



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, JULY 10, 2023, 2:00 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 June 12, 2023 City Council Meeting Minutes for Approval (MIN 23-57)

7. NOTICE OF PROCLAMATIONS

8. PUBLIC HEARINGS

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 Airport Terminal - Tender Ready Detailed Design (RPT 23-259)

11.2 Provincial Disaster Assistance Program Application (RPT 23-280)

- 11.3 Permanent Re-Classification of Full Time Casual Maintenance Worker II (RPT 23-264)
- 11.4 2022 Audited Consolidated Financial Statements (RPT 23-208)
- 11.5 2023 Care Home Abatements (RPT 23-258)
- 11.6 2023 Request for Tax Relief (RPT 23-260)
- 11.7 Rose Garden Hospice - Abatement for Year 2023 (RPT 23-267)
- 11.8 Bylaw No. 16 of 2023 – Zoning Bylaw Amendment for Digital Sign Fees (RPT 23-268)
- 11.9 Residual Land Sale - Offer to Purchase 590 42nd Street East (RPT 23-273)
- 11.10 Destination Marketing Fund Grant Application Form - Prince Albert U15 Boys Softball Nationals - Softball Tournament (RPT 23-276)
- 11.11 Shopping Cart Fee (RPT 23-250)
 - 11.11.1 Proposed Shopping Cart Procedure (CORR 23-50)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 June 12, 2023 City Council Meeting Inquiry Responses (INQ 23-6)

16. NOTICE OF MOTION

17. MOTIONS

- 17.1 Motion - Mayor Dionne - Cost to Rebuild Cloverdale Road (MOT 23-5)
- 17.2 Motion - Mayor Dionne - Applying Asphalt Shavings to Streets in Nordale and Hazeldell (MOT 23-6)
- 17.3 Motion - Councillor Lennox-Zepp - Feasibility of Opening Summer Recreational Services Earlier for 2024 (MOT 23-7)

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 23-57

MOTION:

That the Minutes for the City Council Regular Meeting held June 12, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, JUNE 12, 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 Blake Edwards
Councillor Dawn Kilmer
Councillor Darren Solomon

*Note: Councillor Dennis Ogradnick was prepared to attend virtually but due to technical issues was unable to participate in the meeting.

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Mitchell J. Holash, K.C., City Solicitor
Savannah Price, Records Coordinator
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Jeff Da Silva, Acting Director of Public Works
Briane Vance, Acting Director of Financial Services
Michael Nelson, Acting Director of Planning and Development Services

1. INDUCTION CEREMONY – WARD 8 COUNCILLOR

Following a 15 minute break, the regular meeting commenced at 5:30 p.m.

2. CALL TO ORDER

Mayor Dionne called the meeting to order.

3. PRAYER

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

4. APPROVAL OF AGENDA

0193. **Moved by:** Councillor Miller
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 Correspondence from REV Fire Group dated June 7, 2023, be added for consideration with Item No. 12.2; and,
2. That Correspondence from Saskatchewan Environmental Society dated June 5, 2023, be added for consideration with Item No. 13.1.

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

5. PRESENTATIONS & RECOGNITIONS

6. DECLARATION OF CONFLICT OF INTEREST

7. ADOPTION OF MINUTES

0194. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

That the Minutes of the Council Regular Meeting held May 15, 2023 and Special Meeting held May 23, 2023, be taken as read and adopted.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

8. NOTICE OF PROCLAMATIONS

8.1 Longest Day of Smiles – June 18, 2023

9. PUBLIC HEARINGS

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

Mayor Dionne declared the Hearing open.

Michael Nelson, Acting Director of Planning and Development Services presented the matter of the Zoning Bylaw Amendment on behalf of Administration.

Mayor Dionne declared the Hearing closed.

0195. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

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

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

0196. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

1. That Bylaw No. 14 of 2023 be amended as follows:

- a. Revise Section 1.a.i., to remove the reference to 'Discretionary Uses – Hospital' and replace it with 'Discretionary Uses – Council'.

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

0197. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That Bylaw No. 14 of 2023, as amended, be read a second time.

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

0198. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That Bylaw No. 14 of 2023, as amended, be read a third time and passed; and, that Bylaw No. 14 of 2023 be now adopted, sealed and signed by the Mayor and City Clerk.

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

10. DELEGATIONS

11. COMMUNICATIONS

12. REPORTS OF ADMINISTRATION & COMMITTEES

12.1 Development Permit Application – Place of Worship – 480 22nd Street East (RPT 23-227)

12.1.1 Letters of Concern – Lack of Parking – Discretionary Use Development Permit – 480 – 22nd Street East (CORR 23-40)

0199. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

That the Discretionary Use Development Permit Application for a Place of Worship to be located at 480 – 22nd Street East, legally described as Lots 22-24, Block 35, Plan No. B561, Extension 160-161, be approved subject to the following conditions:

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

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

12.2 Pumper Fire Engine Tender 24/23 (RPT 23-217)

12.2.1 Cummins L9 Engine Availability (CORR 23-43) (PRESENTED AT MEETING)

0200. **Moved by:** Councillor Cody
Seconded by: Councillor Head

1. That Tender No. 24 of 2023, for the purchase of a Pumper Fire Engine, be awarded to Westvac Industrial Ltd. at a total cost of \$1,361,788.05, which includes all applicable taxes, to be funded from the Fire Equipment Reserve;
2. That a Contingency Fund of \$3,059 for modifications, fire equipment and minor changes to the Fire Pumper during the pre-build meeting, be approved, if required; and,

3. 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, Solomon and Mayor Dionne

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

12.3 Shopping Cart Fee (RPT 23-231)

0201. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

1. That Bylaw No. 12 of 2023 be amended as follows:
 - a. That the Shopping Carts (Pick-up Fee) in Section 1 be amended from \$7 per cart to \$10 per cart; and,
2. That Bylaw No. 12 of 2023, as amended, be introduced and given three (3) readings.

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

Against: Councillors: Head, Solomon and Mayor Dionne

Absent: Councillor Ogrodnick

CARRIED (5 to 3)

0202. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That Bylaw No. 12 of 2023 be amended as follows:

1. That the Shopping Carts (Pick-up Fee) in Section 1 be amended from \$7 per cart to \$10 per cart.

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

Against: Councillors: Head, Solomon and Mayor Dionne

Absent: Councillor Ogrodnick

CARRIED (5 to 3)

0203. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That Bylaw No. 12 of 2023, as amended, be introduced and read a first time.

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

Against: Councillors: Head, Solomon and Mayor Dionne

Absent: Councillor Ogradnick

CARRIED (5 to 3)

0204. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That Bylaw No. 12 of 2023, as amended, be read a second time.

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

Against: Councillors: Head, Solomon and Mayor Dionne

Absent: Councillor Ogradnick

CARRIED (5 to 3)

0205. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That leave be granted to read Bylaw No. 12 of 2023, as amended, a third time.

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

Against: Councillors: Head, Solomon and Mayor Dionne

Absent: Councillor Ogradnick

MOTION DEFEATED (3 to 5)

12.4 Little Red Transit Route Trail (RPT 23-235)

0206. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Head

That the Little Red Transit Route, as attached to RPT 23-235, be approved on a trial basis from July 17, 2023 to September 16, 2023 on a half-hourly frequency as follows:

- 1. Monday to Friday – 11:45 a.m. to 7:45 p.m.; and,
- 2. Saturdays – 9:45 a.m. to 5:15 p.m.

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

Against: Mayor Dionne

Absent: Councillor Ogrodnick

CARRIED (7 to 1)

12.5 Passage Home Sculpture and Healing Garden Park Installation Update (RPT 23-218)

0207. **Moved by:** Councillor Kilmer
Seconded by: Councillor Solomon

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

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

Against: Mayor Dionne

Absent: Councillor Ogrodnick

CARRIED (7 to 1)

12.6 Little Red River Park Washroom (RPT 23-219)

0208. **Moved by:** Councillor Edwards
Seconded by: Councillor Lennox-Zepp

That the Contract Services of Supply, Construction and Installation of a year-round Washroom at Little Red River Park be awarded to Container Guy Ltd. in the amount of \$125,263.17, plus applicable taxes.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.7 Arenas Refrigeration Plant Maintenance Agreement (RPT 23-224)

0209. **Moved by:** Councillor Edwards
Seconded by: Councillor Miller

1. That the Arena Refrigeration Plant Maintenance Agreement between The City and Arctic Refrigeration Inc. for a term from July 1, 2023 to June 30, 2024 be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.8 Sponsorship Agreement Lakeland Ford Park (RPT 23-230)

0210. **Moved by:** Councillor Edwards
Seconded by: Councillor Kilmer

1. That the Lakeland Ford Park Naming Rights Agreement between The City and Thermal Metals Ltd. in the amount of \$3,000 from the date of signing to December 31, 2023, be approved; and,

2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.9 1st Application for Title – Tax Enforcement (RPT 23-199)

0211. **Moved by:** Councillor Miller
Seconded by: Councillor Cody

That The City proceed with First Application for Title for the property tax accounts, as listed on the attachment to RPT 23-199.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.10 Canada Community Building Fund Infrastructure Investment Plan – Midtown Community Centre Project (RPT 23-223)

0212. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Head

1. That the Canada Community Building Fund Infrastructure Investment Plan under the Canada Community-Building Fund in the amount of \$185,195.20 for the Midtown Community Centre Playground and Spray Park Replacement, be approved; and,
2. That the Mayor and City Clerk be authorized to execute the Canada Community Building Fund Infrastructure Investment Plan and any other necessary Agreements on behalf of The City.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.11 2023 Base Tax Abatement on Unserviced Land (RPT 23-236)

0213. **Moved by:** Councillor Cody
Seconded by: Councillor Lennox-Zepp

- 1. That the Snow Management and Roadways Special Tax portions of the 2023 taxes on the properties, as outlined in RPT 23-236, for a total of \$6,305, be abated due to being unserviced and vacant, and;
- 2. That the Snow Management and Roadways Special Tax portions of the 2023 taxes on airport parking properties, as outlined in RPT 23-236, for a total of \$1,338, be abated due to being unserviced with development limited to temporary structures.

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

12.12 First Time Home Buyer Program Application – Courtney Sevigny (RPT 23-189)

0214. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

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

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

12.13 Notice of Motion – Plan to Register Bikes (RPT 23-216)

0215. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

That RPT 23-216 be referred back to the Prince Albert Police Service for additional information regarding the process and dates for implementation of the Bike Registration Program.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.14 Tax Title Lands – Disposal of 1 Adanac Gate (RPT 23-225)

0216. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Solomon

- 1. That the Tax Title Land located at 1 Adanac Gate, legally described as Parcel A, Plan No. 101957812, Extension 0, be offered for public tender; and,
- 2. That upon completion of the public notice and tender process, Administration forward a report to City Council for consideration with a recommendation regarding the results of the tender process and next steps.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.15 2022 Municipal Heritage Award (RPT 23-226)

0217. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

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

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.16 Signature Developments Phase 5 Subdivision (RPT 23-232)

0218. **Moved by:** Councillor Cody
Seconded by: Councillor Kilmer

- 1. That the proposed Subdivision of the subject lands, legally described as Block C, Plan No. 102375446, be approved subject to:
 - a. The review and approval of the final Plan of Survey by Administration; and,
 - b. The completion of an internal review of the application; and,
- 2. That the Mayor and City Clerk be authorized to execute the Plan of Survey and any other applicable documents on behalf of The City, once prepared.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

12.17 Dr. Andre Marais Bequeathal (RPT 23-220)

0219. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Edwards

- 1. That a Fire Station Reserve Fund be established to fund future Fire Stations;
- 2. That the bequeathal of \$100,000 from Dr. Andre Marais’s Estate, to the Prince Albert Fire Department, be allocated to the Fire Station Reserve Fund to assist with funding future Fire Stations; and,
- 3. That the Financial Services Department invest the \$100,000 into a Guaranteed Investment Certificate (GIC).

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

12.18 SaskTel Mobility Contract Extension (RPT 23-221)

0220. **Moved by:** Councillor Head
Seconded by: Councillor Lennox-Zepp

- 1. That the Wireless Contract between The City and SaskTel be extended for a three (3) year term; and,
- 2. That the Mayor and City Clerk be authorized to execute the Extension documentation on behalf of The City, once prepared.

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

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

0221. **Moved by:** Councillor Cody
Seconded by: Councillor Kilmer

That RPT 23-229 be received as information and filed.

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

13. UNFINISHED BUSINESS

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

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

Councillor Edwards assumed the Chair.

0222. **Moved by:** Mayor Dionne
Seconded by: Councillor Miller

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

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

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

Mayor Dionne resumed the Chair.

14. MAYOR & COUNCILLORS FORUM

15. INQUIRIES

15.1 Councillor Miller – Parkland Hall Spray Park

Parkland Hall may need a hand with their spray park again this year so could the Community Services Department contact Prince Albert Grand Council to review.

15.2 Councillor Kilmer – Removal of Signs Taped to Light Standards

What is the process to have signs that have been taped to light standards removed.

The Acting Director of Public Works, in responding to the inquiry, indicated that the public could call the Public Works Department to put in a service request and the operating division will attend to the request.

16. INQUIRY RESPONSES

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

0223. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That INQ 23-5 be received as information and filed.

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

17. NOTICE OF MOTION

17.1 Councillor Lennox-Zepp – Feasibility of Opening Summer Recreational Services Earlier for 2024

That Administration prepare a report regarding the feasibility of opening summer recreational services such as splash pads, Kinsmen Water Park and Kinsmen Park washrooms earlier in the 2024 season.

17.2 Mayor Dionne – Cost to Rebuild Cloverdale Road

That Administration prepare a report that outlines a plan and the cost to rebuild Cloverdale Road into a Street for consideration during the 2024 Budget deliberations.

17.3 Mayor Dionne – Applying Asphalt Shavings to Streets in Nordale and Hazeldell

That Administration prepare a report that outlines a three (3) year plan to finish applying Asphalt Shavings to the Streets in Nordale and Hazeldell beginning in 2024 for consideration during the 2024 Budget deliberations.

18. MOTIONS

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

0224. **Moved by:** Councillor Edwards
Seconded by: Councillor Miller

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

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

Against: Councillor Cody

Absent: Councillor Ogrodnick

CARRIED (7 to 1)

19. PUBLIC FORUM

20. ADJOURNMENT – 7:28 P.M.

0225. **Moved by:** Councillor Kilmer
Seconded by: Councillor Lennox-Zepp

That this Council do now adjourn.

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

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 10TH DAY OF JULY, A.D. 2023.



RPT 23-259

TITLE: Airport Terminal - Tender Ready Detailed Design

DATE: June 22, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the cost for the Detailed Design of the Airport Terminal with Prairie Architecture Incorporated be increased by \$452,982 for a total Design Fee of \$1,942,740 including Provincial Sales Tax to complete the remaining thirty percent (30%) Detailed Design, bringing the design to Tender ready;
2. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
3. That the Mayor and City Clerk be authorized to execute any necessary documents on behalf of The City, if required.

ATTACHMENTS:

1. Airport Terminal - Tender Ready Detailed Design (RPT 23-240)

Written by: Executive Committee



RPT 23-240

TITLE: Airport Terminal - Tender Ready Detailed Design

DATE: June 8, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the cost for the Detailed Design of the Airport Terminal with Prairie Architecture Incorporated be increased by \$452,982 for a total Design Fee of \$1,942,740 including Provincial Sales Tax to complete the remaining thirty percent (30%) Detailed Design, bringing the design to Tender ready;
2. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
3. That the Mayor and City Clerk be authorized to execute any necessary documents on behalf of The City, if required.

PRESENTATION: Verbal and Visual Presentation: Nykol Miller, Capital Projects Manager

ATTACHMENTS:

1. Airport Terminal - Tender Ready Detailed Design RPT 23-228

Written by: Airport Advisory Committee



TITLE: Airport Terminal - Tender Ready Detailed Design

DATE: June 1, 2023

TO: Airport Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the cost for the Detailed Design of the Airport Terminal with Prairie Architecture Incorporated be increased by \$452,982 for a total Design Fee of \$1,942,740 including Provincial Sales Tax to complete the remaining thirty percent (30%) Detailed Design, bringing the design to Tender ready;
2. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the necessary documents on behalf of The City, once prepared.

TOPIC & PURPOSE:

To approve completing the detailed design of the new Airport Terminal Building, which would bring it to a Tender ready design state.

BACKGROUND:

At the May 15, 2023 City Council Meeting it was resolved;

That the cost for the Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be increased by \$854,718 for a total Design Fee of \$1,489,758, to date including Provincial Sales Tax to pay the outstanding invoices;

That the remaining thirty (30%) Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be placed on hold temporarily until the Airport Advisory Committee has an opportunity to review the design proposal.

PROPOSED APPROACH AND RATIONALE:

When the design for the new Airport Terminal Building occurred the Architect and their team met with the City design team and the user groups including the airlines to discuss the needs for the new building. The combination of the engagements with the City and the user groups defined the spaces for the new Airport Terminal Building.

Administration is recommending that the Architect continue with the design of the new Airport Terminal Building, maintaining the current building design, bringing the design to Tender ready.

CONSULTATIONS:

The new Airport Terminal Building design included engaging with City Administration, user groups of the current Airport Terminal building, and the Architects design team.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved by City Council, the City will adjust the Agreement accordingly to complete the Detailed Design for the new Airport Terminal.

FINANCIAL IMPLICATIONS:

The previously approved funding is \$1,489,758
The budget required to complete Design to Tender is \$452,982

The funding for the cost of detail design is to come from the Passenger Facility Fee (PFF) Reserve. This fund was specifically set up to raise money for the design and construction of a new Airport Terminal. At the end of 2022 this fund had \$2,197,318 in reserve. The balance at the end of 2023 in the PFF Reserve, not including the recommended increase approval of \$452,982 is projected to be \$1,709,669.

2022 PFF Reserve Balance	\$2,197,318
2023 Projected PFF Reserve Balance	\$1,709,669
Remaining Fees to Complete Tender Ready Design	\$ 452,982

Projected 2023 PFF Reserve Balance Including Approved Detailed Design Completion	\$1,256,687
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OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications, official community plan, or other considerations.

STRATEGIC PLAN:

The 2020 Airport Strategic Master Plan places building a new Airport Terminal pivotal to the growth and success of the Prince Albert Airport.

OPTIONS TO RECOMMENDATION:

The Airport Advisory Committee may choose to not approve this increase and stop the detail design where it stands now. This is not recommended as the City will not have a 100% tender ready package should a new grant funding program be announced in 2023 or future. Also restarting design at a later date would increase the risk to errors and omissions made as not all the same designers will be available.

PUBLIC NOTICE:

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

PRESENTATION:

Presentation by Prairie Architects, design lead and Airbiz, aeronautical specialist.

ATTACHMENTS:

1. Airport Terminal Detail Design Revised Budget Adjustment RPT 23-181
2. Airport Terminal Prairie 33% Design Presentation Excerpt Nov 14, 2022
3. Airport Advisory Committee Presentation June 1, 2023

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works & City Manager

TITLE: Airport Terminal Detail Design Revised Budget Adjustment

DATE: **May 11, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

TOPIC & PURPOSE:

To adjust the detailed design fees as per the architectural agreement to reflect the most recent Class B cost estimate plus applicable taxes.

BACKGROUND:

February 18, 2021, the City completed the Prince Albert Airport Strategic Master Plan. The Plan recommended that a new terminal building is needed.

December 13, 2021, City Council approved the 2022 Airport Budget which included funding the detailed design of a new Airport Terminal. Approved design budget was \$635,040.

March 31, 2022, proposals for Architectural Detailed Design closed with 5 firms submitting. Fees were to be given as a percentage and total estimated cost.

May 16, 2022, City Council approved the award of the Professional Agreement for Detailed Design of the new Airport Terminal to Prairie Architecture Inc.

November 14, 2022, City Council approved the 33% Preliminary Design and that the Architect be directed to continue with Detail Design.

December 22, 2022, Architect completes 66% detail design and submits to costing consultant for calculating Class B construction cost estimate.

January 18, 2023, NAV Canada announces Digital Aerodrome Air Traffic Services (DAATS)

February 10, 2023, Class B Cost Estimate is submitted.

April 3, 2023, Administration sent a report (RPT 23-128) to the Executive Committee meeting containing a request to increase the design fees for the project. The Executive Committee referred the report to the Airport Advisory Committee for review and recommendation.

May 4, 2023, the Airport Advisory Committee reviewed the referred report and made the recommendations included in this report.

PROPOSED APPROACH AND RATIONALE:

Professional Architect Agreements follow the Canadian Standard Form of Contract for Architectural Services that lays out the terms and conditions of the agreement. There are upset fixed fees for conceptual, preliminary design, construction site inspections and post construction record documents. There are also percentage based fees for detail design, bidding, tendering, and general construction engineering. The contract between the City and Prairie Architecture follows this format.

In 2020 when building the Airport Strategic Master Plan the cost for the Airport Terminal was estimated at \$6 Million. This was based on an estimated building size of 13,000 sq.ft. at \$461 per sq.ft. In early 2020 this was a reasonable cost estimate. Once the airport tours were complete and the schematic planning started it became clear that the building footprint would have to dramatically increase from the original due to minimum requirement to accommodate key areas such as; check-in, security, baggage handling, cargo handling, departure waiting rooms, and arrival baggage carousel. Then COVID-19 happened followed by high inflation. Construction inflation in Canada averaged 4.1% in 2020, 20.5% in 2021 and 18.7% in 2022. This all contributed to scope and budget increases.

The 30,180 sq.ft. building that was presented to Council on November 14, 2022 (21,190 sq.ft. Airport Terminal plus 8,990 sq.ft. second floor which included Nav Canada) was a 232% increase in the scope (footprint) of the building. Then on February 10, 2023 the City received the 66% Design Class B Cost estimate placing the total project cost at \$31,889,700. This equals to \$1,057 per sq.ft..

The Architect's fees are calculated only on the estimated construction cost which is \$26,595,400 (\$27,111,100 less the \$515,700 cash allowance). Of those fees only the detail design, bidding, tendering and general construction engineering are percentage based fees and impacted by the cost estimate. Of those only the detail design is presently impacted to get to Tender ready package.

On January 18, 2023 Administration learned of NAV Canada's nation wide plan to proceed with Digital Aerodrome Air Traffic Service (DAATS) at secondary airports, which to date is already implemented at Kingston Airport). Since NAV Canada nationally has changed their position about on site flight services, the City will no longer be including them in the new terminal and stopped design on their portion of the building.

With the removal of NAV Canada it is anticipated that the building footprint will be reduced by 14% down to 26,102 sq.ft. and the construction cost is now estimated at \$22 Million. In addition to this Administration and the Architects are conducting Value Engineering review to find further cost savings.

Presently the Architectural contract based on a \$6 Million construction cost is for a total fee of \$635,040. With the agreed \$22 Million construction cost estimate the total fee is \$2,341,664. To get to 100% completed tender package (shovel ready), not including bidding, tendering, contract administration during construction, the fees are calculated at \$1,942,740.

In negotiations with the Architect several concessions have been achieved. Even without NAV Canada there is still a 200% increase in building footprint from the original due to minimum requirement to accommodate key areas such as; check-in, security, baggage handling, cargo handling, departure waiting rooms, and arrival baggage carousel. There are however some economies of scale and the Architects have agreed to percentage fees reduction from 10.6% to 9.25%. Design for the NAV Canada portion of the building stopped and as such the Architect has noted that there is a small cost saving in not completed this part of the design.

New Fees to current stage	\$1,489,718
Previous approval level	<u>-\$ 635,040</u>
Increase approval required	\$ 854,718

In the future when external funding from a Federal and/or Provincial Grant Program has been secured the project would then be tendered. At that time an actual construction cost will be known, the total project budget including architectural fees would be updated and a report would be brought to Council for approval.

CONSULTATIONS:

Director of Public Works and Capital Projects Manager reviewed and negotiated with the Architects to agree to use \$22 Million as the bases for fees until such time in the future when a tender prices is available. Also negotiated a \$200,513 reduction in fees as noted above.

The Airport Advisory Committee reviewed RPT 23-128 as per the Executive Committee request. The recommendations of the Airport Advisory Committee are provided in this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved by City Council, the City will adjust the Agreement accordingly to pay the outstanding invoices to Prairie Architecture Incorporated.

The Airport Advisory Committee will be informed of City Council decision.

FINANCIAL IMPLICATIONS:

The previously approved funding is \$635,040.

The increase required to pay the outstanding invoices is \$854,718

The funding for the cost of detail design is to come from the Passenger Facility Fee (PFF) Reserve. This fund was specifically set up to raise money for the design and construction of a new Airport Terminal. At the end of 2022 this fund had \$2,197,318 in reserve. The balance at the end of 2023 in the PFF Reserve, not including the required increase approval of \$854,718 is projected to be \$2,564,387.

2022 PFF Reserve Balance	\$2,197,318
2023 Projected PFF Reserve Balance	\$2,564,387
Outstanding invoices to be approved	\$854,718

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications, official community plan, or other considerations.

STRATEGIC PLAN:

The 2020 Airport Strategic Master Plan places building a new Airport Terminal pivotal to the growth and success of the Prince Albert Airport.

OPTIONS TO RECOMMENDATION:

Council may choose to not approve this increase and stop the detail design where it stands now. This is not recommended as the City will not have a 100% tender ready package should a new grant funding program be announced in 2023. Also restarting design at a later date would increase the risk to errors and omissions made as not all the same designers will be available.

PUBLIC NOTICE:

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

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works & City Manager



City of
Prince Albert



City of Prince Albert

NEW AIRPORT TERMINAL

14 NOVEMBER 2022

prairie
architects inc.

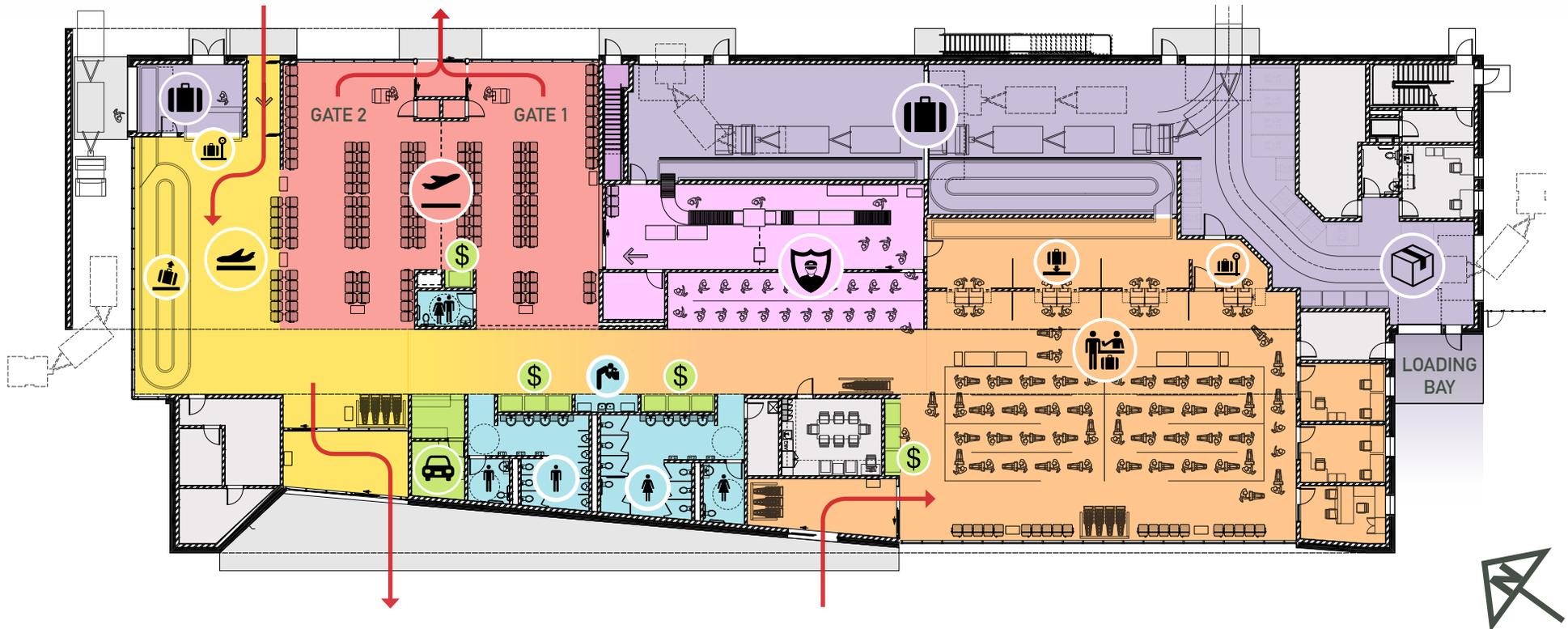
Vision for a New Airport



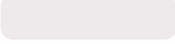
- New airport located to the west of existing terminal to allow operations to continue during construction.
- This location allows the new airport to utilize existing apron, parking lot, and vehicle approach efficiently.
- A longer sheltered drop-off area with multiple bypass lanes and 2 building entrances would improve passenger flow.

Floor Plans

A linear plan extending east-west parallel to the apron was developed with multiple zones: Arrivals to the west, Departures to the east, security inbetween, and terminal services to the north & south.

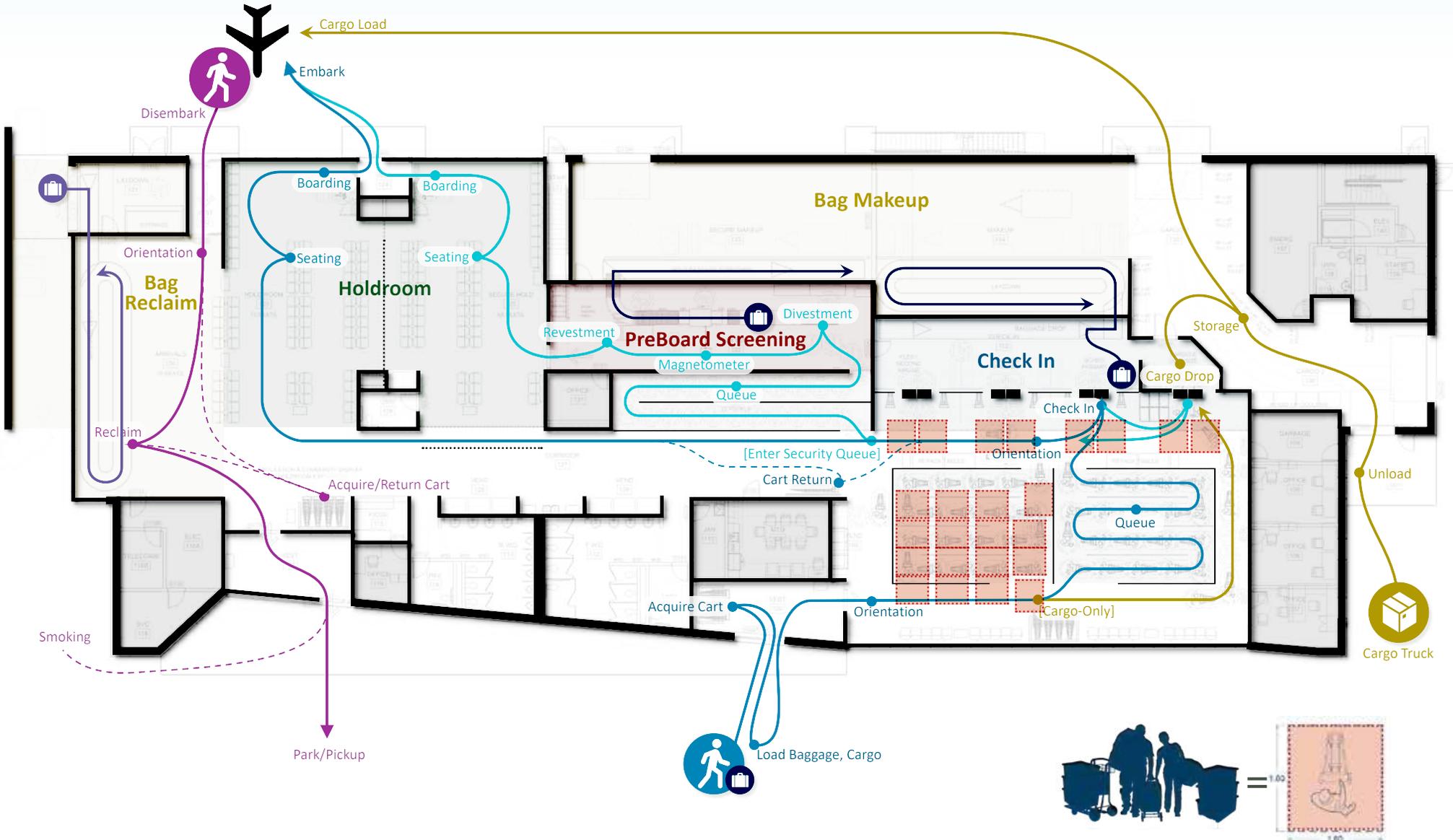


Main Floor (21,190 SF)

- | | | | | | | |
|--|------------------------|---|-------------------------------|---|---|------------------------|
|  | CHECK-IN & BAG DROP |  | VENDING & RETAIL (RENTAL CAR) |  | FLIGHT SERVICES & OBSERVATION | |
|  | ARRIVALS & BAG PICK-UP |  | PUBLIC WASHROOMS & FOUNTAIN |  | BAGGAGE HANDLING & CARGO | |
|  | DEPARTURES & HOLD ROOM |  | FLIGHT SECURITY |  | BUILDING SERVICES & ADMIN | |
| | | | | |  | MAIN ENTRANCES / EXITS |

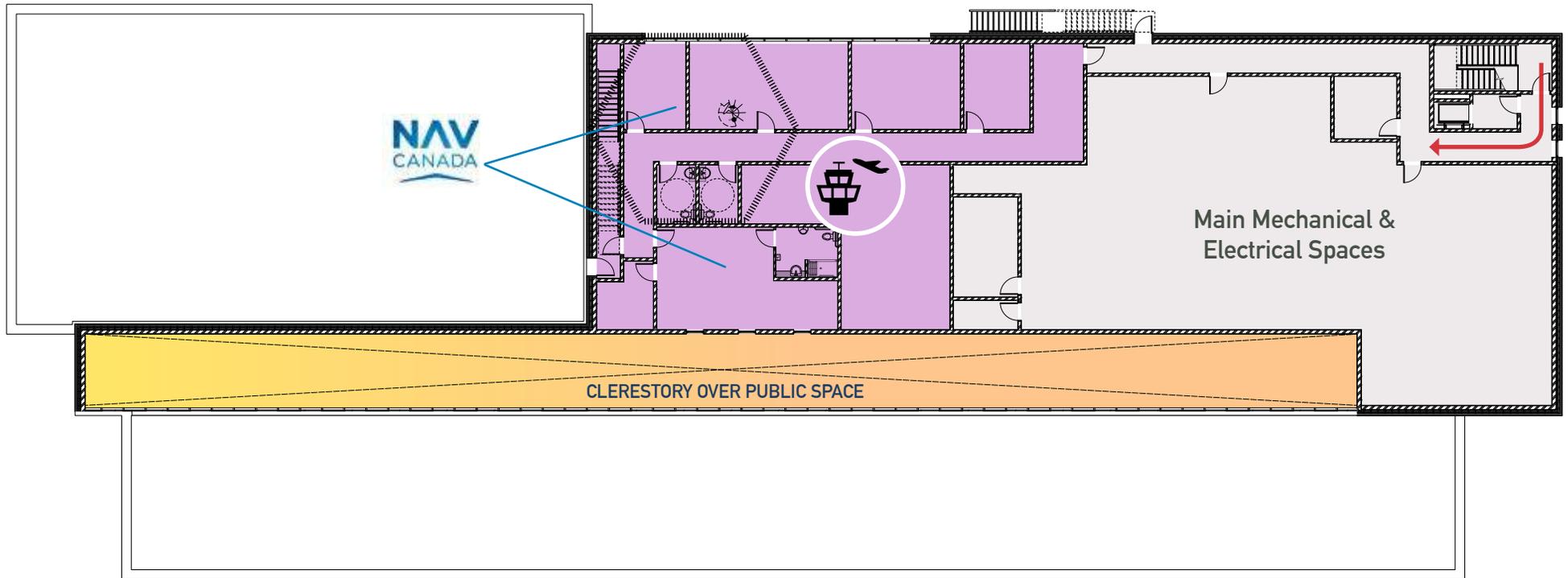
Floor Plans

Passenger and Baggage flows

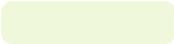
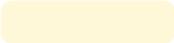


Floor Plans

NAV Can offices and shared back of house washroom are located on the second floor with the FSS Observation centre and large mechanical room accessed from either 2 stairs or via an elevator.



Second Floor (8,990 SF*) *includes NAV Can area + Observation Tower Above of 4,000 s.f.

- | | | | | | |
|--|------------------------|---|-------------------------------|---|--|
|  | CHECK-IN & BAG DROP |  | VENDING & RETAIL (RENTAL CAR) |  | FLIGHT SERVICES & OBSERVATION |
|  | ARRIVALS & BAG PICK-UP |  | PUBLIC WASHROOMS & FOUNTAIN |  | BAGGAGE HANDLING & CARGO |
|  | DEPARTURES & HOLD ROOM |  | FLIGHT SECURITY |  | BUILDING SERVICES & ADMIN |
| | | | | |  MAIN ENTRANCES / EXITS |

Exterior Views



(Above) Building massing as seen from landside, looking north-west

Exterior Views



(Above) Building massing as seen from landside, looking north-west

Exterior Views



(Above) Building massing as seen from landside, looking north-east

Exterior Views



(Above) Building massing as seen from airside

Interior Views



(Above) check-in counter and queuing

Interior Views



(Above) Check-in & Departures Hall

Interior Views



(Above) View looking west from check-in

Interior Views



(Above) View looking into secure holdroom

Interior Views



(Above) View looking at arrivals and baggage reclaim belt

Interior Views



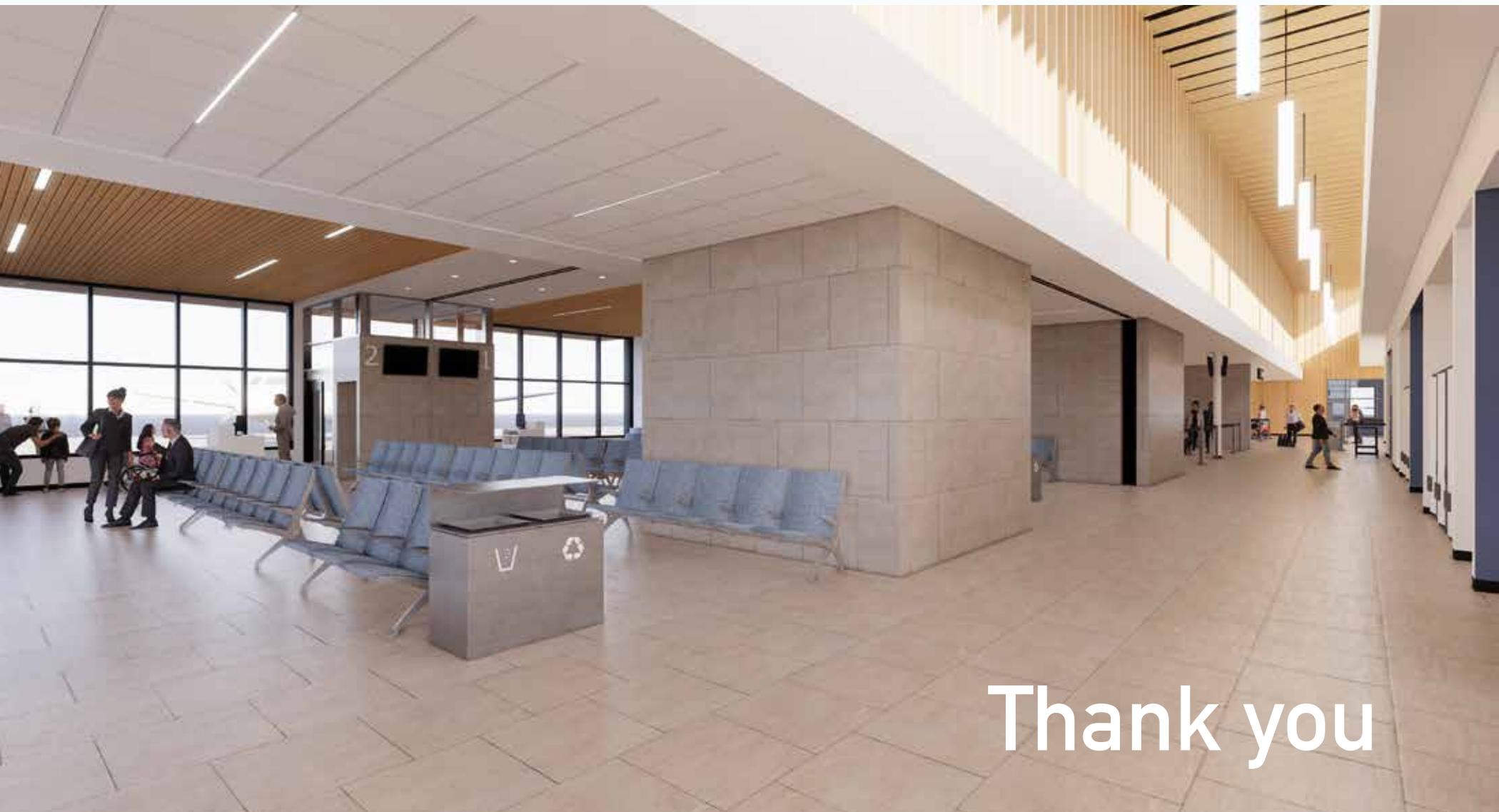
(Above)View looking north-east into holdroom and down atrium

Interior Views



(Above) View at arrivals baggage belt

Interior Views



Thank you

CITY OF PRINCE ALBERT

Airport Terminal Detail Design

BUDGET ADJUSTMENT

June 1, 2023

Airport Advisory Committee

Airport Terminal Detailed Design Budget

BACKGROUND

- Airport Strategic Master Plan (Completed 2021)
 - \$6,000,000 estimated cost for new terminal
 - 13,000 sq.ft estimated terminal size
- RFP Issued Based on the Master Plan (March 2022)
- City Council Approved RFP Award May 16, 2022
 - \$635,040
- City Council Approved Design Increase May 15, 2023
 - \$452,982

Airport Terminal Detailed Design Budget

KEY DESIGN / COST CHANGES

- Increased Cost to \$31,889,700 – February 2023
- Increased Area 232% to 30,180 sq.ft. – November 2022

Added

- Nav Canada Space
- Security (CATSA)

Increased

- Check-In
- Baggage Handling
- Cargo Handling
- Departure Wait Rooms
- Arrival Baggage Carousel

Airport Terminal Detailed Design Budget

KEY DESIGN / COST CHANGES

- NAV Canada Removed – January 2023
 - Reduced Cost to \$22,000,000
 - Reduced Area 232% to 26,102 sq.ft.
- Architectures Contract is a Percentage Fee Contract
 - Estimates go up Fee goes up
 - Negotiated a Fee Considering that NAV Canada was Designed then Removed

Airport Terminal Detailed Design Budget

CURRENT FEE RECOMMENDATION

• New Fees to Tender Package	\$1,942,740
• Previous approval level	<u>-\$1,489,758</u>
• Increase approval required	\$ 452,982
• Amount Owing to Architect to Complete Design to Tender ready	<u>\$ 452,982</u>
• 100% completed tender package (shovel ready)	\$ 452,982
• 2022 PFF Reserve Balance	\$2,197,318
• 2023 Projected PFF Reserve Balance	\$1,709,669
• Detailed Design Completion Increase	\$ 452,982
Approved Detailed Design Completion	
• 2023 PFF Reserve Balance	\$1,256,687



prairie
architects inc.



ypa Prince Albert Airport

Air Terminal Building Review

June 05, 2023

Introduction

Planning & Design Team



Damien Fenez
Lead Architect



Dustin Froese
Airport Planner

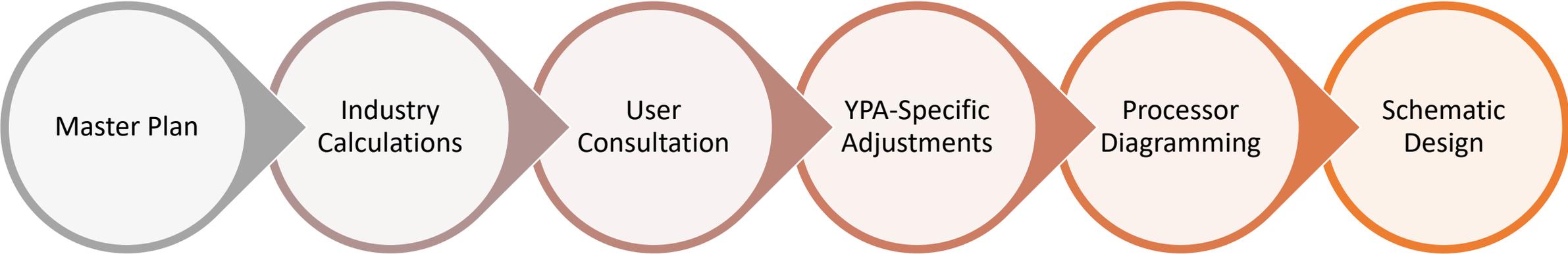
Introduction

Agenda & Goals

1. City of Prince Albert: Goals for this Meeting
2. New Air Terminal Building
 1. Planning Workflow
 2. How many Passengers and How Big?
 3. Existing/Master Plan/ New Terminal Comparisons
 4. Passenger Occupancy Area & Flows

Approach & Methodology

Planning Workflow



Passenger Demand

How Many Passengers and How Big?



Scheduled

Northern Residents & their families who fly to Prince Albert with empty containers. They shop and purchase goods in large quantities to supplement goods that are unavailable near their homes. Processing is lengthy due to the high quantity of checked baggage. Many Oversize Items.



Charter

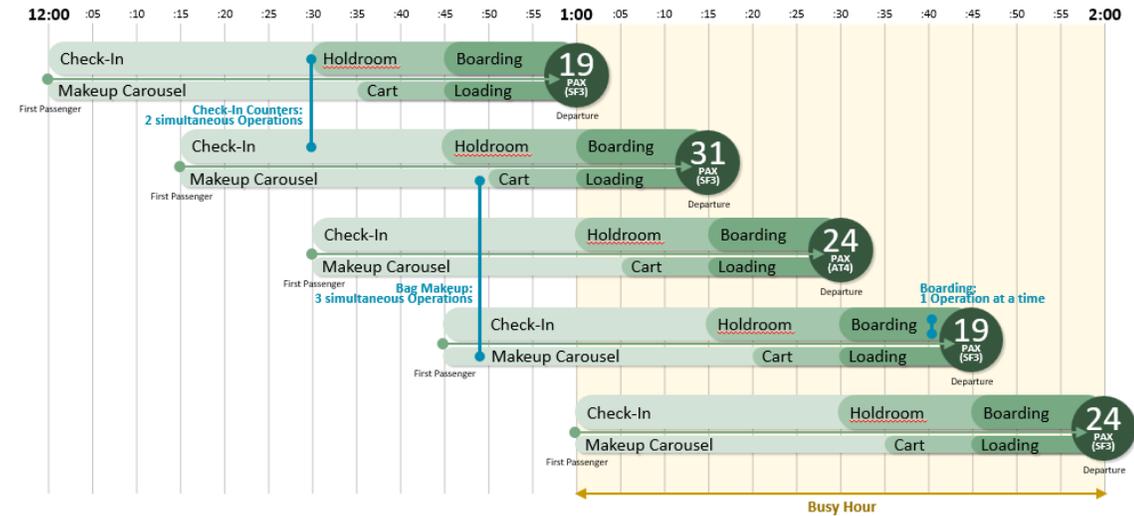
Mining companies hire whole aircraft to facilitate their "Fly-In, Fly-out" mining operations. Usually men with a single checked bag. Processing is quick and uncomplicated.



Professional

Un-developed market. Future routes to serve an increase in business, education and legal professionals between Prince Albert and larger cities within short-haul range.

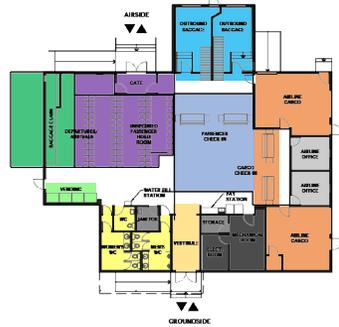
Departing Bags per Passenger	.75	.65	.5
Arriving Bags per Passenger	2	1	.5
Check In Time per Passenger	4 min	3 min	1.5 min
Departure Presentation (minutes prior to flight departure)	60 minutes	50 minutes	60 minutes
Checked Baggage Cutoff (minutes prior to flight departure)	30 minutes	30 minutes	30 minutes
Area per Passenger	2.9m ²	1.5m ²	1.3m ²



City of
Prince Albert

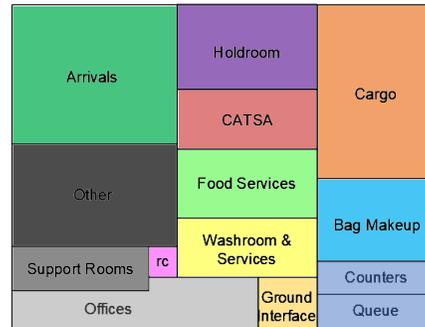
prairie **AIRBIZ**
architects inc.

Terminal Building General Comparison



Existing Terminal

- Open-Room Concept
- Through-The-Wall Bag Movement
- Hand Bag Carts
- No Security
- Unknown Sizing Method



Master Plan Terminal

- No Concept Proposed
- No BHS Proposed
- No GSE Proposed
- CATSA (Mini)
- IATA & STEP

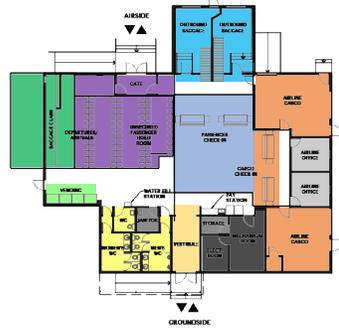


Proposed New Terminal

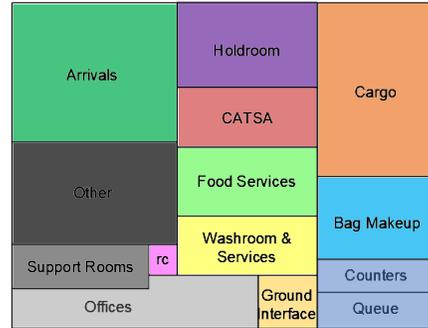
- Circulation Backbone Concept
- Circular Conveyor BHS
- Petrol/Electric GSE Bag Ops
- CATSA (Small) + Secure BHS
- IATA & YPA-Specific Requirements



Terminal Building Area Comparison (ft²)



Existing Terminal



Master Plan Terminal



Proposed New Terminal

Groundside Interface	151 ft ²	280 ft ²	538 ft ²
Check In Queue	431 ft ²	388 ft ²	1,249 ft ²
Check In Counters	226 ft ²	33 m ²	549 ft ²
Cargo	915 ft ²	355 ft ²	1,475 ft ²
Outbound BHS	517 ft ²	893 ft ²	1,561 ft ²
Unsecure Holdroom + Boarding	1,055 ft ²	1,055 ft ²	2,368 ft ²
Security (+BHS)	0 ft ²	743 ft ²	2,906 ft ²
Arrivals & Bag Reclaim	538 ft ²	2,045 ft ²	2,088 ft ²
Washrooms & Amenity	366 ft ²	732 ft ²	1,098 ft ²
Food Services & Vending	86 ft ²	861 ft ²	269 ft ²
Offices	226 ft ²	990 ft ²	786 ft ²
Car Rental	0 ft ²	194 ft ²	215 ft ²
Back of House	86 ft ²	538 ft ²	538 ft ²
Mechanical	270 ft ²	1,507 ft ²	5,490 ft ²
Circulation, Walls	710 ft ²	0 ft ²	6,210 ft ²
TOTAL	5,577 ft²	10,614 ft²	27,340 ft²

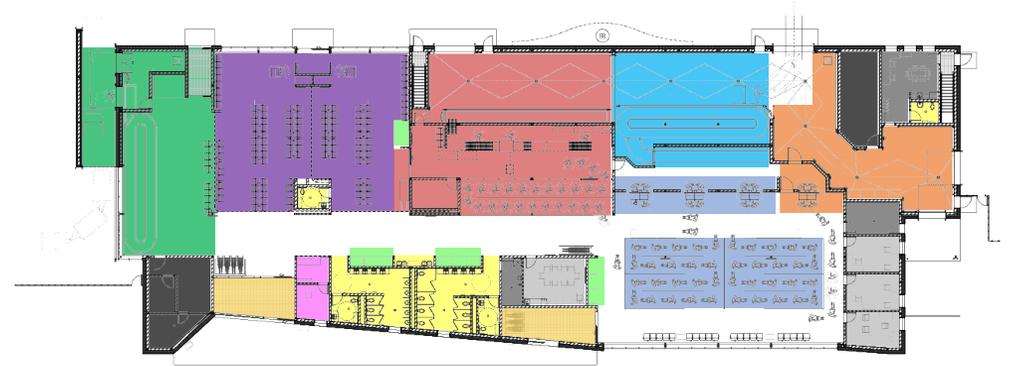
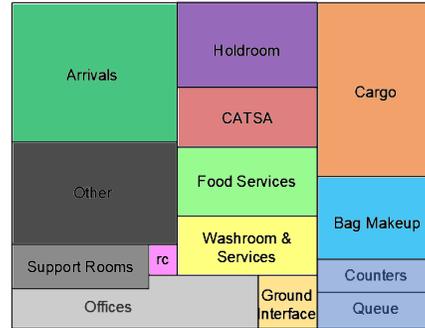
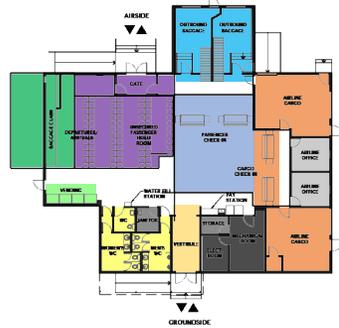
- + Upstairs mechanical rooms 4,736 ft²
- Areas have been re-inventoried to establish parity. Other sources may show different area quantities.



City of
Prince Albert

prairie **AIRBIZ**
architects inc.

Terminal Building Area Comparison (ft²)



Existing Terminal

Master Plan Terminal

Proposed New Terminal

Δ Multiplier

Groundside Interface	151 ft ²	280 ft ²	538 ft ²	1.9
Check In Queue	431 ft ²	388 ft ²	1,249 ft ²	3.2
Check In Counters	226 ft ²	355 ft ²	549 ft ²	1.5
Cargo	915 ft ²	355 ft ²	1,475 ft ²	4.2
Outbound BHS	517 ft ²	893 ft ²	1,561 ft ²	1.7
Unsecure Holdroom + Boarding	1,055 ft ²	1,055 ft ²	2,368 ft ²	2.2
Security (+BHS)	0 ft ²	743 ft ²	2,906 ft ²	3.9
Arrivals & Bag Reclaim	538 ft ²	2,045 ft ²	2,088 ft ²	1.0
Washrooms & Amenity	366 ft ²	732 ft ²	1,098 ft ²	1.5
Food Services & Vending	86 ft ²	861 ft ²	269 ft ²	-3.2
Offices	226 ft ²	990 ft ²	786 ft ²	-1.3
Car Rental	0 ft ²	194 ft ²	215 ft ²	1.1
Back of House	86 ft ²	538 ft ²	538 ft ²	1.0
Mechanical	270 ft ²	1,507 ft ²	5,490 ft ²	3.6
Circulation, Walls	710 ft ²	0 ft ²	6,210 ft ²	
TOTAL	5,577 ft²	10,614 ft²	27,340 ft²	2.6

- + Upstairs mechanical rooms 4,736 ft²
- Areas have been re-inventoried to establish parity. Other sources may show different area quantities.



City of
Prince Albert

prairie **AIRBIZ**
architects inc.

Building Area

Passenger Occupancy



ATR 42
44 seats x 60%LF = 27 PAX

28'
16'
27 Passengers
450 ft²



TITLE: Provincial Disaster Assistance Program Application

DATE: July 5, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the City of Prince Albert apply to the Saskatchewan Public Safety Agency to be designated an eligible assistance area under the Provincial Disaster Assistance Program (PDAP), which provides financial assistance for restoring essential services and property as a result of substantial damages caused by rainstorm events on June 1, June 5 and June 25 of 2023.

TOPIC & PURPOSE:

To secure required City Council approval for Administration to make an application to the Provincial Disaster Assistance Program.

BACKGROUND:

Following a number of large storm events that brought large rainfall amounts, heavy winds and hail, a program advisor for the Provincial Disaster Assistance Program (PDAP) reached out to the City to enquire if the City had residents reaching out looking for assistance for losses/damages incurred to their property following the rain event of June 25, 2023. The program information indicated that there may be costs incurred due to impacts that could be eligible for assistance under the program which would be accessible by residents if the City made an application.

The program would also allow the City to submit for impacts experienced by the municipality, however, the impacts to City infrastructure were quite limited from the storm events experienced so far this season.

PROPOSED APPROACH AND RATIONALE:

Administration contacted the PDAP program advisor to confirm that the City has actually experienced three large rainstorm events, which led to various impacts affecting residents and private property and to inquire if the application could be made to include each event experienced so far. PDAP confirmed that the best course of action would be for the City to apply for all events in order for the program staff to determine eligibility.

PDAP was also able to confirm that disaster assistance through the program is only available for overland flooding or seepage damage but not directly from sewer backups or failures of back flow preventers from protecting houses. While this may limit the pool of potentially eligible residents, Administration is still of the opinion that the best option to help expand potential assistance to residents is for the City to apply, as Administration is aware of at least one residence affected by overland flooding directly and a number of other residences maybe have been affected by water seeping in through weeping tile into basements.

While it is not clear exactly what the eligibility status of residents might be who experienced impacts from each of those storm events, Administration requires City Council approval in order to proceed with the application to move the process ahead to try and help provide residents with an additional avenue for assistance following the storm events.

CONSULTATIONS:

Administration reached out to the PDAP program advisor for additional information and details.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval of the City's application, Administration with create a communication plan in coordination with PDAP to inform residents of the assistance available.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Policy, Financial, Privacy or Official Community Plan or Other Considerations/Implications.

STRATEGIC PLAN:

Applying to the Provincial Disaster Assistance Program supports the City's Strategic Plan Engaged Government area of focus to create an environment where residents and other stakeholders can engage with the City and know that their voices are heard.

OPTIONS TO RECOMMENDATION:

City Council may opt to not proceed with an application to the Provincial Disaster Assistance Program. This is not recommended as it will not create a new potential opportunity for residents to seek out assistance following this seasons extreme weather.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Provincial Disaster Assistance Program Information Sheet
2. Provincial Disaster Assistance Program Request for Designation

Written by: Jeff Da Silva, Acting Director of Public Works

Approved by: City Manager

Provincial Disaster Assistance Program



The Provincial Disaster Assistance Program (PDAP) is a Government of Saskatchewan program within the Ministry of Corrections, Policing and Public Safety. It was established to help residents, small businesses, agricultural operations, non-profit organizations and communities recover from natural disasters, including flooding, tornadoes, plow winds and other disasters caused by severe weather. PDAP may help cover the cost of uninsurable essential losses, cleanup, repairs and temporary relocation.

What steps are needed to apply for PDAP?

To be eligible for assistance, your local authority (city, town, village, resort village, provincial or regional park, rural municipality) must apply to be approved. To find out if your local authority is designated contact them directly. If they have already been designated they will be able to provide you with a copy of the application package. If they have not been designated you will need to inform them of your losses and they will need to apply to PDAP before you can submit your claim.

How does our local authority apply for designation under PDAP?

Declaring a local emergency **does not** make the local government authority eligible for PDAP. For your community to be eligible for PDAP assistance, your local authority must meet the minimum thresholds and apply to be designated.

To be designated as an eligible assistance area, the local authority shall:

1. Ask PDAP officials for a Request for Designation form.
2. Pass a Resolution of Council.
3. Return the completed Request for Designation form to PDAP and a true, certified copy of a Resolution of Council and include:
 - The dates of the disaster.
 - Whether the local authority is applying for:
 - Both municipal damages and private damages;
 - Municipal damages only (if there are no private damages); or
 - Private damages only (no municipal deductible will be required).
 - Estimated amount of damage.
 - Estimates over \$250,000 require specific descriptions of damages (i.e. three culverts and two bridges washed out).
 - If the local authority plans to designate for private property damage, include an estimate of the number of residents affected.

What happens once our local authority is approved for designation?

Once PDAP approves the request for designation, PDAP will send your local authority:

- An outline of next steps.
- Important dates to remember, including:
 - The authorization date.
 - The municipal claim deadline; claims must be received within six months of the authorization date.
 - The restoration deadline; repairs must be finished within 12 months of the authorization date.

If PDAP approves coverage for claims related to private property, PDAP will also include paper and digital application forms for residents.

- The local government authority is responsible for informing residents and giving them the application forms. Some communities have considered using email lists, bill inserts and flyers to notify residents.

I am a ratepayer within a designated local authority and have incurred damages.

What steps do I take to apply for PDAP?

Check with your insurance provider to see if any damages may be covered. Your provider will need to verify, in writing, that your policy does not include coverage for the losses. Once you have verified your losses are not covered, contact your local authority office or PDAP for an application package. Ensure that the package is completely filled out with all required documents attached. Completed application packages must be returned to PDAP within six months or they may be deemed ineligible for assistance.

I have an application but I need more time to gather my required documents, what do I do?

To avoid delays, submit your application to PDAP as soon as possible. You can make note on the application that you are in the process of gathering the required documents and will submit them as soon as you can.

What documentation do I need to submit with my application?

For agricultural and small business claims, the following documentation is required:

- A copy of your prior year's T1 General income tax return(s) submitted to the Canada Revenue Agency (CRA); the return(s) must include any Statement of Farming Activities (T2042) schedules or any Statement of Business Activities (T2125) schedules.

- If filing as a limited corporation, a copy of the prior year's T2 Corporate Tax Return(s) including Schedules 1 and 125; unaudited financial statements are not sufficient.
- The CRA Notice of Assessment that corresponds with either the T1 or T2 tax return(s).
- All T4 and/or T5 slips associated with the above T1 General Personal Tax Returns(s) or T2 Corporate Tax Return(s), if the agricultural operation/small business had employees.
- T4 Summary, if the agricultural operation/small business had employees

With your application, please include the following information. Note: this is not a comprehensive list and more information may be required:

- A detailed list of all damages/losses incurred.
- Photos of damages.
 - If it is not possible to save damaged items, photos of items should be taken before disposal.
- If equipment was rented or you hired a contractor to assist with cleanup, submit a copy of the paid invoice. Proof of payment will be required for all invoices.
- If you used your own equipment, keep a log of the equipment used (i.e. JD 6092 4WD 200HP with blade attachment – 11 hours to haul away debris).
- For clean-up labour, keep a list of people in the household who assisted, along with the number of hours they assisted.
- Insurance denial letter (must be on company letterhead and detail what damages are not covered under your policy).

I have questions regarding the application process or my claim, who do I contact?

You can call PDAP directly at (306) 787-7800 or the toll-free line at 1-866-632-4033. Our office is open Monday to Friday from 8 a.m. to 5 p.m.

Submit your application to:

For quickest service, submit your application and supporting documentation to pdapdocs@gov.sk.ca. We also accept application packages by mail to:

PDAP
P.O. Box 227
Regina, SK S4P 2Z6

Last updated: April 2022



PROVINCIAL DISASTER ASSISTANCE PROGRAM REQUEST FOR DESIGNATION

Date: _____

Community Information

Rural Municipality City Town Village Resort Village First Nation

_____ No. _____
Community Name *RM Only*

Clerk/Administrator: _____
(Please circle one)

Address: _____

Telephone: (306) _____
Fax: (306) _____

Email: _____

Provincial Constituency: _____

Type of Natural Disaster and Dates:

The above community has incurred has loss or damage as a result of:

- Spring Flooding - The flooding began on _____, 20____
and the peak flow date was _____, 20____.
- Heavy rain and/or wind damage as a result of severe weather – The severe
weather occurred on _____, 20____.
- Tornado– A tornado occurred on _____, 20____.

SAMPLE RESOLUTION OF COUNCIL
(USE AS A GUIDE)

"Moved by Councillor _____: That the community (Rural Municipality, City, Town, Village, Hamlet, Resort Village, Northern Village or First Nation) of _____ # _____ apply to the Saskatchewan Public Safety Agency to be designated an eligible assistance area under the Provincial Disaster Assistance Program (PDAP), which provides financial assistance for restoring essential services and property as a result of substantial damages caused by _____ (event) _____ on the date of _____ (date) ."

"CARRIED."

TITLE: Permanent Re-Classification of Full Time Casual Maintenance Worker II

DATE: June 27, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Casual Maintenance Worker II position be re-classified to a Permanent Maintenance Worker II position.

TOPIC & PURPOSE:

The purpose of the report is to outline the Department's proposal to implement a Permanent Re-classification of the Full Time Casual Maintenance Worker II.

BACKGROUND:

The Facilities Division is comprised of 2 Out of Scope Management positions, 5 Permanent Full Time positions and 1 Casual Full Time position. The Division has recently experienced vacancies within 1 Out of Scope & 1 In Scope position.

As a result, a review of the Organizational Structure was completed in advance of recruiting for the vacancies which resulted in recommendations being approved by the City Manager.

PROPOSED APPROACH AND RATIONALE:

The Facilities Project Coordinator and the Facilities Maintenance Coordinator are currently structured as the Out of Scope Managers within the Facilities Division and serve as equal direct reports to the Director of Community Services.

With the vacancy created within the Facilities Project Coordinator position, an opportunity existed to complete such a review in advance of determining the Department's direction to recruit for the vacant Out of Scope Manager's position. Additionally, consideration was also given to the current status of the vacant Casual Maintenance II position.

Facilities Division Organizational Structure Changes:

1. Facilities Manager Position

This position will now serve as the Senior Manager position for the Division. The position will also be responsible for the Project Management duties formerly completed through the Facilities Project Coordinator position. The position will be located at City Hall and serve as the direct report to the Director of Community Services.

2. Appointment of Neil Hamilton as Facilities Manager

Neil Hamilton currently serves as the Facilities Maintenance Coordinator and possess over 25 years of knowledge and experience with facilities maintenance, mechanical equipment and project management. Neil has served as a professional direct report to the Director of Community Services for multiple years and has been appointed to the Facilities Manager position.

3. Recruit for a new Facilities Maintenance Coordinator

With the appointment of Neil Hamilton to the Facilities Manager position, his former position is now vacant. As a result, this position will be formerly posted through the City's various Job Posting networks. The position will serve as a direct report to the Facilities Manager and be located at the City Yards.

4. Convert the vacant Casual Maintenance II position to Permanent

The Casual Maintenance II position was implemented through the 2017 Budget to support the maintenance requirements at the Arenas and Kinsmen Water Park. Over the past few years, the demand for the maintenance support has expanded to our entire network of facilities. The position was recently posted with no internal or external interest received in the Casual Employment opportunity. Due to the lack of interest in the Casual Posting combined with the expanded demand for experienced maintenance support to our current network of facilities, it is recommended that the position be converted to a permanent position and re-posted.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A public posting will be issued for the Permanent Maintenance Worker II Position.

FINANCIAL IMPLICATIONS:

The following summary includes the financial implication by approving the recommendation.

Facilities Maintenance Coordinator Salary Decrease	- \$12,182.00
Facilities Manager Salary Increase	+\$8,631.00
Permanent Maintenance II Salary Increase	+\$4,921.90

By approving the recommendation, the financial implications will result in a \$1,370.90 increase in the annual Budget in comparison to the current status. With this in mind, the goal of the recommended changes is to result in an improved operation for the Facilities Division with minimal financial implications.

It is also important to note that additional vacancy savings have been achieved for 2023 while both positions remain vacant. As of the date of this report, the vacancy savings achieved equals \$17,746.80. The savings are anticipated to increase to \$26,638 while the recruitment process concludes.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications at this time.

STRATEGIC PLAN:

The proposal to re-structure the Facilities Division aligns with the Delivering Professional Governance Strategic Priority of the City's Strategic Plan. More specifically, the Organizational Effectiveness Area of Focus within this Strategic Priority that promotes succession planning, leadership training and clear human resource management processes.

OFFICIAL COMMUNITY PLAN:

The re-structuring of the Facilities Division aligns with Section 9.2 of the Official Community Plan. This section is related to the City's Parks and Recreation Facilities. As the City grows and evolves, the need to assess and maintain our Parks & Recreation infrastructure is imperative for a sustainable operation.

PUBLIC NOTICE:

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

ATTACHMENTS:

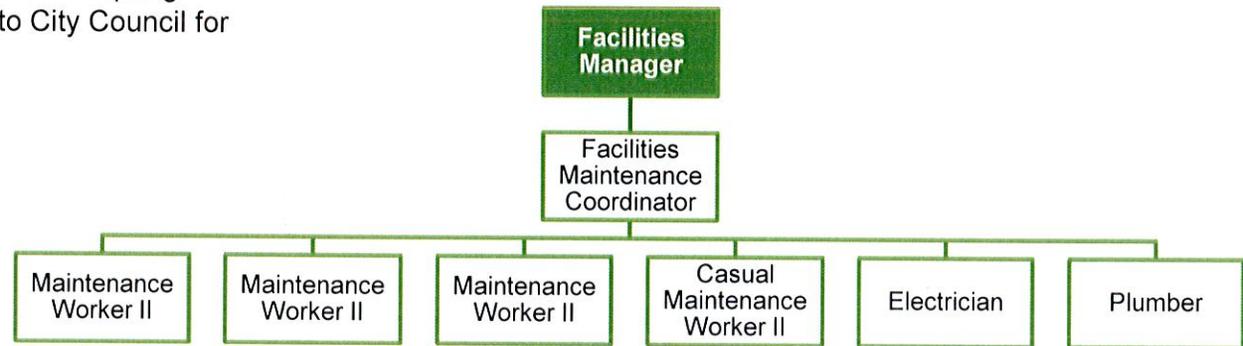
1. Facilities Division Organizational Structure

Written by: Jody Boulet, Director of Community Services

Approved by: Director of Corporate Services & City Manager

Community Services: Facilities Division

- The Maintenance Division provides Facilities Maintenance Services at all City Facilities.
- Services include Preventative Maintenance, Plumbing, Electrical, HVAC & Janitorial.
- Project Management is also facilitated from this Division.
- A structural review of the facilities is completed each Spring season and recommendations are forwarded to City Council for roofing repair or replacement.





RPT 23-208

TITLE: 2022 Audited Consolidated Financial Statements

DATE: June 27, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the City of Prince Albert's audited Consolidated Financial Statements for the year ended December 31, 2022 be approved.
2. That the Mayor and City Clerk, be authorized to execute any necessary documents in regards to this matter on behalf of the City.

TOPIC & PURPOSE:

To approve the City of Prince Albert's audited Consolidated Financial Statements for the year ended December 31, 2022.

BACKGROUND:

MNP LLP presented the audit findings, draft consolidated financial statements, management letter, representation letter, and transmittal letter, at the June 19th, 2023 Executive Committee in-camera meeting.

The representation letter (Management's Responsibility) has been signed by the City Manager and Director of Financial Services.

PROPOSED APPROACH AND RATIONALE:

Pursuant to The Cities Act, The City must complete an audited annual financial statement every year by September 1st of the year following the financial year for which the financial statements have been prepared.

CONSULTATIONS:

MNP LLP independent auditor's report states that "the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2022, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards."

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

After approval by Council the audited Consolidated Financial Statements will be included in the 2022 Annual Report and available through the City's website.

The audited Consolidated Financial Statements and auditor's report on the financial statements will be submitted to the minister before September 1st, 2023.

POLICY IMPLICATIONS:

The Cities Act, Division 10, Annual Financial Statements and Auditor's Report.
Annual financial statements

155(1) A city shall prepare annual financial statements of the city for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by Chartered Professional Accountants of Canada.

2. The city's financial statements must include:
(a) the city's debt limit; and
(b) the amount of the city's debt.

3. A city shall publicize its financial statements, or a summary of them, and the auditor's report of the financial statements in the manner the council considers appropriate by September 1 of the year following the financial year for which the financial statements have been prepared.
2002, c.C-11.1, s.155; 2014, c.A-3.1, s.66.

Reports to minister

157(1) A city shall submit its financial statements and the auditor's report on the financial statements, as well as its public accounts, to the minister by September 1 of the year following the financial year for which the financial statements and report have been prepared.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The annual audit and report to Council supports the strategic priority of Engaged Government with a focus on increased teamwork, trust, and communication between and amongst City Council and Administration. A good understanding of the audited financial statements and audit findings provided by the external auditor's assists Council and administration with allocating resources to ensure programs, projects and services serve our residents and balance affordability with long-term sustainability.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2022 Consolidated Financial Statements

Written by: Briane Vance, Senior Accounting Manager

Approved by: Director of Financial Services & City Manager



City of
Prince Albert

**CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

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MANAGEMENT'S RESPONSIBILITY

For the Year Ended December 31, 2022

The municipality's management is responsible for the preparation and presentation of the accompanying consolidated financial statements in accordance with Canadian Public Sector Accounting Standards (PSAS). The preparation of the statements necessarily includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgments and estimates by management is required.

In discharging its responsibilities for the integrity and fair presentation of the consolidated financial statements, management designs and maintains the necessary accounting, budget and other related internal controls to provide reasonable assurance that transactions are appropriately authorized and accurately recorded, that assets are properly accounted for and safeguarded, and that financial records are properly maintained to provide reliable information for the preparation of the consolidated financial statements.

The Council is composed of elected officials who are not employees of the municipality. The Council is responsible for overseeing management in the performance of its financial reporting responsibilities. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with external auditors. The Council is also responsible for the appointment of the municipality's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both Council and administration to discuss their audit findings.

July 10, 2023

Sherry Person
City Manager

Ramona Fauchoux, PCP
Director of Financial Services

INDEPENDENT AUDITOR'S REPORT

For the Year Ended December 31, 2022

To His Worship the Mayor and City Council of the City of Prince Albert:

Opinion

We have audited the consolidated financial statements of City of Prince Albert (the "City"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations and accumulated surplus, changes in net financial debt, cash flows and the related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2022, and the results of its consolidated operations, changes in its net financial debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Mayor and Council for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Mayor and Council are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

INDEPENDENT AUDITOR'S REPORT

For the Year Ended December 31, 2022

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Albert, Saskatchewan

July 10, 2023

Chartered Professional Accountants

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2022

	<u>2022</u>	<u>2021</u>
FINANCIAL ASSETS		
Cash	\$ 16,542,148	\$ 662,430
Temporary investments	668,625	726,704
Taxes receivable	3,405,505	3,068,192
Accounts receivable (Note 2)	21,014,101	8,611,324
Long-term investments	<u>50,000</u>	<u>50,000</u>
	<u>41,680,379</u>	<u>13,118,650</u>
LIABILITIES		
Bank indebtedness	-	2,361,302
Accounts payable and accrued liabilities (Note 3)	10,815,005	11,250,835
Wages and employee benefits payable	3,631,295	4,297,396
Deposits and deferred revenue (Note 4)	2,929,010	2,399,229
Due to local school divisions (Note 5)	236,162	355,558
Long-term debt (Note 6)	58,388,591	19,103,724
Vested sick leave	<u>4,108,434</u>	<u>4,437,238</u>
	<u>80,108,497</u>	<u>44,205,282</u>
NET FINANCIAL DEBT	<u>(38,428,118)</u>	<u>(31,086,632)</u>
NON-FINANCIAL ASSETS		
Property acquired for taxes (Note 7)	1,105,021	935,949
Prepaid expenses	1,178,266	1,079,465
Supplies inventory	1,914,190	1,567,679
Land available for sale	4,979,551	4,966,344
Work in progress (Note 8)	35,545,890	41,232,808
Tangible capital assets (Note 9)	<u>393,738,966</u>	<u>363,727,345</u>
	<u>438,461,884</u>	<u>413,509,590</u>
ACCUMULATED SURPLUS (Note 10)	<u>\$ 400,033,766</u>	<u>\$ 382,422,958</u>

Contingent liabilities and guarantees (Note 14)

Approved by Mayor and Council

July 10, 2023

See accompanying notes

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31, 2022

	<u>Budget</u>	<u>2022</u>	<u>2021</u>
REVENUE			
Taxation (Note 11)	\$ 44,370,240	\$ 43,689,743	\$ 42,369,869
User charges and fees	33,591,880	33,388,099	32,418,648
Operating grants and donations	12,272,820	12,927,413	12,998,195
Grants-in-lieu-of-taxes (Note 12)	6,940,860	7,106,212	7,671,077
Interest and penalties	1,226,670	1,390,729	902,924
Land sales	500,000	(82,998)	1,337,049
Sundry	<u>496,630</u>	<u>574,931</u>	<u>644,926</u>
	<u>99,399,100</u>	<u>98,994,129</u>	<u>98,342,688</u>
EXPENSES			
General Fund			
General government	22,517,920	12,525,796	11,155,218
Community services	13,187,010	17,381,602	14,970,554
Transportation services	7,669,980	13,261,353	10,809,254
Protective services - Fire services	8,220,810	8,597,534	8,217,273
Protective services - Police services	23,191,380	23,978,000	22,502,459
Sanitation Fund	5,410,020	5,426,506	4,822,186
Water Utility Fund	18,673,220	17,571,546	18,111,779
Land Fund	310,040	356,415	328,081
Airport Fund	1,725,630	1,774,934	1,492,246
Consolidated entities (Note 1)	<u>-</u>	<u>87,651</u>	<u>68,110</u>
	<u>100,906,010</u>	<u>100,961,337</u>	<u>92,477,160</u>
ANNUAL (DEFICIT) SURPLUS BEFORE CAPITAL TRANSACTIONS	<u>(1,506,910)</u>	<u>(1,967,208)</u>	<u>5,865,528</u>
Capital revenue	371,270	19,595,512	10,799,034
Loss on disposal of tangible capital assets	<u>-</u>	<u>(17,496)</u>	<u>(276,603)</u>
	<u>371,270</u>	<u>19,578,016</u>	<u>10,522,431</u>
ANNUAL (DEFICIT) SURPLUS	(1,135,640)	17,610,808	16,387,959
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>382,422,958</u>	<u>382,422,958</u>	<u>366,034,999</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 381,287,318</u>	<u>\$ 400,033,766</u>	<u>\$ 382,422,958</u>

See accompanying notes

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL DEBT

For the year ended December 31, 2022

	Budget	2022	2021
Annual (Deficit) Surplus	\$ (1,135,640)	\$ 17,610,808	\$ 16,387,959
Changes in Tangible Capital Assets			
Acquisition of tangible capital assets	-	(45,579,653)	(18,890,253)
Change in work in progress	-	5,686,918	(31,677,749)
Amortization of tangible capital assets	-	14,824,091	13,796,913
Proceeds on disposal of tangible capital assets	-	726,444	149,421
Loss on disposal of tangible capital assets	-	17,496	276,603
	-	(6,713,896)	(19,957,106)
Change in Non-Financial Assets			
Change in property acquired for taxes	-	(169,072)	528,596
Change in prepaid expenses	-	(98,801)	(779,965)
Change in supplies inventory	-	(346,510)	(147,965)
Land for sale - developed during the year	-	(13,207)	125,346
	-	(627,590)	(273,988)
DECREASE (INCREASE) NET FINANCIAL DEBT	\$ (1,135,640)	(7,341,486)	(20,231,094)
NET FINANCIAL DEBT, BEGINNING OF YEAR		(31,086,632)	(10,855,538)
NET FINANCIAL DEBT, END OF YEAR		\$ (38,428,118)	\$ (31,086,632)

See accompanying notes

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2022

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 17,610,808	\$ 16,387,959
Adjusted for non-cash items		
Amortization of tangible capital assets	14,824,091	13,796,913
Loss on disposal of tangible capital assets	<u>17,496</u>	<u>276,603</u>
	32,452,395	30,461,475
Net changes in non-cash working capital		
Taxes receivable	(337,313)	137,493
Accounts receivable	(12,402,777)	(910,902)
Due to trusts	-	(2,247)
Accounts payable and accrued liabilities	(435,830)	3,819,712
Wages and employee benefits payable	(666,101)	318,527
Deposits and deferred revenue	529,781	(2,586,680)
Due to local school divisions	(119,396)	7,858
Vested sick leave	(328,804)	378,012
Property acquired for taxes	(169,072)	528,596
Prepaid expenses	(98,801)	(779,965)
Supplies inventory	(346,511)	(147,965)
Land available for sale - developments during the year	<u>(13,207)</u>	<u>125,346</u>
	18,064,364	31,349,260
CASH FLOWS FROM CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(45,579,653)	(18,890,253)
Proceeds from the disposal of tangible capital assets	726,444	149,421
Acquisition of work in progress	<u>5,686,918</u>	<u>(31,677,749)</u>
	(39,166,291)	(50,418,581)
CASH FLOWS FROM FINANCING ACTIVITIES		
Long-term debt issued	40,863,000	-
Long-term debt repaid	<u>(1,578,133)</u>	<u>(1,522,669)</u>
	39,284,867	(1,522,669)
CASH FLOWS FROM INVESTING ACTIVITIES		
Temporary investments	<u>58,079</u>	<u>(509,632)</u>
NET INCREASE (DECREASE) IN CASH	18,241,019	(21,101,622)
CASH, BEGINNING OF YEAR	<u>(1,698,872)</u>	<u>19,402,750</u>
CASH, END OF YEAR	\$ <u>16,542,147</u>	\$ <u>(1,698,872)</u>
CASH COMPRISED OF		
Bank indebtedness	\$ -	\$ (2,361,302)
Cash	<u>16,542,148</u>	<u>662,430</u>
Total Cash	16,542,148	(1,698,872)

See accompanying notes

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of The City of Prince Albert (the City) have been prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS). Significant aspects of the accounting policies adopted by the City are as follows:

- a) **Fund Accounting and Segmented Information:** The City's consolidated financial statements are prepared in accordance with PSAS 2700, Segment Disclosures. The City's segments are divided into different funds and a description of each is provided below. For management reporting purposes, the City's operations and activities are organized and reported by fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. The two consolidated entities are also segmented. The activities of the City reported by fund and the consolidated entities are included in Schedule 3.

General Fund

The General Fund accounts for the City's general operations and is funded by a variety of sources and is balanced by property tax revenue. The General Fund accounts for the widest variety of City activities. The costs of policing and fire services, streets and roads, transit operations, parks, recreation, and building maintenance as well as the majority of the administrative costs of the City are shown in the General Fund. Although most areas of service within the General Fund have some revenue that is used to offset the cost of service provided, the majority of the costs in this fund are funded by property taxes. Within the General Fund, functional areas have been separately disclosed in the segmented information and are reflected in Schedule 5. Those functions are as follows:

General Government including External Agencies

Includes Corporate Services, Administration, Taxation, Planning and Development including bylaw, Financial Services, and external agencies.

Protective Services - Police Service

Delivers policing services within the city including prevention and protection, criminal investigation, patrol, and community policing. The allocation of the police services budget is determined by the Board of Police Commissioners.

Protective Services - Fire Services

Provides fire prevention, public fire and safety education and emergency response.

Transportation Services - Public Works

Includes streets and roadways, street lighting, backlanes maintenance, snow management, street sweeping, parking lots, traffic signs, and transit services.

Community Services

Provides sport, recreation, culture and park activities.

Sanitation Fund

The Sanitation Fund accounts for the City's sanitation utility (landfill and recycling) operations and is funded by user fees and sanitation surcharges.

Water Utility Fund

The Water Utility Fund accounts for the City's water utility (water and waste water) operations and is funded by user fees.

Land Fund

The Land Fund accounts for the development of residential, commercial and industrial properties and is funded by land sales.

Airport Fund

The Airport Fund accounts for the operations at the airport and is funded by user fees.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES (continued from previous page)

Equipment Fund

The Equipment Fund accounts for the operations of the City's equipment and fleet. The fund earns revenue by charging the City's operational areas for the use of equipment and fleet units. The fund is also responsible for the operational costs and maintenance of the equipment and fleet. The net surplus in this fund is transferred to the equipment reserve at year end.

Consolidated Entities

The City of Prince Albert Public Library Board ("PAPLB") is 100% consolidated and the North Central Saskatchewan Waste Management Corporation ("NCSWMC") is proportionately consolidated. All interfund assets, liabilities, revenues and expenses have been eliminated through consolidation.

- b) Reporting Entities and Basis of Consolidation:** These financial statements consolidate the financial position, operations, changes in net debt and cash flows of the General, Sanitation, Water Utility, Land, and Airport, and Equipment Funds of the City.

The following organization is 100% consolidated based on the City's control of the organization:

The City of Prince Albert Public Library Board

The following organization is a government partnership and is proportionately consolidated:

North Central Saskatchewan Waste Management Corporation (2022- 84.2% : 2021 - 84.2%)

All interfund assets, liabilities, revenues and expenses have been eliminated through consolidation.

- c) Use of Estimates:** The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

Significant estimates made by management include revenue recognition, the valuation of allowances for doubtful accounts, amortization of tangible capital assets, employee benefits, closure and post closure costs of the landfill, contaminated sites, vested sick leave, property acquired for taxes, land available for sale, and contributed tangible capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the periods in which they become known.

- d) Cash:** Cash consists of cash on hand and balances with banks.
- e) Temporary Investments:** Temporary investments are recorded at cost which approximates their fair value due to their short-term maturity. Temporary investments are in a money market fund, holdings of which may include short-term (one year or less) debt securities, including treasury bills and promissory notes issued or guaranteed by Canadian governments or their agencies, bankers acceptances, asset-backed commercial paper and commercial paper issued by Canadian chartered banks, loan companies, trust companies and corporations.
- f) Deposits and Deferred Revenue:** Deposits and deferred revenue includes monies received in advance for facilities revenue, property taxation, and external funding for capital projects to be completed in future years.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES (continued from previous page)

g) Employee Benefit Plans

Vested Sick Leave

Previously sick leave was earned by employees through a bi-weekly allotment. Unused sick leave was accumulated and vested with the employee and was paid out upon termination of employment. The benefit vested with the employee after five years continuous service for permanent unionized employees and after five years continuous service for management and ten years for non-permanent Local 882 employees. Payment calculations were limited by 194 days (148 for the Fire Department) of accumulated sick time and a maximum of 30 years of employment. Effective March 23, 2015 the policy for vested sick leave was amended to reflect that new employees who are members of CUPE 160, CUPE 882 and Out of Scope staff will not accumulate vested sick leave. Any employees employed prior to March 23, 2015 will continue under the previous policy. Fire Services employees hired after August 29, 2016 will not accumulate vested sick leave. Police Services employees hired after April 10, 2018 will not accumulate vest sick leave.

The value of the vested sick leave reflects the present value of the liability of future employees' earnings.

Defined Benefit Pension Plan

Employees of the City participate in the Municipal Employees Pension Plan ("MEPP"). Contributions to the defined benefit plans are expensed when contributions are made. Under the defined benefit plan, the City's obligations are limited to their contributions.

- h) Property Acquired for Taxes:** Property acquired for taxes is recorded at the lower of carrying amount or net recoverable amount. Impairment losses are not reversed in subsequent years, if net recoverable value subsequently increases.
- i) Inventories:** Inventories of materials and supplies expected to be used by the City are valued at the lower of cost or replacement cost. Inventories of land, materials and supplies held for resale are valued at the lower of cost or net realizable value. Cost is determined by the average cost method. Net realizable value is the estimated selling price in the ordinary course of business.
- j) Land Available for Sale:** Land available for sale is recorded at the lower of cost to prepare the land for sale and the market value of the land. Costs to prepare the land for sale include leveling, grading and SaskPower and SaskEnergy service connections and is considered available for sale when all the land preparation is completed.

Land available for sale is not reported as financial assets as the properties are typically held as inventory for more than one year.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES (continued from previous page)

k) Tangible Capital Assets and Work in Progress: Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land Improvements	9 to 100 years
Buildings	20 to 100 years
Machinery and Equipment	5 to 15 years
Fleet	5 to 15 years
Roads	10 to 100 years
Water, Sanitary and Storm Sewer Infrastructure	20 to 100 years

Assets under construction are recorded as work in progress and are not amortized until the asset is available for productive use.

Contributed tangible capital assets are recorded at fair market value.

Government Contributions: Government contributions for the acquisition of capital assets are reported as capital revenue and do not reduce the cost of the related asset.

Works of Art and Other Unrecognized Assets: Assets that have a historical or cultural significance, which include works of art, monuments and other cultural artifacts are not recognized as tangible capital assets because a reasonable estimate of future benefits associated with this property cannot be made. Instead the costs are expensed when the purchase is made.

Capitalization of Interest: The City does not capitalize interest incurred while a tangible capital asset is under construction.

The City has recorded \$nil contributed tangible capital assets in the current year (2021 - \$nil).

l) Revenue and Expenses Recognition: Revenues are recorded using the accrual basis of accounting whereby revenues are recognized as they are earned and measurable. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified. Expenses are accounted for in the period the goods and services are acquired and a liability is incurred or transfers are due.

Property tax revenue is based on assessments determined in accordance with Provincial legislation and the formulas, principles and rules in the Saskatchewan Assessment Manual. Tax mill rates are established annually. Taxation revenues are recorded net of a provision for potential losses on outstanding assessment appeals and uncollected taxes. By their nature, these provisions are subject to measurement uncertainty and the impact on the consolidated financial statements of future periods could be material. Penalties on overdue taxes are recorded in the period levied.

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, eligibility criteria have been met, and reasonable estimates can be made.

Land sales are recognized in the consolidated financial statements as revenues in the period in which the contract is signed and deposit is received.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES (continued from previous page)

m) **Trust Funds:** Funds held in trust for others, under a trust agreement or statute, are not included in the consolidated financial statements as they are not controlled by the municipality. Trust fund activities administered by the City are disclosed in Schedule 11.

n) **Budget Information:** Budget information is presented on a basis consistent with that used for actual results. The General, Water Utility, Sanitation, Land, and Airport Fund budgets were approved by Council on December 13, 2021.

o) New Accounting Standards

Effective for Fiscal Years Beginning on or After April 1, 2022:

- i. PS 1201 Financial Statement Presentation replaces PS 1200 with revised general reporting principles and standards of presentation and disclosure in government financial statements. Effective in the period PS 3450 and PS 2601 are adopted.
- ii. PS 2601 Foreign Currency Translation replaces PS 2600 with revised guidance on the recognition, presentation and disclosure of transactions that are denominated in a foreign currency.
- iii. PS 3041 Portfolio Investments replaces PS 3040 with revised guidance on accounting for, and presentation and disclosure of, portfolio investments. Effective in the period PS 3450, PS 2601 and PS 1201 are adopted.
- iv. PS 3450 Financial Instruments a new standard establishing guidance on the recognition, measurement, presentation and disclosure of financial instruments, including derivatives.
- v. PS 3280 Asset Retirement Obligations a new standard establishing guidance on the accounting and reporting of legal obligations associated with the retirement of tangible capital assets controlled by a government. As this standard includes solid waste landfill sites active and post-closing obligations upon adoption of this new standard, existing Solid Waste Landfill Closure and Post-Closure Liability section PS 3270 will be withdrawn.

Effective for Fiscal Years Beginning on or After April 1, 2023:

- vi. PS 3400 Revenue a new standard establishing guidance on the recognition, measurement, presentation and disclosure of revenue.

The extent of the impact of adoption of these future standards is not known at this time.

2. ACCOUNTS RECEIVABLE

	<u>2022</u>	<u>2021</u>
Federal Government	\$ 568,325	\$ 994,944
Provincial Government	470,853	418,215
General Fund	10,278,496	2,707,889
Water Utility Fund	5,994,326	3,123,704
Land Fund	149,395	362,552
Sanitation Fund	302,102	429,431
Airport Fund	3,071,911	538,219
Consolidated entities	<u>178,693</u>	<u>36,370</u>
	<u>\$ 21,014,101</u>	<u>\$ 8,611,324</u>

Accounts receivable have been reported net of an allowance for doubtful accounts of \$3,130,452 (2021 - \$3,077,398). The allowance has been determined through an annual review of outstanding amounts.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2022	2021
General Fund	\$ 8,686,101	\$ 10,190,084
Water Utility Fund	435,843	50,318
Land Fund	95,952	2,540
Sanitation Fund - Includes landfill closure and post closure (Note 3a)	1,316,334	858,226
Consolidated entities	<u>280,775</u>	<u>149,667</u>
	<u>\$ 10,815,005</u>	<u>\$ 11,250,835</u>

a) Landfill Closure and Post Closure

Environmental law requires closure and post-closure care of solid waste landfill sites. Closure care includes final covering and landscaping of the landfill and implementation of drainage and gas management plans. Post-closure care requirements include cap maintenance, groundwater monitoring, gas management system operations, inspections and annual reports. The current landfill plan includes a total of eight cells in addition to the original mound. In 2022 an expansion of the three existing landfill cells (1A, 1B and 2A) was completed and will provide a life expectancy of approximately 20 years and 1,211,308 m³ of air space.

It is estimated that the total cost of post closure and closure expenditures will be \$12,500,000 on an undiscounted basis. The estimated closure cost includes the existing cells plus a future expansion of the landfill site (cell 2B). The future construction of cell 2B is expected to extend the useful life of the landfill to approximately 2060.

The calculation of the liability in the amount of \$1,157,226 (2021 - \$858,226) is based on the estimated cumulative capacity used at December 31, 2022, compared to the total estimated landfill capacity. The estimated capacity of the site is 4,711,484 m³ including one additional expansion (cell 2B). An estimated 1,075,576 m³ of waste have been placed as of December 31, 2022 (2021 - 1,013,076 m³).

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

4. DEPOSITS AND DEFERRED REVENUE

Deposits and deferred revenue include funds that are externally restricted as follows:

	2021	Increase	Decrease	2022
Custom work and tender deposits	\$ 6,994	\$ -	\$ 6,494	\$ 500
Donations and grants for capital	75,887	391,005	-	466,892
EA Rawlinson prepaid tickets	170,189	-	66,006	104,183
Facilities bookings	424,755	-	37,531	387,224
Golf Course	-	159,112	-	159,112
Landfill deposits	24,000	1,100	-	25,100
Land deposits	41,000	-	-	41,000
Prepaid business licences	163,025	20,125	-	183,150
Prepaid property taxes	487,438	-	63,348	424,090
Police	353,653	98,520	-	452,173
Saskatchewan Lotteries program	116,059	741	-	116,800
Urban Connector program	-	64,507	-	64,507
Water utility deposits	480,921	22,357	-	503,278
Other	55,308	-	54,308	1,000
	<u>\$ 2,399,229</u>	<u>\$ 757,467</u>	<u>\$ 227,687</u>	<u>\$ 2,929,010</u>

5. DUE TO LOCAL SCHOOL DIVISIONS

Amounts owing to each school division are shown net of an allowance for doubtful accounts. The net amounts owing are as follows:

	Public School	Separate School	2022	2021
Taxes payable	\$ 503,020	\$ 72,864	\$ 575,884	\$ 699,070
Allowance for doubtful accounts	<u>(331,471)</u>	<u>(8,251)</u>	<u>(339,722)</u>	<u>(343,512)</u>
	<u>\$ 171,549</u>	<u>\$ 64,613</u>	<u>\$ 236,162</u>	<u>\$ 355,558</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

6. LONG-TERM DEBT

General Fund	2022	2021
Royal Bank of Canada Ltd., quarterly payments of approximately \$75,700 including interest at 3.40% through an interest rate swap contract, due December 1, 2027, secured by tax levies. (Transit buses)	\$ 1,370,000	\$ 1,622,000
Royal Bank of Canada Ltd., quarterly payments of approximately \$33,000 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (Cooke Municipal Golf Course irrigation system)	1,905,000	1,970,000
Royal Bank of Canada Ltd., 10% of quarterly payments of approximately \$66,800 including interest at 3.40% through an interest rate swap contract, due December 1, 2027, secured by tax levies. (West Hill redevelopment)	121,100	143,400
Municipal Financing Corporation of Saskatchewan, annual payments of \$794,351 including interest at 3.45%, due March 1, 2057, unsecured (Aquatic and Arenas Recreation Centre)	<u>16,000,000</u>	<u>-</u>
	<u>19,396,100</u>	<u>3,735,400</u>
Water Utility Fund		
Royal Bank of Canada Ltd., quarterly payments of approximately \$104,300 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (Water reservoir)	6,036,000	6,242,000
Royal Bank of Canada Ltd., quarterly payments of approximately \$97,600 including interest at 3.40% through an interest rate swap contract, due December 1, 2042, secured by tax levies. (Reservoir upgrades)	5,648,000	5,841,000
Canada Mortgage and Housing Corporation, annual payments of \$718,523 including interest at 3.98%, due September 1, 2024, secured by water and sewer user fees. (Water treatment plant)	1,355,591	1,994,724
Municipal Financing Corporation of Saskatchewan, annual payments of \$635,630 including interest at 3.45%, due March 1, 2057, unsecured (Raw Water Pump House)	12,803,000	-
Municipal Financing Corporation of Saskatchewan, annual payments of \$119,153 including interest at 3.45%, due March 1, 2057, unsecured (Waste Water Treatment Plant - Detailed Design)	<u>2,400,000</u>	<u>-</u>
	<u>28,242,591</u>	<u>14,077,724</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

6. LONG-TERM DEBT (continued from previous page)

Land Fund

Royal Bank of Canada Ltd., 90% of quarterly payments of approximately \$66,800 including interest at 3.40% through an interest rate swap contract, due December 1, 2027, secured by tax levies. (West Hill redevelopment)	1,089,900	1,290,600
Municipal Financing Corporation of Saskatchewan, annual payments of \$205,174 including interest at 3.45%, due March 1, 2047, unsecured (Marquis Road West Extension)	<u>3,400,000</u>	<u>-</u>
	<u>4,489,900</u>	<u>1,290,600</u>

Sanitation Fund

Municipal Financing Corporation of Saskatchewan, annual payments of \$735,737 including interest at 3.05%, due March 1, 2032, unsecured (Waste Cell Construction)	<u>6,260,000</u>	<u>-</u>
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Total Long-Term Debt	<u>\$ 58,388,591</u>	<u>\$ 19,103,724</u>
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Future principal and interest payments are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 2,738,882	\$ 1,976,192	\$ 4,715,074
2024	2,829,287	1,883,324	4,712,611
2025	2,210,393	1,780,251	3,990,644
2026	2,280,733	1,707,691	3,988,424
2027	2,352,326	1,631,472	3,983,798
Thereafter	<u>45,976,970</u>	<u>22,389,368</u>	<u>68,366,338</u>
	<u>\$ 58,388,591</u>	<u>\$ 31,368,298</u>	<u>\$ 89,756,889</u>

The regulation under The Cities Act requires that individual long term borrowing bylaws be submitted, reviewed and approved by the Saskatchewan Municipal Board (SMB). The City has a pre-approved debt limit in place from the Saskatchewan Municipal Board allowing the City to borrow up to this limit without prior approval from the SMB. The approved debt limit includes all amounts available to the City as a line of credit.

The general bank account is covered by a \$12,000,000 revolving credit line. The interest on the credit line is prime less .75% per year. The credit line is secured by all tax levies to the extent of the indebtedness. The balance at December 31, 2022 is \$nil (2021 - \$4,518,586). The Royal Bank of Canada loans are secured by all taxes levied by the City, subordinated to Affinity indebtedness on the line of credit.

As of December 31, 2022 the City has a Saskatchewan Municipal Board approved debt limit of \$120,000,000 (2021 - \$75,000,000).

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

7. PROPERTY ACQUIRED FOR TAXES

	2022	2021
Tax titled properties	\$ 1,838,205	\$ 1,636,979
Allowance for doubtful recovery	(733,184)	(701,030)
 Net recoverable	 \$ 1,105,021	 \$ 935,949

Property acquired through tax enforcement is recorded at the amount of outstanding taxes and penalties owing to the City at the date of acquisition, plus any costs to maintain the property until disposal. An allowance for doubtful recovery is calculated annually and is based on the estimated market value of the property.

8. WORK IN PROGRESS

Work in progress is comprised of tangible capital assets that have not yet been put into service because they are still being constructed or not ready for use. Work in progress is recorded at cost, which includes all amounts directly attributable to the asset. The City does not capitalize interest costs.

In the year that the asset is ready for service, the asset is reallocated to the tangible capital assets and amortized based on the City's capital asset policies. Work in progress is as follows:

	Opening Balance	Capitalized	Additions	Ending Balance
General Fund				
Roads	\$ 2,494,617	\$ (1,493,726)	\$ 1,420,924	\$ 2,421,815
Buildings	13,451,760	(350,853)	17,620,240	30,721,147
Fire Capital	392,066	(392,066)	-	-
Police Capital	154,185	(154,185)	-	-
	<u>16,492,628</u>	<u>(2,390,830)</u>	<u>19,041,164</u>	<u>33,142,962</u>
 Airport Fund	 <u>290,378</u>	 <u>(260,309)</u>	 <u>674,770</u>	 <u>704,839</u>
 Sanitation Fund	 <u>6,423,934</u>	 <u>(6,423,934)</u>	 <u>-</u>	 <u>-</u>
 Water Utility Fund				
Water treatment plant	16,693,411	(16,677,120)	-	16,291
Waste water treatment plant	1,123,651	-	512,160	1,635,811
Water infrastructure	208,806	(171,880)	9,061	45,987
	<u>18,025,868</u>	<u>(16,849,000)</u>	<u>521,221</u>	<u>1,698,089</u>
	<u>\$ 41,232,808</u>	<u>\$ (25,924,073)</u>	<u>\$ 20,237,155</u>	<u>\$ 35,545,890</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

9. TANGIBLE CAPITAL ASSETS

For segmented detail, please refer to Schedule 7:

	Opening Balance	Additions	Disposals	Ending Balance
Land	\$ 19,935,198	\$ -	\$ (112,749)	\$ 19,822,449
Land improvements	43,134,403	11,125,327	(22,162)	54,237,568
Buildings	56,972,004	699,210	(604,779)	57,066,435
Machinery and equipment	14,551,418	1,134,877	(416,107)	15,270,188
Fleet	32,385,292	3,075,490	(731,488)	34,729,294
Roads	131,379,197	7,055,892	(1,833,318)	136,601,771
Water, sanitary and storm sewer Infrastructure	309,117,169	22,177,422	(193,814)	331,100,777
Consolidated entities	<u>2,594,510</u>	<u>311,435</u>	<u>-</u>	<u>2,905,945</u>
	<u>\$ 610,069,191</u>	<u>\$ 45,579,653</u>	<u>\$ (3,914,417)</u>	<u>\$ 651,734,427</u>

	Opening Accumulated Amortization	Amortization	Disposals	Closing Accumulated Amortization
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	(18,942,803)	(1,679,786)	2,891	(20,619,698)
Buildings	(24,039,716)	(1,133,990)	448,879	(24,724,827)
Machinery and equipment	(5,871,770)	(1,103,055)	252,310	(6,722,515)
Fleet	(15,518,068)	(2,453,269)	628,546	(17,342,791)
Roads	(54,150,224)	(3,273,349)	1,728,396	(55,695,177)
Water, sanitary and storm sewer Infrastructure	(126,511,901)	(4,852,935)	109,455	(131,255,381)
Consolidated entities	<u>(1,307,365)</u>	<u>(327,709)</u>	<u>-</u>	<u>(1,635,074)</u>
	<u>\$(246,341,847)</u>	<u>\$ (14,824,093)</u>	<u>\$ 3,170,477</u>	<u>\$ (257,995,463)</u>

	2022 Net Book Value	2021 Net Book Value
Land	\$ 19,822,449	\$ 19,935,200
Land improvements	33,617,870	24,191,598
Buildings	32,341,608	32,932,289
Machinery and equipment	8,547,673	8,679,649
Fleet	17,386,503	16,867,224
Roads	80,906,594	77,228,972
Water, sanitary and storm sewer Infrastructure	199,845,396	182,605,268
Consolidated entities	<u>1,270,871</u>	<u>1,287,145</u>
	<u>\$393,738,966</u>	<u>\$363,727,345</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

10. ACCUMULATED SURPLUS

	2022	2021
General Fund		
Fund Balance (Schedule 8)	\$ 185,554,251	\$ 174,714,890
Reserves (Schedule 9)	<u>14,175,713</u>	<u>14,809,772</u>
	199,729,964	189,524,662
Sanitation Fund		
Fund Balance (Schedule 8)	10,605,311	10,511,284
Reserves (Schedule 9)	<u>-</u>	<u>163,866</u>
	10,605,311	10,675,150
Water Utility Fund		
Fund Balance (Schedule 8)	176,259,431	171,643,629
Reserves (Schedule 9)	<u>702,616</u>	<u>196,116</u>
	176,962,047	171,839,745
Land Fund		
Fund Balance (Schedule 8)	(6,402,092)	(6,016,846)
Reserves (Schedule 9)	<u>(3,996,019)</u>	<u>(4,007,446)</u>
	(10,398,111)	(10,024,292)
Airport Fund		
Fund Balance (Schedule 8)	17,738,901	14,699,954
Reserves (Schedule 9)	<u>2,480,417</u>	<u>3,049,897</u>
	20,219,318	17,749,851
Consolidated entities		
Prince Albert Public Library Board (Schedule 8)	1,914,648	1,608,579
North Central Sask Waste Management (Schedule 8)	<u>1,000,589</u>	<u>1,049,263</u>
	2,915,237	2,657,842
	<u>\$ 400,033,766</u>	<u>\$ 382,422,958</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

11. TAXATION REVENUE

	Budget	2022	2021
General municipal tax - levy	\$ -	\$ 30,141	\$ -
General municipal tax - supplemental	100,000	9,125	8,242
General municipal tax - surcharges	286,510	319,435	265,589
Abatements and adjustments	(100,000)	(453,435)	(225,217)
Discounts on current year taxes	(50,000)	(42,863)	(43,778)
General Municipal Tax	236,510	(137,597)	4,836
Penalties on Tax Arrears	375,000	311,910	344,359
Special tax - Snow management and infrastructure	1,305,000	1,312,935	1,303,250
Special tax - Roadways	4,100,000	4,115,778	4,090,053
Special tax - Police	554,600	555,533	554,638
Base Tax	-	720,396	-
Levy - Libraries	2,190,420	2,137,923	2,099,094
Levy - Civic facilities	1,545,000	1,543,549	1,541,779
Levy - Destination marketing	351,500	351,500	386,520
Levy - PA Business Improvement District	78,000	100,240	76,888
Levy - Local improvements	58,000	60,427	56,669
Other Tax Levies	10,182,520	10,898,281	10,108,891
Less consolidation eliminations	-	(79,989)	-
	\$ 10,794,030	\$ 10,992,605	\$ 10,458,086

12. GRANTS-IN-LIEU-OF-TAXES

	Budget	2022	2021
Grants-in-Lieu of Taxes			
Federal	\$ 140,300	\$ 142,911	\$ 148,948
Provincial	1,816,100	1,769,083	2,613,816
First Nations reserve lands	319,540	332,138	274,626
Out of City limits users	33,370	33,524	28,229
	2,309,310	2,277,656	3,065,619
Franchise Fees			
Sask Power	3,825,330	3,904,078	3,865,296
Sask Energy	800,000	895,553	730,896
TransGas	6,220	28,925	9,266
	4,631,550	4,828,556	4,605,458
	\$ 6,940,860	\$ 7,106,212	\$ 7,671,077

13. PENSION FUND

Employees of the City participate in MEPP and contributions are a percentage of salary. Police and Firefighters contributed 12.5% of their salary (12.5% - 2021) and all other members contributed 9% (9% - 2021). The City matches all the members' contributions to the plan. Pension expense for the year included in the salaries, wages and benefits expenses is \$4,232,440 (2021 - \$3,979,939).

Based on the latest information available, MEPP had a surplus in the net assets available for benefits of \$3,243,568,000 (2021 - \$3,543,890,000). The City's portion of this is not readily determinable.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

14. CONTINGENT LIABILITIES AND GUARANTEES

a) The City is a third party (by way of being a member of MEPP) in a legal proceeding between the Canadian Union of Public Employees (CUPE) and the Municipal Employees Pension Commission (the "Commission"). CUPE alleges that the Commission has inappropriately funded administration fees from the pension plan. The outcome and economic impact of the losses, if any, are currently not determinable and no provision has been made in these consolidated financial statements.

b) Various other lawsuits and claims are pending by and against the City, however no provisions have been recorded in the consolidated financial statements. It is not expected that the final determination of any pending claims will materially affect the consolidated financial position of the City.

c) The City is responsible for the remediation of contaminated sites that are no longer in productive use where the City is responsible or has accepted responsibility for remediation. The following contaminated sites have been identified through the process. However, the City has no ownership, accepts no responsibility for the contamination, or the potential remediation costs are not material to the City's overall financial position. Those sites are:

- i) BioReactor Site - the City is currently in dispute with the Province of Saskatchewan surrounding the responsibility for remediating the contamination found at that site. A resolution to the ongoing costs to monitor the site and responsibility for the cleanup is ongoing.
- ii) City Snow Dump - the City's snow dump does present some contamination due to the chlorides present in the snow as a result of the salt put down during the winter months. Should any contamination be found at the snow dump, it can be managed with very little remediation needed.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

15. CONTRACTUAL OBLIGATIONS

Aquatic and Arenas Recreation Centre

In 2020 City Council approved the construction of a new Aquatic and Arenas Recreation Centre. The Aquatic and Arena Recreation Centre is an approved project under the Canada Infrastructure Program and the maximum total eligible expenditures are \$113.8 million. The total financial contribution from the Federal and Provincial governments is not to exceed 38.63 % of the total eligible expenditures (21.07% Federal and 17.56 % Provincial). Any expenditure in excess of the financial contribution from the Federal and Provincial governments is the responsibility of the City (estimated at 61.37 %). The anticipated completion date is 2024.

- i. In 2020, the City entered into an agreement with Group2 Architecture Interior Design Ltd. to provide detailed design and other services for the new Aquatic and Arenas Recreation Centre. The total estimated cost for these services is \$4,906,796 of which \$3,981,778 has been incurred as of December 31, 2022. The cost includes fixed amounts and amounts based on a percentage of an estimated construction budget of \$85 million.
- ii. In 2021, the City entered into agreement with BBB Architects & KSA Architects for the detailed design of the large Arena at estimated costs of \$3,216,464. As of December 31, 2022 the City incurred \$3,325,289 on the detailed design.
- iii. In 2022, the City entered into an agreement with Graham Construction LP for the construction of the new Aquatic and Arenas Recreation Centre at estimated cost of \$105,268,000 of which \$12,584,859 has been incurred as of December 31, 2022.

Waste Water Treatment Detail Design

In 2020 City Council approved for modelling and Pre-Design for the upgrades to the Waste Water Treatment Plant to meet present and future capacity needs.

- i. In 2021, the City has entered into an agreement with AECOM Canada Ltd. for the detail design of the Waste Water Treatment Plant. Total construction costs are estimated to be \$1,826,000 of which \$1,566,555 has been incurred as of December 31, 2022.

16. COMPARATIVE FIGURES

Certain of the prior year's figures have been reclassified to conform to the current year's presentation.

17. PUBLIC WATERWORKS INFORMATION

The Cities Regulations Part V.1 were amended in 2006 and require Municipalities to provide specific financial information related to City-owned and operated Waterworks.

2022 Waterworks Financial Overview

Total Waterworks Revenues - \$23,119,380

Total Waterworks Expenditures - \$17,592,182

Total Debt Payments on Waterworks Infrastructure Loans - \$1,038,133

Comparison of Waterworks Revenues to Expenditures plus Debt Payments, expressed as a ratio:

$$\frac{\$ 23,119,380}{(\$17,592,182 + \$1,038,133)} = 1.24$$

For 2022, Waterworks Revenues covered 100% of Waterworks Expenditures (2021 -100%)

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2022

18. SUBSEQUENT EVENTS

On March 27, 2023 City Council approved Long Term Debt Bylaw No. 4 of 2023 to provide for the creation of \$30,000,000 in debt for the purpose of funding capital investments for the Aquatic and Arenas Recreation Centre. The City issued a request for proposal for this borrowing and City Council authorized the amount to be borrowed from the Municipal Finance Corporation of Saskatchewan (MFC). The City received long term debt proceeds of \$30,000,000 on May 1, 2023. The loan will be paid over 35 years and is unsecured. Annual payments will be \$1,695,689 including interest at 4.40%, due May 1 annually until 2058.

Schedule 1

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION
SEGMENTED BY FUND**

As at December 31, 2022

	<u>GENERAL FUND</u>	<u>SANITATION FUND</u>	<u>WATER UTILITY FUND</u>	<u>LAND FUND</u>	<u>AIRPORT FUND</u>
FINANCIAL ASSETS					
Cash	\$ 15,535,737	\$ -	\$ -	\$ -	\$ -
Temporary investments	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes receivable	3,405,505	-	-	-	-
Accounts receivable	<u>11,317,674</u>	<u>302,102</u>	<u>5,994,326</u>	<u>149,395</u>	<u>3,071,911</u>
	<u>30,258,916</u>	<u>302,102</u>	<u>5,994,326</u>	<u>149,395</u>	<u>3,071,911</u>
LIABILITIES					
Accounts payable and accrued liabilities	8,686,101	1,316,334	435,843	95,952	-
Wages and employee benefits payable	3,247,509	65,457	279,432	-	38,897
Deposits and deferred revenue	2,359,632	25,100	503,278	41,000	-
Due to local school divisions	236,162	-	-	-	-
Long-term debt	19,396,100	6,260,000	28,242,591	4,489,900	-
Vested sick leave	<u>3,694,505</u>	<u>60,257</u>	<u>327,853</u>	<u>-</u>	<u>25,819</u>
	<u>37,620,009</u>	<u>7,727,148</u>	<u>29,788,997</u>	<u>4,626,852</u>	<u>64,716</u>
NET FINANCIAL ASSETS	<u>(7,361,093)</u>	<u>(7,425,046)</u>	<u>(23,794,671)</u>	<u>(4,477,457)</u>	<u>3,007,195</u>
NON-FINANCIAL ASSETS					
Property acquired for taxes	1,105,021	-	-	-	-
Prepaid expenses	1,047,702	-	99,840	9,313	-
Supplies inventory	1,743,084	-	171,106	-	-
Land available for sale	-	-	-	4,979,551	-
Work in progress	33,142,962	-	1,698,089	-	704,839
Tangible capital assets	152,898,265	15,005,014	207,639,801	-	16,925,014
Due from (to) other funds	<u>17,154,023</u>	<u>3,025,343</u>	<u>(8,852,118)</u>	<u>(10,909,518)</u>	<u>(417,730)</u>
	<u>207,091,057</u>	<u>18,030,357</u>	<u>200,756,718</u>	<u>(5,920,654)</u>	<u>17,212,123</u>
ACCUMULATED SURPLUS (DEFICIT)	<u>\$ 199,729,964</u>	<u>\$ 10,605,311</u>	<u>\$ 176,962,047</u>	<u>\$ (10,398,111)</u>	<u>\$ 20,219,318</u>

Schedule 1 (continued)

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION
SEGMENTED BY FUND**

As at December 31, 2022

	PRINCE ALBERT PUBLIC LIBRARY BOARD	NORTH CENTRAL SASK WASTE MGMT CORP	CONSOLIDATION ADJUSTMENTS	TOTAL CONSOLIDATED
FINANCIAL ASSETS				
Cash	\$ 585,018	\$ 421,393	\$ -	\$ 16,542,148
Temporary investments	668,625	-	-	668,625
Taxes receivable	-	-	-	3,405,505
Accounts receivable	24,821	153,972	(100)	21,014,101
Long-term investments	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
	<u>1,328,464</u>	<u>575,365</u>	<u>(100)</u>	<u>41,680,379</u>
LIABILITIES				
Accounts payable and accrued liabilities	126,785	183,931	(29,941)	10,815,005
Wages and employee benefits payable	-	-	-	3,631,295
Deposits and deferred revenue	-	-	-	2,929,010
Due to local school divisions	-	-	-	236,162
Long-term debt	-	-	-	58,388,591
Vested sick leave	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,108,434</u>
	<u>126,785</u>	<u>183,931</u>	<u>(29,941)</u>	<u>80,108,497</u>
NET FINANCIAL ASSETS (DEBT)	<u>1,201,679</u>	<u>391,434</u>	<u>29,841</u>	<u>(38,428,118)</u>
NON-FINANCIAL ASSETS				
Property acquired for taxes	-	-	-	1,105,021
Prepaid expenses	51,252	-	(29,841)	1,178,266
Supplies inventory	-	-	-	1,914,190
Land available for sale	-	-	-	4,979,551
Work in progress	-	-	-	35,545,890
Tangible capital assets	661,717	609,155	-	393,738,966
Due from (to) other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>712,969</u>	<u>609,155</u>	<u>(29,841)</u>	<u>438,461,884</u>
ACCUMULATED SURPLUS	<u>\$ 1,914,648</u>	<u>\$ 1,000,589</u>	<u>\$ -</u>	<u>\$ 400,033,766</u>

Schedule 2

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION - PRIOR YEAR
SEGMENTED BY FUND**

As at December 31, 2021

	<u>GENERAL FUND</u>	<u>SANITATION FUND</u>	<u>WATER UTILITY FUND</u>	<u>LAND FUND</u>	<u>AIRPORT FUND</u>
FINANCIAL ASSETS					
Temporary investments	-	-	-	-	-
Taxes receivable	3,068,192	-	-	-	-
Accounts receivable	<u>4,121,048</u>	<u>429,431</u>	<u>3,123,704</u>	<u>362,552</u>	<u>538,219</u>
	<u>7,189,240</u>	<u>429,431</u>	<u>3,123,704</u>	<u>362,552</u>	<u>538,219</u>
LIABILITIES					
Bank indebtedness	2,361,302	-	-	-	-
Accounts payable and accrued liabilities	10,190,084	858,226	50,318	2,540	-
Wages and employee benefits payable	3,604,732	114,078	528,513	-	50,073
Deposits and deferred revenue	1,853,308	24,000	480,921	41,000	-
Due to local school divisions	355,558	-	-	-	-
Long-term debt	3,735,400	-	14,077,724	1,290,600	-
Vested sick leave	<u>3,987,762</u>	<u>63,496</u>	<u>361,738</u>	<u>-</u>	<u>24,242</u>
	<u>26,088,146</u>	<u>1,059,800</u>	<u>15,499,214</u>	<u>1,334,140</u>	<u>74,315</u>
NET FINANCIAL ASSETS (DEBT)	<u>(18,898,906)</u>	<u>(630,369)</u>	<u>(12,375,510)</u>	<u>(971,588)</u>	<u>463,904</u>
NON-FINANCIAL ASSETS					
Property acquired for taxes	935,949	-	-	-	-
Prepaid expenses	1,011,243	-	21,108	2,255	-
Supplies inventory	1,342,444	-	225,235	-	-
Land available for sale	-	-	-	4,966,344	-
Work in progress	16,492,628	6,423,934	18,025,868	-	290,378
Tangible capital assets	148,474,190	8,852,721	191,057,772	-	14,055,516
Due from (to) other funds	<u>40,167,114</u>	<u>(3,971,136)</u>	<u>(25,114,728)</u>	<u>(14,021,303)</u>	<u>2,940,053</u>
	<u>208,423,568</u>	<u>11,305,519</u>	<u>184,215,255</u>	<u>(9,052,704)</u>	<u>17,285,947</u>
ACCUMULATED SURPLUS (DEFICIT)	<u>\$ 189,524,662</u>	<u>\$ 10,675,150</u>	<u>\$ 171,839,745</u>	<u>\$ (10,024,292)</u>	<u>\$ 17,749,851</u>

Schedule 2 (continued)

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION - PRIOR YEAR
SEGMENTED BY FUND**

As at December 31, 2021

	PRINCE ALBERT PUBLIC LIBRARY BOARD	NORTH CENTRAL SASK WASTE MGMT CORP	CONSOLIDATION ADJUSTMENTS	TOTAL CONSOLIDATED
FINANCIAL ASSETS				
Cash	\$ 247,566	\$ 414,864	\$ -	\$ 662,430
Temporary investments	726,704	-	-	726,704
Taxes receivable	-	-	-	3,068,192
Accounts receivable	22,731	121,878	(108,239)	8,611,324
Long-term investments	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
	<u>1,047,001</u>	<u>536,742</u>	<u>(108,239)</u>	<u>13,118,650</u>
LIABILITIES				
Bank indebtedness	-	-	-	2,361,302
Accounts payable and accrued liabilities	136,182	121,724	(108,239)	11,250,835
Wages and employee benefits payable	-	-	-	4,297,396
Deposits and deferred revenue	-	-	-	2,399,229
Due to local school divisions	-	-	-	355,558
Long-term debt	-	-	-	19,103,724
Vested sick leave	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,437,238</u>
	<u>136,182</u>	<u>121,724</u>	<u>(108,239)</u>	<u>44,205,282</u>
NET FINANCIAL ASSETS (DEBT)	<u>910,819</u>	<u>415,018</u>	<u>-</u>	<u>(31,086,632)</u>
NON-FINANCIAL ASSETS				
Property acquired for taxes	-	-	-	935,949
Prepaid expenses	44,859	-	-	1,079,465
Supplies inventory	-	-	-	1,567,679
Land available for sale	-	-	-	4,966,344
Work in progress	-	-	-	41,232,808
Tangible capital assets	652,901	634,245	-	363,727,345
Due from (to) other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>697,760</u>	<u>634,245</u>	<u>-</u>	<u>413,509,590</u>
ACCUMULATED SURPLUS	<u>\$ 1,608,579</u>	<u>\$ 1,049,263</u>	<u>\$ -</u>	<u>\$ 382,422,958</u>

Schedule 3

**CONSOLIDATED STATEMENT OF OPERATIONS
SEGMENTED BY FUND**

For the year ended December 31, 2022

	<u>GENERAL FUND</u>	<u>SANITATION FUND</u>	<u>WATER UTILITY FUND</u>	<u>LAND FUND</u>	<u>AIRPORT FUND</u>
	(SCHEDULE 5)				
REVENUE					
Taxation	\$ 43,769,732	\$ -	\$ -	\$ -	\$ -
User charges and fees	8,432,744	5,221,107	18,998,449	29,590	909,093
Operating grants and donations	11,880,392	433,902	-	-	-
Grants-in-lieu-of-taxes	7,106,212	-	-	-	-
Interest and penalties	1,234,472	7,357	135,366	-	(1,265)
Land sales	-	-	-	(82,998)	-
Sundry	<u>337,460</u>	<u>180</u>	<u>230,329</u>	<u>-</u>	<u>6,962</u>
	<u>72,761,012</u>	<u>5,662,546</u>	<u>19,364,144</u>	<u>(53,408)</u>	<u>914,790</u>
EXPENSES					
Council remuneration	447,940	-	-	-	-
Salaries, wages and benefits	43,758,462	1,474,328	5,704,179	192,123	577,187
Contracted and general services	6,164,703	328,030	557,012	33,870	121,771
Financial charges	172,847	6,566	4,600	-	909
Grants and Donations	3,638,395	142,100	-	-	-
Utilities	2,820,796	24,263	1,064,868	-	113,157
Interest on long term debt	581,082	159,108	1,021,416	138,296	-
Fleet expenses	4,097,034	1,868,719	846,954	-	177,929
Maintenance, material and supplies	8,638,812	488,844	2,767,875	33	179,362
Insurance	652,332	6,805	50,997	-	22,868
Bad debt expense	872,390	(25,659)	44,735	-	495
Cost of land sales	-	-	-	(7,907)	-
Amortization	<u>7,452,814</u>	<u>953,402</u>	<u>5,508,910</u>	<u>-</u>	<u>581,256</u>
	<u>79,297,607</u>	<u>5,426,506</u>	<u>17,571,546</u>	<u>356,415</u>	<u>1,774,934</u>
SURPLUS OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>(6,536,595)</u>	<u>236,040</u>	<u>1,792,598</u>	<u>(409,823)</u>	<u>(860,144)</u>
Capital revenue	10,666,831	-	3,755,236	2,160,156	3,013,289
Gain (Loss) on disposal of TCA	3,140	-	(20,636)	-	-
Interfund transactions	<u>4,428,629</u>	<u>(309,868)</u>	<u>(893,759)</u>	<u>16,305</u>	<u>312,014</u>
	<u>15,098,600</u>	<u>(309,868)</u>	<u>2,840,841</u>	<u>2,176,461</u>	<u>3,325,303</u>
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	<u>\$ 8,562,005</u>	<u>\$ (73,828)</u>	<u>\$ 4,633,439</u>	<u>\$ 1,766,638</u>	<u>\$ 2,465,159</u>

Schedule 3 (continued)

**CONSOLIDATED STATEMENT OF OPERATIONS
SEGMENTED BY FUND**

For the year ended December 31, 2022

	<u>EQUIPMENT FUND</u>	<u>PRINCE ALBERT PUBLIC LIBRARY BOARD</u>	<u>NORTH CENTRAL SASK WASTE MGMT CORP</u>	<u>CONSOLIDATION ADJUSTMENTS</u>	<u>TOTAL CONSOLIDATED</u>
REVENUE					
Taxation	\$ -	\$ -	\$ -	\$ (79,989)	\$ 43,689,743
User charges and fees	-	218,606	142,489	(563,979)	33,388,099
Operating grants and donations	-	2,378,249	613,119	(2,378,249)	12,927,413
Grants-in-lieu-of-taxes	-	-	-	-	7,106,212
Interest and penalties	-	-	14,799	-	1,390,729
Land sales	-	-	-	-	(82,998)
Sundry	-	-	-	-	574,931
	<u>-</u>	<u>2,596,855</u>	<u>770,407</u>	<u>(3,022,217)</u>	<u>98,994,129</u>
EXPENSES					
Council remuneration	-	-	-	-	447,940
Salaries, wages and benefits	-	1,419,100	-	-	53,125,379
Contracted and general services	-	-	102,457	-	7,307,843
Financial charges	-	1,874	-	-	186,796
Grants and Donations	-	-	-	(2,520,349)	1,260,146
Utilities	-	55,612	-	-	4,078,696
Interest on long term debt	-	-	-	-	1,899,902
Fleet expenses	(3,553,322)	-	-	-	3,437,314
Maintenance, material and supplies	-	472,375	688,094	(462,659)	12,772,736
Insurance	-	-	3,438	-	736,440
Bad debt expense	-	-	-	-	891,961
Cost of land sales	-	-	-	-	(7,907)
Amortization	-	302,619	25,090	-	14,824,091
	<u>(3,553,322)</u>	<u>2,251,580</u>	<u>819,079</u>	<u>(2,983,008)</u>	<u>100,961,337</u>
SURPLUS OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>3,553,322</u>	<u>345,275</u>	<u>(48,672)</u>	<u>39,209</u>	<u>(1,967,208)</u>
Capital revenue	-	-	-	-	19,595,512
Gain (Loss) on disposal of TCA	-	-	-	-	(17,496)
Interfund transactions	(3,553,322)	-	-	-	-
	<u>(3,553,322)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,578,016</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES	<u>\$ -</u>	<u>\$ 345,275</u>	<u>\$ (48,672)</u>	<u>\$ 39,209</u>	<u>\$ 17,610,808</u>

Schedule 4

**CONSOLIDATED STATEMENT OF OPERATIONS - PRIOR YEAR
SEGMENTED BY FUND**

For the year ended December 31, 2021

	<u>GENERAL FUND</u> (SCHEDULE 6)	<u>SANITATION FUND</u>	<u>WATER UTILITY FUND</u>	<u>LAND FUND</u>	<u>AIRPORT FUND</u>
REVENUE					
Taxation	\$ 42,369,869	\$ -	\$ -	\$ -	\$ -
User charges and fees	7,433,500	5,246,671	19,101,056	36,225	839,682
Operating grants and donations	12,041,956	432,956	-	-	46,793
Grants-in-lieu-of-taxes	7,671,077	-	-	-	-
Interest and penalties	746,433	5,594	141,615	-	1,361
Land sales	-	-	-	1,337,049	-
Sundry	<u>238,096</u>	<u>2,994</u>	<u>393,913</u>	<u>-</u>	<u>9,923</u>
	<u>70,500,931</u>	<u>5,688,215</u>	<u>19,636,584</u>	<u>1,373,274</u>	<u>897,759</u>
EXPENSES					
Council remuneration	427,304	-	-	-	-
Salaries, wages and benefits	41,591,461	1,228,760	6,324,957	96,551	465,373
Contracted and general services	5,926,822	215,488	733,527	38,390	156,674
Financial charges	173,428	6,906	-	-	782
Grants and Donations	3,401,587	142,100	-	-	-
Utilities	2,512,055	32,917	1,066,647	-	95,390
Interest on long term debt	142,332	-	638,508	47,434	-
Fleet expenses	3,520,305	1,849,391	851,338	-	119,297
Maintenance, material and supplies	6,063,106	569,805	2,919,855	-	151,953
Insurance	500,623	5,316	40,449	-	20,830
Bad debt expense	127,521	3,487	184,041	-	(6,763)
Cost of land sales	-	-	-	145,706	-
Amortization	<u>6,923,432</u>	<u>768,016</u>	<u>5,352,457</u>	<u>-</u>	<u>488,710</u>
	<u>71,309,976</u>	<u>4,822,186</u>	<u>18,111,779</u>	<u>328,081</u>	<u>1,492,246</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>(809,045)</u>	<u>866,029</u>	<u>1,524,805</u>	<u>1,045,193</u>	<u>(594,487)</u>
Capital revenue	3,552,777	-	4,822,550	1,995,625	428,082
Gain (Loss) on disposal of TCA	(168,655)	(78,877)	(29,071)	-	-
Interfund transactions	<u>4,836,587</u>	<u>(308,294)</u>	<u>(1,071,868)</u>	<u>(89,407)</u>	<u>288,200</u>
	<u>8,220,709</u>	<u>(387,171)</u>	<u>3,721,611</u>	<u>1,906,218</u>	<u>716,282</u>
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	<u>\$ 7,411,664</u>	<u>\$ 478,858</u>	<u>\$ 5,246,416</u>	<u>\$ 2,951,411</u>	<u>\$ 121,795</u>

Schedule 4 (continued)

**CONSOLIDATED STATEMENT OF OPERATIONS - PRIOR YEAR
SEGMENTED BY FUND**

For the year ended December 31, 2021

	<u>EQUIPMENT FUND</u>	<u>PRINCE ALBERT PUBLIC LIBRARY BOARD</u>	<u>NORTH CENTRAL SASK WASTE MGMT CORP</u>	<u>CONSOLIDATION ADJUSTMENTS</u>	<u>TOTAL CONSOLIDATED</u>
REVENUE					
Taxation	\$ -	\$ -	\$ -	\$ -	\$ 42,369,869
User charges and fees	-	194,470	142,096	(575,052)	32,418,648
Operating grants and donations	-	2,125,130	476,490	(2,125,130)	12,998,195
Grants-in-lieu-of-taxes	-	-	-	-	7,671,077
Interest and penalties	-	1,141	6,780	-	902,924
Land sales	-	-	-	-	1,337,049
Sundry	-	-	-	-	644,926
	<u>-</u>	<u>2,320,741</u>	<u>625,366</u>	<u>(2,700,182)</u>	<u>98,342,688</u>
EXPENSES					
Council remuneration	-	-	-	-	427,304
Salaries, wages and benefits	-	1,365,948	-	-	51,073,050
Contracted and general services	-	-	98,355	-	7,169,256
Financial charges	-	1,362	-	-	182,478
Grants and Donations	-	-	-	(2,267,530)	1,276,157
Utilities	-	55,641	-	-	3,762,650
Interest on long term debt	-	-	-	-	828,274
Fleet expenses	(3,655,218)	-	-	-	2,685,113
Maintenance, material and supplies	-	477,350	541,626	(472,413)	10,251,282
Insurance	-	-	3,473	-	570,691
Bad debt expense	-	-	-	-	308,286
Cost of land sales	-	-	-	-	145,706
Amortization	-	238,896	25,402	-	13,796,913
	<u>(3,655,218)</u>	<u>2,139,197</u>	<u>668,856</u>	<u>(2,739,943)</u>	<u>92,477,160</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>3,655,218</u>	<u>181,544</u>	<u>(43,490)</u>	<u>39,761</u>	<u>5,865,528</u>
Capital revenue	-	-	-	-	10,799,034
Gain (Loss) on disposal of TCA	-	-	-	-	(276,603)
Interfund transactions	(3,655,218)	-	-	-	-
	<u>(3,655,218)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,522,431</u>
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	<u>\$ -</u>	<u>\$ 181,544</u>	<u>\$ (43,490)</u>	<u>\$ 39,761</u>	<u>\$ 16,387,959</u>

Schedule 5

**GENERAL FUND STATEMENT OF OPERATIONS
SEGMENTED BY DEPARTMENT**
For the year ended December 31, 2022

	GENERAL GOVERNMENT INCLUDING EXTERNAL AGENCIES	PROTECTIVE SERVICES (POLICE SERVICE)	PROTECTIVE SERVICES (FIRE SERVICES)	TRANSPORTATION SERVICES (PUBLIC WORKS)	COMMUNITY SERVICES	TOTAL GENERAL FUND
REVENUE						
Taxation	\$ 43,769,732	\$ -	\$ -	\$ -	\$ -	\$ 43,769,732
User charges and fees	1,516,358	1,361,066	344,741	553,147	4,657,432	8,432,744
Operating grants and donations	6,838,879	3,966,219	-	426,297	648,997	11,880,392
Grants-in-lieu-of-taxes	7,106,212	-	-	-	-	7,106,212
Interest and penalties	1,234,472	-	-	-	-	1,234,472
Sundry	72,315	-	17,644	67,630	179,871	337,460
	<u>60,537,968</u>	<u>5,327,285</u>	<u>362,385</u>	<u>1,047,074</u>	<u>5,486,300</u>	<u>72,761,012</u>
EXPENSES						
Council remuneration	447,940	-	-	-	-	447,940
Salaries, wages and benefits	7,073,963	18,892,341	7,241,538	3,316,605	7,234,015	43,758,462
Contracted and general services	1,802,313	1,202,207	31,765	1,516,351	1,612,067	6,164,703
Financial charges	62,963	1,232	-	-	108,652	172,847
Grants and Donations	3,157,785	-	-	-	480,610	3,638,395
Utilities	13,410	121,985	46,549	1,113,461	1,525,391	2,820,796
Interest on long term debt	464,505	-	-	50,962	65,615	581,082
Fleet expenses	93,897	769,753	520,830	1,786,149	926,405	4,097,034
Maintenance, material and supplies	1,474,492	2,271,242	460,875	1,318,798	3,113,405	8,638,812
Insurance	327,527	18,445	3,829	27,184	275,347	652,332
Bad debt expense	872,390	-	-	-	-	872,390
Amortization	287,933	700,795	292,148	4,131,843	2,040,095	7,452,814
	<u>16,079,118</u>	<u>23,978,000</u>	<u>8,597,534</u>	<u>13,261,353</u>	<u>17,381,602</u>	<u>79,297,607</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>44,458,850</u>	<u>(18,650,715)</u>	<u>(8,235,149)</u>	<u>(12,214,279)</u>	<u>(11,895,302)</u>	<u>(6,536,595)</u>
Capital revenue	31,497	67,196	-	38,748	10,529,390	10,666,831
Gain (Loss) on disposal of TCA	(162,541)	75,541	2,712	(68,503)	155,931	3,140
Interfund transactions	4,428,629	-	-	-	-	4,428,629
	<u>4,297,585</u>	<u>142,737</u>	<u>2,712</u>	<u>(29,755)</u>	<u>10,685,321</u>	<u>15,098,600</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES	<u>\$ 48,756,435</u>	<u>\$ (18,507,978)</u>	<u>\$ (8,232,437)</u>	<u>\$ (12,244,034)</u>	<u>\$ (1,209,981)</u>	<u>\$ 8,562,005</u>

Schedule 6

**GENERAL FUND STATEMENT OF OPERATIONS - PRIOR YEAR
SEGMENTED BY DEPARTMENT
For the year ended December 31, 2021**

	GENERAL GOVERNMENT INCLUDING EXTERNAL AGENCIES	PROTECTIVE SERVICES (POLICE SERVICE)	PROTECTIVE SERVICES (FIRE SERVICES)	TRANSPORTATION SERVICES (PUBLIC WORKS)	COMMUNITY SERVICES	TOTAL GENERAL FUND
REVENUE						
Taxation	\$ 42,369,869	\$ -	\$ -	\$ -	\$ -	\$ 42,369,869
User charges and fees	1,577,960	1,313,772	370,488	898,860	3,272,420	7,433,500
Operating grants and donations	7,617,577	3,752,072	-	259,373	412,934	12,041,956
Grants-in-lieu-of-taxes	7,671,077	-	-	-	-	7,671,077
Interest and penalties	746,433	-	-	-	-	746,433
Sundry	<u>70,749</u>	<u>-</u>	<u>14,925</u>	<u>38,280</u>	<u>114,142</u>	<u>238,096</u>
	<u>60,053,665</u>	<u>5,065,844</u>	<u>385,413</u>	<u>1,196,513</u>	<u>3,799,496</u>	<u>70,500,931</u>
EXPENSES						
Council remuneration	427,304	-	-	-	-	427,304
Salaries, wages and benefits	7,628,089	18,128,143	6,998,957	2,465,266	6,371,006	41,591,461
Contracted and general services	1,850,566	1,189,916	49,310	1,639,676	1,197,354	5,926,822
Financial charges	77,170	1,106	-	-	95,152	173,428
Grants and Donations	2,911,715	-	-	-	489,872	3,401,587
Utilities	11,490	114,721	39,215	1,000,703	1,345,926	2,512,055
Interest on long term debt	5,270	6,763	-	62,166	68,133	142,332
Fleet expenses	84,766	738,311	498,724	1,264,221	934,283	3,520,305
Maintenance, material and supplies	1,234,123	1,720,981	356,114	534,498	2,217,390	6,063,106
Insurance	224,649	17,240	3,093	21,573	234,068	500,623
Bad debt expense	127,521	-	-	-	-	127,521
Amortization	<u>227,773</u>	<u>585,278</u>	<u>271,860</u>	<u>3,821,151</u>	<u>2,017,370</u>	<u>6,923,432</u>
	<u>14,810,436</u>	<u>22,502,459</u>	<u>8,217,273</u>	<u>10,809,254</u>	<u>14,970,554</u>	<u>71,309,976</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE CAPITAL AND INTERFUND TRANSACTIONS	<u>45,243,229</u>	<u>(17,436,615)</u>	<u>(7,831,860)</u>	<u>(9,612,741)</u>	<u>(11,171,058)</u>	<u>(809,045)</u>
Capital revenue	110,460	12,363	-	1,310,773	2,119,181	3,552,777
Gain (Loss) on disposal of TCA	(3,881)	(7,086)	-	(148,822)	(8,866)	(168,655)
Interfund transactions	<u>4,836,587</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,836,587</u>
	<u>4,943,166</u>	<u>5,277</u>	<u>-</u>	<u>1,161,951</u>	<u>2,110,315</u>	<u>8,220,709</u>
SURPLUS (DEFICIT) OF REVENUE OVER EXPENSES	<u>\$ 50,186,395</u>	<u>\$ (17,431,338)</u>	<u>\$ (7,831,860)</u>	<u>\$ (8,450,790)</u>	<u>\$ (9,060,743)</u>	<u>\$ 7,411,664</u>

Schedule 7

**TANGIBLE CAPITAL ASSETS - COST
SEGMENTED BY FUND**

For the year ended December 31, 2022

	Opening Cost	Additions	Disposals	Ending Balance
General Fund				
Land	\$ 12,194,089	\$ -	\$ (112,749)	\$ 12,081,340
Land improvements	21,728,907	912,933	(22,162)	22,619,678
Buildings	53,809,902	418,973	(604,779)	53,624,096
Machinery and equipment	7,844,297	1,071,059	(416,107)	8,499,249
Fleet	21,062,170	3,075,490	(689,032)	23,448,628
Roads	<u>131,379,197</u>	<u>7,055,892</u>	<u>(1,833,318)</u>	<u>136,601,771</u>
	<u>248,018,562</u>	<u>12,534,347</u>	<u>(3,678,147)</u>	<u>256,874,762</u>
Sanitation Fund				
Land improvements	7,767,430	7,105,695	-	14,873,125
Buildings	1,398,350	-	-	1,398,350
Machinery and equipment	864,760	-	-	864,760
Fleet	<u>4,821,698</u>	<u>-</u>	<u>-</u>	<u>4,821,698</u>
	<u>14,852,238</u>	<u>7,105,695</u>	<u>-</u>	<u>21,957,933</u>
Water Utility Fund				
Land	1,492,146	-	-	1,492,146
Land improvements	260,261	-	-	260,261
Buildings	295,237	-	-	295,237
Machinery and equipment	5,071,698	-	-	5,071,698
Fleet	4,505,324	-	(42,456)	4,462,868
Infrastructure	<u>309,117,169</u>	<u>22,177,422</u>	<u>(193,814)</u>	<u>331,100,777</u>
	<u>320,741,835</u>	<u>22,177,422</u>	<u>(236,270)</u>	<u>342,682,987</u>
Airport Fund				
Land	6,248,963	-	-	6,248,963
Land improvements	13,377,805	3,106,699	-	16,484,504
Buildings	1,468,515	280,237	-	1,748,752
Machinery and equipment	770,663	63,818	-	834,481
Fleet	<u>1,996,100</u>	<u>-</u>	<u>-</u>	<u>1,996,100</u>
	<u>23,862,046</u>	<u>3,450,754</u>	<u>-</u>	<u>27,312,800</u>
Consolidated Entities				
PAPLB	1,449,338	311,435	-	1,760,773
NCSWMC	<u>1,145,172</u>	<u>-</u>	<u>-</u>	<u>1,145,172</u>
	<u>2,594,510</u>	<u>311,435</u>	<u>-</u>	<u>2,905,945</u>
	<u>\$ 610,069,191</u>	<u>\$ 45,579,653</u>	<u>\$ (3,914,417)</u>	<u>\$ 651,734,427</u>

The City has recorded \$nil contributed tangible capital assets in the current year (2021- \$nil).

TANGIBLE CAPITAL ASSETS - ACCUMULATED AMORTIZATION
Schedule 7(continued) **SEGMENTED BY FUND**
For the year ended December 31, 2022

	Opening Accumulated Amortization	Amortization	Disposals	Closing Accumulated Amortization	2022 Net Book Value	2021 Net Book Value
General Fund						
Land	\$ -	\$ -	\$ -	\$ -	\$ 12,081,340	\$ 12,194,090
Land improvements	(7,204,183)	(749,608)	2,891	(7,950,900)	14,668,778	14,524,724
Buildings	(23,124,727)	(1,049,641)	448,879	(23,725,489)	29,898,607	30,685,175
Machinery and equipment	(4,488,466)	(708,969)	252,310	(4,945,125)	3,554,124	3,355,831
Fleet	(10,576,771)	(1,671,247)	588,213	(11,659,805)	11,788,823	10,485,399
Roads	(54,150,224)	(3,273,349)	1,728,396	(55,695,177)	80,906,594	77,228,972
	<u>(99,544,371)</u>	<u>(7,452,814)</u>	<u>3,020,689</u>	<u>(103,976,496)</u>	<u>152,898,265</u>	<u>148,474,191</u>
Sanitation Fund						
Land improvements	(3,273,535)	(517,971)	-	(3,791,506)	11,081,619	4,493,894
Buildings	(408,412)	(31,358)	-	(439,770)	958,580	989,938
Machinery and equipment	(402,801)	(23,387)	-	(426,188)	438,572	461,960
Fleet	(1,914,769)	(380,687)	-	(2,295,456)	2,526,242	2,906,929
	<u>(5,999,517)</u>	<u>(953,402)</u>	<u>-</u>	<u>(6,952,920)</u>	<u>15,005,014</u>	<u>8,852,721</u>
Water Utility Fund						
Land	-	-	-	-	1,492,146	1,492,147
Land improvements	(188,745)	(9,385)	-	(198,130)	62,131	71,516
Buildings	(159,350)	(5,650)	-	(165,000)	130,237	135,888
Machinery and equipment	(611,935)	(330,353)	-	(942,288)	4,129,410	4,459,763
Fleet	(2,212,134)	(310,587)	40,333	(2,482,388)	1,980,480	2,293,190
Infrastructure	(126,511,901)	(4,852,935)	109,455	(131,255,381)	199,845,396	182,605,269
	<u>(129,684,065)</u>	<u>(5,508,910)</u>	<u>149,788</u>	<u>(135,043,187)</u>	<u>207,639,801</u>	<u>191,057,773</u>
Airport Fund						
Land	-	-	-	-	6,248,963	6,248,963
Land improvements	(8,276,340)	(402,822)	-	(8,679,162)	7,805,342	5,101,464
Buildings	(347,227)	(47,341)	-	(394,568)	1,354,184	1,121,288
Machinery and equipment	(368,568)	(40,346)	-	(408,914)	425,567	402,095
Fleet	(814,394)	(90,748)	-	(905,142)	1,090,958	1,181,706
	<u>(9,806,529)</u>	<u>(581,256)</u>	<u>-</u>	<u>(10,387,786)</u>	<u>16,925,014</u>	<u>14,055,516</u>
Consolidated Entities						
PAPLB	(796,437)	(302,619)	-	(1,099,056)	661,717	652,901
NCSWMC	(510,928)	(25,090)	-	(536,018)	609,155	634,245
	<u>(1,307,365)</u>	<u>(327,709)</u>	<u>-</u>	<u>(1,635,074)</u>	<u>1,270,872</u>	<u>1,287,146</u>
	<u>\$ (246,341,847)</u>	<u>\$ (14,824,091)</u>	<u>\$ 3,170,477</u>	<u>\$ (257,995,463)</u>	<u>\$ 393,738,966</u>	<u>\$ 363,727,347</u>

Schedule 8

SCHEDULE OF FUND BALANCES SEGMENTED BY FUND

For the year ended December 31, 2022

	2021	Surplus (Deficit)	Net Allocations	2022
General Fund				
Fiscal Stabilization	\$ 10,235,307	\$ 8,562,005	\$ (2,906,735)	\$ 15,890,577
Police building reserve	(220,307)		220,307	-
Tangible capital assets (Schedule 7)	148,474,190	-	4,424,075	152,898,265
Work in progress	16,492,628	-	16,650,334	33,142,962
Amounts recovered from future revenue				
RBC loan - West Hill redevelopment	(143,400)	-	22,300	(121,100)
RBC loan - Golf course irrigation	(1,970,000)	-	65,000	(1,905,000)
RBC loan - Transit buses	(1,622,000)	-	252,000	(1,370,000)
MFC loan - Aquatic and Arenas Recreation Centre	-	-	(16,000,000)	(16,000,000)
Internal loan				
Water meter replacement	3,468,472	-	(449,925)	3,018,547
	<u>174,714,890</u>	<u>8,562,005</u>	<u>2,277,356</u>	<u>185,554,251</u>
Sanitation Fund				
Tangible capital assets (Schedule 7)	8,852,721	-	6,152,293	15,005,014
Work in progress	6,423,934	-	(6,423,934)	-
Sanitation improvement	<u>(4,765,371)</u>	<u>(73,828)</u>	<u>6,699,496</u>	<u>1,860,297</u>
Amount recovered from future revenue				
MFC loan - Waste Cell Construction	-	-	(6,260,000)	(6,260,000)
	<u>10,511,284</u>	<u>(73,828)</u>	<u>167,855</u>	<u>10,605,311</u>
Water Utility Fund				
Tangible capital assets (Schedule 7)	191,057,772	-	16,582,029	207,639,801
Work in progress	18,025,868	-	(16,327,779)	1,698,089
Water utility improvement	(19,893,816)	4,633,439	13,443,055	(1,817,322)
Amounts recovered from future revenue				
MFC loan - Raw Water Pump House	-	-	(12,803,000)	(12,803,000)
MFC loan - (WWTP - Detailed Design	-	-	(2,400,000)	(2,400,000)
CMHC loan - Water treatment plant	(1,994,723)	-	639,133	(1,355,590)
RBC loan - Reservoir	(6,242,000)	-	206,000	(6,036,000)
RBC loan - Reservoir upgrades	(5,841,000)	-	193,000	(5,648,000)
Internal loan				
Water meter replacement	(3,468,472)	-	449,925	(3,018,547)
	<u>171,643,629</u>	<u>4,633,439</u>	<u>(17,637)</u>	<u>176,259,431</u>
Land Fund				
Land development	(4,726,246)	1,766,638	1,047,416	(1,912,192)
Amount recovered from future revenue				
RBC - West Hill redevelopment	(1,290,600)	-	200,700	(1,089,900)
MFC loan - Marquis Road West Extension	-	-	(3,400,000)	(3,400,000)
	<u>(6,016,846)</u>	<u>1,766,638</u>	<u>(2,151,884)</u>	<u>(6,402,092)</u>

Schedule 8 (continued)

**SCHEDULE OF FUND BALANCES
SEGMENTED BY FUND**

For the year ended December 31, 2022

Airport Fund

Tangible capital assets (Schedule 7)	14,055,516	-	2,869,498	16,925,014
Work in progress	290,378	-	414,461	704,839
Airport improvement	<u>354,060</u>	<u>2,465,159</u>	<u>(2,710,171)</u>	<u>109,048</u>
	<u>14,699,954</u>	<u>2,465,159</u>	<u>573,788</u>	<u>17,738,901</u>

Consolidated Entities

Prince Albert Public Library Board	1,608,579	345,275	-	1,914,648
North Central Sask Waste Management	<u>1,049,263</u>	<u>(48,672)</u>	<u>-</u>	<u>1,000,589</u>
	<u>2,657,842</u>	<u>296,603</u>	<u>-</u>	<u>2,915,237</u>
	<u>\$ 368,210,753</u>	<u>\$ 17,650,016</u>	<u>\$ 849,478</u>	<u>\$ 386,671,039</u>

Schedule 9

SCHEDULE OF RESERVES SEGEMENTED BY FUND For the year ended December 31, 2022

General Fund	2021	Allocations	2022
Affordable Housing Reserve	\$ 666,892	\$ (103,217)	\$ 563,675
Alfred Jenkins Field House Improvements	357,424	52,556	409,980
Arena Improvements	9,626	33,431	43,057
Capital Works Committed	497,478	(43,830)	453,648
Civic Facilities	182,241	(34,853)	147,388
Cemetery Improvements	24,500	15,355	39,855
Community Services Building	7,222	1,663	8,885
Community Services Land Fund	188,112	(19,932)	168,180
Destination Marketing Levy	721,162	198,660	919,822
Downtown Improvement	242,856	9,526	252,382
E A Rawlinson Mechanical Equipment	(45,349)	10,000	(35,349)
E A Rawlinson Facility Fee	148,821	(9,546)	139,275
Equipment and Fleet	4,887,486	561,059	5,448,545
Fire Equipment	913,149	(229,196)	683,953
Future Infrastructure	2,347,859	(1,469,039)	878,820
Golf Course Improvements	188,874	21,750	210,624
Golf Course Equip and Golf Carts	182,047	92,023	274,070
Group Insurance	700,353	21,923	722,276
Information Technology	132,267	291,420	423,687
Kinsmen Water Park Surcharge	31,668	8,134	39,802
Minor Softball	24,898	13,606	38,504
Northern Housing Development	99,043	-	99,043
PA Slo Pitch	88,087	16,101	104,188
PA Downtown Business Improvement District Operating	100,261	33,124	133,385
PA Golf and Curling Club Mechanical Equipment	7,001	10,000	17,001
Pehonan Parkway	307,491	82,000	389,491
Police Service Protection Policy	463,777	(107,641)	356,136
Police Capital	73,880	54,068	127,948
Police Equipment	460,419	(111,172)	349,247
Police Operating	496,037	(48,198)	447,839
Project Beach Volleyball Courts	25,153	3,184	28,337
Project Triple Play	5,876	-	5,876
Public Art Capital	96,975	(65,911)	31,064
Public Transit	741,741	155,320	897,061
Safety	132,372	(76,427)	55,945
Snow Management	(697,927)	-	(697,927)
	<u>\$ 14,809,772</u>	<u>\$ (634,059)</u>	<u>\$ 14,175,713</u>

Schedule 9 (continued)

**SCHEDULE OF RESERVES
SEGMENTED BY FUND
For the year ended December 31, 2022**

	<u>2021</u>	<u>Allocations</u>	<u>2022</u>
Sanitation Fund			
Sanitation Capital Works	\$ <u>163,866</u>	\$ <u>(163,866)</u>	\$ <u>-</u>
Water Utility Fund			
Waterworks Capital Works	<u>196,116</u>	<u>506,500</u>	<u>702,616</u>
Land Fund			
Development Levies	(4,455,605)	16,166	(4,439,439)
Future Land Purchases	22,665	(902)	21,763
Planning and Marketing	<u>425,494</u>	<u>(3,837)</u>	<u>421,657</u>
	<u>(4,007,446)</u>	<u>11,427</u>	<u>(3,996,019)</u>
Airport Fund			
Airport Capital Works	360,681	(147,582)	213,099
Airport Maintenance	60,000	10,000	70,000
Airport - Passenger Facilities Fees	<u>2,629,216</u>	<u>(431,898)</u>	<u>2,197,318</u>
	<u>3,049,897</u>	<u>(569,480)</u>	<u>2,480,417</u>
	\$ <u>14,212,205</u>	\$ <u>(849,478)</u>	\$ <u>13,362,727</u>

SCHEDULE OF FUNDS HELD IN TRUST

Schedule 10

As At December 31, 2022

	<u>2022</u>	<u>2021</u>
FINANCIAL ASSETS		
Cash	\$ 589,752	\$ 660,801
Due from City of Prince Albert	<u>-</u>	<u>(98,632)</u>
NET ASSETS	<u>\$ 589,752</u>	<u>\$ 562,169</u>
LIABILITIES		
Trust funds held for others - General Fund	<u>\$ 589,752</u>	<u>\$ 562,169</u>
NET LIABILITIES	<u>\$ 589,752</u>	<u>\$ 562,169</u>

SCHEDULE OF TRUST FUND TRANSACTIONS

Schedule 11

For the year ended December 31, 2022

	<u>2021</u>	<u>Additions</u>	<u>Expenses</u>	<u>2022</u>
Diefenbaker Trust	\$ 417,423	\$ 13,141	\$ -	\$ 430,564
John Vandale Trust	1,779	49	244	1,584
Heritage Center - Winterburn Estate	3,500	110	-	3,610
Herschel Davidner Trust Fund	32,961	1,032	-	33,993
PA Golf and Curling Club Trust	23,208	10,888	-	34,096
Veteran's Care of Graves Trust	<u>83,298</u>	<u>2,607</u>	<u>-</u>	<u>85,905</u>
	<u>\$ 562,169</u>	<u>\$ 27,827</u>	<u>\$ 244</u>	<u>\$ 589,752</u>

TITLE: 2023 Care Home Abatements

DATE: June 22, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That the municipal property tax abatement for fifteen (15) Personal Care Homes in the amount of \$12,643.99, be approved.
2. That the education property tax abatement portion for fifteen (15) Personal Care Homes be based on approval from the Saskatchewan Ministry of Government Relations, if required, and the Prince Albert Catholic Separate School Division.

TOPIC & PURPOSE:

To provide the recommendation to abate a portion of the municipal tax levy for the businesses that operate as Care Homes. The abatement is the difference between the residential and commercial municipal tax levy.

For 2023, the abatement will provide businesses that operate as Care Homes a lower municipal tax levy to offset the provincial percentage of value from Commercial at 85% versus Residential at 80%. The total municipal amount for the 15 Care Homes for 2023 is \$12,643.99.

BACKGROUND:

In 2017, it was discovered that businesses operating as Personal Care Homes in Prince Albert that were previously taxed as residential property were moved to the Commercial Class. The Commercial property classification has been supported through the appeal process at the Board of Revision for the City of Prince Albert and at the Saskatchewan Municipal Board within the Province.

In 2018, the City established a new sub-class for care homes and the municipal tax levy was set to the equivalent of the residential class municipal tax levy. Base taxes were also adjusted to the equivalent to residential property. The proposed abatement is to offset the difference in the provincial percentage of value between commercial and residential. At that time the difference was 100% for commercial and 80% for residential.

In 2021, the Province of Saskatchewan changed the percentage of value for Commercial property from 100% taxable to 85% taxable.

City Council, at its meeting of July 11, 2022, approved the following motion regarding the 2022 Care Home Abatements:

2022 Care Home Abatements (RPT 22-261)

1. *That the Municipal Property Tax Abatement for fifteen (15) Personal Care Homes, as outlined in the attachment to RPT 22-261, in the amount of \$12,307.72, be approved; and,*
2. *That the Education Property Tax Abatement portion for fifteen (15) Personal Care Homes be based on approval from the Saskatchewan Ministry of Government Relations, if required, and the Prince Albert Roman Catholic Separate School Division No. 6.*

PROPOSED APPROACH AND RATIONALE:

The abatement for the 15 businesses operating as Care Homes was determined by taking the current calculated municipal levy, which uses the commercial percentage of value of 85%, and then recalculating using the residential percentage of value of 80%. The abatement is the calculated difference of \$12,643.99.

The abatement amount does not include Public School or Separate School property tax. Since the City of Prince Albert does not have the authority to abate school taxes, the amounts to offset the provincial percentage of value from Commercial at 85% to Residential at 80% would require approval from the school divisions. A request will be submitted for approval and the property owner will be notified upon approval being received.

CONSULTATIONS:

In 2019, the Care Home Tax Tool Options report (Report 19-206) was brought forward to the Executive Committee meeting on May 27, 2019. At that meeting it was recommended that Care Homes receive an abatement for the percentage difference between the commercial and residential rates based on the percentage of value.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Financial Services Department will send a letter to all the Care Home property owners advising them of the abatement amount. Correspondence will be sent to School Divisions for approval on education taxes.

FINANCIAL IMPLICATIONS:

These properties were included in the 2023 budgeted amount for abatements based on the previous years' approval amounts.

The 2023 property tax abatement for 15 Personal Care Homes is \$12,643.99.

Council approved the 2022 Care Home Abatements in the amount of \$12,307.72.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy implications, strategic plan or official community plan.

OPTIONS TO RECOMMENDATION:

An alternative to the recommendation would be for the abatement to be offered through an application process. This process would be consistent with other tax relief provided by the City such as Policy 51 *The Policy and Procedure for Applications for Tax Relief* (attached). Policy 51 provides relief based on the social benefit an organization provides and requires such an organization to apply to the City and submit information supporting their request. This information includes items such as governance structure, organization objectives, financial statements, statistics illustrating the benefits to the community, etc. The Care Homes would likely not qualify under Policy 51 as they do not meet all of the requirements. Specifically, not all Care Homes are structured as non-profit or equivalent entities.

Requiring the Care Home abatement to go through an approval process would assist in understanding what financial strains exist to the businesses in order to further support the tax relief provided. However, such an approval process would require additional administrative time to create a policy and review applications.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 Residential vs. Commercial Care Home Totals
2. Policy No. 51.

Written by: Milan Walters, Chief Clerk

Approved by: Director of Financial Services and City Manager

2023 Care Home Abatements

Roll	Assessed Value	85% TAXABLE VALUE	80% ASSESSED VALUE
201013961	\$ 1,445,800.00	\$ 1,228,930.00	\$ 1,156,640.00
220004800	\$ 6,874,400.00	\$ 5,843,240.00	\$ 5,499,520.00
240010400	\$ 7,050,100.00	\$ 5,992,585.00	\$ 5,640,080.00
120006020	\$ 2,408,600.00	\$ 2,047,310.00	\$ 1,926,880.00
201007680	\$ 570,100.00	\$ 484,585.00	\$ 456,080.00
260000080	\$ 1,713,300.00	\$ 1,456,305.00	\$ 1,370,640.00
240005600	\$ 773,100.00	\$ 657,135.00	\$ 618,480.00
201006740	\$ 486,500.00	\$ 413,525.00	\$ 389,200.00
222011220	\$ 199,300.00	\$ 169,405.00	\$ 159,440.00
101008750	\$ 195,400.00	\$ 166,090.00	\$ 156,320.00
120002050	\$ 69,200.00	\$ 58,820.00	\$ 55,360.00
120004110	\$ 62,300.00	\$ 52,955.00	\$ 49,840.00
260002940	\$ 143,600.00	\$ 122,060.00	\$ 114,880.00
201007690	\$ 207,500.00	\$ 176,375.00	\$ 166,000.00
120003550	\$ 222,200.00	\$ 188,870.00	\$ 177,760.00
	\$ 22,421,400.00	\$ 19,058,190.00	\$ 17,937,120.00

MUNICIPAL LEVY		
85% MUNI	80% MUNI	DIFFERENCE
\$ 12,532.51	\$ 11,795.30	\$ 737.21
\$ 59,588.78	\$ 56,083.56	\$ 3,505.22
\$ 61,111.78	\$ 57,516.97	\$ 3,594.81
\$ 20,878.26	\$ 19,650.13	\$ 1,228.13
\$ 4,941.75	\$ 4,651.06	\$ 290.69
\$ 14,851.25	\$ 13,977.65	\$ 873.60
\$ 6,701.40	\$ 6,307.20	\$ 394.20
\$ 4,217.09	\$ 3,969.02	\$ 248.06
\$ 1,727.58	\$ 1,625.95	\$ 101.62
\$ 1,693.77	\$ 1,594.14	\$ 99.63
\$ 599.84	\$ 564.56	\$ 35.28
\$ 540.03	\$ 508.26	\$ 31.77
\$ 1,244.76	\$ 1,171.53	\$ 73.22
\$ 1,798.65	\$ 1,692.85	\$ 105.80
\$ 1,926.08	\$ 1,812.78	\$ 113.30
		\$ 11,432.56

LIBRARY		
85% LIB	80% LIB	DIFFERENCE
\$ 786.15	\$ 739.90	\$ 46.24
\$ 3,737.92	\$ 3,518.04	\$ 219.88
\$ 3,833.46	\$ 3,607.96	\$ 225.50
\$ 1,309.66	\$ 1,232.63	\$ 77.04
\$ 309.99	\$ 291.75	\$ 18.23
\$ 931.60	\$ 876.80	\$ 54.80
\$ 420.37	\$ 395.64	\$ 24.73
\$ 264.53	\$ 248.97	\$ 15.56
\$ 108.37	\$ 101.99	\$ 6.37
\$ 106.25	\$ 100.00	\$ 6.25
\$ 37.63	\$ 35.41	\$ 2.21
\$ 33.88	\$ 31.88	\$ 1.99
\$ 78.08	\$ 73.49	\$ 4.59
\$ 112.83	\$ 106.19	\$ 6.64
\$ 120.82	\$ 113.71	\$ 7.11
		\$ 717.15

CIVIC FACILITIES		
85% DEBT	80% DEBT	DIFFERENCE
\$ 541.84	\$ 509.96	\$ 31.87
\$ 2,576.28	\$ 2,424.74	\$ 151.55
\$ 2,642.13	\$ 2,486.71	\$ 155.42
\$ 902.66	\$ 849.56	\$ 53.10
\$ 213.65	\$ 201.09	\$ 12.57
\$ 642.08	\$ 604.32	\$ 37.77
\$ 289.73	\$ 272.69	\$ 17.04
\$ 182.32	\$ 171.60	\$ 10.72
\$ 74.69	\$ 70.30	\$ 4.39
\$ 73.23	\$ 68.92	\$ 4.31
\$ 25.93	\$ 24.41	\$ 1.53
\$ 23.35	\$ 21.97	\$ 1.37
\$ 53.82	\$ 50.65	\$ 3.17
\$ 77.76	\$ 73.19	\$ 4.57
\$ 83.27	\$ 78.37	\$ 4.90
		\$ 494.28

Total Abatement

\$ 815.32

\$ 3,876.65

\$ 3,975.73

\$ 1,358.27

\$ 321.49

\$ 966.17

\$ 435.97

\$ 274.35

\$ 112.39

\$ 110.19

\$ 39.02

\$ 35.13

\$ 80.98

\$ 117.01

\$ 125.30

TOTAL ABATEMENT:	\$ 12,643.99
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City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	1 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

1. POLICY

- 1.01 That any organization that applies to the City for property tax relief based on the social benefit that the organization provides, will submit its request pursuant to this policy.
- 1.02 This policy does not apply to requests for tax refunds due to the discovery of incorrect assessment or tax data or calculations (obvious errors).

2. PURPOSE

- 2.01 The purpose of this policy is to establish a consistent procedure for administration to utilize to prepare material for Council in instances where organizations apply to the City for property tax relief.
- 2.02 The purpose of this policy is to standardize:
1. The submission deadline for applications;
 2. The information that accompanies every application to the City for tax relief;
 3. The guiding principles that City Council gives consideration to when evaluating applications;
 4. A list of general issues that Council gives consideration to in its evaluation of applications; and
 5. A list of industries that Council will review as it gives consideration to each application to ensure it is aware of any potential conflicts that could arise from providing the requested tax relief.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	2 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

3. SCOPE

- 3.01 This Policy applies to any organization that owns taxable property within the City of Prince Albert and requests tax relief based on the social benefit that the organization provides.

4. RESPONSIBILITY

- 4.01 Council is responsible for making the final decision regarding the abatement or exemption of taxes under the authority of Sections 244, 262, and 263 of The Cities Act.
- 4.02 The Cities Act (Section 101(1)(h)) authorizes Council to provide tax relief in certain instances, and this is an authority that Council can't delegate to administration; all requests for tax relief must be forwarded to Council for its decision.
- 4.03 The Director of Financial Services is responsible for ensuring all requests are in compliance with this policy before information is forwarded to City Council for its decision.

5. DEFINITIONS

- 5.01 Tax Abatement – The cancellation, reduction, refund of taxes as defined in Section 244 of The Cities Act.
- 5.02 Tax Exemption – The exemption from taxation in whole or in part as defined in Sections 262 and 263 of The Cities Act.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	3 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE

6.01 The particular Sections of the Cities Act that a request for tax relief must be processed under are:

- 244 – Cancellation, reduction, refund or deferral of taxes, or
- 262 – Exemptions from taxation
- 263 – Exempt property and other taxing authorities
- 101(1)(h) – Council’s Authority

7. PROCEDURE

7.01 Application Deadlines

Applications for tax relief under this guideline with all supporting documentation must be made prior to **October 15th** of the year prior to the first year for which an application is being made. Any application received or perfected after the stated deadline will not be considered until the next cycle of applications. It is the responsibility of the applying organization to ensure they are aware of and meet the stated deadline.

The report accompanying the recommendation will interpret the data supplied as it relates to the guideline to assist Council in making its legislatively required determinations.

7.02 Corporate Status

The applicant must provide Proof of non-profit corporate status or an acceptable equivalent status.

7.03 Financial Statements

The applicant must provide the most current audited or reviewed financial statement.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	4 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

7.04 Budget

The applicant must provide the most recent budget for the organization.

7.05 Approvals, Licences & Certificates

The applicant must provide copies of any document provided by a level of government that authorizes the operations of the applicant.

7.06 General Information

The applicant must provide a summary of the organization including:

1. How the organization is governed (i.e. Board structure and composition, as well as the use of employees and volunteers)
2. The objectives of the organization
3. Relevant statistics illustrating the benefits to the community as a result of the activities of the organization with emphasis on groups benefiting directly or indirectly.
4. "Tiered" benevolent organizations should provide data on how all levels of their organization inter-relate and contribute to the objectives of the organization.
5. Where appropriate, provide a breakdown of salaries and benefits between administrative, professional and operational/client staff.
6. Relative statistics including a description of client catchment area and demographics of the current client base.
7. A summary of the restrictions on who may avail themselves of the use of the services of the organization.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	5 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

7.07 At a minimum any applicant seeking an exemption would be required to:

1. Be registered as a non-profit corporation or acceptable equivalent.
2. Have objectives of enhancing the health, safety, or welfare of the citizens of Prince Albert. A linkage to the provision of support to youth, the physically or emotionally challenged or other groups identified as deserving by council must be clear in the documentation.
3. Be applying for tax relief for a property that is owned, occupied and utilized by the applying organization for the purpose of meeting the objectives of the organization or the applicant meets all other criteria and occupies property owned by an organization normally exempt under the legislation.

TITLE: 2023 Request for Tax Relief

DATE: June 26, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That an abatement to Catholic Family Services of Prince Albert Inc. for the portion of the 2023 taxes attributable to the Prince Albert Roman Catholic Separate School Division No. 6, for the property located at 1008 - 1st Avenue West, in the amount of \$2,744, be approved, conditional upon approval by the School Board;
2. That an abatement to Prince Albert Society for the Prevention of Cruelty to Animals for the property located at 1125 North Industrial Drive, in the amount of \$5,729.01 be approved; and,
3. That an abatement to Masonic Temple Corporation for the property located at 292 15th Avenue East, in the amount of \$942.50 be approved.

TOPIC & PURPOSE:

Request that approval be given for the tax abatement for the three mentioned properties in the report for a total of \$9,415.51 as follows:

2023 Tax Relief	Municipal	School Boards	Total
Catholic Family Services		\$2,744.00	\$2,744.00
SPCA	\$5,729.01		\$5,729.01
Masonic Temple Corp.	\$942.50		\$942.50
TOTAL	\$6,671.51	\$2,744.00	\$9,415.51

BACKGROUND:

In 2011, Council endorsed where an applicant receive tax abatement in an amount that results in the taxes paid equaling two (2) times that of the residential tax rate.

The Cities Act requires Council approval for tax abatements.

PROPOSED APPROACH AND RATIONALE:

Catholic Family Services

Catholic Family Services of Prince Albert Inc. is a non-profit charitable organization, operating under a volunteer Board of Directors. The organization has received tax relief for the past eight years.

The report is recommending that an abatement to Catholic Family Services of Prince Albert Inc. for the 2023 taxes attributable to the Prince Albert Roman Catholic Separate School Division No. 6, for the property located at 1008 - 1st Avenue West., in the amount of \$2,744, be approved, conditional upon approval by the School Board.

The rationale for the abatement of the school board taxes to the Prince Albert Roman Catholic Separate School Division No. 6 is that the School Division provides funding to Catholic Family Services of Prince Albert for its programming.

Prince Albert Society for the Prevention of Cruelty to Animals (SPCA)

Administration considers the objective of the SPCA to be a benefit to the citizens of Prince Albert, however, they have a Service Agreement to provide the City with humane and safe treatment and shelter to animals. Because of the contractual arrangement to provide animal welfare services, the net benefit is indirect rather than direct. At this time, the SPCA merits Council's consideration in its tax relief request for the Shelter building and related land only.

Administration recommends Council approve tax relief for the shelter building and related land only. Other SPCA operations openly compete with other commercial and retail operations in the City. For that reason, Administration does not believe that there should be a tax relief on these areas.

In summary, Administration's review of this organization meets the requirements of the Tax Relief Policy in part. Consistent with past practice for this property, tax relief is calculated as the amount required to bring taxes to a level which represents twice what the taxes would be if the property were taxed residentially.

The Report is recommending that an abatement to Prince Albert Society for the Prevention of Cruelty to Animals for the property located at 1125 North Industrial Drive, in the amount of \$5,729.01 be approved.

<u>2023 Taxes</u>	<u>Taxes at 2x Resi</u>	<u>Abatement Total – Municipal Portion</u>
\$22,887.38	\$17,426.45	\$5,729.01

Masonic Temple Corp.

The Prince Albert Masonic Temple Corporation is a registered non-profit corporation. The Temple Corporation was founded to manage the facility which provides shared meeting facilities for a number of organizations that offer direct charitable and benevolent support to many members of the community.

Tax abatement for the Masonic Temple Corporation was first introduced in 1997.

1997 marked the first step towards market values and with it came dramatic increases to residential assessments but only modest increases to commercial assessments. The Council of the day introduced mill rate factors necessary to re-balance what otherwise would have been significant tax shifts between residential and non-residential property groups. There were however individual properties that still had significant tax changes from 1996 to 1997. The Masonic Temple Corporation property was one of those properties.

This tiered organization, through its member organizations, financially supports:

1. Youth education through scholarships.
2. Health research in the areas of cancer research, auditory research.
3. The maintenance and equipping of medical facilities specializing in treating individuals that are physically handicapped or crippled and severely burned children.
4. They also supply financial support for transporting patients as well as actual automobile transportation for Prince Albert Cancer patients to get to Saskatoon Hospitals.

This tiered organization has submitted documents required under the Tax Relief Policy on time and were able to demonstrate meeting the criteria. Consistent with past practices for this property, tax relief is calculated as the amount required to bring taxes to a level which represents twice what the taxes would be if the property were taxed residentially.

This Report is recommending that an abatement to Masonic Temple Corporation for the property located at 292 15th Avenue East, in the amount of \$942.50 be approved.

<u>2023 Taxes</u>	<u>Taxes at 2x Resi</u>	<u>Abatement Total – Municipal Portion</u>
\$6,753.57	\$6,121.66	\$942.50

City's Policy No. 51 - Policy & Procedure for Applications for Tax Relief

The City's Policy No. 51 states as follows:

"7.07 At a minimum any applicant seeking an exemption would be required to:

1. *Be registered as a non-profit corporation or acceptable equivalent.*
2. *Have objectives of enhancing the health, safety, or welfare of the citizens of Prince Albert. A linkage to the provision of support to youth, the physically or emotionally challenged or other groups identified as deserving by council must be clear in the documentation.*
3. *Be applying for tax relief for a property that is owned, occupied and utilized by the applying organization for the purpose of meeting the objectives of the organization or the applicant meets all other criteria and occupies property owned by an organization normally exempt under the legislation."*

As per the City's Policy regarding Applications for Tax Relief, the properties listed in this Report meet the criteria as outlined above for tax relief and the properties recommended have historically been granted tax relief.

CONSULTATIONS:

The listed abatements are reviewed by the Finance Manager and Senior Accounting Manager to determine that treatment is consistent with past practices and the organization meets the minimum requirements.

This initial review is conducted to ensure the requirements have been met prior to Council's approval. This process streamlines the approval process and reduces the number of reports to Council.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Financial Services Department will notify all parties on the amount of tax relief once approved.

POLICY IMPLICATIONS:

The City's Police No. 51 - Policy & Procedure for Applications for Tax Relief states as follows:

4.01 Council is responsible for making the final decision regarding the abatement or exemption of taxes under the authority of Sections 244, 262, and 263 of The Cities Act.

4.02 The Cities Act (Section 101(1)(h)) authorizes Council to provide tax relief in certain instances, and this is an authority that Council can't delegate to administration; all requests for tax relief must be forwarded to Council for its decision.

FINANCIAL IMPLICATIONS:

The financial implications to the City is \$6,671.51. The total amount of the proposed abatement is \$9,415.51. Of this total, \$6,671.51 makes up the municipal portion and the remaining \$2,744.00 relates to the Separate School Board share.

The municipal portion of the abatements in the total amount of \$6,671.51 can be accommodated through the tax refund and abatement account that has been budgeted for in 2023.

2023 Tax Relief	Municipal	School Boards	Total
Catholic Family Services		\$2,744.00	\$2,744.00
SPCA	\$5,729.01		\$5,729.01
Masonic Temple Corp.	\$942.50		\$942.50
TOTAL	\$6,671.51	\$2,744.00	\$9,415.51

STRATEGIC PLAN:

The City's Strategic Plan Priority "Building a Robust Economy" includes the priority of creating an equitable taxation structure that promotes community growth.

OPTIONS TO RECOMMENDATION:

1. Approve abatements in the amounts other than those listed in this report. This is not recommended as it is contrary to previous year processes.
2. Approve abatements for some, but not all, of the properties listed. This option is not being recommended as all properties listed have historically been granted tax relief.
3. Do not approve any abatement amounts. This option is not recommended as this would be contrary to the City's Tax Relief policy to provide tax relief based on the social benefit that the organization provides.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications or official community plan implications.

PUBLIC NOTICE:

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

Written by: Milan Walters, Chief Clerk

Approved by: Finance Manager, Acting Director of Financial Services & City Manager

RPT 23-267

TITLE: Rose Garden Hospice - Abatement for Year 2023

DATE: June 28, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That an abatement in the total amount of \$10,489.32 for the Rose Garden Hospice for Year 2023 for the term of January 1, 2023 to May 31, 2023 be approved, broken down by the amount of \$6,577.16 for the Municipal portion; and the amount of \$3,912.16 for a tax abatement for public and separate school taxes subject to approval from the Ministry of Saskatchewan and the Catholic Separate School Division.

TOPIC & PURPOSE:

To provide an abatement to the Rose Garden Hospice for the term of January 1, 2023 to May 31, 2023, in the total amount of \$10,489.32, subject to approval by the Ministry of Saskatchewan and the Catholic Separate School Division relating to the school taxes.

BACKGROUND:

Request of Rose Garden Hospice

Correspondence dated March 29, 2023 from the Executive Director of the Rose Garden Hospice was forwarded to the May 1, 2023 Executive Committee meeting. Their attached correspondence requested that the City of Prince Albert exempt the Rose Garden Hospice for the 2023 property tax year. That would allow the Rose Garden Hospice to continue in negotiating a more permanent solution as a designated Health Care Organization with the Provincial Ministry of Health and the Saskatchewan Health Authority.

Executive Committee at its meeting of May 1, 2023 referred the correspondence to Financial Services for review and report.

Attached to the Report is a copy of the correspondence dated March 29, 2023 from the Executive Director of the Rose Garden Hospice.

Health Care Organizations – Amendment to Provincial Health Authority Act

The Provincial Health Authority Act of the Province of Saskatchewan approved an amendment to the Regulations, 2023 as per attached.

The amendment included that “Rose Garden Hospice Association Inc” (RGHA) as a prescribed Health Care Organization and added that the Rose Garden Hospice whose land, buildings and improvements be exempt from taxation for municipal or educational purposes.

The Provincial Health Authority Administration Amendment Regulations, 2023 (Minister of Health) approved that that Rose Garden Hospice receive funding from Provincial Health Authority prescribed as a Health Care Organization.

As such, effective May 26, 2023 with the legislation change, the Rose Garden Hospice is exempt from taxation for municipal or educational purposes.

PROPOSED APPROACH AND RATIONALE:

The correspondence from the Rose Garden Hospice dated March 29, 2023 requested that the City of Prince Albert exempt the Rose Garden Hospice for the 2023 property tax year. Since the referral of the correspondence from the May 1, 2023 Executive Committee meeting, the Minister of Health for the Province of Saskatchewan has made an amendment to the Provincial Health Authority Administration Act to include the Rose Garden Hospice as a prescribed Health Organization.

As such, effective May 26, 2023 and forward, the Rose Garden Hospice is exempt from taxation for municipal and educational purposes.

The amount that will be exempt from municipal and educational taxes for June 1st to December 31st, 2023 is \$14,865.62.

This report is recommending that the Rose Garden Hospice be exempt from taxation for the full 2023 year, as the Rose Garden Hospice is designated as a Health Care Organization and as per legislation is exempt from taxation.

Based on the Rose Garden Hospice taxable assessment, the total amount of property taxes is as follows for the **full year**:

Municipal Portion	\$14,057.81
Public School Division	\$4,728.26
Separate School Division	\$4,728.26
Library Levy	\$881.83
Civic Facilities Levy	\$607.78
Special & Base Taxes	\$351.00
Total 2023 Property Taxes	\$25,354.94

As per the Provincial Legislation, the Rose Garden Hospice is exempt from municipal and educational purposes in the total amount of \$14,865.62 for the term June 1st to the end of the Year.

Based on the exempt property taxation, the remaining amount owing for property taxes for the term of January 1st to May 31, 2023 is as follows:

Municipal Portion (all)	\$6,577.16
School Portion	\$3,912.16
Total	\$10,489.32

This report is recommending that Council approve an abatement for the Rose Garden Hospice in the total amount of \$10,489.32 for the term of January 1st to May 31, 2023. The approval for a tax abatement for public and separate school taxes are subject to approval from the Ministry of Saskatchewan and the Catholic Separate School Division.

The Cities Act requires that Council approves tax abatements.

The Cities Act

Cancellation, reduction, refund or deferral of taxes:

“244(1) Subject to subsection (12), with respect to any year, if a council considers it equitable to do so in any of the circumstances set out in subsection (2), it may, generally or with respect to a particular taxable property, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or any part of a tax;*
- (c) defer the collection of a tax.*

(2) A council may act pursuant to subsection (1) if: (a) there has been a change in the property, to the extent that the council considers it inappropriate to collect the whole or a part of the taxes.”

City’s Policy No. 51 - Policy & Procedure for Applications for Tax Relief

The City’s Policy No. 51 states as follows:

“7.07 At a minimum any applicant seeking an exemption would be required to:

- 1. Be registered as a non-profit corporation or acceptable equivalent.*
- 2. Have objectives of enhancing the health, safety, or welfare of the citizens of Prince Albert. A linkage to the provision of support to youth, the physically or emotionally challenged or other groups identified as deserving by council must be clear in the documentation.*
- 3. Be applying for tax relief for a property that is owned, occupied and utilized by the applying organization for the purpose of meeting the objectives of the organization or the applicant meets all other criteria and occupies property owned by an organization normally exempt under the legislation.”*

As per the City’s Policy for Tax Relief, the Rose Garden Hospice meets the criteria for consideration by Council for a tax abatement.

CONSULTATIONS:

The Rose Garden Hospice has forwarded correspondence to the City requesting they be exempt for the 2023 property tax year.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once a decision has been made by City Council, Finance Administration will inform the Rose Garden Hospice accordingly.

As well, Administration will forward the request to the Ministry of Saskatchewan and the Catholic Separate School Division for consideration of the abatement of the school taxes.

POLICY IMPLICATIONS:

The City’s Policy No. 51 - Policy & Procedure for Applications for Tax Relief states as follows:

4.01 Council is responsible for making the final decision regarding the abatement or exemption of taxes under the authority of Sections 244, 262, and 263 of The Cities Act.

4.02 The Cities Act (Section 101(1)(h)) authorizes Council to provide tax relief in certain instances, and this is an authority that Council can't delegate to administration; all requests for tax relief must be forwarded to Council for its decision.

FINANCIAL IMPLICATIONS:

The approval of the abatement for the Rose Garden Hospice in the amount of \$10,489.32 does not impact the 2023 taxation revenue. The tax tools for 2023 as approved by City Council did not include revenue from the Rose Garden Hospice for taxation for 2023 as per the legislation governing Health Care Organizations. As such, there is no financial impact for this decision.

This report is requesting approval for a tax abatement in the amount of \$10,489.32 for the Rose Garden Hospice for the term of January 1st to May 31st, 2023:

Total 2023 Property Taxes	\$25,354.94
Approved Exemption as per Province	(\$14,865.62)
Total 2023 Abatement	\$10,489.32

The municipal portion of the above abatement is \$6,577.16.

The approval for a tax abatement for public and separate school taxes in the total amount of \$3,912.16 is subject to approval from the Ministry of Saskatchewan and the Catholic Separate School Division.

STRATEGIC PLAN:

The City's Strategic Plan Priority "Building a Robust Economy" includes the priority of creating an equitable taxation structure that promotes community growth.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications or official community plan implications.

OPTIONS TO RECOMMENDATION:

Council may not approve the abatement, however, that option is not recommended as the Rose Garden Hospice has been approved by the Provincial Health Authority Act to be exempt.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Rose Garden Hospice Correspondence dated March 29, 2023.
2. Provincial Health Authority Administration Amendment Regulations.
3. City's Policy No. 51 - Policy & Procedure for Applications for Tax Relief.

Written by: Melodie Boulet, Finance Manager

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



RECEIVED
MAR 29 2023
CITY CLERK
Executive Committee

March 29, 2023

Mayor Greg Dionne
City of Prince Albert
1084 Central Avenue
Prince Albert, Saskatchewan
Canada S6V 7P3

Subject: Rose Garden Hospice 2023 property tax

Dear Mayor Dionne,

Thank you for the opportunity to meet with you on March 27, 2023, to provide an update on the Rose Garden Hospice building progress and the plan for operation.

In follow up, I am writing today to ask that the City of Prince Albert exempt Rose Garden Hospice for the 2023 property tax year. This will allow Rose Garden to continue in negotiating a more permanent solution as a designated Health Care organization with the provincial Ministry of Health and the Saskatchewan Health Authority.

Should you have any questions or need for an update on progress my coordinates are below. I would welcome the opportunity to connect again.

On behalf of the Rose Garden Hospice board of directors and myself I would like to thank you in advance for your time and consideration in this matter.

Sincerely,

**Recommended
Disposition:**

*Refer to Financial
Services for review
and report.*

Brett Enns RN, MSN
Executive Director
Rose Garden Hospice

Email: ennsb@sasktel.net

Website: www.rosegardenhospice.ca

Cc:

File

RGH Board of Directors

Encl:

P.O. Box 2092
Prince Albert, SK
S6V 1E0



Registrar of Regulations

Filed MAY 18 2023

SR 38/2023

Province of Saskatchewan

Order in Council 242/2023

Approved and Ordered: MAY 17 2023

Lieutenant Governor/Administrator

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, makes *The Provincial Health Authority Administration Amendment Regulations, 2023* in accordance with the attached Schedule.

Acting President of the Executive Council

(For administrative purposes only.)

Recommended by: Minister of Health

Authority: *The Provincial Health Authority Act, section 9-5*

JAG NK 09-05-23

SCHEDULE to OC 242/2023

Title

1 These regulations may be cited as *The Provincial Health Authority Administration Amendment Regulations, 2023*.

RRS c P-30.3 Reg 1 amended

2 *The Provincial Health Authority Administration Regulations* are amended in the manner set forth in these regulations.

Section 2 amended

3(1) **Subsection 2(1) is amended in clause (b) of the definition of “special resolution” by striking out “*The Non-profit Corporations Act, 1995*” and substituting “*The Non-profit Corporations Act, 2022*”.**

(2) **Subsection 2(7) is repealed and the following substituted:**

“(7) In these regulations:

- (a) a reference to a table is a reference to a table in Part 1 of the Appendix; and
- (b) a reference to a form is a reference to a form in Part 2 of the Appendix”.

Section 4 amended

4 **Clause 4(2)(e) is repealed and the following substituted:**

“(e) is a judge of the Court of King’s Bench or the Court of Appeal”.

Section 7 amended

5(1) **Subsection 7(3) is amended by striking out “*The Non-profit Corporations Act, 1995*” and substituting “*The Non-profit Corporations Act, 2022*”.**

(2) **Subsection 7(5) is amended by striking out “*The Non-profit Corporations Act, 1995*” and substituting “*The Non-profit Corporations Act, 2022*”.**

Appendix, Part 1 amended

6(1) Part 1 of the Appendix is amended in the manner set forth in this section.

(2) **Table 1 is repealed and the following substituted:**

PROVINCIAL HEALTH AUTHORITY ADMINISTRATION
AMENDMENT REGULATIONS, 2023

2

“Table 1
[Subsection 6(1)]

**Persons Receiving Funding from Provincial Health Authority Prescribed as
Health Care Organizations**

Autism Resource Centre Inc.
Autism Treatment Services of Saskatchewan, Inc.
Backlin’s Ambulance Service Ltd.
Blaine Lake Ambulance Care Ltd.
BridgePoint Center Inc.
Canadian Mental Health Association (Saskatchewan Division) Inc.
Canadian Mental Health Association, Battlefords Branch, Inc.
The Canadian Mental Health Association, Prince Albert Branch Inc.
Canadian Mental Health Association – Saskatoon Branch Inc.
Canadian Mental Health Association, Swift Current Branch, Inc.
Canora Ambulance Care (1996) Ltd.
Cenaiko Enterprises Corp.
Creighton Alcohol & Drug Abuse Council, Inc.
Crestvue Ambulance Service Ltd.
Crocus Co-operative
Cupar Lions Volunteer Ambulance Inc.
Duck Mountain Ambulance Care Ltd.
Dutchak Holdings Limited
Dutchak Transport Ltd.
Edwards Society Inc.
eHealth Saskatchewan
EHN Outpatient Services Inc.
Elrose Volunteer Fire Brigade Inc.
Fillmore Ambulance Inc.
Gull Lake & District Road Ambulance Corporation
Hope’s Home Incorporated
Imperial & District Volunteer Ambulance Inc.
J.T. Ambulance Service Inc.
Kelvington Ambulance Care Ltd.
Langham Care Home, Inc.
Libbie Young Centre Inc.
Lifeline Ambulance Service Inc.
Lloydminster Emergency Care Services (1989)
M.D. Ambulance Care Ltd.
Marshall’s Ambulance Care Ltd.
McKerracher Support Services Inc.
Medstar Ventures Inc.
Melfort Ambulance Care (1999) Ltd.
Mental Health Association/Regina Branch Inc.
Midway Ambulance Care Ltd.
Moose Jaw Alcohol and Drug Abuse Society Inc.
Parkland Ambulance Care Ltd.
Phoenix Residential Society Inc.
Portage Vocational Society Inc.
Prairie Ambulance Care (1998) Ltd.

PROVINCIAL HEALTH AUTHORITY ADMINISTRATION
AMENDMENT REGULATIONS, 2023

3

Preeceville Ambulance Care (1998) Ltd.
Quill Plains Ambulance Care Ltd.
Rainbow Youth Centre Inc.
Raymore Community Health & Social Centre
Regina Recovery Homes, Inc.
Rose Garden Hospice Association Inc.
Samaritan Place Corp.
Sanctum Care Group Inc.
Saskatchewan Health-Care Association
Saskatoon Crisis Intervention Service Inc.
Saskatoon Housing Coalition, Inc.
Self Help and Recreation – Education P.A. Incorporated
Shamrock Ambulance Care Inc.
SMILE Services Inc.
Society for Involvement of Good Neighbours Inc.
Soo Line Ambulance Association
Stoughton & District Volunteer Ambulance Inc.
Strasbourg and District Health Centre Corp.
Supreme Ambulance Care (1987) Limited
Swift Current and District Ambulance Services Ltd.
Thunder Creek Rehabilitation Association Inc.
Tisdale Ambulance Care Ltd.
Val Marie District Ambulance Inc.
Valley Ambulance Care Ltd.
Wald Ambulance Ltd.
Weyburn Group Home Society Inc.
757 Mohrs Holdings Inc.
597008 Saskatchewan Ltd.
615672 Saskatchewan Ltd.
620363 Saskatchewan Ltd.”.

(3) Table 5 is repealed and the following substituted:

“Table 5
[Section 10]

**Designated Health Care Organizations with which Provincial Health
Authority may enter into Agreement**

Langham Care Home, Inc.
Samaritan Place Corp.”.

(4) Table 7 is amended by adding “Rose Garden Hospice Association Inc.” to the list of prescribed health care organizations, in alphabetical order.

Coming into force

7 These regulations come into force on the day on which they are filed with the Registrar of Regulations.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	1 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

1. POLICY

- 1.01 That any organization that applies to the City for property tax relief based on the social benefit that the organization provides, will submit its request pursuant to this policy.
- 1.02 This policy does not apply to requests for tax refunds due to the discovery of incorrect assessment or tax data or calculations (obvious errors).

2. PURPOSE

- 2.01 The purpose of this policy is to establish a consistent procedure for administration to utilize to prepare material for Council in instances where organizations apply to the City for property tax relief.
- 2.02 The purpose of this policy is to standardize:
1. The submission deadline for applications;
 2. The information that accompanies every application to the City for tax relief;
 3. The guiding principles that City Council gives consideration to when evaluating applications;
 4. A list of general issues that Council gives consideration to in its evaluation of applications; and
 5. A list of industries that Council will review as it gives consideration to each application to ensure it is aware of any potential conflicts that could arise from providing the requested tax relief.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
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		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

3. SCOPE

- 3.01 This Policy applies to any organization that owns taxable property within the City of Prince Albert and requests tax relief based on the social benefit that the organization provides.

4. RESPONSIBILITY

- 4.01 Council is responsible for making the final decision regarding the abatement or exemption of taxes under the authority of Sections 244, 262, and 263 of The Cities Act.
- 4.02 The Cities Act (Section 101(1)(h)) authorizes Council to provide tax relief in certain instances, and this is an authority that Council can't delegate to administration; all requests for tax relief must be forwarded to Council for its decision.
- 4.03 The Director of Financial Services is responsible for ensuring all requests are in compliance with this policy before information is forwarded to City Council for its decision.

5. DEFINITIONS

- 5.01 Tax Abatement – The cancellation, reduction, refund of taxes as defined in Section 244 of The Cities Act.
- 5.02 Tax Exemption – The exemption from taxation in whole or in part as defined in Sections 262 and 263 of The Cities Act.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	3 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE

6.01 The particular Sections of the Cities Act that a request for tax relief must be processed under are:

- 244 – Cancellation, reduction, refund or deferral of taxes, or
- 262 – Exemptions from taxation
- 263 – Exempt property and other taxing authorities
- 101(1)(h) – Council’s Authority

7. PROCEDURE

7.01 Application Deadlines

Applications for tax relief under this guideline with all supporting documentation must be made prior to **October 15th** of the year prior to the first year for which an application is being made. Any application received or perfected after the stated deadline will not be considered until the next cycle of applications. It is the responsibility of the applying organization to ensure they are aware of and meet the stated deadline.

The report accompanying the recommendation will interpret the data supplied as it relates to the guideline to assist Council in making its legislatively required determinations.

7.02 Corporate Status

The applicant must provide Proof of non-profit corporate status or an acceptable equivalent status.

7.03 Financial Statements

The applicant must provide the most current audited or reviewed financial statement.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
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		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

7.04 Budget

The applicant must provide the most recent budget for the organization.

7.05 Approvals, Licences & Certificates

The applicant must provide copies of any document provided by a level of government that authorizes the operations of the applicant.

7.06 General Information

The applicant must provide a summary of the organization including:

1. How the organization is governed (i.e. Board structure and composition, as well as the use of employees and volunteers)
2. The objectives of the organization
3. Relevant statistics illustrating the benefits to the community as a result of the activities of the organization with emphasis on groups benefiting directly or indirectly.
4. "Tiered" benevolent organizations should provide data on how all levels of their organization inter-relate and contribute to the objectives of the organization.
5. Where appropriate, provide a breakdown of salaries and benefits between administrative, professional and operational/client staff.
6. Relative statistics including a description of client catchment area and demographics of the current client base.
7. A summary of the restrictions on who may avail themselves of the use of the services of the organization.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
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Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	5 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

7.07 At a minimum any applicant seeking an exemption would be required to:

1. Be registered as a non-profit corporation or acceptable equivalent.
2. Have objectives of enhancing the health, safety, or welfare of the citizens of Prince Albert. A linkage to the provision of support to youth, the physically or emotionally challenged or other groups identified as deserving by council must be clear in the documentation.
3. Be applying for tax relief for a property that is owned, occupied and utilized by the applying organization for the purpose of meeting the objectives of the organization or the applicant meets all other criteria and occupies property owned by an organization normally exempt under the legislation.

RPT 23-268

TITLE: Bylaw No. 16 of 2023 – Zoning Bylaw Amendment for Digital Sign Fees

DATE: June 29, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Bylaw No. 16 of 2023 to amend the digital sign fee be given first reading; and,
2. That Administration be authorized to provide public notice for the public hearing.

TOPIC & PURPOSE:

The purpose of this report is to consider Bylaw No. 16 of 2023, which proposes an amendment to the *City of Prince Albert Zoning Bylaw No. 1 of 2019*. This amendment proposes increasing the fee for digital sign permits from \$250 to \$400.

BACKGROUND:

During the June 19, 2023 Executive Committee meeting, the Committee considered RPT-23-234, which was a review of third party signs on private property. Following that review, the Committee then approved the following motion through Resolution No. 0136:

“That Administration provide a report to amend the Zoning Bylaw’s Digital Sign Permit Fee to cover the City’s cost of that permit, for consideration at an upcoming City Council meeting.”

PROPOSED APPROACH AND RATIONALE:

Establishing Permit Fees

The Cities Act grants City Council the right to establish a system of licenses and permits with associated fees to cover the costs of administering and enforcing the system. However, any fees that are established must not exceed the cost to the City of regulating the activity that requires the permit. This is detailed in *The Cities Act* as follows:

“8(4) Any fee that may be established pursuant to subclause (3)(c)(i) for a license, inspection, permit or approval must not exceed the cost to the city of:

- (a) administering and regulating the activity for which the license, inspection, permit or approval is required; and
- (b) enforcing payment of the license, inspection, permit or approval fee.”

As such, the City cannot establish sign permit fees that cost more than the work involved in issuing the permit.

Review of Digital Signs

The process to review digital signs involves accepting a permit application and circulating it through multiple departments, as is typical for any sign application. However, digital signs are also reviewed for the appropriateness of the location, given that digital sign brightness and glare can have an impact on surrounding properties. The majority of the review of digital signs is completed by the Planning and Development Services and Public Works Departments, as there are things such as site inspections, assessment of safety impacts to drivers, and review of proximity to utilities and access points that need to be completed with each application. In addition, as City Council has required all digital sign applications be considered by Council, there is also staff time dedicated to that process.

With the additional considerations that are required for digital signs, it is proposed that the permit fee for digital signs be increased from \$250 to \$400 to recover the costs to the City. This proposed fee is similar to digital sign fees in other municipalities, as per the chart below.

Municipality	Population	Sign Fees
Saskatoon, SK	265,000	Commercial zone sign application fee - \$225 Digital sign permit application fee - \$750
Regina, SK	228,000	Permanent sign permit fee - \$260 Digital sign permit fee - \$500
Moose Jaw, SK	33,000	Freestanding sign permit fee - \$50
Lloydminster, SK	32,000	Freestanding or billboard sign permit fee - \$500
Yorkton, SK	16,000	\$1 per ft ² of sign area (billboards are often 200ft ²)
Grande Prairie, AB	63,000	Freestanding sign application fee - \$300 Billboard sign application fee - \$600 Digital sign application fee (additional) - \$400

CONSULTATIONS:

The Department of Planning and Development Services has consulted with the Public Works Department as well as other municipalities to determine an appropriate cost-recovery fee for digital sign applications.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval of the 3rd reading, the Zoning Bylaw and City website will be updated, as well as all sign permit application forms.

FINANCIAL IMPLICATIONS:

The increase to the digital sign fee fully recovers the cost to the City for reviewing and approving digital sign applications. The current \$250 fee does not cover the cost of regulating digital signs.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The proposed Zoning Bylaw amendment supports the City's area of focus of Organizational Effectiveness by setting appropriate permit fees to recover costs.

OFFICIAL COMMUNITY PLAN:

This Zoning Bylaw amendment is aligned with the policies outlined in 14.1 of the Official Community Plan related to cost-recovery analysis and fee structures.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required prior to the 1st reading of this bylaw.

Upon approval of 1st reading of this bylaw, Administration will proceed with issuing the following public notice to include:

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

ATTACHMENTS:

1. Bylaw No. 16 of 2023

Written by: Ellen Pearson, Planner

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

CITY OF PRINCE ALBERT BYLAW NO. 16 OF 2023

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

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

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

1. That Bylaw No. 1 of 2019 be amended in the manner hereinafter set forth:
 - a. Appendix "A" - Fee Schedule:
 - i. Delete "Digital Signs - \$250" in its entirety; and,
 - ii. Insert the following:
"Digital Signs - \$400"
2. This Bylaw shall come into effect on the day of its final passing.

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

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

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

MAYOR

CITY CLERK



RPT 23-273

TITLE: Residual Land Sale - Offer to Purchase 590 42nd Street East

DATE: June 30, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Offer to Purchase from Aquifer Investments Ltd. for 590 42nd Street East, legally described as Lots 24-26, Block 31, Plan S1506 Ext 1, in the amount of \$6,519.50 be approved, and;
2. That the Mayor and City Clerk be authorized to execute the Sale and Development Agreement, and other required documentation, once prepared.

TOPIC & PURPOSE:

To accept the Offer to Purchase, from Aquifer Investments Ltd., for 590 42nd Street East, legally described as Lots 24-26; Block 31; Plan S1506 Ext 1, at the price of \$6,519.50.

BACKGROUND:

The property at 590 42nd Street East consists of three residual lots located at the corner of 42nd Street East and 5th Avenue East.

The total area of these lots is roughly 605 square meters, which is below the minimum development standard for site area in the Zoning Bylaw for the M1 – Heavy Industrial zoning district.

Aquifer Investments Ltd. would like to purchase 590 42nd Street East to add to their current land holdings for future development of their site located at 540 42nd Street East.

PROPOSED APPROACH AND RATIONALE:

As the subject property is not large enough to be developed on its own, and Aquifer Investments Ltd. is looking at developing their property, the proposed sale is beneficial for both parties.

The purchaser's property would become larger to allow more flexibility in their development and they would also gain access to 5th Avenue East.

The City will benefit from the future development of the site as well as an increase in property taxes.

CONSULTATIONS:

Administration has advised the purchaser of the process and timelines for this type of request. Public Works has been informed of the proposed sale.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will advise the purchaser of City Council's decision.

FINANCIAL IMPLICATIONS:

If City Council approves the sale, the City would see an increase in property taxes.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications or other considerations.

STRATEGIC PLAN:

A strategic priority that is being used to guide this property sale, as outlined in the City of Prince Albert Strategic Plan, 2023-2025 is Building a Robust Economy; as the specific area of focus, "Economic Growth" is being utilized to "Diversify the range of businesses that call Prince Albert home."

OFFICIAL COMMUNITY PLAN:

As per Section 11.3 of the City of Prince Albert's Official Community Plan, the subject property is considered a surplus of land that can increase the economic feasibility of the neighbourhood:

"Rehabilitation of functionally obsolete or vacant residential, commercial, industrial and institutional land and buildings where economically feasible and where compatible with prescribed existing land uses."

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Location Map
2. Letter of Offer

Written by: Tanner Cantin, Development Coordinator

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



S - H - Z

S - H - Z

PLANNING & DEVELOPMENT SERVICES

TC

July 2023

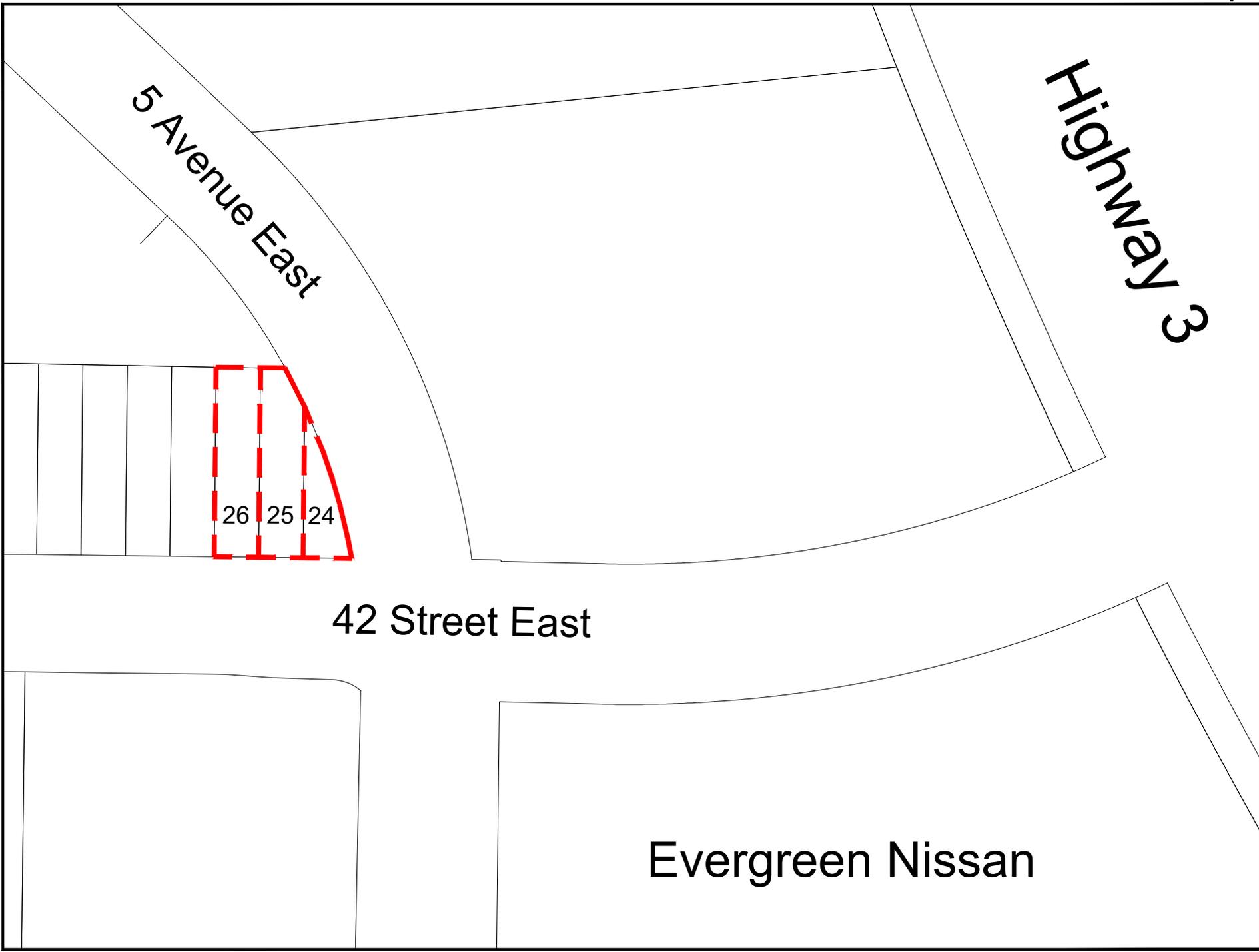
5 Avenue East

Highway 3

26 25 24

42 Street East

Evergreen Nissan



OFFER TO PURCHASE

Purchaser: AQUIFER INVESTMENTS LTD.
c/o Gabruch Legal Group
Email: r.gabruch@gabruchlegal.ca

Vendor: CITY OF PRINCE ALBERT
Email: tcantin@citypa.com

Property: Lot 24 Block 31 Plan S1506 Extension, 1, Lot 25 Block 31 Plan S1506 Extension, 1, and Lot 26 Block 31 Plan S1506 Extension, 1, all in Prince Albert, Saskatchewan (collectively the "Property" and as shown in that map attached as Appendix 1 hereto).

Having inspected the real Property, the Purchaser HEREBY OFFERS TO PURCHASE from the Vendor the Property, which term includes all buildings on the property (the "buildings") subject to the reservations and exceptions appearing in the existing Certificate of Title free and clear of all encumbrances, save and except such encumbrances as are expressly agreed to be assumed by the Purchaser, for the sum of \$6,519.50 plus applicable taxes (the "Purchase Price").

1. The Purchase Price is to be paid by cash to be arranged by the Purchaser.
2. This Offer to Purchase is subject to the following conditions applicable post-Closing:
 - (a) THAT the northern side yard setback can be waived as per s.8.1.4(a) of the *Zoning Bylaw*.
 - (b) THAT the eastern and southern boulevards can be used to meet the site's landscaping requirements as per s.8.1.6(c) of the *Zoning Bylaw*, provided the Purchaser enters into a Landscape Agreement with the City.
 - (c) THAT an on-site storm system will be required with details to be determined.
 - (d) THAT the parking areas are not required to be paved as per s.5.4.3. of the *Zoning Bylaw*.
 - (e) THAT as per the letter dated February 23, 2023, the total outstanding fees of \$155,351.33 will be paid once a Development Levy Agreement has been finalized between the Purchaser and Vendor. A payment plan of four annual installments of \$31,071.00, followed by a final payment of \$31,067.37, beginning January 1, 2024, is proposed and supported by Administration.
 - (f) THAT there is no timeline required for construction, grading, fencing or any development on the Property until a Development Permit is issued. Once a permit is issued, work must begin on site within 12 months.
3. The Purchaser agrees to pay interest to the Vendors at the rate of 5% per annum, on any portion of the Purchase Price not received by the Vendor's lawyer on the Possession Date. Interest shall be calculated from the Possession Date until the date that the entire Purchase Price is paid to the Vendor's lawyer.
4. The Vendor shall pay all costs of discharging any existing mortgage or other encumbrances against the property not assumed by or agreed to by the Purchaser.

5. This transaction of purchase and sale shall be completed and closed on or before 11:00 a.m. on July 15, 2023 (the "Possession Date") with vacant possession being provided.
6. ADJUSTMENTS: re: taxes, rents, insurance, utilities, and other incoming and outgoing expense or revenue relating directly to the Property shall be made as at Possession Date.
7. The Vendor shall maintain fire insurance coverage until the earlier of the Possession Date or the date that possession is given to the Purchaser and the property and buildings shall be at the risk of the Vendor until possession is granted.
8.
 - (a) Each party shall pay their own lawyer;
 - (b) The Purchaser shall pay all Land Titles Office fees to register the transfer of title and any mortgage;
 - (c) The Vendor shall pay all Land Titles Office fees in connection with the discharge of any encumbrances required to be removed by the Vendor in the normal course.
9. It is understood and agreed that there are no other representations, warranties, guarantees, promises or agreements of any kind other than those contained in this agreement and the Purchaser agrees to purchase the property as it stands at the price and terms and subject to the conditions in this agreement. **TIME shall be of the essence of this agreement.**
10. This Offer is irrevocable by the Purchaser and open to acceptance by the Vendors up to 1:00 p.m. on June 30, 2023. If not accepted by that time, this offer is withdrawn.
11. Upon acceptance of this Offer within the time set out in s.10, this agreement shall be a contract of purchase and sale and be binding on the Vendor and Purchaser, their respective heirs, executors, administrators, successors and assigns.

DATED June _____, 2023.

c/s

AQUIFER INVESTMENTS LTD.

Per: _____

ACCEPTANCE

The Vendor ACCEPTS the above Offer together with all conditions contained in it and covenants to carry out the sale on the terms and conditions set out in the Offer.

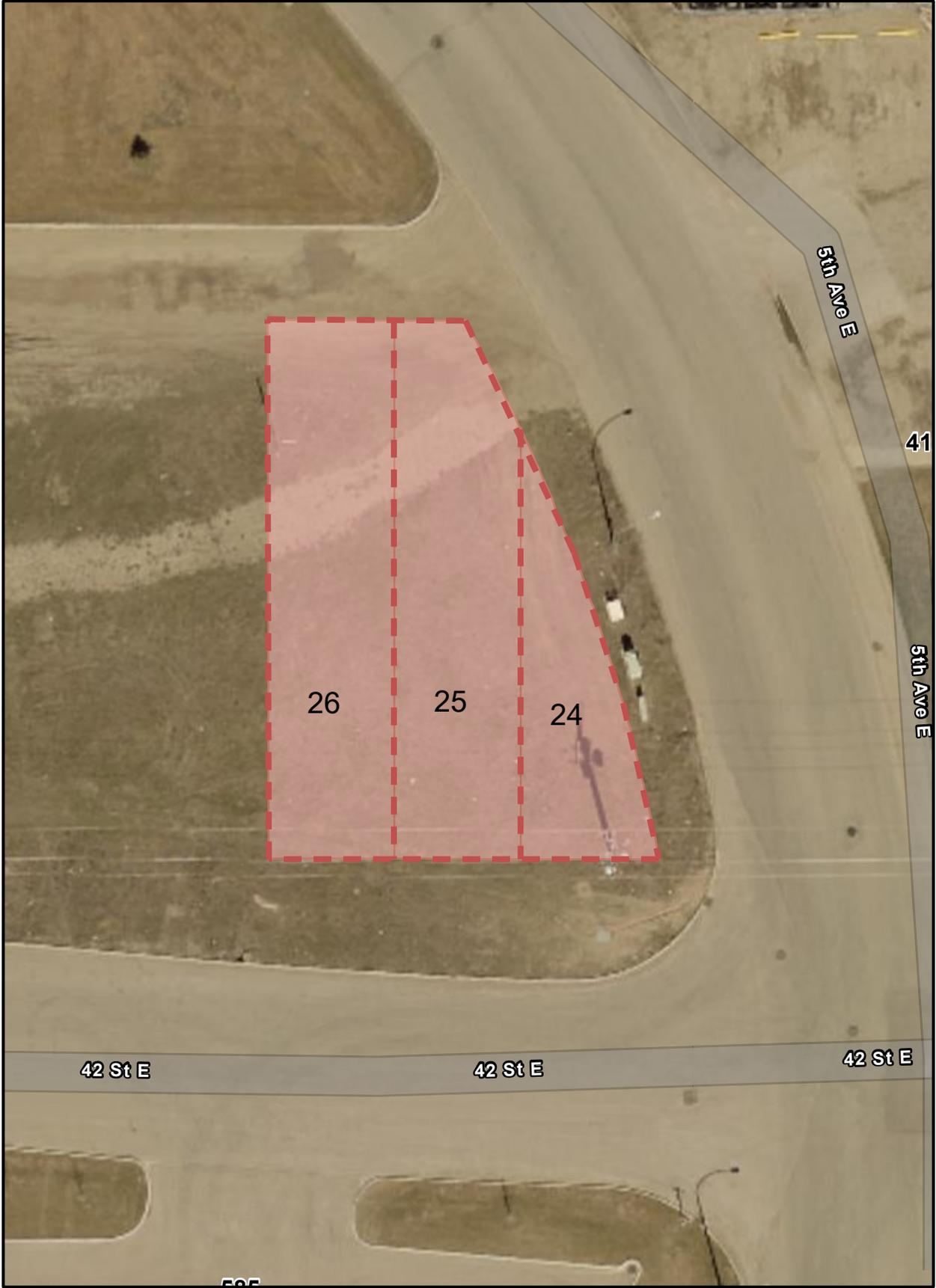
DATED June _____, 2023.

THE CITY OF PRINCE ALBERT

Per: _____

THE CITY OF PRINCE ALBERT

Location Plan



5-12

5-12

PLANNING & DEVELOPMENT

42 St E

42 St E

42 St E

41

5th Ave E

June 16, 2023

Subject Property Identified With A Bold Dashed Line



RPT 23-276

TITLE: Destination Marketing Fund Grant Application Form - Prince Albert U15 Boys Softball Nationals - Softball Tournament

DATE: **June 30, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the New Event Destination Marketing Fund Grant Application from Prince Albert U15 Boy's Softball Nationals for funding the Prince Albert U15 Boy's Softball Nationals – Softball Tournament scheduled for August 9 - 13, 2023, in the amount of \$15,000, be approved;
2. That \$15,000 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.

ATTACHMENTS:

1. Destination Marketing Fund Grant Application Form - Prince Albert U15 Boys Softball Nationals - Softball Tournament (RPT 23-257)

Written by: Destination Marketing Levy Advisory Committee

TITLE: Destination Marketing Fund Grant Application Form-Prince Albert U15 Boy's Softball Nationals-Softball Tournament

DATE: June 21, 2023

TO: Destination Marketing Levy Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following recommendation be forwarded to City Council for approval:

1. That the New Event Destination Marketing Fund Grant Application from Prince Albert U15 Boy's Softball Nationals for funding the Prince Albert U15 Boy's Softball Nationals – Softball Tournament scheduled for August 9 – August 13, 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.

TOPIC & PURPOSE:

To obtain approval for funding in the amount of \$30,000 for the Prince Albert U15 Boy's Softball Nationals – Softball Tournament scheduled for August 9 – August 13 2023.

BACKGROUND:

City Council, at its meeting of June 13, 2022, considered an updated Destination Marketing Levy Policy – Amended as Per Executive Committee.

Council approved the following motion:

“That the Destination Marketing Levy Policy No. 89.3, as attached to RPT 22-242, be approved.”

The updated Destination Marketing Levy Policy updated the approval of DMF Funding Grants and Final Reports.

The attached DMF Application is requesting approval for grant funding in the amount of \$30,000.

The Application states: *“U15 Boy’s Softball teams from Saskatchewan, and across the country (Alberta, Manitoba, Ontario, Quebec, Nova Scotia etc.) will be traveling to Prince Albert to play round robin games Wednesday to Saturday. Teams advancing to the playoffs will play on Saturday and Sunday. Games start at approximately 8:30am Wednesday and conclude Sunday around 5pm. Exact schedule to be confirmed once Provincial Championships are completed.”*

As per the Destination Marketing Levy Policy, this Application needs to be approved by the Destination Marketing Levy Advisory Committee **and forwarded to City Council for final approval:**

4.05 City Council

- a) *Consider recommendations submitted by the Destination Marketing Levy Advisory Committee regarding applications for request of funding over the amount of \$10,000.*
- b) Approve applications over the amount of \$10,000.**
- c) *Authorize the Mayor and City Clerk to sign all Funding Agreements with the Applicant once a decision has been rendered by City Council regarding an approved request over \$10,000.*
- d) *May, as required, instruct that the Administrator attach conditions to the approval of assistance under this policy which will require the recipient to perform certain activities or provide additional information in connection with the event receiving funding.*

The amount of \$30,000 requires City Council approval.

Funding Model for Grants

Destination Marketing Levy Funds will be funded as a Grant to Host Committees as per the confirmed hotel accommodations for the Event.

The grant to be funded will be based on the following ratio criteria:

City Council Approval - Grants for Funding over \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding
901-1,000	\$15,000
1,001-1,200	\$25,000
1,201-1,500	\$30,000
1,501-1,999	\$35,000

The criteria for hotel rooms for DMF funding in the amount of \$30,000 is 1,201 to 1,500 confirmed hotel rooms.

In their Application Form, they had estimated approximately 1296 room nights.

The application states: *“Estimated 18 players/families per team. (Teams are allowed up to 22 on their roster). Most teams will be staying 6 nights. Some may stay a day longer, some might stay a day less depending on where they are traveling from. 18 families x 12 teams = 216 x 6 nights = 1296 room nights. Rooms have been blocked at the Day’s Inn and Conference Center (Prince Albert Inn), Best Western Premier, Super 8, Coronet, Best Western Marquis.”*

CONSULTATIONS:

The Grant Application has been reviewed internally by Administration.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once a decision has been rendered by the Destination Marketing Levy Advisory Committee, the Administrator will report back to the Host Committee.

Once the funding is approved, a Funding Agreement will be forwarded for signing.

POLICY IMPLICATIONS:

This Grant Application is from the approved Destination Marketing Levy Policy.

FINANCIAL IMPLICATIONS:

As per the approved Policy, the Destination Marketing Levy Advisory Committee can approve applications up to \$10,000. Over the funding request amount of \$10,000, a recommendation will go to City Council to approve the application.

A recommendation will need to be forwarded to City Council for approval of grant funding, as the request is over \$10,000.

With the approval of the Destination Marketing Levy Fund Grants to date, including the requests to the Committee at this time, and the 2023 Levy Revenue credited to the Reserve, the projected Reserve Balance to date is approximately **(\$1,138,531.64)**.

PRIVACY IMPLICATIONS:

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no official community plan or privacy implications.

STRATEGIC PLAN:

Acting and Caring Community – The Destination Marketing Levy Policy was approved for attracting events to the City of Prince Albert; attract visitors to the City of Prince Albert, and in so doing, generate significant economic benefit for the community.

This Tournament provides great economic benefits to our community on a National level.

The Prince Albert U15 Boy's Softball Nationals

“This event was last hosted in Prince Albert as part of Project Triple Play in 2015 and was a very successful event with 8 teams participating. This year, expectations are high and we’re hoping to see 10-12 teams participate in August.”

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by the DMF Administrator

ATTACHMENTS:

1. Destination Marketing Fund Grant - Prince Albert U15 Boy's Softball Nationals Application Form
2. Destination Marketing Fund Grant-Prince Albert U15 Boy's Softball Nationals - Budget
3. Destination Marketing Fund Grant-Prince Albert U15 Boy's Softball Nationals - PAMSA Approval Letter

Written by: Trina Bell, Tourism Coordinator

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

New Event Destination Marketing Fund Grant Application

Please provide the following information and attach additional information as required.

Application Date: May 22, 2023

Amount of Destination Marketing Fund Requested: \$ 15000.00

Organization Information:

Name of Organization requesting funding: Prince Albert U15 Boy's Softball Nationals

Contact Person: Nicole Finch

Phone: 306-922-1312 Email: nicolefinch@hotmail.ca

Mailing Address including postal code: 27 Greenshields Lane Prince Albert, Sk S6X 0A6

Type of Organization (please select one)

Private Not-for-Profit Other

If Other explain: [Click here to enter explanation.](#)

Name of Organization that the Destination Marketing Fund Grant, if approved, should be made payable to: U15 Boy's Softball Nationals

Brief description of organization requesting funding: The Astros are the male branch of Prince Albert Minor Softball Association. U15 is a program to develop young male athletes and assist them to play highly competitive softball and compete at both the Provincial and National level. Last year the U15 Boy's travelled to Wilmot, Ontario to compete at Nationals.

Organization's annual budget: \$ 0 Each year the players selected to the team pay registration fees to play as well as team fees that is just enough to cover the expenses for the regular season. These fees are to pay for regular season exhibition games, tournaments, team clothing etc. There is no budget in their fees for running a National tournament. It is a lot of work and a big expense so without financial assistance from the community, teams would be unable to host. However, hosting brings a lot of teams into the community and boosts economic gain. The cost of hosting a National event is quite a bit higher than hosting a Provincial tournament. It should not be a financial strain on a team for putting in all the work of hosting.

Event Information:

Name of Event: U15 Boy's Canadian Fast Pitch Championships

Duration of event: Start date: Aug. 9, 23 End date: Aug. 13, 23

Describe the event: U15 Boy's Softball teams from Saskatchewan, and across the country (Alberta, Manitoba, Ontario, Quebec, Nova Scotia etc.) will be travelling to Prince Albert to play round robin games Wednesday to Saturday. Teams advancing to the playoffs will play on Saturday and Sunday. Games start at approximately 8:30am Wednesday and conclude Sunday around 5pm. Exact schedule to be confirmed once Provincial Championships are completed.

Accommodations:

Estimated total number of room nights generated from event: 1296 room nights
(Room nights limited to hotel/motel rooms, B&B rooms)

What method did you use to estimate the number of room nights generated for this event? Estimated 18 players/families per team. (Teams are allowed up to 22 on their roster). Most teams will be staying

6 nights. Some may stay a day longer, some might stay a day less depending on where they are travelling from. 18 families x 12 teams = 216 x 6 nights = 1296 room nights. Rooms have been blocked at the Day's Inn and Conference Center (Prince Albert Inn), Best Western Premier, Super 8, Coronet, Best Western Marquis.

What local facilities other than accommodations will be used? **Prime Minister's Park Softball Diamonds (4 diamonds), Sport Council Building, and the Art Hauser Centre (Minto room, Ches Leach Lounge and concession) will be the main venues. Various restaurants/shopping stores, playgrounds and parks may be visited by participants between games over the course of the weekend. Grocery Stores, food trucks, laundromat, sporting goods stores, etc will also be used. If weather cooperates, the spray parks, Alfred Jenkins, Little Red and possibly the Kinsmen Water Park may be used by some participants. The Skateboard Park will probably also be a big attraction right by the diamonds.**

Event Attendance:

Estimated participants, officials and staff:	<u>300</u>
Estimated spectators – non-residents (80 km or more away from Prince Albert)	<u>500</u>
Estimated spectators – City residents	<u>1000</u>
Total estimated spectators	<u>1800</u>

This event is (please select one)

Local Provincial Regional National International

Media exposure (please select one)

Local Provincial Regional National International

Event History:

Has the event been held in Prince Albert previously? Yes No

If this event has been held in Prince Albert previously, has it been at least 3 consecutive years since it was last held in Prince Albert? Yes No

If yes, please explain when last hosted in Prince Albert: **This event was last hosted in Prince Albert as part of Project Triple Play in 2015 and was a very successful event with 8 teams participating. This year, expectations are high and we're hoping to see 10-12 teams participate in August.**

If no, the event is not eligible for funding under the "New Event" category. Please review other application categories to determine suitability.



City of
**Prince
Albert**

1084 Central Avenue
Prince Albert, SK S6V 7P3
P: 306-953-4395
F: 306-953-4396
www.citypa.com

Is there a possibility of this event happening more than once in Prince Albert? Yes No

Please explain: **Male and Femal teams can put in bids to host. Softball Canada decides who will host based on facilities, accommodations, etc so Prince Albert has a high chance of hosting which would be good for the economy and community.**

Is there potential of this event resulting in other events being hosted in Prince Albert?

Yes No

Please explain:

If Prince Albert does a good job of hosting, Softball Canada may ask us to host again if other teams don't step forward. We have great facilities that are underutilized and capable of hosting small or large events. Softball Sask may ask for us to host more Provincial competitions. We may also get should tapped to host other National events.

What is your organization's experience in hosting this or similar events? Please be sure to include a profile of your organizing committee / working group.

Committees - Roles & Responsibilities

- **Co-Chairs** - Nicole Finch & Ian Litzenberger
- **Personal Assistant** - Jackie Hallam
- **Financial Services** – Carolyn Bennington
- **Volunteers** - Kailee Hovdebo
- **Special Events** - Adrienne Carlson
- **Game Control** - Erika Ball & Sheila Fazio
- **Umpires** - Jim Flynn
- **Hotels** - Jackie Hallam
- **Marketing** – Ian Litzenberger, Josh Elliot, Nicole Finch
- **Fundraising/Sponsorship** - Ian Litzenberger, Josh Elliot, Nicole Finch
- **Clothing** - Haley Ozar

The organizing committee is led by myself, Nicole Finch. I am a teacher with a Kinesiology background and have coached, organized and ran various sporting events. I am the President of the Prince Albert Speed Skating Club and I have managed several hockey teams and ball teams. I was the head organizer when Prince Albert hosted 22 teams for U12 Girls Softball Provincials in 2021. Our committee has met multiple times since we were awarded the hosting bid.

Co-Chair Ian Litzenberger is the Vice President for the Prince Albert Minor Softball Association. He has coached and managed various softball teams over the past few years. Ian was part of the organizing committee that brought the U18 Men's World Cup to Prince Albert in 2018 and is also Co-Chair for the Committee bringing the 2024 WBSC Men's Softball World Cup Group Stage and 2025 World Cup Finals to Prince Albert.

We work in conjunction with Softball Canada Manager – Operations Gilles Leblanc, Softball Sask Executive Director Guy Jacobson, Prince Albert Umpire in Chief Jim Flynn and the U15 Coaches.

Everything is well planned out and workers scheduled before the event will occur. Many of the committee members have helped with past tournaments/events which have ran very smoothly and many out of town teams complimented the good job we did and the beautiful facilities we have.

Please provide as much supporting information to aid in assessing your application. This information could include a business plan, a marketing plan, rationale / insight to support the information you supplied and / or your funding request, etc. The strength of information provided is the basis from which funding recommendations will be made.

The following items must accompany your application:

- If the funding application is being made for an event that is run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Budget for the event.
- Supporting information if applicable.

** Please provide the most current year-end financial statements or best equivalency if available.*

Privacy Policy Statement and Application Certification

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations or Public Agenda.

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

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

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

This Grant Application with all supporting documents can be saved and emailed to destinationlevy@citypa.com or printed and mailed or dropped off to City Hall, City Manager’s Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

Prince Albert U15 Boy's Canadian Fast Pitch Championship Hosting Budget – approximate

Expenses

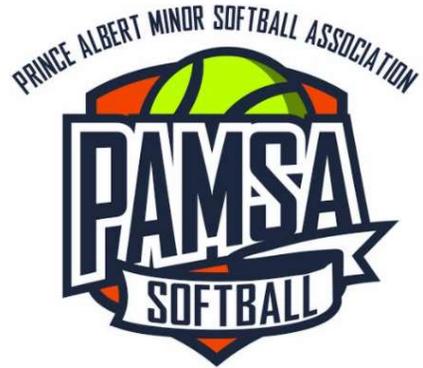
Entry Fee	\$850.00
Ball diamond rental	\$7 000.00
Umpire fees - games, mileage, accommodations	\$10 000.00
Team Banquet	\$7 000.00
Volunteer Appreciation	\$2 000.00
Banquet & Volunteer Event Rental	\$2 000.00
Photographer	\$2 500.00
Programs	\$2 000.00
Signage – team banners and around facilities	\$600.00
Perimeter Fencing	\$75.00
Wristbands, tickets	\$1 000.00
Committee Apparel	\$1 500.00
Team Packages	\$600.00
Miscellaneous office supplies	\$200.00
Advertising	\$500.00

	\$37 825.00

Revenue

Softball Sask Grant	\$7 500.00
Gate admission	\$8 000.00
Sponsorship	\$6 000.00
50/50 Sales	\$1 000.00
Raffle Sales	\$1 000.00
Destination Marketing Grant	\$15 000.00

	\$38 500.00



May 22, 2023

To whom this may concern,

This letter is to confirm that Prince Albert Minor Softball Association is aware and in support of the Prince Albert U15 Astros Softball Team applying for a Destination Marketing Fund Grant in conjunction with their hosting of the U15 Boy's Canadian Fast Pitch Championships August 9-13th, 2023.

If you have any further questions please contact me.

Steve Climenhaga

PAMSA Commissioner
306-940-9811



RPT 23-250

TITLE: Shopping Cart Fee

DATE: June 20, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 12 of 2023, as amended, be given third and final reading.

TOPIC & PURPOSE:

To request third and final reading of Bylaw No. 12 of 2023.

BACKGROUND:

As members of Council are aware, Bylaw No. 12 of 2023, was introduced, amended and given two (2) readings at the June 12, 2023 City Council meeting.

PROPOSED APPROACH AND RATIONALE:

As outlined in RPT 23-231 as attached, in order to approve the amendment to the Waste Collection and Disposal Bylaw, it is necessary to have the Bylaw placed before City Council for consideration of third and final reading.

CONSULTATIONS:

Bylaw No. 12 of 2023 was published in full text on the June 19, 2023 City Council meeting Agenda for review by the public and members of Council.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Bylaw, once approved, will be executed by the Mayor and City Clerk and then placed on The City's website.

FINANCIAL IMPLICATIONS:

The financial implications are outlined within the attached RPT 23-231.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

OFFICIAL COMMUNITY PLAN:

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

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Shopping Cart Fee (RPT 23-231)
2. Bylaw No. 12 of 2023

Written by: Terri Mercier, City Clerk

Approved by: City Manager

TITLE: Shopping Cart Fee

DATE: June 3, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

TOPIC & PURPOSE:

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

BACKGROUND:

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

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

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

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

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

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

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

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

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

PROPOSED APPROACH AND RATIONALE:

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

CONSULTATIONS:

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

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

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

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

FINANCIAL IMPLICATIONS:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

OFFICIAL COMMUNITY PLAN:

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

OPTIONS TO RECOMMENDATION:

1. Charge a fee of \$5 per cart

Advantages

- Will decrease costs for locally businesses.

Disadvantages

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

2. Charge a fee of \$10 per cart

Advantages

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

Disadvantages

- Will increase the costs for businesses.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Bylaw No. 12 of 2023

Written by: Todd Olexson, Sanitation Manager

Approved by: Acting Director of Public Works & City Manager

CITY OF PRINCE ALBERT BYLAW NO. 12 OF 2023

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

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

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

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

Waste Diversion Category	Minimum Fee	Landfill Rate (NCSWMC member)	Landfill Rate (non-NCSWMC member)
Shopping Carts (Pick-up fee)		\$10 per cart	

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 12th DAY OF June ,AD 2023.
READ A SECOND TIME THIS 12th DAY OF June ,AD 2023.
READ A THIRD TIME AND PASSED THIS DAY OF ,AD 2023.

MAYOR

CITY CLERK



City of
Prince Albert

CORR 23-50

TITLE: Proposed Shopping Cart Procedure

DATE: July 5, 2023

TO: City Council

PUBLIC: X

INCAMERA:

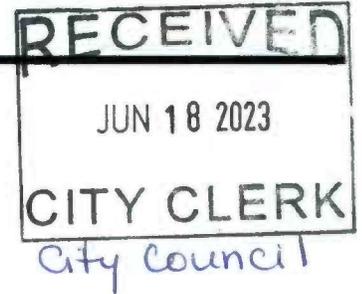
PRESENTATION: NONE

ATTACHMENTS:

1. Email dated June 18, 2023

Written by: Wayne Phillip

Shea Lucas



From: cityclerk@citypa.com
Subject: RE: Store carts

-----Original Message-----

From: noreply@citypa.com <noreply@citypa.com> On Behalf Of Wayne Phillip
Sent: June 18, 2023 12:04 PM
To: Mayor <mayor@citypa.com>
Subject: Store carts

[You don't often get email from w.phillip@sasktel.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

See attached attachment comments.

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

This email was sent to you by Wayne Phillip <w.phillip@sasktel.net> 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>>). ***

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To our Prince Albert City Mayor and Council.

Hi folks. I read with interest your position on "Grocery Carts" and your position on "FAIRNESS" with the businesses that own them.

As a resident of Prince Albert for 44 years, I find your position, totally unreasonable and unfair to our business community.

In the first place, the carts that our stores provide, are for customers use, and in all cases are to remain on the store's property. The ones that our city finds outside those business premises are stolen! If our city trucks are picking them up, why would they not (if they can identify the ownership of the cart, and most of them are clearly identifiable) deliver the cart back to the store that owns them. It's probably a shorter distance to do that, than taking them to the dump and making our business owners pay to get them back. Since the businesses we are talking about are all substantial tax payers and employers in this city, they should be returned to the rightful store AT NO CHARGE.

In addition, I would think that most of these businesses that are suffering "cart losses" are members of the "Prince Albert Chamber of Commerce" I find it surprising that this business group is not crying foul on this whole subject. Are they not advocates for the business community?

If we treat those that "pay our way" in our community, like this, are we encouraging new potential entrepreneurs to open a business in our FAIR city?

I THINK (and know) WE CAN DO BETTER!

A concerned resident of OUR FAIR CITY!

Wayne Phillip
28 Feschuk Place
Prince Albert, Sask.
S6X1C6



City of
Prince Albert

INQ 23-6

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. June 12, 2023 City Council Meeting Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
From: City Manager

June 12, 2023 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Miller	INQ#23-07	Parkland Hall may need a hand with their spray park again this year so could the Community Services Department contact Prince Albert Grand Council to review?	Community Services	23-Jun	<p>The Director of Community Services:</p> <p>The Sport and Recreation Manager connected with Prince Albert Grand Council (PAGC) last week to offer support. Since, PAGC has advised that they have a cracked pipe that needs to be repaired. They will be providing us an update once the repairs are completed.</p> <p><u>Update – June 27, 2023</u></p> <p>The Director of Community Services:</p> <p>PAGC has advised that the Parkland Hall Spray Park is now running.</p>



City of
Prince Albert

MOT 23-5

MOTION:

“That Administration prepare a report that outlines a plan and the cost to rebuild Cloverdale Road into a Street for consideration during the 2024 Budget deliberations.”

Written by: Mayor Dionne



City of
Prince Albert

MOT 23-6

MOTION:

“That Administration prepare a report that outlines a three (3) year plan to finish applying Asphalt Shavings to the Streets in Nordale and Hazeldell beginning in 2024 for consideration during the 2024 Budget deliberations.”

Written by: Mayor Dionne



City of
Prince Albert

MOT 23-7

MOTION:

“That Administration prepare a report regarding the feasibility of opening summer recreational services such as splash pads, Kinsmen Water Park and Kinsmen Park washrooms earlier in the 2024 season.”

Written by: Councillor Lennox-Zepp