



CITY OF PRINCE ALBERT

BUDGET COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, NOVEMBER 6, 2019, 9:23 A.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Evert Botha
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dennis Nowoselsky
Councillor Ted Zurakowski

Sherry Person, City Clerk
Jim Toye, City Manager
Kris Olsen, Fire Chief
Jason Maier, Finance Manager
Wes Hicks, Director of Public Works
Kiley Bear, Communications Manager
Ken Leclaire, Director of Corporate Services
Jody Boulet, Director of Community Services
Cheryl Tkachuk, Director of Financial Services
Jerri Hoback, Assistant Director of Financial Services
Melodie Boulet, Executive Assistant, City Manager's Office
(Excused at 4:46 p.m.)
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor G. Dionne called the meeting to order.

2. APPROVAL OF AGENDA

0016. **Moved by:** Councillor C. Miller

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

1. That RPT 19-525 – 2020 Waiving of Fees Request be added for consideration with Item No. 5.10.2;
2. That RPT 19-503 – Beautification of City Entrance Ways Update be added for consideration with Item No. 5.10.13;
3. That RPT 19-442 – Parking Rates 2020 – 2025 be added for consideration with Item No. 5.11.11; and,
4. That RPT 19-552 – Saskatchewan Polytechnic Parking Lot Analysis be added for consideration with Item No. 5.11.11.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

- 3.1 Councillor C. Miller – Item No. 5.8.1 – Daughter-in-Law works in the Assessment Division.
- 3.2 Councillor B. Edwards – Item No. 5.10.8 – Member of the Carlton Park Board of Directors.

4. ADOPTION OF MINUTES

0017. **Moved by:** Councillor T. Lennox-Zepp

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

1. Public Meeting held November 5, 2018;
2. Public Meeting held November 7, 2018;
3. Public Meeting held November 8, 2018;

4. Public Meeting held November 21, 2018;
5. Public Meeting held November 22, 2018; and,
6. Public meeting held December 20, 2018.

CARRIED

5. GENERAL FUND BUDGET FOR REVIEW

5.1 OVERVIEW & FINANCIAL HIGHLIGHTS

5.1.1 Overview & Financial Highlights

PowerPoint Presentation was provided by Cheryl Tkachuk, Director of Financial Services.

5.1.1.1 Report Tab 1 – Items Referred 2020 Budget from City Council/Executive Committee/Budget Committee (RPT 19-489)

5.1.1.2 Report Tab 2 – 2020 Long Term Debt Summary (RPT 19-456)

5.2 POLICE DEPARTMENT

5.2.1 Police Department Functional Area

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

5.2.1.1 Report Tab 4 – 2020 Prince Albert Police Service Budget – Chief of Police Financial Overview (RPT 19-491)

0018. **Moved by:** Councillor B. Edwards

That the 2020 Prince Albert Police Service be funded, inclusive of Capital expenditures and reserve transfers, in the amount of \$17,183,360.

CARRIED

The meeting recessed at 10:51 a.m.

The meeting reconvened at 11:07 a.m.

5.3 JOHN M. CUELENAERE PUBLIC LIBRARY

5.3.1 John M. Cuelenaere Public Library Functional Area

5.3.1.1 Report Tab 5 – John M. Cuelenaere Public Library 2020 Budget Submission (CORR 19-100)

0019. **Moved by:** Councillor T. Zurakowski

That the 2020 John M. Cuelenaere Public Library be funded inclusive of Capital expenditures in the amount of \$2,085,870.

CARRIED

5.4 PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

5.4.1 Prince Albert Downtown Business Improvement District Functional Area

5.4.1.1 Report Tab 6 – Prince Albert Downtown Business Improvement District 2020 Budget (RPT 19-482)

0020. **Moved by:** Councillor T. Lennox-Zepp

That the 2020 Prince Albert Downtown Business Improvement District be funded in the amount of \$62,000.

CARRIED

5.5 CITY MANAGER, CITY SOLICITOR, CITY CLERK, MAYOR & COUNCIL

5.5.1 City Clerk Functional Area

0021. **Moved by:** Councillor B. Edwards

That the total 2020 Operating Budget for the City Clerk Functional Area be approved at a cost of \$648,810, as presented.

CARRIED

5.5.2 City Manager Functional Area

0022. **Moved by:** Councillor D. Ogrodnick

That the total 2020 Operating Budget for the City Manager Functional Area be approved at a cost of \$498,270, as presented.

CARRIED

5.5.3 Mayor Functional Area

0023. **Moved by:** Councillor D. Ogrodnick

That the total 2020 Operating Budget for the Mayor Functional Area be approved at a cost of \$197,730, as presented.

CARRIED

5.5.4 City Council Functional Area

0024. **Moved by:** Councillor C. Miller

That the total 2020 Operating Budget for the City Council Functional Area be approved at a cost of \$391,830, as presented.

CARRIED

5.5.5 City Solicitor Functional Area

0025. **Moved by:** Councillor E. Botha

That the total 2020 Operating Budget for the City Solicitor Functional Area be approved at a cost of \$379,310, as presented.

CARRIED

5.6 CORPORATE SERVICES

5.6.1 Corporate Communications Functional Area

0026. **Moved by:** Councillor T. Zurakowski

That the total 2020 Operating Budget for the Corporate Communications Functional Area be approved at a cost of \$273,020, as presented.

CARRIED

5.6.2 Human Recourses Functional Area

0027. **Moved by:** Councillor E. Botha

That the total 2020 Operating Budget for the Human Resources Functional Area be approved at a cost of \$572,420, as presented.

CARRIED

5.6.3 Occupational Health and Safety Functional Area

0028. **Moved by:** Councillor E. Botha

That the total 2020 Operating Budget for the Occupational Health and Safety Functional Area be approved at a cost of \$172,090, which includes the removal of \$82,830 related to an Incamera Budget Item.

CARRIED

5.7 PLANNING & DEVELOPMENT SERVICES

5.7.1 Planning Functional Area

0029. **Moved by:** Councillor D. Nowoselsky

1. That the total 2020 Operating Budget for the Planning Functional Area be approved at a cost of \$389,850, as presented; and,
2. That the staffing complement for the Planning and Development Services Department increase to include the reinstatement of the permanent Clerk Steno II position.

CARRIED

5.7.2 Building Inspections Functional Area

0030. **Moved by:** Councillor C. Miller

That the total 2020 Operating Budget for the Building Inspections Functional Area be approved at a cost of \$76,410, as presented.

CARRIED

5.7.3 Economic Development Functional Area

0031. **Moved by:** Councillor E. Botha

1. That the total 2020 Operating Budget for the Economic Development Functional Area be approved at a cost of (\$81,830), as presented; and,
2. That the Economic Development Manager position remain vacant for 2020, as Administration continues to monitor the Prince Albert Regional Economic Development Alliance.

CARRIED

5.8 FINANCIAL SERVICES

5.8.1 Assessment and Taxation Functional Area

0032. **Moved by:** Councillor T. Zurakowski

1. That the total 2020 Operating Budget for the Assessment and Taxation Functional Area be approved at a cost of \$786,060, as presented; and,
2. That one (1) Assessment Appraiser position remain vacant for 2020.

(Councillor C. Miller was excused from the meeting during discussion and voting on this matter as she declared a Conflict of Interest.)

CARRIED

5.8.2 Asset Management Functional Area

0033. **Moved by:** Councillor T. Zurakowski

That the total 2020 Operating Budget for the Asset Management Functional Area be approved at a cost of \$103,720, as presented.

CARRIED

5.8.3 Financial Services and Payroll Functional Area

5.8.3.1 Report Tab 7 – New Finance Manager Position – Budget 2020 (RPT 19-463)

0034. **Moved by:** Councillor B. Edwards

That the total 2020 Operating Budget for the Financial Services and Payroll Functional Area be approved at a cost of \$1,361,690, which includes the removal of \$76,510 for a new Finance Manager position focused on the development of The City's Capital Asset Management Plans.

CARRIED

The meeting recessed at 12:06 p.m.

The meeting reconvened at 1:07 p.m.

5.14 FLEET

5.14.1 Fleet Equipment Requests

0035. **Moved by:** Councillor B. Edwards

That FL-01 – Replacement of Five (5) Grasshopper Mowers be amended to only replace three (3) Grasshopper Mowers at a cost of \$90,000.

CARRIED

0036. **Moved by:** Councillor T. Zurakowski

That FL-05 – Replacement of One (1) John Deere Gator at a cost of \$22,000 be removed from the 2020 Fleet Equipment Replacement List.

CARRIED

0037. **Moved by:** Councillor C. Miller

That FL-08 – Replacement of One (1) Aerator at a cost of \$50,500 and FL-09 – One (1) New 72" Rotary Mower at a cost of \$35,000, for a total cost of \$85,500, be removed from the 2020 Fleet Equipment Replacement List.

CARRIED

0038. **Moved by:** Councillor E. Botha

That FL-11 – Replace Superior Fire Engine in the amount \$900,000 be postponed for consideration.

MOTION WITHDRAWN

Councillor T. Lennox-Zepp assumed the Chair.

0039. **Moved by:** Mayor G. Dionne

That FL-11 – Replace Superior Fire Engine in the amount of \$900,000 be postponed for consideration.

MOTION DEFEATED

Mayor G. Dionne resumed the Chair.

0040. **Moved by:** Councillor B. Edwards

That FL-14 – Replacement of Five (5) Light Duty Trucks be amended to only replace three (3) Light Duty Trucks at a cost of \$117,000.

MOTION DEFEATED

0041. **Moved by:** Councillor T. Zurakowski

That FL-17 – Replacement of One (1) 1-Ton Truck and Box at a cost of \$90,000 be removed from the 2020 Fleet Equipment Replacement List and referred to the 2021 Budget deliberations for consideration.

CARRIED

0042. **Moved by:** Councillor E. Botha

That the total 2020 Budget for the Fleet Equipment be approved at a cost of \$2,039,500 funded from the Equipment and Fleet, Fire Equipment and Golf Course Equipment Golf Cart Reserves, identified as follows, and the allocations of \$280,000 funded from the Police Fleet Reserve:

Community Services Equipment		
FL-01	Replacement of Three (3) Grasshopper Mowers	\$90,000
FL-02	Replacement of One (1) High Speed Mower	\$140,000
FL-03	Replacement of One (1) Water Meter Vehicle	\$35,000
FL-04	Replacement of Two (2) Walk Behind Sweepers	\$30,000
FL-06	Replacement of One (1) Single Axle Trailer	\$16,000
Golf Course Equipment		
FL-07	Replacement of Nine (9) Golf Carts	\$58,000
FL-10	One (1) New Topdress Brush	\$10,500
Fire and Emergency Services Equipment		
FL-11	Replace Superior Fire Engine	\$900,000
FL-12	Replace Eight (8) Self-Contained Breathing Apparatus	\$80,000
FL-13	Replacement of Jaws of Life	\$40,000
Public Works Equipment		
FL-14	Replace Five (5) Light Duty Trucks	\$195,000

FL-15	Replacement of Tandem Axle Gravel Truck	\$185,000
FL-16	Replacement of Ford E450 used as a Special Needs Bus	\$60,000
FL-18	Replace One (1) ½ Ton Truck with Low Frame Deck used for transporting Work Zone Signs	\$75,000
FL-19	Replacement of One (1) Street Sander	\$50,000
FL-20	Replacement of One (1) Portable Air Compressor	\$45,000
FL-21	Replacement of One (1) Front Deck Mover for Airport	\$30,000
	Total Fleet Purchases	\$2,039,500

Reserve Allocation	
Equipment and Fleet Reserve	\$951,000
Fire Equipment Reserve	\$1,020,000
Golf Course Equipment and Golf Cart Reserve	\$68,500
Police Fleet Reserve	\$280,000
External Funding	\$55,000
Total Reserve Funding	\$2,374,500.

CARRIED

0043. **Moved by:** Councillor T. Zurakowski

That the Financial Services Department provide information regarding the Fleet Charge Out Rates in relation to the Equipment Fleet Reserve for consideration later in the meeting.

CARRIED

5.8.4 Purchasing and Stores Functional Area

0044. **Moved by:** Councillor E. Botha

That the total 2020 Operating Budget for the Purchasing and Stores Functional Area be approved at a cost of \$411,610, as presented.

CARRIED

5.8.5 Parking Ticketing and Meters Functional Area

0045. **Moved by:** Councillor E. Botha

That the total 2020 Operating Budget for the Parking Tickets and Meters Functional Area be approved at a cost of (\$844,960), as presented.

CARRIED

5.8.6 Information Technology Functional Area

0046. **Moved by:** Councillor C. Miller

That the total 2020 Operating Budget for the Information Technology Functional Area be approved at a cost of \$1,023,990, as presented.

CARRIED

The meeting recessed at 2:50 p.m.

The meeting reconvened at 3:14 p.m.

5.9 FIRE DEPARTMENT

5.9.1 Fire Administration Functional Area

0047. **Moved by:** Councillor B. Edwards

That the total 2020 Operating Budget for the Fire Administration Functional Area be approved at a cost of \$1,097,380, as presented.

CARRIED

5.9.2 Fire Fighting Functional Area

0048. **Moved by:** Councillor C. Miller

That the total 2020 Operating Budget for the Fire Fighting Functional Area be approved at a cost of \$5,491,720, as presented.

CARRIED

5.9.3 Fire Prevention Functional Area

0049. **Moved by:** Councillor T. Zurakowski

That the total 2020 Operating Budget for the Fire Prevention Functional Area be approved at a cost of \$293,090, as presented.

CARRIED

5.9.4 Fire Fleet and Equipment Functional Area

0050. **Moved by:** Councillor T. Zurakowski

That the total 2020 Operating Budget for the Fire Fleet and Equipment Functional Area be approved at a cost of \$612,740, as presented.

CARRIED

5.9.5 Fire Building Maintenance Functional Area

0051. **Moved by:** Councillor D. Cody

That the total 2020 Operating Budget for the Fire Building Maintenance Functional Area be approved at a cost of \$86,930, as presented.

CARRIED

5.10 COMMUNITY SERVICES

5.10.1 Facilities Maintenance – Other Functional Area

0052. **Moved by:** Councillor T. Zurakowski

That the Alfred Jenkins Field House – New Motors for Basketball Nets be removed at a cost of \$5,000.

CARRIED

0053. **Moved by:** Councillor T. Lennox-Zepp

That the total 2020 Operating Budget for the Facilities Maintenance – Other Functional Area be approved at a cost of \$470,000.

CARRIED

5.10.2 Alfred Jenkins Field House Functional Area

5.10.2.1 Report Tab 8 – Rates and Fees – Community Services Department (RPT 19-510)

5.10.2.2 Supplementary Tab 1 – RPT 19-525 – 2020 Waiving of Fees Request (RPT 19-525) (PRESENTED AT MEETING)

0054. **Moved by:** Councillor E. Botha

That the total 2020 Operating Budget for the Alfred Jenkins Field House Functional Area be approved at a cost of \$196,480, as presented.

CARRIED

5.10.3 Art Hauser Centre Functional Area

0055. **Moved by:** Councillor B. Edwards

That the total 2020 Operating Budget for the Art Hauser Centre Functional Area be approved at a cost of \$650,600, as presented.

CARRIED

5.10.4 Arts Centre Functional Area

0056. **Moved by:** Councillor T. Lennox-Zepp

That the total 2020 Operating Budget for the Arts Centre Functional Area be approved at a cost of \$137,720, as presented.

CARRIED

5.10.5 Bernice Sayese Centre Functional Area

0057. **Moved by:** Councillor C. Miller

That the total 2020 Operating Budget for the Bernice Sayese Centre Functional Area be approved at a cost of \$68,210, as presented.

CARRIED

5.10.6 Cemetery Functional Area

5.10.6.1 Report Tab 12 – Cemetery Bylaw Update including Rates and Fees (RPT 19-439)

0058. **Moved by:** Councillor E. Botha

1. That the total 2020 Operating Budget for the Cemetery Functional Area be approved at a cost of \$96,230, as presented; and,
2. That a South Hill Perpetual Care Reserve be established for the future maintenance of the Cemetery.

CARRIED

5.10.7 Facilities Maintenance – City Hall Functional Area

0059. **Moved by:** Councillor T. Zurakowski

That the total 2020 Operating Budget for the Facilities Maintenance – City Hall Functional Area be approved at a cost of \$406,560, as presented.

CARRIED

5.10.8 Community Clubs Functional Area

0060. **Moved by:** Councillor D. Nowoselsky

That the total 2020 Operating Budget for the Community Clubs Functional Area be approved at a cost of \$367,140, as presented.

(Councillor B. Edwards was excused from the meeting during discussion and voting on this matter as he declared a Conflict of Interest.)

CARRIED

5.10.9 Community Services Administration Functional Area

0061. **Moved by:** Councillor E. Botha

That the total 2020 Operating Budget for the Community Services Administration Functional Area be approved at a cost of \$535,780, as presented.

CARRIED

5.10.10 Cooke Municipal Golf Course Functional Area

5.10.10.1 Report Tab 9 – 2020 Rates and Fees – Cooke Municipal Golf Course (RPT 19-471)

0062. **Moved by:** Councillor D. Ogrodnick

1. That the total 2020 Operating Budget for the Cooke Municipal Golf Course Functional Area be approved at a cost of (\$77,200), as presented; and,
2. That the Bunker Renovation Plan, along with the budget and summary, as attached to RPT 19-471, be supported in principle, as a natural progression through the Asset Management Plan for the Cooke Municipal Golf Course.

CARRIED

5.10.11 Dave G. Steuart Arena Functional Area

0063. **Moved by:** Councillor E. Botha

That the total 2020 Operating Budget for the Dave G. Steuart Arena Functional Area be approved at a cost of \$152,970, as presented.

CARRIED

5.10.12 E.A. Rawlinson Centre Functional Area

0064. **Moved by:** Councillor D. Nowoselsky

That the total 2020 Operating Budget for the E.A. Rawlinson Centre Functional Area be approved at a cost of \$381,620, as presented.

CARRIED

5.10.13 Floral Displays Functional Area

5.10.13.1 Supplementary Tab 2 – Beautification of City Entrance Ways Update (RPT 19-503) (PRESENTED AT MEETING)

0065. **Moved by:** Councillor D. Ogrodnick

That the total 2020 Operating Budget for the Floral Displays Functional Area be approved at a cost of \$75,800, which includes an increase of \$25,000 to beautify the City entrance ways.

CARRIED

7. ADJOURNMENT – 4:58 P.M.

0066. **Moved by:** Councillor T. Zurakowski

That this Committee do now adjourn until Thursday, November 7, 2019 at 8:00 a.m.

CARRIED



MAYOR GREG DIONNE



CITY CLERK

MINUTES ADOPTED THIS 6TH DAY OF JANUARY, A.D. 2021.