \$4,451.00 for upgrades to the Lighting system and changing to LED lighting on the Outdoor Rink. The LED lighting upgrade will improve the quality of lighting, overall efficiency and will achieve savings to the utility requirements. The lighting will cover more area on the facility, which also helps with the safety of the area.

CONSULTATIONS:

Administration reviewed each of the applications with the respective organizations to ensure accuracy with the criteria of the Recreation Facility Grant Program and to assist with the development of the applications where required.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval of the recommendations, the respective organizations will be notified and payment will be coordinated through the Financial Services Department.

POLICY IMPLICATIONS:

Recreation Facility Grant Program.

FINANCIAL IMPLICATIONS:

An annual allocation of \$15,000 is approved in the City's Budget to the Community Services Building Reserve. The Community Services Building Reserve has a beginning balance of \$22,222.00. The total funding recommended under this intake equals \$13,336.98. Therefore, sufficient funds exist within the Community Services Building Reserve to approve the recommendations.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy or other implications.

STRATEGIC PLAN:

The Recreation Facility Program supports the continuous improvement of City facilities under the Strategic Goal of Infrastructure. The report also supports the Strategic Goal of Fiscal Management and Accountability by way of addressing ongoing maintenance concerns and reducing future capital costs that rely on funding from residential property taxes.

OFFICIAL COMMUNITY PLAN:

The objectives of the Recreation Facility Program are in line with Section 15.6 of the OCP implementation strategies which speaks to facility capital planning with partners, operation and maintenance, space programming and energy efficiency impacts and reduction.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. East End Community Club Application
2. Midtown Community Club Application
3. Hazeldell Community Club Application
4. Recreation Facility Program Policy

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager

City of Prince Albert Recreation Facilities Program

RECREATION FACILITIES PROGRAM APPLICATION FORM

Applicant Information

Name of Organization: EAST END COMMUNITY CLUB Date: December 19/2021

Contact Person: DON HOWLAND

Phone Number: 306-961-9918

Address: P.O. BOX 2703

Postal Code: S6V 7M2

Email Address: cynthia.henry@shaw.ca

Project Details

Project Category:

Please provide a brief description of your project:

- replace north entry door, changing from double entry to single.
- maintenance on electrical (fan motor, dimmer switch, exhaust fan belt, LED tubes etc.)
- remove & replace shingles on south side
- ice plant maintenance
- replace toilet in meeting room

Project Start Date: October 18/21

Project End Date: November 21/21

Total Cost of Project: \$7771.95

Total Amount Requested: \$3885.00

- *Please attach supporting invoices and proof that invoice have been paid*
- *Invoices must provide detail on the products and services that were provided*

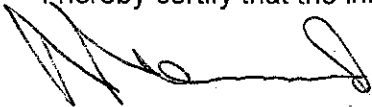
Have you received funding previously for this grant: YES

NO

If yes, please indicate amount and year: \$1980 in 2021 1st intake

Information Certification

I hereby certify that the information contained in this application is accurate and complete.



Authorized Signature

DON HOWLAND
Print Name

December 18, 2021
Date

JTC Enterprises Ltd.



Electrical Contractor
306-980-7065

JTC Enterprises Ltd

GST # 7891842980001

RR. 4

Prince Albert

S6V-5R2

306-980-7065

Jessecollins800@hotmail.com

INVOICE

INV602

DATE

Nov. 21, 2021

DUE

On Receipt

BALANCE DUE

CAD \$1,201.02

BILL TO

East End Rink

306-961-9918

DESCRIPTION	RATE	QTY	AMOUNT
replace motor for fan	\$350.00	1	\$350.00
install new dimmer switch	\$46.00	1	\$46.00
cut custom metal to reaire door latch for bryann constrution	\$65.00	1	\$65.00
replace tubes to led in ice plant room	\$18.00	6	\$108.00
new belt for exhaust fan	\$38.00	1	\$38.00
labour 1 man 5 hrs replace fan motor replace dimmer change tubes to led	\$95.00	5	\$475.00

SUBTOTAL \$1,082.00

TAX (11%) \$119.02

TOTAL \$1,201.02

BALANCE DUE CAD \$1,201.02

PAID ONLINE

DATE: Nov 23/21

211,70 5/2

POSTED

Arctic Refrigeration Inc

Box 305
Meath Park, Sask, S0J 1T0
1 306 221 1192

INVOICE

Invoice Number: 212065

Invoice Date: Nov 1/21

Billing Address:		Shipping Address	
Company	East End Curling Club	Company	
PO Box		PO Box	
Address	1049 - 3 rd St East	Address	
City/state/Zip	Prince Albert, Sask, S6V 0J4	City/State/Zip	

PO#

Order Information: Start up ice plant for the season.

Qty	Product Description	Amount Each	Amount
1.5hrs	Oct 25/2021 Labor	\$85.00	\$127.50
1	Fuel Surcharge GST#817177140RT0001		\$35.00
		Misc.	\$4.47
		Trip charge	
		Subtotal:	\$166.97
		PST	\$10.02
		GST	\$8.35
		Grand Total:	\$185.34

POSTED

EAST END COMMUNITY CLUB

CHEQUE NO. 003157

ARCTIC REFRIGERATION INC

23/11/2021

3157

212065 185.34

POSTED

Total 185.34



306-764-3463
Fax: 306-763-0553

INVOICE
2111-626464

PAGE 1 OF 1

SOLD TO EAST END COMMUNITY CLUB (CHG) BOX 2703 PRINCE ALBERT SK S6V 7M2	JOB ADDRESS EAST END COMMUNITY CLUB (CHG) BOX 2703 PRINCE ALBERT SK S6V 7M2 306 922-5656
---	---

ACCOUNT 18005	JOB 0
SOLD ON 11/17/2021 9:12:17 AM	
CUST PICKUP	
BRANCH 1000	
CUSTOMER PO#	
STATION E7	
CASHIER BLAIR	
SALESPERSON 3	
ORDER ENTRY 6	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	73446	DAP BATH GRD WHT SIL 300ML		Y	6.3600	EA	6.36
2	EA	0620500	VALVE-TOILET TANK 400AC		Y	17.4900	EA	34.98
2	EA	9945213	TOILET SEAT WHITE ELONG 19IN		Y	34.1905	EA	68.38
75	EA	FWZ14VP	FENDER WASHERS 1/4 X 1-1/4 (75)		Y	0.2800	EA	21.00
Order: 2111-626378 DAP BATH GRD WHT SIL 300ML VALVE-TOILET TANK 400AC TOILET SEAT WHITE ELONG 19IN FENDER WASHERS 1/4 X 1-1/4 (75)								
							SubTotal	130.72
							Sales Tax	14.38
							Deposit	
							Please Pay This Amount	145.10

Payment Method(s) Buyer: DON

GST/HST #10554 6840

Charge to Acct 145.10

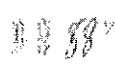
PAID ONLINE
DATE: Nov 22 / 21

Signature DON

Pilodeau Roofing
 68 Coombe Dr
 Prince Albert, SK
 S6X0A8

Nov 8th 2021

East End Community Club
 300 12 Ave E Prince Albert

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1		Remove & Replace		
2		Shingles on south		
3		Side		
4				
5				
6				
7				
8				
9				
10				
11				
			UNIT PRICE	1,135.00
			TOTAL TAX	40.00
			TOTAL	\$1,175.00
			SIGNATURE	

PAID ONLINE
 DATE: Nov 12/21

+ 8/50 JC

POSTED

**City of Prince Albert
Recreation Facilities Program**

RECREATION FACILITIES PROGRAM APPLICATION FORM

Applicant Information

Name of Organization: PRINCE ALBERT MIDTOWN
COMMUNITY CLUB

Date: Dec 10, 2021

Contact Person: ANGELA HOEGI / GREG BELL

Phone Number: (306) 980-8986

Address: 540 9TH ST EAST PRINCE ALBERT S6V 0Y3
BOX 455 PRINCE ALBERT S6V 5R8

Postal Code: S6V 0Y3

Email Address:
angiehoegi@gmail.com

Project Details Replacement of parts & repair to Boiler system

Project Category: Heating

Please provide a brief description of your project: Repair of & replacement of mechanical parts of boiler, Gauges + thermostats, etc. Please see invoice.

Project Start Date: Oct 2021

Project End Date: Oct 28, 2021

Total Cost of Project: \$13,467.22

Total Amount Requested: \$6,733.61

- Please attach supporting invoices and proof that invoice have been paid
- Invoices must provide detail on the products and services that were provided

Have you received funding previously for this grant? YES NO

If yes, please indicate amount and year: Year was 2016 - \$7934.

Information Certification

I hereby certify that the information contained in this application is accurate and complete.

Angela Hoegi
Authorized Signature

ANGELA HOEGI
Print Name

Dec 15, 2021
Date

Midtown Community Club

Labour Dates

Rick	Nathan
Sept 9 - 5 Hrs	1 Hr
Sept 27 - 4 Hrs	4 Hrs
Sept 28 - 6 Hrs	2.5 Hrs
Sept 29 - 8 Hrs	8 Hrs
Sept 30 - 7.5 Hrs	7.5 Hrs
Oct 1 - 5 Hrs	4.5 Hrs
Oct 7 - 1 Hr	1 Hr
Oct 8 - 1 Hr	2 Hrs
Oct 15 - 1 Hr	2 Hrs
Oct 26 - 1.5 Hr	1.5 Hrs
<hr/>	<hr/>
39 Hrs	34 Hrs

73 Hrs Total Labour

Midtown Community Club Materials list

Page ①

1- SXHT-40 Expansion Tank	330.26
Misc Fittings for Tank Black Iron	25.02
1- 1" x 12" Blk Iron Nipple	14.95
1- 4" 0-30 PSI Gauge	26.27
6- 3/4" NPT Ball Valves 6 @ 14.67	88.02
4- 3/4" Blk Unions 4 @ 11.22	44.88
1- 3/4" Sediment Faucet	12.79
5- 3/4" Blk Tees 5 @ 2.95	14.75
1- 4" 0-60 PSI Gauge	26.27
2- 1/4" Ball Valves 2 @ 7.46	14.92
Misc. 1/4" Blk Nipples & Pipe Hangers	18.50
21' - 3/4" Blk Sched. 40 Pipe 2 @	87.90
Misc. - Fittings & Tubing for AutoVent	38.10
1- 1/4" Gauge Snubber	17.85
1- Duplex Receptacle	2.48
1- Duplex Receptacle Cover	3.12
6- 3/4" Blk 90° Elbows 6 @ 3.78	22.68
Misc. Copper, Valve, Fittings	35.00
2- Concrete Blocks 2 @ 5.70	11.40
1- THW8 Thermometer 1/2"	24.85
1- SFP-10 Sidestream Filter kit	418.00
1- 19 Gal Digital System Feeder	735.10
5- 25 micron Filters 5 @ 8.36	41.80
1- TC 003 3/4" AutoVent & Valve	296.40
6- 20k Pails Pure Prop Glycol 6 @	141.68
1- 2 1/2 x 3/4" Vic Mich Tee	59.66
1- Case (Qty) 12 16 x 25 x 2" Filters	129.54
1- Case (Qty) 12 20 x 25 x 2" Filters	138.35
	<hr/>
	4120.54

Midtown Community Club Materials List

Page 2

1-H946h 1HP Pump Motor	687.64	} East Pump
1-3JEM Coupling Insert	9.82	
3-B6.25 Overload Heaters 3@ 37.24	111.72	
1-6203 h/h B Bearings	10.88	} AHU #2
1-6205 h/h B Bearings	17.69	
1-1VP56x 7/8" Pulley	53.26	
1-A68 Belt	28.73	
6-Freight on Material	<u>157.35</u>	
	1,077.09	

Page 1 4,120.54
 Page 2 1,077.09
 5,197.63

000456

DATE Nov 8/2021
TO P. F. Heating & Cooling Inc

RE: # 247

GST \$		GST #	
BALANCE FORWARD			
THIS CHEQUE		13467	22
DEPOSIT			
OTHER			
BALANCE			

PA
the
BN
801
PRI
RE


ISN: 4215747157
Cheque #456

13,467.22

MIDTOWN COMMUNITY CLUB
PO BOX 456 STN MAIN
PRINCE ALBERT SK S4V 8R6

000456


DATE 2021-11-08

PAY to the order of P & F Heating + Cooling Inc \$ 13,467.22
Thirteen Thousand Four hundred Sixty Seven 22 DOLLARS 

BMO  Bank of Montreal
801 - 15TH STREET S. UNIT 600
PRINCE ALBERT, SK S4V 8C7

MIDTOWN COMMUNITY CLUB

re Inv #247 major repair + update
to boiler system


re Doug LaHango



City of Prince Albert Recreation Facilities Program

RECREATION FACILITIES PROGRAM APPLICATION FORM

Applicant Information

Name of Organization: Hazeldell Community Club

Date: December 22, 2021

Contact Person: Carolyn Carleton

Phone Number: 306-960-2901

Address: 309 3rd Ave. NW, Prince Albert

Postal Code: S6V 2Y1

Email Address: hazeldellcommunity@sasktel.net

Project Details

Project Category: lighting

Please provide a brief description of your project: new LED lighting for rink and security

Project Start Date: September 2021

Project End Date: October 2021

Total Cost of Project: \$8,902

Total Amount Requested: \$4,451

- *Please attach supporting invoices and proof that invoice have been paid*
- *Invoices must provide detail on the products and services that were provided*

Have you received funding previously for this grant: YES

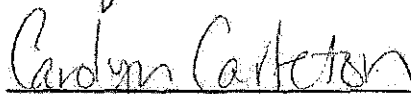
NO X

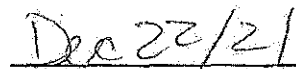
If yes, please indicate amount and year:

Information Certification

I hereby certify that the information contained in this application is accurate and complete.


Authorized Signature


Print Name


Date

Saunders Electric Ltd.

237 16th Street West
 Prince Albert, Saskatchewan S6V 3V4
 306-763-6642 FAX 306-922-1360
 Email: saunderselectric@sasktel.net

INVOICE

Invoice No.: 21782
 Date: 10/29/2021
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:

HAZELDELL COMMUNITY CLUB
 CAROLINE
 309 - 3RD AVE NW
 PRINCE ALBERT, SASKATCHEWAN S6V 2Y1

Ship to:

RE: NEW RINK AND PLAYGROUND
 LIGHTING
 AS PER QUOTED PRICE

Business No.: 104730130

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
APQ	Each	1	QUOTED PRICE	GP	8,019.82	8,019.82
			Subtotal:			8,019.82
			GP - GST5.00%, PST 6.00%			400.99
			G			481.19
			P			
Shipped By: Tracking Number:					Total Amount	8,902.00
Comment: TERMS: Net 30 Days 2% on overdue accounts.					Amount Paid	8,902.00
Sold By:					Amount Owing	0.00



SAUNDERS ELECTRIC LTD.



ELECTRICAL CONTRACTING

237 - 16th Street West • Prince Albert, Saskatchewan S6V 3V4 • Office: 306-763-6642 • Fax: 306-922-1360
Email: saunderselectric@sasktel.net

SEPTEMBER 10, 2021.

HAZELDELL HALL
309 – 3RD AVE N.W.
PRINCE ALBERT,
SASKATCHEWAN.
306-960-2901

ATTENTION: CAROLINE

RE: RINK RELIGHTING

Below we have priced the required work to relight the Rink.

We will mount 4 Lights in the 4 corners of the Rink, these will connect to a new Time Clock.

We will mount 1 Light on an existing Pole Lighting the Playground and 1 Light on One of the New Rink Light Poles lighting the building and path. These will be on a Photocell so the 2 lights will be on Dusk to Dawn.

We will reuse some of the old overhead wiring and remove the rest, although we will not remove the poles.

This includes work in the Building to redo the feeds to allow Time Clock control of the Rink.

The Cost for this will be \$8,019.82 plus taxes.

Eight Thousand, Nineteen Dollars.

GST and PST are additional to the Price.

This Price includes: Material, Labour, and Electrical Permit Fee.

Any questions, please let me know.

Don Saunders


PER/Saunders Electric Ltd.

Electrical Construction & Maintenance • Residential, Commercial & Industrial

Fire Alarms and Emergency Lighting

Electric Motor Sales

Computer Cabling and Conduit Systems



Statement of Policy and Procedure			
Department:	Community Services	Policy No.	92
Section:	Community Services	Issued:	December 1, 2003
Subject:	Recreation Facility Program Policy	Effective:	April 16, 2018
Council Resolution # and Date:	Council Resolution No. 0197 of April 16, 2018		
		Replaces:	Res. No. 0980
Issued by:	Derek Blais, Recreation Manager	Dated:	December 1, 2003
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01** All organizations that lease and operate city-owned recreation facilities are permitted to apply for funding assistance for facility improvements under the Recreation Facilities Program.

2 PURPOSE

- 2.01** To financially assist with the repairs and replacement of mechanical systems and structural components of city-owned recreation facilities.
- 2.02** To ensure proper maintenance is completed in city-owned recreation facilities so that they remain safe and accessible for all users.

3 SCOPE

- 3.01** This statement of policy applies to all organizations that lease and operate city-owned recreation facilities.

4 RESPONSIBILITY

4.01 Community Services Department

- a) Coordinate the distribution and collection of the Recreation Facility Program application forms.
- b) Promote the application period to all applicable organizations.

- c) Review all applications to ensure submissions meet the guidelines and conditions of the program.
- d) Submit bi-annual reports to City Council outlining the applications received for each intake period.
- e) Monitor the balance of the Community Services Building Reserve to ensure adequate funding is available for projects that are brought forward for approval.
- f) Communicate to grant applicants regarding the status of their application following the decisions made by City Council.

4.01 City Council

- a) Final approval of the Recreation Facility Program applications.

5 DEFINITIONS

5.01 In this Policy:

- a) **COMMUNITY SERVICES DEPARTMENT** – designated staff members in the City of Prince Albert Community Services Department.
- b) **RECREATION FACILITIES** – Facilities that allow freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.
- c) **COMMUNITY SERVICES BUILDING RESERVE** – a reserve fund established by the City of Prince Albert which is funded through an annual budget allocation approved by City Council.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Not applicable.

7 PROCEDURE

7.01 CRITERIA

- a) Applications for projects under the program must be submitted on the

Recreation Facilities Program Application Form distributed by the Community Services Department.

- b) There are two (2) annual application intakes for the program. The annual deadline for the first intake is June 30 and the annual deadline for the second intake is December 31.
- c) All applications are subject to approval by City Council.
- d) Funding is only be available if the total cost of the eligible grants does not exceed the funds available in the Community Services Building Reserve.
- e) Should the total amount of the applications received exceed the funding available, priority is given to organizations that did not receive funds previously from this program or have not received funding in the previous three (3) years.
- f) Projects must occur in the calendar year of the application and must be accompanied by supporting documentation that includes detailed project invoices and proof of payment.
- g) The City will fund a maximum of 50% of each qualifying project.
- h) The total minimum cost for any one (1) project to qualify is \$5,000.00.
- i) The maximum funding provided to any organization in a calendar year shall not exceed \$10,000.00.

7.02 ELIGIBLE PROJECTS

- a) Repair or replacement of mechanical and electrical systems including heating, ventilation, lighting and air conditioning.
- b) Roofing repairs or replacements.
- c) Repair or replacement of structural components of the building including foundations, windows and doors.
- d) Replacement of arena board structures, puck-board and glass.

7.02 INELIGIBLE PROJECTS

- a) Repair or replacement of floor coverings, exterior siding, exterior stucco, and painting.

- b) Repair of arena board structures, puck-board and glass.
- c) Facility expansions and leasehold improvements.
- d) Maintenance costs directly related to intentional damage caused by users of the facilities or by neglect on behalf of the organization.
- e) All other capital improvements.



RPT 22-5

TITLE: 2023 Community Grant Program Application to Saskatchewan Lotteries

DATE: January 5, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Mayor and City Clerk be authorized to execute the 2023 Community Grant Program Application Form and any other required documentation on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

The purpose of the report is to request approval from City Council to apply for the 2023 Saskatchewan Lotteries Community Grant Program funding for the City of Prince Albert.

BACKGROUND:

The City of Prince Albert submits an annual application to the Saskatchewan Lotteries Trust Fund for the funding of the Community Grant Program for Sports, Culture and Recreation.

Once the funding from Saskatchewan Lotteries is confirmed, the Community Service Department administers an application process for local non-profit groups and organizations to receive funding for programs and community initiatives that enhance sport, recreation and culture in our City.

Grant amounts are determined based on community population and in 2023, the City of Prince Albert is eligible to receive \$142,985.00. The amount provided is based on the following calculation:

$$\text{Population (35,926)} \times \text{Per Capita Amount (\$3.98)} = \$142,985$$

Traditionally, the Community Grant Program has excellent uptake and funds an average of 20 to 30 community initiatives each year.

PROPOSED APPROACH AND RATIONALE:

The deadline for the 2023 Community Grant Program application form is February 28, 2022. The application requires approval from the Bonded Authorized Officer of the Community therefore administration is requesting permission from City Council for the Mayor and City Clerk to sign off on behalf of the City.

The Community Grant Program Policy is attached to the report as a reference regarding the City's Policy and Procedure for the annual administration of the Program.

CONSULTATIONS:

Administration has on-going communication with representatives of the Saskatchewan Lotteries Trust Fund and local community groups regarding the Community Grant Program.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the application is approved by the Saskatchewan Lotteries Trust Fund, communication will be provided to eligible community groups about the 2023 Community Grant Program application process and guidelines.

POLICY IMPLICATIONS:

Community Grant Program Policy

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options for consideration, no financial or privacy implications.

STRATEGIC PLAN:

Active & Caring Community: The Community Grant Program supports the City's Strategic Plan by leading the process of securing the funds for the City of Prince Albert in support of many local organizations that contribute to enhancing the quality of life in our community.

OFFICIAL COMMUNITY PLAN:

The objectives of the Community Grant Program are aligned with the Official Community Plan's Implementation Strategy for a healthy social environment to ensure that social aspects of individual and neighborhood health and wellbeing contribute toward the health and safety of the City.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Community Grant Policy
2. 2023 Community Grant Program Application

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager



Statement of Policy and Procedure			
Department:	Community Services	Policy No.	56.2
Section:	Community Services	Issued:	April 15, 2013
Subject:	Community Grant Program Policy	Effective:	December 11, 2017
Council Resolution # and Date:	Council Resolution No. 0651 dated December 11, 2017		
		Replaces:	Policy No. 56.1
Issued by:	Derek Blais, Recreation Manager	Dated:	November 9, 2015
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

1.01 To establish a consistent administrative process for the application and adjudication of the Community Grant Program.

2 PURPOSE

2.01 To provide direction on the application eligibility and guidelines for the Saskatchewan Lotteries Community Grant Program.

2.02 To assist with the development and delivery of sport, culture and recreation programs by providing grant funding to eligible non-profit organizations within the City of Prince Albert.

2.03 To provide access to sport, culture and recreation programs and activities for all Prince Albert residents regardless of age, sex, ethnicity, economic status, physical or mental ability.

3 SCOPE

3.01 This Statement of Policy applies to all Community Grant Program applications received from local community organizations in which funding is provided by the Saskatchewan Lotteries Trust Fund and administered by the Community Services Department.

4 RESPONSIBILITY

4.01 Community Services Department

- a) Submit an annual application for Community Grant Program funds from the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.
- b) Coordinate the distribution and collection of the Community Grant Program application forms.
- c) Promote the application period to all community organizations.
- d) Review all applications to ensure submissions meet the guidelines and conditions of the program.
- e) Review all grant applications and make fair and equitable recommendations for the distribution of funds for the Community Grant Program to the Community Services Advisory Committee.
- f) Communicate to grant applicants regarding the status of their application following the adjudication process and final City Council approval.
- g) Prepare and assist with the execution of a Funding Agreement with all approved grant recipients.
- h) Prepare all necessary reporting documents for the Saskatchewan Lotteries Trust Fund Grant Coordinator.
- i) Make amendments to the list of approved projects if surplus funds become available due to under expenditures in the approved projects.

4.02 Community Services Advisory Committee

- a) Review the recommended distribution of funds submitted by the Community Services Department.
- b) Provide feedback on the recommendations from the Community Services Department and forward a final recommendation to City Council for endorsement.

4.03 City Council

- a) Final approval of the annual Community Grant Program applications.

5 DEFINITIONS

5.01 In this Policy:

- a) **COMMUNITY GRANT PROGRAM** - is a grant program that is administered by the City of Prince Albert on behalf of the Saskatchewan Lotteries Trust fund for Sport, Culture and Recreation and provides funding to local non-profit organizations for projects that meet the grant criteria.
- b) **COMMUNITY SERVICES DEPARTMENT** – designated staff members in the City of Prince Albert Community Services Department.
- c) **RECREATION** – is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Not applicable.

7 PROCEDURE

7.01 APPLICATIONS

- a) Application forms are available on the City of Prince Albert website and must be received by the Community Services Department by the end of the business day on the third Friday in January to be eligible for funding in that calendar year.
- b) Organizations will be authorized to proceed once confirmation of funds has been received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
- c) Approved grant funds will be released upon receipt of the completed follow up and copies of supporting documentation for eligible expenditures.
- d) Follow-up documentation shall include a list of actual expenditures for each project verified with receipts or an audited financial statement prepared by a registered Certified Accountant.
- e) All receipts must be dated within the appropriate grant spending period.

7.02 PROGRAM GOALS

- a) Applications for funding through the Community Grant Program should consider the goals of the Community Services Master Plan, Prince Albert Municipal Cultural Action Plan and the 2015 Framework for Recreation in Canada. These goals may include:
- i. contributing to individual and community well-being through program and activity delivery;
 - ii. addressing social issues through the provision of sport, culture and recreation activities;
 - iii. addressing programming gaps within the community;
 - iv. identifying how the activity could become self-sustaining in the future;
 - v. honouring the past and providing a balance in this narrative of both the positives and challenges that have occurred when sharing our story;
 - vi. utilizing park spaces as focal points of the community to provide centralized programs and activities;
 - vii. ensuring that all nations, communities, newcomers, and individuals are welcomed and celebrated in the community;
 - viii. ensuring a culturally vibrant community by supporting existing volunteers and promoting new partnerships;
 - ix. strengthening the artistic and cultural community and the significant role it plays in enhancing our community's cultural make-up;
 - x. encouraging local food production and availability of ethnic food;
 - xi. fostering active living through physical recreation;
 - xii. increasing inclusion and access to recreation for populations that face constraints to participation;
 - xiii. helping people connect to recreation through nature;

- xiv. ensuring the provision of supportive physical and social environments that encourage participation in recreation and help to build strong caring communities; and
 - xv. ensuring the continued growth and sustainability of the recreation field.
- b) Projects will also be looked upon favourably if there is evidence of fostering and incorporating leadership development through program structures that allow young people:
- i. participation in formal leadership training opportunities;
 - ii. involvement in the planning and implementation of the activities;
 - iii. providing mentoring or volunteer opportunities in sport, culture, and recreation activities or special events;
 - iv. promoting or developing role models;
 - v. facilitating opportunities for meaningful civic engagement; and
 - vi. other leadership initiatives or activities.

7.03 PROGRAM ELIGIBILITY

- a) All of the following eligibility requirements must be met:
- i. only non-profit organizations are eligible to receive funding;
 - ii. expenditures must be directly related to the operation of sport, culture, or recreation programs, activities and events within the City of Prince Albert and the majority of the participants must reside within City limits;
 - iii. a minimum of 30% of the grant funding provided through the grant funding must be used for programs aimed at increasing participation for under-represented populations. Examples include indigenous peoples, seniors, women, youth at risk, economically disadvantaged, newcomers, persons with a disability, and single parent families;
 - iv. operation costs of facilities that are directly related to a program are eligible for 25% of the total grant for each program up to a maximum of \$500 per program;

- v. follow-ups verifying project expenditures must be submitted in a follow-up report prior to receiving funding;
- vi. projects are to be operated on a non-profit basis;
- vii. organizations receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities;
- viii. an organization may be limited to only one grant during each fiscal year and the maximum amount of funding that can be applied for is \$12,000;
- ix. organizations are responsible to ensure appropriate liability and participant's insurance are in place for programs funded by the Community Grant program; and
- x. religious organizations may be eligible, providing there is a clear distinction between the religious/educational and recreation programs.

7.04 INELIGIBLE PROJECTS

- a) The program is designed to provide funding for sport, culture, and recreation programs therefore the following expenditures are ineligible for grant funding:
 - i. construction, renovation, retrofits, and repairs to buildings/facilities (This includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
 - ii. maintenance and operation costs of facilities that are not directly related to a program supported by this grant;
 - iii. property taxes & insurance;
 - iv. alcoholic beverages;
 - v. food or food related costs (This includes catering supplies, coffee pots, coffee, BBQ's, etc.);
 - vi. membership fees in other lottery funded organizations;
 - vii. prizes: cash, gifts, awards, honourariums, trophies, plaques, and badges;
 - viii. out of province activities and travel;

- ix. donations;
- x. subsidization of wages for full time employees; eligible employment expenditures are less than 35 hours per week for no more than 90 days (or 455 hours) in a grant period;
- xi. uniforms or personal items such as sweatbands and hats; and
- xii. retroactive funding will not be permitted.

7.05 APPLICATION PREFERENCES

- a) Favourable consideration is given to the following projects:
 - i. organizations that include a financial contribution towards the project from their own operating budget;
 - ii. requests for new or innovative programs that do not duplicate existing services and programs that develop, expand, and improve opportunities in recreation, culture, and sport; and
 - iii. programs that address social issues or address programming gaps within the community through the provision of sport, culture and recreation activities.



SASK LOTTERIES

COMMUNITY GRANT PROGRAM 2023 APPLICATION FORM

PLEASE MAKE ANY CHANGES TO THE CONTACT INFORMATION AND INCLUDE AN EMAIL ADDRESS.

Name of Community		
Prince Albert, City of		
Contact Name		
Curtis Olsen		
Address		
1211 - 1st Avenue West		
Town/City		Postal Code
Prince Albert		S6V 4Y8
Home Phone #	Work Phone #	Fax #
	(306) 953-4812	(306) 953-4821
Email Address * REQUIRED		
colsen@citypa.com		

THIS SECTION FOR OFFICE USE ONLY	
Grant #	
CG:23:	
C# / R#	
C127 / R17	

A) Eligible Amount			
Community per capita rate.	Population	Per Capita Amount	
	35926	x \$3.98	= \$ 142,985

B) Allocation Amount			
<i>Complete this section only if you are receiving an allocation from a Band, Town, Village or R.M.</i>			
Signature of Mayor/Reeve/Chief (or attach a letter from allocating community)	RM#/Community Name	Population	Per Capita Amount
			x =
			x =
			x =
			x =
TOTAL			= \$

C) Total Grant Applied For 2023		(minimum \$250)
A) Eligible Amount + B) Allocation Amount Total	= \$	

Signature and Title of Bonded Authorized Officer of the Community

I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that the application is a correct and true statement.



RPT 22-4

TITLE: Bylaw 3 of 2022 - Amendment to Bylaw 22 of 2021

DATE: January 6, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That bylaw 3 of 2022, a Bylaw of The City of Prince Albert to amend Bylaw 22 of 2021, the City's Water and Sewer Utility Rates and Fees Bylaw, for Temporary Turn-on and Turn-off and Re-connections for the months of December 1 to May 31 inclusive be changed back to \$150, be introduced and given three (3) readings.

TOPIC & PURPOSE:

To obtain City Council approval to amend Bylaw 22 of 2021, the City's Water and Sewer Rates and Fees Bylaw, as per the attached, to change the rate for Temporary Turn-on and Turn-off and Reconnection fees back to \$150.

BACKGROUND:

Bylaw 22 of 2021 received its third reading at the Special Council Meeting dates December 15, 2021. The proposed Bylaw is to correct the winter rate in section 22 back to the original rate of \$150. The City has had winter and summer rates for this service since 2002.

PROPOSED APPROACH AND RATIONALE:

This report is forwarding a revised Bylaw 3 of 2022 with the following change:

22. Rate for temporary turn-on and turn-off and re-connection fees

From June 1 to November 30, inclusive	\$50.00
From December 1 to May 31, inclusive	\$150.00

This is reflective of previous bylaws for the service provided. The work required to turn a curb box in the winter involves more staff time and occasionally equipment such a jack hammer, steamer and occasionally bobcat to remove snow.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once City Council approved the proposed Bylaw, Administration will update the City's Website with the new Bylaw.

POLICY IMPLICATIONS:

This Bylaw is amending Bylaw 22 of 2021, the City's Water and Sewer Utility Rates and Fees Bylaw

FINANCIAL IMPLICATIONS:

The 2022 Utility Fund Budget has been approved and leaving the rate as is could result in a financial shortfall of \$25,000.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

This supports the long-term strategy of ensure that all facets of City operations and projects are sustainable, operating with efficiency, mitigating risk and utilizing transparent and realistic costing.

PUBLIC NOTICE:

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

PRESENTATION: None**ATTACHMENTS:**

1. Bylaw 22 of 2021 - Water and Sewer Utility Rates and Fees
2. Bylaw 3 of 2022 – Water and Sewer Utility Rates and Fees

Written by: Natara Kulcher, Service Delivery Coordinator

Approved by: Director of Financial Services & City Manager

CITY OF PRINCE ALBERT BYLAW NO. 22 OF 2021

A Bylaw of The City of Prince Albert to govern the water and sewer utility rates and fees charged to consumers connected to the City's waterworks and sanitary sewer system.

AND WHEREAS Council may establish the water and sewer utility rates and fees to be paid by consumers connected to the City's watermain and sanitary sewer system;

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

SHORT TITLE

1. This Bylaw may be cited as the "Water and Sewer Utility Rates and Fees Bylaw."

UTILITY RATES

2. **Water Consumption Rate** – Consumers within the City of Prince Albert Corporate Limits

Water Consumption In-City User	Rate per Cubic Meter
Year 2021	\$1.32
Year 2022	\$1.37
Year 2023	\$1.41
Year 2024	\$1.45

3. **Water Consumption Rate – Prince Albert Rural Water**

Water Consumption Prince Albert Rural Water User	Rate per Cubic Meter
Year 2021	\$1.50
Year 2022	\$1.54
Year 2023	\$1.59
Year 2024	\$1.67

4. **Water Consumption Rate – Consumers outside the City of Prince Albert Corporate Limits**

Water Consumption OUTSIDE USER	Rate per cubic meter (In-City Rate x 175%)
Year 2021	\$2.31
Year 2022	\$2.40
Year 2023	\$2.47
Year 2024	\$2.54

Consumers outside the City of Prince Albert Corporate Limits include:

- Trailer Courts (Driftwood and Eastview)
- Saskatchewan Penitentiary
- Western First Nations (Super 8 Motel)
- Heartland Livestock Services
- Twilite Motel Inc.

5. **NO MINIMUM USAGE charge per billing period.**

6. **Sewer Consumption Charge – Consumers within the City of Prince Albert Corporate Limits**

For standard sewage, where water services pursuant to the Water Services Bylaw are provided to the applicant, the applicant shall be required to pay a sewer consumption charge in the amount calculated on the basis of water supplied to the applicant at a metered rate per **Cubic Meter**, per billing period, exclusive of monthly service charges.

There shall be no minimum usage charge per billing period. The per Cubic Meter is applicable to Consumers within the City of Prince Albert Corporate Limits that are connected to the City’s sanitary sewer system as follows for each year:

Sewer Consumption In-City User	Rate per Cubic Meter
Year 2021	\$1.18
Year 2022	\$1.21
Year 2023	\$1.25
Year 2024	\$1.29

Sewer Consumption Charge – Consumers outside the City of Prince Albert Corporate Limits

Sewer Consumption OUTSIDE USER	Rate per cubic meter (<i>In-City Rate x 175%</i>)
Year 2021	\$2.07
Year 2022	\$2.12
Year 2023	\$2.19
Year 2024	\$2.26

Consumers outside the City of Prince Albert Corporate Limits include:

- Trailer Courts (Driftwood and Eastview)
- Saskatchewan Penitentiary
- Western First Nations (Super 8 Motel)
- Twilite Motel Inc.

7. Monthly WATER Service Fixed Charge for Meters

Except for those users described under provision no. 10, 11, and 13 of this Bylaw, all users are subject to a water fixed monthly service charge based on meter size as follows:

Monthly Water Fixed Charge	Year 2021	Year 2022	Year 2023	Year 2024
5/8 inches	\$26.50	\$27.25	\$28.10	\$28.90
3/4 inches	\$26.50	\$27.25	\$28.10	\$28.90
1 inch	\$37.10	\$38.15	\$39.34	\$40.46
1.5 inches	\$47.70	\$49.05	\$50.58	\$52.02
2 inches	\$76.85	\$79.03	\$81.49	\$83.81
3 inches	\$291.50	\$299.75	\$309.10	\$317.90
4 inches	\$371.00	\$381.50	\$393.40	\$404.60

8. Monthly SEWER (Infrastructure) Service Fixed Charge for Meters

Except for those users described under provision no. 10, 12 and 13 of this Bylaw, all users are subject to a sewer fixed monthly service charge based on meter size as follows:

Monthly Sewer Fixed Charge	Year 2021	Year 2022	Year 2023	Year 2024
5/8 inches	\$24.75	\$25.30	\$26.10	\$26.90
3/4 inches	\$24.75	\$25.30	\$26.10	\$26.90
1 inch	\$34.65	\$35.42	\$36.54	\$37.66
1.5 inches	\$44.55	\$45.54	\$46.98	\$48.42
2 inches	\$71.78	\$73.37	\$75.69	\$78.01
3 inches	\$272.25	\$278.30	\$287.10	\$295.90
4 inches	\$346.50	\$354.20	\$365.40	\$376.60

9. **Rate for Water from Water Crane**

Water Crane User	Rate per Cubic Meter
Year 2021	\$4.40
Year 2022	\$4.84
Year 2023	\$4.84
Year 2024	\$4.84

10. **Provincial Correctional Facilities and Federal Institutions (Penitentiaries)**

Notwithstanding the provisions no. 7, 8, 11, 12 and 13 of this Bylaw, the following identified users "Provincial Correctional Facilities and Federal Institutions (Penitentiaries)" shall pay the water and sewer monthly service charges as calculated below.

Information regarding the number of customers for the identified Facilities are to be provided to the City Manager no later than November 30th of each year for the calculation of customers to apply the water and sewer monthly service charges.

The water and sewer monthly service charge will be applied to the respective calculated equivalent number of customers using the fixed monthly rates as follows:

Equivalent Customers x \$ rate = Monthly Water Service Charge

Equivalent Customers x \$ rate = Monthly Sewer Service Charge

	Monthly Water Service Charge	Monthly Sewer Service Charge
2021	\$40.53	\$30.94
2022	\$45.66	\$31.63
2023	\$49.37	\$32.63
2024	\$53.01	\$33.63

Provincial Correctional Facilities and Federal Institutions (Penitentiaries)

- Pine Grove Correctional Centre, Provincial Correctional Facility
 - based on the number of inmates in the Pine Grove Correctional Centre divided by 2.5 = Equivalent Customers
 - Equivalent Customers x \$ rate = Monthly Water Service Charge
 - Equivalent Customers x \$ rate = Monthly Sewer Service Charge

- Prince Albert Correctional Centre, Provincial Correctional Facility
 - based on the number of inmates in the Prince Albert Correctional Centre divided by 2.5 = Equivalent Customers
 - Equivalent Customers x \$ rate = Monthly Water Service Charge
 - Equivalent Customers x \$ rate = Monthly Sewer Service Charge

- Saskatchewan Penitentiary, Federal Institution
 - based on the number of inmates in the Saskatchewan Penitentiary divided by 2.5 = Equivalent Customers
 - Equivalent Customers x \$ rate = Monthly Water Service Charge
 - Equivalent Customers x \$ rate = Monthly Sewer Service Charge

11. Consumers outside the City of Prince Albert Corporate Limits - Water Monthly Service Charge - Connection to the City's watermain system:

- a) Notwithstanding the provisions no. 7, 10, and 13 of this Bylaw, the following identified users outside the City of Prince Albert Corporate Limits shall pay the water monthly service charge as calculated below.

Information is to be provided to the City Manager no later than November 30th of each year for the calculation of customers to apply the water monthly service charge.

The monthly service charge will be applied to the respective calculated equivalent number of customers as follows:

Equivalent Customers x \$ rate = Monthly Water Service Charge

2021 → \$40.53
2022 → \$45.66
2023 → \$49.37
2024 → \$53.01

Trailer Courts and Prince Albert Rural Water Users

- based on the number of users/households “outside of the City of Prince Albert Corporate Limits” connected to the City's watermain system = Equivalent Customers
 - Equivalent Customers x \$ rate = Monthly Water Service Charge

12. **Consumers outside the City of Prince Albert Corporate Limits - Sewer Monthly Service Charge - Connection to the City's sanitary sewer system:**

- a) Notwithstanding the provisions no. 8, 10, and 13 of this Bylaw, the following identified users outside the City of Prince Albert Corporate Limits shall pay the sewer monthly service charge as calculated below.

Information is to be provided to the City Manager no later than November 30th of each year for the calculation of customers to apply the sewer monthly service charge.

The monthly service charge will be applied to the respective calculated equivalent number of customers as follows:

Equivalent Customers x \$ rate = Monthly Sewer Service Charge

2021 → \$24.75
2022 → \$25.30
2023 → \$26.10
2024 → \$26.90

- Trailer Courts
 - based on the number of users/households “outside of the City of Prince Albert Corporate Limits” connected to the City's sanitary sewer system = Equivalent Customers
 - Equivalent Customers x \$ rate = Monthly Sewer Service Charge

13. **Other Consumers outside the City of Prince Albert Corporate Limits**

Notwithstanding the provisions no. 7, 8, 10, 11 and 12 of this Bylaw, the following identified users outside the City of Prince Albert Corporate Limits shall pay the water and sewer monthly service charge as calculated below.

- Western First Nations - Super 8 Motel – meter fee plus 50%
- Twilite Motel Inc. – meter fee plus 50%

Notwithstanding the provisions no. 7, 8, 10, 11 and 12 of this Bylaw, the following identified user outside the City of Prince Albert Corporate Limits shall pay the water monthly service charge as calculated below.

- Heartland Livestock Services – meter fee plus 50%

14. **Septage Rates**

The charge for septic dumping at the Septage Receiving Station at J.W. Oliver Pollution Control Centre is as follows:

Formula:

$$2((\text{Sewer Fixed Charge} \times 0.0936) + (\text{Sewer Consumption Charge per cubic Meter} \times 10.78))$$

= cost per 1,000 Imperial Gallons.

15. **Deposits to be made by applicant at time of making application for supply of water.**

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>RENTER</u>	<u>OWNER</u>
(a)	Single Dwellings	\$250.00	\$0.00
(b)	Rooming Houses/Multiple Dwellings 2-3 Family Residence, Stores, Offices, Garages, Service Stations, Workshops, Pool Rooms, 4 Plex, 6 Plex, 8 Plex and Commercial Establishments With low Consumption	\$300.00	\$0.00
(c)	Apartment blocks (over 8 Units)(Condos/Malls/Strip Malls)	\$500.00	\$0.00

(d)	Hotels, Restaurants, Bakeries, In-store Bakeries	\$600.00	\$0.00
(e)	Car Wash/Laundries	\$800.00	\$0.00
16. Deposits to be paid by applicant for temporary water supply			
(a)	For Single Dwellings, Multiple Dwellings, Rooming Houses	\$200.00	\$0.00
(b)	For all Other Buildings and Structure	\$300.00	\$0.00
17. Cost – Testing of Water Meter			
<p>The cost to test a water meter be set at a minimum of \$100 per request and that any meter sent to an external entity for testing, be charged on a full-cost recovery basis.</p>			
18.	Service Connection/Maintenance Fee	\$15.00	
19.	Rate for re-sealing meter	\$250.00	
20.	Seasonal Meter Installation	\$50.00	
21.	Utility Bill Duplicate Printout	\$10.00 per bill	
22.	Rate for temporary turn-on and turn-off and re-connection fees		
	From June 1 to November 30, inclusive	\$50.00	
	From December 1 to May 31, inclusive	\$50.00	
23.	Rate for tagging doors for overdue accounts, non-application, NSF cheques or other notices	\$15.00 per visit	
24.	Rate Subsequent Call-out Fee	\$50.00 per visit	
25.	Flat Fee for Replacement of damaged meter endpoints	\$180.00 per endpoint	

26. Flat fee rate for the replacement of frozen or damaged water meters

5/8 inch	\$195.00
3/4 inch	\$250.00
1 inch	\$320.00
1 1/2 inch	\$760.00
2 inch	\$1,080.00
3 inch turbine	\$2,170.00
3 inch compound	\$3,540.00
4 inch compound	\$5,640.00
4 inch turbine	\$3,170.00

27. Bylaw No. 2 of 2021 is hereby repealed.

28. This Bylaw shall come into force and take effect on January 1, 2022.

INTRODUCED AND READ A FIRST TIME THIS 13th DAY OF December, AD 2021.

READ A SECOND TIME THIS 13th DAY OF December, AD 2021.

READ A THIRD TIME AND PASSED THIS 15th DAY OF December, AD 2021.



MAYOR


CITY CLERK

CITY OF PRINCE ALBERT BYLAW NO. 3 OF 2022

A Bylaw of The City of Prince Albert to amend the Water and Sewer Utility Rate and Fees Bylaw 22 of 2021 regarding the rate for temporary turn-on and temporary turn-off and reconnection fee for the months of December to May inclusive.

AND WHEREAS Council of the City of Prince Albert deems it necessary to amend Bylaw 22 of 2021 regarding the Water and Sewer Utility Rates and Fees Bylaw to increase the rate for temporary turn-on and turn-off and reconnection fee for the months of December to May inclusive.

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

Amendment to Water and Sewer Utility Rates and Fees Bylaw No. 22 of 2021

1. That section 22 of Bylaw 22 of 2021 be amended by the following:

22. Rate for temporary turn-on and turn-off and re-connection fees

From June 1 to November 30, inclusive	\$50.00
From December 1 to May 31, inclusive	\$150.00

28. This Bylaw shall come into force and take effect upon the passing of the Bylaw.

INTRODUCED AND READ A FIRST TIME THIS ____ DAY OF _____, AD 2022.

READ A SECOND TIME THIS ____ DAY OF _____, AD 2021.

READ A THIRD TIME AND PASSED THIS ____ DAY OF _____, AD 2022.

MAYOR

CITY CLERK



RPT 22-9

TITLE: City Auction Policy (#96)

DATE: January 10, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That City Auction Policy #96 be rescinded.

TOPIC & PURPOSE:

That City Auction Policy #96 be rescinded as it is obsolete after being combined with the new Disposal Policy #112.

BACKGROUND:

At the November 29, 2021 Council meeting Report 21-518 was approved, Resolution# 0444 which created Disposal Policy #112 that combined the disposal section of Purchasing Policy 17.5 and all of City Auction Policy #96. The recommendation did not give specific direction to rescind City Auction Policy #96.

PROPOSED APPROACH AND RATIONALE:

Disposal Policy #112 contains all contents of City Auction Policy #96 with the inclusion of items from the Purchasing Policy, City Auction Policy #96 is now obsolete.

Policy #96 is now obsolete.

CONSULTATIONS:

Documents were shared with all City Departments and Council members during the Purchasing Policy review contained in Report 21-518 before the new policies were approved.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved the Policy will be removed from the City's Website.

POLICY IMPLICATIONS:

Disposal Policy #112 is the current policy for The City's disposal and auction activities so this makes City Auction Policy #96 obsolete.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

1. The City's Strategic Goal of Corporate Sustainability:
"The City recognizes that a well-functioning organization needs to be clear on the roles and functions of Administration and Council, understand the core principles and behaviors of good governance, and commit to continued improvement in governance and organization."
2. The City's Strategic Core Value of Accountable and Transparent:
"We will make decisions based on clear and proactive criteria and we will provide information that is relevant, accessible, timely and accurate."

OFFICIAL COMMUNITY PLAN:

Section 4 – Decision Making outlines the following relevant goal and policies:

Educate and inform employees about City programs, issues and initiatives:

- Increase employees' knowledge of departmental functions across the organization; and,
- Improve the organization's ability to anticipate and respond to issues.

Section 14 – Finance outlines the following relevant goal and policies:

Maintain effective management, efficiencies and accountability of the City's fiscal budgets and operations:

- Ensure City financial policies and practices are consistent with the Official Community Plan.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. City Auction Policy #96
2. Disposal Policy #112

Written by: Mike Lytle, Purchasing Manager

Approved by: Director of Financial Services & City Manager



Statement of Policy and Procedure			
Department:	Financial Services	Policy No.	96
Section:	Financial Services	Issued:	April 29, 2019
Subject:	City Auction Policy	Effective:	April 29, 2019
Council Resolution # and Date:	Council Resolution No. 0178 dated April 29, 2019		
		Replaces:	
Issued by:	Cheryl Tkachuk, Director of Financial Services	Dated:	
Approved by:	Cheryl Tkachuk, Director of Financial Services		

1 POLICY

- 1.01 The City of Prince Albert shall hold auction(s) for disposal of used office equipment, retired equipment, police items, bicycles and other surplus items. Dependent upon quantity of items available and when they become available will determine how often this auction may occur.
- 1.02 Items identified for the annual auction are to be authorized by the City Manager or designate prior to disposal.
- 1.03 Only items owned by the City may be sold at the City Auction.

2 PURPOSE

- 2.01 The City Auction Policy is:
- a) to establish a process of approval before items are disposed of in the City surplus equipment and supplies auction; and,
 - b) to ensure the City Manager and department Director have reviewed all items and have no other use for the items.
 - c) to ensure the auctioneer company does not add items to the City Auction that do not belong to the City.

3 SCOPE

3.01 That all items for disposal in the city auction be approved by the City Manager or designate.

4 RESPONSIBILITY

4.01 The Fleet Manager or his/her designate is responsible to:

- a) ensure compliance with the policy;
- b) supply the City Manager with a list of items for auction for approval;
- c) receive approval from the City Manager on all items before adding to the annual auction.

4.02 The Department Director or his/her designate is responsible for:

- a) ensure compliance with the policy;
- b) provide advice and recommendations to the Fleet Manager on items that are scheduled for the annual auction;
- c) provide reasoning on items identified by the City Manager as not allowed in the auction and to find a way to utilize the items if being kept;

4.03 The City Manager or his/her designate is responsible for:

- a) ensure compliance with the policy;
- b) provide advice and recommendations for the sale of auction items;
- c) final approval of the items listed for the auction.

5 DEFINITIONS

5.01 Surplus Equipment - Any mobile equipment, office furniture, office supplies, parts, clothing, or other items that are city assets that are deemed no longer required or adequate for city operations or cannot be utilized due to changes in operational processes or legislated requirements.

6 PROCEDURE

6.01 The process will start with a request of departments to the Fleet manager to dispose of surplus equipment or supplies.

6.02 The fleet manager will send a notice out to all departments informing them of the auction items and to look to see if they can utilize any items that other Departments deem surplus.

6.03 The City Manager or designate will inspect the remaining surplus items and authorize the sale of such items.



Statement of Policy and Procedure			
Department:	Financial Services / Public Works	Policy No.	112
Section:	Financial Services / Public Works	Issued:	November 29, 2021
Subject:	Disposal Policy	Effective:	November 29, 2021
Council Resolution # and Date:	Council Resolution No. 0444 of November 29, 2021		
		Replaces:	
Issued by:	Director of Financial Services	Dated:	
Approved by:	Director of Financial Services/Director of Public Works		

1 POLICY

- 1.01 Items surplus to City Departments may be reassigned, traded in, disposed of, held for later use, altered for other uses, etc.
- 1.02 The City of Prince Albert shall hold auction(s) for disposal of used office equipment, retired equipment, police items, bicycles and other surplus items. Dependent upon quantity of items available and when they become available will determine how often this auction may occur.
- 1.03 Items identified for the annual auction are to be authorized by the City Manager or designate prior to disposal.
- 1.04 Only items owned by the City may be sold at the City Auction.
- 1.05 Violation of this policy constitutes grounds for disciplinary action up to and including termination of employment.

2 PURPOSE

- 2.01 Ensure control of the disposal process to:
 - a) maintaining and tracking assets / items.
 - b) to ensure the City Manager and Department Directors have reviewed items and have no other use for the items
 - c) to establish a process of approval prior to disposal of items
 - d) centralize the disposal function of The City.

2.02 Establish a process with approvals to ensure the best return on investment for assets / items no longer required by The City.

2.03 Ensure the auctioneer company does not add items to the City Auction that do not belong to the City.

3 SCOPE

3.01 The policy will apply to all City of Prince Albert employees and members of Council.

3.02 The policy will apply to Police Services that operate under The Board of Police Commissioners.

4 RESPONSIBILITY

4.01 The Fleet Manager and Purchasing Manager or his/her designate is responsible:

- a) to ensure compliance with the policy;
- b) for the inventory control and disposal of all surplus equipment and salvage items
- c) to supply the City Manager with a list of items for auction for approval;
- d) to receive approval from the City Manager on all items before adding to the annual auction.

4.02 The Department Director or his/her designate is responsible for:

- a) maintain custody over assets and ensure appropriate stewardship;
- b) ensure compliance with the policy;
- c) provide advice and recommendations to the Fleet Manager and Purchasing Manager or his/her designate on items that are scheduled for the annual auction;
- d) provide reasoning on items identified by the City Manager as not allowed in the auction and to find a way to utilize the items if being kept.

4.03 The City Manager or his/her designate is responsible for:

- a) ensure compliance with the policy;
- b) provide advice and recommendations for the sale of auction items;

- c) Items identified for the annual auction or disposal are to be authorized by the City Manager or designate prior to disposal.

5 DEFINITIONS

- 5.01 Obsolete – Materials or items that no longer meet current required specifications or deemed no longer adequate for operations and cannot be utilized.
- 5.02 Salvage Items – Materials that have residual value through the scrap process, such as copper, aluminium, lead, etc.
- 5.03 Surplus Equipment – Any mobile equipment, office furniture, office supplies, parts, clothing or other items that are City assets that are deemed no longer required or adequate for City operations or cannot be utilized due to changes in operational processes or legislated requirements.
- 5.04 Surplus Inventory – Replacement parts or items no longer required based on equipment no longer serviceable, obsolete, unusable, expired, etc.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Purchasing Policy 17.6
- 6.02 Administration Bylaw 1 of 2020
- 6.03 Progressive Discipline Policy 33

7 PROCEDURE

- 7.01 The user Department shall notify the Fleet Manager or Purchasing Manager of available obsolete, surplus equipment, inventory or salvage items.
- 7.02 The Fleet Manager or Purchasing Manager will take custody of the surplus or salvage items and arrange for disposal either on site, another central location or otherwise as appropriate.
- 7.03 Disposition of surplus equipment, inventory or salvage items shall be accomplished through the following:
- Sale/transfer to other City Departments
 - Tender/bid process
 - Auction sales
 - Donation of items of historical nature to City Archives
 - Direct scrap

- Traded-in
- Donation/sale to non-profit organizations
- Sale via web based auction such as Kijiji or Ebay, etc.

- 7.04 High value equipment such as graders, buses, fire trucks, street sweepers, etc., may be disposed of by a means of publicly advertised requests for tenders with award to the highest bidder at the discretion of the Fleet Manager or Purchasing Manager.
- 7.05 Auction sales are arranged by the Fleet Manager or Purchasing Manager through an auctioneer predetermined through a tender process.
- 7.06 All City employees, including those involved in the auction or web-based sales, may purchase equipment or items offered for sale in the same manner as the public.
- 7.07 Procedure for receipt and disbursement of monies realized from the disposal of declared surplus/salvage items/equipment on behalf of The City of Prince Albert:
- a) Auction Sales
 - i) Upon completion of the auction, the auctioneer will be instructed to remit a listing of items sold, prices obtained, commissions charged and total amount remitted with the cheque within 15 working days after the auction to the Financial Services Department.
 - ii) The Fleet Manager or a City representative will periodically attend auctions to ensure that the City is receiving proper proceeds from such sales.
 - b) Tender/ Bid Process
 - i) The Purchasing Manager will send a copy of the memo awarding the sale and price obtained to the Department concerned and one copy to the Financial Services Department.
 - c) Web-Based Sales (Kijiji or e-Bay, etc.)
 - i) Upon an agreed upon sale price, the Purchasing Manager will notify the purchaser of the success of their bid.

- ii) Payment must be received by the Purchasing Manager before the item is transitioned to the new owner.
- iii) It is the responsibility of the new owner to pick up or arrange for the delivery of the item. The City of Prince Albert will not deliver purchased items.

7.08 The release of surplus equipment, inventory or salvage items will not be allowed until payment in full has been received. A receipt showing payment in full must be presented in order to remove any goods.

7.09 Upon receipt of the monies from the auctions, surplus sales, direct sales, or web-based sales, the Financial Services Department will make the deposits as they are received.

7.10 Department(s) can request information from the Financial Services Department a list of items sold, less any auctioneering and/or administrative costs.



RPT 21-584

TITLE: License Agreement for the use of Municipal Reserve Land - 1780 Blackwood Drive

DATE: December 23, 2021

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the License Agreement between the City of Prince Albert and Dennis Teichroeb and Cindy Teichroeb, for the use of a portion of Municipal Reserve land, legally described MR5, Plan 89PA10958 Ext. 1, as shown on the attached Schedule "A", be approved, subject to the following:
 - a. That the term of the License Agreement be for Three (3) years, starting on February 1, 2022; and,
 - b. That the annual lease rate be Two Hundred and Fifty Dollars (\$250) plus GST; and,
2. That the Mayor and City Clerk be authorized to execute the License Agreement, on behalf of the City, once prepared.

TOPIC & PURPOSE:

The purpose of this report is to approve the License Agreement for the use of a portion of park space located adjacent to 1780 Blackwood Drive to accommodate RV and boat parking.

BACKGROUND:

In late 2021, the owners of 1780 Blackwood Drive made a request to Administration to enter into a license agreement with the City for the use a portion of the park space abutting their property to park their RV and boat.

1780 Blackwood Drive abuts the Municipal Reserve parcel known as MR5, Plan 89PA10958

Ext. 1. This Municipal Reserve parcel serves a number of purposes, and in the area in question it serves as passive, public green space (connecting residents to a local trail system and in the winter a toboggan hill). See attached Schedule "A".

Lease of Municipal Reserve

Council, at its discretion, may allow a lease (in this case license) of Municipal Reserve in accordance with *The Dedicated Lands Regulations, 2009*.

"Lease by a council that is an approving authority

7 (1) A council that has been declared an approving authority pursuant to subsection 13(1) of the Act may enter into a lease respecting all or part of...:

3(2) A lease entered into pursuant to subsection (a) may be for any term and the rental fee to be paid in connection with the lease may be for any amount.

3(3) A lease entered into pursuant to subsection (1) may include any terms and conditions that the council considers necessary to implement the municipality's policies respecting municipal reserves or environmental reserves, as the case may be, as set out in the municipality's approved official community plan.

PROPOSED APPROACH AND RATIONALE:

The owners of 1780 Blackwood Drive have made a request to use approximately 12 feet by 60 feet of the park space located immediately West of their property. As part of their request, they have indicated that they do not wish to install a fence, they simply want to formalize their current use of this space for additional parking of their RV and boat.

Additionally, the owners of 1780 Blackwood Drive are have assured (to be secured in the license agreement) that the continued use of the general area by the public will not be affected and they have cleared a path through the snow to provide access to the park space and toboggan hill to the north.

The term of this license agreement will only be for a three (3) years as Community Services has indicated that a full review on this park is due in 2025 (part of the Parks Master Plan). Upon completion of the review, Administration will know whether or not it can continue to support the lease going forward.

CONSULTATIONS:

Planning and Development Services consulted with the owners of 1780 Blackwood Drive regarding their request to formalize their use of this park space.

Planning and Development Services also consulted with the Community Services, and advised the City Assessor, Fire Inspectors and Taxation Manager.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The owners of 1780 Blackwood Drive will be notified of City Councils decision and Administration will coordinate the execution of the license agreement with them.

OTHER CONSIDERATIONS/IMPLICATIONS:

Administration does not typically recommend selling, leasing or licensing the use of park space to residents who, for example, wish to expand their properties, have inadvertently incorporated it into their own yards, or require the land for additional parking – though exceptions do and will continue to exist. This practice can create a feeling or sense of inequality or unfairness, especially when some requests are approved and some are not – or when land is being used without fair compensation.

Additionally, leasing or licensing the use of park space to remedy an individual's short term issue can create long term expectations surrounding continued use, both on the part of the licensee or the general public.

The City's expectation for park space is that it be left open and available to the public for the intended use (active or passive), and if it falls into a state of disrepair, or it is being used inappropriately, that issue is to be shared or raised with Administration so that it can be addressed.

That said, requests will continue to be evaluated by Administration on a case by case basis, with emphasis being put on the proposed rationale – are there extenuating circumstances to consider, what the land will be used for, etc.

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

STRATEGIC PLAN:

For this request/report, Administration relied on the City's core value "Accountable and Transparent" in ensuring that it was made clear to the property owner what their options were and how decisions regarding those options would be made.

OFFICIAL COMMUNITY PLAN:

Section 9.2 of the Official Community Plan states, "Park space could include areas developed and maintained for active or passive recreational use, such as public parks, athletic fields, historic and natural areas." In reviewing this request, Administration sought to ensure that pedestrian mobility would not be inhibited and that the rest of the Municipal Reserve can function the way it was intended.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 4(h) of the Public Notice Bylaw No. 24, of 2015.

January 12, 2022: Public Notice to the General Public

- Published in the Prince Albert Daily Herald
- Posted on the bulletin board at City Hall
- Posted on the City's website

PRESENTATION:

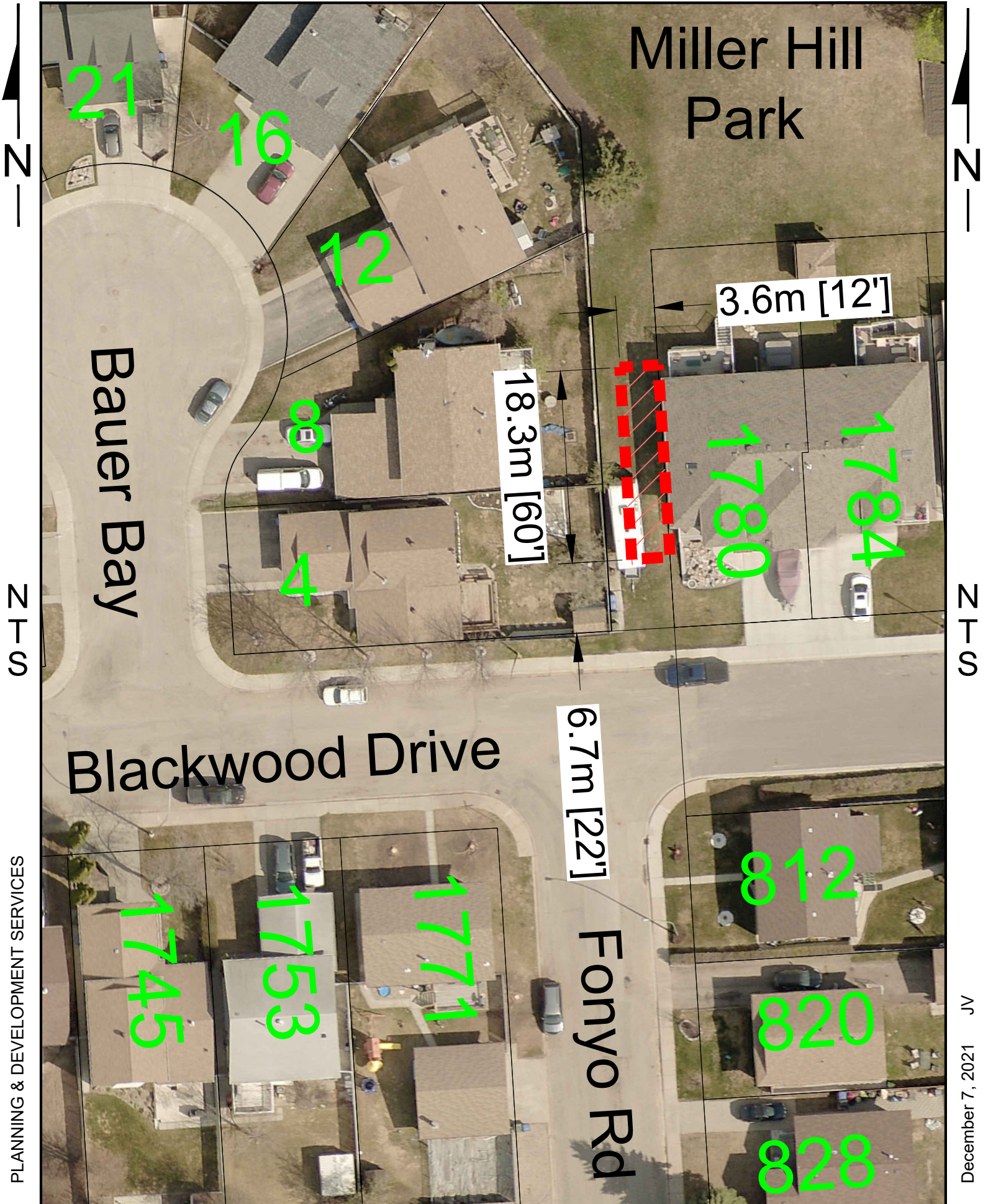
none

ATTACHMENTS:

1. Location Map - Schedule A
2. Public Notice - posted on the bulletin board at City Hall
3. Public Notice - Prince Albert Daily Herald, January 13, 2022

Written by: Leanne Fyrk, Property Coordinator

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



Lease of Adjacent Land - 1780 Blackwood Drive

Subject Property Identified With A Bold Dashed Line

PLANNING & DEVELOPMENT SERVICES

December 7, 2021 JV



CITY OF PRINCE ALBERT PUBLIC NOTICE

NOTICE OF INTENTION TO LICENSE A PORTION OF MUNICIPAL RESERVE LAND

Pursuant to Section 4(h) of the City of Prince Albert's Public Notice Bylaw, being Bylaw No. 24 of 2015, Public Notice is hereby given that the Council of the City of Prince Albert intends to consider the license of a portion of Municipal Reserve Land, located west of 1780 Blackwood Drive and legally described as a portion of MR5, Plan No. 89PA10958 Ext.1. The portion of the subject property is shown in the bold dashed line below.



Reason for the Notice: It is the intention of the Licensee to formalize their current use of the park space.

Therefore, City Council, at its meeting to be held on January 24, 2022, at 5:00 p.m., will consider all written submissions respecting the above matter. In accordance with City Council's Procedure Bylaw No. 26 of 2014, all written submissions must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable to provide your submission by 4:45 p.m. on Tuesday, January 18, 2022.

INFORMATION – Information regarding the proposed lease may be directed to the following without charge.

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

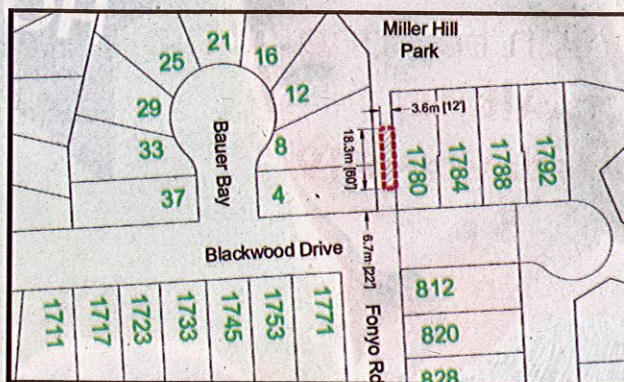
Issued at the City of Prince Albert, this January 13, 2022
Sherry Person, City Clerk



CITY OF PRINCE ALBERT PUBLIC NOTICE

NOTICE OF INTENTION TO LICENSE A PORTION OF MUNICIPAL RESERVE LAND

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

Issued at the City of Prince Albert, this January 13, 2022
Sherry Person, City Clerk

Daily Herald
Thursday, January 13, 2022



City of
Prince Albert

CORR 22-10

TITLE: Leasing Municipal Reserve Land - 1780 Blackwood Drive

DATE: **January 19, 2022**

TO: City Council

PUBLIC: **X**

INCAMERA:

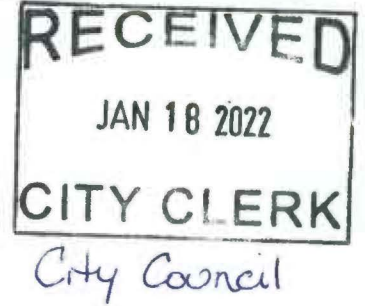
ATTACHMENTS:

1. Email dated January 18, 2022

Written by: Dennis Teichroeb

Amber Soles

From: Dennis Teichroeb <inspectordennis2@outlook.com>
Sent: Tuesday, January 18, 2022 3:51 PM
To: Amber Soles
Cc: Dennis Teichroeb
Subject: 1780 Blackwood Drive



January 18, 2022

Greetings,

I would appreciate the opportunity to sit in at the January 24 City Council meeting regarding leasing a portion of MR5 reserve land bordering my residence at 1780 Blackwood Drive simply to be available for questions that my be directed to myself. I developed the 4 lots bordering MR5 and have since occupied 1780 Blackwood Drive with my wife Cindy Teichroeb.

Sincerely,
Dennis Clarence Teichroeb
1780 Blackwood Drive, Prince Albert
S6V 2B9

*****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). ***

RPT 22-11

TITLE: Tax Title Lands – Disposal of 551 6th Street East and 56 18th Street West

DATE: January 6, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the following Tax Title Lands be offered for public tender:
 - a. 551 6th Street East, legally described as Lot 39, Block 6, Plan B400 Ext 0; and,
 - b. 56 18th Street West, legally described as Lot 38, Block 8, Plan E Ext 0; and,
2. That upon completion of the public notice and bid process, Administration forward a report to City Council for consideration with a recommendation regarding the results of the bid process and next steps.

TOPIC & PURPOSE:

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

BACKGROUND:

In March, 2021, the City of Prince Albert acquired title to two properties through tax enforcement:

- a. 551 6th Street East, legally described as Lot 39, Block 6, Plan B400 Ext 0; and,
- b. 56 18th Street West, legally described as Lot 38, Block 8, Plan E Ext 0.

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

PROPOSED APPROACH AND RATIONALE:

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

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

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

CONSULTATIONS:

Planning and Development Services has consulted with and coordinated the acquisition and disposition of these two tax title properties with the Financial Services Department.

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, the tenders for these two properties will be set up and administered in coordination with the Purchasing Division.

Once the public notice has been issued, Administration may also reach out to a number of contacts who may be interested in purchasing a property for residential development, directing them to the tender.

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

FINANCIAL IMPLICATIONS:

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

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

OFFICIAL COMMUNITY PLAN:

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

“Goals:

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

PUBLIC NOTICE:

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

In accordance with the Tax Act, Administration will provide the public with three (3) weeks’ notice of the date of the proposed tender by posting on SaskTenders. Additionally, as noted above, the City may reach out to its established contact list of those who may have bid on properties in the past.

PRESENTATION:

none

ATTACHMENTS:

1. 551 6th Street East - Location Plan
2. 56 18th Street West - Location Plan

Written by: Leanne Fyrk, Property Coordinator

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



S-H-Z

S-H-Z

PLANNING & DEVELOPMENT SERVICES

JV

January 7, 2022





TITLE: Housing Reserve Programs

DATE: January 14, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the First Time Home Buyer Program, funded from the Housing Reserve, be approved subject to finalization by Administration; and
2. That administration proceed with preparing the Residential Renovation Program for consideration at an upcoming Planning Advisory Committee and Executive Committee meeting.

TOPIC & PURPOSE:

The purpose of this report is:

- To approve the First Time Home Buyer Program (formerly the Down Payment Assistance Program), funded out of the Housing Reserve; and
- To introduce a new Housing Reserve Program, the Residential Renovation Program.

BACKGROUND:

In 2021, Administration undertook a comprehensive review of the above noted housing programs, which resulted in multiple in-depth conversations with the Planning Advisory Committee. See attached for a summary of this review and see attached for the original housing programs.

PROPOSED APPROACH AND RATIONALE:

As a result of the attached review, Administration is proposes the following:

1. Affordable Housing Program

See attached for program information.

Based on the comments provided to date, Administration recommends continuing with this program as is. Additionally, Administration will be conducting further public engagement on this topic in order to continue to learn about current affordable housing needs.

At the end of the year a follow up report will be submitted, detailing the year's successes and the results of the further public engagement. At that time, Administration may make recommendations on any changes needed.

2. First Time Home Buyer Program (formerly the Down Payment Assistance Program)

See attached for the original Down Payment Assistance Program information.

Based on the comments provided, Administration recommends the following program changes:

- That the repayment clause be removed;
- That the program language regarding the income and qualifying home cost requirements be simplified and focused on those who can afford a home under \$200,000 (maximum household income of \$80,000);
- That the funds provided by this program to go the approved applicant for one of the following:
 - o To form part of the minimum required down payment (50% of the down payment up to \$5000),
 - o To help cover closing costs (Up to \$2000), or
 - o To help pay for an identified significant/immediate home repair (50% of the value of the work completed up to \$5000), which may include:
 - Replacement/repair of a furnace or secondary heat source, water heater, shingles, windows, wiring, etc., and
 - o To rename the program the "First Time Home Buyer Program"

The rationale behind these changes is to simplify and shift the focus of the program. The original focus was on the applicant, helping someone who needed to meet a very specific set of criteria enter home ownership, and protect the City's investment; over the course of two years, only one applicant came forward who truly met the qualifications and intended focus. By simplifying the program requirements, the new focus becomes an investment in and supporting movement through the housing continuum.

In order ensure this program remains limited to the target market, Administration has set the maximum income level (single or multiple income earners) at \$80,000. As well, the maximum qualifying home value (purchase price) has been set at \$200,000. At this price, a mortgage and property taxes are roughly equivalent in cost to the average rental rate of an apartment or home; a \$200,000 mortgage, with the minimum \$10,000 down payment, amortized over 25 years at 2% is approximately \$840/month. Including property taxes, that brings a monthly payment up to approximately \$1000 (assuming annual property taxes of approx. \$2000).

New to this program is allowing the funds to go towards a significant, immediate home repair. Upon reviewing the homes under \$200,000 that are currently on the market, many require some sort of short term investment, a new furnace, windows, shingles, even the renovation of an illegal or non-conforming secondary suite (to meet the necessary minimum safety standards) and that represents a significant cost, as well as a potential stumbling block for first time home buyers at this income level.

Ultimately, a big part of supporting affordable rental in Prince Albert is helping people enter home ownership, freeing up the rental units. In order to do that, we need to ensure that we consider what a potential new home owner really needs in today's market in order to justify and afford to make the move.

3. Secondary Suite Program

See attached for original program information.

Similar to the Down Payment Assistance Program, the focus of this program resulted in very limited uptake, but the point of the program, to provide funding for the upgrade of secondary suites, remains valid. As a result, Administration is proposing a new program (see below) that could be used to renovate a secondary suite (in addition to the amendments to the above noted program that also allow for secondary suite repair).

Therefore, subject to the review and approval of the Residential Renovation Program, Administration recommends that the Secondary Suite Program be discontinued.

4. Residential Renovation Program

See attached for draft program information.

In considering the comments shared by the PAC, in discussing the current housing market in Prince Albert with industry experts, in reviewing the homes that are on the market and in our experience managing housing programs, permits, orders and applications, the need for a program that provides support for those who already own a home, but are unable to afford more significant or critical renovations or repairs has presented itself.

When we consider the housing market in Prince Albert available to or owned by those who make up to \$80,000, and the barriers that exist that make significant or critical renovations difficult to do (competing needs, cost of construction supplies, cost to hire professionals, etc.) we can see that the quality, even safety, of a home can deteriorate over time. This scenario is true for many people and it can (and does) impact our community in many ways:

- Homes can become dilapidated and attract unwanted behavior;
- Residents may be forced to live in unsafe or unhealthy situations (faulty/broken furnace, faulty wiring, leaky roof, broken windows, no water heater, etc.); and
- Residents, both considering buying or selling, will be faced with addressing these issues and this financial challenge can stall movement through this sector of the housing continuum.

In order to address this, Administration is proposing a new Housing Reserve Program, the Residential Renovation Program, which is intended to help those who meet the necessary criteria pay for significant or critical home repairs, which may include renovations to a secondary suite.

A program of this nature is not unique. Examples exist that Administration has drawn on to put together the attached draft Schedule "A". A strong example of a similar program is offered by Metis Nation – Saskatchewan, the Emergency Repair Program. See attached.

If approved, Administration will continue to form this program and bring it before both the PAC and the Executive Committee for discussion, prior to formal consideration.

CONSULTATIONS:

Over the course of 2021, Planning and Development Services consulted with the Planning Advisory Committee, a local mortgage broker and local contractor on the above noted housing programs, with the exception of the proposed Residential Renovation Program. Planning and Development Services has also discussed these programs internally (Planning and Building) at length in order to better understand whether the needs observed by our department are being met by the current programs.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval, Planning and Development Services will finalize the Affordable Housing Program and First Time Home Buyer Program literature and post the programs on the City website for use. As noted above, further public engagement will be initiated regarding the Affordable Housing Program, the results of which will also be reported to the PAC and City Council.

Additionally, the draft Residential Renovation Program will be added to the upcoming PAC work plan for review.

POLICY IMPLICATIONS:

As the Housing Reserve Programs are funded from the Housing Reserve, any changes to the programs, or creation of new programs, will need to align with the Housing Reserve Policy. The changes noted above, as well as the proposed new program align with the purpose of the Housing Reserve Policy,

"2 PURPOSE

2.01 The Housing Reserve Policy is to:

- a) establish a reserve that is used exclusively for the funding of housing programs as approved by City Council; and,
- b) assist in increasing access to safe, accessible and affordable housing, across the housing continuum, for all residents of Prince Albert."

FINANCIAL IMPLICATIONS:

If the Affordable Housing Program is fully utilized in 2022, the total cost to the Housing Reserve will be \$90,000 (three (3) applications at a maximum value of \$30,000 each).

If the First Time Home Buyer Program is fully utilized in 2022, the total cost to the Housing Reserve will be \$25,000 (five (5) applications at a maximum value of \$5,000 each).

The current balance of the Housing Reserve, subject to change pending the approval of a Secondary Suite Program application, is \$640,855.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy concerns or options to the recommendation to consider with this report.

STRATEGIC PLAN:

COMPASSIONATE Understanding that the services we provide are valued and understanding the needs and challenges of the end user and working to make their experience positive.

2. ACTIVE AND CARING COMMUNITY The City strives to provide high quality services to meet the dynamic needs and expectations of our citizens.

OFFICIAL COMMUNITY PLAN:**“Section 6: Land Use**

Considering the high proportion of people that live below the low income cut-off (LICO), the need for social and affordable housing is critical. Adequate [safe] housing can stabilize neighbourhoods and enable the community to wrap services around individuals and families who require them. Constant mobility destabilizes neighbourhoods and then these neighbourhoods are vulnerable to the influences of domestic violence, crime, gangs and substance abuse.”

PUBLIC NOTICE:

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

PRESENTATION: None**ATTACHMENTS:**

1. Housing Program Review Summary
2. Affordable Housing Program Application
3. Affordable Housing Program – Schedule “A”
4. Affordable Housing Program – Operating Agreement
5. Down Payment Assistance Program Application and Schedule “A”
6. Secondary Suite Program Application and Schedule “A”
7. Residential Renovation Program
8. MN-S Emergency Repair Program

Written by: Kristina Karpluk, Planning Manager

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

Affordable Housing Program

In reviewing this program, Administration flagged a few minor changes that needed to be made to the language in the corresponding agreement that spoke to maximum rental rates. As these changes were minor, though critical to pending agreements, they were made. Outside of this the program has been relatively successful.

In discussing this program with the PAC, they noted that if the goal is to incentivize the establishment of affordable housing units, it may be more effective if the program was open to anyone, not just non-profit, affordable housing providers. They also noted that further, expanded public engagement on this program would be beneficial; consider advertising this program more broadly and seek to engage more housing providers – update our understanding of community needs and grow the pool that may seek to use the program.

Down Payment Assistance Program

In administering this program, a few issues emerged early on that resulted in poor uptake:

- Because the program includes a repayment clause (should the home owner sell within 4 years), for many financial institutions this meant that the funds were a loan, not a grant, and not eligible to be used as part of a down payment; and
- In reviewing the applications that were submitted, the majority of applicants were already approved for their mortgages and had closing dates for possession. This meant that they did not need the grant funding in order to get the mortgage (though it would of course be helpful), which was the intent of the program.

In reviewing this program with the PAC and in speaking with both a local mortgage broker and a contractor, because of the current economic climate, housing costs, mortgage rules, mortgage closing costs, cost of construction and renovation, etc., the value of the grant was unlikely to be enough for the target market (those who may be able to afford the mortgage, but don't have the entire down payment), though just enough for those who may not have needed it to help offset their costs.

Ultimately, in the two years this program was offered, 4 applications were submitted and one (1) application was approved. Unfortunately though, once approved, the lone applicant was not able to move forward.

Secondary Suite Program

Similar to the Down Payment Assistance Program, in practice the Secondary Suite Program had limited uptake. The total value of the grant was \$2500 and compared to the costs associated with some of the upgrades that may be required: hard wired smoke detectors, new or larger windows, separate or secondary heating systems, upgrading

the overall fire rating of the suite, etc., it provided minimal cost recovery. Two applications for this program have been submitted; one approved and one pending approval.

In reviewing this program with the Planning Advisory Committee, they shared many of the same comments/concerns as Administration. They also noted that as secondary suites are more likely to be rented at an affordable rate, especially those that are illegal (built with no permit) or non-conforming (no longer meet current zoning or building standards), and as the demand for affordable housing is unlikely to ever be met by affordable housing agencies alone, this is a program that would likely find more success if it was better funded.

In speaking with the Building Division about this program, they noted that over the course of many years, regardless of this program, they have received very few calls or inquires about upgrading secondary suites. Similarly, calls with concerns from the public or tenants about the existence or safety of secondary suites have also been very low. Funding this program at a higher level or opening it up to offsetting the cost of the creation of new suites may see more uptake.

General Comments

In addition to the comments noted above, the committee members also agreed that simplifying the focus of the housing programs would likely result in more success. Each of these programs attempts to balance two separate factors and shifting the focus solely onto the housing element may aid in meeting the overall mandate, to see an investment in and movement of people through the housing continuum.

Committee members also discussed the role of these programs in how they support the overall housing continuum. Through the conversations that took place, it was noted that while the programs support affordable housing providers and those interested in taking a first step into home ownership, there is a gap when it comes to considering the housing stock the first time home buyers, or those who fall within the average income range in Prince Albert may be considering. With these comments in mind, Administration is proposing a new program, intended to replace the Secondary Suite Program, which will provide grant funding for critical home renovations (which could include upgrades to secondary suites) for the homes that fall within the identified scope.

Affordable Housing Program Application

Program Criteria:

- Only non-profit corporations are eligible for this program.
- The program may only apply to construction projects that increase the number of affordable housing units.
- Applicants may qualify for up to \$5,000 per affordable housing unit, with a maximum grant of \$30,000.
- Applicants will be required to enter into an Operating Agreement with the City of Prince Albert.
- The City Manager will approve qualified applications in principle with final approval required from City Council.
- The Affordable Housing Program is effective as of February 25th, 2019.
- Please see “Schedule A” to this application for additional information.

Applicant Information

Name of Organization		Non-Profit Number
Contact Person		Direct Line
		() -
Mailing Address		Cell Phone
		() -
City	Province	Postal Code
Email		

Property Owner Information

Property Owner Name		Home Phone
		() -
Mailing Address		Cell Phone
		() -
City	Province	Postal Code
Email		

Project Information

Project Description

Please include housing type and targeted client group

--

Number of New Units to be Constructed	
---------------------------------------	--

Civic Address

--

Legal Land Description

--

Anticipated Construction Date:	
--------------------------------	--

Anticipate Completion Date:	
-----------------------------	--

Financial Information

Estimated Project Costs

Land Acquisition	Construction	Other costs (specify in notes)	Total Project Costs
\$	\$	\$	\$

Notes:

Total Grant Amount	\$
--------------------	----

Additional Funding Sources

Funding Source:	Amount	Requested/Received?
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total	\$	

I hereby declare that the above information is complete and correct, and as the applicant, I acknowledge that I have read and understand the entire Affordable Housing Program Application including the attached "Schedule A" and I further accept and agree to the terms and conditions of the Affordable Housing Program.

Applicant's Signature: _____ Date: _____

Please complete and return this form to:

Planning and Development Services
 City Hall, 1084 Central Avenue
 Prince Albert SK S6V 7P3
 Phone: 306-953-4370
 Fax: 306-953-4380
 Email: pds@citypa.com

This Section to be completed by Administration	
Date Approved	Resolution #
Building Permit #	Date of Final Inspection

The City of Prince Albert is committed to protecting your privacy. Personal information collected on this form is in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to *LAFOIP* and the City of Prince Albert's policies. Please contact The City Clerk's Office, 1084 Central Avenue, Prince Albert SK, via email cityclerk@citypa.com or call 306-953-4305 for questions about the access, use, and disclosure of your personal information.

Affordable Housing Program Application “Schedule A”

Program Background

The funding for the Affordable Housing Program is provided through the Housing Reserve, which is established under the Housing Reserve Policy. The Affordable Housing Program was established with the intention to assist Affordable Housing Agencies in developing housing units.

Program Details

- Only non-profit corporations shall be eligible for this program.
- The program may only apply to construction projects that increase the number of affordable housing units.
- Applicants may qualify for up to \$5,000 per affordable housing unit, with a maximum grant of \$30,000. An organization may only receive one grant per year through the Affordable Housing Program, and only one grant may be provided for each development.
- A maximum of \$90,000 of funding may be provided annually for this program.
- The applicant shall also obtain external funding and indicate on the application which programs the applicant has applied for and/or been approved under.
- The applicant will be required to enter into a 15-year Operating Agreement with the City of Prince Albert, ensuring the units will be rented at 80% of the market rate determined annually by the Canada Mortgage and Housing Corporation over the term of the Agreement.
- Once an application is considered complete and has been approved in principle by the City Manager, it shall be brought to City Council for final approval.
- Disbursement of the grant will only occur after:
 - The organization has entered into an Operating Agreement with the City of Prince Albert; and
 - A Building Permit has been issued for the associated development.
- The Affordable Housing Program is a standalone program and cannot be stacked with other City Programs.
- The Affordable Housing Program is effective as of February 25th, 2019.

- i) 80% of the market rate calculated annually by the Canada Mortgage and Housing Corporation (CMHC) for the City of Prince Albert for one-bedroom, two-bedroom, and three or more bedroom units respectively; or,
 - ii) The maximum rental rate as defined by the Saskatchewan Housing Corporation (SHC) or CMHC, whichever is the primary funding provider.
- c) “Property” means the land and improvements legally described as:
- Civic Address: _____
- Legal Land Description: Lot _____, Block/Parcel _____,
Plan No. _____
- d) “Service Charges” include the following services provided by the City for a direct charge or user fee payable by the party to whom the services are provided:
- i) The supply of water;
 - ii) The disposal of sewage; and
 - iii) Custom work orders.
- e) “Term” means a period of fifteen (15) years starting on the Construction Completion Date.

2. MUNICIPAL INCENTIVE

2.1 In consideration of the mutual covenants and agreements between the Parties as herein set out, the City has agreed to provide the Developer a one-time capital payment of \$_____ (herein referred to as the “Funding”) to be distributed on the date of execution of this agreement. The Developer agrees that the payment of the Funding shall constitute a debt due and owing and repayable by the Developer to the City, which repayment shall be subject to and governed by clause 4.3 hereof.

3. CONDITIONS

- 3.1 Those units for which Funding is being provided for under this Agreement shall be maintained as rental units by the Developer for the entirety of the Term.
- 3.2 The Developer shall rent the units for which Funding is being provided at a rental rate that shall not exceed the Maximum Rental Rate for the entirety of the Term.
- 3.3 The Developer must notify the City in writing if the Developer intends to sell the Property (terminate the agreement) prior to the completion of the Term. In this case, clause 4.1(a) of this agreement shall apply.
- 3.4 The executed agreement shall be registered as an interest on the subject parcel. The interest may be discharged upon expiry of the Term, or if the agreement is terminated as per Section 4 of this agreement.
- 3.5 The Developer shall comply with all relevant policies, bylaws acts and legislation.

4. TERMINATION

- 4.1 In the event of the following, the City may terminate the Agreement and the Developer shall repay the funding provided by the City in an amount based on the pro-rata formula set out in clause 4.3 hereof for the portion of time remaining in the Term of the Agreement, specifically:
 - a) if the Property is sold prior to the completion of the Term of the Agreement, unless the City agrees in writing to the assignment of this Agreement to the new owner;
 - b) if the Developer:
 - i) becomes bankrupt or insolvent or is so adjudged;
 - ii) becomes subject to the provisions of any provincial or federal legislation for the benefit of creditors, or the Owner's goods and chattels are liable to seizure; or

- iii) makes a general assignment for the benefit of creditors or otherwise acknowledges personal insolvency;
 - c) if property taxes and/or Service Charges respecting the property fall into arrears;
 - d) if the units for which funding is being provided are rented at a rate above the established Maximum Rental Rate;
 - e) if the units cease to be maintained as rental units; or
 - f) if the Developer is convicted of any contravention of *The Weed Control Act, The Planning and Development Act, 2007, the National Building Code of Canada* or any municipal bylaw in respect to the Property.
- 4.2 If the Agreement is to be terminated in accordance with clause 4.1(b) through 4.1(f), the City shall provide written notice to the Developer ten (10) days prior to termination of the Agreement.
- 4.3 If the Agreement is terminated, the Developer shall provide the Funding to the City as follows:
- a) termination occurring within the first calendar year of the Term of the Agreement requires repayment of 100% of the Funding;
 - b) termination occurring within the second calendar year of the Term of the Agreement requires repayment of 93.3% of the Funding;
 - c) termination occurring within the third calendar year of the Term of the Agreement requires repayment of 86.6% of the Funding;
 - d) termination occurring within the fourth calendar year of the Term of the Agreement requires repayment of 80% of the Funding;
 - e) termination occurring within the fifth calendar year of the Term of the Agreement requires repayment of 73.3% of the Funding;
 - f) termination occurring within the sixth calendar year of the Term of the

Agreement requires repayment of 66.6% of the Funding;

- g) termination occurring within the seventh calendar year of the Term of the Agreement requires repayment of 60% of the Funding;
- h) termination occurring within the eighth calendar year of the Term of the Agreement requires repayment of 53.3% of the Funding;
- i) termination occurring within the ninth calendar year of the Term of the Agreement requires repayment of 46.6% of the Funding;
- j) termination occurring within the tenth calendar year of the Term of the Agreement requires repayment of 40% of the Funding;
- k) termination occurring within the eleventh calendar year of the Term of the Agreement requires repayment of 33.3% of the Funding;
- l) termination occurring within the twelfth calendar year of the Term of the Agreement requires repayment of 26.6% of the Funding;
- m) termination occurring within the thirteenth calendar year of the Term of the Agreement requires repayment of 20% of the Funding;
- n) termination occurring within the fourteenth calendar year of the Term of the Agreement requires repayment of 13.3% of the Funding; and,
- o) termination occurring within the fifteenth calendar year of the Term of the Agreement requires repayment of 6.6% of the Funding.

5. NOTICE

Any notice, demand, request or other communication (collectively “notice”) which may be or is required to be given under this Agreement shall be in writing and delivered personally by leaving it at the offices of the other party, or sent by registered mail, postage prepaid, and shall be addressed:

- a) to the City:
Department of Planning and Development Services

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

- b) to the Developer:
PA Community House Society Inc.
401 13th Street East
Prince Albert, SK S6V 1E2

Either party may change its address for the above purpose by mailing a notice to the other party setting forth its new address.

Any such notice shall be conclusively deemed to have been given or made on the day on which such notice is delivered or, if mailed, the seventy-two (72) hours following the date of mailing, as the case may be. If the postal service is interrupted, only personal delivery of such notice shall be utilized.

6. COVENANTS TO SURVIVE THE AGREEMENT

- 6.1 The Developer agrees and does hereby provide security for its repayment obligations of the Funding to the City pursuant to clause 4.3 hereof, and does hereby grant an equitable demand mortgage to the City as against the title to the Property. The Developer permits and consents to the City registering in the Land Registry against the title to the Property such security as an interest in the Property, which interest shall be discharged following the repayment of the Funding as specified in clause 4.3 hereof. These covenants shall bind all successors and assigns of the Developer.

7. ASSIGNMENT

- 7.1 The Developer shall not assign or transfer this Agreement without the prior written approval of the City of Prince Albert.

8. ENTIRE AGREEMENT

- 8.1 There are no other agreements between the parties respecting the matters referred to herein.

Down Payment Assistance Program Application

Program Criteria:

- Funding may cover up to 2.5% of the value of the dwelling, to a maximum of \$5,000.
- Properties that are currently in tax arrears shall not be eligible for this program.
- Any house purchased under this Program shall not exceed 75% of the median dwelling value for the City of Prince Albert, as defined in the most recent Federal Census.
- Any applicant under this Program shall not have owned a house in the past four years.
- Successful applicants will be required to pay any ISC fees associated with registration of the required lien.
- The City Manager will approve qualified applications in principle with final approval required from City Council.
- This program is effective January 27, 2020 and is not retroactive.
- Please see "Schedule A" of this application for additional information.

Applicant Information		
Applicant Name	Home Phone	
	() -	
Mailing Address	Cell Phone	
	() -	
City	Province	Postal Code
Email		

Property Information		
Civic Address	Legal Address	
	Lot	Block Plan No.
Realtor	Purchase Price	
	() -	
Realtors Contact Number	Realtors Email	
	() -	

Financial Institution Information		
Financial Institution		Phone Number
		() -
Contact Name		Email
Mailing Address		Fax
		() -
City	Province	Postal Code

I hereby declare that the above information is complete and correct, and as the applicant, I acknowledge that I have read and understand the entire Down Payment Assistance Program Application including the attached "Schedule A" and I further accept and agree to the terms and conditions of the Down Payment Assistance Program.

Applicant's Signature: _____

Date of Application: _____

The City of Prince Albert is committed to protecting your privacy. Personal information collected on this form is in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to *LAFOIP* and the City of Prince Albert's policies. Please contact The City Clerk's Office, 1084 Central Avenue, Prince Albert SK, via email cityclerk@citypa.com or call 306-953-4305 for questions about the access, use, and disclosure of your personal information.

Please complete and return this form to:

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

This Section to be completed by Administration	
Date Approved	Resolution #
Approved by:	

Down Payment Assistance Program Application

“Schedule A”

Program Background

The funding for the Down Payment Assistance Program is provided through the Housing Reserve, which is established under the Housing Reserve Policy. The Down Payment Assistance Program was established with the intention to assist low to moderate income households in obtaining the minimum required down payment for a house.

Program Details

1. Only 5 grants will be approved annually, and priority will be based on the date on which applications are received.
2. Funding may cover up to 2.5% of the value of a dwelling, to a maximum of \$5,000.
3. Any house purchased under this Program shall not exceed 75% of the median dwelling value for the City of Prince Albert, as defined in the most recent Federal Census.
4. Properties that are currently in tax arrears shall not be eligible for this program.
5. The maximum household income limit is based on a percentage of the median household income for the City of Prince Albert, as defined in the most recent Federal Census, and varies depending on household size as follows:
 - a. One person household – 75% of median household income;
 - b. Two person household – 80% of median household income;
 - c. One dependent – 85% of median household income;
 - d. Two dependents – 90% of median household income; and
 - e. Three dependents – 95% of median household income.
6. Any applicant under this program shall not have owned a house in the previous four years.
7. Applicants will be required to complete a home ownership training course.
8. Successful applicants would be required to pay back a portion of the grant provided if the purchased house is sold within four years, the total amount to be paid back declines over time as follows:
 - a. Sold in the first year – 100% to be paid back;
 - b. Sold in the second year – 75% to be paid back;

- c. Sold in the third year – 50% to be paid back;
 - d. Sold in the fourth year – 25% to be paid back; and
 - e. Sold in the fifth year – 0% to be paid back.
9. An application will not be considered complete until:
- a. The applicant has completed the Home Ownership Training Package; and,
 - b. The applicant has obtained pre-approved financing for the purchase a dwelling unit, evidence of which shall be provided to the City of Prince Albert.
10. Once an application is considered complete, the City of Prince Albert will issue a letter to the applicant stating that they meet the requirements of the program.
11. Once the applicant has provided Administration with an accepted Offer to Purchase, the application shall be brought to City Council for consideration.
12. Disbursement of the grant shall only occur after the applicant has entered into an Agreement with the City.
13. As a part of the Agreement, a lien will be registered on any property purchased under this program. The applicant will be required to pay any fees required by ISC, and all costs from the City shall be waived.
14. Any disbursement will be issued directly to the purchaser, the purchaser's financial institution, and/or the purchaser's lawyer to be used solely for the down payment on a housing unit.
15. The Down Payment Assistance Program is a standalone program and cannot be stacked with other City Programs.
16. The Down Payment Assistance Program is effective as of January 27, 2020.

Worksheet #1 My Must-Haves and Like-to-Haves

When buying a house, you can save a lot of money by knowing the difference between needs and wants. To start you thinking, we began the list below. Add or delete your needs and wants.

NEEDS: Things I Must Have in my Home

Needs are pretty simple to identify. These are things that you must have to meet the needs of your household. E.g. an eating area

<i># bedrooms</i>
<i>Kitchen or cooking area</i>
<i>Eating area</i>
<i>Living room</i>
<i>Bathroom</i>
<i>Place to park the car</i>

What Trade-offs Am I Willing To Make?

WANTS: Things I Would Like to Have in My Home

Wants are those things that you would like to have. E.g. wishing you had a separate dining area rather than an eating area in the kitchen

<i>More bedrooms</i>
<i>Dining room</i>
<i>Separate family room for the children</i>
<i>2 Bathrooms</i>
<i>garage</i>

Source: Canada Mortgage and Housing Corporation (CMHC). Buying and Owning a Home: a Detailed Guide to Home Ownership (2003). All rights reserved. Reproduced with the consent of CMHC. All other uses and reproductions of this material are expressly prohibited.

HOUSING COST AND DEBT PAYMENT GUIDE

Most lenders and financial advisors agree that housing costs should be no more than 30% of GROSS monthly income (before payroll and income tax deductions).

Maximum monthly housing costs you can afford:

Total Gross Income	\$	4,500
Multiply by 0.30	x	0.30
= Amount A	\$	1,350

Maximum monthly mortgage payment you can afford:

"Amount A" above	\$	1,350
Subtract property taxes, power and heating, and condo fees if applicable	\$	-450
= Amount B	\$	900

Total mortgage you can afford:

"Amount B" above	\$	900
Divide by mortgage payment factor	/	6.398
Multiply by 1,000	x	1,000
= Balance available for housing costs	\$	140,669

Most lenders and financial advisors agree that repayment of debts each month should be no more than 40% of GROSS monthly income (before payroll and income tax deductions).

Maximum monthly debt payments you can afford:

Total Gross Income	\$	4,500
Multiply by 0.40	x	0.40
= Amount A	\$	1,800

Maximum debt load available for mortgage:

"Amount A" above	\$	1,800
Total current debt payments	x	450
= Balance available for housing costs	\$	1,350

MORTGAGE PAYMENT TABLE

The following table shows the monthly payment factor of principal and interest for each \$1,000 of mortgage. The payment will vary at different interest rates and for different amortization periods.

For example, the monthly principal and interest payment for \$100,000 mortgage at 6% per annum with a 25-year amortization is $(\$100,000 \div 1,000) \times 6.398 = \639.80

Interest Rate	25 years	20 years	15 years	10 years
4.00%	5.26	6.043	7.38	10.109
4.50%	5.535	6.304	7.628	10.344
5.00%	5.816	6.571	7.881	10.582
6.00%	6.398	7.122	8.399	11.065
6.50%	6.698	7.405	8.664	11.311
7.00%	7.04	7.693	8.932	11.559
7.50%	7.316	7.986	9.205	11.81
8.00%	7.632	8.284	9.482	12.064
8.50%	7.954	8.586	9.762	12.32
9.00%	8.28	8.892	10.045	12.579
10.00%	8.945	9.517	10.623	13.103
11.00%	9.625	10.156	11.213	13.637

Source: Canadian Bankers Association, *Mortgage Wise: A guide for home buyers*, 2004.

WORKSHEET #2

YOUR MONTHLY BUDGET

NET MONTHLY INCOME

Net salary (take-home pay AFTER deductions and taxes):

Monthly gross salary	
Subtract income taxes, deductions	-
Net Salary	\$

Other monthly income sources:

Commissions	
Contracts	
Bonuses	
Tax credit	
Support payments (child, alimony)	
Interest income	
Investment income	
Rental income	
Student loan income	
Other income	
Subtotal Other Monthly Income	

Total net income:

Net Salary	
Subtotal Other Monthly Income	+
Total Net Income	

GROSS MONTHLY INCOME

Gross income (before deductions and taxes):

Gross salary (before deductions)	
Subtotal Other Monthly Income	+
Total Gross Income	

MONEY LEFT OVER

Total Net Income	
Total Monthly Expenses	-
CASH REMAINING	

MONTHLY EXPENSES

Housing expenses:

Rent	
Mortgage, property taxes	
Electricity	
Heating	
Water and sewer fees	
Subtotal Housing Expenses	

Debt payments:

Car loans	
Credit cards	
Student loans	
Personal loans / credit line	
Subtotal Debt Payments	

Other expenses:

Cable, TV, Internet	
Telephone / mobile telephone	
Car fuel/oil	
Car license & insurance	
Car repairs/service	
Charitable donations	
Child care	
Child support/alimony	
Clothes	
Dental expenses	
Entertainment	
Furnishings	
Groceries	
Home Pak insurance	
Liquor/cigarettes	
Medical/prescriptions/eyewear	
Newspaper/magazines/books	
Personal items (drug store sundries)	
Personal (drycleaning, hair cuts, etc.)	
Pets (veterinarians, food)	
Public transit	
Savings plans	
Miscellaneous	
Other expenses	
Subtotal Other Expenses	

Total Monthly Expenses:

Add subtotals	
---------------	--

HOUSING COST AND DEBT PAYMENT

Most lenders and financial advisors agree that housing costs should be no more than 30% of GROSS monthly income (before payroll and income tax deductions).

Maximum monthly housing costs you can afford:

Total Gross Income (from page 4a)	\$	
Multiply by 0.30	x	0.30
= Amount A	\$	

Maximum monthly mortgage payment you can afford:

"Amount A" above	\$	
Subtract electricity	\$	
Subtract gas	\$	
Subtract property taxes	\$	
Subtract condo fees if applicable	\$	
= Amount B	\$	

Total mortgage you can afford:

"Amount B" above	\$	
Divide by mortgage payment factor (from page 3)	/	
Multiply by 1,000	x	
= Balance available for housing costs	\$	

Most lenders and financial advisors agree that repayment of debts each month should be no more than 40% of GROSS monthly income (before payroll and income tax deductions).

Maximum monthly debt payments you can afford:

Total Gross Income	\$	
Multiply by 0.40	x	0.40
= Amount A	\$	

Maximum debt load available for mortgage

"Amount A" above	\$	
Total current debt payments (from sheet 4a)	x	
= Balance available for housing costs	\$	

Worksheet #3 Credit Rating – what is it?

Your Credit Rating

Your credit rating is a measure of your reputation for paying back money. A credit bureau gathers and sells credit information. They do not make any decisions about whether a person should receive a loan or not. They simply collect any information about how the individual has handled credit in the past. This information is gathered from financial institutions, retailers and other lenders. Most of your credit information remains on your file for seven years. The ranking they give you is called your "credit rating."

This is the kind of information a credit bureau will have on file about you:

- Personal identification
- Credit information – like credit cards, bank accounts
- Whether you pay your bills on time (either the full amount or at least the minimum amount required)
- Do you go over your credit limit, or keep below the limit
- Whether you missed any payments
- Whenever someone requests a copy of your credit report (Too many requests will alert them you are looking for too much credit)

To qualify for a mortgage loan, lenders will want to calculate how much debt you can handle, and then find out if you are likely to repay what you have borrowed. Lenders get this information from a credit bureau.

How Does a Credit Rating Affect Me?

The credit problems that can affect you getting a mortgage loan are:

- Lack of credit history, and
- Poor credit history

If you have no credit rating, that means that you do not have a credit card and do not owe any money to any companies. Lenders need to know that you will pay back any money you borrow. Therefore, to get a credit rating, you can get a credit card, use it, and make sure you pay the balance off each month.

If you have a poor credit rating, you must pay off what you owe as soon as you can. If you have missed payments, you must catch up on your payments.

How do I know if I have a credit problem?

Chances are you have a credit problem if you:

- can't make your minimum monthly payments on your credit cards;
- take cash advances for living expenses;
- aren't sure how much you owe, and;
- never seem to be out of debt.

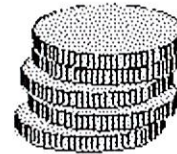
Take the "How Financially Fit Are You" quiz included in this handout.

How Can I Build a Good Credit Rating?

- Pay your bills promptly, especially credit cards.
- Borrow only what you need and what you can afford.
- Use your credit only when you need to.
- Try to pay off loans on time and as quickly as possible. Not only does it help your credit rating, but you also save money by avoiding interest costs.

Bad Credit - Implications

If you don't use your credit wisely, you'll end up with a poor credit rating. With poor credit, you'll probably have trouble getting new loans and credit cards. You may also have trouble obtaining a lease for an apartment or even a computer.



Employers can also check your credit history before offering you a job. Remember that every incident of bad credit stays with you for seven years, so what you do today will have an impact on your life later on. You may not need credit now, but if you don't think ahead, you won't have the option of credit when you need it.

How Can I Improve My Bad Credit?

Here are some tips to help you to have a better credit rating:

- Put away all of your credit cards.
- If you have several debts, consider combining them into one consumer loan. You'll save on the interest rate, especially if your debt is from credit cards.
- If slow payments are affecting your credit rating, consider contacting your creditors to see if you can make alternative arrangements. Be honest with your creditors. Let them know you're in difficulty, and work with them to find the best way to meet your financial obligations.
- Figure out how you got into debt, and stick to a plan to prevent it from happening again.
- Have another look at your spending habits and everyday life purchases. Do you really need to purchase the things you want right now?

- Ask for advice from a credit counsellor if you can't sort things out yourself. An experienced counsellor will sit down with you to look at your situation, discuss your options and help you develop a plan.
- When you begin to get back on your feet financially, consider keeping only one credit card. It will be easier to track your spending and you won't be as tempted to spend more.
- If you own a home with a mortgage, continue to make your mortgage loan payments on time. If you are unable to make the payments because of some temporary financial crisis, see your lender. Continuing to miss mortgage payments could result in you losing the house and any money you have already paid toward the purchase and maintenance (down payment, monthly loan payments, repairs, etc.). Consider making your mortgage payments by having them automatically debited from your account.

Non-profit Credit Counselling Agencies in Saskatchewan

Department of Justice, Provincial Mediation Board

Regina:

Tel: 306-787-5387

Fax: 306-787-5574

Saskatoon:

Tel: 306-933-6520

Fax: 306-933-7030

All other communities:

Toll free: 1-888-215-2222

Web site: www.saskjustice.gov.sk.ca

Source:

Adapted from *Managing Money: A guide to budgeting, credit use and avoiding money mishaps*, Canadian Bankers Association, 2004.

QUIZ

How Financially Fit Are You?

Do you think you're doing a good job of managing your money? To see what kind of shape you're in, take a few minutes to fill out this financial fitness test.

Answer "Yes" or "No" to the questions below.

- a. Do you usually pay your bills late? Yes No
- b. Are you using more and more of your income to pay debts? Yes No
- c. Are you paying your bills with money you had planned to use for other things? Yes No
- d. Are you paying only the minimum amount on your loans and credit cards every month? Yes No
- e. Are you at or over the limit on your credit cards? Yes No
- f. Are you borrowing money or using credit cards to pay for things you previously bought with cash? Yes No
- g. Are you using your savings to pay bills? Yes No
- h. Has a collection agency recently called about overdue bills? Yes No
- i. Have you put off visiting the dentist or buying prescriptions because you can't afford them? Yes No
- j. If you or your spouse lost your job, would you be in financial trouble immediately? Yes No
- k. Are you uncertain about exactly how much money you owe? Yes No

Your Score (based on the number of “yes” answers):

1-2:

You're in good shape, but keep an eye on your budget and your financial priorities. Don't let credit use get out of hand and watch impulse spending. Use the budget worksheet provided to find out how your expenses compare to your income.

3-6:

You could be headed for financial trouble. You need to get your spending under control immediately. If you don't have a monthly budget, draw one up and follow it. Use the budget worksheet provided to find out how your expenses compare to your income. Put away your credit cards and cut out all unnecessary spending until you can answer “no” to all or most of the questions on the Financial Fitness Test.

7 or more:

This is a wake-up call. You are likely in serious financial trouble and should get help. Sit down with the budgeting charts supplied and calculate your income and expenses. Once you have an idea of where you stand, find a good financial counsellor who will help you identify the problem areas and put together a workable plan to get you financially fit. It may take time, but the pay-off is worth it for your peace of mind and financial security.

Source:

Adapted from *Managing Money: A guide to budgeting, credit use and avoiding money mishaps*, Canadian Bankers Association, 2004.

Worksheet #4 Which is the right mortgage for me?

The length of time to pay back a mortgage loan is called the amortization period, usually around 25 years.

But most mortgage agreements expire before that — they have a term of usually one to ten years. When your term is up, you must renew — renegotiate a new term based on the latest interest rates.

In general, the shorter the term, the lower the interest rate. The longer the term, the higher the interest rate.

Your choice of which mortgage to choose may be influenced by your willingness to follow interest rates closely. Your ability to handle any increased mortgage payment — should you have to renew your loan — is also important.

Choosing A Mortgage Term – a quick check

Circle the number between 1-5 that most closely reflects your situation. Once you have answered the questions, add the numbers of your responses and record your total. (e.g. Circling 5 for all four questions would give you a total of 20.)

- If my mortgage payments increased by 20% on my next renewal it would be:
1. (a serious problem) 2. 3. (difficult) 4. 5. (no problem)
- I don't spend much time worrying about interest rates:
1. (often worry) 2. 3. (sometimes worry) 4. 5. (don't worry)
- I expect that interest rates will stay the same or go down in the next year:
1. (rise a lot) 2. 3. (rise a bit) 4. 5. (same or decrease)
- I normally pay close attention to interest rates:
1. (seldom) 2. 3. (sometimes) 4. 5. (almost always)

Total of circled numbers:

If you scored 4-8:

You should consider a fixed-rate mortgage with a longer term — four to 25 years.

- Assures you that you will be protected from increases in interest rates for a longer period.
- You have the security of fixed regular payments over a period of several years.

If you scored 9-12:

You should consider a fixed-rate mortgage with a medium term — one, two, or three years.

- Assures you that you will be protected from increases in interest rates over the short term.
- You have fixed regular payments for at least the next year or two.
- You have some flexibility to take advantage of any future rate declines by not locking in for

If you scored 13-16:

You should consider a six-month convertible mortgage or a six-month open mortgage.

- Allows you to take advantage of further declines in rates.
- You have the option of fixing your rate and your regular payments if rates begin to rise.

If you scored 17-20:

You should consider a variable-rate mortgage.

- Allows you to take immediate advantage of further reductions in interest rates.
- You can make a timely switch to a fixed-rate mortgage if interest rates start to rise.

Source: Adapted from “Choosing the Right Mortgage Term”, RBC Royal Bank website, operated by Royal Bank of Canada.

Worksheet #5 Websites that can calculate mortgage payments

Wondering how much you can afford to pay for a house?

Want to calculate how much your monthly payments would be to purchase a home?

Have you enough money saved for a down payment?

If you are able to use a computer and have access to the Internet, here are some websites with easy-to-use mortgage calculators. Enter some basic financial information and the calculator will automatically figure out the numbers. See what your monthly payment might be when you enter a variety of down payment amounts and frequency of payments. Some calculators will also tell you how much of your payments is interest, and how much is principal, as well as other useful calculations.

Bank of Montreal (BMO) www.bmo.com
Tools & Calculators (in the box on right hand side of the page)
Mortgage Payment and Amortization Calculator

Bank of Nova Scotia <http://www.scotiabank.ca>
Borrowing
Mortgage Tools
Mortgage Payment Calculator

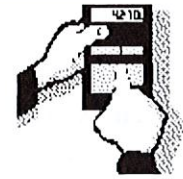
Canada Mortgage and Housing Corporation <http://www.cmhc-schl.gc.ca/en/>
Buying a Home
Planning and managing [your mortgage](#)
or
Easy-to-use [homebuying tools](#)

Canadian Imperial Bank of Canada (CIBC) www.cibc.com/mortgages/index.html
Mortgage Calculators (in the box on the left)

Conexus <https://www.conexus.ca/Personal/>
Tools and Calculators
Calculators
Mortgage Calculator

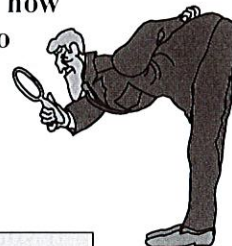
Royal Bank of Canada (RBC) <http://www.rbcroyalbank.com>
Mortgages
Calculate Mortgage Payments

Note: Web pages are continually being updated. Some of the above links may have been revised. Many real estate company websites also have calculators to help you determine what you can afford to pay for a house.



Worksheet #6 Before You Buy – Home Inspection Checklist

No home is likely to be perfect. Therefore, the main question you want answered is: how serious are the things that need fixing! A professional home inspector will be able to find out just which problems are serious and which ones are considered minor. In the meantime, here are some things to look for before committing yourself to the purchase of an existing house.



Your Personal Inspection: What to look for inside and out	
	Signs of leaks: Inside the house – check around windows and on the ceilings for any signs of discoloration.
	Basement or crawlspace: Are there signs of dampness? Is there adequate insulation?
	Appliance condition: What appliances will be staying in the house? What is the age and condition of each?
	Electrical: Any obvious malfunctions? Has the electrical system been updated?
	Plumbing: Any signs of leaks around plumbing fixtures? Have the pipes in the basement been updated?
	Heating/cooling system: Does it seem to do the job heating or cooling? How old is the furnace and how much longer should it last?
	Energy efficiency: Does the house appear tightly sealed? Do you notice drafty spots?
	Exterior: Does the house need repairs or paint soon?
	Foundation: Are there any obvious cracks? Any apparent shifts in the foundation? (It is normal for an older home to have some settling.)
	Roof: What is the overall condition? Do shingles/tiles appear to be lifting? When were the shingles last replaced?
	Lot: Does the drainage appear to go away from the house?
	Lot: Are there any trees interfering with the roof or foundation?

These are some of the major things a buyer must look for during an inspection. If you find any of these conditions, determine a reasonable cost to fix them. Your choices will be:

- proceed with the purchase of the house,
- negotiate with the current owner for repairs,
- negotiate a difference price depending on who pays for immediate repairs, or
- decide not to purchase the home because the cost of the house and repairs is higher than you can afford.

SUGGESTIONS WHEN HIRING A HOME INSPECTOR

In Saskatchewan, there is no requirement to be certified as a pre-purchase home inspector. Therefore, anyone can call herself a home inspector.

(For new construction, there is a requirement that National Building Code inspectors be licensed by the Saskatchewan Government.)

Therefore, because this can be the biggest purchase you will make, it is to your advantage to make sure that whoever inspects the house you plan to buy should be an expert.

The following home inspector designations are well respected:

- **CAHI** (Canadian Association of Home Inspectors),
- **CAHPI** (Canadian Association of Home and Property Inspectors), and
- **ASHI** (American Society of Home Inspectors).

Advantages to hiring a home inspector:

- Protection in a court of law if there should be something wrong with the house and this was not disclosed to you at the time of purchase.
- Explains which problems are serious or minor.
- Gives you a one-stop overview of all the home systems – rather than you having to call an expert for each area. e.g. plumbing, electrical, roof, etc.

Some questions to ask when hiring a home inspector:

- Do you have one of the above designations?
- What is your background? (An inspector with a technical background about a number of housing areas is usually better than one who is an expert in only one area. If they are associated with a business that provides a specific service, they may be perceived as being in a conflict of interest situation. For example, a person selling siding may inspect your house and report that you need new siding.)
- How much home inspection experience do you have?
- Do you get on top of the roof to inspect it? (If bad weather prevents an inspector from getting on the roof, they may have to perform this task at a later date. An inspection should involve more than an examination with binoculars.)

The inspector's written report should include the following:

- The condition of the systems and components of the dwelling that were inspected that day
- Identification of any deficiencies observed
- Recommendations to correct or monitor the observed deficiencies
- Any systems or components that were not inspected, and why

The extent of the inspection is an agreement between you and the inspector. You can choose to have only certain systems and components of the house inspected. The more you have inspected, and if you ask the inspector to give you cost estimates for repairs or replacements, the higher the inspection fee.

Two Months Before

- Give rental notice to your landlord.
- Select and book a moving company.
- If you're doing your own packing, begin packing items you won't need during this time.
- Sell or give away unneeded items.

Six Weeks Before

- Make records of belongings/valuables and insure if required.
- Make arrangements to store any items you can't bring with you on moving day.
- Obtain copies of personal records (e.g. medical, dental, academic) if you will be switching providers.

Four Weeks Before

- Notify post office of change of address, and send change-of-address cards.
- Notify utility and phone providers of your change of address, and arrange for connection at new address.
- Confirm moving details with mover.
- Get boxes from the mover and continue packing.

Two Weeks Before

- Draw up a floor plan of your new home, and provide it to the moving company with instructions on where to place furniture. Label furniture accordingly.
- Arrange for childcare and pet-sitting on moving day.
- If you're discarding bulky items, make arrangements according to municipal requirements.
- Arrange for any necessary moving insurance.

One Week Before

- ❑ Take down any fixtures that you plan to bring with you.
- ❑ Pack a travel bag with essentials, such as a change of clothes and toiletries.
- ❑ Label items to be moved in your car.
- ❑ Have your lawyer/notary advise you of the exact amount owing, then have your certified cheque or bank draft prepared accordingly.

Moving Day

- ❑ Review directions with mover.
- ❑ Save all copies of moving documentation.
- ❑ Before leaving, check each room carefully, close windows, turn off water and appliances and lock doors.
- ❑ Notify landlord that property is vacant.
- ❑ Leave forwarding information.

Closing Day

Here's what you can expect to take place on closing day:

- ❑ All the appropriate documentation should be with your lawyer/notary.
- ❑ With your lawyer/notary, review the statement of adjustments, which details the exact amount you owe the vendor on closing.
- ❑ You should have a certified cheque or bank draft payable to your lawyer/notary to cover these costs and your legal fees and disbursements.
- ❑ Your mortgage representative will provide your mortgage funds to your lawyer/notary, who will issue payment to the vendor.
- ❑ Your lawyer/notary will arrange for you to pick up your keys.

Source: *Homeowner's Calendar*, Bank of Montreal Financial Group website www.bmo.com.

Note: In Saskatchewan:

- 30 days' rental notice is required by law.
- Change of address notification through www.expressaddress.com

Secondary Suite Program Application

Program Criteria:

- Existing secondary suites that do not conform to relevant building standards are eligible for a \$2,500 grant, which can cover up to 50% of eligible construction costs.
- For an application to be considered complete an initial inspection shall be completed by a City of Prince Albert Building Official and Fire Inspector to determine what upgrades may be required.
- The City Manager will approve qualified applications in principle with final approval required from City Council.
- This program is effective as of February 25th, 2019 and is not retroactive.
- Please see “Schedule A” of this application for additional information.

Applicant Information

Applicant Information		
Applicant Name	Home Phone	
	() -	
Mailing Address	Cell Phone	
	() -	
City	Province	Postal Code
Email		

Owner Information

Owner Information		
Owner Name	Home Phone	
	() -	
Mailing Address	Cell Phone	
	() -	
City	Province	Postal Code
Email		

Property Information

Civic Address

Legal Land Description

Final Construction Costs

Receipt Description

Cost (Incl. PST & GST)

Total Cost

Total Disbursement

I hereby declare that the above information is complete and correct, and as the applicant, I acknowledge that I have read and understand the entire Secondary Suite Program Application including the attached "Schedule A" and I further accept and agree to the terms and conditions of the Secondary Suite Program.

Applicant's Signature: _____ Date: _____

Please complete and return this form to:

Planning and Development Services
 City Hall, 1084 Central Avenue
 Prince Albert SK S6V 7P3
 Phone: 306-953-4370
 Fax: 306-953-4380
 Email: pds@citypa.com

This Section to be completed by Administration	
Date Approved	Resolution #
Building Permit #	Date of Final Inspection

The City of Prince Albert is committed to protecting your privacy. Personal information collected on this form is in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to *LAFOIP* and the City of Prince Albert's policies. Please contact The City Clerk's Office, 1084 Central Avenue, Prince Albert SK, via email cityclerk@citypa.com or call 306-953-4305 for questions about the access, use, and disclosure of your personal information.

Secondary Suite Program Application “Schedule A”

Program Background

The funding for the Secondary Suite Program is provided through the Housing Reserve, which is established under the Housing Reserve Policy. The Secondary Suite Program was established with the intention to assist in bringing non-conforming secondary suites into conformance with the relevant safety standards.

Program Details

- Only pre-existing secondary suites that do not conform to The City of Prince Albert Property Maintenance Bylaw and the National Building Code are eligible for this program.
- Funding may cover up to 50% of eligible construction costs, with a maximum grant amount of \$2,500.
- Properties that are currently in tax arrears shall not be eligible for this program.
- As a part of the application process, an initial inspection shall be completed by a City of Prince Albert Building Official and Fire Inspector to determine what upgrades may be required. The fee for the initial inspection is \$100.
- Eligible construction costs are limited to those costs associated with remedying the issues identified in the initial inspection.
- Any construction completed prior to the initial inspection will not be eligible for this grant.
- Once an application is considered complete and has been approved in principle by the City Manager, it shall be brought to City Council for final approval.
- Disbursement of the grant shall only occur after:
 - A final inspection has occurred; and
 - Copies of all receipts have been submitted to Administration to determine the total grant amount.
- The Secondary Suite Program is a standalone program and cannot be stacked with other City Programs.
- The Secondary Suite Program is effective as of February 25th, 2019.

Residential Renovation Program Schedule "A"

Application Submission Check-list

Before submitting your application, please ensure that you have the following completed and prepared as they form part of the application. Only applications with all the required documents will be accepted.

1. Application Form.
2. Copy of quotes for the labor and materials being used in the renovation.

Program Information and Conditions

The purpose of this program is to provide a rebate for significant or critical home renovations. The Residential Renovation Program is an initiative that originates from the Housing Reserve Policy and is funded by the Housing Reserve. This program came into effect on XX and is not retroactive.

1. Properties that are in tax arrears will not be eligible for this program.
2. Properties that are under Order through a bylaw, act or other legislation will not be eligible for this program.
3. The subject property must be the applicant's primary residence and the applicant cannot own any secondary, standalone revenue generating property (rental property, commercial property, etc.).
4. The applicant's total household income (single or multiple income earners) shall be no more than \$80,000.
5. The grant funding is for the repair or replacement of features of the home that are critical to its overall function (see example list below) and may include renovations to a secondary suite that ensure it meets the necessary, minimum safety regulations:
 - a. Singles,
 - b. Windows,
 - c. Water heater,
 - d. Furnace or heating system
 - e. Insulation, and
 - f. Foundation.
6. The funding provided will pay for 50% of the cost of the materials, supplies and professional labor up to a maximum of \$5000.
7. Applications will be accompanied by two reasonable quotes for the proposed work, with the value of the lesser being what the City bases its grant funding on.

Métis Nation-Saskatchewan Emergency Repair Program

PROGRAM GUIDELINES – VERSION 1.0 DECEMBER 2020

MN-S HOUSING DEPARTMENT



MN-S Emergency Repair Program

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The MN-S Emergency Repair Program (the Program) is for low-income Métis citizens in Saskatchewan. It provides a one-time indirect grant to perform emergency repairs, improve health and safety, accessibility improvements and major capital replacement items for Métis homeowners.

Key Objectives

The MN-S Emergency Repair Program is one component of the MN-S Housing Strategy efforts. The Response is designed to aid in improving health and safety within the home, support senior and accessibility efforts, and extend the lifecycle of Métis Citizen's primary home.

The MN-S Emergency Repair Program is not designed to fund general renovations or cosmetic improvements. It is also not designed to fund cottages, rental properties, or homes that are not considered salvageable or too costly to repair.

Purpose

The purpose of the MN-S Emergency Repair Program is to improve the health and safety challenges facing low-income Métis homeowners, many of whom are not able to address such issues alone. The MN-S Emergency Repair Program is Métis specific and applicants must be a Registered Métis Citizen residing in Saskatchewan and must provide proper documentation before accessing this program.

The MN-S Emergency Repair Program is a stand-alone program and does not require matching Response funds from Provincial or Federal housing Responses. However, stacking funds will be considered if outside funds have been established by the homeowner.

Program Parameters and Mandatory Criteria

- Provide a one-time grant from the MN-S Emergency Repair Program.
- Eligible amount of funding will be considered on a case-by-case basis and as per the received inspection reports to a maximum of:
 - \$25,000 All other Regions
 - \$40,000 Northern Regions
- Eligible Métis citizens are those who hold the land title and demonstrate a need for Emergency, Health and Safety, accessibility and capital items needed to extend the lifecycle of their homes.
- Métis citizens must provide a copy of their Registered Métis Citizenship Card or confirmation from the Métis Nation of Saskatchewan Registry office confirming their application is in process.

- Métis citizens must provide a copy of the land title of the home or other proof of ownership (i.e., Letter from municipality/R.M. confirming land is owned by the applicant).
- The homeowner must be willing to allow third-party inspectors and contractors to complete the quotes, invoicing, and scope of work as it relates to the eligible expenditures only.
- The Response shall be deemed completed upon receipt of final inspection.

Eligible Expenditures

- Water Infrastructure
 - Connections to Municipal Water Systems
 - Installation or upgrade to cistern systems
 - Installation of water wells
 - Related Plumbing needs to ensure water is accessible
- Sewer Infrastructure
 - Connections to Municipal Sewer Systems
 - Installation of Septic Systems according to household need
- Capital Replacement Items and Health and Safety issues
 - Roofing, malfunctioning or inadequate heating and ventilation equipment, mold remediation, exterior doors, window, smoke detectors, stairs and railing, full flooring, grading, structural issues, other health and safety concerns outlined by the inspector.
- Home adaptation for disabilities supported by Doctor or home care recommendations.
 - Tub Railing, raised toilets, wheelchair lifts, and ramps, etc.
 - These items must be submitted to the SHC for prior consideration.

Ineligible Expenditures

- Cosmetic Renovations
 - Paint, trimming, interior doors, cosmetic flooring upgrades, etc.
- Appliances
- Basement Development for rental purposes
- Secondary Bathroom
- Fencing
- Landscaping
- General renovations
- Furniture

Applications

Applicants must fully complete and submit an MN-S Emergency Repair Program application form along with support documents to be considered. Incomplete application forms or missing items will not be considered.

Citizen Eligibility Criteria

- The applicant must be a Registered Métis Citizen or be in the process of receiving citizenship.
- Applicant must have an overall household income of less than \$100,000.00 per year.
- The applicant must be able to provide proof of land title.
- Homeowner must own no more than one residence.
- Homeowner must not have more than \$300,000.00 in liquid assets.

ELIGIBLE types of homes

- Resale market homes – single-family, side by side, townhouses, condominiums, multi-unit.
- Mobile homes on owned land, on a permanent foundation anchored to the property.
- Mobile homes not on permanent foundations have been homeowner's primary residence for over 10 years.
- Must be homeowner's primary residence.

INELIGIBLE types of homes

- Mobile homes in trailer parks, cottages, houseboats.
- Seasonal homes.
- Rental properties.
- Homes on life-lease land.
- Homes that have been inspected and considered "unlivable" or "unsalvageable".

Evaluation and Approval Process

- The process begins once the MN-S Emergency Repair Program application form and support documents have been completed and submitted.
- MN-S will consider certified plumbing and heating recommendation for replacing heating and ventilation equipment.
- MN-S will contract a qualified independent inspector to complete a full inspection of the home before confirming the need for repairs and to ensure the home is suitable for the repairs and to uncover any other health and safety concerns not identified by the homeowner.

- The home inspector will provide MN-S and the Homeowner with a copy of the inspection and rough estimates of costs to complete the eligible repairs.
- Upon receiving inspection reports, MN-S will then provide the applicant a letter confirming or denying their application. The approved letters will include a list of eligible repairs along with a contract stipulating the homeowner's responsibilities in accessing the grant.
- Once the contract has been executed, the homeowner will select a 3rd party registered contractor to confirm estimates and begin work.
- Once the work is completed, an inspector will sign off on a final inspection report confirming eligible items have been completed without deficiencies. In all cases, the contractor will be paid directly for materials and services. All requirements must be met within 120 days of MN-S issuing the grant unless an extension has been agreed.
- If the repair is considered an emergency, the repairs may be approved by MN-S for immediate response with confirmation of Métis citizenship, income confirmation and execution of the contract between the homeowner and MN-S. In all cases, confirmation of repair or replacement from a qualified 3rd party is required.

RPT 22-24

TITLE: RCMP Temporary Lease - 188 Veteran's Way - Prince Albert Airport (Glass Field)

DATE: January 13, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Lease Agreement between the City of Prince Albert and Her Majesty the Queen in Right of Canada as represented by the Minister Responsible for the Royal Canadian Mounted Police, for the temporary use of a Portion of Lot 9, Block 103, Plan 79PA07887, as shown on attached Location Plan be approved, subject to the following:
 - a. That the Develop Permit and Building Permit for the temporary office be approved; and,
 - b. That the term of the Lease Agreement be for four (4) years, starting February 1, 2022; and,
 - c. That the annual fee be \$2,595.45;
2. That the Mayor and City Clerk be authorized to execute the necessary documentation on behalf of the City once prepared.

TOPIC & PURPOSE:

The purpose of this report is to approve the temporary Lease Agreement between the City of Prince Albert and the RCMP for the use of a portion of airport lands located at 188 Veteran's Way.

BACKGROUND:

In mid-2021, the RCMP, located at 190 Veteran's Way (air side), reached out to the City to discuss their need for a secondary, temporary location to accommodate passengers awaiting flights. Their long term plan is to build an addition to their primary building. As a result of that conversation, Administration reviewed multiple options to accommodate a temporary, stand-alone building, and the option that worked best resulted in the need to lease a small portion of the neighboring lot, 188 Veteran's Way.

Administration is in the process of reviewing the Development Permit Application and Building Permit Application for the temporary office trailer. At this time we do not anticipate any issues with these permits.

PROPOSED APPROACH AND RATIONALE:

The RCMP have requested to use a portion of 188 Veteran's Way legally described as Lot 9, Block 103, Plan 78PA07887 Ext 0, for four (4) years, in order to place a temporary office trailer on the site for use by passengers awaiting their flights. See attached Location Plan.

Upon reviewing this request, in combination with the required permits, Administration has no concerns with a four (4) year lease. Once the lease expires the land is to be returned to the original state i.e. removal of trailer, anchors, etc.

CONSULTATIONS:

Planning and Development Services (through the Development Permit process) has been in consultation with the Airport Manager, Building Official, Public Works and representatives from the RCMP (the Lessee).

Administration has raised no concerns with this project moving forward.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Lessee will be notified in writing of City Council's decision. They will also be contacted once the Lease Agreement is prepared and ready to be executed.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no financial, no policy or privacy implications to consider with this report, nor any options to the recommendations.

STRATEGIC PLAN:

Throughout the review process, Administration has supported the Core Value of being "Accountable and Transparent" by providing accurate information to the public and applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

With the amendment, renewal and entrance into new Lease Agreements at the airport, Administration's recommendation aligns with those made by the Airport Advisory Committee, whose mandate is to, "Act as a review body for the Prince Albert Municipal Airport relating to the business operations and strategic development of the Airport".

PUBLIC NOTICE:

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

PRESENTATION:

none

ATTACHMENTS:

1. Location Plan
2. Sample Temporary Lease Agreement

Written by: Leanne Fyrk, Property Coordinator

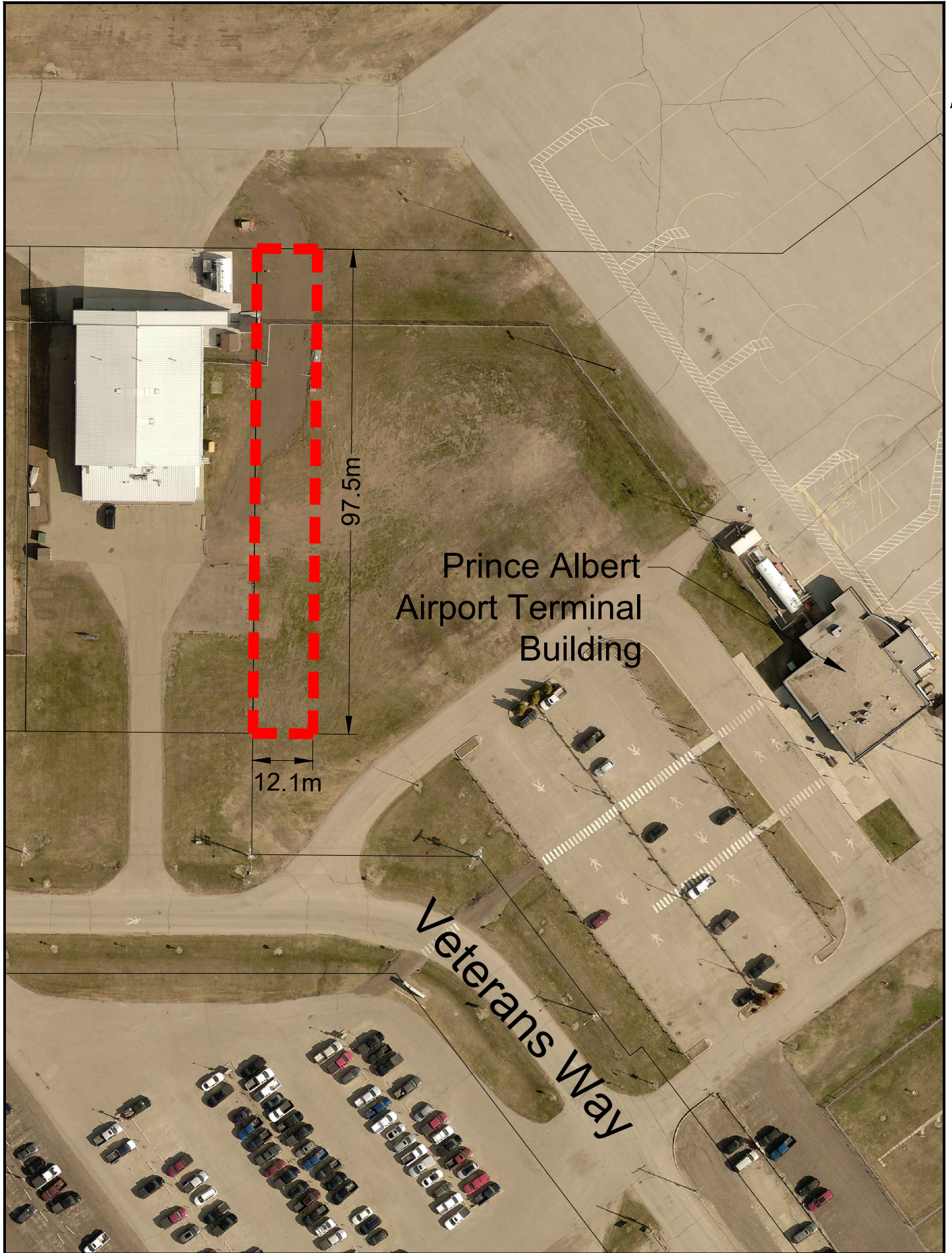
Approved by: Director of Planning and Development Services & City Manager



S - N

S - N

PLANNING & DEVELOPMENT SERVICES



Prince Albert
Airport Terminal
Building

Veterans Way

97.5m

12.1m

AIRPORT LEASE AGREEMENT – AIR SIDE

THIS AGREEMENT made in duplicate this ____ day of _____ 20____.

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, herein referred to “the City” or “the Lessor”.

-and-

HER MAJESTY THE QUEEN, in right of Canada as represented by the Minister Responsible for the Royal Canadian Mounted Police (herein referred to “the Lessee”).

WHEREAS The City of Prince Albert is the registered owner of real property legally described as follows:

Portion of Lot 9, Block 103, Plan 78PA07887 Ext. 0
Civic Address: 188 Veteran’s Way

situated upon the Prince Albert Airport (Glass Field) including without limitation the security gate to the access through the security fence (hereinafter referred to as the “Land”);

AND WHEREAS pursuant to the terms and conditions of the Airport Transfer Agreements dated March 26, 1996, between the City and The Her Majesty the Queen as represented by the Minister of Transport, referred to in bylaw No. 11 of 1996 (herein called the “Transfer Agreements”), which are attached as Schedule “B”, and are hereby incorporated by reference, the City is the operator of The Prince Albert Airport (Glass Field);

AND WHEREAS the Lessee desires to lease those portions of the Land from the City comprising an area of approximately 1,179.75 square meters, as more particularly described on the attached plan marked as Schedule “A” and forming part of

this Agreement, herein called the "Leased Premises" upon the terms and conditions herein set forward;

NOW THEREFORE, in consideration of the mutual promises given in this Agreement, the parties agree as follows:

1. In this Agreement, the following terms shall have the definitions set forward below.

(i) **"Claims"** includes all claims, actions, demands, injuries, damages, losses, including consequential, incidental and indirect losses and loss of earnings or profits, costs, including solicitor-client and party-and-party costs and whether or not the solicitor is in the employ of the City, or other proceedings whatsoever and by whomsoever made, including claims by any third party, the Lessee and those for whom the Lessee is responsible.

(ii) **"Custom Work Order Policy"** means the valuation of the work to be undertaken and the invoicing for work performed pursuant to the valuation applied and charged in accordance with the Custom Work Order Policy of the City of Prince Albert as amended in the discretion of the City from time to time.

(iii) **"Director of Public Works"** means the person appointed as Director of Public Works for the City of Prince Albert or Designate.

(iv) **"Environmental Laws"** includes federal, provincial and municipal environmental protection statutes, regulations and bylaws in effect from time to time during the Term of this Lease or any renewal hereof and orders by authorized governmental personnel or authorities issued in respect of the condition of the Leased Premises which condition arose by virtue of Lessee's operations.

(v) **"Lessee"** includes the successors and permitted assigns.

(vi) **"Airport Manager"** means the person appointed as Airport Manager for The City of Prince Albert or anyone acting or authorized by the Director of Public Works to act on behalf of the Airport Manager in the administration of this Agreement.

(vii) **"Those for whom the Lessee is responsible"** means the Lessee's employees, servants, agents, licensees and invitees.

(viii) **"Primary Security Line"** means the area defined via graphic drawing in the Airport Operation Manual and the Security Plan as a "Restricted Area" which is physically delineated by the chain link fence labeled as such. The restricted area perimeter may include a lessee building that occupies an area that is on an airport's primary security line and that includes a restricted area access point.

TERM

- a. In consideration of the rents, covenants, provisos and conditions herein reserved and contained, the City demises and leases the Leased Premises to the Lessee for a term of four (4) years commencing on the 1st day of February, 2022, and subject to earlier termination pursuant to this Agreement, fully completed on the 31st day of January, 2026, which period, is referred to as "the Term".

RENT

2. The Lessee shall be responsible for all costs, expenses and charges and the Lease shall be considered to be a true triple net lease and read in that manner with the Lessee responsible for all costs incurred by it.

- (a) The Lessee shall pay to the City an annual rent for the Leased Premises in the sum of \$2,595.45 annually, payable in monthly

installments on the first (1st) day of each month of the Term. The Lessee agrees to pay any Federal and Provincial Tax or other tax that the City may be liable to remit to governmental authorities with respect to the rent, which tax shall be payable together with the said annual rent.

- (b) The Lessee agrees to pay the rent and other charges reserved in this Lease at the times and in the manner required for payment of same.
- (c) The Lessee shall pay or cause to be paid all taxes and levies, based on assessment, of real property that may at any time during the Term of the Lease or any renewal hereof be lawfully imposed or become due and payable upon or in respect of the Leased Premises.

USE AND LIMITATIONS ON USE

- 4. (a) The Leased Premises shall be used by the Lessee solely for the temporary use under the Zoning Bylaw, a temporary trailer will be allowed for up to 4 years providing enough time for the RCMP to move forward with the expansion to their current hanger located at 190 Veteran's Way, in accordance with **Development Permit No. XXX of XXXX**. The Lessee shall not carry on any other commercial operation or otherwise use the Leased Premises for profit or for gain for itself or any other party except as approved in writing by both the City's Directors of Planning and Development Services and Director of Public Works.
- (b) The Lessee shall not carry on any business or activity at the Leased Premises in any manner, or at all, which may result in damage to either the Leased Premises or the Land or that may result in any nuisance offensive to any person in the vicinity of the Leased

Premises or that may result in any misconduct or waste of any kind.
The Lessee agrees that it:

- (i) shall not obstruct, encumber or permit to be obstructed or encumbered any part of the Land or the Prince Albert Airport (Glass Field) or the operations of the Airport except as may be expressly permitted pursuant to this Agreement.
 - (ii) within the meanings defined in the Transfer Agreements, shall not interfere with or obstruct any electronic signal from any Air Navigation Facility, cause physical or electronic interference or hazard to the navigation of any aircraft, obstruct the line of sight from any air traffic control tower or any Flight Service Station to any part of the Airport and its approaches over which such air traffic control tower or such Flight Service Station which has the responsibility for the control of, or advice related to aircraft and vehicle movements, and shall not violate any safety-related standards or any procedures, standards or recommended practices affecting aircraft safety, aerodrome registration or airport certification.
- 5 (a) The parties acknowledge and agree that all equipment, fixtures and improvements related to its operations that are now or hereafter situated upon the Leased Premises during the Term, of this Lease or any renewal hereof, are the sole exclusive property of the City, subject to paragraph 5(d) below.
- (b) At its own expense, the Lessee agrees to maintain and to obtain, construct erect, remove or relocate as necessary such equipment, fixtures and improvements as are required during the Term of this

Lease or any renewal hereof, in respect of its operations, and to firstly obtain all lawfully required permits from the City before doing so.

- (c) Provided the Lessee shall not be in breach of this Agreement and that the area from which any improvements or fixtures have been removed are left in a neat and tidy condition, any excavation filled with clean fill and the surface of the Leased Premises is graveled, level and graded at the same grade as the Land adjacent to the Leased premises, it may remove its chattels, equipment, fixtures and improvements during the Term of the Lease or any renewal hereof.
- (d) The Lessee covenants and agrees that upon the expiry or termination of the Term of this Lease or any renewal hereof, by any cause, except as otherwise approved in writing by either the Directors of Planning and Development Services or the Director of Public Works, it shall remove at the Lessee's sole cost from the Leased Premises all of its chattels and any and all storage tanks, whether under or above ground, and the following specific fixtures and/or improvements as listed below:
 - (i) apron to property line;
 - (ii) all buildings including storage buildings and/or outbuildings;
 - (iii) anchor points;
 - (iv) all hard surfaces;
 - (v) utilities decommissioned to property line;
 - (vi) any other items not fixed.

If the Lessee neglects, refuses or fails to remove these specified said chattels, fixtures or improvements, then at the option of the City, exercisable upon notice in writing by the either the Director of Planning and Development Services or the Director of Public Works

to the Lessee, same shall be forfeited to and be the property of the City free of any claim by the Lessee or any third party and against which the Lessee indemnifies and saves harmless the City. The City may remove the same, and the costs of such removal and any disposal, storage or other costs in relation thereto, calculated pursuant to the Custom Work Order Policy, shall constitute a debt owing by the Lessee to the City.

- (e) The Lessee covenants and agrees that upon the expiry or termination of the Term of this Lease or any renewal hereof, by any cause, it shall perform any remedial work required to remedy an adverse environmental condition arising from the operations at the Leased Premises sufficient to restore the soil of and the water in or under the Leased Premises to a condition complying with environmental laws. The Lessee further covenants and agrees to peacefully surrender and yield up unto the City the Lease Premises, and to leave the Leased Premises in good and tenantable repair.
- (f) The Lessee covenants and agrees to pay the base rent in accordance with the terms of this Lease.
- (g) The Lessee covenants to pay its occupancy percentage of 100% of:
 - (i) Costs of the maintenance and repair to the services and equipment;
 - (ii) Refuse removal;
 - (iii) Grounds maintenance;
 - (iv) Snow removal;
 - (v) Property taxes;
 - (vi) Tax rates, duties and assessments that may be levied, rated, charged or assessed against the premises or any part thereof

and every other tax, charge, rate, assessment or payment that may become a charge or encumbered upon or levied or collected upon or in respect of the premises or any part thereof as they become due whether charged by any municipal, parliamentary or other body during the Lease term, excepting only the taxes on income of the City; and,

- (vii) All charges for utilities (including but not limited to water, electrical power or energy, steam or hot water, and natural gas) used upon or in respect of the premises and for fittings, machines, apparatus, meters or other things leased in respect thereof, and for all work or services performed by any corporation or commission in connection with such utilities, not billed directly to the Lessee.

MAINTENANCE OBLIGATIONS OF LESSEE

- 6. (a) The Lessee shall, at its own expense, ensure that snow and ice are removed as required for safe and convenient passage to and from the Leased Premises as the Lessee may require.
- (b) The Lessee shall, at its own expense, perform or cause to be performed at the Leased Premises all maintenance to keep the Leased Premises in a well-maintained condition satisfactory to the City and in a condition complying with environmental laws and City Bylaws.
- (c) The Lessee shall regularly dispose of all waste material accumulated in connection with the occupation or use of the Leased Premises in a manner complying with environmental laws, and City Bylaws. The Lessee shall dispose of all other waste, garbage and rubbish in a manner as approved by the City.

- (d) The Lessee shall not, nor shall it suffer or permit, any damage or deterioration to occur to the Leased Premises or the Prince Albert Airport (Glass Field) through its neglect or recklessness or neglect or recklessness of those for whom the Lessee is responsible, and shall at all times be in compliance with all City Bylaws.

SIGNAGE

7. The Lessee may erect interior and exterior signs, provided they meet the requirements of the Bylaws of the City. Provided that upon the direction of the Director of Planning and Development Services and within the time limited for erection of same, the Lessee agrees to provide bilingual signs determined in the City's discretion are to be erected.

ALTERATIONS

8. The Lessee shall undertake all maintenance and repairs to the Leased Premises that it may require at its sole risk and expense. Any improvements, installations, changes or alterations to the Leased premises may only be undertaken upon the Lessee's providing the department of Planning and Development Services with written notice of its intention and supplying plans in such detail as may be required and provided the written consent of the Department of Planning and Development Services is first obtained, the Lessee may undertake the work. The Lessee agrees to ensure that the work complies with all applicable federal, provincial and municipal acts, regulations, codes and bylaws and is performed to such reasonable standards as the jurisdiction having authority may require. Upon notice from the jurisdiction having authority, the Lessee shall promptly correct any defects or deficiencies in the work. The Lessee shall promptly pay the cost of work and materials and forthwith satisfy all claims in the nature of builders' liens.

ADHERENCE TO LAWS AND RULES

9. (a) The Lessee shall comply with all applicable federal and provincial acts, regulations and codes and municipal bylaws, and all police, fire and sanitary regulations imposed by law or made by the fire insurance underwriters in respect of its occupation of the activities at the Leased Premises and in respect of any repairs, replacements or alterations undertaken at the Leased Premises. The Lessee shall in addition comply with and shall ensure that those for whom the Lessee is responsible comply with all City Bylaws, including without limitations the Airport Bylaw. Not to limit the generality of the foregoing, the Lessee agrees that it shall accede to and abide by and shall ensure that those for whom the Lessee is responsible comply with all applicable environmental laws.
- (b) The Lessee agrees to comply with the rules and regulations made by the City, of which it is given notice from time to time and same shall be deemed to be incorporated into the Lease when notice of same is provided to the Lessee. In particular, and not to limit the generality of the foregoing, the Lessee agrees that it shall abide by and comply with all regulations regarding fire precautions, traffic control, sanitation and all other regulations in respect of the management and operation of the Prince Albert Airport (Glass Field), which includes compliance with the City's Airport Operations Manual or its equivalent as it is amended from time to time.
- (c) The Lessee shall not discharge, cause or permit to be discharged or howsoever to pass into the Leased premises, the Land, the sewer systems, storm drains or surface drainage facilities at the Prince Albert Airport (Glass Field) any deleterious material, noxious, contaminated or poisonous substances to which environmental laws apply. (The Lessee shall ensure that any and all waste will be lawfully

and safely disposed of in accordance with applicable municipal, provincial or federal regulations).

- (d) If required by the City, grease, oil and sand interceptors shall be provided by the Lessee. All interceptors shall be of a type and capacity approved by the City and shall be readily accessible for cleaning and inspection. Such interceptors shall be maintained by the Lessee, at the expense of the Lessee, in continuous, efficient operation and in a manner complying with environmental laws at all times.
- (e) The Lessee shall provide the Airport Manager and the City with immediate notice of any accident or defect in any equipment, fuel pipes or other apparatus or fixtures which become known to the Lessee, its employees or agents and may cause or contribute to any environmental or other hazard at the Prince Albert Airport (Glass Field).
- (f) Notwithstanding the above, the Lessee shall in no circumstances by its conduct or occupancy place the City in violation or jeopardy with respect to its obligations due to the Government of Canada pertaining to the lawful operation of the Airport.

ACCESS

10. (a) The City and its employees shall have full and free access to any and every part of the Leased Premises for inspection purposes during the normal business hours of the Lessee. Where such inspection reveals the repairs or replacements are necessary for which the City is not expressly responsible pursuant to this Agreement, the Lessee agrees to make such repairs as are deemed necessary by the City's Department of Planning and Development Services and/or the City's Department of Public works in a good and workmanlike manner within seven (7) days from the date of delivery of notice from the same.

- (b) In the case of an emergency, the City and its employees and agents shall, at all times and for all purposes, have full and free access to the Leased Premises, not including the building(s).
- (c) The Lessee shall permit the City, with all due consideration for the security and confidentiality of the Lessee's business, its employees and agents to enter upon the Leased Premises to exhibit the leased Premises to prospective tenants during normal business hours during the last ninety (90) days of the Term of this Lease or any renewal hereof, if the Lessee has declined to renew the Lease. The Lessee further acknowledges that they will not hold an interest on the building(s).
- (d) The Lessee shall permit the City and its agents, employees or contractors to enter upon the leased Premises at any time during reasonable hours during the Term of this Lease or any renewal hereof, with machinery or equipment for the purpose of obtaining soil, conduction other tests of the Leased Premises, carrying out an environmental study or environmental audit.

RESTRICTED AREA FENCE

11. The Lessee agrees that any security fencing upon the Land is the property of the City, and the Lessee shall allow the City to maintain, install and relocate at its own expense such other Airport security fencing as it deems advisable. Any alterations to the said fencing required by the Lessee and to which the Airport Manager may consent and, unless otherwise agreed by the Airport Manager, which the City shall carry out, shall be undertaken at the Lessee's expense. Any additional gates or alterations to gates in the security fencing that the Lessee wishes to install shall be installed at the Lessee's expense. Prior approval with respect to the type, quality, and location of additional gates

or fencing alterations shall be submitted by the Lessee in writing to the Airport Manager and the City shall not withhold consent unreasonably.

SECURITY

12. For purposes of supporting the establishment and implementation of an airport security program by the City, as may be required by Canada's Aviation Security Regulations, on reasonable notice and request of the City, the Lessee on reasonable notice and request by the City, shall provide the City with:

- (a) information respecting the measures, procedures and processes that the Lessee has in place at the Airport to protect the security of any restricted areas and to prevent breaches of the Lessee's primary security line; and
- (b) a document that describes each area on the primary security line occupied by the Lessee, indicating the location of each restricted area access point in those areas, and describing those restricted area access points.

NO WARRANTY OF CONDITION OF PREMISES

13. The City grants no warranty or representation with respect to the Leased Premises, its subsoil or other condition or repair, and the Lessee accepts full responsibility to maintain such state of repair of the Leased Premises as it requires during the Term of this Lease or any renewal hereof.

INSURANCE

14. (a) The Lessee agrees that it will not suffer, permit or allow any activity or substance in or upon the Leased Premises which may render the insurance with respect to the Prince Albert Airport (Glass Field) or its insurance with respect to the Leased Premises and operations thereon void or voidable or increase the cost of the premium payable in respect of insurance of the City.
- (b) The Lessee shall insure its own stock and equipment and shall be solely responsible for the loss of or damage to its property or the property of others

located in the Leased Premises during the Term of this Lease or any renewal hereof.

- (c) The Lessee shall, during the Term of this Lease or any renewal hereof, at its sole cost and expense, obtain and maintain in full force and effect a comprehensive general liability insurance policy in a form satisfactory to the City and approved by it in writing, naming the City as an additional named insured and including a cross liability clause and providing a minimum limit of coverage in the sum of Five Million Dollars (\$5,000,000.00) on premises, property and operations (including refueling operations), third party liability, products liability and environmental damage and impairment liability.
- (d) The Lessee shall from time to time at the City's discretion, on demand by the City provide confirmation of insurance and its current status and terms, and shall arrange for the City to receive notification of not less than thirty (30) days prior to termination of coverage and shall upon request furnish proof of insurance coverage upon execution of this Agreement. In the event that the Lessee fails or neglects to obtain or maintain a policy of insurance as required herein, the City may obtain the same, and the cost thereof shall be a debt owing by the Lessee to the City payable upon demand and if unpaid, payment may be enforced as arrears of rent. The approval of the said policy of insurance or acceptance of the copy thereof by the City shall not relieve the Lessee from its obligations hereunder or to indemnify the City as provided in this Agreement and particularly, but not to limit the generality of the foregoing, when it appears that the said policy of insurance is inadequate, defective or insufficient to cover claims required to be paid or borne by the Lessee pursuant to this Agreement.
- (e) The City shall be subrogated to any rights of the Lessee against any other parties whomsoever in connection with the matters referred to in this Agreement.

LIABILITY

15. (a) The Lessee agrees that it shall indemnify and save harmless the City from all claims that may be brought or prosecuted against the City:
- (i) In any manner based upon, occasioned by or attributable to this Agreement, any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder, the Lessee's use or occupation of the Leased Premises, including claims arising in respect of refueling operations, stock, fixtures, equipment, improvements related thereto or fuel being stored, used or situated upon the Leased Premises.
 - (ii) Arising out of any breach, violation, or non-performance of any covenant or proviso hereof on the part of the Lessee.
 - (iii) With respect to injury, disability and/or death or property or any other damage whatsoever suffered by, the Lessee or those for whom the Lessee is responsible, in any way related to work in connection with any alterations, changes or construction undertaken by or on behalf of the Lessee.
 - (iv) With respect to any damage that the Lessee may sustain by reason of any temporary suspension, interruption or discontinuance in whole or in part from whatever cause arising in respect of services supplied by the City.
 - (v) With respect to damage arising from any leakage whatsoever, including escape of water or gas from, onto or under the Leased Premises, malfunction of any pipes, apparatus or fixtures or any cause associated with the occupation of the Leased Premises whatsoever.
 - (vi) With respect to any vandalism or theft of property whatsoever occurring at any time upon the Leased Premises or otherwise.

- (b) The Lessee shall indemnify and save harmless the City from all claims in any way connected with the occupancy of the Leased Premises by the Lessee or made necessary by reason of acts or omissions of the Lessee or those for whom the Lessee is responsible, whether occasioned by negligence or misconduct of the Lessee or those for whom the Lessee is responsible or otherwise. In the event that repair or replacements pursuant to this clause are required, the Lessee shall effect same to the satisfaction of the City and failing such repair or replacement, the City may undertake same, and the value thereof shall be recoverable from the Lessee as arrears of rent. The Lessee shall not have any claim or demand against the City for accident, detriment, damage, injury or loss of any nature whatsoever or howsoever caused to the said Leased Premises or to any structures, erections, equipment, supplies, motor or other vehicles, materials, articles, effects or things at any time situate upon the Leased Premises.
- (c) Provisions in this Agreement providing for indemnification by the Lessee shall survive any termination or expiration of this Lease.
- (d) The Lessee shall indemnify and save harmless the City from all claims for any loss of or damage or injury to the business of or any property belonging to the Lessee or any of those for whom the Lessee is responsible while such property is upon the Leased Premises.
- (e) Notwithstanding the foregoing provisions of this Section, the Lessee shall not be obligated to indemnify the City against claims when the direct, primary and proximate cause is the negligence, recklessness or willful conduct of the City, its officials, employees, servants or agents.

DEFAULT

16. a) Notwithstanding 17(b), if the Lessee refuses, neglects or omits to perform any of its obligations contained in this Agreement, the City, by its Director of Planning and Development Services or Director of Public Works, Airport Manager or designated representative may, at the city's discretion, give notice to terminate the Lease effective immediately or give notice to the Lessee specifying the nature of the default.
- (b) Should the Lessee fail to commence to remedy the default in the event of it receiving notice to remedy a default, or to provide the City with a schedule for the remedying of such default acceptable to the City in writing, within seven (7) days of the service of the notice of default, or if the Lessee, having commenced to remedy the default, fails to proceed with or complete the same with reasonable diligence, then, without prejudice to any other right of the City hereunder to terminate this Agreement or otherwise, the City may remedy the default and shall be entitled to recover the cost thereof from the Lessee as if they were in arrears under the Terms of this Lease. In circumstances where applicable, the City's Custom Work Order Policy shall apply.

OCCUPANCY AND TERMINATION

17. (a) The Lessee covenants that it and those for whom the Lessee is responsible shall use and occupy the Leased Premises in a fair and tenantable manner at all times during the Term of this Lease or any renewal hereof.
- (b) The City covenants that the Lessee, upon paying the rent and other charges and payments hereby reserved and performing and complying with the terms and conditions of this Agreement, may peacefully possess and enjoy the Leased Premises for the Term of this Lease or any renewal hereof without any interruption or disturbance by the City.
- (c) If the Lessee continues to occupy the Leased Premises after the expiration of the Term of this Lease or any renewal hereof, with or without the consent

of the City, and if the City accepts rent without any further written agreement or notice by the Department of Planning and Development Services to negotiate revised rent to apply during a period of renewal, the Lessee shall be deemed to be a tenant from month to month at the rent calculated on a monthly basis which was payable at the end of the Term of this Lease or any renewal hereof and on the same terms and conditions specified in this Agreement excepting with respect to right of renewal.

18. (a) Subject to subsection 5(d), in the event of the destruction of the Leased Premises through any cause or casualty whatsoever such that the Leased Premises cannot reasonably be used for the Lessee's purposes until repaired and restored, this Lease may be terminated by the City, exercisable by the Director of Planning and Development Services, or by the Lessee by giving written notice to the other to such effect to the Lessee within one (1) month after the date of the destruction has occurred, with such termination to be effective as of the date when such destruction occurred. Notwithstanding the foregoing in the event of the destruction of the Leased Premises and the destruction was caused or contributed to the Lessee or those for whom the Lessee is responsible and the Lessee gives notice of termination, the notice from the Lessee shall be construed as a notice pursuant to Section 19(a). In any event, the Lessee shall have no claims against the City in respect of losses sustained by virtue of the destruction, termination of this Lease or otherwise related thereto.
- (b) The Lessee agrees to promptly execute all documents and undertake all acts necessary:
- (i) If the City elects to rebuild or repair the Leased Premises, to have insurance proceeds applied to any rebuilding or repairing of the Leased Premises.

- (ii) If insurance proceeds are payable to the City in respect of any Partial Destruction or Total Destruction, to have insurance proceeds paid to the City.
- 19. (a) Either party hereto may terminate this Lease by providing the other with ninety (90) days' written notice.
- (b) In addition to all other rights available to the City, the City shall be deemed entitled, and it shall be lawful for the City, without notice or any form of legal process, to enter and/or re-enter upon the Leased Premises, using force if necessary, to have, possess and enjoy the Leased Premises as if this Agreement had not been made and to remove the Lessee's effects therefrom, and the rent for the next ensuing three (3) months shall become due and payable forthwith, and the Term of this Lease or any renewal hereof, hereby granted shall, at the option of the City exercisable by the City Manager, immediately become forfeited and terminated:
 - (i) If the rent reserved or any part thereof be in arrears, whether such rent has been demanded or not.
 - (ii) In the event that there be any default, breach or non-observance of any covenant, proviso, condition or reservation herein contained which on the part of the Lessee that the City deems must be observed or performed.
 - (iii) In the event that the Lessee fails to carry out its obligations hereunder without cost to the City, excepting those costs expressly undertaken to be paid by the City pursuant to the terms of this Agreement.
 - (iv) In the event that any of the goods or chattels of the Lessee are taken in execution or attachment by a creditor, the Lessee shall have made any assignment for the benefit of creditors, or, on becoming bankrupt

or insolvent, shall have taken the benefit of any Act now or hereafter in force for bankrupt or insolvent debtors, if any order shall have been made for the winding up of the Lessee, or if the Lessee shall have committed an act of insolvency.

- (v) In the event that the Lessee abandons or attempts to abandon the Leased Premises or attempts to sell or dispose of its goods or chattels or to remove any of them from the Leased Premises so that they would not remain within the Leased Premises, in the event of such abandonment, sale or removal, sufficient goods to satisfy, through distress, all outstanding amounts, are then due and owing by or accruing due from the Lessee to the City.
 - (vi) If, in the circumstances of notice of default referred to in Section 16, the default shall have continued for seven (7) days and the Lessee has not provided a schedule for the remedy which is approved in writing and in advance by the Departments of Planning and Development Services or Public Works.
 - (vii) In the event that the interest of the City in the Leased Premises shall be terminated by any cause.
 - (viii) If removal of refueling operations from the location of the Leased Premises is required by the airport regulatory authorities for the Aerodrome Registration of the Prince Albert Airport (Glass Field) requires.
- (c) On the City's becoming entitled to re-enter the Leased Premises, the Lessee agrees that it shall not initiate any prosecution or claim against the City in respect of such reentry.

- (d) No acceptance of any rent subsequent to any breach or default other than nonpayment of rent or any condoning, excusing or overlooking by the City on previous occasions of breaches or defaults similar to that for which re-entry is made shall be taken to operate as waiver of any term of the Agreement, nor in any way to affect the rights of the City herein.
- (e) The Lessee waives and renounces the benefit of any present or future statute taking away or limiting the city's right of distress and agrees that, notwithstanding any such statute, none of the goods and chattels of the Lessee on the leased Premises at any time during the Term of this Agreement shall be exempt from levy by distress for rent in arrears.
- (f) This Lease shall be subject to the implied covenants and powers contained respectively in The Land Titles Act of Saskatchewan and amendments thereto, which implied covenants and powers shall be deemed to be incorporated in and made part of the Lease, save as they are herein expressly modified or otherwise varied.
- (g) In every case referred to in Subsection (b) of this clause, all outstanding rents shall immediately become due and be recoverable by the City in the same manner as if it were rent in arrears under The Landlord and Tenant Act of Saskatchewan, and the City may seek to recover the outstanding rents by levying distress upon any of the goods and chattels then remaining within the Leased Premises or by action at law in a court of competent jurisdiction.
- (h) On the City's becoming entitled to re-enter the Leased Premises, the Lessee agrees that the City may sublet the Leased Premises as agent of the Lessee or otherwise, and solely the City shall be entitled to receive the rent under any sublease of the Leased Premises and as agent of the Lessee may take possession of any furniture or other property of the Lessee on the Leased Premises and sell same in a commercially reasonable manner at a

public or private sale and apply the proceeds of such sale and any rent derived from the subletting of the Leased Premises on account of the Lessee's obligations under the Lease, and the Lessee shall be liable for any deficiency or any charges or payments to be made required pursuant to this Agreement.

FORCE MAJEURE

20. If the City be delayed, hindered or prevented from the performance of anything required to be done, including, but not to limit the generality of the foregoing, the supply of any service or utility, the doing of any work or the making of, any repairs by reason of its inability to obtain materials, goods, equipment, services, utilities or labour required to enable it to fulfill such obligation or by any other cause reasonably beyond the City's control, the City shall be relieved from the fulfilment of such obligation until the matter causing the delay is ended, and the Lessee shall not be entitled to compensation for any damages, losses or inconvenience thereby occasioned.

ASSIGNMENT OR SUBLETTING

21. The Lessee shall not be entitled to assign or in any manner transfer any rights or privileges acquired by it pursuant to this Agreement or sublet the Leased Premises without first obtaining the prior written consent of the Director of Planning and Development Services as may be authorized by the City, which consent may be withheld without the giving of reasons therefor.

22. In the event of the sale or lease by the City of the Leased Premises, or a portion thereof that contains the Leased Premises, or the assignment by the City of this Lease or any interest of the City hereunder, the City shall, to the extent of such purchaser, lessee under such lease, or assignee, assumes the covenants and obligations of the City hereunder, be freed and relieved of liability pursuant to such covenants and obligations without further agreement. The Lessee shall, from time to time at the request of the City, certify or acknowledge to any actual proposed mortgagee, purchaser, lessee or assignee,

the status and validity of this Lease, and the state of the City's and Lessee's account number.

OVERDUE CHARGES AND INTEREST

23. (a) In addition to all other remedies available at law, payment of any amount due pursuant to this Agreement shall be recoverable from the Lessee as a debt, payable on demand, and if unpaid when due or, in the case of an amount invoiced, sixty (60) days from the date of invoice, payment may be enforced in the same manner as arrears of rent.
- (b) Interest shall be payable on any sum owing by one party to the other at a rate of 1.5 percent compounded monthly being the equivalent of 19.56 percent per annum, compounded monthly from the date the payment was due, or in the case of an amount invoiced, from a date commencing sixty (60) days after the date of invoice and continuing until payment is made.

NOTICES

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

Planning and Development Services
 City of Prince Albert
 1084 Central Avenue
 Prince Albert, SK S6V 7P3

and if to the Lessee at:

Royal Canadian Mounted Police
 Asset Management
 6101 Dewdney Avenue
 Regina, SK S4P 3K7

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

INTERPRETATION

25. This Agreement represents the entire understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations and agreements. All understandings and agreements heretofore had between the parties are merged into this.

LEASE ENTIRE AGREEMENT

26. This Lease contains the entire agreement between the parties and it is admitted that they are forever estopped from asserting the contrary that there is any condition precedent, or warranty of any nature whatsoever to the within lease. Any offer to lease entered into prior to the execution of this Lease shall be deemed to have been merged and extinguished in this Lease.

REGISTRATION

27. Should the Lessee register the Lease against the lands, the Lessee agrees to provide such postponement of Lease in favour of any recognized financial institution as the City from time to time may require. Such postponement shall be arranged for by the City at its expense.

AMENDMENT

28. This Lease may not be modified or amended except by an instrument in writing signed by the parties hereto or by their successors or assigns.

GRAMMATICAL

29. The word "Lessee" and the pronoun "he", "she", "his", or "it" relating thereto and used therewith will be read and construed as Lessee and "his", "hers", "it" and "their" respectively as the number and gender of the party or parties referred to each require, and the number or the verb agreeing therewith, will be construed and agree with the said work or pronoun so substantiated, and if there be more than one Lessee, all covenants and provisions herein contained as being several as well as joint.

WAIVER

30. The waiver or acquiescence by the City respecting any Lessee default under any clause or provision of this Lease, shall not be deemed to be a waiver of that clause or provision, upon any subsequent or other default under the clause or provision.

JURISDICTION

31. This Agreement and enforcement thereof shall be in accordance with the laws of the Province of Saskatchewan and shall be determined at the Judicial Centre of Prince Albert.

BINDING

32. This Lease shall be binding upon the parties hereto and their respective heirs, executors, administrators, permitted successors and permitted assigns.

EFFECTIVE DATE

33. Notwithstanding the date of execution by the respective parties, the effective date of this Agreement shall be February 1, 2022.

IN WITNESS WEREOF The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this __ day of _____, A.D. 20__.

THE CITY OF PRINCE ALBERT

Per: _____
Mayor

(seal)

Per: _____
City Clerk

IN WITNESS WHEREOF HER MAJESTY THE QUEEN, in right of Canada as represented by the Minister Responsible for the Royal Canadian Mounted Police, has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this __ day of _____, A.D. 20__.

(print name/positon)

(seal)

(signature)

SCHEDULE "A"

DRAFT

SCHEDULE "B"**Environmental Compliance and Representations****Environmental Compliance**

- (a) The Lessee shall use the Premises and Land in compliance with all applicable laws, bylaws, rules and regulations of the appropriate jurisdictions pertaining to the environment, health and welfare and occupational safety.
- (b) The Lessee shall not bring or permit to be brought onto the Premises or Land any substance in a toxic or otherwise hazardous form, or any substance which if it were to remain on or escape from the Premises or Land, may contaminate or pollute the Premises or Land or any other property with which it may come in contact.
- (c) The City shall manage the Premises and Lands in compliance with all applicable laws, bylaws, rules and regulations of the appropriate jurisdictions pertaining to the environment, health and welfare and occupational safety and the Lessee hereby agrees to follow any such direction of the City in this regard, the City acting reasonably.
- (d) The Lessee shall not be held responsible for any environmental impact or hazards associated with the Premises and Land which were not caused by any act or omission of the Lessee, its employees, agents, contractors or invitees, or any assessment, remediation, risk management and/or any other mitigating costs or responsibilities.
- (e) In the event that the Premises or the Land is contaminated or polluted by any action or omission by the Lessee, its employees, agents, contractors or invitees:
 - 1) The Lessee shall immediately notify the City and any governmental department or agency as may be required by law, of such pollution or contamination.
 - 2) The Lessee shall immediately conduct or have conducted, at its sole expense, an environmental audit assessment as may be required by the City and any appropriate governmental department or agent, which shall include an estimate of the scope of work required to remediate and/or risk manage the contamination and/or pollution caused by the Lessee, its employees, agents, contractors or invitees in accordance with the applicable regulations.

- 3) The remedial work suggested in the environmental assessment to eliminate/manage the said contamination and/or pollution shall not proceed without prior approval and consent of the City. Upon receipt of the said approval, the Lessee will undertake, at its own expense, the necessary remediation to the satisfaction of the City and the appropriate governing department or agency.
- (f) Should the City believe that the Lessee is responsible for contamination or pollution where the polluting source is not obvious or evident; the City must conduct or have conducted, at its sole expense, an environmental assessment in order to confirm the polluting source.
- (g) The parties hereto agree that any such work to be undertaken shall be completed to the standard of the highest governing authority having jurisdiction.

Environmental Representations

The City represents to the Lessee to the best of its knowledge:

- (a) The Premises and the Lands on which the Premises is located and their existing and prior uses comply and have at all times complied with, and the City is not in violation of and has not violated, in relation to its ownership use, maintenance or operation and uses related thereto, any applicable federal, provincial, municipal or local laws, regulations, orders or approvals of all governmental authorities relating to environmental matters.
- (b) There are no orders or directions relating to environmental matters related to the Premises and the Lands on which the Premises is located.
- (c) There are no hazardous or toxic materials, substances, pollutants, contaminants or wastes have been discharged into the environment, or deposited, discharged, placed or disposed of at, on or near the building, the Premises and the Lands on which the Premises is located.



RPT 22-28

TITLE: Obstructive Solicitation Bylaw Approval

DATE: **January 13, 2022**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw 4 of 2022, a Bylaw to amend the Obstructive Solicitation Bylaw 8 of 2007 3 Readings

TOPIC & PURPOSE:

To inform City Council of the Obstructive Solicitation Bylaw and approve amendments as suggested by the City Solicitor.

BACKGROUND:

At the City Council Meeting dated November 8th, 2021 the following motion was approved:

That Administration, through Bylaw Enforcement and in consultation with the Chief of Police, City Solicitor and relevant public stakeholders, review the City's Obstructive Solicitation Bylaw and Best Municipal Practices in order to identify and recommend bylaw, enforcement and resourcing options that would more effectively discourage the accosting of residents and customers of businesses by persons aggressively seeking donations for personal use or benefit; and,

That recommendations come back to City Council on or before December 13, 2021.

At the December 13, 2021 City Council Meeting, a report was approved by City Council which outlined amendments to the current obstructive Solicitation Bylaw which speaks to these items.

PROPOSED APPROACH AND RATIONALE:

There have been several instances where members of the Public have felt uncomfortable or obstructed while they are trying to engage in usual activities or engagements in a Public Setting.

The idea behind this motion is understood to assess and consider existing or further options or tools that the City may use in order to help address this problem.

The City of Prince Albert currently has in place and can utilize Bylaw 8 of 2007 for this purpose, however the City Solicitor has suggested that in order to strengthen the Bylaw, some amendments are required to ensure the Bylaw better captures certain common situations, such as intimidation specifically related to patrons coming and going from retail stores, or places of business. There is already a deterrent in place under the Bylaw in fines up to \$2,000, which the proposed amendments suggest could be made per incident.

Given the nature of the offence in question, it is recognized that enforcement under the Bylaw will be practically reliant on:

- enforcement resources receiving cooperation from complainants and business owners to identify offending parties after the fact, or
- police equipped to address the confrontational situation by attending to a location where a complaint identifies the solicitation to be on an ongoing basis;
- the strategic stationing of police resources outside of known problem areas.

Business owners can also assist by identifying and banning the soliciting parties from their private property, giving police further legal authority to remove trespassers from common solicitation areas.

The Prince Albert Police Service states that City of Prince Albert Bylaw No. 8 of 2007 provides the opportunity for the Prince Albert Police Service to proactively monitor and address obstructive solicitation which could potentially curb the undesired behaviour. Organizations that experience obstructive solicitation are encouraged to report instances to the Prince Albert Police Service. Bylaw No. 8 provides the police the opportunity to lawfully investigate and enforce obstructive solicitation.

For these reasons, implementation of a communication strategy targeted generally at business owners, or at particularly impacted business owners would benefit the enforcement process.

CONSULTATIONS:

The City Solicitor and Prince Albert Police Service have both been consulted in preparation of this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

implementation of a communication strategy targeted generally at business owners, or at particularly impacted business owners will be arranged in order to benefit the enforcement process.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation, Policy Implications, Financial Implications or Privacy Implications

STRATEGIC PLAN:

Active and Caring Community:

The City strives to provide high quality services to meet the dynamic needs and expectations of our citizens

OFFICIAL COMMUNITY PLAN:

Section 12 of the Official Community Plan addresses Public Safety

PUBLIC NOTICE:

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

PRESENTATION:

None

ATTACHMENTS:

1. Bylaw 4 of 2022
2. Amended Obstructive Solicitation Bylaw

Written by: Director of Planning and Development Services

Approved by: City Manager

CITY OF PRINCE ALBERT BYLAW NO. 4 OF 2022

*A Bylaw of The City of Prince Albert to amend
The Obstructive Solicitation Bylaw,
being Bylaw No. 8 of 2007*

WHEREAS it is desirable to amend the City of Prince Albert Obstructive Solicitation Bylaw No. 8 of 2007;

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

1. That Bylaw No. 8 of 2007 be amended as follows:
 - a) Section 2:
 - i) By adding to the definition “captive audience” Subsection (i) as follows:

“(i) a person who is in process of entering or departing from a retail, business or office premises, such person(s) to be referred to in this Bylaw as “customer(s)”.
 - ii) By deleting the definition “causes an obstruction” in its entirety; and,
 - iii) Replace with the following definition for “causes an obstruction”:

“causes an obstruction means conduct that has the effect:

 - (a) in the course of solicitation to obstruct or impede the convenient passage of any pedestrian or vehicular traffic in a street;

- (b) to continue to solicit from or follow a pedestrian after that person has made a negative response to the solicitation;
- (c) to verbally threaten or insult a pedestrian in the course of or following a solicitation;
- (d) to physically approach and solicit from a pedestrian as a member of a group of three or more persons;
- (e) to solicit a captive audience; or
- (f) to solicit a customer in any manner that reasonably causes the customer to feel unsafe or intimidated.”

b) Section 4:

- i) By deleting Subsection 4.(1)(a) in its entirety; and,
- ii) Replace with the following Subsection 4(1)(a):
“(a) to a fine of up to \$2,000 per offence.”

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

INTRODUCED AND READ A FIRST TIME THIS	DAY OF	,AD 2022.
READ A SECOND TIME THIS	DAY OF	,AD 2022.
READ A THIRD TIME AND PASSED THIS	DAY OF	,AD 2022.

MAYOR

CITY CLERK

CITY OF PRINCE ALBERT BYLAW NO. 8 OF 2007

A Bylaw of The City of Prince Albert to control Obstructive Solicitation for Donations.

WHEREAS the Council of The City of Prince Albert deems people need a safe and civil environment in public places within the City of Prince Albert where residents and visitors may freely engage in the usual activities and enjoyments of the urban setting;

AND WHEREAS residents and visitors in the City are entitled not to be obstructed while enjoying public places;

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

Title

1. This Bylaw may be cited as "The Obstructive Solicitation Bylaw."

Definitions

2. In this Bylaw:

"captive audience" means:

- {a) a person who is using, waiting to use, or departing from an automated teller machine, a bank or credit union;
- {b) a person who is using, waiting to use, or departing from a public pay telephone;
- {c) a person who is waiting at a public transit stop or taxi stand;
- {d) a person who is in or on a public transit vehicle;

- (e) a person who is in an elevator;
- (f) a person who is in an area of the downtown pedestrian walkway system;
- (g) a person who is in the process of getting in, out of, on or off a vehicle, or who is in a parking lot;
- (h) a person who is seated in an outdoor area of a restaurant or bar in which food or beverages are being served
- (i) a person who is in process of entering or departing from a retail, business or office premises, such person(s) to be referred to in this Bylaw as "customer(s)".

"causes an obstruction" means conduct that has the effect:

- (a) in the course of solicitation, to obstruct or impede the convenient passage of any pedestrian or vehicular traffic in a street;
- (b) to continue to solicit from or follow a pedestrian after that person has made a negative response to the solicitation;
- (c) to verbally threaten, or insult a pedestrian in the course of or following a solicitation;
- (d) to physically approach and solicit from a pedestrian as a member of a group of three or more persons; or
- (e) to solicit a captive audience;
- (f) to solicit a customer in any manner that reasonably causes the customer to feel unsafe or intimidated.

"solicit" means to ask, whether by spoken, written or printed word, or gestures, for donations of money or other things of value for one's self or for any other person, and solicitation has a corresponding meaning;

"street" has the same meaning as in *The Cities Act*.

3. No person shall solicit in a manner which causes an obstruction.

Penalty

4. (1) Any person who contravenes any provision of this Bylaw is guilty of an offence punishable on summary conviction and liable:

(a) to a fine of up to than \$2,000 per offence;

(2) When a police officer issues a summary ticket for a violation of this Bylaw,

that police officer may enter on the ticket the amount of \$100.00 which, if paid within the time prescribed; will be accepted as a guilty plea to the offence.

- (3) Any person who is in default of payment of a fine imposed pursuant to this section may be liable to a term of imprisonment not exceeding ninety (90) days.

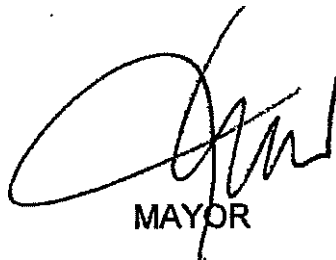
Coming Into Force

5. The Bylaw comes into force on the day of passage.

INTRODUCED AND READ A FIRST TIME THIS 24 DAY OF September ,AD 2007.

READ A SECOND TIME THIS 24 DAY OF September ,AD 2007.

READ A THIRD TIME AND PASSED THIS 24 DAY OF September ,AD 2007.



MAYOR



CITY CLERK



RPT 21-579

TITLE: Bylaw No. 15 of 2021 - The Fire Services Bylaw - 3rd Reading

DATE: January 7, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 15 of 2021 be given third and final reading.

TOPIC & PURPOSE:

To request third and final reading of Bylaw No. 15 of 2021.

BACKGROUND:

As members of Council are aware, Bylaw No. 15 of 2021, was introduced, and given two (2) readings at the December 13, 2021 City Council meeting.

PROPOSED APPROACH AND RATIONALE:

As outlined in RPT 21-566 as attached, in order to approve The Fire Services Bylaw, it is necessary to have the Bylaw placed before City Council for consideration of third and final reading.

CONSULTATIONS:

Bylaw No. 15 of 2021 was published in full text on the December 13, 2021 City Council meeting Agenda for review by the public and members of Council.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Bylaw, once approved, will be executed by the Mayor and City Clerk and then placed on The City's website.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, financial, Official Community Plan, or privacy implications.

STRATEGIC PLAN:

Corporate Sustainability – The City is committed to continued improvements to its Bylaws as the needs of the community and practices of the organization change over time.

OPTIONS TO RECOMMENDATION:

The options to recommendation are outlined within the attached RPT 21-566.

PUBLIC NOTICE:

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

PRESENTATION: NONE**ATTACHMENTS:**

1. Bylaw No. 15 of 2021 - The Fire Services Bylaw - Section 20 Fire Hydrant Updates (RPT 21-566)
2. Bylaw No. 15 of 2021

Written by: Sherry Person, City Clerk

Approved by: Jim Toye, City Manager



City of Prince Albert

RPT 21-566

TITLE: Bylaw No. 15 of 2021 - The Fire Services Bylaw - Section 20 Fire Hydrant Updates

DATE: December 6, 2021

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That Bylaw No. 22 of 2008, The Fire and Emergency Services Bylaw, be repealed and replaced with Bylaw No. 15 of 2021, The Fire Services Bylaw; and
2. That Bylaw No. 15 of 2021 be given three (3) readings and adopted.

TOPIC & PURPOSE:

To approve Bylaw No. 15 of 2021, The Fire Services Bylaw, and that the Bylaw be introduced and given three (3) readings at the Monday, December 13, 2021 City Council meeting.

BACKGROUND:

The updated Fire Services Bylaw, Bylaw No. 15 of 2021, was brought forward for discussion and review at the November 15, 2021 Executive Committee Regular Meeting. At that time, City Council referred the bylaw back to Administration for the addition of:

- Defined timelines to annual inspection and testing; and
- Clear and defined responsibility for non-municipally owned fire hydrants.

PROPOSED APPROACH AND RATIONALE:

Section 20 Fire Hydrants has been updated and now clarifies the responsibility of private owners of non-municipally owned fire hydrants, as follows:

- (b) Private owners of non-municipally owned fire hydrants are responsible for testing, maintenance and marking of such privately-owned fire hydrants to ensure the privately-owned hydrant(s) are maintained at all times in a fully-functional operating condition, and assume all liability for the proper operation, maintenance, and marking of private hydrants. Such private owners shall at least once every twelve (12) months between May 1st and September 30th of each year provide the Fire Chief or his or her designate confirmation in writing from a contractor approved by the Fire Chief certifying compliance with this provision for each such hydrant, including without limitation certification that:
- i. hydrant caps are in place, and worn or rusted threads are repaired or replaced;
 - ii. annual flushing has been conducted and that the main valve and outlet valves are fully functional.
- (c) Records of such annual contractor inspections and testing of privately owned non-municipal fire hydrants shall be submitted to the Fire Chief no later than October 31st of each calendar year.
- (d) The owner of the private fire hydrant shall be responsible to immediately provide the Fire Chief with written notification when the fire hydrant is in a non-functional condition.
- (e) If a repair is expected to exceed five (5) days, the owner of the privately owned fire hydrant shall provide the Fire Chief with written notification of when the repairs are expected to be completed.

CONSULTATIONS:

The Fire Chief worked with the Deputy Fire Chief and City Solicitor to make the additions to the Fire Services Bylaw.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Prince Albert Fire Department will work with the Communications Manager to update the City's website, social media platforms, and written communication to:

- Educate the community on how the new bylaw will impact them;
- Educate residents and businesses on what they can do to help keep our community safe from fire hazards;
- Educate residents and businesses on what precautions they can take to prevent potential fires, including the establishment of a fire safety plan;
- Continue to work with the Saskatchewan Association of Fire Chiefs and NFPA on fire prevention themes annually which includes prevention material for children;

- Continue to engage the three school divisions annually; and
- Educate residents and businesses on the penalties outlined in the Bylaw.

POLICY IMPLICATIONS:

There are no Policy, Financial, Official Community Plan, or Privacy implications.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Policy, Financial, Official Community Plan, or Privacy implications.

STRATEGIC PLAN:

Corporate Sustainability – the City is committed to continued improvements to its Bylaws as the needs of the community and practices of the organization change over time.

OPTIONS TO RECOMMENDATION:

Not update Section 20 of The Fire Services Bylaw – this option is NOT RECOMMENDED as fire hydrants are an important piece of infrastructure and clarifying the responsibilities of privately owned fire hydrants is important for both the City and the owner.

PUBLIC NOTICE:

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

PRESENTATION: NONE**ATTACHMENTS:**

1. Bylaw No. 15 of 2021, The Fire Services Bylaw

Written by: Kris Olsen, Fire Chief

Approved by: City Manager

**CITY OF PRINCE ALBERT
BYLAW NO. 15 OF 2021
The Fire Services Bylaw**

WHEREAS the “Cities Act” section 8(1) provides the City Council of The City of Prince Albert the power to pass bylaws for city purposes that it considers expedient in relation to the following matters respecting the city:

- (a) the peace, order and good government of the city;
- (b) the safety, health and welfare of people, and the protection of people and property.

AND WHEREAS it is desirable that the Fire Department provide certain non-emergency services;

AND WHEREAS it is desirable that the people for whom services are provided be responsible for offsetting the cost of providing those services;

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

PART I – SHORT TITLE AND INTERPRETATION

1) SHORT TITLE

This bylaw may be cited as “**The Fire Services Bylaw.**”

2) DEFINITIONS & ABBREVIATIONS

Non-defined Definitions

Words and phrases used in this bylaw that are not included in the list of definitions shall have the meanings that are commonly assigned to them in the context in which they are used, taking into account the specialized use of terms by the various trades and professions to which the terminology applies.

In this Bylaw,

- (a) “Act” means The Cities Act;
- (b) “Authority having jurisdiction” as referred to throughout the National Fire Code of Canada, means the Fire Chief of the Prince Albert Fire Department and shall include any person(s) authorized to act on the Fire Chief’s behalf;
- (c) “Building” means any structure used or intended for supporting or sheltering any use or occupancy;
- (d) “Business Owner” includes a person whose name a business license is issued to;

- (e) “CAN/CSA-6.19 Standard” means the National Standard of Canada designation for Residential Carbon Monoxide Alarming Devices, as issued under the auspices of the Canadian Standards Association, and includes any successor Standard;
- (f) “CAN/ULC-S531 Standard” means the National Standard of Canada designation for the Standard for smoke alarms, as issued under the auspices of the Underwriters’ Laboratories of Canada, and includes any successor Standard;
- (g) “Carbon Monoxide Alarm” means a combined carbon monoxide detector and audible alarm device that is:
 - i. Designed to sound an alarm within the room or suite in which it is located upon the detection of elevated levels of carbon monoxide gas, and
 - ii. Conforms to the CAN/CSA-6.19 Standard.
- (h) “Care or Detention Occupancy” means the occupancy or use of a building or part thereof by persons who require special care or treatment because of cognitive or physical limitations or by persons who are restrained from, or are incapable of, self-preservation because of security measures not under their control;
- (i) “City” means The City of Prince Albert;
- (j) “Closure” means a closure within the meaning of The National Fire Code of Canada;
- (k) “Combustible Liquid” means a combustible liquid within the meaning of The National Fire Code of Canada;
- (l) “Dangerous Goods” means dangerous goods within the meaning of The National Fire Code;
- (m) “Dwelling” means any house, detached building, semi-detached building or other structure intended to be used as a residence able to be occupied by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;
- (n) “Dwelling Unit” means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;
- (o) “False Alarm” means an alarm in a building to which the Fire Department responds and in respect of which no fire or similar emergency is found;
- (p) “Fire Alarm System” means any device or series of devices that are designed to detect fire, smoke or heat that when activated emits or transmits a local or remote audible, visual or electronic signal intended to act as a warning, or to summon the Fire Department, but does not include a residential smoke alarm;
- (q) “Fire Chief” means the Director of the Prince Albert Fire Department as appointed or employed by the City, and anyone authorized or delegated to act on behalf of the Fire Chief;

- (r) “Fire Department” means the Fire Department of The City of Prince Albert;
- (s) “Fire Hydrant” means a fire protection device that enables firefighters to connect to the municipal water supply system for the purpose of extinguishing a fire;
- (t) “Fire Inspector” means the person performing fire inspection duties and is authorized by the Fire Chief to act as an inspector under the provisions of this Bylaw;
- (u) “Fire Separation” means a fire separation within the meaning of The National Fire Code;
- (v) “Fireworks” means any article defined as a firework pursuant to *The Canada Explosives Act* or regulations thereto, shall also include Low Hazard Fireworks and High Hazard Fireworks as defined hereafter:
 - i. “Low-Hazard” fireworks for recreation such as firework showers, fountains, golden rain, lawn lights, pin wheels, roman candles, volcanoes and sparklers; and
 - ii. “High-Hazard” fireworks for recreation such as rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, mines and firecrackers (also known as “display fireworks”).
- (w) “Fireworks Display” means an exhibition of fireworks intended for the entertainment of the general public or in open view of the general public;
- (x) “Fireworks Display Permit” means a permit issued pursuant to Schedule “B”;
- (y) “Fireworks Display Supervisor” means a person who has been certified as a display supervisor by the Chief Inspector of Explosives Regulatory Division of Natural Resource Canada, or its successor;
- (z) “Fireworks Display Unit” means a bin, crate, box or case used to display fireworks to the public;
- (aa) “Fireworks Vendor” means any person, organization or company that sells, displays or offers for sale fireworks;
- (bb) “Flammable Liquid” means a flammable liquid within the meaning of The National Fire Code;
- (cc) “Hazardous Substance” means a hazardous substance within the meaning of *The Hazardous Substances and Waste Dangerous Goods Regulations*, as revised and amended from time to time;
- (dd) “Hush Feature” means a button or mechanism integrated into a smoke alarm by the manufacturer designed to silence the Smoke Alarm for a set period of time;
- (ee) “Incident Commander” means the Officer on scene that is coordinating Members during the incident;

- (ff) “Lock Box” means a metal box or cabinet purchased from the Fire Department to which the Fire Department possesses an access key for the storage of keys or devices for emergency access to the principal entrance of a building and any other door or hatch required for firefighting purposes;
- (gg) “Member” means a person employed within the Fire Department as a firefighter;
- (hh) “National Fire Code of Canada” means the Code declared to be in force pursuant to Subsection 3(1), of *The Fire Safety Regulations*, including any amendments to it from time to time;
- (ii) “NFPA” means the National Fire Protection Association;
- (jj) “Owner” means a person who has any title, right, estate or interest in land or buildings other than that of an occupant, lessee, or tenant;
- (kk) “Peace Officer” means a police officer or a constable appointed pursuant to any legislation;
- (ll) “Permit” means the written authority issued by the authority having the jurisdiction pursuant to the provisions of this Bylaw;
- (mm) “Person” includes a corporation and other legal entities;
- (nn) “Personal Care Home” means a personal care home as defined in *The Personal Care Homes Act*.
- (oo) “Property Manager” includes a management company and a person who is responsible for the maintenance or upkeep of a building;
- (pp) “Property Owner” means the person on title for a parcel of land at Land Titles;
- (qq) “Registered Owner” means the person whose name a vehicle is registered pursuant to the vehicle registration.
- (rr) “Residential Occupancy” means the occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained;
- (ss) “Residential Service Facility” means a residential-services facility as defined in *The Residential Services Act*;
- (tt) “Smoke Alarm” means a combined smoke detector and audible alarm device that is:
 - iii. Designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within the room or suite, and
 - iv. Conforms to the CAN/ULC-S531 Standard.

- (uu) "Storage Garage" means a building or part thereof intended for the storage or parking of motor vehicles and containing no provision for the repair or servicing of such vehicles.

3) **PURPOSE**

The purpose of this Bylaw is:

- (a) To apply and enforce the National Fire Code of Canada, which establishes standards for fire prevention, firefighting and life safety in buildings and the additional fire safety requirements set out in this Bylaw;
- (b) To provide for the prevention and suppression of fires;
- (c) To provide guidelines for the storage and handling of flammable liquids, combustible liquids, dangerous goods, hazardous substances and waste dangerous goods;
- (d) To provide for services of any kind at the site of an emergency;
- (e) To provide for inspection of buildings, structures and premises in relation to fire safety;
- (f) To regulate the sale and use of fireworks and pyrotechnics; and
- (g) To establish fees and charges for false alarms, permits, violations and certain services provided by the Fire Department.

PART II- FIRE DEPARTMENT

4) **ESTABLISHMENT OF DEPARTMENT**

- (a) The Prince Albert Fire Department is established.
- (b) The Prince Albert Fire Department is responsible for Fire Protection, including:
 - i. Fire suppression;
 - ii. Fire prevention and inspections;
 - iii. Fire investigations;
 - iv. Educational programs, and
 - v. Airport fire suppression services.
- (c) The Prince Albert Fire Department is responsible for Rescue Operations, including:
 - i. Surface water rescue;
 - ii. Tactical rope rescue;
 - iii. Vehicle extrication;
 - iv. Structural collapse support operations;
 - v. Confined space entry; and

- vi. Trench rescue operations.
- (d) The Prince Albert Fire Department is responsible for Dangerous Goods First Response: Operations Level.
- (e) The Prince Albert Fire Department is responsible for Pre-Hospital Emergency Medical Support Service.

5) DUTIES OF FIRE CHIEF

- (a) The Fire Chief is the Director of the Fire Department.
- (b) The Fire Chief shall administer and enforce this Bylaw within the City and shall perform any other duties and may exercise any other powers that may be delegated by City Council.
- (c) The Fire Chief is responsible for maintenance of discipline within the Fire Department and may make rules and regulations necessary to carry out the daily administration and operations of the Department.
- (d) The Fire Chief or his or her designate may at any fire have the right and authority to:
 - i. Enter or authorize the entry of any Members to a Building, or
 - ii. Pull down or demolish Building or structure where he deems it necessary to extinguish a fire, to prevent the spreading of a fire or to protect the public from a possible collapse.
- (e) The Fire Chief is authorized to further delegate any matter delegated to the Fire Chief under this Bylaw.
- (f) Nothing in this Bylaw limits the powers granted to the Fire Chief by any Provincial or Federal legislation.

6) CORRECTION OF HAZARDS

- (a) If the Fire Chief or his or her designate finds in a church, school, rink, apartment block, hotel, motel, restaurant, night club, bingo parlor or any other building used by the public as a resort or place of public amusement, that any entrance doors or any emergency exit doors are blocked, barred, bolted, or locked in any manner other than with standard panic hardware or a form of quick acting hardware during the time when the building is being publicly used, the Fire Chief may order the owner, tenant or occupant responsible to immediately remove all such blockages, bars, bolts, chains or other devices so that doors can be readily opened from the interior.
- (b) If the Fire Chief or his or her designate reasonably believes that the room exceeds the maximum occupant load, the number of occupants shall be reduced to a number less than or equal to maximum occupant load.

- (c) Whenever the Fire Chief or his or her designate finds a building, structure or premise or part of a building, structure or premise which is unoccupied and which, in his or her opinion, is not being kept in a safe condition to guard against fire or the risk of fire or other dangerous risk or accident, he or she may order in writing the owner, tenant, occupant, or agent responsible to remedy the dangerous condition and to secure that building, structure or premise or part of the building, structure or premise in such a manner as to prevent any unauthorized entry of the building, structure or premise or part of the building, structure or premise by any person while it is unoccupied.
- (d) In the event of an immediate hazard if the owner, tenant, occupant or agent responsible refuses and/or neglects to comply with the written order of the Fire Chief or his or her designate to remedy the hazardous condition or if the owner, tenant, occupant or agent responsible for the building cannot be located, the Fire Chief may take such action as is appropriate, without notice and at the expense of the owner, tenant, occupant or agent responsible for the building. Such costs shall form part of the taxes on the land on which the action is taken pursuant to Section 333 of the Act.

7) FEES FOR SERVICE

- (a) The Fire Department is authorized to charge the applicable fees for the various services, test and emergency responses listed in Schedule "A" as attached to this Bylaw.
- (b) The fees shall be reviewed and set by City Council on the advice of the Fire Chief, as required.
- (c) The fees provided for by this section may be charged to a property owner, a business owner, the person requesting the service, or the person who benefits from the service.
- (d) Extraordinary Costs:
 - i. Where the actual costs of providing the services set out in Schedule "A" exceed the amount set out in Schedule "A" because providing the service took an unusually long time or required specialized equipment, apparatus or materials from the Fire Department, or for any reason outside of the control of the Fire Department, the Fire Department may charge a fee in addition to that set out in Schedule "A."
 - ii. The additional fee provided for in this section must reflect the additional cost of providing the service and a reasonable administrative fee.
 - iii. The fees provided for by this section may be charged to a registered owner, a property owner, a business owner, property manager, alarm company, the person requesting the service, or the person who benefits from the service.
- (e) Unusual Circumstances:
 - i. Where the Fire Department provides any emergency or non-emergency service that requires equipment, personnel, apparatus, or materials that is not

usually requested to perform that service, the Fire Department may charge a fee reflecting the additional costs to perform the service as set out in Schedule "A."

- ii. If Fire Department equipment, apparatus or vehicles are damaged in the course of the Fire Department providing any emergency or non-emergency functions outside of the City limits and where no mutual aid agreement exists, the Fire Department may charge a fee reflecting the cost of the damage.
- iii. The fees provided for under this section may be charged to a registered owner, property owner, business owner, property manager, the person requesting the service, or the person who benefits from the service.

8) AGREEMENT FOR EMERGENCY SERVICE

- (a) The City may enter into an agreement with any other municipality, municipal government, First Nation Government, a person or other properly constituted authority, organization or agency for the furnishing of firefighting or fire prevention services or emergency services on any terms that may be agreed upon, including the setting and payment of charges.

9) FIRE PROTECTION SYSTEM

- (a) The owner of a building shall be responsible for the proper use, installation, maintenance and operation of any fire alarm system installed on or in the property and shall take all reasonable steps to ensure the prevention of false alarms.
- (b) The owner of a building with a fire alarm system installed on or in the property shall:
 - i. ensure the name and in-service telephone number(s) of a primary contact person and an alternate contact person who can provide access to the building is posted in clear view adjacent to the alarm panel and/or by the alarm pull station adjacent to the main entrance; and/or
 - ii. install at the owner's expense a lock box in clear view as near as practicable to the main entrance and between 1 meter and 1.8 meters off the ground containing:
 - A. the information required by subsection 9(b)(i); and
 - B. labelled keys to open any of the following which exist in the building:
 - 1. doors or hatches to the principal entrance;
 - 2. firefighting safety/control features;
 - 3. elevator(s);
 - 4. services rooms for firefighting purposes; and
 - 5. any door that permits entry into a common area.
- (c) Installation, repairs, testing, and maintenance of a fire alarm system and/or fire protection equipment must be conducted by a person who possesses:

- i. a certificate from the Canadian Fire Alarm Association “Fire Alarm Technician Training” program; or
 - ii. a journeyman electrician with an upgrading course entitled “Fire Alarm and Protection Systems” and is licensed to perform such work in Saskatchewan.
- (d) Only persons trained and certified by the manufacturers of a specific fixed extinguishing system shall install, maintain or inspect specific fixed extinguishing systems in the City of Prince Albert.

10) FEES FOR RESPONDING TO FALSE ALARMS

- (a) In the event that members respond to a false alarm, the owner of the building at which the false alarm occurred is liable to pay to the City a fee as set out in Schedule “A”.
- (b) Members will be deemed to have responded to a False Alarm once they have left the fire station.
- (c) Members shall call the contact person mentioned in subsection 9(b)(i) upon arriving at the building at which the false alarm occurred.
- (d) The contact person mentioned in subsection 9(b)(i). shall provide access to the interior of the building to the responding members within fifteen (15) minutes of the arrival of the members at the building. If the contact person does not provide such access, the owner of the building shall be liable to an additional stand-by fee as set out in Schedule “A” in addition to the fee payable pursuant to subsection (a).
- (e) Subsections 10(c) and (d) do not apply to an owner who has installed a lock box pursuant to subsection 9(b)(ii) at the building at which the false alarm occurred.
- (f) If any of the fees mentioned in this section are not paid within thirty (30) days the City may add the amount of the fees to the taxes of the parcel of land upon which the building at which the false alarm occurred is located pursuant to Section 333 of *The Cities Act*.

11) REQUEST FOR EMERGENCY SERVICE

- (a) The City may provide and charge for any firefighting, fire prevention or emergency service outside the City where no agreement exists. If a request is made by any other municipality, municipal government, First Nation Government, person or other properly constituted authority, organization or agency.
- (b) The charge for any firefighting, fire prevention or emergency service provided by the Fire Department shall be determined according to the fees and rates listed in Schedule “A”.
- (c) Where no mutual aid agreement exists between any other municipality, municipal government, First Nation Government, or other constituted authority, organization

or agency, the person requesting the services of the Fire Department, must be the Fire Chief, Chief Executive Officer, or other executive authority in the said organization. The individual must make his or her request for services to the Fire Chief or his or her designate, and must agree to the fees and rates as listed in Schedule "A."

12) DEBT OWING

- (a) Any person who is charged a fee pursuant to this Bylaw must pay the fee within the time specified and, in the manner, specified on the invoice setting out the fee.
- (b) Any fee that is not paid as specified on the invoice setting out the fee becomes a debt owing to The City of Prince Albert by the person to whom the fee was charged as per the Act.

PART III – NATIONAL FIRE CODE & NATIONAL BUILDING CODE

13) ADOPTION OF NATIONAL CODES

- (a) It is declared that *The National Fire Code of Canada* as revised and amended from time to time is in force within The City of Prince Albert subject to any modifications made by this Bylaw.
- (b) It is declared that *The National Building Code of Canada* as revised and amended from time to time is in force within the City of Prince Albert subject to any modifications made by this Bylaw.

Part IV - INSPECTIONS, COMPLIANCE WITH ORDERS & ENFORCEMENT PROCEDURES

14) INSPECTION OF PREMISES

- (a) For the purposes of ensuring compliance with this Bylaw, or any order made under this Bylaw, the Fire Chief or his or her designate may, at any reasonable time, enter and inspect any building, structure or premises in accordance with the Act.
- (b) The Fire Chief or his or her designate and Fire Inspector shall be the designated officers for the purposes of enforcing this Bylaw.
- (c) Inspections under this bylaw shall be carried out in accordance with Section 324 of the Act.
- (d) No person shall obstruct a Fire Inspector who is authorized to conduct an inspection under this section, or a person who is assisting an Inspector.

- (e) A Fire Inspector may request that the owner supply confirmation of a condition, a thing or an activity by providing a certificate, letter, or any other documentation from an expert in a field related to the condition, thing, or activity. If requested, the documentation will be required to provide solution(s) to rectify the condition, thing or activity which the owner shall than be required to complete.

15) ORDER TO REMEDY CONTRAVENTIONS

- (a) If the Fire Chief or Fire Inspector finds that there is a contravention of this Bylaw, the Fire Chief or his or her designate or Fire Inspector may issue to the owner, operator or occupant of the building, structure, premises or land in or on which the contravention is occurring a written order to remedy any contravention in accordance with Section 328 of the Act and Section 33 of *The Fire Safety Act*.
- (b) An Order may contain an option or a requirement to demolish a structure. If provided as an option, demolition may be chosen by the owner as an alternative to undertaking repairs. Demolition may be required by Order without the option to repair if the structure has been deemed to pose an unacceptable risk to public safety in terms of structure, condition or use.
- (c) The requirements contained within an Order do not suspend the need to comply with conditions defined by any other bylaw, act or regulation, including but not limited to the need to obtain permits, permissions or certification.
- (d) An order under this Bylaw shall be served as per Section 347 of the Act.
- (e) If an Order is issued pursuant to subsection 15(a) of this bylaw, the City may, in accordance with Section 328 of The Cities Act, give notice of the existence of the Order by registering an interest against the title to the land that is the subject of the Order.

16) CARRYING OUT ORDERS BY THE FIRE CHIEF

- (a) The Fire Chief or his or her designate may carry out or cause to be carried out the activities required to be done by an order in accordance with Section 330 of the Act.
- (b) Notwithstanding Section 330 of the Act, in an emergency the Fire Chief or his or her designate may take whatever actions or measures are necessary to eliminate the emergency.

17) APPEAL OF ORDER

- (a) A person who is issued an order made pursuant to subsections 6(c) or 15(a) may within fifteen (15) days of being served with the order, appeal the order to the City of Prince Albert Property Maintenance Appeal Board as established and

appointed by Council pursuant to Bylaw No. 10 of 2017 or its successor bylaw, in accordance with Section 329 of the Act.

18) IMMEDIATE HAZARDS

- (a) Notwithstanding any other provision of this Bylaw, where in the course of an investigation or inspection under this Bylaw, the Fire Chief or his or her designate is of the opinion that a condition exists creating a serious danger to life or property, the Fire Chief or his or her designate may:
- i. Use any measures that the Fire Chief or his or her designate considers appropriate to remove or lessen the condition.
 - ii. Evacuate and close the building, structure, premise or yard where the condition exists or any area surrounding such location for any period that the Fire Chief or his or her designate considers appropriate.
 - iii. If closed under subsection 18(a)(ii), the Fire Chief or his or her designate shall, if possible, placard the building, structure, premise, yard or area as a serious danger to life or property.
 - iv. No person shall enter, attempt to enter or tamper with a building, structure, premise, yard or area that has been closed under subsection 18(a)(i) without the prior approval of the Fire Chief or his or her designate.
 - v. The owner of any building or that has been closed under subsection 18(a)(ii) shall ensure that building is secure from entry by any person.
 - vi. No person shall take down, cover up, mutilate, deface or alter a placard posted under subsection 18(a)(iii).
 - vii. The costs and expenses incurred under Section 18 are a debt due to the City and may be recovered from the owner of the building, structure, premise, yard or area in or on which the work was carried out in accordance with Section 332 of The Act.
 - viii. If the costs and expenses mentioned in subsection 18(a)(vi) are not paid at the end of the calendar year in which the work was carried out, the City may add the amount of the costs and expenses to the property owner's taxes pursuant to Section 333 of The Act.
- (b) When providing any services, the Fire Chief or his or her designate or the Incident Commander may order people in a building to vacate the building and not re-enter the building until the Fire Chief or his or her designate or the Incident Commander says they may enter the building.
- (c) The Fire Chief or his or her designate or the Incident Commander may select a perimeter around a building and order people to stay out of that perimeter until the Fire Chief or his or her designate or the Incident Commander says they may enter the area contained within the perimeter.

- (d) The Fire Chief or his or her designate or Incident Commander may select a perimeter around a motor vehicle accident and or a dangerous goods incident and order people to stay out of the perimeter until the Fire Chief or his or her designate or Incident Commander says it is safe to enter the area contained within the perimeter.
- (e) The Fire Chief or his or her designate or Incident Commander may select a perimeter around any other incident requiring a response by the Fire Department and order people to stay out of that perimeter until the Fire Chief or his or her designate or Incident Commander says that they may enter the area contained within the perimeter.
- (f) The Fire Chief or his or her designate or Incident Commander may enlist the assistance of the Prince Albert Police Service or other peace officer to ensure no person remains at or re-enters a building or perimeter that the Fire Chief or his or her designate or Incident Commander has ordered to be vacated.

PART V – PREVENTION AND SUPPRESSION OF FIRES

19) PERSONS PRESENT AT FIRE OR OTHER EMERGENCIES

- (a) No person shall drive any vehicle over any hose while in use or about to be used at any fire or other emergency.
- (b) No person shall hinder or impede any members at the extinguishing of any fire, emergency or other duties connected therewith.
- (c) No person shall obstruct, hinder or delay any Fire Department vehicle while proceeding to an emergency or while in attendance of the emergency.

20) FIRE HYDRANTS

- (a) No fence, shrub, tree or other object shall be placed:
 - i. within one (1) meter of a fire hydrant;
 - ii. in a manner that impedes the visibility of the fire hydrant from the street; or
 - iii. in a way that obstructs access to a fire hydrant.
- (b) Private owners of non-municipally owned fire hydrants are responsible for testing, maintenance and marking of such privately- owned fire hydrants to ensure the privately-owned hydrant(s) are maintained at all times in a fully-functional operating condition, and assume all liability for the proper operation, maintenance, and marking of private hydrants. Such private owners shall at least once every twelve (12) months between May 1st and September 30th of each year provide the Fire Chief or his designate confirmation in writing from a contractor approved by the Fire Chief certifying compliance with this provision for each such hydrant, including without limitation certification that:

- i. hydrant caps are in place, and worn or rusted threads are repaired or replaced;
 - ii. annual flushing has been conducted and that the main valve and outlet valves are fully functional.
- (c) Records of such annual contractor inspections and testing of privately owned non-municipal fire hydrants shall be submitted to the Fire Chief no later than October 31st of each calendar year.
- (d) The owner of the private fire hydrant shall be responsible to immediately provide the Fire Chief with written notification when the fire hydrant is in a non-functional condition.
- (e) If a repair is expected to exceed five (5) days, the owner of the privately owned fire hydrant shall provide the Fire Chief with written notification of when the repairs are expected to be completed.
- (f) Upon installation, the owner will conduct a water flow test on any privately owned fire hydrants to determine the water flow, and the fire hydrant barrel top shall be painted according to industry standards. The Fire Chief shall be notified in writing of the installation of any fire hydrant.
- Light Blue 1500 gpm (5680 L/min) or greater
 - Green 1000-1499 gpm (3785-5675 L/min)
 - Orange 500-999 gpm (1900-3780 L/min)
 - Red 500 gpm (1900 L/min)
- (g) The type, flow data, colour and location of all private fire hydrant(s) must be supplied to the Fire Chief upon request.

21) **SMOKE ALARMS**

- (a) In addition to the requirements of the National Fire Code of Canada, smoke alarms shall:
- i. be installed and maintained between each sleeping area, and where the sleeping areas are served by hallways smoke alarms shall be installed in the hallways in every dwelling unit.
 - ii. be kept free from paint, grease, dirt, and physical damage.
 - iii. be inspected and tested in conformance to the manufacturer's instructions by the tenant or tenants at least once every six (6) months. The tenant shall record the inspection and test on a form supplied by the owner of the building or the owner's authorized agent.
- (b) Subsection 21(a) does not apply to a care or detention occupancy required to have a fire alarm system.
- (c) Notwithstanding subsection 21(a)(i), where a building contains one or more dwelling units that are not occupied by the owner of the building, the owner shall ensure that the smoke alarms contained in the building:

- i. are installed with permanent connections to an electrical circuit;
 - ii. do not have disconnect switches between the circuit panel and the smoke alarm;
 - iii. have battery backups; and
 - iv. have hush features.
- (d) If a tenancy for a dwelling unit is terminated:
- i. all smoke alarms in the dwelling unit shall be inspected before the dwelling unit is re-occupied;
 - ii. the owner of the building or the owner's authorized agent shall conduct the smoke alarm inspection and testing and maintain a record of all inspections and tests required by subsection 21(a)(iii);
 - iii. any new tenant shall sign a form supplied by the owner of the building or the owner's authorized agent, confirming that the smoke alarm is in working condition; and
 - iv. the owner must retain the original copy of the form referred to in subsection (d)ii. an ensure that an additional copy is posted in the tenant's suite.
- (e) Smoke alarm inspection forms required by subsection 21(a)(iii) and/or (d)(ii) shall contain the following information:
- i. The address of the premises being inspected;
 - ii. The date of the inspection;
 - iii. The name of the person conducting the inspection;
 - iv. The condition, operation and deficiencies if any; and
 - v. Corrective measures taken to correct the deficiencies.
- (f) Where the authority having jurisdiction requests a copy of the smoke alarm inspection form required in subsection 21(a)(iii) and/or (d)(ii) the owner or the owners authorized agent shall immediately produce the original record and promptly provide a copy of the record.
- (g) No person shall:
- i. Tamper with or disconnect a smoke alarm, unless necessary to effect repairs to the smoke alarm;
 - ii. Remove batteries from a smoke alarm, except when replacing the batteries;
 - iii. Place anything over a smoke alarm so as to render it inoperable; or

- iv. Disconnect a hard-wired smoke alarm.
- (h) Tenants of residential rental properties shall contact their landlord immediately if the smoke alarm in the residential rental property is inoperable.
- (i) A landlord shall have forty-eight (48) hours to replace or repair an inoperable smoke alarm.
- (j) A landlord shall have ninety (90) days following the purchase of a rental property to ensure that all dwelling units within that rental property are in compliance with this Bylaw.
- (k) A dwelling shall have a battery or hard-wired smoke alarm outside each sleeping area.
- (l) A Fire Inspector is authorized entry on any property that is subject to this Bylaw, at all reasonable times, in order to ascertain whether the requirements of this Bylaw are being met. Notwithstanding, where the property is an occupied dwelling or dwelling unit, the Inspector shall obtain consent from the occupant, or the occupant shall be given twenty-four (24) hours written notice of the Inspector's intention to inspect the dwelling or dwelling unit.
- (m) A Fire Inspector entering a private property shall be in possession of identification so as to be recognized as an authorized representative of the Prince Albert Fire Department.
- (n) No person shall obstruct or prevent a Fire Inspector entry onto any property pursuant to this Bylaw.

22) **CARBON MONOXIDE ALARMS**

- (a) Carbon monoxide alarms shall be installed in each bedroom or within five (5) meters of each bedroom in any building containing:
 - i. a residential occupancy;
 - ii. a care or detention occupancy with individual suites;
 - iii. a care or detention occupancy containing sleeping rooms not within a suite, and that also contains:
 - A. a fuel-burning appliance; or
 - B. a storage garage,
 - iv. a personal care home; and
 - v. a residential-service facility.
- (b) Carbon monoxide alarms referred to in subsection 22(a) shall be kept in good repair and in operable condition.
- (c) The owner shall ensure that the carbon monoxide alarms contained in the building:
 - i. if connected to an electrical circuit, do not have disconnect switches between the circuit panel and the carbon monoxide alarm;

- ii. have battery backups; and
 - iii. have hush features.
- (d) If a tenancy for a dwelling unit is terminated:
- i. all carbon monoxide alarms in the dwelling unit shall be inspected before the dwelling unit is re-occupied;
- (e) No person shall:
- i. tamper with or disconnect a carbon monoxide alarm, unless necessary to effect repairs to the carbon monoxide alarm;
 - ii. remove batteries from a carbon monoxide alarm, except when replacing the batteries;
 - iii. place anything over a carbon monoxide alarm so as to render it inoperable; or
 - iv. disconnect a hard-wired carbon monoxide alarm.
- (f) Tenants of residential rental properties shall contact their landlord immediately if the carbon monoxide alarm in the residential rental property is inoperable.
- (g) A landlord shall have forty-eight (48) hours to replace or repair an inoperable carbon monoxide alarm.
- (h) A landlord shall have ninety (90) days following the purchase of a rental property to ensure that all dwelling units within that rental property are in compliance with this Bylaw.
- (i) A dwelling shall have a battery or plug in, or hard-wired carbon monoxide alarm.
- (j) A Fire Inspector is authorized entry on any property that is subject to this Bylaw, at all reasonable times, in order to ascertain whether the requirements of this Bylaw are being met. Notwithstanding, where the property is an occupied dwelling or dwelling unit, the Inspector shall obtain consent from the occupant, or the occupant shall be given twenty-four (24) hours written notice of the Inspector's intention to inspect the dwelling or dwelling unit.
- (k) A Fire Inspector entering a private property shall be in possession of identification so as to be recognized as an authorized representative of the Prince Albert Fire Department.
- (l) No person shall obstruct or prevent a Fire Inspector entry onto any property pursuant to this Bylaw.

23) **FIRE PITS**

- (a) No person shall set an open-air fire unless the following measures are taken:

- i. The fire shall be contained in a non-combustible receptacle or fire pit constructed of cement, brick, or sheet metal with a minimum 18-gauge thickness;
 - ii. The receptacle shall be covered with a heavy gauge screen with openings not exceeding 13 millimeters (.5 inches);
 - iii. The size of the fire pit or receptacle shall not exceed 75cm (30 inches) in diameter;
 - iv. The fire pit or receptacle shall be located a minimum of two (2) meters from combustible materials, buildings, porches, similar amenity space and property line; and
 - v. The fire pit shall not exceed 51 centimeters (20 inches) in height.
- (b) The fuel for fire pits shall consist only of charcoal or cut seasoned wood. The burning of the following material in a fire pit is prohibited:
- i. Rubbish;
 - ii. Garden refuse;
 - iii. Manure;
 - iv. Treated or painted lumber;
 - v. Livestock or animal carcasses; and
 - vi. Any material which when burned will generate black smoke or an offensive odor including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, rubber materials, creosoted wood or any similar material.
- (c) Fire pits shall be reasonably supervised so as to prevent their spread and the open flame does not exceed one (1) meter at its widest point.
- (d) No person shall light an outdoor fire when the weather conditions contribute to smoke from the fire creating a nuisance to another person.
- (e) If the fire pit becomes a nuisance because of smoke drift, or interferes with the enjoyment of another person's property, the fire pit shall be extinguished if the Fire Chief or his or her designate deems the fire pit to be a nuisance or a threat. A member of the Fire Department may extinguish the fire and take other steps as necessary to ensure that the fire and site of the fire no longer poses a threat or nuisance.
- (f) Fire pits shall not be set in windy conditions conducive to creating a running fire.
- (g) Fire pits or outdoor solid fuel appliances shall be clear of overhangs such as tree branches and utility lines.

- (h) Any person that builds, ignites, or allows a fire in a fire pit must ensure that a means of extinguishing the fire is readily accessible at all times while the fire is burning.

24) CHIMINEA AND PORTABLE FIRE PITS

- (a) All chiminea and portable fire pits on private property shall:
 - i. Not be used on wood decks or on apartment balconies;
 - ii. Not be used within two (2) meters of any building or combustible material;
 - iii. Not be used in an enclosed, unventilated area, as a dangerous and potentially fatal buildup of carbon monoxide can be produced;
 - iv. Not be placed under a structure, awning, or trees;
 - v. Be placed on a non-combustible surface such as concrete which extends far enough in front of the fire box opening to catch any embers that may fall out when cleaning or fueling; and
 - vi. Be removed if determined by the Prince Albert Fire Department if constituted as a fire or safety hazard.

25) WOOD PILES

- (a) All firewood, lumber and timber kept on private property shall be:
 - i. Stacked or piled as to keep it clear of windows and doors to provide for clear entry and exit from any part of the building;
 - ii. Kept away from any source of ignition;
 - iii. Removed if determined by the Fire Department to constitute a fire hazard, entry or exit hazard to the building, and moved to such a location as required by the Fire Department;
 - iv. Stored at least three (3) meters from any structure, except a storage shed or garden shed if stored outside;
- (b) No more than one (1) cord of cut firewood shall be stored inside a building.

26) BURN PERMIT

- (a) A person or persons who wish to clean up wood or vegetation from their personal property, shall apply to the Fire Department for a "Burn Permit" and if granted, pay the fee set out in Schedule "A." In this event, following a site inspection, the Fire Department may waive any requirement of this section. The permit holder shall comply with all conditions attached to the burn permit.

- (b) The person to whom a burn permit has been issued shall:
- i. Remain in charge or keep a person in charge of the fire;
 - ii. Ensure that the fire does not create a hazard to persons or property;
 - iii. Ensure that the fire is completely extinguished before any such supervision ends;
 - iv. Be responsible for any costs incurred by the Fire Department when called upon to extinguish such fire when, in the opinion of the Fire Chief or his or her designate, the fire is a hazard to persons or property; and
 - v. Fully indemnify and save harmless The City of Prince Albert from all claims for loss or damage that may arise from said burning.

27) BARBECUING, PROPANE HEATERS & PATIO HEATERS

- (a) Every person who uses a barbecue, propane heater, patio heater or similar device shall:
- i. Use the barbecue, propane heater, patio heater or similar device in a reasonable and safe manner;
 - ii. Keep the barbecue, propane heater, patio heater or similar device when lit, a sufficient distance from all combustible material;
 - iii. Refrain from leaving the barbecue, propane heater, patio heater or similar device unattended, when lit;
 - iv. Keep the barbecue, propane heater, patio heater or similar device in a reasonable state of repair; and
 - v. Comply with all federal and provincial regulations governing the use and storage of propane cylinders.
- (b) In addition to requirements of Subsection 27(a), if any person uses a propane heater, patio heater or similar device on a balcony, the following provisions apply:
- i. Solid fuel barbecues or similar cooking devices shall not be used;
 - ii. Propane cylinders shall not exceed the 20-pound size;
 - iii. Propane cylinders shall not be repaired, stored or contained within the building;
 - iv. Propane cylinders shall be shut off at the tank valve when not in use;
 - v. Propane cylinders shall be connected and secured to the barbecue, propane heater, patio heater or similar device;
 - vi. Propane cylinders shall be kept in an upright position at all times including when cylinders are in transit, in service or in storage; and

- vii. Barbecues, propane heaters, patio heaters or similar devices must be kept a sufficient distance from all combustible material.

28) FIRE BAN

- (a) Notwithstanding any provision in this Bylaw, the Fire Chief may declare a complete ban of any burning of any kind in the City of Prince Albert and:
 - i. The Fire Chief will coordinate communication for the public regarding the fire ban with the City's Communications Division;
 - ii. No person shall ignite or allow any kind of fire to burn when a complete ban on burning has been declared by the Fire Chief; and
 - iii. Members may extinguish any fire found burning while a complete ban on burning has been declared by the Fire Chief.

29) PROPERTY IDENTIFICATION

- (a) The owner of a building shall display the street number for the building on the front of the building or in some other conspicuous location in front of the building so that the street number is clearly legible and visible from the street.
- (b) Where multiple occupancies and/or renters are located in one building, the occupancy or suite number shall be displayed in such a manner that it will clearly direct emergency responders to the correct area of the structure.

30) VACANT BUILDINGS

- (a) In accordance with The National Fire Code of Canada, as revised and amended from time to time, all vacant buildings shall be secured against unauthorized entry as provided in this Section.
- (b) All exterior windows and doors, whether broken or intact, on the first story of a vacant building shall be boarded up to prevent unauthorized entry.
- (c) The boards used to secure a vacant building shall be 5/8 thick plywood or OSB (oriented strand board).
- (d) Wherever possible, the boards shall be one solid piece and shall be secured to the window or doorframe or brick molding using 5 cm (2-inch) structural screws approximately 41 cm (16 inches) apart.
- (e) The boards shall be cut so as to fit tightly against the door or window frames to prevent a person from prying off the boards.
- (f) In addition to the windows and doors, any other openings in the exterior of a vacant building shall be secured to prevent unauthorized entry or an infestation of pigeons or rodents.

31) SECURING OF PREMISES

- (a) Where the owner of the building cannot be located or is unable to arrange for securing of the property, the Fire Chief or his or her designate will make arrangements for the security of the said property to protect from vandalism, looting or other similar action. The total cost for securing of the property shall be the responsibility of the owner. If the owner does not pay the invoice for costs associated with securing of the premises, the said invoice amount shall be added to the property taxes for the premises pursuant to Section 333 of the Act.
- (b) Where a building is substantially damaged by fire and poses a safety hazard, and at the discretion of the Fire Chief or his or her designate, the building owner shall make arrangements to have the building demolished. If the building owner fails to comply as directed by the Fire Chief or his or her designate, the City may have the building demolished and add the expenses incurred by the City to the taxes of the parcel of land upon which the building is located pursuant to Section 333 of The Act.

32) COMMANDEERING OF EQUIPMENT

- (a) Where an extreme fire hazard exists or the safety of persons or property is in imminent danger by a fire, the Fire Chief or the senior officer in command of a fire or any other emergency may commandeer or use any privately owned equipment for the purpose of firefighting.
- (b) The Fire Department shall pay compensation to any person from whom private property is commandeered or used pursuant to Subsection (a).
- (c) The amount of compensation to be paid to a person by the Fire Department pursuant to Subsection (b) will be determined by the Fire Department. In the event a person does not agree with the amount of compensation, the person may appeal the amount of the compensation to City Council within 15 days of receiving the payment made pursuant to Subsection (b).

PART VI – HAZARDOUS SUBSTANCES

33) FLAMMABLE AND COMBUSTIBLE LIQUIDS

- (a) Above ground and underground storage tanks for flammable liquids and combustible liquids is not permitted in residential R1, R2, R3, R4 and R5 zoned properties within the City.

34) TESTING, REPAIR AND REMOVAL OF STORAGE TANKS

- (a) If, in opinion of the Fire Chief or Fire Inspector, there is a reasonable suspicion that flammable or combustible liquids or vapors are escaping from an underground or above-ground storage tank or piping which may create a

hazardous condition, the Fire Chief or Fire Inspector may order the owner, operator, or occupant of the premises where the storage tank is located to:

- i. Drill test holes and provide test results to the Department;
- ii. Test the tank and associated piping;
- iii. Excavate the tank and piping and carry out any necessary work to correct the hazardous condition, including the removal, replacement or repair of the tank; and
- iv. All of which is at the cost of the owner, operator, or occupant of the premises.

35) DISCHARGE OF HAZARDOUS SUBSTANCES INTO SEWER SYSTEM

- (a) No person shall discharge or permit to be discharged any flammable liquid, combustible liquid, dangerous good, hazardous substance or waste dangerous good, whether by itself or in combination with any other liquid or solid, into any sanitary sewer, storm sewer, sewer connection, catch basin, street, alley or ditch.
- (b) The Fire Chief or a Fire Inspector may use any measures that the Fire Chief or Fire Inspector considers appropriate to prevent further discharge of a substance mentioned in Subsection 34(a), and may suspend the operation of any activity or business suspected of being the source of the discharge.

36) FIREWORKS

- (a) No person shall sell any High-Hazard fireworks to another person unless the purchaser holds a valid Fireworks Display Supervisor Certificate.
- (b) No person shall sell any Low-Hazard fireworks to another person unless the purchaser is 18 years of age or older.
- (c) No person shall discharge Low-Hazard fireworks, or ignite sky lanterns (or any variant) within the municipal boundaries of the City of Prince Albert.
- (d) Any business that sells Low-Hazard fireworks shall display in a readable format as near as practicable to the fireworks offered for sale and in clear view of any customers the Notice to Public set out in Schedule "B1".

37) PUBLIC FIREWORKS DISPLAYS

- (a) A public fireworks display shall only be held in public locations approved and designated by the Fire Department.
- (b) No person shall hold a High-Hazard public fireworks display without first obtaining approval from the Fire Chief. An application for such a permit shall be made using the form set out in Schedule "B2" and shall be submitted to the Fire Department with the fee set out in Schedule "A" at least forty-five (45) days in advance of the display.

- (c) Approval for a public fireworks display using high-hazard fireworks shall only be issued to a Fireworks Display Supervisor who holds a Level I or Level II card issued by Natural Resources Canada. Applicants with Fireworks Display Supervisor accreditation from other jurisdictions shall not receive a permit unless the Fire Department is satisfied that the applicant is properly trained and qualified in the use of high-hazard fireworks.
- (d) An applicant for a permit for a high-hazard public fireworks display shall procure and provide to the Fire Department at least Fourteen (14) days prior to the scheduled date of the display, a Certificate of Insurance which shall name the City as insured under the applicant's insurance policy. The Insurance Certificate shall indicate that the applicant has at least \$3,000,000.00 of public liability insurance.
- (e) The Fire Chief may refuse a Fireworks Permit if in his or her opinion:
 - i. The applicant does not have adequate insurance coverage;
 - ii. The fireworks display or its proposed location constitutes a fire hazard to neighboring properties, and suitable fire safety or suppression equipment is not available;
 - iii. The fireworks display poses a danger to public health and safety; and/or
 - iv. The Fireworks Permit as set out in Schedule "B2" is incomplete.
- (f) A public fireworks display using high-hazard fireworks shall only be held if the display is conducted under the direct supervision of a Fireworks Display Supervisor.
- (g) In accordance with The National Fire Code of Canada, a public fireworks display using high-hazard fireworks shall be conducted in conformance with the current "Fireworks Display Manual" prepared by Natural Resource Canada.
- (h) The Fire Chief or his or her designate is granted authority to seize, take, remove or cause to be removed at the expense of the owner, all stocks of fireworks stored or held in violation of this Bylaw.
- (i) At the conclusion of the public fireworks display, all unused fireworks and debris shall be immediately removed and disposed of by the person holding the permit to conduct the display.

PART VII – OFFENCES AND PENALTIES

38) OWNER'S RESPONSIBILITY

- (a) Unless otherwise specified, the owner or owner's authorized agent shall be responsible for carrying out the provisions of this Bylaw.

39) GENERAL PENALTY

- (a) No person shall:

- i. Fail to comply with an order made under this Bylaw;
 - ii. Obstruct or hinder the Fire Chief or his or her designate under the authority of this bylaw; or
 - iii. Fail to comply with any other provision of this Bylaw.
- (b) Except as otherwise provided in this Bylaw, every person who contravenes any provision of this Bylaw is guilty of an offence and, subject to Section 40, is liable on summary conviction to a fine as set out in Section 338 of the Act.
- (c) Any person who is in default of payment on a fine imposed pursuant to this section may be liable to a term of imprisonment not exceeding ninety (90) days.

40) NOTICE OF VIOLATION

- (a) Notwithstanding Section 39, the Fire Chief or his or her designate or a Fire Inspector may, as an alternative to proceeding by way of summary conviction, issue a notice of violation for any contravention(s) of this Bylaw.
- (b) Subject to Subsection (d), a notice of violation issued by the Fire Chief or his or her designate or a Fire Inspector shall be in a form provided by the City and shall include the designated penalty sum(s) set forth in Schedule C, which designated penalty sum shall, upon service on the person contravening the Bylaw provision, become a debt due and owing the City, which upon payment shall be accepted as an admission of the contravention.
- (c) If a Notice of Violation is issued pursuant to Subsection (b), such person shall pay to the City the penalty sum specified in accordance with this Bylaw within fifteen (15) days of the date the notice of violation is delivered.
- (d) The date of payment shall be determined as follows:
- i. For payment in person, the date of payment shall be the date payment is received by the City;
 - ii. For payment by deposit, the date of payment shall be the date payment is deposited in the depository at City Hall; or
 - iii. For payment by mail, the date of payment shall be the federal post marked date on the remittance.
- (e) Subject to Subsection (i), the City's rights under this Notice of Violation section shall be in addition to the City's right to seek other legal remedies or actions for abatement of the contravention.
- (f) The penalty sum specified in the notice of violation is to be paid:
- i. In person, during regular office hours, to the cashier located at City Hall, Prince Albert, Saskatchewan;
 - ii. By mail addressed to the Financial Services Department, City Hall, 1084 Central Avenue, Prince Albert, Saskatchewan S6V 7P3; or
 - iii. By any other method indicated on the notice of violation.

- (g) If payment as required under a notice of violation is not paid by the date specified therein, then the penalty sum specified therein shall be enforceable by the City as a debt due to the City.
- (h) Upon payment of a notice of violation, the person to whom the notice of violation was issued shall not be liable to prosecution for that offence by way of summary conviction.
- (i) A person to whom a notice of violation is being issued pursuant to this Notice of Violation Section shall, upon request by the person issuing the notice of violation, provide their name, address and date of birth. Any person who fails to provide this information is guilty of an offence and liable on summary conviction to a fine as set out in Section 338 of the Act.

PART VIII – ENFORCEMENT

41) APPOINTMENT OF FIREFIGHTERS

- (a) Pursuant to section 337 of the Act, all members are hereby appointed as Bylaw Enforcement Officers and are empowered to enforce this Bylaw, and subsections 26(a), 27(a), 69(a)(iii), 70(a)(viii), 71(b) and 75(c) of City of Prince Albert Traffic Bylaw No. 1 of 2013 but no other bylaw.

PART IX – MISCELLANEOUS

42) SEVERABILITY

- (a) If a Court of competent jurisdiction should declare any section or part of a section of this bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced the Council to pass the remainder of the bylaw, and it is hereby declared that the remainder of the bylaw shall be valid and shall remain in force and effect.

43) REPEALED BYLAWS

Bylaw No. 22 of 2008 in hereby repealed.

This Bylaw comes into force on the day of its final passing.

Read a first time this 13TH day of December, 2021.

Read a second time this 13TH day of December, 2021.

Read a third time and passed this _____ day of _____, 2022.

Mayor

City Clerk

SCHEDULE "A"

PRINCE ALBERT FIRE DEPARTMENT - FEES FOR SERVICE

Service	Fee
Inspection Services	
Third Party requests for business premises required for a Provincial or Federal grant or license. – In City.	\$75.00/hour (Minimum 1 hour charge)
Third Party requests for business premises required for a Provincial or Federal grant or license. – Out of City.	\$200 plus mileage at the current rate as per City policy in effect at the time.
File Search	\$100.00
Fire Report	\$100.00
False Alarm Response	
1 st response	No Charge
2 nd response	\$125.00
3 rd response	\$250.00
4 th and subsequent responses	\$500.00 per response
<i>*If no false alarm call occurs for a period of 12 consecutive months, subsequent false alarm is deemed to be a first false alarm.</i>	
Standby fee	\$250.00/hour
Emergency Response Charges	
Extrication services at accidents.	SGL posted rate
Dangerous Goods response-Rail Carrier	\$1050.00/hour per unit, plus disposable costs
Dangerous Goods response-Highway Carrier out of City.	\$1050.00/hour per unit, plus disposable costs
Dangerous Goods response-In City response, non-resident.	\$1050.00/hour per unit, plus disposable costs
Out of City Rescue Calls	\$1050.00/hour plus disposables
Out of City Fire Calls-Request for response	\$1050.00/hour 1st Unit, and \$750.00/hour each additional unit plus disposable costs and additional fire fighting costs.
Standby Fee- In City	\$250.00/hour
Standby Fee-Outside of City	\$1050.00/hour per unit
Permits	
Public Fireworks Display Permit	\$100.00
Burn Permit	\$50.00

Schedule “B1”

Notice to Public re: Discharge of Low-Hazard Fireworks

Pursuant to the provisions of Bylaw No. 15 of 2021, The Fire Services Bylaw, please be advised that:

No person shall discharge Low-Hazard fireworks, or ignite sky lanterns (or any variant) within the municipal boundaries of the City of Prince Albert.

Schedule "B2"

Prince Albert Fire Department High-Hazard Fireworks Display Approval Permit

Pursuant to the provisions of Bylaw No. 15 of 2021, The Fire Services Bylaw, permission is hereby granted to:

Name of Applicant: (First Name) _____ (Last Name) _____

Applicant Address: _____

Postal Code _____ Telephone: _____

Cell Phone: _____ Fax No. _____

I, _____ of _____

hereby request permission to hold a fireworks display on (date) _____

To be exploded at (address) : _____

To be exploded by: _____ Certificate No: _____

To be exploded between the hours of _____ and _____

Fireworks Applicant

Check appropriate boxes to complete the application.

- Copies of valid Fireworks Display Supervisor cards attached to Fireworks Permit.
- Copy of liability insurance to indemnify The City of Prince Albert attached to Permit.
- Copy of Safety Procedures attached to Permit.
- This permit must be available at all times at the above address during the exploding of the Fireworks.
- Permit Fee paid (See Schedule "A")

Further, I agree to absolve The City of Prince Albert, the Fire Chief of the Fire Department and any employees from any and all damages or civil litigation caused by or attributable to consumer fireworks display initiated by the owner, occupier or person in charge of the premises.

I have completed this application accurately and truthfully. By signing this application, I agree to be bound by the commitments I have made in the application and to have them form conditions on the permit issued.

Signature of Applicant: _____ Date: _____

Signature of Approval (Fire Chief): _____ Date: _____

The Fire Chief may revoke or suspend a Fireworks display if the Fire Chief believes the applicant has contravened any of the conditions of the permit.

Once approved, the Fire Department shall fax a copy to the Airport Manager.

I, _____ Airport Manager, of The City of Prince Albert, do hereby authorize a

Fireworks display to be held on (date) _____ at (address) _____

Schedule “C”

Offences and Fines

	Offence	Fine
a	Fails to maintain a clear and unobstructed exit or means of egress as required by the National Fire Code.	\$300
b	Fails to maintain a fire exit door or fire exit hardware as required by The National Fire Code.	\$300
c	Fails to ensure exterior passageways and exterior exit stairs serving occupied buildings are maintained clear of ice and snow accumulations as required by The National Fire Code.	\$300
d	Fails to maintain, service or test portable fire extinguishers as required by The National Fire Code.	\$300
e	Fails to maintain, service or test an automatic sprinkler system as required by The National Fire Code.	\$300
f	Fails to maintain, service or test commercial cooking equipment including exhaust and fire protection systems as required by The National Fire Code.	\$300
g	Fails to maintain, service or test special extinguishing systems as required by The National Fire Code.	\$300
h	Blocks or wedges open a closure of a fire separation required by the National Fire Code.	\$300
i	Fails to maintain, service or test fire alarm systems and components as required by The National Fire Code.	\$300
j	Fails to maintain, service or test a standpipe system as required by The National Fire Code.	\$300
k	Permits combustible materials or waste combustible materials to accumulate in or around buildings or locations that create an undue fire hazard as required by The National Fire Code.	\$300
l	Fails to maintain fire separations as required by The National Fire Code.	\$300
m	Obscures or obstructs a fire hydrant as required by The National Fire Code.	\$300
n	Obscures or obstructs a fire department connection as required by The National Fire Code.	\$300
o	Fails to maintain a clear and unobstructed fire lane as required by The National Fire Code.	\$300
p	Fails to maintain exit signs as required by The National Fire Code.	\$300
q	Fails to maintain emergency lighting as required by The National Fire Code.	\$300
r	Fails to post an occupant load sign as required by The National Fire Code.	\$300
s	Fails to maintain 45 cm (18 inch) clearance between sprinkler heads and products as required by The National Fire Code.	\$300
t	Stores flammable liquids or compressed gases in any building, structure or open space except in a manner provided for in the National Fire Code.	\$300
u	Contravenes any of the provisions of Section 5.6 of the <i>National Fire Code</i> respecting construction and demolition site safety.	\$500

v	Contravenes any of the provisions of The National Fire Code not expressly listed above	\$500
w	Contravenes any of the provisions of Section 9 – Fire Protection System	\$500
x	Contravenes any of the provisions of Section 18 – Immediate Hazards	\$500
y	Contravenes any of the provisions of Section 19 – Persons Present at Fire or Other Emergencies	\$500
z	Contravenes any of the provisions of Section 20 – Fire Hydrants	\$500
aa	Contravenes any of the provisions of Section 21 – Smoke Alarms	\$300
bb	Contravenes any of the provisions of Section 22 – Carbon Monoxide Alarms	\$300
cc	Contravenes any of the provisions of Section 23 – Fire Pits	\$300
dd	Contravenes any of the provisions of Section 24 – Chiminea and Portable Fire Pits	\$300
ee	Contravenes any of the provisions of Section 25 – Wood Piles	\$300
ff	Contravenes any of the provisions of Section 26 – Burn Permit	\$300
gg	Contravenes any of the provisions of Section 27 – Barbequing, Propane Heaters and Patio Heaters	\$300
hh	Contravenes any of the provisions of Section 28 – Fire Ban	\$300
ii	Contravenes any of the provisions of Section 29 – Property Identification	\$300
jj	Contravenes any of the provisions of Section 30 – Vacant Buildings	\$300
kk	Contravenes any of the provisions of Section 33 – Flammable and Combustible Liquids	\$500
ll	Contravenes any of the provisions of Section 35 – Discharge of Hazardous Substances into Sewer System, as per the City of Prince Albert Sanitary Sewer Bylaw	\$500
mm	Contravenes any of the provisions of Section 36 – Fireworks	\$500
nn	Contravenes any of the provisions of Section 37 – Public Fireworks Displays	\$500



RPT 21-580

TITLE: Procedure Bylaw No. 23 of 2021 - 3rd Reading

DATE: January 7, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 23 of 2021 be given third and final reading.

TOPIC & PURPOSE:

To request third and final reading of Bylaw No. 23 of 2021.

BACKGROUND:

As members of Council are aware, Bylaw No. 23 of 2021, was introduced, and given two (2) readings at the December 13, 2021 City Council meeting.

PROPOSED APPROACH AND RATIONALE:

As outlined in RPT 21-565 as attached, in order to approve the Procedure Bylaw, it is necessary to have the Bylaw placed before City Council for consideration of third and final reading.

CONSULTATIONS:

Bylaw No. 23 of 2021 was published in full text on the December 13, 2021 City Council meeting Agenda for review by the public and members of Council.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Bylaw, once approved, will be executed by the Mayor and City Clerk and then placed on The City's website.

POLICY IMPLICATIONS:

The policy implications are outlined within the attached RPT 21-565.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation or financial or privacy implications to the recommendations at this time.

STRATEGIC PLAN:

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

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

OFFICIAL COMMUNITY PLAN:

The Official Community Plan is outlined within the attached RPT 21-565.

PUBLIC NOTICE:

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

PRESENTATION: NONE**ATTACHMENTS:**

1. Procedure Bylaw No. 23 of 2021 (RPT 21-565)
2. Bylaw No. 23 of 2021

Written by: Sherry Person, City Clerk

Approved by: Jim Toye, City Manager



TITLE: Procedure Bylaw No. 23 of 2021

DATE: **December 3, 2021**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 23 of 2021 be introduced and given three (3) readings.

TOPIC & PURPOSE:

The purpose of the report is to request approval for three readings of Bylaw No. 23 of 2021, which allows for clarification, additions and deletions to various section in the Bylaw including motions, recorded vote, remote participation for City Council meetings, media attendance and Committee procedures.

BACKGROUND:

At the November 15, 2021 Executive Committee meeting, Administration brought forward suggested amendments to the Procedure Bylaw, and following review by members of Council at that time, the following motion was approved:

“That the proposed Procedure Bylaw amendments, as outlined in RPT 21-523, be amended as follows and forwarded to City Council for consideration:

Adjust the acceptance requirements for remote participation to allow less than 24 hours’ notice for medical reasons or an unforeseen emergency.”

PROPOSED APPROACH AND RATIONALE:

The following areas have been identified as specific areas that require amendments to the Procedure Bylaw:

1. Bylaw Clean-up and Minor Additions:

- Add definitions for Agenda deadline, Business Day, Contact Information, and Incamera.
- Minimize wordiness in various sections in relation to statutory holidays.
- Consistency in reducing wording by referring to particular Section that outlines same or similar processes. (ie. Extending time)
- Agendas Section - remove specific groupings and state they are made available on website and include advisement to members of Council.
- Minutes Section – add that minutes are posted on website after approval and add the requirement to make notation of any declared Conflict of Interest.
- Communications-General Section – clearly outline Agenda Review Working Group’s role.
- Communications & Delegations Sections – review and determine similar procedures.
- Conduct Sections – similar wording in several areas, Conduct of Council, Public, Delegations.

2. Motion to Rescind Section

Change the wording to read:

“A motion to rescind shall only be made by either:

- a. a notice of motion duly given pursuant to Section 31; or,
- b. upon recommendation by Administration.”

The reason for this amendment is that in the past, we have encountered notice of motions that could not be reasonably completed due to extenuating circumstances, unforeseen financial expense, or simply not achievable given the available resources.

3. **Recorded Vote Section**

Remove existing wording and replace with the following:

- “1. All votes by members before Council during Council meetings shall be recorded.
2. The minutes shall show the names of Council members present and whether each voted for or against the motion.
3. Where possible and available, an electronic or computerized voting system shall be used to record all votes by Council members on matters before Council during Council meetings.
4. Where an electronic or computerized voting system is used, members shall vote simultaneously.
5. Where a vote has been taken electronically and the Mayor has announced the result of the vote on a motion, the results recorded by the electronic system are final and no member shall change their vote or request that the vote be retaken without the unanimous consent of the members present.
6. Unless an electronic or computerized voting system is used and can record all votes simultaneously, the Clerk shall poll the members present and record the votes for each member in attendance in random order.
7. Unless an electronic or computerized voting system is used, a member shall vote separately and shall indicate their vote verbally.”

The reason for this amendment is due to the computerized voting system now utilized in the Council Chamber, which records the votes for all members for all motions.

4. **Remote Participation**

To better accommodate remote participation in City Council meetings and to set out those procedures, it is suggested that a new Section be added. With the improvements to Council Chamber, a remote member is able to fully participate in the City Council meeting and there is no reason they should not be included in quorum. The following is suggested wording for the new section and schedule:

As noted earlier, Executive Committee at its November 15, 2021 meeting requested that the Bylaw be amended to adjust the acceptance requirements for remote participation to allow less than 24 hours' notice for medical reasons or an unforeseen emergency.

This adjustment has been addressed below within Subsection 3(b) of Schedule "C".

- "(1) Subject to subsection (2), a member may participate remotely in a Council meeting in accordance with the procedures set out in Schedule "C".
- (2) The procedures set out in Schedule "C" do not apply to meetings mentioned in the Meeting Through Electronic Means Section."

"Schedule "C"

Remote Participation at Council Meetings

1. In this Schedule, "Remote Member" means a member who intends to attend a Council meeting remotely.
2. Remote participation is available when a member is unable to attend a Council meeting in person.
3. (a) Subjection Section (2), a request from a member for remote participation shall be provided to the Clerk at least 24 hours before the meeting.

(b) Subject to Subsection (1), the 24 hour notice requirement may be waived for medical reasons or an unforeseen emergency, at the discretion of the Mayor and City Clerk.

(c) Notice of a member's remote participation, including how they will be joining the meeting, shall be provided to other members and the public as the Clerk determines to be reasonable in the circumstances.
4. The Mayor may determine a limit to the number of Remote members in a meeting, in consultation with the Clerk.
5. The Mayor shall not be a Remote member unless all members attending the meeting are Remote members.
6. Remote participation shall only be permitted:
 - (a) where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants;

- (b) where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Mayor or the Clerk; and,
 - (c) at the discretion of the Clerk.
- 7. A Remote member is deemed to be present at the meeting at the time a Remote member joins and leaves the meeting shall be noted in the minutes.
- 8. A Remote member retains all other rights and privileges as state in The Procedure Bylaw.
- 9. The speaking queue for a Remote member is determined by the Mayor.
- 10. Voting will follow the procedures outlined in The Procedure Bylaw.”

5. **Media Protocols**

The current practice for media to attend a meeting in the Council Chamber is that they have to sign an Acknowledgment of certain rules and procedures to be allowed in the Council Chamber during a meeting. It is suggested that these rules and procedures be included within Part IV – Conduct at Council Meetings in the Procedure Bylaw as a new section as follows:

- “(1) In addition to the requirements set out in the Conduct of Public Section, the members of the media shall ensure that:
 - (a) Equipment set-up is completed prior to the start of the meeting. If the media arrives following the commencement of the meeting, they must wait for a recess or the Mayor’s direction to be able to set up the equipment;
 - (b) Photos are permitted, however, they must refrain from too much movement or disruption when taking photos and must remain outside the bar; and,
 - (c) Interviews with any member or the public shall not be permitted within the Council Chamber, unless the meeting has concluded or recessed.
- (2) Each Media member before initially attending in the Council Chamber shall sign a Media Attendance Protocol Form compiled by the Clerk, which outlines the protocol for Media, and the Conduct of

the Public to provide documentation that they have read and understand the Media Attendance Protocol that has been established.”

6. **Committee Procedures**

New Subsection 78(7):

Add a section to allow the Clerk, Chair, if one has been appointed and Advisory Official to set the 1st meeting of the Committee and that the 1st meeting includes setting a yearly schedule for the Committee meetings.

This amendment simply clarifies that the 1st meeting can be set without a motion of the Committee.

Old Subsection 77(24)(c) – New Subsection 78(24)(c):

Change the wording to read:

“Reporting the Committee’s decisions to Council or Executive Committee.”

This amendment allows the reporting of the Committee’s decisions to only City Council and the Executive Committee and not to other Main Committees of Council (ie. Budget)

CONSULTATIONS:

Over the last year, the City Clerk has made note of suggestions by members of Council for changes to the Procedure Bylaw, and compiled those items for Management Committee’s initial review.

At its meeting on October 27, 2021, Management Committee reviewed those items and provided some further direction specifically regarding Remote Participation for City Council meetings.

Additionally, at the November 15, 2021 Executive Committee meeting, City Council was provided an opportunity to discuss and provided suggested changes to the proposed amendments. The amendment that was made by Executive Committee has been addressed within the proposed Bylaw under Subsection 3(b) of Schedule “C”.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved by City Council, the Procedure Bylaw would be posted on the City’s website and the City Council Pages on the website will be updated to reflect the changes to the Procedure Bylaw.

POLICY IMPLICATIONS:

The amendments to the Procedure Bylaw will allow for clarification, additions and deletions of various sections in the Bylaw including motions, recorded vote, remote participation for City Council meetings, media attendance and Committee procedures.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation or financial or privacy implications to the recommendations at this time.

STRATEGIC PLAN:

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

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

OFFICIAL COMMUNITY PLAN:

Section 4 – Decision Making outlines the following relevant goals:

1. Develop a public engagement strategy to guide the public consultation process and create consistency across the organization.
2. Improve the quality of the City's key stakeholder relationship and increase awareness of City programs and initiatives.

In addition, Section 5, Sustainability outlines the following relevant goal:

1. Embrace a collaborative planning process that involves all stakeholders.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Subsection 4(r) of Public Notice Bylaw No. 24 of 2015. The following notice was given:

1. Published in the Prince Albert Rural Routes on Thursday, December 2, 2021;
2. Posted on the bulletin board at City Hall on December 2, 2021; and,
3. Posted on the City's website on December 2, 2021.

ATTACHMENTS:

1. Public Notice – Rural Routes Advertisement
2. Procedure Bylaw No. 26 of 2014 with Markup of Requested Changes
3. Procedure Bylaw No. 23 of 2021

Written by: Sherry Person, City Clerk

Approved by: City Manager



CITY OF PRINCE ALBERT PUBLIC NOTICE

PROCEDURE BYLAW AMENDMENT - BYLAW NO. 23 of 2021

The City of Prince Albert hereby gives notice, pursuant to Section 102 of *The Cities Act* and the Public Notice Policy Bylaw No. 24 of 2015, of its intention to amend The Procedure Bylaw.

Reason for Change: To amend or add sections to the Procedure Bylaw, which allows for clarification, additions and deletions of various sections in the Bylaw including motions, recorded vote, remote participation for City Council meetings, media attendance and Committee procedures.

Particulars of the bylaw will be considered at the following City Council meeting:

**Monday, December 13, 2021 at 5:00 p.m. - Council Chamber,
City Hall, 1084 Central Avenue, Prince Albert SK**

If any person wishes to appear before City Council regarding this matter, please provide your submissions to the City Clerk by 4:45 p.m. on Tuesday, December 7, 2021. Please visit www.citypa.ca or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear and regarding the proposed amendments.

Issued at the City of Prince Albert, this 2nd day of
December, 2021.

Sherry Person, City Clerk

THURSDAY, DEC 2, 2021 PRINCE ALBERT RURAL ROOTS

CITY OF PRINCE ALBERT BYLAW NO. 23 OF 2021

A Bylaw of The City of Prince Albert to regulate the proceedings of City Council and Council's Committees

WHEREAS, pursuant to Section 55 of The Cities Act, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conducts of Council and Council Committees;

AND WHEREAS, pursuant to Section 100 of The Cities Act, a Council may delegate its powers or duties to a Council Committee;

AND WHEREAS, The City of Prince Albert desires to establish rules and provisions to regulate the conduct of business in Council meetings and Council Committee meetings and to establish Council Committees;

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

PART I INTERPRETATION

Short Title

1. This Bylaw may be cited as the "~~The~~-Procedure Bylaw".

Purpose

2. The purpose of this Bylaw is to establish rules to follow in governing the City and to establish Council Committees.

Definitions

3. (1) In this Bylaw:
- (a) “Act” means The Cities Act.
 - (b) “Acting Mayor” means the Councillor elected by Council to act as the Mayor if a vacancy arises in that office.
 - (c) “Adjourn” means to suspend proceedings to another time or place.
 - (d) “Administration” means the City Manager, City Clerk, City Solicitor and the current and active Department Directors and ~~–or–an~~ employees ~~accountable to the City Manager~~ of The City of Prince Albert.
 - (e) “Advisory Committee” means a Committee established with a prescribed mandate approved by resolution of Council and are expected to provide periodic reports to Council presenting advice and/or recommendations on matters under consideration.
 - (f) “Agenda Deadline” means the time established in Section 15 of this Bylaw.
 - (g) “Agenda Review Working Group” means the City Clerk, City Manager, Mayor, Deputy Mayor and Communications Manager sitting as a group to review and disseminate items ~~referred~~ addressed to City Council to the appropriate body or department for review and consideration.
 - (h) “Amendment” means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
 - (i) “Business Day” means a day other than a Saturday, Sunday or a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor.
 - (j) “Chair” means a person who has the authority to preside over a meeting.

- (~~ki~~) “City” means The City of Prince Albert.
- (~~lj~~) “City Manager” means the person appointed as the ~~administrative head of The City of Prince Albert~~City Manager pursuant to ~~Section 84 of The Cities Act~~and includes the duly authorized representative or designate of such person.;
- (~~mk~~) “Clerk” means the person appointed as City Clerk pursuant to ~~Section 85 of The Cities Act~~and includes the duly authorized representative or designate of such person.
- (~~nl~~) “Committee” means a Committee,~~Board, Authority or other body~~ duly appointed by Council pursuant to this Bylaw.
- (~~om~~) “Communications” include, but is not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (~~pn~~) “Consent Agenda” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.
- (~~qe~~) “Consent Motion” means a motion to adopt, without debate, the recommendations of several reports within a Consent Agenda.
- (~~rp~~) “Council” means the Mayor and Councillors of the City elected pursuant to the provisions of The Local Government Election Act.
- (~~s~~) “Council bar” is the physical divider in the Council Chamber that separates Council or Committee from the public gallery.
- (~~te~~) “Councillor” means the Council member duly elected in the City as a Councillor, in accordance with The Local Government Election Act.
- (~~uf~~) “Deputy Mayor” means the Councillor who is appointed by Council, pursuant to Section ~~38-40~~ of this Bylaw, to act as Mayor in the absence or incapacity of the Mayor.
- (~~v~~) “Emergency” means emergency as defined in The Cities Act.
- (~~w~~) “Incamera” means in the absence of the public.

- (~~xs~~) “Inquiry” means a request in writing made by a Council member at a Council meeting for information ~~typically~~-related to ~~an operational matter~~ general municipal concern.
- (~~yt~~) “Main Committee” means a committee established by Council pursuant to this Bylaw, and comprised of all members of Council.
- (~~zu~~) “Mayor” means the City Council member duly elected in the City of Prince Albert as the Mayor in accordance with The Local Government Election Act and includes the duly authorized representative or designate of such person.
- (~~av~~) “Member” means the Mayor, Councillor or an appointed individual to a Committee, Commission or Board of Council.
- (~~bbw~~) “Motion” means a formal proposal placed before a meeting in order that it may be debated to a conclusion, except a motion to:
- (i) refer,
 - (ii) amend,
 - (iii) table; or,
 - (iv) adjourn.
- (~~ccx~~) “Motion to Receive and File” means a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and of having the item, report, or recommendation placed in the records of the City Clerk for future reference, with no additional action being taken at the present time.
- (~~ddy~~) “Mover” means a person who presents or proposes a motion or amendment.
- (~~eez~~) “Order of Business” means the list of items comprising the Agenda and the order in which those items appear on the Agenda.
- (~~ffaa~~) “Point of Order” means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual Council member are contrary to the procedural rules or practices.
- (~~ggbb~~) “Point of Privilege” is the raising of a matter by a member:

- (i) which occurs while the Council is in session, where:
 - (a) the rights, privileges, decorum or dignity of the Council collectively or the rights and privileges of a member individually have been affected,
 - (b) ~~when~~ a member believes that another member has spoken disrespectfully toward them or the Council; ~~or~~ or,
 - (c) ~~when~~ a member believes their comments have been misunderstood or misinterpreted by another member or members; ~~or~~ or.
- (ii) when a member believes that comments made by the member outside the Council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify ~~his or her~~ their position.

(~~h~~h~~ee~~) "Point of Procedure" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.

- (~~ijdd~~) “Public Hearing” means a meeting of Council or that portion of a meeting of Council which is convened to hear matters pursuant to:
- (i) The Cities Act;
 - (ii) The Planning and Development Act;
 - (iii) any other Act; or ;
 - (iv) a resolution or bylaw of Council.
- (~~ijee~~) “Quorum” is, subject to Sections 71 and 119 of The Cities Act:
- (i) in the case of Council, a majority of the whole Council; and;
 - (ii) in the case of a Committee, a majority of the members appointed to the Committee.
- (~~kkff~~) “Recess” means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted ;
- (~~llgg~~) “Resolution” means a formal determination made by Council or a Committee on the basis of a motion, duly placed before a regularly constituted meeting or a Special Meeting of Council or a Committee for debate and decision, and is duly passed.
- (~~mmhh~~) “Secunder” means a person who formally supports a motion or amendment at the time it is proposed ;
- (~~nnii~~) “Special Committee” means a Committee appointed by Council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to Council.
- (~~oojj~~) “Special Meeting” means a meeting other than a regular scheduled meeting called pursuant to Section 97 of The Cities Act or the provisions of this Bylaw.
- (~~ppkk~~) “Subcommittee” means a group of people-individuals delegated by a Committee, Commission or Board to consider, investigate and report on an aspect of the Committee, Commission or Board’s policy areas.
- (~~qqll~~) “Two thirds (2/3) Vote” means a condition imposed when a vote is taken on an issue, whereby approval is contingent on not less than

two-thirds of the votes of members present cast being in the affirmative.

~~(rrmm)~~ “Unfinished Business” means business which has been raised at the same, or a previous meeting, and which has not been completed.

~~(ssnn)~~ “Urgent Business” means a time sensitive matter which requires Council’s immediate and urgent consideration.

~~(ttoo)~~ “Administrative Groups” means a group established by the City Manager consisting of individuals and/or external agencies, organizations or individuals to obtain expertise and/or advice regarding a particular matter within administration’s Work Plan.

~~(uupp)~~ Words importing the male persons include female persons and singular references include plural reference.

~~(vvqq)~~ “Steering Committee” means a group of ~~people~~ individuals delegated by a Committee, Commission or Board to broadly guide a specific project, study or master plan and exist for a length of time until a report on an aspect of the Committee, Commission or Board’s policy areas is forwarded to City Council for consideration.

- (2) A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

~~(11/2017, s.1a)~~

Application

4. (1) This Bylaw applies to all meetings of Council and Committees.
- (2) Notwithstanding Subsection (1), the following Boards and Committees may establish their own procedures for conducting business at meetings, which must be in writing and be publically available; or the procedural requirements of this Bylaw:
 - (a) Board of Police Commissioners;
 - (b) Board of Revision;

- (c) Development Appeals Board;
 - (d) Property Maintenance Appeal Board; and,
 - (e) any other Board or Committee as determined by resolution or by Bylaw of Council.
- (3) When any matter relating to proceedings arise which is not covered by a provision of this Bylaw, the matter shall be decided by reference to Bourinot's Rules of Order of Parliamentary Procedure.
- (4) In the event of any conflict between the provisions of this Bylaw and those contained in any of the other authorities set out above, the provision of this Bylaw shall apply.
- (5) Subject to Subsection (3), any ruling of the Mayor or Chair shall prevail, subject, ~~however,~~ to the jurisdiction of Council or the Committee to consider any appeals of those rulings.

PART II MEETINGS

First Meeting

5. (1) The first Council meeting shall be held on the Monday immediately following a general election.
- (2) In the event of the meeting falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meeting shall be held on the next business day.
- (32) Prior to commencement of the first meeting, every member shall take the oath of office pursuant to Section 68 of the Act.
- (4) At the first Council meeting:
- (a) the Returning Officer shall provide Council with a copy of the declaration of results with respect to the election; and,

- (b) ~~Council shall appoint a Deputy Mayor every Council member shall take the oath of office pursuant to Section 68 of the Act.~~

Regular Meetings

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

Special Meetings

7. (1) The Clerk shall call a special meeting of Council, whenever requested to do so, in writing, by the Mayor or a majority of the members. Such written request shall include all items of business to be transacted.
- (2) When a special meeting is to be held, the Clerk shall provide written notice of the time, date and place of the meeting to all members and the public pursuant to Section 11 of this Bylaw at least twenty-four (24) hours' prior to the meeting and, in general terms, of the business to be transacted at the meeting, ~~and the notice may be delivered personally, left at the usual place of business or residence or at the request of the member, sent to the member by facsimile or electronic mail at the address specified by the member.~~

- (3) Notwithstanding Subsection (2), a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- (4) No business, other than stated in the notice, shall be transacted at a special meeting, unless all the members are present, in which case, and it is by unanimous consent, ~~any other business may be transacted.~~

Meeting through Electronic Means

8. (1)- In an emergency, a Council meeting may be conducted by means of a telephonic, electronic or other communication facility if:
 - (a) notice of the Council meeting is given to the public including the way in which the Council meeting is to be conducted;
 - (b) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the Clerk is in attendance at that place; and,
 - (c) the facilities permit all participants to communicate adequately with each other during the Council meeting.
- (2) Members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

Remote Participation

9. (1) Subject to Subsection (2), a member may participate remotely in a Council meeting in accordance with the procedures set out in Schedule "C".
- (2) The procedures set out in Schedule "C" do not apply to meetings mentioned in Section 8 of this Bylaw.

Notice of Meetings

- 910.- (1) Notice of regularly scheduled Council meetings is not required to be given.
- (2) ~~(a)~~—If Council changes the date, time or place of a regularly scheduled meeting, the Clerk shall give at least twenty-four (24) hours' notice of the change ~~will be given~~ to:
- (a) any members not present at the meeting at which the change was made; and,
- (b) the public.
- ~~(b)—A Council meeting held solely for the purpose of long-range or strategic planning may be held without notice to the public.~~

Method of Giving Notice

4011. (1) Notice of a Council meeting is deemed to have been given to a member if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or,
 - (c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.
- (2) Notice of a Council meeting is to be given to the public by posting notice of the meeting at City Hall and on The City's website.

Actions in Public

4412. (1) An act or proceeding of Council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of Council.
- (2) Every person has the right to be present at Council meetings that are conducted in public unless the person presiding at the Council meeting expels a person for improper conduct.

Incamera Meetings

- ~~1213.~~ (1) Council may ~~close all or any part of its meetings to the public~~ meet incamera if the matter to be discussed is within one of the exemptions of Part III of The Local Authority Freedom of Information and Protection of Privacy Act.
- ~~(2)~~
- ~~(2)~~ No bylaws may be passed at an incamera meeting.
- ~~(3)~~ Matters discussed or to be discussed in an incamera meeting are to be kept confidential until discussed at a public meeting of Council unless otherwise provided for in this Bylaw.
- ~~(34)~~ If Council, while meeting incamera, is of the opinion that a particular item should not be considered incamera, Council shall not consider that item, but shall:
- (a) direct that it be placed on the public agenda of the next Council meeting; or
 - (b) permit the administration to withdraw the matter.

Long Range or Strategic Planning Meetings

- ~~1314.~~ (1) Council may, at the request of the Mayor, meet for the purposes of long-range or strategic planning and such meetings shall be closed to the public.
- (2) No business may be transacted at a meeting referred to in Subsection (1).
- (3) No minutes or record of proceedings shall be kept with respect to a meeting referred to in Subsection (1).

PART III COUNCIL MEETING PROCEDURES

Agendas

- ~~4415~~. (1) The Clerk shall prepare the agenda for all regular and special meetings of Council.
- (2) The agenda shall include the order of business, and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- (3) The Clerk shall ensure that the Council agendas are made available or delivered:
- (a) ~~delivered~~ to each member, the City Manager and the Directors of the City Departments; and,
- (b) ~~made available to the John M. Cuelenaere Public Library, the news media, subscribers and to~~ the general public on The City's website, no later than 4:00 p.m. on the Thursday immediately preceding the meeting.
- (4) If, for any reason, the Clerk is unable to meet the deadline mentioned in Subsection (3), the Clerk shall advise members and prepare and distribute the agenda as soon as reasonably possible to allow Council members an opportunity to review the agenda prior to the Council meeting.
- (5) All administrative reports submitted for inclusion in a Council agenda must be received by the Clerk no later than 10:~~30~~00 a.m. on the Wednesday immediately preceding the Council meeting.
- (6) Every communication from the public must be received by the Clerk at, or before 4:45 p.m. on the Tuesday in the week preceding the meeting of Council, at which it is intended to be presented to Council.
- (7) Where the deadline set in Subsections (3), (5) and (6) falls on a date set out in Subsection 6(2) of this Bylaw, the deadline shall be established at the same time on the business day immediately preceding the deadline date specified.
- ~~(78)~~ Only the material which has been received by the Clerk by the time set out in Subsections (5) and (6) shall be considered at the meeting for which the agenda is prepared. Council may, on a majority vote, permit additional material on the agenda provided that such additions pertain to ~~the a~~ subject matter on the agenda.

Urgent Business

4516. (1) The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the Clerk.
- (2) In these circumstances, the administration shall submit a report to the Clerk including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- (3) The Clerk, in consultation with the Mayor, shall distribute any requests from the administration to add a matter of urgent business to the agenda to the members as soon as they are available.
- (4) During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- (5) Council may only consider a matter of urgent business by a majority vote of members present.

Order of Business at Meetings

4617. (1) The general Order of Business of every regular Council meeting shall be as follows:
 - ~~_____~~ Call to Order
 - ~~_____~~ Prayer
 - ~~_____~~ Approval of Agenda
 - _____ Presentations & Recognitions
 - ~~_____~~ Declaration of Conflict of Interest
 - Adoption of Minutes
 - ~~_____~~ Notice of Proclamations
 - ~~_____~~ Presentations & Recognitions
 - ~~_____~~ Public Hearings

- Delegations
- Communications
 - Reports of Administration & Committees
 - Unfinished Business
- Mayor & Councillors Forum
- Inquiries
- Inquiry Responses
- Notice of Motion
- Motions
- Public Forum
- Adjournment

- (2) The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
 - (a) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or,
 - (b) the Mayor determines during the proceedings of Council that for public interest a matter be moved forward to be dealt with promptly.
- (3) The Clerk will distribute a consolidated Order of Business to each member at the prior to each Council meeting listing all order of business and registered delegations.

Commencement of Council Meeting

4718. (1) At the hour set for the meeting, or as soon as there shall be a quorum present, the Mayor, or in his absence the Deputy Mayor, shall take the Chair and call the members to order.
- (2) In case neither the Mayor nor the Deputy Mayor is in attendance within five (5) minutes after the hour appointed, and subject to a quorum being present, the immediately previous Deputy Mayor shall call the meeting to order and shall preside over the meeting until the arrival of the Mayor or the Deputy Mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- (3) If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the Clerk shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a Special Meeting is called in the meantime.
- (4) Subject to Sections 71 and 119 of the Act, or any other statutory provision, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall immediately stand adjourned.

- (5) Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a Special Meeting called for ~~the~~ that purpose.
- (6) Members are encouraged to notify the Clerk when the member is aware that ~~he/she~~ they will be absent from any meeting of Council.

Quorum

- ~~4819.~~ (1) A quorum of Council is a majority of members.
- (2) Any Act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.

Minutes

- ~~4920.~~ (1) The Clerk shall record the minutes of each Council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours' prior to a subsequent Council meeting.
- ~~(2)~~ Notwithstanding Section (1), the Clerk shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure.
- ~~(23)~~ The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- ~~(34)~~ Any member may make a motion amending the minutes to correct any mistakes.
- ~~(45)~~ The minutes of each meeting are to be approved at the next regular meeting of the Council and signed by the presiding member and the Clerk in accordance with Section 89 of ~~The~~ the Act.
- ~~(6)~~ All minutes, once approved, shall be open for inspection by the public and posted on the City's website.

Proclamations

2021. (1) All requests for proclamations shall be submitted to the Mayor for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group, including contact person and telephone number at least fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.
- (2) Subject to The Saskatchewan Human Rights Code the Mayor may, in his sole discretion, approve the proclamation submitted pursuant to Subsection (1), provided the proclamation does not:
- (a) promote any commercial business, unless, at the discretion of the Mayor, the Proclamation provides a significant benefit to the community;
 - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or,
 - (c) contain any inflammatory, obscene or libelous statement.
- (3) The Mayor may:
- (a) issue the proclamation:
 - (i) in the words and form of the proclamation as submitted; or,
 - (ii) in words and form chosen by the Mayor; or,
 - (b) forward the proclamation for consideration by Council.
- (4) Once the proclamation has been approved, the proclamation shall be noted on the appropriate Council agenda as information.
- (5) Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by City Council.
- (6) Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the Mayor or Councillors at the specific function or event.
- (7) The local media are requested:

- (a) not to publish any proclamation claiming to be proclaimed by the Mayor unless it bears ~~his~~their signature; and,
- (b) when publishing a proclamation by the Mayor, that the proclamation contain only the following:
 - (i) the crest of The City of Prince Albert;
 - (ii) the name of The City of Prince Albert; and,
 - (iii) the text of the proclamation.

Presentations & Recognitions

- 2422. (1) Presentations shall be listed on the agenda when authorized by the Mayor and shall be intended to recognize an individual or group on behalf of Council for some award or similar honour which they have received or for a group or individual to present to Council some award or similar honour which The City has been awarded.
- (2) Recognition shall be an opportunity for any member to recognize guests, either individuals or groups, who are in the audience.
- (3) The member who introduces the guest shall be responsible to inform the Clerk with the correct spelling of the names of each individual or group introduced so that their names may be recorded in the official minutes.

Public Hearing

- 2223. (1) If a public hearing is required by any Act it shall be conducted in accordance with the provisions of this section.
- (2) The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
 - (a) the Mayor shall declare the hearing on the matter open;
 - (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;

- (c) if it is a hearing under The Planning and Development Act, 1983, the Municipal Planning Commission may make a presentation with respect to matters, which it has considered and may advise of its recommendation, if any;
 - (d) if it is a hearing ~~under The Planning and Development Act, 1983~~ that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (e) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
 - (f) if it is a hearing ~~under The Planning and Development Act, 1983~~ that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - (g) Council may request further information from administration;
 - (h) Council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - (i) the Mayor shall declare the hearing closed; and,
 - (j) Council shall then consider the matter and, at the conclusion of the deliberations, Council shall vote on the bylaw or resolution in accordance with the procedures contained in this Bylaw.
- (3) The time allowed for each person making representations shall be five (5) minutes.
 - (4) A hearing may be adjourned to a certain date.
 - (5) A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

- ~~2324~~. (1) When a person or delegation wishes to have a communication considered by Council or speak to Council on a matter, for which a hearing is not required, it that person shall be addressed address their communication to City Council, and:
- (a) clearly ~~set out~~outline the matter ~~in at~~ issue and the request being made of Council;
 - ~~(b)~~ if it is a request to speak, ensure that the specific request to speak is included within the communication; and,
 - ~~(bc)~~ ~~(i)~~—for written communications, must be:
 - ~~(i)~~ —printed, typewritten or legibly written;
 - ~~(ii)~~ in the case of a request to speak, contain the telephone number where the spokesperson can be reached during the day;
 - ~~(iii)~~ —contain the mailing address of the writer or spokesperson; and,
 - ~~(iv)~~ —be signed with the name of the writer or spokesperson; or,;
or
 - ~~(id)~~ for electronic communication, must contain:
 - ~~(i)~~ —the name of the writer or spokesperson;
 - ~~(ii)~~ in the case of a request to speak, the telephone number where the spokesperson can be reached during the day; and,
 - ~~(iii)~~ —both the mailing and electronic address of the writer or spokesperson.
- (2) A communication received by the Clerk, which does not meet the conditions in Subsection (1) or is abusive in nature, shall be forwarded to the Agenda Review Working Group for review and disposition.
- (3) A communication received by the Clerk which contains or relates to personal information shall be dealt with in accordance with the provisions of The Local Authority Freedom of Information and Protection of Privacy Act.

(4) Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

~~(65) The Clerk, who shall consult with the Agenda Review Working Group, may refuse to accept a communication or request to speak to Council if Council or a Main Committee has, within the six (6) months immediately preceding the request, dealt with the same or substantially the same matter by resolution or bylaw.~~

~~(76) If a communication or request to speak to Council is refused pursuant to Subsection (65), a copy of the communication or request to speak and the response by the Clerk, shall be forwarded to members by the Clerk electronically.~~

Communications – Matters on Council Agenda

~~2425.~~ (1) A ~~written~~ communication pertaining to a matter already on a Council agenda must be received by the Clerk pursuant to Section 24 of this Bylaw and no later than ~~4:45 p.m. on the Tuesday preceding the Council meeting~~the agenda deadline in order to be included on the Council agenda.

(2) A ~~written~~ communication received before the deadline ~~referred to in Subsection (1)~~ shall be placed by the Clerk on the Council agenda and shall be dealt with when the matter is considered by Council at its meeting.

(3) In the event that the communication to the Clerk is received after the ~~4:45 p.m.~~agenda deadline, regarding a subject which is on the agenda, the Clerk will bring the request to the attention of Council. The individual will be advised by the Clerk that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the agenda.

Communications – Matters not on Council Agenda

- ~~2526~~. (1) ~~A Written~~ communications submitted to the Clerk pursuant to Section 24 of this Bylaw that does not relate to a matter on a Council agenda shall be referred by the Clerk ~~to~~:
- (a) in the case of a request for which Council must make a decision prior to the next regular scheduled Council meeting, ~~refer the matter to the~~ Council meeting in accordance with Section 24 of this Bylaw;
 - (b) ~~to an~~ Executive Committee meeting; or,
 - (c) ~~to administration~~ Administration to address based on authorities set out in approved Bylaws and Policies of the City.
- (2) A referral pursuant to Subsection (1) shall be made at the discretion of the Clerk, who shall consult with the Agenda Review Working Group, regarding matters to be referred to the Executive Committee or ~~A~~ administration.
- (3) If a communication is referred to ~~administration~~ Administration, a copy of the communication and any ~~reply~~ response by Administration shall be forwarded to members electronically.

Delegations – Matters on Council Agenda

- ~~2627~~. (1) ~~When a person wishes to speak to Council on a matter already on a Council agenda, for which a hearing is not required, that person shall notify the Clerk in writing, which notice shall include the following:~~
- ~~(a) the name and correct mailing address of the spokesperson;~~
 - ~~(b) telephone number where the representative of the delegation can be reached during the day;~~
 - ~~(c) originally signed, except when submitted by facsimile or e-mail; and,~~
 - ~~(d) clearly setting out the subject matter to be discussed and the request being made of Council.~~
- ~~(2)~~—A request to speak to Council by a delegation pertaining to a matter already on a Council agenda pursuant to Subsection (1) must be received by the Clerk pursuant to Section 24 of this Bylaw no later than 4:45 p.m. ~~on the Tuesday~~

~~preceding the Council meeting~~the agenda deadline in order to be included on the Council agenda.

~~(2) A request to speak to Council received before the deadline shall be placed by the Clerk on the Council agenda and shall be dealt with when the matter is considered by Council at its meeting.~~

(3) In the event that a request to speak to Council by a delegation ~~makes an application to the Clerk~~is received after the ~~4:45 p.m.~~agenda deadline, regarding a subject which is on the Agenda, the Clerk will bring the request to the attention of Council. Delegations will be advised by the Clerk that they may not be heard by Council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

~~(4) The Clerk shall refer the delegation pursuant to Subsection (1) to the Council meeting dealing with that particular matter, whenever possible.~~

~~(54)~~ Delegations speaking before Council shall address their remarks to the stated business:

~~(a)~~—Delegations will be limited to speaking only once; and,

~~(b)~~—Rebuttal or cross debate with other delegations shall not be permitted.

~~(65)~~ A maximum of five (5) minutes shall be allotted for each delegation to present ~~his/hers~~their position of support or opposition:

~~(a)~~—Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views;

~~(b)~~—Delegations are encouraged not to repeat information presented by an earlier delegation;

~~(c)~~—The Mayor shall at the conclusion of the five (5) minutes, inform the delegation that the time limit is up;

~~(d)~~—Only upon a verbal motion to extend the five (5) minute limitation adopted by a majority of members shall the five (5) minute limit be extended; and,

- (e7) Delegations will not be permitted to assume any unused time allocated to another delegation.
- (86) Upon the completion of a presentation to Council by a delegation, any ~~discourse~~ dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only.:
- (a) _____ –Members shall not enter into debate with the delegation respecting the presentation; ~~and,~~
- (b) _____ –Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

Delegations – Matters not on Council Agenda

~~2728. (1) — When a person wishes to speak to Council on a matter not on a Council agenda, for which a hearing is not required, that person shall notify the Clerk in writing, which notice shall include the following:~~

- ~~(a) — the name and correct mailing address of the spokesperson;~~
- ~~(b) — telephone number where the representative of the delegation can be reached during the day;~~
- ~~(c) — originally signed, except when submitted by facsimile or e-mail; and,~~
- ~~(d) — clearly setting out the subject matter to be discussed and the request being made of Council.~~

~~(2) — A request to speak to Council pursuant to Subsection (1) must be received by the Clerk no later than 4:45 p.m. on the Tuesday preceding the Council meeting in order to be included on the agenda.~~

~~(31) A request to speak to Council submitted to the Clerk pursuant to Section 24 of this Bylaw, that does not relate to a matter on a Council agenda shall be referred by~~ Upon receipt of a notice from a delegation pursuant to Subsection (1), the Clerk may:

- (a) in the case of requests for which Council must make a decision prior to the next regular scheduled Council meeting, to the Council meeting in accordance with Section 27 of this Bylaw ~~refer the matter to Council;~~

~~(4b) The Clerk shall refer the delegation pursuant to Subsection (1) to the Council meeting which may be dealing with that particular matter, whenever possible.;~~

~~Or,~~

- ~~(bc)~~ in the case of all other matters, refer the matter to the Executive Committee to hear the person delegation.

~~(43) A referral pursuant to Subsection (31) shall be made at the discretion of the Clerk, who shall may consult with the Agenda Review Working Group regarding matters to be referred to the Executive Committee.~~

- (54) When the Clerk refers a delegation's notice request to speak to the Executive Committee, the following procedure shall be followed:
- (a) the brief shall be deemed to be referred to the Executive Committee; and,
 - (b) the delegation shall be advised of the referral of their notice request to speak and the time and place of the ~~next~~ Executive Committee meeting and shall have the right to attend that meeting and ~~to request permission to~~ make a their presentation.
- ~~(6) The Clerk, who shall consult with the Agenda Review Working Group, may refuse to accept a request to speak to Council if Council or a Main Committee has, within the six (6) months immediately preceding the request, dealt with the same or substantially the same matter by resolution or bylaw.~~
- ~~(7) If a request to speak to Council is refused pursuant to Subsection (6), a copy of the request and reply, shall be forwarded to members by the Clerk.~~

Mayor and Councillors Forum

2829. (1) Statements shall include the sharing of the following information:
- (a) events, activities or community functions attended; and,
 - (b) general work of members on behalf of Council colleagues, constituents and the Community.
- (2) All comments will be verbal only and shall not be recorded in the minutes of the meeting.

Inquiries

2930. (1) A member may make an inquiry at any Council meeting in regards to a general municipal concern.
- (2) Each inquiry shall be specific, brief and in the form of a question and shall be answerable by a brief statement and no preamble or introduction shall be permitted to explain the reason for such inquiry;

(3) Inquiries shall be provided in writing to the Clerk immediately following the conclusion of the meeting with the exact wording of the inquiry to be entered in the minutes, or the matter shall be excluded from the minutes and further action by administration shall not be required.

~~(4) The Clerk shall refer all inquiries to the City Manager's office.~~

(4) All inquiries included in the minutes pursuant to Subsection (3), unless the Clerk has determined the inquiries to be answered sufficiently by Administration at that Council meeting, shall be referred to the City Manager's office.

~~(5)~~ That where practical, the member may advise the City Manager and respective Department Director the day of the meeting, where the inquiry may be raised, to allow administration an opportunity to investigate the matter and report the details at the meeting where the inquiry is made.

(6) When the cost to respond to an inquiry, incurred by reason of:

- (a) the time of City employees which must be taken away from performance of their regular duties or overtime which must be worked;
- (b) the need to hire additional employees; or
- (c) the necessity of obtaining and paying for the information required to answer the inquiry,

is likely to be more than \$500 and no appropriation has been made for such expenditure in the budget, ~~administration~~the City Manager shall report the anticipated cost to Council before undertaking a response to the inquiry.

(7) When ~~administration~~the City Manager has reported pursuant to Subsection (6), Council may, by a majority vote of the members present:

- (a) direct that administration proceed with the investigation necessary to answer the inquiry; and₁
- (b) shall provide for the payment of costs.

(8) An inquiry is not debatable.

(9) A member who made an inquiry may instruct administration to abandon an inquiry.

Inquiry Responses

- ~~3031.~~ (1) Responses to inquiries shall be brief and factual, and shall not provoke debate.
- (2) ~~A response to a~~All inquiries ~~from a member, unless answered sufficiently by administration at that Council meeting, shall be~~ referred to the City Manager's office pursuant to Subsection 30(4) of this Bylaw, and responses shall be:
- ~~(i) _____~~ provided electronically to all members; ~~and,;~~
- ~~(3j) The City Manager's office will~~ compiled all inquiries together with ~~inquiries submitted by members to the City Manager's office by the City Manager's Office in a spreadsheet~~ and submitted an updated spreadsheet, excluding previously closed inquiries, to ~~each the next~~ Council meeting as a matter of information for review.

Notice of Motion

- ~~3432.~~ (1) A member wishing to introduce a new matter for consideration by Council shall submit the motion in writing duly signed by the member and setting out the exact motion proposed and the date at which the motion is to be considered by Council to the Clerk.
- (2) A motion introducing a new matter shall not be considered by Council unless:
- (a) a notice of motion has been submitted in writing to the Clerk at a previous regularly scheduled d Council meeting; or,
- (b) Council by two-thirds (2/3) vote of all members present waive the requirement for giving notice.

Bylaws

- ~~3233~~. (1) Every proposed bylaw must have three (3) distinct and separate readings.
- (2) A proposed bylaw must not have more than two (2) readings at a Council meeting unless the members present unanimously agree to consider third reading.
- (3) A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.
- (4) Only the title or identifying number has to be read at each reading of the bylaw.
- (5) Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- (6) Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and ~~of~~ any amendments that were passed after first reading.
- (7) When a bylaw has been given three (3) readings by Council, it:
- (a) becomes a municipal enactment of the City; and,
 - (b) is effective immediately unless the bylaw or an applicable Provincial Statute provides otherwise.
- (8) The Clerk shall be empowered to correct any typographical error that may not have been corrected at the time of submission to Council and the bylaw shall have the same status as if Council had corrected same.
- (9) After passage, every bylaw shall be signed by the Mayor and the Clerk, pursuant to Subsection 89(3) of ~~The the~~ Act and marked with the Corporate seal of The City.

Public Forum

- ~~3334~~. (1) Any member of the public wishing to speak to Council on a matter of civic relevance, may appear at a Council ~~each~~ meeting, as long as they pre-

register with the Clerk prior to 12:00 noon on the day of the Council meeting so that their name may be placed on a speakers list.

- (2) The total time allowed to speak shall be not more than five (5) minutes per individual or delegation.

Recess

3435. (1) The Council may recess at any time during the meeting.
- (2) A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- (3) The Council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than fifteen (15) minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

Adjournment

3536. (1) All regularly scheduled Council meetings shall stand adjourned when the Council has completed all business as listed on the Order of Business or upon the arrival of 11:00 p.m.
- (2) If a member is speaking at 11:00 p.m., the Mayor shall wait until that person is done speaking before asking Council to consider whether it wants to extend the time of the meeting.
- (3) Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled Council meeting, or until a special meeting is called for the purpose of dealing with the unfinished postponed items.

Extension of Time

3637. (1) Notwithstanding Section 3536 of this Bylaw, a ~~majority of the members present may extend a~~ regularly scheduled Council meeting may be extended beyond 11:00 p.m. by unanimous vote of all members present.
- (2) If Council extends its meeting pursuant to Subsection 56(1), the meeting shall continue until:
- (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or,
 - (c) a quorum is no longer present.—

Order of Discussion of Agenda Items

38. (1) An agenda item will ordinarily be discussed as follows:
- (a) the agenda item is introduced;
 - (b) the Administration and members of the public present, as applicable;
 - (c) members may ask clarification questions of the Administration and members of the public;
 - (d) a member makes a motion;
 - (e) a member seconds the motion;
 - (f) the motion is debated; and,
 - (g) the motion is put to a vote.

PART IV
CONDUCT AT COUNCIL MEETINGS

Mayor

- ~~3739~~. (1) The Mayor shall:
- (a) preside at all Council meetings;
 - (b) preserve order at Council meetings;
 - (c) enforce the rules of Council;
 - (d) decide points of privilege and points of order without debate or comment, other than to state the rule governing; and
 - (e) advise on points of procedure.
- (2) Subject to Subsection (1)(c), whenever the Mayor is of the opinion that any motion offered to Council is contrary to the rules of Council, he/she shall advise the members immediately of his/her decision, and quote the rule or authority applicable, and no argument or comment shall be permitted, unless a member appeals the decision.
- ~~(23)~~ The Mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- ~~(34)~~ When wishing to make a motion, the Mayor shall:
- (a) vacate the Chair, and request that the Deputy Mayor take the Chair;
 - (b) if the Deputy Mayor is absent, the immediately previous Deputy Mayor shall take the Chair; and
 - (c) the Mayor shall remain out of the Chair until the motion has been dealt with.

Deputy Mayor

- ~~3840~~. (1) The Council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Councillors a Deputy Mayor who shall hold office for a term of three (3)

months or for such longer period as the Council may decide, and in any event until a successor is appointed.

- ~~—~~(2) (a) Councillors shall be appointed alphabetically by last name following ~~—~~each regular municipal election, starting with the Councillor(s) having the most current consecutive terms in office, followed by the ~~—~~Councillor(s) having the next most current consecutive terms in ~~—~~office, and so on, until all Councillors, including newly elected, have ~~—~~been designated Deputy Mayor, following which the appointments will continue in that order until new Councillors are elected at a ~~—~~subsequent election.
- (b) Notwithstanding the provisions of Subsection ~~(42)~~(a), Council may by resolution allow one (1) member to change places with another member as Deputy Mayor, but only with the mutual consent of both members, otherwise, the Deputy Mayor appointments must continue in the order as originally designated by Council.
- ~~-(3)~~ If the Mayor, for any reason, is unable to perform the duties of his office, the Deputy Mayor shall have all of the powers of the Mayor during the inability.
- (4) If the Deputy Mayor, for any reason, is unable to perform the duties of his office, the member that last acted as Deputy Mayor shall assume those duties during the inability.

~~(6/2017, s.1)~~

Acting Mayor

- ~~394~~1. (1) When a vacancy arises in the office of the Mayor, Council shall, at its next meeting, appoint a member to act as Mayor.
- (2) The member to be appointed, pursuant to Subsection (1), shall be elected by a majority of the members present.
- (3) Where, on the addition of ~~the~~ ballots, two (2) members have an equal number of votes, the Clerk shall:

- (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
- (b) fold the sheets in a uniform manner so the names are concealed;
- (c) deposit them in a receptacle; and,
- (d) direct a person to withdraw one (1) of the sheets.

The member whose name is on the sheet withdrawn pursuant to Subsection (3)(d) shall be declared elected.

Persons Allowed Within the Bar

4042. No person, except members, the City Manager, the Clerk, the Clerk's Recording Secretary, the City Solicitor, other members of administration as authorized by the City Manager and such persons as are permitted by the Mayor shall be allowed to come within the Bar during the sittings of the Council, without permission of the Mayor or other presiding member.

Conduct of Public

4143. (1) No person shall enter the Chamber until the Clerk or security officials have allowed them to enter.

(2) While in attendance ~~All persons~~ in the public gallery at a Council meeting, all persons shall:

- (a) refrain from addressing Council or a member unless permitted to do so;
- (b) maintain quiet and order;
- (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- (d) refrain from talking on cellular telephones; and
- (e) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

- (3) No one may re-enter the Chamber until security officials have allowed them to enter upon the approval of the Mayor or the City Clerk.

Conduct of Delegations

4244. When addressing a delegation is speaking at a Council meeting, ~~a delegation~~the delegation shall refrain from:

- (a) speaking disrespectfully of Her Majesty the Queen, the federal government, the provincial government or another municipal council, or any official representing them;
- (b) using offensive words in referring to a member, an employee of the City or a member of the public;
- (c) making comments that do not relate to the subject matter of the item the delegation requested to speak on; and,
- ~~(c) reflecting on a vote of Council except when moving to rescind or reconsider it, and reflecting on the motives of the members who voted on the motion or the mover of the motion; or~~
- (d) shouting ~~or,~~ using an immoderate tone, or using profane, vulgar or offensive language.

Media Protocols

45. (1) In addition to the requirements set out in Section 43 of this Bylaw, the members of the media shall ensure that:

- (a) Equipment set-up is completed prior to the start of the meeting. If the media arrives following the commencement of the meeting, they must wait for a recess or the Mayor's direction to be able to set up the equipment.

- (b) Photos are permitted, however, they must refrain from too much movement or disruption when taking photos and must remain outside the bar.
- (c) Interviews with any member or the public shall not be permitted within the Council Chamber, unless the meeting has concluded or recessed.
- (2) Each Media member before initially attending in the Council Chamber shall sign a Media Attendance Protocol Form compiled by the Clerk, which outlines the protocol for Media, and the Conduct of the Public to provide documentation that they have read and understand the Media Attendance Protocol that has been established.

Conduct of Members

- ~~4346~~. (1) A member wishing to speak at a meeting shall obtain the approval of the Mayor before speaking, and upon approval the member shall stand and address all comments to the Mayor.
- (2) When a member is addressing ~~a Council meeting~~, ~~a the~~ member shall refrain from:
- (a) speaking disrespectfully of Her Majesty the Queen, the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the City or a member of the public;
 - (c) reflecting on a vote of Council except when moving to rescind or reconsider it;
 - ~~(d)~~, ~~and~~ reflecting on the motives of the members who voted on ~~the a~~ motion or the mover of the motion; ~~and, or~~
 - ~~(de)~~ shouting ~~or~~, using an immoderate tone, and using profane, vulgar or offensive language.
- (3) When a member is addressing the Mayor, all other members shall:

- (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker by words or gestures, except on a point of order or point of procedure; and,
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- (4) Members shall remain seated and be silent once a question is put to vote and until the vote is declared.
- (5) Members shall ensure that all electronic devices ~~remain~~ are silent and operated in a manner that doeses not interfere with the meeting or with another member's ability to hear or view the proceedings.
- (6) Members and administration shall comply with Council's established Policy with respect to dress code and protocol as may be amended from time to time.

Improper Conduct

4447. (1) The Mayor may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a Council meeting, as set out in Sections 4143 and 45, leave or be expelled from the meeting.
- (2) The Mayor may request that any delegation who addresses Council improperly as set out in Section 4244, leave or be expelled from the meeting.
- (3) No person shall refuse to leave a Council meeting when requested to do so by the Mayor.
- (4) Any person who refuses to leave when requested to do so ~~may~~ shall be removed.
- (5) If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

- (6) The Mayor may request that security or law enforcement officials be engaged to assist in the removal of a person in the public gallery or any delegation acting improperly.

Leaving the Meeting

4548. (1) Every member who leaves the Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Clerk.
- (2) The Clerk shall make a notation in the minutes of the name of any member leaving the meeting pursuant to Subsection (1), and the time the member did so.

Point of Order

4649. (1) A member may rise and ask the Mayor to rule on a point of order, without unnecessary comment.
- (2) When a point of order is raised, the member speaking shall immediately cease speaking, be seated and shall remain seated until the Mayor decides the point of order raised.
- (3) A point of order must be raised immediately at the time the rules of Council are breached.
- (4) The member against whom a point of order is raised may be granted permission by the Mayor to explain.
- (5) The Mayor may consult the Clerk or the City Solicitor before ruling on a point of order.
- (6) A point of order is not subject to amendment or debate.

Point of Privilege

4750. (1) A member may rise and ask the Mayor to rule on a point of privilege, without unnecessary comment.

(2) When a point of privilege is raised, the member speaking shall immediately cease speaking, be seated and shall remain seated until the Mayor decides the point of privilege raised.

(23) After the member has stated the point of privilege, the Mayor shall rule whether ~~or not~~ the matter raised is a point of privilege.

(34) If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.

(45) If the point of privilege concerns a situation, circumstance or event which arose between Council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous Council meeting.

(56) The Mayor may consult the Clerk or the City Solicitor before ruling on a point of privilege.

(67) A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to Council.

Point of Procedure

4851. (1) Any member may rise and ask the Mayor for an opinion on a point of procedure.
- (2) When a point of procedure is raised, the member speaking shall immediately cease speaking, be seated and shall remain seated until the Mayor responds to the inquiry.
- (3) After the member has asked the point of procedure, the Mayor shall provide an opinion on the rules of procedure bearing on the matter before Council.
- (4) The Mayor may consult the Clerk or the City Solicitor before providing an opinion on the point of procedure.
- (5) A point of procedure is not subject to amendment or debate.
- (6) The Mayor's answer to a point of procedure is not a ruling, and cannot be appealed to ~~the whole of~~ Council.

Appeal

4952. (1) Whenever a member wishes to appeal any ruling of the Mayor ~~or a point of order or point of privilege~~ to ~~the whole of~~ Council:
 - (a) the Motion of Appeal, "That the decision of the Chair be overruled" shall be made;
 - (b) the member may offer a brief reason for the challenge;
 - (c) the Mayor may state the reason for the decision; and,
 - (d) following which the question-motion shall be put immediately without debate.
- (2) The Mayor shall be governed by the vote of the majority of the members present.
- (3) A ruling of the Mayor must be appealed immediately after ruling is made or the ruling will be final.

Calling a Member to Order

- ~~5053~~. (1) When the Mayor calls a member to order, the member shall resume ~~his~~their seat, but may afterwards, explain ~~his~~their position in making the remark for which ~~he~~they ~~was~~ called to order.
- (2) In the event that a member refuses to resume ~~his~~their seat when called to order, the Mayor shall request the Deputy Mayor, or if the Deputy Mayor is absent or is the unruly member, the immediately previous Deputy Mayor to move a ~~resolution~~motion to remove the unruly member either:
- (a) for the balance of the meeting,
 - (b) until a time which shall be stated in the motion, or,
 - (c) until the member makes an apology acceptable to Council for ~~his~~their unruly behavior,
- whichever shall be the shortest time.
- (3) When the majority of Council votes in favour of the resolution, the Mayor shall direct the unruly member to leave the Council ~~chamber~~Chamber, and if the member refuses to leave, the Mayor may:
- (a) recess the meeting until the member leaves or adjourn the meeting to another day; or,
 - (b) direct that ~~he~~ be removed by any security or law enforcement officer officials present in the Council Chamber. be engaged to assist in the removal of the unruly member.
- (4) When Council has directed an unruly member to leave the Council Chamber pursuant to Subsection (3), and the member ~~so directed~~ makes an explanation and apology adequate and satisfactory to the Council, it may, by a majority vote of the remaining members present, allow the offending member to remain in ~~his~~their place if ~~he~~they ~~have~~has not left or been removed, ~~or to retake his place.~~

PART V MOTIONS

Motions and Debate

- ~~54~~54. (1) A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- (2) A motion shall not be considered unless it has been seconded.
- (3) Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- (4) When a motion is under debate no other motion may be made, except a motion to:
- (a) amend a motion;
 - (b) refer the motion to a Council Committee or administration for a report back to Council;
 - (c) postpone ~~a~~the motion to a fixed date;
 - (d) request ~~that a~~the -motion be put to a vote;
 - (e) extend the time for a Council meeting; or,
 - (f) adjourn the meeting.
- (~~45~~) Notwithstanding any other provisions of this Bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of Council:
- (a) on ~~his~~their own initiative while ~~he is~~they are speaking on the same; or,
 - (b) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- (~~56~~) Any motions allowed under Subsection (4) shall be considered in the order in which they were moved.

Motion to Amend~~ments~~

5255. (1) Except as provided in Subsection (12), any motion may be amended to:
- (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- (2) The amending motion must be:
- (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- (3) An amending motion may also be amended, which is referred to as a sub amendment.
- (4) A sub-amendment must be:
- (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- (5) Only two (2) amendments to a motion, an amendment and a subamendmentsub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or subamendmentsub amendment may be entertained.
- (6) There is no limit to the number of amendments or subamendmentsub amendments that may be proposed.
- (7) An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one subamendmentsub amendment before the meeting at one time.
- (8) Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting, may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- (9) The main motion shall not be debated until all amendments to it have been put to a vote.

- (10) Amendments shall be put in the reverse order to the order in which they were moved.
- (11) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- (12) No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date; or.
 - (c) a motion requesting that a motion be put to a vote.

Dividing a Motion into Parts

5356. (1) A member may request or the Mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- (2) Council shall then vote separately on each recommendation.
- (3) A new motion to add a further recommendation is permitted provided:
 - (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and and.
 - (c) the original motion has been dealt with.

Motion Arising

5457. (1) When a particular matter is before Council, a motion arising on the same matter is permitted provided:
 - (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and and.
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

Request that Motion be put to Vote

- ~~5558.~~ (1) A motion requesting that a motion be put to a vote shall not be moved or seconded by a member who has spoken to the original motion.
- (2) A motion requesting that a motion be put to a vote shall not be amended or debated.
- (3) If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without any amendment or debate.
- (4) If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

~~Motion to Extend Time~~

- ~~56. (1) Council may extend a regularly scheduled meeting beyond 11:00 p.m. with unanimous consent of the members present.~~
- ~~(2) If any person is speaking at 11:00 p.m., the Mayor shall wait until that person is finished speaking before asking Council to consider whether it wants to extend the time of the meeting.~~

Motion to Adjourn

- ~~5759.~~ (1) A member may move a motion to adjourn a meeting at any time, except when:
- (a) another member is in possession of the floor;
 - (b) ~~a call for a recorded vote has been made;~~
 - ~~(c) the members are voting;~~
 - ~~(d) when~~ Council is considering a motion requesting that a motion be put to a vote; or,

| (ed) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.

(2) A motion to adjourn shall be decided without debate.

Consent Agenda

- ~~5860~~. (1) The consent agenda portion of a meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- (2) If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the Mayor calls the questions, and the item shall be removed from the consent agenda without further debate or vote. Any items so removed shall be addressed immediately following approval of the consent agenda.
- (3) If an item is removed from the consent agenda pursuant to Subsection (2) a person may address Council on the item.

Motion to Move Incamera

- ~~5861~~. (1) A member may make a motion that a Council meeting move incamera.
- (2) The motion to move incamera must:
- (a) be in accordance with The Local Authority Freedom of Information and Protection of Privacy Act;
 - (b) include the titles or subject of the item(s) to be discussed; and
 - (c) include the reason ~~for the Council meeting to be held~~ to move incamera.
- ~~(3) No bylaw shall be passed at an incamera meeting.~~

Motion to Contrary to Rules

- ~~6062~~. The Mayor may refuse to put to Council a motion which is, in the opinion of the Mayor, contrary to the rules and privileges of Council.

Withdrawal of Motions

6163. The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Reconsider

6264. (1) A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- (2) A motion to reconsider is in order whether the original motion passed or ~~failed~~was defeated.
- (3) A motion to reconsider may only be made at the same Council meeting as the original motion was voted on.
- (4) A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- (5) A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.
- (6) A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- (7) A motion to reconsider cannot be amended.
- (8) A motion to reconsider shall require a majority vote of the members present at the meeting.
- (9) If a motion to reconsider is adopted, the original motion is immediately placed before Council to be reconsidered.
- (10) Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

Motion to Rescind

- ~~6365.~~ (1) A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- (2) A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- (3) A motion to rescind may be made at any time following the Council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- (4) A motion to rescind may be moved and seconded by any Council member regardless how they voted on the original motion.
- (5) A motion to rescind is debatable.
- (6) A motion to rescind may be amended.
- (7) ~~Except as provided in Subsection (8), a~~ A motion to rescind shall only be made by either:
- (a) a notice of motion duly given pursuant to Section ~~3132~~; or,
- (b) upon recommendation by Administration.
- ~~(8) Council may, by two-thirds (2/3) vote consent of the members present, waive the requirement for notice.~~
- ~~(98)~~ (98) A motion to rescind shall, in all cases, require a majority vote of all Council members to pass.
- ~~(109)~~ (109) A motion cannot be rescinded:
- (a) when the making or calling up of a motion to reconsider is in order;
- (b) when action on the motion has been carried out in a way that cannot be undone; or,
- (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

Motion to Postpone

6466. (1) Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by Council until the fixed date.
- (2) Notwithstanding Subsection (1), Council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- (3) The only amendment allowed to a motion to postpone to a fixed date is to change the date.

Motion to Refer

6567. (1) A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- (2) A member making a referral motion generally should include in the motion:
- (a) the terms on which the motion is being referred; and,
 - (b) the time when the matter is to be returned.

Debate on Motion

6668. (1) ~~Subject to Subsections (4) and (5), no~~No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- (2) The mover of the motion shall be given the first opportunity to speak.
- (3) The mover of the motion shall be allowed a reply at the conclusion of the debate.
- (4) When the mover has closed the debate and the Mayor has put the motion to vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.

Legal Advice

~~6769~~. Where a majority of the members present at a Council meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

Voting of Council

~~6870~~. (1) A member attending a Council meeting shall vote at the meeting on a matter before Council unless the member is required to abstain from voting pursuant to ~~The~~the Act or any other Act.

(2) If a member is not required to abstain from voting on a matter before Council pursuant to Subsection (1) and abstains from voting, the ~~Council~~ member is deemed to have voted in the negative.

(3) The Clerk shall ensure that each abstention pursuant to Subsection (1) is recorded in the minutes of the meeting.

(4) The Mayor shall vote with the other members on all questions.

~~Voting of Mayor~~

~~69. The Mayor shall vote with the other members on all questions.~~

Majority Decision

~~7071~~. Unless a greater percentage of votes is required by any provision of this Bylaw, at every Council meeting, all questions are to be decided by a majority vote of the members present.

Recorded Vote

- ~~7172.~~ (1) ~~Before a vote is taken by Council, a member may request that the vote be recorded. All votes by members before Council during Council meetings shall be recorded.~~
- (2) ~~If a vote is recorded,~~ ~~†~~The minutes ~~must~~ shall show the names of the members present and whether each voted for or against the ~~proposal or abstained~~ motion.
- ~~(3) — Once the result of the vote on the motion has been announced, no member shall change his vote without the unanimous consent of the other members present.~~
- ~~(3) Where possible and available, an electronic or computerized voting system shall be used to record all votes by members on matters before Council during Council meetings.~~
- ~~(4) Where an electronic or computerized voting system is used, members shall vote simultaneously.~~
- ~~(5) Where a vote has been taken electronically and the Mayor has announced the result of the vote on a motion, the results recorded by the electronic system are final and no member shall change their vote or request that the vote be retaken without the unanimous consent of the members present.~~
- ~~(6) Unless an electronic or computerized voting system is used and can record all votes simultaneously, the Clerk shall poll the members present and record votes for each member in attendance in random order.~~
- ~~(7) Unless an electronic or computerized voting system is used, a member shall vote separately and shall indicate their vote verbally.~~

Tied Vote

- ~~7273.~~ If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

PART VI COMMITTEES

Procedure for Appointments

- ~~7374~~. (1) Prior to November 1st of each year, the Clerk shall invite submissions from the public for appointments to all Council Committees which Council is entitled to make appointments in the ensuing year.
- (2) The Clerk shall provide all applications received and attendance records for the Council Committees to which appointments are to be made to the Mayor who shall present his recommendations to City Council for consideration.
- (3) The Mayor's recommendations for Council Committee appointments shall include recommendation for Chair and Vice-Chair of each Council Committee to which appointments are to be made.
- (4) Confidential applications for appointment are to be made available for review by members of Council in the Mayor's Office prior to ~~the Mayor's recommendations being forwarded to~~ City Council's for consideration.

~~(11/2017, s.1b)~~

Term

- ~~7475~~. (1) (a) Appointments to Committees shall be for a two (2) year term beginning on January 1st to December 31st of the following year;
- (b) Notwithstanding Subsection (a), in a ~~regular—Municipal Election~~general election year, the term of appointments shall be reduced to coincide with the day of the Election.
- (c) Appointees may be reappointed from term to term to a maximum of two (2) terms on one (1) particular Committee.
- (2) A member of any Committee, excluding members of City Council, shall only be appointed to a maximum of two (2) Committees at one (1) time.
- (3) The Clerk or Committee Secretary shall advise the Mayor and Committee Chair of any members absent for three (3) meetings in a calendar year, and the Mayor may direct the Clerk to forward a written warning ~~correspondence~~

to the member. If a member misses four (4) meetings in a calendar year, the Clerk may forward a report to City Council requesting a replacement of the member on recommendation by the Mayor.

- (4) Council may, in its discretion, revoke the membership of any individual whom has been appointed to a Committee.

~~(34/2018, s.1a)~~

Executive Committee

- ~~7576.~~ (1) The Executive Committee is hereby established as a Main Committee.
- (2) The function of the Executive Committee, including its mandate, policy areas and delegated authority is set out in Schedule "A".
 - (3) The Chair of the Executive Committee shall be the Deputy Mayor.
 - (4) Regular meetings of the Executive Committee shall be held each year starting on the second Monday of January, commencing at 4:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.
 - ~~(5)~~ In the event of any meeting date falling on ~~New Year's Day, Easter Monday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day~~ statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next business day ~~that City Hall is scheduled to be open for business.~~
 - (6) Annually the Clerk shall submit a regular schedule of Executive Committee meetings to ~~Council~~ the Committee for approval as set out in Subsections (4) and (5), or may recommend alternate meeting dates.
 - (7) Notwithstanding the foregoing provisions, ~~City Council~~ Executive Committee may, by resolution, dispense with or alter the time of a regular meeting of ~~Executive~~ the Committee.
 - (8) The procedure and conduct of the Executive Committee and its members shall be in accordance with this Part.

Budget Committee

- ~~76~~77. (1) The Budget Committee is hereby established as a Main Committee.
- (2) The function of the Budget Committee, including its mandate, policy areas and delegated authority is set out in Schedule “B”.
- (3) The Chair of the Budget Committee shall be the Mayor.
- (4) All meetings of the Budget Committee shall be called by the Mayor, or in his absence, the Clerk, whenever requested by a majority of the members.
- (5) The procedure and conduct of the Budget Committee and its members shall be in accordance with this Part.

Committee Procedures

- ~~77~~78. (1) Council may from time to time establish a Committee in response to specific issues requiring immediate or long term attention.
- (2) The membership and jurisdiction of a Committee shall be as provided for in the enabling legislation or as directed by Council.
- (3) The Mayor is an ex-officio voting member of all Committees ~~established by Council~~ established by Council pursuant to Section 55 of the Act, unless Council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- (4) The Mayor’s attendance shall not, however, be included for the purpose of determining a Quorum.
- (5) Advisory Officials shall act only in an advisory capacity to Committees of Council and shall not be considered voting members or have any voting privileges in respect to participation on any Committee appointment.
- ~~(76)~~ All Councillors may attend the meetings of Committees established by Council pursuant to Section 55~~(a)~~ of the Act, and may take part in the

proceedings of the same, except that non-Committee members shall not have a vote.

- ~~(7) The Clerk, in consultation with the Chair, if a Chair has been appointed by Council, and the Advisory Official, shall set a date for the first meeting as soon as possible after it has been appointed.~~
- (8) ~~At the first meeting, the Committee shall:~~

 - ~~(a) Each Committee shall meet as soon as possible after it has been appointed and where select a Chair and Vice-Chair, if a Chair and Vice-Chair has not been appointed by Council, members of that Committee shall select a Chair and Vice-Chair; and,~~
 - (b) -if required, decide the day and time for holding its regular meetings.
- (9) The Chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- (10) In the absence of the Chair, the Vice-Chair shall preside, and in the absence of both the Chair and the Vice-Chair, one (1) of the other members of the Committee shall be elected to preside, and shall discharge the duties of the Chair during the meeting or until the arrival of the Chair or Vice-Chair.
- (11) An act or proceeding of a Committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public Committee meeting.
- (12) Everyone has the right to be present at Committee meetings that are conducted in public unless the Chair expels a person for improper conduct.
- (13) ~~Subject to~~Notwithstanding Subsection 14, Committees shall conduct all Committee meetings in public.
- (14) Committees may meet incamera if the matter to be discussed is within one (1) of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act.
- (15) If a Committee while meeting Incamera, is of the opinion that a particular Agenda item should not be considered Incamera, the Committee shall not consider or deal with that item but shall:

 - (a) Direct that it be placed on the Public Agenda of the next meeting of the Committee; or,

- (b) Permit Administration to withdraw the matter.
- (16) Notice of regularly scheduled Committee meetings is not required to be given.
- ~~(17) If the Committee Chair changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the change to all members of the Committee and the public.~~
- (1817) Notwithstanding Subsection (1720), a Committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all Committee members agree to do so, in writing, immediately before the beginning of the meeting.
- (1918) The consent to waive notice of a change in date, time or place of a meeting pursuant to Subsection (1817) may be given in person or by facsimile, electronic mail and other similar means.
- (2019) The Committee Chair ~~shall~~ may cancel its regularly scheduled meeting, if:
- (a) ~~T~~ there is a lack of Agenda items for consideration; ~~and,~~
- (b) ~~The Secretary gives at least twenty-four (24) hours' notice of the cancellation to all members of the Committee and the public.~~
- (1720) If the Committee Chair cancels a meeting or changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the cancellatioin or change to all members of the Committee and the public.
- (21) The Secretary shall call a special meeting of a Committee whenever requested to do so, in writing, by the Chair or by a majority of the Committee members in the same manner as set out in Subsection (1720).
- (22) For Committees operating without regularly scheduled meeting, it shall be the duty of the Chair, or in the Chair's absence, the Secretary to call a meeting of the Committee whenever requested in writing to do so by a majority of the Committee.
- (23) The business of Committees, shall be conducted in accordance with the rules governing the procedure of Council, except for the following:
- (a) no motion shall be required to be seconded;

- (b) members of the Committee shall not be required to stand when speaking;
 - ~~(c)~~ there shall be no recorded votes;
 - ~~(ed)~~ there shall be no limit to the number of times a member may speak to a question; ~~and,~~
 - ~~(de)~~ a motion requesting that a motion be put to a vote shall not be allowed;
 - ~~(ef)~~ the Committee decision shall be that of the majority of the members of the Committee present and voting on the question.
- (24) The Clerk, or designate, will act as Secretary and be responsible for:
- (a) tracking the attendance;
 - (b) preparing meeting Agendas and minutes; and,
 - (c) reporting the Committee's decisions to Council, or ~~a Main Executive Committee of Council.~~
- ~~(25)~~ When a person, or a group of persons, wishes to bring any matter to the attention of a Committee or appear as a delegation, a communication shall be addressed to the Clerk or the Secretary and will be subject to the requirements set out in Sections ~~23-24~~ to ~~27-28~~ of this Bylaw.
- (26) ~~Following review of such~~ Upon receipt of such communication, the Clerk or Secretary shall place the communication on the agenda of an upcoming meeting of the committee for its consideration;
- (27) All submissions to Committees must be received by the Clerk or Secretary within the established deadlines assigned by the Clerk.
- (28) Reporting to Committees shall be provided through the Clerk or the Secretary.
- (29) Any notice respecting a Committee meeting is deemed to have been given to a member if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or.

- (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- (30) Notice to the public of a Committee meeting as required by Subsections ~~77(16)(8)~~ to ~~77(19)(20)~~ is sufficient if the notice is posted:
- (a) at City Hall; and,
 - (b) on the City's website.
- (31) Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the Committee or at a special meeting called for that purpose.
- (32) (a) The Secretary shall:
- ~~(i) record the minutes, without note or comment; and,~~
 - ~~(ii) not record the names of the members of the Committee voting on items.~~
- (b) The minutes of the Committee shall be distributed to each member at least twenty-four (24) hours' before the next Committee meeting for consideration.
 - (c) After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and Secretary. Once signed, the original minutes shall be retained by the Clerk for safekeeping.
 - (d) All minutes, once approved, shall be open for inspection by the public, with the exception of the minutes of an Incamera portion of any meeting.
 - (e) Following each Advisory Committee meeting, the draft minutes are to be forwarded for informational purposes to the next regular scheduled Executive Committee meeting.
- (33) No member shall release or otherwise make public any information considered at an incamera meeting, including discussion of the content of such a meeting with persons other than with members of Council or with civic staff who are privy to that information:
- (a) unless authorized by Council; or,

- (b) until the matter is included on a Public Agenda of Council.
- (34) Every Committee shall report to Council, and no action of any Committee shall be binding on the City unless:
 - (a) power to take such action is expressly conferred on the Committee by Legislation, Bylaw or Resolution of Council; or,
 - (b) Council has considered the Report of the Committee and if adopted, shall become the resolve of Council.
- (35) The conduct of delegations or the public at Committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in Sections 42-43 and 45 of this Bylaw.
- ~~(36)~~ The protocol for media at Committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in Section 45 of this Bylaw.
- ~~(3637)~~ The conduct of members shall be subject to the requirements as set out in Section 43-46 of this Bylaw.
- ~~(3738)~~ The Chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in Section 44-47 of this Bylaw.
- ~~(3839)~~ Every Advisory Committee must submit a Work Plan for approval to Council by April 1st each year. If the Work Plan is not received by Council by that date, the Committee may be deemed to have dissolved.
- ~~(3940)~~ Advisory Committees shall be delegated the following authority:
 - (a) formulate and recommend to Council on matters within its policy areas;
 - (b) consider and recommend on all matters referred to it by Council or the Mayor; and,
 - (c) establish and appoint subcommittees and steering committees to review areas and matters within its policy areas.

~~(11/2017, s.1c; 34/2018, s.1b)~~

PART VII
MISCELLANEOUS

Repeal of Bylaws ~~& Resolutions~~

~~7880.~~ (1) Bylaw No. ~~40-26~~ of ~~2005-2014~~ and all amendments thereto are hereby repealed.

~~(2) All City Council Resolutions adopted to amend the procedures of Council or Bylaw No. 10 of 2005 that have not been incorporated into Bylaw No. 26 of 2014 are hereby superceded.~~

Coming Into Force

~~7981.~~ This Bylaw shall come into ~~force and take~~ effect on ~~February 1, 2015~~ the day of its final passing.

INTRODUCED AND READ A FIRST TIME THIS 8TH DAY OF ~~DECEMBER~~, AD 201421.

READ A SECOND TIME THIS 8TH-DAY OF ~~DECEMBER~~, AD 201421.

READ A THIRD TIME AND PASSED THIS 8TH-DAY OF ~~DECEMBER~~, AD 201421.

~~"Greg Dionne"~~

MAYOR

~~"Sherry Person"~~

CITY CLERK

Schedule “A” Executive Committee

Mandate

1. With respect to all matters within the committee’s policy areas, the mandate of the Executive Committee is:
 - a) to provide advice and recommendations to Council;
 - b) to oversee the implementation of approved policy decisions by the civic administration;
 - c) to exercise every power or duty delegated by Council; and,
 - d) to supervise the City Manager, the City Clerk and the City Solicitor.

Policy Areas

2. The policy areas for the Executive Committee include:
 - a) legal services and matters under litigation;
 - b) legislative services
 - c) corporate projects;
 - d) corporate governance;
 - e) collective bargaining negotiations;
 - f) human rights complaints, and wrongful dismissal actions;
 - g) government relations;
 - h) audits;
 - i) strategic planning;
 - j) union grievances;
 - k) regional planning; and,
 - l) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Executive Committee:
 - a) the formulation and recommendation to Council of policies, plans, and bylaws;
 - b) the supervision of the City Manager and the recommendation on the terms and conditions of his/her employment including compensation to Council;
 - c) the supervision of the City Clerk and the City Solicitor, and the setting of the terms and conditions of his/her employment;
 - d) the receipt of all legal advice and report from the City Solicitor;

- e) the consideration and recommendation to Council on all matters referred to it by Council or the Mayor;
- f) the approval or denial of all labour matters in regards to grievances submitted by a Union;
- g) the referral of City matters to Administration;
- h) the approval or denial of Administration to proceed with negotiations;
- i) the consideration of informational items related to matters of the City;
- j) the approval of contracts or agreements that include a confidentiality clause regarding the disclosure of personnel and legal negotiations; and,
- k) the overall supervision of the City's annual and long-term audit plans including the approval of the selection and terms of engagement of an internal and external auditor which includes the enterprise risk management audit function, and the implementation of internal controls over financial reporting, operational effectiveness and efficiency, regulatory compliance, fraud prevention and detection, and safeguarding corporate assets.

Schedule “B” Budget Committee

Mandate

4. With respect to all matters within the committee’s policy areas, the mandate of the Budget Committee is:
 - e) to provide advice and recommendations to Council;
 - f) to oversee the implementation of approved policy decisions by the civic administration;
 - g) to exercise every power or duty delegated by Council.

Policy Areas

5. The policy areas for the Budget Committee include:
 - m) Annual City budget process.

Delegated Authority

6. The following powers or duties are delegated to the Budget Committee:
 - l) the formulation and recommendation to Council of the annual budget; and,
 - m) the consideration and recommendation to Council on all matters referred to it by Council or the Mayor.

Schedule “C”
Remote Participation at Council Meetings

1. In this Schedule, “Remote member” means a member who intends to attend a Council meeting remotely.
2. Remote participation is available when a member is unable to attend a Council meeting in person.
3. (1) Subject to Section (2), a request from a member for remote participation shall be provided to the Clerk at least 24 hours before the meeting.
(2) Subject to Subsection (1), the 24 hour notice requirement may be waived for medical reasons or an unforeseen emergency, at the discretion of the Mayor and Clerk.
(3) Notice of a member’s remote participation, including how they will be joining the meeting, shall be provided to other member and to the public as the Clerk determines to be reasonable in the circumstances.
4. The Mayor may determine the limit to the number of Remote members in a meeting, in consultation with the Clerk.
5. The Mayor shall not be a Remote member unless all members attending the meeting are Remote members.
6. Remote participation shall only be permitted:
 - (1) where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants;
 - (2) where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Mayor or the Clerk; and,
 - (3) at the discretion of the Clerk.
7. A Remote member is deemed to be present at the meeting and the time a Remote member joins and leaves the meeting shall be noted in the minutes.
8. A Remote member retains all other rights and privileges as stated in the Procedure Bylaw.
9. The speaking queue for a Remote member is determined by the Mayor.
10. Voting shall follow the procedures outlined in the Procedure Bylaw.

CITY OF PRINCE ALBERT

BYLAW NO. 23 OF 2021



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CITY OF PRINCE ALBERT BYLAW NO. 23 OF 2021

A Bylaw of The City of Prince Albert to regulate the proceedings of City Council and Council's Committees

WHEREAS, pursuant to Section 55 of The Cities Act, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conducts of Council and Council Committees;

AND WHEREAS, pursuant to Section 100 of The Cities Act, a Council may delegate its powers or duties to a Council Committee;

AND WHEREAS, The City of Prince Albert desires to establish rules and provisions to regulate the conduct of business in Council meetings and Council Committee meetings and to establish Council Committees;

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

PART I INTERPRETATION

Short Title

1. This Bylaw may be cited as the "Procedure Bylaw".

Purpose

2. The purpose of this Bylaw is to establish rules to follow in governing the City and to establish Council Committees.

Definitions

3. (1) In this Bylaw:
- (a) "Act" means The Cities Act.
 - (b) "Acting Mayor" means the Councillor elected by Council to act as the Mayor if a vacancy arises in that office.
 - (c) "Adjourn" means to suspend proceedings to another time or place.
 - (d) "Administration" means the City Manager, City Clerk, City Solicitor and the current and active Department Directors and employees of The City of Prince Albert.
 - (e) "Advisory Committee" means a Committee established with a prescribed mandate approved by resolution of Council and are expected to provide periodic reports to Council presenting advice and/or recommendations on matters under consideration.
 - (f) "Agenda Deadline" means the time established in Section 15 of this Bylaw.
 - (g) "Agenda Review Working Group" means the City Clerk, City Manager, Mayor, Deputy Mayor and Communications Manager sitting as a group to review and disseminate items addressed to City Council to the appropriate body or department for review and consideration.
 - (h) "Amendment" means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
 - (i) "Business Day" means a day other than a Saturday, Sunday or a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor.
 - (j) "Chair" means a person who has the authority to preside over a meeting.
 - (k) "City" means The City of Prince Albert.

- (l) "City Manager" means the person appointed as the City Manager pursuant to The Cities Act and includes the duly authorized representative or designate of such person.
- (m) "Clerk" means the person appointed as City Clerk pursuant to The Cities Act and includes the duly authorized representative or designate of such person.
- (n) "Committee" means a Committee duly appointed by Council pursuant to this Bylaw.
- (o) "Communications" include, but is not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (p) "Consent Agenda" means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.
- (q) "Consent Motion" means a motion to adopt, without debate, the recommendations of several reports within a Consent Agenda.
- (r) "Council" means the Mayor and Councillors of the City elected pursuant to the provisions of The Local Government Election Act.
- (s) "Council bar" is the physical divider in the Council Chamber that separates Council or Committee from the public gallery.
- (t) "Councillor" means the Council member duly elected in the City as a Councillor, in accordance with The Local Government Election Act.
- (u) "Deputy Mayor" means the Councillor who is appointed by Council, pursuant to Section 40 of this Bylaw, to act as Mayor in the absence or incapacity of the Mayor.
- (v) "Emergency" means emergency as defined in The Cities Act.
- (w) "Incamera" means in the absence of the public.
- (x) "Inquiry" means a request in writing made by a Council member at a Council meeting for information related to a general municipal concern.

- (y) "Main Committee" means a committee established by Council pursuant to this Bylaw, and comprised of all members of Council.
- (z) "Mayor" means the City Council member duly elected in the City of Prince Albert as the Mayor in accordance with The Local Government Election Act and includes the duly authorized representative or designate of such person.
- (aa) "Member" means the Mayor, Councillor or an appointed individual to a Committee, Commission or Board of Council.
- (bb) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion, except a motion to:
 - (i) refer;
 - (ii) amend;
 - (iii) table; or,
 - (iv) adjourn.
- (cc) "Motion to Receive and File" means a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and of having the item, report, or recommendation placed in the records of the City Clerk for future reference, with no additional action being taken at the present time.
- (dd) "Mover" means a person who presents or proposes a motion or amendment.
- (ee) "Order of Business" means the list of items comprising the Agenda and the order in which those items appear on the Agenda.
- (ff) "Point of Order" means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual Council member are contrary to the procedural rules or practices.

- (gg) "Point of Privilege" is the raising of a matter by a member:
 - (i) which occurs while the Council is in session, where:
 - (a) the rights, privileges, decorum or dignity of the Council collectively or the rights and privileges of a member individually have been affected;
 - (b) a member believes that another member has spoken disrespectfully toward them or the Council; or,
 - (c) a member believes their comments have been misunderstood or misinterpreted by another member or members; or,
 - (ii) when a member believes that comments made by the member outside the Council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify their position.
- (hh) "Point of Procedure" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.
- (ii) "Public Hearing" means a meeting of Council or that portion of a meeting of Council which is convened to hear matters pursuant to:
 - (i) The Cities Act;
 - (ii) The Planning and Development Act;
 - (iii) any other Act; or,
 - (iv) a resolution or bylaw of Council.
- (jj) "Quorum" is, subject to Sections 71 and 119 of The Cities Act:
 - (i) in the case of Council, a majority of the whole Council; and,
 - (ii) in the case of a Committee, a majority of the members appointed to the Committee.
- (kk) "Recess" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.

- (ll) "Resolution" means a formal determination made by Council or a Committee on the basis of a motion, duly placed before a regularly constituted meeting or a Special Meeting of Council or a Committee for debate and decision, and is duly passed.
- (mm) "Seconded" means a person who formally supports a motion or amendment at the time it is proposed.
- (nn) "Special Committee" means a Committee appointed by Council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to Council.
- (oo) "Special Meeting" means a meeting other than a regular scheduled meeting called pursuant to Section 97 of The Cities Act or the provisions of this Bylaw.
- (pp) "Subcommittee" means a group of individuals delegated by a Committee, Commission or Board to consider, investigate and report on an aspect of the Committee, Commission or Board's policy areas.
- (qq) "Two thirds (2/3) Vote" means a condition imposed when a vote is taken on an issue, whereby approval is contingent on not less than two-thirds of the votes of members present cast being in the affirmative.
- (rr) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (ss) "Urgent Business" means a time sensitive matter which requires Council's immediate and urgent consideration.
- (tt) "Administrative Groups" means a group established by the City Manager consisting of individuals and/or external agencies, organizations or individuals to obtain expertise and/or advice regarding a particular matter within administration's Work Plan.
- (uu) Words importing the male persons include female persons and singular references include plural reference.

- (vv) "Steering Committee" means a group of individuals delegated by a Committee, Commission or Board to broadly guide a specific project, study or master plan and exist for a length of time until a report on an aspect of the Committee, Commission or Board's policy areas is forwarded to City Council for consideration.
- (2) A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

Application

- 4. (1) This Bylaw applies to all meetings of Council and Committees.
- (2) Notwithstanding Subsection (1), the following Boards and Committees may establish their own procedures for conducting business at meetings, which must be in writing and be publically available; or the procedural requirements of this Bylaw:
 - (a) Board of Police Commissioners;
 - (b) Board of Revision;
 - (c) Development Appeals Board;
 - (d) Property Maintenance Appeal Board; and,
 - (e) any other Board or Committee as determined by resolution or by Bylaw of Council.
- (3) When any matter relating to proceedings arise which is not covered by a provision of this Bylaw, the matter shall be decided by reference to Bourinot's Rules of Order of Parliamentary Procedure.
- (4) In the event of any conflict between the provisions of this Bylaw and those contained in any of the other authorities set out above, the provision of this Bylaw shall apply.
- (5) Subject to Subsection (3), any ruling of the Mayor or Chair shall prevail, subject to the jurisdiction of Council or the Committee to consider any appeals of those rulings.

PART II MEETINGS

First Meeting

5. (1) The first Council meeting shall be held on the Monday immediately following a general election.
- (2) In the event of the meeting falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meeting shall be held on the next business day.
- (3) Prior to commencement of the first meeting, every member shall take the oath of office pursuant to Section 68 of the Act.
- (4) At the first Council meeting:
 - (a) the Returning Officer shall provide Council with a copy of the declaration of results with respect to the election; and,
 - (b) Council shall appoint a Deputy Mayor.

Regular Meetings

6. (1) Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.
- (2) In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next business day.
- (3) Annually the Clerk shall submit a regular schedule of Council meetings to Council for approval as set out in Subsections (1) and (2), or may recommend alternate meeting dates.

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

Special Meetings

7. (1) The Clerk shall call a special meeting of Council, whenever requested to do so, in writing, by the Mayor or a majority of the members. Such written request shall include all items of business to be transacted.
- (2) When a special meeting is to be held, the Clerk shall provide written notice of the time, date and place of the meeting to all members and the public pursuant to Section 11 of this Bylaw at least twenty-four (24) hours' prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- (3) Notwithstanding Subsection (2), a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- (4) No business, other than stated in the notice, shall be transacted at a special meeting, unless all the members are present and it is by unanimous consent.

Meeting through Electronic Means

8. (1) In an emergency, a Council meeting may be conducted by means of a telephonic, electronic or other communication facility if:
 - (a) notice of the Council meeting is given to the public including the way in which the Council meeting is to be conducted;
 - (b) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the Clerk is in attendance at that place; and,

- (c) the facilities permit all participants to communicate adequately with each other during the Council meeting.
- (2) Members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

Remote Participation

- 9. (1) Subject to Subsection (2), a member may participate remotely in a Council meeting in accordance with the procedures set out in Schedule "C".
- (2) The procedures set out in Schedule "C" do not apply to meetings mentioned in Section 8 of this Bylaw.

Notice of Meetings

- 10. (1) Notice of regularly scheduled Council meetings is not required to be given.
- (2) If Council changes the date, time or place of a regularly scheduled meeting, the Clerk shall give at least twenty-four (24) hours' notice of the change to:
 - (a) any members not present at the meeting at which the change was made; and,
 - (b) the public.

Method of Giving Notice

- 11. (1) Notice of a Council meeting is deemed to have been given to a member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or,
 - (c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.

- (2) Notice of a Council meeting is to be given to the public by posting notice of the meeting at City Hall and on The City's website.

Actions in Public

12. (1) An act or proceeding of Council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of Council.
- (2) Every person has the right to be present at Council meetings that are conducted in public unless the person presiding at the Council meeting expels a person for improper conduct.

Incamera Meetings

13. (1) Council may meet incamera if the matter to be discussed is within one of the exemptions of Part III of The Local Authority Freedom of Information and Protection of Privacy Act.
- (2) No bylaws may be passed at an incamera meeting.
- (3) Matters discussed or to be discussed in an incamera meeting are to be kept confidential until discussed at a public meeting of Council unless otherwise provided for in this Bylaw.
- (4) If Council, while meeting incamera, is of the opinion that a particular item should not be considered incamera, Council shall not consider that item, but shall:
 - (a) direct that it be placed on the public agenda of the next Council meeting; or,
 - (b) permit the administration to withdraw the matter.

Long Range or Strategic Planning Meetings

14. (1) Council may, at the request of the Mayor, meet for the purposes of long-range or strategic planning and such meetings shall be closed to the public.
- (2) No business may be transacted at a meeting referred to in Subsection (1).
- (3) No minutes or record of proceedings shall be kept with respect to a meeting referred to in Subsection (1).

PART III

COUNCIL MEETING PROCEDURES

Agendas

15. (1) The Clerk shall prepare the agenda for all regular and special meetings of Council.
- (2) The agenda shall include the order of business, and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- (3) The Clerk shall ensure that the Council agendas are made available or delivered:
 - (a) to each member, the City Manager and the Directors of the City Departments; and,
 - (b) to the general public on The City's website,
no later than 4:00 p.m. on the Thursday immediately preceding the meeting.
- (4) If, for any reason, the Clerk is unable to meet the deadline mentioned in Subsection (3), the Clerk shall advise members and prepare and distribute the agenda as soon as reasonably possible to allow Council members an opportunity to review the agenda prior to the Council meeting.
- (5) All administrative reports submitted for inclusion in a Council agenda must be received by the Clerk no later than 10:00 a.m. on the Wednesday immediately preceding the Council meeting.

- (6) Every communication from the public must be received by the Clerk at, or before 4:45 p.m. on the Tuesday in the week preceding the meeting of Council, at which it is intended to be presented to Council.
- (7) Where the deadline set in Subsections (3), (5) and (6) falls on a date set out in Subsection 6(2) of this Bylaw, the deadline shall be established at the same time on the business day immediately preceding the deadline date specified.
- (8) Only the material which has been received by the Clerk by the time set out in Subsections (5) and (6) shall be considered at the meeting for which the agenda is prepared. Council may, on a majority vote, permit additional material on the agenda provided that such additions pertain to a subject matter on the agenda.

Urgent Business

16. (1) The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the Clerk.
- (2) In these circumstances, the administration shall submit a report to the Clerk including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- (3) The Clerk, in consultation with the Mayor, shall distribute any requests from the administration to add a matter of urgent business to the agenda to the members as soon as they are available.
- (4) During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- (5) Council may only consider a matter of urgent business by a majority vote of members present.

Order of Business at Meetings

17. (1) The general Order of Business of every regular Council meeting shall be as follows:

Call to Order

Prayer

Approval of Agenda

Presentations & Recognitions

Declaration of Conflict of Interest

Adoption of Minutes

Notice of Proclamations

Public Hearings

Delegations

Communications

Reports of Administration & Committees

Unfinished Business

Mayor & Councillors Forum

Inquiries

Inquiry Responses

Notice of Motion

Motions

Public Forum

Adjournment.

- (2) The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
- (a) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or,
 - (b) the Mayor determines during the proceedings of Council that for public interest a matter be moved forward to be dealt with promptly.

- (3) The Clerk will distribute a consolidated Order of Business to each member at the Council meeting listing all order of business and registered delegations.

Commencement of Council Meeting

18. (1) At the hour set for the meeting, or as soon as there shall be a quorum present, the Mayor, or in his absence the Deputy Mayor, shall take the Chair and call the members to order.
- (2) In case neither the Mayor nor the Deputy Mayor is in attendance within five (5) minutes after the hour appointed, and subject to a quorum being present, the immediately previous Deputy Mayor shall call the meeting to order and shall preside over the meeting until the arrival of the Mayor or the Deputy Mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- (3) If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the Clerk shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a Special Meeting is called in the meantime.
- (4) Subject to Sections 71 and 119 of the Act, or any other statutory provision, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall immediately stand adjourned.
- (5) Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a Special Meeting called for that purpose.
- (6) Members are encouraged to notify the Clerk when the member is aware that they will be absent from any meeting of Council.

Quorum

19. (1) A quorum of Council is a majority of members.
- (2) Any Act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.

Minutes

20. (1) The Clerk shall record the minutes of each Council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours' prior to a subsequent Council meeting.
- (2) Notwithstanding Section (1), the Clerk shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure.
- (3) The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- (4) Any member may make a motion amending the minutes to correct any mistakes.
- (5) The minutes of each meeting are to be approved at the next regular meeting of the Council and signed by the presiding member and the Clerk in accordance with Section 89 of the Act.
- (6) All minutes, once approved, shall be open for inspection by the public and posted on the City's website.

Proclamations

21. (1) All requests for proclamations shall be submitted to the Mayor for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group, including contact person and telephone number at least fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.

- (2) Subject to The Saskatchewan Human Rights Code the Mayor may, in his sole discretion, approve the proclamation submitted pursuant to Subsection (1), provided the proclamation does not:
 - (a) promote any commercial business, unless, at the discretion of the Mayor, the Proclamation provides a significant benefit to the community;
 - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or,
 - (c) contain any inflammatory, obscene or libelous statement.
- (3) The Mayor may:
 - (a) issue the proclamation:
 - (i) in the words and form of the proclamation as submitted; or,
 - (ii) in words and form chosen by the Mayor; or,
 - (b) forward the proclamation for consideration by Council.
- (4) Once the proclamation has been approved, the proclamation shall be noted on the appropriate Council agenda as information.
- (5) Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by City Council.
- (6) Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the Mayor or Councillors at the specific function or event.
- (7) The local media are requested:
 - (a) not to publish any proclamation claiming to be proclaimed by the Mayor unless it bears their signature; and,
 - (b) when publishing a proclamation by the Mayor, that the proclamation contain only the following:
 - (i) the crest of The City of Prince Albert;
 - (ii) the name of The City of Prince Albert; and,
 - (iii) the text of the proclamation.

Presentations & Recognitions

22. (1) Presentations shall be listed on the agenda when authorized by the Mayor and shall be intended to recognize an individual or group on behalf of Council for some award or similar honour which they have received or for a group or individual to present to Council some award or similar honour which The City has been awarded.
- (2) Recognition shall be an opportunity for any member to recognize guests, either individuals or groups, who are in the audience.
- (3) The member who introduces the guest shall be responsible to inform the Clerk with the correct spelling of the names of each individual or group introduced so that their names may be recorded in the official minutes.

Public Hearing

23. (1) If a public hearing is required by any Act it shall be conducted in accordance with the provisions of this section.
- (2) The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
 - (a) the Mayor shall declare the hearing on the matter open;
 - (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
 - (c) if it is a hearing under The Planning and Development Act, 1983, the Municipal Planning Commission may make a presentation with respect to matters, which it has considered and may advise of its recommendation, if any;
 - (d) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (e) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an

- opportunity to make representations on the matter under consideration;
- (f) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - (g) Council may request further information from administration;
 - (h) Council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - (i) the Mayor shall declare the hearing closed; and,
 - (j) Council shall then consider the matter and, at the conclusion of the deliberations, Council shall vote on the bylaw or resolution in accordance with the procedures contained in this Bylaw.
- (3) The time allowed for each person making representations shall be five (5) minutes.
 - (4) A hearing may be adjourned to a certain date.
 - (5) A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

Communications & Delegations - Submission

- 24. (1) When a person or delegation wishes to have a communication considered by Council or speak to Council on a matter, for which a hearing is not required, that person shall address their communication to City Council, and:
 - (a) clearly outline the matter at issue and the request being made of Council;
 - (b) if it is a request to speak, ensure that the specific request to speak is included within the communication; and,
 - (c) for written communications, must be:
 - (i) printed, typewritten or legibly written;

- (ii) in the case of a request to speak, contain the telephone number where the spokesperson can be reached during the day;
 - (iii) contain the mailing address of the writer or spokesperson; and,
 - (iv) be signed with the name of the writer or spokesperson; or,
 - (d) for electronic communication, must contain:
 - (i) the name of the writer or spokesperson;
 - (ii) in the case of a request to speak, the telephone number where the spokesperson can be reached during the day; and,
 - (iii) both the mailing and electronic address of the writer or spokesperson.
- (2) A communication received by the Clerk, which does not meet the conditions in Subsection (1) or is abusive in nature, shall be forwarded to the Agenda Review Working Group for review and disposition.
 - (3) A communication received by the Clerk which contains or relates to personal information shall be dealt with in accordance with the provisions of The Local Authority Freedom of Information and Protection of Privacy Act.
 - (4) Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.
 - (5) The Clerk, who shall consult with the Agenda Review Working Group, may refuse to accept a communication or request to speak to Council if Council or a Main Committee has, within the six (6) months immediately preceding the request, dealt with the same or substantially the same matter by resolution or bylaw.
 - (6) If a communication or request to speak to Council is refused pursuant to Subsection (5), a copy of the communication or request to speak and the response by the Clerk, shall be forwarded to members electronically.

Communications – Matters on Council Agenda

25. (1) A communication pertaining to a matter already on a Council agenda must be received by the Clerk pursuant to Section 24 of this Bylaw and no later than the agenda deadline in order to be included on the Council agenda.
- (2) A communication received before the deadline shall be placed by the Clerk on the Council agenda and shall be dealt with when the matter is considered by Council at its meeting.
- (3) In the event that the communication to the Clerk is received after the agenda deadline, regarding a subject which is on the agenda, the Clerk will bring the request to the attention of Council. The individual will be advised by the Clerk that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the agenda.

Communications – Matters not on Council Agenda

26. (1) A communication submitted to the Clerk pursuant to Section 24 of this Bylaw that does not relate to a matter on a Council agenda shall be referred by the Clerk:
 - (a) in the case of a request for which Council must make a decision prior to the next regular scheduled Council meeting, to the Council meeting in accordance with Section 24 of this Bylaw;
 - (b) to an Executive Committee meeting; or,
 - (c) to Administration to address based on authorities set out in approved Bylaws and Policies of the City.
- (2) A referral pursuant to Subsection (1) shall be made at the discretion of the Clerk, who shall consult with the Agenda Review Working Group, regarding matters to be referred to the Executive Committee or Administration.

- (3) If a communication is referred to Administration, a copy of the communication and any response by Administration shall be forwarded to members electronically.

Delegations – Matters on Council Agenda

27. (1) A request to speak to Council by a delegation pertaining to a matter already on a Council agenda must be received by the Clerk pursuant to Section 24 of this Bylaw no later than the agenda deadline in order to be included on the Council agenda.
- (2) A request to speak to Council received before the deadline shall be placed by the Clerk on the Council agenda and shall be dealt with when the matter is considered by Council at its meeting.
- (3) In the event that a request to speak to Council by a delegation is received after the agenda deadline, regarding a subject which is on the Agenda, the Clerk will bring the request to the attention of Council. Delegations will be advised by the Clerk that they may not be heard by Council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- (4) Delegations speaking before Council shall address their remarks to the stated business:
 - (a) Delegations will be limited to speaking only once; and,
 - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- (5) A maximum of five (5) minutes shall be allotted for each delegation to present their position of support or opposition:
 - (a) Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views;
 - (b) Delegations are encouraged not to repeat information presented by an earlier delegation;

- (c) The Mayor shall at the conclusion of the five (5) minutes, inform the delegation that the time limit is up;
 - (d) Only upon a verbal motion to extend the five (5) minute limitation adopted by a majority of members shall the five (5) minute limit be extended; and,
 - (e) Delegations will not be permitted to assume any unused time allocated to another delegation.
- (6) Upon the completion of a presentation to Council by a delegation, any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
- (a) Members shall not enter into debate with the delegation respecting the presentation; and,
 - (b) Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

Delegations – Matters not on Council Agenda

28. (1) A request to speak to Council submitted to the Clerk pursuant to Section 24 of this Bylaw, that does not relate to a matter on a Council agenda shall be referred by the Clerk:
- (a) in the case of requests for which Council must make a decision prior to the next regular scheduled Council meeting, to the Council meeting in accordance with Section 27 of this Bylaw;
 - (b) to the Council meeting which may be dealing with that particular matter; or,
 - (c) in the case of all other matters, refer the matter to the Executive Committee to hear the delegation.
- (2) A referral pursuant to Subsection (1) shall be made at the discretion of the Clerk, who may consult with the Agenda Review Working Group.

- (3) When the Clerk refers a delegation's request to speak to the Executive Committee, the following procedure shall be followed:
 - (a) the brief shall be deemed to be referred to the Executive Committee; and,
 - (b) the delegation shall be advised of the referral of their request to speak and the time and place of the Executive Committee meeting and shall have the right to attend that meeting and make their presentation.

Mayor and Councillors Forum

29. (1) Statements shall include the sharing of the following information:
 - (a) events, activities or community functions attended; and,
 - (b) general work of members on behalf of Council colleagues, constituents and the Community.
- (2) All comments will be verbal only and shall not be recorded in the minutes of the meeting.

Inquiries

30. (1) A member may make an inquiry at any Council meeting in regards to a general municipal concern.
- (2) Each inquiry shall be specific, brief and in the form of a question and shall be answerable by a brief statement and no preamble or introduction shall be permitted to explain the reason for such inquiry.
- (3) Inquiries shall be provided in writing to the Clerk immediately following the conclusion of the meeting with the exact wording of the inquiry to be entered in the minutes, or the matter shall be excluded from the minutes and further action by administration shall not be required.
- (4) All inquiries included in the minutes pursuant to Subsection (3), unless the Clerk has determined the inquiries to be answered sufficiently by

Administration at that Council meeting, shall be referred to the City Manager's office.

- (5) That where practical, the member may advise the City Manager and respective Department Director the day of the meeting, where the inquiry may be raised, to allow administration an opportunity to investigate the matter and report the details at the meeting where the inquiry is made.
- (6) When the cost to respond to an inquiry, incurred by reason of:
 - (a) the time of City employees which must be taken away from performance of their regular duties or overtime which must be worked;
 - (b) the need to hire additional employees; or,
 - (c) the necessity of obtaining and paying for the information required to answer the inquiry,is likely to be more than \$500 and no appropriation has been made for such expenditure in the budget, the City Manager shall report the anticipated cost to Council before undertaking a response to the inquiry.
- (7) When the City Manager has reported pursuant to Subsection (6), Council may, by a majority vote of the members present:
 - (a) direct that administration proceed with the investigation necessary to answer the inquiry; and,
 - (b) shall provide for the payment of costs.
- (8) An inquiry is not debatable.
- (9) A member who made an inquiry may instruct administration to abandon an inquiry.

Inquiry Responses

31. (1) Responses to inquiries shall be brief and factual, and shall not provoke debate.

- (2) A response to all inquiries referred to the City Manager's office pursuant to Subsection 30(4) of this Bylaw, shall be:
 - (a) provided electronically to all members; and,
 - (b) compiled together by the City Manager's Office in a spreadsheet and submitted to the next Council meeting as a matter of information.

Notice of Motion

32. (1) A member wishing to introduce a new matter for consideration by Council shall submit the motion in writing duly signed by the member and setting out the exact motion proposed and the date at which the motion is to be considered by Council to the Clerk.
- (2) A motion introducing a new matter shall not be considered by Council unless:
 - (a) a notice of motion has been submitted in writing to the Clerk at a previous regularly scheduled Council meeting; or,
 - (b) Council by two-thirds (2/3) vote of all members present waive the requirement for giving notice.

Bylaws

33. (1) Every proposed bylaw must have three (3) distinct and separate readings.
- (2) A proposed bylaw must not have more than two (2) readings at a Council meeting unless the members present unanimously agree to consider third reading.
- (3) A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.
- (4) Only the title or identifying number has to be read at each reading of the bylaw.

- (5) Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- (6) Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and any amendments that were passed after first reading.
- (7) When a bylaw has been given three (3) readings by Council, it:
 - (a) becomes a municipal enactment of the City; and,
 - (b) is effective immediately unless the bylaw or an applicable Provincial Statute provides otherwise.
- (8) The Clerk shall be empowered to correct any typographical error that may not have been corrected at the time of submission to Council and the bylaw shall have the same status as if Council had corrected same.
- (9) After passage, every bylaw shall be signed by the Mayor and the Clerk, pursuant to Subsection 89(3) of the Act and marked with the Corporate seal of The City.

Public Forum

34. (1) Any member of the public wishing to speak to Council on a matter of civic relevance, may appear at a Council meeting, as long as they pre-register with the Clerk prior to 12:00 noon on the day of the Council meeting so that their name may be placed on a speakers list.
- (2) The total time allowed to speak shall be not more than five (5) minutes per individual or delegation.

Recess

35. (1) The Council may recess at any time during the meeting.

- (2) A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- (3) The Council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than fifteen (15) minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

Adjournment

36. (1) All regularly scheduled Council meetings shall stand adjourned when the Council has completed all business as listed on the Order of Business or upon the arrival of 11:00 p.m.
- (2) If a member is speaking at 11:00 p.m., the Mayor shall wait until that person is done speaking before asking Council to consider whether it wants to extend the time of the meeting.
- (3) Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled Council meeting, or until a special meeting is called for the purpose of dealing with the postponed items.

Extension of Time

37. (1) Notwithstanding Section 36 of this Bylaw, a regularly scheduled Council meeting may be extended beyond 11:00 p.m. by unanimous vote of all members present.
- (2) If Council extends its meeting pursuant to Subsection (1), the meeting shall continue until:
 - (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or,
 - (c) a quorum is no longer present.

Order of Discussion of Agenda Items

38. (1) An agenda item will ordinarily be discussed as follows:
- (a) the agenda item is introduced;
 - (b) the Administration and members of the public present, as applicable;
 - (c) members may ask clarification questions of the Administration and members of the public;
 - (d) a member makes a motion;
 - (e) a member seconds the motion;
 - (f) the motion is debated; and,
 - (g) the motion is put to a vote.

PART IV CONDUCT AT COUNCIL MEETINGS

Mayor

39. (1) The Mayor shall:
- (a) preside at all Council meetings;
 - (b) preserve order at Council meetings;
 - (c) enforce the rules of Council;
 - (d) decide points of privilege and points of order without debate or comment, other than to state the rule governing; and,
 - (e) advise on points of procedure.
- (2) Subject to Subsection (1)(c), whenever the Mayor is of the opinion that any motion offered to Council is contrary to the rules of Council, he/she shall advise the members immediately of his/her decision, and quote the rule or authority applicable, and no argument or comment shall be permitted, unless a member appeals the decision.
- (3) The Mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.

- (4) When wishing to make a motion, the Mayor shall:
 - (a) vacate the Chair, and request that the Deputy Mayor take the Chair;
 - (b) if the Deputy Mayor is absent, the immediately previous Deputy Mayor shall take the Chair; and,
 - (c) the Mayor shall remain out of the Chair until the motion has been dealt with.

Deputy Mayor

40. (1) The Council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Councillors a Deputy Mayor who shall hold office for a term of three (3) months or for such longer period as the Council may decide, and in any event until a successor is appointed.
- (2) (a) Councillors shall be appointed alphabetically by last name following each regular municipal election, starting with the Councillor(s) having the most current consecutive terms in office, followed by the Councillor(s) having the next most current consecutive terms in office, and so on, until all Councillors, including newly elected, have been designated Deputy Mayor, following which the appointments will continue in that order until new Councillors are elected at a subsequent election.
- (b) Notwithstanding the provisions of Subsection (2)(a), Council may by resolution allow one (1) member to change places with another member as Deputy Mayor, but only with the mutual consent of both members, otherwise, the Deputy Mayor appointments must continue in the order as originally designated by Council.
- (3) If the Mayor, for any reason, is unable to perform the duties of his office, the Deputy Mayor shall have all of the powers of the Mayor during the inability.

- (4) If the Deputy Mayor, for any reason, is unable to perform the duties of his office, the member that last acted as Deputy Mayor shall assume those duties during the inability.

Acting Mayor

41.
 - (1) When a vacancy arises in the office of the Mayor, Council shall, at its next meeting, appoint a member to act as Mayor.
 - (2) The member to be appointed, pursuant to Subsection (1), shall be elected by a majority of the members present.
 - (3) Where, on the addition of ballots, two (2) members have an equal number of votes, the Clerk shall:
 - (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - (b) fold the sheets in a uniform manner so the names are concealed;
 - (c) deposit them in a receptacle; and,
 - (d) direct a person to withdraw one (1) of the sheets.The member whose name is on the sheet withdrawn pursuant to Subsection (3)(d) shall be declared elected.

Persons Allowed Within the Bar

42. No person, except members, the City Manager, the Clerk, the Clerk's Recording Secretary, the City Solicitor, other members of administration as authorized by the City Manager and such persons as are permitted by the Mayor shall be allowed to come within the Bar during the sittings of the Council, without permission of the Mayor or other presiding member.

Conduct of Public

43. (1) No person shall enter the Chamber until the Clerk or security officials have allowed them to enter.
- (2) While in attendance in the public gallery at a Council meeting, all persons shall:
 - (a) refrain from addressing Council or a member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones; and,
 - (e) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.
- (3) No one may re-enter the Chamber until security officials have allowed them to enter upon the approval of the Mayor or the City Clerk.

Conduct of Delegations

44. (1) When a delegation is speaking at a Council meeting, the delegation shall refrain from:
 - (a) speaking disrespectfully of Her Majesty the Queen, the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the City or a member of the public;
 - (c) making comments that do not relate to the subject matter of the item the delegation requested to speak on; and,

- (d) shouting, using an immoderate tone, or using profane, vulgar or offensive language.

Media Protocols

- 45. (1) In addition to the requirements set out in Section 43 of this Bylaw, the members of the media shall ensure that:
 - (a) Equipment set-up is completed prior to the start of the meeting. If the media arrives following the commencement of the meeting, they must wait for a recess or the Mayor's direction to be able to set up the equipment;
 - (b) Photos are permitted, however, they must refrain from too much movement or disruption when taking photos and must remain outside the bar; and,
 - (c) Interviews with any member or the public shall not be permitted within the Council Chamber, unless the meeting has concluded or recessed.
- (2) Each Media member before initially attending in the Council Chamber shall sign a Media Attendance Protocol Form compiled by the Clerk, which outlines the protocol for Media, and the Conduct of the Public to provide documentation that they have read and understand the Media Attendance Protocol that has been established.

Conduct of Members

- 46. (1) A member wishing to speak at a meeting shall obtain the approval of the Mayor before speaking, and upon approval the member shall stand and address all comments to the Mayor.

- (2) When a member is addressing Council, the member shall refrain from:
 - (a) speaking disrespectfully of Her Majesty the Queen, the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the City or a member of the public;
 - (c) reflecting on a vote of Council except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members who voted on a motion or the mover of the motion; and,
 - (e) shouting, using an immoderate tone, and using profane, vulgar or offensive language.
- (3) When a member is addressing the Mayor, all other members shall:
 - (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker by words or gestures, except on a point of order or point of procedure; and,
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- (4) Members shall remain seated and be silent once a question is put to vote and until the vote is declared.
- (5) Members shall ensure that all electronic devices are silent and operated in a manner that does not interfere with the meeting or with another member's ability to hear or view the proceedings.
- (6) Members and administration shall comply with Council's established Policy with respect to dress code and protocol as may be amended from time to time.

Improper Conduct

47. (1) The Mayor may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a Council meeting, as set out in Sections 43 and 45, leave or be expelled from the meeting.
- (2) The Mayor may request that any delegation who addresses Council improperly as set out in Section 44, leave or be expelled from the meeting.
- (3) No person shall refuse to leave a Council meeting when requested to do so by the Mayor.
- (4) Any person who refuses to leave when requested to do so shall be removed.
- (5) If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Mayor may recess the meeting until the person leaves or adjourn the meeting to another day.
- (6) The Mayor may request that security or law enforcement officials be engaged to assist in the removal of a person in the public gallery or any delegation acting improperly.

Leaving the Meeting

48. (1) Every member who leaves the Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Clerk.
- (2) The Clerk shall make a notation in the minutes of the name of any member leaving the meeting pursuant to Subsection (1), and the time the member did so.

Point of Order

49. (1) A member may rise and ask the Mayor to rule on a point of order, without unnecessary comment.

- (2) When a point of order is raised, the member speaking shall immediately cease speaking, be seated and shall remain seated until the Mayor decides the point of order raised.
- (3) A point of order must be raised immediately at the time the rules of Council are breached.
- (4) The member against whom a point of order is raised may be granted permission by the Mayor to explain.
- (5) The Mayor may consult the Clerk or the City Solicitor before ruling on a point of order.
- (6) A point of order is not subject to amendment or debate.

Point of Privilege

50. (1) A member may rise and ask the Mayor to rule on a point of privilege, without unnecessary comment.
- (2) When a point of privilege is raised, the member speaking shall immediately cease speaking, be seated and shall remain seated until the Mayor decides the point of privilege raised.
- (3) After the member has stated the point of privilege, the Mayor shall rule whether the matter raised is a point of privilege.
- (4) If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.
- (5) If the point of privilege concerns a situation, circumstance or event which arose between Council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous Council meeting.
- (6) The Mayor may consult the Clerk or the City Solicitor before ruling on a point of privilege.
- (7) A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to Council.

Point of Procedure

51. (1) Any member may rise and ask the Mayor for an opinion on a point of procedure.
- (2) When a point of procedure is raised, the member speaking shall immediately cease speaking, be seated and shall remain seated until the Mayor responds to the inquiry.
- (3) After the member has asked the point of procedure, the Mayor shall provide an opinion on the rules of procedure bearing on the matter before Council.
- (4) The Mayor may consult the Clerk or the City Solicitor before providing an opinion on the point of procedure.
- (5) A point of procedure is not subject to amendment or debate.
- (6) The Mayor's answer to a point of procedure is not a ruling, and cannot be appealed to Council.

Appeal

52. (1) Whenever a member wishes to appeal any ruling of the Mayor to Council:
 - (a) the Motion of Appeal, "That the decision of the Chair be overruled" shall be made;
 - (b) the member may offer a brief reason for the challenge;
 - (c) the Mayor may state the reason for the decision; and,
 - (d) following which the motion shall be put immediately without debate.
- (2) The Mayor shall be governed by the vote of the majority of the members present.
- (3) A ruling of the Mayor must be appealed immediately after ruling is made or the ruling will be final.

Calling a Member to Order

53. (1) When the Mayor calls a member to order, the member shall resume their seat, but may afterwards, explain their position in making the remark for which they were called to order.
- (2) In the event that a member refuses to resume their seat when called to order, the Mayor shall request the Deputy Mayor, or if the Deputy Mayor is absent or is the unruly member, the immediately previous Deputy Mayor to move a motion to remove the unruly member either:
- (a) for the balance of the meeting;
 - (b) until a time which shall be stated in the motion; or,
 - (c) until the member makes an apology acceptable to Council for their unruly behavior,
- whichever shall be the shortest time.
- (3) When the majority of Council votes in favour of the resolution, the Mayor shall direct the unruly member to leave the Council Chamber, and if the member refuses to leave, the Mayor may:
- (a) recess the meeting until the member leaves or adjourn the meeting to another day; or,
 - (b) direct that security or law enforcement officials be engaged to assist in the removal of the unruly member.
- (4) When Council has directed an unruly member to leave the Council Chamber pursuant to Subsection (3), and the member makes an explanation and apology adequate and satisfactory to the Council, it may, by a majority vote of the remaining members present, allow the offending member to remain in their place if they have not left or been removed.

PART V
MOTIONS

Motions and Debate

54. (1) A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- (2) A motion shall not be considered unless it has been seconded.
- (3) Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- (4) When a motion is under debate no other motion may be made, except a motion to:
- (a) amend a motion;
 - (b) refer the motion to a Council Committee or administration for a report back to Council;
 - (c) postpone the motion to a fixed date;
 - (d) request the motion be put to a vote;
 - (e) extend the time for a Council meeting; or,
 - (f) adjourn the meeting.
- (5) Notwithstanding any other provisions of this Bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of Council:
- (a) on their own initiative while they are speaking on the same; or,
 - (b) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- (6) Any motions allowed under Subsection (4) shall be considered in the order in which they were moved.

Motion to Amend

55. (1) Except as provided in Subsection (12), any motion may be amended to:
 - (a) add words within the motion;
 - (b) delete words within the motion; or,
 - (c) change a word or words within the motion.
- (2) The amending motion must be:
 - (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and,
 - (c) consistent with the principle embodied in the main motion.
- (3) An amending motion may also be amended, which is referred to as a sub amendment.
- (4) A sub-amendment must be:
 - (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and,
 - (c) consistent with the intent of either the original amendment or the main motion.
- (5) Only two (2) amendments to a motion, an amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.
- (6) There is no limit to the number of amendments or sub amendments that may be proposed.
- (7) An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- (8) Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting, may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- (9) The main motion shall not be debated until all amendments to it have been put to a vote.

- (10) Amendments shall be put in the reverse order to the order in which they were moved.
- (11) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- (12) No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date; or,
 - (c) a motion requesting that a motion be put to a vote.

Dividing a Motion into Parts

- 56. (1) A member may request or the Mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- (2) Council shall then vote separately on each recommendation.
- (3) A new motion to add a further recommendation is permitted provided:
 - (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and,
 - (c) the original motion has been dealt with.

Motion Arising

- 57. (1) When a particular matter is before Council, a motion arising on the same matter is permitted provided:
 - (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and,
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

Request that Motion be put to Vote

58. (1) A motion requesting that a motion be put to a vote shall not be moved or seconded by a member who has spoken to the original motion.
- (2) A motion requesting that a motion be put to a vote shall not be amended or debated.
- (3) If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without any amendment or debate.
- (4) If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

Motion to Adjourn

59. (1) A member may move a motion to adjourn a meeting at any time, except when:
- (a) another member is in possession of the floor;
 - (b) the members are voting;
 - (c) Council is considering a motion requesting that a motion be put to a vote; or,
 - (d) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- (2) A motion to adjourn shall be decided without debate.

Consent Agenda

60. (1) The consent agenda portion of a meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- (2) If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before

the Mayor calls the question, and the item shall be removed from the consent agenda without further debate or vote. Any items so removed shall be addressed immediately following approval of the consent agenda.

- (3) If an item is removed from the consent agenda pursuant to Subsection (2) a person may address Council on the item.

Motion to Move Incamera

61. (1) A member may make a motion that a Council meeting move incamera.
- (2) The motion to move incamera must:
 - (a) be in accordance with The Local Authority Freedom of Information and Protection of Privacy Act;
 - (b) include the title or subject of the item(s) to be discussed; and,
 - (c) include the reason to move incamera.

Motion to Contrary to Rules

62. The Mayor may refuse to put to Council a motion which is, in the opinion of the Mayor, contrary to the rules and privileges of Council.

Withdrawal of Motions

63. The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Reconsider

64. (1) A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- (2) A motion to reconsider is in order whether the original motion passed or was defeated.

- (3) A motion to reconsider may only be made at the same Council meeting as the original motion was voted on.
- (4) A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- (5) A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.
- (6) A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- (7) A motion to reconsider cannot be amended.
- (8) A motion to reconsider shall require a majority vote of the members present at the meeting.
- (9) If a motion to reconsider is adopted, the original motion is immediately placed before Council to be reconsidered.
- (10) Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

Motion to Rescind

65. (1) A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- (2) A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- (3) A motion to rescind may be made at any time following the Council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- (4) A motion to rescind may be moved and seconded by any Council member regardless how they voted on the original motion.
- (5) A motion to rescind is debatable.
- (6) A motion to rescind may be amended.

- (7) A motion to rescind shall only be made by either:
 - (a) a notice of motion duly given pursuant to Section 32; or,
 - (b) upon recommendation by Administration.
- (8) A motion to rescind shall, in all cases, require a majority vote of all Council members to pass.
- (9) A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or,
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

Motion to Postpone

- 66. (1) Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by Council until the fixed date.
- (2) Notwithstanding Subsection (1), Council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- (3) The only amendment allowed to a motion to postpone to a fixed date is to change the date.

Motion to Refer

- 67. (1) A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- (2) A member making a referral motion generally should include in the motion:
 - (a) the terms on which the motion is being referred; and,
 - (b) the time when the matter is to be returned.

Debate on Motion

68. (1) No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- (2) The mover of the motion shall be given the first opportunity to speak.
- (3) The mover of the motion shall be allowed a reply at the conclusion of the debate.
- (4) When the mover has closed the debate and the Mayor has put the motion to vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.

Legal Advice

69. Where a majority of the members present at a Council meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

Voting of Council

70. (1) A member attending a Council meeting shall vote at the meeting on a matter before Council unless the member is required to abstain from voting pursuant to the Act or any other Act.
- (2) If a member is not required to abstain from voting on a matter before Council pursuant to Subsection (1) and abstains from voting, the member is deemed to have voted in the negative.
- (3) The Clerk shall ensure that each abstention pursuant to Subsection (1) is recorded in the minutes of the meeting.
- (4) The Mayor shall vote with the other members on all questions.

Majority Decision

71. Unless a greater percentage of votes is required by any provision of this Bylaw, at every Council meeting, all questions are to be decided by a majority vote of the members present.

Recorded Vote

72. (1) All votes by members before Council during Council meetings shall be recorded.
- (2) The minutes shall show the names of the members present and whether each voted for or against the motion.
- (3) Where possible and available, an electronic or computerized voting system shall be used to record all votes by members on matters before Council during Council meetings.
- (4) Where an electronic or computerized voting system is used, members shall vote simultaneously.
- (5) Where a vote has been taken electronically and the Mayor has announced the result of the vote on a motion, the results recorded by the electronic system are final and no member shall change their vote or request that the vote be retaken without the unanimous consent of the members present.
- (6) Unless an electronic or computerized voting system is used and can record all votes simultaneously, the Clerk shall poll the members present and record votes for each member in attendance in random order.
- (7) Unless an electronic or computerized voting system is used, a member shall vote separately and shall indicate their vote verbally.

Tied Vote

73. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

PART VI
COMMITTEES

Procedure for Appointments

74. (1) Prior to November 1st of each year, the Clerk shall invite submissions from the public for appointments to all Council Committees which Council is entitled to make appointments in the ensuing year.
- (2) The Clerk shall provide all applications received and attendance records for the Council Committees to which appointments are to be made to the Mayor who shall present his recommendations to City Council for consideration.
- (3) The Mayor's recommendations for Council Committee appointments shall include recommendation for Chair and Vice-Chair of each Council Committee to which appointments are to be made.
- (4) Confidential applications for appointment are to be made available for review by members of Council in the Mayor's Office prior to City Council's consideration.

Term

75. (1) (a) Appointments to Committees shall be for a two (2) year term beginning on January 1st to December 31st of the following year.
- (b) Notwithstanding Subsection (a), in a general election year, the term of appointments shall be reduced to coincide with the day of the Election.
- (c) Appointees may be reappointed from term to term to a maximum of two (2) terms on one (1) particular Committee.
- (2) A member of any Committee, excluding members of City Council, shall only be appointed to a maximum of two (2) Committees at one (1) time.
- (3) The Clerk or Committee Secretary shall advise the Mayor and Committee Chair of any members absent for three (3) meetings in a calendar year, and

the Mayor may direct the Clerk to forward a written warning to the member. If a member misses four (4) meetings in a calendar year, the Clerk may forward a report to City Council requesting a replacement of the member on recommendation by the Mayor.

- (4) Council may, in its discretion, revoke the membership of any individual whom has been appointed to a Committee.

Executive Committee

76. (1) The Executive Committee is hereby established as a Main Committee.
- (2) The function of the Executive Committee, including its mandate, policy areas and delegated authority is set out in Schedule "A".
- (3) The Chair of the Executive Committee shall be the Deputy Mayor.
- (4) Regular meetings of the Executive Committee shall be held each year starting on the second Monday of January, commencing at 4:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.
- (5) In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next business day.
- (6) Annually the Clerk shall submit a regular schedule of Executive Committee meetings to the Committee for approval as set out in Subsections (4) and (5), or may recommend alternate meeting dates.
- (7) Notwithstanding the foregoing provisions, Executive Committee may, by resolution, dispense with or alter the time of a regular meeting of the Committee.
- (8) The procedure and conduct of the Executive Committee and its members shall be in accordance with this Part.

Budget Committee

77. (1) The Budget Committee is hereby established as a Main Committee.
- (2) The function of the Budget Committee, including its mandate, policy areas and delegated authority is set out in Schedule "B".
- (3) The Chair of the Budget Committee shall be the Mayor.
- (4) All meetings of the Budget Committee shall be called by the Mayor, or in his absence, the Clerk, whenever requested by a majority of the members.
- (5) The procedure and conduct of the Budget Committee and its members shall be in accordance with this Part.

Committee Procedures

78. (1) Council may from time to time establish a Committee in response to specific issues requiring immediate or long term attention.
- (2) The membership and jurisdiction of a Committee shall be as provided for in the enabling legislation or as directed by Council.
- (3) The Mayor is an ex-officio voting member of all Committees established by Council pursuant to Section 55 of the Act, unless Council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- (4) The Mayor's attendance shall not, however, be included for the purpose of determining a Quorum.
- (5) Advisory Officials shall act only in an advisory capacity to Committees of Council and shall not be considered voting members or have any voting privileges in respect to participation on any Committee appointment.
- (6) All Councillors may attend the meetings of Committees established by Council pursuant to Section 55 of the Act, and may take part in the proceedings of the same, except that non-Committee members shall not have a vote.

- (7) The Clerk, in consultation with the Chair, if a Chair has been appointed by Council, and the Advisory Official, shall set a date for the first meeting as soon as possible after it has been appointed.
- (8) At the first meeting, the Committee shall:
 - (a) select a Chair and Vice-Chair, if a Chair and Vice-Chair has not been appointed by Council; and,
 - (b) if required, decide the day and time for holding its regular meetings.
- (9) The Chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- (10) In the absence of the Chair, the Vice-Chair shall preside, and in the absence of both the Chair and the Vice-Chair, one (1) of the other members of the Committee shall be elected to preside, and shall discharge the duties of the Chair during the meeting or until the arrival of the Chair or Vice-Chair.
- (11) An act or proceeding of a Committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public Committee meeting.
- (12) Everyone has the right to be present at Committee meetings that are conducted in public unless the Chair expels a person for improper conduct.
- (13) Notwithstanding Subsection 14, Committees shall conduct all Committee meetings in public.
- (14) Committees may meet incamera if the matter to be discussed is within one (1) of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act.
- (15) If a Committee while meeting Incamera, is of the opinion that a particular Agenda item should not be considered Incamera, the Committee shall not consider or deal with that item but shall:
 - (a) Direct that it be placed on the Public Agenda of the next meeting of the Committee; or,
 - (b) Permit Administration to withdraw the matter.
- (16) Notice of regularly scheduled Committee meetings is not required to be given.

- (17) Notwithstanding Subsection (20), a Committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all Committee members agree to do so, in writing, immediately before the beginning of the meeting.
- (18) The consent to waive notice of a change in date, time or place of a meeting pursuant to Subsection (17) may be given in person or by facsimile, electronic mail and other similar means.
- (19) The Committee Chair may cancel its regularly scheduled meeting, if there is a lack of Agenda items for consideration.
- (20) If the Committee Chair cancels a meeting or changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the cancellation or change to all members of the Committee and the public.
- (21) The Secretary shall call a special meeting of a Committee whenever requested to do so, in writing, by the Chair or by a majority of the Committee members in the same manner as set out in Subsection (20).
- (22) For Committees operating without regularly scheduled meeting, it shall be the duty of the Chair, or in the Chair's absence, the Secretary to call a meeting of the Committee whenever requested in writing to do so by a majority of the Committee.
- (23) The business of Committees, shall be conducted in accordance with the rules governing the procedure of Council, except for the following:
 - (a) no motion shall be required to be seconded;
 - (b) members of the Committee shall not be required to stand when speaking;
 - (c) there shall be no recorded votes;
 - (d) there shall be no limit to the number of times a member may speak to a question;
 - (e) a motion requesting that a motion be put to a vote shall not be allowed; and,

- (f) the Committee decision shall be that of the majority of the members of the Committee present and voting on the question.
- (24) The Clerk, or designate, will act as Secretary and be responsible for:
 - (a) tracking the attendance;
 - (b) preparing meeting Agendas and minutes; and,
 - (c) reporting the Committee's decisions to Council, or Executive Committee.
 - (25) When a person, or a group of persons, wishes to bring any matter to the attention of a Committee or appear as a delegation, a communication shall be addressed to the Clerk or the Secretary and will be subject to the requirements set out in Sections 24 to 28 of this Bylaw.
 - (26) Upon receipt of such communication, the Clerk or Secretary shall place the communication on the agenda of an upcoming meeting of the committee for its consideration.
 - (27) All submissions to Committees must be received by the Clerk or Secretary within the established deadlines assigned by the Clerk.
 - (28) Reporting to Committees shall be provided through the Clerk or the Secretary.
 - (29) Any notice respecting a Committee meeting is deemed to have been given to a member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or,
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
 - (30) Notice to the public of a Committee meeting as required by Subsections (8) to (20) is sufficient if the notice is posted:
 - (a) at City Hall; and,
 - (b) on the City's website.

- (31) Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the Committee or at a special meeting called for that purpose.
- (32)
 - (a) The Secretary shall record the minutes, without note or comment.
 - (b) The minutes of the Committee shall be distributed to each member at least twenty-four (24) hours' before the next Committee meeting for consideration.
 - (c) After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and Secretary. Once signed, the original minutes shall be retained by the Clerk for safekeeping.
 - (d) All minutes, once approved, shall be open for inspection by the public, with the exception of the minutes of an Incamera portion of any meeting.
 - (e) Following each Advisory Committee meeting, the draft minutes are to be forwarded for informational purposes to the next regular scheduled Executive Committee meeting.
- (33) No member shall release or otherwise make public any information considered at an incamera meeting, including discussion of the content of such a meeting with persons other than with members of Council or with civic staff who are privy to that information:
 - (a) unless authorized by Council; or,
 - (b) until the matter is included on a Public Agenda of Council.
- (34) Every Committee shall report to Council, and no action of any Committee shall be binding on the City unless:
 - (a) power to take such action is expressly conferred on the Committee by Legislation, Bylaw or Resolution of Council; or,
 - (b) Council has considered the Report of the Committee and if adopted, shall become the resolve of Council.

- (35) The conduct of delegations or the public at Committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in Sections 43 and 45 of this Bylaw.
- (36) The protocol for media at Committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in Section 45 of this Bylaw.
- (37) The conduct of members shall be subject to the requirements as set out in Section 46 of this Bylaw.
- (38) The Chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in Section 47 of this Bylaw.
- (39) Every Advisory Committee must submit a Work Plan for approval to Council by April 1st each year. If the Work Plan is not received by Council by that date, the Committee may be deemed to have dissolved.
- (40) Advisory Committees shall be delegated the following authority:
 - (a) formulate and recommend to Council on matters within its policy areas;
 - (b) consider and recommend on all matters referred to it by Council or the Mayor; and,
 - (c) establish and appoint subcommittees and steering committees to review areas and matters within its policy areas.

PART VII
MISCELLANEOUS

Repeal of Bylaws

- 79. (1) Bylaw No. 26 of 2014 and all amendments thereto are hereby repealed.

Coming Into Force

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

INTRODUCED AND READ A FIRST TIME THIS 13TH DAY OF December , AD 2021.

READ A SECOND TIME THIS 13TH DAY OF December , AD 2021.

READ A THIRD TIME AND PASSED THIS DAY OF , AD 2022.

MAYOR

CITY CLERK

Schedule "A"

Executive Committee

Mandate

1. With respect to all matters within the committee's policy areas, the mandate of the Executive Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration;
 - (c) to exercise every power or duty delegated by Council; and,
 - (d) to supervise the City Manager, the City Clerk and the City Solicitor.

Policy Areas

2. The policy areas for the Executive Committee include:
 - (a) legal services and matters under litigation;
 - (b) legislative services
 - (c) corporate projects;
 - (d) corporate governance;
 - (e) collective bargaining negotiations;
 - (f) human rights complaints, and wrongful dismissal actions;
 - (g) government relations;
 - (h) audits;
 - (i) strategic planning;
 - (j) union grievances;
 - (k) regional planning; and,
 - (l) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Executive Committee:
 - (a) the formulation and recommendation to Council of policies, plans, and bylaws;
 - (b) the supervision of the City Manager and the recommendation on the terms and conditions of his/her employment including compensation to Council;
 - (c) the supervision of the City Clerk and the City Solicitor, and the setting of the terms and conditions of his/her employment;
 - (d) the receipt of all legal advice and report from the City Solicitor;
 - (e) the consideration and recommendation to Council on all matters referred to it by Council or the Mayor;
 - (f) the approval or denial of all labour matters in regards to grievances submitted by a Union;
 - (g) the referral of City matters to Administration;
 - (h) the approval or denial of Administration to proceed with negotiations;
 - (i) the consideration of informational items related to matters of the City;
 - (j) the approval of contracts or agreements that include a confidentiality clause regarding the disclosure of personnel and legal negotiations; and,
 - (k) the overall supervision of the City's annual and long-term audit plans including the approval of the selection and terms of engagement of an internal and external auditor which includes the enterprise risk management audit function, and the implementation of internal controls over financial reporting, operational effectiveness and efficiency, regulatory compliance, fraud prevention and detection, and safeguarding corporate assets.

Schedule “B”

Budget Committee

Mandate

1. With respect to all matters within the committee’s policy areas, the mandate of the Budget Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration; and,
 - (c) to exercise every power or duty delegated by Council.

Policy Areas

2. The policy areas for the Budget Committee include:
 - (a) Annual City budget process.

Delegated Authority

3. The following powers or duties are delegated to the Budget Committee:
 - (a) the formulation and recommendation to Council of the annual budget; and,
 - (b) the consideration and recommendation to Council on all matters referred to it by Council or the Mayor.

Schedule “C”
Remote Participation at Council Meetings

1. In this Schedule, “Remote member” means a member who intends to attend a Council meeting remotely.
2. Remote participation is available when a member is unable to attend a Council meeting in person.
3.
 - (a) Subject to Section (2), a request from a member for remote participation shall be provided to the Clerk at least 24 hours before the meeting.
 - (b) Subject to Subsection (1), the 24 hour notice requirement may be waived for medical reasons or an unforeseen emergency, at the discretion of the Mayor and Clerk.
 - (c) Notice of a member’s remote participation, including how they will be joining the meeting, shall be provided to other member and to the public as the Clerk determines to be reasonable in the circumstances.
4. The Mayor may determine the limit to the number of Remote members in a meeting, in consultation with the Clerk.
5. The Mayor shall not be a Remote member unless all members attending the meeting are Remote members.
6. Remote participation shall only be permitted:
 - (a) where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants;
 - (b) where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Mayor or the Clerk; and,
 - (c) at the discretion of the Clerk.

7. A Remote member is deemed to be present at the meeting and the time a Remote member joins and leaves the meeting shall be noted in the minutes.
8. A Remote member retains all other rights and privileges as stated in the Procedure Bylaw.
9. The speaking queue for a Remote member is determined by the Mayor.
10. Voting shall follow the procedures outlined in the Procedure Bylaw.



RPT 21-587

TITLE: 2021 City Council and Executive Committee Record of Attendance

DATE: **December 30, 2021**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the attached 2021 Record of Attendance for City Council and Executive Committee Public and Incamera Meetings be received as information and filed.

TOPIC & PURPOSE:

To provide members of Council with a record of the attendance during 2021 City Council and Executive Committee meetings.

PROPOSED APPROACH AND RATIONALE:

In accordance with City Council Resolution No. 0746 dated November 23, 2009, the City Clerk is required to forward to Council the Attendance Report outlining the actual attendance for members of Council at City Council and Executive Committee Meetings for the previous year, in January of each year. It should be noted that while members of Council may be away on City business during a meeting, the City Clerk is still required to report the actual attendance at the various meetings.

Members of Council will see that there were 15 Regular and 11 Special City Council meetings, for a total of 26 meetings, held from January 1, 2021 to December 31, 2021.

There were 16 Executive Committee Regular meetings and 20 Executive Committee Incamera meetings, held from January 1, 2021 to December 31, 2021.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. City Council Meeting Record of Attendance from January 1, 2021 to December 31, 2021
2. Executive Committee Meeting Record of Attendance from January 1, 2021 to December 31, 2021

Written by: Sherry Person, City Clerk

Approved by: City Manager

CITY COUNCIL MEETING RECORD OF ATTENDANCE

Meetings held January 1, 2021 to December 31, 2021

Member of Council	City Council		
	Regular	Special	No. Attended
Mayor G. Dionne	15	11	26
Councillor C. Miller	15	11	26
Councillor T. Lennox-Zepp	15	11	26
Councillor T. Head	15	10	25
Councillor D. Cody	15	11	26
Councillor D. Ogradnick	15	11	26
Councillor B. Edwards	15	11	26
Councillor D. Kilmer	14	11	25
Councillor T. Zurakowski	14	10	24
Total Number of Meetings	15	11	26

Submitted on January 4, 2022 by Sherry Person, City Clerk

EXECUTIVE COMMITTEE MEETING RECORD OF ATTENDANCE

Meetings held January 1, 2021 to December 31, 2021

Executive Committee – Public Meeting		
Member of Council	No. of Meetings	No. Attended
Mayor G. Dionne	16	16
Councillor C. Miller	16	16
Councillor T. Lennox-Zepp	16	16
Councillor T. Head	16	16
Councillor D. Cody	16	16
Councillor D. Ogrodnick	16	16
Councillor B. Edwards	16	16
Councillor D. Kilmer	16	16
Councillor T. Zurakowski	16	16

Executive Committee – Incamera Meeting		
Member of Council	No. of Meetings	No. Attended
Mayor G. Dionne	20	20
Councillor C. Miller	20	20
Councillor T. Lennox-Zepp	20	20
Councillor T. Head	20	20
Councillor D. Cody	20	20
Councillor D. Ogrodnick	20	20
Councillor B. Edwards	20	20
Councillor D. Kilmer	20	19
Councillor T. Zurakowski	20	19

Submitted on January 4, 2022 by Sherry Person, City Clerk



RPT 22-18

TITLE: 2022 Saskatchewan Urban Municipalities Association Convention Resolutions

DATE: January 13, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following Resolutions be forwarded to the Saskatchewan Urban Municipalities Association's Resolution Committee for consideration at the 2022 Convention being held on April 3 to 6, 2022:

1. Changes to Revaluation Cycle for Cities;
2. Timelines for Amendments to the Local Government Election Act;
3. Endorse Municipal Election Date for Cities to May of 2025;
4. Clean Up of Abandoned Hydro-Carbon Sites;
5. Addictions & Homelessness;
6. Removal of Administrative Fee on Funding Grants; and,
7. Additional Administrative Fee for Assessment Appeals.

TOPIC & PURPOSE:

The purpose of this report is to provide City Council with an opportunity to review a number of Saskatchewan Urban Municipalities Association (SUMA) resolutions, to determine which resolutions members of Council wish to forward for consideration to SUMA's Resolution Committee for consideration at the annual SUMA Convention held on April 3 to 6, 2022.

BACKGROUND:

Resolutions at SUMA Conventions are one way to place municipalities' issues in front of provincial decision makers and assist in shaping advocacy for urban municipalities in Saskatchewan. Submissions are forwarded to the SUMA office, and the Resolutions

Committee will determine which resolutions are presented at the Convention, partly based on whether the concern is likely to be widely shared among urban councils or is of more limited interest and application.

Because of concerns raised by members of the Association, the Convention was moved from February to April, 2022. In that respect, the deadline for municipalities to submit resolutions for consideration at the annual Convention was changed to January 31, 2022.

Members of Council have been given the opportunity to review the draft resolutions and have provided their comments to Administration. In that regard, the resolutions have been finalized for consideration by City Council.

PROPOSED APPROACH AND RATIONALE:

The following information outlines a summary of each resolution to be considered by SUMA:

Changes to Revaluation Cycle

City Council has previously expressed concerns with respect to the significant market value shifts in properties within the City of Prince Albert during the 2021 Revaluation cycle. The established base date for determining the assessment value on property/land is currently January 1, 2019 for the years 2021 to 2024.

To reduce significant valuation shifting in Cities, property assessment information would be more accurate if the base date timelines were shortened to a two (2) year cycle rather than a four (4) year cycle. Although there would be an increased cost for municipalities in conducting a revaluation every 2 years, this would ensure that the most up-to-date property assessment information would be available to allow interested parties the ability to obtain more accurate valuation of properties.

This resolution is specifically addressing concerns in larger municipalities and not necessarily in smaller towns and villages. The real estate market and development of land/property in the 16 Saskatchewan Cities changes more rapidly than in smaller urban municipalities. This economic shift affects the valuation of various types of properties within a City in a short period of time due to the significant change in market value. The current 4 year revaluation cycle does not provide Cities with accurate property assessment data and can create an unfair valuation to numerous properties and land.

Timeline for Amendments to the Local Government Election Act

Municipalities typically prepare for the general election one year or more in advance to ensure there is adequate time to consider the election budget and other decisions required by City Council such as setting remuneration for workers. In the last two elections, it was noted that legislative amendments to the Local Government Election Act (LGEA) were completed with less than one year before the election, creating delays in many of the planning processes.

Additionally, the Regulations, which contain the prescribed forms for the various election processes, are only finalized following the passing of the legislative Bill. The timeline for planning is cut even shorter. The resolution requests that changes to the legislation be completed more than one year in advance of scheduled municipal elections.

A copy of the recommended legislative changes is attached with the resolution. These recommendations were previously provided to Management Committee following the 2020 Election. The Saskatchewan Association of City Clerks have expressed the need for changes in the LGEA and Regulations prior to the next scheduled election, specifically in relation to Electronic Vote Counting. Proposed amendments from the Provincial Government have not yet come forward to municipalities for comment and/or future changes.

Spring of 2025 Municipal Election Date for Saskatchewan Cities

Following the 2020 Election, the Saskatchewan's Chief Electoral Officer, Dr. Michael Boda, published a report on the conduct of the election, including a suggestion that the municipal election date be changed in the future to avoid voter confusion as a result of the Provincial and Municipal Elections being held only two (2) weeks apart.

As a result, SUMA conducted a survey, polls at regional meetings, and a discussion at the City Mayors' Caucus. SUMA determined from the feedback and will be advocating for a May election date for cities and a September 2024 election date for towns, villages, resort villages and northern municipalities. Members of Council expressed a desire to advocate for a May, 2025 general election for several reasons, some as noted below:

- Legislative amendments to the Local Government Elections Act and Regulations will likely not be completed at least one (1) year in advance of the proposed May, 2024 election date, which would mean Administration would have less time to pre-plan and budget;
- Members who were newly elected in 2020 will lose the opportunity to complete their full 4 year term; and,
- Members who do not want to continue to serve beyond their 4 year term could be encouraged to stay as the term only extends for 6 more months, or alternately, members could be encouraged to resign in January, 2025, thereby eliminating the need for a by-election.

Although discussions with the Province and SUMA have previously taken place regarding the municipal election date, members of City Council wish to endorse their preference for a May 2025 Election date for all Saskatchewan Cities.

Clean Up of Abandoned Hydro-Carbon Sites

The Environment Management and Protection Act outlines the requirements of decommissioning or remediating abandoned hydro-carbon sites in the Province. However, more enforcement is required to ensure the owners of these sites are accountable to the

requirements outlined in the Act and Regulations. It is important for municipalities in their continued development and growth to ensure that these contaminated properties are addressed in a timely manner.

Currently, the Government of Saskatchewan provides funding to eligible companies under the Accelerated Site Closure Program (ASCP), which provides up to \$400 million in federal government funding through the COVID-19 Economic Response Plan. The ASCP supports Saskatchewan-based oil and gas service companies to conduct abandonment (clean-up) and reclamation work of inactive oil and gas well sites and facilities across every oil and gas producing region of the province. The program is managed by the Ministry of Energy and Resources and delivered in partnership with the Saskatchewan Research Council.

Addictions & Homelessness

Over the last several years, most municipalities have seen an increase in crime as a result of drug and alcohol addictions, mental health and homelessness. The Province is responsible for resources relating to justice, health and social services. Municipalities require leadership and further funding to assist in breaking the cycle of these issues within their respective municipalities.

In the Prince Albert's Community Homelessness Plan 2019-2024, some findings in relation to understanding the severity of this issue are noted below:

- Mental health and addiction is on the rise;
- Food insecurity is more prominent;
- Gang related activity is increasing;
- Seeing more hidden homeless, many of whom are youth;
- Transient nature of homelessness; and,
- Lack of services and shelters for single men and fathers

The new Social Income Support Program, with its intention to motivate clients to become financially independent, will likely increase homelessness, as the other supporting mechanisms for clients who struggled with addictions and mental illness, are not properly funded or managed. Investments are required in important service areas such as housing, food security, addictions, mental health, and coordinating of resources and support services.

Most Saskatchewan Cities have observed an increase of homelessness, addictions and mental health in their communities over the last several years, and these issues will not go away until adequate resources are properly funded and managed by the Province.

Removal of Administrative Fee on Funding Programs

The Province administers the Integrated Bilateral Agreement (IBA) with respect to financial contributions made by Canada and Saskatchewan under the Investing in Canada Infrastructure Program with a specific percentage being paid to the Province, depending on the

project/funding level. This is an example of one of the Agreement that is administered by the Province on behalf of the Federal Government. Municipalities already pay the 6% Provincial Sales Tax on all supplies and services relating to funded projects, and the addition of the administrative fee of 7%, in this case, further reduces the amount of funding actually received by municipalities for these important infrastructure projects.

Members of Council expressed that this matter was very important for SUMA to consider as it relates to a large amount of funding received by the Federal Government, only to have another fee associated with the funding. The administrative fee, PST Costs on construction and other hidden costs/fees attribute to municipalities being unable to move forward with infrastructure and construction projects that subsequently create larger tax bases which provide additional revenues. In addition, the overtaking to municipalities ultimately places the burden on the taxpayers who are already paying for the necessary services that municipalities provide like water services, landfill and transit.

Governments should not tax another government in any format. The Federal Government's Government Service Tax (GST) is collected by the Cities and remitted to the Government for a full reimbursement. The Provincial Government charges the Provincial Sales Tax (PST) and only reimburses the Cities a small portion back based on the municipality's population in the form of revenue sharing funding. For all municipalities in Saskatchewan, only .75 of 1% of the PST is rebated in revenue sharing dollars.

Cities need to reduce some of their costs and the elimination of the administrative fee would assist until the revenue sharing formula can be reconsidered by the Province. Since 2017, the PST amount received by the Province has significantly increased due to its addition of PST on insurance, real property and used vehicles, as examples. This has only seen an increase in costs placed on municipalities, with very little increase to revenue sharing.

Additional Administrative Fee for Assessment Appeals

As you may be aware, the Province is currently working on establishing a centralized Board of Revision to certify local Boards of Revision by 2023, oversee training and act as an appeal body if a municipality is unable to form its own certified Board of Revision. The reasons for the changes include previous challenges in the local appeal process, such as the following:

- lack of good decision writing;
- complex commercial appeals requiring legal counsel;
- inconsistency in Board processes throughout Saskatchewan municipalities;
- differing decisions of similar property classification types; and,
- further appeals to the Saskatchewan Municipal Board and Court of Appeal increasing City's costs in legal and administrative time.

The decision on what type of board of revision (stand alone, district or contracted board) is Council's responsibility to decide, and currently, Council has appointed four members at large who serve as valuable members of the Board of Revision. With that said, many of the

commercial and multi-residential appeals are represented by tax agents and/or legal professionals who are typically more knowledgeable in assessment matters than Board members. The topic of property assessment can be quite complex for the average person as there are multiple factors that affect the assessment of properties depending on the assessment model applied by the municipality.

Decisions rendered from the local Board of Revision level are the basis of any further appeal to the Saskatchewan Municipal Board and Court of Appeal. Therefore, decisions must be written in a comprehensive and clear manner including details of the facts, evidence and verbal presentations made at the hearing. For commercial and multi-residential appeals, in most cases, the property owner has engaged a tax agent and/or legal counsel to represent them in appeal proceedings. The complexity of the written material, as well as the verbal representation at the hearing can be quite overwhelming for members. Writing a decision for these types of complex commercial appeals can be extremely time consuming for Board members. There is an increase in the time spent reading the material, listening and asking questions at the hearing, deliberating and composing an impartial decision based on facts and evidence only.

Recent changes to the Financial Services and Fee Bylaw will provide some financial compensation to the City as a result of requests for assessment information from appellants/agents. This additional proposed administration fee would allow municipalities to recoup some of the costs associated with the appeal process, instead of the taxpayers of the City paying for the costs of these very complex appeals for commercial and multi-residential properties being processed. In 2021, the estimated net cost to taxpayers was \$38,000 for only 15 appeals being heard.

CONSULTATIONS:

Councillor Zurakowski, who is the City's current member on the SUMA Board, requested that Administration assist in preparing Resolutions for the SUMA Convention that City Council may wish to put forward. Following the draft of the resolutions, some were forwarded Sean McKenzie, Director of Advocacy Services for SUMA, who was consulted for his expertise in writing resolutions for consideration by the Resolutions Committee.

Members of Council were provided an opportunity to review the draft resolutions and provided comments and direction to Administration in order to finalize the resolutions for consideration by City Council and subsequently for forwarding to SUMA.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following determination of which of the attached resolutions Council wishes to bring for consideration at the annual SUMA Convention, a correspondence along with the resolutions, in the appropriate format, will be sent to SUMA for consideration by SUMA's Resolution Committee.

POLICY IMPLICATIONS:

If these resolutions are subsequently passed and approved by SUMA's Resolution Committee, Members of Council attending the SUMA Convention will be required to speak at the SUMA Convention to promote the Resolutions for passing.

In addition, future legislative changes, if advocated by SUMA and legislatively approved, may initiate amendments to City's Bylaws, Policies and procedures as necessary to implement requested changes for the City.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

This report addresses the Strategic Plan "Fiscal Management and Accountability" specifically investigating innovative revenue sources to reduce reliance on residential property taxes.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Resolution - Changes to Revaluation Cycle
2. Resolution - Timeline for Amendments to the Local Government Election Act
3. Resolution – Spring 2025 Municipal Election Date for Saskatchewan Cities
4. Resolution - Clean Up of Abandoned Hydro-Carbon Sites
5. Resolution - Addictions & Homelessness
6. Resolution - Removal of Administration Fee on Funding Grants
7. Resolution - Additional Administrative Fee for Appeals

Written by: Sherry Person, City Clerk

Approved by: City Clerk & City Manager

2022 RESOLUTION TO SUMA FOR CONSIDERATION

CHANGES TO REVALUATION CYCLE

1. RESOLUTION

WHEREAS Section 12.1 of the *Assessment Management Agency Act* states that the minister must approve an order to establish a base date for determining the value of land and improvements for the purpose of establishing assessment rolls for the year in which the valuation or revaluation is to be effective and for each subsequent year preceding the year in which the next revaluation is to be effective; and,

WHEREAS Clause 2(o.1) of the *Assessment Management Agency Act* states that revaluation means the valuation of a property on which a valuation has already been performed, to reflect a new base date for valuation established by the agency; and,

WHEREAS Section 3 of the *Assessment Management Agency Regulations* states that one year is the minimum period and three years is the maximum period between the base date and the first year in which the valuation or revaluation is to be effective; and,

WHEREAS the current Board Order for the 2021 Revaluation Base Date determines assessed values of properties for the years 2021 to 2024 and during this period of time, significant market value evidence shifts may occur directly affecting the property owners; and,

WHEREAS the market evidence used for the 2021 Revaluation Base Date did cause significant valuation shifting for the larger Cities resulting in substantial increases and/or decreases in property assessments; and,

WHEREAS applying a shorter base date timeline for the larger Cities would eliminate the potential of significant shifting in property valuations and allow assessment information to be updated more frequently which would reflect more accurate property values; and,

THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association advocate the Government of Saskatchewan to change the Saskatchewan Assessment Management Agency Board Orders that are approved by the Ministry of Government Relations to reflect the period of time for a revaluation to change from a four (4) year period to a two (2) year period for the sixteen (16) Saskatchewan Cities only.

2. BACKGROUND INFORMATION (Attach additional sheets, if necessary.)

Current Orders from the Saskatchewan Assessment Management Agency as follows:

2021 Revaluation Base Date

Market Value Evidence for 2017 to 2020

Market Value Evidence for 2021 to 2024

Quality Assurance Standards

Saskatchewan Assessment Manual – 2019 Base Year

ORDER

SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY

2021 Revaluation Base Date

This is an Order pursuant to clause 12(1)(d) of *The Assessment Management Agency Act* establishing January 1, 2019 as the base date for determining assessed values of properties for the years 2021 to 2024.

Dated at Regina, Saskatchewan on December 15, 2017.



Myron Knafelc
Chairperson



Irwin Blank
Board Secretary

ORDER

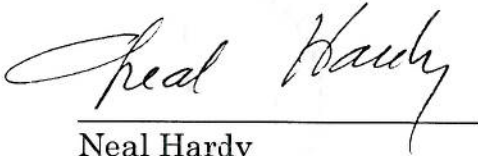
SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY

Market Value Evidence

This is an Order pursuant to clause 12(1)(d) of *The Assessment Management Agency Act*.

1. Market data that occurred or arose after January 1, 2015 shall not be used to determine non-regulated property assessments for the years 2017 to 2020.
2. Notwithstanding section 1, where property owners' fiscal years do not follow the calendar year but end on or before May 31, 2015, the income and expense information respecting those properties may be used to determine non-regulated property assessments for the years 2017 to 2020.

Dated at Regina, Saskatchewan on December 13, 2013.



Neal Hardy
Chairperson



Irwin Blank
Board Secretary

ORDER

SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY

Market Value Evidence


This is an Order pursuant to clause 12(1)(d) of *The Assessment Management Agency Act*.

1. Market data that occurred or arose after January 1, 2019 shall not be used to determine non-regulated property assessments for the years 2021 to 2024.
2. Market data for property located outside of the province of Saskatchewan shall not be used to determine non-regulated property assessments for the years 2021 to 2024.
3. Notwithstanding section 1, where property owners' fiscal years do not follow the calendar year but end on or before May 31, 2019, the income and expense information respecting those properties may be used to determine non-regulated property assessments for the years 2021 to 2024.

Dated at Regina, Saskatchewan on December 15, 2017.



Myron Knäfelc
Chairperson



Irwin Blank
Board Secretary

ORDER

SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY

Quality Assurance Standards

This is an Order pursuant to section 12(1)(d) of *The Assessment Management Agency Act*, establishing quality assurance standards relating to the market valuation standard which is used to determine non-regulated property assessments as per section 163(f.1)(iv) of *The Cities Act*, section 193(e.1)(iv) of *The Municipalities Act*, and section 215(f)(iv) of *The Northern Municipalities Act, 2010*.

This Order determines the standards, the property groups and the calculation procedure to be used to test for each standard.

The results of each quality assurance standard calculation for all municipalities are to be posted on the Saskatchewan Assessment Management Agency's (SAMA's) website for access to viewing by the public. The Cities of Moose Jaw, Prince Albert, Regina, Saskatoon and municipalities that carry out their own valuations and revaluations, shall provide their quality assurance standard calculation results to SAMA in a mutually agreed upon format, in sufficient time to permit such quality assurance calculation results to be posted on SAMA's website no later than when the municipality's initial annual assessment roll is posted.

These quality assurance standards apply for the years 2021 to 2024.

In this Order:

“adjusted sale price” means the sale price for a property, as determined by the assessment appraiser, with any adjustments deemed appropriate by the assessment appraiser and used in the specification and calibration of the valuation model that has been applied in the municipality;

“assessed value” means the full (100%) assessment for the property as calculated by the assessment appraiser from the valuation model that has been applied in the municipality;

“other property valued using the market valuation standard” means all property, other than residential property, valued solely using the market valuation standard;

“property group” means the residential property in a municipality, or the other property valued using the market valuation standard in the municipality, as the case may be; and

“residential property” means property valued solely using the market valuation standard that is used, or intended to be used, for a residential purpose, and includes:

- (a) residential condominiums;
- (b) property with up to three self contained dwelling units; and
- (c) seasonal residential property.

For greater certainty, residential property and other property valued using the market valuation standard shall not be interpreted as including any properties that are, in part, assessed using a regulated property assessment valuation standard including, without limitation, the assessment manual.

The following quality assurance standards are established:

1. The acceptable range for the median assessed value to adjusted sale price ratio for all residential property in a municipality shall be 0.950-1.050, provided that the municipality shall strive to achieve a median assessed value to adjusted sale price ratio of 1.000; and
2. The acceptable range for the median assessed value to adjusted sale price ratio for all other property valued using the market valuation standard in a municipality shall be 0.950-1.050, provided that the municipality shall strive to achieve a median assessed value to adjusted sale price ratio of 1.000.

The median assessed value to adjusted sale price ratio for a property group for a municipality shall be calculated as follows:

- a) Identify all vacant and improved sales used to develop the assessed value for vacant and improved properties in the property group in the municipality;
- b) Determine for each sale in (a) the assessed value (100%) of the property which reflects the property characteristics on the sale date, and the adjusted sale price;
- c) For each sale in (a), divide the assessed value by the adjusted sale price to calculate the assessed value to sale price ratio (ASR);
- d) Array the ASRs from lowest to highest; and
- e) Select the median ASR of the sales in (a).

For certainty, where sales from outside a municipality are used to develop the assessed value for property in the municipality, such sales shall be used in determining the median assessed value to adjusted sale price ratio for the relevant property group.

Dated at Regina, Saskatchewan on December 15, 2017.



Myron Knafelc
Chairperson



Irwin Blank
Board Secretary

ORDER

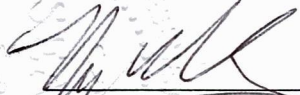
SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY

Saskatchewan Assessment Manual - 2019 Base Year

This is an Order pursuant to clause 12(1)(d) of *The Assessment Management Agency Act*, to establish the Saskatchewan Assessment Manual - 2019 Base Year, which Manual will be used to determine:

- (a) regulated property assessments in Saskatchewan for the years 2021 to 2024; and
- (b) the median assessed value to sale price ratio as required pursuant to clause 22.1(1)(d) of the Act.

Dated at Regina, Saskatchewan on January 25th, 2019.



Myron Knafelc
Board Chair

Irwin Blank
Board Secretary

2022 RESOLUTION TO SUMA FOR CONSIDERATION

TIMELINE FOR AMENDMENTS TO LOCAL GOVERNMENT ELECTIONS ACT

1. RESOLUTION

WHEREAS the Local Government Elections Act and its Regulations require amendments to the procedures with respect to municipal and school board elections; and,

WHEREAS the next municipal and school boards election is to be held on November 13, 2024; and,

WHEREAS in order for municipalities to conduct a fair and equitable election process and provide information to the municipality's Councils to consider options and recommendations, a minimum of one (1) year prior to the next election date is required to adequately review legislation and prepare project plans; and,

WHEREAS the Act restricts the Returning Officer from conducting various procedural duties outlined in the Act in order to conduct an efficient and effective election, such as the authority to establish polling places and setting deadlines for voting procedures; and,

WHEREAS the Act requires significant changes to address voting procedures when utilizing vote counting equipment, as most Saskatchewan Cities are utilizing electronic vote counting in their municipal elections; and,

WHEREAS the forms and templates in the Regulations are outdated and inconsistent with the Act; and,

THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association advocate to the Provincial Government to ensure that required legislated changes to the Local Government Elections Act and Regulations be completed at least one (1) year in advance of the scheduled local government elections.

2. BACKGROUND INFORMATION (Attach additional sheets, if necessary.)

Amendments to the Local Government Election Act, 2015 (LGEA) were passed with Bill 134 and made effective on January 1, 2020. Many Cities started election planning more than one year in advance of the 2020 November Election, which was before the amendments to the LGEA were passed. In addition, changes to the Regulations were only in place by the end of February, 2020, leaving only eight (8) months to prepare.

Most Cities also prepare their budgets in the summer/fall of the previous year, which means that Election budgets were required to be approved by Councils before the Act and Regulations were passed.

Attached is a copy of required changes to the LGEA. There are a few of these changes that would require significant review, especially the use of Electronic Vote Counting, including a revamp of Forms set out in the Regulations. Therefore, preparing the amendments should be expedited to make its' way through legislature for passing well in advance of the election. The Saskatchewan City Clerk's Association is willing to collaborate in proposing recommendations to the Provincial Government in order to expedite amendments to the Local Government Election Act and Regulations.

**The Local Government Election Act, 2015
Proposed Amendments**

Part	Section	Title/Description	Comments/Suggestions for Change
Part I - Preliminary Matters	9	Posting of notices	<p>Notices are required to be posted in conspicuous public location. 2d) indicates if divided into wards, must post in one or more locations in each ward and in one or more additional conspicuous locations.</p> <p><u>Challenge:</u> At least one notice was posted in each ward, however, many public stores do not allow posting on their windows, most do not have a bulletin board and visibility is not ideal. There is a limited number of public areas to post, and this type of advertising is ineffective in comparison with other more effective ways to communicate the notices.</p> <p><u>Recommendation:</u> Remove 2(d) completely, and revise 2(c) to remove the words "that is not divided into wards". This change would allow all municipalities to post in one or more conspicuous locations in addition to the required newspaper advertising, and provide better opportunities to post in public places where residents would likely see/read the posting.</p>
Part II - Proceedings Preliminary to Elections	10	General Elections	<p>The date of the election is currently on November 13, 2024, and every 4 years on the 2nd Wednesday of November.</p> <p><u>Challenge:</u> The month of November is more likely to bring on unfavourable colder weather (as seen in 2020) decreasing voter turnout. Additionally, Cities approve their budgets at the end of each year, and this work is difficult to achieve when the election is so late in the year. Also, Councils generally appoint to their Boards & Committees so that work of those bodies can begin at the onset of a new year. Council members are overwhelmed with information and meetings in such a short period of time following their induction.</p> <p><u>Recommendations:</u> Change the Election date to allow Cities to conduct their election in April/May rather than November; Ensure that federal, provincial and municipal elections are separated by at least two months, as there is too much confusion for the voter; Move Election day to Wednesday, as Monday will always create an additional unnecessary expense for staffing the day before and the Nov 11th Statutory holiday will also be an issue. This change would allow Cities to be able to hold the Election in April/May which better serves the voters, administration and the elected officials.</p>

Part	Section	Title/Description	Comments/Suggestions for Change
	15	Vacancy in year of a general election	<p>This section outlines if a vacancy occurs on a council/board on or after January 1 in the year of a general election, the council/board may proceed to fill the vacancy or decide not to fill the vacancy.</p> <p><u>Challenge:</u> If a vacancy occurs prior to January 1, the required election planning for a by-election in the same year as a general election creates additional pressure on the organizers and unnecessary costs on the municipalities for little return as the term for the by-election candidate which could only extend for six months or less term.</p> <p><u>Recommendation:</u> Change the wording "on or after January 1 in the year of a general election" to "within one year prior to a general election". This change would assist in saving taxpayers money on an election where that elected official would serve less than 6-8 months before the general election.</p>
Part III - Polling Places	22	Determination of polling areas and places	<p>This section provides Council with authority to establish the polling areas and places for each polling area.</p> <p><u>Challenge:</u> When Council is provided this authority, there is a misconception that the polling areas and places may be selected to benefit the constituency of council members. If there are any changes in the polling areas/locations, council is still required to approve which may create planning delays, and additional political interference in an event that should be arms length from the current council.</p> <p><u>Recommendation:</u> Change the authority to establish polling areas and places to the returning officer, as this authority allows an un-biased approach in selecting the areas/places, and removes any political involvement. This change would be more consistent with legislation which currently allows the returning officer to establish advance polls (Sec.83) and change the polling place if required (Sec.26), and providing more flexibility in the polling locations.</p>
			<p>Section 22(4) indicates that polling areas be numbered consecutively by Council or Board.</p> <p><u>Recommendation:</u> Take out the wording "by the council or public school board". <i>For our City, Ward Nos. were used as the same numbers for polling areas, since all polling areas were established by the boundaries of the wards.</i></p>
			<p>Section 22(5) indicates that in the case of a school division, the board shall consult with council to ensure polling areas in division are numbered consecutively.</p> <p><u>Recommendation:</u> Remove Section 22(5) as this is irrelevant to consult on consecutive numbering.</p>
	25	Criteria for Polling Places	<p>If wards are established each polling area is within only one ward. One polling place may be used as the polling place for two or more polling areas.</p> <p><u>Recommendation:</u> Wards were established as the Polling areas, and a polling place in each area was established. However, in reviewing Subsection 2, clarification is required on if we are required to have a polling place in each area, or could we use less facilities and join two polling areas to use only 1 place.</p>

Part	Section	Title/Description	Comments/Suggestions for Change
	29	Hospitals and personal care facilities	<p>A council/board may establish a polling place in a hospital, personal care facility or similar institution at which a voter who is receiving care may vote;</p> <p><u>Recommendations:</u> Provide the RO with the authority to establish polling places rather than Council/Board, and staying consistent in legislation with the RO's authority to establish all polling places. Also, change the wording under this section to remove the words "who is receiving care" so that RO's can determine other similar polling places, such as senior complexes, and define the word "institutions" more clearly to include senior complexes.</p>
			<p><i>Provide consideration for caregivers/nurses or other staff working in the facility on the day and time when the poll is open be given an opportunity to vote. The provision is currently allowed for a caregiver in a Mobile Poll application process.</i></p>
	30	Procedure for homebound voting	<p>Section 30(4) indicates that an application made by a voter with a disability/limited mobility must be made in the manner and within the time prescribed by council or board</p> <p><u>Recommendation:</u> Allow the RO with the authority to set the deadline(time) for the application process, as this is an administrative duty. Alternately, the procedure for Subsection 4 could be outlined in the City's Election Bylaw.</p>
Part IV - Voters and Candidates	38	Voting in wards	<p>Section 38(3) outlines that a voter who is the owner of assessable land in more than one ward in which the voter does not reside is eligible to vote only in the ward where the total assessment of the voter's land is highest shall obtain a certificate from the assessor and present the certificate to a DRO at the polls when voting.</p> <p><u>Recommendation:</u> Remove this section, or change the word from "shall" to "may" as the voter is signing a declaration to vote, they have declared they are an assessed owner, and that declaration is sufficient to allow them to vote.</p>
			<p><i>Regulations - Form needs to be adjusted so less confusing, as voters were checking both reside and owner of land, as they qualified for both.</i></p>

Part	Section	Title/Description	Comments/Suggestions for Change
Part V - Election Officials	46	Returning Officer for elections in school divisions	<p>Subsections 46(1) to (5) outlines that if a school division is situated wholly or substantially within a municipality, the returning officer for a general election is the administrator of the municipality with respect to both municipal and board elections.</p> <p><u>Challenge:</u> The provision of allowing the School Boards to appoint their own returning officer and having a separate election will create mass confusion with voters, as the voter would be essentially voting in 2 separate elections on the same day, and possibly at different locations and with different voting processes.</p> <p><u>Recommendation:</u> Remove any section/clause that allows a school division that resides within the boundaries of the City to be able to appoint a Returning Officer other than the Returning Officer for the City.</p>
Part VII - Nominations	73	Nomination day	<p>Nomination day is the 5th Wednesday before election day</p> <p><u>Recommendation:</u> Request to change nomination day to the 7th Wednesday before Election day as there is limited time for a 2nd call for Nominations if that is required. In addition, obtaining ballots for sending out mail-in ballots to be returned would not be possible.</p>
Division 3 - Poll	91	Form of ballot	<p>Section 91(3) allows ballots to be printed in as many lots as there are candidates (rotated ballots)</p> <p><u>Recommendation:</u> Request to remove Section 91(3) dealing with rotation, as this is not commonly used in any city except City of PA and creates issues and additional costs with ballot printing and verification of ballot testing relating to electronic vote counting equipment.</p>
	100	Duration of poll - Hospitals and Personal Care Facilities	<p>Section 100(3) indicates that council/board that is responsible for naming polling places may determine the times during which the polls in a polling places for hospitals and personal care facilities, are to be kept open, as long as the polls are kept open for at least one hour.</p> <p><u>Recommendations:</u> Request that the RO be provided authority to determine the times for hospitals and personal care facilities. This is difficult for Council/Board to approve since the time is largely determined after consulting with the various facilities, and is subject to change depending on the particular facility and health concerns at that time. In addition, with respect to keeping the polls open for at least one hour, it is suggested to amend the wording to include "or when all possible voters in that facility have been given an opportunity to vote."</p>

Part	Section	Title/Description	Comments/Suggestions for Change
	110	Evidence of identity	<p>Section 110 outlines the type of ID that is required to vote for all voters.</p> <p><u>Recommendation:</u> Make an amendment to allow residents in long term care homes and personal care homes to be able to provide only one piece of identification, such as the Certificate of Identity and Residence completed by the Administrator of the home or a Vouching form that could be used for multiple residents, which would establish the voter's name and address, as most residents do not have access to their personal identification documents.</p>
	142	Safekeeping of election materials	<p>Section 142 outlines that after the 3 month period of retention, all election documents in the ballot boxes are to be destroyed in the presence of 2 witnesses.</p> <p><u>Recommendation:</u> Request to amend this section to also allow the destruction of these records to be destroyed by an agency who provides confidential document destruction and issues a certification of destruction/shredding or in accordance with the Cities approved Retention Schedule.</p>
Part X - Recount of Votes	158	Request to returning officer for recount	<p><u>Recommendation:</u> Suggest that there be a provision for withdrawal of application, an extra day to allow withdrawal and prohibits someone from withdrawing at the last minute incurring costs that are not necessary, and incurred by the municipality</p>
	166	Procedure for recount	<p><u>Recommendation:</u> Suggest to clarify the recount procedure in the case of vote counting machines. Act should determine that the vote is ONLY to be recounted in the same manner it was counted for the election. Current procedure is only when paper counting.</p>
		Regulations	
			<p><u>Recommendation:</u> That a thorough review of the current forms be undertaken, specifically with respect to Forms associated with electronic vote counting procedures and result statements.</p>

2022 RESOLUTION TO SUMA FOR CONSIDERATION

SPRING OF 2025 MUNICIPAL ELECTION DATE FOR SASKATCHEWAN CITIES

1. RESOLUTION

WHEREAS the Local Government Elections Act and its Regulations outline the requirements in conducting municipal and school board elections; and,

WHEREAS the next municipal and school boards election is legislatively scheduled for November 13, 2024; and,

WHEREAS following the 2020 provincial election, Saskatchewan's Chief Electoral Officer outlined in a published report the significant voter confusion and election fatigue as a result of the municipal elections being held only two weeks after the provincial election; and,

WHEREAS municipalities faced additional burdens on staffing levels, inability to share resources, and voter confusion due to varying election requirements, signage and overlapping timelines; and,

WHEREAS Saskatchewan Cities have expressed the desire to move municipal elections conducted by Cities to the spring of 2024 or 2025 to better serve the public and voters of larger municipalities; and,

WHEREAS amendments to the Local Government Elections Act and its' Regulations will be unlikely to be completed at least one year in advance of May, 2024, restricting the pre-planning that Cities are required to undertake to ensure elections are conducted responsibly and legislatively; and,

WHEREAS newly elected officials will lose the opportunity to complete their full four-year term as a member of City Council should they not get re-elected; and,

THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association advocate to the Provincial Government to change the municipal and school boards elections for Saskatchewan Cities to May of 2025.

2. BACKGROUND INFORMATION (Attach additional sheets, if necessary.)

Previous Saskatchewan Urban Municipalities Association Resolutions as attached:

- Staggered Municipal Elections – 2021
- Municipal Election Dates - 2020

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Staggered Municipal Elections

Year: 2021

Resolution

Whereas urban municipalities have elections every four years for the position of mayor and all councillors; and

Whereas it is possible for there to be an entirely new council elected, which is extremely stressful for the new council, and the administrator; and

Whereas rural elections are held every two years for half of council, which eliminates the possibility of no experience on council, and keep the administrative staff up-to-date on election procedures;

Therefore be it resolved that SUMA advocate with the provincial government to allow urban municipalities to have elections every two years, with one half of council being elected, and every four years the mayor, ensuring that there is always some level of experience and continuity amongst the councillors.

ACTS AFFECTED: *The Local Government Elections Act*

REGION/SECTOR AFFECTED: ALL

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Municipal Election Dates

Year: 2020

Resolution

Whereas the Provincial Government passed Bill 134 in 2019 to amend *The Local Government Election Act, 2015*, which includes the amendment to move the municipal election day from the 3rd Wednesday in October every four years to November 9, 2020, November 13, 2024, and thereafter the second Wednesday in November every four years; and

Whereas the explanation from the Government of Saskatchewan for the amendment was to address the overlap of provincial and municipal/school board election campaign periods in 2020; and

Whereas by holding the municipal election close to another election, such as the provincial election in 2020, the voters will be subject to fatigue and confusion which will certainly impact voter turnout for the municipal election; and

Whereas municipalities face a concern with how to adequately advertise to voters on how to vote, where to vote, and voting requirements for a municipal election, since a provincial election follows very different processes and requirements than a municipal election; and

Whereas municipalities face many obstacles such as overlapping of training for workers who are needed to work both the provincial and municipal elections, municipal advance poll dates that could take place on or before the provincial election day, and the abundance of campaign election signage within the municipalities; and

Whereas the fiscal year for municipalities is from January to December of each year, with many municipalities moving towards reviewing and considering their annual budgets in the early fall of the previous year to assist with the required preparation to undertake the approved planned projects in any given year and the holding of a municipal election during the same time period has become cumbersome for both administration and newly-elected members of Council; and

Whereas the holding of a spring election would allow members of Council an opportunity to orient themselves in municipal business prior to having to undertake a comprehensive budget process at the beginning of fall in the year following a municipal election; and

Whereas the holding of a spring election for municipalities would be anticipated to minimize the overlap of provincial and municipal/school board election campaign periods on a go-forward basis;

Therefore be it resolved that the SUMA advocate the Provincial Government to amend Section 10 of *The Local Government Election Act, 2015* that a general election must be held on:

1. November 9, 2020;
2. Second Wednesday of May, 2024; and,
3. At intervals of every four years, on the second Wednesday of May, following 2024

Background information

In April of 2018, the Ministry of Government Relations forwarded draft amendments to The Local Government Election Act requesting a response from various stakeholders regarding those proposed amendments to the Act. The draft amendments included a proposed provision to amend Section 10 to move the general election to November 18, 2020 and after that date at intervals of every four (4) years on the third Wednesday of November. As noted in the Explanation section of the draft amendments, the change is recommended as a result of the overlap that will occur between the provincial and municipal elections in 2020.

The Ministry of Government Relations forwarded an update in August of 2018, on the potential change to the 2020 municipal election date. Within the update, the Ministry advised that the responses received from the potential change that would move the municipal election from the fourth Wednesday in October to the third Wednesday in November did not support this change. Therefore, the Ministry requested feedback on the potential of delaying the municipal election date one year to October 27, 2021 and every four (4) years after that.

The Ministry of Government Relations advised in October, 2018, that in the interest of finding a reasonable compromise, Government has decided to move both the provincial and local election date. Both elections will take place in fall 2018: the provincial election date will be Monday, October 26, 2020, and the local

government election date will be Monday, November 9, 2020. After 2020, local elections will be held every four (4) years on the second Wednesday in November. If the second Wednesday is Remembrance Day, the provision provides for the election date to be held on the Monday of that week

ACTS AFFECTED: *The Local Government Election Act, 2015* REGION/SECTOR
AFFECTED: ALL 2020-019

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2022 RESOLUTION TO SUMA FOR CONSIDERATION
CLEAN UP OF ABANDONED HYDRO-CARBON SITES

1. RESOLUTION

WHEREAS the existence of a number of abandoned hydro-carbon sites in The City of Prince Albert have become detrimental to the surrounding neighbourhood and act to inhibit physical development, economic growth, and attract dangerous and unwanted behaviour; and,

WHEREAS it is desirable to have a number of privately owned abandoned hydro-carbon sites properly decommissioned, remediated and sold; and,

WHEREAS The Environmental Management and Protection Act contains provisions that allow the Minister to take appropriate action to ensure that abandoned hydro-carbon sites are properly decommissioned and remediated;

THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association advocate the Government of Saskatchewan to take immediate action to more frequently and fully enforce The Environmental Management and Protection Act and Regulations to require owners of abandoned hydro-carbon sites in the province to:

- 1) **Appropriately decommission any remaining infrastructure and remediate any contamination found on the site;**
- 2) **Ensure that any required decommissioning or remediation be completed in a timely manner;**
- 3) **Enforce the particular sections of the Act that allow the Minister to complete the necessary work if the owner does not do so in a timely manner; and,**
- 4) **Enforce the particular sections of the Act that require appropriate planning for the eventual decommissioning and remediation of a hydro-carbon site, to include the provision of Financial Assurance.**

2. BACKGROUND INFORMATION (Attach additional sheets, if necessary.)

Previous Saskatchewan Urban Municipalities Association Resolutions as follows are attached:

- Stricter Rules for Abandoned Hydro-Carbon Sites – 2009
- Making Progress on Contaminated Site Liability Concerns – 2000

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Stricter Rules for Abandoned Hydro-Carbon Sites

Year: 2009

Resolution

Therefore be it resolved that the SUMA urge the Government of Saskatchewan to enhance The Environmental Management Protection Act and Regulations to require the owners of abandoned hydro-carbon sites in the Province to: 1. Remediate any contamination issues that are outstanding on abandoned sites in

all urban municipalities. 2. To explore ways to hold the property owners and their principals accountable for failing to comply.

Provincial Response

Response: The ministry recognizes that in many cases municipalitiesâ€™ desire to have property owners undertake remediation of impacted properties as soon as possible as opposed to being allowed to manage onsite contamination. The Ministry of Environment is evaluating options such as legislation revision or some form of incentive or restriction that could be pursued. Some areas that are under consideration include the potential for provisions to limit third party liability or instituting Financial Assurance requirements until remediation is complete. To address the situation of abandoned facilities where the owner is no longer around and on-site contaminants are not being managed, we are looking at what programs can be put in place as incentives for municipalities or interested developers to undertake remediation. We will also be evaluating mechanisms that could be put in place to prevent future sites from becoming abandoned. Exploring ways to hold the property owners and their principles accountable for failing to comply, there are provisions currently for enforcing section of the environment management and protection act. Any revisions to the Act to incorporate additional legislative requirements will ensure appropriate enforcements provisions available.

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Making Progress on Contaminated Site Liability Concerns

Year: 2000

Resolution

Be it resolved that SUMA again request that the provincial government closely monitor the impacts of their policy approach, consider stronger legislative protection for municipalities, and move more quickly toward the establishment of industry funds to help cover the cost of cleaning up abandoned or orphan sites.

2022 RESOLUTION TO SUMA FOR CONSIDERATION

ADDICTIONS & HOMELESSNESS

WHEREAS drug and alcohol abuse and addiction rates are substantially increasing in communities, leading to increases in deaths, violent crime, property crime, drug offenses and homelessness, resulting in increased strain on Emergency Responders; and,

WHEREAS it is difficult to combat the root causes of addictions, mental health, and homelessness; and,

WHEREAS municipalities have limited resources and financial capacity to address the local consequences of these issues; and,

WHEREAS the Government of Saskatchewan is responsible for the disposition of justice, health, and social services resources; and,

THEREFORE BE IT RESOLVED that Saskatchewan Urban Municipalities Association advocate the Government of Saskatchewan to provide leadership in order to break the cycle of problematic drug, alcohol, addictions and homelessness issues by coordinating provincial ministries, police services, community agencies, and Indigenous organizations and governments in order to ensure effective, evidence-based responses that address all of these issues; and,

BE IT FURTHER RESOLVED that the Saskatchewan Urban Municipalities Association advocate the Government of Saskatchewan to increase drug, alcohol, addictions and homelessness funding for organizations and agencies in municipalities so as to ensure financial resources are in place to implement measures that will help to address this growing crisis.

2022 RESOLUTION TO SUMA FOR CONSIDERATION

REMOVAL OF ADMINISTRATION FEE ON FUNDING GRANTS

1. RESOLUTION

WHEREAS the Federal Government offers funding to municipalities for various programs administered through the Provincial Government; and,

WHEREAS municipalities apply for funding to assist in costs for infrastructure and construction projects within the municipality; and,

WHEREAS an administrative fee is charged from the Provincial Government to administer the funding programs on behalf of the Federal Government, which includes completing an assessment of the applications; and,

WHEREAS Provincial Sales Tax of 6% is charged to municipalities for supplies, services and projects, which cost is in addition to the administration fee; and,

THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association advocate the Government of Saskatchewan to eliminate the administrative fee charged by the Province for administering Federal Government funding programs for all municipalities.

2. BACKGROUND INFORMATION (Attach additional sheets, if necessary.)

Example of Funding Agreement – Saskatchewan administers the Integrated Bilateral Agreement (IBA) with respect to contributions made by Canada and Saskatchewan under the Investing in Canada Infrastructure Program (ICIP)

Government of Saskatchewan – Funding for Municipalities

<https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding>

Government of Canada – Infrastructure Canada Integrated Bilateral Agreement (for the Investing in Canada Infrastructure Program (Excerpt attached)

<https://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-sk-eng.html>

SCHEDULE A - PROGRAM DETAILS

A.1 General Program Requirements

C. Eligible Expenditures

Eligible Expenditures will include the following:

- i. All costs considered by Canada to be direct and necessary for the successful implementation of an eligible Project, excluding those explicitly identified in section A.1 e) (Ineligible Expenditures), and which may include capital costs, design and planning, and costs related to meeting specific Program requirements, including completing climate lens assessments as outlined in paragraph h) section 4 (Commitments by Saskatchewan) and creating community employment benefit plans;
- ii. Saskatchewan's Administrative Expenses as approved by Canada under section 16 (Administrative Expenses);
- iii. The incremental costs of employees of an Ultimate Recipient may be included as Eligible Expenditures for a Project under the following conditions:
 - a. The Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract; and
 - b. The arrangement is approved in advance and in writing by Canada.

3 COMMITMENTS BY CANADA

- A. Canada agrees to provide contribution funding to Saskatchewan under the public transit stream of the Program in a total amount not to exceed three hundred seven million eight hundred seventy-one thousand twenty-five dollars (\$307,871,025) to be paid in accordance with Schedules A.1 (General Program Requirements) and A.2 (Public Transit).
- B. Canada agrees to provide contribution funding to Saskatchewan under the green infrastructure stream of the Program in a total amount not to exceed four hundred sixteen million three hundred thirty-four thousand, six hundred seventy-three dollars (\$416,334,673) to be paid in accordance with Schedules A.1 (General Program Requirements) and A.3 (Green Infrastructure).
- C. Canada agrees to provide contribution funding to Saskatchewan under the community, culture and recreation infrastructure stream of the Program in a total amount not to exceed fifty-six million two hundred eleven thousand three hundred eighty-two dollars (\$56,211,382) to be paid in accordance with Schedules A.1 (General Program Requirements) and A.4 (Community, Culture and Recreation Infrastructure).
- D. Canada agrees to provide contribution funding to Saskatchewan under the rural and northern communities infrastructure stream of the Program in a total amount not to exceed one hundred fifteen million nine hundred five thousand nine hundred twenty-seven dollars (\$115,905,927) to be paid in accordance with Schedules A.1 (General Program Requirements) and A.5 (Rural and Northern Communities Infrastructure).
- E. Canada agrees to provide a portion of Canada's total contribution funding identified in paragraphs a) through d) of this section to Saskatchewan for Administrative Expenses to be paid in accordance with section 16 (Administrative Expenses).
- F. Canada agrees to review requests from Saskatchewan to transfer part of the contribution funding indicated in sections 3 a), b), c) and d) between Program streams, including, but without being limited to, three years after the date of the last signature and again five years after the date of the last signature in order to reflect Saskatchewan's needs. Any request must be justified and assessed by the Oversight Committee, subject to section 25.10 (Amendments).
- G. The Parties acknowledge that Canada's role in a Project is limited to confirming that a Project meets Program eligibility requirements, making a financial contribution to Saskatchewan for that Project and that Canada will have no involvement in the implementation of that Project or its operation. Canada is neither a decision-maker nor an administrator of a Project.

16 ADMINISTRATIVE EXPENSES

- A. Saskatchewan may apply part of its allocation under this Agreement to Administrative Expenses as outlined in section A.1 c) (Eligible Expenditures).
- B. Approved Administrative Expenses will be determined by Canada based on the review and approval by Canada of a detailed business case, which must be submitted by Saskatchewan by November 30, 2018, or a revised business case, where required, which must be submitted by May 31st every 3rd Fiscal Year thereafter.
- C. Saskatchewan will apply an equal percentage of contribution funding, as approved by Canada, from each stream as identified in paragraphs a) through d) of section 3 (Commitments by Canada) to total Administrative Expenses.

2022 RESOLUTION TO SUMA FOR CONSIDERATION

ADDITIONAL ADMINISTRATIVE FEE FOR ASSESSMENT APPEALS

1. RESOLUTION

WHEREAS Section 196 of The Cities Act states that a council may set appeal fees payable by persons wishing to appeal their assessments and classify property according to type, value or any other criterion for the purposes of the payment of fees; and,

WHEREAS Subsection 196(6) states that the fees established must not exceed any prescribed maximum fee or the appropriate amount set out in a prescribed schedule of maximum fees; and,

WHEREAS most municipalities have established reasonable fees to allow all appellants to affordably appeal to the local Board; and,

WHEREAS commercial appeals are becoming extremely time-consuming and costly for municipalities and local Boards to administer due to varying complexity and professional legal expertise in many appeal cases; and,

THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association advocate the Government of Saskatchewan to change The Cities Act to allow municipalities, who administer commercial and multi-residential appeals for local Boards of Revision, to charge an administrative fee, in addition to the required appeal fee, based on the assessed value of the property which fee would be non-refundable.

2. BACKGROUND INFORMATION (Attach additional sheets, if necessary.)

The City of Prince Albert has incurred much higher costs for the 2021 Board of Revision. The time spent and costs of these appeals has increased due to the need for the City to engage legal counsel and a court reporter at the local Board of Revision level. The costs for these complex appeals are therefore paid for by all property taxpayers when only certain property types appeal on a yearly basis. The City will continue to incur costs due to the complex commercial appeals that are further filed to the Saskatchewan Municipal Board and the Court of Appeal.

The Board has also seen an increase in costs over the years due to a higher number of complex commercial appeals that are represented by tax agents and/or legal counsel. The costs are associated with the fact that hearings are longer and more complicated,

the Board's requirement to read and understand documentation, long deliberations and writing complex decisions.



RPT 22-32

TITLE: Aquatic and Arenas Recreation Project - Parking Lot

DATE: January 18, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Parking Lot at the Recreation Centre, which includes the Aquatic and Arenas Recreation Centre, with the Parking Lot design concept at 3.0 meter (10 feet) wide parking stalls, representing Option 2, as identified in RPT AARP-SC 2021-8, be approved.

ATTACHMENTS:

1. Aquatic and Arenas Recreation Project-Parking Lot

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

Aquatic and Arenas Recreation Project Steering Committee

DISPOSITION

Report Title: Aquatic and Arenas Recreation Project – Parking Lot

Date: December 13, 2021

From: Aquatic and Arenas Recreation Project Steering Committee

To: City Council

DISPOSITION:

1. That the parking lot at the Recreation Centre, which includes the Aquatic and Arenas Recreation Centre, with the parking lot design concept at 3.0 meter (10 feet) wide parking stalls, representing Option 2 identified in RPT 2021-8 Parking Lot, be approved.

Respectfully Submitted,



Renee Horn
Committee Secretary
Aquatic and Arenas Recreation Project Steering Committee

AQUATIC AND ARENAS RECREATION PROJECT STEERING COMMITTEE

RPT AARP-SC 2021-8

TITLE: Aquatic and Arenas Recreation Center – Parking Lot

DATE: November 29, 2021

TO: AARP Steering Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Aquatic and Arenas Recreation Project Steering Committee forwards the following recommendation to City Council for consideration:

That the parking lot at the Recreation Centre which includes the Aquatic and Arenas Recreation Center be approved with the parking lot design concept at 3.0 meter (10 feet) wide parking stalls, representing Option 2 identified in the Report.

TOPIC & PURPOSE:

That the Aquatic and Arenas Recreation Project (AARP) Steering Committee forwards this report to Council to request approval that the parking lot at the Recreation Project which includes the Aquatic and Arenas Recreation Center be approved with the parking lot design concept at 3.0 meter (10 feet) wide parking stalls.

BACKGROUND:

This report is providing two recommendations to the AARP Steering Committee for consideration prior to forwarding to City Council for their review and approval.

This report illustrates two options regarding parking lot stalls at the Recreation Centre for consideration.

The original parking goal was 1,125 stalls. Back in June of 2021, the site layout was able to achieve 1,250 stalls. By September 2021, the site plan had found 20 more stalls for a new total of 1,270. But the stalls width looked tight and Administration requested confirmation of the width of the stalls, which turned out to be 2.75 meter (9 feet) in width.

PROPOSED APPROACH AND RATIONALE:

Aquatic and Arenas Recreation Centre – Parking Lot Stalls

Two options are being presented for consideration by the Aquatic and Arenas Recreation Project Steering Committee regarding the width of the parking stalls at the Recreation Centre project site.

Option 1: 2.75 meter (9 feet) wide Parking Stalls

The parking lot will be comprised of:

- 2.75 meter (9 feet) wide parking stalls
- With stalls at 2.75 meters wide, that leaves 0.292 meters (11.5 inches) between trucks
- Approximately 1,270 parking stalls in total

Option 2: 3.0 meter (10 feet) wide Parking Stalls

The parking lot will be comprised of:

- 3.0 meter (10 feet) wide parking stalls
- With stalls at 3.0 meters wide, that leaves 0.542 meters (21.3 inches) between trucks
- Approximately 1,150 parking stalls in total – reduction of approximately 120 stalls

Administration is recommending Option 2 at 3.0 meters (10 feet) wide parking stalls.

The City's Bylaw illustrates that parking stalls shall be 2.75 meter (9 feet) in width. That represents Option 1 of this Report.

The parking lots at the Art Hauser Centre and the Alfred Jenkins Field House are 3 meters (10 feet) in width. That represents Option 2 of this Report.

Approval of Option 2 will result in a reduction of approximately 120 parking stalls. However, the total parking stalls at 1,150 is adequate for attendance of 4,600 people at the Recreation Centre. Administration is recommending this option to provide for more space between parking stalls as majority of vehicles in Prince Albert are 50% pick-up trucks, and they require the large parking lot width.

When planning for or updating a parking facility's layout, it's important to understand options. Need to consider parking space dimensions and ways you can optimize the amount of parking spaces available in your lot, while still accommodating different vehicle sizes.

Although parking lots are not one-size-fits-all, there are general standards for the overall dimensions of a parking stall. First and foremost, it's essential to provide a healthy balance of small and large parking spaces in order to accommodate the needs of various vehicles, such as trucks, vans, and smart cars, while still optimizing your capacity.

The American Institute of Architects standard parking dimensions in feet and inches can vary from 8 feet for small cars to 8 feet 6 inches to 9 feet 6 inches for standard cars, and 9 to 10 feet for large cars which includes trucks.

Many have experience 8 feet stalls in underground hotel parkades where you cannot even get out of the vehicle.

Prince Albert Bylaw calls for 9 feet stalls which can become tight when the row is filled with trucks causing some to straddle the painted line and eventually one stall becomes wasted.

Providing 10 feet parking stalls has become the standard at City Facilities ensuring that you will be able to open your truck door and safely exit your vehicle without hitting the vehicle beside you.

Examples of other vehicles is as follows:

- Honda Accord (with mirrors is 1.862m) (6ft 1in)
- Tesla (1.999m, with mirrors 2.270m) (7ft 5in)
- F150 Ford (mirrors folded 2.121m, with mirrors out 2.458m) (8ft 1in)

CONSULTATIONS:

City Council has awarded the Detailed Design of the new Aquatic and Arenas Recreation Centre to Group 2 Architecture Interior Design Ltd of Saskatoon in partnership with MJMA Architects of Toronto.

Consultation regarding the detailed design of the new Aquatic and Arenas Recreation Centre continues as the detailed design progresses. This concept has been discussed by the Architects and Administration.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A report will be forwarded to the next City Council meeting for approval by City Council regarding the design concept for the width of the parking stalls at the Recreation Centre.

FINANCIAL IMPLICATIONS:

There is no financial cost to this report. The parking lot does not change, just the painting of the lines.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

PUBLIC NOTICE:

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

PRESENTATION:

Ted Watson & Tyler Walker from MJMA in Toronto will be presenting by Microsoft Teams.

Troy Smith from Group 2 Saskatoon will be attending in person.

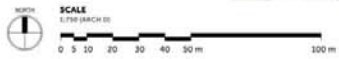
ATTACHMENT:

1. Aquatic & Arenas Recreation Centre - Site Parking Plan

Written by: Wes Hicks, Director of Public Works and Jim Toye, City Manager

LEGEND:

- PROPERTY LINE
- 7.50m SETBACK LINE (ZONE C2)
- LIMITS OF PHASE 1 & PHASE 2
- APPROX. PRINCIPAL BUILDING ENTRY
- GARBAGE BINS LOCATION
- SEAT WALL
- EXISTING VEGETATION TO REMAIN, PROTECT DURING CONSTRUCTION
- DECIDUOUS TREES
- CONIFEROUS TREES
- SHRUB BED
- ASPHALT
- CONCRETE SIDEWALK
- GRANULAR PAVING
- TALL GRASS PLANTING
- DRYLAND SOG
- PARKING LOT MEDIAN PLANTING
- TYPICAL SIGN
- BIKE RACKS
- PICNIC TABLES
- BENCHES
- BOULDERS
- WR WASTE RECEPTACLE
- AREA LIGHTING
- BUILDING PERIMETER LIGHTS



PRINCE ALBERT EVENT CENTRE



Phase 1 & Phase 2 Landscape Master Plan

January 18, 2022



RPT 22-33

TITLE: Aquatic and Arenas Recreation Project - Handicap Parking Options

DATE: January 18, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Handicap Parking Lot at the Recreation Centre, which includes the Aquatic and Arenas Recreation Centre, be approved with the Handicap Parking Lot Design Concept of a total of thirty (30) handicap parking stalls, nine (9) at the Aquatic and Arenas Recreation Centre and twenty-one (21) handicap parking stalls at the Event Centre. This represents an increase of 10 stalls greater than the City's Bylaw of 20 stalls (50% greater), representing Option 3, as identified in RPT AARP-SC 2021-7, be approved.

ATTACHMENTS:

1. Aquatic and Arenas Recreation Project-Handicap Parking Options

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

Aquatic and Arenas Recreation Project Steering Committee

DISPOSITION

Report Title: Aquatic and Arenas Recreation Project – Handicap Parking Options

Date: December 16, 2021

From: Aquatic and Arenas Recreation Project Steering Committee

To: City Council

DISPOSITION:

1. That the handicap parking lot at the Recreation Centre, which includes the Aquatic and Arenas Recreation Centre, be approved with the handicap parking lot design concept of a total of thirty (30) handicap parking stalls, nine (9) at the Aquatic and Arenas Recreation Centre and twenty-one (21) handicap parking stalls at the Event Centre. This represents an increase of 10 stalls greater than the City's Bylaw of 20 stalls (50% greater), representing Option 3 identified in RPT 2021-7 Handicap Parking Options, be approved.

Respectfully Submitted,



Renee Horn
Committee Secretary
Aquatic and Arenas Recreation Project Steering Committee

AQUATIC AND ARENAS RECREATION PROJECT STEERING COMMITTEE

RPT AARP-SC 2021-7

TITLE: Aquatic and Arenas Recreation Center – Handicap Parking Options

DATE: November 29, 2021

TO: AARP Steering Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Aquatic and Arenas Recreation Project Steering Committee forwards the following recommendation to City Council for consideration:

That the handicap parking lot at the Recreation Centre which includes the Aquatic and Arenas Recreation Center be approved with the handicap parking lot design concept of eight (8) handicap parking stalls at the Aquatic & Arenas Recreation Centre and eighteen (18) handicap parking stalls at the Event Centre for a total of twenty-six (26) total handicap parking stalls, representing Option 2 identified in the Report.

TOPIC & PURPOSE:

That the Aquatic and Arenas Recreation Project (AARP) Steering Committee forwards this report to Council to request approval that the handicap parking stalls total twenty-six (26) parking stalls at the Reception Centre.

BACKGROUND:

This report is providing three recommendations to the AARP Steering Committee for consideration prior to forwarding to City Council for their review and approval.

This report illustrates three options regarding handicap parking lot stalls at the Recreation Centre for consideration.

PROPOSED APPROACH AND RATIONALE:

Handicap Parking Lot Stalls

Three options are being presented for consideration by the Aquatic and Arenas Recreation Project Steering Committee regarding the number of handicap parking stalls at the Recreation Project site.

The City's Bylaw requires the minimum of twenty (20) handicap parking stalls as per legislation code for accessibility.

Option 1: Twenty (20) total Handicap Parking Stalls

The parking lot will be comprised of:

- Total of twenty (20) handicap parking stalls
- Six (6) at the Aquatic and Arenas Recreation Centre and fourteen (14) handicap parking stalls at the Event Center
- This represents the requirement of the City's Bylaw of 20 stalls

Option 2: Twenty-six (26) total Handicap Parking Stalls

The parking lot will be comprised of:

- Total of twenty-six (26) handicap parking stalls
- Eight (8) at the Aquatic and Arenas Recreation Centre and eighteen (18) handicap parking stalls at the Event Center
- This represents an increase of 6 stalls greater than the City's Bylaw of 20 stalls (33% greater)

Option 3: Thirty (30) total Handicap Parking Stalls

The parking lot will be comprised of:

- Total of thirty (30) handicap parking stalls
- Nine (9) at the Aquatic and Arenas Recreation Centre and twenty-one (21) handicap parking stalls at the Event Center
- This represents an increase of 10 stalls greater than the City's Bylaw of 20 stalls (50% greater)

Administration is recommending Option 2 at a total of twenty-six (26) handicap parking stalls: Eight (8) at the Aquatic and Arenas Recreation Centre and eighteen (18) handicap parking stalls at the Event Center.

The Art Hauser Centre includes a total of twenty-five (25) handicap parking stalls.

The Alfred Jenkins Field House was reconfigured recently to include a total of ten (10) handicap parking stalls.

Approval of Option 2 will result in an increase of six (6) stalls than the requirement in the City's Bylaw.

CONSULTATIONS:

City Council has awarded the Detailed Design of the new Aquatic and Arenas Recreation Centre to Group 2 Architecture Interior Design Ltd of Saskatoon in partnership with MJMA Architects of Toronto.

Consultation regarding the detailed design of the new Aquatic and Arenas Recreation Centre continues as the detailed design progresses. This concept has been discussed by the Architects and Administration.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A report will be forwarded to the next City Council meeting for approval by City Council regarding the design concept for the total amount of handicap parking stalls at the Recreation Centre.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

PUBLIC NOTICE:

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

PRESENTATION:

Ted Watson & Tyler Walker from MJMA in Toronto will be presenting by Microsoft Teams.

Troy Smith from Group 2 Saskatoon will be attending in person.

Written by: Wes Hicks, Director of Public Works and Jim Toye, City Manager



City of
Prince Albert

RPT 22-34

TITLE: Aquatic and Arenas Recreation Project - Aquatic Competition Pool Access

DATE: January 18, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Competition Pool Access with the design concept of stairs and a lift davit to meeting the accessibility specifications code, representation Option 2, as identified in RPT AARP-SC 2021-9, be approved.

ATTACHMENTS:

1. Aquatic and Arenas Recreation Project-Aquatic Competition Pool Access

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

Aquatic and Arenas Recreation Project Steering Committee

DISPOSITION

Report Title: Aquatic and Arenas Recreation Project – Aquatic Competition Pool Access

Date: December 16, 2021

From: Aquatic and Arenas Recreation Project Steering Committee

To: City Council

DISPOSITION:

1. That the competition pool access with the design concept of stairs and a lift davit to meet the accessibility specifications code, representing Option 2 identified in RPT 2021-9 Aquatic Competition Pool Access, be approved.

Respectfully Submitted,



Renee Horn
Committee Secretary
Aquatic and Arenas Recreation Project Steering Committee

PROPOSED APPROACH AND RATIONALE:

Competition Pool Access

Two options are being presented for consideration by the Aquatic and Arenas Recreation Project Steering Committee regarding the competition pool access at the new Aquatic Recreation Centre.

Option 1: Pool with Ramp

Entry into the competitive pool is by ramp

- Pool with ramp by code goes down to 900 mm deep
- Shallow end of pool by Swim Canada must be 1,250mm deep
- Addition of ramp adds over \$160,000 to cost of pool

Please reference Appendix "A" – Ramp Plan for design concept.

Option 2: Pool with Stairs

Entry into the competitive pool is by stairs

- Most mobility related pool activities will be in Lazy River and Whirlpool
- Stairs and lift davit meet accessibility code
- Stairs increases deck space for Staff and Swim Canada by 1.201m in width
- Stairs will save over \$160,000

Please reference Appendix "B" – Stairs Plan for design concept.

Administration is recommending the design concept of Option 2 for the competition pool access to be pool with stairs. The stairs increases the deck space for the Staff and meets the accessibility code along with Swim Canada restrictions in width.

Option 2 also provides savings of \$160,000 to the overall project.

CONSULTATIONS:

City Council has awarded the Detailed Design of the new Aquatic and Arenas Recreation Centre to Group 2 Architecture Interior Design Ltd of Saskatoon in partnership with MJMA Architects of Toronto.

Consultation regarding the detailed design of the new Aquatic and Arenas Recreation Centre continues as the detailed design progresses. This concept has been discussed by the Architects and Administration.



COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A report will be forwarded to the next City Council meeting for approval by City Council regarding the design concept for the competition pool access.

FINANCIAL IMPLICATIONS:

Administration is recommending the design concept of Option 2 as that design provides saving of \$160,000 to the overall project.

The design concept of entry into the competitive pool by ramp increase the project cost by \$160,000.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

PUBLIC NOTICE:

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

PRESENTATION:

Ted Watson & Tyler Walker from MJMA in Toronto will be presenting by Microsoft Teams.

Troy Smith from Group 2 Saskatoon will be attending in person.

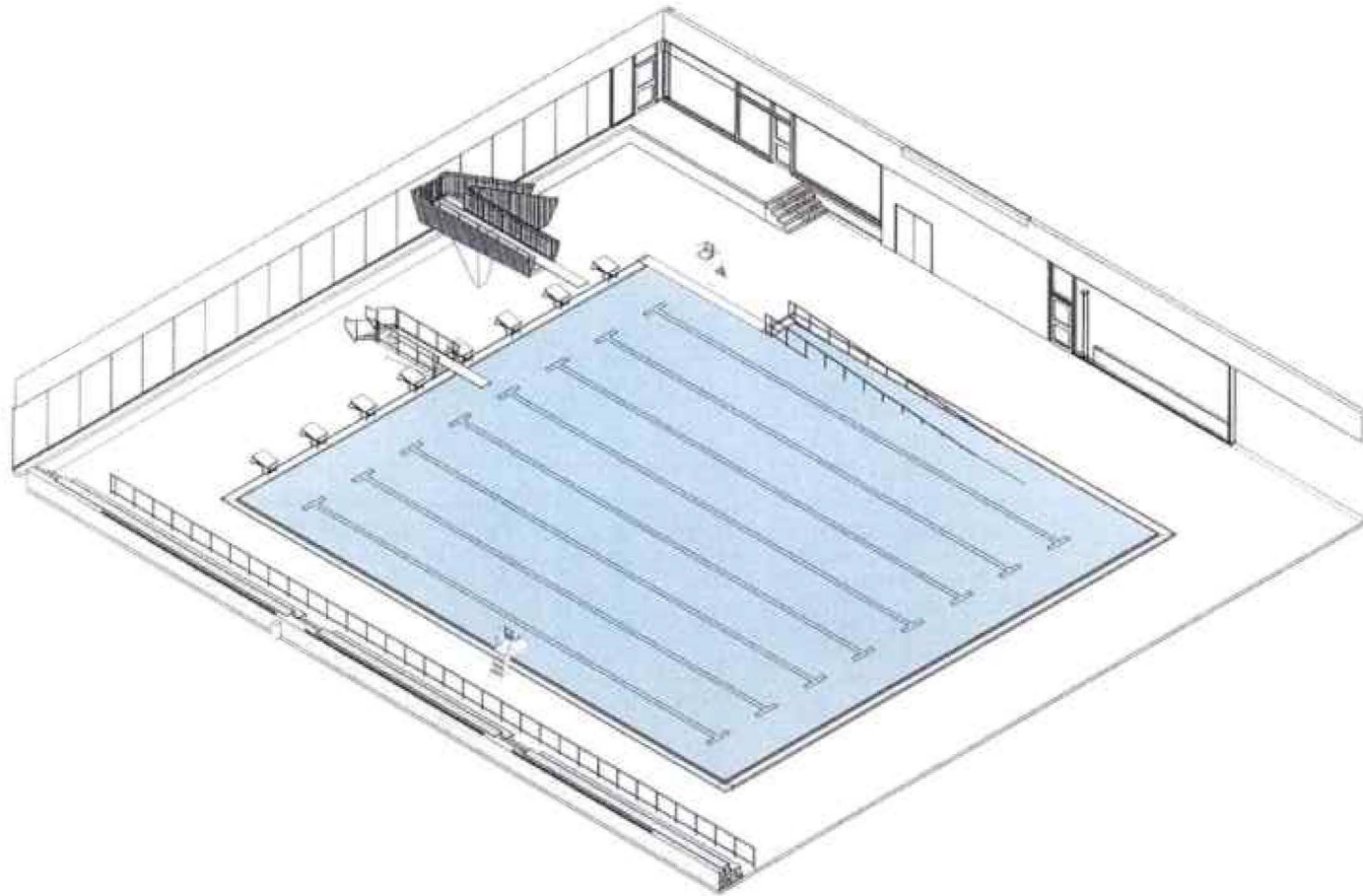
ATTACHMENTS:

1. Appendix "A" – Ramp Plan.
2. Appendix "B" – Stairs Plan.

Written by: Wes Hicks, Director of Public Works and Jim Toye, City Manager

Appendix "A" - Competitive Pool with Ramp Plan

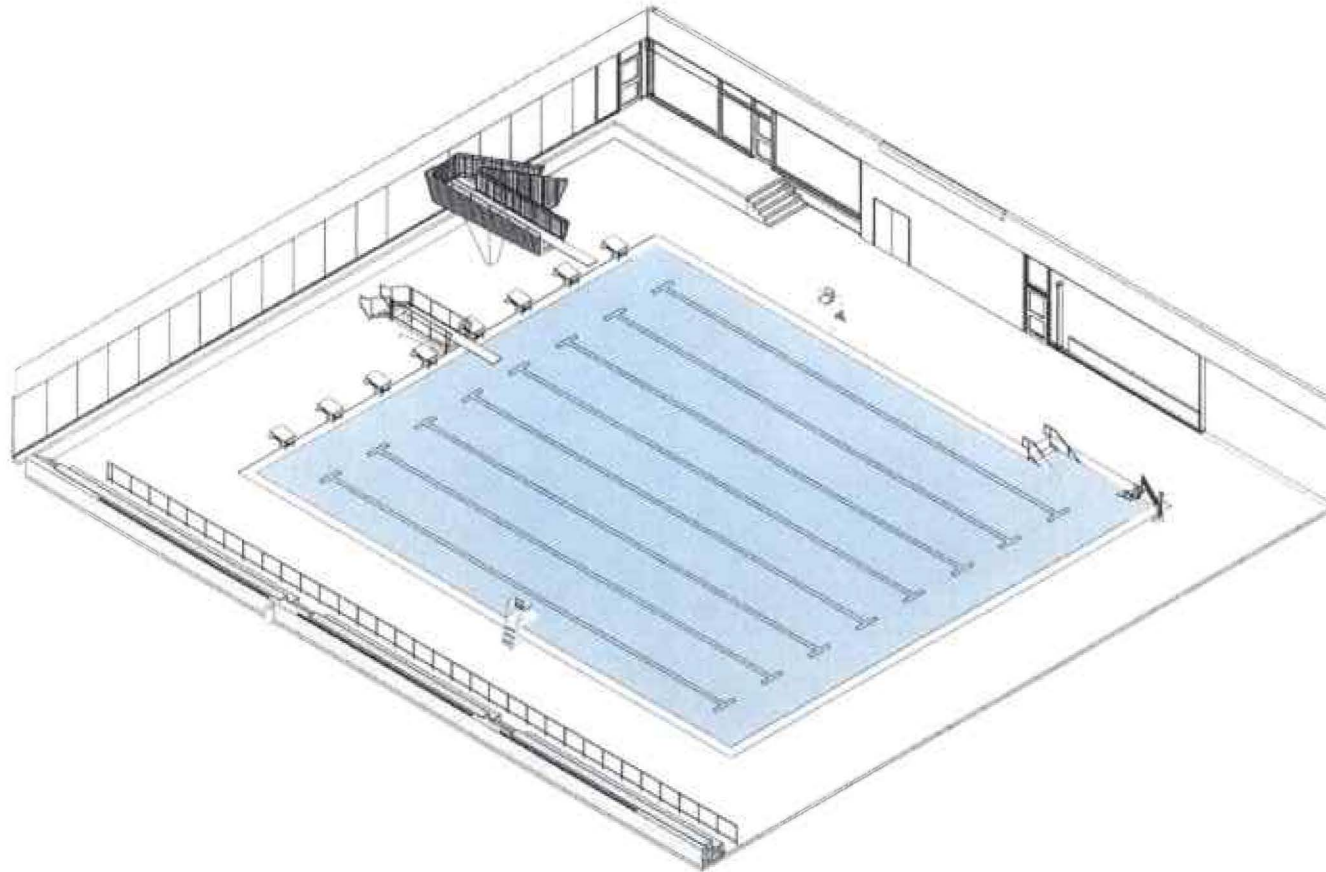
PARC_LANDSCAPE, CIVIL, ARENA DETAILS, POOL ADMIN & SIGNAGE EXAMPLES | MJMA + Group2
NOVEMBER 4TH, 2021



Appendix "B" - Competitive Pool with Stairs Plan

PARC_LANDSCAPE, CIVIL, ARENA DETAILS, POOL ADMIN & SIGNAGE EXAMPLES
NOVEMBER 4TH, 2021

MJMA + Group2





RPT 22-37

TITLE: Prince Albert Recreation Centre - Approval to Proceed to Tender and Pre-Qualifications of General Contractors

DATE: January 18, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the 75% Detailed Design Presentation of the new Aquatic and Arenas Recreation Centre, as attached to RPT AARP-SV 2022-02 and illustrated as Prince Albert Recreation Centre, be approved.
2. That the Architects proceed to Tender ready Drawings and Specifications; and,
3. That the Project Team proceed with Pre-Qualifications of General Contractors for the new Aquatic and Arenas Recreation Centre, illustrated as the Prince Albert Recreation Centre.

ATTACHMENTS:

1. RPT AARP-SC 2022-02 - Approval to Proceed to Tender & Pre-Qualifications of General Contractors - City Council

Written by: Jim Toye, City Manager

AQUATIC AND ARENAS RECREATION PROJECT STEERING COMMITTEE

RPT AARP-SC 2022-02

TITLE: Prince Albert Recreation Centre – Approval to Proceed to Tender and Pre-Qualifications of General Contractors – City Council

DATE: January 17, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That the 75% Detailed Design Presentation of the new Aquatic and Arenas Recreation Centre, as attached to this Report and illustrated as Prince Albert Recreation Centre, be approved.
2. That the Architects proceed to Tender ready Drawings and Specifications.
3. That the Project Team proceed with Pre-Qualifications of General Contractors for the new Aquatic and Arenas Recreation Centre, illustrated as the Prince Albert Recreation Centre.

TOPIC & PURPOSE:

To approve the 75% Detailed Design Presentation of the new Aquatic and Arenas Recreation Centre, as attached to this Report and illustrated as Prince Albert Recreation Centre.

This report is requesting approval for the the Architects to proceed to Tender ready Drawings and Specifications.

As well, this report is requesting approval for the Project Team to proceed with Pre-Qualifications of General Contractors for the new Aquatic and Arenas Recreation Centre, illustrated as the Prince Albert Recreation Centre.

BACKGROUND:

City Council, on May 10, 2021, approved the following recommendations:

Aquatic and Arenas Recreation Project – Design Concept (RPT 21-215)

“That the Aquatic and Arenas Recreation Project Design Concept, which includes the Aquatic Facility, two (2) small rinks and a large arena, as identified as Appendix H to RPT AARP-SC 2021-3, be approved.

In 2020, City Council had awarded the Detailed Design of the new Aquatic and Arenas Recreation Centre to Group 2 Architecture Interior Design Ltd of Saskatoon in partnership with MJMA Architects of Toronto.

PROPOSED APPROACH AND RATIONALE:

This report is requesting approval from Council to accept the 75% Detailed Design Presentation of the new Aquatic and Arenas Recreation Centre, as attached to this Report and illustrated as Prince Albert Recreation Centre.

As well, this report is requesting approval to approve the following recommendations:

1. That the Architects proceed to Tender ready Drawings and Specifications.
2. That the Project Team proceed with Pre-Qualifications of General Contractors for the new Aquatic and Arenas Recreation Centre, illustrated as the Prince Albert Recreation Centre.

As illustrated in the attached PowerPoint Presentation to this Report:

Vision: The new Centre is to be a fun and family friendly gatherings center where people from all ages, whether participating in the activities or watching from the stands, can enjoy the first in class amenities

A Holistic Approach:

Inspiration:

- Natural Landscape
- Vernacular
- Craft & Culture

Engage:

- Community Programming
- History & Industry
- Natural Aspects Of Site

CONSULTATIONS:

City Council has awarded the Detailed Design of the Aquatic and Arenas Recreation Project Design Concept, which includes the Aquatic Facility, and two (2) small rinks to Group 2 Architecture Interior Design Ltd of Saskatoon in partnership with MJMA Architects of Toronto.

Consultation regarding the detailed design of the Recreation Centre has been ongoing and discussed by the Architects and Administration.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved by Council, Administration will proceed as authorized.

FINANCIAL IMPLICATIONS:

There is no financial cost to this report.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

PUBLIC NOTICE:

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

ATTACHMENT:

1. Recreation Centre (Aquatic and Twin Arenas) – Detailed Design at 75%.

Written by: Wes Hicks, Director of Public Works

Approved by: Jim Toye, City Manager



PRINCE ALBERT RECREATION CENTRE

CITY COUNCIL MEETING
09.12.2021

MJMA + Group2 485

RENDERED SITE PLAN

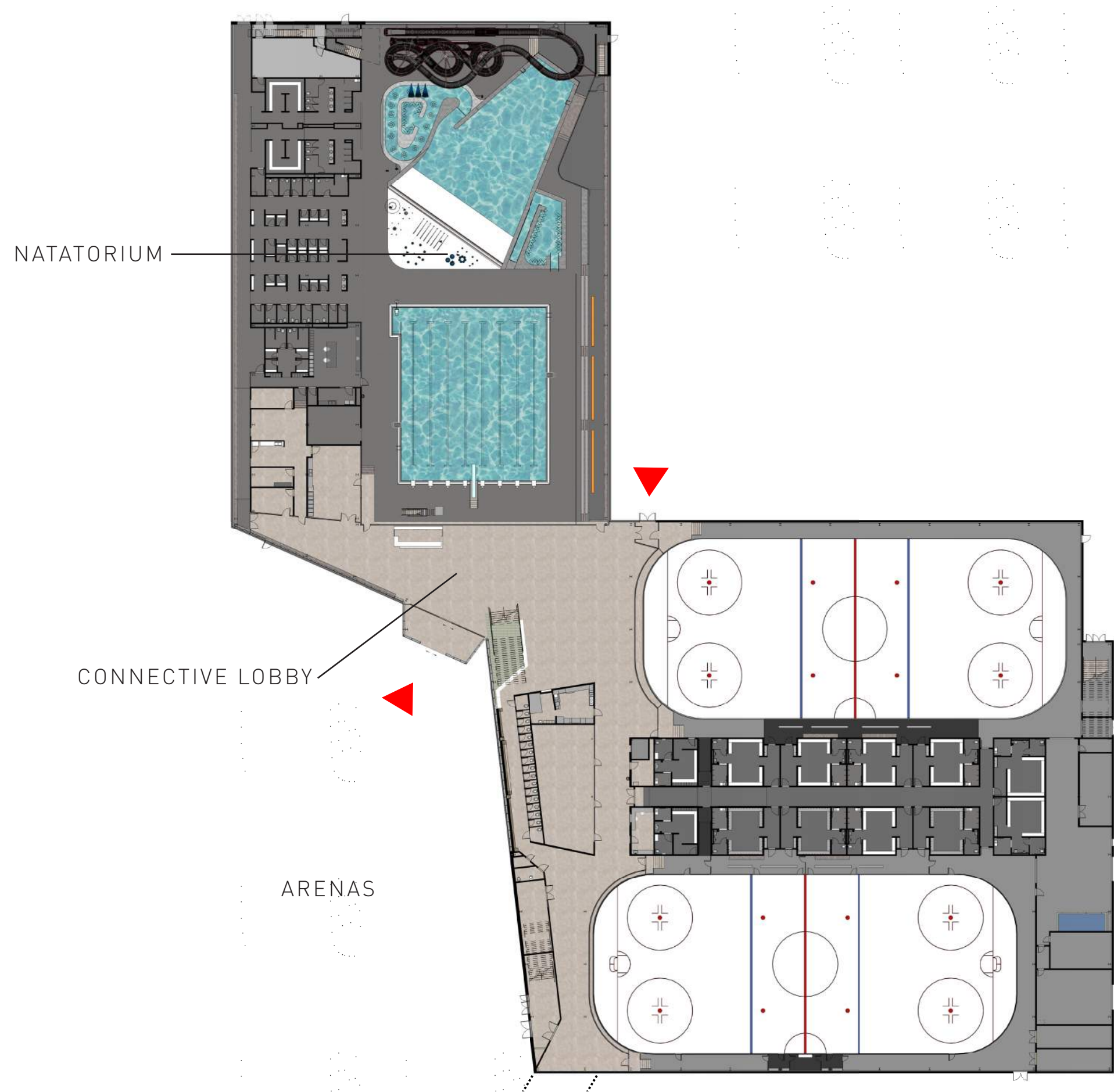


PH1 - 278
PARKING

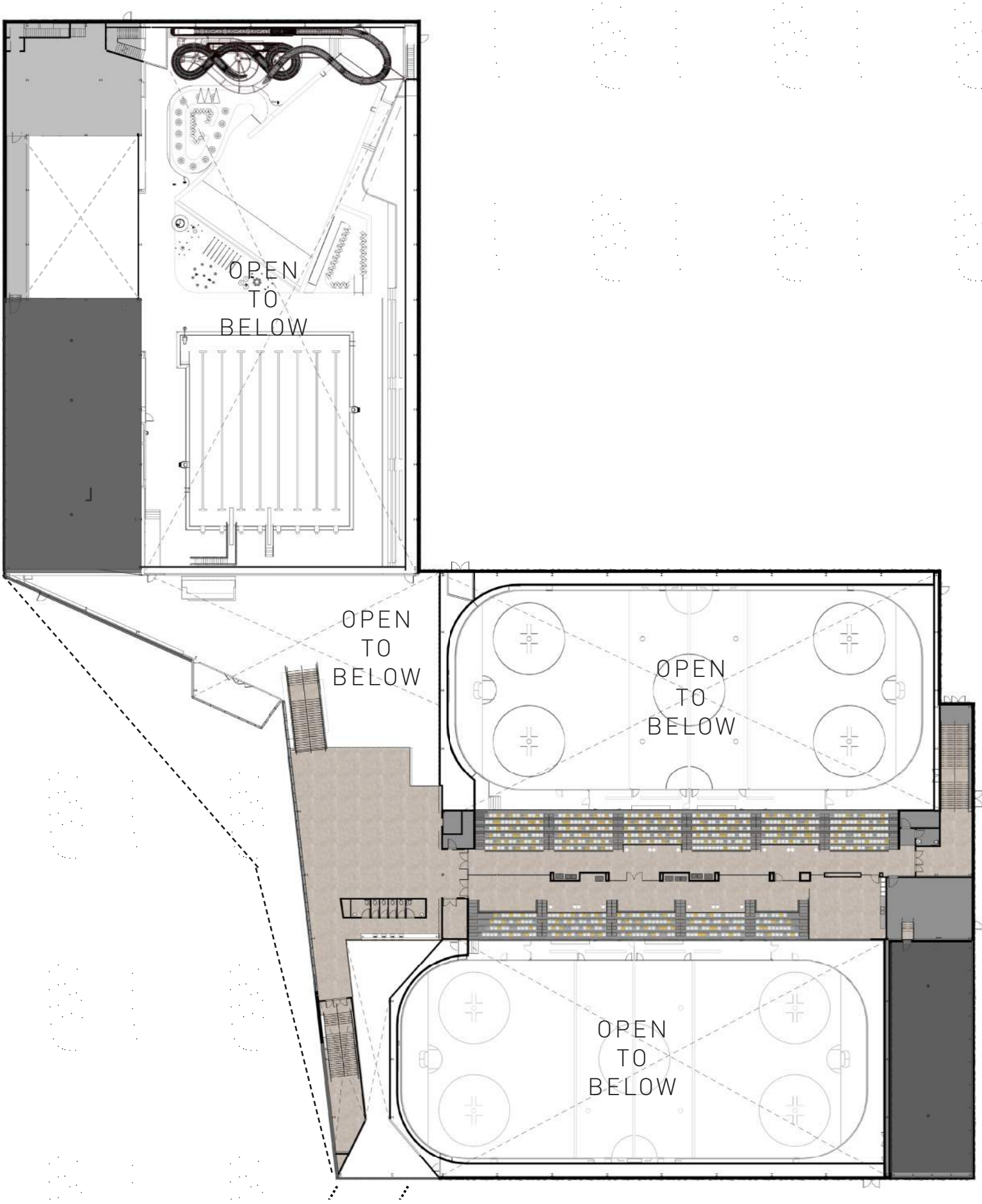
PARK

ARRIVE

GROUND FLOOR PLAN



SECOND FLOOR PLAN









WEST ELEVATION AT NIGHT

PARC_CITY COUNCIL PRESENTATION | 09.12.2021

MJMA + Group2



ARRIVAL FROM THE SOUTH





MAIN ENTRANCE

PARC_CITY COUNCIL PRESENTATION |
09.12.2021

MJMA + Group2



PRINCE ALBERT
RECREATION CENTER

NORTH PICNIC AREA

PARC_CITY | NEW PRESENTATION

09-12

+ C O U R T



PARK ENTRANCE

PARC_CITY COUNCIL PRESENTATION |
09.12.2021

MJMA + Group2

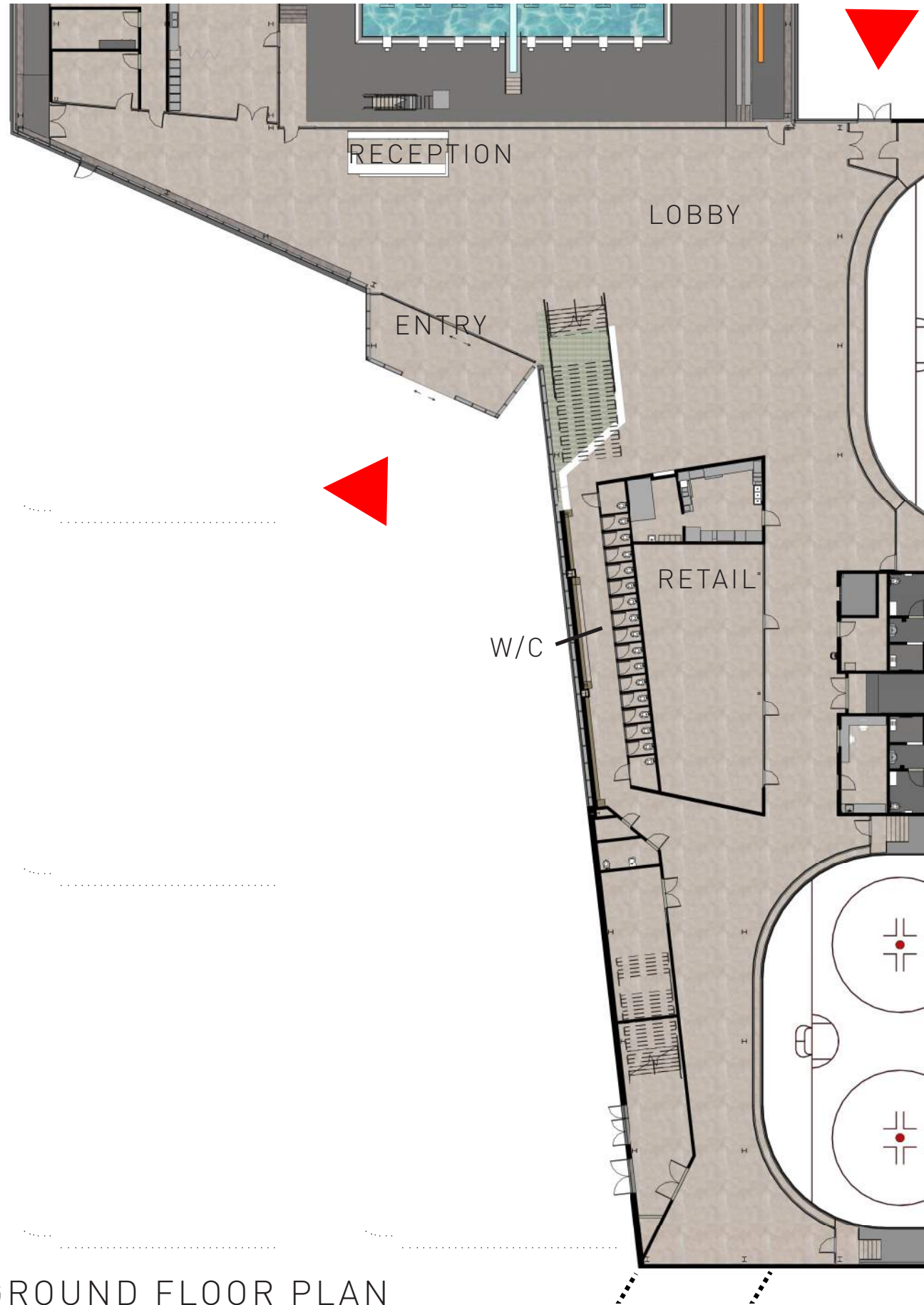


WEST ELEVATION FROM CANAM HIGHWAY

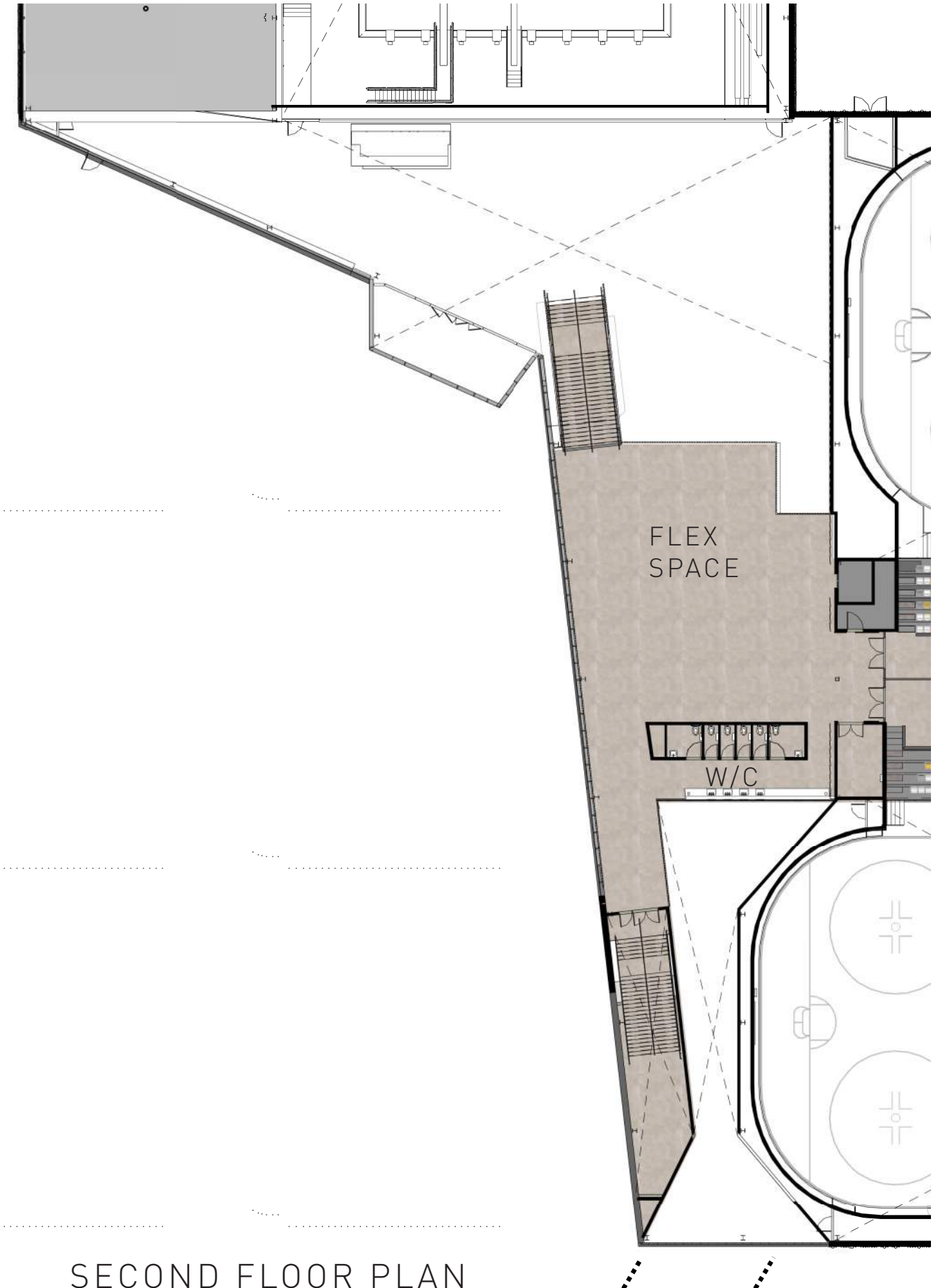
MJMA + Group2



ARRIVAL _ ENLARGED LOBBY PLANS



GROUND FLOOR PLAN



SECOND FLOOR PLAN

LOBBY VIEWING TO POOL

PROJECT COUNCIL PRESENTATION
19/07/2022

MUMA + Group2



LOBBY VIEWING TO ARENA

PARC_CITY COUNCIL PRESENTATION |
09.12.2021

MJMA + Group2



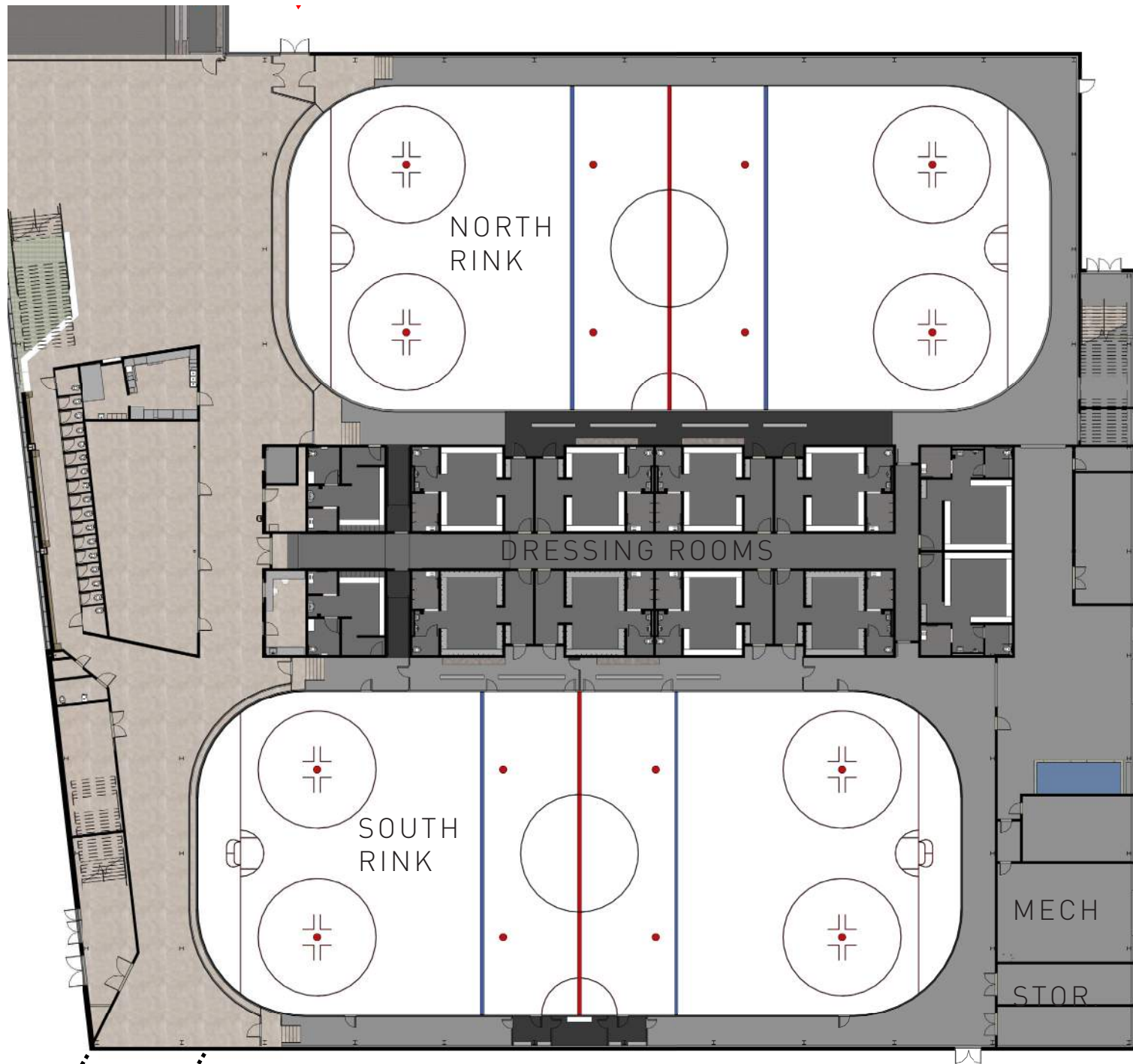
LOBBY SEATING & SOUTH RINK BEYOND

PARC_CITY COUNCIL PRESENTATION
09.12.2021

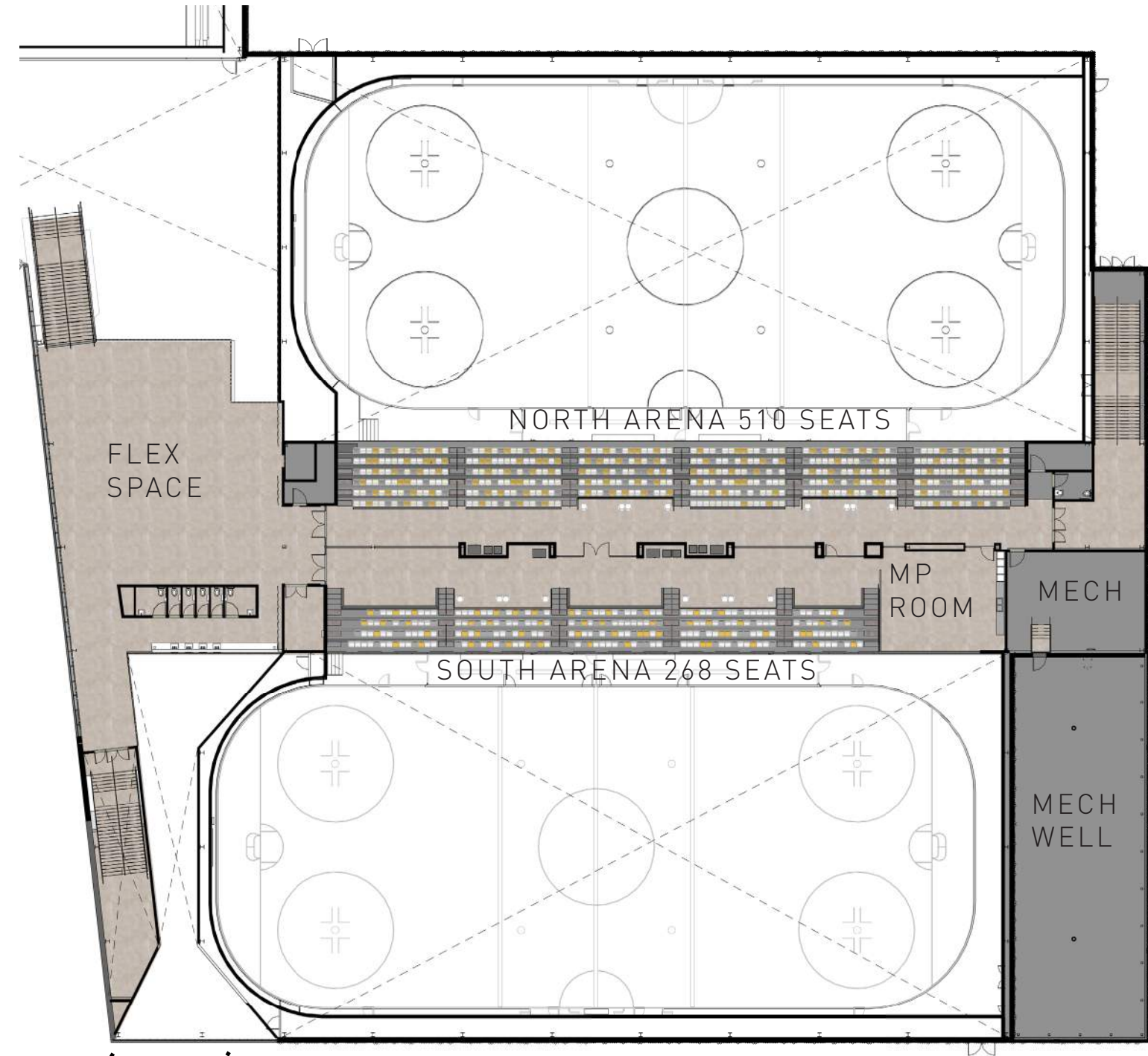
MJMA + Group2



ARENA PLANS



GROUND FLOOR PLAN



SECOND FLOOR PLAN

ARENA VIEW TOWARDS LOBBY

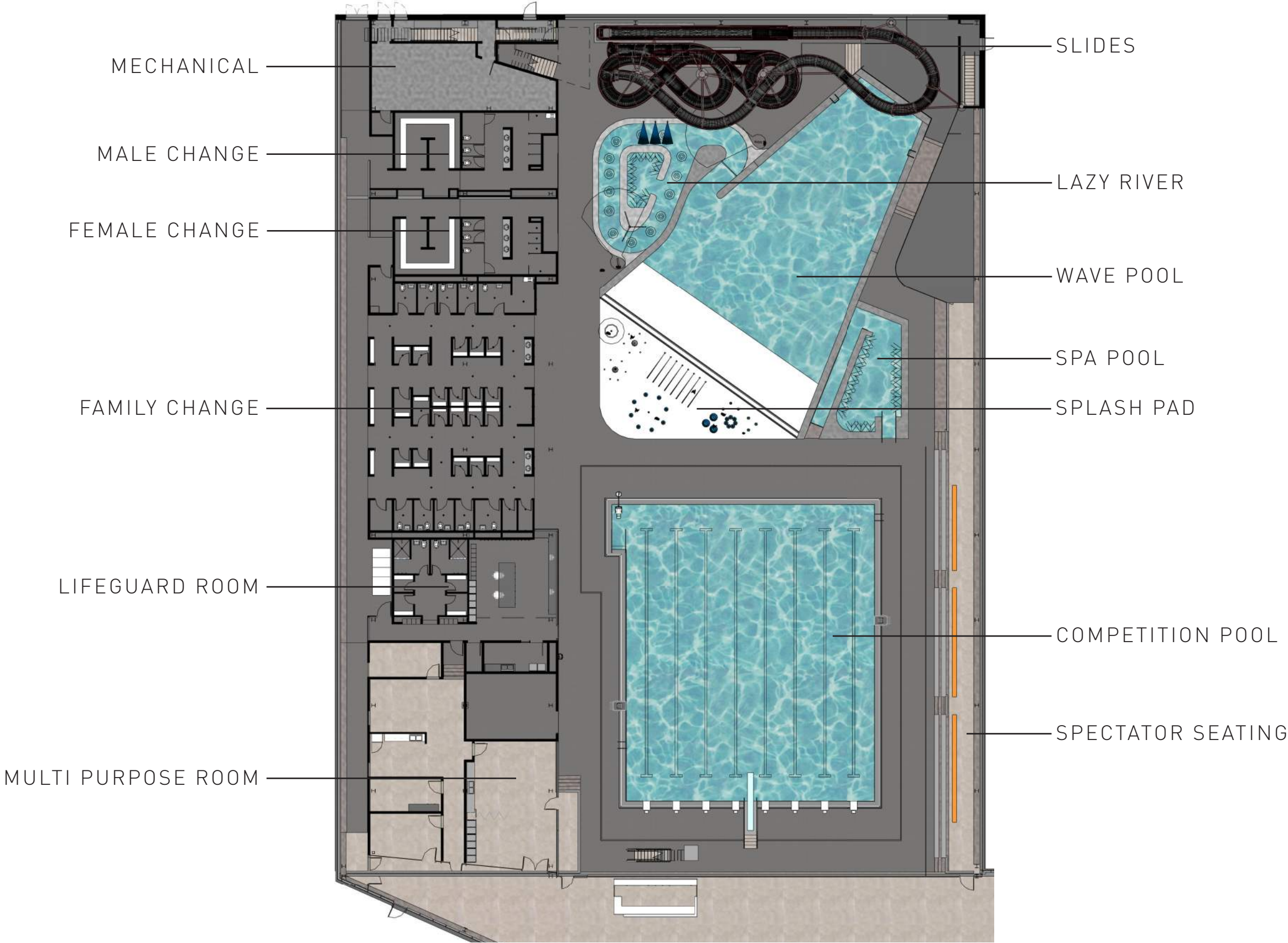
PARC_CITY COUNCIL PRESENTATION | 09.12.2021

MJMA + Group2



HOME	2:43	GUEST
5	PERIOD 2	3
PLYR. PENALTY		PLYR. PENALTY
45 0:47	11 12	13 1:12
7 1:22		26 1:18
SHOTS ON GOAL		

AQUATIC HALL PLAN



COMPETITION POOL

PARO_CITY COUNCIL PRESENTATION |
09.12.2021

MJMA + Group2









WAVE POOL FROM TOP OF SLIDE TOWER

PARC_CITY COUNCIL PRESENTATION | 09.12.2021

MJMA + Group2





RFP PROGRAM REQUESTS & DETAILED AREA BREAKDOWN

AQUATICS

NATATORIUM	24,093 sf
DECK AREA	10,333 sf
8 x 25M LANE BASIN	6,300 sf
LEISURE, LAZY RIVER, SPLASH, WAVE POOL COMBO & WHIRLPOOL	7,460sf
TWO SLIDES(included in deck area)	-sf
SPECTATORS (200 seats)	2,600 sf
CHANGEROOMS	5,600 sf
UNIVERSAL CHANGEROOM	3,300 sf
MALE CHANGEROOM	1,150 sf
FEMALE CHANGEROOM	1,150 sf
ADMIN & SUPPORT	4,550 sf
FITNESS, DRY TRAIN (SEE COMMON)	- sf
GENERAL ADMIN	1,550 sf
MULTI-PURPOSE ROOM	860 sf
GUARDROOM	1400 sf
POOL STAFF OFFICE LARGE	- sf
POOL STAFF OFFICE SMALL	- sf
POOL STAFF ROOM	- sf
MALE STAFF LOCKER ROOM	- sf
FEMALE STAFF LOCKER ROOM	- sf
FIRST AID ROOM	140 sf
CUSTODIAL	100 sf
POOL DECK STORAGE	500 sf
MECH AND ELEC SERVICES	9,300 sf
AQUATICS NET AREA TOTAL	46,143 sf
AQUATICS GFA TOTAL	54,050 sf

ARENAS

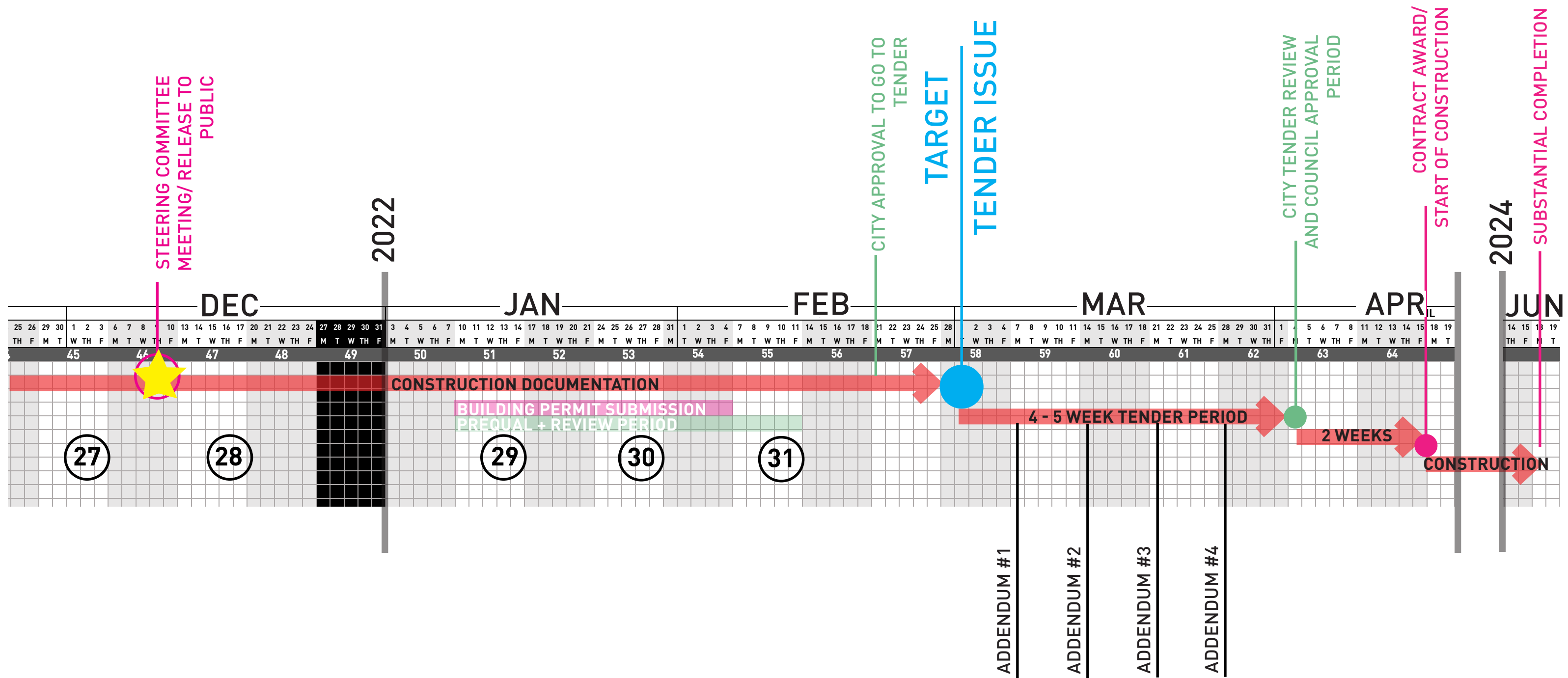
GROUND LEVEL RINK AREA	42,044 sf
ICE SURFACES	33,260 sf
PLAYER BENCHES, BOXES, TIMER	1,830 sf
FAR RINK SIDES	6,954 sf
2ND LEVEL SPECTATORS + CORRIDOR (510 seats+90 standing, 268 seats+90 standing)	9,257 sf
CHANGEROOMS	7,440 sf
HOCKEY TEAM ROOMS (10X655 SF)	6,550 sf
REFEREE CHANGE ROOM (2X445 SF)	890 sf
ADMIN & SUPPORT	2,137 sf
FITNESS ROOM (SEE COMMON)	- sf
LARGE BOARDROOM/MP ROOM	867 sf
OFFICE	237 sf
STORAGE	1,033 sf
CONCESSIONS (see common space)	-- sf
MECH AND ELEC SERVICES	5,661sf
ARENAS NET AREA TOTAL	66,539 sf
ARENAS GFA TOTAL	73,350 sf

COMMON SPACE

CONNECTIVE LOBBY, CIRCULATION	13,200 sf
CONCESSION	500 sf
COMMERCIAL	2,000 sf
2nd FLOOR CIRCULATION	2,570 sf
FLEX SPACE (FITNESS)	2,000 sf
WASHROOMS(1st&2nd)	2,330 sf
COMMON SPACE NET AREA	22,600 sf

TOTAL GFA ESTIMATE 150,000 SF

PROJECT SCHEDULE





PRINCE ALBERT
RECREATION CENTER

THANK YOU



City of
Prince Albert

RPT 22-38

TITLE: Prince Albert Event Centre - Schematic Design Presentation

DATE: January 19, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Schematic Design Presentation of the Prince Albert Event Centre, as attached to RPT AARP-SC 2022-01, be approved; and,
2. That the Architects be approved to proceed to Detailed Design of the Prince Albert Event Centre.

ATTACHMENTS:

1. RPT AARP-SC 2022-01 - Schematic Design Presentation - City Council

Written by: Wes Hicks, Director of Public Works

AQUATIC AND ARENAS RECREATION PROJECT STEERING COMMITTEE

RPT AARP-SC 2022-01

TITLE: Prince Albert Event Centre – Schematic Design Presentation – City Council

DATE: January 17, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That the Schematic Design Presentation of the Prince Albert Event Centre, as attached to this Report, be approved; and,
2. That the Architects be approved to proceed to Detailed Design of the Prince Albert Event Centre.

TOPIC & PURPOSE:

To approve the Schematic Design Presentation of the Prince Albert Event Centre, as attached to this Report, and to approve that the Architects proceed to Detailed Design of the Prince Albert Event Centre.

BACKGROUND:

City Council, on May 10, 2021, approved the following recommendations:

Large Arena – Award for Detailed Design (RPT 21-218)

- “1. That the Professional Agreement for the Detailed Design of the Large Arena be awarded to BBB Architects & KSA Architects for an estimated cost of \$3,216,464, plus applicable taxes;*
- 2. That the Architectural Design Fees be funded from the Civic Facilities Reserve.”*

The design for the Event Centre, which includes the Large Arena, has been awarded to BBB Architects & KSA Architects.

PROPOSED APPROACH AND RATIONALE:

This report is providing an update on the Schematic Design of the Prince Albert Event Centre, which includes the large arena.

Attached to this Report is a PowerPoint Presentation on an update on the design of the Prince Albert Recreation Centre.

Included in the attached presentation is:

- Phase 1 and Phase 2 Landscape Master Plan
- Media Mezzanine
- Building Sections
- Outdoor Site Layout
- Indoor Arena in progress Layout

The report is providing the above updated schematic design concepts.

This report is requesting approval for the Architects to now proceed to Detailed Design of the Prince Albert Event Centre.

CONSULTATIONS:

City Council has awarded the Detailed Design of the Event Centre (Large Arena) to BBB Architects & KSA Architects.

Consultation regarding the schematic design of the new Prince Albert Event Centre continues as the detailed design progresses. This concept has been discussed by the Architects and Administration.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved by Council, the Architects will proceed to Detailed Design of the Prince Albert Event Centre.

FINANCIAL IMPLICATIONS:

There is no financial cost to this report. This is an update on the schematic design of the Prince Albert Event Centre.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

PUBLIC NOTICE:

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

ATTACHMENT:

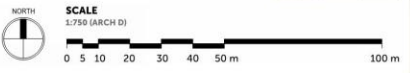
1. Prince Albert Event Centre – PowerPoint Presentation on Schematic Design.

Written by: Wes Hicks, Director of Public Works

Approved by: Jim Toye, City Manager

LEGEND:

-  PROPERTY LINE
-  7.50m SETBACK LINE (ZONE C2)
-  LIMITS OF PHASE 1 & PHASE 2
-  APPROX. PRINCIPAL BUILDING ENTRY
-  GARBAGE BINS LOCATION
-  SEAT WALL
-  EXISTING VEGETATION TO REMAIN. PROTECT DURING CONSTRUCTION.
-  DECIDUOUS TREES
-  CONIFEROUS TREES
-  SHRUB BED
-  ASPHALT
-  CONCRETE SIDEWALK
-  GRANULAR PAVING
-  TALL GRASS PLANTING
-  DRYLAND SOD
-  PARKING LOT MEDIAN PLANTING
-  TYPICAL SIGN
-  BIKE RACKS
-  PICNIC TABLES
-  BENCHES
-  BOULDERS
-  WR WASTE RECEPTACLE
-  AREA LIGHTING
-  BUILDING PERIMETER LIGHTS



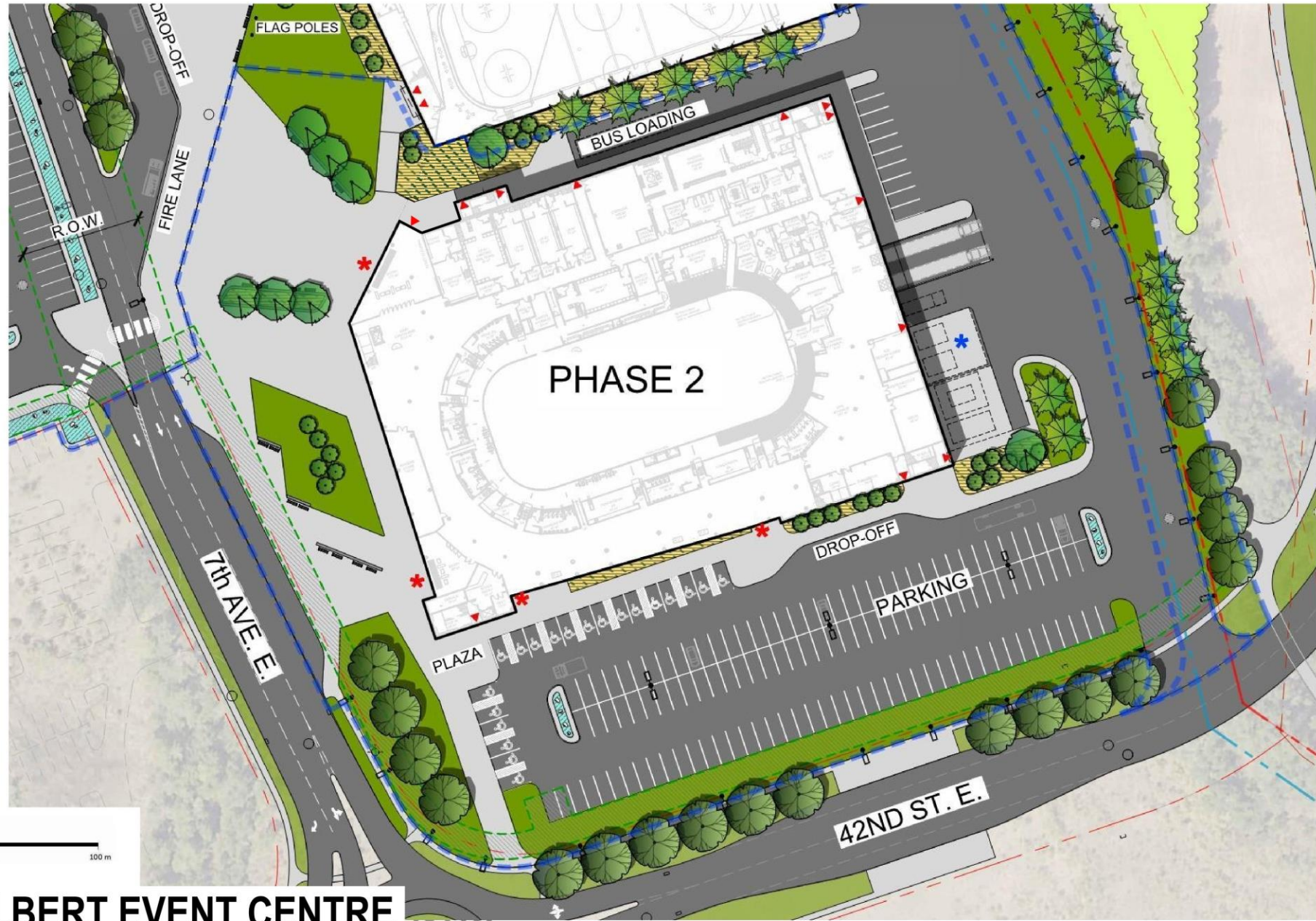
PRINCE ALBERT EVENT CENTRE

Phase 1 & Phase 2 Landscape Master Plan

January 18, 2022

LEGEND:

-  PROPERTY LINE
-  7.50m SETBACK LINE (ZONE C2)
-  LIMITS OF PHASE 1 & PHASE 2
-  APPROX. PRINCIPAL BUILDING ENTRY
-  GARBAGE BINS LOCATION
-  SEAT WALL
-  EXISTING VEGETATION TO REMAIN. PROTECT DURING CONSTRUCTION.
-  DECIDUOUS TREES
-  CONIFEROUS TREES
-  SHRUB BED
-  ASPHALT
-  CONCRETE SIDEWALK
-  GRANULAR PAVING
-  TALL GRASS PLANTING
-  DRYLAND SOD
-  PARKING LOT MEDIAN PLANTING
-  TYPICAL SIGN
-  BIKE RACKS
-  PICNIC TABLES
-  BENCHES
-  BOULDERS
-  WASTE RECEPTACLE
-  AREA LIGHTING
-  BUILDING PERIMETER LIGHTS

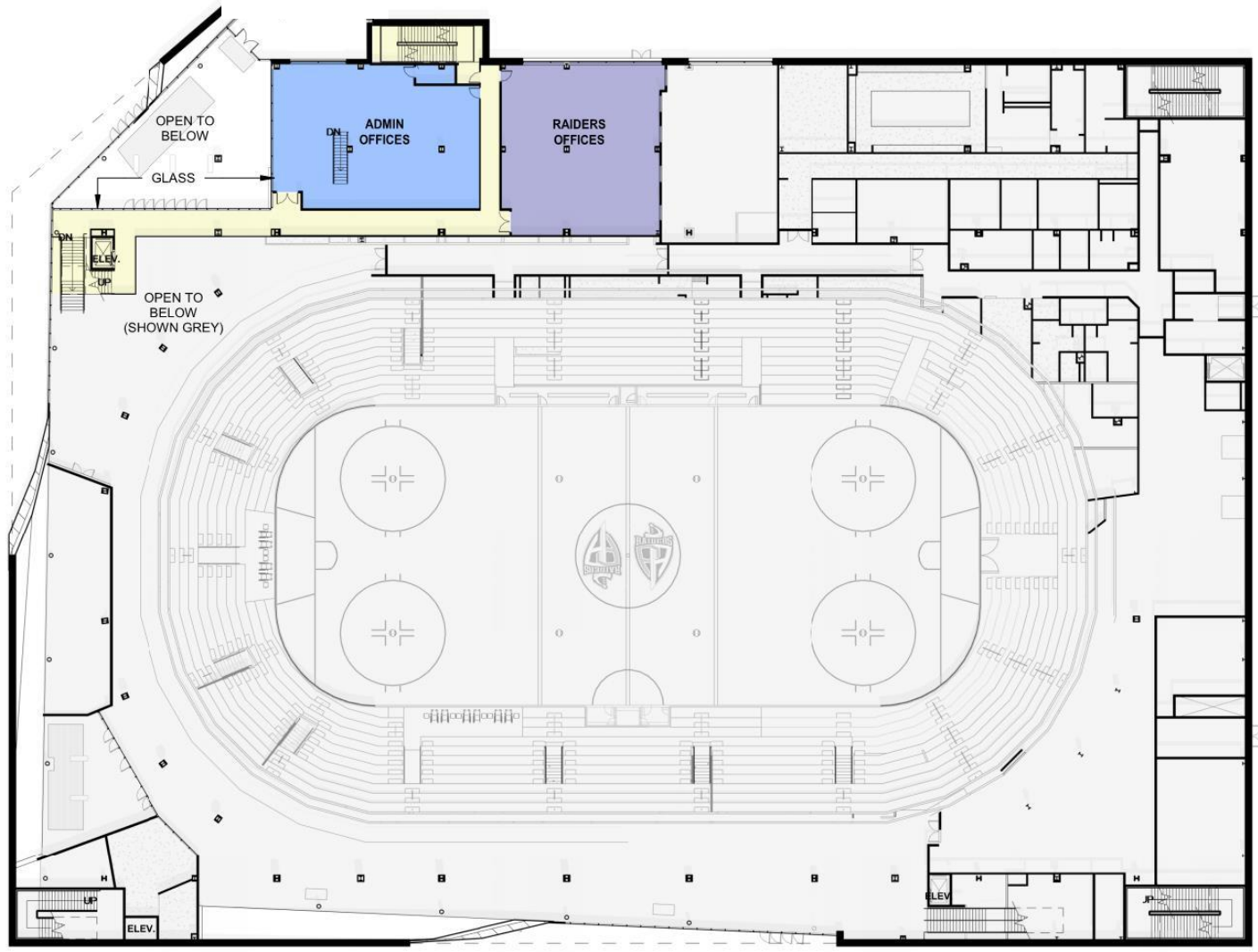


PRINCE ALBERT EVENT CENTRE









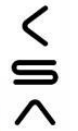
LEGEND

- PUBLIC CIRCULATION AND PROGRAM SPACES
- CONCESSIONS, F&B
- BACK OF HOUSE / SERVICE PROGRAM SPACE
- ATHLETES/COACHES/STAFF CIRCULATION/ PROGRAM SPACE
- PRIVATE SUITES
- PUBLIC RESTROOMS
- PRESS, BROADCAST & MEDIA PROGRAM SPACES
- CLUB LOUNGE, BAR
- ADMINISTRATION OFFICES / TICKETING

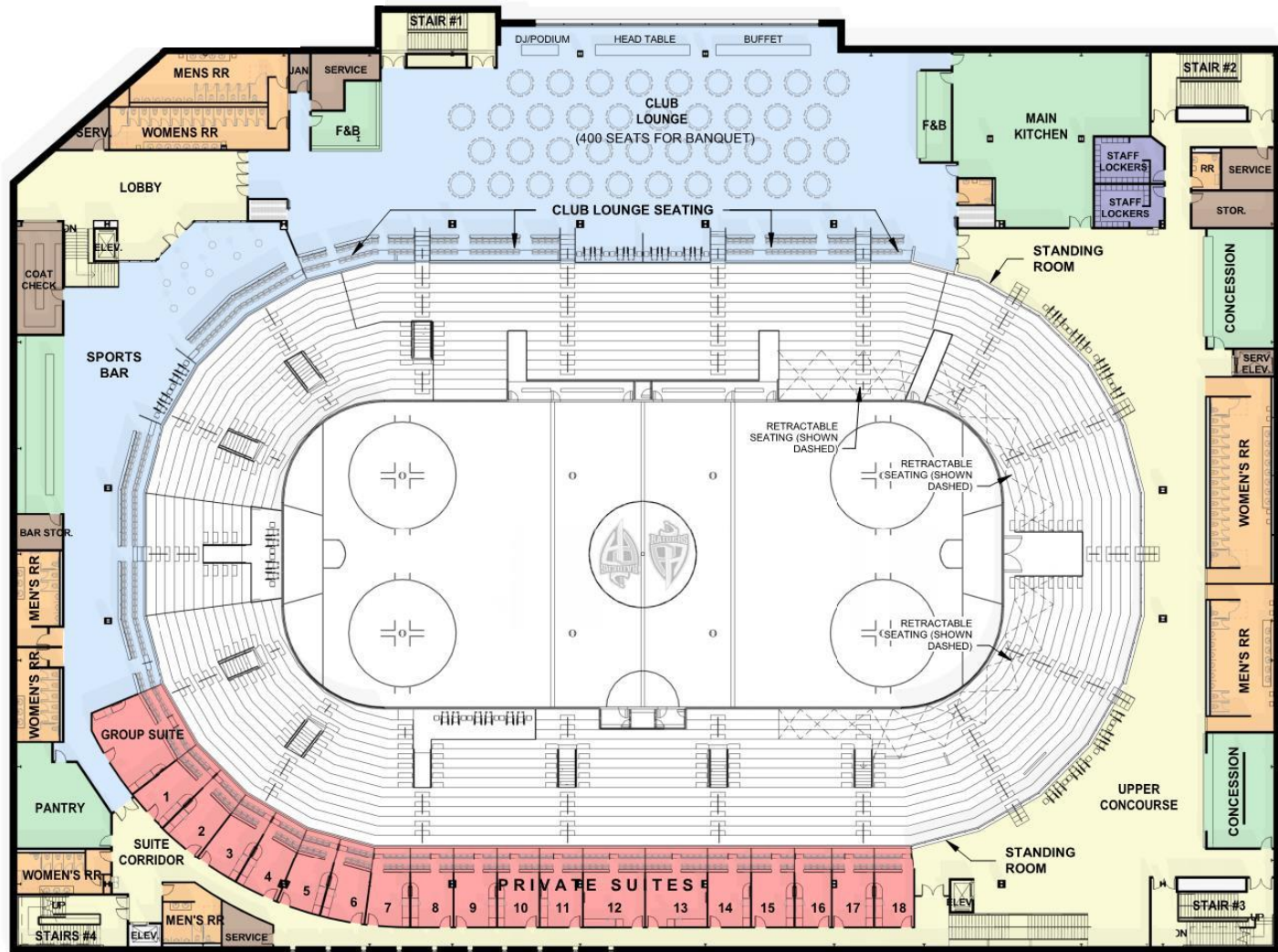
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PRINCE ALBERT EVENT CENTRE
OFFICE MEZZANINE



SCALE: As indicated
DATE: 12/03/2021



LEGEND

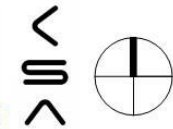
- PUBLIC CIRCULATION AND PROGRAM SPACES
- CONCESSIONS, F&B
- BACK OF HOUSE / SERVICE PROGRAM SPACE
- ATHLETES/COACHES/STAFF CIRCULATION/ PROGRAM SPACE
- PRIVATE SUITES
- PUBLIC RESTROOMS
- PRESS, BROADCAST & MEDIA PROGRAM SPACES
- CLUB LOUNGE, BAR
- ADMINISTRATION OFFICES / TICKETING

2021-12-09 9:29:36 AM



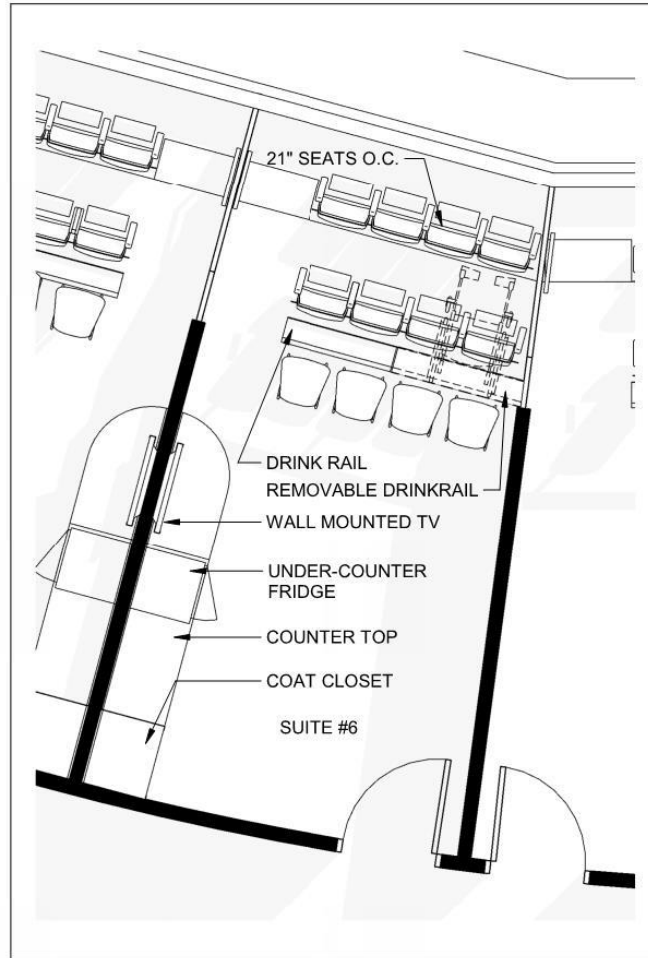
PRINCE ALBERT EVENT CENTRE

LEVEL 2 CONCEPTUAL PLAN

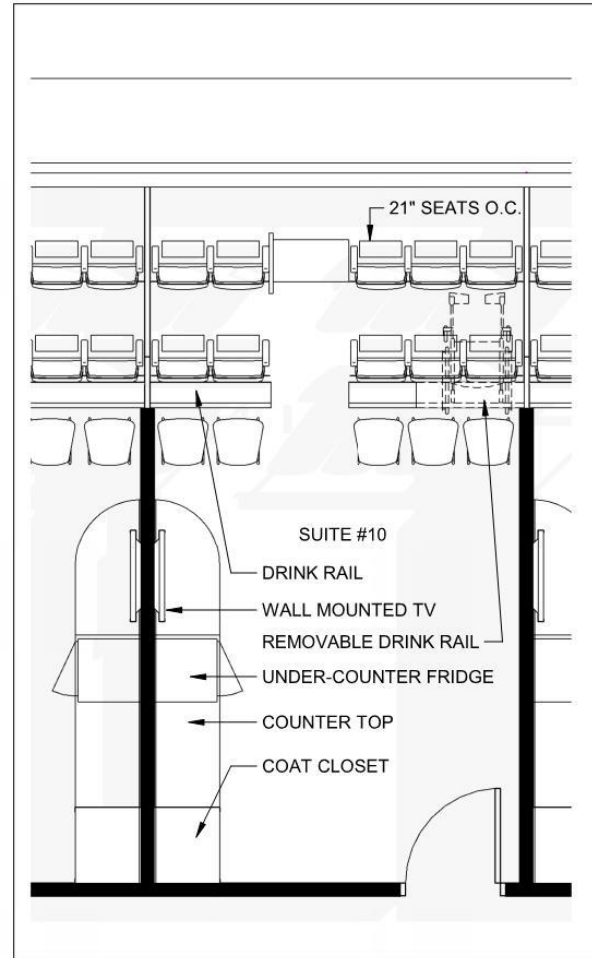


SCALE: As indicated

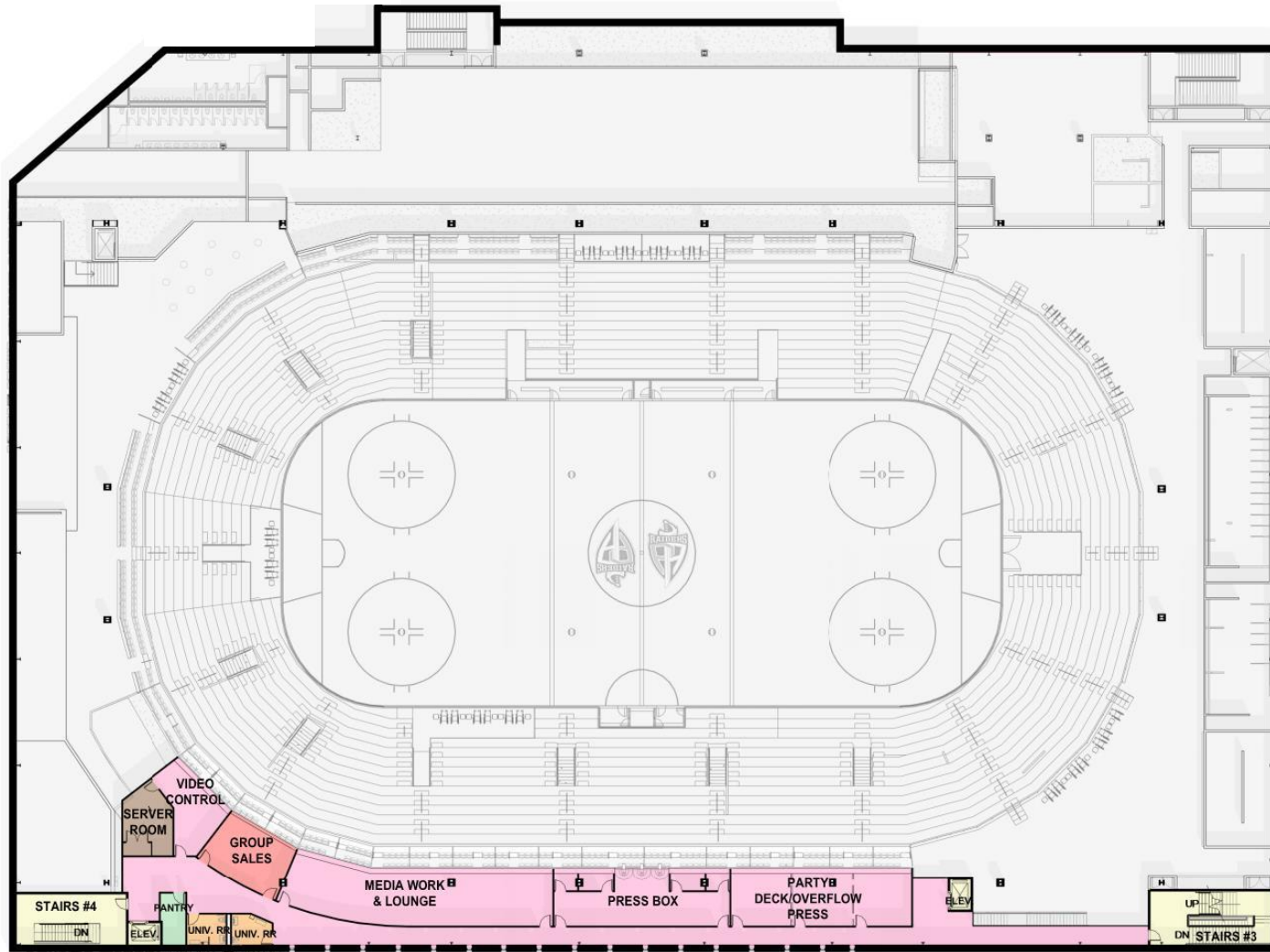
DATE: 12/03/2021



1 CURVED SUITE SEATING BLOWUP
1:50

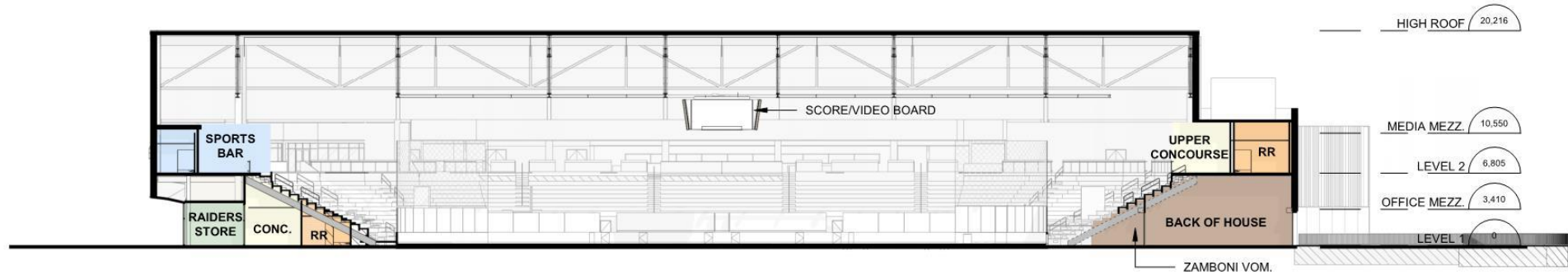


2 RECTANGLE SUITE SEATING BLOWUP
1:50

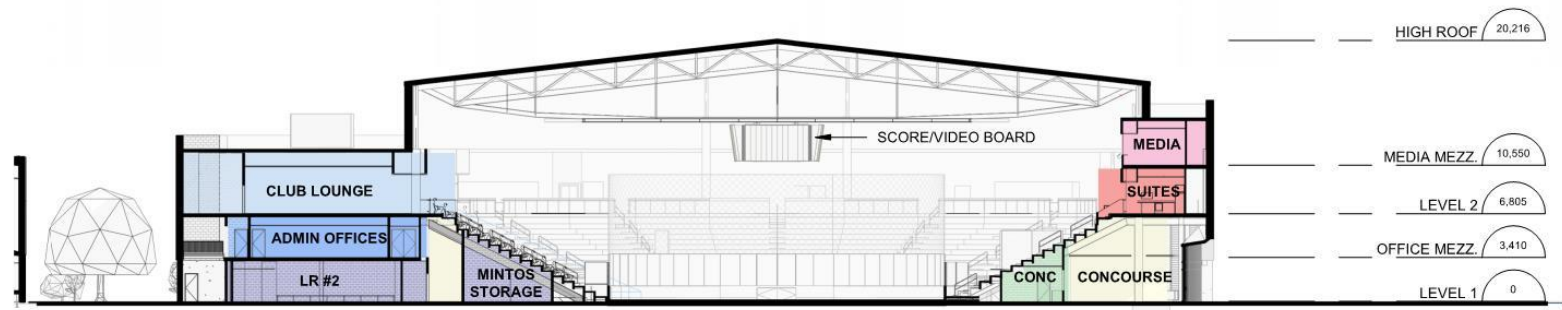


LEGEND

- PUBLIC CIRCULATION AND PROGRAM SPACES
- CONCESSIONS, F&B
- BACK OF HOUSE / SERVICE PROGRAM SPACE
- ATHLETES/COACHES/STAFF CIRCULATION/ PROGRAM SPACE
- PRIVATE SUITES
- PUBLIC RESTROOMS
- PRESS, BROADCAST & MEDIA PROGRAM SPACES
- CLUB LOUNGE, BAR
- ADMINISTRATION OFFICES / TICKETING

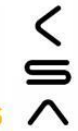


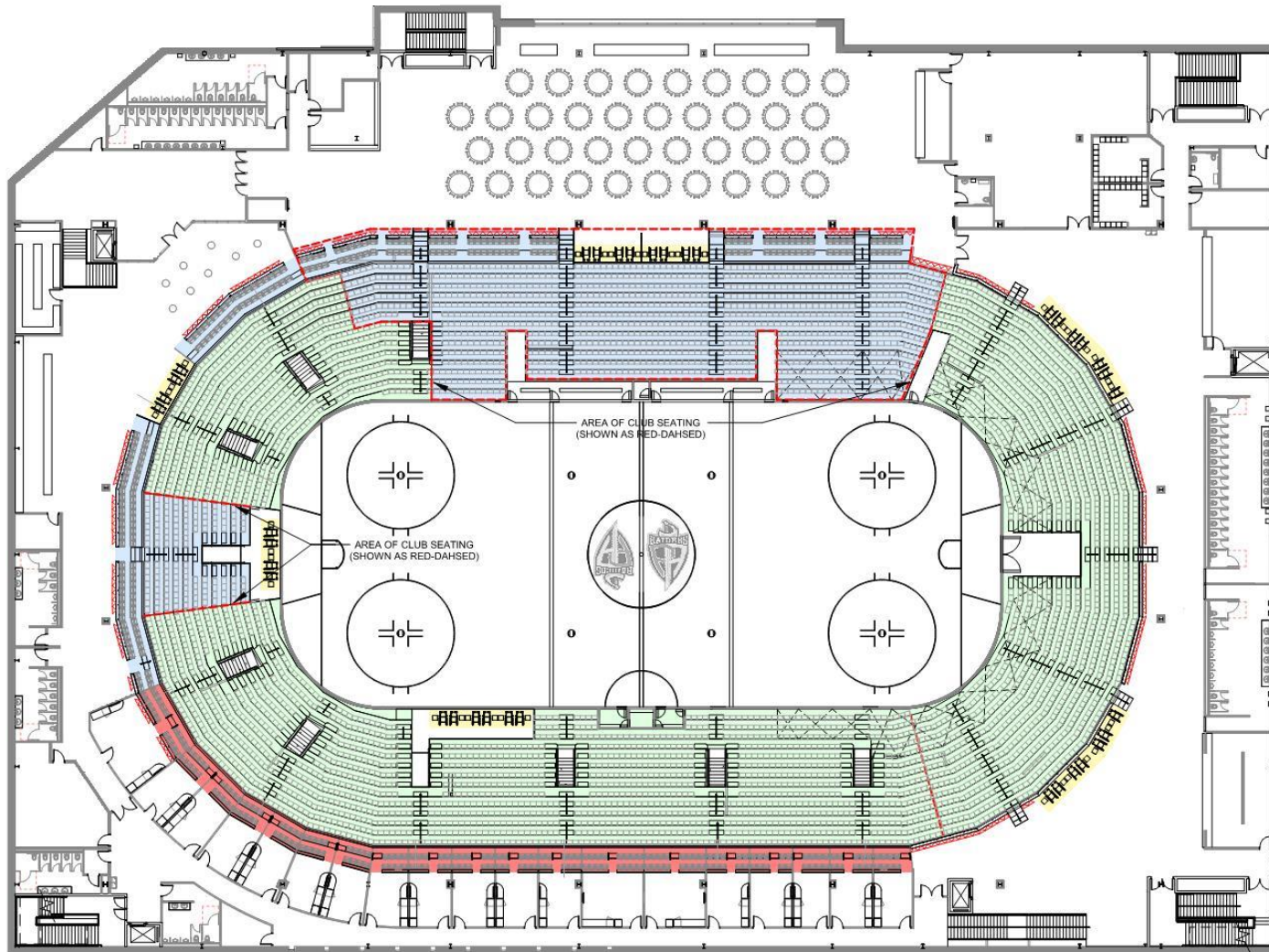
1 LONGITUDINAL SECTION
1:400



2 TRANSVERSE SECTION
1:400

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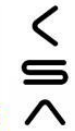
SEATING CAPACITY	
GENERAL SEATING	4,000
CLUB LOGE	100
SUITES	285
BAR SEATING	150
STANDING	115
WHEELCHAIR & COMP	36/36
TOTAL:	4,686

SEATING LEGEND	
	GENERAL SEATING
	CLUB/LOGE SEATING
	SUITE SEATING
	WHEELCHAIR & COMP SEATING
	STANDING ROOM

2021-12-09 11:08:57 AM

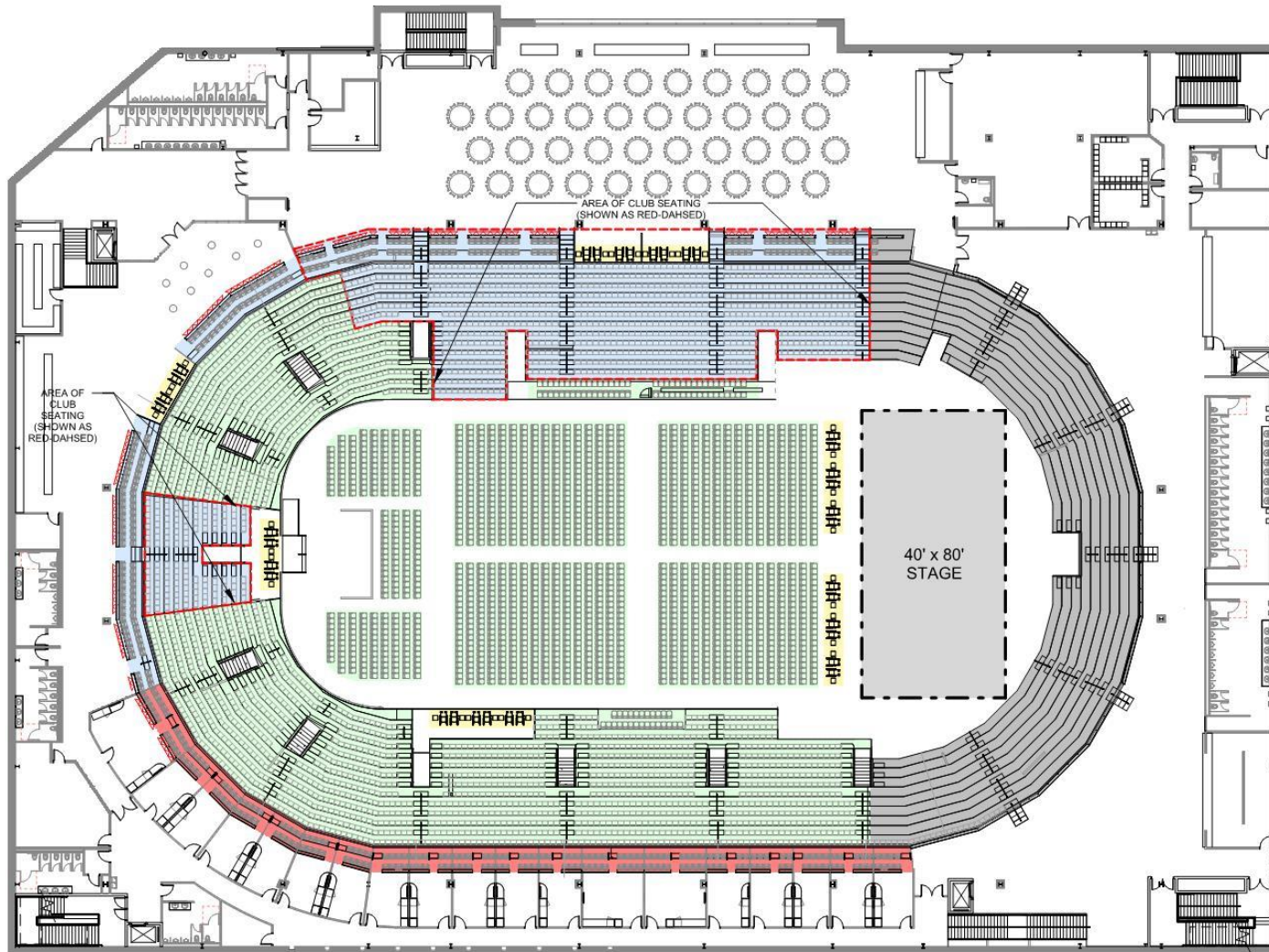


PRINCE ALBERT EVENT CENTRE
SEATING PLAN (HOCKEY MODE)



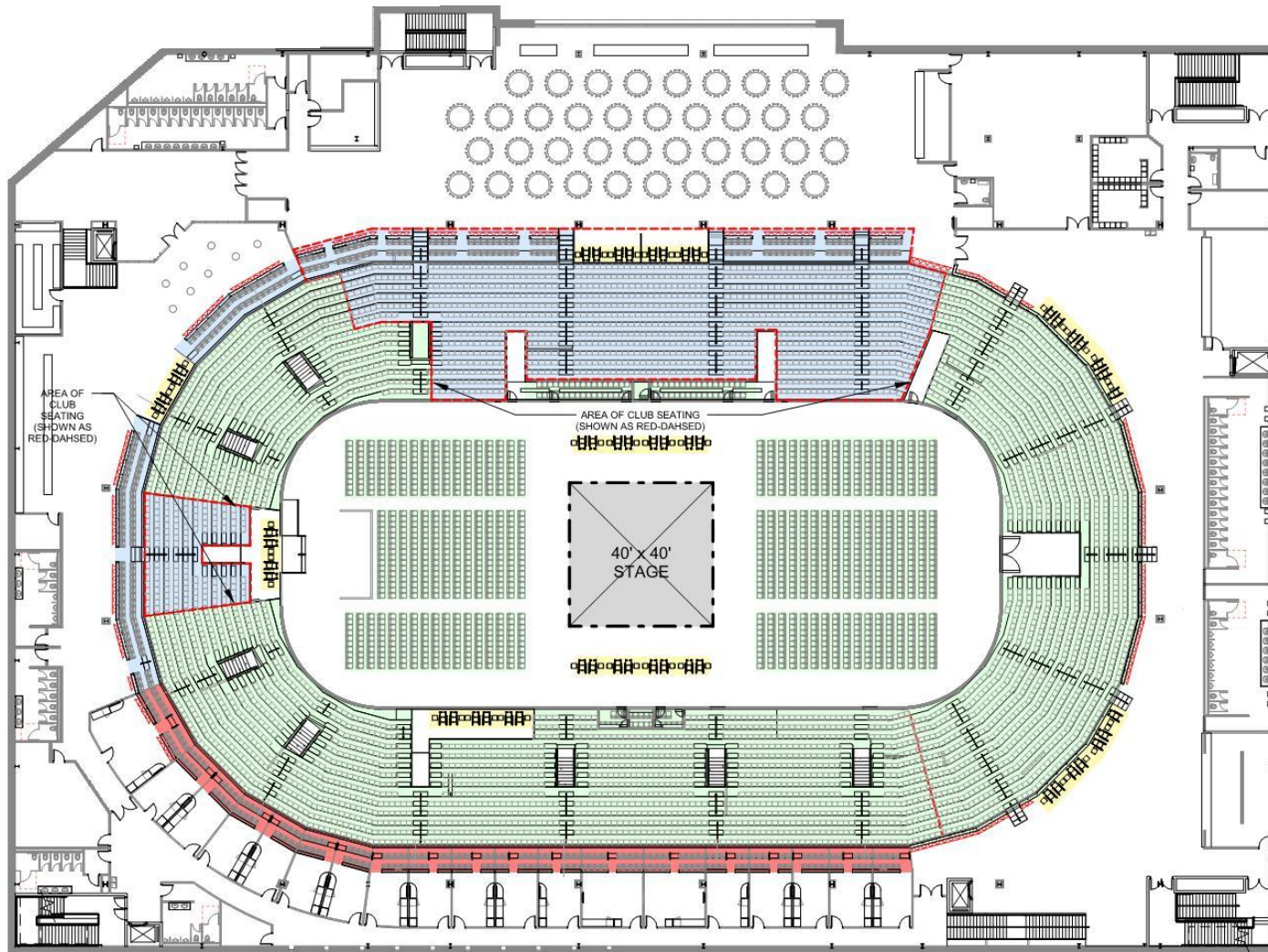
SCALE: 1 : 400

DATE: 12/09/21







SEATING CAPACITY	
GENERAL SEATING	2,630
FLOOR SEATS	1,725
CLUB LOGE	90
SUITES	285
BAR SEATING	150
STANDING	40
WHEELCHAIR & COMP	34/34
TOTAL:	4,954

SEATING LEGEND	
	GENERAL SEATING
	CLUB/LOGE SEATING
	SUITE SEATING
	WHEELCHAIR & COMP SEATING
	STANDING ROOM



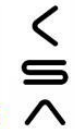
SEATING CAPACITY	
GENERAL SEATING	4,000
FLOOR SEATS	1,270
CLUB LOGE	100
SUITES	285
BAR SEATING	150
STANDING WHEELCHAIR & COMP	115
TOTAL:	5,972

SEATING LEGEND	
	GENERAL SEATING
	CLUB/LOGE SEATING
	SUITE SEATING
	WHEELCHAIR & COMP SEATING
	STANDING ROOM

2021-12-09 11:08:43 AM



PRINCE ALBERT EVENT CENTRE
SEATING PLAN (CONCERT - CENTRE STAGE)



SCALE: 1 : 400

DATE: 12/09/21





City of
Prince Albert

RPT 22-23

TITLE: Action Items from City Council, Executive Committee and Budget Committee

DATE: January 13, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 21-549.

ATTACHMENTS:

1. Action Items from City Council, Executive Committee and Budget Committee (RPT 21-549)

Written by: Executive Committee



RPT 21-549

TITLE: Action Items from City Council, Executive Committee and Budget Committee

DATE: December 17, 2021

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 21-549.

TOPIC & PURPOSE:

The purpose of this report is to provide an update to members of Council regarding all open action items initiated by members of City Council at either a City Council, Executive Committee or Budget Committee meeting.

BACKGROUND:

The Council & Committee Action Item process was implemented by City Council on May 9, 2005, to ensure that action items resulting from a meeting motion derived at a City Council, Executive Committee or Budget Committee were completed as approved in a timely manner.

At the January 28, 2019 City Council meeting, the sixty (60) day standard due date was extended to ninety (90) days to assist Administration in allowing sufficient time to review, analyze, and collect relevant information to compile a well thought out and comprehensive report for members of Council to consider and make a well formed decision.

PROPOSED APPROACH AND RATIONALE:

The City Clerk's Office has completed the semi-annual review of the open action items requested prior to December 13, 2021 and the attached document reflects all open action items with the current due date, along with any request to extend or close the item for review by members of Council.

As requested, Administration has continued to keep track of the number of requests made by members of Council for additional Administrative reports, and those numbers are outlined in the attached spreadsheet for review.

CONSULTATIONS:

Each Department has reviewed their open action items and if an extension or closure is required, has provided a response to the City Clerk's Office for inclusion in the attached spreadsheet.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following review by members of Council, the City Clerk's Office will update the Action Items within the Program.

The program will send a reminder for each item to the Department contact two (2) weeks in advance of the item's due date.

Administration will ensure that a continued commitment is made to complete the items within the standard due date timeline. As well, if Administration is unable to complete the Administrative work within the timelines assigned, a report will be provided by the Department updating Council or Committee on the matter, prior to the due date.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

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

OFFICIAL COMMUNITY PLAN:

Section 4 – Decision Making outlines the following relevant goal:

Improve the quality of the City's key stakeholder relationship and increase awareness of City programs and initiatives.

PUBLIC NOTICE:

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

PRESENTATION: Verbal by Sherry Person, City Clerk**ATTACHMENTS:**

1. Report Preparation Calendar
2. Reports Derived from Motions
3. Open Action Items - City Manager's Office
4. Open Action Items - Community Services
5. Open Action Items - Corporate Services
6. Open Action Items - Financial Services
7. Open Action Items - Planning & Development Services
8. Open Action Items - Public Works

Written by: Sherry Person, City Clerk

Approved by: City Manager

3 Week Administration Report Timeline

	Monday	Tuesday	Wednesday	Thursday	Friday
2 Weeks before Mtg				12:00 Noon – All Admin Reports for an upcoming mtg are to be provided to City Mgr to begin his review of reports.	City Mgr review and Dep't revisions if required.
Week before Mtg	City Mgr review and Dep't revisions if required.	<p>8:00 a.m. – City Mgr deadline to have all Admin reports for upcoming meeting to the City Clerk.</p> <p>City Clerk's Office reviews report for completeness of attachments, proper process & any additions required.</p> <p>City Clerk's Office prepares Agenda for Agenda Review Mtg.</p>	<p>Agenda Review Mtg to review reports.</p> <p>Admin revises or completes any report discussed at Agenda Review.</p>	<p>City Clerk's Office finalizes all reports and Agenda for placing on Website.</p> <p>Agenda is required to be placed on Website by 4:00 p.m.</p>	Members of Council Review Agenda
Week of Mtg	Meeting				

**2021 COUNCIL, EXECUTIVE & BUDGET MEETINGS
REQUEST FOR REPORTS DERIVED FROM MOTIONS**

City Council	25-Jan	22-Feb	15-Mar	12-Apr	3-May	25-May	14-Jun	12-Jul	16-Aug	7-Sep	27-Sep	18-Oct	8-Nov	29-Nov	13-Dec	Total Req. for Reports	Notice of Motions	Other
Mayor G. Dionne	0	0	0	0	1	0	0	0	0	2	0	0	1	0	0	4	1	3
Councillor C. Miller	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2	2	
Councillor T. Lennox-Zepp	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	3	2	1
Councillor T. Head	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	2	
Councillor D. Cody	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Councillor D. Ogrodnick	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	3	2	1
Councillor B. Edwards	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	
Councillor D. Kilmer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Councillor T. Zurakowski	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	3	1	2
																18		

Total Admin Reports	13	15	18	14	8	12	12	10	20	5	6	10	8	14	19	184		
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City Council Special	11-Jan	1-Feb	3-Feb	29-Mar	14-Apr	21-Apr	10-May	12-Oct	1-Nov	15-Dec	Total Req. for Reports
Mayor G. Dionne	0	0	0	0	0	0	0	0	0	0	0
Councillor C. Miller	0	0	0	0	0	0	0	0	0	0	0
Councillor T. Lennox-Zepp	0	0	0	0	0	0	0	0	0	0	0
Councillor T. Head	0	0	0	0	0	0	0	0	0	0	0
Councillor D. Cody	0	0	0	0	0	0	0	0	0	0	0
Councillor D. Ogrodnick	0	0	0	0	0	0	0	0	0	0	0
Councillor B. Edwards	0	0	0	0	0	0	0	0	0	0	0
Councillor D. Kilmer	0	0	0	0	0	0	0	0	0	0	0
Councillor T. Zurakowski	0	0	0	0	0	0	0	0	0	0	0
											0

Total Admin Reports	1	7	2	6	1	3	3	2	1	1	27
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Executive Comm	11-Jan	14-Jan	1-Feb	1-Mar	22-Mar	19-Apr	10-May	31-May	21-Jun	19-Jul	23-Aug	13-Sep	20-Sep SP	4-Oct	25-Oct	15-Nov	Total Req. for Reports
Mayor G. Dionne	0	0	0	1	0	0	0	2	0	0	0	1	0	0	0	2	6
Councillor C. Miller	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	2
Councillor T. Lennox-Zepp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Councillor T. Head	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Councillor D. Cody	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Councillor D. Ogrodnick	0	1	0	1	0	0	0	0	0	0	0	0	0	2	0	0	4
Councillor B. Edwards	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Councillor D. Kilmer	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	2
Councillor T. Zurakowski	1	0	0	0	0	0	0	0	0	1	3	1	0	0	0	0	6
																	21

Total Admin Reports	7	1	4	10	4	16	5	9	8	12	9	17	8	6	3	10	129
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Budget Comm.	6-Jan	7-Jan	12-Jan	20-Jan	21-Jan	Total Req. for Reports
Mayor G. Dionne	0	0	0	0	0	0
Councillor C. Miller	0	0	0	0	0	0
Councillor T. Lennox-Zepp	0	0	0	0	0	0
Councillor T. Head	0	0	0	0	0	0
Councillor D. Cody	0	0	0	0	0	0
Councillor D. Ogradnick	0	1	0	0	0	1
Councillor B. Edwards	1	0	0	1	0	2
Councillor D. Kilmer	0	0	0	0	0	0
Councillor T. Zurakowski	0	0	0	0	1	1
						4
Total Admin Reports	5	3	7	1	3	19

Open Action Items - City Manager's Office

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
CM1	8/16/2021	<p>MOTION – COUNCILLOR T. LENNOX-ZEPP – IMPLEMENTATION OF TRUTH AND RECONCILIATION COMMISSION OF CANADA’S CALL TO ACTION NO. 43</p> <p><i>That Administration prepare a report regarding the effects and impacts of the City implementing the Truth and Reconciliation Calls to Action relating to municipal government, including undertaking the following:</i></p> <p><i>1. Consultation with the City of Saskatoon;</i></p> <p><i>2. What work the City has already completed on this matter; and,</i></p> <p><i>3. Consultation with the Prince Albert Grand Council and Metis governance.</i></p>	11/16/2021	2/28/2022	City Manager's Office advised that a report will be completed by the Director of Community Services with the assistance of the Arts & Cultural Coordinator in the first quarter of 2022.
CM2	4/25/2016	<p>DESTINATION MARKETING LEVY (BYLAW NO. 20 OF 2016)</p> <p><i>That the funds generated from the annual Destination Marketing Levy be held in a separate bank account as payments are received and an annual accounting of the funds within the bank account be provided to members of Council by July 1st each year.</i></p> <p><u>Note:</u> Last update was provided to members of Council on May 3, 2021.</p>	7/1/2022		

Open Action Items - Community Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
CS1	11/15/2021	REQUEST TO WAIVE FEES - 2022 CHESTER FEST <i>That CORR 21-106 be received and referred to the Community Services Department for review and report.</i>	2/15/2022	2/28/2022	Director indicated a report will go to the February 28, 2022 Executive Committee meeting.
CS2	11/15/2021	ROYAL CANADIAN LEGION - REQUEST TO PLACE MONUMENTS IN MEMORIAL SQUARE <i>That RPT 21-516 be referred back to the Community Services Department for further review and report.</i>	2/15/2022	3/14/2022	Director indicated a report will go to the March 14, 2022 Executive Committee meeting.
CS3	8/16/2021	LITTLE RED RIVER PARK STAGES OF DEVELOPMENT <i>That Administration bring forward a process for consideration at an upcoming meeting to follow when recommending the implementation of Truth and Reconciliation Initiatives at the Little Red River Park.</i>	11/16/2021	3/14/2022	Director indicated a report will go to the March 14, 2022 Executive Committee meeting.
CS4	7/12/2021	MOTION – COUNCILLOR C. MILLER – PUBLIC WASHROOM DOWNTOWN <i>That Administration forward a report to an upcoming meeting regarding the cost of installation of a couple Permanent Public Washrooms in the downtown area.</i>	10/12/2021	3/14/2022	Director indicated a report will go to the March 14, 2022 Executive Committee meeting.
CS5	3/29/2021	USEAGE OF DAVE G. STUEART & KINSMEN ARENAS <i>That Administration bring forward a report to review the usage of the Dave G. Steuart Arena and the Kinsmen Arena for consideration at an upcoming Executive Committee meeting.</i>	9/13/2021	5/2/2022	Director advised a report will go to the May 2, 2022 Executive Committee meeting. The proposed date will allow the department to include usage from the 2021-2022 season.

Open Action Items - Community Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
CS6	5/19/2020	<p>MOTION - COUNCILLOR D. OGRODNICK - HISTORICAL SIGNIFICANCE AND POTENTIAL DEVELOPMENT - LA COLLE FALLS AND AREA</p> <p><i>That the Community Services Department, in consultation with the Prince Albert Historical Society, prepare a report for consideration by members of Council outlining the Historical Significance and the potential of developing La Colle Falls and area as a City of Prince Albert Historical Site.</i></p>	9/13/2021	6/20/2022	Director advised a report will go to the June 20, 2022 Executive Committee meeting. A draft report was completed September 1, 2021. The department is awaiting a tour date with the Mayor and Councillor Ogradnick as requested at an Agenda Review meeting.
CS7	8/19/2019	<p>PRINCE ALBERT ELKS LODGE NO. 58 – REQUEST FOR TAX EXEMPTION AGREEMENT AND DONATION</p> <p><i>That Administration provide a yearly report to members of Council advising of the usage of the funds.</i></p> <p><u>Note:</u> Last update was provided to City Council by the Golf Course Advisory Committee at its meeting of May 25, 2021.</p>	5/6/2021	5/31/2022	The use of the remaining funds will be placed in the 2022 Work Plan of the Golf Course Advisory Committee for consideration and recommendation to City Council in May of 2022.

Open Action Items - Corporate Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
COR1	11/29/2021	<p>MOTION – COUNCILLOR D. OGRONICK – PUBLIC ABUSE OF EMPLOYEES AND ELECTED OFFICIALS POLICY</p> <p><i>That Administration develop a Policy to deal with the public abuse, whether it be written, verbal, etc., of City Employees and Elected Officials..</i></p>	2/28/2022		
COR2	7/15/2019	<p>2019 "WE'RE ALL EARS" CUSTOMER SERVICE REPORT</p> <p><i>That Administration conduct a comprehensive Customer Service Audit on The City every two (2) years to ensure the City is providing its residents with a high level of service and the results be forwarded to members of Council.</i></p>	8/23/2023		

Open Action Items - Financial Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
FS1	11/15/2021	<p>INCREASE TAXI FARES</p> <p><i>That Administration bring forward a further report for further review and consideration at an upcoming Executive Committee meeting based on discussions during the meeting.</i></p>	2/15/2022		
FS2	8/16/2021	<p>PROJECT BUDGET MANAGEMENT POLICY</p> <p><i>That a report be provided to update members of Council regarding the Policy in one (1) year.</i></p>	8/16/2022		
FS3	11/21/2017	<p>WATER METER REPLACEMENT PROGRAM</p> <p><i>That Administration provide a report for consideration by members of Council following the first year of implementation of the Program to identify the leakage of water found to date.</i></p> <p><u>Note:</u> Program was implemented in December of 2019 and completed December 31, 2020.</p>	12/31/2021	2/28/2022	Director has advised that a report will be provided at the February 28, 2022 Executive Committee meeting due to issues taking place with the Meter Reading Software.

Open Action Items - Planning and Development Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
PD1	11/29/2021	<p>TAX TITLE LANDS – DISPOSAL OF 418 – 7TH STREET EAST AND 129 – 23RD STREET WEST</p> <p><i>That upon completion of the public notice and bid process, Administration forward a report to Executive Committee for consideration with a recommendation regarding the results of the bid process and next steps.</i></p>	2/28/2022		
PD2	11/29/2021	<p>BYLAW NO. 24 OF 2021 – REZONING OF 585 – 19TH STREET EAST FROM R3 – MEDIUM DENSITY RESIDENTIAL TO THE CMU – COMMERCIAL MIXED USE</p> <p><i>Please forward your further report for consideration of second and third reading of Bylaw No. 24 of 2021 to an upcoming City Council meeting, once public notification has been completed.</i></p>	2/28/2022		
PD3	10/26/2021	<p>PAC – HOUSING RESERVE PROGRAM FOLLOW UP</p> <p><i>That Administration continue to review and update the Affordable Housing Program, Down Payment Assistance Program, Secondary Suite Program and include comments shared by the Planning Advisory Committee in a future report for consideration at an upcoming City Council meeting.</i></p>	1/26/2022		
PD4	8/23/2021	<p>LAND MANAGEMENT AND LAND DEVELOPMENT POLICIES</p> <p><i>That Administration prepare a draft Land Management Policy and Land Development Policy, intended to replace the current Land Administration Policy, for consideration at an upcoming Executive Committee meeting.</i></p>	8/23/2022		

Open Action Items - Public Works

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
PW1	10/4/2021	<p>VDQ-NRG PROPOSAL FOR A WASTE TO ENERGY FACILITY – FOLLOW-UP</p> <p><i>That Administration continue to explore the idea of turning the City's garbage into energy and bring a report back for consideration at an upcoming meeting.</i></p>	1/4/2022	1/31/2022	The Director advised a report will be provided to the January 31, 2022 Executive Committee meeting.
PW2	5/3/2021	<p>CAPITAL PAVING & UTILITY INFRASTRUCTURE REPLACEMENT PROGRAM WORK PLAN</p> <p><i>That Administration provide annually, to the City Council meeting following April 15, a report on the intended Work Plan for the Capital Paving and Utility Infrastructure Replacement Program for the construction season;</i></p>	5/15/2022		
PW3	3/1/2021	<p>BUS TRANSFER STATION - COST FOR VIDEO SURVEILLANCE</p> <p><i>That Administration provide a report for consideration at an upcoming meeting regarding the cost to add video surveillance at the Transfer Station.</i></p>	7/19/2021	1/10/2022	Director has advised that a report is complete and will be provided to the January 10, 2022 Executive Committee meeting.



City of
Prince Albert

MOT 21-22

MOTION:

That The City contribute \$10,000 in funding to assist in the operations of Prince Albert's Day Shelter/Moose Lodge which is ran by the Prince Albert Grand Council Urban Services.

Written by: Councillor T. Head