



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, MARCH 27, 2023, 5:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. PRAYER

3. APPROVAL OF AGENDA

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

6.1 March 6, 2023 City Council Meeting Minutes for Approval (MIN 23-21)

7. NOTICE OF PROCLAMATIONS

7.1 World Tuberculosis (TB) Day - March 24, 2023

8. PUBLIC HEARINGS

8.1 Bylaw No. 10 of 2023 – Rezoning Portion of Parcel AA from the FUD Zoning District to the I1 Zoning District (RPT 23-119)

8.2 Bylaw No. 11 of 2023 - Rezoning 800 28th Street West from the FUD Zoning District to the R4 Zoning District (RPT 23-120)

9. DELEGATIONS

9.1 2023 Property Tax Bylaws (RPT 23-114)

9.1.1 Letters of Concern - 2023 Property Tax Bylaws (CORR 23-20)

Verbal Presentations: Brian Howell, River Bank Development Corporation and Cameron Choquette, Chief Executive Officer, Saskatchewan Landlords Association.

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 Capital Financing RFP #9/23 (RPT 23-108)

11.2 Building Safer Communities Funding (RPT 23-129)

11.3 Year 2022 - Snow Management Special Tax - Bylaw No. 8 of 2022 (RPT 23-111)

11.4 Year 2022 – Roadways Special Tax – Bylaw No. 9 of 2022 (RPT 23-112)

11.5 Year 2022 – Business Improvement District (BID) Levy – Bylaw No. 11 of 2022 (RPT 23-113)

11.6 Development Permit Application – Multi-Unit High Rise Dwellings – 800 28th Street West (RPT 23-122)

11.7 Airport - iFIDS Services Agreement (RPT 23-85)

11.8 River Street West Reservoir Refurbishment (RPT 23-118)

11.9 Metal Disposal Services (RPT 23-121)

11.10 2023 Community Grant Program Recipients (RPT 23-103)

11.11 Kinsmen Ski and Snowboard Center Operator Agreement (RPT 23-101)

11.12 Little Red River Bike Skills Park Operating Agreement Extension (RPT 23-104)

11.13 Cooke Municipal Golf Course Sponsor Agreements (RPT 23-105)

11.14 Alfred Jenkins Field House Sponsorship Agreements (RPT 23-106)

11.15 Lakeland Ford Park Sponsorship Agreement (RPT 23-107)

11.16 Prince Albert Elks Lodge No. 58 – Request for Tax Exemption Agreement and Donation – Year 2023 to 2027 (RPT 23-115)

- 11.17 Land Acquisition for Fire Stations (RPT 23-116)
- 11.18 Prince Albert Police Service Proactive Policing Strategy Costs for 2022 (RPT 23-125)
- 11.19 Wastewater Treatment Plant Sludge Management Building Air handling Unit (RPT 23-127) (PRESENTED AT MEETING)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 March 6, 2023 City Council Meeting Inquiry Responses (INQ 23-4)

16. NOTICE OF MOTION

17. MOTIONS

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 23-21

MOTION:

That the Minutes for the City Council Regular Meeting held March 6, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, MARCH 6, 2023, 5:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

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

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Wes Hicks, Director of Public Works
Mitchell J. Holash, K.C., City Solicitor
Savannah Price, Records Coordinator
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

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

3. APPROVAL OF AGENDA

0059. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

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

1. That RPT 23-99, be added for consideration as Item No. 8.1; and,
2. That Correspondence from Wilda Bear dated March 3, 2023, be added for consideration with Item No. 17.1.

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

CARRIED UNANIMOUSLY

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

0060. **Moved by:** Councillor Miller
Seconded by: Councillor Ogrodnick

That the Minutes of the Council Regular Meeting held February 13, 2023, be taken as read and adopted.

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

CARRIED UNANIMOUSLY

7. NOTICE OF PROCLAMATIONS

8. PUBLIC HEARINGS

8.1 Bylaw No. 2 of 2023 – Zoning Bylaw Amendment 2nd & 3rd Reading (RPT 23-99) (PRESENTED AT MEETING)

Mayor Dionne declared the Hearing open.

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

Mayor Dionne declared the Hearing closed.

0061. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

That Bylaw No. 2 of 2023 be given second and third readings.

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

Against: Councillor Lennox-Zepp

CARRIED (7 to 1)

0062. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

That Bylaw No. 2 of 2023 be read a second time.

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

Against: Councillor Lennox-Zepp

CARRIED (7 to 1)

0063. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

That Bylaw No. 2 of 2023 be read a third time and passed, and that Bylaw No. 2
of 2023 be now adopted, sealed and signed by the Mayor and City Clerk.

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

Against: Councillor Lennox-Zepp

CARRIED (7 to 1)

9. DELEGATIONS

17. MOTIONS

17.1 Mayor Dionne – Install Yellow Flashing Pedestrian Signal – Corner of 1st Avenue East and 8th Street (MOT 23-1)

17.1.1 Letters of Support – Install Yellow Flashing Pedestrian Signal – Corner of 1st Avenue East and 8th Street (CORR 23-16)

1. Alma Primeau;
2. Janine Van Nes;
3. Joyce Paradis;
4. Maxine Bear;
5. Shirley Bessette; and,
6. Wilda Bear. (PRESENTED AT MEETING)

0064. **Moved by:** Mayor Dionne
Seconded by: Councillor Lennox-Zepp

That Administration install a yellow flashing pedestrian signal on the corner of 1st Avenue East and 8th Street, where the City previously removed the controlled signals, to be funded by Fiscal Stabilization.

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

CARRIED UNANIMOUSLY

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 Dry Chlorine Gas Scrubber Media Replacement Tender 17/23 (RPT 23-75)

0065. **Moved by:** Councillor Edwards
Seconded by: Councillor Kilmer

1. That Tender No. 17 of 2023, for the supply and delivery of Chlorine Gas Scrubber Media Replacement, known as MK5 Media, in the amount of \$133,510, plus applicable taxes, for a total of \$148,196.10, be awarded to Price Industries Limited; and,
2. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of The City, if required.

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

CARRIED UNANIMOUSLY

11.2 Waste Water Treatment Plan Detail Design Update (RPT 23-89)

0066. **Moved by:** Councillor Edwards
Seconded by: Councillor Ogrodnick

1. That the AECOM Design Engineers along with the Waste Water Treatment Plant Manager and the Assistant Environmental Manager, visit both the Calgary Alberta Fish Creek Treatment Facility and the Whitefish Montana Treatment Facility for further investigation and insight on the AquaNereda Treatment Process;
2. That Administration advise the Water Security Agency that The City will work with the Agency on implementing an Action Plan to ensure that the proposed Waste Water Treatment Plant meets the effluent limits of the Operational Permit; and,
3. That prior to approval of the AECOM fifty percent (50%) Detailed Design and AquaNereda Treatment Process, Administration identify all guarantees and/or warranties that will be provided to The City in regards to the installation of the AquaNereda Treatment Process.

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

Against: Councillor Head and Mayor Dionne

CARRIED (6 to 2)

11.3 Midtown Community Centre Playground and Spray Park Replacement (RPT 23-90)

0067. **Moved by:** Councillor Head
Seconded by: Councillor Ogrodnick

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

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

CARRIED UNANIMOUSLY

11.4 Usage of Kinsmen and Steuart Arenas (RPT 23-91)

0068. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

That the following be approved upon the opening of the new Twin Pad Arenas:

- 1. That the Kinsmen Arena remain in operation as an Ice Arena from September to March each season to accommodate Minor Hockey and Private Rental demand;
- 2. That the Kinsmen Arena be available beginning in April each season to accommodate the Prince Albert Box Lacrosse demand;
- 3. That the Dave G. Steuart Arena discontinue operations as an Ice Arena; and,
- 4. That the Community Services Department prepare a follow-up report that outlines alternate options for the future utilization of the Dave G. Steuart Arena Facility.

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

Against: Councillors: Head and Lennox-Zepp

CARRIED (6 to 2)

11.5 Destination Marketing Fund Grant Application Form – 2023 Senator’s Cup – Full Contact Hockey Tournament (RPT 23-72)

0069. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Kilmer

- 1. That the Event Retention Destination Marketing Fund Grant Application from Prince Albert Grand Council Sports and Recreation for funding the 2023 Senator’s Cup – Full Contact Hockey Tournament, scheduled for April 14 – 16, 2023, in the amount of \$30,000, be approved;
- 2. That \$30,000 be funded from the Destination Marketing Levy Reserve; and,
- 3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.6 Bylaw No. 10 of 2023 – Rezoning Portion of Parcel AA from the FUD Zoning District to the I1 Zoning District (RPT 23-76)

0070. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

- 1. That Bylaw No. 10 of 2023 be introduced and given first reading; and,
- 2. That Administration provide notification to hold a Public Hearing.

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

CARRIED UNANIMOUSLY

0071. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

That Bylaw No. 10 of 2023 be introduced and read a first time.

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

CARRIED UNANIMOUSLY

11.7 Bylaw No. 11 of 2023 – Rezoning 800 28th Street West from the FUD Zoning District to the R4 Zoning District (RPT 23-82)

0072. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

- 1. That Bylaw No. 11 of 2023 be introduced and given first reading; and,
- 2. That Administration provide notification to hold a Public Hearing.

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

CARRIED UNANIMOUSLY

0073. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

That Bylaw No. 11 of 2023 be introduced and read a first time.

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

CARRIED UNANIMOUSLY

11.8 First Time Home Buyers Program Application – Quinton Dunbar (RPT 23-83)

0074. **Moved by:** Councillor Cody
Seconded by: Councillor Ogrodnick

That the First Time Home Buyer Program Application submitted by Quinton Dunbar be approved to a maximum of \$5,000, funded from the Housing Reserve.

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

CARRIED UNANIMOUSLY

11.9 Tourism Coordinator Posting (RPT 23-86)

0075. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

That the vacant Tourism Coordinator position be filled, once a suitable candidate is found.

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

CARRIED UNANIMOUSLY

11.10 2023 Advisory Committee Work Plans (RPT 23-79)

0076. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Miller

That the 2023 Work Plans for the Advisory Committees, as attached to RPT 23-79, be approved.

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

CARRIED UNANIMOUSLY

11.11 Update from Communications Subcommittee December 5, 2022 Meeting (RPT 23-88)

0077. **Moved by:** Councillor Kilmer
Seconded by: Councillor Cody

That members of Council be encouraged to follow Subsection 30(5) of The Procedure Bylaw as much as possible so that members of Administration can respond promptly and accurately to Council Inquiries at meetings for the benefit of the public that are watching the meetings and for the media reporting.

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

Against: Councillor Miller

CARRIED (7 to 1)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Ogrodnick – Policy to Deal with Abuse of City Employees and the Elected

When are we going to receive the requested policy to deal with public verbal and written abuse of City Employees and the Elected. The Council Motion was passed at the November 29, 2021 meeting and expected a response within three (3) months. It has been fifteen (15) months.

The Director of Corporate Services, in responding to the inquiry, advised that this matter is currently on the Corporate Services 2023 Work Plan and is competing with time and resources spent on other priorities and challenges within Corporate Services.

14.2 Councillor Miller – Snow Plowing Ridge and Traffic Issues

Can Administration review the Snow plowing ridge and traffic issues on the following streets:

1. 1500 Block of 12th Street West;
2. Johnson Crescent;
3. 17th Avenue West and Muir Drive;
4. MacArthur Drive; and,
5. Glen Howard Way.

14.3 Councillor Miller – Private Garbage Pick-Up

Garbage cans are littering the streets everyday at the multi-units on the 1100 block of 17th and 18th Street West and 12th Avenue West. When will those properties move to private garbage pick-up. Also, multi-units on Manville Bay and the 1700 Block of 17th Street West are on private garbage pick-up so did the portion respecting sanitation get cancelled from their water bill.

15. INQUIRY RESPONSES

15.1 February 13, 2023 City Council Meeting Inquiry Responses (INQ 23-3)

0078. **Moved by:** Councillor Lennox-Zepp

Seconded by: Councillor Edwards

That INQ 23-3 be received as information and filed.

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

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION

18. PUBLIC FORUM

19. ADJOURNMENT – 6:44 P.M.

0079. **Moved by:** Councillor Kilmer

Seconded by: Councillor Miller

That this Council do now adjourn.

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

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 27th DAY OF MARCH, A.D. 2023.

RPT 23-119

TITLE: Bylaw No. 10 of 2023 – Rezoning Portion of Parcel AA from the FUD Zoning District to the I1 Zoning District

DATE: **March 16, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 10 of 2023 receive 2nd and 3rd readings.

TOPIC & PURPOSE:

The purpose of this report is to request 2nd and 3rd reading of Bylaw No. 10 of 2023 to rezone the 1.54 hectare northeast corner of Parcel AA, Plan 62PA10512 Ext 1, from FUD – Future Urban Development to I1 – Institutional General, as per the attached report from Catterall & Wright.

BACKGROUND:

On February 13, 2023, City Council granted approval in principle to Métis Nation Saskatchewan (MN-S) for the development of an office and child care centre on this parcel of land, subject to receiving an application for bylaw amendments and a development permit application.

The Department of Planning and Development Services is in receipt of a Zoning Bylaw Amendment Application to rezone the northeast corner of Parcel AA from FUD – Future Urban Development to I1 – Institutional General.

The purpose of the I1 – Institutional General Zoning District is to:

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

Bylaw No. 10 of 2023 was introduced and given 1st reading at the March 6, 2023 City Council meeting.

PROPOSED APPROACH AND RATIONALE:

While the original MN-S proposal that City Council approved in principle indicated the anticipated zoning district for this parcel would be CMU – Commercial Mixed Use, the zoning designation has changed to better reflect current and future plans for the area. With the development of the new campus for the First Nations University of Canada directly to the north of this site, it was determined that an institutional node could be created that accommodated all of the uses in the area. However, only the MN-S site is being rezoned at this time.

As the nature of the project is still the same with the creation of an office development and child care centre, this project will provide services for residents as well as employment opportunities in a location that is accessible by vehicle, transit, and pedestrian routes. For these reasons, Administration supports the amendment to the Zoning Bylaw.

If the rezoning is approved, MN-S will then be able to apply for their development permit. While an amendment to the Official Community Plan is also required, Administration will be re-evaluating the West Hill area as a whole to determine if additional changes to the OCP are also warranted at this time.

CONSULTATIONS:

The Department of Planning and Development Services has been in contact with the applicant throughout the Zoning Bylaw Amendment process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council's decision and the Zoning Bylaw and City website will be updated.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The future development proposed in the rezoning application supports the City's area of focus for Economic Diversity and Stability by accommodating the needs of new and existing organizations in Prince Albert.

OFFICIAL COMMUNITY PLAN:

As per the City of Prince Albert Official Community Plan Land Use Map, the subject lands are currently considered Low and Medium Density Residential. However, Administration will be reviewing the OCP and making amendments to the West Hill area that better reflect current and future development. In addition, Section 6.6 of the OCP indicates that public and institutional uses should be encouraged in locations that are well-integrated with the surrounding neighbourhood. The proposed development is situated on 10th Avenue West and is near multiple modes of transportation, which is aligned with the OCP policy.

PUBLIC NOTICE:

Public Notice is required for consideration of Bylaw No. 10 of 2023, pursuant to the Public Notice Bylaw No. 24 of 2015. The following notice was given:

1. Posted on the bulletin board at City Hall on March 16th, 2023;
2. Posted on the City's website on March 16th, 2023; and
3. Published on March 16th, 2023 in the Prince Albert Daily Herald.

ATTACHMENTS:

1. Metis Nation Saskatchewan - Parcel AA (Catterall & Wright Report)
2. Location Plan - Portion of Parcel AA to be Rezoned
3. Location Plan - Existing Parcel AA
4. Bylaw No. 10 of 2023
5. Public Notice - March 16, 2023

Written by: Ellen Pearson, Planner

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



**CATTERALL
& WRIGHT**
CONSULTING ENGINEERS

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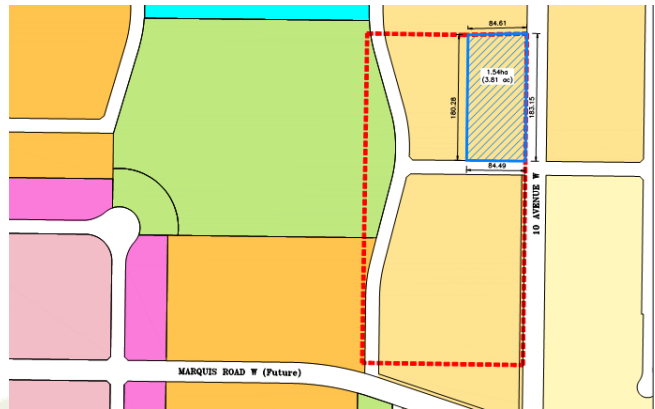
1231 – 8th STREET EAST | SASKATOON, SK S7H 0S5

TEL: (306) 343-7280 | www.cwce.ca | FAX: (306) 956-3199

February 15, 2023

Parcel AA Proposed Development

West Hill Masterplan, Official
Community Plan & Zoning
Bylaw Amendment



**Prepared For:
The City of Prince Albert**

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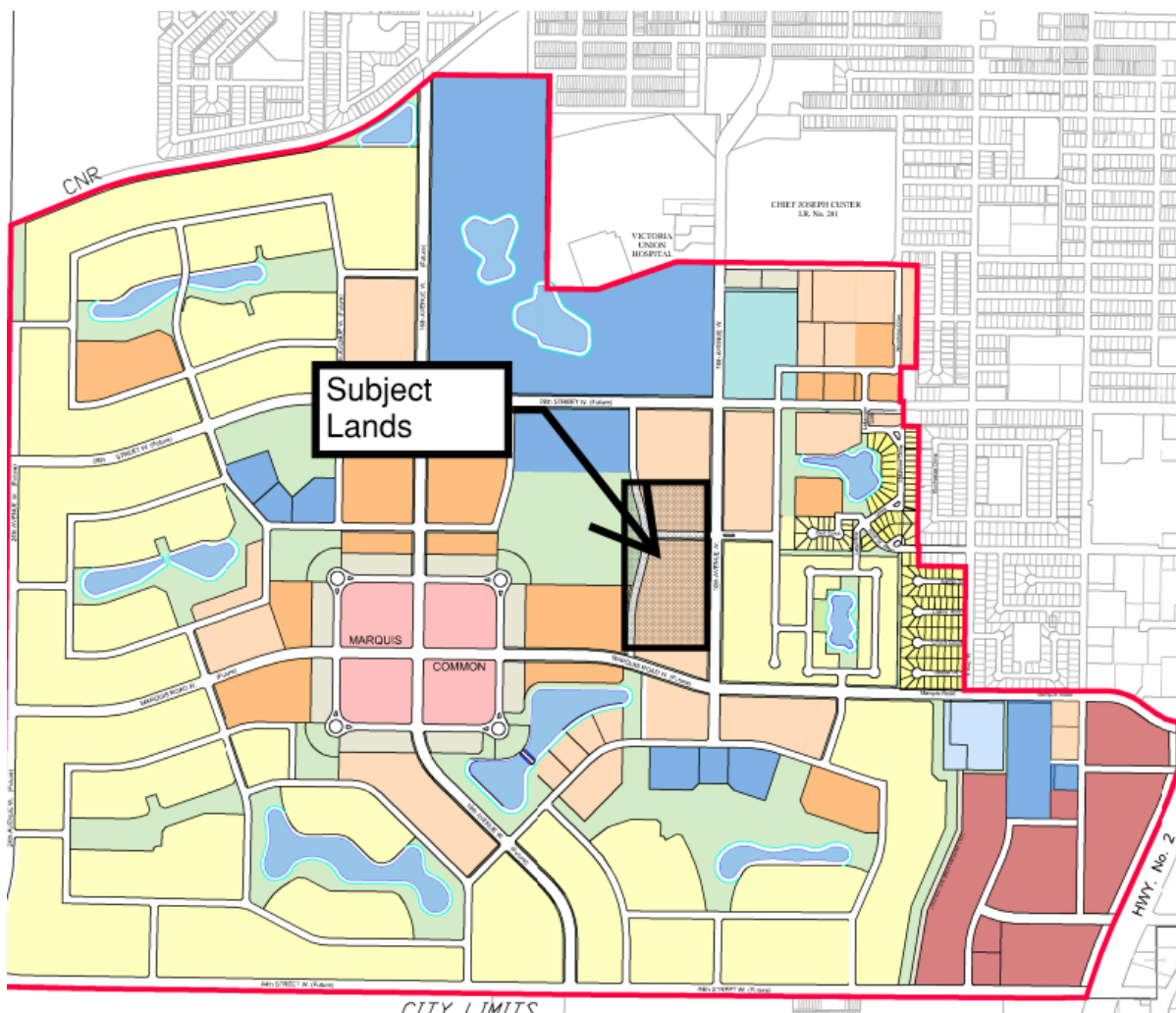
West Hill Masterplan (displaying Parcel AA & Proposed Institutional Parcel)

1.0 Introduction

This report was prepared by Catterall & Wright on behalf of Metis Nation Saskatchewan. The report outlines the background of a proposed development on Parcel AA, Plan 62PA10512, in the City of Prince Albert. Parcel AA is 10.59 ha (26.16 ac) and is situated within the West Hills Masterplan (WHM). Several bylaw amendments are required such that development can proceed. These amendments are outlined in the following sections.

The applicant received a letter of support from City administration on October 14, 2022, subject to a complete application of the necessary bylaw amendments.

1.1 Location Plan



2.0 Background

2.1 Ownership & Jurisdiction

The subject lands are currently owned entirely by Mark and Rita Geiger. The applicant, Metis Nation of Saskatchewan (MN-S) has the option to purchase these lands, with the terms including City Council approval of the necessary bylaw amendments. Parcel AA is within the urban boundary of the City of Prince Albert.

2.2 Existing Land Use

The subject lands are currently vacant and have no structures present.

2.3 Adjacent Land Use

There are currently no developments immediately adjacent to the subject lands.

To the east of the property includes the development area of West Hill. This development includes low and medium density residential. Future development plans on the east side of 10th Ave, according to the WHM include low and medium density residential.

To the north of the property includes the Alfred Jenkins Field House and the Victoria Hospital. Future development plans between Alfred Jenkins Field House and the subject lands, according to the WHM, includes medium density residential.

To the south of the property, future development plans include medium density residential.

To the west of the property, future development plans include institutional, park space, and high density residential.

2.4 Utilities & Easements

There is a SaskPower easement in an east-west orientation located approximately 80 m south of 30th St West. No other easements were present based on an ISC Map Search.

Existing utilities include the following:

- 300mm Water Main (10th Ave West)
- 300mm Sanitary Sewer (10th Ave West)
- 900mm Storm Sewer (10th Ave West)

SaskPower Easement



3.0 Land Use Plan

3.1 Institutional

A 1.54 ha (3.81 ac) institutional parcel is proposed in the northeast part of the subject lands. Site planning has not been finalized; however, at a minimum the parcel is expected to include the following:

- A 10,000 sq. ft. single story Office building, also known as the MA Faamii Centre. The Ma Faamii Centre (“my family” in Michif) which will be a physical space that Métis citizens and families can go to receive guidance and supports focused on enhancing their lives and improving their well-being. Ma Faamii is a place that will benefit all Métis citizens. When Métis clients enter the Ma Faamii Service Centre they will be greeted by a receptionist that pairs them with a Ma Faamii Navigator. The Ma Faamii Navigator will function as the client’s primary support partner and will work with the client to assess client needs and develop a personalized support team. The personalized support team will include Ma Faamii Navigator, MN-S service professionals, government service professionals, and private sector professionals that offer services and programs that address the clients’ specific needs. The Ma Faamii project will utilize a core team of staff members to operate the facility and coordinate the delivery of client supports. The Ma Faamii Centre will also incorporate an Early Learning and Child Care centre (See Proposed Building B) complete with dedicated green space.

The Ma Faamii is a regional pilot project focused on providing supports to the citizens and families of MN-S Region WR2A. The City of Prince Albert houses a large proportion of Métis citizens within the Region and acts as a commerce/service hub for other communities throughout WR2A. The city has the added benefit of being a primary service centre for many of the potential pilot project partners. This will enhance MN-S’s ability to persuade project partners to co-locate at the Ma Faamii site, reducing barriers to access and enhancing service delivery efficiency and efficacy.

- A 12,000 sq.ft. single story Early Learning Child Care building. This Centre, which is an extension of the Ma Faamii building, is intended to be a full service child care centre.

3.2 Medium Density Residential

The remainder of developable lands within the subject parcel will remain proposed as medium density residential, as outlined in the WHM.

3.3 Municipal Reserve

The WHM displays Municipal Reserve (MR) on the west side of the subject lands. The applicant will work with the City and other land owners to ensure that adequate MR dedication is achieved throughout the entirety of the proposed development.

4.0 Bylaw Amendments

4.1 Official Community Plan

The subject lands are currently designated as Low Density Residential and Medium Density Residential in the Official Community Plan (OCP). An amendment to the OCP Land Use Map is required to designate the subject lands as Institutional and Medium Density Residential.

4.2 West Hill Masterplan

The subject lands are currently designated as Medium Density Residential in the WHM Land Use Concept. An amendment to the WHM Land Use Concept is required to designate a portion of the subject lands to Institutional.

4.3 Zoning Bylaw

The subject lands are currently designated as FUD – Future Urban Development in the Zoning Bylaw. An amendment to the Zoning Map is required to designate a portion of the lands as I1 – Institutional General. The applicant does not require the remaining lands to be rezoned as of this time.

5.0 Regulatory Framework

5.1 Official Community Plan

The Prince Albert Official Community Plan (OCP), ‘Kistapinanihk-2035’, outlines various policies for new institutional development in the City. The following table displays policies from the OCP, accompanied by the rationale of how the proposed development addresses the goal or policy.

Policy	Rationale
6.6(iii) - Encourage public and institutional uses to be located where they will best service the needs of area residents and in a manner which is well-integrated with the surrounding neighbourhood. AND 6.6(viii) – Create better walking, cycling and transit connection to city wide institutional/public areas.	The proposed development is situated on 10 th Avenue which is an arterial roadway. It is also close to 28 th Street which is a future arterial roadway. This area is ideal for an institutional development as it is near multiple modes of transportation and will provide both child care and employment opportunities for residents of Prince Albert.
6.6(iv) – Support the expansion of health facilities to meet the changing needs of the community.	The proposed Ma Faamii development will include many physical well-being offerings.

5.2 West Hill Masterplan

The West Hill Masterplan is an overall development framework for the southwest quadrant of the City of Prince Albert. The following discussion addresses the four primary components of the WHM; Land Use, Transportation, Infrastructure, and Phasing.

Land Use

The WHM identifies the subject lands as medium density. Considering the location in proximity to two arterial roadways, as well as proposed medium density to the north, east, and south, the location for the proposed institutional development does not present any land use conflicts.

Transportation

The proposed institutional parcel is located on 10th Avenue, and just south of 28th Street, both arterial roadways. The parcel is also abutting a future local roadway that intersects 10th Avenue.

Infrastructure

The 2020 construction of 10th Avenue included the installation of deep utilities including water, sanitary sewer, and storm sewer. This provides immediate availability of services to the proposed institutional parcel.

Phasing

The proposed development is within the E3 development phase. The phasing section of the WHM references ‘optimal phasing for this plan area will depend on access to key infrastructure’. As mentioned above, the deep utilities in 10th Avenue provide the opportunity to develop the proposed institutional parcel in the short term. Considering the scale of the development, it is highly likely that it will attract investment in adjacent areas such that the WHM will begin taking shape as it builds-out from east to west.

6.0 Summary

The proposed development is in alignment with policies in the City’s OCP. As such, we request the City’s support as the applications begins the approval process. In closing, we provide the following statements which capture the benefits and key points of compliance for development in the City of Prince Albert:

- Utilizes existing services ✓
- Utilizes existing roadways..... ✓
- Provides child care..... ✓
- Provides employment opportunities..... ✓
- Complementary to nearby land uses ✓
- Opportunity for the City to work with Metis Nation Saskatchewan..... ✓
- Catalyst for further investment on west side of City..... ✓

February/2023

7.0 Next Steps

We look forward to working with the City of Prince Albert on the approval of the aforementioned bylaw amendments and discretionary use application. Please contact the undersigned if you have any questions.

Respectfully submitted,

Catterall & Wright

Per:



Devin Clarke, RPP, MCIP

d.clarke@cwce.ca

(306) 343-7280

Reviewed:

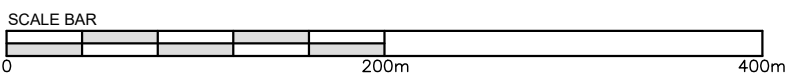


Ryan Rogal, P.Eng



LEGEND:

- - - PARCEL AA
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY MULTIPLE UNIT DWELLINGS
- HIGH DENSITY MULTIPLE UNIT DWELLINGS
- COMMERCIAL
- INSTITUTIONAL
- NEIGHBOURHOOD MIXED USE
- PROPOSED INSTITUTIONAL PARCEL
- PUBLIC UTILITY
- MUNICIPAL RESERVE



PRELIMINARY
NOT FOR CONSTRUCTION

DATE	REVISION

CATTERALL & WRIGHT
CONSULTING ENGINEERS

1231 - 8th STREET EAST | SASKATOON, SK S7H 0S5
TEL: (306) 343-7280 | FAX: (306) 956-3199 | www.cwce.ca

OWNER/CLIENT
METIS NATION SASKATCHEWAN

LOCATION
PRINCE ALBERT, SK

PROJECT
PARCEL AA

SHEET TITLE

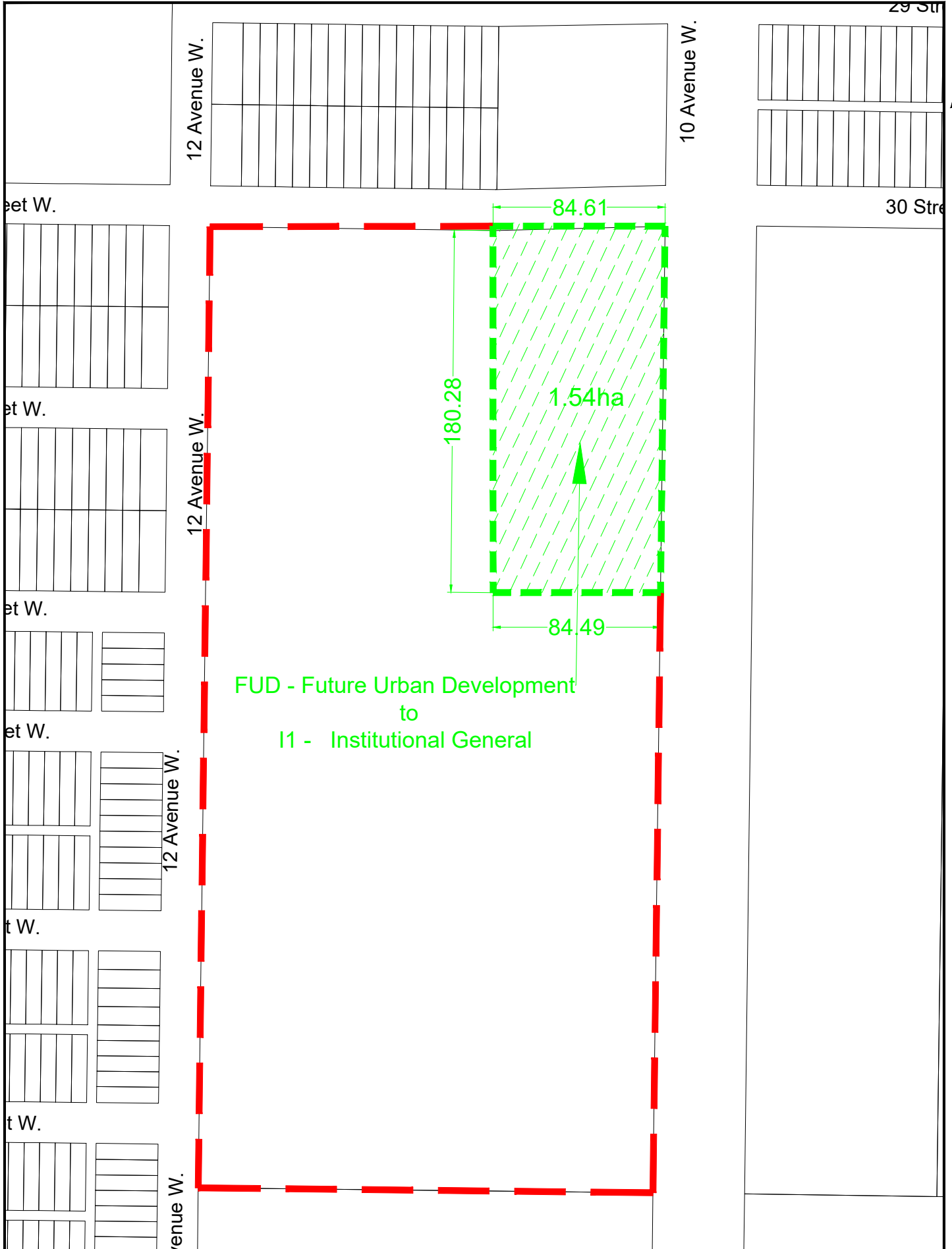
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WHEN DRAWING IS PLOTTED FULL SIZE THIS LINE IS 30mm IN LENGTH	
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DATE 22/11/07	SHEET 1 of 1
DRAWING NUMBER	FIGURE 1

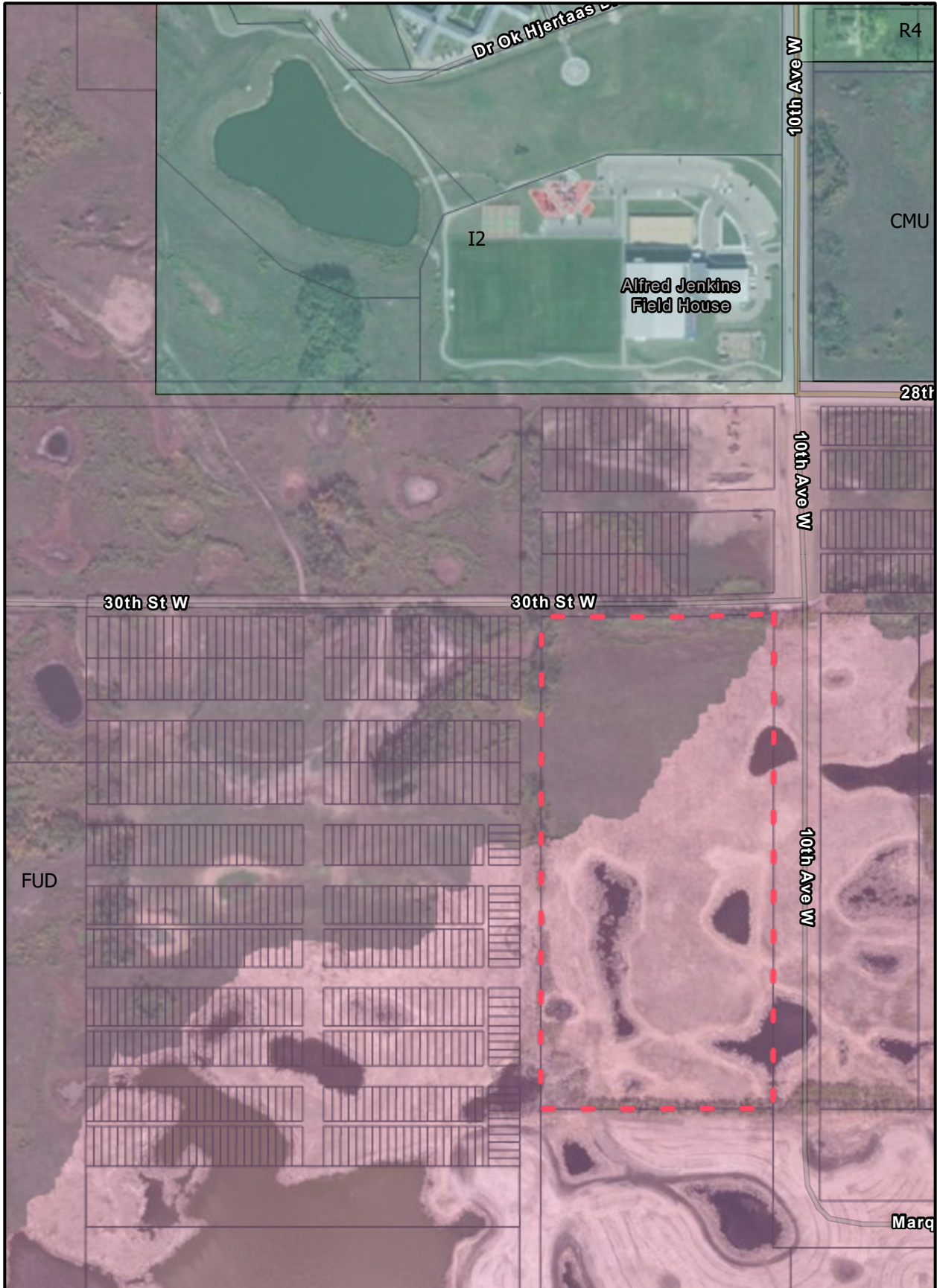


S - I - Z

S - I - Z

PLANNING & DEVELOPMENT SERVICES





S-HZ

S-HZ

PLANNING & DEVELOPMENT

January 4, 2023

Subject Property Identified With A Bold Dashed Line

CITY OF PRINCE ALBERT BYLAW NO. 10 OF 2023

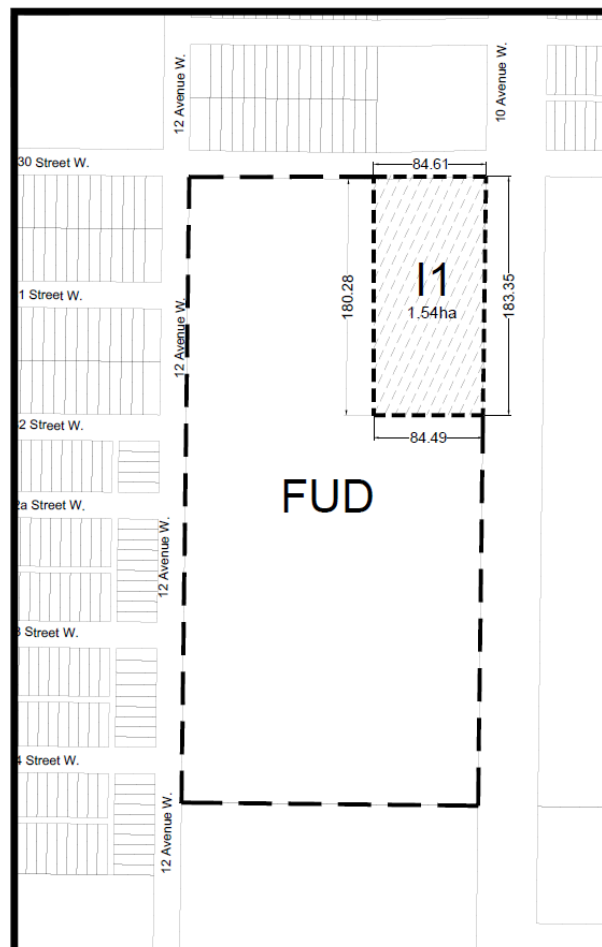
*A Bylaw of The City of Prince Albert to amend
the Zoning Bylaw, being Bylaw No. 1 of 2019*

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

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

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

A portion of Parcel AA, Plan 62PA10512, Ext 1
Prince Albert, Saskatchewan, as described below:



Shall be rezoned from FUD – Future Urban Development to I1 – Institutional General.

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., 2023.

READ A SECOND TIME THIS _____ DAY OF _____, A.D., 2023.

READ A THIRD TIME AND PASSED _____ DAY OF _____, A.D., 2023.

MAYOR

CITY CLERK

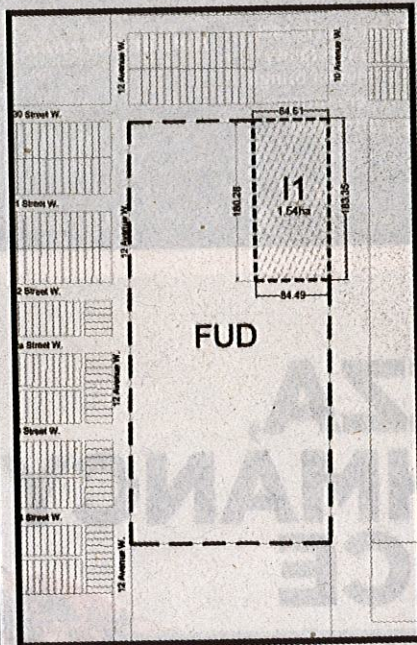


CITY OF PRINCE ALBERT PUBLIC NOTICE

ZONING BYLAW AMENDMENT - BYLAW NO. 10 OF 2023

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 10 of 2023 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw.

Reason for the Amendment: At the City Council meeting held March 6th, 2023, first reading of Bylaw No. 10 of 2023 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 10 of 2023 proposes to rezone a 1.54 hectare portion of the land legally described as Parcel AA, Plan 62PA10512 Ext 1 from FUD - Future Urban Development to I1 - Institutional General. The purpose of the rezoning is to accommodate the construction of an office and a child care centre. The subject property is shown in the dashed line below:



Therefore, City Council, at its meeting to be held on March 27th, 2023 at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, March 21st, 2023. In accordance with City Council's Procedure Bylaw No. 23 of 2021, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.

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

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

Issued at the City of Prince Albert, this 16th day of March, 2023
Terri Mercier, City Clerk

Published in the Daily Herald on Thursday, March 16, 2023

RPT 23-120

TITLE: Bylaw No. 11 of 2023 - Rezoning 800 28th Street West from the FUD Zoning District to the R4 Zoning District

DATE: **March 27, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Bylaw No. 11 of 2023 receive 2nd and 3rd readings;

TOPIC & PURPOSE:

The purpose of this report is to request second and third reading of Bylaw No. 11 of 2023, to rezone the property at 800 28th Street West, legally described as Parcel H, Plan No. 102132199, from FUD – Future Urban Development to the R4 – High Density Residential Zoning District.

BACKGROUND:

City Council approved the BRAR Investment Group Project intending to sell the land for high density residential development. As per City Council Resolution No. 0045, dated February 13, 2023:

1. *That the Offer to Purchase from BRAR Investment Group located at 800 28th Street West, legally described as Parcel H, Plan No. 102132199 be approved in the amount of \$1, 000, 000, subject to the City Solicitor reviewing and making revisions to the offer as necessary;*

Bylaw No. 11 of 2023 was introduced and given first reading at the March 6, 2023, City Council meeting.

PROPOSED APPROACH AND RATIONALE:

Since the sale of the subject property has already been approved by City Council, it is necessary to rezone the land from the current FUD – Future Urban Development Zoning District to a Zoning District that will allow residential development.

Administration is proposing the property be rezoned to R4 – High Density Residential Zoning District, which will allow for the development of multi-unit dwellings, specifically apartment buildings. Since the surrounding properties are already zoned R4 - High Density Residential Zoning District, rezoning the subject property to R4 will complement the surrounding area.

Overall, changing the Zoning District from FUD – Future Urban Development to R4 - High Density Residential will give the property sale purpose, while promoting economic and social prosperity for the future of Prince Albert.

If approved, BRAR Investment Group will provide Planning and Development Services with detailed site plans for development and building permits. BRAR Investment Group will be seeking to get permits for two buildings this year, while attaining permits for the third building in the future.

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

CONSULTATIONS:

The Department of Planning and Development Services has been in contact with the applicant throughout the Zoning Bylaw Amendment process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council's decision and the Zoning Bylaw and City website will be updated.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The future development proposed in the rezoning application supports the City's area of focus for Economic Diversity and Stability by accommodating the needs of new and existing organizations in Prince Albert.

OFFICIAL COMMUNITY PLAN:

As per Section 6.4.2 of the City of Prince Albert's Official Community Plan, the subject property supports the given policies in terms of diversifying housing types and is also the ideal location for the proposed multi-dwelling units:

“Encourage the distribution of a range of housing types throughout the neighbourhood to foster a more varied social composition;” . . . “ be located adjacent to and with direct access to the municipal roadway system to minimize infiltration of high volumes of traffic through low density residential developments;”

Overall, this zoning bylaw amendment would allow the proposed development to diversify the housing market with multi-unit dwellings, while also reducing vehicular congestion with its close proximity to a main arterial road.

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 March 16, 2023;
- Public Notice was posted on the City website on March 16, 2023; and,
- Public Notice was posted in the Prince Albert Daily Herald on March 16, 2023.

ATTACHMENTS:

1. Location Plan
2. Zoning Proximity Map
3. Bylaw No. 11 of 2023
4. Public Notice – March 16, 2023

Written by: Darien Frantik, Planner

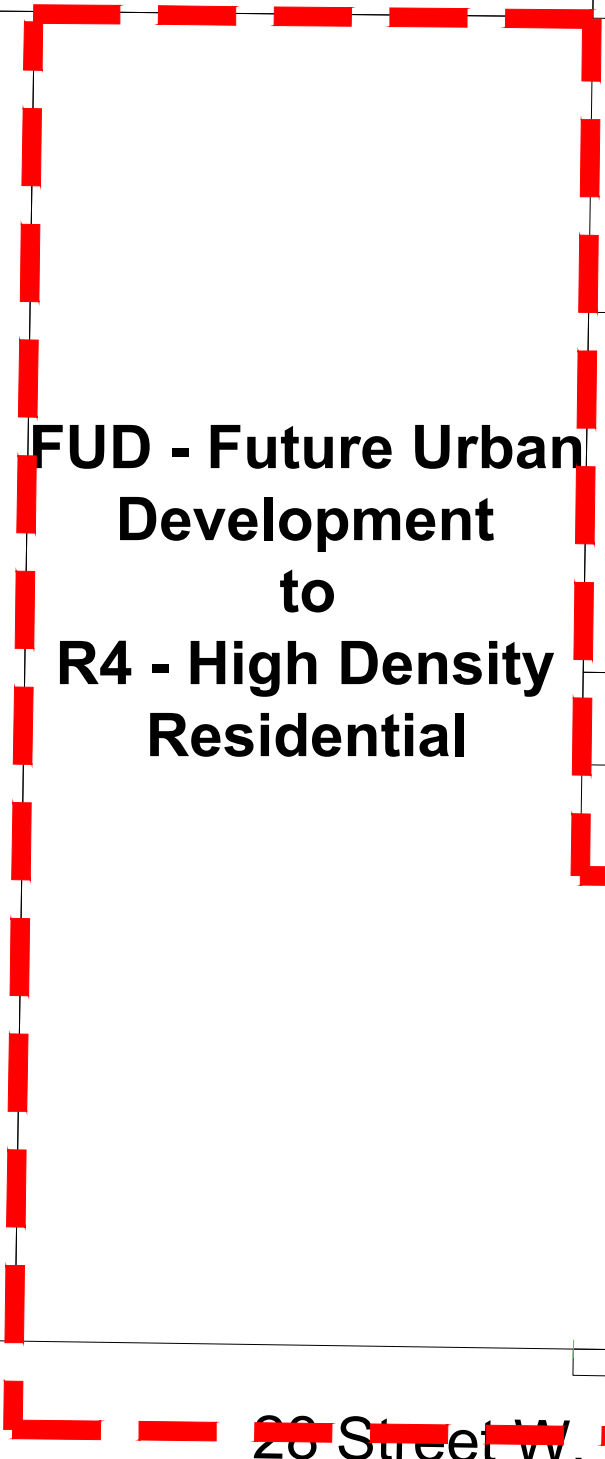
Approved by: Director of Planning and Development Services & City Manager



S - N

S - N

PLANNING & DEVELOPMENT SERVICES



**FUD - Future Urban
Development
to
R4 - High Density
Residential**

2621

2641

2661
2665
2681
2685
2701
2705
2721
2741

Woodbridge Dr

Bristowe Ave

2781

2764

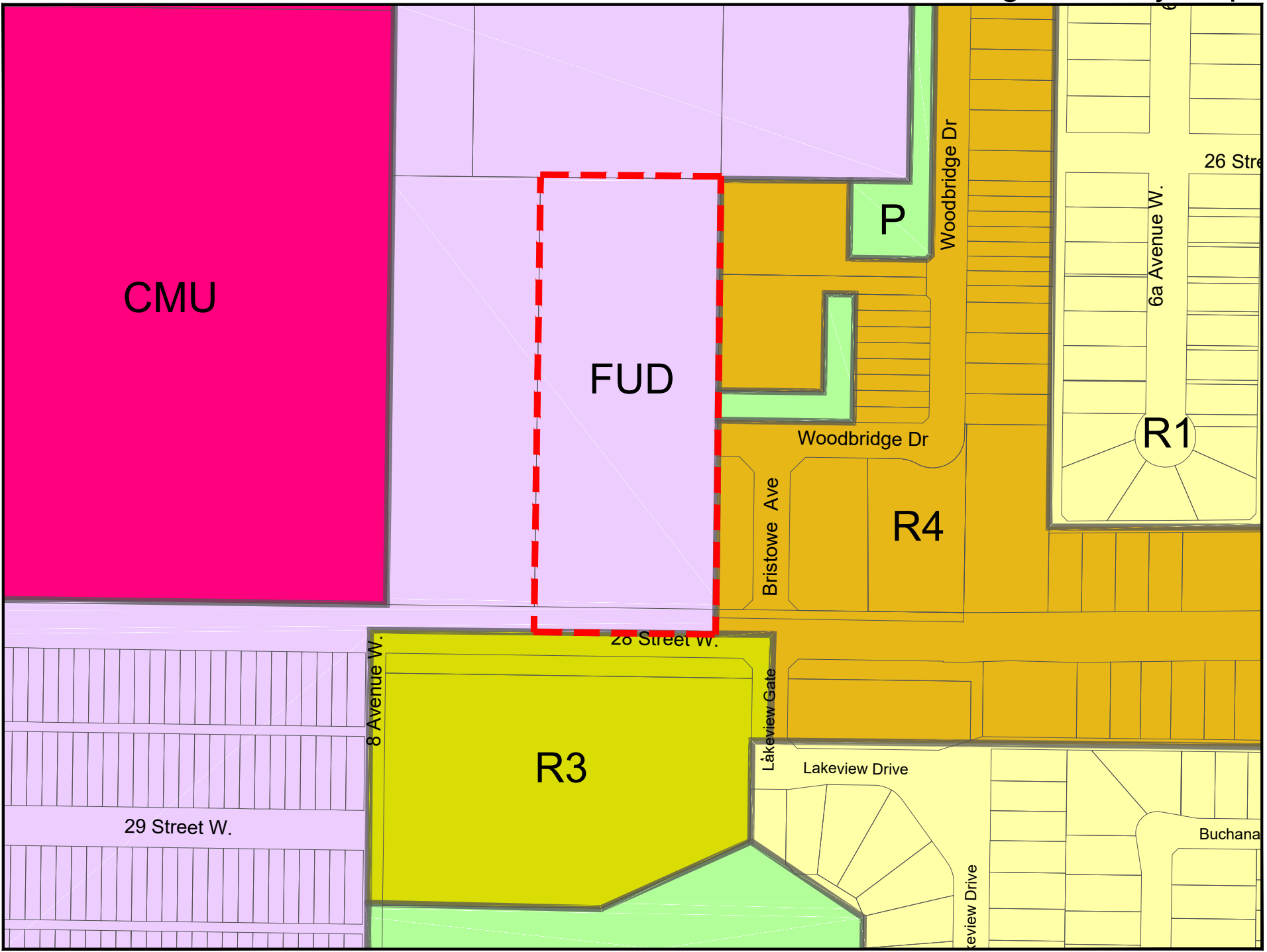
28 Street W.

ew Gate

2800

TC

March 2023



Rezoning FUD to R4 - 800 28th Street West

Subject Property Identified With A Bold Dashed Line

CITY OF PRINCE ALBERT BYLAW NO. 11 OF 2023

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

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

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

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

Parcel H, Plan 102132199
Prince Albert, Saskatchewan

Shall be rezoned from FUD – Future Urban Development to R4 – High Density Residential as shown in bold outline on the map, which is attached to and forms part of this bylaw and marked Schedule "A"

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

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

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

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

MAYOR

CITY CLERK



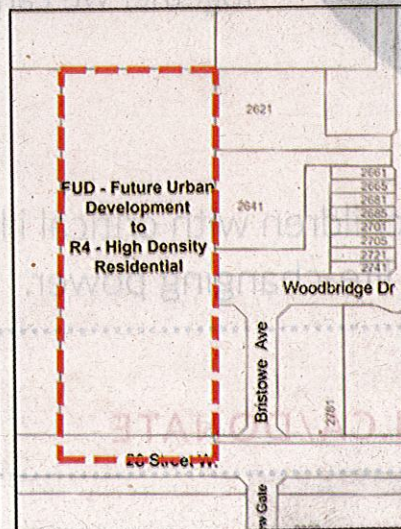
CITY OF PRINCE ALBERT PUBLIC NOTICE

ZONING BYLAW AMENDMENT - BYLAW NO. 11 OF 2023

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 11 of 2023 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw.

Reason for the Amendment: At the City Council meeting held March 6, 2023, first reading of Bylaw No. 11 of 2023 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 11 of 2023 proposes to rezone the land legally described as Parcel H, Plan 102132199 from FUD - Future Urban Development to R4 - High Density Residential Zoning. The purpose of the rezoning is to accommodate the construction of apartment buildings. The subject property is shown in the dashed line below:

Therefore, City Council, at its meeting to be held on March 27, 2023, at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, March 21st, 2023. In accordance with City Council's Procedure Bylaw No. 23 of 2021, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.



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

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

Issued at the City of Prince Albert, this
16th Day of March, 2023
Terri Mercier, City Clerk

Published in the Daily Herald on Thursday, March 16, 2023



City of
Prince Albert

RPT 23-114

TITLE: 2023 Property Tax Bylaws

DATE: **March 16, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the following Bylaws be given first and second readings:
 - a. Bylaw No. 5 of 2023;
 - b. Bylaw No. 6 of 2023;
 - c. Bylaw No. 7 of 2023;
 - d. Bylaw No. 8 of 2023; and,
 - e. Bylaw No. 9 of 2023;
2. That Administration bring forward an Incentive Program for purchasers of vacant residential lots to assist in the development and building of a house on the lot; and,
3. That Administration consult with the Prince Albert Downtown Business Improvement District to advise and request feedback for future budget requirements.

ATTACHMENTS:

1. 2023 Property Tax Bylaws (RPT 23-87)
2. 2023 Property Tax Tools Handout (PRESENTED AT MEETING)

Written by: Executive Committee

TITLE: 2023 Property Tax Bylaws

DATE: February 27, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That the following Bylaws be forwarded to the March 27, 2023 City Council meeting for first and second reading:
 1. Property Tax Bylaw – Bylaw No. 5 of 2023
 2. Snow Management Special Tax Bylaw – Bylaw No. 6 of 2023
 3. Roadways Special Tax Bylaw – Bylaw No. 7 of 2023
 4. Police Special Tax Bylaw – Bylaw No. 8 of 2023
 5. Business Improvement District (BID) Levy Bylaw – Bylaw No. 9 of 2023
2. That City Council Resolution No. 0357 dated November 7, 2022, Item No. 2 be rescinded.
3. That Administration bring forward an incentive program for purchasers of vacant residential lots to assist in the development and building of a house on the lot.

TOPIC & PURPOSE:

To consider the 2023 Property Tax Bylaws as follows:

1. Property Tax Bylaw – Bylaw No. 5 of 2023
2. Snow Management Special Tax Bylaw – Bylaw No. 6 of 2023
3. Roadways Special Tax Bylaw – Bylaw No. 7 of 2023
4. Police Special Tax Bylaw – Bylaw No. 8 of 2023
5. Business Improvement District (BID) Levy Bylaw – Bylaw No. 9 of 2023

BACKGROUND:Property Tax Tools

Property tax tools available to the City of Prince Albert are as follows:

1. **Mill Rate** (Ad Valorem): basic tax rate applicable to all assessed properties in the City.
2. **Mill Rate Factor**: applies a ratio to increase or decrease the effective mill rate in each of the property classes or sub-classes.
3. **Minimum Tax**: guarantees that a property will pay a minimum amount for the General Municipal Levy, currently set at \$772.
4. **Base Tax**: a specific amount of money applied to each property that effectively reduces the difference in property taxes between the lower and higher assessed properties.

A **new base tax** was introduced in 2022 to generate revenue to fund general operations of the City.

Residential: \$40.00 per home
Multi-Residential: \$20.00 per multi-unit

Sliding commercial scale

This base tax is for the general operations of the City. The revenue generated will fund annual operations and an approved transfer to the City's Future Infrastructure Reserve to fund future City projects.

5. **Special Tax**: a specific amount of money raised by a special tax to be used for a specific service or purpose. The service or purpose must be completed within the taxation year.

A municipality may pass a special tax bylaw and Subsection 278(1) of the *Cities Act* provides that the use of the revenue raised by a special tax must be used for that specific service or purpose stated in the bylaw. Subsection 278(2) of the *Cities Act* then states that when there is excess revenue generated from the special tax (i.e. actual expenses are less than the actual revenue from the special tax), the City shall give public notice of the use to which it proposes to put the excess revenue. This requirement in subsection 278(2) will allow for transparency between the City and residents as to what their tax dollars are being used for.

The 2022 Property Tax Bylaws changed the following from a **Base Tax to a Special Tax as per legislation as follows:**

Police Special Tax: \$35 per door

Snow Special Tax

Residential: \$60.00 per residential roll

Multi-Residential: \$20.00 per multi-unit

Sliding commercial scale

Roadways Special Tax

Residential: \$189 per residential roll

Multi-Residential: \$63.00 per multi-unit

Sliding commercial scale

PROPOSED APPROACH AND RATIONALE:

The amount of **\$1,576,350.74** needs to be raised in taxation for 2023, as per approved operating and capital budgets and reserve allocations:

Name	2023 Budget	2022 Budget	Excess (Shortfall)
General Municipal Levy	34,146,210	33,307,651	
Minimum Tax		268,559	570,000
Federal Government Grant in Lieu	143,000	140,300	2,700
Provincial Government Grant in Lieu	1,801,000	1,816,100	(15,100)
First Nations Reserve Land	363,100	319,540	43,560
Municipal Levy	36,453,310	35,852,150	601,160
Library Levy	2,253,950	2,190,420	63,530
Capital Projects Levy	1,543,200	1,541,000	2,200
Snow Management Special Tax	1,548,900	1,305,000	243,900
Roadways Special Tax	4,100,000	4,100,000	0
Police Special Tax	554,600	554,600	0
Base Tax	720,000		720,000
	10,720,650	9,691,020	1,029,630
Total Increase	47,173,960	45,543,170	1,630,790

Total Funds Required	\$1,630,790.00
Less Increase in Revenue due to Assessment Changes	(\$54,439.26)
Total Funds Required to Balance 2023 Budget	\$1,576,350.74

The Report will provide further details on the above increased budgets.

Mill Rates

The 2022 Property Tax Bylaw included the following Mill Rates for 2022:

Levy	Year 2022
General Municipal	10.570 mills
Civic Facilities	0.470 mills
Library	0.664 mills
Minimum Tax	\$772.00

Mill Rate Factors for 2022 are as follows. There are five Tiers for Commercial Mill Rate Factors.

Commercial tiering is based on taxable value.

Class	Mill Rate Factors	Taxable Value
Agriculture	0.856	
Residential	0.938	
Condominium	0.856	
Multi-Unit Residential	1.090	
Commercial - Tier 1	1.950	Less than \$850,000
Commercial - Tier 2	1.950	\$850,001 - \$4,200,000
Commercial - Tier 3	2.100	\$4,200,001 - \$8,000,000
Commercial - Tier 4	2.500	\$8,001,000 - \$15,000,000
Commercial - Tier 5	2.200	Over \$15,000,000
Vacant Commercial Land	2.466	
Care Home and Group Home	0.938	
Hotel and Motel	2.200	
Elevators and Railroads	3.000	

The Mill Rate Factors are not being suggested to change for Year 2023.

Administration has reviewed all tax tools that are available to City Council for raising the funds to balance the 2023 approved Budget and are recommending the following:

1. Increase the General Municipal Levy from 10.570 mills to 10.872 mills which equates to a 2.86% increase from 2022.
2. Increase the Snow Management Special Tax to fund the increased approved budget of \$284,300. There needs to be an increase to the Special Tax to fund the snow costs.
3. Increase the Roadways Special Tax to include funding for the approved \$300,000 Concrete Sidewalk, Curb & Median Rehabilitation Program. This change aligns all Roadway Paving Program costs including paving, sidewalk and rehabilitation together as one Program funded by the Special Tax.
4. Increase the Library Levy from 0.664 mills to 0.682 mills as the approved 2023 Budget increased by \$63,530, as such the Levy needs to be increased.
5. Increase the Minimum Tax from \$772 to \$800 for Residential, Condominiums, Agricultural and Multi-Family.
6. **Add a new Minimum Tax of \$1,600 for Vacant Residential Land.**
7. Decrease the Prince Albert Downtown Business Improvement (BID) Levy from 0.064 mills to 0.059, as per assessment value changes.

With the above recommendations, there is **NO increase** to the following:

Base Tax:	\$40.00 per Residential home \$20.00 per multi-unit
Police Special Tax:	\$35 per door
Civic Facilities Levy	0.470 mills
Destination Marketing Tax	

SUMMARY OF 2023 TAX TOOLS:

	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
General Municipal Levy	10.570	10.872	0.302	2.86%
	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Library Levy	0.664	0.682	0.018	2.71%
Snow Management Special Tax	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential **	\$60.00	\$72.00	\$12.00	20.00%
Multi-Residential	\$20.00	\$23.00	\$3.00	15.00%
Commercial - Tiers				15.00%
Roadways Special Tax	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential **	\$189.00	\$204.00	\$15.00	7.94%
Multi-Residential	\$63.00	\$67.00	\$4.00	6.35%
Commercial - Tiers				5.00%
Minimum Tax	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential	\$772.00	\$800.00	\$28.00	3.63%
	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Minimum Tax				
Residential Vacant Land	\$772.00	\$1,600.00	\$828.00	107.25%
	<u>2022 Rates</u>	<u>Proposed</u>	<u>Decrease</u>	<u>% Decrease</u>
BID Levy	0.064	0.059	(0.005)	(7.81%)

** Residential includes Vacant Residential, Condominiums, Agricultural and Care Homes.

As per the Cities Regulations, **Multi-Residential is a property to be used for or in conjunction with a residential purpose and to accommodate four or more self-contained dwelling units within a parcel.**

Therefore, a Duplex (two units) is classified as Residential and is charged the Special Taxes and Base Tax of a Residential Property. To be classified as a Multi-Residential, there needs to be four or more self-contained dwelling units within a parcel.

General Municipal Levy (Mill Rate) Increase

Administration is recommending increasing the General Municipal Levy from 10.570 mills to **10.872** mills, which is an increase of 2.86% over 2022.

This Mill Rate will generate taxation revenue of \$35,863,303, which is an increase of \$996,203 over 2022.

Library Levy Increase

Administration is recommending increasing the Library Levy to reflect the approved increased budget for the Prince Albert Public Library:

	Year 2022	Year 2023	Increase	% Increase
Prince Albert Public Library	\$2,190,420	\$2,253,950	\$63,530	2.90%

The Library Levy will be increased as follows:

Levy	Year 2022	Year 2023	Increase	% Increase
Library Levy	0.664 mills	0.682 mills	0.0018	2.71%

The increase to the Library Levy will be sufficient for the approved budget increase:

Prince Albert Public Library	Library Levy
Approved 2023 Budget	\$2,253,950
Library Levy Proposed	\$2,254,235

The impact to a residential homeowner for the Library Levy increase is very minimal. The increase is estimated to be between \$1.00 to \$3.00 annually.

Snow Management Special Tax Increase

The 2023 Budget for Snow Management was increased by \$284,300 due to increased costs for staffing, fleet costs and materials.

The budget includes:

- \$20,000 for hired rental equipment that is required for snow management activities when City equipment is already in use or unavailable;
- Increase in Fleet Expenses due to rising fuel costs;
- Increase to reflect projected fleet costs relating to snow removal for the City and equipment costs;
- Increase supplier costs to purchase grader blades, loader blades and skid steer brooms; and,
- Increase for salaries includes the approved new positions of Foreman II and Truck Driver/Equipment Operator. 50% of that position is being charged to Snow Management in the amount of \$75,400.

Snow Budget	Year 2022	Year 2023	Increase	% Increase
Salaries Wages Benefits	\$560,760	\$696,900	\$136,140	24.28%
Fleet Expenses	\$422,740	\$565,900	\$143,160	33.86%
Maintenance Materials	\$281,100	\$286,100	\$5,000	1.78%
Total Budget	\$1,264,600	\$1,548,900	\$284,300	22.48%

Due to the increase in snow management, Administration is recommending increasing the Snow Management Special Tax as follows:

Snow Special Tax	Original	Proposed	Increase	% Increase
Residential	\$60.00	\$72.00	\$12.00	20.00%
Multi-Residential	\$20.00	\$23.00	\$3.00	15.00%

The impact to a Commercial User for an increase in the Snow Management Special Tax is a **15% increase** as per below:

Commercial Tiers			15% INCREASE	
Min	Max	Snow - Year 2022	Snow - Proposed	\$ Increase
-	150,000.00	\$125.00	\$144.00	\$19.00
150,001.00	300,000.00	\$300.00	\$345.00	\$45.00
300,001.00	450,000.00	\$510.00	\$587.00	\$77.00
450,001.00	600,000.00	\$585.00	\$673.00	\$88.00
600,001.00	750,000.00	\$610.00	\$702.00	\$92.00
750,001.00	900,000.00	\$790.00	\$909.00	\$119.00
900,001.00	1,050,000.00	\$1,000.00	\$1,150.00	\$150.00
1,050,001.00	1,200,000.00	\$1,170.00	\$1,346.00	\$176.00
1,200,001.00	1,350,000.00	\$1,360.00	\$1,564.00	\$204.00
1,350,001.00	1,500,000.00	\$1,550.00	\$1,783.00	\$233.00
1,500,001.00	2,000,000.00	\$2,000.00	\$2,300.00	\$300.00
2,000,001.00	2,500,000.00	\$2,400.00	\$2,760.00	\$360.00
2,500,001.00	3,000,000.00	\$2,700.00	\$3,105.00	\$405.00
3,000,001.00	3,500,000.00	\$3,000.00	\$3,450.00	\$450.00
3,500,001.00	4,000,000.00	\$3,500.00	\$4,025.00	\$525.00
4,000,001.00	5,000,000.00	\$4,300.00	\$4,945.00	\$645.00
5,000,001.00		\$4,700.00	\$5,405.00	\$705.00

By increasing the Snow Management Special Tax, the additional revenue that will be generated is \$1,550,258.50, which will fund the approved 2023 Budget as follows:

	Snow Special Tax
Approved 2023 Snow Budget	\$1,548,900
Snow Management Special Tax Proposed	\$1,550,259

The tax relating to snow management was introduced in Year 2013 and has not increased in the past 10 years.

Roadways Special Tax Increase

The Roadways Special Tax was approved by Council in Year 2013, and has been charged at \$189 to Residential Users for the last ten (10) years.

The Budget for Roadways was increased in 2023 as follows:

Streets and Roads Budget	Year 2022	Year 2023	Increase	% Increase
Salaries	\$448,200	\$513,540	\$65,340	14.58%
Fleet Expenses	\$228,580	\$242,580	\$14,000	6.12%
Maintenance Materials	\$154,850	\$180,660	\$25,810	16.67%
Total Streets and Roads	\$831,630	\$936,780	\$105,150	12.64%

The approved new positions of Foreman II and Truck Driver/Equipment Operator are charged 50% to Streets and Roads in the amount of \$75,400.

The Roadways Special Tax (previously Base Tax) collects revenue to fund the annual Roadways Paving Program of \$4,100,000.

Administration is requesting that the Roadways Special Tax increase to include funding for the approved \$300,000 Concrete Sidewalk, Curb & Median Rehabilitation Program.

The Concrete Sidewalk, Curb & Median Rehabilitation Program funds the replacement and new construction of concrete sidewalks and curbs, which are within locations primarily determined through the roadways paving program.

The \$300,000 Concrete Sidewalk, Curb & Median Rehabilitation Program has been historically funded by the General Municipal Levy. With this recommendation, those costs will be 100% funded by the Roadways Special Tax, which helps alleviate the mill rate increase.

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

With the amalgamation of the Roadways Paving Program and the Concrete Sidewalk, Curb & Median Rehabilitation Program into the Roadways Special Tax, the following increase is required:

Roadways Special Tax	Original	Proposed	Increase	% Increase
Residential	\$189.00	\$204.00	\$15.00	7.94%
Multi-Residential	\$63.00	\$67.00	\$4.00	6.35%

The impact to a Commercial User for an increase in the Roadway Special Tax is **5% increase** as per below:

Commercial Tiers			5% INCREASE	
Min	Max	Roadways - Year 2022	Roadways - Proposed	\$ Increase
-	150,000.00	\$500.00	\$525.00	\$25.00
150,001.00	300,000.00	\$650.00	\$683.00	\$33.00
300,001.00	450,000.00	\$1,200.00	\$1,260.00	\$60.00
450,001.00	600,000.00	\$1,780.00	\$1,869.00	\$89.00
600,001.00	750,000.00	\$2,300.00	\$2,415.00	\$115.00
750,001.00	900,000.00	\$2,900.00	\$3,045.00	\$145.00
900,001.00	1,050,000.00	\$3,400.00	\$3,570.00	\$170.00
1,050,001.00	1,200,000.00	\$4,000.00	\$4,200.00	\$200.00
1,200,001.00	1,350,000.00	\$4,630.00	\$4,862.00	\$232.00
1,350,001.00	1,500,000.00	\$5,000.00	\$5,250.00	\$250.00
1,500,001.00	2,000,000.00	\$6,500.00	\$6,825.00	\$325.00
2,000,001.00	2,500,000.00	\$7,700.00	\$8,085.00	\$385.00
2,500,001.00	3,000,000.00	\$8,500.00	\$8,925.00	\$425.00
3,000,001.00	3,500,000.00	\$9,500.00	\$9,975.00	\$475.00
3,500,001.00	4,000,000.00	\$11,000.00	\$11,550.00	\$550.00
4,000,001.00	5,000,000.00	\$13,400.00	\$14,070.00	\$670.00
5,000,001.00		\$14,500.00	\$15,225.00	\$725.00

By increasing the Roadways Special Tax, the additional revenue to be generated is \$4,409,073, which will fund the addition of the \$300,000 Concrete Sidewalk, Curb & Median Rehabilitation Program as follows:

Roadway Program	Roadway Special Tax
Roadway Paving Program	\$4,100,000
Concrete & Sidewalk Program	\$300,000
Total Roadway Program	\$4,400,000
Roadways Special Tax Proposed	\$4,409,073

Base Tax

A **new base tax** was introduced in 2022 to generate revenue to fund general operations of the City.

Residential: \$40.00 per home
 Multi-Residential: \$20.00 per multi-unit

Sliding commercial scale

The Base Tax is not being recommended to increase in Year 2023

Base Tax	Base Tax
Approved 2023 Budget	\$720,000
Base Tax	\$721,273

Minimum Tax Increase

This report is recommending increasing the Minimum Tax from \$772 to \$800, representing an increase of \$28. That will impact the following number of properties and generate additional revenue for 2023 as follows:

MINIMUM TAX	
Current Mill Rate	10.570
# of Properties	1,224
Revenue	\$266,681.42
Mill Rate - Proposed	10.872
Minimum Tax	\$800
# of Properties	1,259
Revenue	\$281,667.41
Additional Revenue Generated	\$14,983.53

The Minimum Tax is applicable to Residential, Condominiums, Agricultural and Multi-Family. For properties impacted by the Minimum Tax, property owners pay the difference of the General Municipal Mill Rate to the total amount of \$800.00. That impacts property owners differently based on their assessments.

Increase Minimum Tax for Vacant Residential Land

Currently, there are approximately 191 properties that are considered Vacant Residential Land. That includes vacant land with demolished houses and also land that is being developed by a Developer for sale.

Majority of the owners for Vacant Residential Land are paying approximately \$772 for municipal taxes plus the special and base taxes.

The intent behind this increased rate is to incentivize development on vacant lots. As these funds will be used for an incentive program, they are not available to balance the budget.

Administration is recommending increasing the Minimum Tax for Residential Vacant Land to \$1,600, plus the special and base taxes.

The average taxable value of a residential home in Prince Albert is approximately \$160,000. A residential property with this value would pay approximately \$1,590 to the General Municipal Levy. This amount has been rounded up to \$1,600 to form the basis of this recommended minimum tax on vacant properties.

Current Revenue - Residential Vacant Land (Minimum Tax)	\$74,134.02
Proposed New Minimum Tax of \$1,600 per Vacant Residential Land – Revenue to be generated	\$223,764.26
Increased Additional Revenue - Residential Vacant Land	\$149,630.24

Administration is recommending that the revenue generated from the Minimum Tax on Vacant Residential Land be set aside in a Reserve. This Reserve would then be used as an incentive program for purchasers of vacant lots to assist in the developing/building a home. Administration will bring forward a report outlining this program to an upcoming Executive Committee meeting.

Prince Albert Downtown Business Improvement District (BID) Levy

The BID Levy is specific to geographical location as established by Bylaw No. 4 of 2005 and is budgeted to generate \$78,000.

It is recommended to decrease the levy which will generate an estimated \$78,572 which is sufficient for the approved \$78,000 budgeted amount. The BID Levy is being reduced as the assessments have increased, however the budget has not increased. As such, the Levy is reduced to generate the revenue of \$78,572.

Levy	Year 2022	Year 2023	Decrease	% Increase
Business District Improvement Levy (BID)	0.064 mills	0.059 mills	-0.005	-7.81%

Civic Facilities Levy

The Civic Facilities Reserve was established in 2014 when the internal borrowing on the construction of the Alfred Jenkins Field House was paid in full. The continued intent of this reserve is to pay for the planning and construction of future City owned facilities. Revenue collected from the Civic Facilities Levy is credited annually to the Civic Facilities Reserve.

The Civic Facilities Levy will remain at 0.47 mills and is projected to generate revenue as follows:

Civic Facilities Levy	
Approved 2023 Budget	\$1,543,200
Revenue to be Generated	\$1,550,382

The actual revenue generated from the Civic Facilities Levy is credited at yearend to the Civic Facilities Reserve. As such, any additional revenue generated will be credited to the Reserve. At this time, the revenue collected from Civic Facilities Levy is funding the loan payments for the Aquatic and Arenas Recreation Centre.

Police Special Tax

The Police Special Tax of \$35.00 per door will remain the same. The Special Tax generates revenue of \$554,600 to fund the annual Multi-Year Proactive Policing Unit with the Prince Albert Police Service.

Destination Marketing Base Tax

The Destination Marketing Base Tax will not be increasing in Year 2023. The Destination Marketing Base Tax is specific to hotels in the City and is based on tiers of taxable assessed values. The annual funds collected from the Destination Marketing Levy is credited to the Destination Marketing Reserve. The Destination Marketing Levy Funds are to be utilized for events that generate hotel room night stays in the City of Prince Albert Hotels. This levy cannot be established as a special tax as special taxes must be for current expenditures as specified in section 275 of the *Cities Act*.

The Destination Marketing Base Tax charged to hotels is based on taxable value as follows:

Taxable Value		
Min	Max	Rate
-	750,000.00	\$3,000
75,001.00	1,500,000.00	\$8,000
1,500,001.00	2,500,000.00	\$12,000
2,500,001.00	3,200,000.00	\$18,500
3,200,001.00	4,500,000.00	\$48,000
4,500,001.00		\$51,000

COMMUNICATIONS AND/OR ANNOUNCEMENT PLAN:

The report will be forwarded to the March 27, 2023 City Council with the respective Property Tax Bylaws for consideration of readings.

The key dates and activities for communication include the following:

Key Dates:	<p>Budget Committee: November 16, 17 and 18, 2022 Budget Approved: December 12, 2022 Assessment Roll Closes: February 10, 2023 Presentation of Bylaw to Executive Committee: March 13, 2023 First and Second Reading of Tax Tools Bylaw: March 27, 2023 Third Reading: March 29, 2023</p>
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Activity	Description	Date
Media release	Announce conclusion of budget deliberations, reduction of the budget and notable projects approved for 2023.	November 18, 2022
TIPPS social media reminder	Social media post reminding property owners to sign up for TIPPS before the end of the year.	November 24, 2022
Media release	City of Prince Albert's 2023 Assessment Notices will be mailed out starting January 11, 2023.	January 11, 2023
Media release	Details of the proposed 2023 Property Tax Bylaw with impacts to property owners.	March 9, 2023
Website updates	Updating the website to include proposed property tax tools for 2023 and impact to property owners.	March 9, 2023
Public Notice	Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 will be provided.	March 16, 2023
Social media post & billboard update	Details of the 2023 Property Tax Bylaw with impacts to property owners.	March 30, 2023 (following third reading)
Property Tax 101 Video	Roll out of the Property Tax 101 Video	1 st week of April
Social media post & billboard update	Details to property owners on property tax notices being delivered & e-billing. Check spam / or junk folder. Encouragement of e-billing and TIPPS.	May 23, 2023
Information insert	Insert included with the property tax notice detailing key projects in the budget and the basics of property tax impacts.	May 23, 2023
Social media post	Reminder to property owners of the upcoming property tax deadline.	Mid-June 2023

Ongoing communication with the Communications Manager has already been established to ensure a detailed communication plan is developed.

POLICY IMPLICATIONS:

The following 2022 Property Tax Bylaws will be repealed:

- a. Bylaw No. 7 of 2022 ~ Property Tax Bylaw
- b. Bylaw No. 8 of 2022 ~ Snow Management Special Tax
- c. Bylaw No. 9 of 2022 ~ Roadways Special Tax
- d. Bylaw No. 10 of 2022 ~ Police Special Tax
- e. Bylaw No. 11 of 2022 ~ Business Improvement District

FINANCIAL IMPLICATIONS:

At the conclusion of budget deliberation and with no other tax tools implemented or discussed, members of Council were advised that a potential mill rate increase would be 4.94%

Due to the changes in assessment value, this required increase dropped to 3.45%. With the proposed tax tool options recommended in this report, residents on average will see a 2.85% increase to their tax bill. The highest increase (excluding residential vacant land) will be 5.76% with the lowest at 1.70%

Based on all of the proposed 2023 Tax Tool recommendations noted above, the impact to residential owners are as follows:

Assessed Value	\$100,000	\$150,000	\$200,000	\$250,000
Taxable Value	\$80,000	\$120,000	\$160,000	\$200,000
CURRENT 2022 RATES	\$1,565	\$2,186	\$2,807	\$3,428
PROPOSED NEW RATES	\$1,616	\$2,249	\$2,882	\$3,515
TOTAL ANNUAL INCREASE	\$51.01	\$63.01	\$75.02	\$87.02
% INCREASE	3.26%	2.88%	2.67%	2.54%
MONTHLY INCREASE	\$4.25	\$5.25	\$6.25	\$7.25

Assessed Value	\$309,000	\$350,125	\$400,625	\$450,375
Taxable Value	\$247,000	\$280,100	\$320,500	\$360,300
CURRENT 2022 RATES	\$4,160	\$4,671	\$5,298	\$5,915
PROPOSED NEW RATES	\$4,261	\$4,782	\$5,421	\$6,050
TOTAL ANNUAL INCREASE	\$101.19	\$111.06	\$123.19	\$135.13
% INCREASE	2.43%	2.38%	2.33%	2.28%
MONTHLY INCREASE	\$8.43	\$9.26	\$10.27	\$11.26

As shown above, the impact to a residential user **increases based on taxable value.**

Reference Appendix D for a breakdown of these amounts for Residential Properties.

The impact on some Commercial Users as examples are as follows:

Taxable Value	2022 Rates	Proposed	Increase	% Increase
145,600	\$5,215.88	\$5,340.54	\$124.66	2.39%
586,000	\$19,994.12	\$20,536.53	\$542.41	2.71%
917,200	\$32,003.06	\$32,895.40	\$892.33	2.79%
1,824,000	\$63,362.43	\$65,125.60	\$1,763.18	2.78%
2,124,000	\$74,004.27	\$76,074.64	\$2,070.38	2.80%
6,854,500	\$236,341.51	\$242,377.74	\$6,036.22	2.55%
7,654,900	\$261,504.81	\$268,078.90	\$6,574.09	2.51%
13,246,600	\$499,314.19	\$511,341.47	\$12,027.28	2.41%

Reference Appendix E for a breakdown of these amounts for Commercial Properties.

The recommended 2023 Tax Tool increases will provide the funding to balance the 2023 Budget. However, it does not cover appeal losses. As well, School Taxes are set by the Province and not considered in this Report.

Based on the updated assessment values, below is the increased revenue to be generated to balance the 2023 Budget:

Name	2023 Budget	2023 Assessment + 2023 Recommendations	Excess (Shortfall)
General Municipal Levy	\$36,453,310	\$35,863,303	
Minimum Tax		\$281,667	(\$308,340)
Municipal Levy	\$36,453,310	\$36,144,970	(\$308,340)
Library Levy	\$2,253,950	\$2,254,235	\$285
Capital Projects Levy	\$1,543,200	\$1,550,382	\$7,182
Snow Management Special Tax	\$1,548,900	\$1,550,259	\$1,359
Roadways Special Tax	\$4,100,000	\$4,409,073	\$309,073
Police Special Tax	\$554,600	\$554,593	(\$8)
Base Tax	\$720,000	\$721,273	\$1,273
	\$10,720,650	\$11,039,814	\$319,164
Totals	\$47,173,960	\$47,184,784	\$10,824

The above amounts do not include the increase in minimum tax to vacant residential land as that money will be used as part of an incentive program, not to balance the budget.

The Yard District Levy

City Council at its meeting on November 7, 2022 approved the following motion:

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

Council may choose to pass a special tax bylaw to raise revenue for a specific purpose or service (public notice required). A special tax:

- Must be for a purpose or service expected to be completed within the tax year.
- Must match revenues to expenditures.
- Cannot be used for major capital undertakings.

The 8% Levy cannot be encountered under a special tax or targeted levies under *The Cities Act* where there are not necessarily additional tangible services provided to the local properties.

Through consultation with the City Solicitor and other Senior Administration, it is recommended that City Council rescind Item No. 2 of the Motion, due to the above noted consideration.

STRATEGIC PLAN:

The creation of an equitable taxation structure promotes community growth and maintains new and existing amenities and infrastructure. The creation of the new incentive program from the Minimum Tax on Vacant Residential Land will promote development of vacant lots.

OPTIONS TO RECOMMENDATION:

Members of Council may consider balancing the 2023 Budget with only a General Municipal Levy (Mill Rate) increase, Snow Management Special Tax increase and a Library Levy increase. The Snow Management Special Tax and Library Levy must be increased to fund the increased budgets. The remaining funds to balance the 2023 Budget would be increased by the General Municipal Levy (Mill Rate).

This option would increase the following rates:

	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
General Municipal Levy	10.570	10.956	0.386	3.65%
	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Library Levy	0.664	0.682	0.018	2.71%
Snow Management Special Tax	<u>2022 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential	\$60.00	\$72.00	\$12.00	20.00%
Multi-Residential	\$20.00	\$23.00	\$3.00	15.00%

This results in a higher increase in the General Municipal Levy (Mill Rate):

Assessed Value	\$100,000	\$150,000	\$200,000	\$250,000
Taxable Value	\$80,000	\$120,000	\$160,000	\$200,000
ORIGINAL	\$1,565	\$2,186	\$2,807	\$3,428
OPTION	\$1,608	\$2,244	\$2,880	\$3,515
TOTAL ANNUAL INCREASE	\$42.31	\$57.47	\$72.62	\$87.78
% INCREASE	2.70%	2.63%	2.59%	2.56%
MONTHLY INCREASE	\$3.53	\$4.79	\$6.05	\$7.32

Assessed Value	\$309,000	\$350,125	\$400,625	\$450,375
Taxable Value	\$247,000	\$280,100	\$320,500	\$360,300
ORIGINAL	\$4,160	\$4,671	\$5,298	\$5,915
OPTION	\$4,266	\$4,789	\$5,431	\$6,064
TOTAL ANNUAL INCREASE	\$105.67	\$118.13	\$133.44	\$148.52
% INCREASE	2.54%	2.53%	2.52%	2.51%
MONTHLY INCREASE	\$8.81	\$9.84	\$11.12	\$12.38

This option is not being recommended as increasing the Roadways Special Tax to encompass the \$300,000 approved Concrete Sidewalk, Curb & Median Rehabilitation Program into one Program funded by the Special Tax is more ideal as it depicts the true costs of the Roadways Program. This provides for the entire Roadways Program being funded from the Special Tax, and not by Roadways Special Tax and a portion of the General Municipal Levy (Mill Rate). As well, increasing both the Snow Management and Roadways Special Taxes are reflective of the approved 2 additional new positions.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 4(e) of Public Notice Bylaw No. 24 of 2015. The following notice will be undertaken:

- Published in local newspaper (Prince Albert Daily Herald) circulated in the City: March 16, 2023
- Posted on the bulletin board at City Hall: March 16, 2023
- Posted on the City's website: March 16, 2023

PRESENTATION:

Verbal Presentation: Melodie Boulet, Finance Manager

ATTACHMENTS:

1. Property Tax Bylaw – Bylaw No. 5 of 2023
2. Snow Management Special Tax Bylaw – Bylaw No. 6 of 2023
3. Roadways Special Tax Bylaw – Bylaw No. 7 of 2023
4. Police Special Tax Bylaw – Bylaw No. 8 of 2023
5. Business Improvement District (BID) Levy Bylaw – Bylaw No. 9 of 2023
6. Appendix A – 2023 Property Tax Tool Increases
7. Appendix B – Budget Comparison
8. Appendix C – Budget Comparison + Proposed Rates
9. Appendix D – Impact on Residential Properties
10. Appendix E – Impact on Commercial Properties

Written by: Melodie Boulet, Finance Manager

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

CITY OF PRINCE ALBERT BYLAW NO. 5 OF 2023

A Bylaw of The City of Prince Albert to raise the amount of taxes for General Municipal, Library, and Capital Projects for 2023.

WHEREAS pursuant to Section 253 of *The Cities Act* a Council shall pass a Property Tax Bylaw annually;

AND WHEREAS Section 254(1) of *The Cities Act* authorizes the Council to establish classes and subclasses of property for the purposes of establishing tax rates;

AND WHEREAS Section 255(1) of *The Cities Act* authorizes the Council, by Bylaw, to set mill rate factors;

AND WHEREAS the Property Tax Bylaw authorizes the Council to impose a tax on all taxable assessments in the City:

- a) at a uniform rate considered sufficient to raise the amount of taxes required to meet the estimated expenditures and transfers, having regard to estimated revenues from other sources, set out in the budget of the City; and
- b) at any other rates required by *The Cities Act* or any *other Act*;

AND WHEREAS pursuant to Sections 258 and 259 of *The Cities Act* a Council may establish minimum and base tax amounts;

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

Mill Rate Factors

1. That the municipal mill rate factors, utilized with respect to the land, improvements or both, shall be as follows:

Property Classification	Sub-Classes of Property	Mill Rate Factor
Non-Arable (Range)		0.856
Other Agricultural		0.856
Residential	Residential	0.938
	Country Residential	0.938
	Country Residential - Developed	0.938
	Condominium	0.856
Seasonal Residential		0.938
Multi-Unit Residential		1.090
Commercial and Industrial	\$850,000 or less taxable value	1.950
	\$850,001 - \$4,200,000 taxable value	1.950
	\$4,200,001 - \$8,000,000 taxable value	2.100
	\$8,000,001 - \$15,000,000 taxable value	2.500
	Over \$15,000,000 assessed value	2.200
	Vacant Commercial Land	2.466
	Care Home and Group Home	0.938
	Hotel & Motel	2.200
Elevators		3.000
Railway Rights of Way and Pipeline		3.000

Mill and Tax Rates

2. There shall be levied, raised and collected as taxes in respect of the purposes aforesaid upon the taxable assessment, insofar as the assessment of lands and improvements are subject thereto, the rates as follows:

- a) General Municipal Levy 10.872 Mills
- b) Library Levy 0.682 Mills
- c) Civic Facilities Levy 0.470 Mills
- d) Minimum Tax applied to calculation of General Municipal Levy:
 - a. Residential \$800
 - b. Condominiums \$800
 - c. Agricultural \$800
 - d. Multi-Family \$800
 - e. Vacant Residential Land \$1,600

Base Tax Rates

3. Base Tax:

- a. Residential \$40
- b. Agricultural \$40
- c. Condominium \$40
- d. Care Home and Group Home \$40
- e. Multi-Family per Apartment \$20
- f. Commercial, Railway and Vacant Multi-Family
 - i. (\$150,000 or less taxable value) \$ 42
 - ii. (\$150,001 to \$300,000 taxable value) \$102
 - iii. (\$300,001 to \$450,000 taxable value) \$174
 - iv. (\$450,001 to \$600,000 taxable value) \$200
 - v. (\$600,001 to \$750,000 taxable value) \$209
 - vi. (\$750,001 to \$900,000 taxable value) \$270
 - vii. (\$900,001 to \$1,050,000 taxable value) \$343
 - viii. (\$1,050,001 to \$1,200,000 taxable value) \$401
 - ix. (\$1,200,001 to \$1,350,000 taxable value) \$466
 - x. (\$1,350,001 to \$1,500,000 taxable value) \$531
 - xi. (\$1,500,001 to \$2,000,000 taxable value) \$686
 - xii. (\$2,000,001 to \$2,500,000 taxable value) \$823
 - xiii. (\$2,500,001 to \$3,000,000 taxable value) \$926
 - xiv. (\$3,000,001 to \$3,500,000 taxable value) \$1,029
 - xv. (\$3,500,001 to \$4,000,000 taxable value) \$1,200
 - xvi. (\$4,000,001 to \$5,000,000 taxable value) \$1,474
 - xvii. (over \$5,000,000 taxable value) \$1,612

g. Hotel & Motel	
i. (\$150,000 or less taxable value)	\$3,042
ii. (\$150,001 to \$300,000 taxable value)	\$3,102
iii. (\$300,001 to \$450,000 taxable value)	\$3,174
iv. (\$450,001 to \$600,000 taxable value)	\$3,200
v. (\$600,001 to \$750,000 taxable value)	\$3,209
vi. (\$750,001 to \$900,000 taxable value)	\$3,270
vii. (\$900,001 to \$1,050,000 taxable value)	\$8,343
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$8,401
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$8,466
x. (\$1,350,001 to \$1,500,000 taxable value)	\$12,531
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$12,686
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$12,823
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$19,426
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$19,529
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$49,200
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$49,474
xvii. (over \$5,000,000 taxable value)	\$52,612

Calculating Amount of Property Tax

These mill rates and mill rate factors will be applied for the purpose of calculating the general municipal taxation using the following format:

Assessment Value x Percentage of Value = Taxable Assessment

(Taxable Assessment x Mill Rate x Mill Rate Factor) / 1,000 = Levy Amount

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2023. The rates imposed for 2023 are deemed to be imposed from January 1, 2023.
2. That Bylaw No. 7 of 2022 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS DAY OF , AD 2023.
READ A SECOND TIME THIS DAY OF , AD 2023.
READ A THIRD TIME AND PASSED THIS DAY OF , AD 2023.

MAYOR

CITY CLERK

CITY OF PRINCE ALBERT BYLAW NO. 6 OF 2023

A Bylaw of the City of Prince Albert to raise revenue required for snow management to be completed in 2023.

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

Snow Management Special Tax:

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from snow management to be completed within the current year.
2. The estimated cost of the purpose or service referred to in Clause 1 is \$1,548,900, pursuant to the approved budget.
3. The rate of special tax to be charged against each property is:

a. Residential	\$72
b. Agricultural	\$72
c. Condominium	\$72
d. Care Home and Group Home	\$72
e. Multi-Family per Apartment	\$23

f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$144
ii. (\$150,001 to \$300,000 taxable value)	\$345
iii. (\$300,001 to \$450,000 taxable value)	\$587
iv. (\$450,001 to \$600,000 taxable value)	\$673
v. (\$600,001 to \$750,000 taxable value)	\$702
vi. (\$750,001 to \$900,000 taxable value)	\$909
vii. (\$900,001 to \$1,050,000 taxable value)	\$1,150
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$1,346
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$1,564
x. (\$1,350,001 to \$1,500,000 taxable value)	\$1,783
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$2,300
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$2,760
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$3,105
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$3,450
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$4,025
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$4,945
xvii. (over \$5,000,000 taxable value)	\$5,405

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2023, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2023. The rates imposed for 2023 are deemed to be imposed from January 1, 2023.
2. That Bylaw No. 8 of 2022 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS DAY OF , AD 2023.

READ A SECOND TIME THIS DAY OF , AD 2023.

READ A THIRD TIME AND PASSED THIS DAY OF , AD 2023.

MAYOR

CITY CLERK

CITY OF PRINCE ALBERT BYLAW NO. 7 OF 2023

A Bylaw of The City of Prince Albert to raise revenue for roadways work to be completed in 2023.

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

Roadways Special Tax:

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from roadways, paving, concrete sidewalk and curb rehabilitation work to be completed within the current year.
2. The estimated cost of the purpose or service referred to in Section 1 is \$4,400,000, pursuant to the approved budget.
3. The rate of special tax to be charged against each parcel is:

a. Residential	\$204
b. Agricultural	\$204
c. Condominium	\$204
d. Care Home and Group Home	\$204
e. Multi-Family per Apartment	\$67

f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$525
ii. (\$150,001 to \$300,000 taxable value)	\$683
iii. (\$300,001 to \$450,000 taxable value)	\$1,260
iv. (\$450,001 to \$600,000 taxable value)	\$1,869
v. (\$600,001 to \$750,000 taxable value)	\$2,415
vi. (\$750,001 to \$900,000 taxable value)	\$3,045
vii. (\$900,001 to \$1,050,000 taxable value)	\$3,570
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$4,200
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$4,862
x. (\$1,350,001 to \$1,500,000 taxable value)	\$5,250
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$6,825
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$8,085
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$8,925
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$9,975
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$11,550
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$14,070
xvii. (over \$5,000,000 taxable value)	\$15,225

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2023, requesting the Council to review the application or calculation of the tax rate regarding the property in question.

5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.

6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2023. The rates imposed for 2023 are deemed to be imposed from January 1, 2023.
2. That Bylaw No. 9 of 2022 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS DAY OF , AD 2023.
READ A SECOND TIME THIS DAY OF , AD 2023.
READ A THIRD TIME AND PASSED THIS DAY OF , AD 2023.

MAYOR

CITY CLERK

CITY OF PRINCE ALBERT BYLAW NO. 8 OF 2023

A Bylaw of The City of Prince Albert to raise revenue for police services in 2023.

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

Police Special Tax:

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from police services within the current year.
2. The estimated cost of the purpose or service referred to in Section 1 is \$554,600, pursuant to the approved budget.
3. The rate of special tax to be charged against each parcel is:

a. Residential	\$35
b. Agriculture	\$35
c. Condominium	\$35
d. Care Home and Group Home	\$35
e. Multi-Family per Apartment	\$35
f. Commercial, Railway and Vacant Multi-Family	\$35

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2023, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2023. The rates imposed for 2023 are deemed to be imposed from January 1, 2023.
2. That Bylaw No. 10 of 2022 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS	DAY OF	, AD 2023.
READ A SECOND TIME THIS	DAY OF	, AD 2023.
READ A THIRD TIME AND PASSED THIS	DAY OF	, AD 2023.

MAYOR

CITY CLERK

CITY OF PRINCE ALBERT BYLAW NO. 9 OF 2023

*A Bylaw of The City of Prince Albert to raise revenue for the
Business Improvement District for 2023.*

WHEREAS pursuant to Section 26(2) of *The Cities Act*, council may, by bylaw, impose a levy on all property used or intended to be used for business purposes within the business improvement district to raise the amount required for the requisition;

AND WHEREAS pursuant to Section 26(3) of *The Cities Act* a levy or charge imposed pursuant to subsection (2):

- a) Is in addition to any other property tax; and
- b) Must be of either a uniform rate or a uniform amount.

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

Business Improvement District

1. The purpose of this Bylaw is to authorize a special levy to be paid by the taxable and grant in lieu properties for those businesses defined in the Prince Albert Downtown Business Improvement District area at a uniform rate sufficient to raise the amount required in 2023 for the proposed expenditures of the business improvement district.
2. The estimated cost of the service referred to in Section 1 is \$78,000, pursuant to the approved budget.
3. The levy shall be at a rate of 5.9% of the commercial tier 1 mill rate generated for general municipal property taxes.
4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2023, requesting the Council to review the application or calculation of the tax rate regarding the property in question.

5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

Calculating Amount of Property Tax

This rate will be applied for the purpose of calculating the Prince Albert Downtown Business Improvement District (BID) Levy using the following format:

Mill Rate x Mill Rate Factor for Commercial Tier 1 = General Municipal Rate

General Municipal Rate x 5.9% = BID Rate

(Taxable Assessment x BID Rate) / 1,000 = BID Levy Amount

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2023. The rates imposed for 2023 are deemed to be imposed from January 1, 2023.
2. That Bylaw No. 11 of 2022 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS DAY OF , AD 2023.
 READ A SECOND TIME THIS DAY OF , AD 2023.
 READ A THIRD TIME AND PASSED THIS DAY OF , AD 2023.

MAYOR

CITY CLERK

**City of Prince Albert
Proposed Rates for 2023**

APPENDIX A

Mill Rates				
Name of Mill Rate	Original	Proposed	Change	% Change
General Municipal Mill Rate	10.570	10.872	0.302	2.86%
Civic Facilities Mill Rate	0.47	0.47	-	0.00%
BID Levy	0.064	0.059	(0.005)	-7.81%
Library Mill Rate	0.664	0.682	0.018	2.71%

Mill Rate Factors			
Class Type	Original	Proposed	Change
Agriculture	0.856	0.856	-
Residential	0.938	0.938	-
Condominium	0.856	0.856	-
Multi-Residential	1.090	1.090	-
Commercial - Tier 1	1.950	1.950	-
Commercial - Tier 2	1.950	1.950	-
Commercial - Tier 3	2.100	2.100	-
Commercial - Tier 4	2.500	2.500	-
Commercial - Tier 5	2.200	2.200	-
Vacant Commercial	2.466	2.466	-
Care Home	0.938	0.938	-
Hotel	2.200	2.200	-
Elevators & Railroads	3.000	3.000	-

Minimum Tax			
Class Type	Original	Proposed	Change
Residential, Agriculture Condominium, Multi-Residential	\$772.00	\$800.00	\$28.00
Vacant Residential	\$772.00	\$1,600.00	\$828.00

Special Tax Levies			
Class Type	Original	Proposed	Change
Snow Management Special Tax			
- Residential, Agriculture, Condominium, Care Homes	\$60.00	\$72.00	\$12.00
- Multi Residential (per unit)	\$20.00	\$23.00	\$3.00
Roadways Special Tax			
- Residential, Agriculture, Condominium, Care Homes	\$189.00	\$204.00	\$15.00
- Multi Residential (per unit)	\$63.00	\$67.00	\$4.00
Police Special Tax	\$35.00	\$35.00	\$0.00

**City of Prince Albert
Proposed Rates for 2023**

APPENDIX A

Base Tax			
Class Type	Original	Proposed	Change
Residential, Agriculture, Condominium, Care Homes	\$40.00	\$40.00	\$0.00
Multi Residential (per unit)	\$20.00	\$20.00	\$0.00

Base Tax	Commercial Base Tax & Special Tax			
	15% Increase	5% Increase	0% Increase	
Assessment Ranges	Snow Management	Roadways	Base Tax	TOTAL
less than 150,000	\$144.00	\$525.00	\$42.00	\$711.00
150,001 - 300,000	\$345.00	\$683.00	\$102.00	\$1,130.00
300,001 - 450,000	\$587.00	\$1,260.00	\$174.00	\$2,021.00
450,001 - 600,000	\$673.00	\$1,869.00	\$200.00	\$2,742.00
600,001 - 750,000	\$702.00	\$2,415.00	\$209.00	\$3,326.00
750,001 - 900,000	\$909.00	\$3,045.00	\$270.00	\$4,224.00
900,001 - 1,050,000	\$1,150.00	\$3,570.00	\$343.00	\$5,063.00
1,050,001 - 1,200,000	\$1,346.00	\$4,200.00	\$401.00	\$5,947.00
1,200,001 - 1,350,000	\$1,564.00	\$4,862.00	\$466.00	\$6,892.00
1,350,000 - 1,500,000	\$1,783.00	\$5,250.00	\$531.00	\$7,564.00
1,500,001 - 2,000,000	\$2,300.00	\$6,825.00	\$686.00	\$9,811.00
2,000,001 - 2,500,000	\$2,760.00	\$8,085.00	\$823.00	\$11,668.00
2,500,001 - 3,000,000	\$3,105.00	\$8,925.00	\$926.00	\$12,956.00
3,000,001 - 3,500,000	\$3,450.00	\$9,975.00	\$1,029.00	\$14,454.00
3,500,001 - 4,000,000	\$4,025.00	\$11,550.00	\$1,200.00	\$16,775.00
4,000,001 - 5,000,000	\$4,945.00	\$14,070.00	\$1,474.00	\$20,489.00
over 5,000,000	\$5,405.00	\$15,225.00	\$1,612.00	\$22,242.00

Destination Marketing Tax

Taxable Value		Tax Rate
Min	Max	
-	900,000.00	\$3,000
900,001.00	1,350,000.00	\$8,000
1,350,001.00	2,500,000.00	\$12,000
2,500,001.00	3,500,000.00	\$18,500
3,500,001.00	5,000,000.00	\$48,000
5,000,001.00		\$51,000

**City of Prince Albert
Budget Comparison**

Appendix B

Name	2023 Budget	2022 Budget	Increase / (Decrease)
General Municipal Levy	\$34,146,210	\$33,307,651	
Minimum Tax		\$268,559	\$570,000
Federal Government Grant in Lieu	\$143,000	\$140,300	\$2,700
Provincial Government Grant in Lieu	\$1,801,000	\$1,816,100	(\$15,100)
First Nations Reserve Land	\$363,100	\$319,540	\$43,560
Municipal Levy	\$36,453,310	\$35,852,150	\$601,160
Library Levy	\$2,253,950	\$2,190,420	\$63,530
Capital Projects Levy	\$1,543,200	\$1,541,000	\$2,200
Snow Management Special Tax	\$1,548,900	\$1,305,000	\$243,900
Roadways Special Tax	\$4,100,000	\$4,100,000	\$0
Police Special Tax	\$554,600	\$554,600	\$0
Base Tax	\$720,000		\$720,000
	\$10,720,650	\$9,691,020	\$1,029,630
Totals	\$47,173,960	\$45,543,170	\$1,630,790

**City of Prince Albert
Budget Comparison and Proposed Rates**

Appendix C

Name	2023 Budget	2023 Assessment + 2023 Recommendation	Excess (Shortfall)
General Municipal Levy	\$36,453,310	\$35,863,303	
Minimum Tax		\$281,667	(\$308,340)
Municipal Levy	\$36,453,310	\$36,144,970	(\$308,340)
Library Levy	\$2,253,950	\$2,254,235	\$285
Capital Projects Levy	\$1,543,200	\$1,550,382	\$7,182
Snow Management Special Tax	\$1,548,900	\$1,550,259	\$1,359
Roadways Special Tax	\$4,100,000	\$4,409,073	\$309,073
Police Special Tax	\$554,600	\$554,593	(\$8)
Base Tax	\$720,000	\$721,273	\$1,273
	\$10,720,650	\$11,039,814	\$319,164
Totals	\$47,173,960	\$47,184,784	\$10,824

Impact to Properties - RESIDENTIAL

Appendix D

Residential

	Original	Proposed	Difference	Original	Proposed	Difference	Original	Proposed	Difference	Original	Proposed	Difference
Assessed value	100,000	100,000		150,000	150,000		200,000	200,000		250,000	250,000	
Taxable Value	80,000	80,000		120,000	120,000		160,000	160,000		200,000	200,000	
Municipal	\$793	\$816	\$23	\$1,190	\$1,224	\$34	\$1,586	\$1,632	\$45	\$1,983	\$2,040	\$57
Library	\$50	\$51	\$1	\$75	\$77	\$2	\$100	\$102	\$3	\$125	\$128	\$3
Debt	\$35	\$35	(\$0)	\$53	\$53	(\$0)	\$71	\$71	(\$0)	\$88	\$88	(\$0)
	\$878	\$902	\$24	\$1,317	\$1,353	\$36	\$1,757	\$1,805	\$48	\$2,196	\$2,256	\$60
Base Tax	\$40	\$40	\$0	\$40	\$40	\$0	\$40	\$40	\$0	\$40	\$40	\$0
Special Snow	\$60	\$72	\$12	\$60	\$72	\$12	\$60	\$72	\$12	\$60	\$72	\$12
Special Roads	\$189	\$204	\$15	\$189	\$204	\$15	\$189	\$204	\$15	\$189	\$204	\$15
Special Police	\$35	\$35	\$0	\$35	\$35	\$0	\$35	\$35	\$0	\$35	\$35	\$0
	\$324	\$351	\$27	\$324	\$351	\$27	\$324	\$351	\$27	\$324	\$351	\$27
School Tax	\$363	\$363	\$0	\$545	\$545	\$0	\$726	\$726	\$0	\$908	\$908	\$0
Total	\$1,565	\$1,616	\$51.01	\$2,186	\$2,249	\$63.01	\$2,807	\$2,882	\$75.02	\$3,428	\$3,515	\$87.02
Percentage Increase			3.26%			2.88%			2.67%			2.54%
MONTHLY INCREASE			\$4.25			\$5.25			\$6.25			\$7.25

	Original	Option	Difference	Original	Option	Difference	Original	Option	Difference	Original	Option	Difference
Assessed value	309,000	309,000		350,125	350,125		400,625	400,625		450,375	450,375	
Taxable Value	247,200	247,200		280,100	280,100		320,500	320,500		360,300	360,300	
Municipal	\$2,451	\$2,521	\$70	\$2,777	\$2,856	\$79	\$3,178	\$3,268	\$91	\$3,572	\$3,674	\$102
Library	\$154	\$158	\$4	\$174	\$179	\$5	\$200	\$205	\$5	\$224	\$230	\$6
Debt	\$109	\$109	(\$0)	\$123	\$123	(\$0)	\$141	\$141	(\$0)	\$159	\$159	(\$0)
	\$2,714	\$2,788	\$74	\$3,075	\$3,159	\$84	\$3,519	\$3,615	\$96	\$3,956	\$4,064	\$108
Base Tax	\$40	\$40	\$0	\$40	\$40	\$0	\$40	\$40	\$0	\$40	\$40	\$0
Special Snow	\$60	\$72	\$12	\$60	\$72	\$12	\$60	\$72	\$12	\$60	\$72	\$12
Special Roads	\$189	\$204	\$15	\$189	\$204	\$15	\$189	\$204	\$15	\$189	\$204	\$15
Special Police	\$35	\$35	\$0	\$35	\$35	\$0	\$35	\$35	\$0	\$35	\$35	\$0
	\$324	\$351	\$27	\$324	\$351	\$27	\$324	\$351	\$27	\$324	\$351	\$27
School Tax	\$1,122	\$1,122	\$0	\$1,272	\$1,272	\$0	\$1,455	\$1,455	\$0	\$1,636	\$1,636	\$0
Total	\$4,160	\$4,261	\$101.19	\$4,671	\$4,782	\$111.06	\$5,298	\$5,421	\$123.19	\$5,915	\$6,050	\$135.13
Percentage Increase			2.43%			2.38%			2.33%			2.28%
MONTHLY INCREASE			\$8.43			\$9.26			\$10.27			\$11.26

Impact to Properties - COMMERCIAL

Appendix E

Commercial

Commercial 1	Original	Option	Difference	Original	Option	Difference	Original	Option	Difference
Assessed value	171,294	171,294		689,412	689,412		1,079,059	1,079,059	
Taxable Value	145,600	145,600		586,000	586,000		917,200	917,200	
Municipal	\$3,001	\$3,087	\$86	\$12,078	\$12,423	\$345	\$18,905	\$19,445	\$540
Library	\$189	\$194	\$5	\$759	\$779	\$21	\$1,188	\$1,220	\$32
Debt	\$133	\$133	\$0	\$537	\$537	\$0	\$841	\$841	\$0
	\$3,323	\$3,414	\$91	\$13,374	\$13,740	\$366	\$20,933	\$21,505	\$572
Base Tax	\$42	\$42	\$0	\$200	\$200	\$0	\$343	\$343	\$0
Special Snow	\$125	\$144	\$19	\$585	\$673	\$88	\$1,000	\$1,150	\$150
Special Roads	\$500	\$525	\$25	\$1,780	\$1,869	\$89	\$3,400	\$3,570	\$170
Special Police	\$35	\$35	\$0	\$35	\$35	\$0	\$35	\$35	\$0
	\$702	\$746	\$44	\$2,600	\$2,777	\$177	\$4,778	\$5,098	\$320
School Tax	\$999	\$999	\$0	\$4,020	\$4,020	\$0	\$6,292	\$6,292	\$0
BID	\$192	\$182	-\$10						
Total	\$5,216	\$5,341	\$124.66	\$19,994	\$20,537	\$542.41	\$32,003	\$32,895	\$892.33
Percentage Increase			2.39%			2.71%			2.79%
MONTHLY INCREASE			\$10.39			\$45.20			\$74.36
Commercial 2	Original	Option	Difference	Original	Option	Difference			
Assessed value	2,145,882	2,145,882		2,498,824	2,498,824				
Taxable Value	1,824,000	1,824,000		2,124,000	2,124,000				
Municipal	\$37,595	\$38,670	\$1,074	\$43,779	\$45,030	\$1,251			
Library	\$2,362	\$2,426	\$64	\$2,750	\$2,825	\$75			
Debt	\$1,672	\$1,672	\$0	\$1,947	\$1,947	\$0			
	\$41,629	\$42,767	\$1,138	\$48,476	\$49,801	\$1,325			
Base Tax	\$686	\$686	\$0	\$823	\$823	\$0			
Special Snow	\$2,000	\$2,300	\$300	\$2,400	\$2,760	\$360			
Special Roads	\$6,500	\$6,825	\$325	\$7,700	\$8,085	\$385			
Special Police	\$35	\$35	\$0	\$35	\$35	\$0			
	\$9,221	\$9,846	\$625	\$10,958	\$11,703	\$745			
School Tax	\$12,513	\$12,513	\$0	\$14,571	\$14,571	\$0			
Total	\$63,362	\$65,126	\$1,763.18	\$74,004	\$76,075	\$2,070.38			
Percentage Increase			2.78%			2.80%			
MONTHLY INCREASE			\$146.93			\$172.53			

Impact to Properties - COMMERCIAL

Commercial

Commercial 3	Original	Option	Difference	Original	Option	Difference
Assessed value	8,064,118	8,064,118		9,005,765	9,005,765	
Taxable Value	6,854,500	6,854,500		7,654,900	7,654,900	
Municipal	\$152,149	\$156,496	\$4,347	\$169,916	\$174,771	\$4,855
Library	\$9,558	\$9,817	\$259	\$10,674	\$10,963	\$289
Debt	\$6,765	\$6,765	\$0	\$7,555	\$7,555	\$0
	\$168,473	\$173,079	\$4,606	\$188,145	\$193,289	\$5,144
Base Tax	\$1,612	\$1,612	\$0	\$1,612	\$1,612	\$0
Special Snow	\$4,700	\$5,405	\$705	\$4,700	\$5,405	\$705
Special Roads	\$14,500	\$15,225	\$725	\$14,500	\$15,225	\$725
Special Police	\$35	\$35	\$0	\$35	\$35	\$0
	\$20,847	\$22,277	\$1,430	\$20,847	\$22,277	\$1,430
School Tax	\$47,022	\$47,022	\$0	\$52,513	\$52,513	\$0
Total	\$236,342	\$242,378	\$6,036.22	\$261,505	\$268,079	\$6,574.09
Percentage Increase			2.55%			2.51%
MONTHLY INCREASE			\$503.02			\$547.84
Commercial 4	Original	Option	Difference			
Assessed value	15,584,235	15,584,235				
Taxable Value	13,246,600	13,246,600				
Municipal	\$350,041	\$360,043	\$10,001			
Library	\$21,989	\$22,585	\$596			
Debt	\$15,565	\$15,565	\$0			
	\$387,596	\$398,193	\$10,597			
Base Tax	\$1,612	\$1,612	\$0			
Special Snow	\$4,700	\$5,405	\$705			
Special Roads	\$14,500	\$15,225	\$725			
Special Police	\$35	\$35	\$0			
	\$20,847	\$22,277	\$1,430			
School Tax	\$90,872	\$90,872	\$0			
BID	\$0	\$0				
Total	\$499,314	\$511,341	\$12,027.28			
Percentage Increase			2.41%			
MONTHLY INCREASE			\$1,002.27			

City	2022 Taxable Assessed Value (SAMA roll confirmation)	2022 Budgeted Tax Revenue (published budgets)	Population (2021 Census)	Assessed Value / person	Budget / person
Moose Jaw	3,200,393,330	\$ 31,435,153.00	33,665	95,065.89	\$933.76
Regina	27,218,282,414	\$ 280,703,000.00	226,404	120,219.97	\$1,239.83
Saskatoon	33,746,776,424	\$ 279,517,600.00	266,141	126,800.37	\$1,050.26
Warman	1,443,211,780	\$ 10,811,382.00	12,419	116,209.98	\$870.55
Swift Current	1,680,254,040	\$ 19,869,431.00	16,750	100,313.67	\$1,186.23
Prince Albert	2,548,262,430	\$ 44,370,240.00	37,756	67,492.91	\$1,175.18

Prince Albert vs. Other Municipalities	
Tax comparison	Assessed value comparison
0.70847381	1.255911986
6.326380024	10.68111435
6.299663919	13.24305379
0.243662915	0.566351316
0.447809861	0.659372449

Notes:
- Prince Albert's taxable assessed value per person is only a fraction of other municipalities in Saskatchewan. Prince Albert has about \$67K of taxable value per person whereas Regina has \$120K per person, Saskatoon has \$126K per person, and Moose Jaw has 95K per person. This means that we have more lower valued homes than other cities.
- Our tax budget/person is also higher than other cities like Moose Jaw. This could be for a variety of reasons including the different services that are offered, the different infrastructure that is maintained, or the unaccounted population that is supported in a municipality. However, our tax budget per person is lower than other municipalities like Regina and Swift Current.
- Need to also remember the difference in housing markets across municipalities. For example, if you pay \$250K in Prince Albert, you can get a nice mid-sized family home. However in a City like Saskatoon, you can likely only get an apartment. Our values are lower in Prince Albert which is great if you're looking to purchase a home, however it is not as great for the municipality that has a reduced tax base because of those low values. Essentially your dollar goes further in Prince Albert.
- Prince Albert is also well within the effective tax rate imposed by the Province. The Province puts this in place to ensure that there is an even distribution of taxes across property classes. The limit imposed is 7:1 and Prince Albert's, with these proposed bylaws, is 3.6:1.

Prince Albert vs. Other Municipalities

- These comparisons look at the tax budget or taxable assessed value in the respective municipality over that of Prince Albert's.
- For example, Moose Jaw's budget is 70.8% of Prince Albert's, however their assessed value is 25.59% larger.



City of
Prince Albert

CORR 23-20

TITLE: Letters of Concern - 2023 Property Tax Bylaws

DATE: **March 22, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

PRESENTATION:

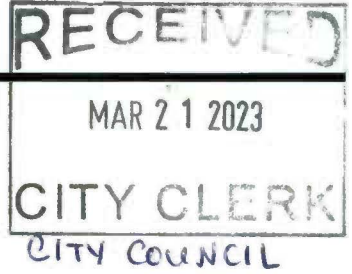
Verbal Presentations by Brian Howell, River Bank Development Corporation and Cameron Choquette, Chief Executive Officer, Saskatchewan Landlords Association.

ATTACHMENTS:

1. River Bank Development Corporation Email dated March 21, 2023
2. Saskatchewan Landlord Association Email dated March 21, 2023

Written by: Various Organizations

Terri Mercier



From: brian <rbii@sasktel.net>
Sent: Tuesday, March 21, 2023 3:55 PM
To: City Clerk
Subject: Presentation at Council MOnday March 29th

You don't often get email from rbii@sasktel.net. [Learn why this is important](#)

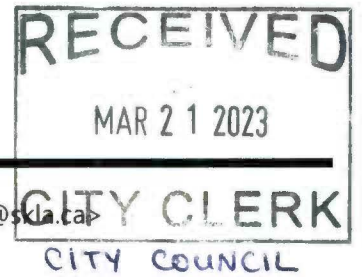
Good afternoon,

I am writing to ask for permission to speak at City Council at the meeting on Monday March 29th. My concerns are around taxation and the changes introduced for this year budget. I would like to address the vacant lot tax and the various surcharges that are being increased and identify impacts that this will have on the non-profit housing sector.

Brian Howell
River Bank Development Corporation
B 1350 15th Avenue West
Prince Albert SK S6V 5P2
Phone 306 763 7457
Cell 306 961 1257
Fax 306 763 4245

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Terri Mercier

From: noreply@citypa.com on behalf of Cameron Choquette <eo@skla.ca>
Sent: Tuesday, March 21, 2023 4:12 PM
To: City Clerk
Subject: Request to Speak & Letter for City Council
Attachments: City PA Letter on Property Taxes 2023f4b3a5e3-c72c-4762-84a1-c493b75f528a.pdf

[You don't often get email from eo@skla.ca. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Please see the attached letter on behalf of the Saskatchewan Landlord Association for consideration for City Council's consideration on March 27, 2023.

I would like to request to speak to our letter at that time. Representating the Association will be CEO Cameron Choquette.

Origin: <https://www.citypa.ca/en/city-hall/speaking-to-council.aspx>

This email was sent to you by Cameron Choquette<eo@skla.ca> through <https://www.citypa.ca/>.
***Caution: This email originated from outside the City of Prince Albert email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com<mailto:support@citypa.com>). ***

March 21, 2023

Mayor & City Council - City of Prince Albert
Attn: City Clerk's Office
1084 Central Ave
Prince Albert, SK S6V 7P3

RE: 2023 Property Tax Bylaws

On behalf of Prince Albert's rental housing providers who are members of the Saskatchewan Landlord Association we are pleased to present some information and commentary for City Council's consideration.

Our members provide homes to over 30% of Prince Albert's population and contribute millions of dollars in property taxation revenue every year, all while continuing to invest in new projects and renovations. For example, organizations like River Bank Development Corporation and PA Community Housing provide over 600 affordable housing units in the City every year. These investments are crucial to ensuring the City's housing stock remains high-quality, safe, and affordable.

Housing Incentives

We continue to appreciate the City's housing incentives that encourage the development of affordable housing and secondary suites. In 2023, while we are generally opposed to the increase of the vacant land tax, we are in favour of using these taxes to incentivize development.

There has been very little purpose-built rental housing developed in Prince Albert for several years. This is due in part to a significant tax burden and limited tax abatements or other incentives to encourage development.

In accordance with the Housing Action Plan Strategy developed for the City by Dillon Consulting in 2017, municipal property tax incentives are a useful tool to encourage developers to invest in additional housing. Without these incentives, the tax burden remains significant and can deter development in favour of other, more affordable cities.

Updating the Housing Action Plan Strategy

Further to the Housing Action Plan Strategy, we would appreciate if the City would provide an update on the strategy so that our organizations can partner with the City to identify opportunities and challenges for housing in Prince Albert and continue to make progress on reducing homelessness.

Property Taxes

While our members are proud to operate in Prince Albert and provide homes to thousands of individual and families, the property taxes in the City have become unsustainable and increasingly regressive.

While we understand that there are significant budget pressures facing the City of Prince Albert and all municipalities, we have provided information below on other cities in Saskatchewan that demonstrate how much higher the property taxes in Prince Albert are.

For a detached home with a taxable value of \$280,000 - \$300,000, the approximate municipal portion of property taxes are as follows:

City	Municipal Portion (including library & special levies)
Prince Albert	3,510 -3,768
Moose Jaw	2,350 - 2,558
Saskatoon	1,701- 1,965
Regina	2,850 - 3,050

Unfortunately, the trend of Prince Albert having the highest property taxes in Saskatchewan is not new. In 2017, the Canadian Federation of Independent Business issued a report that highlighted how "Prince Albert had the most unfair tax system".

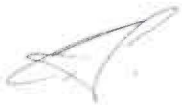
Our organizations understand the budget pressures, but are wondering what additional value our members are getting for increasingly large tax bills that are not based on value but based on increasingly regressive tax tools such as special taxes, levies, and base taxes. These costs must be passed onto tenants, which increases rents year-over-year.

An Opportunity for Prince Albert

Prince Albert is experiencing significant economic development that is attracting new residents and businesses. Developing more housing will be crucial to ensuring that the City can handle the influx of people that will be attracted by new construction initiatives like a hospital, apartment complex, and the restart of the paper mills. To encourage more housing investments in Prince Albert, the property taxes must be more competitive and provide rebates or abatements for developers and housing providers.

Together with our members, we stand ready to be a partner of the City of Prince Albert as we work together to ensure Prince Albert's housing stock is high-quality, safe, and affordable for years to come.

Sincerely,



Cameron Choquette, BComm.(Hons.), MPA, PSGov.
Chief Executive Officer

TITLE: Capital Financing Request for Proposal No. 9/23

DATE: **March 14, 2023**

TO: City Council

PUBLIC: X **INCAMERA:**

RECOMMENDATIONS:

1. That the Capital Financing Request for Proposal No. 9/23 be awarded to the Municipal Financing Corporation of Saskatchewan (MFC) to be payable over a period of 35 years for the creation of debt not payable within the current year in the amount of \$30,000,000 for the construction of the Aquatic and Arenas Recreation Centre;
2. That the fixed interest rate for the loan will not exceed 5.35%;
3. That the Mayor and City Clerk be authorized to sign all agreements, contracts and documents as necessary; and,
4. That Bylaw No. 4 of 2023, a Bylaw of The City of Prince Albert to provide for the creation of debt not payable within the current year, be introduced and given three (3) readings.

TOPIC & PURPOSE:

To approve the awarding of Request for Proposal No. 9/23 for Capital Financing to Municipal Financing Corporation of Saskatchewan (MFC) for the creation of long term debt in the amount of \$30,000,000 for the purpose of funding the construction of the Aquatic and Arenas Recreation Centre.

That Bylaw No. 4 of 2023, a Bylaw of The City of Prince Albert to provide for the creation of debt not payable within the current year, be introduced and given three (3) readings (see [Appendix C](#)).

BACKGROUND:

City Council, at its meeting of June 13, 2022, approved that Administration proceed with the borrowing of an additional \$30 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre.

Therefore, a report was forwarded to the February 27, 2023 Executive Committee Meeting providing a copy of the Request for Proposal for Capital Financing, an update on timing for the Request for Proposal, a copy of the Long Term Debt Bylaw No. 4 of 2023, and a copy of the Public Notice for the Long Term Debt Bylaw to be released. At that time, Executive Committee Resolution No. 0055 dated February 27, 2023 was approved as follows:

“That Administration be authorized to proceed with Public Notice for the Long Term Debt Bylaw No. 4 of 2023.”

PROPOSED APPROACH AND RATIONALE:

The Request for Proposal for Capital Financing closed on March 9, 2023. The City received proposals from the following five qualified financial institutions:

- The Municipal Financing Corporation of Saskatchewan (MFC)
- Royal Bank of Canada (RBC)
- Affinity Credit Union (Affinity)
- Scotiabank
- The Toronto-Dominion Bank (TD)

The City requested that the proponents provide the City with creative proposals that would offer the best value to the City. Proponents were asked to quote spot market rates as of 1:00 pm Saskatchewan Time on March 6, 2023 in order that a fair comparison could be made as spot market rates are constantly fluctuating.

The proposals submitted to the City included the following financing options:

- Traditional Term Loans
- Debentures
- Bankers' Acceptance Loan and Interest Rate Swap Facility

The following criteria as used to evaluate the proposals submitted:

	Maximum Points
Completeness of Proposal	10
Rate structure, term of financing, structure flexibility, and total financing cost of debt placement, including legal fees	75
Financial strength and capacity of the banking/financial institution	10
Rating based on demonstration of positive customer service to the City of Prince Albert over the previous 5 years, this includes community participation.	5
Total Points	100

Please see [Appendix A](#) for a summary of the Evaluation Matrix.

MFC scored highest overall and Administration is recommending that the Request for Proposal be awarded to MFC. The loan amortization period recommended is 35 years based on the Updated Funding Model presented to City Council at the June 13, 2022 City Council Meeting.

Out of the five RFP responses received, only MFC was able to offer fixed rates up to 35 years. A summary of the proponent responses are as follows:

- MFC was the only proponent that could offer a fixed rate for 35 years.
- Four out of the five proponents offered loan amortization periods of 35 years.
 - Of these four, fixed rates were offered for a maximum of 5 years (1), 10 years (1), 20 years (1), and 35 years (1).
 - For proponents that were not able to fix the rate for the 35 year amortization period, the interest rate would be subject to change on renewal which could be favorable or unfavorable to the City.
- A comparison of the quoted rates indicated that MFC offered the most favorable rates.

Administration is recommending that the interest rate be fixed for 35 years.

Interest Rates

Administration is requesting Council approval to contract at a fixed rate not to exceed 5.35%. This is necessary due to the time required after Council approval for administrative and legal processing of the loan and the fluctuation of borrowing cost for the Province of Saskatchewan as it can change daily and hourly.

Administration is recommending that the Request for Proposal be awarded to MFC as it is believed they offer the most cost effective financing solution for the City's borrowing requirements.

Request for Proposal No. 4/22– Capital Financing

In 2022, City Council awarded Capital Financing Request for Proposal No. 4/22 to the Municipal Financing Corporation of Saskatchewan (MFC) for the creation of debt not payable within the current year in the amount of \$40,863,000 to fund the construction of: Aquatic and Arenas Recreation Centre, the Raw Water Pump House, the waste cell for the City's Landfill, the Marquis Road West Extension and the Waste Water Treatment Plant Upgrade.

With the approval of Request for Proposal No. 9/23 to the Municipal Financing Corporation, both the \$16.0 million loan and the new \$30.0 million loan for the construction of the Aquatic and Arenas Recreation Centre will be financed both with the Municipal Financing Corporation.

CONSULTATIONS:

The City requested proposals from qualified financial institutions to provide the City with financing options to meet the borrowing needs discussed in this report. The RFP was sent to qualified financial institutions identified by the City and was also posted on Sasktenders and the City's Vendor Panel software. The City also had discussions with an accounting firm experienced with debt offerings to get advice on financing options available that could be considered.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once City Council awards the Request for Proposal, Administration will communicate the decision to all of the proponents that provided a proposal. In addition, once City Council approves the related Long Term Debt Bylaw it will be posted to the City's website.

FINANCIAL IMPLICATIONS:

The City has an authorized debt limit of \$120,000,000 approved by the Saskatchewan Municipal Board.

At the end of 2022, Finance is projecting a debt ratio of approximately 0.18 – or 18% based on our unaudited numbers. This ratio takes all of the debt and liabilities the City has and compares it to our total current and long term assets. **This ratio means that only 18% of our assets are financed through debt.**

In addition, the City's current ratio is anticipated to be about 1.7 at the end of 2022, based on unaudited numbers. The current ratio is a comparison of our current assets divided by our current liabilities – these are items that will be converted or liquidated to cash within one year. A ratio above 1 is considered healthy, so a ratio above 1.5 is a very healthy ratio for the City – **it means that as our current bills become due, we will be able to pay them more than one and a half times over with the current assets we hold.**

The City's debt at December 31, 2022 is estimated to be \$58.4 million, unaudited as follows:

Outstanding Debt ending December 31, 2022

Project Name	Outstanding Debt Amount	Debt Due (Year)
Transit Buses	\$1,370,000	2027
Irrigation at Cooke Municipal Golf Course	\$1,905,000	2042
West Hill Development	\$1,211,000	2027
Aquatic and Arenas Recreation Centre	\$16,000,000	2057
New Raw Water Pump House	\$12,803,000	2057
Marquis Road West Extension - Roadway Construction	\$3,400,000	2047
Landfill Expansion	\$6,260,000	2032
Waste Water Treatment Plant Upgrade - Detailed Design	\$2,400,000	2057
Water Reservoir on River Street	\$6,036,000	2042
Upgrades to Water Reservoirs on 2nd Avenue West and Marquis Road	\$5,648,000	2042
Upgrades at the Water Treatment Plant	\$1,355,590	2024
Unaudited Outstanding Debt ending Dec 31, 2022	\$58,388,590	

The City's line of credit of \$12,000,000 is also factored into the debt limit, whether drawn on or not, which would bring total potential debt to \$70,388,590.

The financing will have an impact on future operating and capital budgets for the General Fund. Interest will begin to accrue in 2023 with principal payments beginning in 2023 or 2024 depending on whether annual or semi-annual payments are selected.

The annual interest and principal payment for the Capital Financing of \$16.0 million for the Aquatic and Arenas Recreation Centre is \$794,351 at an interest rate of 3.45% for thirty-five years (35 years).

That annual interest and principal payment is funded from the annual Civic Facilities Levy.

The annual interest and principal payment for the Capital Financing of \$30.0 million will be funded from the remaining Civic Facilities Levy and annual taxation from The Yard District as follows:

Civic Facilities Levy Annually	(\$1,543,200)
Less \$16.0 million Annual Loan Payment	\$794,351
Remaining Civic Facilities Levy Funding	\$748,849

The chart above illustrates the remaining Civic Facilities Levy Funding in the amount of \$748,849 will fund a portion of the annual interest and principal for the borrowing of \$30.0 million.

It is anticipated that taxation revenue to be generated from the Yard Development will provide the funding for the above loan payment. This will eliminate any tax increase to the residents of Prince Albert.

Although prime interest rates have risen from 2.45% in February 2022 to 6.7% as of March 14, 2023, Administration believes that locking in the rate for 35 years is still prudent for the following reasons:

- Discussions with industry experts indicated that a forecasted decrease in prime rates is factored into the long term rates offered by the proponents.
- Fixing the rate for the 35 year amortization period assists greatly in the development of Updated Funding Models for the Aquatic and Arenas Recreational Centre, annual operating and capital budgeting, as well as cash flow forecasting which assists in managing risk exposure.

Interest rates are not possible to predict as they are influenced by many factors. Administration is recommending that the City lock in a fixed rate for the 35 year term of the loan.

As interest rates fluctuate, this chart illustrates the impact of interest rates for the borrowing of \$30.0 million:

Capital Financing of \$30.0 million	Annual Interest & Principal Payment
Interest Rates - Range	
35 years - Interest Rate 4.35%	\$1,684,526
35 years - Interest Rate 4.75%	\$1,774,738

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy, policy or official community plan implications at this time.

STRATEGIC PLAN:

This recommendation aligns with the strategic goals of:

- Economic Diversity and Stability by developing new amenities and infrastructure; and
- Population Growth as the development of the Aquatic and Arenas Recreation Centre will promote Prince Albert's amenities and attract new residents as well as visitors and events to the City of Prince Albert.

The approval of the financing from MFC and the approval of the Long Term Debt Bylaw is required for the construction of the Aquatic and Arenas Recreation Centre.

OPTIONS TO RECOMMENDATION:

A potential alternative to the recommendation is to borrow \$15.0 million from MFC at a fixed rate for 35 years and borrow \$15.0 million from the Royal Bank of Canada at a fixed rate for 10 years with a loan amortization period of 35 years. The potential benefit of this option is that the City gets the benefit/certainty of a fixed rate for 35 years for 50% of the loan and the remaining 50% of the loan could benefit from a potential decrease in interest rates in 10 years. However, the quoted 10 year fixed interest from RBC is higher than the 35 year fixed rate quoted by MFC. If this option is chosen, the City would incur higher overall interest costs for the first 10 years with the hope that interest rates will have decreased by the time the interest rate for the RBC loan is renegotiated/ after 10 years. There is no guarantee that interest rates will decrease over the next 10 years and in order for this option to result in interest savings the rate will have to decrease enough to offset the extra interest costs paid in the first 10 years.

Administration is not recommending this option for the following reasons:

- MFC cannot offer a 35 year debenture with a fixed rate less than 35 years.
- MFC's quoted fixed rate for 35 years is better than all but one of the proponent's rate for 5 year fixed (with a 35 year amortization).
- If this option is chosen then debt agreements would need to be negotiated with 2 lenders which will result in additional annual administration as well as setup fees for the loan.
- As mentioned above, discussions with industry experts indicated that a forecasted decrease in prime rates is factored into the long term rates offered by the proponents already.
- This option adds uncertainty to the total cost of the project and the Funding Model developed for the project.
- There is risk exposure as there is no certainty that interest rates will decrease.
- A fixed rate for 35 years assists with forecasting and budgeting of the annual loan payments for the Aquatic and Arenas Recreation Centre.

Choosing this option may or may not be beneficial to the City from a financial perspective.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 4(c) of Public Notice Bylaw No. 24 of 2015. The following notice was given:

- Notice posted on the City Website: Posted March 6, 2023
- Notice posted on the bulletin board at City Hall: March 6, 2023
- Notice published in the Prince Albert Daily Herald: Published March 6, 2023

Appendix B is a copy of the public notification that was published in the Prince Albert Herald on March 6, 2023.

ATTACHMENTS:

1. Appendix A – RFP Evaluation Matrix
2. Appendix B – Public Notice
3. Appendix C – Bylaw No. 4 of 2023

Written by: Ramona Fauchoux, Director of Financial Services

Approved by: City Manager

APPENDIX A: RFP Evaluation Matrix

	Maximum Points	Municipal Finance Corporation	Royal Bank of Canada	Scotiabank	TD	Affinity Credit Union
Completeness of Proposal	10	10	10	10	10	10
Rate Structure, term of financing, structure flexibility, and total financing cost of debt placement, including legal fees	75	74	70	62	63	65
Financial strength and capacity of the banking/financial institution	10	10	10	10	10	8
Rating based on demonstration of positive customer service to the City of Prince Albert over the previous 5 years, includes community participation	5	3	3	4	4	5
	100	97	93	86	87	88



CITY OF PRINCE ALBERT PUBLIC NOTICE

Long Term Debt Bylaw No. 4 of 2023

The City of Prince Albert hereby gives notice, pursuant to Section 4(c) of The City of Prince Albert Public Notice Bylaw No. 24 of 2015, of its intention to pass a Long-Term Debt Bylaw.

Reason for Notice: City Council will consider passing Long-Term Debt Bylaw No. 4 of 2023 for a total amount of Thirty Million Dollars (\$30 Million), to be used to finance the construction of the Aquatic and Arenas Recreation Centre.

Particulars of the bylaw will be considered at the following City Council meeting:

**Monday, March 27, 2023 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 submission to the City Clerk by 4:45 p.m. on Tuesday, March 21, 2023. Please visit www.citypa.ca or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

Information regarding the proposed amendments may be directed to the Financial Services Department at 306-953-4303.

Issued at the City of Prince Albert this
6th day of March, 2023.
Terri Mercier, City Clerk

CITY OF PRINCE ALBERT

BYLAW NO. 4 OF 2023

A Bylaw of The City of Prince Albert to provide for the creation of debt not payable within the current year

WHEREAS the Council of The City of Prince Albert deems it desirable and necessary to create debt not payable within the current year, in the amount of Thirty Million dollars (\$30,000,000), for the purpose of funding capital investments for the Aquatic and Arenas Recreation Centre;

AND WEREAS the amount of existing unaudited long term debt of The City of Prince Albert as at December 31, 2022 is the sum of Fifty Eight Million, Three Hundred and Eighty-Eight Thousand, Five Hundred and Ninety dollars (\$58,388,590), no part of which is in arrears;

AND WHEREAS The City of Prince Albert has an approved debt limit of One Hundred and Twenty Million dollars (\$120,000,000).

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

1. This Bylaw may be cited as “Long Term Debt Bylaw No. 4 of 2023”.
2. That pursuant to Section 134 of The Cities Act, a debt not payable within the current year shall be created in the amount of Thirty Million dollars (\$30,000,000).

3. That the amount of said debt shall be payable as follows:
 - a. Thirty Million dollars (\$30,000,000) for the construction of an Aquatic and Arenas Recreation Centre to be payable in annual or semi-annual payments of principal and interest over a period of 35 years from the General Fund.
4. That the funds are authorized to be borrowed from the Municipal Financing Corporation of Saskatchewan via a loan document.
5. That the fixed interest rate for the loan will not exceed 5.35%.
6. That Mayor and City Clerk be authorized to sign all agreements, contracts and documents necessary to carry out the transaction.
7. 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 , AD 2023.
 READ A SECOND TIME THIS DAY OF , AD 2023.
 READ A THIRD TIME AND PASSED THIS DAY OF , AD 2023.

 MAYOR

 CITY CLERK

TITLE: Building Safer Communities Funding

DATE: March 21, 2023

TO: City Council

TO:

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Administration be authorized to proceed with the proposal for funding through The Building Safer Communities fund in the amount of \$1,138,482.46 over 4 fiscal years.
2. That the Mayor and City Clerk be authorized to execute any necessary agreement for the Building Safer Communities Funding, once received.

TOPIC & PURPOSE:

That the proposal and potential agreement between the City of Prince Albert and Public Safety Canada be approved.

BACKGROUND:

In the Fall of 2021, the City of Prince Albert, supported by the Living Skies Centre for Social Inquiry, in partnership with the Prince Albert Community Advisory Board on Homelessness, launched the *Homelessness Action Initiative*. The purpose of the initiative was to gather diverse understandings of homelessness, including its impact on people and the community, that are required to implement promising solutions for preventing, intervening and mitigating the impacts of homelessness on individuals, families, businesses, services and the broader community.

A major intended outcome of this initiative is to initiate actions that reduce chronic risk, as well as offset the impacts on individuals, businesses, services and the community. To pursue this, initiative partners have examined options for stimulating shared problem ownership and collaborative solution-building. During the initial outreach process, several problems/challenges have been identified. Some examples include, low shelter capacity, inappropriate use of services, public defecation, loitering, discarded needles, and service fragmentation, to name a few. Using this information, willing partners have already begun further exploring the development of a collaborative approach to find solutions to some of these problems.

The resulting *Actionable Solutions Protocol* will help stakeholders across and within different jurisdictions to understand problems and sector-specific solutions to homelessness that are both tangible and actionable. After being presented to City Council, the following was approved in November 2022:

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

Further, in July of 2022, Public Safety Canada earmarked funding for municipalities and Indigenous governments to initiate community-led projects to combat gun and gang violence as well as address knowledge gaps concerning the impacts of interventions in gun and gang violence. Prince Albert was provided with an opportunity to secure \$1,138,482.46 over four fiscal years (2022-2026).

This funding provides a very unique opportunity to leverage the work that has begun on the Homelessness Action initiative, more specifically the Chronic Risks that members of our community face on a daily basis. A proposal is being requested for this funding and we are quite hopeful that it will be approved in full.

PROPOSED APPROACH AND RATIONALE:

In the past 3 years, several community pressures—including drug use, mental crises, criminality, violence and homelessness have mounted. These trends have negatively impacted the safety and security of our community members, strained emergency resources, and heightened the vulnerability of individuals and families in proximity to those showing signs of chronic risk behaviour. Complicating matters in Prince Albert is the growing rise of gangs, gang-related activity, and gun violence.

- a) In 2021, Prince Albert experienced an upward trend in violence and property crime (e.g., 12.5% increase in victims of sexual violation, 12.05% increase in robbery, 19.56% increase in property crime) [Statscan, 2021].
- b) Prince Albert has a civic population of 37,500, but regular retail/visiting population of 190,000 [PAPS, 2021].
- c) In 2021, the Canadian Centre for Justice and Community Safety Statistics revealed Prince Albert to be ranked 3rd for violent crime.
- d) In 2020, Prince Albert experienced rise in gun crime (e.g., increased firearm seizures, shootings, gun-related calls, homicides) [PAPS, 2020].
- e) There has been an increase in firearm concealment, mainly among high-risk individuals reporting that they carry a weapon to protect themselves [PAPS, 2021].

Keeping this in mind, our proposal centers around the following 4 core areas:

1. Gathering Knowledge on Common Risks and Barriers Impacting Gang/Gun Violence in Prince Albert

The Gathering Knowledge project will serve as a foundation of knowledge, planning and evidence support to other aspects of the overall Community Safety and Well-Being Initiative. Early on in the initiative, a **scan** of international prevention and intervention models will be conducted. This will reveal promising practices, opportunities for alignment, and potential development solutions. Another key activity in this project will be community **consultations** on risk factors pertaining to gangs and gun violence in Prince Albert. This will involve outreach to individuals with lived experience, families impacted by gangs and gun violence, human service professionals, subject matter experts, and members of the community. Another activity in this project is a Gender-Based Plus **analysis** on risk factors, occurrence, barriers and impact of gangs and gun violence across different sectional identities in Prince Albert and area. That will be conducted through collection of secondary source data gathered from community

2. Investing in Prevention/Intervention of Chronic Risk Leading to Gang/Gun Violence in Prince Albert

The Investment project will mobilize the community in careful assessment of need concerning chronic risk factors leading to crime and violence. Evidence-supported gaps in service need will be filled through strategic investments of prevention/intervention enhancement programming within the community. To begin this process, a **gap analysis** will be completed in the first year of the project. This will allow for a better understanding of service gaps impacting key populations. Following this, **consultations** with community partners on identifying optimal service needs to remedy these gaps will allow for increased readiness for service improvements. Results of the consultation process will be used to outline investment priorities for the project that can yield increased capacity to improve services. Once these service priorities are identified, the City will **invest** in community organizations to build the capacity required for implementation of required intervention and prevention services. Throughout the project, investment recipients will be required to **report** on outputs and track generated outcomes.

3. Alignment of Systems around a Framework towards Community Safety and Well-Being

The Alignment project will identify improved opportunities for strategic use of resources, policies, data and practices around a common framework for Community Safety and Well-Being. Structured and strategic alignment will improve community capacity to sustain whole-of-system impacts on chronic risk leading to crime and violence. The project will begin with an **audit** of community resources. This effort will assess community assets that can be deployable to support prevention/intervention of chronic risk within the broader community safety and well-being space. Following the audit of community assets, community partners will have improved awareness of needs and opportunities. This will create an opportunity to **identify** shared priorities surrounding chronic risk in the community. Aligning community partners around shared priorities will help realize opportunities for prevention/intervention of chronic risk leading to gang and gun-violence. Lastly, this project will involve development and implementation of a community safety and well-being **framework** that helps the community strategically position resources to have the greatest impact on gang and gun-violence.

4. Collaborating on Practical Solutions for Chronic Risk Management

The Collaboration Project will support the evidence-based design, implementation and measurement of a collaborative, horizontal initiative that targets chronic high-risk individuals in the community. Building upon Prince Albert's nationally-renowned history of collaborative intervention, the output of this project will be a coordinated chronic risk management team involving multiple human service professionals. The project will involve four main activities. The first involves **mobilization** of community partners around a chronic risk management approach. This leads to increased community support and involvement in managing chronic risk. The second activity involves developing and planning a collaborative model of **practice** for managing chronic risk of key populations. This results in improved readiness to manage risk. The third activity involves **implementation** of the practice model among community partners. A key component of this model will be directly engaging key populations who are at risk for gang or gun-violence; assessing their needs; and building a concentrated support solution that focuses on managing risk, reducing barriers, and building effective strategies. The fourth activity involves **evaluating** and refining the model, which will allow for increased knowledge of good practice in the prevention/intervention of chronic risk leading to gang/gun-violence.

The overall initiative has a sustainability plan aimed at extending the other activities beyond the funding period. The broader plan involves ongoing consultations and engagements with stakeholders on the value of the project to their needs and interests; the benefits of the projects to the community; and the opportunities to sustain and expand this project.

It is important to note that although Public Safety Canada is allowing for relative flexibility on what we proposed, we do need to sit within the parameters of researching and developing a community framework for identifying "what works" in crime prevention. We are taking a multi-pronged approach, which all converge around a pathway directly informed by the many valued stakeholders in our community.

This project will help our non-profit service organizations, police, Indigenous, and government partners build capacity and knowledge for effective solutions to chronic risk reduction in Prince Albert and area (i.e., reduce crime, violence, homelessness, gangs, guns, drugs).

The attached narrative summarizes our approach to this initiative

CONSULTATIONS:

This application has been discussed with the City Manager, the Mayor, and the Chief of Police. The application was prepared with the assistance of the Living Sky Centre for Social Inquiry.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, Public Safety Canada will make a formal announcement to advise the City on their approval for funding dollars to proceed with the proposal.

POLICY IMPLICATIONS:

This allocation of funding will support the Cultural Action Plan, the Proposed Social Action Plan and a number of other community partnerships.

FINANCIAL IMPLICATIONS:

If approved, the amount of \$1,138,482.46 will be fully funded by Public Safety Canada.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications, or options to the recommendation

STRATEGIC PLAN:

The Strategic Plan identifies Community Safety as a key area of focus in promoting Prince Albert as a progressive Community. The City will work closely with City police and other strategic partners in the roll out of this important initiative.

OFFICIAL COMMUNITY PLAN:

Section 12 of the Official Community Plan identifies a number of Goals and Policies that promotes the safety of our residents.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. PSC Summary

Written by: Craig Guidinger, Director of Planning and Development Services

Approved by: City Manager

Building Safer Communities Fund

INITIATIVE SUMMARY

BACKGROUND

In 2022, Public Safety Canada earmarked funding for municipalities and Indigenous governments to initiate community-led projects to combat gun and gang violence as well as address knowledge gaps concerning the impacts of interventions in gun and gang violence. Prince Albert was provided with an opportunity to secure \$1,138,482.46 over four fiscal years (2022-2026). The proposal application revealed a wide range of eligible activities, including strategy development, prevention/intervention delivery, enhancement of data systems, collaboration and growth of research and knowledge.

PROPOSED INITIATIVE

Proposed in response to this funding opportunity, the *Prince Albert Community Safety and Well-Being Initiative* involves multiple activity streams aimed at creating the community knowledge, capacity and influence required to make a sustained impact:

- a) The **KNOWLEDGE** stream involves research of evidence-based prevention and intervention models for reducing chronic high risk.
- b) The **INVESTMENT** stream will mobilize the community in careful assessment of need concerning chronic risk factors leading to crime and violence.
- c) The **ALIGNMENT** stream will identify improved opportunities for strategic use of resources, policies, data and practices around a *Common Framework for Community Safety and Well-Being*.
- d) The **PRACTICE** stream will support the evidence-based design, implementation and measurement of a collaborative, horizontal initiative that targets chronic high-risk individuals in the community.
- e) The **SUSTAINABILITY** stream will involve community and government-level planning to secure the in-kind and direct financial commitments required to continue the Initiative beyond the initial funding period.

OUTCOME

The intended outcome of this initiative is to build community capacity, knowledge and opportunity to effectively reduce the impacts of chronic risk, including crime, violence, gangs, homelessness, and drugs.

BUDGET

The initiative will be driven by a full-time coordinator who will be supported by operating expenses, administrative resources, research expertise and evaluation assets. The initiative will also provide limited, one-time capacity investments to support implementation of activity streams in the community.

CONTACT

Craig Guidinger, Director of Planning & Development Services



City of
Prince Albert

RPT 23-111

TITLE: Year 2022 - Snow Management Special Tax - Bylaw No. 8 of 2022

DATE: **March 16, 2023**

TO: City Council

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

That the Snow Management unaudited overage costs of \$878,747, be funded from the Fiscal Stabilization Fund for Year 2022

ATTACHMENTS:

1. Year 2022 – Snow Management Special Tax – Bylaw No. 8 of 2022 (RPT 23-92)

Written by: Executive Committee



City of
Prince Albert

RPT 23-92

TITLE: Year 2022 - Snow Management Special Tax - Bylaw No. 8 of 2022

DATE: **March 2, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the snow management unaudited overage costs of \$878,747 be funded from the Fiscal Stabilization Fund for Year 2022.

TOPIC & PURPOSE:

To provide members of Council the funds raised by the Snow Management Special Tax.

To approve funding for the overage relating to snow management costs for Year 2022.

BACKGROUND:

In Year 2022, City Council approved Bylaw No. 8 of 2022 – Snow Management Special Tax.

Special Tax: a specific amount of money raised by a special tax to be used for a specific service or purpose. The service or purpose must be completed within the taxation year.

A municipality may pass a special tax bylaw and Subsection 278(1) of the *Cities Act* provides that the use of the revenue raised by a special tax must be used for that specific service or purpose stated in the bylaw. Subsection 278(2) of the *Cities Act* then states that when there is excess revenue generated from the special tax (i.e. actual expenses are less than the actual revenue from the special tax), the City shall give public notice of the use to which it proposes to put the excess revenue. This requirement in subsection 278(2) will allow for transparency between the City and residents as to what their tax dollars are being used for.

The 2022 Property Tax Bylaws changed the following from a **Base Tax to a Special Tax as per legislation as follows:**

Snow Special Tax

Residential: \$60.00 per residential roll
 Multi-Residential: \$20.00 per multi-unit
 Sliding commercial scale

PROPOSED APPROACH AND RATIONALE:

The 2022 snow management budget was approved in the total amount of **\$1,264,600**: as follows:

2022 BUDGET	Snow Downtown	Snow Management	Total
Salaries Wages and Benefits	\$81,500	\$479,260	\$560,760
Fleet Expenses	\$52,600	\$370,140	\$422,740
Maintenance Materials and Supplies	\$20,600	\$260,500	\$281,100
TOTAL SNOW 2022 BUDGET	\$154,700	\$1,109,900	\$1,264,600

The attached Bylaw No. 8 of 2022 is for the Snow Management Special Tax whereby a special tax shall be levied against all properties benefiting from snow management to be completed in the calendar year of 2022. The Bylaw included the estimated cost for the purpose of service for snow management is \$1,264,600, pursuant to approved Budget.

The revenue generated in Year 2022 for the Snow Management Special Tax was **\$1,312,935**. That revenue exceeded the budget by **(\$48,335)** due to changes in property values throughout the year.

The **unaudited** spending for Snow Management is as follows:

	2022 Budget	2022 Actual	Variance
Wages	\$320,000	\$413,675	\$93,675
Overtime	\$95,000	\$216,717	\$121,717
Payroll	\$145,700	\$223,401	\$77,701
Hired Equipment	\$160,000	\$384,494	\$224,494
Fleet	\$422,740	\$784,401	\$361,661
Self Employed Contractors	\$0	\$14,332	\$14,332
Granular	\$40,000	\$30,457	(\$9,543)
Chemicals	\$70,000	\$70,076	\$76
Operating	\$10,350	\$47,707	\$37,357
Other	\$810	\$6,422	\$5,612
TOTAL	\$1,264,600	\$2,191,682	\$927,082

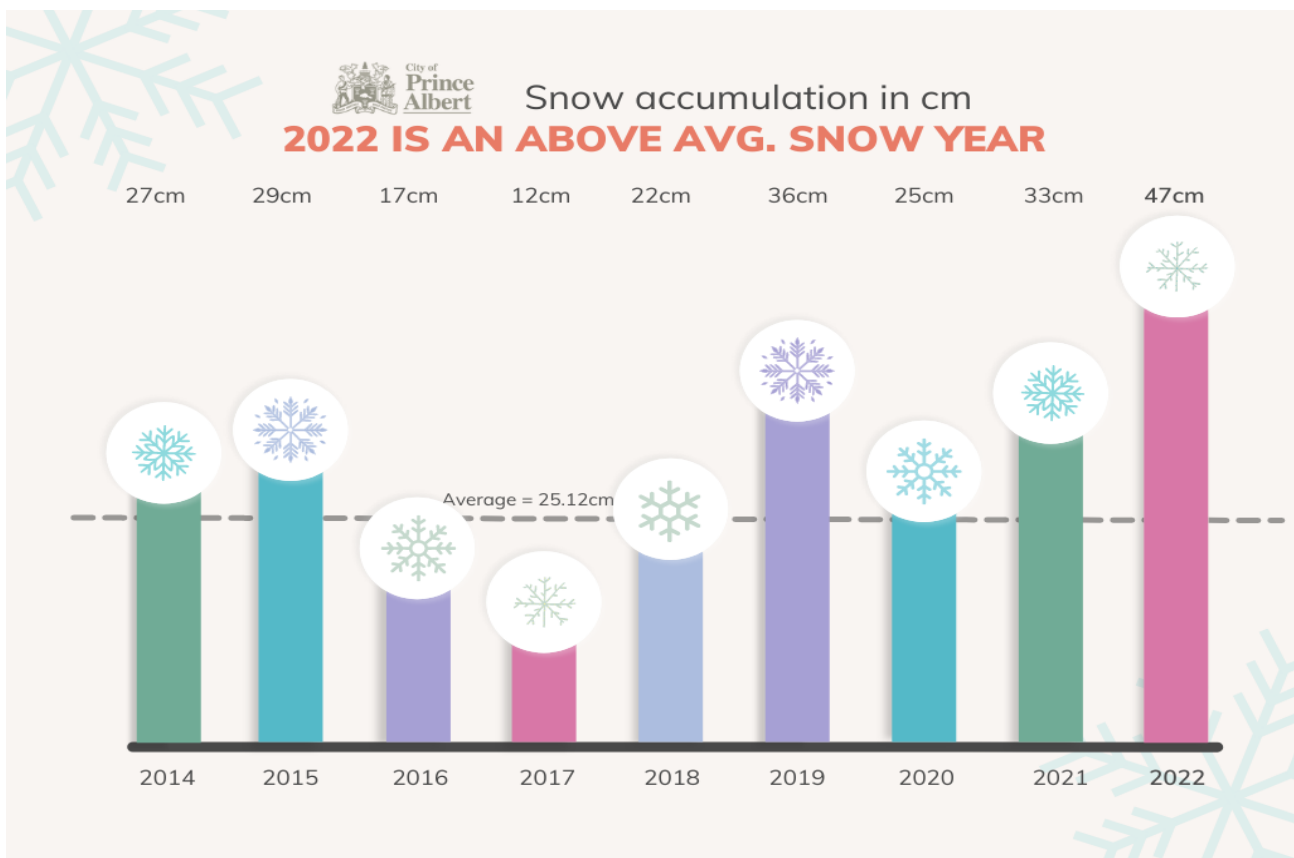
The unaudited spending relating to snow management costs in Year 2022 exceeded the approved budget by **\$927,082**.

The 2022 snow management unaudited costs exceed the funding generated by the Snow Management Special Tax as follows:

Unaudited Snow Management Special Tax	(\$1,312,935)
Unaudited Snow Management Spending	\$2,191,682
Spending exceeds Special Tax Revenue	\$878,747

As such, there is no excess revenue for consideration by Council.

In 2022 there was more snow than in prior years. As a result there was an expectation of a high level of service to keep streets cleared. The City snow lifted more streets than had been done in any prior year. Crews respond to snow events as needed to ensure that roads are cleared as quickly and effectively as possible given the various winter conditions in any given year. This winter in particular, record snow accumulation led to sight line issues that have rarely been a problem in the past. Crews have responded with a record number of snow lifts to address this safety concern and to deal with unprecedented narrowing of City streets.



COMMUNICATIONS AND/OR ANNOUNCEMENT PLAN:

The report will be forwarded to the March 27, 2022 City Council meeting for consideration. The City's Audit will confirm the final audited numbers relating to snow management costs.

POLICY IMPLICATIONS:

This report relates to:

Bylaw No. 8 of 2022 ~ Snow Management Special Tax.

FINANCIAL IMPLICATIONS:

As per the City's Audited Financial Statements, the ending 2021 Reserve balance for the Snow Management Reserve is a **deficit of \$697,927**.

It is not fiscally responsible to put the Snow Management Reserve into a further deficit by the overage of \$878,747.

This report is recommending that the snow management unaudited costs of \$878,747 be funded from the Fiscal Stabilization Fund, conditional upon final costs audited by the City's Auditor.

STRATEGIC PLAN:

The creation of an equitable taxation structure promotes community growth and maintains new and existing amenities and infrastructure. The Snow Management Special Tax is to generate revenue to fund snow management costs within the calendar year.

OPTIONS TO RECOMMENDATION:

Council may approve debiting the Snow Management Reserve into a further deficit by \$878,747, to a total ending deficit balance of \$1,576,674 ending Year 2022 unaudited. That is not being recommended as the reserve is already in a deficit of \$697,937.

PUBLIC NOTICE:

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

PRESENTATION: Verbal Presentation by Melodie Boulet, Finance Manager

ATTACHMENT:

1. Bylaw No. 8 of 2022 – Snow Management Special Tax

Written by: Melodie Boulet, Finance Manager

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

CITY OF PRINCE ALBERT BYLAW NO. 8 OF 2022

A Bylaw of the City of Prince Albert to raise revenue required for snow management to be completed in 2022.

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

Snow Management Special Tax:

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from snow management to be completed within the current year.
2. The estimated cost of the purpose or service referred to in Section 1 is \$1,264,600, pursuant to the approved budget.
3. The rate of special tax to be charged against each property is:

a. Residential	\$60
b. Agricultural	\$60
c. Condominium	\$60
d. Care Home and Group Home	\$60
e. Multi-Family per Apartment	\$20

f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$125
ii. (\$150,001 to \$300,000 taxable value)	\$300
iii. (\$300,001 to \$450,000 taxable value)	\$510
iv. (\$450,001 to \$600,000 taxable value)	\$585
v. (\$600,001 to \$750,000 taxable value)	\$610
vi. (\$750,001 to \$900,000 taxable value)	\$790
vii. (\$900,001 to \$1,050,000 taxable value)	\$1,000
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$1,170
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$1,360
x. (\$1,350,001 to \$1,500,000 taxable value)	\$1,550
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$2,000
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$2,400
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$2,700
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$3,000
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$3,500
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$4,300
xvii. (over \$5,000,000 taxable value)	\$4,700

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2022, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2022. The rates imposed for 2022 are deemed to be imposed from January 1, 2022.

INTRODUCED AND READ A FIRST TIME THIS 28th DAY OF March , AD 2022.
READ A SECOND TIME THIS 28th DAY OF March , AD 2022.
READ A THIRD TIME AND PASSED THIS 29th DAY OF March , AD 2022.



MAYOR

Infier
A/CITY CLERK



City of
Prince Albert

RPT 23-112

TITLE: Year 2022 – Roadways Special Tax – Bylaw No. 9 of 2022

DATE: **March 16, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the surplus revenue generated from the 2022 Roadways Special Tax and the unspent funds from the Roadways Recapping Program for year ending 2021 in the total amount of \$349,769.04, be allocated as follows:

1. The amount of \$274,751.80 be allocated to fund the additional costs spent in 2022 for the Concrete Sidewalk, Curb and Median Rehabilitation Program; and,
2. The amount of \$75,017.24 be credited to the Capital Works Committed Reserve to fund additional Roadway and Concrete Sidewalk work in 2023.

ATTACHMENTS:

1. Year 2022 – Roadways Special Tax – Bylaw No. 9 of 2022 (RPT 23-97)

Written by: Executive Committee



City of
Prince Albert

RPT 23-97

TITLE: Year 2022 - Roadways Special Tax - Bylaw No. 9 of 2022

DATE: **March 3, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

That the surplus revenue generated from the 2022 Roadways Special Tax and the unspent funds from the Roadways Recapping Program for year ending 2021 in the total amount of \$349,769.04 be allocated as follows:

- The amount of \$274,751.80 be allocated to fund the additional costs spent in 2022 for the concrete sidewalk, curb and median rehabilitation program.
- The amount of \$75,017.24 be credited to the Capital Works Committed Reserve to fund additional roadway and concrete sidewalk work in 2023.

TOPIC & PURPOSE:

To approve that the surplus revenue generated from the 2022 Roadways Special Tax and the unspent funds from the Roadways Recapping Program for year ending 2021 in the total amount of \$349,769.04 be allocated as follows:

- The amount of \$274,751.80 to fund the additional costs spent in 2022 for the concrete sidewalk, curb and median rehabilitation program.
- The amount of \$75,017.24 be credited to the Capital Works Committed Reserve to fund additional roadway and concrete sidewalk work in 2023.

BACKGROUND:

In Year 2022, City Council approved Bylaw No. 9 of 2022 – Roadways Special Tax.

Special Tax: a specific amount of money raised by a special tax to be used for a specific service or purpose. The service or purpose must be completed within the taxation year.

A municipality may pass a special tax bylaw and Subsection 278(1) of the *Cities Act* provides that the use of the revenue raised by a special tax must be used for that specific service or purpose stated in the bylaw. Subsection 278(2) of the *Cities Act* then states that when there is excess revenue generated from the special tax (i.e. actual expenses are less than the actual revenue from the special tax), the City shall give public notice of the use to which it proposes to put the excess revenue. This requirement in subsection 278(2) will allow for transparency between the City and residents as to what their tax dollars are being used for.

The 2022 Property Tax Bylaws changed the following from a **Base Tax to a Special Tax as per legislation as follows:**

Roadways Special Tax

Residential: \$189.00 per residential roll
 Multi-Residential: \$63.00 per multi-unit
 Sliding commercial scale

PROPOSED APPROACH AND RATIONALE:

The 2022 Roadways Recapping Program was approved at \$4,100,000.

The projects for the Roadways Recapping Program is based on the results obtained from the Pavement Management System compiled in 2005 and updated annually. The Program funds asphalt milling, recapping and reconstruction of the City's paved roadway network.

At the end of Year 2021, the amount of \$227,743.63 was unspent from the approved 2021 Roadways Recapping Program. That amount was credited to the Capital Works Reserve ending 2021 to provide funding for additional roadway work in 2022.

The total Roadways Recapping Program Budget for 2022 was:

2022 Roadways Paving Program - Budget	\$4,100,000.00
C/F to Year 2022 from Year 2021	\$227,743.63
Total Year 2022 Roadways Paving Program	\$4,327,743.63

The Roadways Special Tax Bylaw specifies that a special tax shall be levied against all properties included in the Bylaw, which includes properties benefiting from roadway work to be completed within the current year.

The Bylaw included the estimated cost of the purpose or service at \$4,100,000, as per approved 2022 Roadways Paving Program Budget.

The revenue generated in 2022 from the Roadways Special Tax as per Bylaw No. 9 of 2022 is **\$4,115,778**.

That revenue exceeds the approved budget by the amount of **(\$15,778)** due to changes in property values throughout the year.

Attached to this Report is the breakdown of the \$3,993,752 costs spent for the Roadways Recapping Program. The attachment illustrates the roads that were paved in 2022.

The attachment also illustrates that the amount of \$574,751.80 was spent on the concrete sidewalk, curb & median rehabilitation program. The 2022 Budget approved for the Program was \$300,000. The costs exceeded the budget by the amount of \$274,751.80. The Director of Public Works has advised that the expenditures were a result of ensuring that sidewalks were repaired at the same time that roadways in the recapping program were being repaved.

The surplus from the program in 2022 is therefore **\$122,025.41**:

2022 Roadways Special Tax Revenue	(\$4,115,778.00)
2022 Unaudited Roadways Paving Program costs	\$3,993,752.59
Surplus Revenue - Roadways Special Tax 2022	(\$122,025.41)

When you factor the additional budget from the unspent 2021 Roadways Paving Program, the excess revenue is as follows:

Surplus Revenue – Roadways Special Tax 2022	\$122,025.41
2021 Unspent Roadways Recapping Program Funds (C/F)	\$227,743.63
Total Surplus from Roadways Recapping Program 2022	\$349,769.04

COMMUNICATIONS AND/OR ANNOUNCEMENT PLAN:

The report will be forwarded to the March 27, 2022 City Council meeting for consideration. The City's Audit will confirm the final audited numbers relating to the roadway paving program costs.

POLICY IMPLICATIONS:

This report relates to:

Bylaw No. 9 of 2022 ~ Roadways Special Tax

FINANCIAL IMPLICATIONS:

This report is recommending that the surplus revenue generated from the 2022 Roadways Special Tax and the unspent funds from the Roadways Recapping Program for year ending 2021 in the total amount of \$349,769.04 be allocated as follows:

Roadways Surplus for 2022	\$349,769.04
Fund the 2022 overage for the concrete sidewalk, curb and median rehabilitation program	\$274,751.80
Allocate to the Capital Works Committed Reserve Year Ending 2022 for spending in 2023 on additional roadway and concrete work	\$75,017.24

The 2023 Budget approved the Roadways Recapping Program at \$4,100,000 and \$300,000 for the Concrete Sidewalk, Curb and Median Rehabilitation Program.

The amount of \$75,017.24 can be used to fund additional roadway and concrete work in Year 2023. As per the proposed 2023 Property Tax Tools, the Roadways Special Tax for Year 2023 will fund the entire Program. That change aligns all Roadways Paving Program costs including paving, sidewalk and rehabilitation together as one Program funded by the Roadways Special Tax. The additional funds of \$75,017.24 supports the proposed 2023 Roadways Special Tax.

Allocating the amount of \$274,751.80 to the overage on the concrete sidewalk, curb and median rehabilitation program for 2022 alleviates that overage to be funded from Fiscal Stabilization Fund or from any possible surplus in Year 2022. At the time of writing the report, the final surplus is undetermined.

STRATEGIC PLAN:

The creation of an equitable taxation structure promotes community growth and maintains new and existing amenities and infrastructure. The Roadways Special Tax is to generate revenue to fund roadway work spent within the calendar year.

OPTIONS TO RECOMMENDATION:

Council may choose to allocate the surplus of \$349,769.04 to the Capital Works Reserve ending Year 2022 to fund additional roadway and concrete rehabilitation in 2023. That is not being recommended as the overage for the concrete sidewalk, curb & median rehabilitation program in the amount of \$274,751.80 would then need to be funded from Fiscal Stabilization Fund or from any possible surplus in Year 2022.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 4(e) of Public Notice Bylaw No. 24 of 2015. The following notice will be undertaken:

- Published in local newspaper (Prince Albert Daily Herald) circulated in the City: March 16, 2023
- Posted on the bulletin board at City Hall: March 16, 2023
- Posted on the City's website: March 16, 2023

PRESENTATION: Verbal Presentation by Melodie Boulet, Finance Manager

ATTACHMENTS:

1. Bylaw No. 9 of 2022 – Roadways Special Tax Bylaw.
2. 2022 Roadways Recapping Program Costs.

Written by: Melodie Boulet, Finance Manager

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

CITY OF PRINCE ALBERT BYLAW NO. 9 OF 2022

A Bylaw of The City of Prince Albert to raise revenue for roadways work to be completed in 2022.

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

Roadways Special Tax:

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from roadways work to be completed within the current year.
2. The estimated cost of the purpose or service referred to in Section 1 is \$4,100,000, pursuant to the approved budget.
3. The rate of special tax to be charged against each parcel is:

a. Residential	\$189
b. Agricultural	\$189
c. Condominium	\$189
d. Care Home and Group Home	\$189
e. Multi-Family per Apartment	\$63

f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$500
ii. (\$150,001 to \$300,000 taxable value)	\$650
iii. (\$300,001 to \$450,000 taxable value)	\$1,200
iv. (\$450,001 to \$600,000 taxable value)	\$1,780
v. (\$600,001 to \$750,000 taxable value)	\$2,300
vi. (\$750,001 to \$900,000 taxable value)	\$2,900
vii. (\$900,001 to \$1,050,000 taxable value)	\$3,400
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$4,000
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$4,630
x. (\$1,350,001 to \$1,500,000 taxable value)	\$5,000
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$6,500
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$7,700
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$8,500
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$9,500
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$11,000
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$13,400
xvii. (over \$5,000,000 taxable value)	\$14,500

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2022, requesting the Council to review the application or calculation of the tax rate regarding the property in question.


5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.

6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2022. The rates imposed for 2022 are deemed to be imposed from January 1, 2022.

INTRODUCED AND READ A FIRST TIME THIS 28th DAY OF March , AD 2022.
READ A SECOND TIME THIS 28th DAY OF March , AD 2022.
READ A THIRD TIME AND PASSED THIS 29th DAY OF March , AD 2022.



MAYOR



Mercier
A/CITY CLERK

2022 Roadways Paving Program			FUNDING	
Treatment	Street	2022 Spending	Roadways Recapping CITY FUNDING	Sidewalk Rehabilitation CONCRETE FUNDING
Pavement Management System		\$30,790.82	\$30,790.82	
Reconstruction & Concrete	6 AE (22SE Intersection)	\$392,635.75	\$342,567.72	\$50,068.03
15th Street East	(1 - 6AE)	\$16,619.98	\$16,619.98	
Mill/Pave	Crescent Heights Grouping	\$594,195.08	\$519,394.71	\$74,800.37
Reconstruction & Concrete	16 SW (2-4 AW)	\$497,681.96	\$442,585.17	\$55,096.79
Reconstruction	5 AE (24-28 SE)	\$7,064.70	\$7,064.70	
Mill/Pave	27 SE (5-6 AE)	\$105,043.21	\$105,043.21	
Reconstruction & Concrete	Central A (22-24 S)	\$0.00	\$0.00	
Reconstruction & Concrete	24 SE (Cent-1 AE)	\$159,932.19	\$138,029.02	\$21,903.17
Mill/Pave	1 AE (24-25 SE)	\$34,004.02	\$34,004.02	
Mill/Pave	Westview Grouping	\$328,149.24	\$309,179.37	\$18,969.87
Reconstruction & Concrete	7 SE (10-13 AE)	\$815,202.85	\$708,827.59	\$106,375.26
Reconstruction & Concrete	18 SW (Cent-1 AW)	\$103,009.64	\$79,642.76	\$23,366.88
Mill/Pave	17 SW (9-12 AW)	\$0.00	\$0.00	
Mill/Pave	26 SW (3-6 AW) / 27 SW (5-6 AW)	\$485,390.58	\$374,165.32	\$111,225.26
Mill/Pave & Concrete	Riverview Grouping	\$341,829.21	\$291,754.77	\$50,074.44
Reconstruction & Concrete	Marquis Rd Widening (2-4 AW)	\$356,062.26	\$318,359.17	\$37,703.09
Reconstruction	15 SNW (Hwy2-Cent)	\$199,000.78	\$199,000.78	
Carr Place	Carr Place	\$101,892.12	\$76,723.48	\$25,168.64
		\$4,568,504.39	\$3,993,752.59	\$574,751.80
			\$4,327,743.63	\$300,000.00
		\$4,568,504.39	(\$333,991.04)	\$274,751.80

2022 Roadways Paving Program - Budget	\$4,100,000.00
C/F to Year 2022 from Year 2021	\$227,743.63
Total Year 2022 Paving Budget	\$4,327,743.63
2022 Sidewalk Rehabilitation Budget	\$300,000.00
Total Year 2022 Sidewalk Rehabilitation	\$300,000.00

2022 Spending - Roadways Paving	\$3,993,752.59
2022 Spending - Concrete Program	\$574,751.80
Total Spending in Year for Entire Program	\$4,568,504.39



City of
Prince Albert

RPT 23-113

TITLE: Year 2022 – Business Improvement District (BID) Levy – Bylaw No. 11 of 2022

DATE: **March 16, 2023**

TO: City Council

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

That the surplus revenue in the amount of \$27,607 in Year 2022, generated from the Business Improvement District Levy, be credited to the Prince Albert Downtown Business Improvement District Operating Reserve.

ATTACHMENTS:

1. Year 2022 – Business Improvement District (BID) Levy – Bylaw No. 11 of 2022 (RPT 23-94)

Written by: Executive Committee



RPT 23-94

TITLE: Year 2022 - Business Improvement District (BID) Levy - Bylaw No. 11 of 2022

DATE: March 2, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the surplus revenue in the amount of \$27,607 generated from the Business Improvement District (BID) Levy as per Bylaw No. 11 of 2022 in Year 2022 be credited to the Prince Albert Downtown Business Improvement District Operating Reserve.

TOPIC & PURPOSE:

To approve that the surplus revenue in the amount of \$27,607 generated from the Business Improvement District (BID) Levy in Year 2022 be credited to the Prince Albert Downtown Business Improvement District Operating Reserve.

BACKGROUND:

In Year 2022, Council approved Bylaw No. 11 of 2022 – Business Improvement District (BID) Levy Bylaw.

Special Tax: a specific amount of money raised by a special tax to be used for a specific service or purpose. The service or purpose must be completed within the taxation year.

A municipality may pass a special tax bylaw and Subsection 278(1) of the *Cities Act* provides that the use of the revenue raised by a special tax must be used for that specific service or purpose stated in the bylaw. Subsection 278(2) of the *Cities Act* then states that when there is excess revenue generated from the special tax (i.e. actual expenses are less than the actual revenue from the special tax), the City shall give public notice of the use to which it proposes to put the excess revenue. This requirement in subsection 278(2) will allow for transparency between the City and residents as to what their tax dollars are being used for.

The purpose of the Downtown Business Improvement District (BID) Levy is to authorize a special levy to be paid by the taxable and grant in lieu properties for those businesses defined in the Prince Albert Downtown Business Improvement District area at a uniform rate sufficient to raise the amount required in 2022 for the proposed expenditures of the business improvement district.

The Bylaw states that the estimated cost of the service is \$78,000.

PROPOSED APPROACH AND RATIONALE:

The 2022 Prince Albert Downtown Business Improvement District Budget was approved as follows:

2022 Budgeted Expenditures

Salaries Wages and Benefits	\$62,800
Contracted and General Services	\$10,250
Grants and Donations	\$40,000
Utilities	\$800
Maintenance Materials and Supplies	\$26,150
	\$140,000

2022 Budgeted Revenue:

Business Improvement District Levy	(\$78,000)
City of Prince Albert Grant In Lieu for Taxes	(\$22,000)
Downtown Improvement Reserve	(\$40,000)
	(\$140,000)

The 2022 Budget included \$40,000 to be funded from the Downtown Improvement Reserve for the following grants:

- \$15,000 for Downtown Events
- \$10,000 for Façade Grant
- \$10,000 for Mini Façade Grants
- \$5,000 for Business Consultant

The revenue generated from the Business Improvement District (BID) Levy for 2022 is **\$114,961.36**.

That revenue generated exceed the approved budget of \$78,000 by **(\$36,961.36)**.

The surplus revenue is due to collecting on certain accounts in Year 2022 that had been outstanding for a number of years.

The following costs were charged in 2022 for the Prince Albert Downtown Improvement District:

2022 Actual Expenditures

Telephone & Travel	\$1,820.11
Advertising	\$3,447.83
Publications	\$601.47
Computer Services	\$624.80
Building Rental Costs	\$12,290.52
UniTech Office Solutions	\$876.90
Executive Director Costs	\$53,000.04
Contracted and General Services	\$20,121.16
Pressure Washing Sidewalks	\$4,000.00
Meeting Incidentals	\$1,220.55
Operating and Office Supplies	\$7,261.77
Electricity	\$4,071.21
Insurance	\$18.00
Total Costs	\$109,354.36

The actual unaudited expenditures exceeded the approved budget as follows:

Total Costs	\$109,354.36
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2022 Budgeted Expenditures

Salaries Wages and Benefits	\$62,800.00
Contracted and General Services	\$10,250.00
Utilities	\$800.00
Maintenance Materials and Supplies	\$26,150.00
Total Budgeted Expenditures	\$100,000.00

Overage on Expenditures	\$9,354.36
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Below is the additional surplus generated in Year 2022 from the Business Improvement District Levy:

Bylaw No. 11 of 2022

Budgeted BID Levy	\$78,000.00
Actual BID Levy Collected	(\$114,961.36)
Surplus BID Levy Revenue 2022	(\$36,961.36)

Budgeted Expenditures	\$100,000.00
Actual Expenditures for 2022	\$109,354.36
Overage on Expenditures 2022	\$9,354.36

Surplus Revenue Year 2022	(\$27,607.00)
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This report is recommending that the surplus amount of \$27,607 be credited to the Prince Albert Downtown Business Improvement District Operating Reserve for 2022.

At the end of Year 2021, the Prince Albert Downtown Business Improvement District Operating Reserve had a surplus of \$100,261.

CONSULTATIONS:

The City of Prince Albert downtown businesses are involved with the planning and activities of the PADBID Board and have an interest in promoting the downtown core. City of Prince Albert residents, City facilities and other businesses benefit from PADBID's initiatives.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The report will be forwarded to the March 27, 2022 City Council meeting for consideration. The City's Audit will confirm the final audited numbers relating to PADBID spending.

POLICY IMPLICATIONS:

This report relates to:

Bylaw No. 11 of 2022 – Business Improvement District (BID) Levy Bylaw

FINANCIAL IMPLICATIONS:

As per recommended, the **unaudited** ending reserve balance for Year 2022 will be as follows:

BEGINNING BALANCE	(\$100,261.22)
<u>2022 TRANSACTIONS:</u>	
Operating Surplus for Prince Albert Business Improvement District as per BID Special Tax - Bylaw No. 11 of 2022	(\$27,607.00)
Street Fair Sponsorship Revenue	(\$20,238.14)
ENDING BALANCE IN RESERVE AT YEAR END 2022	(\$148,106.36)

STRATEGIC PLAN:

The creation of an equitable taxation structure promotes community growth and maintains new and existing amenities and infrastructure. The Business Improvement District (BID) Levy is to generate revenue to fund downtown initiatives.

OPTIONS TO RECOMMENDATION:

Council may choose to allocate the surplus of \$27,607 to another project. That is not being recommended as for Year 2023 the amount of \$75,000 has been approved to fund Downtown Security. As well, the amount of \$5,000 has been approved for additional subcontractors to provide music and partnerships for various events. The total amount of \$80,000 will be funded from the Prince Albert Downtown Business Improvement District Operating Reserve for Year 2023. That will reduce the surplus ending Year 2023 for the Reserve to \$68,106.36.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 4(e) of Public Notice Bylaw No. 24 of 2015. The following notice will be undertaken:

- Published in local newspaper (Prince Albert Daily Herald) circulated in the City: March 16, 2023
- Posted on the bulletin board at City Hall: March 16, 2023
- Posted on the City's website: March 16, 2023

PRESENTATION: Verbal Presentation by Melodie Boulet, Finance Manager

ATTACHMENT:

1. Bylaw No. 11 of 2022 – Business Improvement District (BID) Levy.

Written by: Melodie Boulet, Finance Manager

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

CITY OF PRINCE ALBERT BYLAW NO. 11 OF 2022

*A Bylaw of The City of Prince Albert to raise revenue for the
Business Improvement District for 2022.*

WHEREAS pursuant to Section 26(2) of *The Cities Act*, council may, by bylaw, impose a levy on all property used or intended to be used for business purposes within the business improvement district to raise the amount required for the requisition;

AND WHEREAS pursuant to Section 26(3) of *The Cities Act* a levy or charge imposed pursuant to subsection (2):

- a) Is in addition to any other property tax; and
- b) Must be of either a uniform rate or a uniform amount.

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

Business Improvement District

1. The purpose of this Bylaw is to authorize a special levy to be paid by the taxable and grant in lieu properties for those businesses defined in the Prince Albert Downtown Business Improvement District area at a uniform rate sufficient to raise the amount required in 2022 for the proposed expenditures of the business improvement district.
2. The estimated cost of the service referred to in Section 1 is \$78,000, pursuant to the approved budget.
3. The levy shall be at a rate of 6.4% of the commercial tier 1 mill rate generated for general municipal property taxes.
4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2022, requesting the Council to review the application or calculation of the tax rate regarding the property in question.

5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

Calculating Amount of Property Tax

This rate will be applied for the purpose of calculating the Prince Albert Downtown Business Improvement District (BID) Levy using the following format:

Mill Rate x Mill Rate Factor for Commercial Tier 1 = General Municipal Rate

General Municipal Rate x 6.4% = BID Rate

(Taxable Assessment x BID Rate) / 1,000 = BID Levy Amount

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2022. The rates imposed for 2022 are deemed to be imposed from January 1, 2022.

INTRODUCED AND READ A FIRST TIME THIS 28th DAY OF March , AD 2022.
 READ A SECOND TIME THIS 28th DAY OF March , AD 2022.
 READ A THIRD TIME AND PASSED THIS 29th DAY OF March , AD 2022.


 MAYOR


 A/ CITY CLERK

RPT 23-122

TITLE: Development Permit Application – Multi-Unit High Rise Dwellings – 800 28th Street West

DATE: **March 17, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Discretionary Use Development Permit Application for three Multi-Unit High Rise Dwellings to be located at 800 28th Street West, legally described as Parcel H, Plan 102132199, be approved, subject to the following conditions:

1. The Applicant providing a final grading and drainage plan, to be approved by the Public Works Department;
2. The Applicant providing a final Landscape Plan, to be approved by the Community Services Department;
3. The Applicant applying for a receiving any necessary Building Permits and any/all necessary Municipal Fire and Building Safety Inspections; and
4. The development complying with the requirements of the City's Zoning Bylaw No. 1 of 2019.

TOPIC & PURPOSE:

The purpose of this report is to approve the Development Permit Application for three Multi-Unit High Rise Dwellings located at 800 28th Street West.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Development Permit Application for the development of three Multi-Unit High Rise Dwellings at 800 28th Street West.

As per Section 14 of the Zoning Bylaw, a Multi-Unit High Rise Dwelling is defined as:

“a building with more than three (3) storeys, which contains three (3) or more dwelling units”.

Report 23-120, considered March 27, 2023, concludes the rezoning process from FUD – Future Urban Development to R4 – High Density Residential. The purpose of the R4 zoning district is to:

“provide the full continuum of residential development options that allows for limited, complementary 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”.

In the R4 – High Density Residential zoning district, a Multi-Unit High Rise Dwelling is considered a Discretionary Use and requires City Council approval.

PROPOSED APPROACH AND RATIONALE:

The applicant is in the process of completing a property sale agreement with the City of Prince Albert to purchase 800 28th Street West and intends to build two Multi-Unit High Rise Dwellings on the parcel, with plans to develop a third building at a later date. The applicant intends to build a total of 174 units, with 116 units to be constructed within the first two buildings. The first two buildings conform to all of the regulations of the Zoning Bylaw. Further site plan discussions pertaining to parking and landscaping for the third building are ongoing, however it is being recommended that this application be approved. A condition of approval requires final site plan drawings to be approved by the Directors of Community Services, Planning and Development, and Public Works for the third building. Building Permits will be issued once all site plan drawings have been approved.

CONSULTATIONS:

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

The application has been reviewed by the Departments of Public Works, Community Services, Financial Services, Fire and Emergency Services, and the Building Division, and there are no concerns that cannot be resolved after the Development Permit has been approved.

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:

This project is in support of City Council’s area of focus for Population Growth, as it will create additional housing options to accommodate citizens in Prince Albert.

OFFICIAL COMMUNITY PLAN:

Under Section 6.4.2 of the Official Community Plan, there are policies to encourage new medium and high density residential development where City services are provided, there is proximity to arterial roads to reduce traffic impacts on local roads, and the development provides a type of housing to meet the needs of a wide variety of residents.

PUBLIC NOTICE:

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

- Public Notice was issued March 16, 2023 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 March 16, 2023
4. Project Rendering
5. Site Plan

Written by: Ellen Pearson, Planner

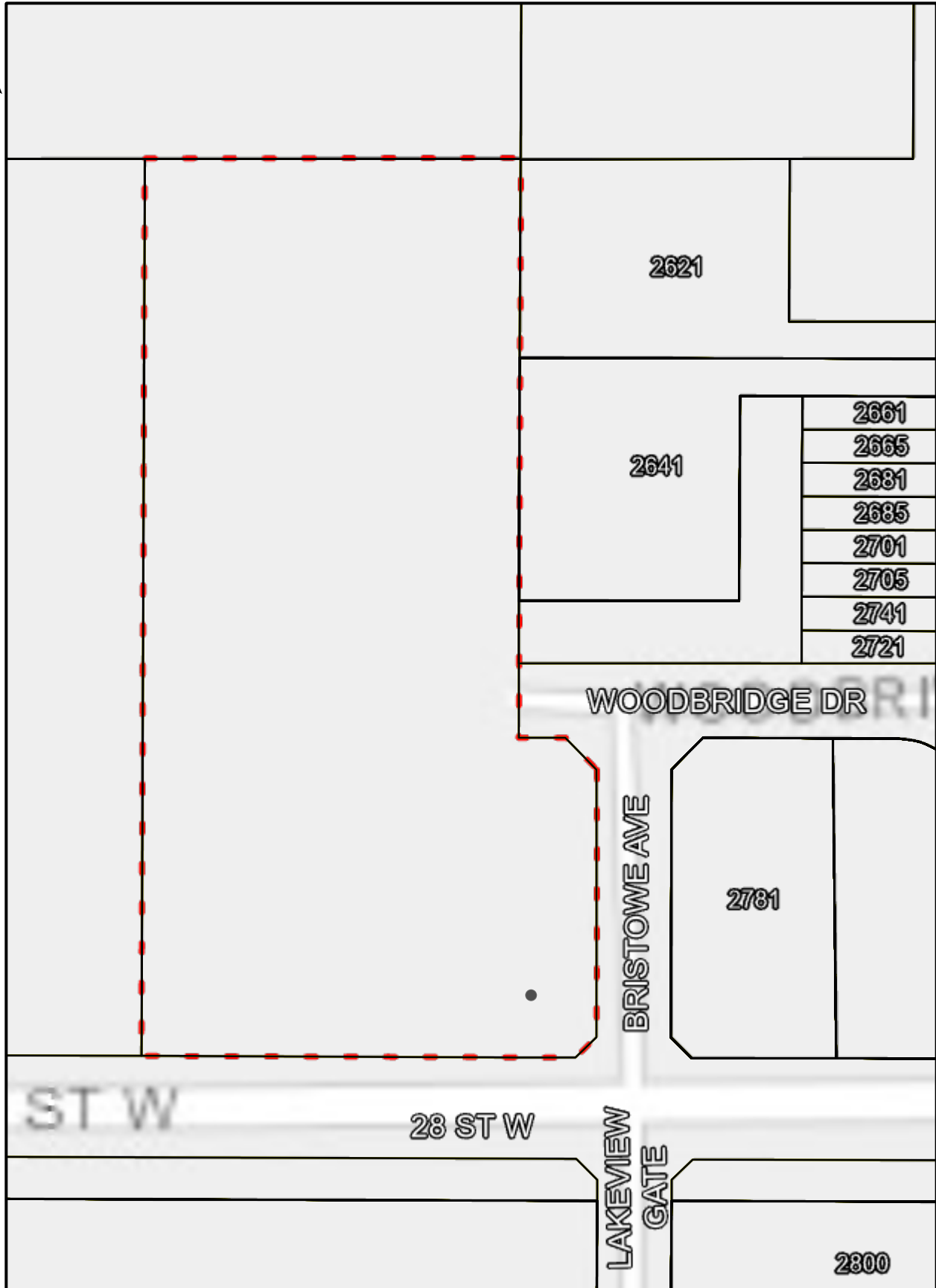
Approved by: Director of Planning and Development Services & City Manager



S-HZ

S-HZ

PLANNING & DEVELOPMENT



Subject Property Identified With A Bold Dashed Line

March 16, 2023



S-HZ

S-HZ



PLANNING & DEVELOPMENT

March 16, 2023

Subject Property Identified
With A Bold Dashed Line



Planning and Development Services
1084 Central Avenue
Prince Albert SK S6V 7P3
Phone: (306) 953-4370
Fax: (306) 953-4380
Email: pds@citypa.com

March 16, 2023

«Primary_Customer_Name»
«Primary_Unit» «Primary_Civic_No»
«Primary_City» «PRIMARY_PROV» «PRIMARY_PC»

Dear Sir or Madam:

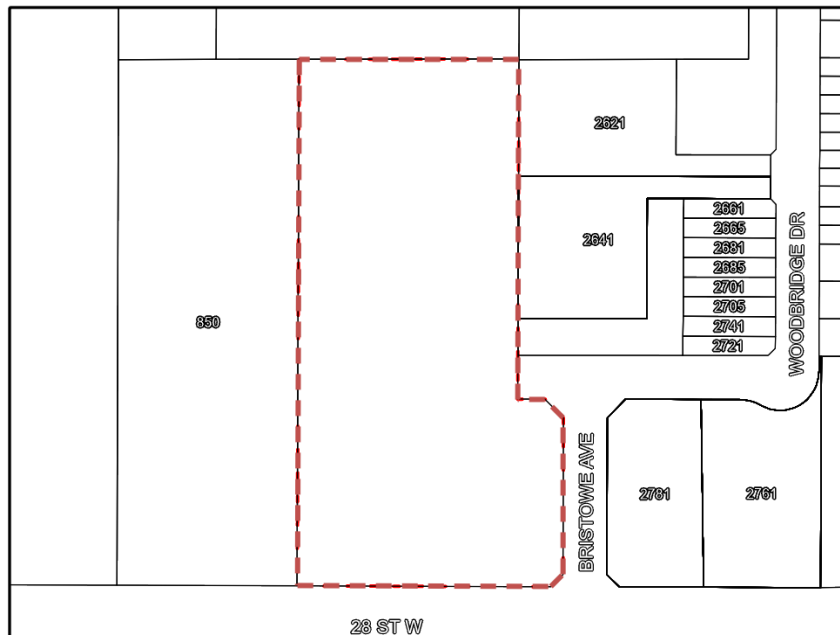
**Re: Discretionary Use Development Permit – 800 28th Street West, Prince Albert SK
Multi-Unit High Rise Dwellings**

The City of Prince Albert is in receipt of a development permit application for Multi-Unit High Rise Dwellings, which are to be located at the above noted address, legally described as Parcel H, Plan 102132199. The applicant intends to construct three four-storey residential buildings, but has only applied for a development permit for the first two buildings at this time. 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 Multi-Unit High Rise Dwelling as:

“a building with more than three (3) storeys, which contains three (3) or more dwelling units”.

As the proposed use is considered discretionary in the R4 – High Density Dwelling 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, March 27, 2023 at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, March 21, 2023. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.

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

Yours truly,



Ellen Pearson
Planner



TAMON
ARCHITECTURE INC
#201, 1788-1106A AVENUE NW
EDMONTON, ALBERTA CANADA T5S 1V8
http://www.tamonarchitecture.com
info@tamonarchitecture.com
P: 780.757.6050
F: 780.665.6050

ALL DIMENSIONS AND SPECIFICATIONS ARE MEASURED TO CENTER UNLESS OTHERWISE SPECIFIED. THE ARCHITECT HAS CONDUCTED VISUAL VERIFICATION OF THE EXISTING AND LOCATIONS OF THE SUBJECTS OF THIS DRAWING FOR ANY DISCREPANCY WITH THE SURFACE CONDITION OF THE ARCHITECT TO OBTAIN OR COPY BACKGROUND. CONTRACTOR/OWNER/DESIGNER MUST CHECK AND VERIFY ALL DIMENSIONS ON THE EXISTING AND BEFORE PROCEEDING FOR ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK.

THIS DOCUMENT MUST BE APPROVED BY THE ARCHITECT UPON COMPLETION OR SUBSTITUTION OF WORK PERFORMED BY CONTRACTOR/OWNER/DESIGNER.

CONSULTANT



▲ APEX OF ROOF
159'-8"
▲ U/S OF CLNG.
143'-1 1/2"
● T/O 4TH FLOOR
133'-4 1/8"
● T/O 3RD FLOOR
122'-2 3/4"
● T/O 2ND FLOOR
111'-1 3/8"
● T/O MAIN FLOOR
100'-0"

1 east elevation
SCALE: 1" = 10'-0"

SEAL



▲ APEX OF ROOF
159'-8"
▲ U/S OF CLNG.
143'-1 1/2"
● T/O 4TH FLOOR
133'-4 1/8"
● T/O 3RD FLOOR
122'-2 3/4"
● T/O 2ND FLOOR
111'-1 3/8"
● T/O MAIN FLOOR
100'-0"

2 west elevation
SCALE: 1" = 10'-0"

DATE	
ISSUE	
12 2003 DEVELOPMENT PERMIT TA	TA
2006 CLIENT REVIEW AND APPROVAL TA	BY
DATE	RESUB FOR
PROJECT	



3 north elevation
SCALE: 1" = 10'-0"



4 south elevation
SCALE: 1" = 10'-0"

ELEVATION LEGEND:

- ASPHALT SHINGLES (COLOR TO BE BLACK OR SIMILAR)
- BRUSHED METAL FINISH; FILTER AND TRIM TO MATCH ADJACENT MATERIAL COLOR
- PERE CEMENT 'HARDEE' BEING PEARL (GRAY COLOR OR SIMILAR) IN EASTERN PROVINCES
- PERE CEMENT 'HARDEE' BEING (DORSET STONE COLOR OR SIMILAR) IN EASTERN PROVINCES
- PERE CEMENT 'HARDEE' PANEL (GRAY SLATE COLOR OR SIMILAR) IN EASTERN PROVINCES
- PERE CEMENT 'HARDEE' PANEL (WOODSTOCK BROWN COLOR OR SIMILAR) IN EASTERN PROVINCES
- PERE CEMENT 'HARDEE' PANEL (MOUNTAIN BASE COLOR OR SIMILAR) IN EASTERN PROVINCES
- ALUMINUM BALCONY GLAZING PANEL IN GLAZED FRAME (COLOUR AS SHOWN)
- STONE VENEER (COLOUR AS SHOWN)
- PERE CEMENT 'LAMES HARDEE' PANELS

28 Street Apartments
Prince Albert, SK

REVISION	
1 2016 SET PLAN TA	TA
# DATE DESCRIPTION	BY
SHEET CONTENTS	
BUILDING 'B'	
ELEVATIONS	

CHECKED BY	SCALE	AS SHOWN
DRAWN BY	ETA	DATE 03 MAR 2023
REPLAN		SHEET NO.
A302		JOB # 23804



#201, 1788-1106 AVENUE NW
EDMONTON, ALBERTA, CANADA T5S 1V8
http://www.tamonarchitecture.com
info@tamonarchitecture.com
P: 780.757.6050
F: 780.665.6050

PROJECT INFORMATION

C/M: ADDRESS:

LEGAL ADDRESS:
LOT: 2028294SE
BLOCK: H-PLAN
PLAN: 10212195 EXT 0

ZONING:
EXISTING: FUD
PROPOSED: R4

SITE AREA: 225,181 SF (20920.0380M)

BUILDING HEIGHT:
MAX. ALLOWABLE: 35 FT (10.7M)
PROPOSED: 51 FT (15.5M)

SETBACKS:
FRONT: 22 FT (6.0M)
SIDE: 13 FT (3.0M)
REAR: 23 FT (6.0M)

BUILDING AREA:
BUILDING 'A'
MAIN FLOOR: 15,864 SF (1458.023Q4)
2ND FLOOR: 15,864 SF (1458.023Q4)
3RD FLOOR: 15,864 SF (1458.023Q4)
4TH FLOOR: 15,864 SF (1458.023Q4)
TOTAL: 63,456 SF (5832.0892Q4)

BUILDING 'B'
MAIN FLOOR: 18,143 SF (1685.543Q4)
2ND FLOOR: 18,143 SF (1685.543Q4)
3RD FLOOR: 18,143 SF (1685.543Q4)
4TH FLOOR: 18,143 SF (1685.543Q4)
TOTAL: 72,572 SF (6742.1692Q4)

BUILDING 'C'
MAIN FLOOR: 17,193 SF (1597.5692Q4)
2ND FLOOR: 17,193 SF (1597.5692Q4)
3RD FLOOR: 17,193 SF (1597.5692Q4)
4TH FLOOR: 17,193 SF (1597.5692Q4)
TOTAL: 68,772 SF (6392.2492Q4)

UNIT MIX:
BUILDING 'A' UNIT TYPE:
1BR: 3
1BR+DEN: 11
2BR: 32
2BR+DEN: 8
TOTAL: 54 UNITS

BUILDING 'B' UNIT TYPE:
1BR: 3
1BR+DEN: 11
2BR: 40
2BR+DEN: 8
TOTAL: 62 UNITS

BUILDING 'C' UNIT TYPE:
1BR: 3
1BR+DEN: 24
2BR: 23
2BR+DEN: 8
TOTAL: 58 UNITS

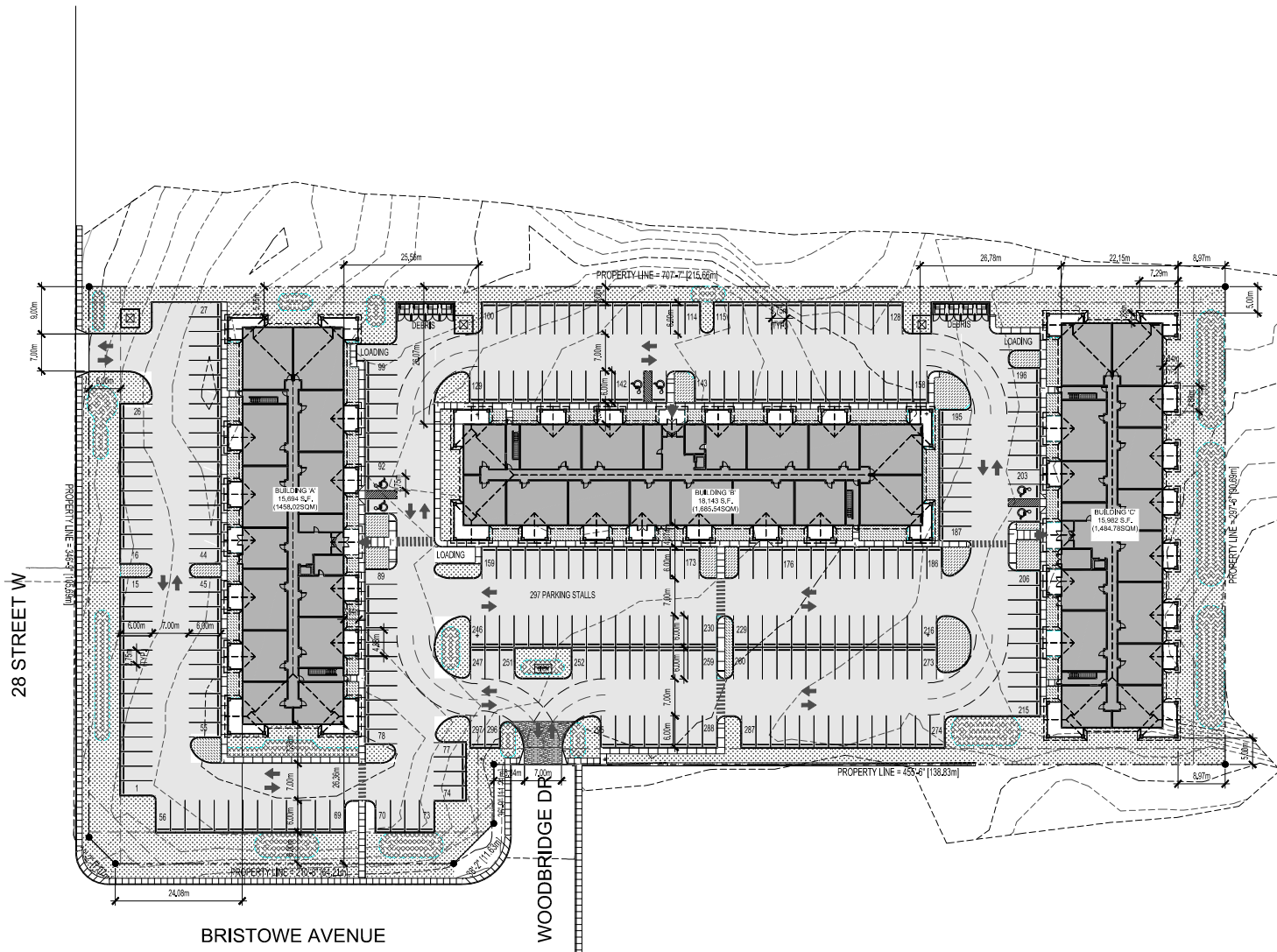
TOTAL OVERALL: 174 UNITS

PARKING REQUIRED:
1BR: 9 x 1.250UNIT = 11.3
1BR+DEN: 46 x 1.250UNIT = 57.5
2BR: 95 x 1.500UNIT = 142.5
2BR+DEN: 174 x 0.200UNIT = 34.8
TOTAL: = 246 STALLS

PARKING PROVIDED: = 297 STALLS

BARRIER FREE PARKING:
REQUIRED: = 6
PROVIDED: = 6 STALLS

LOADING STALL:
PROVIDED: = 3 STALLS



site plan
SCALE: 1:400m

ALL DIMENSIONS AND LOCATIONS ARE THE RESULT OF A SURVEY FOR ANY PERSON WHOSE THE QUALITY CONTROL OF THE ARCHITECT TO OBTAIN A COPY AND TO OBTAIN CONTRACTOR/DESIGNER MUST CHECK AND VERIFY ALL DIMENSIONS TO THE ORIGINAL AND NOTIFY THE ARCHITECT FOR ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK.

THIS DOCUMENT MUST BE REPRODUCED OR REPRODUCED, COPIED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT PERMISSION IN WRITING FROM TAMON ARCHITECTURE INC.

CONSULTANT

SEAL

DATE

REVISION

2	2003	DEVELOPMENT PERMIT	TA
1	2006	CLIENT REVIEW AND APPROVAL	TA
1	DATE	ISSUED FOR:	BY

PROJECT

28 Street
Apartments
Prince Albert, SK

REVISION

1	2006	SET PLAN	TA
1	DATE	DESCRIPTION	BY

SHEET CONTENTS

SITE DEVELOPMENT PLAN

CHECKED BY	SCALE	AS SHOWN
DRAWN BY: ETN	DATE	03 MAR 2023
KEY PLAN	SHEET NO.	

A111

JOB #: 23804

TITLE: Airport - iFIDS Services Agreement

DATE: **March 7, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a Service Agreement for \$3,163.08 plus applicable taxes per year be entered into with iFIDS.com Inc. for a five (5) year term; and
2. That the Mayor and City Clerk be authorized to sign the Agreement once prepared

TOPIC & PURPOSE:

To renew the iFIDS operational database and display system maintenance and support services agreement.

BACKGROUND:



iFIDS provides a web based operating system and support services for the Information Display Module that operates a flight status and public announcement display system in the Prince Albert Airport Terminal and the Prince Albert Airport website. Airlines using Prince Albert Airport terminal have access to the iFIDS system to enter their Arrival and Departure flight schedules for passenger communications purposes, at no cost to them.



iFIDS provides a web based operating system and support services for Aircraft Landing Fees and Aircraft Parking Fees Billing Module that takes the raw NavCanada aircraft movement data and calculates the eligible landing fees to be invoiced. This system is also a valuable tool to create reports on movement statistics like; revenue by client and aircraft types using YPA.

The original contract for these services, was entered into in 2013 and 2017 respectively both expiring in May 2023.

PROPOSED APPROACH AND RATIONALE:

It is recommended to continue with the iFIDS Information Display Module system and technical services. Changing providers would require changing the message board hardware and training the airlines on new software. The system and services provided by iFIDS are meeting the needs of our Airport and its clientele. The inclusion of real-time Arrivals-Departures information on the Prince Albert Airport website has effectively eliminated calls to the Public Works department for such information. The system is readily expandable for future growth including baggage belt and passenger gate assignments

It is recommended to continue with the iFIDS Aircraft Landing Fees and Aircraft Parking Fees Billing Module system and technical services. Use of this system has streamlined the billing process including reduced billing errors and lost revenues. The flight data for reports has proven beneficial in supporting external funding requests and tracking airport COVID recovery progress.

Both of these modules are used by many major airports including Saskatoon's YXE.

CONSULTATIONS:

Our regional airlines support the continued use of the Display Module. The City of Prince Albert Public Works and Finance departments supports the continued use of the Aircraft Landing Fees and Aircraft Parking Fees Billing Module system.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

None required.

FINANCIAL IMPLICATIONS:

The 2023 Airport computer services operations budget of \$10,600 includes iFIDS and 3 other computer services; TracrNG (Runway reporting), AIM (Inspections and Incident reports) and general internet services. The total Annual cost for iFIDS is \$3,163.08 plus an estimated recoverable \$158.15 in GST. There is sufficient funding in the budget to cover this cost.

Monthly Recurring System Maintenance and Support Fees

	Module	Unit Cost	Qty	Amount
1	System framework. Per concurrent user login license. 2 license minimum.	\$25.14	2	\$50.28
2	Information displays module. Per display license ¹ .	\$33.29	1	\$33.29
3	Aircraft landing and parking fees billing module. Per 250K annual pax enplanement.	\$180.02	1	\$180.02
Total Monthly System Maintenance and Support Fees:				\$263.59

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The continued use of iFIDS module supports a digital strategy to simplify service delivery and seamless customer experience to provide an efficient air transportation network.

PUBLIC NOTICE:

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

ATTACHMENTS:

None

Written by: Corey Nygaard, Airport Manager

Approved by: Director of Public Works & City Manager

TITLE: River Street West Reservoir Refurbishment

DATE: March 16, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the River Street West Reservoir Refurbishment tender be awarded to Erickson Contracting & Management Ltd. for \$624,930 including PST; and,
2. That the City Manager be authorized to approve additional expenditures if required for the River Street West Reservoir Refurbishment tender subject to them not exceeding the overall approved Utility Budget of \$800,000.
3. That the River Street West Reservoir Refurbishment project be approved for a total cost of \$721,020 including Provincial Sales Tax
4. 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 award the contract for the construction of the River Street West Reservoir Refurbishment project.

BACKGROUND:

The existing pre-cast post tensioned circular 15 Million Litre reservoir was originally constructed in 1988 as a means of providing treated water storage for the City. Upgrades to this reservoir occurred in 2009 with the installation of a mixing nozzle and then in 2012 with replacement of the roofing membrane. In 2019 a second identical reservoir was constructed and commissioned to the east of the existing reservoir. This now allows a reservoir to be taken off line for cleaning and or repairs.

In the summer of 2019 the (1988) reservoir was taken off line for cleaning at which time a visual inspection and condition assessment was conducted to determine the status of the

capital asset. The findings of the inspection recommended repair work to which the main components included removing and filling approximately 2,800 tie hole plugs, surface repairs and resurfacing the interior surface of the reservoir.

In 2020, a leak was detected on the 1988 reservoir which required an emergency repair. The repair report and emergency leak prompted administration to action a remediation plan to refurbish the interior of the reservoir, to address the concerns that there are other potential locations that will be found once the repairs get underway.

PROPOSED APPROACH AND RATIONALE:

In 2022 City Council approved the Utility Budget item of \$400,000 to complete the recommended reservoir restoration work. The bid price far exceeded the budget, so Public Works administration cancelled the tender and carried over the budget to 2023. In 2023 City Council approved an additional Utility Budget item of \$400,000 to provide for a total budget for the River Street Refurbishment project of \$800,000.

The tender was issued on February 8, 2023 and closed on March 7, 2023 with three general contractors submitting Erickson Contracting & Management Ltd., PCL Construction Management Inc. and Park Derochie Coatings Inc., with all three bids meeting the mandatory requirements.

The lowest bid for the River Street refurbishment was received from Erickson Contracting & Management Ltd., for a price of \$589,556.82 plus \$35,373.39 in PST for a total of \$624,929.90

The bids for the reservoir refurbishment including PST, were as follows:

Erickson Contracting & Management Ltd.	\$ 624,929.90
PCL Construction Management Inc.	\$1,005,410.00
Park Derochie Coatings Inc.	\$2,624,092.00

The total projected cost inclusive of the Erickson Contracting & Management Ltd. bid, Engineering Inspection fees, contingency and PST (not including GST, which is recoverable), is \$721,020

CONSULTATIONS:

The City utilized the 2019 reservoir inspection report and design specifications from AECOM to create the technical portion of the tender. The tender was placed publicly on SaskTenders and Vendor Panel for contractors to bid on.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the contract has been awarded, the Department will forward the agreement to Clerk's Office to be signed and sealed. The updates to the project will be communicated through the Finance Departments Capital Projects Status reports.

FINANCIAL IMPLICATIONS:

The total project cost including the tender bid from Erickson Contracting & Management Ltd., engineering inspection services and contingency are:

Erickson Contracting & Management Ltd Bid	\$589,557
Engineering Inspection Services	\$30,000
PST	\$35,915
10% Contingency*	\$65,547
Total Estimated Project Cost	\$721,020
2022 & 2023 Utility Budget	\$800,000

*The tender identified estimated repair quantities that require specialized treatment prior to the protective coating being placed on the interior wall surface of the reservoir and a bid cost per square meter to repair both the small and large surface defects. It is unknown, but likely, there has been additional deterioration to the interior reservoir surface since the 2019 inspection, but the extent will not be known until the reservoir has been drained and the contractor mobilizes on site to begin the repairs. Administration is recommending that a contingency allowance is included to account for additional deterioration. These measurements will be quantified by AECOM who will be providing the engineering inspection services to administration for approval and payment.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

This report supports the proactive strategy of Infrastructure Management to ensure the water treatment infrastructure is maintained.

OFFICIAL COMMUNITY PLAN:

The River Street Refurbishment is in line with the water policy to maintain the water treatment plant when necessary.

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, Director of Financial Services & City Manager

TITLE: Metal Disposal Services

DATE: March 16, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Tender #11/23 for Metal Disposal Services be awarded to B.N. Steel & Metal (2002) Inc. for a 3-year term, April 1, 2023 to March 31, 2026 with an option for a two (2) year extension; and,
2. That the Mayor and City Clerk be authorized to execute the agreement on behalf of the City.

TOPIC & PURPOSE:

The purpose of this report is to seek approval to award the tender for metal disposal services to B.N. Steel & Metal (2002) Inc. (formerly McDonald Metals in Prince Albert) for the disposal of scrap metal from the landfill and other City facilities.

BACKGROUND:

City residents and landfill customers currently drop off scrap metal at the designated area at the landfill for the purpose of recycling. This service keeps these items out of the landfill, helps to extend the life of the landfill and represents a significant revenue stream. Other City facilities have scrap metal generated from their daily operations which is placed in bins provided by the vendor at the City Yards and Municipal Service Centre. The bins and Landfill materials are collected when requested by City staff, the items are weighed and the appropriate payment is submitted to the City based on the tendered rates.

The City has an existing agreement with Inland Steel (in Saskatoon) who was awarded the previous tender which ends April 1, 2023. The current rate is \$160.00 per tonne for white metal and \$175.00 tonne for scrap metal.

PROPOSED APPROACH AND RATIONALE:

The City tendered for new contract rates (#11/23) over the 2023-2026 period, with an optional two-year extension.

The tender closed Feb 6, 2023 with three companies submitting bids:

Bidder	White Metal	Scrap Metal
B.N. Steel & Metal	\$247/T	\$247/T
Inland Steel	\$242/T	\$242/T
Mryglod Steel & Metals	\$161.35/T	\$161.35/T

It is recommended that the contract be awarded to B.N Steel and Metal, the highest bidder that also meets the requirements of the tender.

CONSULTATIONS:

The Fleet Manager was consulted regarding the transition to a new service provider for the bin located at the Municipal Service Center and the City Yards.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once Council has approved this report, the successful bidder will be notified and arrangements made with the past service provider for the transition.

POLICY IMPLICATIONS:

This recommendation is in accordance with the City Purchasing Policy No. 17.6.

FINANCIAL IMPLICATIONS:

The average revenue generated by scrap metal sales over the last three (3) years (2020-2022) is \$64,000.

B.N Steel and Metal's bid of \$247.00 per tonne is \$5 per tonne more than the next highest bidder and over \$85 more than the lowest bidder. This will provide an estimated increase in revenue of approximately \$2,000 over the second highest bidder.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy or Official Community Plan implications, or Options To Recommendation.

STRATEGIC PLAN:

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

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 23-103

TITLE: 2023 Community Grant Program Recipients

DATE: **March 9, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the 2023 Community Grant Program Recipients, as attached to RPT 23-81, be approved;
2. That the authority to proceed with projects be granted to the successful applicants upon receipt of final approval from Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation; and,
3. That the Mayor and City Clerk be authorized to execute the 2023 Grant Agreements on behalf of The City, once prepared.

ATTACHMENTS:

1. 2023 Community Grant Program Recipients (RPT 23-81)

Written by: Community Services Advisory Committee

RPT 23-81

TITLE: 2023 Community Grant Program Recipients

DATE: February 23, 2023

TO: Community Services Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following be forwarded to an upcoming City Council meeting for approval:

1. That the 2023 Community Grant Program Recipients as attached be approved; and,
2. That the authority to proceed with projects be granted to the successful applicants upon receipt of final approval from Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation; and,
3. That the Mayor and City Clerk be authorized to execute the 2023 Grant Agreements on behalf of the City, once prepared.

TOPIC & PURPOSE:

Requesting that City Council approve the adjudication of the 2023 Community Grant Program Recipients.

BACKGROUND:

The Community Grant Program assists in the development of sports, culture and recreation programs by providing funds to non-profit community organizations.

The City of Prince Albert has received \$142,985.00 in funds from the Saskatchewan Lotteries Community Grant Program for community projects and programs happening in 2023.

The Community Grant Policy is attached to the report and provides clear direction on the program purpose, the adjudication process, application procedures, program goals and program eligibility.

PROPOSED APPROACH AND RATIONALE:

In November 2022, a call for applications was extended to sport, culture and recreational organizations in the City of Prince Albert to apply for the 2023 Community Grant Program. The program was promoted through a media release, print ads, social media and email notifications to the different community groups that have applied in the past.

The deadline to submit applications was January 22, 2023 and the City received 35 applications in total. The total amount of the requests was \$253,906.00 therefore \$110,921.00 was reduced from the requests in order to match the funding received by Sask Lotteries.

It is important to note that many projects are expected to begin April 1, 2023 therefore a decision on the grants has to be made in a timely manner so the necessary planning can occur.

The 2023 Community Grant Program was adjudicated by the Community Services Department. Each application was carefully reviewed and all applications that met the goals of the program were provided funding. The review included a detailed run through of each applicant's program budget to ensure all funding items being requested were eligible under the program and policy. If items were found to be not eligible, those amounts were reduced from their funding request.

The Community Services Department in 2023 had Six (6) organizations apply that have never received funding before. Three (3) organizations applied who have received past funding but not in 2022. The Community Services Department therefore is recommending that 33 of the 35 projects be funded in 2023. Two (2) projects were rejected due to incomplete applications.

Applications were prioritized by:

- Guidelines provided by Saskatchewan Lotteries Trust Fund for Sports, Culture and Recreation
- The provisions of the Community Grant Program Policy
- Projects that serve under-represented populations such as indigenous peoples, seniors, women, youth at risk, economically disadvantaged, newcomers, persons with a disability, and single parent families

CONSULTATIONS:

Upon receiving the applications, the Community Services Department followed up with applicants if additional information was required prior to a decision being made.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

After final approval of the projects by City Council, administration sends a final summary of the 2023 projects to Sask Lotteries for their authorization to proceed.

All applicants are notified of their successful grant amount for the 2023 Community Grant Program and have until March 31st, 2024 to complete their projects. Payment is not distributed to the groups until the project is completed and all final reports are in.

Upon completing each project, each group must submit the following information:

- a) Signed Grant Agreement between the City and their organization
- b) Follow-up report
- c) Invoices/Receipts supporting expenditures for their project

POLICY IMPLICATIONS:

The recommendations are in accordance to the guidelines outlined in the City's Community Grant Program Policy.

FINANCIAL IMPLICATIONS:

The City of Prince Albert budgeted to receive \$142,985.00 from the Community Grant Program in 2023. Prior to June 30th of each year, administration must reconcile all projects and provide a follow-up report to Saskatchewan Lotteries.

Saskatchewan Lotteries audits the follow-up information and subsequently the funds for the current Community Grant Program are released to the City of Prince Albert for the prior year's approvals.

It is important to note that funds are not released to groups until funding from Sask Lotteries has been received.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to consider or privacy implications associated with the report.

STRATEGIC PLAN:

The Community Grant Program supports the strategic goal of Promoting a Progressive Community which embraces our inclusive, healthy, and diverse community; one in which all citizens can express themselves as they choose. The City is supporting local organizations that contribute to community wellness which align City resources to assist community partners to coordinate events which promote Prince Albert as a vibrant and diverse City.

OFFICIAL COMMUNITY PLAN:

The results achieved through the Community Grant Program are in line with many OCP Implementation strategies identified for the Community Services Department. The program allows for sustainable partnerships to be created and provides accessible opportunities for all members of our community.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Community Grant Policy
2. 2023 Recommended Projects
3. 2023 Rejected Projects

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.

2023 Community Grant Program - For Approval

Category Culture

1	La Cooperative L'Ecole des Petits/Preschool for the Small Coo	Proj. Cost	\$12,000.00	Self Help	\$7,000.00	Grant	<u>\$5,000.00</u>
Proj. Name:	Cultural Experiences for Prince Albert Preschool Children			Basic	<u>\$2,500.00</u>		
Description:	This project will immerse Prince Albert Preschool children in a cultural experience that includes a diversity of cultures, with primary focus on Indigenous and Metis culture. The project will allow for interconnectedness of the mental/physical/emotional/spiritual elements of a variety of cultures. Through creative arts, drumming, dancing and connecting with the environment, the children learn different of expressing their emotions and providing healthy spaces for those expressions. The goal is to enhance the children's awareness and exposure to diversity and respect for other cultures.			S./Target	<u>\$2,500.00</u>		
11	Prince Albert Arts Centre	Proj. Cost	\$26,000.00	Self Help	\$19,000.00	Grant	<u>\$7,000.00</u>
Proj. Name:	Art and Culture Creat Community			Basic	<u>\$3,500.00</u>		
Description:	This project will provide art and cultural community programming, both subsidized and free, structured and unstructured. It's about promoting community by bringing artists and instructors together through art and cultural programs and fostering a healthy community through program participation. There will be partnerships with the YWCA, Mann Art Gallery, Prince Albert Council for the Arts, to facilitate quality programs, avoid duplication and to ensure maximum participation. Programs will include, Family programs, Youth Camps, Senior programs, Cultural programs and Indigenous programming.			S./Target	<u>\$3,500.00</u>		
13	Prince Albert Council For The Arts	Proj. Cost	\$13,000.00	Self Help	\$6,800.00	Grant	<u>\$6,200.00</u>
Proj. Name:	Open Studio Program for Youth & J.V Hicks Gallery Coordinator			Basic	<u>\$3,100.00</u>		
Description:	The Prince Albert Council for the Arts is dedicated to making art and art activities accessible for everyone in the community. The PACFTA will continue to develop art programs by employing an an Open Studio Arts Instructor to work with local schools, youth organizations, multicultural organizations and other diverse community groups to create and instruct quality arts programming open to all at no cost to the participants. Our intent is to continue to build on the success of the Youth Open Studio program. The J.V Hicks Gallery Coordinator will install and take down are exhibitions and maintain gallery space throughout the year.			S./Target	<u>\$3,100.00</u>		

16	Riverside Public School	Proj. Cost	\$5,500.00	Self Help	\$2,500.00	Grant	<u>\$3,000.00</u>
Proj. Name:	Riverside Public School Mural		<u>Basic</u>		<u>\$1,500.00</u>		
Description:	The school would like to hire professional artist Kevin Pee-ace to create a mural for the school. This would be a school wide project with all classes contributing. The mural will represent a multitudes of themes, but we would like to focus on ideas of Indigenous cultures/history, treaty awareness and community building. The plan would be to have the mural in the school for many years for generations to enjoy.		<u>S./Target</u>		<u>\$1,500.00</u>		
24	Mann Art Gallery	Proj. Cost	\$79,000.00	Self Help	\$72,800.00	Grant	<u>\$6,200.00</u>
Proj. Name:	Mann Art Gallery Education Program 2023-2024		<u>Basic</u>		<u>\$0.00</u>		
Description:	The Mann Art Gallery delivers year-round programming for people off all ages and abilities. This year they are specifically requesting funding for art supplies for all their acvivity categories and contract fees for a series of Guest Artist Workshops including the Metis Moon Shaw Workshop/Exhibition. Part of their programming is the Education program is one of the fundamental ways the gallery achieves their Mission of to engage and facilitate the development, presentation and preservation of the visual arts in a diverse and inclusive community. They also the do the Metis Women's Shaws Workshop/Exhibition which is a project based on Metis teachings of the 13 moons in the yearly cycle. Lastly they will work on their Guest Artist Workshops which is a series of Artist-led workshops for the public. All Artists have been chosen because they have featured exhibitions at the Mann this year, or are experts in a unique art medium.		<u>S./Target</u>		<u>\$6,200.00</u>		

28	TRI4KIDS4CAMP	Proj. Cost	\$65,000.00	Self Help	\$59,000.00	Grant	<u>\$6,000.00</u>
Proj. Name:	TRI4KIDS4CAMP			<u>Basic</u>	<u>\$0.00</u>		
Description:	TRI4KIDS4CAMP sponsors children to attend summer camp, cultural camps, as well as a literacy camp. Without this support, these children wouldn't be able to attend. The TRI committee started approximately 21 years ago with St. Paul's Church with Minister, Sandy Scott and his wife, Elizabeth doing a marathon. The congregation sponsoring them to raise money to send 8 kids to camp. The marathon, which was their original fundraiser, and has continued with several people throughout the community doing a triathlon - swimming, biking, and running from Big Sandy Lake to Prince Albert. Four years ago they added a walkathon so more people could participate. The committee, which consists of about 15 people from the community, meets at least once a month; they work hard fundraising, registering children for camps, and ensuring the families are on board and involved, to ensure they can send as many children as possible to camp in the summer. They believe so strongly in summer camps that several years ago they expanded our summer camp sponsorship program in a few different ways. First, they increased our fundraising efforts so that they now sponsor over 150 children. Secondly, they believe camping is so important for children and youth, that they sponsor a child to attend any camp that I accredited through the Saskatchewan Camping Association and will continue to sponsor that child until they move to a leadership role, or until they no longer wish to attend. Thirdly, 8 years ago, they provided an opportunity for every child from grades 1 to 8 from their partnering schools to spend 1 or 2 days in the fall attending a cultural camp in which they also provide the funding for. Our commitment to this program means they don't just pay for children to go to camp, they make sure they have the appropriate gear and timely transportation. Co-ordinating such a program requires resources. Of the 150 children they helped send to camp last summer, 80% to 90% were Aboriginal, and none would have had the chance to go if we had not lent a helping hand. When a child gets to go to camp everybody wins: the child, their family, the schools, and the community.		<u>S./Target</u>	<u>\$6,000.00</u>			
5	Prince Albert Historical Society	Proj. Cost	\$13,380.00	Self Help	\$7,880.00	Grant	<u>\$5,500.00</u>
Proj. Name:	Travelling Museum Program			<u>Basic</u>	<u>\$1,100.00</u>		
Description:	The Historical Society is to build community awareness by building their curriculum goals for seniors and others who may not be able to access the museum. They do this by having suitcases with 5 - 10 topical artifacts, pictures, facilitator guides, activities and other resources. The suitcases are meant to be self-guided. The hope is to expand this program to all citizens of the City of Prince Albert. The Kits are also being revamped to include Indigenous History such as acquisition of artifacts or reproductions, translations in Cree, Dakota and other possible languages.			<u>S./Target</u>	<u>\$4,400.00</u>		

Summary for 'Category' = Culture (7 detail records)

Sum	Total Allocation	\$38,900.00	Total Basic	\$11,700.00	Total S./Target	\$27,200.00
Percent		27.21%		35.40%		24.74%

Category Culture & Recreation

14	Prince Albert Multicultural Council (PAMC)	Proj. Cost	\$15,000.00	Self Help	\$9,815.00	Grant	\$5,185.00
Proj. Name:	Explore Culture - Children Summer Day Camp 2023			Basic	\$2,592.50		
Description:	This Children Summer Day Camp is a free 4 day multicultural camp which gives opportunities to Ethnocultural and Indigenous, as well as Canadian born children to safely connect and learn together about anti racism and the various culture which comprise our diverse community, through cultural arts and crafts, music, dances, traditions, celebrations and traditional games. The camp is for children between the age of 7 to 11 from diverse backgrounds living in the City of Prince Albert and surrounding communities.			S./Target	\$2,592.50		
32	Wesmor High School	Proj. Cost	\$23,500.00	Self Help	\$22,000.00	Grant	\$1,500.00
Proj. Name:	Wesmor Garden/Landbase Club			Basic	\$1,500.00		
Description:	The students will design a 12 X 16 greenhouse, learn how to procure the material and then construct the building.			S./Target	\$0.00		
6	Common Weal Community Arts	Proj. Cost	\$12,050.00	Self Help	\$6,850.00	Grant	\$5,200.00
Proj. Name:	Creative Connections			Basic	\$0.00		
Description:	This project supports sensitive cultural and literacy programming for the residents of the Herb Bassett Home. The workshops allow residents to engage in stimulating cultural activities while building deeper relationships with the artist, staff and each other. This project builds off the success of the innovative program that was put into place due to COVID 19 restrictions. The program has residents working with multi-sensory activities such as apple picking in the Fall, or gratitude at Thanksgiving. Each includes activities that responds to a variety of capacities: poems that can be read out loud by participants or staff, videos, songs and music, tactile projects with clay and leaves or other familiar objects. The act of touching, smells, tastes stimulate memory and emotions transporting the residents back to earlier experiences in their lives.			S./Target	\$5,200.00		

9	Firebird North Sistema Music Project	Proj. Cost	\$35,370.00	Self Help	\$31,370.00	Grant	<u>\$4,000.00</u>
Proj. Name:	Firebird North Sistema Music Project			<u>Basic</u>	<u>\$0.00</u>		
Description:	Firebird North Sistema Music Project is creating positive social change in Prince Albert by providing a safe space for children, with programming that provides intensive instruction in orchestra, dance, yoga, and choir in a community building framework.			<u>S./Target</u>	<u>\$4,000.00</u>		

Summary for 'Category' = Culture & Recreation (4 detail records)

Sum	Total Allocation	\$15,885.00	Total Basic	\$4,092.50	Total S./Target	\$11,792.50
Percent		11.11%		12.38%		10.73%

Category Recreation

10	Prince Albert & Area Community Alcohol Strategy Steering Co	Proj. Cost	\$1,676.91	Self Help	\$876.91	Grant	<u>\$800.00</u>
Proj. Name:	PA Winter Festival Sledding Day			<u>Basic</u>	<u>\$800.00</u>		
Description:	This project would be to support the Winter Festival in Prince Albert. Funding would support the Family Sledding Day by providing crazy carpets to people who wish to participate in the sledding day.			<u>S./Target</u>	<u>\$0.00</u>		

18	Prince Albert Gymnastics Club Inc.	Proj. Cost	\$8,000.00	Self Help	\$2,500.00	Grant	<u>\$5,500.00</u>
Proj. Name:	FLIP - Fun Learning Interactive Play			<u>Basic</u>	<u>\$550.00</u>		
Description:	This program is a free weekly drop in physical activity programming providing opportunities for families with young children to be physically active in an unstructure play environment. It also provides an opportunity for families to connect with one another in their community through a relaxed social environment. The success of this program is due to strong community partnerships, volunteers, grant funding and the ongoing commitment from the PAGC. The program can accommodate 30 to 50 participants on the gym surface at one time.			<u>S./Target</u>	<u>\$4,950.00</u>		

22	The Prince Albert Science Centre Inc.	Proj. Cost	\$18,217.62	Self Help	\$13,017.62	Grant	<u>\$5,200.00</u>
Proj. Name:	Science Saturdays			<u>Basic</u>	<u>\$1,560.00</u>		
Description:	The STEAM project is about improving health and well-being of people. It provided opportunities to collaborate and interact while developing critical thinking. It builds resilience by helping people redefine how they perceive failure. This group operates 1500 square feet at the Gateway Mall operating the STEAM lab a functional STEAM makerspace-style facility. Science Saturdays project would allow registered and drop in guests the opportunity to actively participate in curated and professionally developed STEAM based activities. There would be established organizations who deliver outreach programs, including SCI-Fi Science Camps, Saskatchewan Science Centre, Wonderhub, Agriculture in the Classroom, Actua, EYES and the Saskatchewan Lego Users.			<u>S./Target</u>	<u>\$3,640.00</u>		
26	Self Help and Recreation Education PA Inc.	Proj. Cost	\$1,400.00	Self Help	\$600.00	Grant	<u>\$800.00</u>
Proj. Name:	Fishing Outings			<u>Basic</u>	<u>\$0.00</u>		
Description:	This project would provide outdoor experience for their clients by taking them ice fishing for the day. They would go in groups of 5 a couple times a week, weather permitting, to a local lake and ice fish.			<u>S./Target</u>	<u>\$800.00</u>		
4	Prince Albert Lifeguard Club	Proj. Cost	\$6,722.47	Self Help	\$722.47	Grant	<u>\$6,000.00</u>
Proj. Name:	Kinsmen Water Park Play Leader			<u>Basic</u>	<u>\$1,500.00</u>		
Description:	Through the Playground Program we strive to provide accessible and inclusive programming for children five to 12 years of age. We do this through reducing barriers for participation by providing 10 programs located throughout the city. This is a free program and we provide snack in partnership with the Food Bank and Prince Albert Outreach Center. If transportation is required for events we take care of this as well. To provide a fun and safe experience, employees are trained in SPRA High Five & Play Leadership, and First Aid & CPR C. There are two parts of this position at the Kinsmen Water Park: 1) the employee attends Kinsmen Water Park each morning and programs activities for children during swimming lessons. This gives children something to do while their siblings attend lessons.			<u>S./Target</u>	<u>\$4,500.00</u>		
Summary for 'Catagory' = Recreation (5 detail records)							
Sum	Total Allocation	\$18,300.00	Total Basic	\$4,410.00	Total S./Target	\$13,890.00	
Percent		12.80%		13.34%		12.64%	

Category Sport

12	P4A Prince Albert & Area Athletic Association	Proj. Cost	\$3,650.00	Self Help	\$1,450.00	Grant	<u>\$2,200.00</u>
Proj. Name:	Players and Coach Skills Training		Basic		<u>\$1,100.00</u>		
Description:	This Association provides free clinics, sports camps, instructor fees and gym night opportunities to participate in subsidized leagues at no cost to the players. The sports they focus on include cross country, volleyball, basketball, badminton and track and field.		S./Target		<u>\$1,100.00</u>		
15	Prince Albert Pickleball Club	Proj. Cost	\$5,500.00	Self Help	\$2,500.00	Grant	<u>\$3,000.00</u>
Proj. Name:	Pickleball For Everyone		Basic		<u>\$0.00</u>		
Description:	This project would use funds to rent the Alfred Jenkins Fieldhouse. The access would be in the evening so those working during the day would have access to get involved in the sport.		S./Target		<u>\$3,000.00</u>		
19	Embassy Church	Proj. Cost	\$8,800.00	Self Help	\$4,800.00	Grant	<u>\$4,000.00</u>
Proj. Name:	Sports on Central		Basic		<u>\$2,000.00</u>		
Description:	Sports on Central is a large showcase of Prince Albert opportunities for youth to get engaged in physical activity and sport. The event will have drop-in activities for youth to participate in sports ran by local organizations. The event will provide space for the clubs to setup stations for them to show what their sport is about. If possible, the youth can register right on the spot. There will also be a street hockey tournament as well as a meet and greet with a member of the Saskatchewan Roughriders.		S./Target		<u>\$2,000.00</u>		
21	Prince Albert Pikes Artistic Swimming Club	Proj. Cost	\$16,500.00	Self Help	\$14,000.00	Grant	<u>\$2,500.00</u>
Proj. Name:	PA Pikes Club Coaching Capacit Initiative		Basic		<u>\$0.00</u>		
Description:	Our project is to recruit, train, retain coaches to keep our program going. We will work with Saskatchewan Artistic Swimming and Canadian Artistic Swimming to get suggestions and ideas. We will also utilize supports of both these organizations to support our coaches. Coaches will be trained in AquaGo training- which is a learn to swim program, as well as other professional development opportunities offered by Saskatchewan Artistic Swimming and Canadian Artistic Swimming.		S./Target		<u>\$2,500.00</u>		

23	Prince Albert Sharks Club	Proj. Cost	\$124,550.00	Self Help	\$119,750.00	Grant	<u>\$4,800.00</u>
Proj. Name:	Junior Coach Development			<u>Basic</u>	<u>\$3,600.00</u>		
Description:	The Sharks club provides an opportunity for youth in Prince Albert and region to train, compete, and enjoy swimming up to 8 times per week throughout the year in an indoor facility under the supervision of their highly-trained coaching staff. For this season, the focus will be on retaining their members by maintaining low fees and providing best in class instruction. The grant will assist with junior coach payroll, travel, and professional development from April to December 2023.			<u>S./Target</u>	<u>\$1,200.00</u>		
29	Prince Albert Drifters Rowing Club	Proj. Cost	\$6,300.00	Self Help	\$2,500.00	Grant	<u>\$3,800.00</u>
Proj. Name:	Prince Albert Youth Rowing			<u>Basic</u>	<u>\$0.00</u>		
Description:	This project offers free Learn to Row opportunities to youth in Prince Albert. The program will run two weekends in June, and every second week in the summer months. There will also be Come and Try Rowing events. The Come and Try events will be 1.5 hours in length and be coached by a certified Learn to Row Coach. They will be open to youth and their parents. The weekday sessions will run 10 am to 2 pm as youth day camps. The camp will include rowing time, games, nutrition and wellness discussions. They also want to include guidance of an Elder to help create connection to the First Nation Culture.			<u>S./Target</u>	<u>\$3,800.00</u>		
30	Special Olympics Prince Albert	Proj. Cost	\$13,888.00	Self Help	\$12,388.00	Grant	<u>\$1,500.00</u>
Proj. Name:	Special Olympics Bowling Program			<u>Basic</u>	<u>\$0.00</u>		
Description:	This program offers Special Olympic athletes a bowling program. They currently bowl out of Minto Bowl. The grant is to help cover the fees for usage of the facility.			<u>S./Target</u>	<u>\$1,500.00</u>		
33	Prince Albert Community Basketball Association	Proj. Cost	\$30,000.00	Self Help	\$25,500.00	Grant	<u>\$4,500.00</u>
Proj. Name:	Youth Skill Development/Training			<u>Basic</u>	<u>\$2,250.00</u>		
Description:	This project will focus on 3 areas. 1. To expand their programming to include a girl's category into their club season. This program will consist of skill development with an introduction to offensive and defensive systems. 2. To build on the winter skill development program called Junior Lakers. This 6 week skill development/youth league program has grown over the years to where the Club is really seeing the benefits of early basketball development. And 3. is about Fall Programming and Off Season Skill Development. This is about training for higher level kids who want to keep developing in the off season			<u>S./Target</u>	<u>\$2,250.00</u>		

8	Prince Albert Skating Club	Proj. Cost	\$132,500.00	Self Help	\$126,000.00	Grant	<u>\$6,500.00</u>
Proj. Name:	Recreation/Learn To Skate Program			<u>Basic</u>	<u>\$3,900.00</u>		
Description:	This is a long standing club in the City. They offer learn to skate, figure skating and power skating programs. They want everyone of all ages to have the opportunity to learn to skate as it's a lifelong activity. The grant would be used toward ice rental costs to they can continue to run programs for children, youth and adults. The grant would help keep the registration fee at a reasonable rate. The clubs believe keeping their fees reasonable will help in the maintaining of members and also providing the opportunities for others to take part in their programs.			<u>S./Target</u>	<u>\$2,600.00</u>		

Summary for 'Category' = Sport (9 detail records)

Sum	Total Allocation	\$32,800.00	Total Basic	\$12,850.00	Total S./Target	\$19,950.00
Percent		22.94%		38.88%		18.15%

Category Sport & Recreation

2	Prince Albert Community Branch of Inclusion	Proj. Cost	\$95,900.00	Self Help	\$89,700.00	Grant	<u>\$6,200.00</u>
Proj. Name:	Interec 2023			<u>Basic</u>	<u>\$0.00</u>		
Description:	This program will target children, youth and young adults living at home, age 5 to 25 with intellectual and/or physical disabilities. The organization will hire a staff to support and enable children and youth with intellectual and/or physical disabilities which will include Aboriginal families to access the City of Prince Albert leisure and recreational facilities/events. The staff hired will be high school students or person enrolled in post secondary. Interec will provide the opportunity for a student to acquire knowledge of disabilities and learn a variety of skills as well as hands on learning experiences. This job skills they learn will be invaluable as they pursue their educational goals.			<u>S./Target</u>	<u>\$6,200.00</u>		

25	Prince Albert Collegiate Institute	Proj. Cost	\$9,000.00	Self Help	\$5,000.00	Grant	<u>\$4,000.00</u>
Proj. Name:	Outdoor Adventures Ski Program			<u>Basic</u>	<u>\$0.00</u>		
Description:	This is a multi-faceted program that would use purchased ski equipment in both a manadory capacity within classes boosting exposure and interest as well the skis would be used to create a new extra-curricular XC skiing program at PACI.			<u>S./Target</u>	<u>\$4,000.00</u>		

Summary for 'Category' = Sport & Recreation (2 detail records)

Sum	Total Allocation	\$10,200.00	Total Basic	\$0.00	Total S./Target	\$10,200.00
Percent		7.13%		0.00%		9.28%

Category Sport, Culture & Recreat

17	Eagle's Nest Youth Ranch	Proj. Cost	\$6,000.00	Self Help	\$800.00	Grant	<u>\$5,200.00</u>
Proj. Name:	Nurturing our Physical Well-Being		<u>Basic</u>		<u>\$0.00</u>		
Description:	ENYR want to provide at youth risk a positive community experience. They believe Spiritual, Physical, Emotional and Intellectual Well-Being of the youth need to be nurtured. The grant fundng would be used to access facilities in Prince Albert that would help their Physical Well-Being. They also would purchase equipment to be able to provide those activities.		<u>S./Target</u>		<u>\$5,200.00</u>		
20	Heart of the Seniors Gathering	Proj. Cost	\$6,000.00	Self Help	\$3,000.00	Grant	<u>\$3,000.00</u>
Proj. Name:	JOY (Just For Older Youth)		<u>Basic</u>		<u>\$0.00</u>		
Description:	This project has Seniors coming together every second week. This will get them out of their isolation for a few hours of fun. They come together to socialize with Recreation, Sports and Music. Laughter will lift their spirit, sports will keep their muscles strong, and music is good for their memory as they reminisce.		<u>S./Target</u>		<u>\$3,000.00</u>		
27	West Flat Citizens Group	Proj. Cost	\$10,900.00	Self Help	\$4,700.00	Grant	<u>\$6,200.00</u>
Proj. Name:	Reaching All Children		<u>Basic</u>		<u>\$0.00</u>		
Description:	The program is to supervise and run activities on evening and weekends. The program would be offered around the city working with other non-profits to provide programming and safe place for children/youth. The programs would consist of Sports, Culture & Recreation type activites		<u>S./Target</u>		<u>\$6,200.00</u>		

3	YWCA Prince Albert - Settlement Services	Proj. Cost	\$44,350.00	Self Help	\$38,150.00	Grant	<u>\$6,200.00</u>
Proj. Name:	Connected Program (CP)		<u>Basic</u>		<u>\$0.00</u>		
Description:	This program helps engage newcomers to participate in many community activities and events by reducing the barriers of language, financial and transportation. They participate in sports and recreational activities at the AJFH, parks, playgrounds and other community locations. There is also cultural activities through art, music, dance, fashion and storytelling. This program promotes mental, emotional and physical health for newcomers to support positive growth, development and overall wellbeing.		<u>S./Target</u>		<u>\$6,200.00</u>		
31	Big Brothers Big Sisters of Prince Albert	Proj. Cost	\$3,650.00	Self Help	\$1,150.00	Grant	<u>\$2,500.00</u>
Proj. Name:	BIG Fun Program		<u>Basic</u>		<u>\$0.00</u>		
Description:	This project removes barriers to recreation for vulnerable children and youth aged 6 to 18 by offering free activities they can participate with their families, with their volunteer mentor, or a part of an organized monthly event. This helps young people try new activities and strengthen bonds with the supporting adults in their life. They encourage volunteers in the core program to participate in no cost/low cost activities when meeting. This program is an opportunity to expand possibilities and explore more options and venues around the city such as swimming, mini-golf, bowling, climbing wall, museums or visiting the gym.		<u>S./Target</u>		<u>\$2,500.00</u>		
7	Societe Canadienne - Francaise de Prince Albert (SCFPA)	Proj. Cost	\$41,091.26	Self Help	\$37,291.26	Grant	<u>\$3,800.00</u>
Proj. Name:	Camp FrancoFun 2023		<u>Basic</u>		<u>\$0.00</u>		
Description:	This project is a summer day camp open to French speaking children 6 to 12 years old. It is designed to engage children in activities in an ambiance conducive to learning and practicing their French language skills while immersing them in French Canadian culture. This camp welcomes children from French immersion schools and takes place at Ecole Valois. Programming includes weekly themes, arts and crafts, songs, interactive and collaborative game, sports and exercise as well as many other indoor and outdoor activities. There will be outings in the community and surrounding areas along with a week long sports program aimed at teaching soccer skills.		<u>S./Target</u>		<u>\$3,800.00</u>		

Summary for 'Category' = Sport, Culture & Recreation (6 detail records)

Sum	Total Allocation	\$26,900.00	Total Basic	\$0.00	Total S./Target	\$26,900.00
Percent		18.81%		0.00%		24.47%

Grand Total

\$142,985.00

\$33,052.50

\$109,932.50

2023 Community Grant Program Summary of Applications Not Recommended (by Category)

Category Culture

Target	Organization: Prince Albert Metis Women's Association Proj. Name: Celebrating and Sharing Metis Culture	Cost	\$14,000.00	Grant Requested
		Self Help	\$2,000.00	<u>\$12,000.00</u>

Summary for Culture (1 detail record)

Basic Projects	\$0.00	#Num!	Total for	Culture		\$12,000.00
Senior/Target Projects	\$12,000.00	50.0%				

Category Sport, Culture & Rec

Target	Organization: Prince Albert Metis Nation Local #7 Proj. Name: Indigenous Games and Culture	Cost	\$13,000.00	Grant Requested
		Self Help	\$1,000.00	<u>\$12,000.00</u>

Summary for Sport, Culture & Recreation (1 detail record)

Basic Projects	\$0.00	#Num!	Total for	Sport, Culture &		\$12,000.00
Senior/Target Projects	\$12,000.00	50.0%				

Total Basic	Total Senior/Target	Total Requests
\$0.00	\$24,000.00	\$24,000.00

RPT 23-101

TITLE: Kinsmen Ski and Snowboard Center Operator Agreement

DATE: **March 8, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Kinsmen Ski and Snowboard Center Agreement between the City of Prince Albert and 101290873 Saskatchewan Ltd. for a 5-year term commencing October 30th, 2023 and ending May 31, 2028, be approved.
2. That the Mayor and City Clerk be authorized to execute the 5-year extension on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

The purpose of this report is to provide the Kinsmen Ski and Snowboard Centre Operator, Nathan Stregger a 5-year Agreement to provide operating and maintenance services for the Kinsmen Ski Hill located at Little Red River Park

BACKGROUND:

The existing Kinsmen Ski and Snowboard Centre Operator Agreement expires on March 31st, 2023 with no provision for renewal.

Nathan Stregger has been fully immersed at the Kinsmen Ski Hill from an early age and has worked his way through mentorship with the previous Operator from 2015 thru to 2017 where he was awarded the Operator Agreement in 2018. Nathan Stregger has years of experience on the hill, has an unparalleled understanding and connection to the needs of the ski and snowboard community and has a love and passion for the sport. He has been well received by the community and has proven over the last 5-years, two of those years extremely challenging due to the pandemic, to being an industry leader providing some of the best skiing in the area. Since his time as Operator he has been instrumental in ushering the community through two very tough years, he has provided some of the most dynamic and best skiing and snowboarding opportunities right here in the City's own backyard and has been year over year the first opened hill in the province.

With a peaked awareness in outdoor winter sports and a significant up-tick in users the ski hill has become a vital component in providing outdoor ski and snowboard enthusiasts the ability to ski closer to home rather than travel to other distant locations.

The Ski Hill is an important resource for local residents and provides an opportunity for those looking to reconnect with the outdoors to do so right in their own backyard.

Community Services recognizes the importance of having an experienced and seasoned Operator who understands the needs of the Prince Albert community and as well as a thorough and professional understanding of how the hill functions and needs to be designed for maximum performance each ski season. The Operator has experience in operations with an understanding of the equipment, the responsibilities to operating and maintaining that equipment and overall operation of the ski hill and Old Log Cabin in the months of October through March allowing for this activity to take place.

PROPOSED APPROACH AND RATIONALE:

Little Red River Park is 1200 acres of natural area and situated within a 5 minute drive from downtown Prince Albert. Little Red River Park is Prince Alberts largest park, and provides residents and visitors an opportunity to connect with the natural environment within the Pehonan Parkway.

In 2020/2021 ski season the Ski Hill realized a large increase of (60%) in its user base 3856 visitors when compared to 2019/2020 approximately 2400 users. COVID certainly played a factor in this increase as people were looking to move to the outdoors to recreate in a safe environment. As we have continued through 2022 and 2023 we continue to see a familiar trend with those numbers remaining strong, attributed to ski and snow board leagues getting back to a sense of normal and a continued strong growth in individual lift pass purchases as well as yearly pass purchase.

Community Services is requesting that a five (5)-year term be awarded to the current Kinsmen Ski and Snowboard Centre Operator, 101290873 Saskatchewan Ltd. This has been a very positive operating model and relationship resulting in the department having confidence in the Operator and his ability to ensure the Ski Hill remains publicly accessible and maintained adding to with someone who has a working knowledge and understanding of the hill.

CONSULTATIONS:

The city has and continues to work closely with Nathan Stregger making the necessary improvements to ensure the Ski Hill is up and operating each season. The relationship has been very positive and has been very important to the ongoing viability and operation of the hill and connection to community.

There are not many persons within or around our community who have the skill set, knowledge and years of experience at this facility as the current Operator. He has demonstrated his professionalism in serving the community all while ensuring the very best experience on the hills.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

All communication on the Kinsmen Ski and Snowboard Center operation will continue to be updated thru the COPA website.

Communication and consultation with the City Solicitor has been had in the development of the new agreement

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, financial, privacy implications, or other considerations.

STRATEGIC PLAN:

This report supports the Strategic Priority of 'Investing in Infrastructure' with the City of Prince Albert committed to supporting long-term growth and sustainable services through strategic investment in new and existing infrastructure.

Nature Area Planning – Continue to prioritize and support the recommendations identified through the annual reporting of the State of the Parks & Playgrounds Improvement Plan, Little Red River Parks Master Plan, and the Urban Forestry Master Plan.

OFFICIAL COMMUNITY PLAN:

Community Services contributes to infrastructure and sustainability efforts. Proper planning can help preserve and maintain natural and built environments. It is important to anticipate, encourage and prepare for growth in response to the needs of the community. Investing in infrastructure will support growth while planning for continuous improvement. Our connection to the natural world is important and must be considered in the delivery of community services. Likewise, maintaining and investing in the built environment with a consideration to sustainability is important.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Kinsmen Ski Centre Operating Agreement
2. Schedule 'A' Ski Hill

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

Kinsmen Ski and Snowboard Centre Operating Agreement

THIS AGREEMENT executed in duplicate this _____ day of _____ 2023.

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, herinafter called “the City”

-and-

101290873 SASKATCHEWAN LTD., in the City of Prince Albert, in the Province of Saskatchewan, hereinafter called “the Contractor”

AND WHEREAS the City of Prince Albert owns the Kinsmen Ski Centre premises and associated equipment located within Little Red River Park and is desirous of engaging an independent contractor, to operate the Kinsmen Ski Centre to a high standard and in a manner which is hospitable and comfortable to the public;

AND WHEREAS the Contractor has represented that it is capable and desirous of performing the maintenance, operations, and administration functions associated with the Kinsmen Ski Centre as an independent contractor;

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

1. INDEPENDENT CONTRACTOR/Subject Lands

- a) The Contractor agrees that it shall as an independent contractor faithfully, honestly, and diligently perform and carry out the duties and obligations, hereinafter described, as Operator of the Kinsmen Ski Centre upon a portion of property located at and within property legally described as:

The North ½ of Section 14 and all of Section 15, Township 49, Range 26, West of 2 Meridian, Prince Albert, Saskatchewan

which described property is a location known as Little Red River Park, with the portion subject to this Agreement being that area immediately surrounding the downhill ski facilities and including the Old Log Cabin, hereinafter referred to as “the Kinsmen Ski Centre”. In fulfilling these obligations, the Contractor shall act as an independent contractor to the City.

2. DEFINITIONS

In this Agreement, the term:

- a) **“The Director of Community Services”** means the Director of Community Services of the City of Prince Albert or the designate of the said Director of Community Services.
- b) **“Equipment neglect”** means conduct constituting deliberate, reckless, or negligent misuse of machinery, equipment, and all other articles used at the Kinsmen Ski Centre with respect to the care, storage, or use of same so that the condition of same deteriorates or requires repair.
- c) **“Operating Season”** means the period that the Kinsmen Ski Centre is open to the public, typically between **December 1** and **March 31**. The Operating Season may vary on a yearly basis depending on weather and other conditions as agreed upon by the Contractor and Director of Community Services.
- d) **“Peak Operating Season”** means the period running between **November 1** and **March 31** when the maintenance and operations of the Kinsmen Ski Centre is the responsibility of the Kinsmen Ski Centre Operator, also referred to as the Winter Season at Little Red River Park.
- e) **“Ski”** means ski or snowboard.
- f) **“Ski runs”** means the two (2) runs on the hill at the Kinsmen Ski Centre used for downhill skiing and snowboarding, and any additional activities provided thereon including, but not limited to, a terrain park.
- g) **“Contractor”** means the Contract Operator with whom the operating agreement has been executed.

3. TERM

- a) The City and the Contractor agree that the term of this Agreement shall be from the **30th** day of **October 2023**, continuing until fully completed on the **31st** day of **March 2028** unless sooner terminated for cause or by notice as hereinafter provided.
- b) This Agreement for a renewed term beyond October 30, 2023 is conditional upon, prior to the **31st** day of **October 2023**, the parties confirming an agreement in writing as to remuneration to be paid to the Contractor during the term of a renewal beyond October 30, 2023, provided that the Contractor acknowledges that such renewal is of no force or legal effect against the City unless granted and confirmed by resolution of Council of the City of Prince Albert.

4. CITY FINANCIAL COVENANTS

The City specifically covenants and agrees with the Contractor as follows:

- a) In lieu of continuing to pay for the Kinsmen Ski Centers Contractor’s comprehensive general liability insurance premium as had been done in previous years, the City will financially assist the Contractor with an Operational Grant in an amount

determined annually by the City of Prince Albert to contribute to the operations of the Kinsmen Ski and Snowboard Centre and/or its related *bona fide* programs. The Contractor shall be entitled to receive the City Council approved amount identified herein as the "Operational Grant". The grant shall be made available in 5 equal installments through each annual operating ski season starting on or before the 1st of November, and thereafter on December, January, February and March of each ski season during the Term.

- b) The Contractor acknowledges and agrees that it is an independent contractor and as such shall be exclusively responsible for the hiring and paying of its own staff and personnel, and for all payroll deductions and payroll remittances as may be required, and indemnifies the City as against any exposure or liability therefor.

5. CONTRACTOR FINANCIAL COMMITMENTS

The City specifically covenants and agrees with Contractor as follows:

- a) To operate the said facilities during the Peak Operating Season without cost to the City except for costs assumed by the City and the annual grant during the Term prescribed in this agreement.
- b) To keep full and accurate accounts of all its financial transactions, cash or non-cash based, including separate accounting of the financial activities of the Contractor, and to make same available to the City upon demand.
- c) To provide the Director of Community Services with an unaudited financial statement for the Contractor's year-end by no later than the 1st day of **June** in each year. The financial statement, consisting of a statement of financial position, statement of operations, statement of changes in net assets, and a statement of cash flows, will be completed in accordance with the Canadian generally accepted accounting principles.
- d) To provide the City other information from the Financial Statement specifically including accurate details, analysis and projections of revenues and expenses as may be requested.
- e) To provide audited at the Contractor's expense, financial statements within six (6) months from the date of such request in the event that the City is not satisfied with the unaudited financial statements received from the club.
- f) To not sell or dispose of any property belonging to the Contractor without the clear consent of the City in writing. It is understood and agreed that any approved improvements or upgrades added to the facilities shall form part of the property, fixtures and equipment owned by the City.

6. CITY COMMITMENTS

The City specifically covenants and agrees:

- a) To pay an annual grant to the Contractor in accordance with Article 4(a) of this agreement
- b) To provide the Contractor quiet use and enjoyment of the Kinsmen Ski Hill property and equipment during the Term, subject to the provisions in this agreement.
- c) To review the delivery of services provided by the Contractor and cooperatively work with the Contractor to provide assistance, leadership and resource materials to ensure that an acceptable level of service delivery is maintained at the facility.
- d) To work with the Contractor in reviewing and setting annual customer rental fees with the objective of generating sufficient revenues through the facility in a manner consistent with the City's standard practice(s).

7. CONTRACTOR COMMITMENTS

- a) The Contractor agrees to undertake all snowmaking and perform snow grooming and all other procedures necessary to accommodate the opening of the Kinsmen Ski Centre at the commencement of each Operating Season, it being understood that the Contractor shall focus its attention on the period running from **November 1st** to **March 31st** of the following year, referred to as the "Peak Operating Season".
- b) The Contractor agrees to operate the ski runs and Old Log Cabin at the Kinsmen Ski Centre commencing on the **1st** day of **November** and, except as expressly provided herein, continuing daily until the next following **31st** day of **March** in each year during the currency of this Agreement. The Director of Community Services may assign to the Contractor work, maintenance, or such other duties as may be required from time to time to be done outside of the Peak Operating Season.
- c) The Contractor agrees that the Caretaker of Little Red River Park (hereinafter referred to as "the Caretaker") will be responsible for the maintenance of the Kinsmen Ski Centre, not including ski equipment, outside of the Peak Operating Season for the period running between **April 1st** to **October 31st** hereinafter referred to as "the Summer Season", unless otherwise agreed upon by the City, Contractor, and Caretaker. The Contractor agrees that:
 - i) The Caretaker shall keep the Kinsmen Ski Centre and Old Log Cabin in a good and clean condition as shall be satisfactory to the Director of Community Services;
 - ii) The Caretaker and City shall maintain the grass, mowing such grass as required to maintain same in a neat and tidy condition; and,
 - iii) The Caretaker shall keep the Old Log Cabin and its respective vicinities neat, tidy, and clean, and shall replace burned-out light bulbs, perform minor

maintenance, and supervise rentals and ensure compliance with the terms and conditions of the rental arrangement established by the Director of Community Services, during the Summer Season.

If the Contractor intends to open the Kinsmen Ski Centre before **November 1st** or extend the Operating Season past **March 31st**, it must inform the Caretaker and City of its intentions to operate outside of the Peak Operating Season, and the Contractor will be responsible for the operation and maintenance of the Kinsmen Ski Centre during this time.

- d) The Director of Community Services may direct the shortening of the Peak Operating Season and/or Operating Season if weather conditions are such that, in his opinion, shortening of the season is necessary by requiring or authorizing the Contractor to commence the Operating Season on or before the **15th** day of **December** upon his request or upon the request of the Contractor, and may require or authorize the ending of the Operating Season at any time subsequent to the **15th** day of **March** in each year during the currency of this Agreement upon his request or the request of the Contractor.
- e) The Contractor agrees to operate the Kinsmen Ski Centre continuously during the the Operating Season during the hours as set forward below, and hereinafter referred to as “the Operating Hours”:
 - i) **Weekdays** from **4:00 pm** to **9:00 pm** inclusive; and,
 - ii) **Saturdays** and **Sundays** from **10:00 am** to **5:00 pm**;

The Contractor may operate the Kinsmen Ski Centre at any other times in addition to the Operating Hours throughout the Peak Operating Season, provided that there is access to public washroom facilities and conditions are safe in which to do so.

- f) Notwithstanding the foregoing, the **Contractor may close** the Kinsmen Ski Centre on the following **Statutory Holidays: Christmas Day, New Year’s Day, and Good Friday**. Furthermore, the Contractor **may reduce** the **Operating Hours** so that the Kinsmen Ski Centre **closes** from **4:00 pm** on **December 24th** to the **commencement of normal Operating Hours** on **December 26th**, and from **4:00 pm** on **December 31st** to the **commencement of normal Operating Hours** on **January 2nd**.
- g) Notwithstanding the foregoing, the Kinsmen Ski Centre shall be closed at such times as:
 - i) The Director of Community Services may direct, where he is of the opinion that the safety of the users of the Kinsmen Ski Centre may be jeopardized;
 - ii) When the Contractor is of the opinion that the safety of the users of the Centre may be jeopardized, and the duration of such period of closure shall be as approved by the Director of Community Services; and,
 - iii) **Wind chill factors exceed** approximately **-30 degrees celcius**. Upon closure of the Kinsmen Ski Centre due to **wind chills exceeding -30 degrees**

celcius the Contractor shall erect signs indicating the closure at the Log Cabin and the Cosmopolitan Lodge and advise media accordingly.

- h) The Contractor shall ensure that the Old Log Cabin is accessible as a warm-up area for the general public utilizing Little Red River Park and the Kinsmen Ski Centre during the Operating Hours of the operating season. The Contractor may book the Old Log Cabin for private uses after regular Operating Hours during the Peak Operating Season. Such bookings shall be subject to such additional services as may be deemed acceptable and/or necessary by the Director of Community Services, and may be arranged by the City with the Caretaker of Little Red River Park. The cost of such additional services shall constitute a debt owing by the Contractor to the City, payable upon demand and recoverable by deduction from any amount which may be owing to the Contractor by the City.
- i) The Contractor shall be permitted to provide, at such rates approved by the Director of Community Services, downhill ski lessons, downhill ski equipment rentals, and ski equipment repairs as shall be approved by the Director of Community Services, for activities of the users of the Kinsmen Ski Centre. Such lessons, rentals, and repairs shall be provided by the Contractor at its own risk and expense. The Contractor shall be permitted to retain all proceeds of such lessons, rentals, and repairs for its own use.
- j) The Contractor agrees that during the Operating Hours of the Operating Season, it shall ensure that the Kinsmen Ski Centre is maintained and operated as a public ski area to which the public has free access, subject only to such exclusive usage for training or competitions as may be authorized in advance in writing by the Director of Community Services. The City and Contractor agree that all users of the ski runs and ski lifts must have a valid lift pass and have signed a release of liability, waiver of claims, assumption of risks, and indemnity agreement.
- k) Notwithstanding the foregoing, the Contractor shall not operate, nor suffer, permit or allow to be operated, the Kinsmen Ski Centre unless the necessary Emergency Response Procedure, as referred to in **Section 10**, has been posted at the Old Log Cabin, Lift Stations, and Equipment Storage Building.
- l) The obligations of the Contractor in respect to the Old Log Cabin shall only apply during the Peak Operating Season unless otherwise agreed by the Contractor, City, and Little Red River Park Caretaker.
- m) The City shall supply a Ski Lift System, **one (1)** Snow Groomer, and **two (2)** Snowmakers, including all related equipment and utilities required to operate said equipment in the opinion of the Director of Community Services, for the Contractor's use. The Contractor agrees that City-owned equipment will be limited to use on the Kinsmen Ski Centre ski runs, East Tobaggann Hill and unless otherwise approved by the Director of Community Services. All City-owned equipment operators will undergo the necessary training and certification as required by the City or may not be permitted to operate said equipment.

- n) The Contractor shall also ensure the following documents are made available upon request:
 - i) Proof of Business License;
 - ii) Proof of good standing with Workers Compensation (WCB);
 - iii) Criminal Record checks for all personnel;
 - iv) Proof of First Aid qualifications and names of individuals trained;
 - v) Proof of qualifications or industry equivalent of Ski Patrol personnel and Ski Instructors, and certification of any Ski-Binding Technician Personnel;
 - vi) List of equipment operators and proof of training;
 - vii) Rates for booking Old Cabin for private use;
 - viii) Price list for lift tickets and passes;
 - ix) Price lists for any other services including downhill ski lessons, downhill ski rentals, and ski equipment repairs to be undertaken by or on behalf of the Contractor during the operating season.
- o) In the event that the Director of Community Services is of the opinion that rates referred to in **Section 7 subsection n) vi, vii** exceed reasonable market values, he may provide notice of objection to the Contractor, and he and the Contractor shall forthwith negotiate in good faith to arrive at rates which are mutually agreeable to both parties.

8. CONTRACTOR DUTIES AND RESPONSIBILITIES

- a) The Contractor agrees to keep the Kinsmen Ski Centre in an attractive and clean condition during the Peak Operating Season as shall be satisfactory to the Director of Community Services. All machinery, equipment, and other articles used thereat are to be kept in good condition and repair.
- b) The Contractor shall ensure that the management and operation of the Kinsmen Ski Centre is conducted in a manner most likely to ensure the safety and convenience of the users of the Kinsmen Ski Centre, to promote a hospitable atmosphere, and to encourage the use of the Kinsmen Ski Centre. The Contractor shall supervise the use of the Kinsmen Ski Centre and shall ensure that any activities or conditions which may cause damage or injury to the users of the Kinsmen Ski Centre, which are not customarily performed or found at a ski centre, and which are capable of removal or remedy, are immediately removed or remedied by the Contractor.
- c) The Contractor agrees that equipment operators, operating equipment belonging to the City or otherwise, and specifically as referred to in clauses 7.m), f), and h) shall:
 - i) Be trained on all tools and equipment to the satisfaction of the Director of Community Services, City Fleet Manager, and the Occupational Health and Safety Coordinator;

- ii) Be responsible for all preventative maintenance of the equipment utilized in the operation of the Kinsmen Ski Centre, whether belonging to the City or otherwise;
- iii) Be responsible for any fuel costs excepting such fuel as is utilized by the equipment belonging to the City;
- iv) Inspect daily, document, and provide necessary adjustment to fluid levels, hydraulic systems, and mechanical systems as may be necessary for a proper preventative maintenance program and operation of the equipment utilized in the operation of the Kinsmen Ski Centre; and,
- v) Advise the City in the event that repair is required to any of the equipment utilized in the operation of the Kinsmen Ski Centre belonging to the City and the City shall attend the same if, in the opinion of the Director of Community Services, such repairs are necessary. The City agrees to undertake regular scheduled maintenance and repairs as may be required in the opinion of the Director of Community Services, and not resulting from Contractor negligence.

The City will supply the Contractor with a copy of the operator's manual and inspection forms that the Contractor and its equipment operators shall follow. Original copies of said inspection(s) forms to be kept on file for review, for all City-owned equipment.

- d) The Contractor agrees that it shall undertake snowmaking procedures on a 24-hour-per-day basis as may be necessary to ensure that adequate and suitable ground coverage is obtained for the commencement of each Peak Operating Season on the ski runs unless unseasonable conditions dictate otherwise.
- e) The Contractor agrees to abide by all rules established by the Prince Albert Airport (CYPA) Operator (hereinafter referred to as "the Airport Operator") and NAV CANADA, for the express purpose that snowmaking activities at the Kinsmen Ski Centre can create reduced visibility and can affect operations at the Prince Albert Airport (CYPA). A reduction in visibility to three (3) nm requires aircraft to use an instrument IFR approach. A reduction in visibility to less than a half mile or RVR of two thousand six hundred (2600), stops all aircraft movements. The Contractor agrees that:
 - i) The Contractor shall provide the Airport Operator and Flight Services Station (hereinafter referred to as "FSS") with the anticipated snowmaking season schedule;
 - ii) The Contractor shall ensure that it coordinates snowmaking activities with the Airport Operator and FSS;
 - iii) The Contractor shall provide notice to FSS at least one (1) hour before the planned snowmaking begins and obtain clearance prior to commencement;
 - iv) The Contractor is required to obtain current local weather conditions from the FSS and obtain regular updates while snowmaking procedures continue;

- v) Snowmaking will not be authorized when the wind direction is inside of the parameters of two hundred sixty (260) degrees to two hundred ninety (290) degrees;
 - vi) If the visibility is reduced to three (3) nm or upon notice by the FSS, the Contractor must cease all snowmaking immediately; and,
 - vii) The Contractor shall ensure that they have an emergency contact available at all times during snowmaking.
- f) Pursuant to this clause, the Contractor can contact the **FSS** at **(306)765-8802** and the **Airport Operator** at **(306)953-4902**. The Contractor agrees that it shall be responsible to ensure that such snow ground coverage is maintained on the ski runs during each Peak Operating Season. Not to limit the generality of the foregoing, the Contractor shall:
- i) Assist the City, as required, with the annual inspection and maintenance of the snowmaking equipment, which may include inspecting water supply lines for corrosion impediments and water flow;
 - ii) Assist the City, as required, with the annual inspection, reconditioning, and lift of the pumps;
 - iii) Assist the City, as required, with the annual inspection and maintenance of the motors of the snowmaking equipment. Should inspection indicate a need for reconditioning, the City agrees that it shall attend to such reconditioning as may be deemed advisable by the Director of Community Services;
 - iv) Assist the City, as required, with the annual inspection and maintenance of the water distribution system, including, but not to limit the generality of the foregoing, to ensure all water valves and outlets are in a safe and functional condition, and all leaks in the system are repaired; and,
 - v) Ensure proper drainage of all components of the water distribution system and snowmaking equipment at the completion of snowmaking procedures.
- g) The Contractor agrees that it shall be responsible for grooming the ski runs on a daily basis during the operating season.
- h) The Contractor agrees that it shall be responsible for the safe and efficient operation of the Ski Lift System. Not to limit the generality of the foregoing, the Contractor shall:
- i) Assist the City, as required, with the annual inspection and maintenance of the Ski Lift System, including but not limited to, safety switches, wiring and control boxes, handle tows, electrical motors and lift drive systems.;
 - ii) Remove the Ski Lift System from storage prior to the commencement of the operating season and at the end of each operating season, remove the handle tows, cables, and all other Ski Lift System equipment from the ski hill, and placing same in storage;

- iii) Report to the City any necessity to replace bow wheel liners, any necessary repairs required for any reason, including design of structural deficiencies, and the City shall attend to such repairs as, in the opinion of the Director of Community Services, are necessary;
- iv) Assist the City in ensuring that maintenance standards, programs, and repairs to the Ski Lift System are in accordance with applicable governmental laws, regulations, and codes;
- v) Conduct a full program of preventative maintenance including:
 - (i) Visual inspection of all Ski Lift equipment and provision of written documentation reporting thereon, on a daily basis, prior to permitting public access thereto and attending to any necessary minor repairs and adjustments, as required and agreed upon by the Contractor and the Director of Community Services; and,
 - (ii) A complete check and written report of the Ski Lift System on a weekly basis, including an inspection of all bolts, pulleys, cables, sheaves, sheave liners, grips and hanger assemblies and safety switches.
- vi) In advance of the annual inspection of the Ski Lift System for license renewal by the Ministry of Labour Relations and Workplace Safety, to inform the City of the date and time of the said annual inspection. The City agrees that it shall bear the cost of licensing of the Ski Lift System.
- i) The Contractor agrees to ensure that there shall be no equipment neglect of any of the equipment belonging to the City utilized by the Contractor in the carrying out of the duties and obligations of the Contractor pursuant to this Agreement.
- j) The Contractor agrees that it shall keep a weekly written report of all repairs and/or adjustments that it may undertake to the equipment at the Kinsmen Ski Centre, as agreed upon between the Contractor and the Director of Community Services, including, and not to limit the generality of the foregoing, lighting systems, snowmaking equipment, Ski Lift System and the water distribution system. The Contractor shall report to the City any necessary upgrading or repairs required to the electrical system. The City shall attend to such upgrading or repairs as, in the opinion of the Director of Community Services, may be required. The City shall be responsible for the costs of providing electricity to the Kinsmen Ski Centre. Repairs or alterations deemed by the Director of Community Services to be required or necessary to ensure electricity at the Kinsmen Ski Centre shall be obtained and arranged by the City.
- k) The City shall supply all necessary snow fencing, at the request of the Contractor, and the Contractor shall install such snow fencing prior to the beginning of the operating season that is required in the day-to-day operation of the Kinsmen Ski Centre. The Contractor shall remove the said fencing at the completion of the operating season. The Contractor shall maintain all fencing in the area of the Kinsmen Ski Centre in a safe and serviceable condition throughout the operating season.

- l) The City shall maintain and clear the road, from snow, leading from the main entrance at Highway 55, to and including the Cosmo Lodge road, turnaround, and parking lots. The City shall maintain and clear the road, from snow, leading from the West Hill Gate, to the Ski Hill to allow for Maintenance and Emergency access purposes.
- m) The Contractor agrees to assist the City with the annual budget preparation and the preparation of a mutually agreed upon equipment program for all equipment, machinery, and all other articles used at the Kinsmen Ski Centre. Such assistance shall be provided by the Contractor at such times outside of the operating season as shall ensure timely preparation thereof by the Director of Community Services.
- n) The City agrees that in the event that a repair or equipment replacement is required and the City and the Contractor have agreed that the Contractor will perform same, the City shall be responsible only for the cost of materials and supplies consumed and not any hand tools required.
- o) The City agrees that if repairs not the result of equipment neglect require a specialty labour service, such repairs shall be arranged by the City, and the Contractor agrees to provide any assistance that it may reasonably accommodate.
- p) The City agrees that it shall bear such costs as may be approved in advance by the Director of Community Services in respect of qualified tradespersons effecting necessary repairs.
- q) The Contractor ensures that it shall keep the Old Log Cabin and its respective vicinities neat, tidy, and clean, and shall replace burned-out light bulbs, perform minor maintenance, and supervise rentals and ensure compliance with the terms and conditions of the rental arrangement established by the Director of Community Services, during the Peak Operating Season
- r) Upon request, the Contractor may have exclusive use of the most westerly two hundred fifty (250) square feet of the Old Log Cabin for the purposes of a downhill ski equipment rental or repair service during the Peak Operating Season or as otherwise agreed with the Director of Community Services.
- s) The Contractor agrees that it shall be responsible for maintenance and cleaning of the Old Log Cabin during the operating season, but the Contractor shall not be responsible for any major repairs. The City shall ensure that the Old Log Cabin is provided with telephone, power, and electrical utilities. Further, the City shall supply cleaning supplies, soap, toilet tissue, paper towels, light bulbs, garbage cans, oil, and such other similar goods as, in the opinion of the Director of Community Services, may be required. The Contractor shall supply all necessary firewood in respect to the operation of the Old Log Cabin.
- t) The Contractor shall not be responsible for removal of garbage accumulated within the Kinsmen Ski Centre, but the Contractor shall bag the garbage and accumulate same in suitable containers and at such locations as may be approved by the Director of Community Services. Any large illegally dumped garbage should be

identified during inspections. Such debris shall be reported to the Director of Community Services. The City will remove large debris.

- u) Any ski lessons, ski equipment rental, repair service, or other service operated by or on behalf of the Contractor shall be undertaken at the Contractor's own risk and expense. The Contractor shall be permitted to retain all proceeds of such operations for its own use. The Contractor may provide lessons under the trade name of "Red River Ski School" or such other trade name as the Contractor may deem advisable from time to time.
- v) All advertising, marketing, promotional activities, or undertakings including, but not limited to those undertaken in pamphlets, brochures, print, radio, or television media shall, so far as is reasonable practicable, expressly state the name of the location as "the Kinsmen Ski Centre" and may include the name or the trade name of the Contractor, or both.
- w) The Contractor agrees that it shall be responsible for all the costs of obtaining lift tickets and passes. The Contractor agrees to keep and maintain a record of each lift ticket and pass sold during the operating season. The Contractor shall be permitted to retain all proceeds of the lift tickets for its own use.
- x) The Contractor agrees that it shall have no right to operate any food concessions, retail sales, rental operations, or more than two (2) vending machines excepting as expressly permitted by this Agreement.
- y) Any chattels apparently lost or abandoned by third parties at the Kinsmen Ski Centre shall be retained by the Contractor for a period of fourteen (14) days and, if unclaimed by the true owner, shall be turned over to the Director of Community Services.
- z) The Contractor agrees to only undertake such alterations or development work, construction or erection of any building or other structures upon the topography of the Kinsmen Ski Centre, or alterations to any existing structures upon the land, including the Old Log Cabin, as may be expressly approved by the Director of Community Services in advance of undertaking same. Any such work shall be in accordance with plans and specifications showing the design and nature of construction or alterations and proposed location of any construction or alterations which shall have received such prior written approval. The Contractor agrees that all such alterations, construction, or improvements so undertaken by the Contractor as may be authorized shall be made at the risk and expense of the Contractor and to the satisfaction of the Director of Community Services. The Contractor shall not permit, suffer, or allow the erection or removal of any building or installation of any structure or improvement or changes to the Kinsmen Ski Centre whatsoever without the prior written consent of the Director of Community Services.
- aa) Notwithstanding the foregoing, the City agrees that the Contractor may with such written consent so obtained, at the Contractor's own expense, construct, erect or bring on to the Kinsmen Ski Centre a structure for use as a temporary office facility

of a size, type, and at a location approved in advance by the Director of Community Services. The costs of supply of electricity and propane for the temporary office facility shall be borne by the City, excepting the costs of the initial installation of the electrical hook-up, which shall be borne by the Contractor. Upon receipt of written notice by the Director of Community Services, the Contractor agrees that he shall remove the said temporary office facility within the time provided therefore by the Director of Community Services and restore the site to its original condition. Failing removal, the temporary office facility and any contents therein shall be deemed to be the property of the City.

- bb) The Contractor agrees that it shall not construct, erect, place, or install, on the outside of any of the structures upon the Kinsmen Ski Centre or any structures thereupon, any poster, advertising sign, or display without the prior written consent of the City. The costs arising in respect of development and installation of such signage shall be borne by the Contractor.
- cc) The costs of developing and erecting any signage which the City deems appropriate to install at the Kinsmen Ski Centre shall be borne by the City. The Contractor shall maintain such signage upon the Kinsmen Ski Centre or the structures thereon as the Director of Community Services may deem necessary or appropriate to post.
- dd) It is agreed that any work undertaken by the Contractor involving the construction, erection, or repair of any building or structure on the land owned by the City shall be carried out in a manner which does not give rise to or cause the filing of any claims or liens by third party contractors or sub-trades who may be engaged by the Contractor to perform the work.

9. PERSONNEL

- a) The Contractor agrees that it shall obtain the services of sufficient and adequate personnel as may be required for the lawful, safe, clean, hospitable, and efficient operation of a downhill ski facility upon the Kinsmen Ski Centre during each operating season, hereinafter referred to as "personnel", including and not to limit the generality of the foregoing:
 - i) The Contractor agrees that he shall ensure that its Manager:
 - (iii) Diligently carries out and supervises the carrying out of the duties and obligations of the Contractor hereunder; and,
 - (iv) Devotes his/her whole time and attention to the promotion of the interests and welfare of the Kinsmen Ski Centre.
 - ii) To ensure the safety of the users of the Kinsmen Ski Centre the Contractor shall:
 - (v) Develop an Emergency Response Procedure, for review by the Director of Community Services, to be posted at the Kinsmen Ski Centre;

- (vi) Have a sufficient number of qualified and competent lift attendant personnel who have at least the minimum qualifications or industry equivalent of Ski Patrol Personnel as established by the Canadian Ski Patrol System. The Kinsmen Ski Centre will have at minimum **one (1)** Ski Patrol Personnel or equivalent on site when the ski runs are in use.
 - iii) In the event that the Contractor elects to provide ski lessons, the Contractor shall provide a sufficient number of qualified Ski Instructors to ensure that the numbers and capabilities of the Ski Instructors are such as shall adequately meet the demands of the users of the Kinsmen Ski Centre, and that Ski Instructors possess minimum teaching qualifications as established by the Canadian Ski Instructor Alliance.
 - iv) In the event that the Contractor elects to rent or repair ski equipment, a certified Ski-Binding Technician is required. The Contractor shall ensure that the Ski-Binding Technician is in attendance at the Old Log Cabin during the hours of any rentals or repair of ski equipment.
- b) The Contractor shall secure services of all personnel under terms which comply with all applicable federal, provincial, and municipal laws, regulations, and codes.
 - c) The costs associated with the supply of uniforms and any training of personnel shall be borne by the Contractor.
 - d) The Contractor agrees that it shall promptly pay all wages of its employees, agents, and personnel providing services under this Agreement and to comply with all laws, bylaws, rules, and regulations pertaining to them and agrees that none of their employees, agents, or personnel shall constitute nor make any claim to be the employees or agents of the City.
 - e) The Contractor agrees that it shall immediately report any matters which have a potential of causing or contributing to damage to or injury of the users of the Kinsmen Ski Centre which come to the Contractor's attention to the Director of Community Services. The Contractor shall give the City:
 - i) Immediate notice of any significant accident, injuries, or significant property damage suffered by any user of the Kinsmen Ski Centre including the Old Log Cabin; and,
 - ii) Immediate notice in writing of any claim made against the Contractor arising out of its operation of the Kinsmen Ski Centre.
 - f) Pursuant to **Section 5(4)** of the Recreation Facilities and Parks Bylaw, being Bylaw No.6 of 2004, as same may be amended from time to time, or such Bylaw or Bylaws as may be substituted therefore from time to time, the Director of Community Services shall instruct the Contractor in order that it may evict any person or deny admission of the right to gain admission to the Kinsmen Ski Centre for a period not to exceed fourteen (14) days. In the event that the Contractor is of the opinion that it is advisable that any person be denied admission of the right to gain admission to the Kinsmen Ski Centre for a period exceeding fourteen (14)

days, the Contractor shall request such restriction, in writing, to be made by the Director of Community Services. Such determination shall be within the sole discretion of the Director of Community Services.

- g) Excepting as specifically provided in this Agreement, the rights and obligations of the Contractor pursuant to this Agreement shall only apply during each operating season during the term of this Agreement. The Contractor agrees to operate the Kinsmen Ski Centre in accordance with such written policies of the Department of Community Services or which the Contractor is given notice. In the event of contemplated change to any such policy, the City agrees that the Contractor will be consulted. The Contractor agrees that it shall incorporate the said policies in the operation of the Kinsmen Ski Centre and take all necessary steps to enforce the same.
- h) The Contractor is required to attend scheduled meetings, as set forth by the Director of Community Services with a minimum of **one (1)** per month during the contract season.

10. SAFETY

- a) The City shall supply such safety and evacuation equipment and First Aid supplies as it may deem necessary in order for the Contractor's personnel to handle all reasonable foreseeable accidental injuries and damages which may be suffered by users of the Kinsmen Ski Centre. At the Contractor's expense, the Contractor shall replace all such supplies as soon as is practicable in order to maintain the availability of same and keep all such supplies and equipment in good condition and readily accessible for use.

11. CONTRACTOR INSURANCE COVENANTS

The Club specifically covenants and agrees with the City as follows:

- a) To maintain **Comprehensive General Liability Insurance** coverage including **Public Liability Insurance** in an amount of not less than **five million dollars (\$5 Million)** per occurrence. The City shall be listed as an additional insured party, it being understood and agreed that any extra costs for coverage extending to the Contractor shall be paid by the Contractor. A thirty (**30**) day notice of cancellation shall be incorporated into the Contractor's insurance coverage and a Certificate of insurance provided to the City as proof of compliance no later than **30th of November** prior to the commencement of each operating season.
- b) To maintain throughout the term of the agreement such insurance coverage, through an insurer or insurers satisfactory to the City, at the sole cost and expense of the Contractor, for the contents owned by the Contractor and located in the facilities. A thirty (**30**) day notice of cancellation shall be incorporated in the Contractor's insurance coverage and a Certificate of Insurance provided to the City as proof of compliance.

- c) To advise the City by no later than the **30th of October** in each year of its intentions to take out the option of purchasing a separate insurance policy to reduce the deductible portion under the City's main policy with respect to property damage claims only.
- d) To not knowingly do or suffer to be done anything on the leased premises which may cause to render void policies of insurance issued with respect to the leased premises (Schedule 'A'), or which may cause the premiums paid therefore be unduly increased, unless with the written consent of the City.
- e) Neither the City, its officials, employees, servants, or agents shall be responsible for injury to the Contractor, their officers, personnel, or agents for loss of or damage to any property belonging to them howsoever caused, unless such injury or damage is caused solely by the wilful act or gross negligence of the City of those for whom it is vicariously liable.

12. LIABILITY

The Contractor specifically covenants and agrees with the City as follows:

- a) To indemnify and save harmless the City from and against all and any manner of actions or cause of action, damages, loss, cost or expenses, which the City may sustain, incur or be put to by reason of any injury or damage to any persons or to any good and chattels contained in, upon or about the leased premises relating to or arising out of the Club's occupation of the facilities or that of the Contractor's invitees, subtenants, licensees, employees, volunteers or agents during the term of this lease, unless caused by negligence of the City, its agents or servants, it being understood and agreed that the City shall be subrogated to any rights of the Contractor against any third parties in respect of matters for which the Contractor is to indemnify the City.
- b) To not act as an agent of the City and not hold itself out as such as agent. Not to limit the generality of the foregoing, the Contractor agrees that it shall not in any manner pledge the credit of the City or in any manner encumber real or chattel property of the City.
- c) To indemnify and save harmless the City from all debts, actions, causes of action, claims, damages, costs and damages for, upon or arising out of the Contractors operation of the facilities of the complex thereon, the programs operated or any occurrences whatsoever arising out of the Contractors breach of subsection (a) of this clause or its advertent or inadvertent negligence in the operation of the facilities or the complex thereon, the programs operated, or any occurrences whatsoever arising out of the matters referred to in this Agreement. If the City shall at any time be called upon to pay or does pay any debt or liability arising as aforesaid, then the said amount shall be payable by the Contractor to the City upon demand, and the City may deduct and retain out of any a grant to the Contractor the said sum, or the said sum may be enforced by the City as a debt due to it by the Contractor.

13. DEFAULT AND TERMINATION

- a) If the Contractor refuses, neglects or omits to perform any of its obligations contained in this agreement, the Director of Community Services may give notice to the Club specifying the nature of the default. Such notice shall require the Contractor to remedy its default or to provide the City with a schedule for the remedying of such default within 14 days of service of the default.
 - b) Should the Contractor fail to commence to remedy its default or provide the City with a schedule acceptable to the Director of Community Services for remedying such default within the time allowed within the notice of default, having commenced to remedy the default, fails to proceed or complete the same with reasonable diligence, then the City:
 - i) may remedy the default;
 - ii) shall be entitled to recover the costs of remedying the default; and
 - iii) In addition to all other remedies available at law, shall be recoverable from the Contractor as debt, payable on demand, and if unpaid, payment may be enforced in the same manner as arrears or rent.
 - c) The parties agree that it shall be lawful for the City as landlord to enter upon the leased premises to have, possess and enjoy, as if this agreement had not been made, in the following circumstances:
 - i) the Contractor declaring insolvency or bankruptcy;
 - ii) the Contractor failing to comply with the terms of this agreement within a period of 30 days subsequent to receipt of notice from the City or the Director of Community Services to rectify such breach;
 - iii) the Contractor failing to comply with the terms of any Bylaws or Provincial or Federal Acts or Regulations governing the rights of the users of the facilities; or
 - iv) if at any time during the currency of this agreement the Contractor abandons the leased premises or ceases to deliver the programs.
- 14.4 On the City becoming entitled to re-enter the leased premises, the Contractor agrees that the City shall not be liable for any prosecution or claim for such re-entry and the City may re-let the leased premises and be entitled to receive and rents thereof.
- 14.5 On the City becoming entitled to re-enter the leased premises under the provision of this agreement, the City, in addition to all other rights, shall have the option to terminate this lease forthwith by notice, which option may be exercised by the City Manager, but the Contractor shall have the right to appeal the decision of the City Manager to City Council at any meeting within one (1) month of the giving of notice

by the City Manager, and the decision of the majority of Councillors in attendance shall be final.

- 14.6 In addition to the other provisions regarding termination of this Agreement, this Agreement may be terminated upon six (6) months written notice prior to the end of the Term hereof or any term of renewal by either party to the other.
- 14.7 In the event of termination of this agreement in any manner, the value of any grants paid by the City pursuant to Clause 4 and 5 shall be prorated to the date of termination. The Contractor shall return all unspent monies to the City and shall account to the City for all monies expended during the term of this Agreement. Any funds not properly accounted for and not returned shall constitute a debt payable by the Contractor to the City, payable upon demand and enforceable by the City as a debt due to it by the Contractor.
- 14.8 No waiver by the City or any breach by the Contractor shall be deemed a waiver of or in any way affect or prejudice the rights and remedies of the City in respect of any future or other breach of the covenants or obligations on the part of the Contractor herein contained.

15. **NOTICE**

The Contractor agrees that the articles and bylaws of its constitution shall include such terms as provided that upon dissolution of the Contractor, all its properties and assets shall, after payment of all liabilities, revert to The City of Prince Albert, and title thereto shall immediately vest in the name of The City of Prince Albert. In consideration of these presents, the Contractor agrees that its articles and bylaw in respect to disposition or its properties and assets to the City shall be maintained and shall not be altered during the currency of the Agreement. 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:

**Director of Community Services
The City of Prince Albert
1084 Central Avenue
Prince Albert, Saskatchewan S6V 7P3**

Any notice mailed as aforesaid shall be conclusively deemed to have been given on the second business day following the day on which it was mailed or posted. The Club may at any time give notice in writing to the City any address which it desires notices to be directed to and thereafter all notices shall be mailed to the new address so notified.

16. **REFERENCE AND ASSIGNMENT**

- a) The terms “the City” and “the Contractor” and references thereto shall include the executors, administrators, directors, (successors in the case of a corporation) and

permitted assignees of the City and the Contractor respectively. This agreement may not be assigned unless the written permission of the City by resolution of the Council of the City of Prince Albert is first had and obtained.

17. EFFECTIVE DATE

- a) Notwithstanding the date of execution by the respective parties, the effective date of this Agreement shall be the day of A.D., **2023**.

IN WITNESS WHEREOF the City of Prince Albert has here unto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. **2023**.

THE CITY OF PRINCE ALBERT

(Municipal seal)

MAYOR

CITY CLERK

IN WITNESS WHEREOF the **101290873 Saskatchewan LTD.** has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. **2023**.

101290873 SASKATCHEWAN LTD.

(Corporate seal)

Per: _____
Authorized Signing Officer

Per: _____
Authorized Signing Officer

CANADA)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

DECLARATION

I, _____, of the City of Prince Albert, in the Province of Saskatchewan, DO SOLEMNLY DECLARE:

1. That I have been appointed by the Board of Directors as an Officer of _____ (name of Corporation).

2. That, pursuant to the Corporation’s Bylaws and/or Board Resolution, I am authorized by the Corporation to execute all contracts, documents or instruments in writing generally required by the corporation, or to sign specific contracts, documents or instruments in writing, and all such contracts, documents or instruments in writing so signed are binding upon the Corporation without any further authorization or formality.

3. That I have been specifically authorized to execute the within or annexed document.

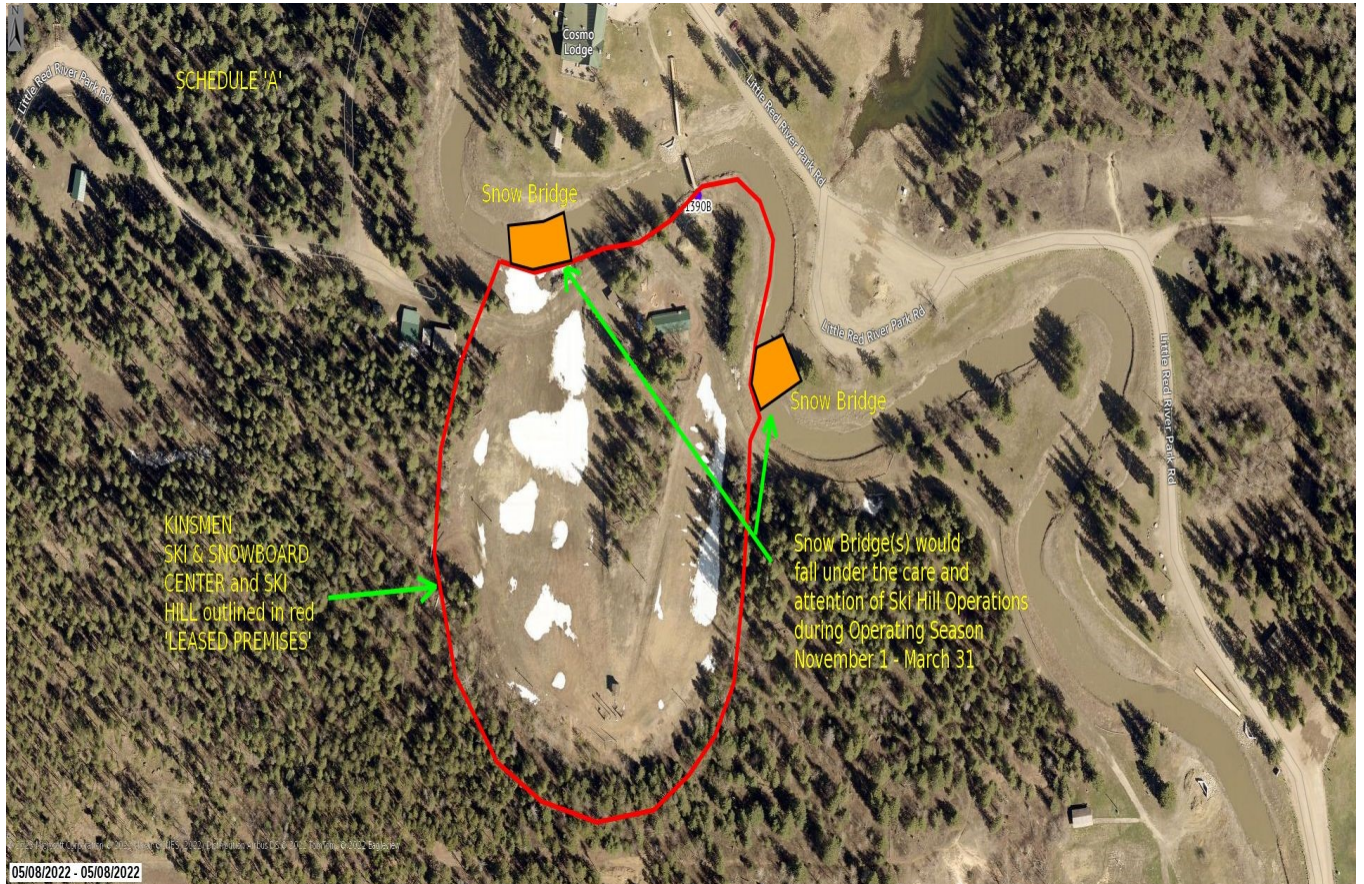
4. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME at the City of Prince Albert, in the Province of Saskatchewan, this _____ day of _____, A.D., 2023.

A Commissioner for Oaths/Notary Public
In and for the Province of Saskatchewan.
My Commission expires:

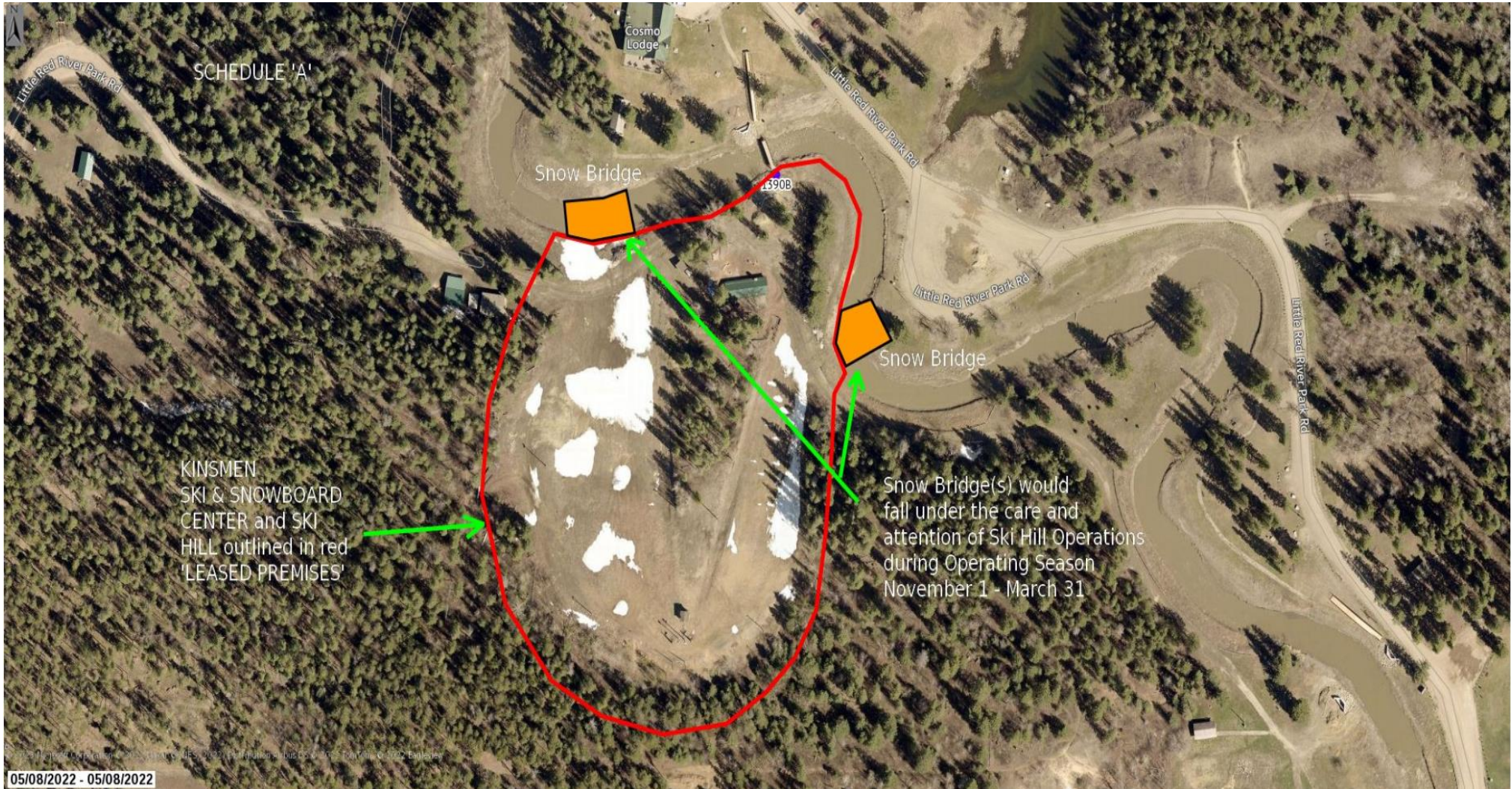
CANADA)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

SCHEDULE 'A'



Kinsmen Ski & Snowboard Center and Ski Hill outlined in Red – ‘Leased Premises’

Snow Bridges would fall under the Care and Attention of Ski Hill Operations during Operating Season – November 1 – March 31



SCHEDULE 'A'

Snow Bridge

Snow Bridge

KINSMEN
SKI & SNOWBOARD
CENTER and SKI
HILL outlined in red
'LEASED PREMISES'

Snow Bridge(s) would
fall under the care and
attention of Ski Hill Operations
during Operating Season
November 1 - March 31

05/08/2022 - 05/08/2022

RPT 23-104

TITLE: Little Red River Bike Skills Park Operating Agreement Extension

DATE: **March 9, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Bike Skills Park Operating Agreement between the City of Prince Albert and Rock N Road Cycling Club Incorporated 102069272 be extended for a 3-year term commencing June 1, 2023 and ending May 30th, 2026, be approved.
2. That the Mayor and City Clerk be authorized to execute the 3-year extension on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

The purpose of this report is to provide the Rock N Road Cycling Club a 3-year extension to provide operating and maintenance services for the Bike Skills Park located within the upper plains of Little Red River Park

BACKGROUND:

Community Services received correspondence from the Rock N Road Cycling Club early in 2020 with a proposal to build a natural Bike Skills Park within Little Red River Park.

The Rock N Road Cycling Club is a Prince Albert and area cycling club for all ages and skills. They exist to promote and enjoy the sport of cycling in a fun group setting and to be rewarded with great friends, health, and a safe cycling environment.

As avid users of Little Red River Park they are also active in trail maintenance and preservation of the trails and also are supportive of events within the park that help raise awareness and proceeds dedicated to making improvements in the park.

The Club identified an opportunity within the park to provide additional bike skills training in a natural setting in 2020 noting the different levels of difficulty that are provided on the over 24 KM of biking trail within the park. The Rock N Road Club provided a brief summary of the Bike Skills Park in a presentation at Executive Committee Executive August 10, 2020 (see attached).

As part of this presentation and at Council's direction, Community Services in consultation with the City Solicitor's Office were able to develop an agreement with the Rock N Road Cycling Club Incorporated 102069272 which was signed and executed by the Mayor and City Clerk on May 4th, 2021 allowing the club to construct, maintain and operate the Bike Skills Park for a 2 year period expiring May 30, 2023 with an option upon mutual agreement of the parties to extend the term until May 30, 2026.

PROPOSED APPROACH AND RATIONALE:

The Rock N Road Cycling Club has seen consistent growth over the past 7 years with over 52+ members as of 2019 and an active group of volunteers. The club is busy and active with their membership and provide the following on a yearly basis within the boundaries of the Little Red:

- Summer Race Series
- Weekly Club Rides
- "Race the Red" Sask Cup MTB Race
- Pine Needle Classic
- Maintenance of LRRP Trails
- Mountain Bike Instruction Clinics
- Provided winter grooming of 24 km of trail for bike users
- Groomed trails are enjoyed in partnership with walkers, runners and snowshoe enthusiasts
- Winter Fatbike Day in the park

As the club continues to grow and look for opportunities, they had identified a need within the park for a Mountain Bike Skills Park built during the summer of 2021. With the continual evolution of mountain biking and the need to recreate in the great outdoors, it has led to a continual increase in popularity and the natural progression of that popularity has led to an increase of bike skills parks across North America and right here in Saskatchewan with approximately (16) similar parks spread across the province. The venues are a terrific community component that provides a managed arena for beginners and experts alike.

The club has developed a supervised area within the park providing activities from simple:

- **Ladder bridges:** a man-made surface usually made out of wood. Its primary purpose is to bridge a gap that might be un-rideable or unsafe for mountain bikers. Ladder bridges may be built over streams, ravines and fallen trees, enabling bikers to ride over obstacles.
- **Skinnies:** the skill of riding straight-holding a line, as it's commonly called is one of the most fundamental mountain bike skills. It is not just used for riding skinnies, like the length of logs, plants, and elevated boardwalks, but staying on your line through rock gardens or along a section of narrow single track where precision matters.
- **Small beams/balance beams:** inexpensive, easy to build, and a great learning tool, balance beams to sharpen your biking skills.

Perhaps the biggest key to successful mountain biking is body position. Mountain bike trail surfaces include rocks, roots, ruts, sand or mud. The variable terrain and the potential obstacles are all part of the fun but can be unnerving for beginners.

The Club continues to work to provide the necessary skills to all ages and levels of expertise, teaching them:

- **Proper body position:** whether that be neutral position (riding non-technical sections) or ready position (sometimes called the attack position) when you are riding more technical sections of trail;
- **Adjusting your seat position:** for climbing and descending trails;
- **Picking a line:** a beginner's mistake is looking at spots you want to avoid rather than focusing on where you want to go. Pick a path and stick to it to get over and around tricky sections of trail;
- **How to brake:** avoiding sudden, fast squeezes to help prevent skidding;
- **When to brake:** this allows you to focus on your technique through the turn and exit from the turn with speed and controlled momentum;
- **Shifting:** it is good to know how to shift your gears properly. Proper shifting habits not only save wear and tear on your bike, they enable you to power yourself more efficiently up and down hills;
- **Falling off:** proper techniques to help minimize injuries;
- **Hiking the bike:** many trails may feature mandatory hike-a-bike sections that are too difficult to ride through, up or down, so learning not to "fight the bike" but learning how to carry your bike out of tight spot; and,
- **Trail Etiquette:** mountain biking is often done on trails or roads shared with other users, such as hikers and horses. Teaching the property etiquette of always being courteous and a responsible rider that is in control of your bike at all times and riding only on trails open to mountain bike use.

A skills park to provide an experience to mountain bikers of all ages and levels to develop a range of skills including bike handling, balancing, jumping and turning. These skills provide a level of managed risk that many riders and parents find reassuring, building upon a community gathering space providing a positive venue for individuals open to learning and growing their skill set.

The bike park and it's volunteers has been instrumental in helping to build something larger for a community encouraging a healthy, happy, outdoor lifestyle choice in a natural setting with minimal impact to the surrounding landscape.

Community Services can also verify that since the bike parks inception there has been no negative impact to other user groups or proposed developments and that the site is an area that is easily accessible and visible with other hiking, ski and bike trails nearby.

CONSULTATIONS:

Work to engage users and user groups continues throughout each calendar year. It is important that the clubs and users within the park are familiar with what is offered and support one another to ensure the success of areas such as this.

Engagement with other users groups within the park such as the PA Ski Club (our parks biggest user) continue to be well received and the feedback has been positive with full support for the use of the area.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

That the Community Services Department continues to work in partnership with the Rock N Road Cycling Club as the park continues to develop by supporting and providing direction on signage, communication thru the COPA website and by providing consultative operational advice.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations/implications under Options to recommendations, Policy Implications, Financial implications or privacy implications.

STRATEGIC PLAN:

This report supports the Strategic Priority of 'Investing in Infrastructure' with the City of Prince Albert committed to supporting long-term growth and sustainable services through strategic investment in new and existing infrastructure.

Nature Area Planning – Continue to prioritize and support the recommendations identified through the annual reporting of the State of the Parks & Playgrounds Improvement Plan, Little Red River Parks Master Plan, and the Urban Forestry Master Plan.

OFFICIAL COMMUNITY PLAN:

Community Services contributes to infrastructure and sustainability efforts. Proper planning can help preserve and maintain natural and built environments. It is important to anticipate, encourage and prepare for growth in response to the needs of the community. Investing in infrastructure will support growth while planning for continuous improvement. Our connection to the natural world is important and must be considered in the delivery of community services. Likewise, maintaining and investing in the built environment with a consideration to sustainability is important.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Bike Park Layout
2. Bike Skills Location
3. Select Pictures of other Bike Parks
4. Signage #1 installed at the Park
5. Signage #2
6. Signage #3
7. Power Point Presentation by Rock N Road Cycling Club in 2020
8. Bike Skills Park Operator Agreement 2023

Written by: Timothy Yeaman, Parks and Open Spaces Manager
Approved by: Director of Community Services and City Manager



A - Obstacle Training Zone

Area includes various rock and log obstacles to ride through and over to improve pedaling and riding skills.

B – Balance Training Zone

Area includes skinnies made of logs and lumber to ride along, improves a rider’s body position and balance.

C – Jump Training Zone

Drop-in area and jumps with progressing size built of dirt to practice jump techniques.

D – Drop Training Zone

Area with drop-offs of increasing size for training of drop technique.

E – Pump Track

Circuit for riders of all skill levels and consists of rollers and banked turns, ridden by “pumping” to generate momentum.

Other Areas for Development

An area for riders, parents or spectator use that would include a covered shelter with picnic tables as well as benches and garbage receptacles.





Fernie Skills Park



Crowsnest Pass Skills Park



Moose Jaw Skills Park



Example of Ladders



Example of ladder



Skinnies





WELCOME TO THE LITTLE RED RIVER BIKE SKILLS PARK



PLEASE READ THIS IMPORTANT INFO:

- You control the degree of risk you will encounter when using these recreation trails and bike skills park. Do not attempt to travel over the natural and man-made features unless you have the skill and ability to control your speed at all times, navigate rough terrain, steep pitches and drop offs, avoid hazards on and near the trail, and avoid other users.
- Trails and skills park are unsupervised. You are responsible for your own safety.
- Riding trails or skills park features exposes you to the risk of serious injury. Injury can arise from your own actions, actions of other users, the shape and surface of the trail and technical features, debris on or near the trails, or the surrounding natural environment. Injury can arise from potential negligence on the part of trail users, trail builders or work crews, or the land owners. You assume the risk of injury in using the bike skills park and recreation trails and the features on each trail.
- Skills park features and sections of these trails vary in difficulty. It is your responsibility to understand the difficulty rating symbols, choose trails and features that are within your ability, and to ride within your ability.
- Man-made and natural technical features, high speeds, jumping, and drop offs substantially increase the potential for injury. All of these potential hazards may be encountered on these trails.
- Inspect bike park features and sections of trail before riding them. Rough trails, roots, rocks, logs, steep gradients, and man-made features create potential hazards. Conditions may change during the day. Rain may make the surface slippery. Ice may be present in sub-zero weather. Inclement weather may increase the difficulty of a trail or feature.
- You assume the risk of using any skills park features or trails!



44" x 39" Dibond Sign

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

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Prince Albert SK S6W 0A5
(306)763-3693
info@markitsigns.ca
www.markitsigns.ca

Markit
SIGNS WRAPS DESIGN



44" x 39" Dibond Sign



12" x 12" Dibond Signs



44" x 16" Dibond Sign

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 Prince Albert SK S6W 0A5
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Markit
 SIGNS WRAPS DESIGN

8" x 12" Qty: 18

LOW LINE MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	TOILET BOWL MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	LITTLE DIPPER MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	STINKY BEAVER MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.
CHUTES & LADDERS MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	CHUTES & LADDERS MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	MARIO WORLD 1 MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	MARIO WORLD 2 MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.
SHORT & STEEP EASY USE AT OWN RISK PA Markit Signs Ltd.	JUST A LOOP EASY USE AT OWN RISK PA Markit Signs Ltd.	CN TRAIL EASY USE AT OWN RISK PA Markit Signs Ltd.	APPENDIX EASY USE AT OWN RISK PA Markit Signs Ltd.
WEST TRAIL MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	EAST POPLAR EASY USE AT OWN RISK PA Markit Signs Ltd.	NORTH TRAIL MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	NORTH TRAIL MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.
DOUBLE DOWN MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	RIVERS EDGE MORE DIFFICULT USE AT OWN RISK PA Markit Signs Ltd.	 4" x 4" Qty: 10	 4" x 4" Qty: 10
		 6" x 9" Qty: 8	 6" x 9" Qty: 8
		 8" x 6" Qty: 6	 8" x 6" Qty: 6

**Little Red River
Bike Skills Park**

City of Prince Albert
Cycling Club

24" x 24" Qty: 1

Ride Smart!

SLOW DOWN BEFORE YOU SPEED UP. Crashes can happen on your first lap. Ride the trail multiple times to get familiar with the features and equipment you're on so you can confidently push your limits without pushing your threshold.

Pre-Ride
Warm up the brain and body by inspecting the trail at low speed. Take the time to check your equipment.

Re-Ride
Lap the trail a few times and get to know the flow of the features.

Free-Ride
Start small and work your way up to the faster speeds and larger features.

Trails Can Change Daily
City of Prince Albert
Cycling Club

24" x 24" Qty: 3

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

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Markit
SIGNS WRAPS DESIGN

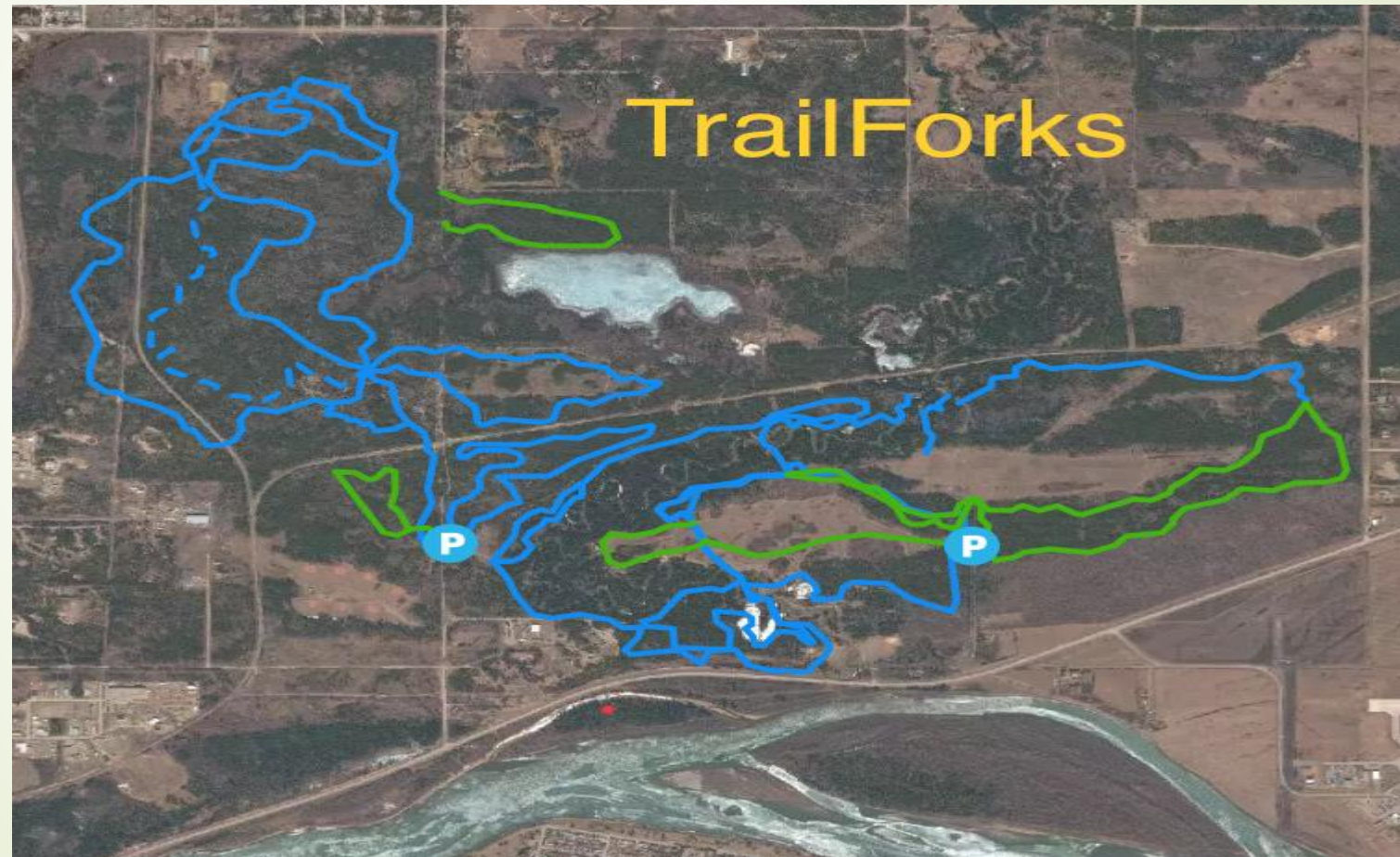


Mountain bike Skills Park





Mountain bike Skills Park





Mountain bike Skills Park

- About the Rock 'n Road Bike Club
- Member of the Saskatchewan Cycling Association
- Has seen consistent growth over the past 5 years with 52 members in 2019
- Active group of volunteers



Mountain bike Skills Park

- Summer Race Series
- Weekly Club Rides
- "Race the Red" Sask Cup MTB race
- Pine Needle Classic
- Maintenance of LRRP trails
- Mountain bike instruction clinic





Mountain bike Skills Park



- 24 kms of groomed winter bike trails
- Enjoyed by walkers runners snowshoers
- Fatbike day
- Tri-Club



Mountain bike Skills Park



Fernie Skills Park



Mountain bike Skills Park



Crowsnest Pass skills park



Mountain bike Skills Park



Moose Jaw Skills Park



Mountain bike Skills Park





Mountain bike Skills Park





Mountain bike Skills Park





Mountain bike Skills Park





Mountain bike Skills Park

Discussion

- City involvement
- Liability
- Location



Mountain bike Skills Park





Mountain bike Skills Park



KINSMEN SKI AND SNOWBOARD CENTER OPERATING AGREEMENT

THIS AGREEMENT made in duplicate this day of

A.D., 2023

BETWEEN:

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

- and -

ROCK N ROAD CYCLING CLUB INCORPORATED 102069272, a non-profit corporation in the Province of Saskatchewan (hereinafter referred to as "the Club")

WHEREAS the City of Prince Albert owns Little Red River Park and is desirous of operating Little Red River Park to a high standard and in a safe manner which is hospitable and comfortable to the public;

AND WHEREAS the Club wishes to develop and maintain a Bike Skills Park within the Little Red River Park at the location shown in Schedule "A" to this Agreement;

AND WHEREAS both parties recognize that the Club contributes to the delivery of recreational services through spring and summer maintenance of biking trails in our community and that any and all programs delivered must abide by the parameters set forth;

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

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration for the mutual covenants, the parties agree as follows:

DEFINITIONS

In this Agreement, the term:

a. **"The Director of Community Services"** means the Director of Community Services of the City of Prince Albert or the designate of the said Director of Community Services.

b. **“Bike Skills Park Season”** means the period that the Little Red River Skills Park is open to the public, typically between June 1 and November 1. The Season may vary on a yearly basis depending on weather and other conditions as agreed upon by the Rock ‘N’ Road Cycling Club and Director of Community Services.

c. **“Operating Season”** means the period running between June 1 and November 1 when the maintenance and operations of the Bike Skills park is the responsibility of the Rock ‘N’ Road Cycling Club, also referred to as the spring/summer/fall season at Little Red River Park .

d. **“Bike Skills Park”** means the area developed by the Club used for practicing bike skills and, any additional activities provided thereon including, but not limited to, a terrain park and during the Bike Skills Park Season. See Schedule ‘A’ as attached.

1. TERM

a. The Club agrees with the City to develop and operate the Bike Skills Park upon the terms and conditions hereinafter set forth for the operating season only in each and every year commencing on the 1st day of June, 2023 ending on the 30th day of May, 2026. This term may be extended until the 30th day of May, 2029 upon mutual agreement of the parties.

2. CITY COVENANTS

The City specifically covenants and agrees:

a. To provide the Club non-exclusive use and enjoyment of the Bike Skills Park.

b. To review the delivery of services provided by the Club and cooperatively work with the Club to provide assistance, leadership and resource materials to ensure that an acceptable level of service delivery is maintained.

c. To prevent other activities on the Bike Skills Park other than those that are acceptable to the City.

d. To provide garbage receptacles and bags.

3. CLUB COVENANTS

The Club specifically covenants and agrees:

- a. To keep full and accurate accounts of all its financial transactions, cash or non-cash based.
- b. To provide the City information from the Financial Statement, after the Club's AGM no later than December 31, specifically including the revenues and expenses pertaining to the maintenance and upkeep of the Bike Skills Park.
- c. That the Club would provide an Annual report outlining i.e. Operations summary, Funding Sources and financial results and projections.
- d. All maintenance and upkeep of the Bike Skills Park and immediate surrounding area will be the sole responsibility of the Club.
- e. Any changes that the Club wish to make to the Bike Skills Park must be submitted in writing to the Community Services Department for approval. No changes will be made prior to written approval from the City of Prince Albert has been received. All finished changes must be approved by the City of Prince Albert upon a final inspection.
- f. Any hired contractor that will be working on site must have a City of Prince Albert Business License and must carry the appropriate contractor insurance as required by the City.
- g. The Club will not pay for utilities (electricity or water) that are directly associated with the day to day operations of the Bike Skills Park.
- h. All events and activities of the Bike Skills Park will abide by all Bylaws of the City of Prince Albert and any Provincial Regulations.
- i. The Club must empty garbages and transport them to the nearest commercial garbage bin within the park on an as needed basis.
- j. That the City is under no obligation to provide management assistance support services, patrols or inspections to the Club or Bike Skills Park during the term of this Agreement. At its sole discretion the City may contribute materials, supplies, access to tools or equipment but is under no obligation to do so at any time under this Agreement.
- k. That nothing in this Agreement grants to the Club exclusive use and/or occupancy of the Bike Skills Partk. Use of and access to the Bike Skills Park shall at all times be controlled by the City and access to the Bike Skills Park is not guaranteed.to the Club or its members by the City.

4. CITY FINANCIAL COVENANTS

The City specifically covenants and agrees with the Club as follows:

- a. That the City is under no obligation to provide financial assistance to the Club or Bike Skills Park during the term of this Agreement. At its sole discretion the City may contribute funding or reimburse the Club for incidental expenses but is under no obligation to do so at any time under this Agreement.

5. CLUB FINANCIAL COVENANTS

The City specifically covenants and agrees with the Club as follows:

- a. To operate the Bike Skills Park without cost to the City.
- b. To keep full and accurate accounts of all its financial transactions, cash or non-cash based.
- c. To provide the City other information from the Financial Statement, specifically including breakdown of revenues and expenses pertaining to the maintenance of the Bike Skills Park.
- d. To operate the Bike Skills Park without profit to the individual members thereof and to use any grants obtained or revenue generated from the said operation for maintenance to the park and equipment, decided by the Club.

6. CITY INSURANCE COVENANTS

The City specifically covenants and agrees with the Club as follows:

- a. To insure all property attached to or forming part of the said buildings, fixtures and chattels against loss of fire and other perils, and other coverage that may be available under its main insurance policy with such coverage extending to the Club with respect to property claims subject to the Club being responsible for the deductible portions on any such claims.
- b. To maintain a public liability insurance policy with respect to the City's interests as they appear in this agreement.

7. CLUB INSURANCE COVENANTS

The Club specifically covenants and agrees with the City as follows:

- a. To maintain public liability coverage (\$5,000,000) as well as Director and Officer Liability coverage (\$2,000,000) for any special programming or event that is not covered by the City's liability coverage. The City shall be listed as an additional insured party, it being understood and agreed that any extra costs for coverage extending to the Club shall be paid by the Club.
- b. To maintain tenants legal liability coverage for all facilities occupied by the

Club in an amount of not less \$500,000.00. The City shall be listed as an additional insured party, it being understood and agreed that any extra costs for coverage extending to the Club shall be paid by the Club. The Club will provide a Certificate of Insurance to the City as proof of compliance.

c. To maintain throughout the term of the agreement such insurance coverage, through an insurer or insurers satisfactory to the City, at the sole cost and expense of the Club, for the contents owned by the Club and located in the facility. The Club will provide a Certificate of Insurance to the City as proof of compliance.

d. To not knowingly do or suffer to be done anything on the leased premises which may cause to render void policies of insurance issued with respect to the leased premises, or which may cause the premiums paid therefore to be unduly increased, unless with the written consent of the City.

8. NON-PROFIT CORPORATION ACT OF SASKATCHEWAN AND CONSTITUTIONAL BYLAWS

a. The Club agrees to maintain an incorporated status under The Non-Profit Corporation Act of Saskatchewan, as it may be amended from time to time.

b. The Club agrees to provide the Director of Community Services or designate with a copy of the registration of the Community Club under The Non Profit Corporation Act, 1995 not later than the 31st day of March of each year.

9. LIABILITY

The Club specifically covenants and agrees with the City as follows:

a. To indemnify and save harmless the City from and against all any manner of actions or cause of action, damages, loss, cost or expenses, which the City may sustain, incur or be put to by reason of any injury or damage to any persons or to any good and chattels contained in, upon or about the leased premises relating to or arising out of the Club's occupation of the facilities or that of the Club's invitees, subtenants, licensees, employees, volunteers or agents during the term of this lease, unless caused by negligence of the City, its agents or servants, it being understood and agreed that the City shall be subrogated to any rights of the Club against any third parties in respect of matters for which the Club is to indemnify the City.

b. To not act as an agent of the City and not hold itself out as such as agent. Not to limit the generality of the foregoing, the Club agrees that it shall not in any manner pledge the credit of the City or in any manner encumber real or chattel property of the City.

c. To indemnify and save harmless the City from all debts, actions, causes of action, claims, damages, costs and damages for, upon or arising out of the Club's operation of the trails, the programs operated or any occurrences whatsoever arising out of the Club's breach of subsection (a) of this clause or its advertent or inadvertent negligence in the operation of the facilities or the complex thereon, the programs operated, or any occurrences whatsoever arising out of the matters referred to in this Agreement. If the City shall at any time be called upon to pay or does pay any debt or liability arising as aforesaid, then the said amount shall be payable by the Club to the City upon demand, and the City may deduct and retain out of any a grant to the Club the said sum, or the said sum may be enforced by the City as a debt due to it by the Club.

The City specifically covenants and agrees with the club as follows:

To indemnify and save harmless the Club from all debts, actions, causes of action, claims, damages, losses, expenses, costs and damages for, upon or arising out of the Club's operation of the trails, which the Club may sustain, incur or be put to by reason of any injury or damage to any persons or to any good and chattels contained in, upon or about the leased premises relating to or arising out of the Club's occupation of the facilities where such liability is not owed to the Club's invitees, subtenants, licensees, employees, volunteers or agents during the operating season or where the liability arises due to capital works (bridges, guard rails or retaining walls etc.) or flora on or along the trails being in an unsafe condition.

10. DEFAULT AND TERMINATION

a. If the Club refuses, neglects or omits to perform any of its obligations contained in this agreement, the Director of Community Services may give notice to the Club specifying the nature of the default. Such notice shall require the Club to remedy its default or to provide the City with a schedule for the remedying of such default within 14 days of service of the default.

b. Should the Club fail to commence to remedy its default or provide the City with a schedule acceptable to the Director of Community Services for remedying such default within the time allowed within the notice of default, having commenced to remedy the default, fails to proceed or complete the same with reasonable diligence, then the City:

- i. may remedy the default;
- ii. shall be entitled to recover the costs of remedying the default; and
- iii. in addition to all other remedies available at law, shall be recoverable from the Club as a debt, payable on demand.

c. The parties agree that it shall be lawful for the City to act upon, as if this

agreement had not been made, in the following circumstances:

- i. the Club declaring insolvency or bankruptcy;
- ii. the Club failing to comply with the terms of this agreement within a period of 30 days subsequent to receipt of notice from the City or the Director of Community Services to rectify such breach;
- iii. the Club failing to comply with the Non-Profit Corporations Act, 1995 or its own bylaws;
- iv. the Club failing to comply with the terms of any Bylaws or Provincial or Federal Acts or Regulations governing the rights of the users of the facilities; or

f. In addition to the other provisions regarding termination of this Agreement, this Agreement may be terminated upon written notice given at any time prior to the end of any Operating Season and effective at the end of that Operating Season.

e. No waiver by the City or any breach by the Club shall be deemed a waiver of or in any way affect or prejudice the rights and remedies of the City in respect of any future or other breach of the covenants or obligations on the part of the Club herein contained.

11. NOTICE

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

***Director of Community Services
The City of Prince Albert
1084 Central Avenue
Prince Albert, Saskatchewan S6V 7P3***

Any notice mailed as aforesaid shall be conclusively deemed to have been given on the second business day following the day on which it was mailed or posted. The Club may at any time give notice in writing to the City any address which it desires notices to be directed to and thereafter all notices shall be mailed to the new address so notified.

12. REFERENCE AND ASSIGNMENT

a. The terms “the City” and “the Club” and references thereto shall include the executors, administrators, directors, (successors in the case of a corporation) and

permitted assignees of the City and the Club respectively. This agreement may not be assigned unless the written permission of the City by resolution of the Council of the City of Prince Albert is first had and obtained.

13. EFFECTIVE DATE

a. Notwithstanding the date of execution by the respective parties, the effective date of this Agreement shall be the _____ day of October, A.D., 2023.

IN WITNESS WHEREOF the City of Prince Albert has here unto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. 2023.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK

IN WITNESS WHEREOF the **Rock N Road Cycling Club Corporation 102069272** has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. 2023.

Rock N Road Cycling CORP.

Witness:

CANADA)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

DECLARATION

I, _____, of the City of Prince Albert, in the Province of Saskatchewan, DO SOLEMNLY DECLARE:

1. That I have been appointed by the Board of Directors as an Officer of _____(name of Corporation).

2. That, pursuant to the Corporation’s Bylaws and/or Board Resolution, I am authorized by the Corporation to execute all contracts, documents or instruments in writing generally required by the corporation, or to sign specific contracts, documents or instruments in writing, and all such contracts, documents or instruments in writing so signed are binding upon the Corporation without any further authorization or formality.

3. That I have been specifically authorized to execute the within or annexed document.

4. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME at the
City of Prince Albert, in the Province
of Saskatchewan, this __day _____
of _____, A.D., 2023.

A Commissioner for Oaths/Notary Public
In and for the Province of Saskatchewan.
My Commission expires:

CANADA)
PROVINCE OF SASKATCHEWAN)

TO WIT:

)

RPT 23-105

TITLE: Cooke Municipal Golf Course Sponsor Agreement

DATE: **March 10, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Cooke Municipal Golf Course Sponsorship agreement with Affinity Credit Union in the amount of \$5,000 for one (1) year ending December 31, 2023 be approved.
2. That the Cooke Municipal Golf Course Sponsorship agreement with TJ's Pizza in the amount of \$5,000 for one (1) year ending December 31, 2023 be approved.
3. That the Cooke Municipal Golf Course Sponsorship agreement with Jump.ca in the amount of \$5,000 per year for three (3) years ending December 31, 2025 be approved.
4. That the Mayor and City Clerk be authorized to execute the attached sponsorship agreements on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

The purpose of the report is to receive approval for the proposed Golf Course Sponsorship Agreements and for the Mayor and City Clerk be authorized to execute the agreements on behalf of the City.

BACKGROUND:

The Cooke Municipal Golf Course Sponsorship Plan was approved by City Council on December 15, 2015. This included Hole Sponsorship and other items which may be selected as sponsorship options.

These agreements have been developed using the Naming Rights & Sponsorship Policy and the Cooke Municipal Golf Course Sponsorship Plan. Since 2016, the Cooke Municipal Golf Course Sponsorship Plan has generated \$658,500 for improvements at the golf course.

PROPOSED APPROACH AND RATIONALE:

- Affinity Credit Union has agreed to extend their sponsorship of Hole #3 for \$5000.00 for 2023.
- TJ's Pizza has agreed to extend their sponsorship of Hole #9 for \$5000.00 for 2023.
- Jump.ca has agreed to extend their sponsorship of Hole #14 for \$5000.00 per year for a term of three (3) years (\$15,000) from 2023 to 2025.

CONSULTATIONS:

- Darcy Myers, Cooke Municipal Golf Course Head Professional
- Tracy Lysyk, Manager, Advisory Services – Affinity Credit Union and Ali Marei - Affinity Credit Union
- Toby Jaeger, Owner TJ's Pizza.
- Loni Kaufmann, V.P Marketing, Jump.ca

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

POLICY IMPLICATIONS:

Naming Rights & Sponsorship Policy

FINANCIAL IMPLICATIONS:

As per the Naming Rights & Sponsorship Policy, all monies realized through this Plan (\$25,000 from these agreements) will be put towards paying off the capital improvements at Cooke Municipal Golf Course.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy, Official Community Plan implications or Options to the recommendation.

STRATEGIC PLAN:

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

Cooke Municipal Golf Course is a well-attended facility with as close to 30,000 rounds of golf played there annually. These participants range in age from youth to seniors. Cooke is a landmark within our community having been established in 1909. These agreements allow the City to continue to nurture this significant asset.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 Afinity Credit Union Hole Sponsor Agreement
2. 2023 Jump.ca Hole Sponsorship Agreement
3. 2023 TJ's Pizza Hole Sponsorship Agreement

Written by: Duane Krip, Marketing & Sponsorship Coordinator

Approved by: Director of Community Services & City Manager

Sponsorship Agreement

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

BETWEEN:

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

-and-

Affinity Credit Union a body corporate, having an office in Prince
Albert, in the Province of Saskatchewan, (hereinafter referred to as
Affinity Credit Union)

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

AND WHEREAS the City has identified Sponsorship opportunities within the Cooke Municipal Golf Course, 900 22nd St., East.

AND WHEREAS Affinity Credit Union is interested in providing sponsorship to the Cooke Municipal Golf Course in exchange for certain promotional and marketing opportunities being made available to it.

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

ARTICLE 1: GRANT OF LICENSE

1.1 The City hereby grants to **Affinity Credit Union** permission and license to create, install and maintain signage on the 6th Hole at Cooke Municipal Golf Course for the purposes and pursuant to the terms and conditions as outlined in Article 3.1 herein.

ARTICLE 2: CITY OF PRINCE ALBERT UNDERTAKINGS

- 2.1 The City of Prince Albert undertakes and agrees with **Affinity Credit Union** that, upon execution of this Agreement by both Parties, it shall do the following:
- a) Provide space to install advertising at Cooke Municipal Golf Course at Affinity Credit Union cost as indicated in Section 3.1 below.
 - b) Provide 20 rounds of 18 holes of golf for each year of the agreement.

ARTICLE 3: AFFINITY CREDIT UNION UNDERTAKINGS

- 3.1 **Affinity Credit Union** undertakes and agrees with the City that they shall create, install and maintain signage as follows on the 6th Hole at Cooke Municipal Golf Course:
- a) **Cairn Signage** – a 6” high X 15.5” long sign that will be part of the rock Cairn monument sign near the tee box of Hole 6.
 - b) **Bench Signage** – a 3’ high X 8’ wide sign to be either on the front or the back of the bench located near the tee box of Hole 6.
 - c) **Hole Flag** – logo to be imprinted on the flag that is 12” high X 18” wide for Hole 6.
 - d) **Scorecard Advertising** – provide art work for a 56 mm X 108 mm full colour ad on the scorecards.
 - e) **2 Golf Cart Wraps** – professionally designed wrap of 2 Golf Carts from the Cooke Municipal Golf Cart fleet.
 - f) **Pro Shop Sign** – a 10” tall X 23.5” wide sign to be affixed to the side of the Pro Shop at Cooke Municipal Golf Course.
 - g) **Website/Application** – provide artwork and link to be used on www.cookegolf.ca and on the Cooke Golf Course App.
- 3.2 Any variation in the signage descriptions as listed above is to be approved by the City of Prince Albert.
- 3.3 **Affinity Credit Union** provides concepts and artwork to the City of Prince Albert for approval subject to Article 5.

ARTICLE 4: MAINTENANCE AND REPAIR

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

ARTICLE 5: ADVERTISING CONTENT

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

ARTICLE 6: DURATION

- 6 This agreement is for a period of 1 year beginning January 1, 2023 through December 31, 2023.

ARTICLE 7: SPONSORSHIP FEE

- 7 In consideration of the signage provided in Article 3.1, **Affinity Credit Union** agrees to pay the following sponsorship fee to the City of Prince Albert:
 - i) January 1, 2023 – a sum of Five Thousand Dollars (\$5,000.00) plus applicable GST for 2023.

The City of Prince Albert will issue invoices to **Affinity Credit Union** 30 days prior to the dates indicated above.

ARTICLE 8: RIGHT OF RENEWAL

- 8 Upon the expiration of this agreement, subject to being in good standing, **Affinity Credit Union** has the right to renew the agreement with the City of Prince Albert, subject to being negotiated to the satisfaction of both parties.

ARTICLE 9: TERMINATION

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

ARTICLE 10: ASSIGNMENT

- 10 The rights and privileges of **Affinity Credit Union** may only be assigned upon the consent of the City.

ARTICLE 11: NOTICE

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

City of Prince Albert:

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

Affinity Credit Union:

Attn: Ali Marei
PO Box 1330
Saskatoon, SK.
(639) 471-9304

ARTICLE 12: MODIFICATION

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

ARTICLE 13: GENERAL

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

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 202_____.

CITY OF PRINCE ALBERT

Per: _____

Per: _____

IN WITNESS WHEREOF Affinity Credit Union. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 202_____.

AFFINITY CREDIT UNION INC.

Per: _____

Per: _____

Sponsorship Agreement

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

BETWEEN:

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

-and-

Jump.ca a body corporate, having an office in Prince Albert, in the
Province of Saskatchewan, (hereinafter referred to as **Jump.ca**)

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

AND WHEREAS the City has identified Sponsorship opportunities within the Cooke Municipal Golf Course, 900 22nd St., East.

AND WHEREAS Jump.ca is interested in providing sponsorship to the Cooke Municipal Golf Course in exchange for certain promotional and marketing opportunities being made available to it.

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

ARTICLE 1: GRANT OF LICENSE

- 1.1 The City hereby grants to **Jump.ca** permission and license to create, install and maintain signage on the 14th Hole at Cooke Municipal Golf Course for the purposes and pursuant to the terms and conditions as outlined in Article 3.1 herein.

ARTICLE 2: CITY OF PRINCE ALBERT UNDERTAKINGS

- 2.1 The City of Prince Albert undertakes and agrees with **Jump.ca** that, upon execution of this Agreement by both Parties, it shall do the following:
- a) Provide space to install advertising at Cooke Municipal Golf Course at Jump.ca cost as indicated in Section 3.1 below.
 - b) Provide 20 rounds of 18 holes of golf for each year of the agreement.

ARTICLE 3: JUMP.CA UNDERTAKINGS

- 3.1 **Jump.ca** undertakes and agrees with the City that they shall create, install and maintain signage as follows on the 14th Hole at Cooke Municipal Golf Course:
- a) **Cairn Signage** – a 6” high X 15.5” long sign that will be part of the rock Cairn monument sign near the tee box of Hole 9.
 - b) **Bench Signage** – a 3’ high X 8’ wide sign to be either on the front or the back of the bench located near the tee box of Hole 9.
 - c) **Hole Flag** – logo to be imprinted on the flag that is 12” high X 18” wide for Hole 9.
 - d) **Scorecard Advertising** – provide artwork for a 56 mm X 108 mm full colour ad on the scorecards.
 - e) **2 Golf Cart Wraps** – professionally designed wrap of 2 Golf Carts from the Cooke Municipal Golf Cart fleet.
 - f) **Pro Shop Sign** – a 10” tall X 23.5” wide sign to be affixed to the side of the Pro Shop at Cooke Municipal Golf Course.
 - g) **Website/Application** – provide artwork and link to be used on www.cookegolf.ca and on the Cooke Golf Course App.
- 3.2 Any variation in the signage descriptions as listed above is to be approved by the City of Prince Albert.
- 3.3 **Jump.ca** provides concepts and artwork to the City of Prince Albert for approval subject to Article 5.

ARTICLE 4: MAINTENANCE AND REPAIR

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

ARTICLE 5: ADVERTISING CONTENT

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

ARTICLE 6: DURATION

- 6 This agreement is for a period of 3 years beginning January 1, 2023 through December 31, 2025.

ARTICLE 7: SPONSORSHIP FEE

7 In consideration of the signage provided in Article 3.1, **Jump.ca** agrees to pay the following sponsorship fee to the City of Prince Albert:

- i) January 1, 2023 – a sum of Five Thousand Dollars (\$5,000.00) plus applicable GST for 2023.
- ii) January 1, 2024 – a sum of Five Thousand Dollars (\$5,000.00) plus applicable GST for 2024.
- iii) January 1, 2025 – a sum of Five Thousand Dollars (\$5,000.00) plus applicable GST for 2025.

The City of Prince Albert will issue invoices to **Jump.ca** 30 days prior to the dates indicated above.

ARTICLE 8: RIGHT OF RENEWAL

8 Upon the expiration of this agreement, subject to being in good standing, **Jump.ca** has the right to renew the agreement with the City of Prince Albert, subject to being negotiated to the satisfaction of both parties.

ARTICLE 9: TERMINATION

9.1 Any of the following occurrences or acts shall constitute an event of default by **Jump.ca**, and shall be considered sufficient cause to terminate the agreement, specifically:

- (a) If **Jump.ca** willfully breaks or neglects to observe or perform any of the terms of the agreement;
- (b) If payments due to the City under the terms of the agreement are not processed within thirty (30) days of payment becoming due;
- (c) If the rights granted shall at any time be seized or taken in execution or in attachment by any creditor of **Jump.ca**, or if **Jump.ca** becomes bankrupt or make any assignment of the contract in violation of the terms of the agreement.

9.2 If sufficient cause exists to justify such action, the City may provide notice to cancel the agreement and terminate all rights of **Jump.ca** by mailing through registered mail to **Jump.ca** a notice in writing to that effect. Should sufficient cause continue for thirty (30) days after the City has given notice to **Jump.ca**, all rights and privileges conferred on **Jump.ca** shall immediately cease and terminate, without prejudice to any other rights or remedies the City may have. The City shall also be entitled to recover any monies owing and likewise provide money back to **Jump.ca** on a pro-rata basis for monies already paid.

- 9.3 Notwithstanding anything contained herein, the City may, at any time during the term of the agreement, upon giving thirty (30) days' notice to Jump.ca (to remedy any situations) terminate the agreement if the City is of the opinion that the services supplied by Jump.ca are not of a standard acceptable to the City.
- 9.4 Termination may be given by either party for any other reason by six (6) months written notice.
- 9.5 This Agreement, the parties agree that the Licensee shall be responsible for the removal of the signage structures upon termination of this Agreement and the site be restored to its original condition.

ARTICLE 10: ASSIGNMENT

- 10 The rights and privileges of **Jump.ca** may only be assigned upon the consent of the City.

ARTICLE 11: NOTICE

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

City of Prince Albert:

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

Jump.ca:

Attn: Loni Kaufmann
Bay 100, 99 15th Street East
Prince Albert, SK. S6V 1E9
(306) 764-5599

ARTICLE 12: MODIFICATION

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

ARTICLE 13: GENERAL

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

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 202_____.

CITY OF PRINCE ALBERT

Per: _____

Per: _____

IN WITNESS WHEREOF Jump.ca. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 202_____.

JUMP.CA

Per: _____

Per: _____

Sponsorship Agreement

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

BETWEEN:

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

-and-

TJ’s Pizza Inc. a body corporate, having an office in Prince Albert, in
the Province of Saskatchewan, (hereinafter referred to as **TJ’s Pizza**)

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

AND WHEREAS the City has identified Sponsorship opportunities within the Cooke Municipal Golf Course, 900 22nd St., East.

AND WHEREAS TJ’s Pizza is interested in providing sponsorship to the Cooke Municipal Golf Course in exchange for certain promotional and marketing opportunities being made available to it.

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

ARTICLE 1: GRANT OF LICENSE

1.1 The City hereby grants to **TJ’s Pizza** permission and license to create, install and maintain signage on the 9th Hole at Cooke Municipal Golf Course for the purposes and pursuant to the terms and conditions as outlined in Article 3.1 herein.

ARTICLE 2: CITY OF PRINCE ALBERT UNDERTAKINGS

- 2.1 The City of Prince Albert undertakes and agrees with **TJ's Pizza** that, upon execution of this Agreement by both Parties, it shall do the following:
- a) Provide space to install advertising at Cooke Municipal Golf Course at TJ's Pizza cost as indicated in Section 3.1 below.
 - b) Provide 20 rounds of 18 holes of golf for each year of the agreement.

ARTICLE 3: TJ'S PIZZA UNDERTAKINGS

- 3.1 **TJ's Pizza** undertakes and agrees with the City that they shall create, install and maintain signage as follows on the 9th Hole at Cooke Municipal Golf Course:
- a) **Cairn Signage** – a 6" high X 15.5" long sign that will be part of the rock Cairn monument sign near the tee box of Hole 9.
 - b) **Bench Signage** – a 3' high X 8' wide sign to be either on the front or the back of the bench located near the tee box of Hole 9.
 - c) **Hole Flag** – logo to be imprinted on the flag that is 12" high X 18" wide for Hole 9.
 - d) **Scorecard Advertising** – provide art work for a 56 mm X 108 mm full colour ad on the scorecards.
 - e) **2 Golf Cart Wraps** – professionally designed wrap of 2 Golf Carts from the Cooke Municipal Golf Cart fleet.
 - f) **Pro Shop Sign** – a 10" tall X 23.5" wide sign to be affixed to the side of the Pro Shop at Cooke Municipal Golf Course.
 - g) **Website/Application** – provide artwork and link to be used on www.cookegolf.ca and on the Cooke Golf Course App.
- 3.2 Any variation in the signage descriptions as listed above is to be approved by the City of Prince Albert.
- 3.3 **TJ's Pizza** provides concepts and artwork to the City of Prince Albert for approval subject to Article 5.

ARTICLE 4: MAINTENANCE AND REPAIR

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

ARTICLE 5: ADVERTISING CONTENT

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

ARTICLE 6: DURATION

- 6 This agreement is for a period of 1 year beginning January 1, 2023 through December 31, 2023.

ARTICLE 7: SPONSORSHIP FEE

- 7 In consideration of the signage provided in Article 3.1, **TJ's Pizza** agrees to pay the following sponsorship fee to the City of Prince Albert:
 - i) January 1, 2023 – a sum of Five Thousand Dollars (\$5,000.00) plus applicable GST for 2023.

The City of Prince Albert will issue invoices to **TJ's Pizza** 30 days prior to the dates indicated above.

ARTICLE 8: RIGHT OF RENEWAL

- 8 Upon the expiration of this agreement, subject to being in good standing, **TJ's Pizza** has the right to renew the agreement with the City of Prince Albert, subject to being negotiated to the satisfaction of both parties.

ARTICLE 9: TERMINATION

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

ARTICLE 10: ASSIGNMENT

- 10 The rights and privileges of **TJ's Pizza** may only be assigned upon the consent of the City.

ARTICLE 11: NOTICE

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

City of Prince Albert:

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

TJ's Pizza. :

Attn: Toby Jaeger
Bay 100, 99 15th Street East
Prince Albert, SK. S6V 1E9
(306) 764-5599

ARTICLE 12: MODIFICATION

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

ARTICLE 13: GENERAL

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

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 202_____.

CITY OF PRINCE ALBERT

Per: _____

Per: _____

IN WITNESS WHEREOF TJ's Pizza. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 202_____.

TJ'S PIZZA

Per: _____

Per: _____



RPT 23-106

TITLE: Alfred Jenkins Field House Sponsorship Agreement

DATE: **March 10, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Alfred Jenkins Field House Sponsorship Agreement with Affinity Credit Union in the amount of \$3,500 for (1) year beginning April 1, 2023 through March 31, 2024 be approved.
2. That the Alfred Jenkins Field House Sponsorship Agreement with Reed Security for \$2,500 per year for (3) years beginning May 1st 2023 through April 30th 2026 be approved.
3. That the Mayor and City Clerk be authorized to execute the attached sponsorship agreements on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

Affinity Credit Union and Reed Security have agreed to each support the Alfred Jenkins Field House under the Alfred Jenkins Field House Sponsorship Plan. This report is to get authorization for the Mayor and City Clerk to execute the agreements.

BACKGROUND:

The Alfred Jenkins Field House Sponsorship Plan was approved November 24, 2016. These agreements have been developed using the Naming Rights and Sponsorship Policy and the Alfred Jenkins Field House Sponsorship Plan in collaboration with the Director of Community Services.

The Alfred Jenkins Field House Sponsorship Plan continues to generate external revenue. This money will go towards upgrades to the field house. The Alfred Jenkins Field House has a large potential for revenue generation through sponsorship. With more corporations getting exposure through the facility, the value of sponsorship in the building will be evident and should result in more opportunities for revenues.

Since 2016, the Alfred Jenkins Sponsorship Plan has generated \$119,350 for improvements at the center.

PROPOSED APPROACH AND RATIONALE:

Affinity Credit Union has agreed to extend their sponsorship of the – 2 (two) score clock signs on Hauser Field for \$3,500 for (1) year.

Reed Security has agreed to be a sponsor at AJFH with (one) sign on the first landing of the front stairwell for \$2500.00 per year for 3 years. (\$7500.00)

CONSULTATIONS:

- The Director of Community Services and Recreation Manager have been consulted in the preparation of these agreements.
- Tracy Lysyk, Manager, Advisory Services and Ali Marei, Marketing - Affinity Credit Union
- Myron Jacobson, Owner, Thor Security Inc.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The City will execute these agreements with website notification and signage installation.

POLICY IMPLICATIONS:

The agreements follow the Naming Rights and Sponsorship Policy-#71 April 13, 2015 and the Alfred Jenkins Field House Sponsorship Plan – Budget Committee November 24, 2016 Motion 0207.4.

FINANCIAL IMPLICATIONS:

As per the Naming Rights and Sponsorship Policy, all monies realized through this Plan (\$11,000) will be put towards capital improvements at the Alfred Jenkins Field House.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy Implications or Official Community Plan implications.

STRATEGIC PLAN:

The report aligns with the Strategic Priority of Promoting a Progressive Community. These sponsorship dollars will allow the City to build up the Alfred Jenkins Field House Reserve. This Reserve is for future required maintenance and upgrades. These funds will be invested in the Field House, reducing the implication on residential property taxes.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 Affinity CU Sponsorship Agreement
2. 2023 Reed Security Sponsorship Agreement

Written by: Duane Krip, Marketing & Sponsorship Coordinator

Approved by: Director of Community Services & City Manager

Sponsorship Agreement

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

BETWEEN:

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

-and-

AFFINITY CREDIT UNION A body corporate, having an office in
Saskatoon, in the Province of Saskatchewan, (hereinafter referred to
as **Affinity Credit Union**)

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

AND WHEREAS the City has identified Sponsorship opportunities within the Alfred Jenkins Field House, 2787 – 10th Avenue West, Prince Albert, SK.

AND WHEREAS Affinity Credit Union is interested in providing sponsorship to the Alfred Jenkins Field House in exchange for certain promotional and marketing opportunities being made available to it.

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

ARTICLE 1: GRANT OF LICENSE

- 1.1 The City hereby grants to **Affinity Credit Union** permission and license to create, install and maintain signage as indicated within at Alfred Jenkins Field House for the purposes and pursuant to the terms and conditions as outlined in Article 3.1 herein.

ARTICLE 2: CITY OF PRINCE ALBERT UNDERTAKINGS

- 2.1 The City of Prince Albert undertakes and agrees with **Affinity Credit Union** that, upon execution of this Agreement by both Parties, it shall do the following:
 - a) Provide space to install advertising at Alfred Jenkins Field House at Affinity Credit Union's cost as indicated in Section 3.1 below.

ARTICLE 3: AFFINITY CREDIT UNION UNDERTAKINGS

- 3.1 **Affinity Credit Union** undertakes and agrees with the City that they shall create, install and maintain signage as follows at the Alfred Jenkins Field House:
 - a) **Score Clock Signage on Hauser Field** – signage to be installed above both East and West score clocks on Hauser Field, each 9' wide X 2'4" tall.
- 3.2 Any variation in the signage descriptions as listed above is to be approved by the City of Prince Albert.
- 3.3 **Affinity Credit Union** provides concepts and artwork to the City of Prince Albert for approval subject to Article 5.

ARTICLE 4: MAINTENANCE AND REPAIR

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

ARTICLE 5: ADVERTISING CONTENT

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

ARTICLE 6: DURATION

- 6 This agreement is for a period of 1 year beginning April 1, 2023, through March 31, 2024.

ARTICLE 7: SPONSORSHIP FEE

- 7 In consideration of the signage provided in Article 3.1, **Affinity Credit Union** agrees to pay the following sponsorship fee to the City of Prince Albert:
- i) April 1, 2023 – a sum of Three Thousand Five Hundred Dollars (\$3500.00) plus applicable GST for 2023.

The City of Prince Albert will issue invoices to **Affinity Credit Union** 30 days prior to the dates indicated above.

ARTICLE 8: RIGHT OF RENEWAL

- 8 Upon the expiration of this agreement, subject to being in good standing, **Affinity Credit Union** has the right to renew the agreement with the City of Prince Albert, subject to being negotiated to the satisfaction of both parties.

ARTICLE 9: TERMINATION

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

ARTICLE 10: ASSIGNMENT

- 10 The rights and privileges of **Affinity Credit Union** may only be assigned upon the consent of the City.

ARTICLE 11: NOTICE

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

City of Prince Albert:

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

AFFINITY CREDIT UNION:

Attn: Ali Marei, Affinity Credit Union Marketing or Designate,
PO Box 1330
Saskatoon, SK
S7K 3P4
(639) 471-9304

ARTICLE 12: MODIFICATION

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

ARTICLE 13: GENERAL

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

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 202_____.

CITY OF PRINCE ALBERT

Per: _____

Per: _____

IN WITNESS WHEREOF Affinity Credit Union 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., 201_____.

AFFINITY CREDIT UNION

Per: _____

Per: _____

Advertising Agreement

THIS AGREEMENT made effective as of the _____ day of _____, 201____.

BETWEEN:

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

-and-

Thor Security Ltd. A body corporate, having an office in Prince
Albert, in the Province of Saskatchewan, (hereinafter referred to as
Reed Security)

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

AND WHEREAS the City has identified Advertising opportunities within the Alfred Jenkins Field House, 2787 – 10th Avenue West, Prince Albert, SK.

AND WHEREAS Reed Security is interested in providing advertising in the Alfred Jenkins Field House in exchange for certain promotional and marketing opportunities being made available to it.

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

ARTICLE 1: GRANT OF LICENSE

- 1.1 The City hereby grants to **Reed Security** permission and license to create, install and maintain signage as indicated within at Alfred Jenkins Field House for the purposes and pursuant to the terms and conditions as outlined in Article 3.1 herein.

ARTICLE 2: CITY OF PRINCE ALBERT UNDERTAKINGS

- 2.1 The City of Prince Albert undertakes and agrees with **Reed Security** that, upon execution of this Agreement by both Parties, it shall do the following:
 - a) Provide space to install advertising at Alfred Jenkins Field House at Reed Security cost as indicated in Section 3.1 below.

ARTICLE 3: REED SECURITY UNDERTAKINGS

- 3.1 **Reed Security** undertakes and agrees with the City that they shall create, install and maintain signage as follows at the Alfred Jenkins Field House:
 - a) **On the wall at the front entrance stairwell** – Vinyl signage to be installed measuring 8' wide x 8' tall, on the east wall of the landing between the first and second levels of stairs by the front entrance.
- 3.2 Any variation in the signage descriptions as listed above is to be approved by the City of Prince Albert.
- 3.3 **Reed Security** provides concepts and artwork to the City of Prince Albert for approval subject to Article 5.

ARTICLE 4: MAINTENANCE AND REPAIR

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

ARTICLE 5: ADVERTISING CONTENT

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

ARTICLE 6: DURATION

- 6 This agreement is for a period of 3 years beginning May 1st, 2023 through April 30th, 2026.

ARTICLE 7: ADVERTISING FEE

- 7 In consideration of the signage provided in Article 3.1, **Reed Security** agrees to pay the following advertising fee to the City of Prince Albert:
- i) May 1st, 2023 – a sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus applicable GST for 2023.
 - ii) May 1st, 2024 – a sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus applicable GST for 2024.
 - iii) May 1st, 2025 – a sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus applicable GST for 2025 through April 30th, 2026.

The City of Prince Albert will issue invoices to **Reed Security** 30 days prior to the dates indicated above.

ARTICLE 8: RIGHT OF RENEWAL

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

ARTICLE 9: TERMINATION

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

ARTICLE 10: ASSIGNMENT

- 10 The rights and privileges of **Reed Security** may only be assigned upon the consent of the City.

ARTICLE 11: NOTICE

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

City of Prince Albert:

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

REED SECURITY:

Attn: Myron Jacobsen
243 S Industrial Dr,
Prince Albert, SK S6V 7L7
(306) 922-7200

ARTICLE 12: MODIFICATION

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

ARTICLE 13: GENERAL

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

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 201_____.

CITY OF PRINCE ALBERT

Per: _____

Per: _____

IN WITNESS WHEREOF Reed Security, 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., 201_____.

REED SECURITY,

Per: _____

Per: _____

TITLE: Lakeland Ford Park Sponsorship Agreement

DATE: **March 10, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Lakeland Ford Park Naming Rights agreement with J.D. Excavating Inc. in the amount of \$1500.00 cash per year for (3) years and a total of \$4500.00 in-kind fieldwork from the date of signing to December 31, 2025 be approved,
2. That the Mayor and City Clerk be authorized to execute the attached sponsorship agreement on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

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

BACKGROUND:

The City of Prince Albert and Prince Albert Slo-Pitch league operates under a License Agreement for Lakeland Ford Park. In 2016 the League and Community Services Department developed a Sponsorship Plan for the former Downtown Lions Park which has been successful in securing sponsorship funds to support facility and equipment upgrades.

Naming Rights to the park, all 7 diamonds and a washroom building all have sponsorship components resulting in \$31,000 being available annually for improvements. These improvements have included shale replacement on all diamonds, construction of a new washroom building, some fencing repairs and improved security in the concession building. Recently a request was made from the PA Slo-Pitch League Reserve for steel tables in the concession area of the park.

Since 2016, the Lakeland Ford Park Sponsorship Plan has generated \$205,500 for improvements at the ballpark.

PROPOSED APPROACH AND RATIONALE:

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

CONSULTATIONS:

- The Prince Albert Slo-Pitch League
- Community Services Department
- Dean Caruthers, owner – J.D. Excavations Inc.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

The sponsorship of this diamond will provide a total of \$9,000 split 50/50 between cash and in-kind over the term of the agreement for the PA Slo-Pitch League to continue to improve the facility at Lakeland Ford Park.

STRATEGIC PLAN:

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

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 J.D. Excavating Sponsorship Agreement

Written by: Duane Krip, Marketing & Sponsorship Coordinator

Approved by: Director of Community Services & City Manager

Sponsorship Agreement

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

BETWEEN:

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

-and-

D.J. Excavating Inc. A body corporate, having an office in Christopher
Lake, in the Province of Saskatchewan, (hereinafter referred to as **D.J
Excavating**)

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

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

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

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

ARTICLE 1: GRANT OF LICENSE

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

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

ARTICLE 2: CITY OF PRINCE ALBERT UNDERTAKINGS

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

ARTICLE 3: D.J. EXCAVATING UNDERTAKINGS

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

ARTICLE 4: MAINTENANCE AND REPAIR

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

ARTICLE 5: ADVERTISING CONTENT

5. During the term of this agreement, **D.J. EXCAVATING** shall have the exclusive right to display advertising on the signage within this agreement subject to the following conditions:

- (a) Compliance with the Canadian Code of Advertising Standards;
- (b) Presenting portrayals of individuals or groups in a manner which is not demeaning or derogatory ;
- (c) Displaying advertising copy that is of acceptable, high moral standard and is not contrary to public order and good taste;

ARTICLE 6: DURATION

6 This agreement is for a period of 3 years beginning upon signing of this agreement in the year 2023, throughout the period ending December 31, 2025. The agreement begins upon signing with payment as indicated in Article 7.

ARTICLE 7: SPONSORSHIP FEE

7 In consideration of the signage provided in Article 3.1, **D.J. EXCAVATING** agrees to provide support in the form of financial consideration totaling \$4,500 in cash and \$4500 in-kind labor, equipment use and/or supplies for fieldwork at Lakeland Ford Park to the City of Prince Albert as follows:

- i) May 1, 2023 – a sum of Three Thousand Dollars (\$1500.00) plus applicable GST for 2023;
- ii) May 1, 2024 - a sum of Three Thousand Dollars (\$1500.00) plus applicable GST for 2024;
- iii) May 1, 2025 – a sum of Three Thousand Dollars (\$1500.00) plus applicable GST for 2024.
- iv) The in-kind sum of \$4500.00 will be established as a credit and used as needed to pay for fieldwork during the term of the agreement between 2023 and 2025.

The City of Prince Albert will issue invoices to **D.J. EXCAVATING** 30 days prior to the dates indicated above.

ARTICLE 8: RIGHT OF RENEWAL

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

ARTICLE 9: TERMINATION

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

ARTICLE 10: ASSIGNMENT

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

ARTICLE 11: NOTICE

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

City of Prince Albert:

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

D.J Excavating Inc. (D.J. EXCAVATING):

Attn: Dean Caruthers
Box 86, Christopher Lake SK
S0J 0N0
306-960-7547

ARTICLE 12: MODIFICATION

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

ARTICLE 13: GENERAL

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

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 202_____.

CITY OF PRINCE ALBERT

Per: _____

Per: _____

IN WITNESS WHEREOF Unified Parts Group Inc. (D.J. EXCAVATING) 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., 201____.

UNIFIED PARTS GROUP INC.

Per: _____

Per: _____

RPT 23-115

TITLE: Prince Albert Elks Lodge No. 58 – Request for Tax Exemption Agreement and Donation – Year 2023 to 2027

DATE: **March 16, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That a Tax Exemption Agreement between The City and the Prince Albert Elks Lodge No. 58 for a five (5) year term be approved as follows:

1. The municipal taxes and levies be exempt from 2023 to 2027, for the property located at 93 - 8th Avenue East, with the exception of Local Improvement Levies;
2. A Tax Exemption for Public and Separate School Taxes be approved subject to receiving correspondence from the Ministry of Saskatchewan and the Prince Albert Catholic School Division, if required;
3. A donation of \$26,000 for the years 2023 to 2027 be received on or before October 31st of each year to be dedicated towards the Aquatic and Arenas Recreation Centre;
4. The City shall, at the City's expense, erect a sign, plaque or comparable designation satisfactory to the parties, in prominent view of the public at the Aquatic and Arenas Recreation Centre, acknowledging the contribution made by the Prince Albert Elks Lodge No. 58 to the Centre; and,
5. The Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

ATTACHMENTS:

1. Prince Albert Elks Lodge No. 58 – Request for Tax Exemption Agreement and Donation – Year 2023 to 2027 (RPT 23-100)

Written by: Executive Committee

BACKGROUND:

The Prince Albert Elks Lodge No. 58 had a Tax Exemption Agreement for the years 2008 to 2012 for an amount of \$25,000 per year donated to the Soccer Fieldhouse and Wellness Centre. There was another Agreement for the years 2013 to 2017 for an amount of \$25,000 per year donated to the Alfred Jenkins Field House and Wellness Program.

City Council in August of 2019 considered a Report from Financial Services' Administration regarding a four (4) year Tax Exemption Agreement with the Prince Albert Elks Lodge No. 58 for the term of 2019 to 2022. The donation annually of \$26,000 was dedicated to improvements at the Cooke Municipal Golf Course.

That Agreement also approved that the 2018 municipal taxes be cancelled or reduced in the amount of \$25,007.16 and that other amounts owing be waived for the property located at 93 – 8th Avenue East for the Prince Albert Elks Lodge No. 58; and, that a donation of \$25,100 for the year 2018 be received from the Prince Albert Elks Lodge No. 58 to be used for the Cooke Municipal Golf Course.

The Tax Exemption Agreement expired December 31, 2022.

PROPOSED APPROACH AND RATIONALE:

The attached correspondence dated January 23, 2023 from the Prince Albert Elks Club No. 58 was referred to Financial Services for review and report by Executive Committee at its meeting of February 27, 2023.

The attached correspondence is requesting to be permitted to make a donation to the City in lieu of property taxes over a five-year period commencing with the 2023 tax year until the 2027 tax year.

They propose that, in lieu of their regular tax assessment, they make a donation to the City in the amount of \$26,000 per year on or before October 31st each year to be used as a contribution to the new Aquatic and Arenas Recreation Centre.

The donation of \$26,000 annually for five years will contribute a total of \$130,000 towards the Aquatic and Arenas Recreation Centre. That contribution annually for five years is beneficial to the opening of the new centre.

The request also includes that a sign be erected in prominent location within the Aquatic and Arenas Recreation Centre acknowledging the contribution by the Prince Albert Elks Lodge No. 58.

CONSULTATIONS:

The attached correspondence dated January 23, 2023 from the Prince Albert Elks Lodge No. 48 was placed on the February 27, 2023 Executive Committee Meeting agenda.

The correspondence has been referred to the Financial Services Department for review and report.

City Administration has discussed a new Tax Exemption Agreement with Representatives of the Prince Albert Elks Lodge No. 58.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once Council provides approval regarding the request of the Prince Albert Elks Lodge No. 58, the Finance Manager will provide a letter to the School Divisions for the approval request for the school tax portions. The Prince Albert Elks Lodge No. 58 will receive a letter of notification of the approvals.

POLICY IMPLICATIONS:

Subsection 262(4) of *The Cities Act*, City Council may enter into an agreement for the purpose of exempting land and improvements from taxation, in whole or in part, except for the Local Improvement Levies.

The Cities Act, subsection 262(4)

(4) Subject to section 263, a council may:

(a) enter into an agreement with the owner or occupant of any property for the purpose of exempting that property from taxation, in whole or in part, for not more than five years; and

(b) in an agreement entered into pursuant to clause (a), impose any terms and conditions that the council may specify

FINANCIAL IMPLICATIONS:

The Prince Albert Elks Lodge No. 58 would like to enter into a Five (5) Year Tax Exemption Agreement with the City and will provide an annual donation of \$26,000 per year for five years.

The total donation will be \$130,000 over the course of five years and will be contributed to the Aquatic and Arenas Recreation Centre.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications or options to recommendation.

STRATEGIC PLAN:

The recommendation supports the strategic goal of economic diversity and stability by supporting new partnerships to leverage donations to support the community. The City of Prince Albert supports a stable and resilient economy. The annual contribution supports the new Aquatic and Arenas Recreation Centre and promotes partnerships.

PUBLIC NOTICE:

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

PRESENTATION: Verbal Presentation by Melodie Boulet, Finance Manager**ATTACHMENTS:**

1. Correspondence from Prince Albert Elks Lodge No. 58 dated January 23, 2023.
2. Five Year Tax Exemption Agreement between the City and Prince Albert Elks Lodge No. 58.

Written by: Melodie Boulet, Finance Manager

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

E L K S

**PROMOTING AND SUPPORTING
COMMUNITY NEEDS**



23 January, 2023

Mayor and City Councillors
City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3

**Recommended
Disposition:**

Refer to
Finance for Review
& Report.

Dear Mr. Mayor, Councillors,

We are sending this letter to you in response to a letter from Briane Vance, Finance Manager, informing us of the expiry of our previous agreement with the City and the need to make a new request if we wished to enter into another such agreement.

To that end, we are requesting to be permitted to make a donation to the City in lieu of property taxes over the five-year period commencing with the 2023 tax year, and running until the 2027 tax year. We propose that, in lieu of our regular tax assessment, we make a donation of \$26,000.00 per year to be paid to the City on or before 31 October of each year, to be used as a contribution to the new Aquatics and Arenas Recreation Centre. Over the course of the 5-year term of the agreement, this will result in a total donation of \$130,000.00 to these facilities. In return we request that a sign be erected in a prominent location within the facilities acknowledging our contribution.

We are aware that in addition to approval by City Council, the Ministry of Education of Saskatchewan and the Catholic School division will also have to approve in relation to any education taxes.

Sincerely,

Wendy Demerais

W. Demerais
Exalted Ruler
Prince Albert Elks
Lodge #58

G.W. Ursaki
Secretary/Treasurer
Prince Albert Elks
Lodge #58

- b) "Service Charges" include the user fees or direct charges for the following services provided by the City and payable by the party to whom the services are provided:
 - i) Utilities , including water and sewer consumption charges, infrastructure charges, garbage and recycling fees;
 - ii) Custom work orders; and
 - iii) Any other charges payable pursuant to the City's bylaws.
- c) "Term" means the period from **January 1st, 2023 to December 31st, 2027 inclusive.**

2. TAX EXEMPTION

- 2.1 Subject to the conditions of this Agreement, the City hereby provides the Applicant an exemption from the municipal property taxes levied pursuant to Part XI of the Act, including property taxes levied by the City on behalf of Saskatchewan Ministry of Government Relations and Prince Albert Roman Catholic Separate School Division No. 6 in respect to the Property for the Term.
- 2.2 This Agreement does not exempt the Applicant from:
 - a) any local improvements charged against the Property;
 - b) any Business Improvement District levies charged against the Property; or
 - c) Service Charges.
- 2.3 Property taxes shall be due and payable based on the City's assessed value of the Property pursuant to the City's bylaws in force at the time until the effective start date of this Agreement.

3. DONATION

- 3.1 The Applicant shall donate \$26,000 to the City each year for the tax years 2023, 2024, 2025, 2026 and 2027. Each donation shall be made on or before October 31st of each year.

- 3.2 The donation is intended to be used for the benefit of the Aquatic and Arenas Recreation Centre.
- 3.3 The City shall, at the City's expense, erect a sign, plaque or comparable designation satisfactory to the parties in prominent view of the public at the Aquatic and Arenas Recreation Centre acknowledging the contribution made by the Applicant to the Recreation Centre.

4. TERMINATION

- 4.1 It is understood that the tax exemption granted under this Agreement shall terminate on December 31st, 2027.
- 4.2 In the event of the following, the City may terminate the Agreement and the full amount of the Municipal and School Property Taxes shall become due and payable from the date of termination:
- a) if any applicable Service Charges respecting the property fall into arrears; or,
 - b) if the Applicant is convicted of any contravention of *The Weed Control Act*, *The Planning and Development Act, 2007*, or any municipal bylaw in respect to the Property; or,
- 4.3 If this Agreement is to be terminated in accordance with article 4.2, the City shall provide written notice to the Applicant ten (10) days prior to termination of the Agreement.
- 4.4 If the Applicant:
- (1) disposes of the Property; or
 - (2) ceases to use the Property for the purposes of a headquarters for their volunteer organization this Agreement shall forthwith automatically terminate, and the property taxes shall become due and payable from the date of cessation of the use and as determined by the City.

5. RIGHT TO APPEAL ASSESSMENT

- 5.1 Notwithstanding the tax exemption herein granted, the Applicant shall retain the right to appeal any assessment of the Property, or any part thereof, during the Term of this Agreement.
- 5.2 The provisions of Part X of the Act, or any replacement thereof, respecting the assessment of Property and the right to appeal any assessment of the Property shall apply notwithstanding the tax exemption herein granted.

6. 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:
Financial Services Department
City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3
- b) to the Applicant:
Prince Albert Elks Lodge #58 Inc.
93 8th Avenue East
Prince Albert, SK S6V 2L2

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.

7. ENTIRE AGREEMENT

7.1 There are no other agreements current between the parties respecting the matters referred to herein.

8. GENERAL

8.1 Time is of the essence of this Agreement and all actions taken by the parties shall be taken so as to expedite the performance of the Agreement.

8.2 The Applicant may not assign this Agreement.

8.3 This Agreement shall be binding upon the City and shall endure to the benefit of the Applicant and the present owners of the Property as the case may be.

8.4 The laws of the Province of Saskatchewan shall govern this Agreement.

8.5 If any phrase, sentence or section contained in this Agreement is declared invalid by a final and unappealable order of any court of competent jurisdiction, this Agreement shall be construed as if such phrase, sentence or section had not been inserted in this Agreement.

IN WITNESS WHEREOF The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this day of _____ A.D., 2023.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK



TITLE: Land Acquisition for Fire Stations

DATE: **March 16, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following City owned lands be allocated for a Fire Station, subject to review and approval by Administration:

1. The 1000 Block of 28th Street West, legally described as Lots 5 through 28, Parcel 12, Plan No. G6438A, Extension 0, including fifty percent (50%) of the easement directly south of this land; and,
2. The 1700 Block of 15th Avenue East, legally described as Parcel 103, Plan No. 00PA19030, Extension 2.

ATTACHMENTS:

1. Land Acquisition for Fire Stations (RPT 23-93)

Written by: Executive Committee



RPT 23-93

TITLE: Land Acquisition for Fire Stations

DATE: March 8, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following City owned lands be allocated for a Fire Station, subject to review and approval by Administration:

1. The 1000 block of 28th Street West, legally described as Lots 5 through 28, Parcel 12, Plan No. G6438A, Extension 0, including 50% of the easement directly south of this land; and,
2. The 1700 block of 15th Avenue East, legally described as Parcel 103, Plan No. 00PA19030, Extension 2.

TOPIC & PURPOSE:

To provide Council with Administration's recommendations regarding the location of future fire station land.

BACKGROUND:

When the existing fire station was built in 1975 it was built in an appropriate location for that time. However, since then, the City has expanded significantly and the existing station does not provide adequate response coverage as per industry best practices. Future fire station locations must be planned and designed to serve the current and future needs of the City of Prince Albert.

Distance between stations, travel time and identified future growth of the City will influence the decision making process when choosing a site for future fire stations. This is critical as future fire station locations must be situated to achieve the most effective and safe emergency

responses in the community. The G.I.S. data collected clearly identifies the Prince Albert Fire Department falls short of meeting industry best practices for response times. Several reports have been generated over the years detailing this need, with potential locations identified for additional fire stations.

The 2008 Fire Department Master Plan identifies the need for the construction of one additional fire station within five (5) years with a third station within ten (10) years, with consideration to be given to creating a multi service facility to increase emergency response in the City.

On June 23, 2009 Prince Albert City Council unanimously passed a motion for the allocation of land for fire stations at:

- 15th Avenue East, legally described as Parcel 103, Plan No. 00PA19030, Extension 2; and,
- 700 Block of 28th Street West, legally described as Parcel C, Plan No. 00PA19030, Extension 0.

PROPOSED APPROACH AND RATIONALE:

There have been numerous fire station and staffing reports prepared for the City of Prince Albert over the past thirty seven years. The fire station and staffing reports prepared for Prince Albert are:

1. 1985 – Fire Underwriters Survey which recommends three (3) fire stations for Prince Albert.
2. 1989 – Council commissioned report provided by Ken McAllister. Recommends building three (3) fire station.
3. 2007 – IAFF G.I.S. Station Study. Recommend increased staffing and three (3) stations.
4. 2008 – Council commissioned a report by Morrison & Hirschfield, which reached the same conclusion identifying the need for three (3) fire stations.

All the aforementioned studies and reports utilized various industry standards in determining appropriate locations for future fire stations. Today, NFPA 1710 is used to determine safe staffing levels and fire station locations so a fire crew can arrive at an emergency scene in a specified time to provide a timely and effective response. NFPA 1710 stipulates that fire fighters should arrive at the emergency scene within six minutes and twenty seconds of an emergency call being made, 90% of the time. It was identified in 2009 that the Prince Albert Fire Department meet this standard 43% of the time.

NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations for Career Fire Departments recognizes a 4-minute travel time for career departments not including a one-minute call processing time and one minute, twenty second turn-out-time with a performance objective of **not less than 90 percent**. These terms are defined as:

1. **Call Processing Time (60 seconds)** - the time the alarm is received by Dispatch and transmitted to the responding station(s).
2. **Turn out Time (80 seconds)** - from the time the fire department is notified, firefighters don their personal protective equipment and the staffed fire apparatus leaves the station.
3. **Travel Time (240 seconds)** - when the fire department units leave their respective station(s) and arrive at the scene.

Call Processing Time (60 seconds)	Turn out Time (80 seconds)	Travel Time (240 seconds)
Total Response Time - 380 seconds (6 Minutes, 20 seconds)		

NFPA has determined that a four minute or less response time allows firefighters to enter the structure and perform their rescue / suppression duties before flashover occurs. When flashover (simultaneous ignition of combustible material) occurs, the survivability of an occupant is eliminated and the extreme temperatures will quickly overwhelm the protective capabilities of the firefighter's Personal Protective Equipment (PPE).

The National Fire Protection Association (NFPA) and the Underwriters Laboratories (UL) recognize that lightweight engineered wood assemblies are a high risk for firefighters during firefighting operations. Studies conducted by the NFPA, UL, and the National Research Council (NRC) recognize that engineered wood I-joists poses an increased risks to firefighters during firefighting operations. These factors combined with the life sustainability of occupants in a fire, stress the importance of firefighting resources arriving on scene within 6 minutes, 20 seconds of the emergency call being received by Dispatch.

Suitable Land Identified

The Morrison and Hershfield Study commissioned by Council in 2008 identified the following land for future fire stations:

- 1700 Block of 15th Avenue East (across from Messiah Lutheran Church); and,

- 700 Block and 28th Street West.

Administration recommends amending the west fire station location (700 block and 28th Street West) to City owned land located on of 1000 block of 28th Street West, legally described as Lot 5 through 28, Parcel 12, Plan No. G6438A, Extension 0, including 50% of the easement directly south of this land, based on the following factors:

- Marquis Road connecting 10th Avenue West reduced travel time to the East;
- Better situated to respond to future growth identified in the West Hill Master Plan; and,
- Places present and future Commercial, Recreational, and Health Care Facilities within NFPA 1710, four (4) minute travel time.

Geographic Information System (G.I.S.) Analysis:

Administration collected numerous 4 minute travel times from both current and proposed station locations via various roadways and directions. The data was collected throughout the week and at various times of day to account for any potential fluctuations in traffic flow. This data was tabulated and compared with G.I.S. to provide an accurate four minute response map for each proposed fire station location.

There are 11,939 civic address within the City of Prince Albert's municipal boundary. Utilizing the collected data, both the existing and proposed fire station locations provide the following four minute response capabilities:

Current Fire Station (76 – 15th Street East).

Four minute response capability:

5,625 civic address / 47.1% coverage.

Proposed East Fire Station only (1700 Block of 15th Avenue East).

Four minute response capability:

6,363 civic address / 53.3% coverage.

Proposed West Fire Station only (1000 Block of 28th Street West).

Four minute response capability:

4,346 civic address / 36.4% coverage.

Proposed West and East Station only.

Four minute response capability:

10,418 civic address / 87.3% coverage.

Current and Proposed West and East Fire Stations.

Four minute response capability:

11,400 civic address / 95.5% = NFPA 1710 Compliant.

CONSULTATIONS:

Consultation was held with the Director of Planning and Development Services and the City Manager's Office.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

No communication plan is required at this time.

FINANCIAL IMPLICATIONS:

The City currently owns both these properties, however it is anticipated that there will be a cost associated with their potential deployment. Any associated costs with development will be brought to Council for consideration.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, official community plan implications or other considerations.

PUBLIC NOTICE:

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

PRESENTATION: PowerPoint by Kris Olsen, Fire Chief**ATTACHMENTS:**

1. 2007 Prince Albert GIS Report
2. NFPA 1710
3. East Fire Station Location Map
4. West Fire Station Location Map
5. PowerPoint Presentation

Written by: Kris Olsen, Fire Chief

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

GEOGRAPHIC INFORMATION SYSTEM EMERGENCY SERVICES RESPONSE CAPABILITIES ANALYSIS



*International Association of Fire Fighters
1750 New York Avenue, N.W.
Washington, DC 20006*

**CITY OF PRINCE ALBERT FIRE
DEPARTMENT**
PRINCE ALBERT, SASKATCHEWAN

NOVEMBER 16TH, 2007

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ABSTRACT

ABSTRACT

The International Association of Fire Fighters (IAFF) was contacted by the Prince Albert Professional Fire Fighters Association, IAFF Local 510, to perform a Geographic Information System (GIS) analysis of the City of Prince Albert, Saskatchewan Fire Department. Local 510 requested that the GIS study evaluate the 4- and 8-minute response capabilities of fire department units deploying from its existing fire station location, and include an examination of staffing conditions that prevail in the department. IAFF Local 510 requested that the results of the GIS mapping be assessed against existing National Fire Protection Association (NFPA) professional standards and Occupational Safety & Health Administration (OSHA) safety regulations, including compliance with NFPA 1710 staffing performance objectives and the OSHA “2 In/2 Out” regulation. The procedures involved in this analysis consisted of the generation of GIS mapping response scenarios under existing and planned staffing and deployment configurations, a statistical analysis of fire department response capabilities, and an evaluation of GIS outcomes measured against NFPA standards and OSHA regulations.

Findings

Analysis of the City of Prince Albert Fire Department reveals a shortage of staff and stations to adequately help protect the citizens of the city and the firefighters trained to protect them. Current staffing levels at the Prince Albert Fire Department reveal that the minimum staffing level is seven firefighters and one Battalion Chief deploying from a single station. Deploying eight firefighters on different apparatus from a single station creates a dangerous staffing level shortage for both the firefighters and the community the department protects. There are not enough personnel on duty deploying on any of the primary fire suppression apparatus. Furthermore, the firefighters must cross-staff their primary apparatus depending on the alarm which may mean only three firefighters respond and operate a primary fire suppression vehicle. Even if firefighters are deployed on secondary cross-staffed apparatus, the primary fire suppression companies still do not meet minimum staffing levels in compliance with NFPA 1500 and NFPA 1710.

Analysis of the City of Price Albert Fire Department reveals that at minimum manning, one fire suppression company (i.e. Engine 14) responds with four firefighters and another fire suppression company (i.e. Engine 11) responds with only three firefighters depending on the alarm assignment, which is out of compliance with industry standards. Apparatus not staffed with four firefighters do not meet compliance with the company staffing objectives outlined in NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments*.

Recommendations

A second fire station should be added to the current fire department resources within the shortest period of time. Preferably, the fire station should be added where it will best meet the needs of geographic response coverage area, historical areas of high emergency call volume, and future growth of the city. Under the best circumstances, both proposed fire station locations should be added to the city of Prince Albert. A total of three fire stations will provide the best protection, depth of coverage, ability for the fire department to handle simultaneous emergencies, and additional fire staff to help ensure the citizens of Prince Albert receive the best emergency services.

Additional firefighters must be added to the existing minimum staffing level of 8 firefighters. At the minimum, enough firefighters should be added to each shift such that all primary apparatus used for fire protection should not require cross-staffing or possibly abandoned under any circumstances and still meet compliance with NFPA 1710 guidelines.

The IAFF's GIS-based recommendations include staffing all Engine and Ladder companies with *at least* four multi-role fire fighters, in compliance with NFPA 1710 and NFPA 1500. The practice of staffing the Rescue units with *at least* two multi-role fire fighters should be maintained 24 hours a day.

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

This report summarizes the results of a station location, staffing, and emergency vehicle response time analysis for the City of Prince Albert Fire Department and IAFF Local 510. This computer-based analytical study examines predicted response times and geographic coverage areas for emergency response units deployed from existing fire stations in the City of Prince Albert.

The City of Prince Albert Fire Department- the primary provider of fire, rescue, and disaster services in the City of Prince Albert, Saskatchewan - does not currently meet the company staffing objectives of national industry standards. Industry standards require all fire suppression companies (i.e., Engines and ladders) to deploy with *at least* four-person crews. The practice of staffing fire companies with *less than* four fire fighters puts public safety at a greater risk for the loss of life and property. Assessment of the critical tasks required for an interior fire attack establishes the impact that reduced staffing has on the effectiveness of fire ground operations involving a single-family residential structure.

TABLE 1:

IMPACT OF CREW SIZE ON FIRE ATTACK IN A RESIDENTIAL STRUCTURE¹ (First Alarm Assignment)							
Apparatus	1 st Engine Company		2 nd Engine Company		Ladder Company		
Fireground Tasks	Charge Initial Interior Line and Advance	Locate and Rescue Victim	Charge Interior Support Line and Advance	Charge Exterior Line and Advance	Roof Ventilation	Search & Rescue	Check Exposures for Fire Extension
5 Firefighters	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
4 Firefighters	84.7%	96.1%	77.9%	72.9%	79.0%	90.3%	80.2%
3 Firefighters	71.3%	82.8%	0.0%	0.0%	0.0%	79.6%	0.0%

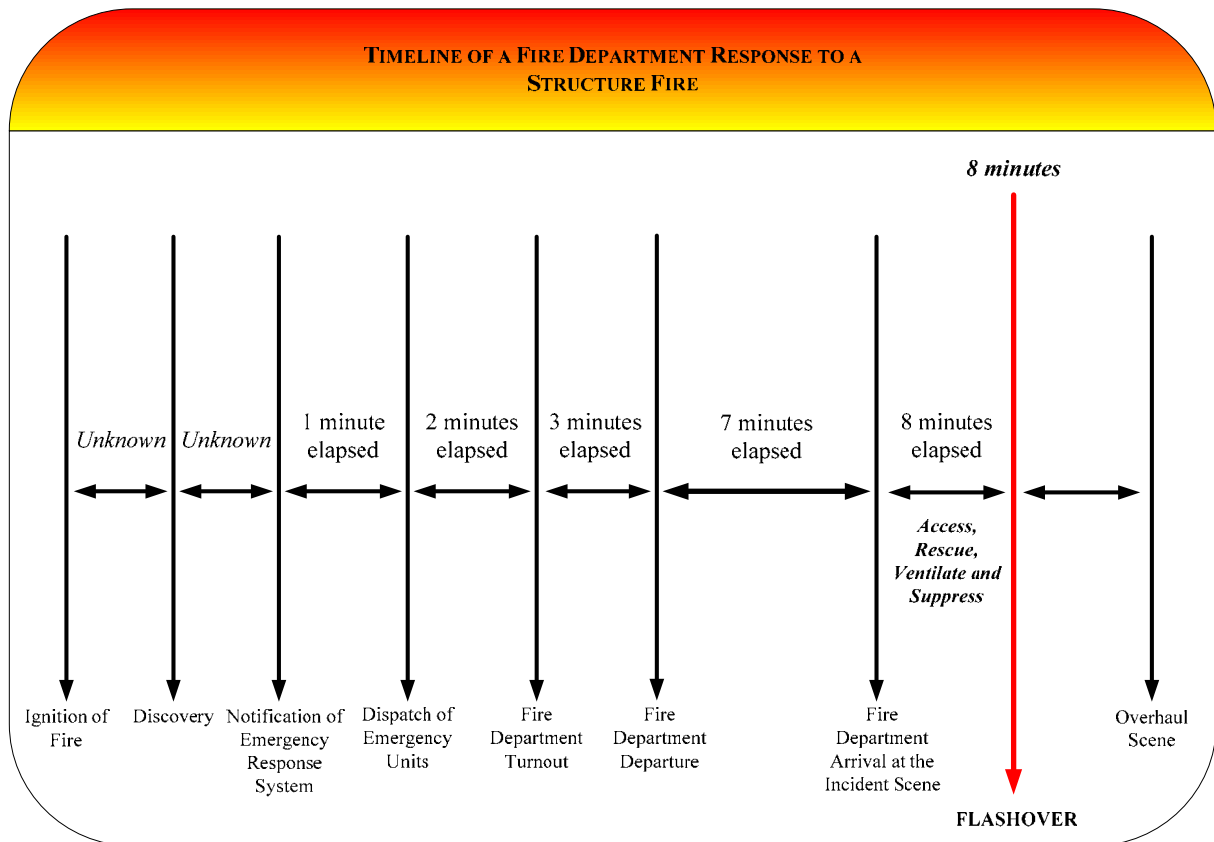
Current staffing deficiencies negatively impact the ability of the Fire Department to safely and effectively mitigate emergencies and correlate directly with an increase in expected life, property, and economic losses. Fire growth- the rate of spread and the intensity of the fire- is directly linked to the time it takes to initiate fire suppression operations. As is indicated in Table 1, companies staffed with four firefighters are capable of initiating critical fire ground tasks more efficiently than those staffed below national standards.

As a rule, a fire doubles in size for every minute that passes without the application of aggressive fire suppression measures. In less than 30 seconds a small flame can rage completely out of control and turn into a major fire. During fire growth, the temperature of a fire rises to between 1,000° and 1,200° F. It is generally accepted in the fire service that flashover- the very rapid spreading of the fire due to super heating of room contents and other combustibles- occurs in less than 10 minutes. As there is a potential delay between fire ignition, discovery, and the transmission of an alarm it may be said that **flashover is likely to occur**

¹ McManis Associates and John T. O'Hagan & Associates, Dallas Fire Department Staffing Level Study, (June 1984); pp. 1-2 and II-1 through II-7; Richard C. Morrison, Manning Levels for Engine and Ladder Companies in Small Fire Departments, (1990)

within 8 minutes of firefighters receiving the alarm. (It is worth noting, however, that flashover may occur in a burning room within four minutes, depending upon its contents.) At the point of flashover, the odds of survival for individuals inside the structure- both victim and rescuer alike- are virtually non-existent. The rapid response of an appropriate number of firefighters is therefore essential to initiating effective fire suppression and rescue operations that seek to minimize flame spread and maximize the odds of preserving both life and property.

FIGURE 1:



Any decrease in emergency unit response capabilities correlates directly with an increase in expected life, property, and economic losses. Fire growth - the rate of spread and the intensity of the fire- is directly linked to the time it takes to initiate fire suppression operations

The unavailability of fire department units, or inadequate staffing levels on those units, exposes citizens to increased risk, drains limited fire department resources, and stresses the emergency response system by requiring additional apparatus to respond with an additional number of personnel. Independent studies performed by private consultants, industry trade groups, emergency service associations and individual fire departments across the United States and Canada all validate similar findings: adequately staffed fire suppression companies responding in a timely fashion are able to initiate and perform emergency scene operations more safely, more effectively, and with greater success than under-staffed companies. Due to staffing Engine 11 with a minimum of 3 firefighters, the conclusion drawn from analysis of the City of Prince Albert's Fire Department staffing and deployment arrangement is that the fire department

does not meet compliance with existing national standards and federal health and safety regulations.

Innumerable studies validate similar findings: adequately staffed fire suppression companies responding in a timely fashion are able to initiate and perform emergency scene operations more safely, more effectively, and with greater success than under-staffed companies. And, as will be demonstrated throughout this analysis, adequately-staffed emergency units maintain the overall integrity of the response system by ensuring that sufficient resources, both mobile and human, are available to respond to multiple incidents occurring simultaneously. Insufficient resources, as exist currently in the Prince Albert Fire Department, result in rapid resource depletion, stressing the emergency response system and increasing the risk of the loss of life and property.

The primary conclusion drawn from analysis of the City of Prince Albert Fire Department's staffing and deployment arrangement is that the Fire Department does not fully meet compliance with existing NFPA standards. Consequently, fire fighters and the community they protect are at an increased risk for the loss of life and property. Policies which seek to reduce fire department resources from existing levels would result in further non-compliance with professional standards, and would negatively impact the ability of emergency personnel to provide the safe and effective delivery of fire suppression and rescue services.

Specific recommendations begin on Page 15 of this report.

RECOMMENDATIONS

RECOMMENDATIONS

Based on the findings discussed in this document, the following recommendations are made:

- **It is the recommendation of this analysis that the City of Prince Albert Fire Department should make efforts to staff *all* Engine and Ladder apparatus on a 24-hour basis with *at least* four multi-role fire fighters cross-trained as emergency medical service (EMS) providers.² NFPA Standard 1710 recommends “fire companies, whose primary functions are to Engine and deliver water and perform basic fire fighting at fires, including search and rescue... station be staffed with a minimum of four on-duty personnel.”³ Industry studies indicate that four fire fighters are capable of performing the rescue of potential victims 80% faster than a crew of three fire fighters. *Currently, all engine and ladder companies are not staffed in compliance with NFPA 1710 company staffing objectives.***
- **It is the recommendation of this analysis that the Prince Albert Fire Department should make efforts to add the proposed fire stations with appropriate apparatus and staff that are in compliance of national standards.** Based on the GIS analysis that examined geographical road coverage within the city of Prince Albert, the best placed fire houses should be added at 1705 15th Ave. East and 702 28th St. West. Overall, both proposed fire station locations the Prince Albert Fire Department is examining should be added to the city of Prince Albert in the future.

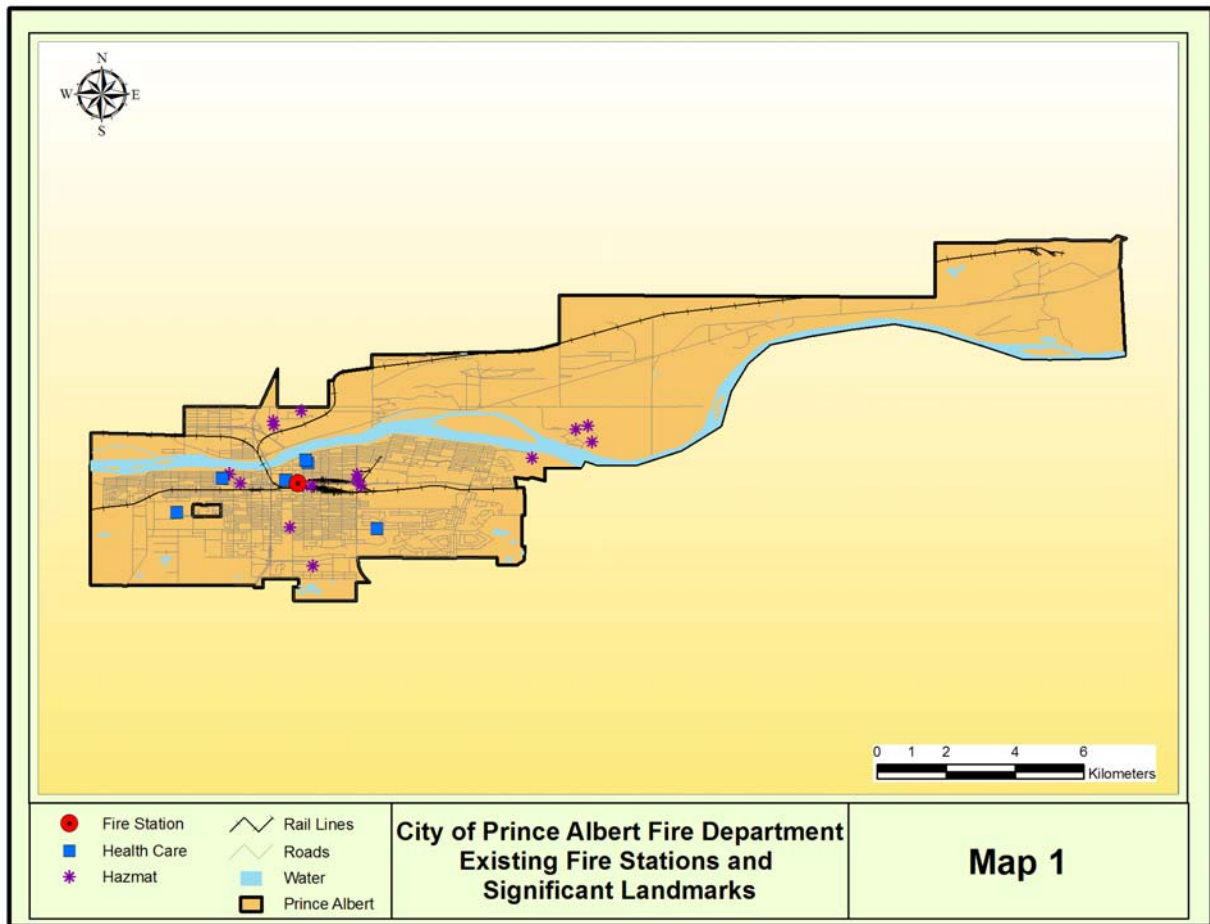
These measures will work to ensure that the City of Prince Albert Fire Department remains in compliance with established OSHA regulations and NFPA industry standards. Furthermore, it promotes safer and more effective fire suppression and disaster incident mitigation, while expediting the delivery of essential emergency services to those residing in and visiting the City of Prince Albert.

² NFPA Standard 1710, §5.2.2.1.2 and §5.2.2.2.2, recommends that, “In jurisdictions with tactical hazards, high hazard occupancies, high incident frequencies, geographical restrictions, or other pertinent factors as identified by the authority having jurisdiction, these companies station be staffed with a minimum of five or six on-duty members.”

³ NFPA 1710, §5.2.2.1 and §5.2.2.1.1

CITY OVERVIEW

MAP 1



Map 1 indicates the City of Prince Albert Fire Department noting the fire station, major roads, railroads, health care facilities, Hazmat areas, and the Saskatchewan River.

GEOGRAPHY

Prince Albert is the 3rd largest City in Saskatchewan. Located in the broad valley of the North Saskatchewan River near the geographical center of the province where the agricultural prairie of the south and the rich forest belt of the north meet. Much of Prince Albert is built on the sloping south bank of the North Saskatchewan River while the north bank provides a spectacular view of mixed forest, typical of northern Saskatchewan.⁴ As of 2006 census, Prince Albert had a population of 34, 138.⁵

Prince Albert functions as a service, retail and distribution centre for northern Saskatchewan's resource industries - mining, forestry and agriculture. It is anticipated that this function will continually be enhanced by increased northern resource development. A well developed highway system links Prince Albert with surrounding areas. The City is also the focal point for Northern Saskatchewan's railway network.⁶

⁴ <http://www.citypa.ca/Visiting/AboutPrinceAlbert/tabid/61/Default.aspx> Site last visited October 15th, 2007

⁵ http://en.wikipedia.org/wiki/Prince_Albert,_Saskatchewan Site last visited October 15th, 2007

⁶ <http://www.citypa.ca/Visiting/AboutPrinceAlbert/tabid/61/Default.aspx> Site last visited October 15th, 2007

FIRE DEPARTMENT OVERVIEW

OVERVIEW OF FIRE DEPARTMENT OPERATIONS

The Prince Albert Fire Department is an independent department comprised of full time fire fighters on staff 24 hours a day. Minimum staffing for each shift is currently 7 fire fighters and a Battalion Chief who is the dedicated I.C. (incident commander). Fire fighters are uniquely trained and equipped to effectively handle the most time critical emergency on scene. The full-time members of the Prince Albert Fire Department provide fire suppression, disaster incident mitigation, hazardous material response and essential emergency medical services throughout the municipality 24 hours a day, 7 days a week.

The primary emergency services provided by the Prince Albert Fire Department include:

1. Fire Suppression
2. Fire Prevention & Fire Investigation
3. Hazardous Materials Response
4. Surface water and Ice Rescue

Each operational program, as described below, has unique responsibilities that support the overall function of the Prince Albert Fire Department.

FIRE SUPPRESSION

The Prince Albert Fire Department's Fire Suppression Division is responsible for fire suppression and the mitigation of disasters. The only Station at 76 15th St East deploys Engine 14 with a minimum of 4 firefighters and Engine 11 with a minimum of three firefighters. It also deploys a Battalion Chief who acts as incident commander. Other apparatus housed at this station include a Ladder, boats, a Rescue Unit, a Tanker, and a mini Engine used for forest or grass fires. The Rescue apparatus is cross-staffed as needed in Station 1. The station also houses the command vehicle deploying a Battalion Chief on certain alarm assignments.

To effectively respond to the variety of emergencies that occur throughout the response jurisdiction, all firefighters are trained in the latest fire suppression techniques, hazardous material recognition, medical first response and basic rescue techniques. A firefighter's base of knowledge must cover the areas of building construction, hydraulics, medical treatment, fire sprinkler design, safe driving practices, vehicle extrication techniques, and more. Each one of these areas is continually changing with new research and technology utilized in the public and private sectors. A firefighter receives rigorous and continuous training to keep him/her abreast of changes in these areas.

NFPA 1710 AND GIS ANALYSIS

While modern science has been well integrated into many areas of emergency response, it has been glaringly absent in the area of fire-rescue organization and deployment. Fire growth and behavior are scientifically measurable, as are the expected outcomes associated with untreated cardiac arrest, and the specific resource requirements to control fires, reduce fire-related injuries, and prevent deaths. Despite these facts, many communities maintain an *ad hoc* approach to fire-rescue organization and deployment.

The Role of the National Fire Protection Association (NFPA)

The mission of the NFPA is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating scientifically-based consensus codes and standards, research, training, and education, and recommends that all fire departments establish a policy of providing and operating with “the highest possible levels of safety and health for all members.”⁷

The recommendations and analysis contained in this study are guided by NFPA standards for two important reasons. First, NFPA standards provide fire departments with a measure of “interoperability.” Interoperability enables fire service personnel in the chain of command to speak the same language and conform to the same operational guidelines. NFPA standards provide the fire service with a common language, common definitions, and common requirements that are meant to foster the *safe* and *effective* delivery of fire suppression, rescue, EMS, and special services to a given community. Second, NFPA standards are formulated via consensus development. Development of NFPA standards are the result of scientific research, empirical studies, and consensus among technical experts and the organizations they are affiliated with. Combined, these factors legitimate NFPA standards as the yardstick by which fire departments are measured internationally. It is worth mentioning that the City of Prince Albert Fire Department adheres to most if not all of the NFPA standards mentioned below.

Examples of some NFPA standards include:

- NFPA 1404, *Standard for Fire Service Respiratory Protection Training*, which specifies the minimum requirements for a fire service respiratory protection program (NFPA 1989). This standard concentrates on the training component of a respiratory protection program, including the evolution of respiratory protection training, current equipment, and recent fire experience.⁸
- NFPA 1561, *Standard on Fire Department Incident Management System*, which provides minimum criteria for emergency incident management. Such incident management systems are intended to provide structure, coordination, and effectiveness during emergency incidents to enhance safety and health of fire department members and other persons involved.
- NFPA 1971, *Standard on Protective Ensemble for Structural Fire Fighting*, which specifies minimum requirements for the design, performance, testing, and certification of the elements of the protective ensemble including coats, trousers, helmets, gloves, footwear, and interface items for protection from the hazards of structural fire fighting operations.
- NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus for the Fire Service*, which specifies minimum requirements for the design, performance, testing, and certification of self-contained breathing apparatus (SCBA) respirators used by the fire service. Requirements are in addition to U.S. OSHA respirator certification under 42 CFR 84.
- NFPA 1982, *Standard on Personal Alert Safety Systems*, which specifies minimum requirements for the design, performance, testing, and certification of personal alert safety systems (PASS) that monitor a fire fighter's motion and automatically emit an alarm if a fire fighter becomes incapacitated.

⁷ NFPA Mission Statement

⁸ Reference NFPA 1500 for requirements concerning use of SCBA in fire fighting operations and NFPA 1852 for the selection, care, and maintenance of SCBA, and respiratory breathing air quality content

On account of their emphasis on safe and effective fire suppression and rescue operations, the two standards that will be referenced most often throughout this analysis are NFPA 1500 and NFPA 1710. NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, specifies (1) the minimum requirements for a fire department's occupational safety and health program, and (2) the safety procedures for members involved in rescue, fire suppression, and related activities. This standard addresses organization, training and education, vehicles, equipment, protective clothing, emergency operations, facilities, medical and physical criteria, and member assistance programs. NFPA 1500 recommends that a **“minimum acceptable fire company staffing level should be four members responding on or arriving with each Engine and each ladder company responding to any type of fire.”**

The purpose of NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments*, is “to specify the minimum criteria addressing the effectiveness and efficiency of the career public fire suppression operations, emergency medical service, and special operations delivery in protecting the public of the jurisdiction and the occupational safety and health of fire department employees.”⁹ The standard recommends “fire companies, whose primary functions are to Engine and deliver water and perform basic fire fighting at fires, including search and rescue... station be staffed with a **minimum of four on-duty personnel**.¹⁰ Fire companies whose primary functions are to perform the variety of services associated with truck work, such as forcible entry, ventilation, search and rescue, aerial operations for water delivery and rescue, utility control, illumination, overhaul and salvage work... station [also] be staffed with a **minimum of four on-duty personnel**.¹¹ In jurisdictions with tactical hazards, high hazard occupancies, high incident frequencies, geographical restrictions, or other pertinent factors as identified by the authority having jurisdiction, these companies station be staffed with a minimum of five or six on-duty members.”¹²

The NFPA 1710 Standard is important because it applies the documented and proven science of fire behavior and emergency medicine to the basic resource requirements for effective fire and emergency service deployment. Coupled with GIS analysis, this application allows a community to determine if the resources allocated for the different types of fires, emergencies, medical calls and other incidents are sufficient to effectively control the incident and protect lives and property. NFPA 1710 sets forth in concise terms the recommended resource requirements for fires, emergencies and other incidents. The standard requires, and GIS analysis facilitates, the emergency response organization to evaluate its performance and report it to the authority having jurisdiction. The approach embodied by NFPA 1710, and supported by GIS analysis, makes communities and fire fighters safer and responders more effective and enhances efficiency.

NFPA 1710 and the Law

NFPA standards protect communities against liability. In the United States, by law-specifically, the General Duties clause of the Occupational Safety and Health Administration Act- if Congress fails to pass legislation setting industry safety standards, municipal

⁹ NFPA 1710, § 1.2.1

¹⁰ NFPA 1710, § 5.2.2.1 and § 5.2.2.1.1

¹¹ NFPA 1710, § 5.2.2.2 and § 5.2.2.2.1

¹² NFPA 1710, § 5.2.2.1.2 and § 5.2.2.2.2

governments nationwide are mandated to follow standards promulgated by an industry-wide trade group, such as the NFPA. Many NFPA standards have been enacted into law at the federal, state, provincial and local levels. Although jurisdictions having authority are not required to automatically enact a particular NFPA standard, courts frequently rely upon NFPA standards to determine the “industry standard” for fire protection and safety measures. Judicial reliance on NFPA doctrines is most frequently found in common law negligence claims. To prevail in a common law negligence claim, the plaintiff must show that the defendant owed a duty of care to the plaintiff, that the defendant breached this duty of care and that this breach was the cause of the plaintiff’s injury. Hence, **the NFPA 1710 standard could be found highly relevant to the question of whether a jurisdiction has negligently failed to provide adequate fire or emergency medical protection to an individual harmed in a fire or medical emergency. Furthermore, any local government that fails to follow the NFPA 1710 Standard is subject to liability claims in the event of fire fighter injuries or death.**

FIRE PREVENTION, CODE ENFORCEMENT, PUBLIC EDUCATION & FIRE INVESTIGATION

Fire prevention is an important component in all aspects of fire department operations, including education, training, fire cause investigation and determination, support for the preparation of litigation pertaining to arson, and victim assistance. Some of the greatest value delivered by the fire service comes in activities that prevent fire and other emergencies from occurring or that moderate their severity when they do occur.¹³ Fire prevention efforts pursued by the Prince Albert Fire Department are aimed at reducing the factors which contribute to the cause and spread of fire. These efforts include consultations with the public, the issuance of permits, and building inspection to ensure fire code and hazardous materials compliance. Public education programs targeted towards schoolchildren and seniors compliment fire prevention efforts. Prince Albert’s Fire Prevention Division enforces the requirements of the National Fire Code, Fire Protection and Prevention Act, National Building Code, Municipal By-laws, as well as other codes and standards set at the local, provincial, national, or international levels.¹⁴

The Value and Purpose of Fire Inspection & Prevention Programs

Fire prevention consists of three elements: codes and code enforcement, fire prevention inspections, and fire education. The American Insurance Association lists the value and purpose of fire department inspections and fire prevention programs as follows:

1. To obtain proper life safety conditions. Life safety inspections call for attention to the adequacy of exits, obstructions to rapid and orderly egress at time of fire, the adequacy of building evacuation plans, and the determination of the number of occupants permitted in a place of public assembly.

¹³ National Fire Protection Association/U.S. Fire Administration, A Needs Assessment of the U.S. Fire Service: A Cooperative Study Authorized by U.S. Public Law 106-938, (Washington, D.C.: December 2002).

¹⁴ Prince Albert’s Community Portal. < <http://www.chathamkent.ca/community+services/emergency+and+safety/fire+service/divisions/Fire+Prevention+Education.htm> > Site visited August 29, 2006.

2. To keep fires from starting. Fire inspectors are specifically trained to identify fire hazards and can point out hazardous conditions and explain their seriousness to those who work among materials or situations which are hazardous.

3. To keep fires from spreading. Most people have little appreciation of the value that structural features (stair and elevator enclosures, fire doors and fire partitions) have in preventing the spread of fire. Inspectors educate owners and occupants in the value of proper maintenance of such structural members and have additional features installed, when necessary.

4. To determine the adequacy and maintenance of fire protection equipment. Private fire protection equipment such as extinguishers, standpipes, hose systems, automatic sprinkler systems, private water supplies, and alarm systems are installed to alert and protect building occupants and to aid in fire department operations. Under normal conditions this equipment is seldom used. Frequent inspections therefore are necessary to insure that the equipment will always be in proper working order.

5. To pre-plan fire fighting procedures. The “pre-fire plan” of particular building calls for knowledge of the building’s fire hazards, fire protection equipment, construction features affecting the spread of fire, exposures, and exit facilities. Pre-planning is necessary for the protection of fire fighters as well as the occupants, and aids in efficient extinguishment. Fire department personnel conduct inspections and incident pre-planning on specific residential properties, including triplexes and larger dwellings, in addition to all commercial businesses in the community. Personnel are responsible for checking permits for hazardous processes, special occupancies and any activity that may produce conditions hazardous to life or property. Regular inspections and pre-planning provide for the systematic inspection of all commercial occupancies, and help to reduce the loss of life and property due to fire and other hazards.

6. To stimulate cooperation between the fire department and owners and occupants. Inspectors provide valuable advice on problems of fire protection and prevention. Such advice fosters cooperation between the community and the fire department, and serves to increase the standing of the department within the community.

7. To assure compliance with fire codes, laws, and regulations. Inspectors are trained to recognize and correct violations, and are empowered to enforce fire code regulations.

Fire prevention encompasses the performance of mandatory inspections at hospitals, child/adult care facilities, correctional institutions, hotels and motels, foster homes, preschool facilities, health spas and any businesses that, by decree of provincial law, require inspection.

The Role of the Fire Prevention Officer

NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner, specifies in terms of job performance requirements the minimum standards for professional competence for fire prevention officers and plan examiners. The standard specifically identifies the job performance requirements necessary to ensure fire inspection and plan examination compliments quality fire prevention efforts. NFPA 1031 requires that the fire inspector “remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and current applicable codes and standards by attending workshops and seminars, by undergoing certification testing, or by means of professional

publications and journals.”¹⁵ Duties involved with fire inspection and prevention include, but are not limited to, the preparation of correspondence and inspection reports, the investigation and resolution of complaints, the maintenance of fire prevention records, fire code interpretation, and testifying at court proceedings as an expert witness.

Arson Investigation

According to the United States Fire Administration, arson is the leading cause of fire in the United States. The general public typically views arson as an insurance concern – primarily a “paper” crime of fraud mostly affecting insurance companies. Each year, an estimated 267,000 fires are attributed to arson, which result in \$1.4 billion in property loss.

Arsonists, however, injure and kill both civilians and firefighters, causing over 2,000 injuries and nearly 500 deaths per year.¹⁶ Increasingly, set fires motivated by spite and revenge are used as weapons. Such fires tend to be more deadly because they are targeted specifically to inflict personal harm. According to the USFA, “firefighters are 3 times more likely to be injured or killed while responding to arson versus a non-arson fire.”¹⁷

The Prince Albert Fire Department pursues investigations should the fire cause be “undetermined” or “suspicious in origin,” “incendiary in origin,” or result in serious injury or death. The fire department coordinates with local law enforcement agencies to aggressively prosecute individuals who commit the crime of arson.

Public Education

The Prince Albert Fire Department realizes that the most effective way to reduce the tragedies due to fire is to provide the proper fire safety tools to the community. To achieve this, Fire Prevention Inspectors carry out a number of community fire safety programs for various groups, agencies and associations throughout the municipality. Emergency planning, fire extinguisher training and fire safety lectures are some of the programs offered. Programs are geared towards many elements of a diverse population, including businesses, community organizations, seniors, and children.

Children are naturally curious about fire. Some studies suggest that interest in fire develops even before age three. However, whether a child actually sets fires depends on a variety of factors, including their exposure to fire and the availability of fire supplies. Although some children who set fires are unaware of the potentially tragic consequences of their actions and are simply curious, others are fully aware of the ramifications of their actions and purposely intend to cause damage. Regardless of the motivations underlying juvenile fire-setting, it is a widespread problem that affects not only those children and their families, but all of society.

¹⁵ NFPA Standard 1031, §1-3

¹⁶ John R. Station, Jr., Intentional Fires and Arson, National Fire Protection Association (Quincy, MA: March 2005).

<<http://www.nfpa.org/catalog/services/customer/downloadmemberonlypdf.asp?pdfname=OS%2Earson%2Epdf&sr=c=nfpa>>

¹⁷ USFA Press Release, United States Fire Administration Announces Arson Awareness Week Theme for May 5-11, 2002, (Washington, D.C.: May 3, 2002). <<http://www.usfa.fema.gov/inside-usfa/media/2002releases/02-042.shtm>>

HAZARDOUS MATERIALS (HAZMAT) RESPONSE

The fire department is assigned to respond to all hazardous materials incidents that threaten life, property and the environment. Hazardous materials are chemical substances, which, if released or misused, can pose a threat to the environment or health. These chemicals are used in industry, agriculture, medicine, research, and consumer goods. Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents in plants.¹⁸

A hazardous materials incident is generally described as the intentional or accidental release of toxic, combustible, illegal or dangerous nuclear, biological or chemical agents into the environment, and can be generalized under three categories: Intentional Releases, Accidental Releases, and Domestic Terrorism.

Intentional Releases

This type of hazardous materials response is created when individuals and/or companies knowingly and illegally emit or dump toxic waste into landfills, waterways, the atmosphere and the environment in general. An example of such a release would be the illegal “cooking” of methamphetamine in clandestine drug labs. These labs cause serious health and safety issues within a community and require a large amount of time and resources to safely dismantle them and decontaminate the area.

Accidental Releases

This is the most common type of incident that the fire department responds to. These incidents include the release of all types of spills and leaks of toxic agents resulting from collisions, container breakage or failure, fires, floods and simple human error.

Domestic Terrorism

Domestic terrorism is the intentional release of deadly biological or chemical agents, such as anthrax or nerve gas, into the general population. Terrorist activities that have occurred in past years, such as the bombing of Murrah Federal Building in Oklahoma City, the release of a deadly nerve gas in a Tokyo subway system, terrorist attacks in New York City and Washington, DC, anthrax attacks along the eastern seaboard, and, most recently, the delivery of ricin to the U.S. Capitol have prompted the expansion of hazardous materials preparedness and response capabilities.

¹⁸ Federal Emergency Management Agency, Backgrounder: Hazardous Materials, < <http://www.fema.gov/hazards/hazardousmaterials/hazmat.shtm> > Site visited April 15, 2004.

TECHNICAL RESCUE

The Prince Albert Fire Department responds to all emergencies in the response jurisdiction necessitating the specialized skills, capabilities, and resources of the fire service. Rigorous, comprehensive, and continuous training enables the fire department to deliver a range of rescue services, including auto extraction, water, ice, confined space, and trench rescue.

Fire department members train specifically for emergencies requiring technical rescue expertise. Technical rescue may also include, but is not limited to: patient extrication from a vehicle as a result of a motor vehicle accident; rescue of an individual (or individuals) from structural collapse; victim rescue from an industrial accident, such as may be encountered at a construction site; victim rescue from a trench collapse; or the rescue of an individual from any number of situations requiring technical skills associated with low- and high-angle rope rescue. The skill sets associated with patient extrication may also be needed for earthquakes, storms and tornadoes, floods, dam failures, technological accidents, terrorist activities, and hazardous materials releases. Those individuals requiring the technical rescue services that are provided exclusively by the fire department also receive initial medical attention by fire department personnel.

COMMUNITY RISK ASSESSMENT COMPONENTS

COMMUNITY RISK ASSESSMENT COMPONENTS¹⁹

I. GEOSPATIAL CHARACTERISTICS

✓ **Urban Growth Boundary:** The entire fire department’s response jurisdiction is approximately 70.67 square kilometers. Prince Albert is protected by career fire fighters providing emergency response, including hazardous materials and technical rescue response when necessary, to the entire municipality. In addition, Provincial requirements mandate mutual aid service plans throughout Saskatchewan, whereby any emergency occurring within the Province will receive the most rapid response possible, without regard to municipal boundaries.

II. TOPOGRAPHY

✓ **Primary topography:** Prince Albert’s downtown is located on the south bank of the North Saskatchewan River. Terrain is generally flat directly east and west of the city center. Moving south from downtown, the terrain becomes more elevated, with rolling hills. Over the years, the city has expanded its urban area beyond the confines of the lower banks onto higher ground surrounding the city.²⁰ The banks which move into steep hills can have an effect on the travel time for Engine, Ladder, and Rescue apparatus, especially if they are traveling uphill.

III. WEATHER

✓ **Summer Weather:** The summer in Prince Albert is relatively mild, and temperatures can reach or exceed 30 degrees Celsius. Coupled with the effects of humidity and strenuous work, these conditions can have significant physiological impacts on firefighters delivering the range of emergency services. The following table illustrates average maximum temperatures in the Prince Albert area.

TABLE 2:
“AVERAGE MAXIMUM TEMPERATURE”²¹

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
°C	-14	-9.7	-2.9	8.5	17.3	21.6	24.4	23	16.6	9.9	-2.6	-11	6.7

✓ **Winter Weather:** Prince Albert experiences cold, snowy winters. The average minimum temperature around Prince Albert in January is -26.2 degrees Celsius. Record temperatures

¹⁹ As derived from “Oregon Fire Resource Deployment Standard Process”
< http://www.ofca.org/BestPractice/_process.pdf >

²⁰ Data provided by the Prince Albert Fire Fighters Association-Local 510

²¹ World Climate Website: <http://www.worldclimate.com/cgi-bin/grid.pl?gr=N53W105> Site last visited October 10th, 2007

have fallen below -40 degrees. Winter is often accompanied by wind, ice and snow. The following table illustrates average minimum temperatures in the Prince Albert area.

TABLE 3:
“AVERAGE MINIMUM TEMPERATURE”²²

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
°C	-26.2	-22.9	-16	-4	2.7	7.7	10	9.1	3.4	-2.2	-11.9	-21.8	-6

✓ **Challenges to typical response:** Fire fighters performing the strenuous activities associated with the range of emergency work are subject to weather conditions, which often exacerbate existing incident conditions. Extreme weather and related conditions affect the response capabilities of fire apparatus responding on emergency alarms, and have considerable physical impact on firefighters and equipment on the fireground. For example, freezing weather and the conditions related to it, such as snow and ice, impede emergency unit response and hamper fireground activities. Similarly, elevated ambient temperatures are strongly correlated with elevated core temperatures in fire fighters, resulting in medical emergencies such as heat exhaustion, overexertion, and dehydration that incapacitate and increase the risk to fire fighters operating at the scene of an emergency.

The activities related to firefighting include extremely strenuous physical work. For example, analysis of the deaths of 106 firefighters across the United States in 2006 (the last year for which data is available) indicates that the largest cause category is stress or overexertion, which was listed as the primary factor in 50 percent of all firefighter deaths.

TABLE 4:
“FIREFIGHTER DEATHS BY CAUSE OF INJURY”

CAUSE OF INJURY	DEATHS	PERCENTAGE
Stress	47	50.0%
Struck by/contact with object	22	25.3%
Caught or trapped	8	10.0%
Fell or jumped	4	4.6%
Unintentional overdose	2	2.3%
Electrocuted	2	2.3%
Poisoned	1	1.1%
Gunshot	1	1.1%
Total	87	100.0%

Most firefighter deaths attributed to stress result from heart attacks. Of the 47 stress-related fatalities in 2002, 40 firefighters died of sudden cardiac arrest, 6 died of stroke, and 1 died of heat stroke.²³

²²World Climate Website: <http://www.worldclimate.com/cgi-bin/grid.pl?gr=N53W105> Site last visited October 10th, 2007

²³ NFPA’s Fire Incident Data Organization (FIDO); updated 07/06.

**TABLE 5:
“FIREFIGHTER DEATHS BY NATURE OF INJURY”**

NATURE OF INJURY	DEATHS	PERCENTAGE
Sudden cardiac death	40	46.0%
Internal trauma	21	24.1%
Asphyxiation	6	6.9%
Stroke	6	6.9%
Crushing	4	4.6%
Drug overdose	2	2.3%
Drowning	2	2.3%
Electrocution	2	2.3%
Heat stroke	1	1.1%
Burns	1	1.1%
Gunshot	1	1.1%
Poisoning	1	1.1%
Total	87	100.0%

IV. TRANSPORTATION NETWORKS

An intricate transportation network, consisting of highways, municipal roads, and railways serves Prince Albert.

✓ Major Thoroughfares:

Traffic congestion can also be an impediment to a swift response in the municipality. A few of the numerous issues garnering consideration are:

- Forecasted increases in population and employment
- Forecasted increases in “trips”
- Heavy vehicle traffic
- Future land use creating increased demand for commuter, personal, and commercial trips

The study will focus on all modes of transportation, including vehicular, pedestrian, cycling, public modes (train and bus), etc., while also balancing environmental concerns.

V. DEVELOPMENT AND POPULATION GROWTH

✓ Current development and densities

From a public safety perspective, the fire department must evolve to meet the needs of the community as it continues to grow and evolve. Fire losses affect all groups and races, regardless of income, sex, or geographical location. But the severity of the problem is greater for some groups than it is for others. The U.S. Fire Administration states that “Individuals living in poverty face a greater risk of fire, death, and injury than the general population,” and that “The risk of death in fire is higher among the very young (under age 15) and older adults (over 64).” At least 80 percent of all fire deaths occur in residences. Those at greatest risk are children under the age of 5 and senior citizens age 65 and older.²⁴ Nationally, children under the age of 10 account for an estimated 22 percent of all fire deaths.²⁵

²⁴ U.S. Fire Administration “Home Fire Safety” Fact Sheet

In addition, the implications of an aging population are significant. The risk of fire death among seniors over 65 is more than double the average population. That risk triples for seniors over age 75, and is nearly 3½ times the average population for those over age 85.²⁶ The fire department should prepare itself to respond to the special needs of these citizens. Furthermore, the response system should be designed to adequately respond to an expected increase in call volume as this segment of society, and the medical conditions they present with and the life safety challenges they pose, continues to increase.

VI. RISK CATEGORIES

High-Risk Areas

The major factor used to determine a high-risk occupancy is the ability of the occupants of the building to remove them from the building in an emergency. Another important, though often overlooked, factor is the construction of the building which, in most cases, is directly related to the age of the building. A third factor that places buildings in the high-risk category is their lack of fire protection systems, such as no sprinkler system or automatic alarms. There is the potential that many of these buildings that are designated as high risk have common walls and attics, and common openings is cause to classify these structures as high-risk. **High-risk, by definition for occupant safety, includes all hospitals, multi-story extended care facilities, psychiatric care centers, and eldercare facilities as well as low income housing. All educational facilities are high risk, as well.**

High Risk Structures and Multi-Story Buildings

High risk occupancies include low- and high-rise residential, business, light manufacturing, schools, and all high-rise office complexes. Older buildings pose an increased risk of structural failure as well as the risk of fire spread.

In terms of fire safety, a high-rise building could be defined as a building taller than four stories or 75 feet, since fire department aerial ladders rarely reach anything higher than that. Every year there are about 7,000 fires that break out in high rise office buildings causing deaths, injuries and millions of dollars in fire damage.

In a high-rise building, fire fighters experience extreme difficulties in being able to control fire and smoke spread above the floor of fire origin. In such a structure, fire, smoke and hot gases spread rapidly to the floors above through the vertical elevator shafts, and horizontally through heating, ventilating, and air conditioning (HVAC) return ducts. As extreme fire conditions (e.g., flashover) develop, exterior windows would be expected to break out, allowing more air for combustion into the fire floor and creating a path for vertical, exterior flame spread.²⁷ In an environment such as this, it is difficult to deliver fire fighters and equipment to the upper floors as the products of combustion restrict fire fighters from advancing beyond the fire floor. In addition, fire fighters encounter myriad related conditions, including falling glass and debris, a

< <http://www.usfa.fema.gov/public/factsheets/facts.shtm> > Site visited August 20, 2004.

²⁵ Ibid.

²⁶ Ibid.

²⁷ R.E. Sanders & D. Madrzykowski, "Fire Service and Fire Science: A Winning Combination," *NFPA Journal*, Vol. 8, No.2 (March/April 1994)

lack of water, difficulty in ventilating the structure, and heavy smoke in the stairwells in which fire fighters are attempting to ascend while panicked occupants are attempting to evacuate.

High Risk Medical Facilities

There are three types of care in most modern hospitals: (1) ambulatory, (2) general, and (3) intensive care. Given proper directions, unless smoke and heat is intense, ambulatory patients can make their own way to safety. General care patients may be transported on stretchers or in wheelchairs with some difficulty; horizontal and even some vertical movement is generally possible, although independent evacuation is not. Patients in intensive care are likely to be connected to various life support devices, making movement for even short distances very difficult and evacuation almost impossible without further endangering these patients' lives. A significant percentage of occupants in hospitals and nursing homes are incapable of self-evacuation and are incapable of perceiving a fire threat and choosing a rational response. For these reasons, hospital occupants and residents of health care facilities are generally presumed to be incapable of self-preservation. A health care facility, then, resembles a ship at sea: it is better to keep the fire from the patient than to remove the patient from the fire. Thus, occupants must be defended in place.²⁸

High Risk Commercial/Industrial Conditions

The commercial goods and hazardous materials that are both manufactured in and transported through the jurisdiction on both the railroads and the highways are also cause for high-risk designation. Certain businesses transport, manufacture, or store chemicals that if spilled or impinged upon with excessive heat can present a serious threat to community safety. Prince Albert is home to many industrial and manufacturing companies. In addition, water treatment facilities house a variety of chemicals, including chlorine and hydrogen sulfide for water treatment.

High Risk Populations

Fire losses affect all groups and races, regardless of income, sex, or geographical location. But the severity of the problem is greater for some groups than it is for others. At least 80% of all fire deaths occur in residences. Those at greatest risk are children under the age of 5 and senior citizens age 65 years and older.²⁹ Nationally, children under the age of 10 account for an estimated 22 percent of all fire deaths.³⁰ The risk of fire death among seniors over 65 is more than double the average population. That risk triples for seniors over age 75, and is nearly 3 ½ times the average population for those over age 85.³¹

²⁸ NFPA Fire Protection Handbook, 18th Ed., © 1997; pp. 9-50 – 9-53

²⁹ U.S. Fire Administration "Home Fire Safety" Fact sheet.

³⁰ Ibid.

³¹ Ibid.

The Relationship Between Socioeconomics And the Incidence of Fire

Virtually every study of socioeconomic characteristics has shown that lower levels of income are either directly or indirectly tied to an increased risk of fire.³² This fact may have important implications for the community of Prince Albert, where in 2004, unemployment levels were at their highest since 1998. In addition, in 2005 Prince Albert was listed in Reader's Digest for having serious problems with crime, drugs, prostitution, and gangs. Various outlets have cited poverty and joblessness as causal factors.³³

Vacant & Abandoned Buildings

Vacant buildings and the hazards associated with them are a serious public safety issue and represent a fire hazard for several reasons. First, they are more likely to experience severe fires than other types of buildings. **Studies have found that abandoned buildings are four times more likely than other structures to suffer the ravages of fire.**³⁴ According to the International Association of Arson Investigators, three of every four fires in vacant buildings are officially classified as arson or suspicious. Second, fires in vacant structures often spread to occupied, insured properties either as a result of radiated heat or from floating embers. Third, the homeless and those seeking shelter from the elements or the public view may illegally access vacant buildings. The occupancy of abandoned or vacant buildings by the homeless during the winter months is especially dangerous because those seeking shelter often start indoor fires to keep warm, which may spread throughout the entire structure. A fire in an abandoned warehouse in 1987 killed one Detroit firefighter when it flashed over. The fire spread to an occupied paper and supply company, where two more firefighters died when a wall collapsed as they attempted to limit the fire's spread. Prior to the incident, the fire department had been called to extinguish several small fires in the vacant building, which had been started by vagrants for warmth. To the extent that persons seeking refuge in abandoned buildings are often under the influence of alcohol or drugs, there is an added risk that carelessness will result in fire.³⁵

NFPA statistics show that more fire fighters- in excess of 6,000 *per year*- are injured while operating at fires involving vacant or abandoned properties than in any other property classification. The injury rate per fire is 5.6 firefighter injuries per 100 special structure (including vacant buildings) fires compared to 1.9 injuries per fire at structure fires in general.³⁶ Firefighters are three times more likely to be injured fighting a fire in a vacant building than in an ordinary structure fire.³⁷ Uninhabited buildings that are not secure (open to unauthorized entry) have a very high probability of experiencing an intentionally set fire. Fires occurring in these buildings present a host of potentially life-threatening problems to fire fighters. Since the buildings are uninhabited, fires may develop for significant periods of time before they are detected and reported. The buildings may contain unprotected hazardous materials and fuel packages that would not be found in occupied buildings. The removal of equipment or

³² *Socioeconomic Factors and the Incidence of Fire*, Federal Emergency Management Agency, (Washington, DC: June 1997).

³³ *Wikipedia.org*: < http://en.wikipedia.org/wiki/Prince_Albert%2C_Saskatchewan > Site visited February 1, 2007.

³⁴ George Sternlieb and Robert Burchell, "Fires in Abandoned Buildings," *Fire Journal*, vol. 67, no. 2 (1973) 28.

³⁵ Alison Norton, "Fire Risks of the Homeless," *Fire Journal*, vol. 83, no. 6, (November/December: 1989), 33.

³⁶ Donna B. Towerman and Thomas J. Towerman, *Drug Related Fires in the United States- A Preliminary Report of Research on the Relationship between Drug Activity and Arson in Selected U.S. Cities*, Virginia Commonwealth University, Department of Justice and Risk Administration (1993).

³⁷ Arson fact sheet < <http://www.interfire.org/pdf/PublicServiceAnnoc.%202001.pdf> >

structural components and deterioration due to age or weather can weaken the structure causing rapid failure early in a fire. Fire fighters may encounter open shafts, stairways, pits or holes in floors that would not be found in occupied structures. All of these factors contribute to the danger these structures pose to fire fighters operating in vacant or abandoned structures.³⁸

Neighborhood Decline

As noted by the U.S. Fire Administration, “building abandonment can become a self-fulfilling prophecy for a neighborhood. The presence of vacant buildings may discourage apartment building owners, who often do not live in the neighborhood, from investing in their buildings. The withdrawal of routine maintenance services soon seriously erodes the quality of the housing units in those buildings, increasing the risk of fire from inadequately maintained heating or electrical systems, for example. In the worst case scenario, an owner may use arson as a means to force tenants out of a building or to fraudulently collect on an insurance policy, thereby ‘cashing in’ his or her investment from the community. The end result is usually another vacant building in the neighborhood.”³⁹

Medium Risk

Medium risk would include smaller buildings, mainly one or two stories with adequate separation from adjacent buildings. With the exception of occupancies that cater exclusively to the elderly and invalid, most low-rise apartment complexes and light commercial buildings are designated as medium risk because of the potential for victim rescue.

Low Risk

Due to hidden dangers, unpredictable conditions, and circumstances beyond human control, it is difficult to deem any building as low risk. However, residential construction is the least dangerous from a fire spread perspective. Therefore, low risk areas include residential areas within the response jurisdiction. Nonetheless, it is important to understand that, from a fire suppression perspective, the larger the home the larger the potential fuel load. The larger the fuel load, the larger the fire. The larger the fire, the more resources will be required to engage in safe and effective fire suppression operations. In addition, the increased number of rooms per household may be correlated to an increase in the number of occupants.

Although residential construction presents the lowest risk to firefighters from a fire spread perspective, large homes and the potential for them to be occupied by a number of occupants presents a challenge to emergency personnel. The fire department must be able to assemble an appropriate number of resources at the incident scene within critical time frames, before the fire spreads beyond the point of control, to initiate safe and effective fire suppression and rescue operations. The greater the intensity and size of the fire, the more resources will be required. Similarly, the larger the home, the greater the odds of multiple fire victims in need of rescue by fire department personnel. Therefore, the fire department should be staffed and deploy with resources adequate to mitigate emergencies within its response jurisdiction, relative to the hazards posed.

Furthermore, it would be misguided to suggest that residential structure fires pose a lesser risk to firefighters without considering other factors that may come into play, such as fire load or

³⁸ Interfire.org website < http://interfire.org/features/community_talk.asp >

³⁹ Socioeconomic Factors and the Incidence of Fire, Federal Emergency Management Agency, (Washington, D.C.: June 1997)

size of the structure, as revealed above. Another important factor in gauging the level of risk a structure may pose to firefighters during an emergency is the age of the structure. Buildings constructed prior to 1940 are generally considered to be at an increased risk of fire. Most homes built prior to 1940 are not fitted with automatic sprinklers. In addition, the knob and tube wiring in many of these homes was never designed to handle modern day electrical loads. The rubberized cloth that covers the older wiring becomes brittle over time, increasing the risk of fire or electrical shock. And whereas modern wiring is required to have a ground wire to reduce the chances of electrocution in the event the system short-circuits, knob and tube wiring does not. In fact, because of the increased risk of fire associated with knob and tube wiring, some insurance companies have increased premiums for homes that have it, while still others refuse to insure such homes.

GIS ANALYSIS METHODOLOGY

METHODOLOGY

OVERVIEW

Once the domain of cartographers, computer-assisted drawing technicians, mainframes, and workstations, geographic information systems (GIS) mapping has migrated to the desktop. With ArcView, a user can create intelligent, dynamic maps, using data from virtually any source and across most popular computing platforms to display information that has a geographic aspect. The ArcView GIS software, a product of ESRI, Inc., allows desktop users to work simultaneously with maps, database tables, charts, and graphics, and is an effective tool for conducting computerized system analysis and management.

Geographic information systems are used by government agencies, nonprofit organizations, and businesses to describe and analyze the physical world. Simply put, a GIS combines layers of information about a geographic region to give you a better understanding of that region. Layers of information can be combined depending on the purpose of the study, forming a computer model of a jurisdiction on which many types of analysis can be made. In the public safety sector, and for the purposes of this analysis, GIS software uses geography and computer-generated maps as an interface for integrating and accessing location-based information. For example, the location of fire stations can be layered on a jurisdiction's geography including the road network, water features, building footprints, or any other feature that has been digitized and assigned a location. In this manner, GIS allows public safety personnel to effectively plan for emergency response, determine mitigation priorities, analyze historical events, and predict future events. GIS can also be used to provide critical information to emergency responders upon dispatch or while en route to an incident to assist in tactical planning.

ARCVIEW 9.2 AND NETWORK ANALYST GEOGRAPHIC INFORMATION SYSTEMS

ArcView's Network Analyst is an extension, or software tool, that manipulates the network data incorporated into a GIS. Networks are interconnected line features, visually represented as roads, rivers, pipelines, or trails. From this data, it is possible to determine the best route between two spots or amongst several points, calculate travel cost in distance or time, find the closest facility to an address, or model service areas.

Travel speed is based on road type. The ArcView 9.2 software Network Analyst extension uses CanMap® Streetfiles v8.1, which was developed by DMTI Spatial to meet the need for a complete, accurate, and up-to-date street map data product for large and small communities across Canada. CanMap® Streetfiles v8.1 provides comprehensive street name and address range coverage for communities with a population greater than 5,000 in Saskatchewan, and greater than 7,500 throughout the rest of Canada. CanMap® Streetfiles v8.1 provides the highest level of detailed topographic and geographic features for all major urban areas throughout Canada.

ASSIGNED ROAD SPEEDS

In the United States, a great deal of geographic street data originates from the US Census Bureau TIGER files. One of the attributes extracted from these files is the Census Feature Classification Code (CFCC), which describes street characteristics, among others. The CFCC is a three-character code: the first character is a letter describing the feature class; the second

character is a number describing the major category; and the third character is a number describing the minor category. Based on the CFCC codes, a GIS user employing the ArcView Network Analyst extension is able to calculate the driving time for each line segment in a road network (i.e., the roads in a province, city, or other jurisdiction). CFCC codes are as follows:

Primary Highways with Limited Access – 55 MPH (88 KM/H)

Interstate highways and some toll highways are in this category (A1) and are distinguished by the presence of interchanges. These highways are accessed by way of ramps and have multiple lanes of traffic. The opposing traffic lanes are divided by a median strip.

Primary Roads without Limited Access – 45 MPH (72 KM/H)

This category (A2) includes nationally and regionally important highways that do not have limited access as required by category A1. It consists mainly of US highways, but may include some state highways and county highways that connect cities and larger towns. A road in this category must be hard-surface (concrete or asphalt). It has intersections with other roads, may be divided or undivided, and have multi-lane or single-lane characteristics.

Secondary and Connecting Roads – 35 MPH (56 KM/H)

This category (A3) includes mostly state highways, but may include some county highways that connect smaller towns, subdivisions, and neighborhoods. The roads in this category generally are smaller than roads in Category A2, must be hard-surface, and are usually undivided with single-lane characteristics. These roads usually have a local name along with a route number and intersect with many other roads and driveways.

Local, Neighborhood, and Rural Roads – 25 MPH (40 KM/H)

A road in this category (A4) is used for local traffic and usually has a single lane of traffic in each direction. In an urban area, this is a neighborhood road and street that is not a thoroughfare belonging in categories A2 or A3. In a rural area, this is a short-distance road connecting the smallest towns; the road may or may not have a state or county route number. Scenic park roads, unimproved or unpaved roads, and industrial roads are included in this category. Most roads in the nation are classified as A4 roads.

Vehicular Trails – 1 MPH (\leq 2 KM/H)

A road in this category (A5) is usable only by four-wheel drive vehicles, is usually a one-lane dirt trail, and is found almost exclusively in very rural areas. Sometimes the road is called a fire road or logging road and may include an abandoned railroad grade where the tracks have been removed. Minor, unpaved roads usable by ordinary cars and trucks belong in category A4, not A5.

Road with Special Characteristics – <20 MPH (<32 KM/H)

This category (A6) includes roads, portions of a road, intersections of a road, or the ends of a road that are parts of the vehicular highway system and have separately identifiable characteristics.

DMTI Spatial's CanMap® Streetfiles v8.1 does not employ CFCC codes. Rather, cartographic (carto) codes 1 through 6 are used to designate road type in Canada. Road classification based on carto codes are as follows:

TABLE 6
“CARTO ROAD CLASSIFICATION”⁴⁰

CODE	CARTO CODE TYPE	CANADIAN DESCRIPTION
1	Expressway	Expressways and 400 series highways
2	Principal Highway	Principal Highway
4	Major Road	Major road or county road
5	Local Road	Subdivision road in a city or gravel road in rural area
6	Trail	Trails, trailer park roads, cemetery roads, shopping mall roads, service roads, driveways, etc.

No road speeds in the data set are associated with carto codes. Therefore, in order to assign an appropriate road speed, road classifications based on CFCC codes were cross-referenced with road classifications based on carto codes and assigned a road speed based on U.S. Census Bureau CFCC codes.

TABLE 7
“CONVERTED ROAD CLASSIFICATION”

CODE	CARTO CODE TYPE	CFCC DESCRIPTION (U.S. CENSUS)	SPEED (MPH)
1	Expressway	Primary Highways with Limited Access	55
2	Principal Highway	Primary Roads without Limited Access	45
4	Major Road	Secondary and Connecting Roads	35
5	Local Road	Local, Neighborhood, and Rural Roads	25
6	Trail	Road as Other Thoroughfare	15

Road speeds were then converted from miles per hour to kilometers per hour.⁴¹

TABLE 8
“ROAD SPEED CONVERSION”
(From MPH to KM/H)

CODE	CARTO CODE TYPE	CFCC DESCRIPTION (U.S. CENSUS)	SPEED (KM/H)
1	Expressway	Primary Highways with Limited Access	88
2	Principal Highway	Primary Roads without Limited Access	72
4	Major Road	Secondary and Connecting Roads	56
5	Local Road	Local, Neighborhood, and Rural Roads	40
6	Trail	Road as Other Thoroughfare	24

Using ArcView 3.2a and Network Analyst Geographic Information Systems software, several plots were generated predicting which roads in the response jurisdiction could be covered by the Prince Albert Fire Department within two time frames, using different combinations of apparatus and personnel. Response times were plotted based on 4- and 8-minute travel times. Response time, for the purpose of this analysis, is defined as “the time that begins when units are en route to the emergency incident and ends when units arrive at the scene.”⁴² **It should be**

⁴⁰ Carto code “3” not included in Prince Albert, Saskatchewan data set.

⁴¹ Road speeds were converted from miles per hour to kilometers per hour by multiplying MPH by 1.6.

⁴² NFPA 1710, § 3.3.42.4

noted that dispatch time and turnout time are not considered as part of this analysis, and may add as much as two minutes to overall call-to-arrival time.

Additionally, the computer model is unable to accurately portray the response of “callback” fire fighters responding in private vehicles from their residence or place of business to an incident scene. Inasmuch as “callback” personnel are not available on a regular basis to respond emergency units immediately upon dispatch- and it is impossible to quantify the amount of time it takes for those individuals to respond from their different locations to the station, staff an apparatus, and respond that unit to a given location- the GIS software is also unable to accurately display the predicted response capabilities of apparatus deploying from a fire station when staffed with “callback” personnel. As such, the unpredictable response capabilities of units staffed by off-duty personnel responding as “callback” fire fighters are omitted from this analysis.

Colored roads enclose areas where roads can be traveled within the stated response time criteria: green for a 4-minute response, and purple for an 8-minute response. Percentages of roads predicted to receive coverage within the aforementioned response time criteria are based on software-calculated road lengths.

ASSUMPTIONS

Several key assumptions must be addressed prior to drawing any conclusions from this analysis:

- Modeled travel speeds are based on reasonable and prudent road speeds, as defined by the U.S. Census Bureau (reference pp. 46-47) and DMTI Spatial’s CanMap® Streetfiles, v8.1. **Actual response speeds may be slower, and the associated travel times greater, with any traffic congestion or any other unpredictable impedances including, but not limited to:**
 - **Traffic Incidents:** collisions and vehicle breakdowns causing lane blockages and driver distractions.
 - **Work Zones:** construction and maintenance activity that can cause added travel time in locations and times where congestion is not normally present.
 - **Weather:** reduced visibility, road surface problems and uncertain waiting conditions result in extra travel time and altered trip patterns.
 - **Demand Changes:** traffic volume varies from hour-to-hour and day-to-day and this causes travel time, crowding and congestion patterns to disappear or to significantly worsen for no apparent reason in some locations.
 - **Special Events:** an identifiable case of demand changes where the volume and pattern of the change can frequently be predicted or anticipated.
 - **Traffic Control Devices:** poorly timed or inoperable traffic signals, drawbridges, railroad grade crossing signals or traveler information systems contribute to irregularities in travel time.

- ***Inadequate Road or Transit Capacity***: the interaction of capacity problems with the aforementioned sources causes travel time to expand much faster than demand.⁴³

In addition, it is reasonable to suggest that because larger emergency vehicles are generally more cumbersome and require greater skill to maneuver, their response may be also be negatively affected by their weight, size, and, in some cases, inability to travel narrow surface streets.

- The scenarios depicted herein assume all apparatus are staffed and available to respond from their assigned stations immediately upon dispatch. **If any unit is unavailable for any reason** (e.g., simultaneous emergencies, scheduled training, or as a result of mutual aid obligations) **travel times will be greater as more distant apparatus will be required to respond to an emergency with potential delays.**
- **The time from arrival of the apparatus to the onset of interior fire suppression operations and/or initiation of critical emergency medical interventions by that crew** (access interval) **must be considered when analyzing response system capabilities.** In reality, the access interval is dependent upon factors including, but not limited to, distance from the apparatus to the task location and the elevation of the fire or EMS location (i.e., high rise structures). Locked doors or security bars which must be breached also act as impediments to access. Impediments like these may add to the delay between the discovery of a fire and implementation of an actual fire attack, and to the delay between the discovery of an individual in medical distress and the initiation of emergency medical care.

⁴³ David Schrank and Tim Lomax, The 2003 Urban Mobility Report, (Texas Transportation Institute, Texas A&M University: September 2003).

TABLE 9:
“EXISTING STATION LOCATIONS & MINIMUM DEPLOYMENT CONFIGURATION”

STATION	ADDRESS	APPARATUS	MINIMUM PERSONNEL
Station 1	76 15 th St East	Engine 14 Engine 11 Tanker 19 Ladder 16 Rescue 12 Rescue 28 Rescue 15 Command 21 Boats Mini Engine Utility 18 Utility 24	4 FF on 1 Engine alarm 3 FF on 2 Engine alarm Cross-Staffed Cross-staffed Cross-staffed 1 Battalion Chief Cross-staffed Cross-staffed Cross-staffed Cross-staffed

Existing Minimum On-duty Staffing: 7 Firefighters and 1 Battalion Chief

The Prince Albert Fire Department deploys 4 firefighters on the first Engine if the alarm assignment calls for a single engine company and cross-staffs all remaining apparatus depending on the alarm assignment. All 7 firefighters and 1 Battalion Chief will deploy with appropriate apparatus on alarm assignments that require more than the first Engine. (Engine 14)

** Cross-staffing is a practice whereby emergency responders staff several types of emergency response vehicles simultaneously in a work period.*

- **If primary units are unavailable, for any reason (e.g., simultaneous emergencies, scheduled training, or as a result of mutual aid obligations), to respond to an emergency, travel times will be greater as more distantly-located secondary apparatus will be required to respond to an emergency in the primary unit’s stead, and with potential delays.**
- **The time from arrival of the apparatus to the onset of interior fire suppression operations and/or initiation of critical emergency medical interventions by that crew (access interval) must be considered when analyzing response system capabilities.** In reality, the access interval is dependent upon factors including, but not limited to, distance from the apparatus to the task location and the elevation of the fire or EMS location (i.e., high rise structures). Locked doors or security bars which must be breached also act as impediments to access, as do traumatized family members, crowds, whether or not the scene is secured by police, parked cars, and a host of other unpredictable conditions. Impediments like these may add to the delay between the discovery of a fire and implementation of an actual fire attack, and to the delay between the discovery of an individual in medical distress and the initiation of emergency medical care.

Input information including station locations, apparatus deployment, incident data, and staffing minimums, were provided by the IAFF, Local 510. The report that follows is a “best estimate” response time model of those roads expected to receive coverage by the City of Prince Albert’s Fire Department.

IDENTIFICATION OF EXISTING EMERGENCY RESOURCE RESPONSE CAPABILITIES

SUMMARY

The following series of maps indicate the existing response capabilities of City of Prince Albert Fire Department emergency apparatus when responding from existing station locations. **The indicated response capabilities for individual units, and the resources designated to respond as part of an alarm assignment, assume that all units and the personnel assigned to staff and respond these units are available to respond immediately upon dispatch.**

Understanding the several components of an emergency response is an important part of understanding how to interpret the following series of maps. To follow are some key terms that the reader should understand.

- **Alarm Time** is defined as “The point of receipt of the emergency alarm at the public safety answering point to the point where sufficient information is known to the dispatcher to deploy applicable units to the emergency.”⁴⁴
- **Dispatch Time**, also referred to as *call processing time*, is “The point of receipt of the emergency alarm at the public safety answering point to the point where sufficient information is known to the dispatcher and applicable units are notified of the emergency.”⁴⁵
- **Turnout Time** is “The time beginning when units acknowledge notification of the emergency to the beginning point of response time.”⁴⁶ Per NFPA 1710, turnout time should not exceed one minute.⁴⁷
- **Response Time** is defined as “The time that begins when units are en route to the emergency incident and ends when units arrive at the scene.”⁴⁸

It is critical to understand that the response capabilities indicated in the following series of maps reflect **response time only**. That is to say, the following series of maps indicate how far an emergency vehicle traveling on the existing road network in the city of Prince Albert can travel within 4 and 8 minutes. **Dispatch time and turnout time are not considered as part of this analysis, and may add as much as two minutes to overall call-to-arrival time. Actual response speeds may be slower, and the associated travel times greater, with any traffic congestion or any other unpredictable impedances.**

If any unit is unavailable for any reason, travel times will be greater as more distant apparatus will be required to respond, with potential delays. Impediments to access may add to the delay between the discovery of a fire and implementation of an actual fire attack (resulting in *increased* fire growth), and to the delay between the discovery of an individual in medical distress and the initiation of emergency medical care (resulting in *decreased* patient survivability).

⁴⁴ NFPA 1710, §3.3.42.1

⁴⁵ NFPA 1710, §3.3.42.3

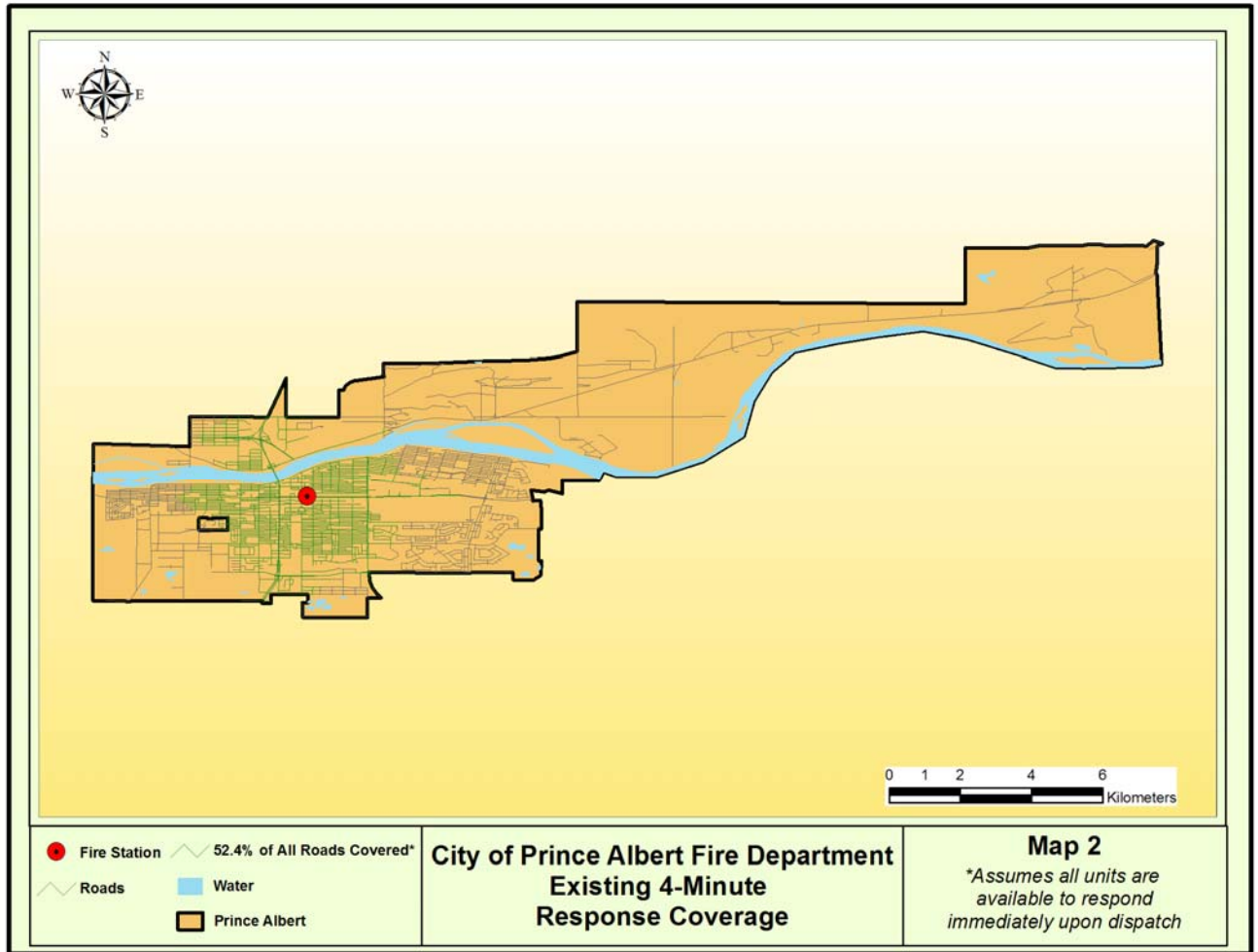
⁴⁶ NFPA 1710, §3.3.42.5

⁴⁷ NFPA 1710, §4.1.2.1.1

⁴⁸ NFPA 1710, §3.3.42.4

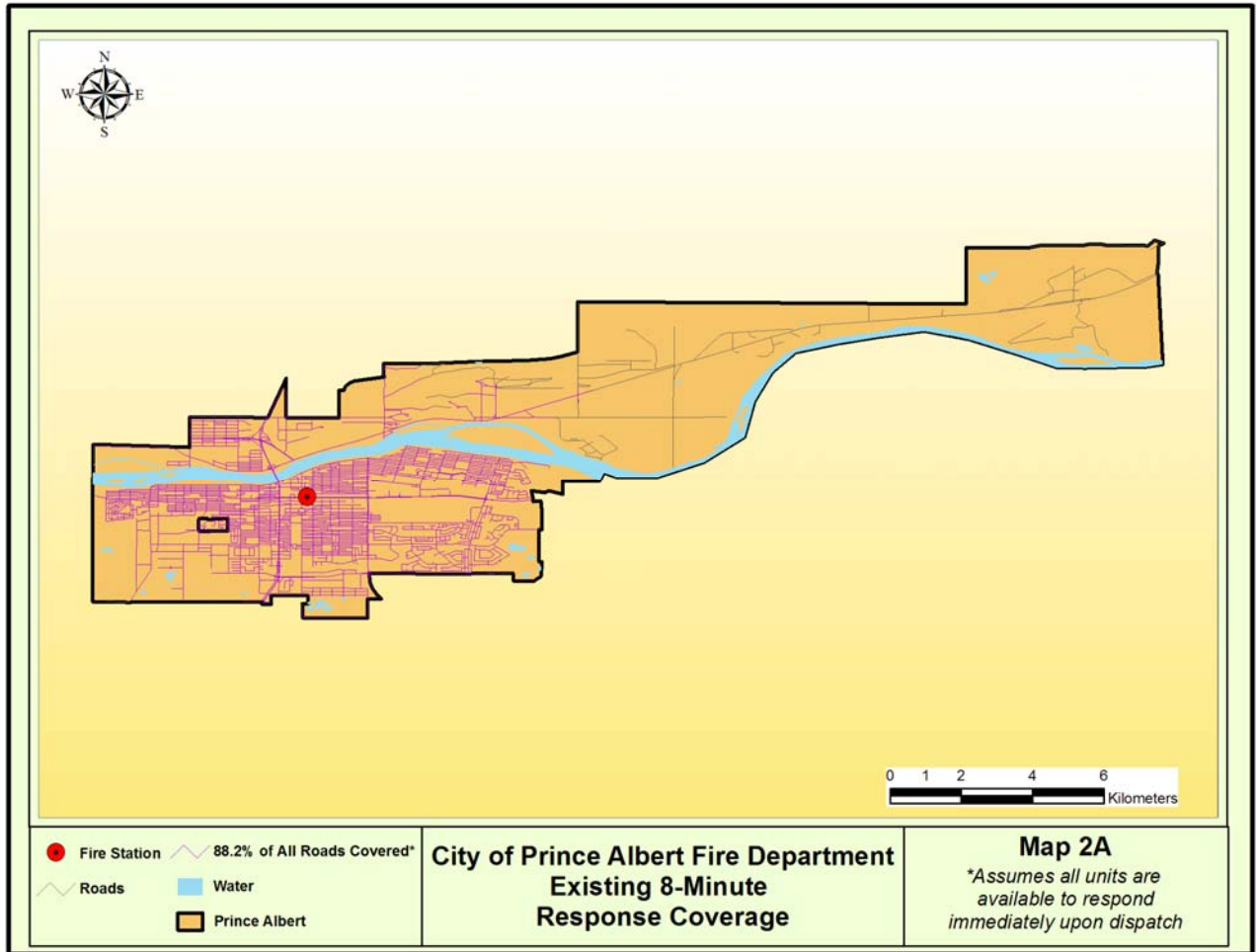
Additionally, the computer model is unable to accurately portray the response of “callback” fire fighters responding in private vehicles from distant locations to an incident scene. Inasmuch as “callback” personnel are not available on a regular basis to respond emergency units immediately upon dispatch- and it is impossible to quantify the amount of time it takes for those individuals to respond from their different locations to the station, staff an apparatus, and respond that unit to a given location. The GIS software is also unable to accurately display the predicted response capabilities of apparatus deploying from a fire station when staffed with “callback” personnel. As such, the unpredictable response capabilities of units staffed by off-duty personnel responding as “callback” fire fighters are omitted from this analysis.

Map 2



Map 2 indicates the existing 4-minute response capability for apparatus and personnel responding from the existing fire station. Currently, any personnel and apparatus that deploy from this station are capable of responding to **52.4% of all roads located within the response jurisdiction in 4 minutes or less**, assuming all units are available to respond immediately upon dispatch. The unavailability of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional increase in the expected loss of life and property.

Map 2A



Map 2A indicates the existing 8-minute response capability for apparatus and personnel responding from the existing fire station. Currently, any personnel and apparatus that deploy from this station are capable of responding to **88.2% of all roads located within the response jurisdiction in 8 minutes or less, assuming all units are available to respond immediately upon dispatch.** The *unavailability* of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional *increase* in the expected loss of life and property.

Engine Company 4-minute Response Capabilities and The Impact of Engine Unit Unavailability

The Importance of the 4-minute Engine Company Response In Structural Fire Fighting Operations:

Fire growth- the rate of spread and the intensity of the fire- is directly linked to the time it takes to initiate fire suppression operations. As a rule, a fire doubles in size for every minute that passes without the application of aggressive fire suppression measures. In less than 30 seconds a small flame can rage completely out of control and turn into a major fire. During fire growth, the temperature of a fire rises to 1,000° to 1,200° F. Flashover (the very rapid spreading of the fire due to super heating of room contents and other combustibles) at 1,100° to 1,200° F. may occur in a burning room in as little as 4 minutes, depending upon its contents.⁴⁹

At flashover, the odds of survival for individuals inside the structure- both victim and rescuer- are virtually non-existent. The 4-minute goal for arriving fire suppression companies is therefore critical. Recognizing the criticality of a rapid fire department response, NFPA Standard 1710 states that a fire department station establish the response time objective of “**4 minutes or less for the arrival of the first arriving Engine company at a fire suppression incident.**”⁵⁰

The Importance of the 4-minute Engine Company Response In the Provision of Emergency Medical Services:

The City of Prince Albert Fire Department responds to all emergencies in the city necessitating the skills, capabilities, and resources of the fire service. Motor vehicle accidents, for example, often times require the fire department to stabilize the incident scene and gain access to the patient before emergency medical care can be rendered. While the extrication is being performed, and often before the ambulance arrives at the incident scene, the responsibility of emergency medical care and patient stabilization falls upon the Fire Department. The prehospital care rendered by firefighters in such instances encompasses the “A.B.C.s” of basic emergency medical care – maintenance of the Airway, ensuring the patient can continue Breathing, and maintaining Circulation. The bandaging of wounds, the realignment of broken limbs, when necessary, and protection of the spine are also priorities for the Fire Department in the prehospital setting.

Of the many types of medical emergencies firefighters respond to, the City of Prince Albert Fire Department’s response to cardiovascular accidents (stroke) and myocardial infarctions (heart attacks) are the most time critical. A stroke is a sudden loss of brain function. It is caused by the interruption of the flow of blood to the brain or the rupture of blood vessels in the brain. The interruption of the blood flow or the rupture of blood vessels causes brain cells in the affected area to die. A heart attack occurs when the blood supply to part of the heart muscle itself is severely reduced or stopped. This happens when one of the arteries supplying blood to the heart muscle is blocked. If the blood supply to the heart muscle is cut off for longer than several minutes, muscle cells in the affected area suffer irreversible injury and die.

⁴⁹ In general, however, flashover is most likely to occur within 10 minutes of fire ignition within a confined space, and with typical contents.

⁵⁰ NFPA 1710, § 4.1.3.1.1 (1)

A cardiac arrest is a life-or-death emergency no matter where it occurs. According to the Heart and Stroke Foundation, eight of every ten cardiac arrests take place at home and not in a hospital setting. Each year there are between 35,000 and 45,000 cases of cardiac arrest in Canada. A cardiac arrest occurs when the heart stops beating regularly and can no longer Engine blood through the body. Fewer than five per cent survive outside a hospital setting. Yet more than 70% might survive if CPR and defibrillation are available in time.⁵¹

In spite of these statistics, cardiac arrest remains one of the most time-critical medical emergencies that can be treated in the field. The four-part “chain of survival” concept, as illustrated in Figure 2, is essential to ensuring positive patient outcomes. The “Chain of Survival” consists of:

1. **EARLY ACCESS:**
 - *Quickly calling the Emergency Medical Services (9-1-1) system*
2. **EARLY CPR:**
 - *Promptly giving cardiopulmonary resuscitation when needed*
3. **EARLY DEFIBRILLATION:**
 - *Having proper equipment and being trained to use it when indicated*
4. **EARLY ADVANCED CARDIOVASCULAR CARE:**
 - *Initiating advanced airway management and I.V. and drug therapy provided by firefighter-paramedics*

FIGURE 2:⁵²
“THE CHAIN OF SURVIVAL”



- **If fire fighters responding within 4 minutes of receiving an alarm initiate CPR, the probability of *patient survival quadruples*, from 4.6% to 18.2%.**
- **If those same fire fighters are equipped and trained to provide defibrillation, the expected survival rate is *five times greater* at 25.8%.**
- **Finally, if those fire fighters are trained and equipped as paramedics, the survival rate is increased to 34.3% - nearly a *sevenfold increase*.**⁵³

⁵¹ Heart and Stroke Foundation of Canada, “Home is Where the Heart Stops”, Heart and Stroke Foundation website visited May 16, 2007

<<http://ww2.heartandstroke.ca/Page.asp?PageID=33&ArticleID=4305&Src=news&From=search>>

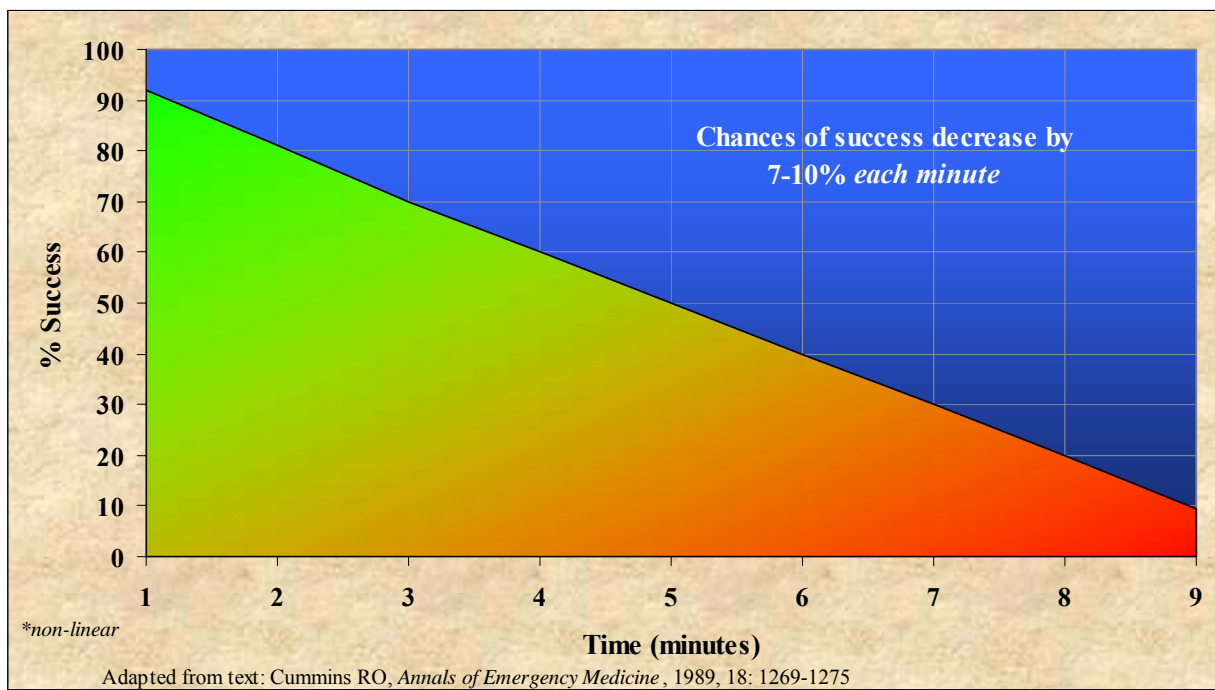
⁵² “Chain of Survival” diagram courtesy of “ChainofSurvival.com”

< http://www.chainofsurvival.com/cos/COSOverview_detail.asp >

⁵³ “Predicting Survival From Out-of-Hospital Cardiac Arrest: A Graphic Model,” *Annals of Emergency Medicine* (November 1993)

The use of an automated external defibrillator (AED) by trained personnel is integral to the treatment and survival of cardiac arrest. Abnormal heart rhythms, with ventricular fibrillation (VF) being the most common, cause cardiac arrest. Defibrillation within 2 minutes can produce cardiac arrest survival rates as high as 90%. However, **“if defibrillation is delayed more than 10 minutes, survival rates drop to less than 5%.”**⁵⁴

**FIGURE 3:
“CARDIAC ARREST SURVIVAL RATE”**



While patient survivability from cardiac arrest depends upon a series of critical interventions, such as are provided by firefighters cross-trained as EMTs and Paramedics, “rapid defibrillation is the most important single factor in determining survival.”⁵⁵ The highest hospital discharge rates have been achieved in cardiac arrest patients in whom CPR was initiated **within 4 minutes of arrest** and ACLS within 8 minutes. A rapid emergency medical response is therefore essential in improving survival rates.⁵⁶

So effective is the use of an AED in increasing survivability of cardiac arrest patients, the International Association of Fire Chiefs has endorsed equipping every fire suppression unit in the United States with an automated external defibrillator.⁵⁷ Mirroring this recommendation, NFPA 1710 states, “the fire department... station ensure [that] emergency medical response capability includes personnel, equipment, and resources to deploy at the first responder level

⁵⁴ American Heart Association, Sudden Deaths from Cardiac Arrest Statistical Fact Sheet (2003)

⁵⁵ Emergency Cardiac Care Committee and Subcommittees of the American Heart Association, “Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care,” Journal of the American Medical Association (October 28, 1992): 2289

⁵⁶ Ibid, 2184.

⁵⁷ American Heart Association, Sudden Deaths from Cardiac Arrest Statistical Fact Sheet (2003).

with automatic external defibrillator (AED) or higher treatment level.”⁵⁸ In accordance with NFPA Standard 1710, Section 4.3.2, the City of Prince Albert Fire Department equips all of its front line apparatus with AED’s and ensures all fire fighters are trained in their proper and effective operation.⁵⁹

Moreover, the 1710 Standard requires that a “fire department station establish the response time objectives of **4 minutes or less for the arrival of a unit with first responder or higher capability at an emergency medical incident.**”⁶⁰ As previously indicated, however, assuming all Engine companies are available to respond immediately upon dispatch, 100% of all roads can expect to receive a fire department first response within 4 minutes. Approximately 52% of Prince Albert’s roads can receive initial response resources within 4 minutes.

Engine Company 8-minute Response Capabilities and The Impact of Engine Unit Unavailability

The Importance of the 8-minute Engine Company Response In Structural Fire Fighting Operations:

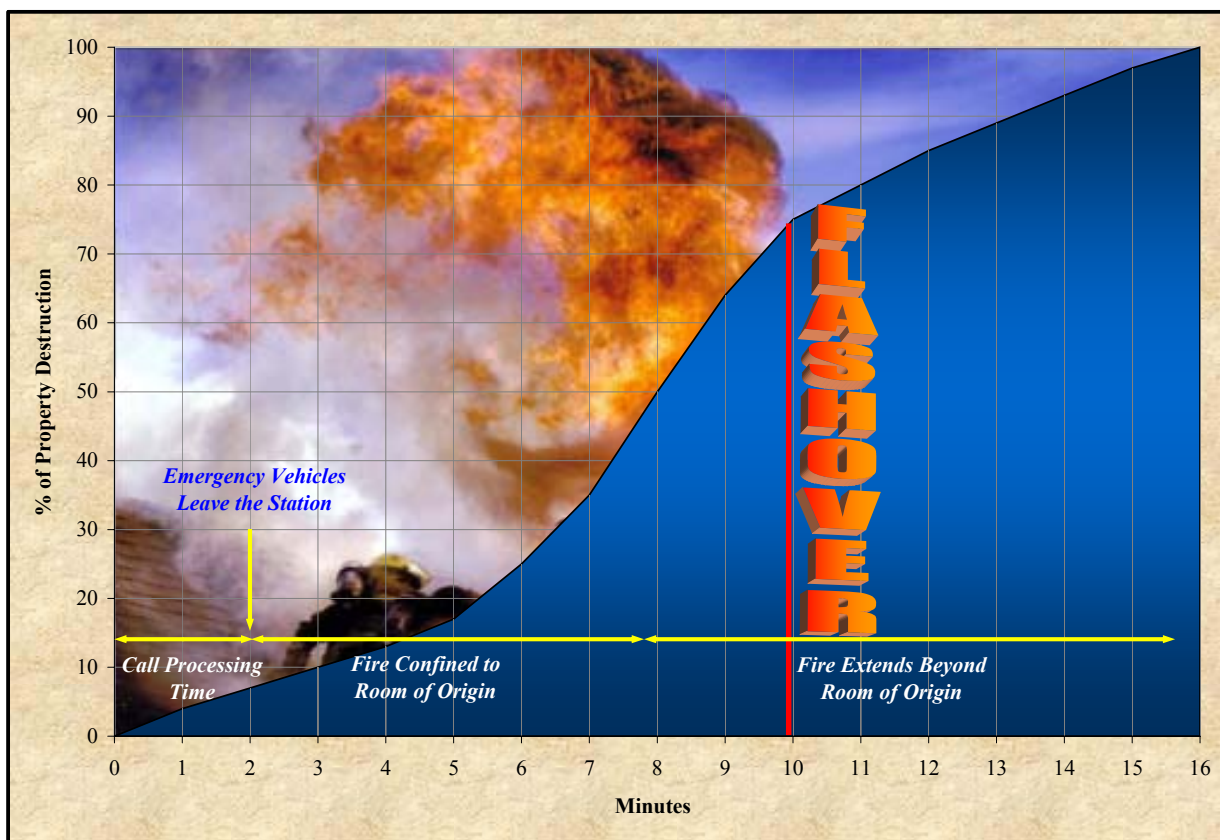
The 8-minute goal for arriving companies is critical because the progression of a structural fire to the point of “flashover” (the very rapid spreading of the fire due to super heating of room contents and other combustibles) generally occurs in less than 10 minutes. As there is a potential delay between fire ignition, discovery, and the transmission of an alarm it may be said that flashover is likely to occur within 8 minutes of firefighters receiving the alarm.

⁵⁸ NFPA 1710, § 4.3.2 - “The fire department... station ensure [that] emergency medical response capability includes personnel, equipment, and resources to deploy at the first responder level with automatic external defibrillator (AED) or higher treatment level.”

⁵⁹ NFPA 1710, § 4.1.3.1.1(2)

⁶⁰ NFPA 1710, § 4.1.3.1.1(2)

FIGURE 4:
“THE FIRE PROPAGATION CURVE”



The Importance of the 8-minute Engine Company Response In the Provision of Emergency Medical Services:

Sudden cardiac arrest- one of the leading causes of death in America- is also one of the most time-critical medical emergencies that can be treated in the field. The eight-minute benchmark is crucial because a rapid fire department response expedites the delivery of more advanced lifesaving interventions, such as defibrillation, advanced airway management, and drug therapy. Two-tiered EMS systems such as these, where the more widely-distributed fire department Basic Life Support (BLS) providers arrive in advance of Advanced Life Support (ALS) providers, have improved survival rates over one-tiered systems, particularly when the first responder provides automated external defibrillation.⁶¹

According to the Journal of the American Medical Association, “two-tier systems in which the first responders are trained in early defibrillation are most effective in providing rapid Advanced Cardiac Life Support (ACLS).”⁶² **Cardiac arrest victims have a 33% higher survival rate when Paramedics arrive within eight minutes**, according to the American Heart Association. After eight minutes, the prospects of recovery decreases rapidly.⁶³ Hence, by gaining access to

⁶¹ Analysis of some systems with high survival rates for out-of-hospital cardiac arrest reveals common practices of (1) multi-tiered systems deployed by a 911 priority dispatch system, (2) aggressive use of fire department apparatus for first response and automated defibrillation, (3) intensive medical supervision, and (4) widespread citizen awareness and CPR training.

⁶² The Journal of the American Medical Association (October 28, 1992): 2290.

⁶³ Matthew Cella, “Response Rate of EMS Declines,” The Washington Times, 1 April 2003

the scene and ensuring patient stabilization by initiating CPR, and providing defibrillation and airway management, Prince Albert firefighters set the stage for the arrival of ALS units, the provision of ACLS, and the opportunity for increased patient survivability. A timeline of a typical emergency response to an incident of sudden cardiac arrest is provided in “Appendix A,” *Timeline of a Typical Emergency Response to an Incident of Cardiac Arrest*.

The Eisenberg Model

A 1993 University of Washington study of 1,667 cardiac arrests linked survival of cardiac arrest to the time that elapsed before the initiation of three critical interventions: CPR, defibrillation and advanced cardiac life support. From this landmark study, researchers produced a model for predicting cardiac arrest survival rates, known as the *Eisenberg Model*.⁶⁴ Because it clearly links response time to the probability of survival, the *Eisenberg Model* has become a standard method for measuring effectiveness in the delivery of pre-hospital emergency medical services. The Eisenberg model is summarized in Figure 13, on the following page.




FIGURE 5:
“THE EISENBERG FORMULA”

<p>Survival Rate = 67% (<i>maximum percentage survival rate of out-of-hospital cardiac arrest patients if all three interventions were to occur upon collapse. This figure represents the assumption that only 2/3 of the population can be expected to survive an of out-of-hospital cardiac arrest. One minute is added to the observed response times to allow for dispatch and turnout. An additional minute is added for gaining access to the patient.</i>)</p> <ul style="list-style-type: none">• Less 2.3% per minute until CPR is started• Less 1.1% per minute until defibrillation is provided• Less 2.1% per minute until ACLS is initiated
--

Table 10 indicates predicted survivability rates for cardiac arrest patients, based upon the Eisenberg formula for predicting cardiac arrest survival rates, following the initiation of CPR, defibrillation, and advanced cardiac life support (ACLS) in 5, 6, and 7 minutes, respectively.

⁶⁴ M.P. Larsen, M.S. Eisenberg, et al., “Predicting Survival from Out-of-Hospital Cardiac Arrest: A Graphic Model,” *Annals of Emergency Medicine* 22, no. 11 (November 1993): 1652 – 8.

**TABLE 10:
“EFFECT OF EMERGENCY CARE RESPONSE TIMES ON
CARDIAC PATIENT SURVIVAL RATES”⁶⁵**

Fire Dep’t. Response Time	Initiation of CPR 	Time to Defibrillation 	Time to Advanced Cardiac Life Support (ACLS) 	Predicted Survival Rate/ All Cardiac Arrest <i>(percentages)</i>
9 minutes	10 minutes	11 minutes	13 minutes	4.6%
4 minutes	F.D. EMT: 5 minutes	11 minutes	12 minutes	18.2%
4 minutes	F.D. EMT: 5 minutes	F.D. EMT-D: 6 minutes	11 minutes	25.8%
4 minutes	F.D. EMT: 5 minutes	F.D. EMT-D: 6 minutes	F.D. Paramedic: 7 minutes	34.3%

This scenario requires two fire fighters to provide CPR, one to prepare the AED and analyze the results of an electrocardiogram (ECG) report, and one to prepare for and initiate advanced cardiac life support measures, such as advanced airway management, I.V. therapy, and pharmacological interventions. This breakdown of the expected capabilities of a medical alarm assignment requires a minimum contingent of four EMS personnel to arrive at the scene of a cardiac arrest within 5 minutes of receiving an alarm. Most experts agree that four responders (at least two trained in ACLS and two trained in BLS) are the minimum required to provide ACLS to cardiac arrest victims⁶⁶ (see also “Appendix A,” *Timeline of a Typical Emergency Response to an Incident of Cardiac Arrest*).

As the table indicates, a 9-minute response time means that CPR is not initiated until at least 10 minutes have elapsed from the time of cardiac arrest; 11 minutes have elapsed before defibrillation; and 13 minutes have elapsed before ACLS care is initiated, resulting in an expected patient survival rate of only 4.6 percent. Conversely, a 4-minute fire department response – with CPR initiated in 5 minutes, defibrillation in 6 minutes, and ACLS in 7 minutes – results in patient survivability rates of over 34%.

⁶⁵ M.P. Larsen, M.S. Eisenberg, et al., “Predicting Survival from Out-of-Hospital Cardiac Arrest: A Graphic Model,” *Annals of Emergency Medicine* 22, no. 11 (November 1993): 1652 – 8.

⁶⁶ *The Journal of the American Medical Association* (October 28, 1992): 2291.

Put another way, based upon Eisenberg's maximum percentage survival rate of 67%, the following conclusions can be reached:

- **A 9-minute initial arrival time prior to pre-hospital emergency medical intervention gives the patient only a 1 in 15 chance of survival.**
- **A 4-minute arrival by fire fighters, with the initiation of CPR in 5 minutes, increases the probability of patient survivability to 1 in 4.**
- **Fire fighters delivering defibrillation within 6 minutes increases the probability of patient survivability to 1 in 3.**
- **Fire fighters trained as paramedics, and delivering cardiac medication within 7 minutes, increases the probability of patient survivability to 1 in 2.**

The simple reduction of 4 to 5 minutes in the response time through the use of cross-trained fire fighters has a substantial impact of increased patient survival, with improved patient outcomes for each increase in level of pre-hospital training that fire fighters receive. The Eisenberg Model supports the findings published in the *Journal of the American Medical Association*, which concluded that "two-tier systems in which the first responders are trained in early defibrillation are most effective in providing rapid Advanced Cardiac Life Support."⁶⁷

It is clear that the quick arrival of an appropriate number of adequately trained personnel deploying with lifesaving medical resources is critical to increasing survivability from cardiac arrest and traumatic injury. For these reasons, **this analysis recommends every Engine and Ladder company be staffed with four full-time fire fighters, all of which are trained, at a minimum, to the level of EMT-B. Inasmuch as an increase in survivability correlates with the degree to which fire fighters are trained in emergency medicine, the fire department should pursue efforts to ensure that, of the four firefighters assigned to all Engine companies, two fire fighters should be certified as EMT-Paramedics (EMT-Ps).**

The Importance of the 8-minute Ladder Company Response In Structural Fire Fighting Operations:

Ladder companies play a vital role on the scene of a structure fire securing building access and overseeing the ventilation of dangerous, superheated products of combustion from the building. The importance of being able to ventilate a building efficiently, effectively, and *in coordination* with interior attack operations is key to supporting search and rescue operations. Once the superheated gases and smoke from the building have been ventilated, fire fighters conducting interior fire suppression and rescue operations are able to more clearly locate the seat of the fire and more effectively perform victim search and rescue. The rapid extrication of victims from inside a burning structure is critical to saving lives: the quicker fire victims are removed from the structure, the quicker they can be treated by fire department and medical personnel for smoke inhalation, burns, and other injuries related to fire. Thus, the response of the truck *in concert with* other fire suppression companies assigned to respond to a structure fire is critical to

⁶⁷ The Journal of the American Medical Association (October 28, 1992): 2290.

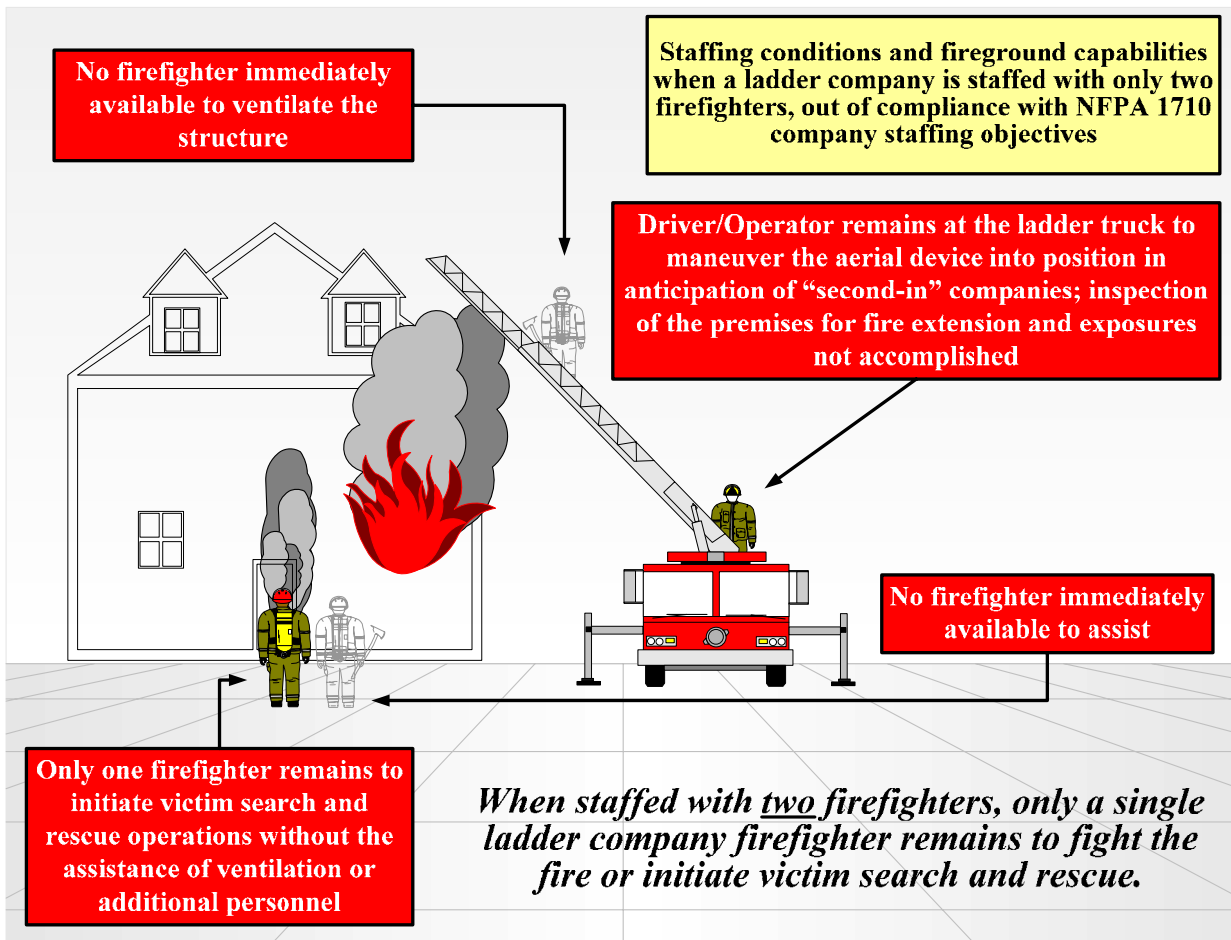
initiating *safe* and *effective* fire suppression and rescue operations. Any delay in response translates directly into a proportional *increase* in the expected loss of life and property.

To ensure the rapid extrication of fire victims, NFPA 1710 states that “Fire companies whose primary functions are to perform the variety of services associated with truck work, such as forcible entry, ventilation, search and rescue, aerial operations for water delivery and rescue, utility control, illumination, overhaul and salvage work... station [also] be staffed with a **minimum of four on-duty personnel.**”⁶⁸ A crew of four is required to make a safe initial attack on a fire, with a crew of two working inside the burning structure and a backup crew of two standing by to assist as necessary. This is known as the “2 In/2 Out” regulation.

It is recommended that Ladder 16 should become the secondary apparatus staffed leaving Engine 11 for “Callback” personnel. However, if either Engine 11 or Ladder 16 is used as the secondary response apparatus by the Prince Albert Fire Department, the secondary apparatus *should be staffed with four full time firefighters.* The addition of one more firefighter will make the secondary apparatus meet NFPA 1710 minimum staffing standards.

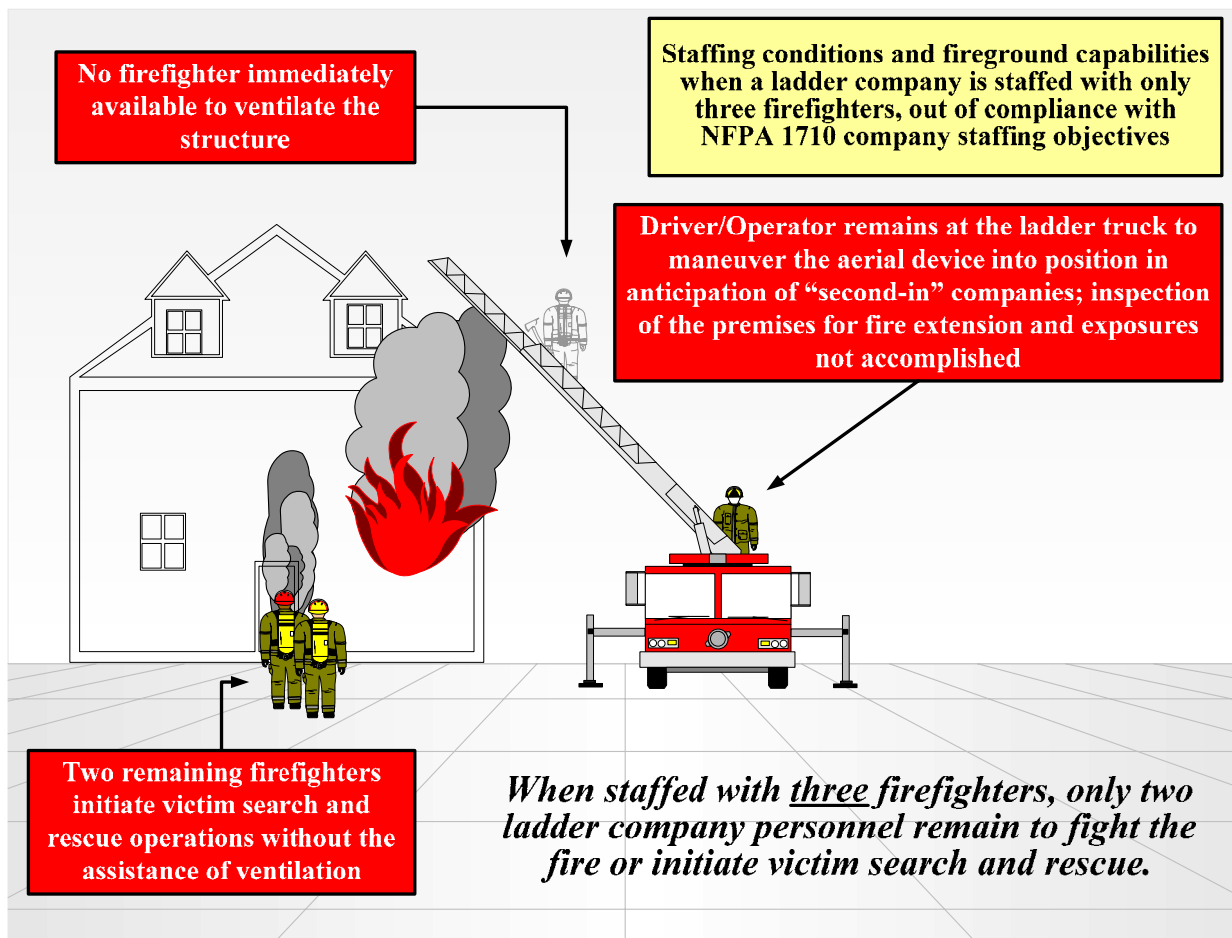
⁶⁸ NFPA 1710, Section 5.2.2.2 and 5.2.2.2.1

**FIGURE 6:
“LADDER COMPANY OPERATIONS WHEN
LADDER TRUCKS DEPLOY WITH ONLY TWO FIREFIGHTERS”**



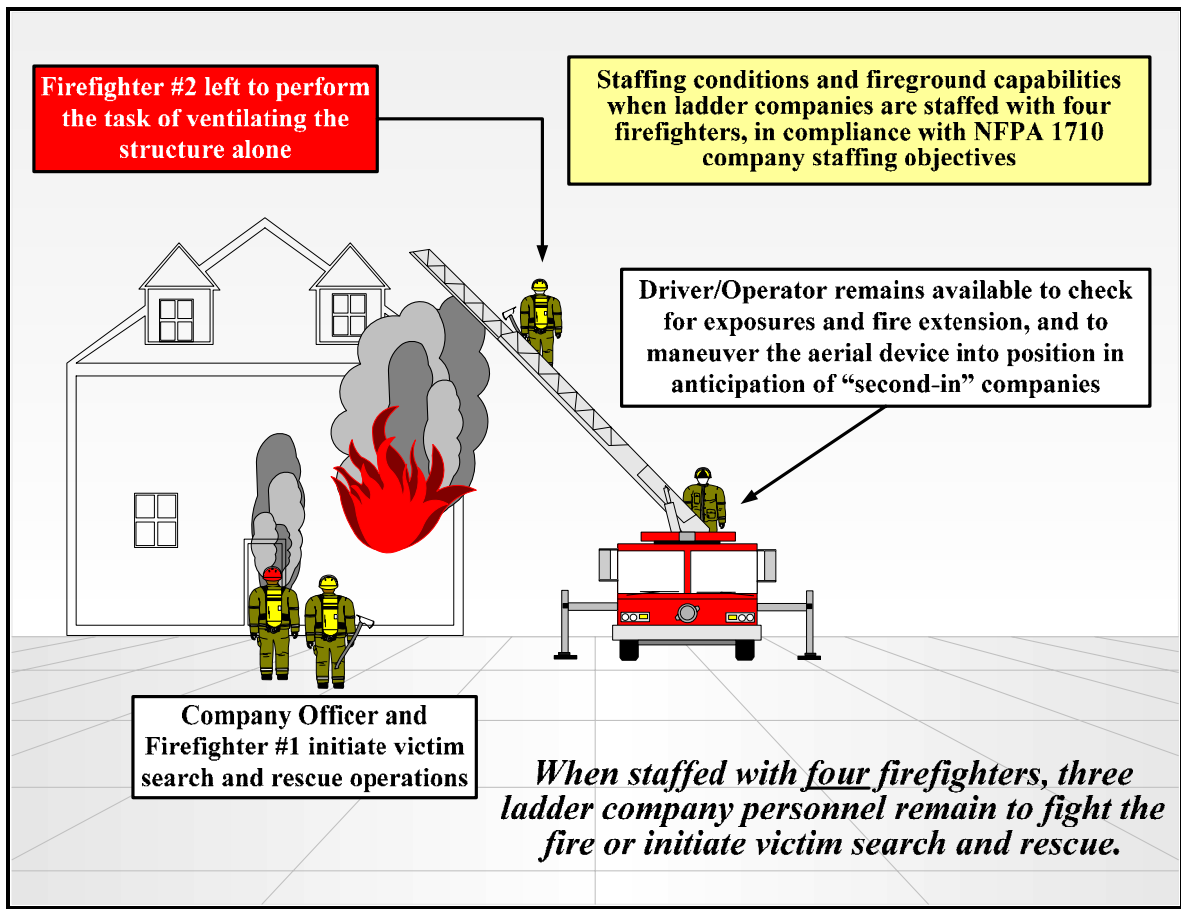
A ladder truck deploying with less than four firefighters still does so below professional standards, and is able to deliver only a crew of two firefighters to engage in direct fire suppression and rescue activities.

FIGURE 7:
**“LADDER COMPANY OPERATIONS WHEN
 LADDER TRUCKS DEPLOY WITH ONLY THREE FIREFIGHTERS”**



The critical difference between staffing ladder companies with three firefighters, as opposed to four, is that when staffed with four firefighters, ladder companies are capable of ventilation of the structure, and can initiate fire suppression and rescue operations more *safely* and more *effectively* than ladder companies staffed with less than four firefighters. **When staffed with four firefighters, in compliance with industry standards, firefighters are 79% more efficient than three-person crews in ventilating the structure, 10.7% more effective in accomplishing victim search and rescue, and 80.2% more efficient in checking for exposures and fire extension.**

FIGURE 8:
 “LADDER COMPANY FIREGROUND OPERATIONS WHEN STAFFED WITH FOUR FIREFIGHTERS”



When staffed with four firefighters, in compliance with industry standards, firefighters are 79% effective in ventilating the structure, 90.3% effective in accomplishing victim search and rescue, and 80.2% effective in checking for exposures and fire extension.

TABLE 11:
 “LADDER COMPANY EFFICIENCY: 3 FIREFIGHTERS VS. 4 FIREFIGHTERS”⁶⁹

NUMBER OF FIREFIGHTERS	ROOF VENTILATION	SEARCH & RESCUE	CHECK EXPOSURES FOR FIRE EXTENSION
5 Firefighters	100.0%	100.0%	100.0%
4 Firefighters	79.0%	90.3%	80.2%
3 Firefighters	0.0%	79.6%	0.0%

For these reasons, it is the recommendation of this study that the City of Prince Albert Fire Department ensure the safe and effective delivery of emergency services by staffing all fire suppression apparatus with *at least* four multi-role fire fighters cross-trained to the level of Emergency First Responders.⁷⁰

⁶⁹ McManis Associates and John T. O’Hagan & Associates, Dallas Fire Department Staffing Level Study, (June 1984); pp. 1-2 and II-1 through II-7.

⁷⁰ NFPA 1710, §5.2.2.1.2 and §5.2.2.2.2 - “In jurisdictions with tactical hazards, high hazard occupancies, high incident frequencies, geographical restrictions, or other pertinent factors as identified by the authority having jurisdiction, these companies station be staffed with a minimum of five or six on-duty members.”

Fire Growth, Flashover, and the Importance of a Rapid Response to a Fire in a Residential Structure:

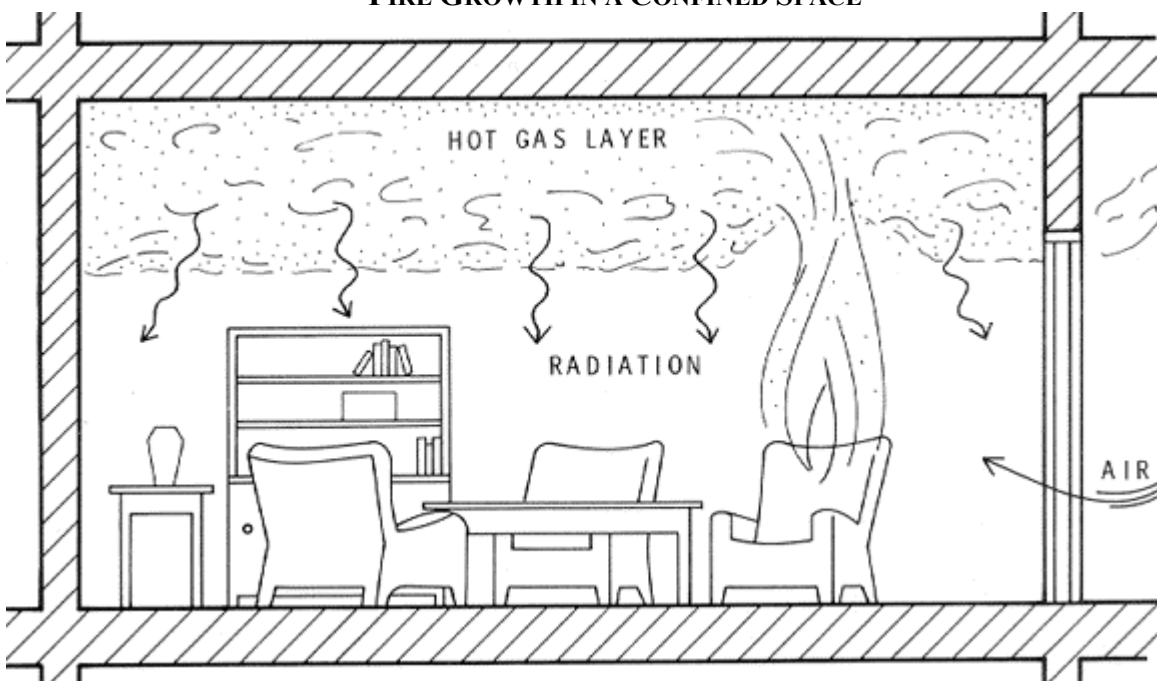
The Smoldering Phase

The first stage of any fire is the smoldering stage. When heat is applied to a combustible material, the heat oxidizes the material's surface into combustible gases. The oxidation process is exothermic, meaning that the oxidation process itself produces heat. The heat from oxidation raises the temperature of surrounding materials, which increases the rate of oxidation and begins a chemical chain reaction of heat release and burning. A fire can progress from the smoldering phase immediately or slowly, depending upon the fuel, nearby combustibles, and the availability of oxygen in the surrounding air.

The Free Burning Phase

The second stage of fire growth is the "free" or "open burning" stage. When the temperature of a fire gets high enough, visible flames can be seen. The visible burning at this stage is still limited to the immediate area of origin. The combustible process continues to release more heat, which heats nearby objects to their ignition temperature, and they begin burning. In a wildland fire the surrounding growth will ignite and the flames will spread, quickly if wind and dry growth are present. A structure fire is different, because the gaseous products of combustion, most of which are flammable and lighter than air, rise and are contained in the upper levels of the structure. When this occurs, the structure fire is at a critical point: either the fire has insufficient oxygen available to burn and it progresses back to the smoldering stage, or it has sufficient oxygen available to move on to the next stage.

FIGURE 9:
"FIRE GROWTH IN A CONFINED SPACE"⁷¹



When an object in a room starts to burn (such as the armchair in Figure 12), for some time after ignition, it burns in much the same way as it would in the open. After a short period of time, however, confinement begins to influence fire development. The smoke produced by the burning object rises to form a hot gas layer below the ceiling; this layer heats the ceiling and

⁷¹ Image courtesy of University of California at Davis Fire Department

upper walls of the room. Thermal radiation from the hot layer, ceiling, and upper walls begins to heat all objects in the lower part of the room and may augment both the rate of burning of the original object and the rate of flame spread over its surface.

At this point, the fire may go out if, for example, the first object burns completely before others start, or if sufficient oxygen cannot get into the room to keep the object burning. Sometimes, however, the heating of the other combustibles in the room continues to the point where they reach their ignition temperatures more or less simultaneously. If this occurs, flames suddenly sweep across the room, involving most combustibles in the fire. This transition from the burning of one or two objects to full room involvement is referred to as “flashover.”⁷²

Flashover

The third stage of fire growth is called *flashover*. It is the most significant moment of any structure fire. As combustible gases are produced by the two previous stages they are not wholly consumed. They rise and form a superheated gas layer at the ceiling. As the volume of this gas layer increases, it begins to bank down to the floor, heating all combustible objects regardless of their proximity to the burning object. In a typical structure fire, the gas layer at the ceiling can quickly reach temperatures of 1,500 degrees Fahrenheit. If there is enough existing oxygen, usually near floor level, flashover occurs and everything in the room breaks out into open flame at once. The instantaneous eruption into flame generates a tremendous amount of heat, smoke, and pressure with enough force to push beyond the room of origin through doors and windows. Usually at the time of flashover, windows in the room will break, allowing for the entry of fresh air. The introduction of fresh air serves to further fuel the growth of the fire, increase the temperature of the fire, and aid in the spread of the fire beyond the room of origin. The combustion process then speeds up because it has an even greater amount of heat to move to unburned objects.

The ability of adequate fire suppression forces to greatly influence the outcome of a structural fire is undeniable and predictable. Data generated by the National Fire Protection Association provides empirical proof that rapid and aggressive interior attack can substantially reduce the human and property loss associated with structural fires. At each stage of a fire’s extension beyond the room of origin, the rate of civilian deaths, injuries, and property damage grows).

**TABLE 12:⁷³
“THE RELATIONSHIP BETWEEN FIRE EXTENSION AND FIRE LOSS”**

<i>Rate Per 1,000 Fires</i>			
Fire Extension in Residential Structures:	Civilian Deaths	Civilian Injuries	Average Property Damage
Confined to Room of Origin	2.07	24.30	\$1,505.00
Confined to Floor of Origin	18.60	80.44	\$12,134.00
Beyond Floor of Origin	27.23	55.37	\$21,343.00

⁷² J.R. Mehaffey, Ph.D., Flammability of Building Materials and Fire Growth, Institute for Research in Construction (1987)

⁷³ Source: National Fire Protection Association

The Importance of Adequate Staffing to Conduct Safe and Effective Fire Suppression and Rescue Operations:

A prime objective of fire service agencies is to maintain enough strategically located personnel and equipment so that the minimum acceptable response force can reach a reasonable number of fire scenes before flashover is likely.⁷⁴ Two of the most important elements in limiting fire spread are the quick arrival of sufficient numbers of personnel and equipment to attack and extinguish the fire as close to the point of origin as possible, as well as rescue any trapped occupants and care for the injured. Rapid and aggressive interior attack of structure fires, as close as possible to the point of origin, can reduce human and property losses. Sub-optimal staffing of arriving units may delay such an attack, thus allowing the fire to progress to more dangerous conditions for fire fighters and civilians. “If the arriving units have adequate resources to handle the situation, then they will fight the fire aggressively and offensively. They will attack the problem head-on and, following department standards, will accomplish their objectives efficiently, effectively, and safely. If they do not have adequate resources to aggressively handle the situation, then they will have to fight the fire in a defensive mode of attack. This mode will continue until enough resources can be massed to then change to an aggressive, offensive attack.”⁷⁵

NFPA 1500 and 1710 both recommend that a minimum acceptable fire company staffing level should be **four members responding on or arriving with each Engine and each Ladder company responding to any type of fire.** The City of Prince Albert Fire Department staffs two full time Engine (14 and 11) and cross-staffs Ladder 16 when needed for buildings two stories and higher. The primary job function of the Engine 11 crew of three firefighters is that of a Ladder Company, and should therefore be staffed on Ladder 16 with a minimum of four fighters. Based upon current staffing, the City of Prince Albert Fire Department *is not* in compliance with professional standards for the provision of safe and effective fire suppression and rescue operations. Recall that at the scene of an emergency, the driver/operator of the Engine must remain with the apparatus to operate the Engine. Likewise, the driver/operator of the ladder truck must remain with the apparatus to safely operate the aerial device. Such activities, which help to ensure the safe and effective delivery of fire suppression and rescue services, leave a crew of only three firefighters from Engine 14 and two firefighters Ladder 16 to support the attack and complete water supply, ventilation and complete search and rescue activities. Due to the demands of fire ground activities which reduce the effective firefighting force deploying from each company from four to three, a fire attack initiated by a single fire company is not capable of effecting a safe and effective fire suppression and/or rescue operation in compliance with the “2 In/2 Out” regulation until a second company arrives with sufficient personnel to support the fire attack and/or rescue operation, and to assist the first company in the event of an unexpected emergency.⁷⁶ Industry studies have confirmed that **four fire fighters**

⁷⁴ University of California at Davis Fire Department website; site visited June 7, 2004.

< <http://fire.ucdavis.edu/ucdfire/UCDFDoperations.htm> >

⁷⁵ National Institute for Occupational Safety and Health, High-Rise Apartment Fire Claims the Life of One Career Fire Fighter (Chief) and Injures Another Career Fire Fighter (Chief) – Texas, 13 October 2001

⁷⁶ Recall that a four-person fire company may initiate emergency search and rescue operations at the order of the incident commander if there is a “reasonable” and immediate threat to life.

are capable of performing the rescue of potential victims 80% faster than a crew of three fire fighters.⁷⁷

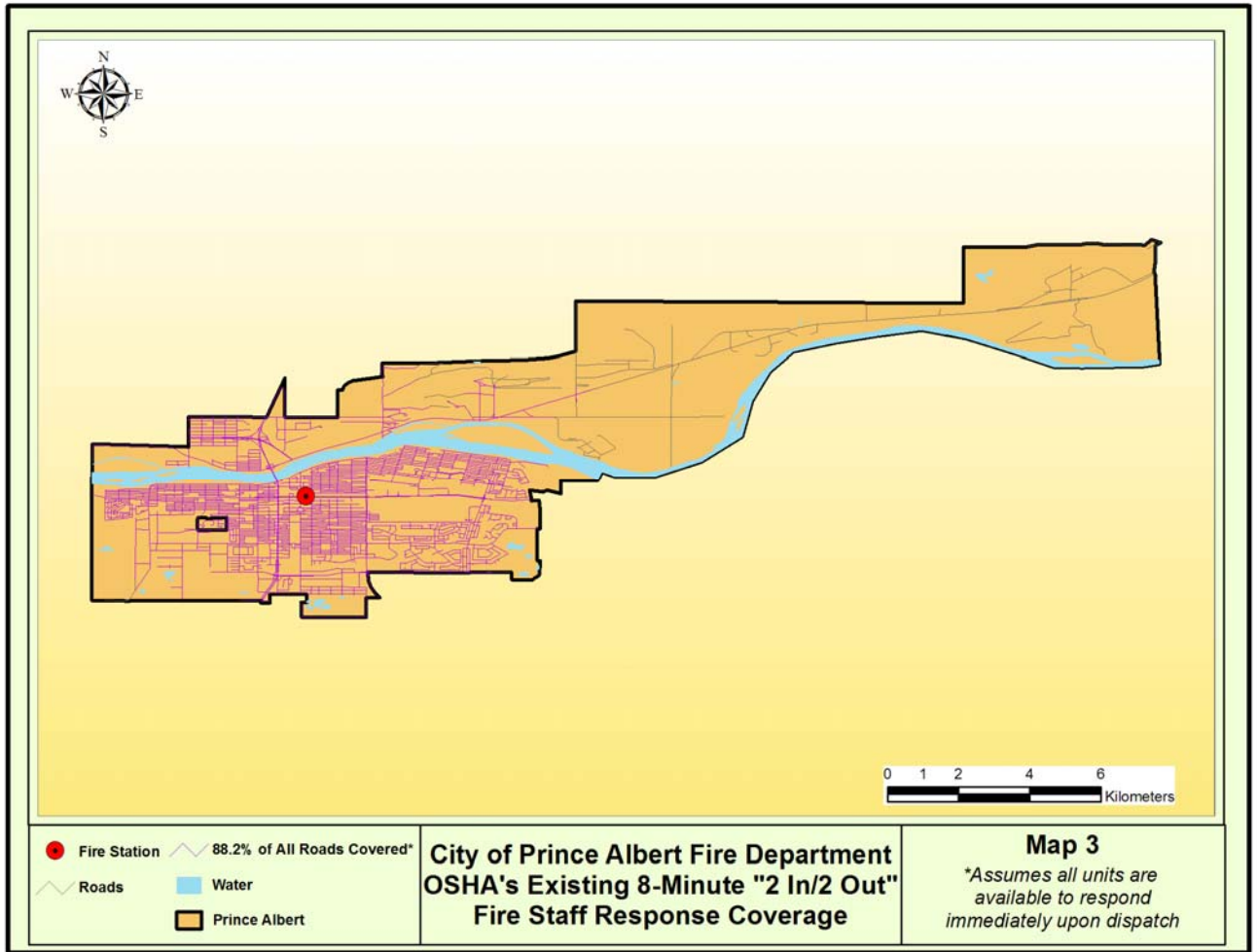
The Importance of a Rapid Response in Initiating Safe and Effective Fire Suppression and Rescue Operations:

Any delay in the initiation of fire suppression and rescue operations translates directly into a proportional *increase* in expected property, life, and economic losses (reference “The Relationship between Fire Extension and Fire Loss,” Table 12, p. 72). It warrants emphasizing that if a structure has no automatic suppression or detection system, a more advanced fire may exist by the time the fire department is notified of the emergency and is able to respond. Fires of an extended duration weaken structural members, compromising the structural integrity of a building and forcing operations to shift from an offensive to defensive mode.⁷⁸ This mode will continue until enough resources can be amassed to then change to an aggressive, offensive attack.

⁷⁷ McManis Associates and John T. O’Hagan & Associates, Dallas Fire Department Staffing Level Study, (June 1984); pp. 1-2 and II-1 through II-7; Richard C. Morrison, Manning Levels for Engine and Ladder Companies in Small Fire Departments, (1990)

⁷⁸ According to the NFPA, “it’s important to realize that every 250 GPM stream applied to the building can add up to one ton per minute to the load the weakened structure is carrying.”

MAP 3

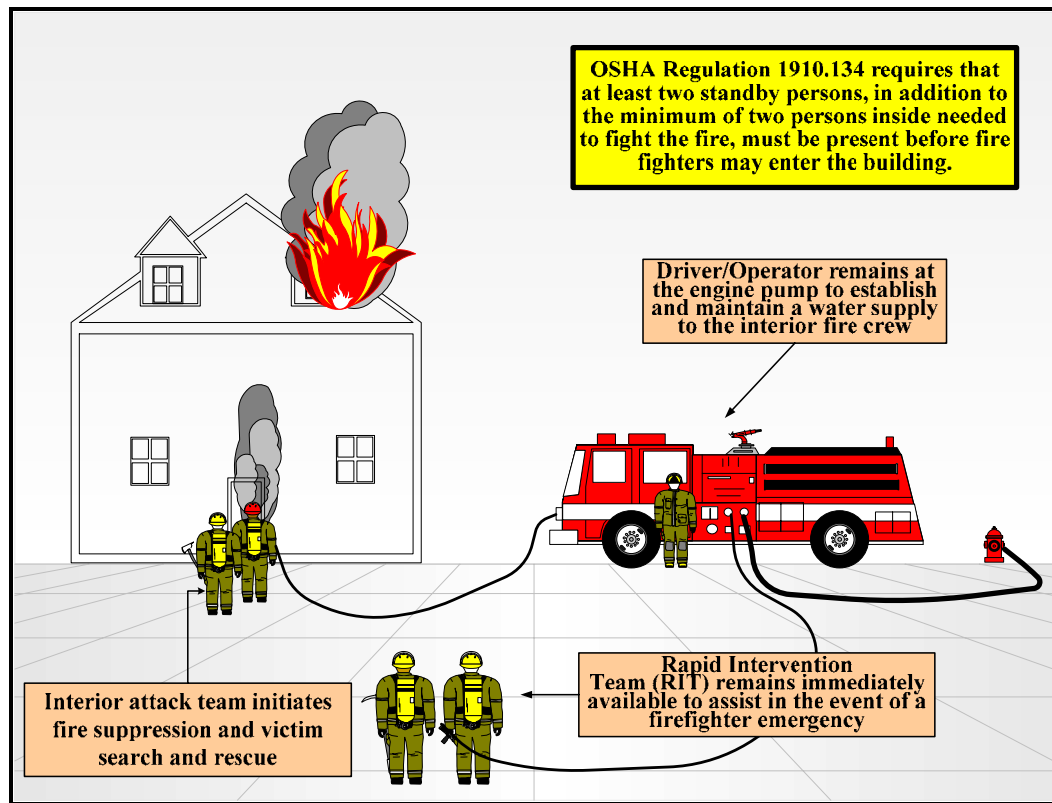


Map 3 indicates those areas where the City of Prince Albert Fire Department is currently capable of initiating *safe and effective* fire suppression and rescue operations, within 8 minutes, in accordance with the “2 In/2 Out” regulation. Under these conditions, it is predicted that **the Fire Department is capable of initiating fire suppression and rescue operations in accordance with the “2 In/2 Out” regulation on 88.2% all roads within 8 minutes, assuming all units are staffed at existing staffing levels and available to respond immediately upon dispatch.** The percentage of roads covered in this GIS analysis assumes the firefighters are in Emergency “2 In/2 Out” operations where the 4th firefighter is monitoring for potential rescue of trapped firefighters instead of monitoring uninterrupted water supply from the Engine.

OSHA's "2 In/2 Out" Regulation

The "2 In/2 Out" policy is part of paragraph (g)(4) of OSHA's revised respiratory protection standard, 29 CFR 1910.134. The safety of fire fighters engaged in interior structural firefighting is the major focus of paragraph (g)(4) of the OSHA Respiratory Protection standard. OSHA's interpretation on requirements for the number of workers required being present when conducting operations in atmospheres that are immediately dangerous to life and health (IDLH) covers the number of persons who must be on the scene before firefighting personnel may initiate an interior attack on a structural fire. An interior structural fire (*an advanced fire that has spread inside of the building where high temperatures, "heat" and dense smoke are normally occurring*) would present an IDLH atmosphere and, therefore, require the use of respirators. In those cases, at least two standby persons, in addition to the minimum of two persons inside needed to fight the fire, must be present before fire fighters may enter the building.^{79, 80} This requirement is mirrored in NFPA 1500, which states that "a rapid intervention team station consist of at least two members and station be available for rescue of a member or a team if the need arises. Once a second team is assigned or operating in the hazardous area, the incident station no longer be considered in the 'initial stage,' and at least one rapid intervention crew station be required."

FIGURE 10:
"OSHA '2 IN/2 OUT' ILLUSTRATED"



⁷⁹ Under the NFPA standards relating to fire fighter safety and health, the incident commander may make exceptions to these rules if necessary to save lives. The Standard does not prohibit fire fighters from entering a burning structure to perform rescue operations when there is a "reasonable" belief that victims may be inside.

⁸⁰ Paula O. White, letter to Thomas N. Cooper, 1 November 1995 (OSHA)

Two of the most important elements in limiting fire spread are the quick arrival of sufficient numbers of personnel and equipment to attack and extinguish the fire as close to the point of origin as possible, as well as rescue any trapped occupants and care for the injured. Several existing National Fire Protection Association standards address this time-critical issue. NFPA 1500 states, “while members can be assigned and arrive at the scene of an incident in many different ways, it is strongly recommended that interior fire fighting operations not be conducted without an adequate number of qualified firefighters operating in companies under the supervision of company officers. **It is recommended that a minimum acceptable fire company staffing level should be four members responding on or arriving with each Engine and each ladder company responding to any type of fire.**” NFPA Standard 1710 further recommends that “fire companies whose primary functions are to Engine and deliver water and perform basic fire fighting at fires, including search and rescue... station be staffed with **a minimum of four on-duty personnel,**”⁸¹ while “fire companies whose primary functions are to perform the variety of services associated with truck work, such as forcible entry, ventilation, search and rescue, aerial operations for water delivery and rescue, utility control, illumination, overhaul and salvage work... station [also] be staffed with **a minimum of four on-duty personnel.**”⁸² For either fire suppression company, NFPA 1710 states that “in jurisdictions with tactical hazards, high hazard occupancies, high incident frequencies, geographical restrictions, or other pertinent factors as identified by the authority having jurisdiction, these companies station be staffed with a minimum of five or six on-duty members.”⁸³

There exist a number of incidents in which the failure to follow “2 In/2 Out” procedures have contributed to fire fighter casualties. For example, in Lexington, Kentucky, one fire fighter died and a second was severely injured following a fire where Kentucky OSHA later cited the fire fighters’ employer for failing to utilize “2 In/2 Out” procedures. In a second case, two fire fighters died from smoke inhalation after being overcome by toxic fumes while fighting an accidental fire in Philadelphia, PA. Although two additional fire fighters were outside the home, both were engaged in support activities (hydrant hook-up and Engine operation), and neither was fully accountable for monitoring the interior personnel.

There also exist a number of success stories following the adoption of “2 In/2 Out” procedures. In Pittsburgh, PA, the Fire Department implemented an accountability and rescue system following a fatal fire. In one instance, four fire fighters who were performing an interior attack on an apartment building fire became disoriented and were trapped in the building. The standby personnel were able to initiate rescue operations promptly and, although the four interior fire fighters and two of the rescuers were injured, all survived.⁸⁴

“2 In/2 Out,” Flashover, & Fire Department Operations:

Only those structure fires located within a limited area, as depicted in Map 3, where a sufficient number of personnel arriving on appropriate apparatus can arrive at a common destination within 8 minutes, will receive the equipment and personnel required to initiate *safe* and *effective* fire suppression and rescue operations in accordance with the OSHA and NFPA guidelines outlined in this report. As the progression of a structural fire to the point of flashover generally

⁸¹ NFPA 1710, § 5.2.2.1 and § 5.2.2.1.1

⁸² NFPA 1710, § 5.2.2.2 and § 5.2.2.2.1

⁸³ NFPA 1710, § 5.2.2.1.2 and § 5.2.2.2.2

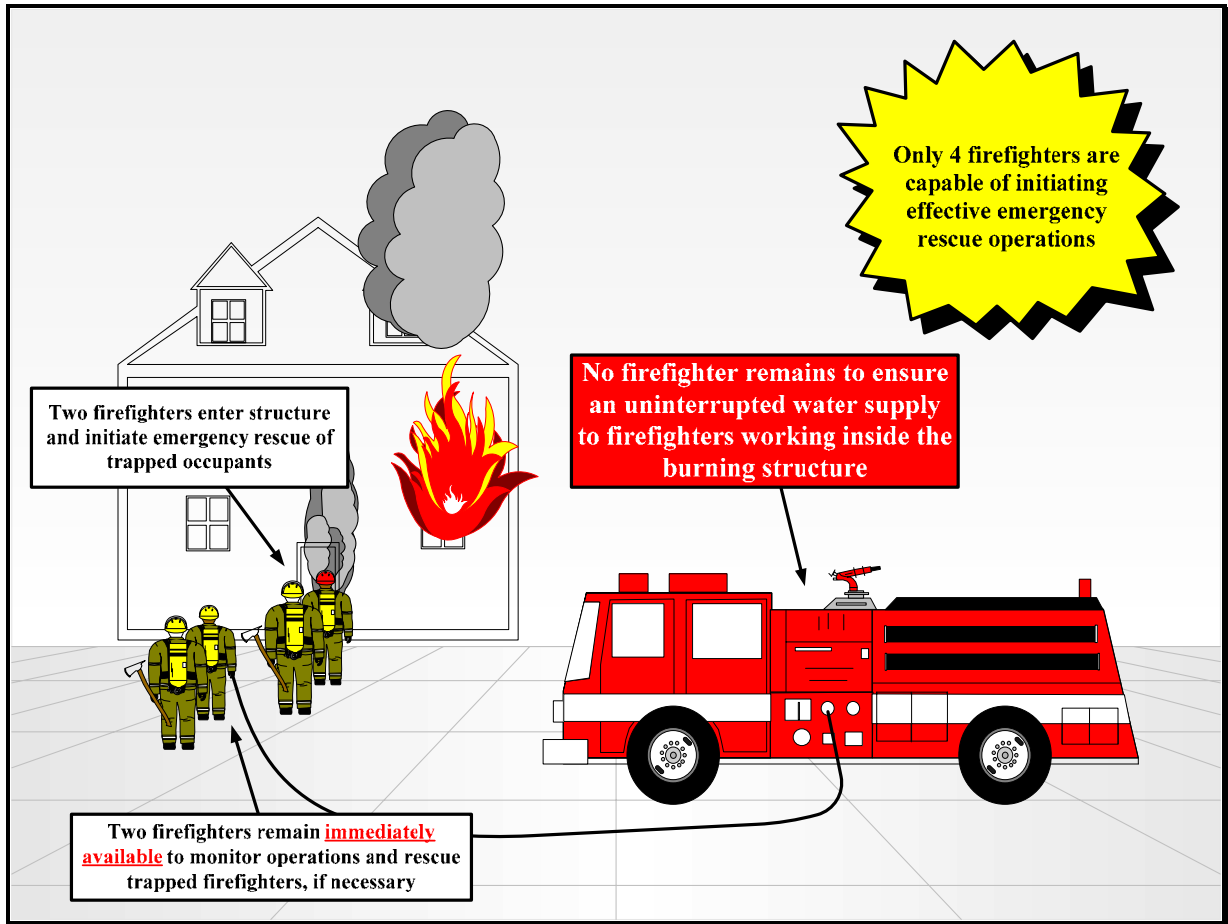
⁸⁴ John B. Miles, Jr., letter to J. Curtis Varone, Esq., 29 April 1998 (OSHA)

occurs within 10 minutes, it is predicted that those structure fires at the furthest reaches and beyond the extent of the 8-minute polygons indicated in Map 3 are *more likely* to continue to burn up to and beyond the point of flashover. Flashover is a critical stage of fire growth for two reasons. First, no unprotected living thing in a room where flashover occurs will survive and the chance of saving lives drops dramatically. Second, flashover creates a huge jump in the rate of combustion, and a significantly greater amount of water is needed to reduce the burning material below its ignition temperature. A post-flashover fire burns hotter and moves faster, requires more resources for fire attack, and compounds the problems of search and rescue, exposure protection, and containment.⁸⁵

It warrants emphasizing that the ability of the Fire Department to assemble a sufficient number of firefighters to initiate “2 In/2 Out” fire suppression and rescue activities occurs *within* 8 minutes. It is very likely that the first-in company may arrive in significantly *less than* 8 minutes, and the second-in company may arrive closer to the 8-minute mark. This lag time between the arrival of units is significant in that if staffed with less than four fire fighters, fire companies are *completely* unable to perform fire and rescue operations in accordance with the “2 In/2 Out” regulation.

⁸⁵ The University of California at Davis Fire Department website; site visited April 2, 2004.
< <http://fire.ucdavis.edu/ucdfire/UCDFDFiresuppression.htm> >

FIGURE 11:
**“EMERGENCY ‘2 IN/2 OUT’ OPERATIONS
 WHEN FIRE COMPANIES ARE STAFFED WITH 4 FIREFIGHTERS”**



When confronted with occupants trapped in a burning structure and a single fire company is on scene, only a company staffed with four firefighters is able to initiate **emergency** search and rescue operations in compliance with “2 In/2 Out” operations. As indicated in the previous graphic, this requires the complete engagement of every fire fighter from the first-in fire company, staffed with four, to participate in the effort, and means that the driver-operator of the apparatus will not be able to tend to the Engine to ensure the delivery of water to the fire fighters performing the initial attack and search and rescue operations.

Regardless, when there exists an immediate threat to life, only a company of four fire fighters can initiate fire suppression and rescue operations in compliance with the “2 In/2 Out” regulation, and in a manner that minimizes the threat of personal injury. In all other instances with a four-person fire company (i.e., when there is not an immediate threat to life), the first-in company must wait until the arrival of the second-in unit to initiate safe and effective fire suppression and rescue operations. This condition underlines the importance and desirability of fire companies to be staffed with four firefighters, and stresses the benefit of four-person companies and their ability to save lives without having to wait for the second-in company to arrive.

The CanOSHA “2 In/2 Out” Regulation

The safety of fire fighters engaged in interior structural firefighting is the major focus of the fire service’s “2 In/2 Out” policy. Section 489 of The Occupational Health and Safety Regulations, “Code of Practice for Fire Fighters, Part XXXII: Additional Protection for Fire Fighters” defines “2 In/2 Out” fire suppression as follows:

“Where fire fighters are required or permitted to engage in interior structural firefighting, an employer must ensure that:

- (a) The fire fighters work in teams; and
- (b) A suitably equipped rescue team is readily available outside the structure to rescue an endangered fire fighter if the fire fighter’s self-contained breathing apparatus (SCBA) fails or the fire fighter becomes incapacitated for any other reason.

Where the employer plans to engage fire fighters in interior structural firefighting, the employer is required to establish teams that include fire fighters and rescue teams. **This regulation requires that fire fighters do not enter a structure alone and that where fire fighters are operating within a structure, a team of suitably equipped fire fighters are readily available to perform rescue should a fire fighter, engaged in interior structural firefighting, become endangered or incapacitated during the emergency operation. A team must be available for rescue during interior structural firefighting operations and not otherwise engaged in any activities that limit their availability to effect a prompt rescue.**^{86, 87}

These requirements are mirrored in NFPA 1500, which states that “a rapid intervention team station consist of at least two members and station be available for rescue of a member or a team if the need arises. Once a second team is assigned or operating in the hazardous area, the incident station no longer be considered in the ‘initial stage,’ and at least one rapid intervention crew station be required.”

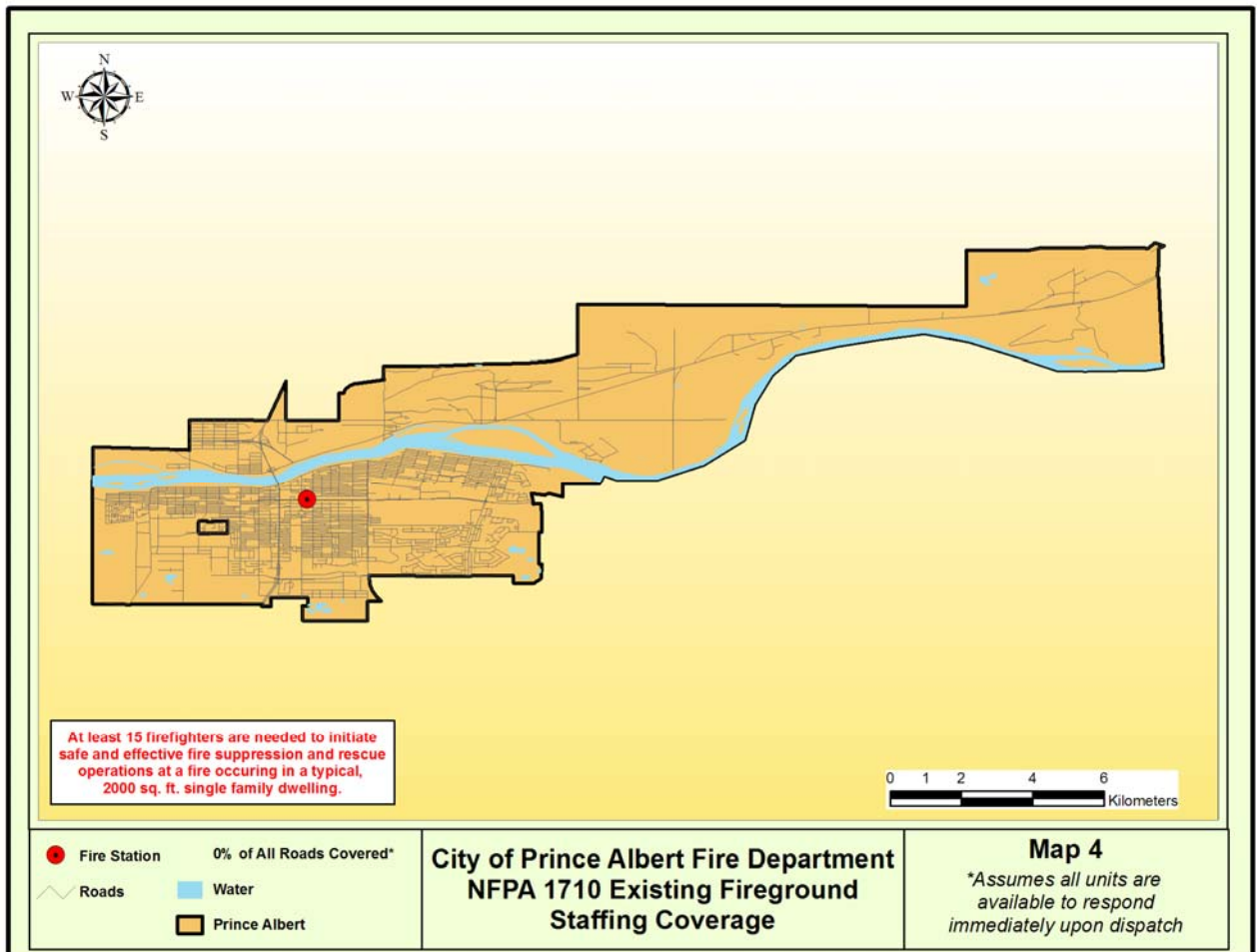
Of paramount importance is the safety of those fire fighters working within this 10-minute pre-flashover time frame. Minimally, a crew of four is desired to make a safe initial attack on a fire, with a crew of two working inside the burning structure and a backup crew standing by outside to assist as necessary. This is known as the “2 In/2 Out” standard.⁸⁸

⁸⁶ “Code of Practice for Fire Fighters, Part XXXII: Additional Protection for Fire Fighters,” The Occupational Health and Safety Regulations, (1996).

⁸⁷ Under the NFPA standards relating to fire fighter safety and health, the incident commander may make exceptions to these rules if necessary to save lives. The Standard does not prohibit fire fighters from entering a burning structure to perform rescue operations when there is a “reasonable” belief that victims may be inside.

⁸⁸ U.S. Occupational Safety and Health Administration, 29 CFR 1910.134 and National Fire Protection Association, Standard 1500.

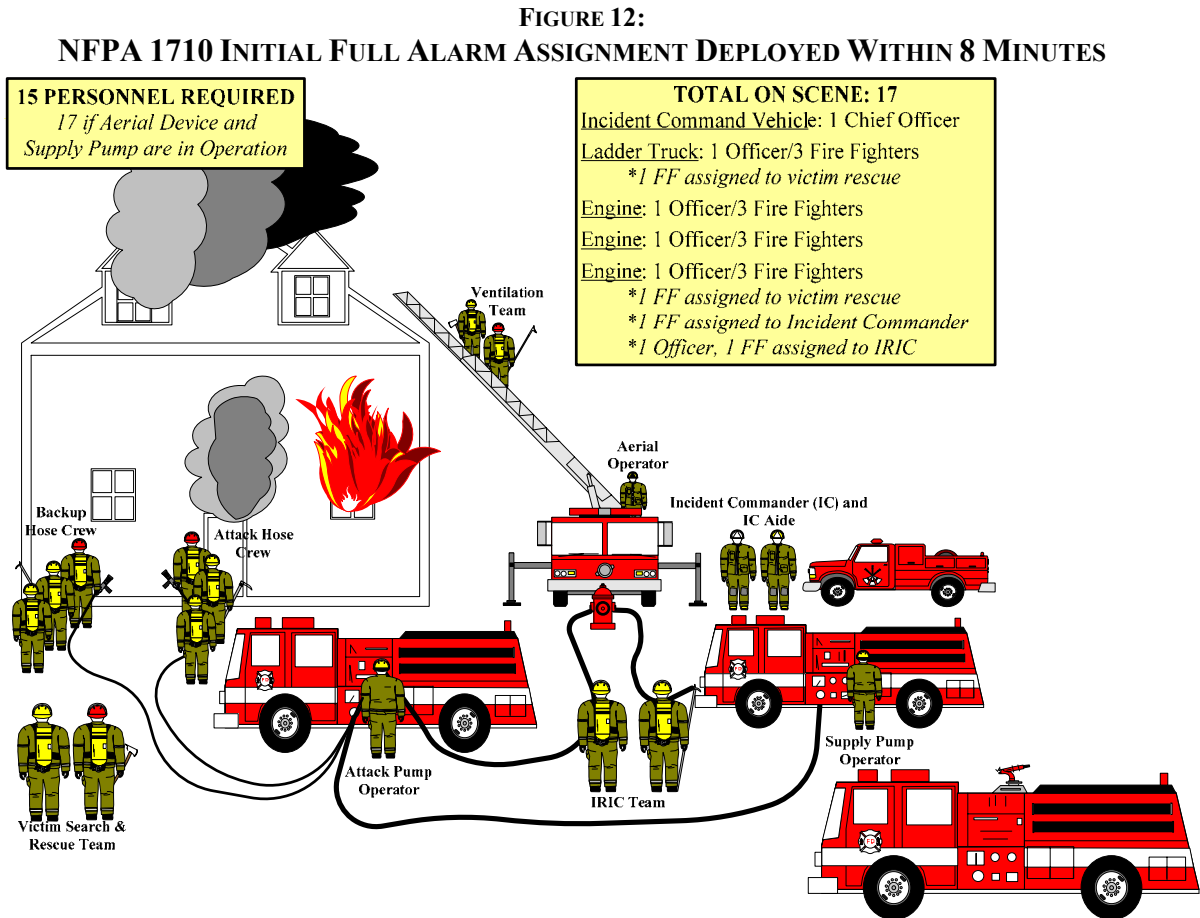
Map 4



Map 4 examines the ability of the City of Prince Albert Fire Department to respond to incidents with at least fifteen personnel according to the NFPA Standard within an 8-minute time frame. Utilizing all apparatus and personnel in all stations, it is predicted that **0% of all roads currently receive a sufficient number of fire suppression personnel within 8 minutes of receiving an alarm to comply with NFPA Standard 1710, assuming all units are fully staffed at existing staffing levels and available to respond immediately upon dispatch.**

Initial Full Alarm Assignment Capability, as outlined in NFPA Standard 1710, recommends that the “fire department station have the capability to deploy an initial full alarm assignment within an 8-minute response time to 90 percent of the incidents... [and that the] initial full alarm station provide for the following: a minimum of one individual dedicated to establishing incident command outside of the hazard area, assisted by an aide; establishment of an uninterrupted water supply, which station be maintained by an operator who station ensure uninterrupted water flow application; establishment of attack and backup lines, operated by a minimum of two personnel each to effectively and safely maintain the line; provision of one support person for each attack and backup line to provide hydrant hookup, assist in line lays, utility control, and forcible entry; a minimum of one search and rescue team, consisting of two personnel; a minimum of one ventilation team, consisting of two personnel; and establishment of an Initial Rapid Intervention Crew (IRIC), consisting of a minimum of two properly equipped

and trained personnel.”⁸⁹ This breakdown of the expected capabilities of a full alarm assignment, in compliance with NFPA Standard 1710, requires a minimum contingent of fifteen fire suppression personnel, including the Incident Commander (IC) and the IC’s aide⁹⁰, to arrive at the scene of a structure fire within 8 minutes of receiving the alarm.⁹¹



⁸⁹ NFPA 1710, § 5.2.3.2.1 and § 5.2.3.2.2, (a) – (h)

⁹⁰ NFPA 1710, § 5.2.1.2.5

⁹¹ It should be noted that a minimum on-scene contingent of seventeen fire suppression personnel are required by NFPA Standard 1710 when a second Engine and an aerial device are in operation at the incident scene.

**Assessing Fire Department Performance
Based Upon NFPA 1710 Response Criteria:**

NFPA 1710 states that “the fire department’s fire suppression resources station be deployed to provide for the arrival of a Engine company within a 4-minute response time and/or the Initial Full Alarm assignment within an 8-minute response time to 90% of the incidents.”⁹² Under the existing staffing and deployment configuration, and as indicated in Map 2, the City of Prince Albert Fire Department is capable of deploying Engine companies on 52.4% of all roads in the response jurisdiction within 4 minutes. Assessing fire department compliance with NFPA 1710 based upon the Standard’s 4-minute Engine company response criteria, it is evident that the Fire Department does not currently meet NFPA 1710 compliance. And as indicated in Map 4, the Fire Department is capable of deploying an Initial Full Alarm with at least fifteen firefighters on 0% of all roads in the response jurisdiction within 8 minutes. Hence, the Fire Department also does not meet compliance with NFPA 1710 when assessing fire department compliance based upon the Standard’s 8-minute Initial Alarm response criteria, as well.

TABLE 13:
“ASSESSMENT OF FIRE DEPARTMENT COMPLIANCE WITH NFPA 1710”

SCENARIO	RESPONSE CAPABILITIES
NFPA 1710 Initial Full Alarm 8-minute Response Requirement	The arrival of an Engine company within 4-minutes <i>and/or</i> the Initial Full Alarm assignment within an 8-minute response time to 90% of the incidents
Existing Engine Company 4-minute Response Capabilities	52.4% of all roads covered within 4 minutes.
Existing NFPA 1710 Full Alarm 8-minute Response Capabilities (<i>15+ personnel</i>)	0% of all roads covered within 8 minutes

⁹² NFPA 1710, Section 5.2.3.1.1

Fire Growth and the Importance of a Rapid Response To a Fire in a High-Rise Structure:

A comprehensive study of adequate staffing and resources conducted by the Dallas Fire Department, one of the primary differences between a high-rise fire and those in other structures is the scale of the operation.⁹³ Whereas a residential structure could be two stories and thirty feet in height and occupy 2,000 square feet, a high-rise building can be multiple stories, hundreds of feet high, and cover several thousand square feet. Significantly affecting fire potential is the fire load, including office furniture, files and papers. Many, if not most, floors can be expected to have a significant load of computer and electronic equipment, adding to the fire load.

Several additional factors complicate fire suppression and rescue operations at the scene of a high-rise fire. Firefighters can be faced with an increased danger if the windows at the fire floor have vented, resulting in a “blow-torch” effect, and multiple victims of fire can be expected to become trapped or unaccounted for. Effective fire suppression and rescue operations under such conditions hinge upon the availability and reliability of building elevators. The Dallas Study illuminates the major issues associated with elevators in a high-rise fire as follows:

There are a limited number of elevator cars and the cars have limited capacity. Therefore, multiple trips must be made. To control elevator car movement, a firefighter must be assigned to operate the car manually. Elevator systems were never designed to operate in fire environments. The products of combustion, heat, and water can disrupt the elevator programming and cause the cars to move erratically. Inevitably, delays occur while waiting for, traveling in, loading, and unloading cars.⁹⁴

Due to elevator unreliability, firefighters are often required to use the stairs. As previously mentioned, it is difficult to deliver fire fighters and equipment to the upper floors due to falling glass and debris, a lack of water, difficulty in ventilating the structure, and heavy smoke in the stairwells in which fire fighters are attempting to ascend while panicked occupants are attempting to descend.

A high-rise fire also presents logistical difficulties similar to those experienced in commercial structures. For example, when a firefighter depletes an air cylinder at the scene of a residential structure fire, it can be easily replaced at the incident scene, requiring little more than a return to the incident staging area where the cylinder can be easily and rapidly replaced. Conversely, in a high-rise structure it is impractical to return to the street level from an upper floor of the building to obtain tools and equipment, such as air cylinders for self-contained breathing apparatus (SCBA) and fire hose. Provision of sufficient personnel must be made to deliver these and other items to the locations in the building where they are needed.

A final distinction between a residential fire and that in a high-rise building is the time frame of the operation. As compared to a residential structure, “the relative inaccessibility of the high-rise building, the elevated location of the fire, the dependency on elevators, the larger size and number of potential fire areas, the greater exposure of occupants, the larger quantities of water required for control of the fire, and the more hostile fire environment all contribute to a more

⁹³ McManis Associates and John T. O’Hagan & Associates, Dallas Fire Department Staffing Level Study, (June 1984), V-1.

⁹⁴ McManis Associates et al., V-1.

prolonged operation which cannot be attacked with the same speed.”⁹⁵ Factors such as these require a greater number of firefighters to initiate safe and effective fire suppression and rescue operations.

Fire Growth and the Importance of a Rapid Response To a Fire in a Commercial (High Hazard) Structure:

Fires in industrial and commercial areas pose unique and significant risks to fire fighters operating on the fire ground, and are some of the most difficult fires to control. Modern warehouses and storage occupancies are especially subject to rapidly developing fires of great intensity because complex configurations of storage are conducive to rapid fire spread, presenting numerous obstacles to fire suppression efforts. Additionally, windows with iron shutters- or buildings with no windows at all- hamper a fire department’s efforts to gain access to the building. If passageways are impassable, the fire can be reached only by streams operating through windows, and the opening of shutters may be a time-consuming operation.^{96, 97}

The logistics of a commercial fire-fighting operation must not be underestimated. Even under ideal conditions, successfully fighting a fire requires large numbers of personnel and supplies. Physical demands on fire fighters due the building’s sheer size requires regular rotation of personnel out of the fire area for rest and rehabilitation.⁹⁸

Other required supplies include air cylinders. Most self-contained breathing apparatus (SCBA) have only a 30-minute rating and probably last only half that long during strenuous fire-fighting operations. Fire fighters who must walk 300 feet into the building to the actual fire area may only be able to spend 5 to 7 minutes fighting the fire before they must replenish their air supply. Hence, pre-incident plans should contain provisions for assembling a large pool of trained personnel to assist in fire-fighting operations.⁹⁹

⁹⁵ McManis Associates et al., V-2.

⁹⁶ Fire Chief’s Handbook, 4th ed., “Advanced Fire Fighting,” (Saddle Brook, N.J., 1987) 498.

⁹⁷ National Fire Protection Association, Warehouse Operations, Fire Protection Handbook, 18th ed. (Quincy, MA: NFPA, 1997) § 9-110

⁹⁸ National Fire Protection Association, Warehouse Operations, Fire Protection Handbook, 18th ed. (Quincy, MA: NFPA, 1997) § 9-114

⁹⁹ *Ibid.*

**IDENTIFICATION OF
EMERGENCY RESPONSE
CAPABILITIES PURSUANT TO
PROPOSED STATION
LOCATIONS**

SUMMARY

The City of Prince Albert Fire Department is currently examining adding an additional fire station at least at one of two possible locations. One of the proposed fire stations would be built in the southeastern area of Prince Albert. A second fire station would be built in the southwestern area of the city.

A minimum of four firefighters from each shift from the existing house will move over to the new fire house location leaving four firefighters and a Battalion Chief (who is the dedicated incident commander) at the present fire station location. This will require at a minimum, the City of Prince Albert Fire Department to hire four additional firefighters for one firefighter per shift. The fire department will also move over an existing Engine apparatus and possibly a Rescue unit to the new house location. The minimum personnel on staff for each shift would increase by one for a total minimum staff of eight firefighters and one Battalion Chief. The existing fire station would staff four fighters for the primary Engine plus the Battalion Chief. Four firefighters would staff the Engine Company at the new fire station. Additional apparatus would not be added to the overall fire department operations at this time, however at maximum staffing it would be possible to staff a Rescue apparatus.

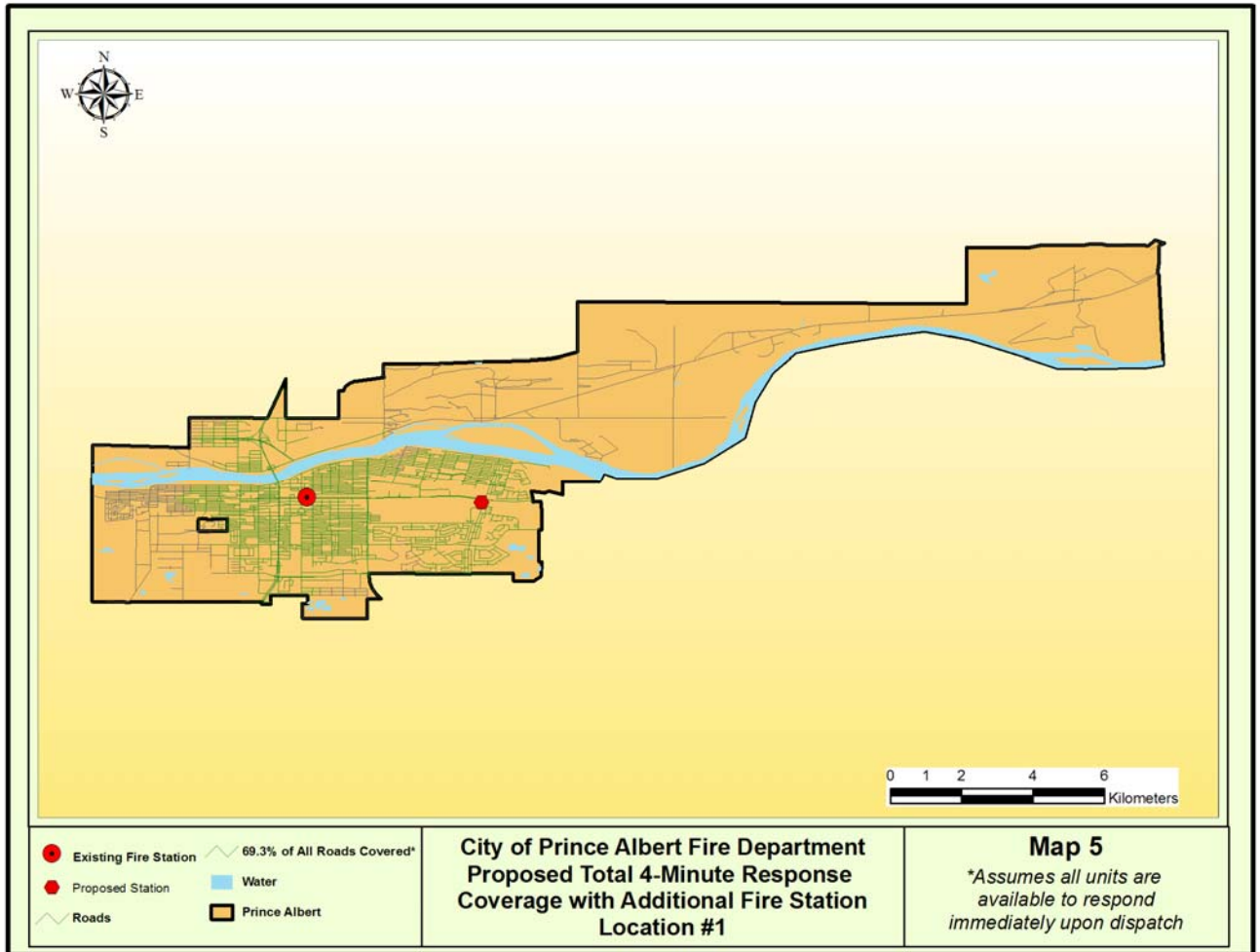
The following maps will analyze the additional road coverage from the existing fire house along with the proposed fire house located at the southeast area of Prince Albert. For mapping purposes only, the additional fire station is identified as “Proposed Station Location #1”.

**TABLE 14:
“PROPOSED STATION LOCATIONS & MINIMUM DEPLOYMENT CONFIGURATION”**

STATION	ADDRESS	APPARATUS	MINIMUM PERSONNEL
Station 1	76 15 th St East	Ladder 16 Engine 11 Tanker 19 Command 21 Boats Mini Engine Utility 18 Rescue 28	4 FF Cross-staffed Cross-staffed Cross-staffed Cross-staffed Cross-staffed 1 Battalion Chief
Proposed Station 1 (PS1)	1705 15 th Ave E	Engine 14 Rescue 12 Utility 24	4 FF Cross-staffed Cross-staffed

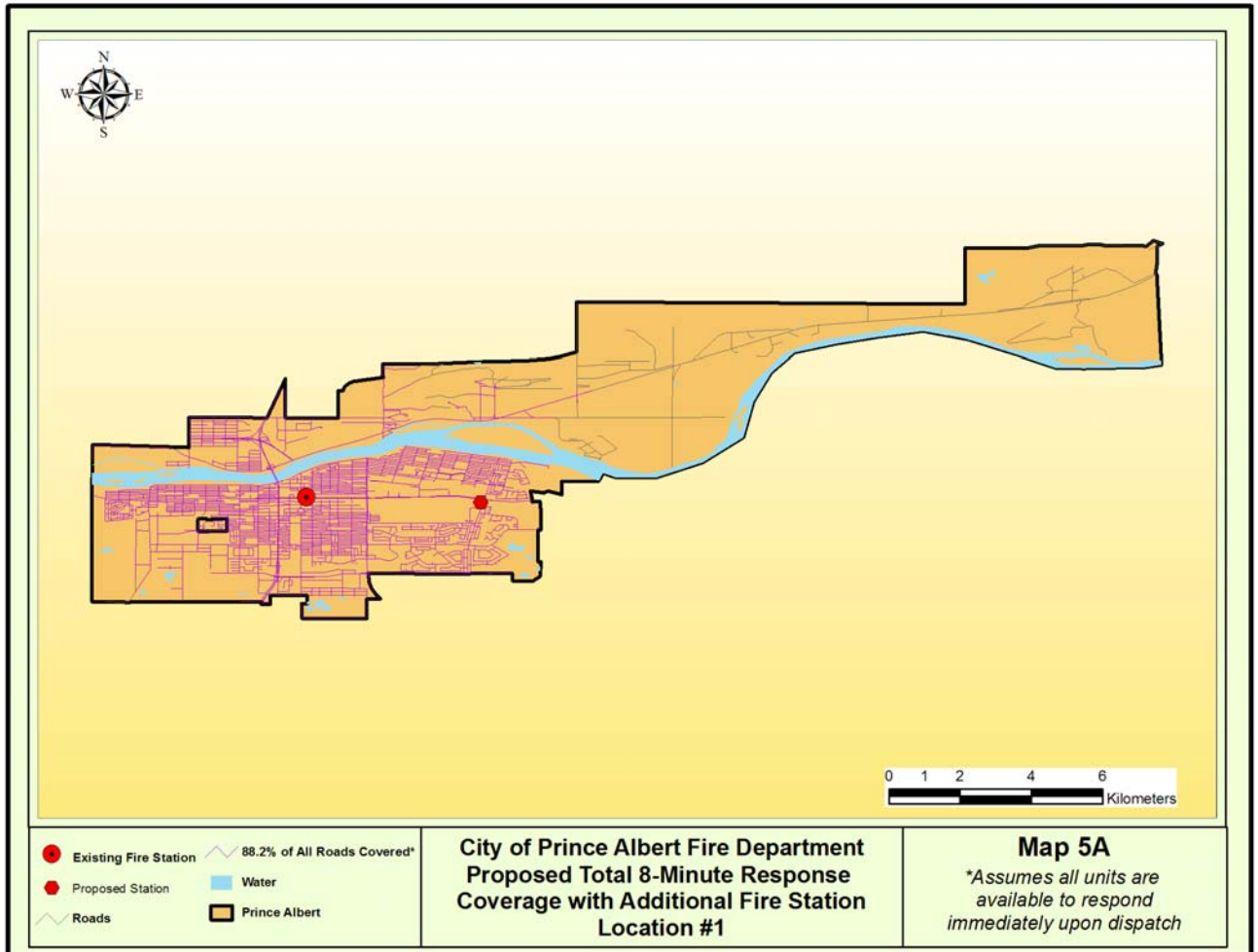
Proposed Minimum On-duty Staffing: 8 firefighters and 1 Battalion Chief

MAP 5



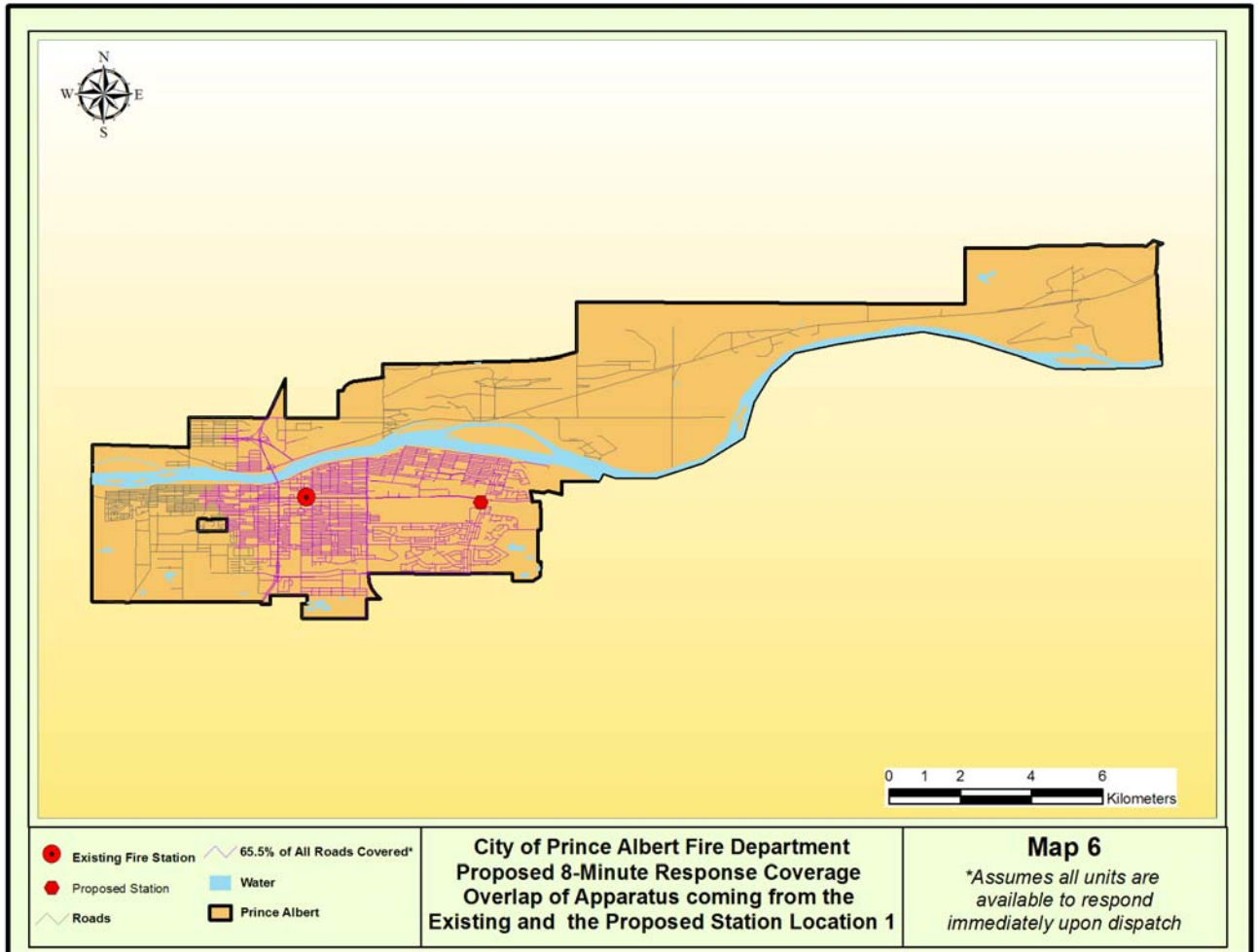
Map 5 indicates the existing 4-minute response capability for apparatus and personnel responding from the existing fire station along with the proposed fire station #1. Currently, any personnel and apparatus that deploy from these stations would be capable of responding to **69.3% of all roads located within the response jurisdiction in 4 minutes or less, assuming all units are available to respond immediately upon dispatch.** The unavailability of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional *increase* in the expected loss of life and property.

MAP 5A



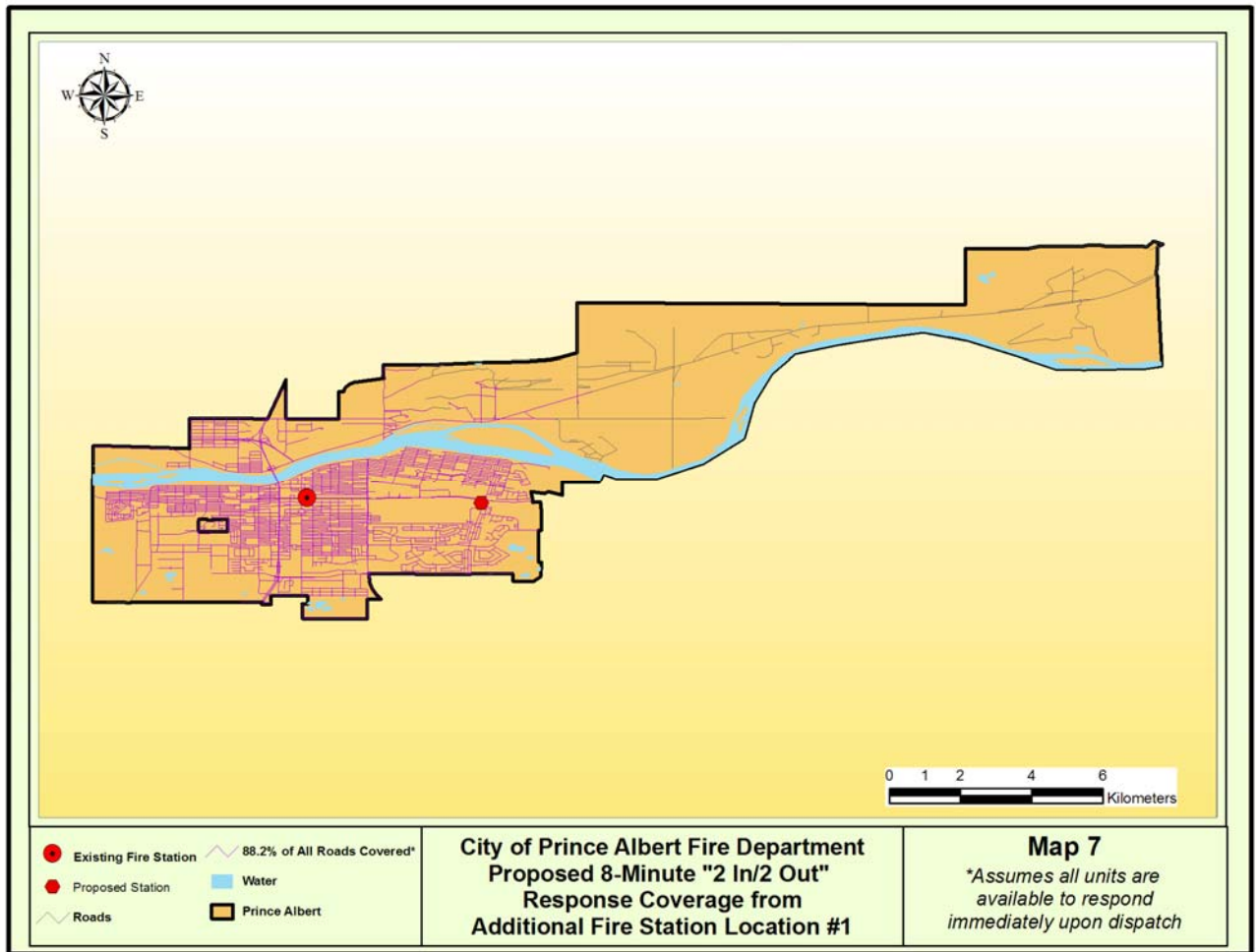
Map 5A indicates the existing 8-minute response capability for apparatus and personnel responding from the existing fire station along with the proposed fire station #1. Currently, any personnel and apparatus that deploy from these stations would be capable of responding to **88.2% all roads located within the response jurisdiction in 8 minutes or less, assuming all units are available to respond immediately upon dispatch.** The *unavailability* of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional *increase* in the expected loss of life and property.

MAP 6



Map 6 indicates the existing 8-minute response capability for simultaneous apparatus and personnel responding from the existing fire station along with the additional fire station #1. The Prince Albert Fire Department currently has only 2 Engine apparatus, and the proposed restructure will put one Engine in each fire station, therefore, each Engine company is split in two different Stations. Map 6 depicts where the two Engine apparatus can converge along with any other apparatus for an alarm assignment. Personnel and apparatus that deploy from these stations would be capable of responding to **65.5% of all roads located within the response jurisdiction in 8 minutes or less, assuming all units are available to respond immediately upon dispatch.** The *unavailability* of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional *increase* in the expected loss of life and property.

MAP 7



Map 7 indicates those areas where the City of Prince Albert Fire Department would be capable of initiating *safe* and *effective* fire suppression and rescue operations, within 8 minutes, in accordance with the “2 In/2 Out” regulation with the existing station and proposed station #1. Under these conditions, it is predicted that **the Fire Department would be capable of initiating fire suppression and rescue operations in accordance with the “2 In/2 Out” regulation on 88.2% all roads within 8 minutes, assuming all units are staffed with a minimum of four fighters and are available to respond immediately upon dispatch.** The percentage of roads covered in this GIS analysis assumes the firefighters are in Emergency “2 In/2 Out” operations where the 4th firefighter is monitoring for potential rescue of trapped firefighters instead of monitoring uninterrupted water supply from the Engine. Under the proposed staffing changes, each Fire House will staff 4 fire fighters; therefore the response coverage is equal to the 8-minute response coverage. Each Engine company could perform emergency “2 In/2 Out” operations from the proposed staff changes.

**TABLE 15:
 “COMPARISON OF RESPONSE COVERAGE PURSUANT
 TO THE ADDITION OF PROPOSED STATION LOCATION #1”**

SCENARIO	RESPONSE	SCENARIO	RESPONSE	% Change
Existing 4-Minute Coverage	52.4%	Proposed 4-Minute Coverage	69.3%	+ 16.9%
Existing 8-Minute Coverage	88.2%	Proposed 8-Minute Coverage	88.2%	No Change
Existing 8-Minute Coverage	88.2%	Proposed Apparatus Overlap Coverage	65.5%	-22.7%
Existing 8-Minute Coverage	88.2%	Proposed “2 In/2 Out” Coverage	88.2%	No Change

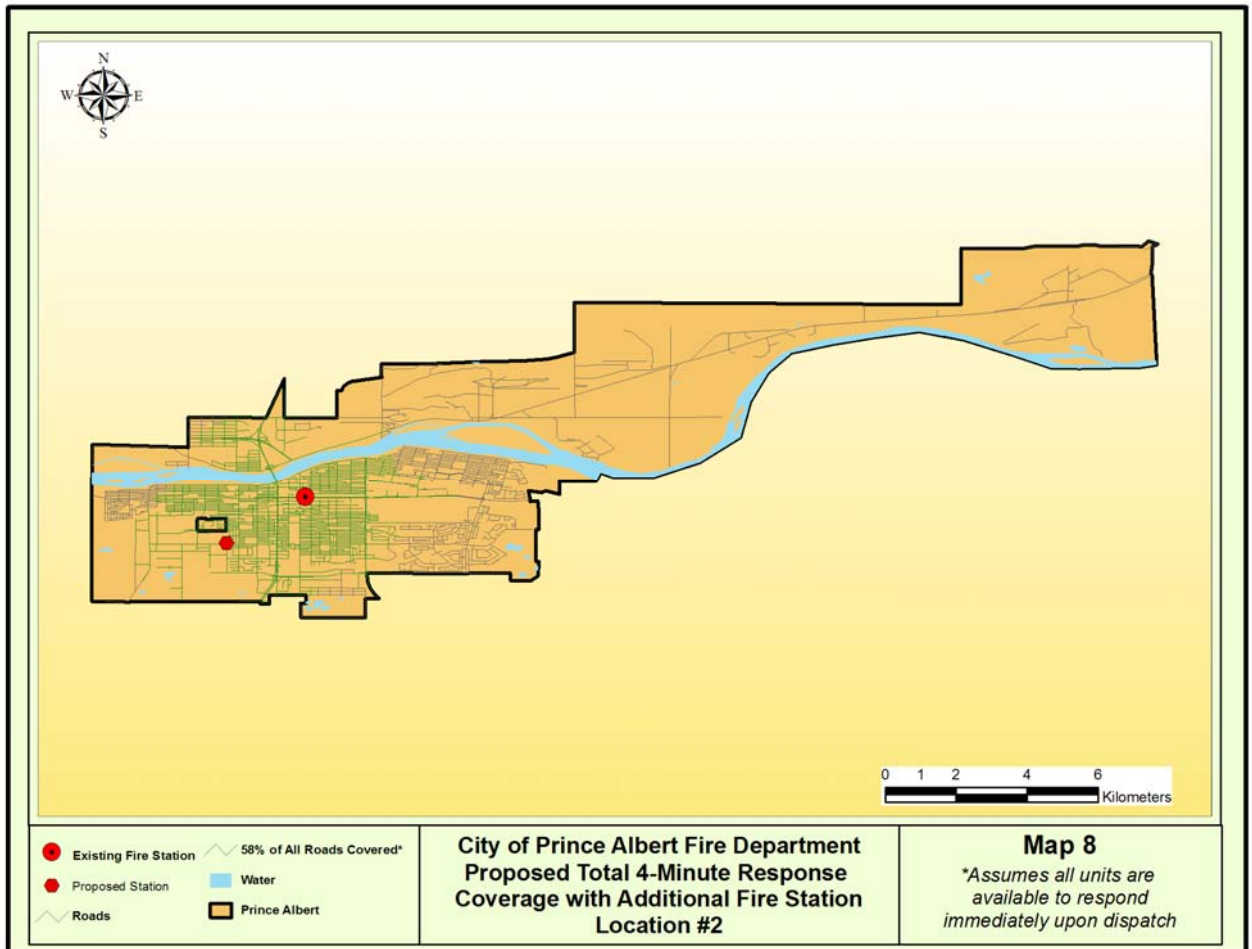
The following maps will analyze the road coverage from the existing fire station along with the proposed fire station located at the southwest area of Prince Albert. For mapping purposes only, the additional fire station is identified as “Proposed Fire Station Location #2”.

**TABLE 16:
“PROPOSED STATION LOCATIONS & MINIMUM DEPLOYMENT CONFIGURATION”**

STATION	ADDRESS	APPARATUS	MINIMUM PERSONNEL
Station 1	76 15 th St East	Ladder 16 Engine 11 Tanker 19 Command 21 Boats Mini Engine Utility Rescue 28	4 FF Cross-staffed Cross-staffed Cross-staffed Cross-staffed Cross-staffed 1 Battalion Chief
Proposed Station 2 (PS2)	702 28 th St West	Engine 14 Rescue 12 Utility 24	4 FF Cross-staffed Cross-staffed

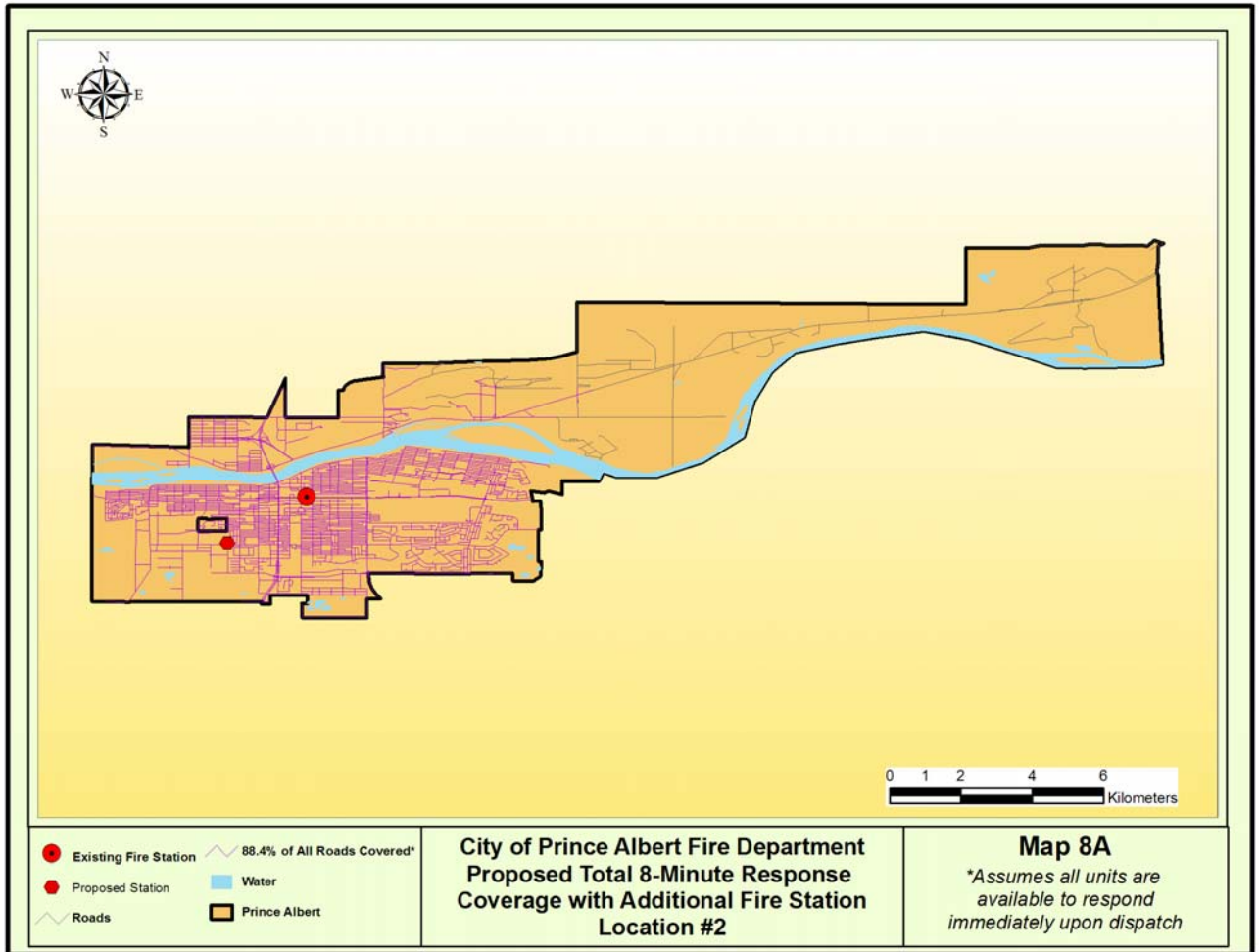
Proposed Minimum On-duty Staffing: 8 firefighters and 1 Battalion Chief

MAP 8



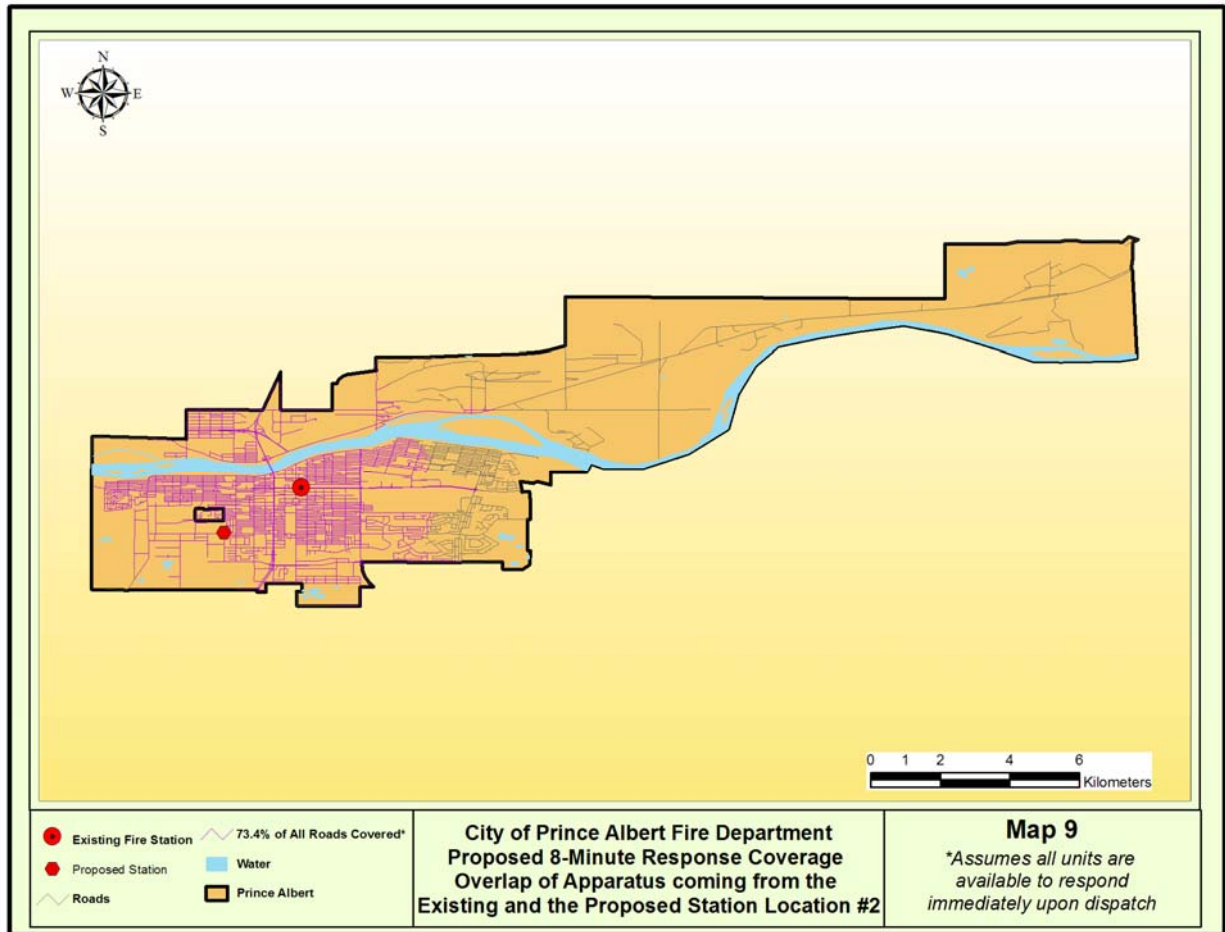
Map 8 indicates the existing 4-minute response capability for apparatus and personnel responding from the existing fire station along with the proposed fire station #2. Currently, any personnel and apparatus that deploy from these stations would be capable of responding to **58% of all roads located within the response jurisdiction in 4 minutes or less, assuming all units are available to respond immediately upon dispatch.** The unavailability of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response.

MAP 8A



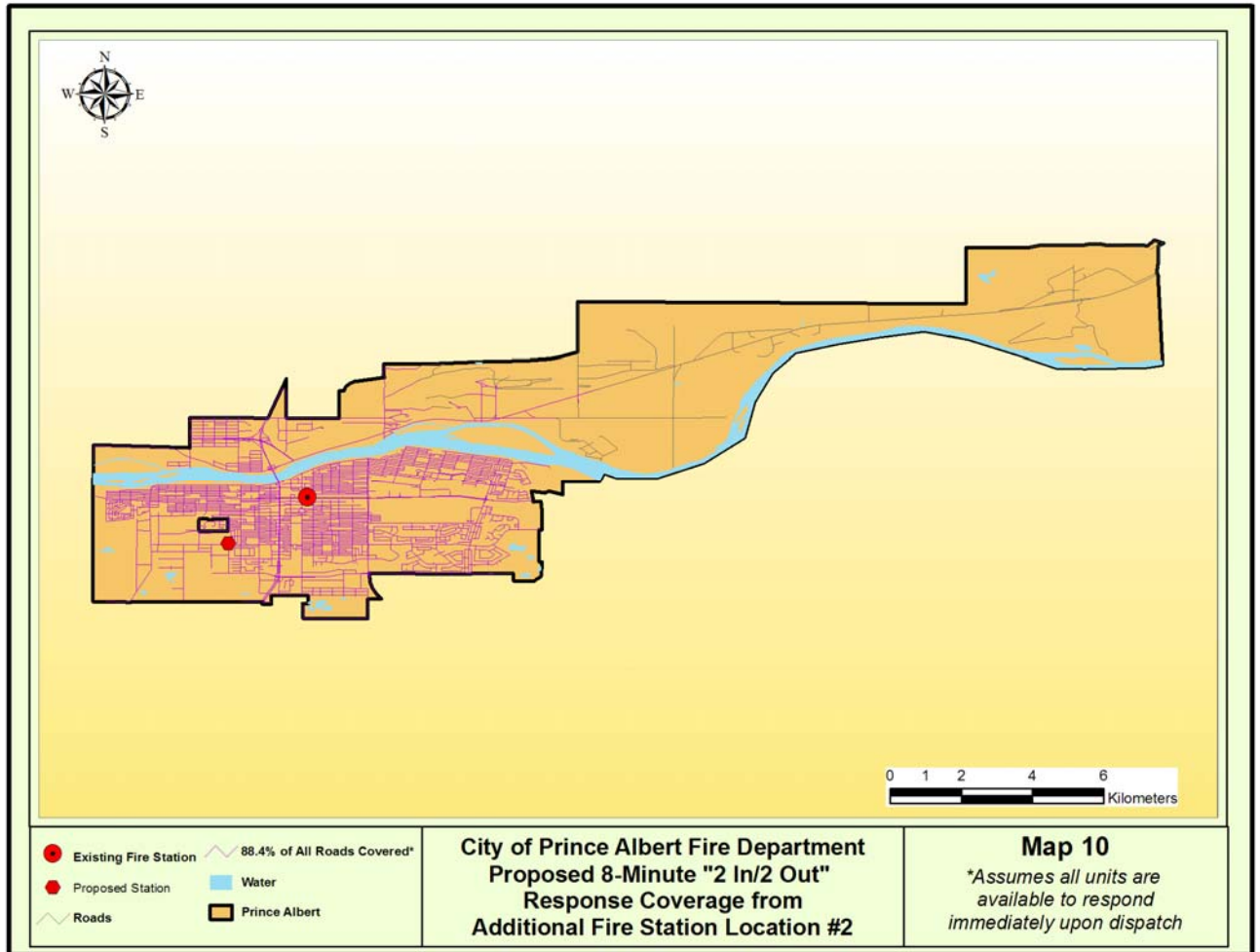
Map 8A indicates the existing 8-minute response capability for apparatus and personnel responding from the existing fire station along with the proposed fire station #2. Currently, any personnel and apparatus that deploy from these stations would be capable of responding to **88.4% all roads located within the response jurisdiction in 8 minutes or less, assuming all units are available to respond immediately upon dispatch.** The *unavailability* of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional *increase* in the expected loss of life and property.

MAP 9



Map 9 indicates the existing 8-minute response capability for simultaneous apparatus and personnel responding from the existing fire station along with the proposed fire station #2. Existing alarm assignments require only one of any apparatus with the exception of Engines. Some alarm assignments require 2 Engine apparatus. The Prince Albert Fire Department currently has only 2 Engine apparatus, and the proposed restructure will put one Engine in each fire station, therefore, each Engine company is split in two different stations. Map 9 depicts where the two Engine apparatus can converge along with any other apparatus for an alarm assignment. Personnel and apparatus that deploy from these stations would be capable of responding to **73.4% of all roads located within the response jurisdiction in 8 minutes or less, assuming all units are available to respond immediately upon dispatch.** The unavailability of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional *increase* in the expected loss of life and property.

MAP 10



Map 10 indicates those areas where the City of Prince Albert Fire Department would be capable of initiating *safe* and *effective* fire suppression and rescue operations, within 8 minutes, in accordance with the “2 In/2 Out” regulation with the existing station and proposed station #2. Under these conditions, it is predicted that **the Fire Department would be capable of initiating fire suppression and rescue operations in accordance with the “2 In/2 Out” regulation on 88.2% all roads within 8 minutes, assuming all units are staffed at existing staffing levels and available to respond immediately upon dispatch.** The percentage of roads covered in this GIS analysis assumes the firefighters are in Emergency “2 In/2 Out” operations where the 4th firefighter is monitoring for potential rescue of trapped firefighters instead of monitoring uninterrupted water supply from the Engine. Under the proposed staffing changes, each Fire House will staff 4 fire fighters; therefore the response coverage is equal to the 8-minute response coverage. Each Engine company could perform emergency “2 In/2 Out” operations with the proposed staff changes.

**TABLE 17:
 “COMPARISON OF RESPONSE COVERAGE PURSUANT
 TO THE ADDITION OF PROPOSED STATION LOCATION #2”**

SCENARIO	RESPONSE	SCENARIO	RESPONSE	% Change
Existing 4-Minute Coverage	52.4%	Proposed 4-Minute Coverage	58%	+ 5.6%
Existing 8-Minute Coverage	88.2%	Proposed 8-Minute Coverage	88.4%	+0.2%
Existing 8-Minute Coverage	88.2%	Proposed Apparatus Overlap Coverage	73.4%	--14.8%
Existing 8-Minute Coverage	88.2%	Proposed “2 In/2 Out” Coverage	88.4%	+0.2%

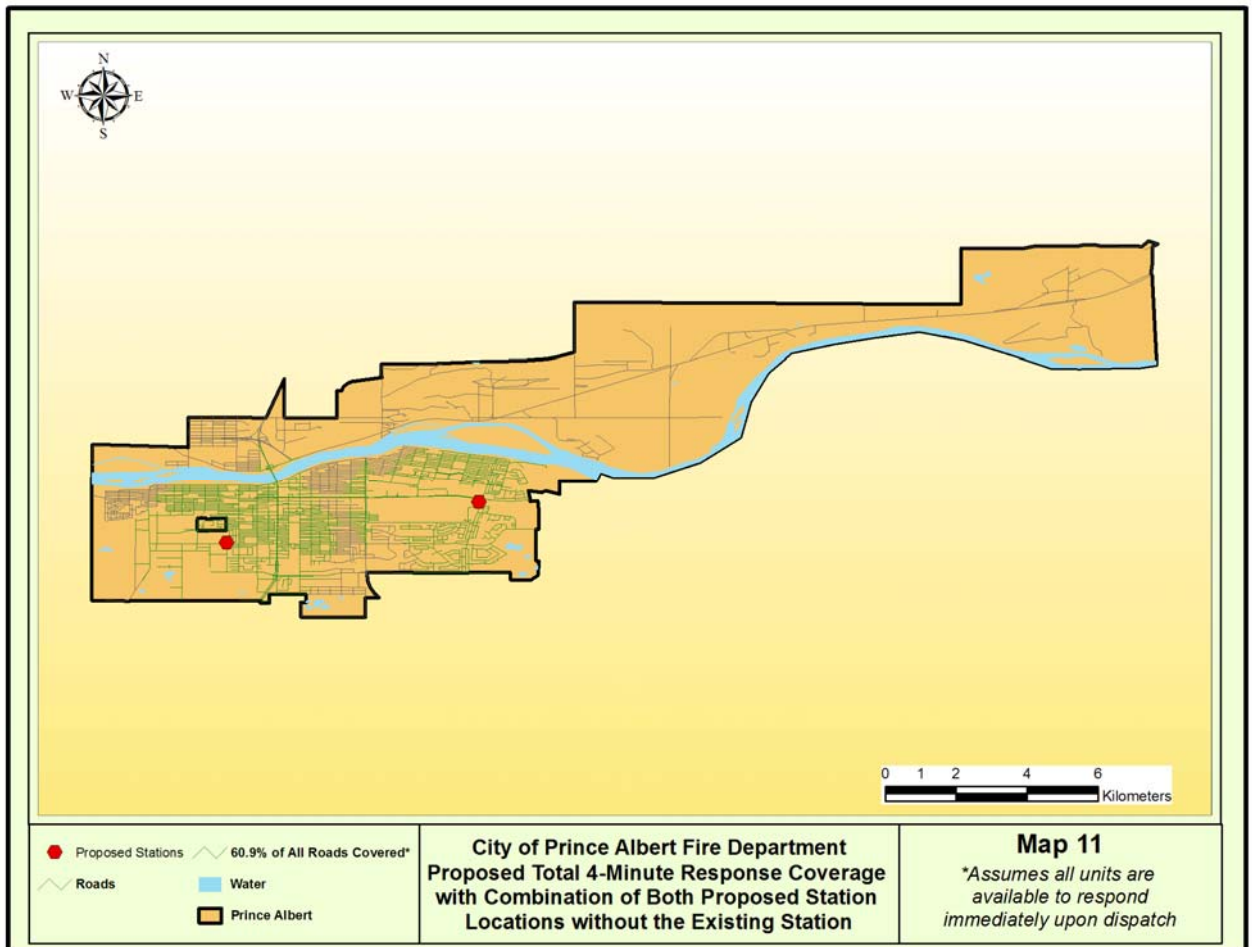
The following maps will analyze the road coverage from the proposed fire station locations located at the southwest and southeast area of Prince Albert and removing the existing fire station.

**TABLE 18:
“PROPOSED STATION LOCATIONS & MINIMUM DEPLOYMENT CONFIGURATION”**

STATION	ADDRESS	APPARATUS	MINIMUM PERSONNEL
Proposed Station 1 (PS1)	1705 15 th Ave East	Ladder 16 Engine 11 Tanker 19 Command 21 Boats Mini Engine Utility Rescue 28	4 FF Cross-staffed Cross-staffed Cross-staffed Cross-staffed Cross-staffed 1 Battalion Chief
Proposed Station 2 (PS2)	702 28 th St West	Engine 14 Rescue 12 Utility 24	4 FF Cross-staffed Cross-staffed

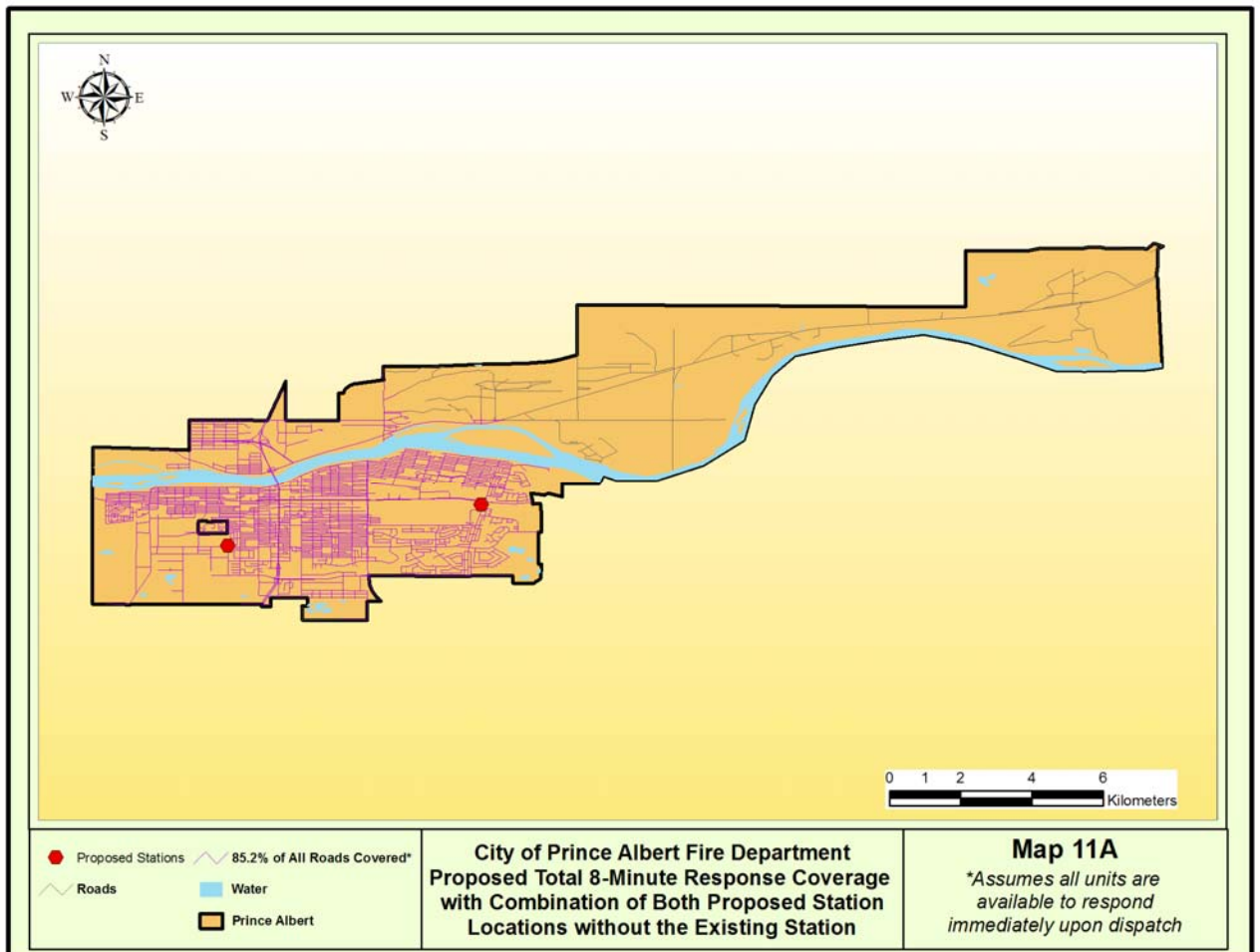
Proposed Minimum On-duty Staffing: 8 firefighters and 1 Battalion Chief

MAP 11



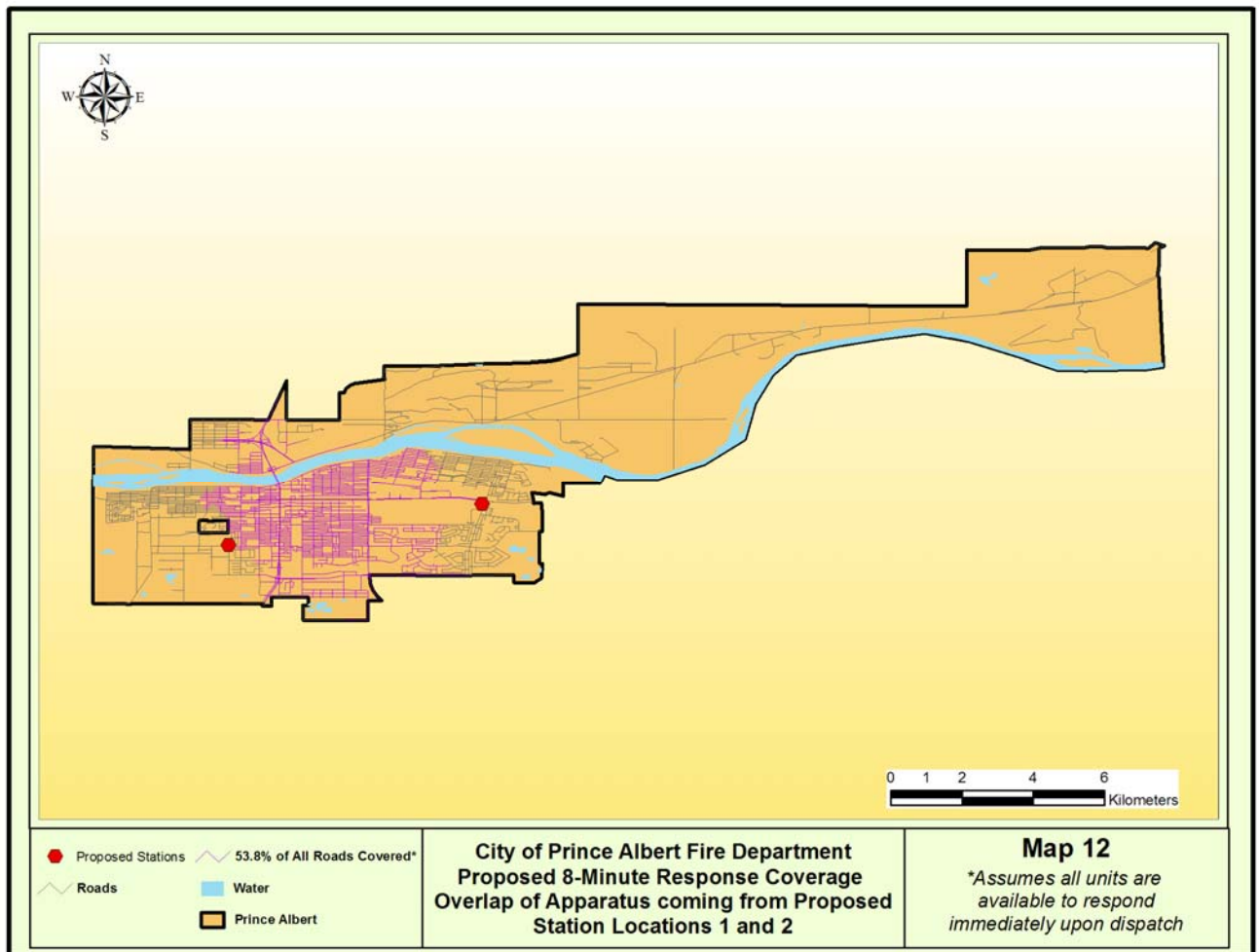
Map 11 indicates the existing 4-minute response capability for apparatus and personnel responding from only the proposed station locations #1 and #2. Under proposed conditions, any personnel and apparatus that deploy from the proposed station locations would be capable of responding to **60.9% of all roads located within the response jurisdiction in 4 minutes or less**, assuming all units are available to respond immediately upon dispatch. The unavailability of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response.

MAP 11A



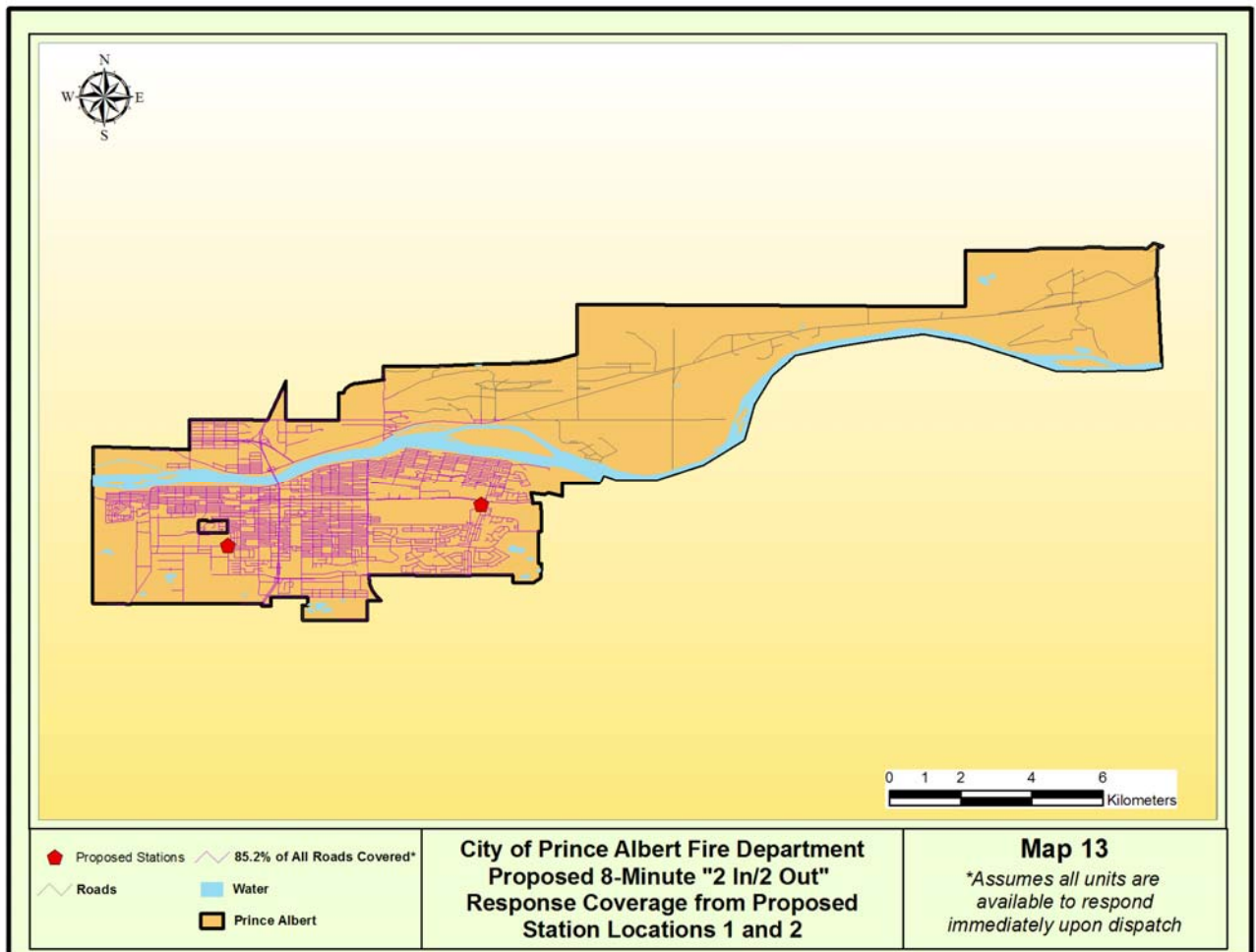
Map 11A indicates the existing 8-minute response capability for apparatus and personnel responding from only the proposed station locations #1 and #2. Under proposed conditions, any personnel and apparatus that deploy from the proposed station locations would be capable of responding to **85.2% of all roads located within the response jurisdiction in 8 minutes or less, assuming all units are available to respond immediately upon dispatch.** The unavailability of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response.

MAP 12



Map 12 indicates the existing 8-minute response capability for simultaneous apparatus and personnel responding from only the proposed station locations #1 and #2. Some alarm assignments require an Engine and Ladder apparatus. The Prince Albert Fire Department currently has only 1 Ladder apparatus, and the proposed restructure will put one Engine and Ladder in each fire station, therefore, and Engine and Ladder would be split in two different Houses. Map 12 depicts where the two apparatus can converge along with any other apparatus from each station for an alarm assignment. Personnel and apparatus that deploy from these stations would be capable of responding to **53.8% of all roads located within the response jurisdiction in 8 minutes or less**, *assuming all units are available to respond immediately upon dispatch*. The *unavailability* of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional *increase* in the expected loss of life and property.

MAP 13



Map 13 indicates those areas where the City of Prince Albert Fire Department would be capable of initiating *safe* and *effective* fire suppression and rescue operations, within 8 minutes, in accordance with the “2 In/2 Out” regulation with the proposed stations #1 and #2. Under these conditions, it is predicted that **the Fire Department would be capable of initiating fire suppression and rescue operations in accordance with the “2 In/2 Out” regulation on 85.2% all roads within 8 minutes, assuming all units are staffed at existing staffing levels and available to respond immediately upon dispatch.** The percentage of roads covered in this GIS analysis assumes the firefighters are in Emergency “2 In/2 Out” operations where the 4th firefighter is monitoring for potential rescue of trapped firefighters instead of monitoring uninterrupted water supply from the Engine. Under the proposed staffing changes, each Fire House will staff 4 fire fighters; therefore the response coverage is equal to the 8-minute response coverage. Each Engine company could perform emergency “2 In/2 Out” operations with the proposed staff changes.

**TABLE 19:
 “COMPARISON OF RESPONSE COVERAGE PURSUANT
 TO THE ADDITION OF PROPOSED STATION LOCATIONS #1 AND #2”**

SCENARIO	RESPONSE	SCENARIO	RESPONSE	% Change
Existing 4-Minute Coverage	52.4%	Proposed 4-Minute Coverage	60.9%	+ 8.5%
Existing 8-Minute Coverage	88.2%	Proposed 8-Minute Coverage	85.2%	-3.0%
Existing 8-Minute Coverage	88.2%	Proposed Apparatus Overlap Coverage	53.8%	--34.4%
Existing 8-Minute Coverage	88.2%	Proposed “2 In/2 Out” Coverage	85.2%	-3.0%

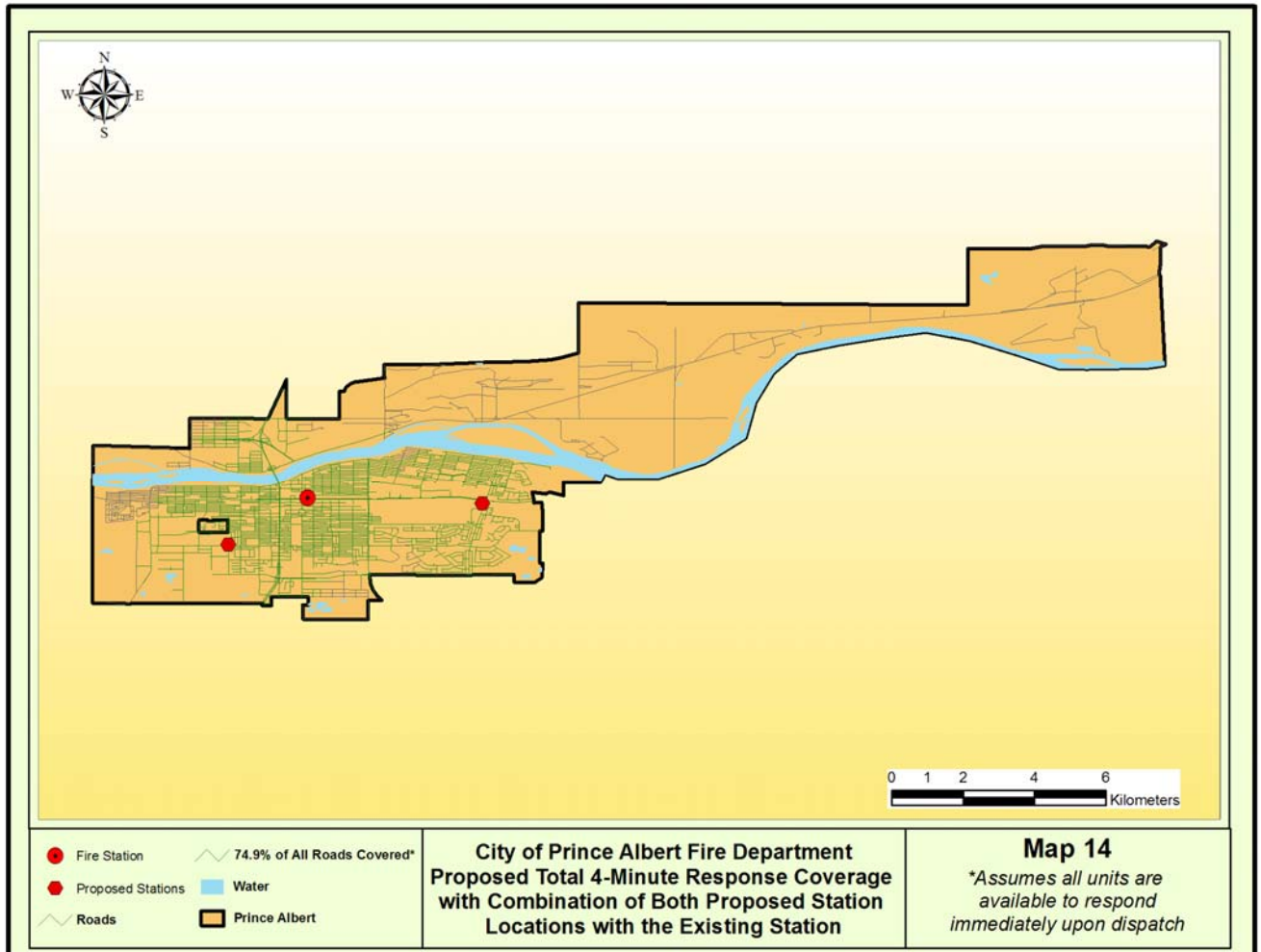
The following maps will analyze the road coverage from the proposed fire station locations located at the southwest and southeast area of Prince Albert and keeping the existing fire station.

**TABLE 19:
“PROPOSED STATION LOCATIONS & MINIMUM DEPLOYMENT CONFIGURATION”**

STATION	ADDRESS	APPARATUS	MINIMUM PERSONNEL
Existing Station	76 15 th St. East	Ladder 16 Tanker 19 Command 21 Boats Mini Engine Utility Rescue 28	4 FF Cross-staffed Cross-staffed Cross-staffed Cross-staffed 1 Battalion Chief
Proposed Station 1 (PS1)	1705 15 th Ave East	Engine 14 Rescue 12 Utility 24	4 FF Cross-staffed Cross-staffed
Proposed Station 2 (PS2)	702 28 th St West	Engine 11	4 FF

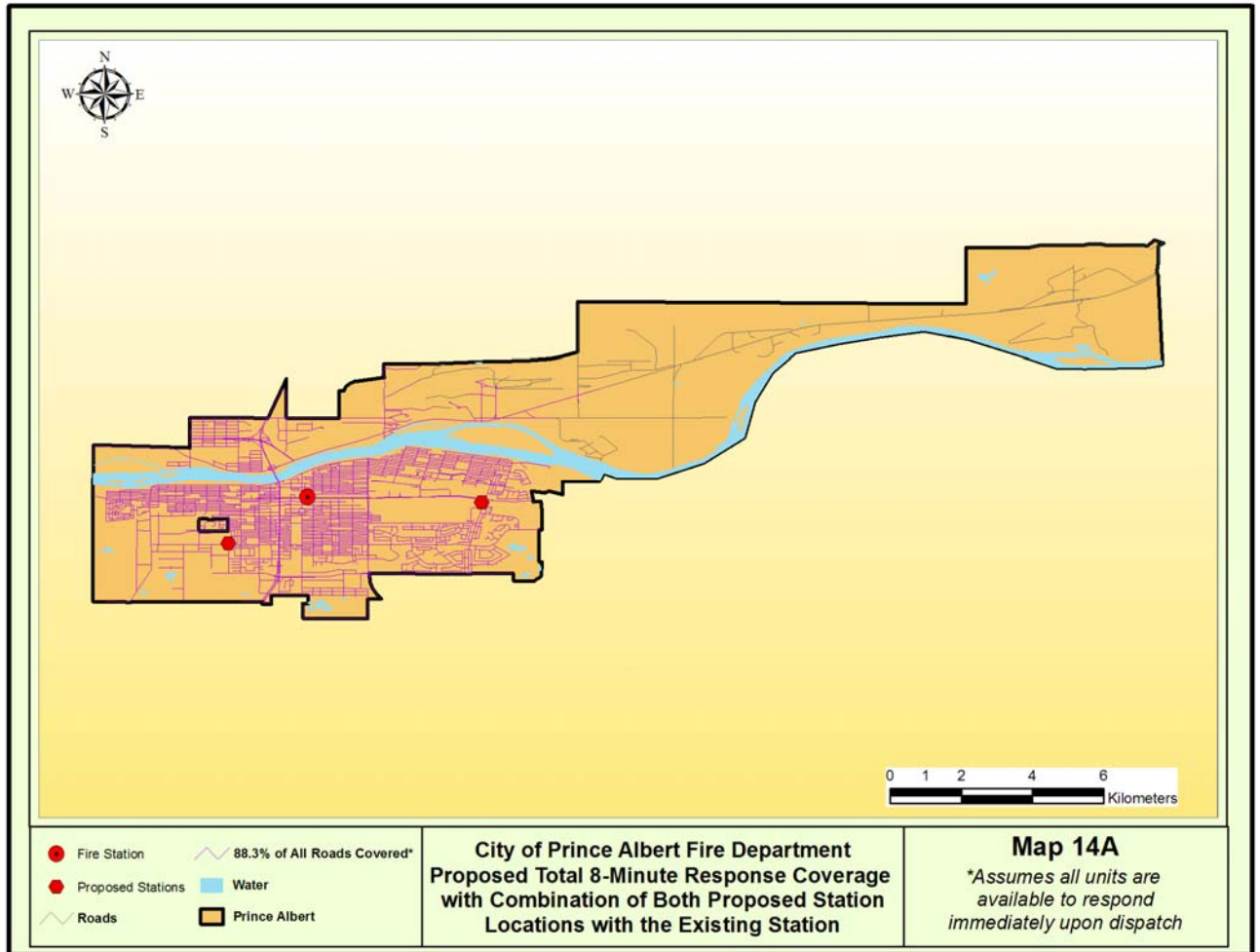
Proposed Minimum On-duty Staffing: 12 firefighters and 1 Battalion Chief

MAP 14



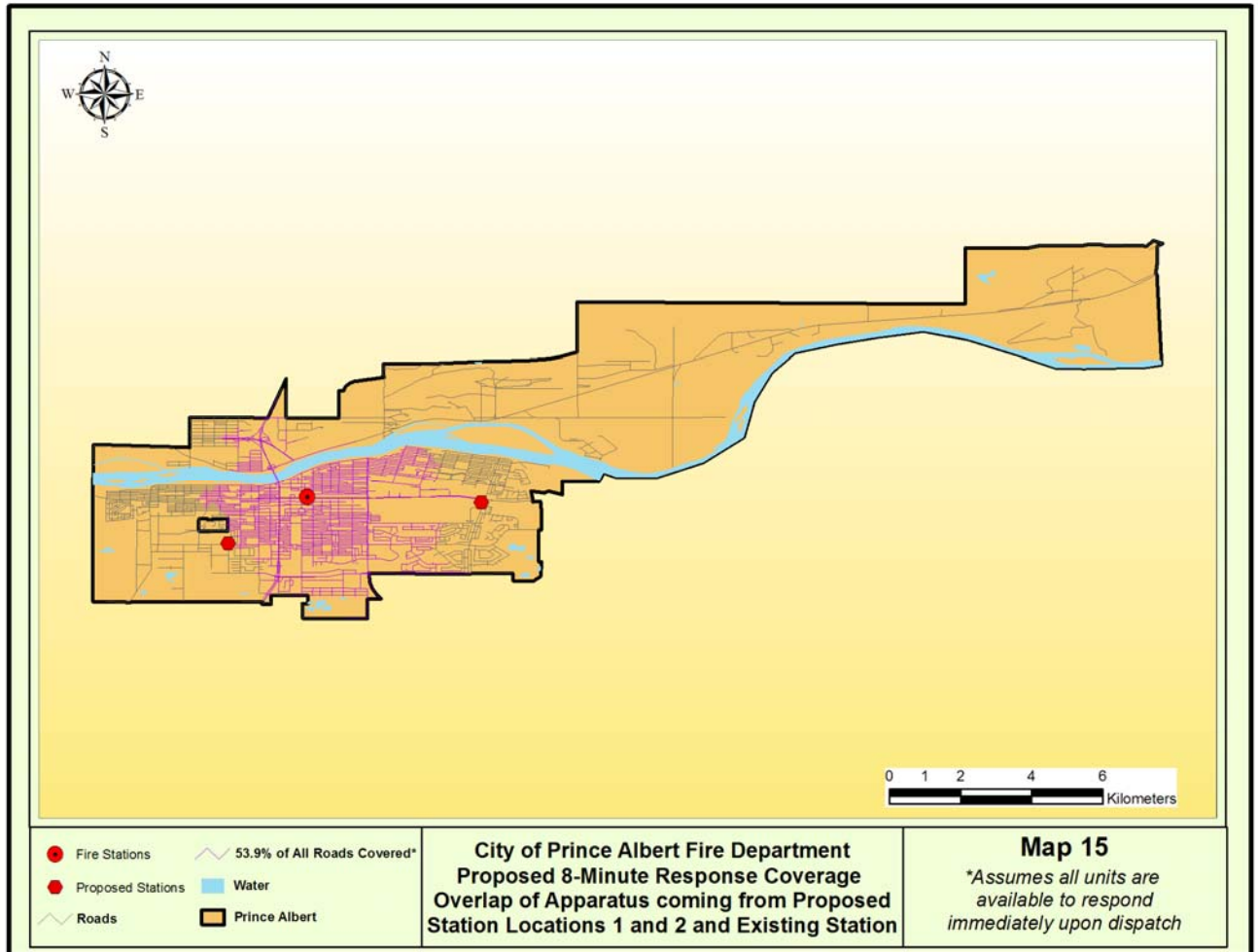
Map 14 indicates the existing 4-minute response capability for apparatus and personnel responding from the existing station along with proposed stations #1 and #2. Under proposed conditions, any personnel and apparatus that deploy from the proposed station locations would be capable of responding to **74.9% of all roads located within the response jurisdiction in 4 minutes or less, assuming all units are available to respond immediately upon dispatch.** The *unavailability* of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response.

MAP 14A



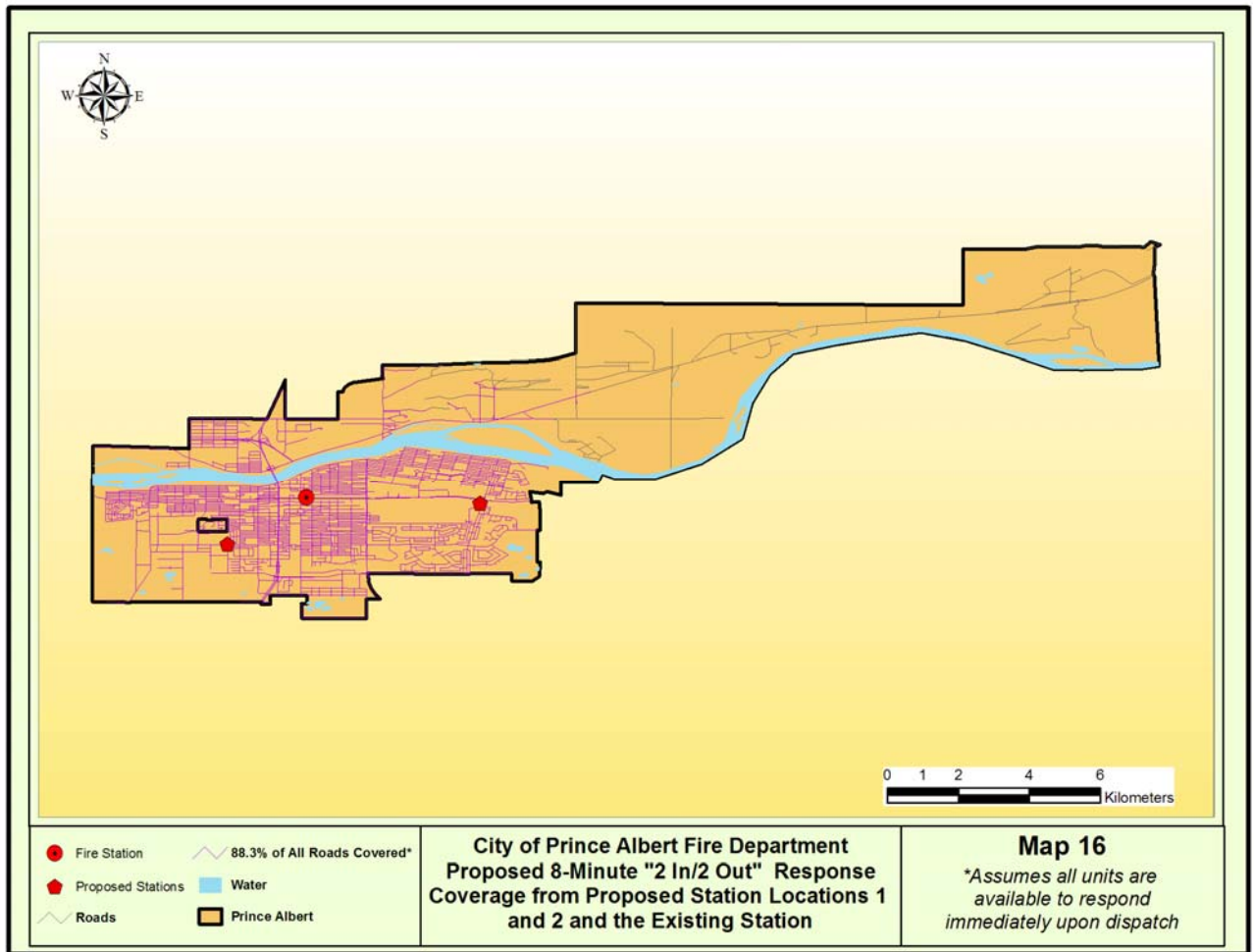
Map 14A indicates the existing 8-minute response capability for apparatus and personnel responding from the existing station along with the proposed stations #1 and #2. Under proposed conditions, any personnel and apparatus that deploy from the proposed station locations would be capable of responding to **88.3% of all roads located within the response jurisdiction in 8 minutes or less**, *assuming all units are available to respond immediately upon dispatch*. The *unavailability* of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response.

MAP 15



Map 15 indicates the existing 8-minute response capability for simultaneous apparatus and personnel responding from the existing station along the proposed stations #1 and #2. The analysis depicts a proposed scenario where any three apparatus can converge along with any other apparatus deploying from each station for an alarm assignment. Personnel and apparatus that deploy from all three stations would be capable of responding to **53.9% of all roads located within the response jurisdiction in 8 minutes or less**, assuming all units are available to respond immediately upon dispatch. The unavailability of an apparatus to respond to emergencies within its primary response district creates a gap in services to that area of the community, and a delay in fire department response. Any delay in response translates directly into a proportional increase in the expected loss of life and property.

MAP 16



Map 16 indicates those areas where the City of Prince Albert Fire Department would be capable of initiating *safe* and *effective* fire suppression and rescue operations, within 8 minutes, in accordance with the “2 In/2 Out” regulation with the existing station along with the proposed stations #1 and #2. Under these conditions, it is predicted that **the Fire Department would be capable of initiating fire suppression and rescue operations in accordance with the “2 In/2 Out” regulation on 88.3% all roads within 8 minutes, assuming all units are staffed at existing staffing levels and available to respond immediately upon dispatch.** The percentage of roads covered in this GIS analysis assumes the firefighters are in Emergency “2 In/2 Out” operations where the 4th firefighter is monitoring for potential rescue of trapped firefighters instead of monitoring uninterrupted water supply from the Engine. Under the proposed staffing changes, each Fire House will staff 4 fire fighters; therefore the response coverage is equal to the 8-minute response coverage. Each Engine company could perform emergency “2 In/2 Out” operations with the proposed staff changes.

**TABLE 20:
 “COMPARISON OF RESPONSE COVERAGE PURSUANT TO THE ADDITION OF PROPOSED
 STATION LOCATIONS #1 AND #2 ALONG WITH THE EXISTING STATION”**

SCENARIO	RESPONSE	SCENARIO	RESPONSE	% Change
Existing 4-Minute Coverage	52.4%	Proposed 4-Minute Coverage	74.9%	+ 22.5%
Existing 8-Minute Coverage	88.2%	Proposed 8-Minute Coverage	88.3%	+0.1%
Existing 8-Minute Coverage	-	Proposed Apparatus Overlap Coverage	53.9%	-
Existing 8-Minute Coverage	88.2%	Proposed “2 In/2 Out” Coverage	88.3%	+0.1%

**TABLE 21:
“COMPARISON OF RESPONSE COVERAGE PURSUANT
TO THE ADDITION OF THE FOUR PROPOSED STATION LOCATIONS”**

	Proposed 4-Minute Coverage	Proposed 8-Minute Coverage	Proposed Apparatus Overlap Coverage	Proposed “2 In/2 Out” Coverage
Proposed Station #1 (1705 15th Ave East) with existing station	69.3%	88.2%	65.5%	88.2%
Proposed Station #2 (702 28th St West) with existing station	58%	88.4%	73.4%	88.4%
Combination of Proposed Stations #1 and #2 only	60.9%	85.2%	53.8%	85.2%
Combination of Proposed Stations #1 and #2 along with existing Station	74.9%	88.3%	53.9%*	88.3%

**Any 3 apparatus overlap together within 8-minutes. Other percentages depict where any two apparatus can overlap within 8-minuts.*

Table 21 shows the results of the GIS analysis that depicts the percentage of road coverage with the four different station location options. The proposed station locations would be placed into areas where the city of Prince Albert is experiencing the most growth. In the short term future, the city of Prince Albert and the Prince Albert Fire Department will most likely add only one future station. The table depicts that the largest percentage of road coverage will occur if both proposed stations are added along with keeping the existing station. It makes sense that three stations will provide better coverage to the city than a combination of any two, however this option is most likely not feasible in the near future.

Based upon that only one station can be added in the near future, Proposed Station #1 (PS1) along with the existing station will provide the city of Prince Albert the largest percentage of 4-minute road coverage. 4-minute response coverage is important analysis because it reveals road coverage for any alarm where one company and assigned apparatus can respond within the response jurisdiction.

The Proposed Station #2 (PS2) along with the existing station will provide the most amount of 8-minute coverage, apparatus overlap coverage, and “2 In/2 Out” personnel coverage for fire fighter protection.

Overlap coverage becomes important when two stations must deploy personnel and apparatus. Currently all primary and secondary personnel and apparatus deploy from the existing station. With two stations in operation, a primary company will deploy from one station and the secondary company will deploy from the other station since 4 firefighters must be in each station. The amount of road coverage both fire suppression companies can cover within 8-minutes, or in other words converge, is the largest at 73.4%. The proposed location of Station #2 along with the existing station would provide the city of Prince Albert with the most amount of 8-minute coverage where any two companies from both stations can converge together.

CONCLUSIONS

CONCLUSIONS

This analysis reveals the extent of 4, and 8 coverage provided within the city of Prince Albert by the City of Prince Albert Fire Department under existing and proposed staffing and deployment arrangements. Based on the output of the ArcView apparatus response model, the following conclusions can be reached (*note that the statements below pertain to a single incident only, and do not assume like performance in simultaneously occurring incidents*):

4-MINUTE RESPONSE

Existing Conditions

City of Prince Albert Fire Department personnel and appropriate apparatus are currently able to provide fire suppression, disaster incident mitigation, and essential emergency medical services on **52.4% of all roads within 4 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Additional Station #1 Including Existing Station

The proposed fire station at location #1 would increase the response coverage to **69.3% of all roads within 4 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Additional Station #2 Including Existing Station

The proposed fire station at location #2 would increase the response coverage to **58% of all roads within 4 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Proposed Stations #1 and #2 without Existing Station

The proposed fire stations would increase the response coverage to **60.9% of all roads within 4 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Proposed Stations #1 and #2 Including Existing Station

The proposed three fire stations would increase the response coverage to **74.9% of all roads within 4 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

8-MINUTE ALARM RESPONSE

Existing Conditions

City of Prince Albert Fire Department personnel and appropriate apparatus are currently able to provide fire suppression, disaster incident mitigation, and essential emergency medical services on **88.2% of all roads within 8 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Additional Station #1 Including Existing Station

The proposed fire station at location #1 would maintain the response coverage at **88.2% of all roads within 8 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Additional Station #2 Including Existing Station

The proposed fire station at location #2 would increase the response coverage to **88.4% of all roads within 8 minutes within the jurisdiction**, assuming all units are available to respond immediately upon dispatch.

Proposed Conditions with Proposed Stations #1 and #2 without Existing Station

Response coverage with the proposed fire stations would cover **85.2% of all roads within 8 minutes within the jurisdiction**, assuming all units are available to respond immediately upon dispatch.

Proposed Conditions with Proposed Stations #1 and #2 Including Existing Station

The proposed three fire stations would increase the response coverage to **88.3% of all roads within 8 minutes within the jurisdiction**, assuming all units are available to respond immediately upon dispatch.

APPARATUS/COMPANY OVERLAP 8-MINUTE RESPONSE

Existing Conditions

City of Prince Albert Fire Department personnel and apparatus are currently able to provide fire suppression, disaster incident mitigation, and essential emergency medical services on **88.2% of all roads within 8 minutes within the jurisdiction from only the existing station location**, assuming all units are available to respond immediately upon dispatch.

Proposed Conditions with Additional Station #1 Including Existing Station

The proposed fire station at location #1 would decrease the response coverage to **65.5% of all roads within 8 minutes within the jurisdiction**, assuming all units are available to respond immediately upon dispatch.

Proposed Conditions with Additional Station #2 Including Existing Station

The proposed fire station at location #2 would decrease the response coverage **73.4% of all roads within 8 minutes within the jurisdiction**, assuming all units are available to respond immediately upon dispatch.

Proposed Conditions with Proposed Stations #1 and #2 without Existing Station

Response coverage with the proposed fire stations would cover **53.8% of all roads within 8 minutes within the jurisdiction**, assuming all units are available to respond immediately upon dispatch.

Proposed Conditions with Proposed Stations #1 and #2 Including Existing Station

Any three apparatus and assigned personnel responding from the three fire stations would be able to respond to **53.9% of all roads within 8 minutes within the jurisdiction**, assuming all units are available to respond immediately upon dispatch.

“2 IN/2 OUT” COMPLIANT COVERAGE

Existing Conditions

City of Prince Albert Fire Department fire suppression companies, rescue units, and command units are currently able to initiate *safe* and *effective* fire suppression and rescue operations in accordance with the “2 In/2 Out” regulation on **88.2% of all roads within 8 minutes**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Additional Station #1 Including Existing Station

The proposed fire station at location #1 would maintain the “2 In/2 Out” compliant coverage at **88.2% of all roads within 8 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Additional Station #2 Including Existing Station

The proposed fire station at location #2 would increase the “2 In/2 Out” compliant coverage to **88.4% of all roads within 8 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Proposed Stations #1 and #2 without Existing Station

Personnel responding from the proposed fire stations would cover **85.2% of all roads within 8 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

Proposed Conditions with Proposed Stations #1 and #2 Including Existing Station

Personnel responding from the three fire stations would be able to respond to **88.3% of all roads within 8 minutes within the jurisdiction**, *assuming all units are available to respond immediately upon dispatch.*

NFPA 1710 INITIAL FULL ALARM PERSONNEL COUNT

Existing Conditions

City of Prince Albert Fire Department fire suppression and command units are currently able to assemble an “Initial Full Alarm” assignment, in compliance with NFPA 1710 staffing performance objectives with *fifteen* firefighters, on **0% of all roads within 8 minutes**, *even when all units are available to respond immediately upon dispatch.*

Proposed Conditions with Additional Stations

The proposed fire house will take existing firefighters and apparatus stationed at the existing Fire House. Based on the proposed changes the Prince Albert Fire Department is examining in this study, the department will not meet NFPA 1710 objectives.

FINAL SUMMARY

FINAL SUMMARY

The business of providing emergency services has always been labor intensive, and remains so to this day. Although new technology has improved firefighting equipment and protective gear, and has led to advances in modern medicine, it is the fire fighters who still perform the critical tasks necessary to contain and extinguish fires, rescue trapped occupants from a burning structure, and provide emergency medical and rescue services.

While it is impossible to predict where most of a jurisdiction's fire and medical emergencies will occur, the Prince Albert Fire Department should examine where emergencies have typically occurred in the past and make efforts to ensure these areas continue to enjoy the same level of coverage, while adjusting resources and deployment in an effort to achieve complete compliance with NFPA Standard 1710. Areas with accelerated development and growth will require additional coverage in the future. Any projected increase in emergency response demands should also be considered before changes are implemented, focusing on associated hazard types and planned response assignments.

In addition, a fire department should be designed to adequately respond to a number of emergencies occurring at once in a fashion that aims to minimize the loss of life and the loss of property that the fire department is charged with protecting. Any proposed changes in staffing, deployment and station location should be made only after considering the historical location of calls, response times to specific target hazards, compliance with departmental Standard Operating Procedures, existing national standards, including NFPA 1500 and NFPA Standard 1710, and the citizens' expectation of receiving an adequate number of qualified personnel on appropriate apparatus within acceptable time frames.

A fire department should also be designed to have fire suppression companies staffed in accordance to national guidelines, therefore allowing firefighters to respond to fire emergencies with the highest degree of safety and level of effectiveness in mind. If fire suppression companies are not staffed with the minimum of 4 firefighters, additional firefighters and apparatus are needed to effectively fight a fire in an attacking mode while adhering to the "2 In/2 Out" regulation, conduct search and rescue, and provide ventilation. A single fire company staffed with a minimum of four firefighters can start initial fire suppression without having to wait for another fire company to arrive on scene. The amount of time is critical for firefighters to start initial attack on a burning structure while maintaining safety to them. The shorter amount of time fire fighters start initial attack on a structure *reduces* economic property loss, loss of life, and *reduces* the strain and injury to the firefighters.

The proposed conditions that were examined in this study will not make the Prince Albert Fire Department become compliant with all NFPA 1710 standards. The recommendations made in this report develop the fire department to strive towards NFPA 1710 standards over a period of time. The first step to conform to NFPA guidelines is to adequately staff all primary fire suppression vehicles with a minimum of four full time firefighters. The additional staffing will increase the minimum staffing per shift and the amount of firefighters in the Prince Albert Fire Department. Currently the department is short on staff, and does not meet national standards and can not meet minimum staffing guidelines for primary firefighting apparatus.

The additional firefighters that are needed to staff primary fire suppression vehicles are exclusive of the Incident Commander. The Battalion Chief (Incident Commander) is required to perform incident oversight and establish an incident management system in accordance to NFPA 1710 section 5.2.1.2.5 and NFPA 1710 section 6.2. Primary firefighters whose job is to perform fire suppression, ventilation, or search and rescue *can not* perform incident oversight of all the other firefighters or establish an incident management system while they are performing their primary duties. One dedicated incident commander is needed on scene, no matter the size and scope of the emergency, to be held accountable for all firefighters on scene, establish incident management, size up the scale of the emergency and possibly call in additional resources if they are needed on scene.

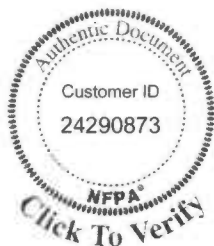
The ramifications of station additions and staffing as they pertain to the loss of life and property within a community are essential when considering modifications to a fire department's deployment configuration. **A fire department should be designed to adequately respond to a number of emergencies occurring at once in a fashion that aims to minimize the loss of life and the loss of property that the fire department is charged with protecting.** Any proposed changes in staffing, deployment and station location should be made only after considering the historical location of calls, response times to specific target hazards, compliance with departmental Standard Operating Procedures, existing national standards, including NFPA 1500 and NFPA Standard 1710, and the citizens' expectation of receiving an adequate number of qualified personnel on appropriate apparatus within acceptable time frames.

GIS MAP DETAIL

NFPA® 1710

Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments

2016 Edition



NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
An International Codes and Standards Organization

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NFPA® 1710

Standard for the

**Organization and Deployment of Fire Suppression Operations,
Emergency Medical Operations, and Special Operations to the
Public by Career Fire Departments**

2016 Edition

This edition of NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*, was prepared by the Technical Committee on Fire and Emergency Service Organization and Deployment—Career and acted on by NFPA at its June Association Technical Meeting held June 22–25, 2015, in Chicago, IL. It was issued by the Standards Council on August 18, 2015, with an effective date of September 7, 2015, and supersedes all previous editions.

This edition of NFPA 1710 was approved as an American National Standard on September 7, 2015.

Origin and Development of NFPA 1710

In 2001, the first edition of NFPA 1710 was issued. The development of that benchmark standard was the result of a considerable amount of hard work and tenacity by the Technical Committee members and the organizations they represented. That standard was the first organized approach to defining levels of service, deployment capabilities, and staffing levels for substantially career fire departments. Research work and empirical studies in North America were used by the Committee as a basis for developing response times and resource capabilities for those services, as identified by the fire department.

Following the issuance of the first edition, the NFPA Standards Council asked the Technical Committee to begin the revision process for a 2004 edition of the standard. The Committee formed several Task Groups to look at various aspects of the document. However, recognizing that the standard had not been fully field tested, the extent of the changes proposed were minimal with a cleanup of definitions, the addition of wording regarding equivalency in the annex, and clarification that the discussion on rate of fire propagation in the annex involved unsprinklered rooms.

The 2010 edition of NFPA 1710 standardized and refined terminology and definitions used in the document. Particular attention was paid to terminology for time frames for the various events that occur from event initiation to the end of the fire department's involvement with the incident. This included recognition that there is a time interval to initiate action or intervene at the end of travel time and before control and mitigation actually begin. The requirements for time frames for alarm handling were revised to correspond to changes being made to NFPA 1221. The time allowance for turnout for fires and special operations was lengthened to 80 seconds, but the time measurement was defined to start at the beginning of the transmission of response data to the emergency response units or emergency response facilities. All times shown as both minutes and seconds were changed to seconds only because that is the level of precision in which the committee intends time to be measured. An application section was added in Chapter 1. The travel times for units responding on the first alarm were clarified to indicate the first unit must arrive within 4 minutes travel time and all units must arrive within 8 minutes travel time. The quadrennial report required to be provided to the AHJ in the previous edition was changed to an annual report.

The annex material related to the requirement stated for an initial full alarm assignment capability has been moved to the body of the standard to clarify that the requirement applies to a structure fire in a typical 2000 ft² (186m²), two-story single-family dwelling without basement and with no exposures. In addition, wording was added to require additional resources be deployed on fires in occupancies that present hazards greater than the two-story single-family dwelling. The community-wide risk management model that has been in an annex to NFPA 1720 has been added as an annex to NFPA 1710.

1710-2 ORGANIZATION AND DEPLOYMENT OF FIRE SUPPRESSION OPERATIONS BY CAREER FIRE DEPARTMENTS

The work done by the Committee provided the user with a template for developing an implementation plan on the standard. Most important, it provided the body politic and citizens a true picture of the risks in their communities and the fire departments' capabilities to respond to and manage those risks.

In the 2016 edition, the Committee has added three new occupancies and the appropriate response staffing levels for garden-style apartment, open-air strip mall, and high-rise occupancies. In addition, redundant text has been removed, and some language has been clarified.

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NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

Committee Scope: This Committee shall have primary responsibility for documents on the organization, operation, deployment, and evaluation of substantially all career public fire protection and emergency medical services.

1710-4 ORGANIZATION AND DEPLOYMENT OF FIRE SUPPRESSION OPERATIONS BY CAREER FIRE DEPARTMENTS

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2016 Edition

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NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in mandatory sections of the document are given in Chapter 2 and those for extracts in informational sections are given in Annex C. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex C.

Chapter 1 Administration

1.1* Scope. This standard contains minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by substantially all career fire departments.

1.1.1 The requirements address functions and objectives of fire department emergency service delivery, response capabilities, and resources.

1.1.2 This standard also contains general requirements for managing resources and systems, such as health and safety,

incident management, training, communications, and pre-incident planning.

1.1.3 This standard addresses the strategic and system issues involving the organization, operation, and deployment of a fire department and does not address tactical operations at a specific emergency incident.

1.2 Purpose.

1.2.1* The purpose of this standard is to specify the minimum criteria addressing the effectiveness and efficiency of the career public fire suppression operations, emergency medical service, and special operations delivery in protecting the citizens of the jurisdiction and the occupational safety and health of fire department employees.

1.2.2 Nothing herein is intended to restrict any jurisdiction from exceeding these minimum requirements.

1.3 Application.

1.3.1 This standard applies to the deployment of resources by a fire department to emergency situations when operations can be implemented to save lives and property.

1.3.2 The standard is a benchmark for most common responses and a platform for developing the appropriate plan for deployment of resources for fires in higher hazard occupancies or more complex incidents.

1.4* Equivalency. Nothing in this standard is intended to prohibit the use of systems, methods, or approaches of equivalent or superior performance to those prescribed by this standard, provided technical documentation is submitted to the authority having jurisdiction to demonstrate equivalency.

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 403, *Standard for Aircraft Rescue and Fire-Fighting Services at Airports*, 2014 edition.

NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, 2013 edition.

NFPA 1143, *Standard for Wildland Fire Management*, 2014 edition.

NFPA 1221, *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*, 2016 edition.

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 2013 edition.

NFPA 1561, *Standard on Emergency Services Incident Management System and Command Safety*, 2014 edition.

NFPA 1670, *Standard on Operations and Training for Technical Search and Rescue Incidents*, 2014 edition.

2.3 Other Publications.

2.3.1 U.S. Government Publications. U.S. Government Publishing Office, Washington, DC 20402.

Title 29, Code of Federal Regulations, Part 1910.120, "Hazardous Waste Operations and Emergency Response."

Title 29, Code of Federal Regulations, Part 1910.146, "Permit-Required Confined Space."

2.3.2 Other Publications.

Merriam-Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Mandatory Sections.

NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, 2013 edition.

NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, 2014 edition.

NFPA 1081, *Standard for Industrial Fire Brigade Member Professional Qualifications*, 2012 edition.

NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*, 2012 edition.

NFPA 1221, *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*, 2016 edition.

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 2013 edition.

NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*, 2015 edition.

NFPA 1561, *Standard on Emergency Services Incident Management System and Command Safety*, 2014 edition.

NFPA 1901, *Standard for Automotive Fire Apparatus*, 2016 edition.

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 Shall. Indicates a mandatory requirement.

3.2.4 Should. Indicates a recommendation or that which is advised but not required.

3.2.5 Standard. An NFPA Standard, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the NFPA Manuals of Style. When used in a generic sense, such as in the phrase "standards development process" or "standards development activities," the term "standards" includes all NFPA Standards, including Codes, Standards, Recommended Practices, and Guides.

3.3 General Definitions.

3.3.1 Advanced Life Support (ALS). See 3.3.36.1.

3.3.2 Aid.

3.3.2.1* Automatic Aid. A plan developed between two or more fire departments for immediate joint response on first alarms. [1142, 2012]

3.3.2.2 Mutual Aid. A written intergovernmental agreement between agencies and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

3.3.3 Aircraft Rescue and Fire Fighting. See 3.3.21.1.

3.3.4* Aircraft Rescue and Fire-Fighting (ARFF) Vehicle. A vehicle intended to carry rescue and fire-fighting equipment for rescuing occupants and combating fires in aircraft at, or in the vicinity of, an airport. [1002, 2014]

3.3.5* Alarm. A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency. [1221, 2016]

3.3.6 Alarm Answering Time. See 3.3.53.1.

3.3.7 Alarm Handling Time. See 3.3.53.2.

3.3.8 Alarm Processing Time. See 3.3.53.3.

3.3.9 Alarm Transfer Time. See 3.3.53.4.

3.3.10 Apparatus.

3.3.10.1 Fire Apparatus. A vehicle designed to be used under emergency conditions to transport personnel and equipment, and to support the suppression of fires and mitigation of other hazardous situations. [1901, 2016]

3.3.10.2 Quint Apparatus. A fire apparatus with a permanently mounted fire pump, a water tank, a hose storage area, an aerial device with a permanently mounted waterway, and a complement of ground ladders.

3.3.10.3 Specialized Apparatus. A fire apparatus or vehicle that is used for support or specialized equipment and services at emergency scenes for functions such as, but not limited to, command, technical rescue, hazardous materials mitigation, urban search and rescue, air supply, electrical generation and lighting, or transport of equipment and personnel.

3.3.11 Automatic Aid. See 3.3.2.1.

3.3.12 Basic Life Support (BLS). See 3.3.36.2.

3.3.13* Company. A group of members: (1) under the direct supervision of an officer; (2) trained and equipped to perform assigned tasks; (3) usually organized and identified as engine companies, ladder companies, rescue companies, squad companies, or multi-functional companies; (4) operating with one piece of fire apparatus (pumper, aerial fire apparatus, elevating platform, quint, rescue, squad, ambulance) except where multiple apparatus are assigned that are dispatched and arrive together, continuously operate together, and are managed by a single company officer; (5) arriving at the incident scene on fire apparatus. [1500, 2013]

3.3.14 Company Officer. See 3.3.40.1.

3.3.15 Crew. See 3.3.52, Team.

3.3.16 Emergency Incident. Any situation to which an emergency services organization responds to deliver emergency services, including rescue, fire suppression, emergency medical

care, special operations, law enforcement, and other forms of hazard control and mitigation. [1561, 2014]

3.3.17 Emergency Medical Care. The treatment of patients using first aid, cardiopulmonary resuscitation, basic life support, advanced life support, and other medical procedures prior to arrival at a hospital or other health care facility.

3.3.18 Emergency Operations. See 3.3.41.1.

3.3.19 Fire Apparatus. See 3.3.10.1.

3.3.20 Fire Department Member. See 3.3.38, Member.

3.3.21 Fire Fighting.

3.3.21.1* Aircraft Rescue and Fire Fighting. The fire-fighting actions taken to rescue persons and to control or extinguish fire involving or adjacent to aircraft on the ground. [1500, 2013]

3.3.21.2* Marine Rescue and Fire Fighting. The fire-fighting action taken to prevent, control, or extinguish fire involved in or adjacent to a marine vessel and the rescue actions for occupants using normal and emergency routes for egress.

3.3.21.3 Structural Fire Fighting. The activities of rescue, fire suppression, and property conservation in buildings or other structures, vehicles, rail cars, marine vessels, aircraft, or like properties.

3.3.22 Fire Protection. Methods of providing fire detection, control, and extinguishment.

3.3.23* Fire Suppression. The activities involved in controlling and extinguishing fires. [1500, 2013]

3.3.24* First Responder (EMS). Functional provision of initial assessment (i.e., airway, breathing, and circulatory systems) and basic first-aid intervention, including CPR and automatic external defibrillator (AED) capability.

3.3.25 Forcible Entry. Techniques used by fire personnel to gain entry into buildings, vehicles, aircraft, or other areas of confinement when normal means of entry are locked or blocked.

3.3.26* Hazard. A condition that presents the potential for harm or damage to people, property, or the environment.

3.3.27 Hazardous Material. A substance that is capable of creating harm to people, the environment, or property due to its toxicity, chemical reactivity, decomposition, or corrosivity; is capable of explosion or detonation; or presents etiological hazards, whether used for its intended purpose or as a weapon of mass destruction (WMD) or for illicit labs purposes, environmental crimes, or industrial sabotage.

3.3.28* High-Hazard Occupancy. An occupancy that presents a high life hazard or large fire potential due to its construction, configuration, or the presence of specific materials, processes, or contents.

3.3.29 Incident Commander. The member responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. [472, 2013]

3.3.30* Incident Management System (IMS). An organized system that defines the roles and responsibilities to be assumed by responders and the standard operating procedures to be used in the management and direction of emergency incidents and other functions.

3.3.31 Incident Safety Officer. See 3.3.40.2.

3.3.32 Initial Full Alarm Assignment. Those personnel, equipment, and resources ordinarily dispatched upon notification of a structure fire.

3.3.33 Initial Rapid Intervention Crew (IRIC). See 3.3.44.1.

3.3.34 Initiating Action/Intervention Time. See 3.3.53.5.

3.3.35 Intergovernmental Agreement. A written formal authorization for services between two or more jurisdictions.

3.3.36 Life Support.

3.3.36.1 Advanced Life Support (ALS). Emergency medical treatment beyond basic life support that provides for advanced airway management including intubation, advanced cardiac monitoring, defibrillation, establishment and maintenance of intravenous access, and drug therapy.

3.3.36.2* Basic Life Support (BLS). A specific level of pre-hospital medical care provided by trained responders, focused on rapidly evaluating a patient's condition; maintaining a patient's airway, breathing, and circulation; controlling external bleeding; preventing shock; and preventing further injury or disability by immobilizing potential spinal or other bone fractures.

3.3.37 Marine Rescue and Fire Fighting. See 3.3.21.2.

3.3.38* Member. A person involved in performing the duties and responsibilities of a fire department, under the auspices of the organization. [1500, 2013]

3.3.39 Mutual Aid. See 3.3.2.2.

3.3.40 Officer.

3.3.40.1* Company Officer. A supervisor of a crew/company of personnel.

3.3.40.2 Incident Safety Officer. A member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

3.3.40.3* Supervisory Chief Officer. A member whose responsibility is to assume command through a formalized transfer of command process and to allow company officers to directly supervise personnel assigned to them.

3.3.41 Operations.

3.3.41.1 Emergency Operations. Activities of the fire department relating to rescue, fire suppression, emergency medical care, and special operations, including response to the scene of the incident and all functions performed at the scene. [1500, 2013]

3.3.41.2* Special Operations. Those emergency incidents to which the fire department responds that require specific and advanced training and specialized tools and equipment. [1500, 2013]

3.3.42 Public Safety Answering Point (PSAP). A facility in which 9-1-1 calls are answered. [1221, 2016]

3.3.43 Quint Apparatus. See 3.3.10.2.

3.3.44* Rapid Intervention Crew (RIC). A dedicated crew of fire fighters who are assigned for rapid deployment to rescue lost or trapped members.

3.3.44.1 Initial Rapid Intervention Crew (IRIC). Two members of the initial attack crew who are assigned for rapid deployment to rescue lost or trapped members.

3.3.45 Rescue. Those activities directed at locating endangered persons at an emergency incident, removing those persons from danger, treating the injured, and providing for transport to an appropriate health care facility. [1500, 2013]

3.3.46 Special Operations. See 3.3.41.2.

3.3.47 Specialized Apparatus. See 3.3.10.3.

3.3.48* Staff Aide. A fire fighter or fire officer assigned to a supervisory chief officer to assist with the logistical, tactical, and accountability functions of incident, division, or sector command.

3.3.49 Standard Operating Procedure. A written organizational directive that establishes or prescribes specific operational or administrative methods to be followed routinely for the performance of designated operations or actions. [1521, 2015]

3.3.50 Structural Fire Fighting. See 3.3.21.3.

3.3.51 Supervisory Chief Officer. See 3.3.40.3.

3.3.52 Team. Two or more members who have been assigned a common task and are in communication with each other, coordinate their activities as a work group, and support the safety of one another. [1081, 2012]

3.3.53 Time.

3.3.53.1 Alarm Answering Time. The time interval that begins when the alarm is received at the communication center and ends when the alarm is acknowledged at the communication center.

3.3.53.2 Alarm Handling Time. The time interval from the receipt of the alarm at the primary PSAP until the beginning of the transmittal of the response information via voice or electronic means to emergency response facilities (ERFs) or the emergency response units (ERUs) in the field.

3.3.53.3 Alarm Processing Time. The time interval from when the alarm is acknowledged at the communication center until response information begins to be transmitted via voice or electronic means to emergency response facilities (ERFs) and emergency response units (ERUs).

3.3.53.4 Alarm Transfer Time. The time interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the communication center.

3.3.53.5* Initiating Action/Intervention Time. The time interval from when a unit arrives on the scene to the initiation of emergency mitigation.

3.3.53.6* Total Response Time. The time interval from the receipt of the alarm at the primary PSAP to when the first emergency response unit is initiating action or intervening to control the incident.

3.3.53.7 Travel Time. The time interval that begins when a unit is en route to the emergency incident and ends when the unit arrives at the scene.

3.3.53.8 Turnout Time. The time interval that begins when the emergency response facilities (ERFs) and emergency response units (ERUs) notification process begins by

either an audible alarm or visual annunciation or both and ends at the beginning point of travel time.

3.3.54 Total Response Time. See 3.3.53.6.

3.3.55 Travel Time. See 3.3.53.7.

3.3.56 Turnout Time. See 3.3.53.8.

Chapter 4 Organization

4.1 Fire Department Organizational Statement.

4.1.1* The authority having jurisdiction (AHJ) shall maintain a written statement or policy that establishes the following:

- (1) Existence of the fire department
- (2) Services that the fire department is required to provide
- (3) Basic organizational structure
- (4) Expected number of fire department members
- (5) Functions that fire department members are expected to perform

4.1.2* The fire department organizational statement shall provide service delivery objectives, including specific time objectives for each major service component [i.e., fire suppression, emergency medical services (EMS), special operations, aircraft rescue and fire fighting, marine rescue and fire fighting, and/or wildland fire fighting] and objectives for the percentage of responses that meet the time objectives.

4.1.2.1 The fire department shall establish the following objectives:

- (1) Alarm handling time to be completed in accordance with 4.1.2.3.
- (2) 80 seconds turnout time for fire and special operations response and 60 seconds turnout time for EMS response
- (3)*240 seconds or less travel time for the arrival of the first arriving engine company at a fire suppression incident
- (4) For other than high-rise, 480 seconds or less travel time for the deployment of an initial full alarm assignment at a fire suppression incident
- (5) For high-rise, 610 seconds or less travel time for the deployment of an initial full alarm assignment at a fire suppression incident
- (6) 240 seconds or less travel time for the arrival of a unit with first responder with automatic external defibrillator (AED) or higher level capability at an emergency medical incident
- (7) 480 seconds or less travel time for the arrival of an advanced life support (ALS) unit at an emergency medical incident, where this service is provided by the fire department provided a first responder with AED or basic life support (BLS) unit arrived in 240 seconds or less travel time

4.1.2.2 The fire department shall document the initiating action/intervention time.

4.1.2.3 Alarm Handling.

4.1.2.3.1 The fire department shall establish a performance objective of having an alarm answering time of not more than 15 seconds for at least 95 percent of the alarms received and not more than 40 seconds for at least 99 percent of the alarms received, as specified by NFPA 1221.

4.1.2.3.1.1 Any call not answered within 20 seconds shall be routed to a secondary answering (alternate) center if the primary center is full. An alarm should sound if a call is not answered (not processed, just answered) within 60 seconds.

4.1.2.3.2 When the alarm is received at a public safety answering point (PSAP) and transferred to a secondary answering point or communication center, the agency responsible for the PSAP shall establish a performance objective of having an alarm transfer time of not more than 30 seconds for at least 95 percent of all alarms processed, as specified by NFPA 1221.

4.1.2.3.3 The fire department shall establish a performance objective of having an alarm processing time of not more than 64 seconds for at least 90 percent of the alarms and not more than 106 seconds for at least 95 percent of the alarms, as specified by NFPA 1221.

4.1.2.3.3.1 Emergency alarm processing for the following call types shall be completed within 90 seconds 90 percent of the time and within 120 seconds 99 percent of the time:

- (1) Calls requiring emergency medical dispatch questioning and pre-arrival medical instructions
- (2) Calls requiring language translation
- (3) Calls requiring the use of a TTY/TDD device or audio/video relay services
- (4) Calls of criminal activity that require information vital to emergency responder safety prior to dispatching units
- (5) Hazardous material incidents
- (6) Technical rescue
- (7) Calls that require determining the location of the alarm due to insufficient information
- (8) Calls received by text message

4.1.2.4 The fire department shall establish a performance objective of not less than 90 percent for the achievement of each turnout time and travel time objective specified in 4.1.2.1.

4.1.2.5 Evaluations.

4.1.2.5.1* The fire department shall evaluate its level of service and deployment delivery and alarm handling time, turnout time, and travel time objectives on an annual basis.

4.1.2.5.2* The evaluations shall be based on emergency incident data relating to level of service, deployment, and the achievement of each time objective in each geographic area within the jurisdiction of the fire department.

4.1.2.6 The fire department shall provide the AHJ with a written report annually.

4.1.2.6.1 The annual report shall define the geographic areas and/or circumstances in which the requirements of this standard are not being met.

4.1.2.6.2 The annual report shall explain the predictable consequences of these deficiencies and address the steps that are necessary to achieve compliance.

4.2 Fire Suppression Services. The fire department organizational statement shall set forth the criteria for the various types of fire suppression incidents to which the fire department is required to respond.

4.3 Emergency Medical Services.

4.3.1 The fire department organizational statement shall set forth the criteria for the various types of emergency medical

incidents to which the fire department is required and/or expected to respond.

4.3.2 The fire department organizational statement shall ensure that the fire department's emergency medical response capability includes personnel, equipment, and resources to deploy at the first responder level with AED or higher treatment level.

4.3.3 Where emergency medical services beyond the first responder with AED level are provided by another agency or private organization, the AHJ, based on recommendations from the fire department, shall include the minimum staffing, deployment, and response criteria as required in Section 5.3 in the following:

- (1) The fire department organizational statement
- (2) Any contract, service agreement, governmental agreement, or memorandum of understanding between the AHJ and the other agency or private organization

4.4 Special Operations.

4.4.1 The fire department organizational statement shall set forth the criteria for the various types of special operations response and mitigation activities to which the fire department is required or expected to respond.

4.4.2* The fire department organizational statement shall ensure that the fire department's hazardous materials response capability includes personnel, equipment, and resources to deploy at the first responder operational level as required by 29 CFR 1910.120.

4.4.3 The fire department organizational statement shall ensure that the fire department's confined space response capability includes personnel, equipment, and resources to deploy at the confined space operational level as required by 29 CFR 1910.146.

4.4.4 The fire department organizational statement shall set forth the criteria for the various types of fire department response during natural disasters or terrorism incidents, weapons of mass destruction incidents, or large-scale or mass casualty events.

4.5 Airport Rescue and Fire-Fighting Services. The fire department organizational statement shall set forth the criteria for the various types of airport rescue and fire-fighting incidents to which the fire department is required or expected to respond.

4.6 Marine Rescue and Fire-Fighting Services. The fire department organizational statement shall set forth the criteria for the various types of marine rescue and fire-fighting incidents to which the fire department is required or expected to respond.

4.7 Wildland Fire Suppression Services. The fire department organizational statement shall set forth the criteria for the various types of wildland fire suppression incidents to which the fire department is required and/or expected to respond.

4.8 Intercommunity Organization.

4.8.1* Mutual aid, automatic aid, and fire protection agreements shall be through a written intergovernmental agreement and shall address issues such as liability for injuries and deaths, disability retirements, cost of service, authorization to respond, staffing, and equipment, including the resources to

be made available, availability of interoperable communications, and the designation of the incident commander.

4.8.2 Procedures and training of personnel for all fire departments in mutual aid, automatic aid, and fire protection agreement plans shall be comprehensive to produce an effective fire force and to ensure uniform operations.

Chapter 5 Fire Department Services

5.1 Purpose.

5.1.1 The services provided by the fire department shall include those activities identified by the organizational statement developed as required by Chapter 4.

5.1.2 The procedures involved in providing these services, including operations and deployment, shall be established through written administrative regulations, standard operating procedures (SOPs), and departmental orders.

5.2* Fire Suppression Services.

5.2.1 Fire Suppression Capability.

5.2.1.1 Fire suppression operations shall be organized to ensure that the fire department's fire suppression capability encompasses deployment of personnel, equipment, and resources for an initial arriving company, the initial full alarm assignment, and additional alarm assignments.

5.2.1.2 The fire department shall be permitted to use established automatic aid and mutual aid agreements to comply with the requirements of Section 5.2.

5.2.2* Staffing. The number of on-duty fire suppression members shall be sufficient to perform the necessary fire-fighting operations given the expected fire-fighting conditions.

5.2.2.1 These numbers shall be determined through task analyses that take the following factors into consideration:

- (1) Life hazard to the populace protected
- (2) Provisions of safe and effective fire-fighting performance conditions for the fire fighters
- (3) Potential property loss
- (4) Nature, configuration, hazards, and internal protection of the properties involved
- (5) Types of fireground tactics and evolutions employed as standard procedure, type of apparatus used, and results expected to be obtained at the fire scene

5.2.2.2* On-duty members assigned to fire suppression shall be organized into company units and shall have appropriate apparatus and equipment assigned to such companies.

5.2.2.2.1* The fire department shall identify minimum company staffing levels as necessary to meet the deployment criteria required in 5.2.4 to ensure that a sufficient number of members are assigned, on duty, and available to safely and effectively respond with each company.

5.2.2.2.2 Each company shall be led by an officer who shall be considered a part of the company.

5.2.2.2.3* Supervisory chief officers shall be dispatched or notified to respond to all full alarm assignments.

5.2.2.2.4 The supervisory chief officer shall ensure that the incident management system is established as required in Section 6.2.

5.2.2.2.5* Supervisory chief officers shall have staff aides deployed to them for purposes of incident management and accountability at emergency incidents.

5.2.3 Operating Units. Fire company staffing requirements shall be based on minimum levels necessary for safe, effective, and efficient emergency operations.

5.2.3.1 Fire companies whose primary functions are to pump and deliver water and perform basic fire fighting at fires, including search and rescue, shall be known as engine companies.

5.2.3.1.1 These companies shall be staffed with a minimum of four on-duty members.

5.2.3.1.2 In jurisdictions with a high number of incidents or geographical restrictions, as identified by the AHJ, these companies shall be staffed with a minimum of five on-duty members.

5.2.3.1.2.1 In jurisdictions with tactical hazards, high-hazard occupancies, or dense urban areas, as identified by the AHJ, these fire companies shall be staffed with a minimum of six on-duty members.

5.2.3.2 Fire companies whose primary functions are to perform the variety of services associated with truck work, such as forcible entry, ventilation, search and rescue, aerial operations for water delivery and rescue, utility control, illumination, overhaul, and salvage work, shall be known as ladder or truck companies.

5.2.3.2.1 These fire companies shall be staffed with a minimum of four on-duty members.

5.2.3.2.2 In jurisdictions with a high number of incidents or geographical restrictions, as identified by the AHJ, these fire companies shall be staffed with a minimum of five on-duty members.

5.2.3.2.2.1 In jurisdictions with tactical hazards, high-hazard occupancies, or dense urban areas, as identified by the AHJ, these fire companies shall be staffed with a minimum of six on-duty members.

5.2.3.3 Other Types of Companies.

5.2.3.3.1 Other types of companies equipped with specialized apparatus and equipment shall be provided to assist engine and ladder companies where necessary to support the fire departments' SOPs.

5.2.3.3.2 These companies shall be staffed with the minimum number of on-duty members required to deal with the tactical hazards, high-hazard occupancies, high incident frequencies, geographical restrictions, or other pertinent factors as identified by the AHJ.

5.2.3.4 Fire Companies with Quint Apparatus.

5.2.3.4.1 A fire company that deploys with quint apparatus, designed to operate as either an engine company or a ladder company, shall be staffed as specified in 5.2.3.

5.2.3.4.2 If the company is expected to perform multiple roles simultaneously, additional staffing, above the levels specified in 5.2.3, shall be provided to ensure that those operations can be performed as required.

5.2.4 Deployment.

5.2.4.1 Single-Family Dwelling Initial Full Alarm Assignment Capability.

5.2.4.1.1* The initial full alarm assignment to a structure fire in a typical 2000 ft² (186 m²), two-story single-family dwelling



without basement and with no exposures shall provide for the following:

- (1) Establishment of incident command outside of the hazard area for the overall coordination and direction of the initial full alarm assignment with a minimum of one member dedicated to this task
- (2) Establishment of an uninterrupted water supply of a minimum of 400 gpm (1520 L/min) for 30 minutes with supply line(s) maintained by an operator
- (3) Establishment of an effective water flow application rate of 300 gpm (1140 L/min) from two handlines, each of which has a minimum flow rate of 100 gpm (380 L/min) with each handline operated by a minimum of two members to effectively and safely maintain the line
- (4) Provision of one support member for each attack and backup line deployed to provide hydrant hookup and to assist in laying of hose lines, utility control, and forcible entry
- (5) Provision of at least one victim search and rescue team with each such team consisting of a minimum of two members
- (6) Provision of at least one team, consisting of a minimum of two members, to raise ground ladders and perform ventilation
- (7) If an aerial device is used in operations, one member to function as an aerial operator to maintain primary control of the aerial device at all times
- (8) Establishment of an IRIC consisting of a minimum of two properly equipped and trained members

5.2.4.1.2 When an incident escalates beyond an initial full alarm assignment, or when significant risk is present to the member due to the magnitude of the incident, the incident commander shall request an EMS crew consisting of a minimum of two members to provide treatment and transport for injured members and civilians.

5.2.4.1.3 When an incident escalates beyond an initial full alarm assignment or when significant risk is present to the members due to the magnitude of the incident, the incident commander shall upgrade the IRIC to a full rapid intervention crew (s) (RIC) that consists of an officer and at least three members who are fully equipped and trained in RIC operations.

5.2.4.2 Open-Air Strip Shopping Center Initial Full Alarm Assignment Capability.

5.2.4.2.1* The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft² to 196,000 ft² (1203 m² to 18,209 m²) in size shall provide for the following:

- (1) Establishment of incident command outside the hazard area for the overall coordination, direction, and safety of the initial full alarm assignment with a minimum of two members dedicated to managing this task.
- (2) Establishment of two uninterrupted water supplies at a minimum of 500 gpm (1892 L/min), with each supply line maintained by an operator.
- (3) Establishment of an effective water flow application rate of 500 gpm (1892 L/min) from three handlines, each of which has a minimum flow rate of 150 gpm (568 L/min), with each handline operated by a minimum of two members to effectively and safely maintain each handline.
- (4) Provision of one support member for each attack, backup, and exposure line deployed to provide hydrant hookup and to assist in laying of hose lines, utility control, and forcible entry.

- (5) Provision of at least two victim search-and-rescue teams, each team consisting of a minimum of two members.
- (6) Provision of at least two teams, each team consisting of a minimum of two members, to raise ground ladders and perform ventilation.
- (7) If an aerial device(s) is used in operations, one member to function as an aerial operator and maintain primary control of the aerial device at all times.
- (8) The establishment of an RIC consisting of an officer and at least three members who are fully equipped and trained in RIC operations.
- (9) The establishment of an initial medical care component consisting of at least two members capable of providing immediate on-scene emergency medical support and transport that provides rapid access to civilians or members potentially needing medical treatment. Where this level of emergency medical care is provided by outside agencies or organizations, these agencies and organizations shall be included in the deployment plan and meet these requirements.

5.2.4.3 Apartment Initial Full Alarm Assignment Capability.

5.2.4.3.1 The initial full alarm assignment to a structure fire in a typical 1200 ft² (111 m²) apartment within a three-story, garden-style apartment building shall provide for the following:

- (1) Establishment of incident command outside the hazard area for the overall coordination, direction, and safety of the initial full alarm assignment with a minimum of two members dedicated to managing this task.
- (2) Establishment of two uninterrupted water supplies at a minimum of 400 gpm (1520 L/min), with each supply line maintained by an operator.
- (3) Establishment of an effective water flow application rate of 300 gpm (1140 L/min) from three handlines, each of which has a minimum flow rate of 100 gpm (380 L/min), with each handline operated by a minimum of two members to effectively and safely maintain each handline.
- (4) Provision of one support member for each attack, backup, and exposure line deployed to provide hydrant hookup and to assist in laying of hose lines, utility control, and forcible entry.
- (5) Provision of at least two victim search-and-rescue teams, each team consisting of a minimum of two members.
- (6) Provision of at least two teams, each team consisting of a minimum of two members, to raise ground ladders and perform ventilation.
- (7) If an aerial device is used in operations, one member to function as an aerial operator and maintain primary control of the aerial device at all times.
- (8) The establishment of an RIC consisting of an officer and at least three members who are fully equipped and trained in RIC operations.
- (9) The establishment of an initial medical care component consisting of at least two members capable of providing immediate on-scene emergency medical support, and transport that provides rapid access to civilian or members potentially needing medical treatment. Where this level of emergency medical care is provided by outside agencies or organizations, those agencies and organizations must be included in the deployment plan and meet these requirements.

5.2.4.4* High-Rise Initial Full Alarm Assignment Capability.

5.2.4.4.1 Initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the



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lowest level of fire department vehicle access shall provide for the following:

- (1) Establishment of a stationary incident command post outside the hazard area for overall coordination and direction of the initial full alarm assignment with a minimum of one officer with an aide dedicated to these tasks. All operations shall be conducted in compliance with the incident command system.
- (2) Establishment of an uninterrupted water supply to the building standpipe/sprinkler connection sufficient to support fire attack operations maintained by an operator. If the building is equipped with a fire pump, one additional member with a radio shall also be sent to the fire pump location to monitor and maintain operation.
- (3) Establishment of an effective water flow application rate on the fire floor at a minimum of 500 gpm (1892 L/m) from two handlines, each operated by a minimum of two members to safely and effectively handle the line.
- (4) Establishment of an effective water flow application rate on the floor above the fire floor at a minimum of 250 gpm (946 L/m) from at least one handline, with each handline deployed operated by a minimum of two members to safely and effectively handle the line.
- (5) The establishment of an RIC consisting of four properly equipped and trained members to replace the IRIC two floors below the fire floor (non-IDLH atmosphere) or on the ground floor if the fire is on the second floor or below.
- (6) Provision of two or more search-and-rescue teams consisting of a minimum of two members each.
- (7) Provision of one officer, with an aide dedicated to these tasks, to establish oversight at or near the entry point on the fire floor(s) and on the floor above the fire.
- (8) Provision of two or more evacuation management teams to assist and direct building occupants with evacuation or sheltering actions, with each team consisting of a minimum of two members.
- (9) Provision of one or more members to account for and manage elevator operations.
- (10) Provision of a minimum of one trained incident safety officer.
- (11) Provision of a minimum of one officer two floors below the fire floor to manage the interior staging area.
- (12) Provision of a minimum of two members to manage member rehabilitation. At least one of the members shall be trained to the ALS level.
- (13) Provision of an officer and a minimum of three members to conduct vertical ventilation operations.
- (14) Provision of a minimum of one officer to manage the building lobby operations.
- (15) Provision of a minimum of two members to transport equipment to a location below the fire floor.
- (16) Provision of one officer to manage external base operations.
- (17) Provision of a minimum of two crews trained in emergency medical services with on-scene transport capability, each crew with a minimum of two members. At least one of the members shall be trained to the ALS level.

5.2.4.5 Additional Alarm Assignments.

5.2.4.5.1* Fire departments that respond to fires in occupancies that present hazards greater than those found in the occupancy described in 5.2.4.1 shall deploy additional resources on the initial alarm.

5.2.4.5.2* The fire department shall have the capability to deploy additional alarm assignments that can provide for additional command staff, members, and additional services, including the application of water to the fire; engagement in search and rescue, forcible entry, ventilation, and preservation of property; safety and accountability for personnel; and provision of support activities for those situations that are beyond the capability of the initial full alarm assignment.

5.2.4.5.3 An incident safety officer shall be deployed to all incidents that escalate beyond an initial full alarm assignment or when significant risk is present to members.

5.2.4.5.4 The incident safety officer shall ensure that the safety and health system is established as required in Section 6.1.

5.3* Emergency Medical Services (EMS). The purpose of this section shall be to provide standards for the delivery of EMS by fire departments.

5.3.1 The fire department shall clearly document its role, responsibilities, functions, and objectives for the delivery of EMS.

5.3.1.1 EMS operations shall be organized to ensure that the fire department's emergency medical capability includes members, equipment, and resources to deploy the initial arriving company and additional alarm assignments.

5.3.1.2 The fire department shall be permitted to use established automatic aid or mutual aid agreements to comply with the requirements of Section 5.3.

5.3.2* System Components.

5.3.2.1 Treatment Levels.

5.3.2.1.1 The basic treatment levels within an EMS system, for the purposes of this standard, shall be categorized as first responder, basic life support (BLS), and advanced life support (ALS).

5.3.2.1.2 The specific patient treatment capabilities associated with each level shall be determined by the AHJ based on the requirements for approval and licensing of EMS providers within each state or province.

5.3.2.2 Training Levels.

5.3.2.2.1 The minimal level of training for all members that respond to emergency incidents shall be to the first responder/AED level.

5.3.2.2.2 The AHJ shall determine if further training is required.

5.3.3 EMS System Functions.

5.3.3.1 The AHJ shall determine which of the following components of an EMS system the fire department shall be responsible for providing:

- (1) Initial response to provide medical treatment at the location of the emergency (first responder with AED capability or higher)
- (2) BLS response
- (3) ALS response
- (4) Patient transport in an ambulance or alternative vehicle designed to provide for uninterrupted patient care at the ALS or BLS level while en route to a medical facility
- (5) Assurance of response and medical care through a quality management program

5.3.3.2 Staffing.

5.3.3.2.1 On-duty EMS units shall be staffed with the minimum members necessary for emergency medical care relative to the level of EMS provided by the fire department.

5.3.3.2.2 EMS staffing requirements shall be based on the minimum levels needed to provide patient care and member safety.

5.3.3.2.2.1 Units that provide emergency medical care shall be staffed at a minimum with members trained to the first responder/AED level.

5.3.3.2.2.2 Units that provide BLS transport shall be staffed and trained at the level prescribed by the state or provincial agency responsible for providing EMS licensing.

5.3.3.2.2.3 Units that provide ALS transport shall be staffed and trained at the level prescribed by the state or provincial agency responsible for providing EMS licensing.

5.3.3.3 Service Delivery Deployment.

5.3.3.3.1 The fire department shall adopt service delivery objectives based on time standards for the deployment of each service component for which it is responsible.

5.3.3.3.2 Personnel deployed to ALS emergency responses shall include a minimum of two members trained at the emergency medical technician-paramedic level and two members trained at the emergency medical technician-basic level arriving on scene within the established travel time.

5.3.4 Quality Management.

5.3.4.1 The fire department shall institute a quality management program to ensure that the service has met time objectives as required in 4.1.2 for all medical responses.

5.3.4.2 Fire Department Medical Personnel Review.

5.3.4.2.1 All first responder and BLS medical care provided by the fire department shall be reviewed by the fire department medical personnel.

5.3.4.2.2 This review process shall be documented.

5.3.4.3 Medical Director Review.

5.3.4.3.1 All fire departments with ALS services shall have a named medical director with the responsibility to oversee and ensure quality medical care in accordance with state or provincial laws or regulations.

5.3.4.3.2 This review process shall be documented.

5.3.4.4 Fire departments providing ALS services shall provide a mechanism for immediate communications with EMS supervision and medical oversight.

5.4 Special Operations Response. Special operations shall be organized to ensure that the fire department's special operations capability includes members, equipment, and resources to deploy the initial arriving company and additional alarm assignments providing such services.

5.4.1 The fire department shall be permitted to use established automatic aid or mutual aid agreements to comply with the requirements of Section 5.4.

5.4.2 The fire department shall adopt a special operations response plan and SOPs that specify the roles and responsibilities of the fire department and the authorized functions of

members responding to hazardous materials emergency incidents.

5.4.3 All fire department members expected to respond to emergency incidents beyond the first responder operations level for hazardous materials response shall be trained to the applicable requirements of NFPA 472.

5.4.4 All fire department members expected to respond to emergency incidents beyond the confined space operations level for confined space operations shall be trained to the applicable requirements of NFPA 1670.

5.4.5 The fire department shall have the capacity to implement an RIC during all special operations incidents that would subject members to immediate danger or injury in the event of equipment failure or other sudden events, as required by NFPA 1500.

5.4.6 If a higher level of emergency response is needed beyond the capability of the fire department for special operations, the fire department shall determine the availability of outside resources that deploy these capabilities and the procedures for initiating their response.

5.4.7 The fire department shall limit its activities to only those specific special operations functions for which its members have been trained and are correctly equipped.

5.5 Airport Rescue and Fire-Fighting (ARFF) Services.

5.5.1 Airport fire departments shall adopt operations response plans and SOPs that specify the roles and responsibilities for nonaircraft incidents as required by 5.1.2.

5.5.2 ARFF operations shall be organized to ensure that the fire department's capability includes members, equipment, and resources to deploy the initial arriving company, the initial full alarm assignment, and additional alarm assignments as required in 5.2.4.

5.5.3 Airport fire departments shall have access to special tools, equipment, supplies, personal protective equipment (PPE), and other airport resources that are required to perform operations in their assigned roles and responsibilities.

5.5.4 Deployment.

5.5.4.1 The airport fire department shall deploy the required number of ARFF vehicles required for the airport's assigned category as established by NFPA 403.

5.5.4.2 Airport fire department companies equipped with specialized apparatus and equipment shall be provided to assist ARFF companies where deemed necessary as identified in 5.5.1.

5.5.4.3 Airport fire department companies that deploy to structure fire incidents on airport property shall meet the time objective requirements of 4.1.2.

5.5.4.4 Airport fire department companies that deploy to emergency medical incidents on airport property shall meet the time objective requirements of 4.1.2.

5.5.4.5 The airport fire department shall be permitted to use established automatic aid or mutual aid agreements to comply with the requirements of Section 5.5.

5.5.5 Staffing.

5.5.5.1 Airport fire department ARFF companies shall be staffed as required by NFPA 403.

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5.5.5.2 Airport fire department companies that deploy to structure fire incidents on airport property shall meet the staffing requirements of 5.2.2.

5.5.5.3 Airport fire department companies that deploy to emergency medical incidents on airport property shall meet the staffing requirements of 5.3.3.2.

5.5.6 Emergency Operations.

5.5.6.1 At all emergency scene operations, an incident management system shall be used that meets the requirements of Section 6.2.

5.5.6.2* Incident command shall be established outside of the hazard area for the overall coordination and direction of the initial full alarm assignment.

5.5.6.3 An member shall be dedicated to the task of incident commander.

5.5.6.4 Incident Safety Officer.

5.5.6.4.1 An incident safety officer shall be deployed to all incidents that escalate beyond a full alarm assignment or when members face significant risk.

5.5.6.4.2 The incident safety officer shall ensure that the safety and health system is established as required in Section 6.1.

5.6* Marine Rescue and Fire-Fighting (MRFF) Services.

5.6.1 MRFF operations shall be organized to ensure that the fire department's marine capability includes members, equipment, and resources to deploy to the alarm assignments associated with a marine emergency incident.

5.6.2 Response Plan.

5.6.2.1 The fire department shall adopt a marine operations response plan and SOPs that specify the roles and responsibilities of the fire department and the authorized functions of members responding to marine emergencies.

5.6.2.2 Fire department marine operations response plans and SOPs shall be coordinated with the applicable agencies, such as the port or harbor authority and supporting agencies.

5.6.3 Marine fire departments shall have access to special tools, equipment, supplies, PPE, and other marine resources that are required to perform operations in their assigned roles and responsibilities.

5.6.4 Staffing.

5.6.4.1 Numbers of On-Duty Marine Personnel.

5.6.4.1.1 On-duty marine personnel shall consist of the number necessary for fire-fighting performance relative to the expected MRFF conditions.

5.6.4.1.2 On-duty marine members numbers shall be determined through task analyses as required for types of marine vessels and through additional task analyses that take the following factors into consideration:

- (1) Life hazard to the populace protected
- (2) Provisions of safe and effective fire-fighting performance conditions for the members
- (3) Potential property loss
- (4) Nature, configuration, hazards, and internal protection of the properties involved

(5) Types of tactics and evolutions employed as standard procedure, type of marine vessel used, and results expected to be obtained at the fire scene

(6) Requirements of the regulatory AHJs over navigable waters, ports, and harbors

5.6.4.2 Organization of On-Duty Members.

5.6.4.2.1 On-duty members assigned to marine fire fighting shall be organized into company units and shall have required vessels and equipment assigned to such companies.

5.6.4.2.2 Each marine company shall be led by an officer who shall be considered a part of the company.

5.6.5 Operating Units.

5.6.5.1* Fire companies whose primary function is to deliver and pump water and extinguishing agents at the scene of a marine incident shall be known as marine companies.

5.6.5.2 These companies shall be staffed with a minimum number of on-duty members as required by the tactical and occupancy hazards to which the marine vessel responds and by the regulatory AHJs over navigable waters, ports, and harbors.

5.7 Wildland Fire Suppression Services.

5.7.1 Wildland fire suppression operations shall be organized to ensure that the fire department's wildland fire suppression capability includes members, equipment, and resources to deploy wildland direct operations that can address marginal situations before they get out of control and wildland indirect fire-fighting operations that can be assembled and placed into operation against major wildland fires.

5.7.2 Organization.

5.7.2.1 Fire departments performing wildland operations shall adopt a wildland fire-fighting operations response plan and SOPs that specify the roles and responsibilities of the fire department and the authorized functions of members responding to wildland fire emergencies.

5.7.2.2 All wildland fire suppression operations shall be organized to ensure compliance with NFPA 1143.

5.7.3 Fire departments performing wildland operations shall have access to special tools, equipment, supplies, PPE, and other wildland resources that are required to perform operations in their assigned roles and responsibilities.

5.7.4 Staffing. The number of on-duty wildland fire-fighting personnel shall be sufficient to perform the necessary fire-fighting operations given the expected wildland fire-fighting conditions.

5.7.4.1 On-duty wildland fire-fighting members numbers shall be determined through task analyses that take the following factors into consideration:

- (1) Life hazard to the populace protected
- (2) Provisions of safe and effective fire-fighting performance conditions for the members
- (3) The number of trained response members available to the department, including mutual aid resources
- (4) Potential property loss
- (5) Nature, configuration, hazards, and internal protection of the properties involved

- (6) Types of wildland tactics and evolutions employed as standard procedure, type of apparatus used, and results expected to be obtained at the fire scene
- (7) Topography, vegetation, and terrain in the response area(s)

5.7.4.2 On-duty personnel assigned to wildland operations shall be organized into company units and shall have required apparatus and equipment assigned to such companies.

5.7.4.2.1 The fire department shall identify minimum company staffing levels necessary to meet the deployment criteria to ensure that a sufficient number of members are assigned, on duty, and available to respond with each company.

5.7.4.2.2 Each company shall be led by an officer who shall be considered a part of the company.

5.7.4.2.3 Supervisory chief officers shall be dispatched or notified to respond to all full alarm assignments.

5.7.4.2.4 The supervisory chief officer shall ensure that the incident management system is established as required in Section 6.2.

5.7.5 Operating Units. Fire companies whose primary function is to deliver and pump water and extinguishing agents at the scene of a wildland fire shall be known as wildland companies.

5.7.5.1 These companies shall be staffed with a minimum of four on-duty members.

5.7.5.2 Engine and ladder (truck) companies that respond to wildland fire fighting and/or urban interface wildland fire fighting incidents shall be staffed as required by 5.2.3.

5.7.5.3 Other Types of Companies.

5.7.5.3.1 Other types of companies equipped with specialized apparatus and equipment for wildland fire fighting, including aircraft, heavy equipment, mini pumps, and fast attack vehicles, shall be provided to assist wildland engine and ladder companies where deemed necessary as part of established practice.

5.7.5.3.2 These companies shall be staffed with a minimum number of on-duty personnel as required by the tactical, topographical, environmental, fuel (vegetation), and occupancy hazards.

5.7.6 Deployment.

5.7.6.1 Required Number of Vehicles.

5.7.6.1.1 The fire department shall deploy from its wildland resources the number of vehicles required for a direct and/or indirect attack.

5.7.6.1.2* Prior to the initiation of any wildland fire attack, the fire department shall have the capacity to establish a lookout(s), communications with all crew members, escape route(s), and safety zone(s) for vehicles and members.

5.7.6.2 Direct Attack.

5.7.6.2.1 The fire department shall have the capability to initiate a direct wildland attack within 10 minutes after arrival of the initial company or crew at the fire scene.

5.7.6.2.2 One member in the first arriving company or crew shall be assigned as the incident commander for the overall coordination and direction of the direct attack activities.

5.7.6.2.3 The direct wildland attack shall include the establishment of an effective water flow application rate of 30 gpm (114 L/min) from at least two 500 ft (150 m) 1½ in. (38 mm) diameter attack handlines from two engines.

5.7.6.2.4 Each attack handline shall be operated by a minimum of two members to deploy and maintain the line.

5.7.6.2.5 One operator shall remain with each fire apparatus supplying water flow to ensure uninterrupted water flow application.

5.7.6.2.6 A wildland crew leader or company officer shall be provided with each crew to be responsible for overall supervision of each of the crew and for maintaining personnel accountability and crew safety.

5.7.6.3 Indirect Attack.

5.7.6.3.1 The fire department providing wildland fire suppression operations shall have the capability to deploy an indirect attack, including application of water to the fire, engagement in search and rescue and preservation of property, accountability for personnel, and provision of support activities for those situations that are beyond the capability of the direct attack.

5.7.6.3.2 An incident safety officer shall be deployed to all incidents that escalate beyond a direct attack alarm assignment or when members face significant risk.

5.7.7 Non-Wildland Emergencies.

5.7.7.1 Wildland companies that deploy to structure fire incidents shall meet the time objective requirements of 4.1.2.

5.7.7.2 Wildland companies that deploy to emergency medical incidents shall meet the time objective requirements of 4.1.2.

Chapter 6 Systems

6.1 Safety and Health System. A fire-fighter occupational safety and health program shall be provided in accordance with NFPA 1500.

6.2* Incident Management System.

6.2.1 An incident management system shall be provided in accordance with NFPA 1561 to form the basic structure of all emergency operations of the fire department, regardless of the scale of the department or the emergency.

6.2.2* An incident management system shall be designed to manage incidents of different types, including structure fires, wildland fires, hazardous materials incidents, emergency medical operations, and other types of emergencies that could be encountered by the department.

6.3 Training Systems.

6.3.1 The fire department shall have a training program and policy that ensure that members are trained and competency is maintained to execute all responsibilities consistent with the department's organization and deployment as addressed in Chapters 4 and 5.

6.3.2 The agency must demonstrate in its annual report that it has ensured competency for necessary knowledge, skills, and abilities based on the community's specific hazards and risks, to include at least the hazards specifically addressed in

this standard, for each member that is considered part of the effective response force.

6.3.3 The agency must adopt training standards based on the sited hazards and risk, set appropriate objectives to achieve the standards, and demonstrate that it is meeting the objectives as part of demonstrating training and competency.

6.4 Communications Systems.

6.4.1 The fire department shall have a reliable communications system to facilitate prompt delivery of public fire suppression, EMS, and special operations.

6.4.2 All communications facilities, equipment, staffing, operating procedures, performance objectives, and reporting shall comply with NFPA 1221.

6.4.3 Operating procedures for radio communications shall provide for the use of standard protocols and terminology at all types of incidents.

6.4.4 Standard terminology, in compliance with NFPA 1561, shall be established to transmit information, including strategic modes of operation, situation reports, and emergency notifications of imminent hazards.

6.5* Pre-Incident Planning.

6.5.1 The fire department shall set forth operational requirements to conduct pre-incident planning.

6.5.2 Particular attention shall be provided to all target hazards.

Annex A Explanatory Material

Annex A is not a part of the requirements of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

A.1.1 The standard includes minimum requirements that are intended to provide effective, efficient, and safe protective services that operate on a sound basis to prevent fires, reduce risk to lives and property, deal with incidents that occur, and prepare for anticipated incidents. It sets minimum standards considered necessary for the provision of public fire protection by career fire departments. It addresses the structure and operation of organizations providing such services, including fire suppression and other assigned emergency response responsibilities, which include EMS and special operations.

A.1.2.1 A fundamental concept of fire risk is associated with modern society. Public fire service organizations are expected to reduce the risk within their areas of jurisdiction by taking measures to prevent the outbreak of fires, limit the extent and severity of fires, provide for the removal or rescue of endangered persons, control and extinguish fires that occur within the jurisdiction, and perform other emergency response operations and delivery of EMS.

The cumulative effects of preventive efforts, risk reduction and control, and fire suppression capabilities result in variable levels of risk to the jurisdictions and their residents.

The risk remaining after deducting the cumulative effect of the public fire service organization's efforts is the responsibility of each individual, including owners, operators, occupants, and casual visitors to properties. It should be noted that fire risk cannot be completely avoided or eliminated.

A.1.4 Nothing in this standard is intended to prohibit the use of systems, methods, or approaches of equivalent or superior performance to those prescribed by this standard. The equivalency statement contained in this standard allows jurisdictions to use other "systems, methods, or approaches" to meet requirements of the standard if they can validate and document in writing that such are equal or superior to the requirements contained in the standard. This equivalency statement is not intended to allow any jurisdiction or fire department to reduce the requirements in the standard and still claim compliance. Moreover, it specifically requires any jurisdiction relying on "equivalent" systems, methods, or approaches to validate, demonstrate, and document in writing that the standard is equal or superior to the requirements contained in this standard.

The authority having jurisdiction (AHJ) determines what systems, methods, or approaches are equivalent or superior in performance. The AHJ should approach the assessment by reviewing the overall public fire protection and EMS system performance.

A.3.2.1 Approved. The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials; nor does it approve or evaluate testing laboratories. In determining the acceptability of installations, procedures, equipment, or materials, the authority having jurisdiction may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

A.3.2.2 Authority Having Jurisdiction (AHJ). The phrase "authority having jurisdiction," or its acronym AHJ, is used in NFPA documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

A.3.3.2.1 Automatic Aid. Automatic aid is established through a written intergovernmental agreement that provides for the simultaneous dispatch of a predetermined response of personnel and equipment to a neighboring jurisdiction upon receipt of an alarm and is included as part of a communication center's dispatch protocols.

A.3.3.4 Aircraft Rescue and Fire-Fighting (ARFF) Vehicle. The apparatus is typically equipped with a large water tank [commencing at 1000 gal (3800 L) and extending to over 6000 gal (22,800 L)]; a supply of fire-fighting extinguishing agents; remote-controlled large roof turret(s), extendable turret nozzle(s), and bumper turret(s) (ground sweep nozzles) that are used for the discharge of extinguishing agent; and pre-connected handlines.

A.3.3.5 Alarm. In some jurisdictions, an alarm is referred to as an incident or call for service.

A.3.3.13 Company. For fire suppression and other emergency operations, in some jurisdictions, the response capability of the initial arriving company is configured with two apparatus operating together. This can be a result of apparatus not being configured with seated and belted positions for four members, therefore requiring a second vehicle to carry additional personnel. It can also be the result of the fire department's SOPs, which require two apparatus operating together to complete the operational procedures. The objective is to ensure that a minimum of four personnel are assigned to and deployed as a company. The two (or more) pieces of apparatus would always be dispatched and respond together as a single company. Some examples of this include the following:

- (1) A pumper and tanker/tender that would be responding together outside a municipal water district
- (2) A multiple-piece company, specified as such in a fire department's SOPs, such as an engine or ladder company that responds with a rescue unit, water tender, or other type of apparatus
- (3) A company that consists of a pumper with an additional vehicle as a personnel carrier
- (4) A pumper and an ambulance or rescue unit that always respond together

A.3.3.21.1 Aircraft Rescue and Fire Fighting. Such rescue and fire-fighting actions are performed both inside and outside of the aircraft.

A.3.3.21.2 Marine Rescue and Fire Fighting. Marine companies can be utilized for special operations, including a platform for dive and scuba operations and for providing a secure water supply for land-based operations.

A.3.3.23 Fire Suppression. Fire suppression includes all activities performed at the scene of a fire incident or training exercise that expose fire department members to the dangers of heat, flame, smoke, and other products of combustion, explosion, or structural collapse. [1500, 2013]

A.3.3.24 First Responder (EMS). A first responder also assists higher level EMS providers.

A.3.3.26 Hazard. Hazards include the characteristics of facilities, equipment systems, property, hardware, or other objects; and the actions and inactions of people that create such hazards.

A.3.3.28 High-Hazard Occupancy. These occupancies include schools, hospitals, and other special medical facilities, nursing homes, high-risk residential occupancies, neighborhoods with structures in close proximity to one another, high-rise buildings, explosives plants, refineries, and hazardous materials occupancies.

A.3.3.30 Incident Management System (IMS). The system should be consistent with NIMS and the National Response Framework. The system is also referred to as an incident command system (ICS).

A.3.3.36.2 Basic Life Support (BLS). Basic life support could also include expediting the safe and timely transport of the patient to a hospital emergency department for definitive medical care.

A.3.3.38 Member. A fire department member can be a full-time or part-time employee or a paid or unpaid volunteer, can

occupy any position or rank within the fire department, and can engage in emergency operations. [1500, 2013]

A.3.3.40.1 Company Officer. This person can be someone appointed in an acting capacity. The rank structure could be either sergeant, lieutenant, or captain.

A.3.3.40.3 Supervisory Chief Officer. The position of supervisory chief officer is above that of a company officer, who responds automatically and/or is dispatched to an alarm beyond the initial alarm capabilities, or other special calls. In some jurisdictions, this is the rank of battalion chief, district chief, deputy chief, assistant chief, or senior divisional officer (U.K. fire service).

A.3.3.41.2 Special Operations. Special operations include water rescue, extrication, hazardous materials, confined space entry, high-angle rescue, aircraft rescue and fire fighting, and other operations requiring specialized training. [1500, 2013]

A.3.3.44 Rapid Intervention Crew (RIC). The RIC reports directly to the incident commander or operations chief. This dedicated crew is not to be confused with the IRIC.

A.3.3.48 Staff Aide. This member is assigned to a supervisory chief officer who assists at incident scene operations, which can include personnel accountability, communications, and other logistical and administrative support. In addition, this member can assist in coordinating training activities, respond to citizen inquiries, coordinate staffing issues and sick leave follow-up, and assign resource allocations for facilities and apparatus under the supervisory chief officer's jurisdiction. Staff aides can be known as field incident technician, staff assistant, battalion fire fighter, or battalion adjutant.

A.3.3.53.5 Initiating Action/Intervention Time. A benchmark time frame isn't set to initiate a mitigating action or take other steps to intervene in resolving the issue that created the incident. Fire departments should track these times based on their SOPs and evaluate the data based on the nature of the incident.

A.3.3.53.6 Total Response Time. A "cascade of events" chart, shown as Figure A.3.3.53.6, is provided to assist understanding the relationship between NFPA 1221, NFPA 1710, and Initiating Time/Intervention Time (currently not addressed by a single NFPA standard). Three phases are included in total response time. They are as follows:

- (1) Phase One — Alarm Handling Time, which includes alarm transfer time, alarm answering time, and alarm processing time (addressed by NFPA 1221)
- (2) Phase Two — Turnout Time and Travel Time (addressed by NFPA 1710)
- (3) Phase Three — Initiating Action/Intervention Time

A.4.1.1 The AHJ generally has the responsibility to determine the following:

- (1) Scope and level of service provided by the fire department
- (2) Necessary level of funding
- (3) Necessary level of personnel and resources, including facilities

To provide service, the AHJ should have the power to levy taxes or solicit funding, to own property and equipment, and to cover personnel costs. The authority necessary is conveyed by law to a local jurisdiction.

In addition, the governing body also should monitor the achievement of the management goals of the department,

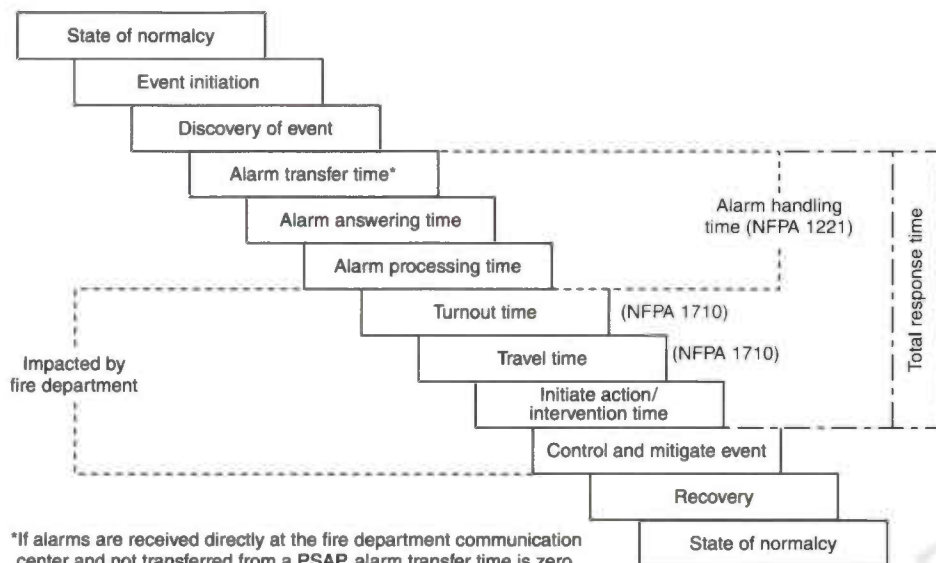


FIGURE A.3.3.53.6 Cascade of Events Chart.

such as fire prevention, community life safety education, fire suppression, employee training, communications, maintenance, and department administration.

The organizational statement is a very important basis for many of the provisions of this standard. The statement sets forth the legal basis for operating a fire department, the organizational structure of the fire department, number of members, training requirements, expected functions, and authorities and responsibilities of various members or defined positions.

A key point is to clearly set out the specific services the fire department is authorized and expected to perform. Most fire departments are responsible to a governing body. The governing body has the right and should assert its authority to set the specific services and the limits of the services the fire department will provide. It also has the responsibility to furnish the necessary resources for delivery of the designated services. The fire department should provide its governing body with a specific description of each service, with options or alternatives and an accurate analysis of the costs and resources needed for each service.

Such services could include structural fire fighting, wildland fire fighting, airport/aircraft fire fighting, emergency medical services, hazardous materials response, high-angle rescue, heavy rescue, and others.

Spelling out the specific parameters of services to be provided allows the fire department to plan, staff, equip, train, and deploy members to perform these duties. It also gives the governing body an accounting of the costs of services and allows it to select those services it can afford to provide. Likewise, the governing body should identify services it cannot afford to provide and cannot authorize the fire department to deliver, or it should assign those services to another agency.

The factors that should be included in the AHJ's risk assessment process include adopted building codes, required fire/life safety related engineering controls, accepted service delivery performance objectives, complexity of facilities, and

occupancy hazards (low, medium, and high) within the jurisdiction.

The fire department should be no different than any other government agency that has the parameters of its authority and services clearly defined by the governing body.

Legal counsel should be used to ensure that any statutory services and responsibilities are being met.

The majority of public fire departments are established under the charter provisions of their governing body or through the adoption of statutes. These acts define the legal basis for operating a fire department, the mission of the organization, the duties that are authorized and expected to be performed, and the authority and responsibilities that are assigned to certain members to direct the operations of the fire department.

The documents that officially establish the fire department as an identifiable organization are necessary to determine specific responsibilities and to determine the parties responsible for compliance with the provisions of this standard.

In many cases, these documents can be part of state laws, a municipal charter, or an annual budget. In such cases, it would be appropriate to make these existing documents part of the organizational statement, if applicable.

A.4.1.2 There can be incidents or areas where the response criteria are affected by circumstances such as response personnel who are not on duty, unstaffed fire station facilities, natural barriers, traffic congestion, insufficient water supply, and density of population or property. The reduced level of service should be documented in the written organizational statement by the percentage of incidents and geographical areas for which the total response time criteria are achieved.

Additional service delivery performance objectives should be established by the AHJ for occupancies other than those identified within the standard for benchmark single-family dwellings. Factors to be considered include specific response areas (i.e., suburban, rural, and wilderness) and occupancy hazards.

A.4.1.2.1(3) This service delivery requirement is intended to have a fire department plan and situate its resources to consistently meet a 240-second travel time for the initial company fire suppression response; for other than high-rise, a 480-second travel time for the full alarm fire response assignment; and for high-rise, a 610-second travel time for the full alarm fire response assignment.

A.4.1.2.5.1 The evaluation of the fire department's provided level of service needs to be performed against the AHJ's established service delivery performance objectives. These objectives should be based on a jurisdictional risk assessment. The objectives established within this standard are based on a 2000 ft² (186 m²), two-story, single-family home without a basement and having no exposures. The AHJ's response objectives should be established based on numerous factors such as the circumstances affecting response personnel, adopted building codes, required fire/life safety-related engineering controls, accepted turnout/travel times, complexity of facilities, and occupancy hazards within the jurisdiction.

A.4.1.2.5.2 The collection of data is required to determine the organization's ability to meet its locally determined objectives and the performance objectives contained in the standard with regard to emergency incidences (warning lights and sirens). Organizations respond to numerous types of emergency and nonemergency incidents. While the collection and analysis of all of the response data is important, attainment of the 90 percent objective is only to be evaluated against emergency incident responses.

A.4.4.2 Occupational Safety and Health Administration (OSHA) regulations require that all fire departments be trained to respond to hazardous materials incidents at the first responder operations level.

Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), known as the Emergency Planning and Community Right-to-Know Act, established requirements for federal, state, and local governments and industrial facilities regarding emergency planning for spills or other releases, community right-to-know, and reporting of hazardous and toxic chemicals.

The Emergency Planning and Community Right-to-Know Act covers the following four major areas that provide the fire service and communities with a broad perspective on the chemical hazards within the local area and those at individual facilities:

- (1) Sections 301 through 303 — emergency planning
- (2) Section 304 — emergency release notification
- (3) Sections 311 and 312 — community right-to-know reporting requirements
- (4) Section 313 — toxic chemical release inventory

A.4.8.1 Where appropriate, the mutual aid agreement should include automatic responses on first alarms (automatic aid). This concept contemplates joint response of designated apparatus and personnel on a predetermined running assignment basis.

Mutual aid concepts should be considered on a regional basis. In an effective mutual aid arrangement, each fire department should retain reserves of personnel and apparatus. Traditionally and legally, overall command of the incident is vested with the senior officer of the jurisdiction experiencing the emergency.

Some areas use consolidated dispatching to coordinate the response of fire companies to assist an outside fire department.

The management of responses can be made easier by utilizing computerization, "running cards," and other advance planning.

A.5.2 Suppression capability is an expression of how much fire-fighting power can be put into action when there is a fire. It includes the amount of apparatus, equipment, and personnel available; the time needed to respond and place equipment in action; the water supply; the application of strategy and tactics; the level of training; and all of the components that add up to effective fireground operations.

A.5.2.2 For more information, see NFPA 1250; FEMA, National Fire Academy, "Fire Risk Analysis: A Systems Approach"; and Phoenix, AZ, Fire Department, "Fire Department Evaluation System (FIREMAP)."

A.5.2.2.2 For further information on companies, see 3.3.13 and A.3.3.13.

A.5.2.2.2.1 An early, aggressive, and offensive primary interior attack on a working fire, where feasible, is usually the most effective strategy to reduce loss of lives and property damage. In Figure A.5.2.2.2.1, the line, which combines temperature rise and time, represents a rate of fire propagation in an unsprinklered room and roughly corresponds to the percentage of property destruction. At approximately 10 minutes into the fire sequence, the hypothetical room of origin flashes over. Extension outside the room begins at that point.

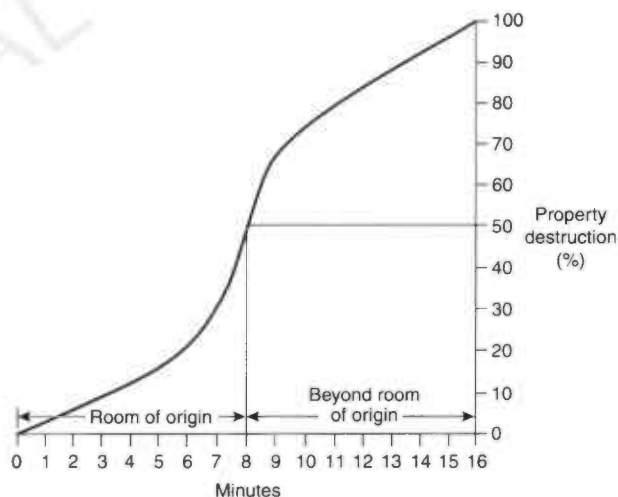


FIGURE A.5.2.2.2.1 Fire Propagation Curve.

Consequently, given that the progression of a structure fire to the point of flashover (i.e., the very rapid spreading of the fire due to superheating of room contents and other combustibles) generally occurs in less than 10 minutes, two of the most important elements in limiting fire spread are the quick arrival of sufficient personnel and equipment to attack and extinguish the fire as close to the point of its origin as possible. For more information, refer to *Fire Service Today*, "Reduced Staffing: At What Cost," and NIST, "Hazard I Fire Hazard Assessment Method." Also, refer to National Fire Academy, "Fire Risk Analysis: A Systems Approach," and Office of the Ontario Fire Marshal, *Shaping the Future of Fire Ground Staffing and Delivery Systems Within a Comprehensive Fire Safety Effectiveness Model*.

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The ability of adequate fire suppression forces to significantly influence the outcome of a structure fire is undeniable and predictable. Data generated by NFPA and used by the committee in developing this standard provide empirical data that rapid and aggressive interior attack can substantially reduce the human and property losses associated with structure fires [see Table A.5.2.2.2.1(a) and Table A.5.2.2.2.1(b)].

The NFPA Fire Analysis and Research Division provided the data in Table A.5.2.2.2.1(b) as an update of Table A.5.2.2.2.1(a).

Table A.5.2.2.2.1(a) Fire Extension in Residential Structures, 1994–1998

Extension	Rate per 1000 Fires		
	Civilian Deaths	Civilian Injuries	Average Dollar Loss per Fire
Confined to room of origin	2.32	35.19	\$3,185
Beyond the room but confined to floor of origin	19.68	96.86	\$22,720
Beyond floor of origin	26.54	63.48	\$31,912

Note: Residential structures include dwellings, duplexes, manufactured homes (also called mobile homes), apartments, row houses, townhouses, hotels and motels, dormitories, and barracks.

Source: NFPA Annual Fire Experience Survey and National Fire Incident Reporting System (NFIRS).

A.5.2.2.2.3 The assignment of specific response districts to command officers should be based on the number of companies, workload, and response distances. Department administrative procedures should indicate clearly the jurisdiction of command officers.

A.5.2.2.2.5 For further information on staff aides, see 3.3.48 and A.3.3.48.

A.5.2.4.1.1 The hazards presented by this scenario are not unusual, as all communities respond to fire incidents in this type of structure on a regular basis.

A.5.2.4.2.1 The open-air strip shopping center represents more than 67 percent of types of shopping centers, as described by the International Council of Shopping Centers (ICSC). The ICSC describes these centers as “usually configured in a straight line as a strip, or may be laid out in an L or U shape, depending on the site and design. They consist of an attached row of stores or service outlets managed as a coherent retail entity, with on-site parking usually located in front of the stores. Open canopies may connect the store fronts, but a strip center does not have enclosed walkways linking the stores. The open air strip shopping center may contain between five and 40 stores of varying occupancy types and hazards with three or more being larger, anchor stores such as a discount store, supermarket, drug, or large specialty discount store.”

A.5.2.4.4 See “Report on High-Rise Fireground Field Experiments,” NIST, April 2013, for more information.

A.5.2.4.5.1 Other occupancies and structures in the community that present greater hazards should be addressed by addi-

Table A.5.2.2.2.1(b) Fire Extension Home Structure Fires, 2006–2010 Rate per 1000 Fires

Flame Spread	Rate per 1000 Fires		
	Civilian Deaths	Civilian Injuries	Average Dollar Loss per Fire
Confined fires or contained fire identified by incident type*	0.000	10.29	\$212
Confined fire or flame damage confined to object of origin	0.65	13.53	\$1,565
Confined to room of origin, including confined fires and fires confined to object	1.91	25.32	\$2,993
Beyond the room but confined to floor of origin	22.73	64.13	\$7,445
Beyond floor of origin	24.63	60.41	\$58,431

* NFIRS 5.0 has six categories of confined structure fires: cooking fires confined to the cooking vessel, confined chimney or flue fires, confined incinerator fires, confined fuel burner or boiler fires or delayed ignitions, confined commercial compactor fires, and trash or rubbish fires in a structure with no flame damage to the structure or its contents.

Note: Homes include one- and two-family homes (including manufactured housing) and apartments or other multifamily housing. These statistics are national estimates based on fires reported to U.S. municipal fire departments and so exclude fires reported only to federal or state agencies. National estimates are projections. Casualty and loss projections can be heavily influenced by the inclusion or exclusion of one unusually serious fire. Property damage has not been adjusted for inflation.

Source: NFPA Annual Fire Experience Survey and National Fire Incident Reporting System (NFIRS).

tional fire fighter functions and additional responding personnel on the initial full alarm assignment. The NFPA *Fire Protection Handbook* categorizes occupancies in three broad groups:

- (1) High-hazard occupancies: schools, hospitals, nursing homes, explosives plants, refineries, high-rise buildings, and other high life hazard or large fire potential occupancies
- (2) Medium-hazard occupancies: apartments, offices, mercantile, and industrial occupancies not normally requiring extensive rescue or fire-fighting forces
- (3) Low-hazard occupancies: one-, two- or three-family dwellings and scattered small businesses and industrial occupancies. The NFPA 1710 benchmark occupancy fits into this low-hazard category.

In determining the initial responding force to these occupancies, AHJs must consider the additional potential of fire

spread, types of combustibles, increased life hazard, and various tasks that must be accomplished to achieve their mission.

A.5.2.4.5.2 Once units arrive, or a determination is made that other resources are required, additional alarms should be called for and dispatched. Departments should have predetermined procedures for additional alarms. Many departments send the same number and type of units on the second alarm as on the first alarm. Incident commanders can always request unique resources when required. Many departments will only be able to handle additional alarms through automatic or mutual aid agreements that have been previously established.

A.5.3 An EMS system is defined as a comprehensive, coordinated arrangement of resources and functions that are organized to respond in a timely, staged manner to medical emergencies, regardless of their cause. The term *system* can be applied locally or at the state, provincial, or national level. The fundamental functions of an EMS system are the following:

- (1) System organization and management
- (2) Medical direction
- (3) Human resources and training
- (4) Communications
- (5) Emergency response
- (6) Transportation
- (7) Care facilities
- (8) Quality assurance
- (9) Public information and education
- (10) Disaster medical services
- (11) Research
- (12) Special populations

A.5.3.2 The following four functions do not necessarily exist as separate elements in a particular system:

- (1) The first responding unit can be an advanced life support (ALS) ambulance that can provide ALS treatment and ambulance transportation.
- (2) The first responding unit can be a fire suppression unit that can provide both initial and advanced-level medical care.
- (3) ALS can be provided by the ambulance or by an additional fire suppression unit or a unit that is dedicated to ALS response only.
- (4) The system might not have ALS treatment capability — only a fire apparatus with fire fighters trained as first responder AED can respond.

A.5.5.6.2 The U.S. Air Force has defined the areas involved in the emergency within 75 ft (23 m) of the aircraft as immediately dangerous to life and health (IDLH).

A.5.6 For additional information on marine fire fighting, see NFPA 1405.

A.5.6.5.1 For additional information on marine rescue and fire-fighting vessels, see NFPA 1925.

A.5.7.6.1.2 A system developed by Chief Paul Gleason of the United States Forest Service addresses specific mandatory fire orders in a system termed *LCES*, which stands for lookout(s), communication(s), escape route(s), and safety zone(s). These four items are to be implemented as an integrated system by a single resource unit, a strike team, or a full assignment. The implementation of LCES is a minimum safety requirement prior to the initiation of any wildland fire-fighting operations.

A.6.2 Emergency incidents can involve operations that vary considerably in their complexity and scale. The control of

these incidents depends on the planned, systematic implementation of an effective fireground organization to accomplish identified objectives. Every fire department, regardless of size, needs a proper system to regulate and direct emergency forces and equipment at both routine and major incidents. The incident management system forms the basic structure of operations, regardless of scale. An effective system is designed to manage incidents of different types, including structure fires, wildland fires, hazardous materials incidents, and medical and other emergencies.

A.6.2.2 Unlike fire incidents where command is normally predicated by rank structure, EMS patient care is based on statutory recognition of the member with the highest level of medical certification. The recommendation is that departments adopt protocols that define the degree of both member and nonmember involvement in direct patient care based on local standards, medical control, and statutory requirements.

A.6.5 For additional information, see NFPA 1620.

Annex B Community-Wide Risk Management Model

This annex is not a part of the requirements of this NFPA document but is included for information purposes only.

B.1 This model is an example of how a community-wide risk management plan can be used to protect both citizens and property. While NFPA 1710 is scoped to focus strictly on deployment, staffing, and service levels, it is one component of a total community fire protection planning process. An AHJ can determine other components that could reduce the risks of fire and adopt stronger building and fire prevention codes, enforce those more vigorously, and enhance public life safety education components. This model is included for that purpose. Figure B.1 illustrates a fire department process map.

NFPA 1730, Chapter 5 establishes a process to identify and analyze community risks to assist in the development and implementation of a community risk reduction (CRR) plan. Detailed guidance on conducting a CRR plan is provided in Annex B of NFPA 1730.

For other documents on community risk assessment and community risk reduction, see: *Fire Service Deployment: Assessing Community Vulnerability*, Urban Fire Forum; *ISO Fire Suppression Rating Schedule*, CPSE Standard of Cover; *IFE V2020 CRR 2009 Project Report*; *IFE V2020 CRR Symposium Report*; and *Washington Association of State Fire Marshals CRR Project Report*.

B.1.1 This annex addresses the need for fire departments to develop an overall “defense-in-depth” strategy for the delivery of fire services. The development of such a strategy should include an assessment of the tools available to the fire service for accomplishing the goals of fire safety.

B.1.2 Fire safety objectives can be defined as those ideas that a department aspires to deliver. For example, fire department objectives could include such statements as “Maintain injuries and life/property losses as low as reasonably achievable (community and department).” The accomplishment of this objective should not be left to fire-fighting operations alone. See Figure B.1.2 for fire safety concepts.

B.1.3 Fire prevention is not simply preventing fire. It is the systematic application of codes, standard, engineering principles, and an understanding of human behavior to achieve the objective of limiting the loss of life and property.

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FIGURE B.1 Fire Department Process Map.

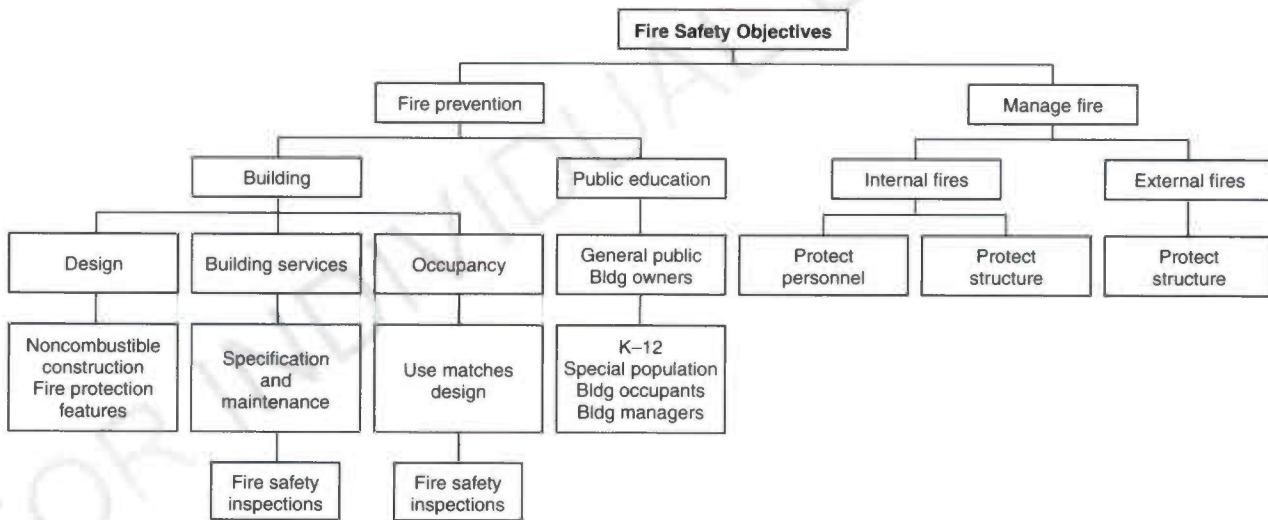


FIGURE B.1.2 Fire Safety Concepts for Fire Department Operations.

B.1.3.1 As outlined in NFPA 1, fire prevention includes egress, construction design, building services, fire protection, and occupancy. All of these elements work together to provide the occupants and fire department personnel with a level of fire safety not otherwise available.

B.1.3.2 By ensuring that each of these elements is balanced, the fire department can maintain a reasonable level of risk for the community and the department.

B.1.3.3 To provide risk management, the fire department must utilize all of the tools available. In order of preference, those tools are as follows:

- (1) Fire-safe design and construction
- (2) Suppression systems
- (3) Detection systems
- (4) Occupant fire prevention practices
- (5) Fire department-conducted fire-safety inspections
- (6) Fire rescue response

B.1.3.4 A structure designed and constructed to withstand the effects of fire is the most important asset in achieving fire risk management. A structure relying solely on fire rescue response offers the greatest challenge to the occupants and fire department personnel.

B.1.4 Fire impact management is the ability to manage the impact of a fire on occupants and structures. The participation of the fire department in the design, construction, maintenance, and use of a structure provides defense-in-depth against fire losses.

B.1.4.1 Structures that are designed with noncombustible construction, are protected with fire protection systems, and are routinely inspected to ensure appropriate occupant use are most likely to provide the lowest risk levels and therefore are the least difficult to manage.

B.1.4.2 Fire-fighting operations on fully compliant structures for which the fire fighters know the occupancy conditions can be conducted with a plan that commits resources only as necessary to accomplish the pre-established goals.

B.1.4.3 Pre-established goals for each structure define the commitment of resources in order to limit risk to occupants, the structure, and fire department personnel.

Annex C Informational References

C.1 Referenced Publications. The documents or portions thereof listed in this annex are referenced within the informational sections of this standard and are not part of the requirements of this document unless also listed in Chapter 2 for other reasons.

C.1.1 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 1, *Fire Code*, 2015 edition.

NFPA 1221, *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*, 2016 edition.

NFPA 1250, *Recommended Practice in Fire and Emergency Service Organization Risk Management*, 2015 edition.

NFPA 1405, *Guide for Land-Based Fire Departments That Respond to Marine Vessel Fires*, 2016 edition.

NFPA 1620, *Standard for Pre-Incident Planning*, 2015 edition.

NFPA 1730, *Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations*, 2016 edition.

NFPA 1925, *Standard on Marine Fire-Fighting Vessels*, 2013 edition.

Fire Protection Handbook, 20th edition, 2008.

"Reduced Staffing: At What Cost?" *Fire Service Today*, September 1981.

C.1.2 Other Publications.

C.1.2.1 AMA Publications. American Medical Association, 515 North State Street, Chicago, IL 60610.

"Guidelines 2000 for Cardiopulmonary Resuscitation and Emergency Cardiac Care." 1992. *Journal of the American Medical Association*, 268(16) (October 28).

C.1.2.2 FEMA Publications. Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472.

"Fire Risk Analysis: A Systems Approach," NFA-SM-FRAS, National Emergency Training Center, National Fire Academy, July 20, 1984.

C.1.2.3 NIST Publications. National Institute of Standards and Technology, 100 Bureau Drive, Bldg. 820, Rm. 164, Gaithersburg, MD 20899.

"Hazard I Fire Hazard Assessment Method," U.S. Department of Commerce, June 1991.

"Report on High-Rise Fireground Field Experiments," April 2013.

C.1.2.4 U.S. Government Publications. U.S. Government Publishing Office, Washington, DC 20402.

Title 42, U.S. Code, Chapter 116, Emergency Planning and Community Right-to-Know Act, 1986.

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"Fire Department Evaluation System (FIREMAP)," Phoenix, AZ Fire Department, December 1991.

"Emergency Care and Transportation of the Sick and Injured," American Association of Orthopedic Surgeons, Browner (ed), 1999.

C.2 Informational References. The following documents or portions thereof are listed here as informational resources only. They are not a part of the requirements of this document.

C.2.1 CPSE Publications. Center for Public Safety Excellence, 4501 Singer Court, Suite 180, Chantilly, VA 20151.

Fire and Emergency Service Self Assessment Manuals, National Fire Service Accreditation Program. 8th edition, Commission on Fire Accreditation International, 2009.

Commission on Fire Accreditation International *Standard of Cover*, 5th edition, 2008.

C.2.2 Government Accounting Standards Board. Government Accounting Standards Board, 401 Merritt 7, P.O. Box 5116, Norwalk, CT 06856-5116.

C.2.3 IAFC/IAFF Publications. International Association of Fire Chiefs/International Association of Fire Fighters. International Association of Fire Chiefs, 4025 Fair Ridge Drive, Suite 300, Fairfax, VA 22033-2868. International Association of Fire Fighters, 1750 New York Avenue, NW, Washington, DC 20006.

"NFPA 1710 Implementation Guide," August 2002.

C.2.4 IAFF Publications. International Association of Fire Fighters, 1750 New York Avenue, NW, Washington, DC 20006.

Department of Research and Labor Issues, "Effectiveness of Fire-Based EMS," 1995.

Department of Research and Labor Issues, "Safe Fire Fighting Staffing," 1993.

Department of Emergency Medical Services, "Emergency Medical Services Performance Objectives," 2002.

C.2.5 IFSTA/FPP Publications. IFSTA/FPP, 930 N. Willis, Stillwater, OK 74078.

"Systems Approach to Managing Fire and Life Safety Services," Dennis Compton.

C.2.6 Insurance Services Office Publications. ISO Customer Service Division, 545 Washington Blvd., Jersey City, NJ 07310-1686.

"Public Protection Classification Service"; Fire Suppression Rating Schedule.

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C.2.7 International City/County Management Association Publications. 777 N. Capitol Street, Washington, DC 20022.

“Managing Fire and Rescue Services,” June 2002.

“Interim Report of the Tricom Consortium.”

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Title 29, Code of Federal Regulations, Part 1910.120, “Hazardous Waste Operations and Emergency Response,” 1986.

Title 29, Code of Federal Regulations, Part 1910.156, “Fire Brigades,” 1998.

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C.3 References for Extracts in Informational Sections. NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 2013 edition.



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Sequence of Events for the Standards Development Process

As soon as the current edition is published, a Standard is open for Public Input

Step 1: Input Stage

- Input accepted from the public or other committees for consideration to develop the First Draft
- Committee holds First Draft Meeting to revise Standard (23 weeks)
Committee(s) with Correlating Committee (10 weeks)
- Committee ballots on First Draft (12 weeks)
Committee(s) with Correlating Committee (11 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (5 weeks)
- First Draft Report posted

Step 2: Comment Stage

- Public Comments accepted on First Draft (10 weeks)
- If Standard does not receive Public Comments and the Committee does not wish to further revise the Standard, the Standard becomes a Consent Standard and is sent directly to the Standards Council for issuance
- Committee holds Second Draft Meeting (21 weeks)
Committee(s) with Correlating Committee (7 weeks)
- Committee ballots on Second Draft (11 weeks)
Committee(s) with Correlating Committee (10 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (8 weeks)
- Second Draft Report posted

Step 3: Association Technical Meeting

- Notice of Intent to Make a Motion (NITMAM) accepted (5 weeks)
- NITMAMs are reviewed and valid motions are certified for presentation at the Association Technical Meeting
- Consent Standard bypasses Association Technical Meeting and proceeds directly to the Standards Council for issuance
- NFPA membership meets each June at the Association Technical Meeting and acts on Standards with "Certified Amending Motions" (certified NITMAMs)
- Committee(s) and Panel(s) vote on any successful amendments to the Technical Committee Reports made by the NFPA membership at the Association Technical Meeting

Step 4: Council Appeals and Issuance of Standard

- Notification of intent to file an appeal to the Standards Council on Association action must be filed within 20 days of the Association Technical Meeting
- Standards Council decides, based on all evidence, whether or not to issue the Standards or to take other action

Committee Membership Classifications^{1,2,3,4}

The following classifications apply to Committee members and represent their principal interest in the activity of the Committee.

1. M *Manufacturer*: A representative of a maker or marketer of a product, assembly, or system, or portion thereof, that is affected by the standard.
2. U *User*: A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
3. IM *Installer/Maintainer*: A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
4. L *Labor*: A labor representative or employee concerned with safety in the workplace.
5. RT *Applied Research/Testing Laboratory*: A representative of an independent testing laboratory or independent applied research organization that promulgates and/or enforces standards.
6. E *Enforcing Authority*: A representative of an agency or an organization that promulgates and/or enforces standards.
7. I *Insurance*: A representative of an insurance company, broker, agent, bureau, or inspection agency.
8. C *Consumer*: A person who is or represents the ultimate purchaser of a product, system, or service affected by the standard, but who is not included in (2).
9. SE *Special Expert*: A person not representing (1) through (8) and who has special expertise in the scope of the standard or portion thereof.

NOTE 1: "Standard" connotes code, standard, recommended practice, or guide.

NOTE 2: A representative includes an employee.

NOTE 3: While these classifications will be used by the Standards Council to achieve a balance for Technical Committees, the Standards Council may determine that new classifications of member or unique interests need representation in order to foster the best possible Committee deliberations on any project. In this connection, the Standards Council may make such appointments as it deems appropriate in the public interest, such as the classification of "Utilities" in the National Electrical Code Committee.

NOTE 4: Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

Submitting Public Input / Public Comment through the Electronic Submission System (e-Submission):

As soon as the current edition is published, a Standard is open for Public Input.

Before accessing the e-Submission System, you must first sign-in at [www.NFPA.org](http://www.nfpa.org). *Note: You will be asked to sign-in or create a free online account with NFPA before using this system:*

- a. Click in the gray Sign In box on the upper left side of the page. Once signed-in, you will see a red “Welcome” message in the top right corner.
- b. Under the Codes and Standards heading, Click on the Document Information pages (List of Codes & Standards), and then select your document from the list or use one of the search features in the upper right gray box.

OR

- a. Go directly to your specific document page by typing the convenient short link of www.nfpa.org/document#, (Example: NFPA 921 would be www.nfpa.org/921) Click in the gray Sign In box on the upper left side of the page. Once signed in, you will see a red “Welcome” message in the top right corner.

To begin your Public Input, select the link The next edition of this standard is now open for Public Input (formally “proposals”) located on the Document Information tab, the Next Edition tab, or the right-hand Navigation bar. Alternatively, the Next Edition tab includes a link to Submit Public Input online

At this point, the NFPA Standards Development Site will open showing details for the document you have selected. This “Document Home” page site includes an explanatory introduction, information on the current document phase and closing date, a left-hand navigation panel that includes useful links, a document Table of Contents, and icons at the top you can click for Help when using the site. The Help icons and navigation panel will be visible except when you are actually in the process of creating a Public Input.

Once the First Draft Report becomes available there is a Public comment period during which anyone may submit a Public Comment on the First Draft. Any objections or further related changes to the content of the First Draft must be submitted at the Comment stage.

To submit a Public Comment you may access the e-Submission System utilizing the same steps as previous explained for the submission of Public Input.

For further information on submitting public input and public comments, go to: <http://www.nfpa.org/publicinput>

Other Resources available on the Doc Info Pages

Document information tab: Research current and previous edition information on a Standard

Next edition tab: Follow the committee’s progress in the processing of a Standard in its next revision cycle.

Technical committee tab: View current committee member rosters or apply to a committee

Technical questions tab: For members and Public Sector Officials/AHJs to submit questions about codes and standards to NFPA staff. Our Technical Questions Service provides a convenient way to receive timely and consistent technical assistance when you need to know more about NFPA codes and standards relevant to your work. Responses are provided by NFPA staff on an informal basis.

Products/training tab: List of NFPA’s publications and training available for purchase.

Community tab: Information and discussions about a Standard

Information on the NFPA Standards Development Process

I. Applicable Regulations. The primary rules governing the processing of NFPA standards (codes, standards, recommended practices, and guides) are the *NFPA Regulations Governing the Development of NFPA Standards (Regs)*. Other applicable rules include *NFPA Bylaws*, *NFPA Technical Meeting Convention Rules*, *NFPA Guide for the Conduct of Participants in the NFPA Standards Development Process*, and the *NFPA Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council*. Most of these rules and regulations are contained in the *NFPA Standards Directory*. For copies of the *Directory*, contact Codes and Standards Administration at NFPA Headquarters; all these documents are also available on the NFPA website at “www.nfpa.org.”

The following is general information on the NFPA process. All participants, however, should refer to the actual rules and regulations for a full understanding of this process and for the criteria that govern participation.

II. Technical Committee Report. The Technical Committee Report is defined as “the Report of the responsible Committee(s), in accordance with the Regulations, in preparation of a new or revised NFPA Standard.” The Technical Committee Report is in two parts and consists of the First Draft Report and the Second Draft Report. (See *Regs* at 1.4)

III. Step 1: First Draft Report. The First Draft Report is defined as “Part one of the Technical Committee Report, which documents the Input Stage.” The First Draft Report consists of the First Draft, Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Input, Correlating Notes, and Ballot Statements. (See *Regs* at 4.2.5.2 and Section 4.3) Any objection to an action in the First Draft Report must be raised through the filing of an appropriate Comment for consideration in the Second Draft Report or the objection will be considered resolved. [See *Regs* at 4.3.1(b)]

IV. Step 2: Second Draft Report. The Second Draft Report is defined as “Part two of the Technical Committee Report, which documents the Comment Stage.” The Second Draft Report consists of the Second Draft, Public Comments with corresponding Committee Actions and Committee Statements, Correlating Notes and their respective Committee Statements, Committee Comments, Correlating Revisions, and Ballot Statements. (See *Regs* at Section 4.2.5.2 and 4.4) The First Draft Report and the Second Draft Report together constitute the Technical Committee Report. Any outstanding objection following the Second Draft Report must be raised through an appropriate Amending Motion at the Association Technical Meeting or the objection will be considered resolved. [See *Regs* at 4.4.1(b)]

V. Step 3a: Action at Association Technical Meeting. Following the publication of the Second Draft Report, there is a period during which those wishing to make proper Amending Motions on the Technical Committee Reports must signal their intention by submitting a Notice of Intent to Make a Motion. (See *Regs* at 4.5.2) Standards that receive notice of proper Amending Motions (Certified Amending Motions) will be presented for action at the annual June Association Technical Meeting. At the meeting, the NFPA membership can consider and act on these Certified Amending Motions as well as Follow-up Amending Motions, that is, motions that become necessary as a result of a previous successful Amending Motion. (See 4.5.3.2 through 4.5.3.6 and Table 1, Columns 1-3 of *Regs* for a summary of the available Amending Motions and who may make them.) Any outstanding objection following action at an Association Technical Meeting (and any further Technical Committee consideration following successful Amending Motions, see *Regs* at 4.5.3.7 through 4.6.5.3) must be raised through an appeal to the Standards Council or it will be considered to be resolved.

VI. Step 3b: Documents Forwarded Directly to the Council. Where no Notice of Intent to Make a Motion (NITMAM) is received and certified in accordance with the Technical Meeting Convention Rules, the standard is forwarded directly to the Standards Council for action on issuance. Objections are deemed to be resolved for these documents. (See *Regs* at 4.5.2.5)

VII. Step 4a: Council Appeals. Anyone can appeal to the Standards Council concerning procedural or substantive matters related to the development, content, or issuance of any document of the Association or on matters within the purview of the authority of the Council, as established by the *Bylaws* and as determined by the Board of Directors. Such appeals must be in written form and filed with the Secretary of the Standards Council (See *Regs* at 1.6). Time constraints for filing an appeal must be in accordance with 1.6.2 of the *Regs*. Objections are deemed to be resolved if not pursued at this level.

VIII. Step 4b: Document Issuance. The Standards Council is the issuer of all documents (see Article 8 of *Bylaws*). The Council acts on the issuance of a document presented for action at an Association Technical Meeting within 75 days from the date of the recommendation from the Association Technical Meeting, unless this period is extended by the Council (See *Regs* at 4.7.2). For documents forwarded directly to the Standards Council, the Council acts on the issuance of the document at its next scheduled meeting, or at such other meeting as the Council may determine (See *Regs* at 4.5.2.5 and 4.7.4).

IX. Petitions to the Board of Directors. The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the codes and standards development process and to protect the interests of the Association. The rules for petitioning the Board of Directors can be found in the *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council* and in 1.7 of the *Regs*.

X. For More Information. The program for the Association Technical Meeting (as well as the NFPA website as information becomes available) should be consulted for the date on which each report scheduled for consideration at the meeting will be presented. For copies of the First Draft Report and Second Draft Report as well as more information on NFPA rules and for up-to-date information on schedules and deadlines for processing NFPA documents, check the NFPA website (www.nfpa.org/aboutthecodes) or contact NFPA Codes & Standards Administration at (617) 984-7246.

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 - Fire Chief, Other Fire Service (A11)
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 - Inspector, Building Official, Fire Marshal (F03)
 - Owner, President, Manager, Administrator (C10)
 - Other (please specify): (G11) _____

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 - Government (C12)
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NFPA Standards Directory — The NFPA Standards Directory is your complete guide to NFPA's code-making process. Simply access your online NFPA member profile for document revision guidelines, the revision cycle schedule, and forms for submitting Proposals and Comments. Your online NFPA member profile and access to the NFPA Standards Directory is automatically generated once you join NFPA.

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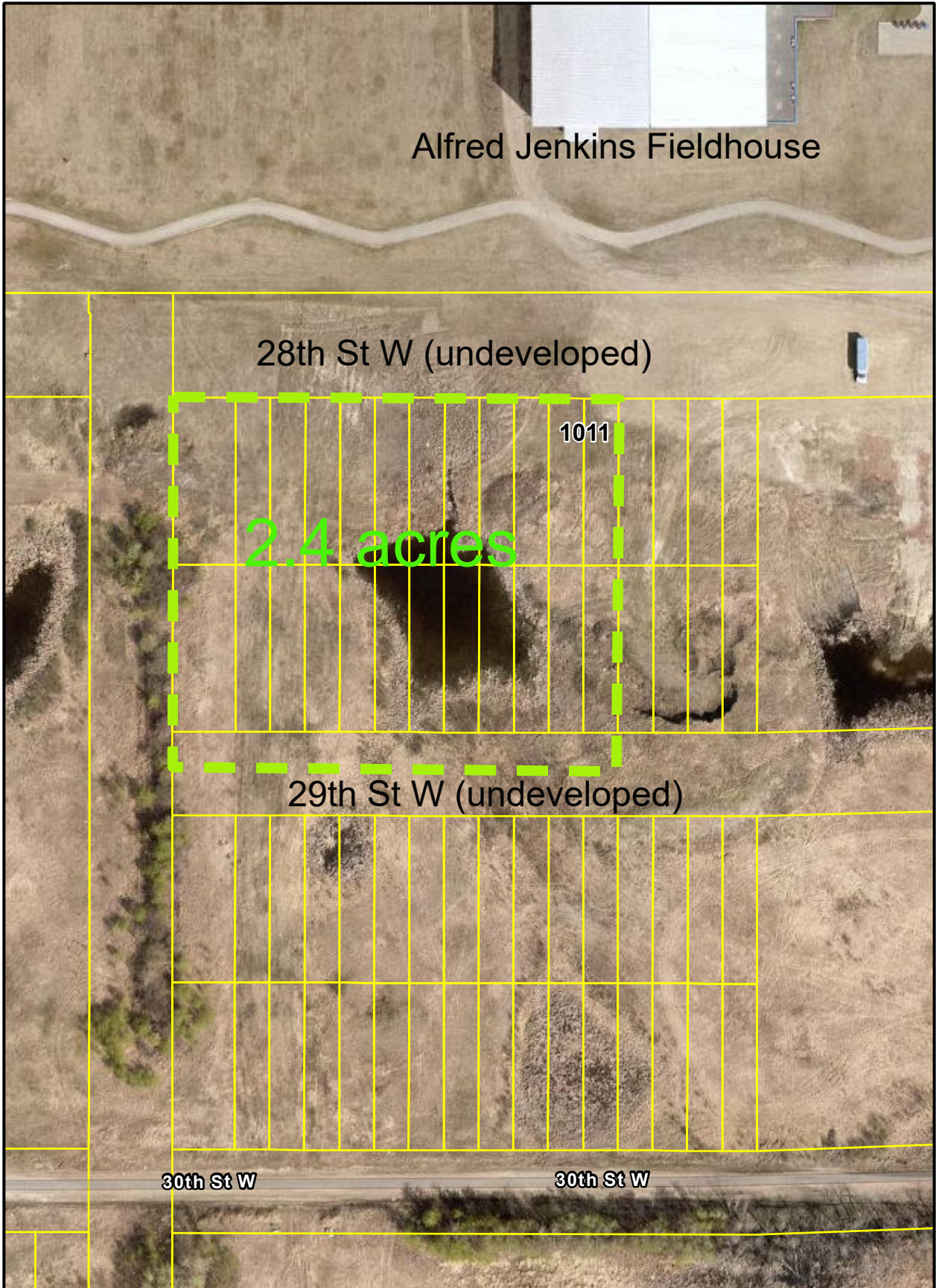
PLANNING & DEVELOPMENT SERVICES



City Owned Land - Part of Parcel 103, Plan 00PA19030 Ext 3

Subject Property Identified With A Bold Dashed Line

JV
May 11, 2022



S-HZ

S-HZ

PLANNING & DEVELOPMENT

February 23, 2023

Subject Property Identified With A Bold Dashed Line

CITY OF PRINCE ALBERT

Fire Station Land Acquisition

FOR STRATEGIC FIRE DEPARTMENT RESPONSE
CAPABILITY

DATE March 13, 2023

NFPA 1710

PURPOSE OF NFPA 1710

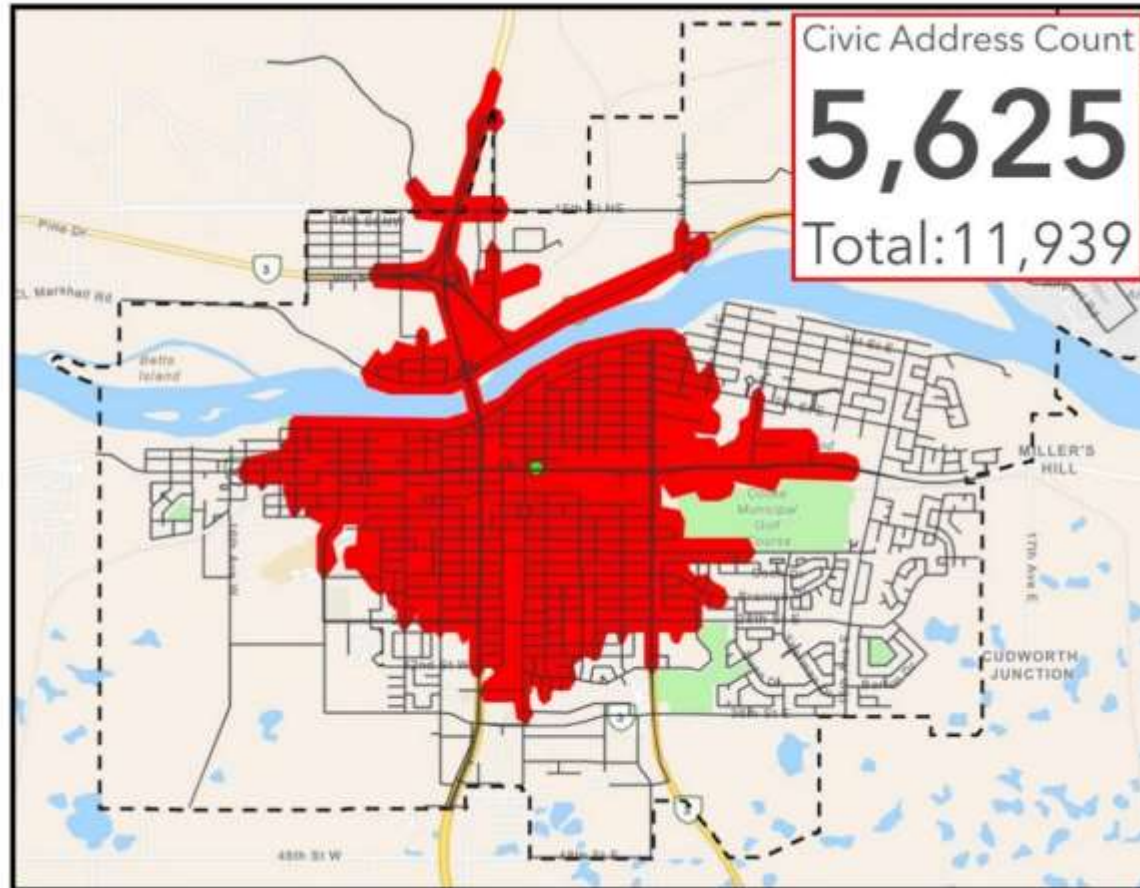
- The purpose of this standard is to specify the minimum criteria addressing the effectiveness and efficiency of suppression operations, special operations delivery in protecting the citizens of the jurisdiction and the occupational safety and health of fire department staff.

NFPA 1710 Explained

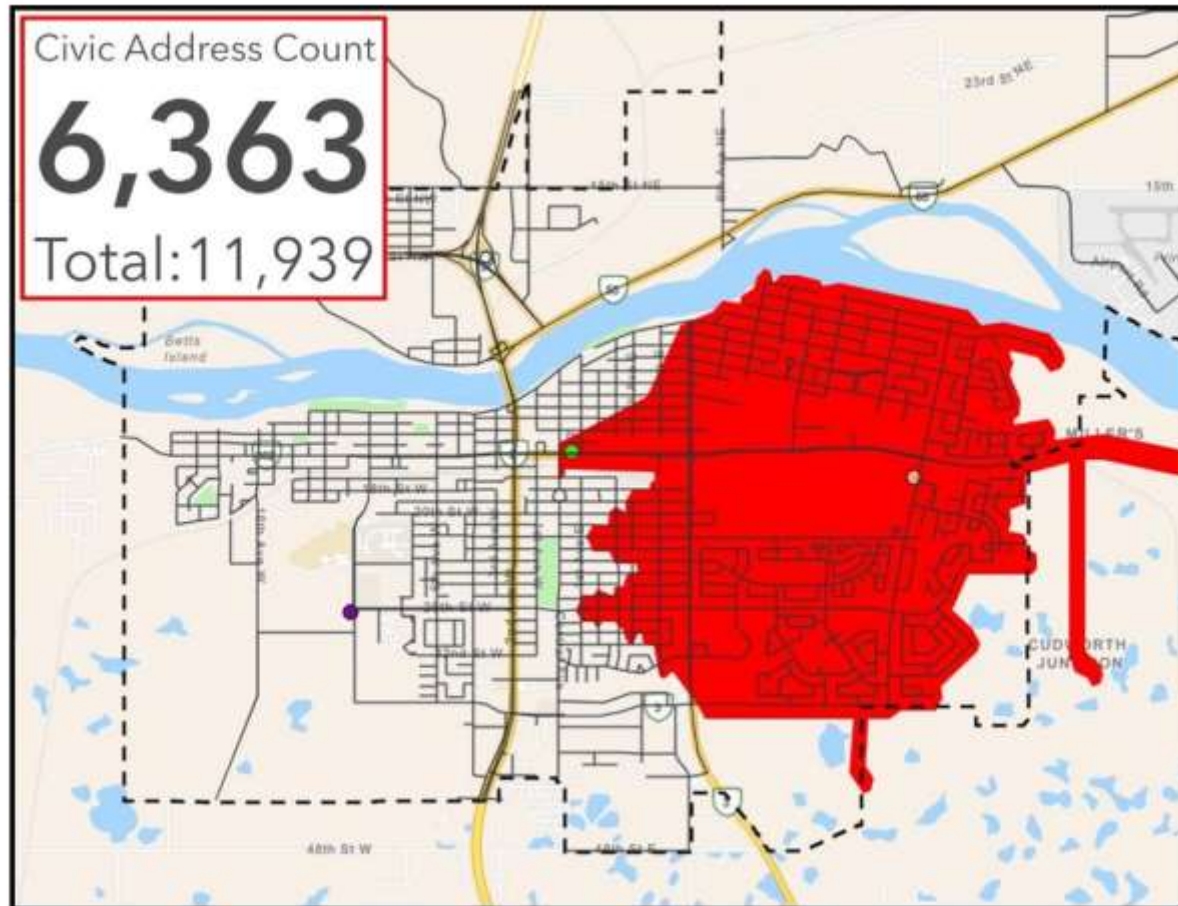
STANDARD FOR MINIMUM STAFFING AND RESPONSE TIMES.

- Call Processing – 60 Seconds 90% of the time.
- Turnout – 80 Seconds for Fire and Special Operations.
- Travel Time – Maximum 240 Seconds (4 Minutes) for First Engine Arrival 90% of the time.
- Travel Time – Maximum 480 Seconds (8 Minutes) for Second Engine Arrival 90% of the time.
- Total Time – 6 Minutes, 20 Seconds from Emergency Call to Fire Department Arrival 90% of the time.

4 minute travel objective 47.1%



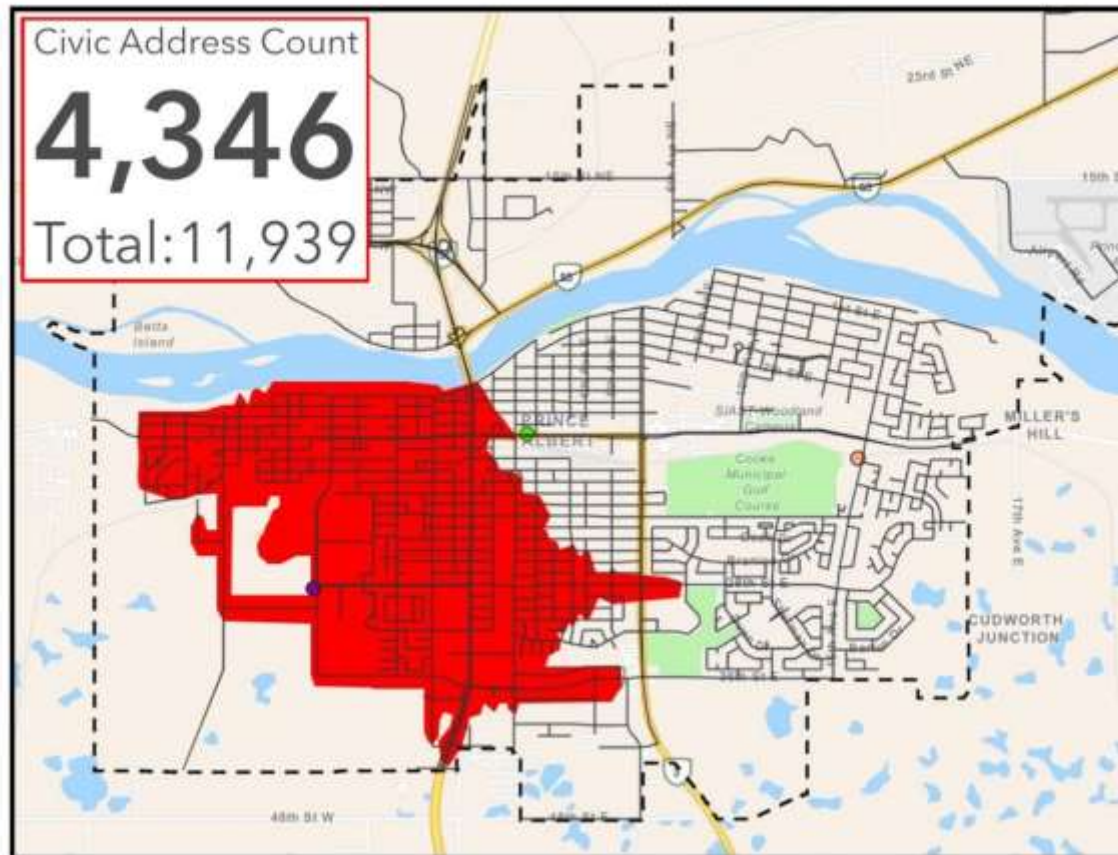
Four minute travel objective 53.3%



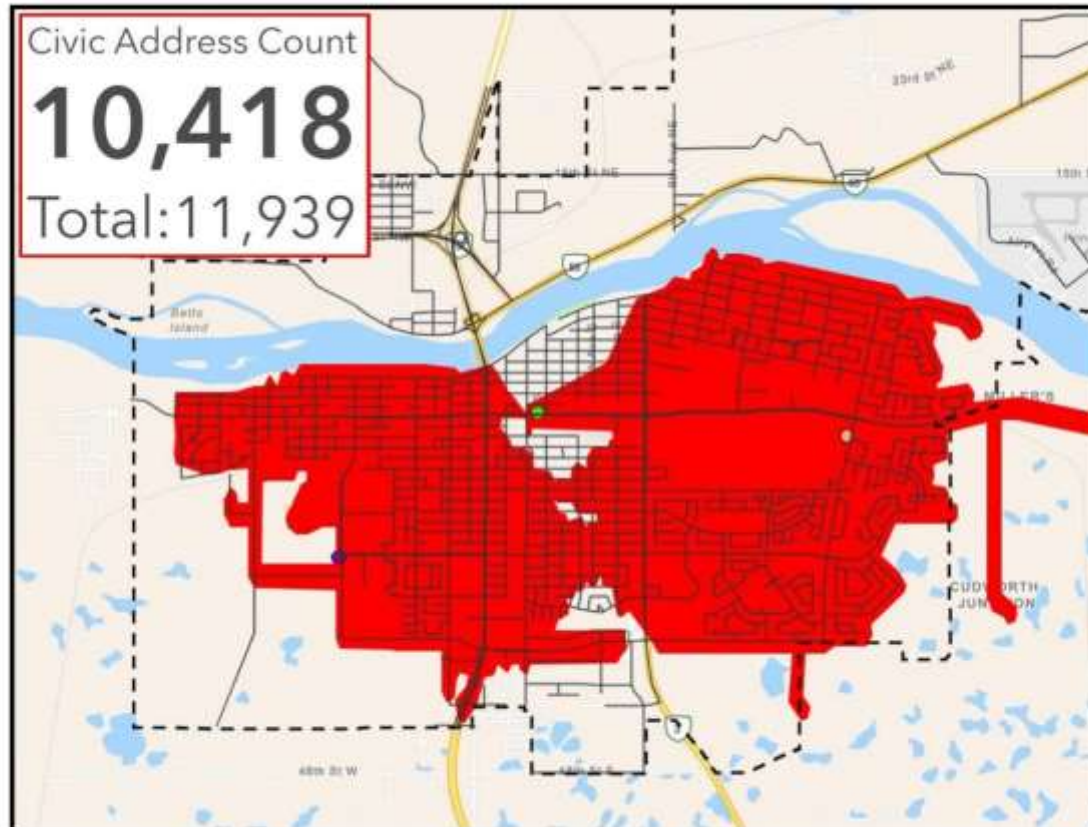
Proposed West Fire Station Location



Four minute travel objective 36.4%

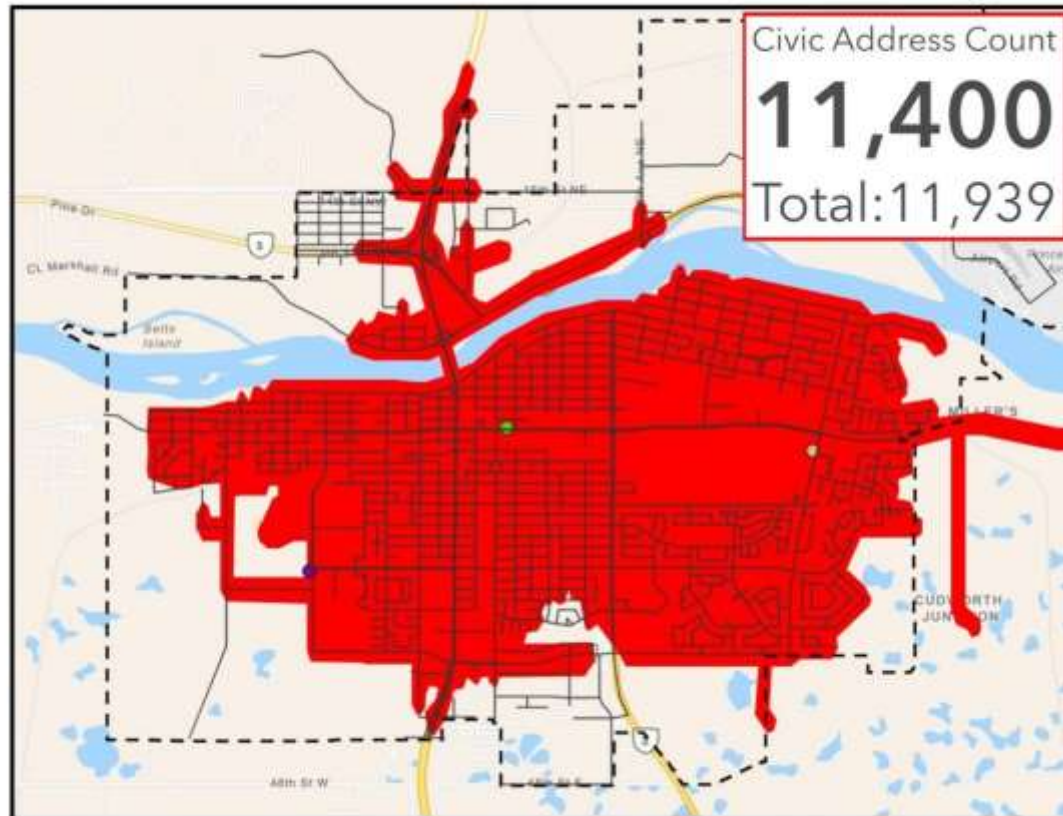


Four minute travel objective 87.3%



Four minute travel objective 95.5%

NFPA 1710 COMPLIANT.





City of
Prince Albert

RPT 23-125

TITLE: Prince Albert Police Service Proactive Policing Strategy Costs for 2022

DATE: **March 17, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the 2022 operational and capital costs of the Prince Albert Police Service Multi-Year Proactive Policing Strategy in the amount of \$662,241.26 be funded from the Proactive Policing Reserve for Year 2022;
2. That the amount of \$662,241.26 be transferred from the Proactive Policing Reserve for Year 2022 to fund the costs of the Prince Albert Police Service Proactive Policing Unit charged to the Police Service Operating Budget; and,
3. That the 2022 Police Special Tax Revenue collected in the amount of \$554,600, as per Bylaw No. 10 of 2022, be credited in full to the Proactive Policing Reserve for 2022 to offset the costs of the Proactive Policing Unit.

ATTACHMENTS:

1. Report dated March 13, 2023

Written by: Rena Noble, Secretary, Board of Police Commissioners



RECEIVED
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Prince Albert Board of Police Commissioners
DISPOSITION

Report Title: Prince Albert Police Service Proactive Policing Strategy Costs for 2022

Date: March 13, 2023

From: Board of Police Commissioners

To: City Council

DISPOSITION:

1. That the 2022 operational and capital costs of the Prince Albert Police Service Multi-Year Proactive Policing Strategy in the amount of \$662,241.26 be funded from the Proactive Policing Reserve for Year 2022;
2. That the amount of \$662,241.26 be transferred from the Proactive Policing Reserve for Year 2022 to fund the costs of the Prince Albert Police Service Proactive Policing Unit charged to the Police Service Operating Budget; and
3. That the 2022 Police Special Tax Revenue collected in the amount of \$554,600, as per Bylaw No. 10 of 2022, be credited in full to the Proactive Policing Reserve for 2022 to offset the costs of the Proactive Policing Unit.

Respectfully Submitted,

Rena Noble
Board Secretary
Board of Police Commissioners



PRINCE ALBERT POLICE SERVICE

Board Report

TITLE: Prince Albert Police Service Proactive Policing Strategy Costs for 2022

DATE: February 15, 2023

TO: Chief of Police

Board of Police Commissioners

PUBLIC:

INCAMERA:

RECOMMENDATION:

That the Board forwards the following recommendations to City Council for approval:

1. That the 2022 operational and capital costs of the Prince Albert Police Service Multi-Year Proactive Policing Strategy in the amount of \$662,241.26 be funded from the Proactive Policing Reserve for Year 2022.
2. That the amount of \$662,241.26 be transferred from the Proactive Policing Reserve for Year 2022 to fund the costs of the Prince Albert Police Service Proactive Policing Unit charged to the Police Service Operating Budget.
3. That the 2022 Police Special Tax Revenue collected in the amount of \$554,600, as per Bylaw No. 10 of 2022, be credited in full to the Proactive Policing Reserve for 2022 to offset the costs of the Proactive Policing Unit.

TOPIC & PURPOSE:

To provide for information the spending of the Prince Albert Police Service Proactive Policing Unit for Year 2022.

To request approval for the transfer in the amount of \$662,241.26 from the Proactive Policing Reserve to fund the 2022 costs charged to the Prince Albert Police Service Operating Budget.

To request approval that the 2022 Police Special Tax Revenue collected in the amount of \$554,600, as per Bylaw No. 10 of 2022, be credited in full to the Proactive Policing Reserve for 2022 to offset the costs of the Proactive Policing Unit.

BACKGROUND:

Multi-Year Proactive Policing Strategy – Prince Albert Police Service

City Council on May 3, 2021, approved the following motion:

“That the City transfers to the Prince Albert Board of Police Commissioners the funding amount of \$554,000 annually to be directed to the Proactive Policing Strategy for the Prince Albert Police Service; and,

That the unspent funds from the City transfer of \$554,000 annually be forwarded to the Police Service Proactive Policing Reserve created specifically to fund the proposed six (6) year Multi-Year Proactive Policing Strategy for the Prince Albert Police Service.”

Bylaw No. 10 of 2022

City Council approved Bylaw No. 10 of 2022, a bylaw of the City to raise the revenue for police services in 2022.

The Bylaw states that a Special Tax shall be levied against all properties listed in the Bylaw that benefit from policing services within the current year. The Bylaw states the estimated cost of the purpose or service is \$554,600, pursuant to the approved Budget.

The Police Special Tax is \$35.00 per door.

Special Tax

A municipality may pass a special tax bylaw to raise revenue for a specific service or purpose. Public notice is required. The service or purpose must be completed within the taxation year. Special taxes are added to the tax roll and collected with property taxes.

Subsection 278(1) of the *Cities Act* provides that the use of the revenue raised by a special tax **must be used for that specific service or purpose stated in the bylaw**. Subsection 278(2) of the *Cities Act* then states that when there is excess revenue generated from the special tax (i.e. actual expenses are less than the actual revenue from the special tax), the City shall give public notice of the use to which it proposes to put the excess revenue. This requirement in subsection 278(2) will allow for transparency between the City and residents as to what their tax dollars are being used for.

The 2022 spending of the Proactive Policing Unit exceeds the 2022 revenue generated from the Police Special Tax as follows:

Police Special Tax Revenue for 2022	(\$554,600.00)
2022 Spending for Unit	\$662,241.26
Spending in excess of revenue generated by Special Tax	\$107,641.26

As such, this report is recommending that the 2022 Police Special Tax Revenue collected in the amount of \$554,600, as per Bylaw No. 10 of 2022, be credited in full to the Proactive Policing Reserve for 2022 to offset the costs of the Proactive Policing Unit.

PROPOSED APPROACH AND RATIONALE:

Proactive Policing Strategy

Proactive Policing will better address issues of violence and crime stemming from chronic addictions and mental health crisis, especially those affecting some of our most vulnerable residents. The Proactive Policing Strategy will equip the Police Service to deploy members to more proactive and preventive policing initiatives that better balance the work load of our front-line members and enhance our overall service to the community.

The additional resources to address the high calls for service that our members respond to with a plan to work towards proactive enforcement to address the increased crime and violence in our community and the major crimes that require extensive commitment and dedication from the Criminal Investigations Unit.

The Proactive Policing Strategy supports frontline officers; at the discretion of the Chief of Police, new resources create a focused task force with a specific mandate that would include, but not limited to, the top addresses attended (residential, business, multidwelling); problem addresses, and focused proactive enforcement initiatives identified through crime trends and analytics.

Previous consultations with all PAPS supervisors recognize gangs, drugs, violence, addictions, and poverty as root cause issues that continue to be the top priorities of the police service to the community. Reactive policing is inclusive to thorough/comprehensive investigations resulting from a crime occurring. It is essential to maintain public confidence in protecting the public and holding responsible parties accountable for illegal acts. As such, deployment of the majority of resources are on a reactive basis.

Resources 2022

The Proactive Policing Unit budget includes salaries and benefits for four (4) sworn police officers. The Police Service has deployed staff into the Unit that serves primarily as a proactive uniform support team since 2021. January 1, 2022, PPU was fully staffed with one (1) sergeant and three (3) constables.

Prince Albert Police Service managed staffing challenges throughout 2022. Vacancies occurred due to retirements, relocations, and other leave. On April 4, 2022 a PPU constable was reassigned to Patrol and on April 26, 2022 another PPU constable was reassigned to Patrol.

The Proactive Policing Unit supports all areas of the service. Administration worked towards staffing additional resources to better staff PPU in support of their mandate. On August 9, 2022 an experienced Community Safety Officer (CSO), was assigned to PPU and a PAGC Mentee completed her program and was sworn in as a CSO on August 29, 2022, and was also assigned to PPU. The PPU salary dollars were offset by other vacancies throughout the year and the CSO salaries were not charged to the PPU fund. The Proactive Policing Unit benefited from the CSO’s at no cost to the Special Tax.

The Proactive Policing Unit Fund continues to better equip the Police Service and support the deploy of members to more proactive and preventive policing initiatives, crime trends and problematic addresses. The PPU better balances the work load of our members and enhances our overall service to the community.

2022 Spending - Prince Albert Police Service Multi-Year Proactive Policing Strategy

The Police Special Tax approved by Council illustrated a funding model to support the hiring of four (4) new police officers. The Police Service deployed the staff into a patrol support shift that serves primarily a proactive uniform support capacity. The budget for the Proactive Policing Unit includes the salaries and benefits for four (4) sworn members.

The Strategy approved by Council included the following annual operational ongoing expenses:

Uniforms	2021
Fleet Expenses	\$59,000
Boot & Glove allowance	\$1,000
Clothing	\$2,000
Supplies	\$4,000
Training	\$5,000
Vests	\$1,000
MDT & Camera Replacement	<u>\$8,000</u>
	<u>\$80,000</u>

The Strategy approved by Council included the following capital one-time expenses:

Vehicle costs	2021
3 - AWD V6 Sedans	\$115,000
Outfitting 3 vehicles	\$60,000
MDT/Cameras/Radio	<u>\$75,000</u>
	<u>\$250,000</u>

Year 2021 Costs

The actual operational costs for 2021 for the Proactive Policing Strategy were as follows:

Operational Costs	ACTUAL COSTS
Salaries and Benefits	\$178,871
One-Time Expenses	\$23,938
Police College Expenses	\$5,675
TOTAL PROACTIVE POLICING STRATEGY OPERATING COSTS FOR YEAR 2021	\$208,484

A Board Report was forwarded to the May 16, 2022 City Council meeting requesting that the 2021 operational costs of the Prince Albert Police Service Multi-Year Proactive Policing Strategy in the amount of \$208,484 be absorbed within the 2021 Police Service Yearend Surplus. As such, the operational costs for 2021 would not be funded from the Proactive Policing Reserve.

City Council, at its meeting of May 16, 2022, supported the Board's recommendation and approved the following recommendation:

"That the remaining \$463,777.05 allocated to the Board of Police Commissioners for the Proactive Policing Strategy for Year 2021 be placed in the Proactive Policing Reserve to fund the approved Multi-Year Proactive Policing Strategy."

For 2021, the capital costs were \$90,222.95 for the outfitting of the three vehicles.

At the end of 2021, the three Proactive Policing Vehicles were on back order, not received and not expensed. The fleet costs were carried forward into 2022 where budget carried from 2021 absorbed the additional 2022 expense related to delayed fleet orders.

FINANCIAL IMPLICATIONS:

The Strategy approved by Council for Year 2022 included the following Operational Budget:

2022 Budget:

Salaries	\$427,000.00
Fleet Expenses	\$59,000.00
Equipment & Operating	\$13,000.00
3 Vehicles & Outfitting	\$159,777.00
Total 2022 Budget for Unit	\$666,777.00

2022 Costs:

Salaries and Benefits	\$370,498.00
Fleet Expenses	\$52,860.00
Tasers & Equipment	\$22,999.29
Operational Costs	\$1,211.10
3 Vehicles	\$163,278.10
Outfitting	\$51,394.77
Total 2022 Costs for Unit	\$662,241.26

Unspent Budget	(\$4,535.74)
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As shown above, the 2022 Spending for the Proactive Policing Unit was under-budget by (\$4,535.74).

The three vehicles purchased for the Proactive Policing Unit include two Durangos and a Dodge Ram 1500. The final costs for the capital purchase of vehicles and outfitting is an increased cost of \$54,895.82.

The outfitting of the PPU Vehicles include dash mounts for the MDT's, camera, lights, silent partners, etc.

The additional costs is because the budget was based on purchasing three AWD V6 Sedans. There was a year wait for the sedans to be built. After a year, Administration proceeded with the purchase of the two Durangos and the Dodge Ram for the Proactive Policing Unit to have vehicles and provide service as a Unit to our community:

Proactive Policing Reserve - 3 Vehicles	
Capital Budget Approved – based on 3 AWD V6 Sedans	(\$250,000.00)
2021 Outfitting Costs	\$90,222.95
2022 Vehicles Purchased & Outfitting	\$214,672.87
ADDITIONAL COSTS	\$54,895.82

As per the 2022 total spending of \$662,241.26, the report is recommending that the transfer from the Proactive Policing Unit for Year 2022 be \$662,241.26 to fund the costs charged to the Prince Albert Police Service Operating Budget for the Proactive Policing Unit.

Proactive Policing Reserve

As per the new Special Tax Bylaw, when there is excess revenue generated from the special tax (i.e. actual expenses are less than the actual revenue from the special tax), the City shall give public notice of the use to which it proposes to put the excess revenue. For Year 2022, the spending exceeds the revenue generated from the Police Special Tax.

For Year 2022, the spending for the Proactive Policing Unit needs to be funded from the Proactive Policing Reserve. As such, the report is recommending that the total revenue collected from the Police Special Tax in the amount of \$554,600 be credited to the Reserve to fund the 2022 costs.

Based on the recommendations, the 2022 ending balance of the Proactive Policing Reserve is as follows:

POLICE SERVICE PROACTIVE POLICING RESERVE	
BEGINNING BALANCE	\$0.00
<u>Year 2021</u>	
Council Approval for Multi-Year Proactive Policing Strategy <i>(Council Resolution #191 dated May 3, 2021)</i>	(\$554,000.00)
Proactive Police Strategy Spending for 2021	
Capital Spending	\$90,222.95
Reserve Ending Year 2021	(\$463,777.05)
<u>Year 2022</u>	
- Police Special Tax - Bylaw No. 10 of 2022	(\$554,600.00)
Proactive Police Strategy Spending for 2022	
Operational Spending	\$447,568.39
Capital Spending	\$214,672.87
Reserve Ending Year 2022	(\$356,135.79)

Attached to this Report is the original Multi-Year Proactive Policing Strategy approved by City Council on May 3, 2021 for the term of six years.

Also attached is the **Revised** Multi-Year Proactive Policing Strategy with the actual spending year to date. The revised Policing Strategy funds the Unit beyond the previously approved term of six (6) years.

CONSULTATIONS:

Police Administration has consulted with the Financial Services Management in relation to the new Police Special Tax Bylaw.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved by the Board, a Board report will be forwarded to City Council for consideration.

STRATEGIC PLAN:

Police Service Strategic Plan #2 – Professional Service ~ Financial Accountability.

ATTACHMENTS:

1. Revised Police Service Multi-Year Proactive Policing Strategy.
2. Council Approved Multi-Year Proactive Policing Strategy.
3. Police Special Tax – Bylaw No. 10 of 2022.

Written by: Chief of Police Jonathan Bergen

Approved by: Chief of Police

Signature:  _____

REVISED Multi - Year Proactive Policing Strategy - Prince Albert Police Service - Amended February 2023

	2021	2022	2023	2024	2025	2026	2027	2028	2029	9 yr. total
Salaries and Benefits										
Salary for Officers		370,498	436,000	487,000	538,000	538,000	538,000	538,000	538,000	3,983,498
Total Salaries & Benefits	0	370,498	436,000	487,000	538,000	538,000	538,000	538,000	538,000	3,983,498
Ongoing Expenses										
Fleet Expenses (3 vehicles)		52,860	59,000	59,000	59,000	59,000	59,000	59,000	59,000	465,860
MDT and Camera replacement			8,000	8,000	8,000	8,000	8,000	8,000	8,000	56,000
Tasers & Equipment		22,999								22,999
Operational Costs		1,211	13,000	13,000	13,000	13,000	13,000	13,000	13,000	92,211
Total Ongoing Expenses	0	77,070	80,000	80,000	80,000	80,000	80,000	80,000	80,000	637,070
Capital Costs - Vehicles										
Capital Costs - Vehicles * outfitting costs	90,223	214,673								304,896
Total Capital Costs	90,223	214,673	0	0	0	0	0	0	0	304,896
Total Costs	90,223	662,241	516,000	567,000	618,000	618,000	618,000	618,000	618,000	4,925,464
Police Special Tax	(554,000)	(554,600)	(554,600)	(554,600)	(554,600)	(554,600)	(554,600)	(554,600)	(554,600)	(4,990,800)
Running Surplus	(463,777)	(463,777)	(356,136)	(386,736)	(365,336)	(292,936)	(220,536)	(148,136)	(75,736)	
Inflation estimate at 1.5%			8,000	9,000	9,000	9,000	9,000	9,000	9,000	62,000
5 year running surplus (deficit)	(463,777)	(356,136)	(386,736)	(365,336)	(292,936)	(220,536)	(148,136)	(75,736)	(3,336)	(3,336)

2/16/2023

COUNCIL APPROVED Multi-Year Proactive Policing Strategy - Prince Albert Police Service

Salaries & Benefits	2021	2022	2023	2024	2025	2026	6 yr total
Salary for officers	180,000	411,000	436,000	487,000	538,000	538,000	2,590,000
Field training officer estimate		16,000					16,000
Total Salaries	180,000	427,000	436,000	487,000	538,000	538,000	2,606,000
One-time expenses							
Uniforms							
General clothing	3,000						3,000
Boot & Glove allowance	1,000						1,000
Vest	7,000						7,000
Jacket	2,000						2,000
Gun	2,000						2,000
Baton & Cuffs	1,000						1,000
radios	3,000						3,000
	19,000	0	0	0	0	0	19,000
Police College							
Accommodations	10,000						10,000
Books and gym fees	5,000						5,000
Meals	17,000						17,000
	32,000	0	0	0	0	0	32,000
Vehicle costs (end of year)							
3 - AWD V6 Sedans	115,000						115,000
Outfitting 3 vehicles	60,000						60,000
MDT/Cameras/Radio	75,000						75,000
	250,000	0	0	0	0	0	250,000
Ongoing expenses							
3 vehicles		59,000	59,000	59,000	59,000	59,000	295,000
MDT and Camera replacement		8,000	8,000	8,000	8,000	8,000	40,000
Boot & Glove allowance		1,000	1,000	1,000	1,000	1,000	5,000
Clothing		2,000	2,000	2,000	2,000	2,000	10,000
Supplies		4,000	4,000	4,000	4,000	4,000	20,000
Training		5,000	5,000	5,000	5,000	5,000	25,000
Vests		1,000	1,000	1,000	1,000	1,000	5,000
	0	80,000	80,000	80,000	80,000	80,000	400,000
Total cost per year	481,000	507,000	516,000	567,000	618,000	618,000	3,307,000
Estimated revenue	554,000	554,000	554,000	554,000	554,000	554,000	3,324,000
5 year running surplus	73,000	120,000	158,000	145,000	81,000	17,000	17,000
Inflation estimate at 1.5%		8,000	8,000	9,000	9,000	9,000	43,000
5 year running surplus (deficit)	73,000	112,000	142,000	120,000	47,000	(26,000)	(26,000)

CITY OF PRINCE ALBERT BYLAW NO. 10 OF 2022

A Bylaw of The City of Prince Albert to raise revenue for police services in 2022.

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

Police Special Tax:

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from police services within the current year.
2. The estimated cost of the purpose or service referred to in Section 1 is \$554,600, pursuant to the approved budget.
3. The rate of special tax to be charged against each parcel is:

a. Residential	\$35
b. Agriculture	\$35
c. Condominium	\$35
d. Care Home and Group Home	\$35
e. Multi-Family per Apartment	\$35
f. Commercial, Railway and Vacant Multi-Family	\$35

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30th, 2022, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

Coming Into Force

1. This Bylaw shall come into force and take effect on, from and after the 1st day of January, 2022. The rates imposed for 2022 are deemed to be imposed from January 1, 2022.

INTRODUCED AND READ A FIRST TIME THIS 28th DAY OF March , AD 2022.
 READ A SECOND TIME THIS 28th DAY OF March , AD 2022.
 READ A THIRD TIME AND PASSED THIS 29th DAY OF March , AD 2022.


 MAYOR


 A/CITY CLERK

TITLE: Wastewater Treatment Plant Sludge Management Building Air handling Unit

DATE: **March 21, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the supply and delivery of redundant replacement for unit F-522 in the amount of \$152,000.00 plus applicable taxes for a total of \$159,600 be awarded to Engineered Air.
2. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of the City.

TOPIC & PURPOSE:

The Air handling unit that supplies fresh air to the sludge management building at the Wastewater Treatment Plant (WWTP) has reached the end of its service life and due to age and condition is not serviceable.

Administration is requesting approval to purchase a new air handling unit to replace the existing old unit for the sludge management building at the WWTP.

BACKGROUND:

The sludge management building air handling unit was installed in 1999. The purpose of this unit is to exchange the air in the building at a rate of 8.5 times per hour which is designed to mitigate the effects of toxic gases on staff and equipment. The existing air handling unit is 24 years old which puts it at the end of its life expectancy that ranges from 20 to 25 years. Currently, the unit is in very poor condition due to its age, use and service environment. The frame on this unit is very rusty from the corrosive gases produced at the WWTP. The heat exchanger is cracked from years of heat cycling and the blower fan bearings are beyond the designed service life. This unit is not practically serviceable and should be replaced.

City Council had approved \$150,000 under the 2023 Water and Sewer Utility Budget for the replacement of the air handling unit at the WWTP.

PROPOSED APPROACH AND RATIONALE:

Administration has consulted with AECOM (the Engineering Firm that is currently designing the WWTP Upgrades) and the original equipment manufacturer to investigate options for replacing the unit and to discuss alternative options. AECOM confirmed that the replacement unit would work with future upgrades. It was recommend by AECOM and the manufacture to replace the one unit with 2 smaller unit. This would provide the ability to have one unit out of service and still keep air exchanging in the building. This is the best option for staff safety and equipment longevity. AECOM consulted with other manufactures of Make-up air units and recommended Engineered Air because they were the lowest price with the earliest delivery.

CONSULTATIONS:

Administration consulted with AECOM to confirm this new unit will meet the requirements and the redundancy philosophy of the recommended upgrade that are currently in the design phase.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the unit is approved the supplier will be notified by email with a purchase order.

FINANCIAL IMPLICATIONS:

This item is in the 2023 Water and Sewer Utility Budget for \$150,000.00.
AECOM received quote for direct replacement units.

Supplier	Manufacturer	Manufacturer Location	AHU Cost	AHU Delivery
Engineered Air	Engineered Air	Calgary, AB	\$118,000.00	18 weeks
HVAC Sales	ICE Western	Calgary, AB	\$144,000.00	17 weeks
Trane	Scott Springfield	Calgary, AB	\$250,000.00	32 weeks

Engineered Air will have a 8% price increase on April 1, 2023.

The redundant unit recommended is \$152,000.00 plus tax. The total cost with taxes is \$168,720.00

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy implications, privacy implications, or official community plan implications.

The following is from the 2017 25 year master plan final report by Stantec consulting in section 6.10 HVAC.

“The HVAC systems throughout the facility should be examined, rectified and upgraded to update obsolete equipment, replace damaged and corroded components, reduce operating costs, odors, and damage to the process equipment and electrical systems.”

OPTIONS TO RECOMMENDATION:

Replace the air handle with the same model and forgo the redundancy. This will save \$28,000.00 and will not have the redundancy as the recommended option. The cost of this unit with taxes is \$128,100.00

PUBLIC NOTICE:

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

ATTACHMENTS:

Written by: Kevin Kristian Wastewater Plant Manager

Approved by: Public Works Director, Director of Finance, & City Manager



City of
Prince Albert

INQ 23-4

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. March 6, 2023 City Council Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
 From: City Manager

March 6, 2023 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Miller	INQ#23-04	<p>Can Administration review the Snow plowing ridge and traffic issues on the following streets:</p> <ol style="list-style-type: none"> 1. 1500 Block of 12th Street West; 2. Johnson Crescent; 3. 17th Avenue West and Muir Drive; 4. MacArthur Drive; and, 5. Glen Howard Way. 	Public Works	17-Mar	<p>The Director of Public Works:</p> <p>The Roadways Manager inspected the streets as requested. All of these streets have the same width to other streets and the same sized windrows that most streets have with combined sidewalk and gutter. No further grading is planned.</p>
Councillor Miller	INQ#23-05	<p>Garbage cans are littering the streets everyday at the multi-units on the 1100 block of 17th and 18th Street West and 12th Avenue West. When will those properties move to private garbage pick-up. Also, multi-units on Manville Bay and the 1700 Block of 17th Street West are on private garbage pick-up so did the portion respecting sanitation get cancelled from their water bill?</p>	Public Works & Financial Services	20-Mar	<p>The Director of Public Works:</p> <p>The City has previously initiated a conversation with the owner of the multi-unit on the 1100 block of 17th Street West. They are currently arranging for commercial service for garbage collection. A specific date has not yet been confirmed for the transition. For billing purposes, the date for the transition is likely to occur at the beginning of the month and it is expected that the service should be transitioned by May 1, 2023 (pending confirmation with the property owner).</p> <p>With regards to the multi-unit on Manville Bay and the 1700 block of 17th Street West, Sanitation had requested that all fees be cancelled and Financial Services has confirmed that they have been removed from the water bills for these addresses.</p>