



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**TUESDAY, AUGUST 8, 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 July 10, 2023 City Council Meeting Minutes for Approval (MIN 23-68)

7. NOTICE OF PROCLAMATIONS

7.1 Terry Fox Day - August 7, 2023

7.2 Aboriginal Head Start Day - August 31, 2023

8. PUBLIC HEARINGS

8.1 Bylaw No. 16 of 2023 – Zoning Bylaw Amendment for Digital Sign Fees – 2nd & 3rd Reading (RPT 23-307)

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 Traffic Bylaw No. 35 of 2020 Amendment (RPT 23-290)
- 11.2 Para Bus Tender 33/23 (RPT 23-293)
- 11.3 2023 Landfill Environmental Services (RPT 23-294)
- 11.4 Stantec RoadMatrix - Professional Services Agreement Renewal (RPT 23-295)
- 11.5 Encapsulation Cell Inspection (RPT 23-302)
- 11.6 2nd Avenue West Sidewalk Connectivity (RPT 23-313)
- 11.7 Recreation Coordinator - Aquatics to Attend World Conference on Drowning and Prevention (RPT 23-289)
- 11.8 Kinsmen Park Diamond Improvements (RPT 23-292)
- 11.9 2023 Recreation Facility Grant Program – 1st Intake (RPT 23-298)
- 11.10 Bulk Vending Supply & Service Agreement (RPT 23-304)
- 11.11 Supply & Service Agreements - City Concessions (RPT 23-305)
- 11.12 2022 Public Accounts (RPT 23-306)
- 11.13 First Time Home Buyer Program Application – Darien Frantik (RPT 23-303)
- 11.14 Residential Concept Plan - 2101 5th Avenue West (RPT 23-308)
- 11.15 Tax Title Lands - Disposal of 1610 15th Street West (RPT 23-309)
- 11.16 Board & Committee Appointments - Current Vacancies (RPT 23-288)
- 11.17 Action Items from City Council and Executive Committee (RPT 23-291)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 July 10, 2023 City Council Meeting Inquiry Responses (INQ 23-7)

16. NOTICE OF MOTION

17. MOTIONS

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 23-68

MOTION:

That the Minutes for the City Council Regular Meeting held July 10, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, JULY 10, 2023, 2:02 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Darren Solomon

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

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

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

3. APPROVAL OF AGENDA

0226. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

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

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

CARRIED UNANIMOUSLY

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

0227. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

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

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

CARRIED UNANIMOUSLY

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)

0228. **Moved by:** Councillor Head

Seconded by: Councillor Lennox-Zepp

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 excluding 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.

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

Against: Mayor Dionne

CARRIED (8 to 1)

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

0229. **Moved by:** Councillor Kilmer

Seconded by: Councillor Head

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

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

CARRIED UNANIMOUSLY

11.3 Permanent Re-Classification of Full Time Casual Maintenance Worker II (RPT 23-264)

0230. **Moved by:** Councillor Edwards
Seconded by: Councillor Lennox-Zepp

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

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

CARRIED UNANIMOUSLY

11.4 2022 Audited Consolidated Financial Statements (RPT 23-208)

0231. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Head

1. That the Audited Consolidated Financial Statements for the year ended December 31, 2022, as attached to RPT 23-208, be approved; and,
2. That the Mayor and City Clerk, be authorized to execute any necessary documents on behalf of The City, if required.

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

CARRIED UNANIMOUSLY

11.5 2023 Care Home Abatements (RPT 23-258)

0232. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That consideration of a Care Home Abatement be offered through the Application Process under Policy No. 51.

In Favour: Councillors: Lennox-Zepp and Miller

Against: Councillors: Cody, Edwards, Head, Kilmer, Ogrodnick, Solomon and Mayor Dionne

MOTION DEFEATED (7 to 2)

0233. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Cody

1. That the Municipal Property Tax Abatement for fifteen (15) Personal Care Homes, as outlined in the attachment to RPT 23-258, in the amount of \$12,643.99, 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 Catholic Separate School Division No. 6.

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

Against: Councillors: Lennox-Zepp and Miller

CARRIED (7 to 2)

11.6 2023 Request for Tax Relief (RPT 23-260)

0234. **Moved by:** Councillor Cody
Seconded by: Councillor Head

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

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

CARRIED UNANIMOUSLY

11.7 Rose Garden Hospice – Abatement for Year 2023 (RPT 23-267)

0235. **Moved by:** Councillor Head
Seconded by: Councillor Solomon

That a Tax Abatement 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, as follows:

- 1. The Municipal Property Tax portion in the amount of \$6,577.16; and,
- 2. The Education Property Tax portion in the amount of \$3,912.16, subject to approval from the Saskatchewan Ministry of Government Relations and the Prince Albert Catholic Separate School Division No. 6.

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

CARRIED UNANIMOUSLY

11.8 Bylaw No. 16 of 2023 – Zoning Bylaw Amendment for Digital Sign Fees (RPT 23-268)

0236. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

- 1. That Bylaw No. 16 of 2023 be introduced and given first reading; and,
- 2. That Administration provide notification to hold a Public Hearing.

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

CARRIED UNANIMOUSLY

0237. **Moved by:** Councillor Kilmer
Seconded by: Councillor Miller

That Bylaw No. 16 of 2023 be introduced and read a first time.

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

CARRIED UNANIMOUSLY

11.9 Residual Land Sale – Offer to Purchase 590 – 42nd Street East (RPT 23-273)

0238. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

- 1. That the Offer to Purchase from Aquifer Investments Ltd. for 590 – 42nd Street East, legally described as Lots 24-26, Block 31, Plan No. S1506, Extension 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 any other required documentation on behalf of The City, once prepared.

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

CARRIED UNANIMOUSLY

11.10 Destination Marketing Fund Grant Application Form – Prince Albert U15 Boys Softball Nationals – Softball Tournament (RPT 23-276)

0239. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Kilmer

- 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 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.

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

CARRIED UNANIMOUSLY

11.11 Shopping Cart Fee (RPT 23-250)

11.11.1 Proposed Shopping Cart Procedure (CORR 23-50)

0240. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

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

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

Against: Councillor Head and Mayor Dionne

CARRIED (7 to 2)

0241. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

That Bylaw No. 12 of 2023 be read a third time and passed; and, that Bylaw No. 12 of 2023 be now adopted, sealed and signed by the Mayor and City Clerk.

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

Against: Councillor Head and Mayor Dionne

CARRIED (7 to 2)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Ogrodnick – La Colle Falls Update

What is the update on the La Colle Falls Project, as a report was supposed to come back to Council and a Tour of the site be scheduled.

14.2 Councillor Ogrodnick – Public Abuse of City Employees and Elected Officials

When is Council going to receive a report regarding the Motion that was passed on November 29, 2021, asking Administration to develop a Policy to deal with the public abuse of City Employees and Elected Officials.

15. INQUIRY RESPONSES

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

0242. **Moved by:** Councillor Miller
Seconded by: Councillor Solomon

That INQ 23-6 be received as information and filed.

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

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION

17. MOTIONS

17.1 Motion – Mayor Dionne – Cost to Rebuild Cloverdale Road (MOT 23-5)

Councillor Edwards assumed the Chair.

0243. **Moved by:** Mayor Dionne
Seconded by: Councillor Lennox-Zepp

That Administration prepare a report that outlines a plan and the cost to rebuild Cloverdale Road into a Street for consideration during the 2023 work year, if possible and for consideration during the 2024 Budget deliberations.

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

Against: Councillor Miller

CARRIED (8 to 1)

17.2 Motion – Mayor Dionne – Applying Asphalt Shavings to Streets in Nordale and Hazeldell (MOT 23-6)

0244. **Moved by:** Mayor Dionne
Seconded by: Councillor Lennox-Zepp

- 1. That Administration prepare a report that outlines a three (3) year plan to finish applying Asphalt Shavings to the Streets in Nordale and Hazeldell beginning in 2024 for consideration during the 2024 Budget deliberations; and,
- 2. That Administration bring forward the previous report regarding the Program for applying Asphalt Chips and Cooking Oil to the roadway surface for review during the 2024 Budget deliberations.

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

CARRIED UNANIMOUSLY

Mayor Dionne resumed the Chair.

17.3 Motion – Councillor Lennox-Zepp – Feasibility of Opening Summer Recreational Services Earlier for 2024 (MOT 23-7)

0245. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Head

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.

In Favour: Councillors: Head and Lennox-Zepp

Against: Councillors: Cody, Edwards, Kilmer, Miller, Ogrodnick, Solomon and Mayor Dionne

MOTION DEFEATED (7 to 2)

18. PUBLIC FORUM

19. ADJOURNMENT – 3:12 P.M.

0246. **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,
Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 8TH DAY OF AUGUST, A.D. 2023.



RPT 23-307

TITLE: Bylaw No. 16 of 2023 – Zoning Bylaw Amendment for Digital Sign Fees – 2nd & 3rd Reading

DATE: July 27, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 16 of 2023 receive 2nd and 3rd readings.

TOPIC & PURPOSE:

The purpose of this report is to consider 2nd and 3rd readings of Bylaw No. 16 of 2023, which proposes an increase to the digital sign permit fee from \$250 to \$400.

BACKGROUND:

During the June 19, 2023 Executive Committee meeting, the Committee considered RPT-23-234, and 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.”

At its meeting held July 10th, 2023, City Council approved 1st reading of Bylaw No. 16 of 2023 and directed administration to provide public notice for a public hearing.

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:

If Bylaw No. 16 of 2023 is approved, the Zoning Bylaw and City website will be updated, as well as the 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 is required for consideration of Bylaw No. 16 of 2023, pursuant to the Public Notice Bylaw No. 24 of 2015. Administration has provided the following notice:

- Including public notice in the July 27th 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
2. Public Notice - July 27, 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 10th DAY OF July, A.D., 2023.

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

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

MAYOR

CITY CLERK



City of Prince Albert

ZONING BYLAW AMENDMENT - BYLAW NO. 16 OF 2023

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 16 of 2023 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw.

Reason for the Amendment: At the City Council meeting held June 19th, 2023, City Council made a motion to amend the Zoning Bylaw's digital sign permit fee. The first reading of Bylaw No. 16 of 2023 was given on July 10th, 2023 and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 16 of 2023 proposes to amend the permit fee for a digital sign from \$250 to \$400 to cover the City's cost for the application review and issuance of the permit. Amendments to other permit fees are not being proposed at this time.

Therefore, City Council, at its meeting to be held on Tuesday, August 8th, 2023 at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, August 1st, 2023. In accordance with City Council's Procedure Bylaw No. 23 of 2021, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.

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

Planning and Development Services

City Hall, 1084 Central Avenue

Prince Albert SK, S6V 7P3

8:00 am to 4:45 pm - Monday to Friday (except holidays)

Phone 306-953-4370

Issued at the City of Prince Albert, this 27th day of July, 2023

Terri Mercier, City Clerk

Published in the Daily Herald on Thursday, July 27, 2023



RPT 23-290

TITLE: Traffic Bylaw No. 35 of 2020 Amendment

DATE: July 19, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 18 of 2023 be introduced and given three (3) readings.

ATTACHMENTS:

1. Traffic Bylaw No. 35 of 2020 Amendment (RPT 23-281)

Written by: Executive Committee

TITLE: Traffic Bylaw No. 35 of 2020 Amendment

DATE: July 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 18 of 2023 amending the Traffic Bylaw No. 35 of 2020 be given three readings and adopted.

TOPIC & PURPOSE:

The purpose of this report is to amend the Traffic Bylaw No. 35 of 2020.

BACKGROUND:

School Zones

Amendments to the Traffic Bylaw No. 35 of 2020 are required in accordance with City Council Resolution No. 0008, dated January 23, 2023. This Resolution assigned 30km/hr speed limits from 8:00am – 5:00pm, September – June, on weekdays in the following school zones.

1. Queen Mary Public School (15th Street West);
2. École St. Anne's School (6th Avenue West);
3. Princess Margaret School (4th Street East);
4. Riverside School (River Street East).

Recreational Vehicles (RV)

City Council Resolution No. 0338, dated October 17th, 2022:

“That administration review the Traffic Bylaw in regards to length of time that Camper Trailers can be parked in front of residents' homes.”

The Traffic Bylaw No. 35 of 2020 Clause 55a) i restricts motor vehicles over the length of 8 meters from parking on any street zoned as Residential for any period longer than required to take on or discharge cargo.

PROPOSED APPROACH AND RATIONALE:

Bylaw No. 18 of 2023 amends the Traffic Bylaw No. 35 of 2020 to make the following alterations. A list of amendments are included in Attachment 1 – Bylaw No. 18 of 2023 Traffic Bylaw Amendment.

School Zones

Amendments to the Traffic Bylaw No. 35 of 2020 are required in accordance with City Council Resolution No. 0008 dated January 23, 2023.

The extents of the amended school zones are shown in Attachment 2 – Schedule 64b) – School Zones. Section 64a) ii is also required to be amended to allow for 30km/hr school zones on collector and arterial roadways.

Recreational Vehicle Parking

A thorough review was completed of multiple Traffic Bylaws throughout western Canada including but not limited to Saskatoon, Regina and Edmonton.

The City of Saskatoon Traffic Bylaw No. 7200 allows RV's to park on residential streets in the City for up to 36 hours, after which the RV shall be moved to an off-street location for a period not less 48 hours.

The City of Regina Traffic Bylaw No. 9900 allows RV's to park on residential streets in the City for up to 24 hours, provided they are at least 30 meters away from intersections to maintain adequate sightlines for traffic and pedestrians.

The City of Edmonton Traffic Bylaw No. 5590 allows RV's to park on-street for up to 72 hours adjacent to the vehicle owners property, after which the recreational vehicle must be moved to an off-street location for at least 48 consecutive hours.

To maintain consistency with the existing on-street parking allowance for vehicles under 8 meters in Prince Albert, the following Clauses are proposed to be amended to Section 78 in the Traffic Bylaw No. 35 of 2020. RV's will be prohibited from parking within 25 meters of any intersection to ensure motorists have proper visibility of traffic signage, pedestrians and other road users.

“b) An owner or operator of a recreational vehicle or recreational trailer attached to a towing unit shall not park the unit on a public street in the City for more than 48 consecutive hours following which the owner or operator shall move the recreational vehicle to an off-street location for a period of not less than 48 consecutive hours

before the unit can be parked again on a public street within the City.

- c) All recreational vehicles or recreational trailers attached to a towing unit must be parked not less than 25 meters from any intersection.”

The definition of recreational vehicles shall be amended to the Traffic Bylaw No. 35 of 2020:

“Recreational Vehicle” means a self-propelled or towed unit designed as a temporary living quarters for recreation, camping or personal use and is no way used for a commercial purpose. This definition also includes trailers loaded with a boat for the purpose of recreation or personal use.”

CONSULTATIONS:

A Traffic Bylaw review of various municipalities including Edmonton, Regina and Saskatoon was completed regarding standard practice for on-street parking of recreational vehicles and camper trailers.

Consultation was had in regards to recreational vehicle parking with the Bylaw Services Manager, Department of Planning and members of the Prince Albert Police Service.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Prince Albert Catholic School Division and Saskatchewan Rivers Public School Division will be informed that the new 30km/hr school zones as shown in Attachment 2 - Schedule 64b) - School Zones have been amended to the Traffic Bylaw No. 35 of 2020.

The Department of Public Works will work with the City Police Department as well as Communications to develop a media strategy to inform the public of the changes to school zones in advance of the 2023-24 school year. Signs will be placed in advance of the school year in order to give drivers time to see them and help gain attention to the education program developed by Administration.

The Department will also work with Communications to develop a communications strategy to inform the public of the changes to on-street parking for recreational vehicles.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, financial or privacy implications for this report. There is also no options to the recommendation or official community plan.

STRATEGIC PLAN:

The bylaw amendments outlined in this report support the long-term strategy to ensure bylaws are understood, implemented and enforced. This report also supports the long-term strategy to develop and maintain a safe and efficient transportation network within the City of Prince Albert for all road users.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal presentation provided by Transportation Manager, Evan Hastings

ATTACHMENTS:

1. Bylaw No 18 of 2023 Traffic Bylaw Amendment
2. Schedule 64b) - School Zones

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

CITY OF PRINCE ALBERT BYLAW NO. 18 OF 2023

*A Bylaw of The City of Prince Albert to amend the
Traffic Bylaw
Bylaw No. 35 of 2020*

WHEREAS the Council of the City of Prince Albert deems it expedient to amend Bylaw No. 35 of 2020 for the purpose of updating the Bylaw to include defined on-street parking limits for recreational vehicles and to extend the limits of four 30km/hr school zones.

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

- 1) That Schedule 64b) be deleted and be replaced with amended Schedule 64b) as attached.
- 2) That Section 64a) ii be deleted and be replaced with amended Section 64a) ii as follows:

64. Speed Limits

- a) No person shall drive or operate any vehicle:
 - ii. between the hours of 8:00 a.m and 5:00 p.m from September 1 to June 30, drive any vehicle at a speed greater than thirty (30) Kilometres per hour (30 km/hr) in any school zone as outlined in Schedule 64 (b).

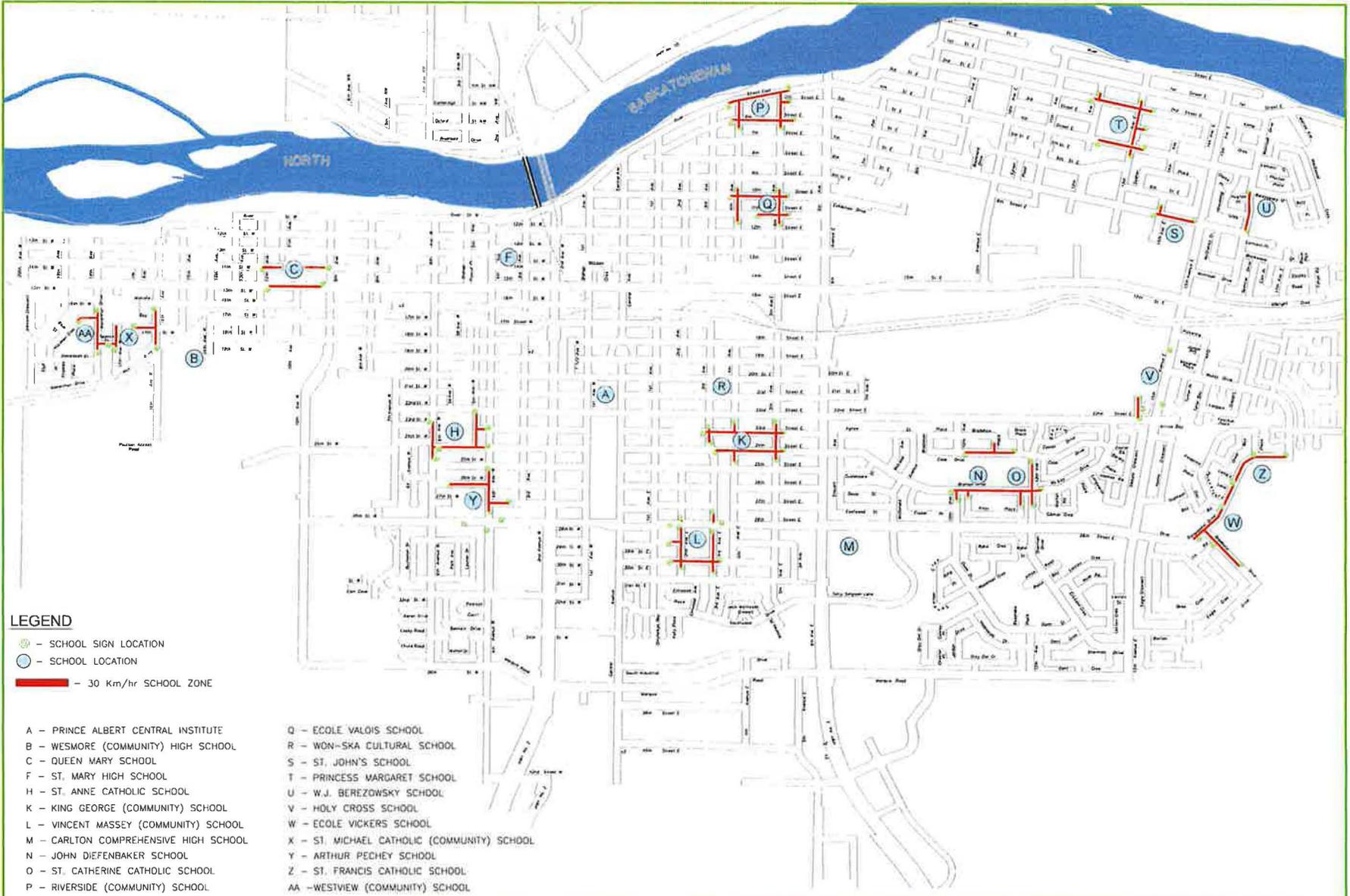
- 3) That Section 55 be deleted and replaced with amended Section 55 as follows:

55. No Parking if over 7500kg or 8 m in Length

- a) No person shall park any motor vehicle other than a recreational vehicle having a licensed gross vehicle weight in excess of 7500 kilograms or a length greater than eight (8) metres in any of the following places for a period longer than required to take on or discharge cargo where no stall is indicated:
- i. on any street where the abutting land is zoned Residential, Institutional or C-5 Commercial District (neighborhood shopping) as set out in The Zoning Bylaw for the City of Prince Albert;
 - ii. on that portion of the Heavy Vehicle Route.
- 4) That section 78 be deleted and replaced with amended Section 78 as follows:

78. On-Street Parking Period

- a) No person shall park a vehicle on a street in the City for a period of more than forty eight (48) consecutive hours.
- b) An owner or operator of a recreational vehicle or recreational trailer attached to a towing unit shall not park the unit on a public street in the City for more than 48 consecutive hours following which the owner or operator shall move the recreational vehicle to an off-street location for a period of not less than 48 consecutive hours before the unit can be parked again on a public street within the City.
- c) All recreational vehicles or recreational trailers attached to a towing unit must be parked not less than 25 meters from any intersection.



6	07/06/23	30 km/hr SCHOOL ZONES ADDED (C, H, P & T) - BYLAW 18 - 2023	KYP
4	11/14/18	REMOVE SCHOOL ZONE FROM 800 ROAD	K. Beyerford
3	08/08/13	2013 BYLAW UPDATE	AMB
	NO. DATE	REVISION	BY

Bylaw No. 35 of 2020 Schedule 64 (b)



**CITY OF PRINCE ALBERT
PUBLIC WORKS
SCHOOL ZONES**

DEVELOPED	KATIE	DATE	AUGUST 6, 2020
DRAWN	K. MILLER	DATE PUBLISHED	SCHOOL ZONES BYLAW 2023
CHECKED		SCALE	1/1" = 10'
APPROVED		SCALE	1/1" = 10'

TITLE: Para Bus Tender 33/23

DATE: July 20, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Tender 33/23, for the purchase of a new Para Bus be awarded to Crestline Coach LTD. at a total cost of \$180,402.75 which includes all applicable taxes, with \$55,000 to be funded from the Transit Assistance for People with Disabilities Grant (TAPD) and the remainder, \$125,402.75 coming from the Fleet Equipment Reserve,
2. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of the City.

TOPIC & PURPOSE:

The purpose of this report is to award the Para Transit Bus Tender 33/23.

BACKGROUND:

The City of Prince Albert Community Services Center currently operates six Para Transit buses for the City of Prince Albert. In the 2023 Budget Deliberations, City Council approved the replacement of the 2014 Para Transit Bus (Unit 439).

Additionally, the City applied for TAPD Grant funding from the Province of Saskatchewan to assist in funding for this purchase.

The replacement of unit 439, a 2014 Para Transit Bus was approved in the 2023 Capital Budget for \$175,000.

The base cost before taxes is \$162,525.00. The GST for the purchase of this bus will be recovered, this amounts to \$8,126.25, leaving a cost with PST of \$172,375.50.

PROPOSED APPROACH AND RATIONALE:

The tender documents for the Para Transit Bus was prepared in consultation with the Community Services Center and the City Fleet Department, and the tender closed on July 12, 2023. The City received bids from four different suppliers, only one was within the defined budget, that being from Crestline, with the other three were over budget.

The City received bids from Crestline Coach Ltd., Legacy Bus Sales, Overland Coach Ltd. and Warner Bus Industries with the only bid within budget coming from Crestline Coach. All four suppliers met the required specifications (tender evaluation attached). Crestline's bid at \$180,402.75 including all applicable taxes.

The existing unit up for replacement (Unit 439) is a 2014 Para Transit Bus that was to have been replaced several years ago, but was delayed as it had a new engine installed just prior to its scheduled replacement. Administration recommends that this is a good time to replace the unit as the frame has been repaired several times due to rust and the body is also getting very rusty and it will be difficult to repair properly to pass a SGI safety.

The delivered date for the new bus will be mid 2024.

The approval on the TAPD Grant funding was received by the City on July 7th, 2023.

CONSULTATIONS:

The Community Services Center operators, mechanics and management were consulted with the creation of the specifications and requirements.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

FINANCIAL IMPLICATIONS:

The replacement unit is within budget and the funds are coming from the Fleet Equipment Reserve and the TAPD Grant.

At the end of 2023, the Fleet Equipment Reserve balance is expected to be \$1,960,000.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

PUBLIC NOTICE:

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

ATTACHMENTS:

Para Transit Bus Tender Evaluation

TAPD Grant Letter

Written by: Robert Snowdon, Fleet Manager

Approved by: Acting Operations Manager; Acting Director of Public Works; City Manager

ITEM TENDERED		Para Transit Bus					
		ITEM 33/23					
SUPPLIER	MAKE	MODEL	SPEC DEVIATIONS	COST WITHOUT TAXES	PST	GST	COST WITH ALL TAXES
Crestline Coach Ltd.	Ford 2024	Star Trans Senator II		\$162,525.00	\$9,851.50	\$8,126.25	\$180,402.75
Warner Bus Industries	Ford 2024	Diamond Coach		\$174,900.00	\$10,494.00	\$8,745.00	\$194,139.00
Legacy Bus Sales	Chev 2023	Micro Bus		\$173,950.00	\$10,437.00	\$8,697.50	\$193,084.50
Overland Coach	Ford 2024	Glaval		\$193,810.00	\$11,628.60	\$9,690.50	\$213,812.21

July 7, 2023

Robert Snowdon, Fleet Manager
City of Prince Albert
1084 Central Ave
PRINCE ALBERT SK S6V 7P3

Dear Robert Snowdon:

RE Transit Assistance for People with Disabilities – Capital Funding 2023-24

I am pleased to inform you that the City of Prince Albert's *Application for Capital Grant* has been approved for the replacement of one vehicle under the Transit Assistance for People with Disabilities (TAPD) – Capital Funding program for a total of \$55,000.

The following vehicles have been approved for replacement and/or expansion:

Year	VIN #	Replacement or Expansion
2014	1FD4E4FS8EDB19325	Replacement

The Government of Saskatchewan will pay 75 per cent of the eligible costs to a **maximum of \$55,000** per vehicle. Your municipality must commit to funding the remaining 25 per cent, or any costs over and above the approved grant. Donations and fundraising can be used as part of your municipality's contribution. Please know that Government of Canada grants received by your municipality for this purchase must be reported as they are considered when calculating TAPD eligible costs.

To be eligible to receive the approved capital funding, your municipality must provide confirmation that a commitment has been made to purchase the vehicle (e.g. purchase order, sales agreement) or provide proof of being the registered owner of the new vehicle prior to **March 31, 2024**. Payment will be provided to your municipality once proof of delivery and ownership is provided.

... 2

If your municipality is expected to **receive the vehicle before February 28, 2024:**

- Submit *Form B - Request for Capital Grant Payment* to the Ministry of Government Relations.
 - o *Form B* is to be accompanied by a copy of the purchase invoice, proof of payment and a copy of the Saskatchewan Certificate of Registration showing your municipality as the owner.
 - o The eligible grant will be paid by **March 31, 2024**.

If your municipality **will not receive the vehicle before February 28, 2024:**

- Submit *Form C – TAPD Capital Purchase Attestation* to the Ministry of Government Relations (see attached).
 - o *Form C* is to be accompanied by a copy of the purchase order or sales agreement entered into by your municipality and the supplier, and/or proof of deposit.
 - o The eligible grant can then be paid once your municipality takes delivery of the vehicle and *Form B - Request for Capital Grant Payment* is submitted to the Ministry of Government Relations.

The electronic version of Form B can be found using the link below:

<https://survey.alchemer-ca.com/s3/50053082/TAPD-Form-B-Request-for-Capital-Grant-Payment>

Form C is attached.

If for some reason your municipality decides not to use this capital grant funding, please contact our office as soon as possible so it can be reallocated within TAPD.

If your municipality plans to celebrate the arrival of your new vehicle at a community event, please contact Communications at dan.palmer@gov.sk.ca at least two weeks in advance.

Should you have any additional questions regarding your TAPD capital grant, please do not hesitate to contact Municipal Infrastructure and Finance at 306-787-1262 or e-mail mifprovgrants@gov.sk.ca.

Sincerely,



Iryna Soloduk
Executive Director

TITLE: 2023 Landfill Environmental Services

DATE: July 21, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That City Council award the services agreement for 2023 Environmental Services (Monitoring, Sampling and Reporting) for the Landfill to Tetra Tech Canada Inc. for an estimated \$69,500 plus \$3,475 GST and \$4,170 PST taxes.
2. That the Mayor and City Clerk be authorized to execute the Professional Services Agreement, and any other applicable documents on behalf of the City once prepared.

TOPIC & PURPOSE:

Approval of the Professional Services Agreement for the Landfill's 2023 Environmental Services which are a regulatory requirement.

BACKGROUND:

The City is required to have annual environmental compliance monitoring and reporting completed at the Landfill by a Qualified Professional (QP). The monitoring program includes sampling groundwater, surface water, and the leachate ponds to track the quality and ensure that all regulatory requirements are being met.

In 2021, the Administration engaged QPs to review past monitoring reports as well as the Ministry of Environment comments in order to develop the most cost effective strategy to address concerns that had been raised. It was expected that the strategy would likely outline actions for Administration to implement over a number of years in order to collect data to fill in gaps, establish monitoring wells or new techniques, and to identify potential remediation strategies as required.

In 2021 Tetra Tech was selected as the QP to conduct the environmental monitoring work and develop an updated strategy as they proposed the most cost effective option. Other QPs proposed to spend up to \$445,000 to address the initial Ministry of Environment comments

while utilizing the past monitoring strategies. If the Ministry of Environment had ongoing questions, this level of expenditure could have continued for a number of years.

Based upon the work completed in 2022 and through discussions with the Ministry of Environment, changes are being proposed to the monitoring plan. The changes proposed are to monitor for potential impacts vs trying to prove containment infrastructure, such as the underground cut-off wall around the old mound, are effective. This shift in focus has been supported by the Ministry of Environment and once this new monitoring framework has been established and implemented it should allow for reduced monitoring costs. It is expected the new framework will require monitoring of fewer wells and require less staff time, while continuing to meet regulatory requirements.

PROPOSED APPROACH AND RATIONALE:

The 2023 Landfill Environmental Services program will ensure that the City completes its legislated requirements for environmental monitoring and continues to provide protection to the environment. The 2023 planned work includes:

- Collecting water and ground water samples, then having them analyzed and interpreted.
- Confirming the zone being monitored for impacts based upon ground water flow south of the landfill.
- Identifying the actions to be taken if impacts are ever detected in the future.
- Updating the Environmental Monitoring Plan and Operations Plan as required by the Ministry of Environment to operate the newly expanded landfill cells.

It is proposed to continue to work with Tetra Tech to update the Landfill Environmental Monitoring and Operations Plans. This is recommended as Tetra Tech is uniquely positioned to complete the work they started in 2021. As well, it would be difficult to effectively transition to a different service provider mid-way through the project.

CONSULTATIONS:

The City has consulted with the Ministry of Environment on the changes to the Environmental Monitoring Plan.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The results of the 2023 Landfill Environmental Monitoring Program will be communicated to the Ministry of Environment as required.

FINANCIAL IMPLICATIONS:

The 2023 Sanitation Fund includes \$85,000 for monitoring and consulting services. The cost of the 2023 Landfill Environmental Services program is well within the budgeted amount.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The recommendation supports the Strategic Priority of Delivering Professional Governance and the area of focus of Engaged Government, by strengthening the relationship with our Regulators.

The recommendation also supports the Strategic Priority of Building a Robust Economy and the Area of Focus of Economic Diversity and Stability. Meeting the regulatory requirements allows the continued operation of the landfill, which provides a source of revenue in addition to taxation.

OFFICIAL COMMUNITY PLAN:

The environmental monitoring supports section 10.3 of OCP which outlines goals and policies to promote the health of our forests, rivers, watersheds and environmentally sensitive water bodies.

PUBLIC NOTICE:

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

Written by: Todd Olexson, Sanitation Manager

Approved by: Acting Operations Manager, Acting Director of Public Works & City Manager

RPT 23-295

TITLE: Stantec RoadMatrix - Professional Services Agreement Renewal

DATE: July 21, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the multi-year Professional Services Agreement from Stantec Consulting Ltd for the Pavement Condition Assessment and RoadMatrix Update be approved for \$30,750.30 in 2023, \$34,607.48 in 2024, \$40,333.65 in 2025 taxes included; and,
2. That the service is funded by the Roadways Recapping Program; and,
3. That the Mayor and City Clerk be authorized to execute the Agreement, and any other necessary documents on behalf of the City once prepared.

TOPIC & PURPOSE:

To award the professional services agreement for the City's Pavement Management System called RoadMatrix.

ACKGROUND:

In 2005 entered a 3 year Professional Service Agreement for the creation of the City's Pavement Management System (RoadMatrix) with Stantec Consulting Ltd. The Service Agreements are for a 3 year term. Upon completion of a term, the Service Agreement has been renewed in 2008, 2011, 2014, 2017, and 2020.

During the service agreement, Stantec provides the Roadmatrix Software, conducts field surveys of the entire City's road network (242 kms of road), then compiles/analyses the data to project the road networks performance and recommends which streets should be treated.

The data collection is complex. In short, it is comprised of 2 types of testing which includes the surface distress (SDI) and roughness (RCI) surveys. The City is divided into 3 sections, and one section is tested per year, following a rotation. Stantec also performs deflection testing (SAI) on the City's arterials, collectors and bus routes. The data from the SDI, RCI, and SAI are combined into the pavement quality index (PQI) that is used to compile the annual paving program. Stantec also performs high resolution street imagery to assist in claims, planning, pre/post conditioning of work.

PROPOSED APPROACH AND RATIONALE:

Upon completion of the 2020 – 2022 term, Stantec and City Administration negotiated a renewal to the Professional Service Agreement.

There is high value on using the same RoadMatrix software and Consultant.

Stantec's Roadmatrix remains one of the top used Pavement Management Systems in Western Canada. The software and data collection has assists administration in determining the City's road network overall performance, the required budget needed to maintain it at that level of service and selecting cost efficient roads to repave.

Administration is trained on the Roadmatrix software. Using the same software and consultant requires no new training and does not require reconfiguration of a new system to be performed by city staff. Estimated hours to retrain staff and redeploy a new system is 250 hours.

CONSULTATIONS:

Administration has negotiated the Professional Service Agreement with Stantec.

Administration has been contacted by other firms. Many of which did not meet the City's requirements in all aspects of what is required of a Pavement Management System.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the Professional Services agreement is approved, the Department will forward the agreement to Clerk's Office to be signed and sealed.

FINANCIAL IMPLICATIONS:

The Services provided under the agreement is split over 3 years as follows:

Year	Service Cost
2023	\$ 29,286.00
2024	\$ 32,959.50
2025	\$ 38,413.00
Total	\$ 100,658.50

*There is no PST on the Professional Service.

The Service would be funded each year by the Roadways Recapping Program. In 2023, the budget for the program is \$ 4,100,000.00.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

Infrastructure Management is a strategic priority to create asset management plans that identifies infrastructure needs, replacement timelines and funding options.

OFFICIAL COMMUNITY PLAN:

The management of the City's Road Network through technology is consistent with the core values of the Official Community Plan.

Innovative (all elements) - Through long-term planning and best practices solutions, we will provide efficient and effective service today and an environment for tomorrow that fosters long-term investment in our City.

Fiscal Management and Accountability - The City strives to align priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

PUBLIC NOTICE:

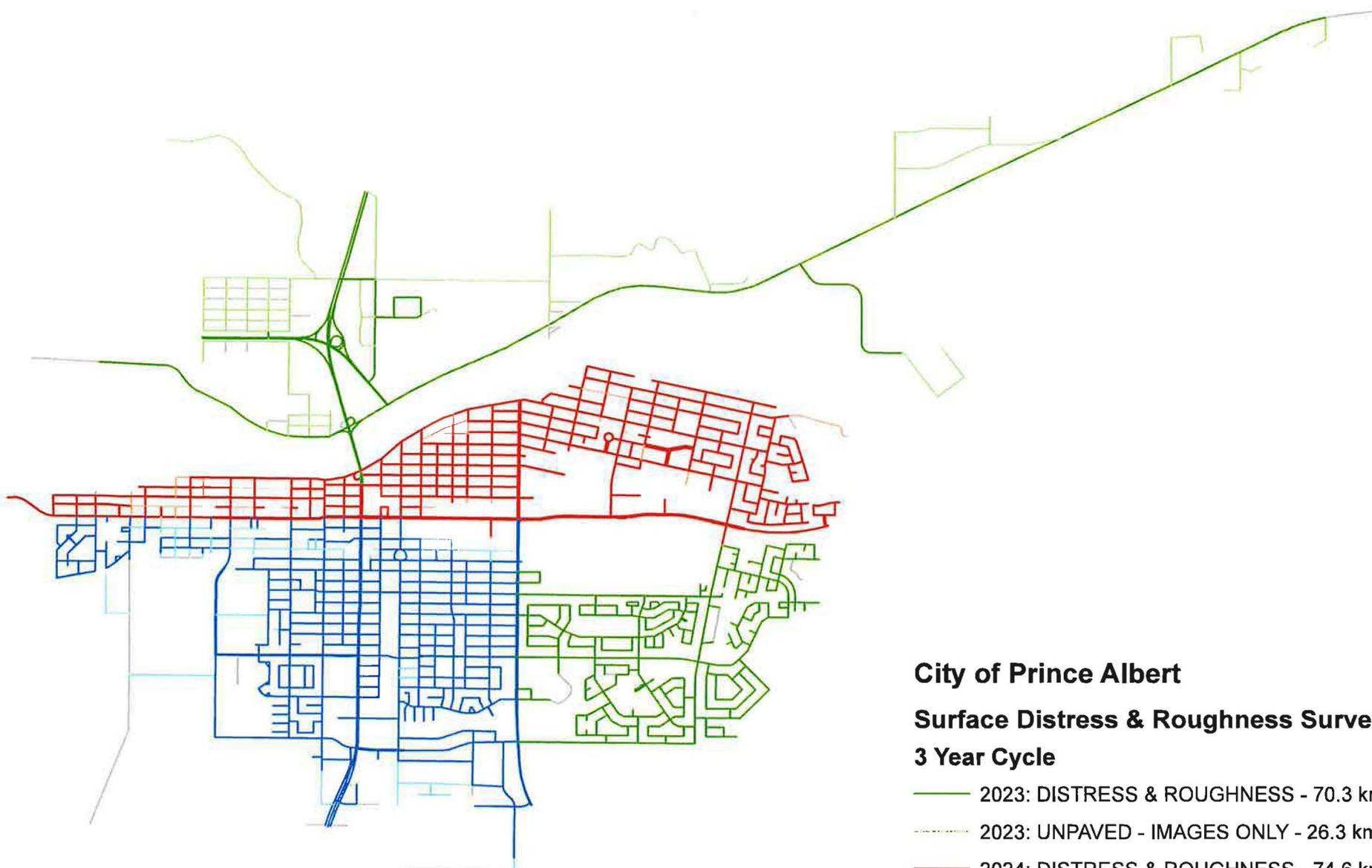
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. RoadMatrix - 3 Year Cycle Map

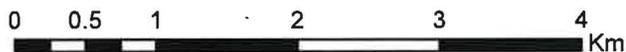
Written by: Marcel Gareau, Surface Works Manager

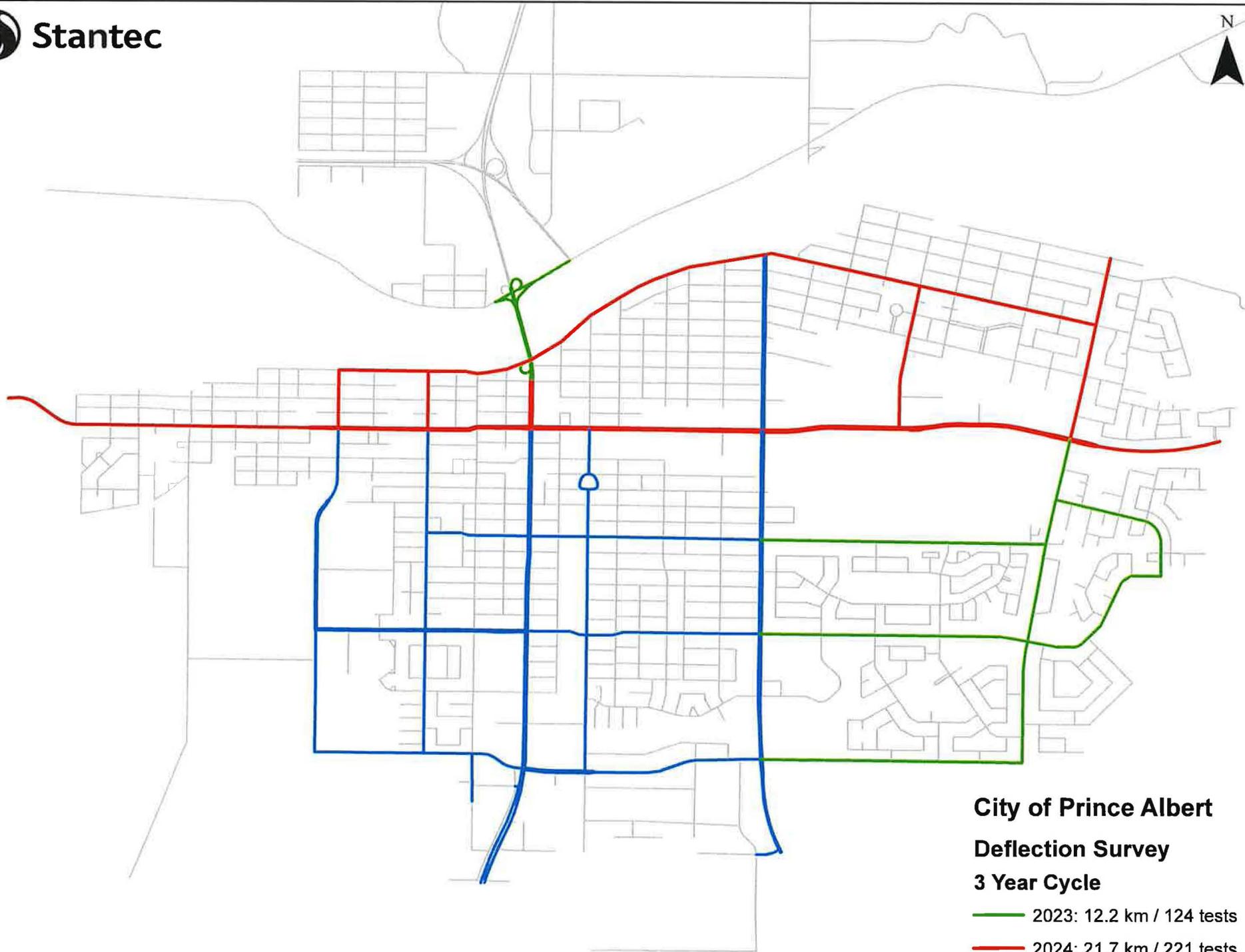
Approved by: Director of Public Works & City Manager



City of Prince Albert
Surface Distress & Roughness Survey
3 Year Cycle

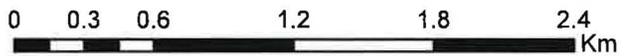
-  2023: DISTRESS & ROUGHNESS - 70.3 km
-  2023: UNPAVED - IMAGES ONLY - 26.3 km
-  2024: DISTRESS & ROUGHNESS - 74.6 km
-  2024: UNPAVED - IMAGES ONLY - 4.8 km
-  2025: DISTRESS & ROUGHNESS - 86.6 km
-  2025: UNPAVED - IMAGES ONLY - 0.7 km





**City of Prince Albert
Deflection Survey
3 Year Cycle**

-  2023: 12.2 km / 124 tests
-  2024: 21.7 km / 221 tests
-  2025: 31.9 km / 335 tests





TITLE: Encapsulation Cell Inspection

DATE: July 26, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That administration award the professional services agreement for Site Inspection and Groundwater Monitoring to WSP E&I Canada Limited of Saskatoon for an estimated \$5,830 plus applicable taxes.
2. That the Mayor and City Clerk be authorized to execute the Professional Services Agreement, and any other applicable documents on behalf of the City once prepared.

TOPIC & PURPOSE:

To complete the required monitoring and reporting for the encapsulation cell constructed by the City at the bioreactor site as per regulatory approvals.

BACKGROUND:

As a means of facilitating development within the City, Administration partnered up in the completion of a corrective action plan and the construction of an encapsulation cell at the City owned bioreactor site. A component of the approval process for the construction of this disposal facility includes monitoring and reporting to be completed by qualified professionals.

PROPOSED APPROACH AND RATIONALE:

A requirement of the approval for the construction and operation of the encapsulation cell at the bioreactor is to complete annual groundwater monitoring and reporting for the site. In order to complete the monitoring samples will need to be taken and analyzed by a qualified laboratory. A qualified professional will complete the annual reporting in accordance with the permit to operate.

Last year, Administration directed the consulting team performing the inspection and monitoring to notify the Ministry of Environment of our intent to reduce the frequency of annual groundwater monitoring at the site. The reduction of annual groundwater monitoring would reduce the amount of work required annually but would not eliminate it, as an ongoing need for inspections and reporting would still remain. The intent was for administration to take on the inspection process on alternate years when a more detailed groundwater monitoring process would not be required.

This year, when faced with some significant management turn over, Administration decided that in order to still meet the requirements for completing inspections at the site that it would need to be completed externally. It's worth noting that the proposal received is roughly half the cost as compared to work completed in previous years to meet the lowered level of inspection work to be done.

Administration's plan going forward will be to thoroughly assess what is required in the completion of inspections and groundwater monitoring going forward in order to develop a plan to meet the City's regulatory requirements for the encapsulation cell and also minimize the expenses incurred in doing so.

CONSULTATIONS:

In the creation of the corrective action plan and encapsulation cell, the City consulted with industry professionals and provincial regulators for all necessary approvals and permits as well as an approved ongoing monitoring plan.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the inspection and report is completed, the City will submit to the provincial regulator for review.

FINANCIAL IMPLICATIONS:

The 2022 Budget for environmental monitoring for the encapsulation cell is \$11,000. The proposal submitted at \$5,830 is well within the budget allocation for this area.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Policy, Privacy or Official Community Plan implications.

STRATEGIC PLAN:

The construction of an encapsulation cell along with required inspections supports the Strategic Plan priority of building a robust economy by permitting development within the City.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendation as the completion of inspections is a requirement of the permit for this site.

PUBLIC NOTICE:

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

PRESENTATION: None.

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

Approved by: City Manager

TITLE: 2nd Avenue West Sidewalk Connectivity

DATE: July 31, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be taken as information and filed.

TOPIC & PURPOSE:

To provide Council with information regarding award of the 2023 Saskatchewan Government Insurance (SGI) Traffic Safety Fund and utilization of the funds in accordance with the Sidewalk Connector Program along the East Boulevard of 2nd Avenue West.

PROPOSED APPROACH AND RATIONALE:

On August 14, 2020 City Council Resolution No. 0358 approved the Sidewalk Connector Program. The Sidewalk Connector Program identified a list of locations without sidewalk that saw high pedestrian usage throughout the City. The list of locations was set in priority order for sidewalk installation to improve pedestrian connectivity, accessibility and safety when funding became available. A list of approved locations is shown in Attachment 1 – Sidewalk Connector Program.

The 2023 SGI Traffic Safety Fund application was submitted by the Department of Public Works for the installation of 4 sidewalks along the East Boulevard of 2nd Avenue West between 28th Street and Marquis Road. The sidewalk locations are as follows.

1. 28th Street – 29th Street (East Boulevard) → 39.0 meters
2. 29th Street – 30th Street (East Boulevard) → 44.5 meters
3. 31st Street – 32nd Street (East Boulevard) → 34.3 meters
4. 34th Street – Marquis Road (East Boulevard) → 29.1 meters

For more precise detail of the project locations, all sidewalk locations are shown visually in Attachment 2 – Sidewalk Connectivity 2nd Avenue West.

Projects 1 and 2 follow the short-term recommendation set out in the Transportation Master Plan to install sidewalk on the East Boulevard of 2nd Avenue West between 28th and 30th Street. Additionally, projects 1, 2 and 3 follow direction set forth in the Sidewalk Connector Program.

Project 4 includes a 29.1 meter section of sidewalk on the East Boulevard of 2nd Avenue West near Marquis Road. This section of sidewalk was not identified in the Sidewalk Connector Program but was included in the application as it marks the last section of sidewalk required to provide complete pedestrian connectivity from Marquis Road to Diefenbaker Bridge on the East Boulevard of 2nd Avenue West.

Currently, in the summer pedestrians have worn a walking trail in the boulevard on both City right of way and private property and in the winter months pedestrians are seen walking on the street as the boulevard is covered in snow. The proposed installation of sidewalk improves pedestrian safety by providing a level walking surface and improved connectivity to essential services year round.

Tree Removal

On May 3, 2021 City Council Resolution No. 0178 stated that if discovered conditions result in the need to remove more than 3 trees in a block that communication be provided.

Through the design of the sidewalk located between 29th Street and 30th Street it was determined that sidewalk construction would require the removal of four trees in the East Boulevard. This is due to the limited City right-of-way between the east curb of 2nd Avenue West and the adjacent private property. There is 2.0 meters from the curb on 2nd Avenue to the property line. Attachment 3 – Elm Trees South and Attachment 4 – Elm Trees North, show the location of the four Elm Trees as well as the existing pedestrian trail that is heavily used.

The Parks Manager was consulted and determined that the four trees located between 29th and 30th Street are American Elms each evaluated at 100% health. The trees have adapted and thrived in their present location for over 40 years. The estimated lifespan of an American elm tree is 200-250 years.

The sidewalk installation on 2nd Avenue was approved in the Transportation Master Plan in 2017 and the Sidewalk Connector Program in 2020. These approvals were prior to Council Resolution No. 0178 and the need for tree removal was not identified at that time.

SIG Traffic Safety Grant

On July 5, 2023, SIG informed the Department of Public Works that the projects were approved for partial funding. The total sum to be disbursed was \$33,700.

The total cost of the project, less tree removal is estimated to be \$45,906.32. This represents 73.4% of the funding that was applied for to complete the concrete and hydro seeding for the project. The remaining \$12,206.32 is to be funded by the “One Time Public Transit Funding Agreement 2022-23” as the sidewalk improves pedestrian accessibility and connectivity to the Transit Stops in the area.

The estimated cost of tree removal is \$5,000 and will be covered within the existing Community Services Forestry Management Operating budget.

Conclusion

The proposed sidewalk installations improve pedestrian safety, accessibility and connectivity to shopping, leisure, and key City services such as public transit along the East Boulevard of 2nd Avenue West between 28th Street and Marquis Road.

This report supports the long-term strategic plan to improve community safety by providing sidewalk connectivity and accessibility throughout the City. The report also supports the long-term strategy to strive to meet the needs of City transit users by providing improved access to bus stops along the 2nd Avenue West.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Attachment 1 - Sidewalk Connector Program
2. Attachment 2 - Sidewalk Connectivity 2nd Avenue West
3. Attachment 3 - Elm Trees South
4. Attachment 4 - Elm Trees North

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

Project #	Location	Proposed By	
		Council	Admin
1	28 St West (2 - 4 Ave, South Boulevard)	Y	Y
2	2 Ave West (28 - 29 St, West Boulevard)	Y	Y
3	2 Ave West (28 - 30 St, East Boulevard)	Y	Y
4	2 Ave West (31 - 32 St, East Boulevard)	Y	Y
5	Southwood Dr (Kelly Pl - Elmwood Ave, South Boulevard)		Y
6	15 St East (12 - 15 Ave, North Boulevard)	Y	Y
7	4 Ave West (14 - 15 St, East Boulevard)		Y
8	3 Ave West (12 - 14 St, West Boulevard)	Y	Y
9	5 Ave East (6 - 7 St, West Boulevard)	Y	Y
10	5 Ave East (4 - 6 St, East Boulevard)	Y	Y
11	6 Ave East (15 St - Exhibition Dr, East Boulevard)	Y	Y
Subtotal			

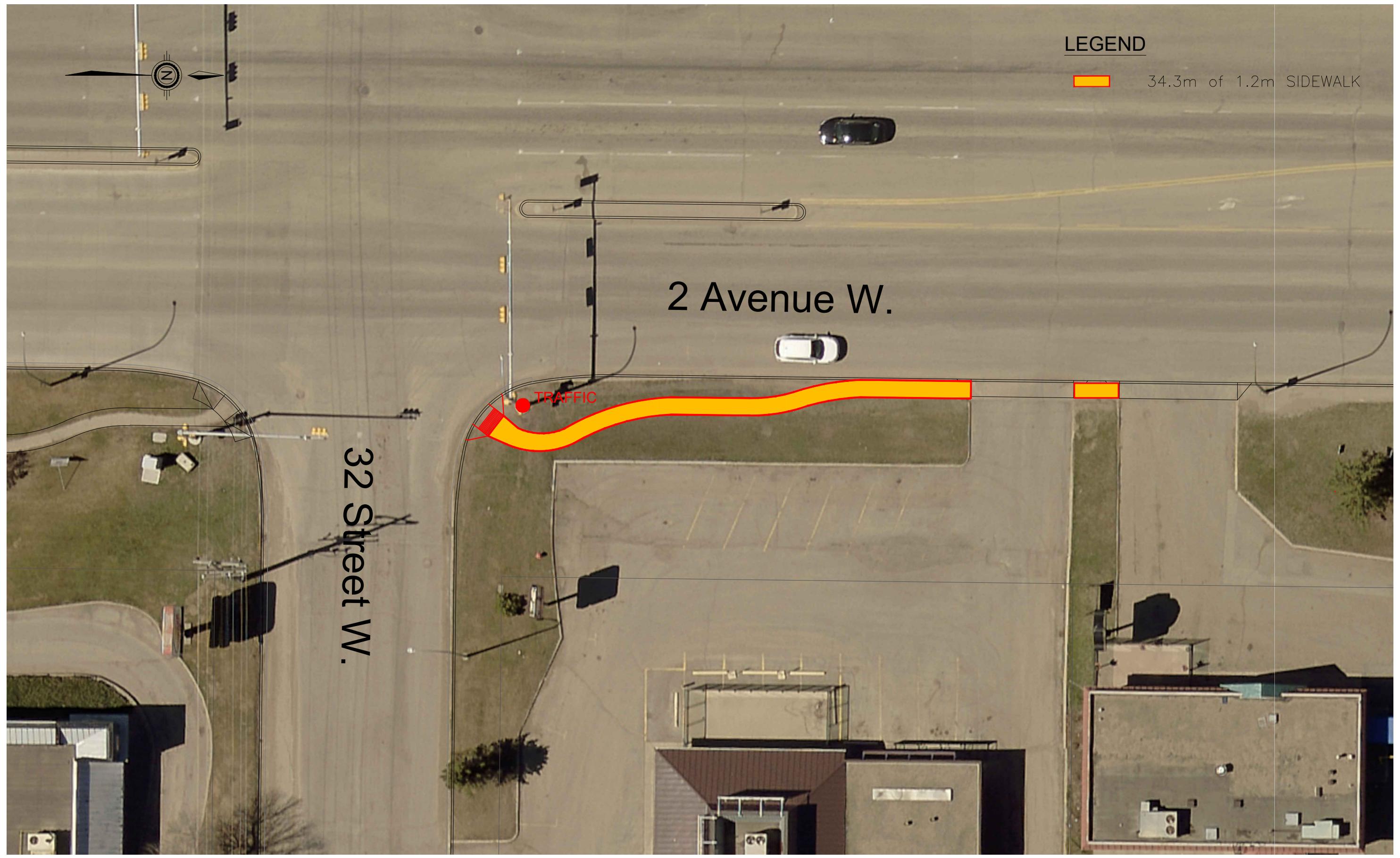
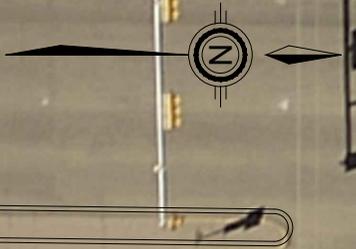
LEGEND

 34.3m of 1.2m SIDEWALK

2 Avenue W.

32 Street W.

TRAFFIC





LEGEND

 39.0m of 1.2m SIDEWALK

2 Avenue W.

29 Street W.

LIGHT

SIGN

HYD

TREE





LEGEND

 1.2m SIDEWALK

2 Avenue W.

DECOMMISSION CROSSING

LIGHT

REMOVE TREES

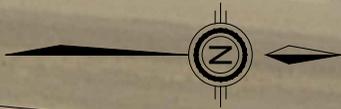
TREE TREE TREE TREE

NEW 1.83m x 3.05m
CONCRETE BUS PAD
LOCATION.

1.85m

INSTALL STANDARD RAMP BEFORE
SIDE INLET CATCH BASIN TO
AVOID BLOCKING PROPERTIES
CROSSING

29 Street W.

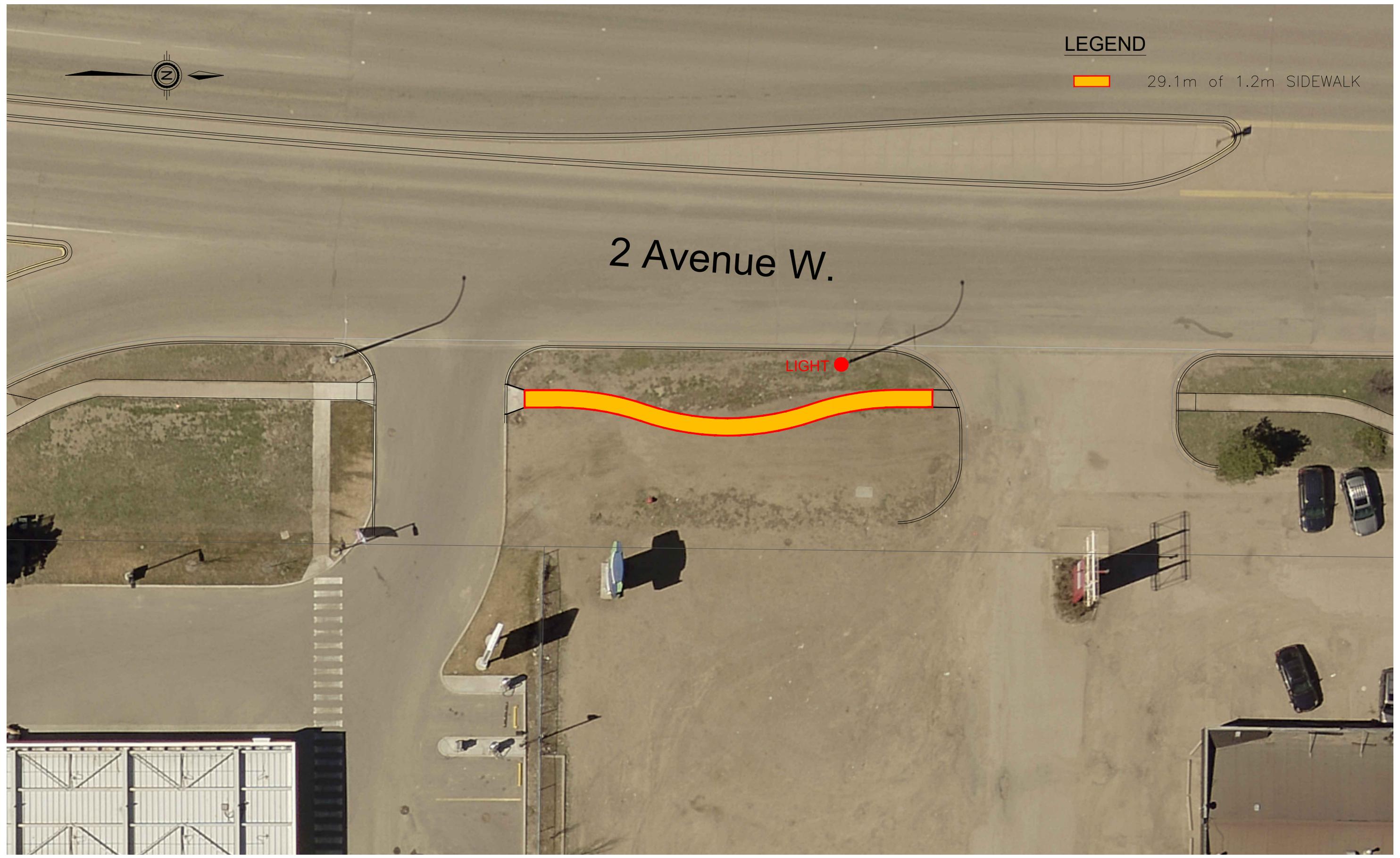


LEGEND

 29.1m of 1.2m SIDEWALK

2 Avenue W.

LIGHT 







TITLE: Recreation Coordinator - Aquatics to Attend World Conference on Drowning and Prevention

DATE: July 25, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Lauren Haubrich, Recreation Coordinator - Aquatics be approved to attend the World Conference on Drowning Prevention in Perth, Australia December 4-7, 2023 at a cost of \$3,650.00 to be funded from the Training for Aquatic Staff Reserve.

TOPIC & PURPOSE:

The purpose of the report is to outline the opportunity for our Recreation Coordinator – Aquatics to attend the World Conference on Drowning Prevention in Perth, Australia December 4-7, 2023.

BACKGROUND:

The World Conference on Drowning and Prevention is being held December 4-7, 2023 in Perth, Australia (www.wcdp2023.com). The World Conference on Drowning Prevention is the International Life Saving Federation's flagship educational event. This biennial conference brings together the world's foremost experts, research, systems and information on drowning prevention, rescue, lifesaving and water safety. In 2023, it marks the return of the WCDP after delays related to COVID-19. The exchange, debate and development are designed to find ways to reduce death and injury in all aquatic environments worldwide. It's a convergence of people and projects aimed directly at addressing a highly preventable public health challenge.

Delegates for the 2023 WCDP include members of the International Lifesaving Federation, the World Health Organization, and members from lifesaving organizations across the world. This is an opportunity to share work that has been spearheaded by the City of Prince Albert that can improve the health and safety of lifeguards and lifesavers – from Bondi Beach in Australia to outdoor pools across Singapore.

By sending a delegate to the conference, the Recreation Coordinator - Aquatics will bring back new lifeguarding techniques to the City of Prince Albert aquatic staff so they can continue to be leaders in the Aquatic field. With addition to learning in a conference atmosphere, the co-host organizations (Royal Life Saving Society - Australia and Surf Life Saving Australia) has organized various field trips and workshops for conference attendants. The Aquatic Leisure Management Field Trip and Workshop provides the opportunity to visit state of the art aquatic facilities in Perth, while hearing from experts on key trends, priorities, challenges and innovations in the industry. This will provide valuable information to the Community Services Department while preparing for Prince Albert's new indoor aquatics facility.

At the conference, there will be an opportunity for our Recreation Coordinator – Aquatics to report on the progress made on the 10 actions to prevent drowning, as outlined in the 2014 World Health Organization's Global Report on Drowning. She has also been invited as a presenter at the 2023 World Conference on Drowning Prevention to share about the successes of the Swim to Survive School Program. Expanding on experiences and lessons learned from attending the World Conference on Drowning Prevention in Vancouver, Canada (2017) and Durban, South Africa (2019) the program in Prince Albert has garnered international recognition. The basis of the program – where high school students are provided an educational opportunity and framework to teach lessons – is extremely unique. Not a single facility across Canada (and likely the world) has a partnership that allows for this experience.

PROPOSED APPROACH AND RATIONALE:

The City of Prince Albert through the Training and Development Policy recognizes the importance of investing in the learning and development of its staff to increase employee engagement, career growth, high performance, and innovation. We have been working on opportunities for Aquatic staff to make sure we continue to attract and retain competent employees who are concerned with their personal development and are interested in building a rewarding career with the City of Prince Albert.

Through our Rates and Fees structure swimming lessons and advanced courses include a \$7.00 surcharge which goes to the Training for Aquatic Staff reserve to ensure Aquatics staff are properly trained and certified. We currently have approximately \$9,000.00 between our 2 Aquatic Facilities to go towards Training for Aquatic Staff.

We further recognize the City of Prince Albert Aquatic Facilities are well attended through Lane Swimming, Aquasize, Swimming Lessons, Public Swim and Rentals. This training will allow us to continue to stay up on all current Aquatics trends for all users will have an enjoyable and safe experience when attending City of Prince Albert Aquatic Facilities.

CONSULTATIONS:

The Recreation Coordinator - Aquatics has been in consultation with the International Lifesaving Federation about attending this World Conference. She was identified as a Presenter by the ILF and selected to attend.

POLICY IMPLICATIONS:

Training and Development Policy - The City of Prince Albert recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, and innovation. The City supports training and development of its staff with levels of financial support which vary depending on the relevancy of the training opportunity to a current position or future need within the City.

2. Travel/Meal/Accommodation/Vehicle Policy – Travel outside of Canada must be preapproved by City Council.

FINANCIAL IMPLICATIONS:

Estimated Costs to attend the World Conference on Drowning Prevention in Perth, Australia December 4-7, 2023.

Flight - \$3,000.00 round trip

Hotel - \$75/night at 5 nights = (Covered through partnering with another delegate)

Conference Registration - \$650.00

Total - \$3,650.00

This \$3,650.00 will be funded from the Training for Aquatics Staff Reserve.

STRATEGIC PLAN:

Delivering Professional Governance, Organizational Effectiveness: promote succession planning, leadership training, and clear human resource management processes.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Acceptance for Presentation Email
2. Training and Development Policy
3. Travel/Meal/Accommodation/Vehicle Policy

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager

From: WCDP 2023 <no-reply@oxfordabstracts.com>

Sent: March 15, 2023 4:37 AM

To: Lauren Haubrich <lhaubrich@citypa.com>

Subject: Acceptance for presentation

You don't often get email from no-reply@oxfordabstracts.com. [Learn why this is important](#)

Acceptance for presentation



Dear Lauren,

I am pleased to inform you that your abstract 67, "A Unique Partnership: High School Work Experience as a Swim to Survive Instructor in Prince Albert, Saskatchewan, Canada" has been accepted for **Oral** presentation at ILS World Conference on Drowning Prevention 2023.

You have indicated that the presenter will be: **Lauren Haubrich**

Guidelines for presentations and the submission of final papers will be posted on the conference website at a later date.

If you have not already done so, please register for the conference immediately. This is important as by doing this you will be confirming your participation and acceptance of this appointment as a presenter at WCDP 2023.

If you have indicated an alternative person will be the presenter, please contact them immediately and ask them to register for the conference to confirm their participation and acceptance of their appointment as a presenter.

Registration must be completed online through the link on the conference website: <https://wcdp2023.com/>

Note that the early bird registration period will end on 31 March 2023. After that date the speaker/presenter delegate rates will increase.

Note that the early bird registration period will end on 31 March 2023. After that date the speaker/presenter delegate rates will increase.

We look forward to seeing you in Perth.

Yours sincerely

WCDP 2023 Team

Contact: wcdp2023@ilsf.org

Website: [WCDP 2023](#)

OXFORD ABSTRACTS
Powered by Oxford Abstracts

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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). ***

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City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	74
Section:	Human Resources	Issued:	September 8, 2015
Subject:	Training and Development Policy	Effective:	September 8, 2015
Council Resolution # and Date:	Council Resolution No. 0455 of September 8, 2015	Page:	1 of 9
		Replaces:	
Issued by:	Steve Brown, Director of Corporate Services	Dated:	
Approved by:	Steve Brown, Director of Corporate Services		

1 POLICY

- 1.01 The City of Prince Albert recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, and innovation. The City supports training and development of its staff with levels of financial support which vary depending on the relevancy of the training opportunity to a current position or future need within the City.

2 PURPOSE

- 2.01 The purpose of the policy is to:
- (a) Attract and retain competent employees who are concerned with their personal development and are interested in building a rewarding career with the City of Prince Albert.
 - (b) Provide training and development as it relates to individual and organizational needs, requirements and objectives, on an equitable and consistent basis.
 - (c) Help enrich the work experience of municipal employees by allowing greater satisfaction and preparation for assuming increased responsibility.
 - (d) To help employees meet the demands placed on them by regulatory and organizational changes and developments.

3 SCOPE

- 3.01 This Policy applies to all employees of the City of Prince Albert, with the exception of the Prince Albert Police Service.

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- 3.02 Employees on leaves of absence without pay are ineligible. In order to qualify for reimbursement, an employee must be pre-approved prior to enrolment.
- 3.03 All funds come from Departmental budgets.
- 3.04 Where applicable, the governing Collective Agreement for unionized employees or the employment contract for non-unionized employees addressing learning and development will prevail.
- 3.05 Consideration will be given to all requests based on the available annual departmental budget and whether or not the training is deemed required or optional.
- 3.06 All requests must be deemed mutually beneficial to the City and the employee.

4 RESPONSIBILITY: TERMS AND CONDITIONS

- 4.01 In-house training and development:
- a. Activities may vary from short, informal, on-the-job instruction and guidance to more structured programs, courses, workshops and seminars offered on an internal basis or sponsored directly by the municipality either during or after work hours.
 - b. Participation in in-house training and development activities may be requested by the employee, or may be assigned by the supervisor.
 - c. Participation in in-house training and development activities must be approved by the immediate supervisor.

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- d. All costs for in-house training and development activities are to be assumed by the appropriate departmental training budget unless otherwise specified.

4.02 Tuition Reimbursement – Educational Courses:

- (a) To qualify for financial assistance, an employee must be a permanent employee and have completed their probationary period prior to enrolling in a particular course of study.
- (b) Tuition Fees that are either directly related to the employee's current job or create a mutual advantage to both the employee and the department would be eligible to be reimbursed at 100% upon successful completion. For example:
- i. Individual courses taken independently of enrolment in a degree, certificate or diploma program; or
 - ii. Courses leading to a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designation.
- (c) Tuition Fees that are related to the organization's function but not directly related to the employee's current job or division/department function would be reimbursed at 50% upon successful completion. For example:
- i. Individual courses taken independently of enrolment in a degree, certificate or diploma program; or

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- ii. Courses leading to a college diploma, university bachelor's degree, or a professional certificate, diploma or designation.
- (d) The employee must obtain the appropriate approval signatures prior to completing the course or program registration by filling out an "Application for Tuition Reimbursement Approval Form".
- (e) Where the employee leaves the employment of the City, whether voluntarily or not, the employee will reimburse the City for Tuition Fees paid by the City for the work commitment not completed on a pro-rated basis. The City is authorized to recover funds by means of a payroll deduction from the employee's final pay(s). All exceptions need to be submitted and approved by the Director of Corporate Services (or designate).
- (f) An agreement requiring continued employment with the City is required as a condition of financial assistance whenever the amount of financial assistance exceeds \$500 per annum. Upon completion of the course(s) of study, the employee must agree to a continuation of employment for a period of not less than 2 years. In the case of termination prior to the conclusion of this period, the following refund formula shall apply:
 - i. Amount to be refunded by the employee equals the total expenditure on the employee's behalf divided by 24 months multiplied by the total months remaining on the work commitment.
- (g) Where the City of Prince Albert agrees to make a significant investment in an employee's training such as, but not limited to, Undergraduate Degree, Masters of Business Administration, or

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Professional Accounting Program, an agreement shall be signed by the City and the employee outlining the conditions of the investment and if required, a return of service longer that what's outlined in 4.02(f) above. All agreements under this point shall go before council for final approval.

- (h) Non-tuition related fees are ineligible for reimbursement. These fees include, but are not limited to the following examples:
- i. Deferred or Late payment
 - ii. Fees for extension
 - iii. Parking fees
 - iv. Course credit transfer fees
 - v. Student medical insurance
 - vi. Transportation expenses
 - vii. Capital projects
 - viii. Meals
 - ix. Miscellaneous supplies
- (i) Failure to comply with this Policy could result in the appropriate discipline measure being assessed on a case-by-case basis, and may result in dismissal from employment.

4.03 Conference and Seminar Attendance

- (a) The City shall assume allowable costs associated with attendance at approved activities in accordance with the City's Travel/Meal/Accommodation/Vehicle Policy including registration fees, transportation costs, accommodations, meals and incidental allowance.

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(b) Approval for participation in a conference or seminar must be obtained from the Department Director or designate.

5 DEFINITIONS

5.01 Training:

A program or activity designed to prepare an employee to the level of competence required for present job responsibilities.

5.02 Development:

A program or activity designed to raise an employee's performance for future job responsibilities.

5.03 Employee-Initiated Participation:

A request by an employee for permission to participate in training and development activities with or without assistance from the City.

5.04 Employer-Initiated Participation:

A request by the City for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.

5.05 Educational Course:

A program or course offered by an accredited educational institution that the City recognizes as contributing to improving the skill and knowledge of an employee.

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5.06 Conference/Convention:

An activity related to membership in a professional association or municipal organization that has as a purpose the conducting of association business or related activities.

5.07 In-House Training and Development:

A program or course offered or sponsored by the municipality that is available to municipal employees. This includes, but is not limited to, instruction, seminars and other City sponsored activities.

5.08 Educational Leave of Absence:

A leave of absence, whether unpaid or paid, from job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.

5.09 Work Commitment:

The period of work obligation an employee is required to undertake as a condition for receiving financial assistance granted under the terms of this policy.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Travel/Meal/Accommodation/Vehicle Policy, as amended

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7 PROCEDURE

7.01 Employees are responsible for:

- (a) Developing an annual learning and development plan that clearly identifies their training and educational needs. This plan should be reviewed with their supervisor and/or manager prior to approval by their Department Head. The plan will be provided to the Director of Corporate Services (or designate).
- (b) Making a personal commitment to career planning and any associated learning and development.
- (c) Using long-range planning to determine future requests.
- (d) Selecting the most cost-effective course options.
- (e) Submitting the following information to Corporate Services within sixty (60) days of successful course completion:
 - ii) An approved cheque requisition for reimbursement of fees paid;
 - iii) Detailed receipt(s) of monies paid; and
 - iv) Statement(s) of grades or certificate of completion.

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7.02 Directors or designates are responsible for:

- (a) Ensuring there is appropriate budget allocation to undertake the employee training.
- (b) Approving the annual learning and development plan for the employee.
- (c) Ensuring all learning and development activities are done in accordance with this policy.
- (e) Ensuring all required documentation is completed before and after the training is completed.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	1 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

1. POLICY

1.00 Automobile Travel:

Rental Vehicles

Effective October 2002 (January 1, 2004 for City Council), the utilization of rented vehicles in lieu of the use of personal vehicles was implemented. A calculation of vehicle travel costs using the Rental versus Personal Vehicle form is to be used to determine the most economical mode of transportation to and from destinations. This will be the supporting documentation for the amount of costs that the City will cover. If a Traveller chooses to utilize their personal vehicle over a lower cost option, they shall only be reimbursed the lower cost (not the per kilometre reimbursement). Regular reviews of fuel prices at the pump will be completed and the above noted Form adjusted if necessary. It is the responsibility of the Department Heads to pre-approve travel and assure that the most economical means of transportation is utilized.

For safety reasons, during the **winter months of December 1st to March 31st inclusive**, utilization of personal vehicles will be permitted. For City Travellers opting to use their personal vehicle, reimbursement will be made at the personal kilometre rates as defined under Section 7 of this Policy. The direct supervisor must approve these travel costs prior to being incurred to ensure budget compliance.

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The rental vehicle must be intermediate (compact or economy car) unless three or more City Travellers are travelling together, in which case, a mid-size, mini-van or full-size vehicle is acceptable. If an individual chooses to utilize their personal vehicle over a lower cost option, the Rental versus Personal Vehicle cost analysis must be attached to the Travel Claim and Expense Form and shall only be reimbursed the lower cost (not the per kilometre reimbursement).

Private Vehicle

Should a rental vehicle not be available, an allowance which provides compensation for use of a personal vehicle, plus any associated parking costs, shall be paid in compliance with the rates as identified in Section 7.03.

In this case, a written note from the City's Rental Vehicle Tender Company is required confirming the non-availability of a rental vehicle. It is recommended that travellers should book a rental vehicle at least one week before their trip to give reasonable time to arrange for a rental vehicle.

Travellers are responsible for all operating and maintenance costs associated with the use of privately owned vehicles on City business, including licensing and insurance.

Where two or more Travellers travel in the same vehicle, only one vehicle allowance claim will be permitted. Travellers travelling to the same business function must car pool to realize economies if their departure and return schedules allow for this to occur.

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Charges for parking tickets, and any other traffic offences including license surcharges, will not be paid by the City.

Associated parking costs will be reimbursed to the individual by attaching supporting receipts to the Travel Claim and Expense Form. If on-street metered parking is required, the City shall reimburse Travellers to a maximum amount per day identified in 7.03.

Travellers, on a monthly per kilometre reimbursement, must complete the Monthly Vehicle Usage Form, and have it approved by the Department Head. For those individuals, the following shall apply:

- A minimum per day, for each day they utilize their private vehicle for City business, or the approved kilometre rate.
- No reimbursement will be made for any travel between an individual's residence and his/her office or usual place of work (Noon hour included).
- Individuals reimbursed on a fixed, monthly allowance will have the total annual sum shown on their T-4 slip as a taxable benefit. All reimbursement, on a per kilometre basis, is non-taxable.

All taxi charges must be supported by receipts showing the details of each trip (i.e. amount charged, date, location or description of departure and destination points).

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City personnel assigned a City vehicle for use during normal working hours will not be allowed to drive the unit home at the end of the work day or at lunch breaks. The only exception to this will require authorization of an employee's Department Head. The vehicles are for business only.

1.01 Vehicle Allowances

- The Mayor will be provided a \$650 per month vehicle allowance for in-city use of their personal vehicle to attend to City business.
- Each Councillor will be provided a \$200 per month vehicle allowance for in-city use of their personal vehicle to attend to City business.

1.02 Accommodations

- a) Travellers are expected to seek accommodation in the least expensive rooms of the hotel/motel they have chosen (i.e. standard room vs. suite).
- b) Where designated conference hotels are provided, the Traveller should select the lowest cost conference hotel available at the time of booking.
- c) If the timing of the event requires the Traveller to arrive the night before, accommodations will be paid for that night, as well as the nights of the event.
- d) If the time of the event requires the Traveller to stay over an additional night after the event, accommodation will be paid for that night as well.

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- e) Actual and reasonable reimbursement, supported by original receipts and approved by their Department Head or designate, will be made to an employee. For City Councillors, approval will be from the Mayor.
- f) Any **personal charges on hotel bills** are to be deducted prior to submission for reimbursement. Travellers will not be reimbursed for:
- Internet charges incurred at the hotel or meeting site unless essential for City business purposes.
 - Hotel charges while on City travel for in-room movies, bar costs, or similar personal or entertainment expenses.
 - Alcoholic beverages.
 - Meals – meal costs are to be reimbursed according to per diem amounts on the Travel Claim and Expense Form.
- g) Travellers should request preferential rates such as government or corporate rates, including the SUMA Advantage Host Hotel Program (available on SUMA's Website).
- h) An amount of \$35 per night will be paid for accommodation in private residence or in private trailers, no receipt is required. Private accommodation means staying at a residence of a friend or relative member. This does not include any accommodations that is owned by the employee, or where the employee's immediate family resides.

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Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

1.03 Meal Allowance

- a) Reimbursement for meals to Travellers away on City business will be made in accordance with the rates set by the Public Service Commission of Saskatchewan.
- b) No claim for a meal allowance may be made for:
 - o Breakfast, if departure is later than 7:30 am, or the return is earlier than 8:30 am.
 - o Dinner, if departure is later than 11:30 am, or the return is earlier than 12:30 pm.
 - o Supper, if departure is later than 5:30 pm, or the return is earlier than 6:30 pm.
 - o Only three meals may be claimed in one day.
- c) Travellers attending any conferences, seminars, meetings, etc., where any meal is supplied, shall not claim an allowance for the applicable meal, as that individual incurred no cost.
- d) Claims for meal allowances must be submitted in the Travel Claim and Expense Form for reimbursement. Receipts are not required for reimbursement.

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- e) When a Traveller leaves for a destination outside of Saskatchewan, rates for “within the province” shall apply until such time as he/she crosses the provincial border, thereafter rates for “outside the province” shall apply. The same conditions apply on the return trip.

- f) The meal allowance rates as identified within this policy are intended to cover meals, goods and services tax, and gratuities. It is recognized that individual meal prices may vary above or below these limits at times, but that these allowances are intended to provide a reasonable reimbursement over the duration of the trip. Any costs over and above **the daily per diem meal allowance rate will not be reimbursed.**

- g) Except as provided under *Section 1.04 – Business Meals*, Travellers are not eligible to charge meals to any City Corporate Master Card. All meals incurred by Travellers must be submitted by a Travel Claim and Expense Form. If an individual charges a meal cost to a City Corporate Master Card, that individual will be required to submit reimbursement payment as per charged on the corporate card, and obtain meal allowance through the Travel Claim and Expense Form.

1.04 Business Meals

- a) Business meals are those meals taken with clients, business prospects, and prospective employees for the purpose of recruitment during which a specific business discussion takes place.

- b) Business meals also includes meals served in conjunction with hosted events such as training workshops, conferences, committee or board meetings, award ceremonies, off-site planning and strategic planning retreats, and recognition receptions.

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- c) Reasonable meal expenses including non-alcoholic beverages and food are eligible for reimbursement (including gratuities up to 15%).
- d) Business meals are eligible to be charged to a City Corporate Master Card. Receipts must be attached.
- e) Business meals can be charged by members of Council, City Manager or Department Heads. If a business meal is required by Senior Administration, the employee must first obtain approval by their Department Head.

1.05 Incidental Expenses

Travellers may claim an allowance in accordance with the rates identified within this policy for each night of travel, to cover incidental costs such as personal phone calls. No receipts are required for this allowance. Must be overnight stay only.

1.06 Conference and Seminar Fees

Attendance at courses, seminars, workshops, and conferences will be submitted for review and approval to either a Department Head, City Manager, Mayor, Board of Police Commission, or Committee as per normal registration authorization process. Conference-Seminar Receipts are required.

Council members are allowed to charge expenses for attending the Mayor's Annual State of the City Luncheon, Chamber of Commerce Luncheons, and other similar events where there is a registration fee, to

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the Conventions and Delegations Expense Account, subject to the Mayor's approval.

1.07 Councillor's Individual Travel Budget

- a) Each Councillor will be allocated funds for travel per year annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process.
- b) A Councillor's Travel Claim may include all accommodations, travel, meals and incidentals for attending meetings as a member of Council.
- c) Any travel expenses arising from attendance at the annual SUMA and FCM conferences will be funded from this budget.
- d) Any accommodations, travel, meals and incidentals for attending out of town meetings as an appointed member on City Council's various Boards, Committees and Commissions may not be deemed to be part of their Councillor Individual Travel Budget Allotment for the respective year.
- e) Each Councillor Individual Travel Budget must not exceed the approved budget per year limit without express pre-approval by the Mayor for any proposed over-expenditure.

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- f) Where the funds are used for travel, Councillors will follow the guidelines set out in this policy, and will be reimbursed in accordance with this policy.
- g) No spousal expenses will be paid or reimbursed.
- h) The amount in this budget will be pro-rated during an election year in order to ensure that sufficient funds remain for the newly-elected members of Council.

1.08 Mayor and Councillor Per Diem

A per diem allowance of \$200 per day is provided for members of Council. A per diem allowance of \$100 is provided for each one-half (1/2) day.

To receive a per diem, the Per Diem Report Sheet must be filled out and submitted to the Mayor for authorization. Per Diem Report Sheets can be obtained for completion either in the Mayor or City Manager's Office.

1.09 Spouse/Companion/Family Travel

If the Travellers are accompanied by a spouse, companion or family members, the following points will apply:

- For convenience, Travellers may arrange a spouse, companion, or family air travel and accommodations at the same time that the Traveller's arrangements are made for the same trip. However, the Traveller must make payment arrangements personally for air travel or any other additional costs resulting from the spouse, companion or family members.

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- Where the hotel has a single occupancy rate, charges for more than one single occupancy will not be paid by the City.
- The City will not pay for any conference or seminar registration fees for the Traveller's spouse / companion / family, including conference companion programs. However, the Traveller may make payment arrangements personally for fees of a spouse, companion or family members.
- If the Traveller makes plans for someone to accompany them and the trip is cancelled by the City, the City bears no responsibility for costs incurred other than those directly related to the Traveller.

1.10 Travel Advances

Travellers will be advanced money upon request to cover their anticipated travelling expenses, subject to the following:

- The Traveller is entitled to a travel advance not to exceed the amount that the Traveller would reasonably be expected to incur while travelling. This amount would include estimated accommodation, meal and incidental costs. The amount requested must be approved by the Department Head or designate.
- Funds will be remitted on the Traveller's behalf for payment for airline reservations and conference or seminar fees provided that appropriate arrangements are made with Financial Services staff prior to the date the funds are required.

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- Travellers are accountable for all travel expenses advanced on their behalf, and shall complete a Travel Claim and Expense Form accounting for all expenses within thirty (30) days after return. Advances in excess of actual travel costs must be repaid by the Traveller within thirty (30) days after return.
- Advances not repaid within thirty (30) days after the trip may be considered payroll advances at the discretion of Financial Services.

1.11 Air Travel

- a) Travellers required to fly to their destination have the option of **booking their flights on-line using their City Corporate Master Card or the Corporate Executive Master Card** or booking their flight through a local travel agency with the actual costs for airline tickets being invoiced directly to The City of Prince Albert.
- b) Travellers shall book Economy Class flights as early as possible to take advantage of any early booking discounts that may be available.
- c) Flight insurance (*cancellation and medical insurance*) for Travellers required to travel on behalf of the City may be available through our insurance broker. Travellers who desire flight insurance may contact the broker; however, all associated costs would be the responsibility of the individual. As this is optional, there would be no reimbursement to the individual.

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d) Travellers who choose to travel via personal vehicle, in lieu of air travel, shall claim the lower of;

- o The number of kilometres traveled, multiplied by the current reimbursable mileage rate, or
- o The rental vehicle rate, or
- o The equivalent airfare of Economy Class seat booked thirty days in advance.

e) Parking at Airport

Any Traveller whose trip is more than 7 days is advised to drop off the rental vehicle to the City's Rental Vehicle Tender Company in Saskatoon. When a traveller comes back after training, he/she will pick up a rental vehicle at the City's Rental Vehicle Tender Company in Saskatoon and will drop off at its Prince Albert location.

2. PURPOSE

2.01 The purpose of this policy is to define the expectations and level of reimbursement to Travellers as it relates to any travel expenses incurred while conducting business on behalf of the City of Prince Albert.

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3. SCOPE

- 3.01 All employees and members of Council of The City of Prince Albert, including Fire and the Prince Albert Police Service employees.
- 3.02 Appointed members of City of Prince Albert City Committees, Boards and Commissions travelling on City business as authorized under Section 4.03.
- 3.03 For employees covered under a collective bargaining agreement, the terms of the collective bargaining agreement will apply in the event of a difference with this policy.

4. RESPONSIBILITY

- 4.01 For employees of the City of Prince Albert:
- Travel, within the Province, must be pre-approved by an employee's Department Head.
 - Travel, outside of the Province, but within Canada, must be pre-approved by the City Manager.
 - Travel, elsewhere, must be pre-approved by City Council.
- 4.02 For City Council members:
- Travel, within the Province, must be pre-approved by the Mayor.
 - Travel, outside of the Province, but within Canada, must be pre-approved by the Mayor.
 - Travel, elsewhere, must be pre-approved by City Council.

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4.03 Travel on behalf of City of Prince Albert City Committees, Boards and Commissions, including travel by employees as employee representatives of such bodies, requires the approval of the Department Head and/or appropriate Committee, Board or Commission. This approval should be provided in writing at the time travel arrangements are initiated.

4.04 Travellers are responsible for ensuring that all travel expenses are in accordance with this policy and were incurred for business purposes.

4.05 Financial Services will review the rates of the Public Service Commission of Saskatchewan annually in April of each year to review their rates for vehicle mileage reimbursement and meal allowances.

4.06 Fuel prices will be reviewed quarterly in the first week of January, April, July, and October and “Rental Versus Personal Vehicle Form” in CoPA website will be updated accordingly. Travelers are advised to use most updated forms from CoPA website.

5. DEFINITIONS

5.01 Traveller - For purposes of this policy, a “Traveller” is defined as a City of Prince Albert employee, an elected member of City Council, an appointed member of a City of Prince Albert Committee, Board or Commission, or any other person travelling on City business.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 City of Prince Albert Purchasing Policy

City of Prince Albert Statement of POLICY and PROCEDURE			
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7. PROCEDURE

7.01 Travellers will be reimbursed for allowable personal expenses incurred in the performance of their duties upon completion and approval of a Travel Claim and Expense Report. Such claims must be submitted within thirty (30) days of the date of return.

7.02 Travellers who frequently incur business expenses, on behalf of the City of Prince Albert may, subject to authorization, obtain a City of Prince Albert Corporate Master Card to reduce the personal outlay of cash or credit. Refer to Purchasing policy for more details.

7.03 Approved Travel Rates/Parking – Effective **May 15, 2023**:

Private vehicle kilometer rates are calculated using current rates as approved by the Government of Saskatchewan.

Daily parking rates:

In paid lots – Amount as per receipt

On street metered parking - \$4.00 daily maximum

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7.04 Approved Meal Rates – Effective **May 15, 2023**:

In Province and Out of Province approved meal rates are calculated using current rates as approved by the Government of Saskatchewan and include reimbursement for GST and gratuities.

7.05 Incidental Per Diem \$6.00 Per overnight stay only

7.06 Travel and Expense Claim Form

7.07 Rental versus Personal Vehicle Form

7.08 Monthly Mileage Form

TITLE: Kinsmen Park Diamond Improvements

DATE: July 25, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION

1. That a plan to improve Kinsmen Park Softball Diamonds, in partnership with the Prince Albert Minor Softball Association, be approved.
2. That it be approved that the Prince Albert Minor Softball Association and City of Prince Albert recognize an Ernie Marcotte Memorial at Kinsmen Park. A further report will come to City Council with the specifics of the recognition once finalized.

TOPIC & PURPOSE:

The purpose of this report is to outline the opportunity of proposed improvements to the Kinsmen Park Ball Diamonds in partnership with the Prince Albert Minor Softball Association.

BACKGROUND:

Prince Albert Minor Softball Association have submitted a formal request for the renovation of the two softball diamonds at Kinsmen Park. They believe that these improvements are crucial to enhance the playing experience for their athletes and to support the growth of softball.

PROPOSED APPROACH AND RATIONALE:

The Prince Albert Minor Softball Executive created a committee to look at diamond improvements they currently use. Currently there are 4 World class Softball diamonds at Max Power Ball Park that are utilized in the summer months. Kinsmen Park has been identified as a vital location for their house league softball games and most recently used as extra diamonds for the Shaye Amundson Memorial Softball Tournament. However, the current condition of the diamonds need attention. The following upgrades are being proposed:

1. Softball Diamond Specifications – This includes installing new fencing around the diamonds to improve safety and clearly define the playing area. This includes to adding an Outfield fence at 180 feet which is compliance with the standard softball field dimensions for their youth. The other field will be constructed where a temporary Outfield fence can be utilized. This will allow to meet the requirements of more than one age division.
2. Dugouts – Construction of new dugouts on concrete pads for each diamond. The dugouts will be 6 feet by 24 feet. The larger size will accommodate players, coaches and equipment providing them with better protection from the elements. They will be well ventilated and equipped with seating benches for the comfort of the athletes and staff.

The Funding for the improvements has been approved through the Prince Albert 2018 World Junior Proceeds Committee. That Committee reviewed the proposal and have approved to fund up to \$50,000 for the Kinsmen Park improvements with the following conditions:

1. Prince Albert Minor Softball is to work with the City of Prince Albert in design of all upgrades, including of awarding of projects to vendors.
2. That the City of Prince Albert pays all invoices in which the City of Prince Albert will invoice the 2018 Worlds Proceeds Committee directly for payment of those upgrades based on invoices received from Prince Albert Minor Softball or vendors.

These renovations will greatly enhance the overall experience for softball players and spectators at Kinsmen Park by creating a safe and well equipped environment. Prince Albert Minor Softball continues to aim to attract more participants to the sport, encourage youth engagement, and foster a sense of community pride.

The final component to this proposal would see the recognizing an Ernie Marcotte Memorial at Kinsmen Park. Ernie Marcotte was instrumental in the softball community in many different roles. The type of recognition would be determined through discussions with the Ernie Marcotte family, Prince Albert Minor Softball Association, 2018 Worlds Proceeds Committee and the City of Prince Albert. The recognition would be funded through donations to the Prince Albert Minor Softball Association in his memory and funding from the 2018 World Proceeds Committee.

CONSULTATIONS:

The City of Prince Albert has discussed the proposal with the Prince Albert Minor Softball Association.

FINANCIAL IMPLICATIONS:

A budget of Diamond improvements has been established at \$40,351.00 dollars. This includes dugouts and new benches on both diamonds and fencing extension past the dugouts.

4 Bench Frames at 20 feet in length – 4 x \$600 = \$2,400.00

Bench Seats – 2 x 6 x 10 treated – 32 x \$16 = 512.00

Concrete Pad – 6 x 24 pad – 4 x \$3,600 = \$14,400.00

Fencing – Dugouts, Extension and Outfield Fence =

Dugout Roofs – 4 x \$1,500 = \$6,000.00

Labour - \$5,000.00

Total - \$40,351.00

STRATEGIC PLAN:

The proposed improvements of the Kinsmen Park Ball Diamonds aligns with the Investing in Infrastructure of the City's Strategic Plan.

OFFICIAL COMMUNITY PLAN:

The proposed improvements for the Kinsmen Park Ball Diamonds aligns with Section 9.2 of the City's Official Community Plan with respect to Parks & Recreation Facilities.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Request for Renovation of Kinsmen Park Softball Diamonds
2. Commitment from 2018 World Junior Proceeds Committee

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager



Prince Albert Minor Softball Association
Prince Albert, Saskatchewan
Kinsmen Park Diamond Improvements

June 21, 2023

RE: Request for Renovation of two Softball Diamonds at Kinsmen Park

Dear Curtis Olsen and Jody Boulet,

On behalf of the Prince Albert Minor Softball Association, we are writing to formally request the renovation of the two softball diamonds at Kinsmen Park. We believe that these improvements are crucial to enhance the playing experience for our athletes and to support the growth of softball in our community.

As you may be aware, Kinsmen Park has been a vital location for our house league softball games and most recently used as extra diamonds for our annual Shaye Amundson Memorial Softball Tournament. However, the currently condition of the softball diamonds and their facilities are in need of attention. We would like to propose the following renovations:

I. Softball Diamonds Specifications:

- Increase the length of each diamond to 200 feet, in compliance with the standard softball field dimensions for our youth. This will ensure that our players have adequate space to showcase their skills and provide a fair playing environment.
- Install new fencing around the diamonds to improve safety and clearly define the playing area. The new fencing should be durable and meet the required specifications for softball fields.



Prince Albert Minor Softball Association
Prince Albert, Saskatchewan
Kinsmen Park Diamond Improvements

2. Dugouts:

- Construct new dugouts on concrete pads for each diamonds with dimensions of 6 feet by 24 feet. The larger size will accommodate our players, coaches and equipment, providing them with better protection from the elements during games.
- Ensure that the new dugouts are well ventilated and equipped with seating benches for the comfort of our athletes and staff.

3. Funding:

- The Prince Albert 2018 World Junior Proceeds Committee reviewed our proposal and has approved to fund up to \$50,000 for the Kinsmen Park upgrades with the following conditions.
 - PAMSA agrees to work with Curtis Olsen from the City of Prince Albert in design of all upgrades, including awarding of projects to vendors.
 - Curtis Olsen will obtain approval through City Council to pay for all upgrades up front, then invoice 2018 World Proceeds Committee directly for payment of those upgrades based on invoices received from PAMSA and or vendors.
 - Curtis Olsen will obtain approval for PAMSA and City to Recognize Ernie Marcotte Memorial at Kinsmen Park with funds donated to PAMSA in his memory and funds from 2018 World Proceeds Committee.
 - The type of recognition for the Ernie Marcotte Memorial is to be discussed and approved by Ernie's family, PAMSA, 2018 World Proceeds Committee and the City of Prince Albert.

We believe that these renovations will greatly enhance the overall experience for softball players and spectators at Kinsmen Park. By creating a safe and well-equipped environment, we aim to attract more participants to the sport, encourage youth engagement, and foster a sense of community pride.



Prince Albert Minor Softball Association
Prince Albert, Saskatchewan
Kinsmen Park Diamond Improvements

We kindly request that you consider our proposal and work with PAMSA in allocating the necessary resources to carry out the renovations. The Prince Albert Minor Softball Association is committed to actively participating in the process and collaborating with the city to ensure the successful implementation of these improvements.

Thank you for your attention to this matter. We look forward to hearing from you soon and discussing the next steps to bring our vision for the Kinsmen Park diamonds to life.

Respectfully,

A handwritten signature in black ink, appearing to read "Curtis Bradbury". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Curtis Bradbury

Prince Albert Minor Softball Tournament Coordinator / Player Development

pamsatournaments@gmail.com

On Behalf of Prince Albert Minor Softball Association



Prince Albert Minor Softball Association
Prince Albert, Saskatchewan
Diamond Improvements Funding Request

February 28, 2023

RE: 2018 World Junior Softballs Proceeds Committee

Dear Mr. Felix Casavant,

Prince Albert Minor Softball is extremely excited to hear of the recent announcement to host the 2024 WBSC Men's Softball World Cup Group Stage and the 2025 World Cup Finals. What a great opportunity for our city, softball community and youth!

The reason for this letter is the PAMSA executive has created a small committee to look at making some diamond improvements for our youth. Currently we have 4 wonderful softball facilities at the Max Power Ball Park that are utilized in the summer months. Our committee is looking at working with the City of Prince Albert to do minor upgrades at Kinsmen Park, Normandy Park and Crescent Heights Fields where our learn to play programs run in May and June. PAMSA is just inquiring if any funds are available at this time from the World Proceeds Committee? Some improvements we would like to see would be minor fencing, benches and possibly dugouts.

Any assistance or feedback is appreciated.

Respectfully,

Curtis Bradbury

Tournament Coordinator

pamsatournaments@gmail.com

On Behalf of Prince Albert Minor Softball Association



Compose

Proposal for Diamond Improvements at Kinsmen Park(Revised) Inbox x



casavant@sasktel.net
to me, Curtis, null, brad.casavant

Please delete the first email I sent you. This one is revised and has Curtis Olsen name on it.

Good Morning Curtis,

Our committee reviewed your proposal at our meeting yesterday. I am pleased to advise you that the Committee has approved the proposal below:

- a. The Committee approved the allocation of up to \$50,000 under the following conditions:
 - i. PAMSA agrees to work with Curtis Olsen from the City of Prince Albert in design of all work.
 - ii. Curtis Olsen will obtain approval through City Council to pay for all upgrades up front, PAMSA and or vendors.
 - iii. Curtis Olsen will obtain approval for PAMSA and City to Recognize Ernie Marcotte Memorial.
 - iv. The type of recognition for the Ernie Marcotte Memorial is to be discussed and approved.

Should you have any questions, please contact me.

Felix Casavant
2018 World Jr Proceeds Committee



Curtis Bradbury <curtisbradbury189@gmail.com>
to Jody, Curtis

Good morning Curtis and Jody ,

I will be looking at working on this project. Please let me know what requirements I need to do to have this project move forward this spring.

Thank you ,

Kinsmen Park Diamonds Project – Approximate Budget:

Dee Jacks Welding -	4 Bench frames at 20 feet in length .	\$600 per bench x4	\$2400
Coop Home Hardware-	Bench Seats 32	2x6x10 treated - \$16 x32	\$512
Concrete work -	6 x 24 foot pad	\$3600 x 4	\$14,400
Madsen Fencing	6 x 24 foot 6 feet dugouts with 20 foot fence past		\$12,039
Roof Approx.			\$6000
Labor			\$5000

An approximate cost of diamond improvements would be **\$40,351 dollars**. This would be dugouts and new benches on all 4 diamonds with a 20-foot fence extension past the dugouts to keep public out. To keep the field and diamond length open at this time I would be suggesting temporary outfield fences be purchased by PAMSA for tournaments.

Curtis Bradbury

TITLE: 2023 Recreation Facility Grant Program – 1st Intake

DATE: July 25, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following recommendations be approved under the 1st intake of the 2023 Recreation Facility Grant Program and funded through Community Services Building Reserve.

1. That West Hill Community Club receives \$2,758.23 for replacement of Concession countertops and taps.
2. That Nordale Community Club receive \$8,953.60 for HVAC Replacement.

TOPIC & PURPOSE:

The purpose of the report is to outline the recommendations for the 1st intake of the 2023 Recreation Facility Grant Program at the August 8th, 2023 Council meeting.

BACKGROUND:

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

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

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

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

<u>Year</u>	<u>Organization</u>	<u>Project</u>	<u>Amount</u>
2022	East End Community Club	Replacing Water Heater, LED Lighting	\$4,150.00
2022	West Hill Community Club	Roof Insulation & work on Water Heater	\$2,916.50
2022	Crescent Heights Community Club	Installation of New Boiler	\$8,069.50
2021	East End Community Club	Maintenance at Rink	\$3,885.98
2021	Midtown Community Club	Repair to Boiler System	\$5,000.00
2021	Hazeldell Community Club	Upgrades to Lighting	\$4,451.00
2021	East End Community Club	Removal and install new main door	\$1,980.64
2021	Small World Daycare	Install of new fence	\$5,000.00
2020	East End Community Club	Repair/Service to Curling Rink Ice Plant	\$2,523.86
2020	Crescent Heights Community Club	LED lighting and cement pad	\$4,152.23
2020	East Hill Community Club	LED lighting/Dressing Room Upgrades	\$4,458.68
2020	Carlton Park Community Club	LED lighting and Zamboni Gate	\$2,756.93

PROPOSED APPROACH AND RATIONALE:

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

1. That West Hill Community Club receives \$2,758.23 for replacement of Concession countertops and taps. This replacement will make sure all surfaces meet Provincial Health requirements. This replacement will make things easier to clean which will also contribute to meeting Provincial Health requirements.
2. That Nordale Community Club receive \$8,953.60 for HVAC Replacement. In 2022 the Community Club started a full replacement of their HVAC system. This included replacement of the main heating and cooling system including two new furnaces, new AC chillers, related ductwork and electrical. This work will help with overall efficiency and savings to utility requirements.

CONSULTATIONS:

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

POLICY IMPLICATIONS:

Recreation Facility Grant Program.

FINANCIAL IMPLICATIONS:

An annual allocation of \$20,000 is approved in the City's Budget to the Community Services Building Reserve. The Community Services Building Reserve currently has \$17,045.37. The total funding recommended under this intake equals \$11,711.83. Therefore, sufficient funds exist within the Community Services Building Reserve to approve the recommendations.

PRIVACY IMPLICATIONS:

There are no Privacy or other implications.

STRATEGIC PLAN:

The Recreation Facility Program supports the continuous improvement of City facilities under the Strategic Priority of Investing in Infrastructure. The report also aligns with the Strategic Priority of Delivering Professional Governance. More specifically, the partnership with the Community Clubs, it aligns with the Area of Focus related to an Engaged Government where the focus is to strengthen relationships with external organizations to share information and collaborate on projects and services.

OFFICIAL COMMUNITY PLAN:

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

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Recreation Facility Grant Program Policy
2. West Hill Community Club Application
3. Nordale Community Club Application

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager



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

1 POLICY

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

2 PURPOSE

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

3 SCOPE

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

4 RESPONSIBILITY

4.01 Community Services Department

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

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

4.01 City Council

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

5 DEFINITIONS

5.01 In this Policy:

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

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Not applicable.

7 PROCEDURE

7.01 CRITERIA

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

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

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

7.02 ELIGIBLE PROJECTS

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

7.02 INELIGIBLE PROJECTS

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

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

City of Prince Albert Recreation Facilities Program

RECREATION FACILITIES PROGRAM APPLICATION FORM

Applicant Information

Name of Organization: West Hill Community Club Date: June 30, 2023
Contact Person: Paul Ross Phone Number: 306-960-5808
Address: 423 Pearson Ct, PA Postal Code: S6V 6C6
Email Address: paul.ross@saskhealthauthority.ca

Project Details

Project Category: Kitchen Renovation

Please provide a brief description of your project:

Arena kitchen counters and taps (materials and labour) to replace surfaces to meet Provincial health requirements of impervious to water smooth and easily cleanable.

Project Start Date: Feb 1, 2023 Project End Date: April 30, 2023
Total Cost of Project: 5516.45 Total Amount Requested: 2758.22 (50%)

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

Have you received funding previously for this grant: YES

NO

If yes, please indicate amount and year:

Information Certification

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



Authorized Signature

Paul Ross

Print Name

Date

PERIOD ENDING:
FEBRUARY 28, 2023

NUMBER OF IMAGES:
10

MEMBER NUMBER:
832550142430

2023-02-01 Chq#:803 \$390.27

WEST HILL COMMUNITY CLUB
PO BOX 1982
PRINCE ALBERT, SK
S4V 6K1

000803

DATE 2023-01-26

PAY to the order of Lake Country Coop \$ 390.27

three hundred ninety and 27/100 DOLLARS

PRINCE ALBERT BRANCH
250 25TH ST. W. TEL: 468-2241
PRINCE ALBERT, SK S4V 6K8

Diamond North CREDIT UNION

WEST HILL COMMUNITY CLUB

000803 ⑆ ⑆ 94128 ⑆ 889⑆ 832550142430 ⑆

2023-02-07 Chq#:807 \$2,092.10

WEST HILL COMMUNITY CLUB
PO BOX 1982
PRINCE ALBERT, SK
S4V 6K1

000807

DATE 2023-02-08

PAY to the order of Bender Construction \$ 2092.10

two thousand ninety two and 10/100 DOLLARS

PRINCE ALBERT BRANCH
250 25TH ST. W. TEL: 468-2241
PRINCE ALBERT, SK S4V 6K8

Diamond North CREDIT UNION

WEST HILL COMMUNITY CLUB

000807 ⑆ ⑆ 94128 ⑆ 889⑆ 832550142430 ⑆

2023-02-07 Chq#:808 \$6,859.50

WEST HILL COMMUNITY CLUB
PO BOX 1982
PRINCE ALBERT, SK
S4V 6K1

000808

DATE 2023-02-07

PAY to the order of Bender Construction \$ 6859.50

six thousand eight hundred fifty nine and 50/100 DOLLARS

PRINCE ALBERT BRANCH
250 25TH ST. W. TEL: 468-2241
PRINCE ALBERT, SK S4V 6K8

Diamond North CREDIT UNION

WEST HILL COMMUNITY CLUB

000808 ⑆ ⑆ 94128 ⑆ 889⑆ 832550142430 ⑆

2023-02-14 Chq#:809 \$139.61

WEST HILL COMMUNITY CLUB
PO BOX 1982
PRINCE ALBERT, SK
S4V 6K1

000809

DATE 2023-02-14

PAY to the order of Lori Nelson \$ 139.61

one hundred thirty nine and 61/100 DOLLARS

PRINCE ALBERT BRANCH
250 25TH ST. W. TEL: 468-2241
PRINCE ALBERT, SK S4V 6K8

Diamond North CREDIT UNION

WEST HILL COMMUNITY CLUB

000809 ⑆ ⑆ 94128 ⑆ 889⑆ 832550142430 ⑆

2023-02-21 Chq#:810 \$1,000.00

WEST HILL COMMUNITY CLUB
PO BOX 1982
PRINCE ALBERT, SK
S4V 6K1

000810

DATE 2023-02-21

PAY to the order of Lori Nelson \$ 1000.00

one thousand DOLLARS

PRINCE ALBERT BRANCH
250 25TH ST. W. TEL: 468-2241
PRINCE ALBERT, SK S4V 6K8

Diamond North CREDIT UNION

WEST HILL COMMUNITY CLUB

000810 ⑆ ⑆ 94128 ⑆ 889⑆ 832550142430 ⑆

2023-02-23 Chq#:811 \$348.55

WEST HILL COMMUNITY CLUB
PO BOX 1982
PRINCE ALBERT, SK
S4V 6K1

000811

DATE 2023-02-13

PAY to the order of Juliana \$ 348.55

three hundred forty eight and 55/100 DOLLARS

PRINCE ALBERT BRANCH
250 25TH ST. W. TEL: 468-2241
PRINCE ALBERT, SK S4V 6K8

Diamond North CREDIT UNION

WEST HILL COMMUNITY CLUB

000811 ⑆ ⑆ 94128 ⑆ 889⑆ 832550142430 ⑆

2023-02-27 Chq#:812 \$447.15

WEST HILL COMMUNITY CLUB
PO BOX 1982
PRINCE ALBERT, SK
S4V 6K1

000812

DATE 2023-02-21

PAY to the order of Lake Country Coop \$ 447.15

four hundred forty seven and 15/100 DOLLARS

PRINCE ALBERT BRANCH
250 25TH ST. W. TEL: 468-2241
PRINCE ALBERT, SK S4V 6K8

Diamond North CREDIT UNION

WEST HILL COMMUNITY CLUB

000812 ⑆ ⑆ 94128 ⑆ 889⑆ 832550142430 ⑆

2023-02-22 Chq#:813 \$3,400.48

WEST HILL COMMUNITY CLUB
PO BOX 1982
PRINCE ALBERT, SK
S4V 6K1

000813

DATE 2023-02-21

PAY to the order of Concord Home Insurance \$ 3400.48

three thousand four hundred and 48/100 DOLLARS

PRINCE ALBERT BRANCH
250 25TH ST. W. TEL: 468-2241
PRINCE ALBERT, SK S4V 6K8

Diamond North CREDIT UNION

WEST HILL COMMUNITY CLUB

000813 ⑆ ⑆ 94128 ⑆ 889⑆ 832550142430 ⑆

001509048070202030000614

City of Prince Albert Recreation Facilities Program

RECREATION FACILITIES PROGRAM APPLICATION FORM

Applicant Information

Name of Organization: Nordale Community Club

Date: Apr 24/2023

Contact Person: Jeff Horan (Treasurer)

Phone Number: 306-980-5438

Address: 757 – 12th Street NW

Postal Code: S6V 5R3

Email Address: horanj@ae.ca

Project Details

Project Category: HVAC Replacement – Nordale Hall

Please provide a brief description of your project:

The existing Nordale Hall HVAC system was installed in the late 1980's and had reached the end of its available service life. Several safety related issues had been identified, which necessitated a full investigation and subsequent recommendation to replace. Options were identified, and quotes obtained for the work.

In Nov 2022, Nordale Community Club passed a motion to replace the entire system, with the work being awarded to NexGen Mechanical. The work consists of full replacement of the main heating and cooling system for Nordale Hall including 2 new furnaces, new AC chillers, related ductwork and electrical.

Project Start Date: Dec 1/22

Estimated Project End Date: Feb 15/23

Total Cost of Project: \$37,376

Total Amount Requested: \$8,953.60

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

Have you received funding previously for this grant: YES NO

If yes, please indicate amount and year: 2022 – Nordale CC received 50% of work completed in 2022 (\$9,734.12).

Information Certification

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


Authorized Signature

Jeff Horan
Nordale CC Treasurer



Remit To:

Saskatoon Head Office
 # 110-343 70th Street East
 Saskatoon, SK S7P 0E1
 Ph: 306-242-7000
 Fax: 306-242-7007

Prince Albert Branch Office
 Bay 5 - 390 South Industrial Drive
 Prince Albert, SK S6V 7L8
 Ph: 306-953-7000
 Fax: 306-953-7002

Invoice

Email: info@nexgenmechanical.ca

Web: www.nexgenmechanical.ca

DATE	INVOICE #
2023-01-30	42507

BILL TO:

Nordale Community Club
 1306 6th Ave NW
 Prince Albert, SK S6V 5R3

SHIP TO:

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
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Net 30 SE 2023-01-30

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
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	Labour	Completion invoice for the installation of two 110,000 Airease furnaces and two 4 ton Airease air conditioners as per quote #22-11-22	16,132.60	16,132.60
		Equipment only invoice previously sent (invoice #41930) A/C start-up to be completed in Spring 2023		
		PST	6.00%	967.96
		GST	5.00%	806.63

GST#: BN 81488 7063 RT0001
 PST#: 5778006
 Terms: Net 30 Late Payment: 1.5%/month

TOTAL \$17,907.19

NORDALE COMMUNITY CLUB
PO BOX 1 RH 5 SITE 14
PRINCE ALBERT SK S6V 5R3
306 784-9900

002501

DATE 20 23-04-24
Y Y Y Y M M D D

PAY *Deviations provided and given 19/12* DOLLARS \$ 17,907 19

to the order of *NEXEN NEUROCAL*

conexus
Credit Union

SOUTH HILL BRANCH
2800 - 2ND AVE. W. TEL: 1-800-667-7477
PRINCE ALBERT, SK S6V 6Z4

NORDALE COMMUNITY CLUB

PER *[Signature]*
PER

⑆002501⑆ ⑆72108⑈889⑆ 020107881075⑈

Curtis Olsen

Subject: FW: Nordale Hall Graffiti
Attachments: 020107884075-597485128front.png

From: Jeff Horan <horanj@ae.ca>
Sent: Wednesday, July 5, 2023 2:31 PM
To: Curtis Olsen <COlsen@citypa.com>
Subject: RE: Nordale Hall Graffiti

Hi Curtis

Had another look at this, and don't think I had sent it to you.

Please see the attached snip of the cheque, and the account transaction activity (From the Conexus online site)

Transactions between 01-Mar-2023 to 05-Jul-2023

Date	Description	Amount	Balance	
[REDACTED]	[REDACTED]	[REDACTED]	\$14,172.72	>
02-May-2023	Cheque #2452	-\$1,054.50	\$14,022.72	[img] >
30-Apr-2023	Month End Entry	98.50	\$15,077.22	>
27-Apr-2023	Cheque #2500	-\$5,582.19	\$15,068.62	[img] >
27-Apr-2023	Cheque #2501	-\$17,907.19	\$20,650.81	[img] >

I don't believe we got a copy of a Pd statement or other from Nexgen, so hoping this will suffice in this case.

Jeff Horan
306-980-5438

RPT 23-304

TITLE: Bulk Vending Supply & Service Agreement

DATE: July 27, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Bulk Vending Supply and Service Agreement between The City and GLH Vending for the Bulk Vending Services at City Facilities, be approved for a term commencing August 24, 2023 to August 23, 2025;
2. That the Vendor pay to the City 37% of net sales from all machines at all locations plus GST with a minimum annual guarantee of \$12,000.00 plus GST in each year for the term of the Agreement; and,
3. That the Mayor and City Clerk be authorized to execute the Bulk Vending Supply and Service Agreement on behalf of The City, once prepared.

TOPIC & PURPOSE:

Requesting that City Council award the Bulk Vending Supply and Service Agreement to GLH Vending for the Bulk Vending services at City facilities.

BACKGROUND:

A Request for Proposals was distributed in June 2023 for Bulk Vending Services in City Facilities. Following the RFP process one proposal was received from GLH Vending for the term of August 24, 2023 to August 23, 2025. The RFP process outlined The City is offering a term of two (2) years with an option to extend for one (1) subsequent term of up to two (2) years.

Bulk Vending Machines are located at the following City Facilities:

<u>Facility Name</u>	<u>Machine Locations</u>	<u>Schedule</u>
Art Hauser Centre	Main Lobby	Year Round
Kinsmen Arena	Main Lobby	September to May
Kinsmen Water Park	Inside Park	June to August
Dave G. Steuart Arena	Main Lobby	Year Round
PA Municipal Airport	Main Terminal	Year Round
Alfred Jenkins Field House	Main Lobby	Year Round

PROPOSED APPROACH AND RATIONALE:

It is recommended that the City extend the Bulk Vending Supply and Service Agreement to GLH Vending for an additional term of two years.

GLH Vending has provided good service and excellent revenue generation under the current agreement. GLH Vending also remains committed to working in conjunction with Administration to regularly review the vending inventory and to explore options for expanding in order to increase revenue potential where it is deemed feasible.

The average annual revenue generated under this agreement was \$9,326 prior to COVID. We are starting to see revenues increase and mover closer back to these pre covid levels.

Highlights from the Agreement Renewal include:

- The term will be August 24, 2023 to August 23, 2025.
- The Vendor has the exclusive license to install and operate Bulk Vending Machines in the City facilities.
- The Vendor will pay 37% of net sales with a minimum annual guarantee of \$12,000.00 each year.
- The City may monitor the quality and quantity of the items provided in the vending machines by the Vendor.

The Bulk Vending Machine products to be sold include:

- Small Toys and Novelties
- Small Candy and Confections
- Electronic Games

The Vendor shall, at its own cost and expense:

- service and maintain the machines so they are continually in good operating condition.
- provide any additional or new services, such as electricity or structural change, that may be required for the machines.
- provide a change float for the refund of money lost in the machines.
- ensure the machines are frequently stocked.
- not dispense glass or other breakable containers as well as sunflower seeds,

- shelled peanuts and pistachios in the machines.
- provide signage on the machines indicating who can be contacted in the event of malfunction of equipment.
- install the machines with consideration for the surrounding décor.
- address and manage customer concerns, suggestions, and complaints.

The Vendor will supply the City with promotional items each year of the term for the City to use for promotional giveaways, seasonal events, and fundraising. In addition the Vendor will offer vending equipment such as photo booths or kiddie rides to assist in public interest and promotion for any temporary events held at City facilities.

The Agreement may be terminated by providing 90 days written notice to the other Party.

CONSULTATIONS:

The City Solicitor's Office will be consulted to develop the formal agreement for execution by the Mayor and City Clerk once prepared.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Community Services Department will work in conjunction with GLH Vending regarding City Council's decision following the August 8, 2023 City Council meeting.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no further options for consideration or any Official Community Plan, Policy, Financial or Privacy implications associated with the report.

STRATEGIC PLAN:

This agreement falls under the Building a Robust Economy - develop and maintain new and existing amenities and infrastructure within the Strategic Plan.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Draft Bulk Vending Supply & Service Agreement

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager

4. Should a facility that is regularly open during a certain time of the year suspend all of its operations for greater than 5 days, the minimum annual guarantee shall be reduced by an amount representing the fraction of Bulk Vending Machines rendered inaccessible and the number of full days of the closure. The City shall not otherwise be liable to the Vendor for partial suspension of operations or closures of less than 5 days.
5. The Vendor shall provide the Recreation Manager and/or designate with sixty (60) days' notice of any adjustments to the price(s) of products sold from the Snack Vending Machines and Beverage Vending Machines.
6. The Vendor shall provide the City with a cheque for the City's portion of the sales no later than the 20th day of each month for the preceding month's sales, and within 21 days after the expiration or termination of the Agreement for the final month's sales.
7. If the sales in any year of the term do not equal the minimum annual guarantee, then the Vendor shall pay to the City, no later than August 31st of that year, the difference between the amount paid in that year of the term for sales and the minimum annual guarantee.
8. Payments owing from the Vendor to the City for the vending sales that are not paid as of the due date shall be subject to a late payment charge of 1.5% per month (18% per annum). This includes cheques that are returned due to insufficient funds.
9. The Vendor shall acquire and pay for all licenses and pay all taxes lawfully imposed in respect of the Bulk Vending Machine services.

RECORDS AND ACCOUNTING

10. The Vendor shall provide a detailed accounting of sales in monthly reports for each facility listed in Appendix A which shall be provided to the City no later than the 20th day of each month for the preceding month's activities.
11. The accounting sales reports in provision 9 of this Agreement and all payments to the City pursuant to this Agreement shall be delivered or mailed to:

City of Prince Albert
Community Services Department
ATTN: Recreation Manager
1084 Central Avenue
Prince Albert, Saskatchewan
S6V 7P3

12.
 - a. The Vendor shall keep books and records enabling the production of annual financial statements including a statement of revenue in accordance with Canadian generally accepted audit standards.
 - b. Upon request by the City, the Vendor shall submit the statements including a balance sheet, and a statement of revenue and expenditure.
 - c. Upon request, the Vendor shall provide an audited statement to the City.
 - d. The Vendor shall bear the cost of the audit under subprovision (c), if the audited statement shows a discrepancy of over 5% from the previous statements provided.

VENDING ITEMS

13. The Bulk Vending Machine products to be sold are limited to the following:

- a. Small Toys and Novelties
- b. Small Candy and Confections
- c. Electronic Games

14. The City shall not set the menu or toy items for the vending services. However prices shall be clearly posted for the information of the general public and must include a variety of products that would reasonably be available in similar bulk vending machines.

15.
 - a. The City may monitor the quality and quantity of the items provided in the Bulk Vending Machines by the Vendor.
 - b. The Vendor shall promptly comply with the City's reasonable demands that quality of the items be improved or the quantity of these items be increased.
 - c. The City reserves the right to implement policies excluding the sales of certain items or products during the term of this agreement, and the Vendor shall abide by such policy.

CITY'S COVENANTS

16. The City shall grant to the Vendor the right to be a Bulk Vending Machine and Electronic Games Vendor at the Facilities listed in Appendix A.

17. The City shall provide electrical power if necessary for the Bulk Vending Machine and Electronic Games services.
18. The City shall provide appropriate space for the operation of Bulk Vending Machines and Electronic Games in all City facilities listed in Appendix A.
19. The City agrees to permit operation of such equipment during usual business hours and under usual conditions without hindrance.

VEDNORS COVENANTS

20. The Vendor shall, at its own cost and expense:
 - a. service and maintain the Bulk Vending Machines so they are continually in good operating condition;
 - b. provide any additional or new services, such as electricity or structural change, that may be required for the Bulk Vending Machines ;
 - c. provide a change float for the refund of money lost in the Bulk Vending Machines;
 - d. ensure the Bulk Vending Machines are frequently stocked;
 - e. not dispense glass or other breakable containers as well as sunflower seeds, shelled peanuts and pistachios in the Bulk Vending Machines;
 - f. provide signage on the Bulk Vending Machines indicating who can be contacted in the event of malfunction of equipment;
 - g. install the Bulk Vending Machines with consideration for the surrounding decor;
 - h. address and manage customer concerns, suggestions, and complaints; and
 - i. provide good customer service.
21. The float in subprovision 19 (c) shall be under the custody and control of the City Concession Manager. If maintaining the float is not possible at one or more of the facilities, the Vendor shall dispatch a serviceperson to those locations to reimburse customers who lose money in the Bulk Vending Machines.
22. The Vendor shall supply the City with 5000 free toys for each year of the term for the City to use for promotional giveaways, seasonal events, and fundraising. In addition the Vendor shall offer vending equipment such as photo booths or kiddie rides to assist in public interest and promotion for any temporary events held at City facilities.

23. The Vendor shall comply with all applicable federal and provincial Statutes, Regulations, Codes and Rules and with all applicable Bylaws and Resolutions as amended or replaced from time to time, including, but not limited to: *The Saskatchewan Employment Act, Workers' Compensation Act, 2013, and The Public Health Act, 1994.*
24. The Vendor shall take precautions to prevent fire from occurring and shall observe and comply with all laws and regulations in force respecting fire safety, and with all instructions given from time to time by the City of Prince Albert Fire Department, or any other authority, with respect to fire safety and extinguishing of fires.
25. The Vendor warrants that the products which are the subject of this Agreement are of satisfactory merchantable quality and condition. The Vendor warrants that all laws, regulations and orders of Saskatchewan Health or other agency having such jurisdiction shall be complied with as they pertain to the products.
26. If any of the goods which are the subject of this Agreement are rejected by reason of any non-compliance with the requirements of this Agreement, defect, failure to conform with the quality of the brand, the goods or any part thereof may be rejected for rebate from the wholesaler.
27. The Vendor agrees to exchange and replace any expired, stale dated or damaged products provided to the City.
28. The Vendor acknowledges the City has granted and intends to grant licenses to third parties to supply various goods and operate various vending machines, including but not limited to the supply of frozen beverages, hot beverages, popcorn, nachos, snacks, confections, and the vending operation of ice cream, automated teller machines at the same locations or locations nearby to the locations identified in Appendix A.
29. The Vendor warrants that it is in good standing with the Saskatchewan Workers' Compensation Board.

INSTALLATION

30. Subject to the terms of this Agreement, the Vendor shall install Bulk Vending Machines in accordance with Appendix A.
31. The physical location and method of affixation of the Bulk Vending Machines shall be selected by the Vendor and the City by mutual agreement but subject ultimately to the City's approval; which may include relocation during the contract term.
32. The Vendor agrees not to alter, add to or in any way make any repairs, alterations or installations without having first obtained the consent in writing of the City providing that any such alterations or additions shall be made at the sole cost and

expense of the Vendor. Any such repairs, alterations or additions shall accrue to the ownership of the City upon expiration or termination of the agreement.

33. The Vendor shall replace or repair, to the satisfaction of the City any furnishings and equipment provided by the City that are damaged or destroyed by affixation of the Bulk Vending Machines or because of improper use or because of negligence by any officer, servant, agent or other person under the control or supervision of the Vendor.
34. The Bulk Vending Machines or equipment installed by the Vendor at the Facilities are the exclusive property of the Vendor, notwithstanding any attachment or affixation to City property.
35. The Bulk Vending Machines shall be installed at the Facilities at the risk of the Vendor.
36.
 - a. The Parties may, by written agreement, add additional Facilities to Appendix A.
 - b. Any services provided to a Facility added to Appendix A during the Term, shall be subject to the terms and conditions of this Agreement.
37.
 - a. The City may delete a Facility from Appendix A by providing the Vendor with 30 days written notice.
 - b. If the City deletes a Facility pursuant to subprovision 34 (a), it shall not be required to provide compensation to the Vendor.
38. The Vendor shall provide the number of Bulk Vending Machines to each facility as set out in Appendix A. Any changes to the original number of Bulk Vending Machines set out in Appendix A must be approved by both the City and the Vendor.

INSURANCE AND INDEMNIFICATION

39. The Vendor shall, within 7 days of becoming aware an the incident, notify the City of any incident that may result in a claim against either the Vendor or the City, including, but not limited to such losses as, property damage to City assets, third party property damage, injury or death of any Vendor employee, instructor or volunteer and any third party bodily injury.
40.
 - a. In this provision, "City" includes the City's officers, agents, employees and affiliates.

- b. The Vendor shall fully indemnify the City and hold the City harmless from and against any and all claims, demands, suits, causes of action, losses, damages, liabilities and costs relating to, arising out of, or connected to, directly or indirectly, with the Vendor activities under the agreement including, without limitation and no matter when asserted, claims relating to:
 - i. the injury (physical or psychological) or death of any person; and
 - ii. damages to or loss of any property.
 - c. The indemnity in subprovision (b) does not apply to the extent that any claim results from an act or omission amounting to the City's negligence, breach of contract, legal or willful misconduct or non-compliance with a statute, rule or regulation.
41. The Vendor must obtain, maintain, pay the premiums on, and provide the City with Certificates of Insurance for policies of:
- a. general liability insurance including public liability and property damage insurance in the amount of \$5,000,000.00;
 - b. in the event that automobiles are required to provide the Services, maintain automobile accident liability in the amount of no less than \$1,000,000.00 dollars per occurrence; and
 - c. provide the City with proof of the insurance in sub clauses (a) and (b) in a form satisfactory to the City.
42. Insurance provided under the agreement shall contain a statement whereby the insurer waives all rights of subrogation against any party named or contemplated as an insured party in the required policies.
43. The Vendor is solely responsible for full payment of any deductible amount which may be due in the event of any and all claims under policies required by the agreement.
44. The Vendor shall ensure that all insurance policies required by the agreement contain an endorsement by the insurer that states that the policies and coverage thereunder shall neither be amended or cancelled until 30 calendar days after written notice to such effect has been given to all named insureds.
45. The City of Prince Albert shall be named as an additional insured on all policies of insurance with respect to the Vendor's activities as they relate to the agreement.
46. The Vendor shall not have, nor make any claim or demand, nor bring any action or suit or petition against the City for any damage, which the Vendor may sustain

by reason of any suspension, interruption or discontinuance in the services, supplied hereunder.

TERMINATION

47. The Agreement may, prior to the expiration of the term, be terminated immediately by the City if:
- a. the Vendor disbands, dissolves or is wound up;
 - b. the Vendor is adjudged bankrupt or insolvent, or a Receiver is appointed with respect to the Vendor's assets or if a general assignment be made in favour of creditors of the Vendor;
 - c. the Vendor is in default of its obligations under the Agreement and the default is not remedied within 30 days from the date the Vendor receives notice of default under the Agreement, provided that if the breach is of such a nature that it could not be remedied by the Vendor within the 30 days acting reasonably and promptly and provided such delay is not the result of financial inability of the Vendor, then the period for remedy of the breach shall be equitably extended by the City; or
 - d. notwithstanding subprovision (c), the Vendor commits and, after written notice to remedy, repeats any breach whatever of the agreement, whether such breach be substantial or otherwise.
48. Notwithstanding anything contained herein, this Agreement may be terminated by either Party, for any reason or no reason whatsoever, by providing 90 days written notice to the other Party.
49. Unless otherwise directed by the City, no later than 7 days following the expiration or termination of the Agreement, the Vendor shall:
- a. remove all Bulk Vending Machines from the Facilities;
 - b. repair, at its own expense, any damage to the Facilities caused by the vending services or removal of the vending equipment;
 - c. pay all amounts owing to the City under this Agreement.

NOTICES

- 50.
- a. Any notices to be given by either Party to the other under this Agreement shall be personally delivered or sent by prepaid registered mail, addressed as follows:

For the City:

City of Prince Albert
Community Services Department
ATTN: Recreation Manager
1084 Central Avenue
Prince Albert, Saskatchewan
S6V 7P3

For the Vendor:

GLH Vending
c/o Bill Gammel, President
30, 25214 Coal Mine Road
Sturgeon County, Alberta
T8T 0A8

INDEPENDENT CONTRACTOR

51. The Vendor and anyone the Vendor employs or allows to perform any part of the services are not and shall not ever be considered employees of the City within the meaning of *The Saskatchewan Employment Act* (or otherwise) or entitled to any of the benefits of an employee of the City as a result of their performance of any part of the services.

GENERAL PROVISIONS

52. The rights and privileges under this Agreement may not be assigned without the prior written consent of the other Party. Any consent given according to this provision shall not relieve the Vendor from the Vendor's obligations under this Agreement or impose any liability on the City related to the assignee.

53. This Agreement shall endure to the benefit of and be binding upon the Parties, their permitted successors and assigns.

54. This Agreement and its appendixes constitute the entire Agreement between the Parties and supersede all prior oral and written agreements and statements between the Parties with respect to the Bulk Vending Machines services.

55. This Agreement may be amended only in writing by agreement of both Parties.

56. No waiver shall be inferred or implied by any forbearance by either Party or anything done or omitted to be done by either Party with respect to any breach unless it is an express written waiver. A waiver by either Party of any breach of the Agreement shall not be or deemed to be a waiver of any continuing or subsequent breach or a waiver of either Party's rights under the Agreement. The subsequent

acceptance of payment by a Party is not a waiver of any preceding breach or continuing breach by the other Party, regardless of knowledge of any such preceding breach at the time payment is accepted.

57.

- a. If either party is delayed or prevented from performing any obligation under the agreement due to fire, flood, explosion, acts of God, war, civil disturbance, strikes or other cause beyond the control of the party affected (except by reason of the financial condition of the party), the time for performance shall be extended by the period of the delay.
- b. Neither the City nor the Vendor is entitled to relief under provision 56(a), unless the party claiming relief gives written notice to the other party of the delay as soon as is practicable after they start the delay.

58. Notwithstanding the date of execution, this agreement shall be effective August 24, 2021.

IN WITNESS WHEREOF The City of Prince Albert has here unto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. 2021.

THE CITY OF PRINCE ALBERT

MAYOR

CITY CLERK

IN WITNESS WHEREOF Great Little Horoscope Co. Ltd. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D. 2021.

GREAT LITTLE HOROSCOPE CO. LTD.

Witness:

CANADA
PROVINCE OF SASKATCHEWAN
TO WIT:

DECLARATION

I, _____, of the City _____,
in the Province of _____, DO SOLEMNLY DECLARE:

1. That I have been appointed by the Board of Directors as an Officer of _____ (name of Corporation).
2. That, pursuant to the Corporation's Bylaws and/or Board Resolution, I am authorized by the Corporation to execute all contracts, documents or instruments in writing generally required by the corporation, or to sign specific contracts, documents or instruments in writing, and all such contracts, documents or instruments in writing so signed are binding upon the Corporation without any further authorization or formality.
3. That I have been specifically authorized to execute the within or annexed document.
4. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

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

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

APPENDIX A - FACILITIES

<u>Facility Name</u>	<u>Bulk Vending Machine Locations</u>	<u>Schedule</u>	Candy Vending Machine Requirements	Toy Vending Machine Requirements	Game Vending Machine Requirements
Art Hauser Centre	Main Lobby	Year Round	4	4	2
Kinsmen Arena	Main Lobby	September to May	3	3	1
Dave G. Steuart Arena	Main Lobby	Year Round	2	2	1
PA Municipal Airport	Main Terminal	Year Round	0	0	1
Alfred Jenkins Field House	Main Lobby	Year Round	0	0	1

RPT 23-305

TITLE: Supply & Service Agreements - City Concessions

DATE: July 28, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Supply and Service Agreement between the City and Van Houtte Coffee Services Inc. for the Supply and Service of Hot Beverage Product and Equipment at City Concessions, be approved for a term commencing September 1, 2023 to August 31, 2025;
2. That the Supply and Service Agreement between the City and Premium Brands Operating GP Inc. for the Supply and Service of Frozen Beverage Product and Equipment at City Concessions, be approved for a term commencing September 1, 2023 to August 31, 2025;
3. That the Supply and Service Agreement between the City and Premium Brands Operating GP Inc. for the Supply and Service of Nachos and Popcorn Product and Equipment at City Concessions, be approved for a term commencing September 1, 2023 to August 31, 2025;
4. That the Mayor and City Clerk be authorized to execute the Supply and Service Agreements on behalf of The City, once prepared.

TOPIC & PURPOSE:

Requesting that City Council approve the Supply and Service Agreements for Hot Beverages, Frozen Beverages and Nachos & Popcorn at City Concessions.

BACKGROUND:

The current agreements for the Supply and Service of Hot Beverage, Frozen Beverage and Nacho/Popcorn product and equipment at City Concessions expire on August 31, 2023. The City is offering a term of two (2) years. September 1st, 2023 to August 31st, 2025, with an optional two (2) year extension.

PROPOSED APPROACH AND RATIONALE:**Hot Beverages** - Van Houtte Coffee Service

Hot Beverages includes product and equipment for coffee, cappuccino, tea, and hot chocolate sold at City Concessions.

The City's current agreement for these services is with Van Houtte Coffee. Van Houtte was the lowest bidder through the RFP process, provides good delivery and branding options and has proven to be a good service provider through their performance under the current agreement. Their pricing remains consistent to the current term that is set to expire. Therefore it is recommended that the option to extend the Supply and Service Agreement for Hot Beverages be awarded to Van Houtte for the next two year term from September 1, 2023 to August 31, 2025.

Frozen Beverages - Premium Brands Operating GP Inc.

Frozen Beverages includes product and equipment for ice and slush beverages sold at City Concessions.

Premium Brands Operating GP Inc. is the current supplier and the only previous bidder on the agreement. The pricing submitted under their proposal is remains consistent to the current term that is set to expire and they have proven to be a good service provider through their performance under the current agreement. Therefore it is recommended that the option to extend the Supply and Service Agreement be awarded to Premium Brands Operating GP Inc. for the next two year term from September 1, 2023 to August 31, 2025.

Nachos/Popcorn - Premium Brands Operating GP Inc.

This agreement includes product and equipment for nachos and popcorn sold at City concessions.

Premium Brands Operating GP Inc. is the current supplier and the only previous bidder on the agreement. The pricing submitted under their proposal remains consistent to the current term that is set to expire and they have proven to be a good service provider through their performance under the current agreement. Therefore it is recommended that the option to extend the Supply and Service Agreement be awarded to Premium Brands Operating GP Inc. for the next two year term from September 1, 2023 to August 31, 2025.

In summary, as a result of the proposals received there are no financial implications anticipated.

The awards will be distributed as follows upon receiving approval from City Council:

1. Hot Beverages – Van Houtte Coffee Services Inc.
2. Frozen Beverages - Premium Brands Operating GP Inc.
3. Nachos/Popcorn - Premium Brands Operating GP Inc.

CONSULTATIONS:

The City Solicitor's Office will be consulted to develop the Supply and Services Agreements for execution by the Mayor and City Clerk once prepared.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Community Services Department will work in conjunction with Suppliers once a decision is received by City Council at the August 8th, 2023 City Council meeting.

OTHER CONSIDERATIONS/IMPLICATIONS:**STRATEGIC PLAN:**

This agreement falls under the Building a Robust Economy - develop and maintain new and existing amenities and infrastructure within the Strategic Plan.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Draft Copy of Hot Beverage Agreement
2. Draft Frozen Beverage Agreement
3. Draft Popcorn Nacho Agreement

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager

SUPPLY AND SERVICE AGREEMENT – HOT BEVERAGES

THIS AGREEMENT made effective this 1st day of September, A.D., 2021.

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, (hereinafter called “the City”);

- and -

VAN HOUTTE COFFEE SERVICES INC., an extra-provincial corporation operating in the Province of Saskatchewan, (hereinafter called “the Supplier”).

WHEREAS the City is the owner of Concession Operations located in City Facilities in the City of Prince Albert, in the Province of Saskatchewan, upon which hot beverages are to be sold;

AND WHEREAS the City has agreed to grant the Supplier the exclusive right to provide specific hot beverages for re-sale on the premises during the full Term pursuant to the terms and conditions of this Agreement;

AND WHEREAS the City and the Supplier wish to enter into a supply and service arrangement under a formalized agreement;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

Supply of Product

1. The City requires the supply of hot beverage product and equipment for its Concession Operations and the Supplier agrees to supply the product, equipment and service to the City for its Concession Operations, subject to provision 20 of this Agreement, on an exclusive basis for the Term described herein and for the prices outlined in Schedule A.

Term

2. The term of this Agreement shall be effective from September 1, 2021 until August 31, 2023 (the “Term”) at which time the Agreement shall expire, unless extended pursuant to provision 3 of this Agreement.

3. The City, at its option, may extend the Agreement for a further period of up to two years, subject to terms and conditions agreeable to both parties, and subject to terms that are no less favorable for the City than the terms of the initial agreement.

Prices and Payment

4. The Supplier agrees that it shall supply all hot beverage products, equipment, and service required by the City at the costs outlined in the agreement and Schedule A. Should the Supplier adjust any costs during the Term of this agreement, the Supplier must provide the City sixty (60) days' notice before any new prices can be implemented. If the City is not satisfied with the new pricing being offered, the City has the right to terminate the agreement effective the date of the price change.
5. The Supplier shall have the right to submit quotations to offer to sell the City any other related products it may supply in the future in containers approved by the City for use at its facilities. The Supplier acknowledges that the acceptance of such offer by the City is subject to approval pursuant to the City's purchasing policy and competitive pricing.

Representations and Warranties

6. The Supplier agrees that the product which is the subject of this Agreement shall be of the quality representative of the brand names outlined in Schedule A and there shall be no variation of the high quality of ingredients comprising the product.
7. No description of the goods described in the Agreement shall make this Agreement a sale by description. The Supplier warrants the quality and fitness for purposes of the product supplied.
8. If any of the goods which are the subject of this Agreement are rejected by reason of any non-compliance with the requirements of this Agreement, defect, failure to form with the quality of the brand, the goods or any part thereof may be rejected for rebate from the wholesaler.
9. The Supplier warrants that the products supplied under this Agreement are of satisfactory merchantable quality and condition. The Supplier further warrants that all federal, provincial and municipal laws, bylaws and ordinances pertaining to the products while under its control and manufacture shall be complied with. In particular, and not to limit the generality of the foregoing, the Supplier warrants that all laws, regulations and orders of Saskatchewan Health or other agency having such jurisdiction shall be complied with as they pertain to the products.

10. Delivery of the products comprised in this Agreement shall be made by the Supplier to the City at such location requested by the person appointed Concession Manager for the City of Prince Albert or his designate (the "Concession Manager"), provided that such location is within the boundaries of the City of Prince Albert. The Supplier shall be liable for any loss, damage or deterioration of the products or any part thereof from the time of dispatch by the Supplier to the time of receipt at the location so requested.
11. The Supplier shall provide complimentary product deliveries seven (7) days a week during the Term of the agreement provided that the City provides twenty-four (24) hours' notice.
12. The Supplier agrees to exchange with the City any expired, stale dated or damaged products.
13. The Supplier shall provide, at no cost to the City, the necessary equipment required to properly provide the product for the duration of the Term". The City shall have sole and unfettered discretion in determining what equipment is necessary to properly provide the product for the duration of the Term. All equipment provided by the Supplier pursuant to this provision shall be for the exclusive use of Supplier products, and the Supplier shall retain ownership of the said equipment.
14. The Supplier shall employ qualified service technicians that are available for complimentary equipment service and repair at all locations identified in Schedule A.
15. The Supplier and anyone the Supplier employs or allows to perform any part of the services are not and shall not ever be considered employees of the City within the meaning of *The Saskatchewan Employment Act*, as amended, repealed, or replaced from time to time, or entitled to any of the benefits of an employee of the City as a result of their performance of any part of the services.
16. The Supplier warrants that it is in good standing with the Saskatchewan Workers' Compensation Board.
17. The Supplier shall take precautions to prevent fire from occurring and shall observe and comply with all laws and regulations in force respecting fire safety, and with all instructions given from time to time by the City of Prince Albert Fire Department, or any other authority, with respect to fire safety and extinguishing of fires.

Marketing and Product Promotion

18. The Supplier shall provide, at no cost to the City, marketing and product promotional materials as requested by the City Concession Manager. The

promotional materials shall include posters, banners, stickers and digital images for advertising monitors for all products that are offered and shall be agreed upon by both parties.

Default and Right to Remedy

19. Neglect, failure or refusal of the Supplier to deliver products, equipment or service required under the terms of the Agreement within seven (7) days of being ordered shall entitle the City of Prince Albert to give written notice of such default to the Supplier. Should the default not be rectified within a period thirty (30) days from the date of such notice, the City may terminate this Agreement by giving notice of same on behalf of the City without prejudice to any other right of the City.
20. The Supplier agrees that in the event that the Supplier is unable to fulfill a request for supply in regards to supply of the products, the City may obtain the same from any other supplier.

Right of Termination

21. The Agreement may, prior to the expiration of the Term, be terminated immediately by the City if:
- (a) The Supplier neglects, fails or refuses to deliver products within the thirty (30) day period in the manner referred to in provision 19 of this Agreement;
 - (b) The Supplier neglects, fails or refused to carry out its obligations under this Agreement or any of them for a period specifically including repeated failure to deliver products, equipment or service required under the terms of this contact within seven (7) days of any order;
 - (c) in the event of a claim or demand made in connection to or in relation to the products of Supplier;
 - (d) the products supplied or any part thereof is unsatisfactory by virtue of non-compliance with requirements of this Agreement , or if product contains any defect, or fails to conform with the quality of the brand; or
 - (e) the Supplier is adjudged bankrupt or insolvent, or a Receiver is appointed with respect to the Supplier's assets or if a general assignment be made in favour of creditors of the Supplier; or
 - (f) the Supplier discontinues its business.

22. Notwithstanding anything contained herein, this Agreement may be terminated by either Party for any reason or no reason whatsoever, by providing ninety (90) days written notice to the other Party.
23. Unless otherwise directed by the City, no later than seven (7) days following the expiration or termination of the Agreement, the Supplier shall remove all equipment from the Facilities.

Indemnity

24. The Supplier agrees that it shall indemnify and save harmless the City, its officials, employees and agents from all claims or demands for or in respect of this Agreement specifically including any injuries, damages, losses, costs or proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the supply of goods to be provided by the Supplier, or any part thereof, pursuant to this Agreement. Such indemnification set out in this provision, shall survive any termination or expiry of this Agreement.

Insurance

22. The Supplier must obtain, maintain, pay the premiums on, and provide the City with Certificates of Insurance and proof of insurance in a form satisfactory to the City for a policy of:
 - a) general liability insurance including public liability and property damage insurance in the amount of \$5,000,000.00.
23. Insurance provided under the agreement shall contain a statement whereby the insurer waives all rights of subrogation against any party named or contemplated as an insured party in the required policies.
24. The Supplier is solely responsible for full payment of any deductible amount which may be due in the event of any and all claims under policies required by the agreement.
25. The Supplier shall ensure that all insurance policies required by the agreement contain an endorsement by the insurer that states that the policies and coverage thereunder shall neither be amended or cancelled until 30 calendar days after written notice to such effect has been given to all named insureds.
26. The City of Prince Albert shall be named as an additional insured on all policies of insurance with respect to the Supplier's activities as they relate to the agreement.
27. The Supplier shall not have, nor make any claim or demand, nor bring any action or suit or petition against the City for any damage, which the Supplier may

sustain by reason of any suspension, interruption or discontinuance in the services, supplied hereunder.

Interest Charges

25. If the Supplier should neglect to perform the services or deliver goods in accordance with this Agreement or fail to perform any provision of this Agreement without prejudice to any other remedy of the City at law, the City of Prince Albert may make good such deficiency in any manner that the City may deem necessary, and the Supplier shall be liable to the City for the actual costs thereof together with an administration fee equal to fifteen (15%) percent of the said actual costs, payable upon demand with interest thereon at the rate of one and a half (1.5%) percent per month, being eighteen (18%) percent per annum, from the date of such demand until the same is paid.

Assignment

26. The rights and privileges under this Agreement may not be assigned without the prior written consent of the other Party. Any consent given according to this provision shall not relieve the Supplier from the Supplier's obligations under this Agreement or impose any liability on the City related to the assignee.

Notice

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

The City of Prince Albert
Attn: Recreation Manager
1084 Central Avenue
Prince Albert, SK S6V 7P3

and if to the Supplier at:

Van Houtte Coffee Services
Attn: Operations Manager
3235B Miners Avenue
Saskatoon, SK S7K 7Z1

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

28. Each of the provisions hereof is severable from any other provision, and the invalidity or the unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of the remaining provisions.
29. This Agreement represents the entire understanding and agreement between the parties hereto. No modification, variation or amendment of this Agreement shall be effective unless such action is taken in writing and executed by both parties hereto.
30. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obligated to continue any departure or waiver or permit subsequent departure or waiver.
31. It is expressly understood and agreed that reference to individuals in this Agreement shall include corporations, executors, administrators, successors and permitted assigns, and references in the singular number shall include the plural number, and references in the masculine gender shall include the feminine gender or the neutral gender, whenever the context so requires.
32. This Agreement and enforcement thereof shall be in accordance with the laws of the Province of Saskatchewan and shall be determined at the Judicial Centre of Prince Albert.

Effective Date

33. Notwithstanding the day this Agreement is executed, the effective date shall be September 1, 2021.

IN WITNESS WHEREOF The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper offices in that behalf, duly authorized this _____ day of _____, A.D., 2021.

CITY OF PRINCE ALBERT

IN WITNESS WHEREOF Van Houtte Coffee Services Inc. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____ A.D., 2021.

VAN HOUTTE COFFEE SERVICES INC.

Seal

'Schedule A'
(Page 1 of 2)

Hot Beverage Product and Cost of Goods

ALL prices listed do not include applicable sales taxes

Coffee

<u>Brand</u>	<u>Name</u>	<u>Cost per Package</u>	<u>Cost per Case</u>	<u># of Packages per Case</u>	<u>Ounces of Coffee per Package</u>
Blue Mountain	Columbian	\$1.43	\$60.00	42	2.5 oz
Blue Mountain	West Coast Dark	\$1.43	\$60.00	42	2.5 oz
Blue Mountain	Decaffeinated	\$1.50	\$30.00	20	2.5 oz

Note: There is no charge for coffee filters

Hot Chocolate

<u>Brand</u>	<u>Type</u>	<u>Cost per Package</u>	<u>Cost per Case</u>	<u># of Packages per Case</u>	<u>Ounces per Package</u>
Dure	Powder	\$5.00	\$60.00	12	32 oz

Cappuccino

<u>Brand</u>	<u>Flavours</u>	<u>Cost per Package</u>	<u>Cost per Case</u>	<u># of Packages per Case</u>	<u>Ounces per Package</u>
Selection	ALL	\$7.00	\$42.00	6	32 oz

Tea

<u>Brand</u>	<u>Flavours</u>	<u>Cost per Bag</u>	<u>Cost per Case</u>	<u># of Bags per Case</u>
Stash	ALL	\$0.20	\$6.00	30
Stash	ALL	\$0.20	\$36.00	180

Cups/Lids

<u>Item</u>	<u>12 oz</u>	<u>16 oz</u>	<u>20oz</u>
Paper/Cardboard Cup	\$0.09	\$0.10	\$0.12
Eco Sleeve	\$0.06	\$0.06	\$0.06
Cup Lids	\$0.05	\$0.05	\$0.05

'Schedule A'

(Page 2 of 2)

Hot Beverage Equipment to be Supplied at No Cost

<u>Location</u>	<u>Equipment</u>	<u>Quantity</u>
Art Hauser Centre	Double Coffee Brewers	2
Art Hauser Centre	Single Coffee Brewer	1
Art Hauser Centre	Hot Chocolate Machine	3
Dave G. Steuart Arena	Single Coffee Brewer	1
Dave G. Steuart Arena	Hot Chocolate Machine	1
Kinsmen Arena/ Water Park	Single Coffee Brewer	1
Kinsmen Arena/ Water Park	Hot Chocolate Machine	1
Prime Minister's Park	Single Coffee Brewer	1
Prime Minister's Park	Hot Chocolate Machine	1
Alfred Jenkins Field House	Single Coffee Brewer	1
Alfred Jenkins Field House	Hot Chocolate Machine	1

CANADA
PROVINCE OF SASKATCHEWAN
TO WIT:

AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT

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

1. That I was personally present and did see _____, named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. That the same was executed on the _____ day of _____, A.D., 20____ at the City of _____, in the Province of _____, and that I am the subscribing witness thereto.
3. That I know the said _____ and he/she is, in my belief, of the full age of 18 years.

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

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

SUPPLY AND SERVICE AGREEMENT – FROZEN BEVERAGES

THIS AGREEMENT made effective this 1st day of September, A.D., 2021.

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, (hereinafter called “the City”);

- and -

PREMIUM BRANDS OPERATING GP INC., a limited partnership that owns and manages Harlan Fairbanks, a beverage and snack food distributor in the Province of Saskatchewan, (hereinafter called “the Supplier”).

WHEREAS the City is the owner of Concession Operations located in City Facilities in the City of Prince Albert, in the Province of Saskatchewan, upon which frozen beverages are to be sold;

AND WHEREAS the City has agreed to grant the Supplier the exclusive right to provide specific frozen beverages identified in Schedule A for re-sale on the premises during the full Term pursuant to the terms and conditions of this Agreement;

AND WHEREAS the City and the Supplier wish to enter into a supply and service arrangement under a formalized agreement;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

Supply of Product

1. The City requires the supply of frozen beverage product and equipment for its Concession Operations and the Supplier agrees to supply the product, equipment and service to the City for its Concession Operations, subject to provision 20 of this Agreement, on an exclusive basis for the Term described herein and for the prices outlined in Schedule A.

Term

2. The term of this Agreement shall be effective from September 1, 2021 until August 31, 2023 (the “Term”) at which time the Agreement shall expire, unless

extended by mutual agreement of the parties or earlier termination as hereinafter provided.

Prices and Payment

3. The Supplier agrees that it shall supply all frozen beverage products, equipment, and service required by the City at the costs outlined in Schedule A. Should the Supplier adjust the prices outlined in Schedule A during the Term of this agreement, the Supplier must provide the City sixty (60) days' notice before any new prices can be implemented. If the City is not satisfied with the new pricing being offered, the City has the right to terminate the agreement effective the date of the price change.
4. The Supplier shall have the right to submit quotations to offer to sell the City any other related products it may supply in the future in containers approved by the City for use at its facilities. The Supplier acknowledges that the acceptance of such offer by the City is subject to approval pursuant to the City's purchasing policy and competitive pricing.

Representations and Warranties

5. The Supplier agrees that the product which is the subject of this Agreement shall be of the quality representative of the brand names outlined in Schedule A and there shall be no variation of the high quality of ingredients comprising the product.
6. No description of the goods described in the Agreement shall make this Agreement a sale by description. The Supplier warrants the quality and fitness for purposes of the product supplied.
7. If any of the goods which are the subject of this Agreement are rejected by reason of any non-compliance with the requirements of this Agreement, defect, failure to form with the quality of the brand, the goods or any part thereof may be rejected for rebate from the wholesaler.
8. The Supplier warrants that the products supplied under this Agreement are of satisfactory merchantable quality and condition. The Supplier further warrants that all federal, provincial and municipal laws, bylaws and ordinances pertaining to the products while under its control and manufacture shall be complied with. In particular, and not to limit the generality of the foregoing, the Supplier warrants that all laws, regulations and orders of Saskatchewan Health or other agency having such jurisdiction shall be complied with as they pertain to the products.
9. Delivery of the products comprised in this Agreement shall be made by the Supplier to the City at such location requested by the person appointed Concession Manager for the City of Prince Albert or his designate (the

“Concession Manager”), provided that such location is within the boundaries of the City of Prince Albert. The Supplier shall be liable for any loss, damage or deterioration of the products or any part thereof from the time of dispatch by the Supplier to the time of receipt at the location so requested.

10. The Supplier shall provide one (1) product delivery date every month during the Term of the agreement at no cost and agrees to provide a delivery schedule to the Concession Manager at the beginning of each calendar year. Complimentary deliveries can also be requested and scheduled by the Concession Manager for all orders exceeding \$500.00. A fuel surcharge of \$5.25 shall be applied to all deliveries with the rate subject to change as fuel prices change.
11. The Supplier agrees to exchange with the City any expired, stale dated or damaged products.
12. The Supplier shall provide, at no cost to the City, the necessary equipment required to properly provide the product for the duration of the Term. The City shall have sole and unfettered discretion in determining what equipment is necessary to properly provide the product for the duration of the Term. All equipment provided by the Supplier pursuant to this provision shall be for the exclusive use of Supplier products, and the Supplier shall retain ownership of the said equipment.
13. The Supplier shall employ qualified service technicians that are available for complimentary equipment service and repair at all locations identified in Schedule A.
14. The Supplier and anyone the Supplier employs or allows to perform any part of the services are not and shall not ever be considered employees of the City within the meaning of *The Saskatchewan Employment Act*, as amended, repealed, or replaced from time to time, or entitled to any of the benefits of an employee of the City as a result of their performance of any part of the services.
15. The Supplier warrants that it is in good standing with the Saskatchewan Workers' Compensation Board.
16. The Vendor acknowledges the City has granted and intends to grant licenses to third parties to supply various goods and operate various vending machines, including but not limited to the supply of hot beverages, popcorn, nachos, snacks, confections, and the vending operation of ice cream, automated teller machines, toys, small confections, and electronic games at the same locations or locations nearby to the locations identified in Appendix A.
17. The Supplier shall take precautions to prevent fire from occurring and shall observe and comply with all laws and regulations in force respecting fire safety, and with all instructions given from time to time by the City of Prince Albert Fire

Department, or any other authority, with respect to fire safety and extinguishing of fires.

Marketing and Product Promotion

18. The Supplier shall provide, at no cost to the City, marketing and product promotional materials as requested by the City Concession Manager. The promotional materials shall include posters, banners, stickers and digital images for advertising monitors for all products that are offered and shall be agreed upon by both parties.

Default and Right to Remedy

19. Neglect, failure or refusal of the Supplier to deliver products, equipment or service required under the terms of this Agreement within seven (7) days of being ordered shall entitle the City of Prince Albert to give written notice of such default to the Supplier. Should the default not be rectified within a period thirty (30) days from the date of such notice, the City may terminate this Agreement by giving notice of same on behalf of the City without prejudice to any other right of the City.

20. The Supplier agrees that in the event that the Supplier is unable to fulfill a request for supply in regards to supply of the products, the City may obtain the same from any other supplier.

Right of Termination

21. The Agreement may, prior to the expiration of the Term, be terminated immediately by the City if:

- (a) The Supplier neglects, fails or refuses to deliver products within the thirty (30) day period in the manner referred to in provision 19 of this Agreement;
- (b) The Supplier neglects, fails or refused to carry out its obligations under this Agreement or any of them for a period specifically including repeated failure to deliver products, equipment or service required under the terms of this contact within seven (7) days of any order;
- (c) in the event of a claim or demand made in connection to or in relation to the products of Supplier;
- (d) the products supplied or any part thereof is unsatisfactory by virtue of non-compliance with requirements of this Agreement, or if product contains any defect, or fails to conform with the quality of the brand;

(e) the Supplier is adjudged bankrupt or insolvent, or a Receiver is appointed with respect to the Supplier's assets or if a general assignment be made in favour of creditors of the Supplier; or

(f) the Supplier discontinues its business.

22. Notwithstanding anything contained herein, this Agreement may be terminated by either Party for any reason or no reason whatsoever, by providing ninety (90) days written notice to the other Party.

23. Unless otherwise directed by the City, no later than seven (7) days following the expiration or termination of the Agreement, the Supplier shall remove all equipment from the Facilities.

Indemnity

24. The Supplier agrees that it shall indemnify and save harmless the City, its officials, employees and agents from all claims or demands for or in respect of this Agreement specifically including any injuries, damages, losses, costs or proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the supply of goods to be provided by the Supplier, or any part thereof, pursuant to this Agreement. Such indemnification set out in this provision, shall survive any termination or expiry of this Agreement.

Insurance

25. The Supplier must obtain, maintain, pay the premiums on, and provide the City with Certificates of Insurance and proof of insurance in a form satisfactory to the City for a policy of:

(a) general liability insurance including public liability and property damage insurance in the amount of \$5,000,000.00.

26. Insurance provided under the agreement shall contain a statement whereby the insurer waives all rights of subrogation against any party named or contemplated as an insured party in the required policies.

27. The Supplier is solely responsible for full payment of any deductible amount which may be due in the event of any and all claims under policies required by the agreement.

28. The Supplier shall ensure that all insurance policies required by the agreement contain an endorsement by the insurer that states that the policies and coverage thereunder shall neither be amended or cancelled until 30 calendar days after written notice to such effect has been given to all named insureds.

29. The City of Prince Albert shall be named as an additional insured on all policies of insurance with respect to the Supplier's activities as they relate to the agreement.
30. The Supplier shall not have, nor make any claim or demand, nor bring any action or suit or petition against the City for any damage, which the Supplier may sustain by reason of any suspension, interruption or discontinuance in the services, supplied hereunder

Interest Charges

31. If the Supplier should neglect to perform the services or deliver goods in accordance with this Agreement or fail to perform any provision of this Agreement without prejudice to any other remedy of the City at law, the City of Prince Albert may make good such deficiency in any manner that the City may deem necessary, and the Supplier shall be liable to the City for the actual costs thereof together with an administration fee equal to fifteen (15%) percent of the said actual costs, payable upon demand with interest thereon at the rate of one and a half (1.5%) percent per month, being eighteen (18%) percent per annum, from the date of such demand until the same is paid.

Assignment

32. The rights and privileges under this Agreement may not be assigned without the prior written consent of the other Party. Any consent given according to this provision shall not relieve the Supplier from the Supplier's obligations under this Agreement or impose any liability on the City related to the assignee.

Notice

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

The City of Prince Albert
Attn: Recreation Manager
1084 Central Avenue
Prince Albert, SK S6V 7P3

and if to the Supplier at:

Harlan Fairbanks
Attn: Branch Manager
2343 1st Avenue North
Saskatoon, SK S7K 2A8

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

34. Each of the provisions hereof is severable from any other provision, and the invalidity or the unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of the remaining provisions.
35. This Agreement represents the entire understanding and agreement between the parties hereto. No modification, variation or amendment of this Agreement shall be effective unless such action is taken in writing and executed by both parties hereto.
36. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obligated to continue any departure or waiver or permit subsequent departure or waiver.
37. It is expressly understood and agreed that reference to individuals in this Agreement shall include corporations, executors, administrators, successors and permitted assigns, and references in the singular number shall include the plural number, and references in the masculine gender shall include the feminine gender or the neutral gender, whenever the context so requires.
38. This Agreement and enforcement thereof shall be in accordance with the laws of the Province of Saskatchewan and shall be determined at the Judicial Centre of Prince Albert.

Effective Date

39. Notwithstanding the day this Agreement is executed, the effective date shall be September 1, 2021.

IN WITNESS WHEREOF The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper offices in that behalf, duly authorized this day of _____, A.D., 2021.

CITY OF PRINCE ALBERT

IN WITNESS WHEREOF Premium Brands Operating GP Inc. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this day of _____ A.D., 2021.

PREMIUM BRANDS OPERATING GP INC.

Seal

'Schedule A'

(Page 1 of 2)

Frozen Beverage Product and Cost of Goods

ALL prices listed do not include applicable sales taxes

Slush

<u>Brand</u>	<u>Flavours</u>	<u>Cost per Container</u>	<u>Cost per Case</u>	<u># of Containers per Case</u>	<u>Ounces of Slush per Container</u>
Slush Puppie	Cherry	\$22.25	\$89.00	4	811 oz
Slush Puppie	Blue Raspberry	\$22.25	\$89.00	4	811 oz

Frozen Beverage with CO2

<u>Brand</u>	<u>Flavours</u>	<u>Cost per BIB Box</u>	<u>Ounces per BIB</u>
Slush Puppie Fizz	Cherry	\$126.00	2434 oz
Slush Puppie Fizz	Blue Raspberry	\$126.00	2434 oz
Slush Puppie Fizz	Grape	\$126.00	2434 oz

Cups/Lids

<u>Item</u>	<u>16 oz Cups (1000)</u>	<u>22 oz Cups (500)</u>	<u>32 oz Cups (600)</u>	<u>16 oz, 22 oz, 32 oz Lids</u>
ICEE Cups	\$0.088 per cup	\$0.1039 per cup	\$0.1750 per cup	\$0.0500 per lid
<u>Item</u>	<u>12 oz Cups (1000)</u>	<u>16 oz Cups (1000)</u>	<u>20 oz Cups (1000)</u>	<u>12 oz, 16 oz, 20 oz Lids</u>
OMO Clear Plastic Slush Cup	\$0.100 per cup	\$0.110 per cup	\$0.130 per cup	\$0.0500 per lid
PET Cup (Clear Plastic)	\$100.00	\$110.00	\$120.00	\$50.00

Straws

<u>Item</u>	<u>8" Bulk (10,000)</u>	<u>9.5" Wrapped (3,000)</u>
SUPLR POP Spoon Straw	\$0.0180 per 8 inch	\$0.0330 per 9.5 inch individual wrapped

'Schedule A'
(Page 2 of 2)

Frozen Beverage Equipment to be Supplied at No Cost

<u>Location</u>	<u>Equipment</u>	<u>Quantity</u>
Art Hauser Centre	3 Barrel ICEE Machine	1
Art Hauser Centre	2 Barrel Ugolini	2
Dave G. Steuart Arena	2 Barrel Ugolini	1
Kinsmen Arena/ Water Park	2 Barrel Ugolini	2
Alfred Jenkins Field House	2 Barrel Ugolini	1

CANADA
PROVINCE OF SASKATCHEWAN
TO WIT:

AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT

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

1. That I was personally present and did see _____, named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. That the same was executed on the _____ day of _____, A.D., 20____ at the City of _____, in the Province of _____, and that I am the subscribing witness thereto.
3. That I know the said _____ and he/she is, in my belief, of the full age of 18 years.

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

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

SUPPLY AND SERVICE AGREEMENT – POPCORN AND NACHOS

THIS AGREEMENT made effective this 1st day of September, A.D., 2021.

BETWEEN:

THE CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, (hereinafter called “the City”);

- and -

PREMIUM BRANDS OPERATING GP INC., a limited partnership that owns and manages Harlan Fairbanks, a beverage and snack food distributor in the Province of Saskatchewan, (hereinafter called “the Supplier”).

WHEREAS the City is the owner of Concession Operations located in City Facilities in the City of Prince Albert, in the Province of Saskatchewan, upon which snack foods are to be sold;

AND WHEREAS the City has agreed to grant the Supplier the right to provide specific snack food identified in Schedule A for re-sale on the premises during the full Term pursuant to the terms and conditions of this Agreement ;

AND WHEREAS the City and the Supplier wish to enter into a supply and service arrangement under a formalized agreement;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

Supply of Product

1. The City requires the supply of popcorn and nacho product and equipment for its Concession Operations and the Supplier agrees to supply the product, equipment and service to the City for its Concession Operations for the Term described herein and for the prices outlined in Schedule A.

Term

2. The term of this Agreement shall be effective from September 1, 2021 until August 31, 2023 (the “Term”) at which time the Agreement shall expire, unless extended by mutual agreement of the parties or earlier termination as hereinafter provided.

Prices and Payment

3. The Supplier agrees that it shall supply all popcorn and nacho products, equipment, and service required by the City at the costs outlined in Schedule A. Should the Supplier adjust the prices outlined in Schedule A during the Term of this agreement, the Supplier must provide the City sixty (60) days' notice before any new prices can be implemented. If the City is not satisfied with the new pricing being offered, the City has the right to terminate the agreement effective the date of the price change.
4. The Supplier shall have the right to submit quotations to offer to sell the City any other related products it may supply in the future in containers approved by the City for use at its facilities. The Supplier acknowledges that the acceptance of such offer by the City is subject to approval pursuant to the City's purchasing policy and competitive pricing.

Representations and Warranties

5. The Supplier agrees that the product which is the subject of this Agreement shall be of the quality representative of the brand names outlined in Schedule A and there shall be no variation of the high quality of ingredients comprising the product.
6. No description of the goods described in the Agreement shall make this Agreement a sale by description. The Supplier warrants the quality and fitness for purposes of the product supplied.
7. If any of the goods which are the subject of this Agreement are rejected by reason of any non-compliance with the requirements of this Agreement, defect, failure to form with the quality of the brand, the goods or any part thereof may be rejected for rebate from the wholesaler.
8. The Supplier warrants that the products supplied under this Agreement are of satisfactory merchantable quality and condition. The Supplier further warrants that all federal, provincial and municipal laws, bylaws and ordinances pertaining to the products while under its control and manufacture shall be complied with. In particular, and not to limit the generality of the foregoing, the Supplier warrants that all laws, regulations and orders of Saskatchewan Health or other agency having such jurisdiction shall be complied with as they pertain to the products.
9. Delivery of the products comprised in this Agreement shall be made by the Supplier to the City at such location requested by the person appointed Concession Manager for the City of Prince Albert or his designate (the "Concession Manager"), provided that such location is within the boundaries of the City of Prince Albert. The Supplier shall be liable for any loss, damage or deterioration of the products or any part thereof from the time of dispatch by the Supplier to the time of receipt at the location so requested.
10. The Supplier shall provide two (2) product delivery dates every month during the Term of the agreement at no cost and agrees to provide a delivery schedule to the Concession Manager at the beginning of each calendar year. Complimentary

deliveries can also be requested and scheduled by the Concession Manager for all orders exceeding \$500.00. A fuel surcharge of \$5.25 shall be applied to all deliveries with the rate subject to change as fuel prices change.

11. The Supplier agrees to exchange with the City any expired, stale dated or damaged products.
12. The Supplier shall provide, at no cost to the City, the necessary equipment required to properly provide the product for the duration of the Term. The City shall have sole and unfettered discretion in determining what equipment is necessary to properly provide the product for the duration of the Term. All equipment provided by the Supplier pursuant to this provision shall be for the exclusive use of Supplier products, and the Supplier shall retain ownership of the said equipment.
13. The Supplier shall employ qualified service technicians that are available for complimentary equipment service and repair at all locations identified in Schedule A.
14. The Supplier and anyone the Supplier employs or allows to perform any part of the services are not and shall not ever be considered employees of the City within the meaning of *The Saskatchewan Employment Act*, as amended, repealed, or replaced from time to time, or entitled to any of the benefits of an employee of the City as a result of their performance of any part of the services.
15. The Supplier warrants that it is in good standing with the Saskatchewan Workers' Compensation Board.
16. The Supplier acknowledges the City has granted and intends to grant licenses to third parties to supply various goods and operate various vending machines, including but not limited to the supply of frozen beverages, hot beverages, snacks, confections, and the vending operation of ice cream, automated teller machines, toys, small confections, and electronic games at the same locations or locations nearby to the locations identified in Appendix A.
17. The Supplier shall take precautions to prevent fire from occurring and shall observe and comply with all laws and regulations in force respecting fire safety, and with all instructions given from time to time by the City of Prince Albert Fire Department, or any other authority, with respect to fire safety and extinguishing of fires.

Marketing and Product Promotion

18. The Supplier shall provide, at no cost to the City, marketing and product promotional materials as requested by the City Concession Manager. The promotional materials shall include posters, banners, stickers and digital images for advertising monitors for all products that are offered and shall be agreed upon by both parties.

Default and Right to Remedy

19. Neglect, failure or refusal of the Supplier to deliver products, equipment or service required under the terms of the Agreement within seven (7) days of being ordered

shall entitle the City of Prince Albert to give written notice of such default to the Supplier. Should the default not be rectified within a period thirty (30) days from the date of such notice, the City may terminate this Agreement by giving notice of same on behalf of the City without prejudice to any other right of the City.

20. The Supplier agrees that in the event that the Supplier is unable to fulfill a request for supply in regards to supply of the products, the City may obtain the same from any other supplier.

Right of Termination

21. The Agreement may, prior to the expiration of the Term, be terminated immediately by the City if:

- (a) The Supplier neglects, fails or refuses to deliver products within the thirty (30) day period in the manner referred to in provision 19 of this Agreement;
- (b) The Supplier neglects, fails or refused to carry out its obligations under this Agreement or any of them for a period specifically including repeated failure to deliver products, equipment or service required under the terms of this contact within seven (7) days of any order;
- (c) in the event of a claim or demand made in connection to or in relation to the products of Supplier;
- (d) if the products supplied or any part thereof is unsatisfactory by virtue of non-compliance with requirements of this Agreement , or if any product contains any defect, or fails to conform with the quality of the brand; or
- (e) the Supplier is adjudged bankrupt or insolvent, or a Receiver is appointed with respect to the Supplier's assets or if a general assignment be made in favour of creditors of the Supplier; or
- (f) the Supplier discontinues its business.

22. Notwithstanding anything contained herein, this Agreement may be terminated by either Party for any reason or no reason whatsoever, by providing 90 days written notice to the other Party.

23. Unless otherwise directed by the City, no later than 7 days following the expiration or termination of the Agreement, the Supplier shall remove all equipment from the Facilities.

Indemnity

24. The Supplier agrees that it shall indemnify and save harmless the City, its officials, employees and agents from all claims or demands for or in respect of this Agreement specifically including any injuries, damages, losses, costs or proceedings

by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the supply of goods to be provided by the Supplier, or any part thereof, pursuant to this Agreement. Such indemnification set out in this provision, shall survive any termination or expiry of this Agreement.

Insurance

25. The Supplier must obtain, maintain, pay the premiums on, and provide the City with Certificates of Insurance and proof of insurance in a form satisfactory to the City for a policy of:
 - a) general liability insurance including public liability and property damage insurance in the amount of \$5,000,000.00.
26. Insurance provided under the agreement shall contain a statement whereby the insurer waives all rights of subrogation against any party named or contemplated as an insured party in the required policies.
27. The Supplier is solely responsible for full payment of any deductible amount which may be due in the event of any and all claims under policies required by the agreement.
28. The Supplier shall ensure that all insurance policies required by the agreement contain an endorsement by the insurer that states that the policies and coverage thereunder shall neither be amended nor cancelled until 30 calendar days after written notice to such effect has been given to all named insureds.
29. The City of Prince Albert shall be named as an additional insured on all policies of insurance with respect to the Supplier's activities as they relate to the agreement.
30. The Supplier shall not have, nor make any claim or demand, nor bring any action or suit or petition against the City for any damage, which the Supplier may sustain by reason of any suspension, interruption or discontinuance in the services, supplied hereunder.

Interest Charges

31. If the Supplier should neglect to perform the services or deliver goods in accordance with this Agreement or fail to perform any provision of this Agreement without prejudice to any other remedy of the City at law, the City of Prince Albert may make good such deficiency in any manner that the City may deem necessary, and the Supplier shall be liable to the City for the actual costs thereof together with an administration fee equal to fifteen (15%) percent of the said actual costs, payable upon demand with interest thereon at the rate of one and a half (1.5%) percent per month, being eighteen (18%) percent per annum, from the date of such demand until the same is paid.

Assignment

32. The rights and privileges under this Agreement may not be assigned without the prior written consent of the other Party. Any consent given according to this provision shall not relieve the Supplier from the Supplier's obligations under this Agreement or impose any liability on the City related to the assignee.

Notice

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

The City of Prince Albert
Attn: Director of Community Services
1084 Central Avenue
Prince Albert, SK S6V 7P3

and if to the Supplier at:

Harlan Fairbanks
Attn: Branch Manager
2343 1st Avenue North
Saskatoon, SK S7K 2A8

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

34. Each of the provisions hereof is severable from any other provision, and the invalidity or the unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of the remaining provisions.
35. This Agreement represents the entire understanding and agreement between the parties hereto. No modification, variation or amendment of this Agreement shall be effective unless such action is taken in writing and executed by both parties hereto.
36. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obligated to continue any departure or waiver or permit subsequent departure or waiver.
37. It is expressly understood and agreed that reference to individuals in this Agreement shall include corporations, executors, administrators, successors and permitted assigns, and references in the singular number shall include the plural number, and references in the masculine gender shall include the feminine gender or the neutral gender, whenever the context so requires.

38. This Agreement and enforcement thereof shall be in accordance with the laws of the Province of Saskatchewan and shall be determined at the Judicial Centre of Prince Albert.

Effective Date

39. Notwithstanding the day this Agreement is executed, the effective date shall be September 1, 2021.

IN WITNESS WHEREOF The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper offices in that behalf, duly authorized this _____ day of _____, A.D., 2021.

CITY OF PRINCE ALBERT

IN WITNESS WHEREOF Premium Brands Operating GP Inc. has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this _____ day of _____, A.D., 2021.

PREMIUM BRANDS OPERATING GP INC.

Seal

'Schedule A'

(Page 1 of 2)

Nacho and Popcorn Product and Cost of Goods

ALL prices listed do not include applicable sales taxes

Popcorn

<u>Brand Name</u>	<u>Cost per Package</u>	<u>Cost per Case</u>	<u># of Packages per Case</u>	<u>Amount per Package</u>
Harlans 5100	\$32.00	\$32.00	1	20 kg
Harlans All in Ones	\$0.89	\$32.00	36	6 oz
Harlans Salt	\$48.00	\$48.00	1	15 kg

Popcorn Seasoning

<u>Brand Name</u>	<u>Flavour (s)</u>	<u>Cost per Case</u>	<u>Amount of Seasoning per Case</u>
Harlans	Dill Pickle Salt N Vinegar	\$46.00	2.27 kg

Popcorn Bags

<u>Size</u>	<u>Material</u>	<u>Bags per Case</u>	<u>Cost per Case</u>
46 oz	Paper	500	\$80.00
85 oz	Paper	150	\$58.00
130 oz	Paper	150	\$69.95
170 oz	Paper	100	\$78.00

Nachos

<u>Brand Name</u>	<u>Cost per Package</u>	<u>Cost per Case</u>	<u># of Packages per Case</u>	<u>Amount per Package</u>
Harlans	\$0.70	\$27.95	40	3 oz

Nacho Cheese

<u>Brand Name</u>	<u>Cost per Package</u>	<u>Cost per Case</u>	<u># of Packages per Case</u>	<u>Amount per Package</u>
Ricos	\$1.10	\$52.64	48	3.5 oz

'Schedule A'
(Page 2 of 2)

Yellow Coconut Oil

<u>Brand Name</u>	<u>Cost per Case</u>	<u>Amount per Package</u>
	\$140.00	22 kg

Nachos and Popcorn Equipment to be Supplied at No Cost

<u>Location</u>	<u>Equipment</u>	<u>Quantity</u>
Art Hauser Centre	Nacho Warmer and Stand	2
Art Hauser Centre	Popcorn Machines	2

CANADA
PROVINCE OF SASKATCHEWAN
TO WIT:

AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT

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

1. That I was personally present and did see _____, named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. That the same was executed on the _____ day of _____, A.D., 20____ at the City of _____, in the Province of _____, and that I am the subscribing witness thereto.
3. That I know the said _____ and he/she is, in my belief, of the full age of 18 years.

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

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



RPT 23-306

TITLE: 2022 Public Accounts

DATE: July 27, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2022 Public Accounts be approved and posted on the City's website.

TOPIC & PURPOSE:

To present the 2022 public accounts for approval and posting to the City of Prince Albert's website.

BACKGROUND:

The Cities Act section 156(1) states, "On or before September 1 in each year, a city shall cause to be prepared and presented to the council the city's public accounts for the preceding financial year."

PROPOSED APPROACH AND RATIONALE:

The 2022 public accounts contains the payments to vendors, remuneration to employees, and grant payments to individuals, or corporations exceeding \$50,000. The report also contains the total remuneration and travel expenses for all City Council members.

CONSULTATIONS:

The City of Prince Albert Public Library Board and North Central Saskatchewan Waste Management Corporation have provided the information related to remuneration of their employees, contracts and grants exceeding \$50,000.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

After approval by Council, the 2022 public accounts will be made available to the public through the City of Prince Albert website.

POLICY IMPLICATIONS:

The Cities Act section 156(1) states, “On or before September 1 in each year, a city shall cause to be prepared and presented to the council the city’s public accounts for the preceding financial year.”

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The reporting of public accounts supports the long-term strategic goal of Fiscal Management and Accountability by adhering to the requirements for financial reporting as regulated by The Cities Act.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2022 Public Accounts

Written by: Sahil Syal, Audit Manager

Approved by: Director of Financial Services & City Manager



City of
Prince Albert

PUBLIC ACCOUNTS

YEAR ENDING DECEMBER 31, 2022

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LETTER OF TRANSMITTAL

August 8, 2023

The Cities Act requires the reporting of certain financial data not formally contained in the year-end Financial Statements. The attached have been prepared in accordance with these requirements from the same records from which the audited financial statements have been extracted. The audit opinion accompanying the Financial Statements does not, however, pertain to these supplementary schedules.

The following summarizes the contents of the attached:

1. Council Remuneration - 2022

Lists the total remuneration and travel expenses for all City Council members.

2. Employees' Remuneration - 2022

Lists the names, most recent job title, and total remuneration for each employee of the City of Prince Albert, whose remuneration exceeded \$50,000 in 2022. Totals include salaries, wages, overtime and special pay.

3. Third Party Payments - 2022

Lists the total of all payments (other than salaries) exceeding \$50,000 to any individual, corporation, or government.

4. Grants Provided - 2022

Lists the total of all grants exceeding \$50,000 to any individual, corporation, or government.

5. Consolidated Entities - 2022

Lists the employee remuneration over \$50,000: expenditures and grants over \$50,000 for each of the consolidated entities.

The City of Prince Albert Annual Financial Statements also form part of the Public Accounts.

Ramona Fauchoux
Director of Financial Services

COUNCIL REMUNERATION

<u>Last Name</u>	<u>First Name</u>		<u>Remuneration</u>	<u>Travel</u>
Cody	Don	Councillor - Ward 4	\$ 41,313	\$ 2,634
Dionne	Greg	Mayor	110,808	6,216
Edwards	Blake	Councillor - Ward 6	38,915	2,045
Head	Tony	Councillor - Ward 3	38,215	2,454
Kilmer	Dawn	Councillor - Ward 7	38,515	2,198
Lennox-Zepp	Terra	Councillor - Ward 2	38,155	1,181
Miller	Charlene	Councillor - Ward 1	38,115	1,001
Ogrodnick	Dennis	Councillor - Ward 5	36,601	0
Zurakowski	Ted	Councillor - Ward 8	36,915	1,060
 <u>TOTAL</u>			<u>\$ 417,551</u>	<u>\$ 18,789</u>

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
PUBLIC WORKS			
Aguilar	Angelo	WTP & WWTP Relief Operator	\$ 84,485
Alozie	Enyichukwu	Water Treatment Plant Operator	89,526
Amonson	Glen	C/D Labourer/EO IV	96,286
Andrews	Dale	Truck Driver III/EO	73,317
Begon	Jared	C/D Labourer	67,810
Bishop	Edward	Equipment Operator V	55,220
Bisson	Armand	WWTP Operator	93,119
Bolme	Bradley	Labourer I	52,038
Bourgeault	Jason	Truck Driver III/EO	58,993
Boyle	Steven	Mechanic (Journeyman)	80,648
Brown	Leon	Truck Driver III	59,953
Busch	Bentley	Section Supervisor- Light Duty	87,092
Busse	Andy	Water Treatment Plant Manager	112,920
Carrier	Allan	C/D -Foreman III	123,117
Chalupiak	Taylor	Engineering Assistant	77,449
Chatlain	Sherry	Labourer I/Landfill Attendant	52,359
Chester	Kelly	WWTP Operator	95,038
Cho	Kevin	WTP & WWTP Relief Operator	67,636
Christianson	Doug	Plant Utilities Maintenance Person	82,023
Da Silva	Jeffrey	Operations Manager	147,105
Darchuk	Steve	Airport Maintenance Person	75,069
De Bussac	Deon	Foreman II - Streets	80,234
Delorme	Kelly	Airport Maintenance Person	62,038
Desmarais	Darwin	Welder	80,457
Dinney-Bates	Cole	WTP & WWTP Relief Operator	86,165
Dmyterko	Ernest	Mechanic (Journeyman)	86,491
Fiddler	Brendan	Truck Driver III	83,213
Fladager	Earl	Section Supervisor- Heavy Duty	87,079
Foster	Jonathan	Truck Driver III/EO	69,761
Galbraith	Preston	Utilities Manager	112,920
Gale	Elliot	C/D Labourer	58,878
Gareau	Marcel	Surface Works Manager	112,920
Garrett	David	WTP & WWTP Relief Operator	73,549
Gerstner	Norman	Mechanic (Journeyman)	82,746
Gisi	Brent	Water Treatment Plant Operator	91,255
Grayson	Darcy	C/D Labourer	88,498
Green	Michael	Mechanic (Journeyman)	81,305
Gryba	Brendon	Electrician/Instrumentation	89,709
Hafner	Carol	Landfill Attendant	50,491
Hamel	Lorraine	Secretary II	62,204
Hansen	Claus	Mechanic (Journeyman)	50,768
Hastings	Evan	Trans & Traffic Manager	82,244
Head	Elsie	Truck Driver III/EO	60,549

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Heidt	Terry	Mechanic (Journeyman)	81,407
Henderson	Donald	WWTP Operator	92,703
Hicks	Wesley	Director of Public Works	161,630
Hill	Christopher	Water Treatment Plant Operator	94,253
Hodgson	Rick	Foreman III - Streets	116,828
Hodgson	Ron	Truck Driver III/EO	71,488
Holden	Glenn	Plant Utilities Maintenance Person	80,064
Hrischuk	Nikolaas	Labourer I/Relief	50,020
Huxley	Michael	Truck Driver III/EO	86,557
Hyggen	Erik	Traffic Maintenance Person	59,813
Jobin	Leo	WWTP Operator	98,753
Kochan	Tyson	WTP & WWTP Relief Operator	68,524
Kolosa	Andrew	C/D Labourer	64,595
Kopeck	Tim	WTP & WWTP Relief Operator	88,440
Kosowan	Darren	Truck Driver III/EO	96,286
Kraishan	Mohammad	Engineering Services Manager	148,021
Krakowetz	Robert	C/D - Foreman II	84,768
Kristian	Kevin	WWTP Manager	112,920
Krueger	Shane	WTP & WWTP Relief Operator	52,126
Lidberg	Ian	Truck Driver III/EO	76,006
Lukowich	Cody	Airport Maintenance Person	65,450
Lysitza	Michael	Engineering Assistant	105,564
Lysitza	Layne	Water Treatment Plant Operator	89,783
Mardell	Michael	Truck Driver III/EO	101,389
Mcleod	David	Truck Driver III	56,649
Merkowsky	Alex	Equipment Operator V	85,290
Miller	Nykol	Capital Projects Manager	147,811
Mourot Bartley	Leslie	Equipment Operator IV	73,535
Nagrama	Albert	Engineering Technician II	61,973
Nicolas	Greg	C/D - Foreman II	77,918
Nobel	David	C/D Labourer/EO IV-Term	68,226
Numedahl	Steve	Senior CAD Technologist	79,481
Nygaard	Corey	Airport Manager	107,443
Olexson	Todd	Sanitation Manager	109,097
Olsen	Carl	Tradesperson	52,997
Paradis	Adrien	Truck Driver III/EO	79,621
Patil	Rinkesh	Assistant Environmental Manager	91,244
Paul	Dustin	Labourer I/Relief	67,851
Peacock	Michael	Water Treatment Plant Operator	93,521
Pocha	Christopher	Tradesperson	53,725
Polowski	Robin	Truck Driver III/EO	84,940
Reckhard	Ian	Electrician	82,155
Regnier	Ryley	Engineering Tech III	63,520
Ruel	Jonathan	Mechanic (Journeyman)	81,787
Ryhorchuk	Houston	Clerk Steno II	55,191

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Sabo	Trevor	Truck Driver III/EO	74,836
Sarchuk	Nicholas	C/D Labourer	60,490
Sawchuk	Vincent	Engineering CAD Technician	65,865
Schmidt	Gary	Foreman II - Sign Shop	71,508
Schwartz	Derrick	C/D Labourer/EO IV	81,289
Sevigny	Chaun	C/D Labourer	60,951
Snowdon	Robert	Fleet Manager	106,958
Soderberg	Geoff	Roadways Manager	111,622
Soderberg	Perry	C/D Maintenance Person	85,413
Stead	Michael	Truck Driver III	64,853
Stephens	Kevin	Foreman II - Sign Shop	63,742
Tait	Jordan	Water & Sewer Manager	89,112
Thevenot	Andrew	C/D Labourer	57,971
Trudel	Michael	Mechanic (Journeyman)	81,613
Venn	Brad	Equipment Operator V/VI	65,705
Walker	Derrick	C/D Labourer	64,983
Wallace	Scott	Water Treatment Plant Operator	95,668
Weleski	Kevin	Foreman III - Sanitation	69,987
Wilkinson	Lyle	Truck Driver III/EO	60,442
Young	Shawn	Equipment Operator IV/V	89,198
Zarysky	Dennis	E/I Technician	87,789
			\$ 8,896,033

COMMUNITY SERVICES

Abramyk	David	Foreman III - Forestry	\$ 68,227
Austin	Catherine	Assistant Concession Manager	52,856
Bell	Trina	Recreation Programmer - AJFH	63,786
Beskal	Scott	Foreman III - Forestry	92,951
Boulet	Jody	Director of Community Services	148,164
Burns	Stephanie	Clerk Steno II	55,208
Challis	Dannyl	Production Manager - EAR	100,105
Cheeseman	Don	Project Coordinator	100,998
Clayton	Cheryl	Secretary II	63,362
Clayton	Owen	Tradesperson (Golf Course)	61,375
Dicke	Roxanne	General Manager - EAR	103,498
Durell	Mark	CSW I/Foreman II	67,195
Fengstad	Tyson	Community Services Worker	56,892
Finan	Mike	Maintenance Person II	59,752
Friesen	Matthew	CSWI/Foreman II	64,215
Hamilton	Neil	Maintenance Coordinator	100,998
Haubrich	Lauren	Recreation Coordinator	87,492
Hildebrand	Josh	Foreman II - Forestry	64,806

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Hill	Kevin	Maintenance Person II	58,836
Hodgson	Richard	Forestry & Snow Removal Worker	59,594
Hurd	Erin	Recreation Programmer	68,293
Huxley	Shannon	Clerk Steno II	50,592
Krienke	Braiden	Maintenance Person II	61,065
Langlois	Craig	Head Theatre Technician - EAR	68,659
Macleod Campbell	Judy	Recreation Coordinator	100,998
Mathiason	Landis	Plumber - Journeyman	81,729
Mcarthur	Darren	Community Services Worker I	58,809
Mccoshen	Carrie	Recreation Coordinator - AHC	87,826
Mckay	Rodney	Electrician	98,569
Mckeand	Allan	Concession Manager	62,891
Olsen	Curtis	Recreation Manager	122,982
Ostmoen	Lyle	EOIV/Foreman II	64,063
Penner	Riley	Community Services Worker	50,975
Pikaluk	Shaun	Recreation Coordinator - AHC	74,387
Quiring	Adam	Forestry & Snow Removal Worker	55,683
Rohs	Joel	Theatre Technician - EAR	54,890
Saam	Desiree	Foreman II - Cemetery	68,611
Sadlowski	Daniel	Assistant Parks Manager	106,958
Schwartzenberger	Lynne	Recreation Coordinator AJFH	100,998
Stelmaschuk	Cara	Marketing & Events Coord - EAR	62,836
Swank	Zackary	Forestry & Snow Removal Worker	56,184
Tkatchuk	Alex	Janitor/Event Worker II	54,842
Tolley	Dale	Arena Engineer	88,630
Tubman	Richard	Community Services Worker I	58,277
Vance	Bruce	Marketing & Sponsorship Coordinator	98,342
Vezeau	Pierre	Golf Course Superintendent	100,998
Wiens	Jay	Maintenance Person II	59,729
Wilkinson	Travis	Forestry & Snow Removal Worker	58,445
Yakubchuk	Tyler	Foreman II	63,399
Yeaman	Timothy	Parks Manager	126,063
Zanidean	Landon	CSWI/Foreman II	61,254
Zuk	Denis	Community Services Worker I	61,570
			\$ 3,919,857

POLICE SERVICES

Acorn	Brock	Constable - 10 Year	\$ 125,848
Akinyemi	Ayodeji	Network Support Officer	112,437
Anderson	Aaron	Sergeant 120%	137,400
Anderson	Jason	Constable - 1st Class	143,135
Androff	Darren	Sergeant 120%	160,762
Banadyga	Ryan	Constable - 10 Year	132,900

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Barlow	Jesse	Staff Sergeant	154,364
Bear	Darcy	Constable - 15 Year	133,843
Benitez	Elvin	Constable - 1st Class	140,663
Bergen	Jonathan	Police Chief	200,626
Bighetty	Kelsey	Sergeant 120%	138,471
Blais	Braden	Constable - 10 Year	133,708
Boland	Amanda	Constable - 3rd Class	96,571
Braaten	Lynn	Transcription - Casual	65,002
Bradbury	Curtis	Sergeant 120%	157,731
Brown	Mathew	Constable - 10 Year	131,791
Burns	Darcy	Constable - 15 Year	142,463
Butcher	Darin	Constable - 15 Year	133,204
Callaghan	Matthew	Building & Fleet Coordinator	69,477
Carter	Nolan	Constable - 8 Year	117,546
Cherewyk	Logan	Constable - 3rd Class	115,055
Chester	Tyler	Sergeant 120%	142,000
Chester	Trevor	Constable - 10 Year	147,276
Chow	Michael	Constable - 15 Year	129,509
Chow	Kelsey	Constable - 10 Year	125,532
Clark	Brenda	Senior Intelligence Analyst	70,270
Clarke	Linda	Records Management Controller	70,580
Cote	Foster	Constable - 1st Class	129,039
Dell	Philip	Constable - 15 Year	128,089
Dumont	Angela	Finance/HR Manager	93,173
Dumont	Troy	Sergeant 120%	142,702
Dunn	James	Sergeant	143,638
Edwardsen	Kathy	Sergeant 120%	133,690
Elliott	Amy	Records Management Controller	65,969
Epp	Terry	Sergeant 120%	149,878
Fleming	Prestin	Missing Person Liason	60,351
Frechette	Shane	Constable - 4th Class	75,196
Gahrha	Harlovepreet	Constable - 1st Class	145,236
George	Lawrie	Staff Sergeant	154,731
George	Roxanne	Special Constable - 10 Year	62,819
Georgeson	Andrew	Constable - 10 Year	118,614
Glasscock	Ashley	Records Management Controller	69,300
Glynn	Brian	Sergeant 120%	142,300
Glynn	Lauren	Constable - 4th Class	87,776
Grolla	Brad	Constable - 1st Class	136,178
Hamel	Michael	Constable - 1st Class	110,969
Hayes	Scott	Police Inspector	169,722
Hemsworth	Josie	Information Manager	118,518
Henry	Mandy	Records Management Controller	70,211
Hockley	Joseph	Constable - 4th Class	74,873
Holinaty	Jacob	Constable - 4th Class	76,883

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Hood	Hilary	Constable - 1st Class	126,541
Husky	Dillon	Constable - 1st Class	111,268
Illingworth	Spencer	Constable 2nd Class	102,678
Issel	Kim	Constable - 15 Year	144,892
Jordan	Travis	Constable - 15 Year	137,730
Keith	Kevin	Constable - 15 Year	162,297
Kellett	Tadd	Police Inspector	156,591
Lair	Linda	Constable - 15 Year	109,451
Leblue	Dwight	Constable - 10 Year	137,604
Lindsay	Robert	Constable - 10 Year	139,446
Logan	Daniel	Constable - 15 Year	144,123
Macdonald	Brennan	Constable - 1st Class	118,702
Malenfant	Marc	Constable - 15 Year	152,322
Maruszczak	Kim	Constable - 1st Class	121,709
Mcdonald	Brent	Police Inspector	163,484
Mcknight	Janis	Court Liaison Officer	61,334
Meakin	Rhonda	Sergeant	141,795
Minielly	Gerald	Constable - 8 Year	125,918
Mitchell	Trevor	Constable - 15 Year	141,152
Mogg	Christina	Admin Asst & Privacy Coordinator	83,506
Morash	Shari	Records Management Controller	63,750
Morash	Tyson	Sergeant 120%	140,306
Morrisette	Kristin	Constable - 4th Class	74,597
Mostowich	Garth	Constable - 1st Class	124,628
Mudry	Brandon	Staff Sergeant	154,060
Muirhead	Casey	Constable - 2nd Class	107,928
Mushka	Craig	Police Inspector	176,741
Ozar	Michael	Constable - 15 Year	119,242
Parenteau	Erin	Indigenous Resource Officer	58,638
Parenteau	Adam	Constable - 10 Year	127,972
Parenteau	Justin	Constable - 8 Year	132,534
Peterson	Joshua	Sergeant 120%	142,593
Polowski	Loralee	Constable - 15 Year	120,164
Popescul	Aron	Sergeant 120%	164,841
Preymack	Troy	Constable - 4th Class	76,086
Prince	Farica	Deputy Chief	180,162
Pura	Christine	Constable - 15 Year	132,275
Quirion	Troy	Constable - 2nd Class	103,641
Reddekopp	Craig	Constable - 15 Year	130,682
Riddell	Christopher	Constable - 1st Class	137,521
Robillard	Brett	Sergeant 120%	150,631
Romanuik	Andie	Constable 2nd Class	101,971
Rosen	Cathie	Special Constable -10 Year	98,093
Rowden	Shawn	Sergeant 120%	144,665
Ryhorchuk	Tyler	Constable - 10 Year	140,244

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Schluff	David	Staff Sergeant	132,972
Shewchuk	Mischa	Constable - 1st Class	131,533
Shultz	Tanner	Sergeant 120%	147,376
Simonson	Trevor	Constable - 15 Year	128,088
Simonson	Derek	Sergeant 120%	132,494
Simonson	Lisa	Police Inspector	165,724
Smith	Dean	Constable - 15 Year	129,573
Smith	Tyler	Constable - 3rd Class	89,179
Soini	Jacalyn	Records Management Controller	62,673
Stasiw	Curtis	Constable - 1st Class	115,597
Stubbs	Shawn	Staff Sergeant	153,514
Stubbs	Christopher	Constable - 1st Class	126,265
Tebbutt	Charlene	Public Relations & Media Coordinator	72,142
Tiessen	Eric	Sergeant	152,369
Torgunrud	Luke	Constable - 10 Year	139,040
Valmont	Denis	Staff Sergeant	152,303
Wauters	Berry	Sergeant 120%	148,181
Weslowski	Heidi	Special Constable - 5 Year	72,117
Wilde	Jonathan	Constable - 10 Year	126,526
Willie	Travis	Staff Sergeant	160,861
Wolfe	Kelleen	Special Constable - 10 Year	108,698
Worthington	Carrie	Records Management Controller	70,855
Wozniak	Kristy	Records Management Controller	69,305
Yahnke	Colter	Constable- 3rd Class	84,029
Yauder	Marian	Records Management Controller	64,097
Ziegeman	Kristyn	Victim Services Coordinator	64,397
			\$ 14,774,434

FIRE SERVICES

Adema	Jared	Fire Fighter - 15 Year	\$ 129,606
Antonson	Brad	Fire Inspection Officer	125,763
Barrett	Anthony	Fire Fighter - 15 Year	139,904
Billay	Dustin	Fire Fighter - 1st Class	106,759
Bilodeau	Rodney	Fire Fighter - 10 Year	116,625
Bourdon	Christopher	Captain	141,284
Cherepacha	Christopher	Fire Fighter 1st Class	107,717
Chester	Chad	Fire Fighter - 15 Year	123,580
Clarke	Patrick	Fire Fighter - 15 Year	124,575
Dorward	James	Fire Fighter - 15 Year	141,950
Ethier	Brandon	Fire Fighter - 4th Class	77,336
Fehr	Wade	Fire Fighter - 10 Year	113,218
Gaudet	Stephane	Fire Fighter - 10 Year	123,305
Gunville	Reed	Fire Fighter - 3rd Class	84,138

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Habscheid	Bailey	Fire Fighter - 2nd Class	91,909
Haduik	Travis	Captain	144,211
Hergott	Adam	Fire Fighter - 4th Class	76,470
Hunter	Ben	Fire Fighter - 10 Year	123,225
Johnson	Denver	Fire Fighter - 1st Class	107,750
Jonasson	Justin	Fire Fighter - 1st Class	112,716
Kihn	Craig	Captain	135,600
Krasilowez	Chad	Fire Fighter - 15 Year	116,596
Lavallie	Anton	Battalion Chief	143,605
Lecorre	Shane	Captain	158,296
Macauley	David	Fire Fighter - 1st Class	115,783
Makosiej	Adam	Fire Fighter - 2nd Class	109,035
Martin	Drew	Fire Fighter - 10 Year	120,664
Martin	Zachary	Fire Fighter - 2nd Class	92,914
Mason	Austin (Joseph)	Fire Fighter - 2nd Class	89,638
Milonas	Alexander	Fire Fighter - 3rd Class	87,185
Neudorf	Duane	Captain	136,652
Olsen	Kris	Fire Chief	171,656
Paul	Alex	Deputy Fire Chief	152,543
Pedersen	Graham	Fire Fighter - 1st Class	110,144
Perreault	Joel	Captain	152,788
Reeder	Jeffrey	Fire Fighter - 15 Year	127,128
Ring	Trevor	Fire Fighter - 10 Year	116,757
Robin	Ryan	Fire Fighter - 10 Year	117,357
Rowland	Quentin	Fire Inspection Officer	124,649
Rusk	Darcy	Battalion Chief	141,481
Schmitz	Shaun	Captain	134,100
Sheremeta	Ryan	Fire Fighter - 15 Year	116,686
Tait	Cole	Fire Fighter - 15 Year	126,767
Taylor	Martin	Fire Fighter - 2nd Class	90,536
Tournier	Jakob	Fire Fighter - 4th Class	76,520
Wendel	Tyler	Fire Fighter - 1st Class	97,364
Wingert	Trevor	Captain	144,957
Zablocki	Jaycyn	Battalion Chief	143,605
Zwack	Lloyd	Captain	162,534
			\$ 5,925,580

PLANNING & DEVELOPMENT SERVICES

Brown	Adam	Planner	50,617
Guidinger	Craig	Director of Planning & Development	148,082
Johnson	Kim	Chief Building Official	94,167
Karpluk	Kristina	Planning Manager	57,579

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Maier	Tim	Bylaw Enforcement Supervisor	68,340
Michel	Elaine	Clerk Steno II	54,551
Miner	Rick	Parking Meter Inspector	55,230
Nelson	Michael	Chief Building Official	89,463
O'Hara	Michelle	Accounting Clerk II- Bylaw	57,849
Olmstead	Jorden	Planner	76,505
Pedersen	Kim	Building Inspector II	81,054
Tetlow	Dave	Parking Meter Inspector	54,824
Vermette	Tammy	Secretary II	63,657
Vis	Jonathon	Building Inspector I	70,601
Wareham	Trina	Bylaw Services Manager	102,893
Weleski	Tammy	Parking Meter Inspector	58,284
Wilson	Heather	GIS Supervisor	94,786
Zbaraschuk	Derek	Meter Services Supervisor	65,426
			\$ 1,343,908

FINANCIAL SERVICES

Batawala	Huzefa	Accounting Clerk II - Water	\$ 65,483
Bautz	Shannon	Chief Clerk - Revenues	79,648
Belzevick	Roxanne	Assessment Appraiser I	66,944
Boulet	Melodie	Finance Manager	105,625
Braitenbach	Dale	Assessment Appraiser II	82,575
Cook	Thomas	Water Meter Installer/Service	58,562
Fauchoux	Ramona	Director of Financial Services	138,619
Fyrk	Leanne	Secretary I	80,357
Greier	Heather	Assessment Appraiser I	60,013
Hoback	Jerri	Senior Operations Manager	137,690
Joshi	Disha	Audit Manager	93,078
Kristoffersen	Meaghan	Accounting Clerk II - A/P	54,300
Kulcher	Natara	Utility Services Manager	101,970
Lees	Darcy	Assessment Appraiser I	54,839
Lytle	Michael	Purchasing Manager	106,958
Maier	Jason	Finance Controller	92,466
Mccullough	Kerry	Chief Clerk- Payables	78,373
Page	Jason	Storekeeper	61,545
Poulin	Kevin	Water Meter Installer/Service	59,245
Raisanen	Angela	Storekeeper	61,348
Syal	Sahil	Asset Manager	84,732
Tkachuk	Cheryl	Director of Financial Services	102,594
Ueland	Judy	Accounting Clerk II - Tax	61,014
Vance	Briane	Senior Accounting Manager	104,710
Vaughan	Vanessa	City Assessor	126,119

EMPLOYEE REMUNERATION OVER \$50,000

<u>Last Name</u>	<u>First Name</u>	<u>Position Title</u>	<u>Remuneration</u>
Walters	Milan	Chief Clerk - Taxation	82,171
Wasutyk-St Amand	Debbie	Accounting Clerk II - AP	62,685
Woodward	Philip	Water Meter Install & Service	56,052
Zurowski	Ami	Customer Service Rep	55,080
			\$ 2,374,795

CITY MANAGER, CITY CLERK, CORPORATE SERVICES & MAYOR OFFICES

Bear	Kiley	Dir of Corporate Services	\$ 126,193
Bergman	Candice	Human Resources Coordinator	94,807
Cook	Patricia	Payroll Supervisor	75,143
Dodwell	Scott	Payroll Clerk	58,454
Fines	Kevin	Infrastructure Systems Team Lead	110,745
Firman	Mariya	Payroll Clerk	62,860
Furstenberg	Wilna	Communications Coordinator	80,178
Heidecker	Rachel	Innovation & IT Manager	78,556
Hood	Gordon	Coordinator - HSE	62,666
Horn	Renee	Executive Assistant - Mayor's Office	91,502
Johnston	Jeffrey	IT Support Technician	80,001
Kirk	Heather	Human Resources Consultant	103,886
Kristian	Kerri	Human Resources Consultant	106,958
Mercier	Therese	City Clerk	114,463
Murtaza	Ali	Business Systems Analyst	81,874
Noble	Rena	Executive Assistant	88,404
Person	Sherry	City Manager	174,362
Phan	Lucy	Confidential Secretary	58,269
Price	Savannah	Records Coordinator	88,437
Schiefner	Michelle	Innovation & IT Manager	113,995
Slater	Stacey	Conf Secretary - Clerks/Solicitor	73,831
Soles	Amber	Secretary II	64,579
Toye	Jim	City Manager	111,567
Vickers	Maccoll	Business Systems Team Lead	78,901
Wood	Don	Coordinator - HSE	56,101
			\$ 2,236,730

PAYROLL UNDER \$50,000

538 employees in various departments	\$ 6,360,875
TOTAL	\$ 45,832,213

THIRD PARTY PAYMENTS OVER \$50,000.00

101100203 Saskatchewan Ltd.o/a TLS Lawn	\$	204,747
1823625 Alberta Ltd. o/a Marshall Lines 2014		51,893
Acklands Ltd.		70,098
Acme Infrastructure Services Inc.		697,673
AECOM Canada Ltd.		695,051
Anderson Motors Ltd.		580,575
AquaCoustic Remote Technologies Inc		63,216
Aquifer Group of Companies		128,057
Arctic Refrigeration Inc.		295,911
Asiil Enterprises Ltd.		108,407
Auto Rescue Towing		98,407
Avia NG Inc.		270,009
B & B Construction Group Inc.		5,203,784
B A Robinson Co. Ltd.		56,278
BBB Architects Toronto Inc		2,745,125
Borysiuk Contracting Inc.		58,233
Brandt Tractor Ltd.		63,402
Brenntag Canada Inc		111,233
Brent Pillipow		71,929
Canadian Corps of Commissionaires (North Saskatchewan) Inc.		256,589
Canadian Recreation Solutions Inc.		178,853
Cansel		88,887
Capstone Community Marketing		56,682
CentralSquare Canada Software Inc.		147,176
Certified Laboratories		53,246
Christopherson's Industrial Supplies		88,604
City of Saskatoon		59,333
Clark's Supply & Service Ltd.		59,554
Clear Tech Industries Inc.		185,685
Clip & Trim Tree Service & Yard Maintenance		101,010
Communications Group (Fort McMurray) Ltd o/a Tridon Communicatio		117,009
Cornerstone Insurance		1,278,223
Darcy's Golf Shop Ltd.		271,782
Delco Automation Inc.		426,036
Dell Canada Inc		54,009

THIRD PARTY PAYMENTS OVER \$50,000.00

DMM Energy	327,937
Dmyterko Enterprises Ltd.	82,146
Early's Farm & Garden Centre	99,354
Earth Drilling	71,566
Eda Environmental Ltd.	86,573
Eecol Electric (Sask) Ltd.	116,021
Emco Corporation	189,347
ESRI Canada	188,052
Falcon Equipment Ltd.	206,834
Federated Co-Operatives Ltd.	1,592,112
Fer-Marc Equipment Ltd.	57,817
Finning International Inc.	592,747
FirstCanada ULC	1,220,544
Flocor	474,842
Frontline Outfitters Ltd	73,807
Full Line Electric and General Contracting	96,860
GL Mobile Communications	180,390
Glenmor Equipment LP	119,704
Graham Construction and Engineering LP	9,595,818
Greenland Waste Disposal Ltd.	71,899
Group2 Architecture Engineering Inc	1,810,039
Guillevin International Inc.	86,321
Halliday's Trucking	97,448
HBI Brennan Office Plus Inc.	129,350
Highline Electric P.A. Ltd	65,140
Klearwater Equip & Technologies	638,092
Kleen-Bee (P.A.)	125,462
Knotty Pine Bistro	65,112
Lajcon Distributors	90,627
Lake Country Co-operative Ltd.	75,405
Lakeland Ford Sales (2009) Ltd.	124,875
Lite-Way Electric Ltd.	60,459
M D Charlton Co. Ltd.	129,262

THIRD PARTY PAYMENTS OVER \$50,000.00

Madsen Fence Ltd.	51,743
Mary Longman	95,000
Maxim Transportation Services Inc.	99,931
Mequipco Ltd.	68,557
Metalman Art & Design	169,950
MNP LLP	62,711
Mr Plumber	305,989
Municipal Employees Pension Plan	4,264,273
Musco Sports Lighting Canada Co.	97,125
Nagy Holdings Ltd.	95,550
NexGen Mechanical Inc.	88,886
Nicola Sherwin- Roller M.A.,C.C.C.	120,151
Novus Law Group	552,993
NSC Minerals Ltd.	73,382
OK Tire & Auto Service	55,549
PCL Construction Management Inc.	7,158,913
Pete's Mobile Mechanical Service	50,772
Playgrounds-R-Us	52,651
Prairie Architects Inc.	678,970
Prairie Oasis Landscaping Inc	65,717
Prairie Rubber Paving Ltd.	58,830
Prince Albert Golf & Curling Club	70,417
Prince Albert Mobile Crisis Unit	54,500
Prince Albert Police Association	60,556
Prince Albert Toyota	50,498
Ram Excavation	74,134
Rampart International Corp	108,714
Redhead Equipment Ltd.	272,252
Regina Police Service	77,074
Richard Pytlak	66,289
RNF Ventures Ltd.	305,235
Ruszkowski Enterprises Ltd	102,634
Sakamoto Promotions Inc.	121,919
Sask Energy Inc.	684,042
Saskatchewan Public Safety Agency	1,403,055

THIRD PARTY PAYMENTS OVER \$50,000.00

Saskatchewan Workers Compensation Board	707,282
Saskatoon Police Service	87,359
SaskPower	3,234,142
SaskTel	270,288
SaskTel CMR	123,357
Secure Energy Services Inc.	1,687,543
Sigma Safety Corp.	74,512
Signal Electric Ltd	2,861,755
Snake Lake Construction Ltd	97,308
Softchoice Corporation	159,245
SPCA	141,599
Superior Infrastructure Restoration	178,664
Sysco Food Services	175,163.68
Tetra Tech Canada Inc	134,155
Thorpe Bros. Ltd.	169,869
Thorpe Industries Ltd	52,440
Tom Beal	141,711
Toter, LLC c/o Wastequip	59,056
ULS Maintenance & Landscaping Inc.	363,426
Uni-Jet Industrial Pipe Ltd	146,928
UniTech Office Solutions, Ltd.	56,317
University of Regina	85,638
Versaterm Public Safety Inc	224,978
Westar Ventures Ltd	74,244
WestVac Industrial Ltd	540,106
Wheatland Builders & Concrete Ltd.	1,521,144
Wolseley Waterworks	446,240
Xylem Canada Company	79,342
ZIRCO (1989) Ltd	112,359
TOTAL	<u>\$ 65,663,798</u>

GRANTS PROVIDED OVER \$50,000

Community Service Centre	\$	641,260
Mann Art Gallery		107,000
North Central Saskatchewan Waste Management Corp.		142,100
Prince Albert Historical Society		72,080
Prince Albert Society for the Prevention of Cruelty to Animals (SPCA)		229,000
Prince Albert Regional Economic Development Alliance (PAREDA)		245,000
Sask Housing Corporation		104,360
The City of Prince Albert Public Library Board		2,190,490
<u>TOTAL</u>	\$	<u>3,731,290</u>

CONSOLIDATED ENTITIES
THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD

REMUNERATION OF EMPLOYEES OVER \$50,000

Elliott	Greg	Deputy Director	\$ 100,228
Juorio	Alex	Director	114,976
Mazurkewich	Bev	Library Assistant II	51,864
Miller	Lisa	Business Administrator	74,926
Nelson	Sharon	Library Assistant II	51,864
O'Leary	Meghan	Librarian	77,524
Rybalka	Johann	Library Assistant II	51,864
<u>TOTAL</u>			<u>\$ 523,247</u>

EXPENDITURES PURSUANT TO CONTRACTS OVER \$50,000

Custom Security & Investigation	\$ 137,134
Library Bound	132,273
P.A. Janitorial	51,543
Saskatchewan Information and Library Services	58,370
<u>TOTAL</u>	<u>\$ 379,320</u>

GRANTS RECEIVED OVER \$50,000

City of Prince Albert	\$ 2,190,420
Provincial Resource Sharing Grant	106,678
<u>TOTAL</u>	<u>\$ 2,297,098</u>

City of Prince Albert Public Library Board is 100% consolidated into the City of Prince Albert financial statements.

**CONSOLIDATED ENTITIES
NORTH CENTAL SASKATCHEWAN WASTE MANAGEMENT CORP.**

REMUNERATION OF EMPLOYEES OVER \$50,000

<u>TOTAL</u>	<u>\$ -</u>
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EXPENDITURES PURSUANT TO CONTRACTS OVER \$50,000

Crown Shred & Recycling Inc.	<u>\$ 121,640</u>
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<u>TOTAL</u>	<u>\$ 121,640</u>
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GRANTS RECEIVED OVER \$50,000

City of Prince Albert	\$ 142,100
Multi Material Stewardship Western	<u>690,644</u>

<u>TOTAL</u>	<u>\$ 832,744</u>
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North Central Saskatchewan Waste Management Corp. is a non-profit corporation.
The corporation is proportionately consolidated into the City of Prince Albert financial statements.



RPT 23-303

TITLE: First Time Home Buyer Program Application – Darien Frantik

DATE: July 26, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

TOPIC & PURPOSE:

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

BACKGROUND:

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

PROPOSED APPROACH AND RATIONALE:

The applicant is intending to purchase a property for \$119,000 and is contributing \$3,000 of their own funds. As the First Time Home Buyer Program can cover half of the minimum required down payment and all required closing costs (to a maximum of 5% of the total value of the home or \$5,000, whichever is lesser), the applicant is applying for a grant of up to \$5,000 to cover the rest of the down payment and all closing costs.

Since the First Time Home Buyer Program Application meets all conditions and provides all

documents required in the Application Submission Check-List, Administration recommends that this application be approved.

CONSULTATIONS:

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

FINANCIAL IMPLICATIONS:

The First Time Home Buyer Program is funded through the Housing Reserve. Five grants of up to \$5,000 each can be approved annually, and this is the fourth application that the City has received this year. As of July 25, 2023, the balance of the Housing Reserve was \$465,754.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

OFFICIAL COMMUNITY PLAN:

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

PUBLIC NOTICE:

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

ATTACHMENTS:

1. First Time Home Buyer Program - Schedule A

Written by: Ellen Pearson, Planner

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

First Time Home Buyer Program Application Schedule "A"

Application Submission Check-list

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

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

Program Information and Conditions and General Procedure

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

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

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

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

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

Conditions and Information

1. This program is available to a person who:
 - a. Has never owned a home, or has not owned a home in the past four (4) years; and
 - b. Has a maximum household income, either individual or multiple income earners, of \$80,000 annually.

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

General Procedure

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

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

RPT 23-308

TITLE: Residential Concept Plan - 2101 5th Avenue West

DATE: July 27, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Administration be authorized to organize and prepare a public meeting for the Residential Concept Plan submitted by Miller Contracting Ltd., located at 2101 5th Avenue West, legally described as Lot 21, Block 2, Plan 99PA10819, Ext 1; and,
2. That the feedback from the public meeting be presented to Executive Committee for consideration.

TOPIC & PURPOSE:

The purpose of this report is to authorize Administration to organize a public meeting for the Residential Concept Plan submitted by Miller Contracting Ltd. for 2101 5th Avenue West and provide feedback to Executive Committee.

BACKGROUND:

The City of Prince Albert acquired ownership of 2101 5th Avenue West in 2019 from Prince Albert Grand Council, which resulted in the demolition of the existing structure – formerly known as Angus Merasty School. The site is located in the West Hill neighbourhood and is approximately 3 acres in size.

In 2019, the Director of Planning and Development Services, the Mayor, and the City Manager attended a community meeting that was hosted at the nearby Arthur Pechey School to inform the surrounding neighborhood of the proposed sale of land and the potential for residential development. The two main concerns raised by the public at the community meeting were:

1. Adequate park space; and,
2. The size of lots/type of housing

An Expression of Interest #51/21 dated April 22, 2021 included the following requirements for the sale and development of 2101 5th Avenue West:

“The City of Prince Albert is seeking a Bidder to provide a high level, residential development concept plan for the above noted parcel” . . . “Additionally, as part of the written Proposal and lot plan, Bidders are asked to include a small green space that is between .3 and .5 acres, to contain typical playground equipment.”

The first draft of the Residential Concept Plan submitted by Miller Contracting Ltd. was brought to the April 24th, 2023 City Council Meeting, but was withdrawn due to market complications.

After review, Miller Contracting Ltd. has submitted another Residential Concept Plan that meets all requirements set in the Expression of Interest #51/21 and is now in motion to be presented to the surrounding community for feedback.

PROPOSED APPROACH AND RATIONALE:

This Residential Concept Plan utilizes the typical cul-de-sac design, proposing two 6-plex and two 4-plex units intended for senior housing. These dwelling units are to be developed with attached garages to allow for convenient access and avoid parking impacts to the surrounding neighbourhood. This development also proposes a 2296 square metre (0.57 acres) public linear green space to the south.

If the recommendations above are approved, Administration will plan a public meeting for the Fall season of 2023 and will meet with the developer to discuss detailed information, such as City design details, master specifications, infrastructure information, and servicing costs, etc. Once this has been completed, Administration will provide a report to Executive Committee for consideration. Depending on the feedback from the public, Administration may organize further public consultation as necessary.

CONSULTATIONS:

If the recommendations above are approved, the plan will be further reviewed by Public Works, Community Services, Assessment Division, Fire & Emergency Services, and Planning and Development Services.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

FINANCIAL IMPLICATIONS:

10% of any revenues generated from the sale of this property will be allocated to Prince Albert Grand Council as per the 2019 Sale Agreement.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy implications or other considerations at this stage of the development process.

STRATEGIC PLAN:

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

OFFICIAL COMMUNITY PLAN:

As per Section 5.4 and 6.3 of The City of Prince Albert’s Official Community Plan, the Residential Concept Plan is a goal that should be pursued:

“Support neighborhood revitalization, redevelopment and residential infill that contributes to the livability and adaptability of established neighborhoods;” . . .
“Encourage innovative housing forms that fit into the neighborhood, and contribute positively to the community;”

Since the proposed Residential Concept Plan meets these conditions set out in The City of Prince Albert’s Official Community Plan, there is an opportunity to support the health and livability of citizens.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Location Plan
2. Concept Plan

Written by: Darien Frantik, Planner

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

THE CITY OF PRINCE ALBERT

Location Plan



S-T-Z

S-T-Z

PLANNING & DEVELOPMENT

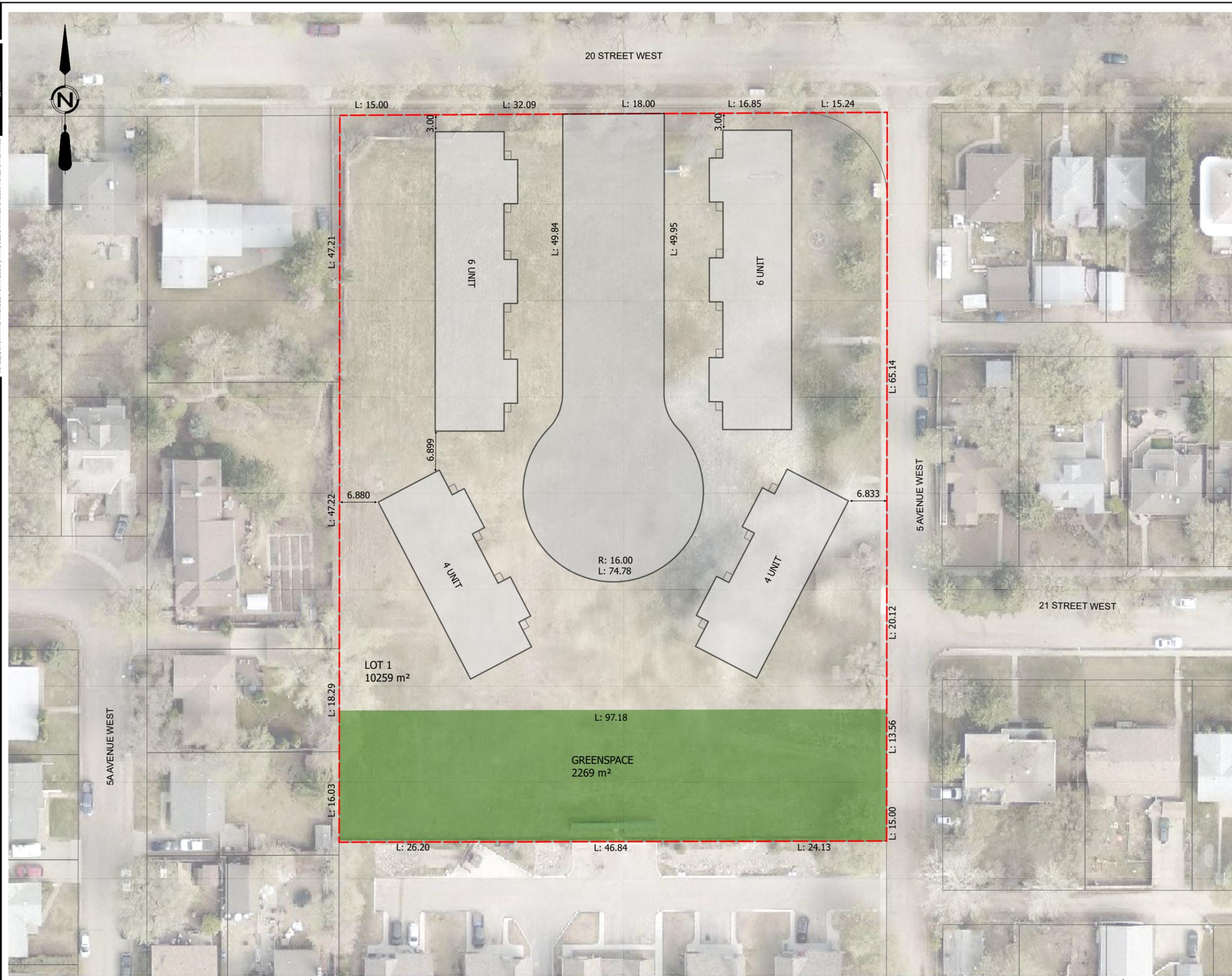
Subject Property Identified With A Bold Dashed Line

July 27, 2023

SCALE(S) SHOWN ARE INTENDED FOR TAB/CID (11X17) SIZE DRAWINGS UNLESS NOTED OTHERWISE
 IF NOT 25 mm ADJUST SCALES
 25 mm

PLOT DATE: 2023-04-21 5:21 PM
 SAVE DATE: 2023-04-21 5:21 PM
 DWG PATH: C:\Work\2023\West Hill Subdivision\Pro_WestHillDevelopment.aprx

PLOT DATE: 2023-04-21 5:21 PM
 SAVE DATE: 2023-04-21 5:21 PM
 DWG PATH: C:\Work\2023\West Hill Subdivision\Pro_WestHillDevelopment.aprx



LEGEND:

- PROJECT LOCATION
- PROPOSED SUBDIVISION
- PARK / GREEN SPACE



FIGURE 1

MILLER CONTRACTING LTD.

WEST HILL DEVELOPMENT
 LOT 21 BLK/PAR 2
 PLAN 99PA10819 EXT 1

AE PROJECT No.	20210000-00
SCALE	NTS
APPROVED	J. HORAN
DATE	2023APR21
REV	X
DESCRIPTION	ISSUED FOR REVIEW

RPT 23-309

TITLE: Tax Title Lands - Disposal of 1610 15th Street West

DATE: July 27, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the tax title property located at 1610 15th Street West, legally described as Lot 45, Block J, Plan F Ext 0 and Lot 46, Block J, Plan F Ext 0 be offered for public tender; and,
2. That upon completion of the public notice and tender process, Administration forward a report to City Council for consideration with a recommendation regarding the results of the tender process and next steps.

TOPIC & PURPOSE:

The purpose of this report is to approve the sale of property at 1610 15th Street West through public tender pursuant to *The Tax Enforcement Act*.

BACKGROUND:

In September, 2022, The City of Prince Albert acquired title to the property located at 1610 15th Street West through tax enforcement.

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

PROPOSED APPROACH AND RATIONALE:

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

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

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

CONSULTATIONS:

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

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

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

FINANCIAL IMPLICATIONS:

If the property sells within one (1) year of taking title, all of the City's outstanding costs will be deducted from the proceeds prior to providing a pay-out to the applicable school board or former property owner, if there are sufficient funds to do so. If the property sells after the one (1) year mark, the City may retain all sales proceeds as per Section 31(7) of the the Act. Once the tender process has been completed, Administration will be able to compile information on the outstanding taxes, fees, costs, etc., which will be provided as part of the follow up report to City Council.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy or privacy implications or other considerations.

STRATEGIC PLAN:

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

OFFICIAL COMMUNITY PLAN:

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

"Goals:

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

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Location Plan

Written by: Tanner Cantin, Development Coordinator

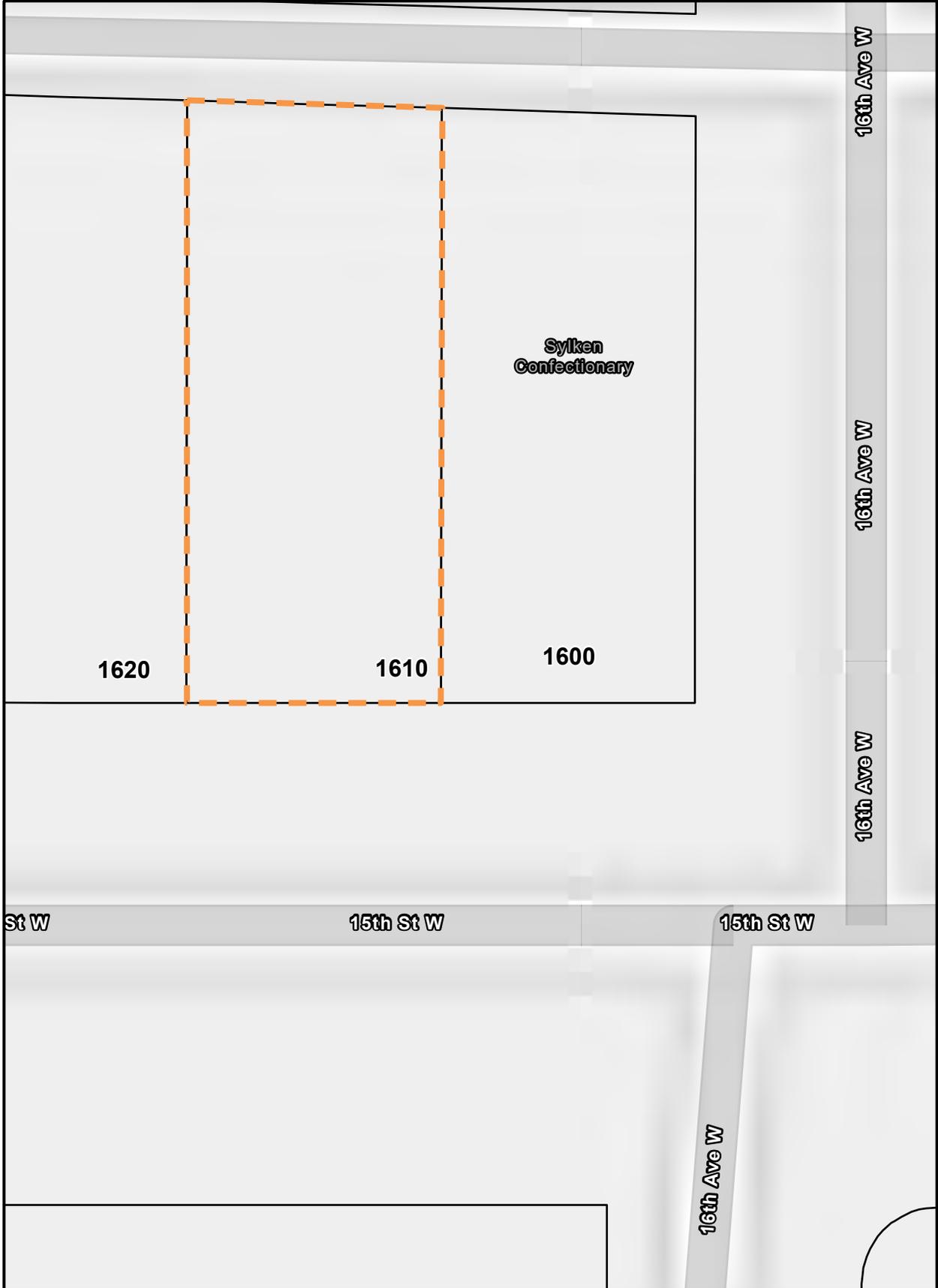
Approved by: Director of Planning and Development Services & City Manager



S-HZ

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PLANNING & DEVELOPMENT



Subject Property Identified With A Bold Dashed Line

July 27, 2023



RPT 23-288

TITLE: Board & Committee Appointments - Current Vacancies

DATE: July 28, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following appointments for members at large to City Council's Boards & Committees be approved, for the term ending December 31, 2024:

1. Ellen Grewcock and Naresh Saroye to the Community Services Advisory Committee; and,
2. Sharon Grywacheski to the Planning Advisory Committee.

TOPIC & PURPOSE:

The purpose of this report is to approve appointments to fill vacancies on the Community Services Advisory Committee and Planning Advisory Committee.

BACKGROUND:

In accordance with Section 74 of the Procedure Bylaw No. 23 of 2021, City Council is responsible to make appointments to Boards and Committees. Appointments to various Boards and Committees were made at the November 28, 2022 City Council meeting for a two (2) year term ending December 31, 2024.

PROPOSED APPROACH AND RATIONALE:

The City Clerk's Office recently received the resignations of Rajesh Chandran and Emily Glasgo, members of the Community Services Advisory Committee and Leanne Bear, member of the Planning Advisory Committee. Therefore, at this time, it is necessary to fill the vacancies for these positions for the remainder of the Committee's term, which is December 31, 2024.

In addition, by filling the vacancies as soon as possible, the Committees can continue its progress, as the quorum for a meeting is based on the membership of the Committee as outlined in the Terms of Reference, and not the number of members appointed. Currently, the Community Services Advisory Committee and the Planning Advisory Committee consist of two (2) members of Council, along with seven (7) members at large.

CONSULTATIONS:

A call for applications for appointments was undertaken recently, and at that time, a few applications were received. Our office continues to receive applications throughout the year and those applicants are added to our listing of potential appointees to fill various vacancies on City Council's Boards and Committees. Currently, there is only one (1) application remaining on the list to utilize when a vacancy occurs. Further advertising will be undertaken in the fall to encourage more citizens to apply to serve on one of City Council's various Boards & Committees.

In accordance with Section 74 of the Procedure Bylaw, a meeting with the Mayor was held to review the Applications received for consideration of the current Committee vacancies. The confidential applications are available for review by members of Council upon request. The individuals being recommended have been contacted to ensure their willingness to serve on the Committees.

The Mayor is recommending the Applicants as indicated for the Committees.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

In relation to the appointments to the Committees, correspondence will be forwarded to the successful applicants following City Council's approval, along with arrangements for a short orientation session.

The names of all appointees will be included in the Board and Committee listing, which is posted on The City's website.

POLICY IMPLICATIONS:

City Council's Procedure Bylaw No. 23 of 2021 outlines the process for Council to appoint to various Boards & Committees.

PRIVACY IMPLICATIONS:

The Board and Committee applications received by various individuals are considered confidential because they contain personal information.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no financial implications or other options to the recommendation.

STRATEGIC PLAN:

The information within the report aligns with the following Strategic Priority:

Delivering Professional Governance:

“Engaged Government – Create an environment where residents and other stakeholders can engage with the City and know that their voices are heard. Also, to strengthen relationships with external organizations to share information and collaborate on projects and services.”

OFFICIAL COMMUNITY PLAN:

Section 4 – Decision Making outlines the following relevant goals:

1. Develop a public engagement strategy to guide the public consultation process and create consistency across the organization.
2. Improve the quality of the City’s key stakeholder relationship and increase awareness of City programs and initiatives.

Section 5 – Sustainability outlines the following relevant goal:

1. Embrace a collaborative planning process that involves all stakeholders.

PUBLIC NOTICE:

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

ATTACHMENTS: NONE

Written by: Savannah Price, Records Coordinator

Approved by: City Clerk & City Manager



RPT 23-291

TITLE: Action Items from City Council and Executive Committee

DATE: July 19, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 23-251, with the following amendment:

1. That the Public Abuse Policy and Procedure Report be brought forward to the August 14, 2023 Executive Committee meeting for consideration.

ATTACHMENTS:

1. Action Items from City Council and Executive Committee (RPT 23-251)

Written by: Executive Committee

TITLE: Action Items from City Council and Executive Committee

DATE: July 6, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 23-251.

TOPIC & PURPOSE:

The purpose of this report is to provide an update to members of Council regarding all open action items initiated by members of City Council at either a City Council or Executive Committee meeting.

BACKGROUND:

The Council & Committee Action Item process was implemented by City Council on May 9, 2005, to ensure that action items resulting from a meeting motion derived at a City Council, Executive Committee or Budget Committee were completed as approved in a timely manner.

At the January 28, 2019 City Council meeting, the sixty (60) day standard due date was extended to ninety (90) days to assist Administration in allowing sufficient time to review, analyze, and collect relevant information to compile a comprehensive report for members of Council to consider and make a well informed decision.

PROPOSED APPROACH AND RATIONALE:

The City Clerk's Office has completed the semi-annual review of the open action items requested prior to June 19, 2023 and the attached document reflects all open action items with the current due date, along with any request to extend or close the item for review by members of Council.

As requested, Administration has continued to keep track of the number of requests made by members of Council for additional Administrative reports, and those numbers are outlined in the attached spreadsheet for review.

CONSULTATIONS:

Each Department has reviewed their open action items and if an extension or closure is required, has provided a response to the City Clerk's Office for inclusion in the attached spreadsheet.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following review by members of Council, the City Clerk's Office will update the Action Items within the program.

The program will send a reminder for each item to the Department contact 21 days in advance of the item's due date.

Administration will ensure that a continued commitment is made to complete the items within the standard due date timeline.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The information contained in the report directly aligns with the City's Strategic Priority of Delivering Professional Governance:

"Increase teamwork, trust, and communication between and amongst City Council and Administration."

OFFICIAL COMMUNITY PLAN:

Section 4 – Decision Making outlines the following relevant goal:

Improve the quality of the City's key stakeholder relationship and increase awareness of City programs and initiatives.

PUBLIC NOTICE:

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

PRESENTATION: Verbal by Savannah Price, Records Coordinator**ATTACHMENTS:**

1. Report Preparation Calendar
2. Reports Derived from Motions
3. Open Action Items - Community Services
4. Open Action Items - Corporate Services
5. Open Action Items - Financial Services
6. Open Action Items - Planning & Dev. Services
7. Open Action Items - Public Works

Written by: Terri Mercier, City Clerk

Approved by: City Manager

3 Week Administration Report Timeline

	Monday	Tuesday	Wednesday	Thursday	Friday
2 Weeks before Mtg				12:00 Noon – All Admin Reports for an upcoming mtg are to be provided to City Mgr to begin his review of reports.	City Mgr review and Dep't revisions if required.
Week before Mtg	City Mgr review and Dep't revisions if required.	<p>8:00 a.m. – City Mgr deadline to have all Admin reports for upcoming meeting to the City Clerk.</p> <p>City Clerk's Office reviews report for completeness of attachments, proper process & any additions required.</p> <p>City Clerk's Office prepares Agenda for Agenda Review Mtg.</p>	<p>Agenda Review Mtg to review reports.</p> <p>Admin revises or completes any report discussed at Agenda Review.</p>	<p>City Clerk's Office finalizes all reports and Agenda for placing on Website.</p> <p>Agenda is required to be placed on Website by 4:00 p.m.</p>	Members of Council Review Agenda
Week of Mtg	Meeting				

**2023 COUNCIL & EXECUTIVE MEETINGS
REQUEST FOR REPORTS DERIVED FROM MOTIONS**

City Council	23-Jan	13-Feb	6-Mar	27-Mar	24-Apr	15-May	12-Jun	Total Req. for Reports	Notice of Motions
Mayor G. Dionne	0	0	0	0	0	0	0	0	
Councillor C. Miller	0	0	0	0	0	0	0	0	
Councillor T. Lennox-Zepp	0	0	0	0	0	0	1	1	
Councillor T. Head	0	0	0	0	0	0	0	0	
Councillor D. Cody	0	1	0	0	0	0	0	1	
Councillor D. Ogrodnick	0	0	0	0	2	0	0	2	1
Councillor B. Edwards	0	0	0	0	0	0	1	1	1
Councillor D. Kilmer	0	0	0	0	0	0	0	0	
Councillor T. Zurakowski	0							0	
Councillor D. Solomon							0	0	
								5	

Total Admin Reports	9	22	11	15	15	15	17	104	
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City Council Special	9-Jan	29-Mar	23-May	Total Req. for Reports
Mayor G. Dionne	0	0	0	0
Councillor C. Miller	0	0	0	0
Councillor T. Lennox-Zepp	0	0	0	0
Councillor T. Head	0	0	0	0
Councillor D. Cody	0	0	0	0
Councillor D. Ogrodnick	0	0	0	0
Councillor B. Edwards	0	0	0	0
Councillor D. Kilmer	0	0	0	0
Councillor T. Zurakowski	0			0
				0

Total Admin Reports	1	3	1	5
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Executive Comm	9-Jan	30-Jan	27-Feb	13-Mar	3-Apr	1-May	23-May	Total Req. for Reports
Mayor G. Dionne	0	0	0	0	0	0	0	0
Councillor C. Miller	1	0	0	0	0	0	0	1
Councillor T. Lennox-Zepp	0	0	3	1	0	0	0	4
Councillor T. Head	0	0	0	0	0	0	0	0
Councillor D. Cody	0	0	0	0	0	1	0	1
Councillor D. Ogrodnick	0	0	0	0	0	0	0	0
Councillor B. Edwards	0	0	0	0	1	0	0	1
Councillor D. Kilmer	0	0	0	0	2	0	0	2
Councillor T. Zurakowski	0	0						0
								9

Total Admin Reports	8	9	5	9	9	9	4	53
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Open Action Items - Community Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
CS1	9/26/2022	<p>MOTION – COUNCILLOR LENNOX-ZEPP – PARKS AND STREET NAMING POLICY CHANGES – GENDER EQUITY</p> <p><i>That Administration review the Parks Naming Policy and Street Naming Policy and bring forward language that enables diversity and gender equity to be a part of the naming selection process within the Policies.</i></p>	4/3/2023	9/25/2023	Director advised that consultation is currently underway with the Director of Planning regarding the policy review. Consultation is also underway with DCG regarding edits to the City's Naming Rights & Sponsorship Policy to assist with the City's Fundraising Campaign for the new Recreation Facility. All edits, including Gender Equity, will be included within the final amended policy. Once the amended policy is approved by the Fundraising Committee, it will be forwarded to an upcoming City Council meeting for approval. The projected date for this consideration is the September 25, 2023 City Council Meeting.
CS2	7/11/2022	<p>MARGO FOURNIER CENTRE – RECOGNITION OF NAME</p> <p><i>That Administration forward a report to explore alternate recognition for Margo Fournier for consideration by members of Council at an upcoming meeting.</i></p>	4/3/2023	8/14/2023	Director has advised that consultation is concluding with the Fournier family in advance of consideration of report being put forward at the August 14, 2023 Executive Committee meeting.
CS3	5/2/2022	<p>REQUEST TO NAME FOOTBALL/SOCCER FIELD IN MEMORY OF WENDELL WHITTER</p> <p><i>That CORR 22-47 be received and referred to the Community Services Department for review and report.</i></p>	2/27/2023	8/14/2023	Director has advised that a report will be brought forward at the August 14, 2023 Executive Committee meeting to be considered with the other facility naming requests.

Open Action Items - Community Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
CS4	8/16/2021	<p>LITTLE RED RIVER PARK STAGES OF DEVELOPMENT</p> <p><i>That Administration bring forward a process for consideration at an upcoming meeting to follow when recommending the implementation of Truth and Reconciliation Initiatives at the Little Red River Park.</i></p>	4/1/2023	9/11/2023	Report is scheduled to go to the September 6, 2023 Community Services Advisory Committee Meeting. From there, the report will be forwarded to an upcoming Executive Committee Meeting.
CS5	5/19/2020	<p>MOTION - COUNCILLOR D. OGDONICK - HISTORICAL SIGNIFICANCE AND POTENTIAL DEVELOPMENT - LA COLLE FALLS AND AREA</p> <p><i>That the Community Services Department, in consultation with the Prince Albert Historical Society, prepare a report for consideration by members of Council outlining the Historical Significance and the potential of developing La Colle Falls and area as a City of Prince Albert Historical Site.</i></p>	7/1/2023	9/11/2023	Director advised that following the tour, a report will be brought forward for consideration at the September 11, 2023 Executive Committee Meeting.

Open Action Items - Corporate Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
COR1	2/28/2022	<p>PUBLIC ABUSE POLICY AND PROCEDURE</p> <p><i>1. That Administration prepare a Procedure that outlines the steps to take in the case of inappropriate or harassing behaviour from the public towards City employees and members of City Council; and,</i></p> <p><i>2. That the Policy and Procedures be forwarded for consideration to an upcoming Executive Committee meeting.</i></p>	6/1/2023	10/3/2023	With the start of the new HR Manager, it is expected that Corporate Services will have the capacity to meet this new deadline.
COR2	7/15/2019	<p>2019 "WE'RE ALL EARS" CUSTOMER SERVICE REPORT</p> <p><i>That Administration conduct a comprehensive Customer Service Audit on The City every two (2) years to ensure the City is providing its residents with a high level of service and the results be forwarded to members of Council.</i></p> <p><u>Note:</u> Last update provided at the August 23, 2021 Executive Committee Meeting.</p>	8/23/2023	11/14/2023	With the start of the new HR Manager, it is expected that Corporate Services will have the capacity to meet this new deadline.

Open Action Items - Financial Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
FS1	3/13/2023	<p>IMPOSING LEVIES FOR THE YARD DISTRICT</p> <p><i>That Administration provide a report on options for consideration with respect to imposing levies for The Yard District.</i></p>	6/13/2023	9/15/2023	Report is being reviewed by the City Solicitor.
FS2	11/14/2022	<p>LEAD SERVICES REPLACEMENT PROGRAM</p> <p><i>That Administration proceed with developing an amended Water Services Bylaw to reflect the mandatory replacement of the privately-owned Lead Service Connections, with the cost of the private portion to be incurred by the property owner, with funding available through a City deferred payment plan.</i></p>	2/14/2023	12/31/2023	Director has advised this matter is currently under review with Public Works and requests an extension of time.
FS3	8/16/2021	<p>PROJECT BUDGET MANAGEMENT POLICY</p> <p><i>That a report be provided to update members of Council regarding the Policy in one (1) year.</i></p>	6/30/2023	12/31/2023	Director has advised this matter is currently under review and requests an extension of time.

Open Action Items - Planning and Development Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
PD1	3/27/2023	<p>INCENTIVE PROGRAM - PURCHASERS OF VACANT RESIDENTIAL LOTS</p> <p><i>That Administration bring forward an Incentive Program for purchasers of vacant residential lots to assist in the development and building of a house on the lot.</i></p>	6/27/2023	8/14/2023	Director has advised that a meeting took place with the City Manager and Finance Manager and they have developed a number of concepts that will be prepared for the Executive Committee on August 14, 2023.
PD2	7/18/2022	<p>REQUEST TO IMPLEMENT DOWNTOWN MUNICIPAL BUSINESS TAX INCENTIVES</p> <p><i>That CORR 22-69 be received and referred to the Planning and Development Services Department for review and report on the proposed downtown incentives, as outlined in CORR 22-69, for consideration at an upcoming meeting.</i></p>	1/30/2023	8/14/2023	Director has advised that after presenting to the PADBID on June 21, 2023, his department is now drafting programs that are the result of those discussions. The program will be forwarded to the Board the week of July 3rd for review/approval. It is anticipated that a report will come forward to the August 14, 2023 Executive Committee Meeting.
PD3	8/23/2021	<p>LAND MANAGEMENT AND LAND DEVELOPMENT POLICIES</p> <p><i>That Administration prepare a draft Land Management Policy and Land Development Policy, intended to replace the current Land Administration Policy, for consideration at an upcoming Executive Committee meeting.</i></p>	10/23/2023		
PD4	4/25/2016	<p>DESTINATION MARKETING LEVY (BYLAW NO. 20 OF 2016)</p> <p><i>That the funds generated from the annual Destination Marketing Levy be held in a separate bank account as payments are received and an annual accounting of the funds within the bank account be provided to members of Council by July 1st each year.</i></p>	7/1/2023	7/1/2024	City Council is provided the annual levy reserve balance annually through the Financial Statements.

Open Action Items - Public Works

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
PW1	11/30/2022	<p>15TH STREET SEWER TRUCK MAIN CLEANING</p> <p><i>Please ensure that the requested report regarding a plan to deal with the 15th Street Sewer Truck Main Cleaning, subject to consultation with the City Manager and the Finance Department, is forwarded for consideration at an upcoming meeting.</i></p>	2/28/2023	11/30/2023	Director is requesting an extension of time while they reassess the need for trunk sewer main cleaning as well as the proposed approach.
PW2	11/28/2022	<p>MOTION - COUNCILLOR OGRODNICK - INSTALL SNOW FENCES</p> <p><i>That Administration consider the need for snow fences and other options to reduce snow drifting along Marquis Road, River Street from 15th Avenue East to 8th Avenue West and other areas in the City.</i></p>	2/28/2023	11/15/2023	Director has advised that this matter would be completed by the Fall in conjunction with Community Services and Roadways.
PW3	11/7/2022	<p>BARTON DRIVE TRAFFIC CALMING MEASURES</p> <p><i>That the Public Works Department monitor and evaluate the effectiveness of the Traffic Calming Measures and report back to City Council by December 31, 2023.</i></p>	12/31/2023		
PW4	11/7/2022	<p>TRAFFIC CALMING POLICY</p> <p><i>That the Public Works Department review and update the Traffic Calming Policy for consideration at an upcoming meeting by July 31, 2023.</i></p>	7/31/2023	9/30/2023	Director has advised this report is near completion, but requires further review with the City Manager.



City of
Prince Albert

INQ 23-7

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. July 10, 2023 City Council Meeting Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
From: City Manager

July 10, 2023 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Ogradnick	INQ#23-08	What is the update on the La Colle Falls Project, as a report was supposed to come back to Council and a Tour of the site be scheduled.	Community Services	N/A	A Tour of the site has been scheduled. A response will be provided following the Tour.
Councillor Ogradnick	INQ#23-09	When is Council going to receive a report regarding the Motion that was passed on November 29, 2021, asking Administration to develop a Policy to deal with the public abuse of City Employees and Elected Officials?	Corporate Services	2-Aug	The Director of Corporate Services: A draft policy that addresses public abuse directed at Elected Officials has been drafted and a report will go forward to an Executive Committee meeting for consideration.