



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, APRIL 11, 2022, 4:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

- 4.1 March 14, 2022 Executive Committee Meeting Minutes for Approval (MIN 22-24)

5. DELEGATIONS

- 5.1 Prince Albert Golf and Curling Centre Proposal - Hole 8 Concession Shack (CORR 22-38)

Verbal Presentation: Mel Kelley, Jackie Packet and Darcy Myers, Prince Albert Golf and Curling Centre

- 5.2 During the Approval of Agenda, the Correspondence regarding Request for Exemption to the Zoning Bylaw for a Methadone Clinic, was removed

6. CONSENT AGENDA

- 6.1 Thank You Letter for Proclaiming Guillain-Barre Syndrome and Chronic Inflammatory Demyelinating Polyneuropathy Awareness Month (CORR 22-37)

- 6.2 Base Taxes, Assessments and Overall Taxes (CORR 22-40)
- 6.3 Financial Impact of COVID-19 for 2021 (RPT 22-147)
- 6.4 January 2021 Account Payable Payments (RPT 22-115)
- 6.5 February 2022 Account Payable Payments (RPT 22-151)
- 6.6 2021 MAER Audit (Gas Tax Funding) (RPT 22-150)
- 6.7 2021 External Funding for Municipal Projects and Purchases (RPT 22-149)
- 6.7.1 Request for Detailed Cost Breakdown of 4th Avenue East and 15th Street East Development (CORR 22-42) (PRESENTED AT MEETING)
- 6.8 March 24, 2022 Airport Advisory Committee Meeting Minutes (MIN 22-25)
- 6.9 March 30, 2022 Community Services Advisory Committee Meeting Minutes (MIN 22-31)

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 2022 Off-Leash Dog Park Development (RPT 22-152)
Verbal Presentation: Tim Yeaman, Parks and Open Spaces Manager
- 7.2 Beautification 2022 (RPT 22-153)
Verbal Presentation: Tim Yeaman, Parks and Open Spaces Manager

8. UNFINISHED BUSINESS

9. ADJOURNMENT



City of
Prince Albert

MIN 22-24

MOTION:

That the Minutes for the Executive Committee Regular and Incamera Meetings held March 14, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, MARCH 14, 2022, 4:00 P.M.
COUNCIL CHAMBER, CITY HALL**

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

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

1. CALL TO ORDER

Councillor Head, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0066. **Moved by:** Councillor Miller

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 Chair.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0067. **Moved by:** Mayor Dionne

That the Minutes for the Executive Committee Public and Incamera Meetings held February 28, 2022, be taken as read and adopted.

CARRIED

5. DELEGATIONS

5.1 Concerns regarding Property Tax Assessments for Guy Drive (CORR 22-32)

Virtual Presentation was provided by Dave Fischl.

0068. **Moved by:** Councillor Kilmer

That CORR 22-32 be received as information and filed.

CARRIED

6. CONSENT AGENDA

6.1 Concerns regarding Public Transportation Services (CORR 22-28)

That CORR 22-28 be received as information and filed.

6.2 Request for Community Sponsorship - Notice Nature 2022 (CORR 22-30)

That CORR 22-30 be received as information and filed.

- 6.3 Prince Albert Regional Economic Development Alliance Welcome Package Publication (CORR 22-31)

That CORR 22-31 be received as information and filed.

- 6.5 December 2021 Account Payable Payments (RPT 22-87)

That RPT 22-87 be received as information and filed.

- 6.6 March 1, 2022 Community Services Advisory Committee Meeting Minutes (MIN 22-20)

That MIN 22-20 be received as information and filed.

0069. **Moved by:** Councillor Zurakowski

That the Consent Agenda Item Nos. 6.1 to 6.3 and 6.5 to 6.6 be received as information and referred, as indicated.

CARRIED

- 6.4 Royal Canadian Legion - Request to Install Monuments in Memorial Square (RPT 22-119)

0070. **Moved by:** Councillor Zurakowski

That RPT 22-119 be received as information and filed.

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 Truth & Reconciliation (RPT 22-112)

Verbal Presentation was provided by Judy MacLeod Campbell, Arts and Cultural Coordinator.

0071. **Moved by:** Mayor Dionne

That RPT 22-112 be received as information and filed.

CARRIED

7.2 2022 Public Art Commission (RPT 22-113)

PowerPoint Presentations were provided by Judy MacLeod Campbell, Arts and Cultural Coordinator and Mary Longman.

0072. **Moved by:** Councillor Ogradnick

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That the commission of the artwork titled "Passage Home" to be created by Artist Mary Longman be approved;
2. That \$123,000 in support of the commission, including installation and unveiling in Scarrow Plaza, be allocated from the Public Art Reserve, as approved in the Public Art Long Term Plan; and,
3. That the Mayor and City Clerk be authorized to execute an Agreement with the Artist on behalf of The City, once prepared.

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 4:45 P.M.

0073. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

COUNCILLOR TONY HEAD
CHAIRPERSON

ACTING CITY CLERK

MINUTES ADOPTED THIS 11TH DAY OF APRIL, A.D. 2022.



City of
Prince Albert

CORR 22-38

TITLE: Prince Albert Golf and Curling Centre Proposal - Hole 8 Concession Shack

DATE: April 7, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Community Services Department for review and report.

PRESENTATION: Verbal by Mel Kelley, Prince Albert Golf and Curling Centre

ATTACHMENTS:

1. Letter dated March 31, 2022

Written by: Mel Kelley, Jackie Packet and Darcy Myers, Prince Albert Golf and Curling Centre



RECEIVED
MAR 31 2022
CITY CLERK
Executive Committee

**PRINCE ALBERT
GOLF AND CURLING CENTRE
PROPOSAL
Hole 8 Concession Shack**

**Recommended
Disposition:**

Refer to
community services
for review & report

PAGCC MISSION STATEMENT

The Prince Albert Golf and Curling Centre provides a welcoming, accessible, year-round environment for people of all ages and abilities to build friendships, sportsmanship and skill development through sports, social and leisure activities.

The PAG&CC has been in business and partnering with the City of Prince Albert for fifty plus years and has a great working relationship, finding operational and revenue-generating opportunities to enhance the recreational amenity of our Cooke Municipal Golf Course to the community and its visitors.

INTRODUCTION

Hole 8 concession shack has been closed for a number of golf seasons. The PAG&CC understands that the City has made the decision to permanently close its operation of the concession shack because of consistent operating losses ranging from \$10,000 - \$20,000 annually. We believe the PAG&CC could itself reopen and operate the shack thus providing food, beverages and safe clean washroom facilities to enhance the golf experience on the course.

ISSUE

Both the City and our PAG&CC board have had several requests from our members and city golfers to reopen this facility. PAG&CC holds the Liquor permit for the golf course and has purchased three beverages carts to provide golfers snack and beverage refreshments while golfing through the Food & Beverage Cart Agreement with the City. Additionally, the PAG&CC already provides food and beverage service at our PAG&CC owned Club House and Concession. The opening of the Hole 8 concession will be welcomed by golfers and help maintain safe clean washroom facilities. While we recognize PAG&CC is unlikely to fair better financially from our operation of the 8th Hole

Concession we believe it would provide a valuable service to our members and visitors as well as make Cooke Municipal Golf course even more attractive as a tourist destination. We also feel it would be an important asset during tournament play and assist in showcasing Cooke Municipal golf course to the rest of the golf world.

SOLUTION

We propose that the PAG&CC purchase the Hole 8 Concession shack and concession equipment for a nominal fee. PAG&CC will be responsible for maintenance, security and utility costs.

PAG&CC will be responsible for all staffing, providing all food and beverage product plus cleaning product for the daily cleaning. We will also look after arrangements for opening/closing and maintaining the washroom facilities.

The Rock and Iron has an excellent staff with exceptional skills in the food and beverage industry. The Hole 8 shack would be an extension of our patio concession offering beverages and quick prep food - sandwiches, nachos, chips, bars, hot dogs, smokies, pizza and burgers. (Menu not confirmed) Exploring the opportunity to sell ice cream.

PAG&CC would as the new owner of these assets retain all revenues to off-set PAG&CC costs of operating the concession.

We would plan to operate the concession with 2 -2.5 extra PAG&CC staff:

Projected staffing costs:

\$13 per hour for seven months - \$18, 928

Total \$ 56,784

Starting date:

We would like to start as soon as possible with the opening of the course.

Closing date:

We anticipate the closure of the concession to coincide with golf course closure.

Day Hours –

Will need to be flexible – re: weather/tournaments.

Projected hours 10 am to 7 pm

CONCLUSION

We believe offering food and beverage service again at the 8th hole is a benefit that will be enjoyed by our members and all patrons who come to golf our beautiful course.

We see very little risk for the city, the building has not been utilized for the past number of years and when last operational had experienced substantial yearly deficits. PAGCC will assume some extra costs with increased staffing, maintenance, utilities and security costs.

Thank you for your consideration of this proposal and we look forward to working together to continue to provide ways to offer the best possible service to our members and all patrons who enjoy our facilities and Cooke Municipal golf course.

Contact Information:



Mel Kelley

kelley.blmm@sasktel.net

Jackie Packet

impacket@gmail.com

Darcy Myers

dmyers@citypa.com

900 - 22nd Street East
Prince Albert, SK
S6V 1P1



City of
Prince Albert

CORR 22-37

TITLE: Thank You Letter for Proclaiming Guillain-Barre Syndrome and Chronic Inflammatory Demyelinating Polyneuropathy Awareness Month

DATE: April 5, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION: NONE

ATTACHMENTS:

1. Letter dated March 8, 2022

Written by: Donna Hartlen, Executive Director, GBS/CIDP Foundation of Canada



GBS/CIDP Foundation of Canada
 Guillain-Barré Syndrome/Chronic Inflammatory Demyelinating Polyneuropathy
 Support, Education, Research, Advocacy

RECEIVED
 MAR 10 2022
CITY CLERK

Executive Committee

Honorary Board
 Larry Brenneman (deceased)
 Tom Feasby, MD
 Susan Keast
 Serge Payer
 Kenneth Shonk, MD

Executive Director
 Donna Hartlen

Officers
 Darryl Bedford
President
 Howard Huss
Treasurer

Board of Directors
 Darryl Bedford
 Holly Gerlach
 Alexandre Grant
 Howard Huss
 Dean Lower
 Pamela Stoikopoulos
 Demetrios Strongolos
 Ron Van Holst

Medical Advisory Board
 Steven Baker, MD
 Brenda Banwell, MD
 Timothy Benstead, MD
 Pierre Bourque, MD
 Vera Brill, MD
 Colin Chalk, MD
 Kristine Chapman, MD
 Angela Genge, MD
 Gillian Gibson, MD
 Angelika Hahn, MD
 Hans Katzberg, MD
 Kurt Kimpinski, MD
 Rami Massie, MD
 Elizabeth Pringle, MD
 Zaeem Siddiqi, MD
 Jiri Vajsar, MD
 Chris White, MD
 Douglas Zochodne, MD

March 8, 2022

 Office of the Mayor
 City of Prince Albert
 1084 Central Avenue
 Prince Albert, SK
 S6V 7P3

Dear Mayor Greg Dionne & Council for the City of Prince Albert,

On behalf of our patients and their families, Board of Directors, staff, and liaisons, we would like to say a profound thank you for proclaiming the month of May as GBS/CIDP Awareness Month. The proclamation will help us raise awareness in the community and bring us closer to achieving our mission and vision as a foundation.

Our Vision:

Every person affected by GBS, CIDP or variants such as MMN, will have access to early and accurate diagnosis, expert interdisciplinary treatment and support, and through continued research a cure will be developed.

Our Mission:

To engage in advocacy, including treatment access, (at the federal, provincial and grassroots levels) to improve the quality of life for individuals and families affected by GBS, CIDP and variants such as MMN.

May no patient feel alone.

Sincerely,

Donna Hartlen

Donna Hartlen
 Executive Director
 GBS/CIDP Foundation of Canada
 M: 905-999-6311

**Recommended
 Disposition:**

*Receive as
 Info & File*

Canadian charity registration number: 887327906RR0001

3100 Garden Street, PO Box 80060 RPO Rossland Garden, Whitby, Ontario, L1R 0H1

PH:1-647-560-6842 gbscidp.ca



City of
Prince Albert

CORR 22-40

TITLE: Base Taxes, Assessments and Overall Taxes

DATE: April 7, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Correspondence be received as information and filed.

PRESENTATION: NONE

ATTACHMENTS:

1. Email dated March 30, 2022

Written by: Wes Moore, Registered Architect, Moore Architecture Consulting Group Ltd.

Savannah Price

RECEIVED
APR 06 2022
CITY CLERK

From: Mayor
Sent: Wednesday, March 30, 2022 10:36 AM
To: Terri Mercier
Subject: FW: CORRECTION Re: Base Taxes, Assessments and Overall Taxes

Executive Committee

Good morning Terri,

The below email has been directed to "Mayor and Council" and so I am forwarded it to you for your review.

Renee Horn

Executive Assistant
Mayor's Office
City Hall | 1084 Central Avenue
Prince Albert SK, S6V 7P3
P: 306.953.4300
F: 306.953.4396
E: rhorn@citypa.com
citypa.ca

From: Wes Moore <wes.moore@sasktel.net>
Sent: Monday, March 28, 2022 4:39 PM
To: Mayor <mayor@citypa.com>; Councillor Charlene Miller <CMiller@citypa.com>; Councillor Terra Lennox-Zepp <TLennox-Zepp@citypa.com>; Councillor Tony Head <thead@citypa.com>; Councillor Don Cody <DCody@citypa.com>; Councillor Dennis Ogradnick <DOgradnick@citypa.com>; Councillor Blake Edwards <BEwards@citypa.com>; Councillor Dawn Kilmer <dkilmer@citypa.com>; Councillor Ted Zurakowski <TZurakowski@citypa.com>
Subject: CORRECTION Re: Base Taxes, Assessments and Overall Taxes

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

Please excuse my proof reading error. I meant to say, 'The private sector is the only new money in the system...'.
😊

Recommended Disposition:

Receive as
info + file

wesley t. moore
B.E.S.; M.Arch; MRAIC; SAA
Registered Architect
v.: 1.306.763.6451
f.: 1.306.763.6419
c.: 1.306.961.8274
e.: wes.moore@sasktel.net



100, 46 - 12 Street East Prince Albert SK S6V 1B2
On 28/03/2022 3:18 PM, Wes Moore wrote:

Mayor and Councillors,

I wanted to share some thoughts on the issue of taxes and recent situations raised with jumps in values. I only know what I've read and heard in the media.

I believe great care must be taken when trying to address situations of taxation that may have resulted from issues of assessment and appraisal. It could be easy to fall into the trap of thinking that equal is fair when a small constituency feels hard hit by, what they feel is an unreasonable change. We have a very disparate community, as shown by the critical stats in our demographic profile. While Prince Albert may fall in line with the provincial average for income, the details show that we have a lot of people at the top, who are high income earners and a lot of people at the bottom, with very low incomes. This may result in the provincial average, but there are actually very few people in the middle. This tells us that there will be a large number of low income households, with low value property, that will be much harder hit by an "equal" rise in base taxes, than the high value property owners, who most likely, are higher income households.

When I sat on the Development Plan Advisory Committee, Doug Elliot, from Sask Trends Monitor, pointed out the great disparity in our income profile and that critical reality cannot be lost when planning fiscal policy and taxation application. I don't think there has been any significant market trend in recent years driving real estate values to large increases, nothing like 2007 after Weyerhaeuser closed. Our more frequent assessment cycles were supposed to take huge swings out of assessment values, so if some experienced substantial increases, out of line with market conditions, then that is an assessment issue, not a tax issue. We have to think carefully about manipulating the tax system to deal with an assessment issue.

The substantial public sector is what is responsible for the income disparity, is what Doug Elliot's assessment was. Stable, well paying public sector jobs keep the average income in line, even during the recent tough times. The pandemic has really kicked the stuffing out of the private sector and will be felt for years to come. This makes it imperative that taxes be kept in line and steps be taken to reduce inflationary pressures. This will require expense reductions which may include service reductions, as well as, wages and salary freezes and staff reductions. The private public sector is the only new money that comes into the system, so when you have a 50 -75% reduction in revenues, the well is dry and cannot support funding increases.

Equal is only equal, it does not equal fair. Let's be careful to not disproportionately harm low value properties for the benefit of high value properties. Let us also be mindful of the businesses and people who have been very hard hit by the pandemic and have no more left to give. There is no such thing as cost of living increases for small business.

Respectfully,

Wes Moore

Director

Architecture

wesley t. moore

B.E.S.; M.Arch; MRAIC; SAA
Registered Architect

v.: 1.306.763.6451

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e.: wes.moore@sasktel.net



100, 46 - 12 Street East Prince Albert SK S6V 1B2

TITLE: Financial Impact of COVID-19 for 2021

DATE: March 31, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to provide a final COVID-19 loss estimate and calculate the amount of COVID-19 funding to be rolled into Fiscal Stabilization as of December 31, 2021.

BACKGROUND:

The financial impact of COVID-19 for 2020 and 2021 was reported as follows:

- RPT 21-165 (see attachment)
- RPT 21-407 (see attachment)

PROPOSED APPROACH AND RATIONALE:

The estimated loss from COVID-19 for 2021 has been updated using 2021 unaudited actuals. The updated COVID-19 loss for 2021 is \$1,749,816 as provided in the following table.

<u>2021 COVID-19 LOSS TO DECEMBER 2021</u>	Total Unaudited Loss (Gain)
General Fund	
Interest Revenue	243,124
Transit Revenue	243,533
Parking Lot Revenue - Downtown	8,407
Parking Lot Revenue - Sask Polytech	99,444
Parking Meter Revenue	163,476
Parking Tickets Revenue	60,888
Community Services Revenue	1,649,719
Community Services Operational Savings	
Reduced Staffing	(490,746)
Reduced Utilities	(137,432)
EA Rawlinson - COVID Grant received	(103,646)
Planning & Development - Permits, licenses, other	13,049
Other Funds	
Airport Fund - Landing fee	-
Utility Fund - Uncollectible accounts	-
Sanitation Fund	-
Land Fund	-
2021 COVID-19 Loss	<u>\$ 1,749,816</u>

The combined 2020 and 2021 COVID-19 loss amounts to \$3,598,005 as shown below.

<u>COVID-19 Loss</u>	
2020 COVID-19 Loss	
As per Audited Financial Statements	\$ (1,848,189)
2021 COVID-19 Loss	
Unaudited Estimate	<u>(1,749,816)</u>
Total COVID-19 Loss	<u>\$ (3,598,005)</u>

The loss of \$1,749,816 in 2021 results in excess funding of \$153,206 as shown in the table below. This excess will be transferred to Fiscal Stabilization to help offset withdrawals from Fiscal Stabilization in 2021.

	Actual
<u>COVID-19 FUNDING</u>	
COVID-19 Funding Carried over to 2021	\$ 2,558,393
2021 COVID-19 Loss	(1,749,816)
2021 Budgeted Allocation of COVID-19 Funding	
Community Clubs	(20,000)
IT Infrastructure	(327,000)
Balance 2021 Budget for 0% Increase	(235,000)
Allocation of COVID-19 Funding to Police	(73,371)
COVID-19 Funding (Shortfall) Excess	<u>\$ 153,206</u>

Transferring the remaining COVID-19 funding of \$153,206 to Fiscal Stabilization will offset the \$216,410 in expenditures out of Fiscal Stabilization approved by Council. As provided below, this results in a net withdrawal from Fiscal Stabilization of \$63,204 in 2021.

<u>Fiscal Stabilization</u>	Approved Funding from Fiscal Stabilization	2021 Spending from Fiscal Stabilization
<i>2021 Council Approved Funding from Fiscal Stabilization</i>		
Driveway Crossing	\$ (19,000)	\$ (12,955)
Asset Management/Work Order Software	(45,000)	-
Council Chamber Audio Visual Solution	(140,000)	(111,383)
Independent Engineer	(18,000)	(18,479)
2021 Assessment Appeals	(23,000)	(21,933)
2021 MEEP Audit	(1,780)	(1,776)
Chart of Accounts Restructure	(77,900)	(18,384)
School Buses	(21,000)	(21,000)
Homelessness Action Initiative	(10,500)	(10,500)
Total	(356,180)	(216,410)
COVID-19 Funding Surplus		153,206
Net		<u>\$ (63,204)</u>

Note: amounts approved but unspent carryforward to 2022

During 2021, Council approved a total of \$356,180 in funding from Fiscal Stabilization. Of these approved expenditures, \$216,410 in spending occurred in 2021 with \$133,133 being carried forward to 2022. See attachment entitled *Council Approved Spending from Fiscal Stabilization* for more details.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. RPT 21-165 Financial Implications of COVID-19 for 2020
2. RPT 21-407 Financial Impact of COVID-19 for 2021
3. Council Approved Spending from Fiscal Stabilization

Written by: Briane Vance, Finance Manager

Approved by: Acting Director of Financial Services and Acting City Manager



RPT 21-165

TITLE: Financial Implications of COVID-19 for 2020

DATE: April 13, 2021

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received and filed.

TOPIC & PURPOSE:

This report is to provide members of Council with Administration's estimate of the financial impact that the COVID-19 pandemic has had to the corporation of The City of Prince Albert for the fiscal year ending December 31, 2020.

BACKGROUND:

The City's operations have been considerably impacted in many ways as a result of mandated closures and recommendations from the Provincial Health Authority in response to the spread of the COVID-19 virus in Saskatchewan.

Summary of COVID-19 events and City responses:

- | | |
|----------|--|
| March 18 | State of Emergency is declared by the Saskatchewan government. |
| March 17 | Closure of all public facilities except City Hall, Transit, Airport, Cemetery, and Landfill. |
| March 20 | Prince Albert City Hall - last day open to the public. |
| March 20 | Cease water shut offs, except in regard to the water meter replacement project. |
| March 27 | Cease ticketing for parking enforcement. |
| April 6 | Suspension of Destination Marketing Levy. |

April 8	Motion to waive utility penalties from April 1 to September 30.
April 8	Motion for property tax deadline to be moved from June 30 to September 30 via signed declaration of financial hardship from the property owner.
April 23	The Saskatchewan government announces Re-Open Saskatchewan.
May 4	First day of Phase I of Re-Open Saskatchewan.
May 19	First day of Phase II of Re-Open Saskatchewan.
May 19	Parking and ticketing enforcement reinstated.
May 22	City opens Cooke Municipal Golf Course.
June 8	First day of Phase III of Re-Open Saskatchewan.
June 22	First day of Phase IV, Part 1 of Re-Open Saskatchewan. - Provided the ability to re-open outdoor pools, spray parks, outdoor sports fields for training purposes and day camps for children and youth.
June 29	First day of Phase IV, Part 2 of Re-Open Saskatchewan. - Provided the ability to re-open libraries, museums, art galleries, community Halls and theatres. Games can also be scheduled on the outdoor sports fields.
July 6	Phase IV, Part 2 of Re-Open Saskatchewan. - Provided the ability to re-open indoor pools, indoor rinks, and allow for indoor sports and activities and performing arts.
July 16	Phase IV, Part 2 of Re-Open Saskatchewan. - Allowed reopening of banquet and conference facilities.
Current	Phase V, Date to be determined.

PROPOSED APPROACH AND RATIONALE:

The financial impact of COVID-19 for the fiscal year ended December 31, 2020 is \$1,848,189. As noted in previous financial reports regarding the effect of the pandemic, several assumptions were made and variances analyzed to the 2020 budget in order to provide a realistic and final amount.

The following key objectives are largely reflective of those which Administration utilized when making the urgent decisions in the early days of the pandemic through the Emergency Operations Centre (EOC). As the Corporation continues to address the many issues it faces in this unprecedented time, these objectives need to guide the decisions moving forward.

1. Compliance with Provincial Legislation, the Saskatchewan Health Authority and Union Contracts.
2. Financial stresses of the Corporation, along with residents & commercial industry.
3. Need to preserve the Corporation's assets.
4. Monitor the Corporation's cash and liquidity.
5. Utilization of reliable information that is based on factual evidence when making decisions.
6. Pursue all available funding alternatives to fund the deficit for 2020 and potential financial implications in 2021 and into 2022.

There are many possible solutions and options available for each situation that need to be addressed by Administration and City Council with varying impacts that may be positive for some and negative for others. The complicated task is finding a reasonable balance of actions to address these, at times, competing priorities.

Financial Projections Due to Pandemic

In addition to over a dozen recreational facilities and parks, operational impacts including the loss of revenue and additional expenses have been experienced in areas such as:

1. Property tax interest and penalty revenue;
2. Waiving of utility fund penalties;
3. General interest revenue;
4. Parking meter and fine revenue;
5. Transit; and,
6. Airport.

Savings have also been realized in multiple areas such as:

- Utility savings at recreation facilities;
- Staffing wages and benefits (lay-offs of casual employees, vacancy savings, voluntary leave, and postponed call-backs of seasonal employees); and,
- Travel.

Analysis / Estimates Update Since November 30th Executive Committee Meeting

The impact of COVID-19 on facility closures has been updated based actual results as of December 31, 2020. The actual results incorporate modified operations at facilities and at a minimum, to provide adequate service based on decisions made by Council.

1. Financial Impact due to COVID-19 for 2020

There have been changes to the estimated revenues and expenditures since presented at the November 30, 2020 Executive Committee meeting. Details are attached in Appendix B1 and Appendix B2.

As of December 31, 2020, the updated estimate of the financial impact of COVID-19 for 2020 is \$1,848,189 (previously \$1,493,783). The change of \$354,406 is due primarily on the following items:

- 1 The projected savings for Community Services for operating expenses and staffing were reviewed and adjusted. The estimate has been updated based on a review of actual results to December 31, 2020. The estimated staffing savings for the Community Services department were not as high as initially estimated. Operating savings are estimated to be \$636,666 (previously \$609,177 - increased savings of \$27,489) and staffing savings as \$739,091 (previously \$1,037,994 - decreased savings of \$298,903).
- 2 Loss of parking meter, parking ticket, and parking lot revenue are estimated to be \$481,503 (previously \$425,434 - increase in lost revenue of \$56,069). The loss has been updated based on a review of actual results to December 31, 2020.

2. Funding and Cash Requirements:

Additional borrowing was not required in 2020 for the following reasons:

- Tax revenues were received in a timely manner and less than 50 taxpayers submitted the form identifying financial hardship due to COVID-19 for an extension to September 30, 2020.
- The Provincial government disbursed the annual Municipal Revenue Sharing grant totalling \$7,245,008 for 2020/2021 by June 30, 2020 in order to assist municipalities with potential cash flow challenges due to COVID-19. This resulted in additional cash flow of approximately \$4,100,000 by June 30, 2020 compared to normal disbursement frequency.
- The City received \$5,163,587 of Municipal Economic Enhancement Program (MEEP) funding from the Provincial government in July 2020 to assist with funding for capital projects. Due to the financial impact of COVID-19, approved capital projects for 2020 may not have proceeded without this funding. Of this amount \$2,122,000 was used to fund capital items that were budgeted for 2020 freeing up funds to cover the financial impact from the pandemic.

- In September 2020, the Federal Government announced the Safe Restart Program (SRP). Prince Albert was allocated \$2,284,582.

In summary, additional funding received for the pandemic is as follows:

Funding	Available \$
Municipal Economic Enhancement Program (MEEP)	\$2,122,000
Safe Restart Program (SRP)	<u>2,284,582</u>
Funding available	\$4,406,582
2020 Financial impact estimate due to COVID-19	<u>(1,848,189)</u>
Funding available for 2021 and 2022	\$2,558,393

There is no expectation that there will be more funding coming due to the pandemic. The remaining funds of \$2.558 million will be required in 2021 and potentially 2022 to cover the financial impact that will be experienced as the pandemic continues for an unknown time period.

The following is a summary of the funding available to cover the COVID-19 financial impact budgeted for 2021 along with other items approved by City Council in the 2021 Budget:

Funding Available for 2021 and 2022	Available \$
Funding carried forward from 2020	\$2,558,393
Budgeted COVID-19 loss for 2021	(2,137,904)
Additional COVID-19 funds allocated in the 2021 Budget	<u>(582,000)</u>
Potential funding (shortfall) surplus	(\$161,510)

As shown above, if the financial impact of COVID-19 in 2021 is more than the amount approved for use in the 2021 Budget the City will experience a funding shortfall.

Continuing impacts:

- Social distancing has significantly altered the way the workforce provides services which significantly impacts service levels and delivery methods which could result in the loss of revenue and/or increased costs.
- When facilities and programs re-opened to the public, reduced revenue and additional costs resulted due to limited attendees and usage. There is a point where cost could substantially exceed revenue if attendance is limited and fails to bring in corresponding budgeted revenue.
- Closure of public recreation facilities provide some savings but reopening of these same facilities has contributed to an increase in costs. The number of occupants as well as the public's desire to use these facilities will directly affect revenue and expenditures.
- The operating budget continues to be thoroughly reviewed and expenditures have been reduced such as travel, education and supplies, however, this will not be enough to offset the additional costs incurred due to COVID-19.

- From April 1, 2020 to September 30, 2020 there were no penalties and no enforcement for collecting outstanding utility accounts. Some residents are experiencing financial difficulties and utility accounts have not been kept current. There are utility accounts that remain at high unpaid balances and which will continue past December 31, 2020 and into 2021.
 - Payment plans continue to be implemented.
 - The \$150,000 increase in bad debt expense related to utilities is realistic for 2020.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Communication Manager will provide the required public update.

FINANCIAL IMPLICATIONS:

The financial implications are outlined within the report.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no privacy implications, options to the recommendation, official community plan implementation strategies or other considerations.

STRATEGIC PLAN:

Fiscal Management and Accountability – Administration is providing the potential financial impact as a result of COVID-19. This is to align priorities and initiatives and to deliver municipal services in cost-effective ways.

Infrastructure – Administration is presenting a sustainable plan that supports the long-term strategy of supporting growth.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Cheryl Tkachuk, Director of Financial Services.

ATTACHMENTS:

1. Appendix A1 – Financial Impact Update – Quarterly Summary by Area
2. Appendix A2 – Financial Impact Update – By Area
3. Appendix B1 – Financial Impact Update – Quarterly Summary
4. Appendix B2 – Financial Impact Update – By Revenue and Expenses

Written by: Cheryl Tkachuk, Director of Financial Services

Approved by: City Manager

FINANCIAL IMPACT UPDATE: COVID-19 BY AREA

The financial information is based on a review of actual results as of December 31, 2020. Previous estimates noted were as of October 31, 2020.

The following numbers match to the 'Financial Impact Update: COVID-19 Quarterly Summary', Appendix A2.

Analysis / Estimates

The following have been updated and changes noted from the forecast presented November 30, 2020 to Executive Committee. Note that the revised amounts are based on updated actual results and revised assumptions.

General Government

1. No change. Property tax penalties lost from July 1 to September 30 due to the deferral of property taxes is estimated at \$35,940.

Property tax arrears on prior year taxes will still be charged, therefore this revenue will not be effected.

2. No change. Total cost of borrowing was \$4,745. An increase to the line of credit and a short term loan will not be required for the following reasons:
 - Tax revenues were received in a timely manner as less than 50 taxpayers applied for an extension due to COVID-19.
 - The Provincial government disbursed the annual Municipal Revenue Sharing grant totalling \$7,245,008 for 2020/2021 by June 30, 2020 in order to assist municipalities with potential cash flow challenges due to COVID-19. This resulted in additional cash flow received of approximately \$4.1M by June 30, 2020 compared to disbursement frequency in prior years.
 - The City received \$5,163,587 of Municipal Economic Enhancement Program (MEEP) funding from the Provincial government in July 2020 to assist with funding for capital projects. Due to the financial impact of COVID-19, approved capital projects for 2020 may not have proceeded without this funding.
 - In September, the Federal Government announced the Safe Restart Program (SRP). Prince Albert was allocated \$2,284,582.
3. Loss of interest revenue is estimated at \$205,289 (previously \$194,285). The loss of interest revenue is due to the Bank of Canada reducing the interest rates twice in March and once in April. This reduced the amount of interest earned on cash balances.

4. Additional costs and election costs are \$25,178 and \$30,000 respectively. Additional costs were incurred in April due to additional personal protective equipment (PPE), technical services, barriers, laptops, commissionaire services and other minor expenses. Additional election costs were incurred due to additional training sessions (limited number of people in gatherings), advance polling drive through required more workers, PPE for the workers and public, additional costs for cleaning of the facility rentals.

Financial Services

No impact to impound lot.

5. From mid-March to May 19 enforcement for parking meters, permits, tickets and residential time limits was put on hold. Reinstatement of enforcement for parking has reduced revenue losses and the updated revenue loss is \$481,503 (previously \$425,434).
6. No change. Estimated reduced staffing costs for Financial Services is \$59,270.

Community Services

The impact of COVID-19 on Community Services has been updated based on a review of actual results to December 31, 2020. Most facilities were able to return to modified operations based on the Re-Open Saskatchewan plan and decisions made by Council. Reduced revenues have been experienced as a result of the modified operations due to decreased demand or limitations on allowed capacity (i.e. Alfred Jenkins Fieldhouse, Art Hauser Centre, Kinsmen Arena, Dave G. Steuart Arena, EA Rawlinson Centre, and Margo Fournier Centre).

There is a point where cost could substantially exceed revenue if attendance is limited and fails to bring in corresponding budgeted revenue. Community Services was analyzed on a month by month basis by facility and program.

7. Revenue losses were updated based on a review of actual results to December 31, 2020. The updated estimated revenue loss is \$2,057,810 (previously \$2,039,228).
8. Some fixed costs for recreation facilities were still incurred even with facilities being closed. This includes maintenance, electricity and some operating supplies in applicable facilities and programs. Saved operational expenses have been updated to \$636,666 (previously \$609,177). Savings have been increased based on a review of actual results to December 31, 2020

No existing contracts and agreements have been cancelled or postponed. This includes janitorial services, operating agreements with Community Clubs, sponsorship, leases, etc.

9. Estimated reduced staffing costs for Community Services have been updated to \$739,091 (previously \$1,037,994). Savings have been reduced due to further review of actual results and the recall of employees as facilities are re-opened. The estimated savings for the Community Services department were not as high as initially estimated.

Public Works

10. March bus passes being used for April, May & June passes sold at a reduced rate of \$25 resulted in transit revenue losses. Low ridership has also been a large factor in reduced transit revenue. The estimated loss has been updated to \$160,945 (previously \$171,075).

Transit loss includes the revised contract with First Bus to eliminate the rush bus for a few weeks which resulted in estimated savings of \$35,000.

11. No change. Estimated reduced staffing costs for Public Works has been estimated at \$195,325.

Planning and Development

12. No change. Building permit and business license revenue was adjusted to reflect current and estimated market conditions. This loss is estimated to be \$75,000.

13. No change. Estimated reduced staffing costs for Planning and Development has been estimated at \$15,930.

Corporate Services

14. No change. Estimated reduced staffing costs for Corporate Services has been estimated at \$29,445.

Other Fund Budgets

15. No Change. Reduction in grant to Tourism and Marketing due to tourism office closure. The estimated savings are \$70,000.

16. No change. Utility penalty and interest was suspended from April 1 to September 30. The projected net cost is \$355,310. Tagging for water shut offs has increased substantially due to the increased number of active overdue water accounts. \$150,000 is the expected increase in bad debt expense related to an increase in the allowance for doubtful accounts for utilities. The amounts owing will not be written off with the hopes that the City can collect from the customer in the future.

17. No change. Landfill usage was down from April to June but volumes began returning to normal levels indicating that the impact from COVID-19 was not as significant as initially estimated. The projected revenue loss is \$0.

18. Airport usage is down. The updated projected revenue loss is \$46,952 (previously \$47,375).
19. Additional costs related to Plexiglas barriers installed at the Airport have been included at a cost of \$7,892.

FINANCIAL IMPACT UPDATE: COVID-19
QUARTERLY SUMMARY
DATED: DECEMBER 31, 2020

	Ref #	March - June Cost (Savings)	July - September Cost (Savings)	October - December Cost (Savings)	Total Cost (Savings)
GENERAL FUND					
<u>General Government</u>					
Loss of property tax penalty revenue	1	\$ -	\$ 35,940	\$ -	\$ 35,940
Total cost of borrowing - tax deferral	2	-	4,745	-	4,745
Loss of Interest Revenue	3	31,734	103,608	69,948	205,289
Additional Costs (PPE, Laptops, etc.)	4	25,153	25	-	25,178
Election Costs	4	-	-	30,000	30,000
Unexpected Costs/Revenue Loss		35,000	35,000	30,000	100,000
Net Cost (Savings) to City		\$ 91,886	\$ 179,318	\$ 129,948	\$ 401,152
<u>Financial Services</u>					
Loss of parking ticket revenue		\$ 82,010	\$ 48,630	\$ 57,817	\$ 188,457
Loss of parking meter revenue		78,428	50,276	50,061	178,764
Loss of parking lot revenue - downtown lots		20,238	5,731	8,778	34,747
Loss of parking lot revenue - Sask Polytech		24,840	20,473	34,222	79,535
Lost Revenue	5	\$ 205,516	\$ 125,109	\$ 150,877	\$ 481,503
Reduced staffing	6	(52,300)	(6,970)	-	(59,270)
Net Cost (Savings) to City		\$ 153,216	\$ 118,139	\$ 150,877	\$ 422,233
<u>Community Services</u>					
Loss of Revenue	7	\$ 886,145	\$ 455,800	\$ 715,865	\$ 2,057,810
Saved operating expenses	8	(346,264)	(86,369)	(204,033)	(636,666)
Reduced staffing	9	(388,593)	(315,902)	(34,596)	(739,091)
Net Cost (Savings) to City		\$ 151,288	\$ 53,529	\$ 477,236	\$ 682,052
<u>Public Works</u>					
Loss of transit revenue (net)	10	\$ 82,136	\$ 31,620	\$ 47,189	\$ 160,945
Reduced staffing	11	(195,325)	-	-	(195,325)
Net Cost (Savings) to City		\$ (113,189)	\$ 31,620	\$ 47,189	\$ (34,380)
<u>Planning & Development</u>					
Reduced building permit & business license revenue	12	\$ 25,050	\$ 25,050	\$ 24,900	\$ 75,000
Reduced staffing	13	(15,930)	-	-	(15,930)
Net Cost (Savings) to City		\$ 9,120	\$ 25,050	\$ 24,900	\$ 59,070
<u>Other Departments</u>					
Increased Council meeting costs		\$ 7,053	\$ 150	\$ 150	\$ 7,353
Reduced grant to Tourism & Marketing	15	-	(35,230)	(34,770)	(70,000)
Reduced staffing (Corporate Services)	14	(23,125)	(6,320)	-	(29,445)
Net Cost (Savings) to City		\$ (16,072)	\$ (41,400)	\$ (34,620)	\$ (92,092)
Total General Fund - Net Cost (Savings)		\$ 276,249	\$ 366,256	\$ 795,530	\$ 1,438,035
WATER UTILITY FUND					
Loss of Utility Fund penalty & interest revenue - April 1 - Sept 30 (6 months)		\$ 92,655	\$ 92,655	\$ -	\$ 185,310
Bad debt expense - utilities		-	-	150,000	150,000
Staffing		-	10,000	10,000	20,000
Total Water Utility Fund - Net Cost (Savings)	16	\$ 92,655	\$ 102,655	\$ 160,000	\$ 355,310
SANITATION FUND					
Loss of Landfill fee revenue	17	\$ 66,132	\$ (112,073)	\$ 45,941	\$ -
AIRPORT FUND					
Loss of Airport landing fee revenue	18	\$ 20,670	\$ 13,238	\$ 13,044	\$ 46,952
Additional Costs (Plexiglas barriers)	19	1,956	-	5,936	7,892
		\$ 22,626	\$ 13,238	\$ 18,980	\$ 54,844
ESTIMATED NET COST FROM COVID-19		\$ 457,662	\$ 370,076	\$ 1,020,451	\$ 1,848,189

FINANCIAL IMPACT UPDATE: COVID-19 BY REVENUE AND EXPENDITURE

1. Revenue losses for recreation centres and programs have been updated based on actual results to December 31, 2020 related to modified operations. The revenue loss is \$2,057,810 (previously \$2,039,228).
2. From mid-March to May 19 revenue for parking tickets were lost. The estimated revenue loss has increased based on a review of actual results to December 31, 2020. The revenue loss is \$188,457 (previously \$159,985).
3. From mid-March to May 19 revenue for parking meters, permits, and residential time limits were lost. The revenue loss has increased based on a review of actual results to December 31, 2020. The estimated revenue loss is \$178,764 (previously \$156,228).
4. March bus passes being used for April, May & June passes sold at a reduced rate of \$25 resulted in transit revenue losses. Low ridership continued for the remainder of the year. The revenue loss has decreased based on a review of actual results to December 31, 2020. The loss is estimated to be \$160,945 (previously \$171,075). Reduced ridership is expected to continue into 2021.

Transit loss includes the revised contract with First Bus to eliminate the rush bus for a few weeks which resulted in estimated savings of \$35,000.

5. No change. Effective April 1, 2020, the City ceased charging penalties on water accounts in arrears and this continued until September 30, 2020. The revenue loss is \$185,310 and remains unchanged.
6. No change. Landfill usage was down from April to June but volumes began returning to normal levels indicating that the impact from COVID-19 was not as significant as initially estimated. The projected revenue loss is \$0.
7. Most revenue from the Sask Polytech parking was lost due to the closure of secondary schools in 2020. This revenue loss is \$79,535 (previously \$79,583).
8. From mid-March to May 19 revenue at the downtown parking lots have been lost. Ticketing for parking was reinstated May 19 and the revenue loss is at \$34,747 (previously \$29,639).
9. No change. Building permit and licensing revenue was adjusted to reflect the current and estimated market conditions. This loss is \$75,000.
10. Airport usage is down and the updated projected revenue loss is \$46,952 (previously \$47,375). For 2020, revenue from aircraft landing fees was 21% below budget.

11. The property tax deadline of June 30th was extended to September 30, 2020 for impacted taxpayers by the passing of Bylaw No. 10 of 2020 on April 8, 2020. Property owners had to submit a signed declaration to the City no later than June 15, 2020 at 4:00 p.m. The signed declaration declares that the criteria of financial hardship has been met.

Property tax arrears on prior year taxes will still be charged, therefore no effect to revenue.

It is estimated that the City lost approximately \$35,940 in property tax penalty revenue from July to September.

12. Estimates regarding reduced staffing savings have been updated to \$1,019,061 (previously \$1,317,964). Savings have been reduced due to further review of actual results and the recall of employees as facilities are re-opened. The savings for the Community Services department were not as high as initially estimated.
13. Some fixed costs for recreation facilities were still incurred even with facilities being closed. This includes maintenance, electricity and some operating supplies in applicable facilities and programs. Saved operational expenses are \$636,666 (previously \$609,177). Savings have been increased based on a review of actual results to December 31, 2020.
14. No change. There was a reduction in the grant to tourism and marketing due to the tourism office closure. This is \$70,000.
15. No change. Due to the requirement for Council and Executive Committee meetings to be undertaken by teleconferencing during the emergent period of the pandemic, various additional expenses were required, such as SaskTel connection, technical services being provided and additional equipment.
16. COVID-19 has resulted in the additional supply costs for PPE, cleaning, disinfectants and shields. These costs are at \$100,000 for 2020. Administration absorbed as many of these costs as possible in order to remain on budget by reducing other expenses.
17. No change. Total cost of borrowing is estimated at \$4,745. An increase to the line of credit and a short term loan was not required due to additional funding and property taxes being paid as per usual.
18. Loss of interest revenue is estimated to be \$205,289 (previously \$194,285). Interest revenue from bank balances for 2020 dropped considerably due to the reduction of the Bank of Canada rate twice in March and once in early April. These reductions caused bank interest rates to drop reducing interest revenue.

19. Additional costs were incurred for laptops and other items that were not budgeted. These costs are \$33,069 (previously \$25,178).
20. No change. It is estimated that the additional election costs related to COVID-19 were approximately \$30,000.
21. No change. The bad debt expense related to COVID-19 for utility accounts is \$150,000. The amounts owing will not be written off with the hopes that the City can collect from the customer in the future.

FINANCIAL IMPACT UPDATE: COVID-19
 QUARTERLY SUMMARY
 DATED: DECEMBER 31, 2020

	Ref #	March - June Cost (Savings)	July - September Cost (Savings)	October - December Cost (Savings)	Total Cost (Savings)
Revenues:					
Loss of revenue at recreation centres & programs	1	\$ 886,145	\$ 455,800	\$ 715,865	\$ 2,057,810
Loss of parking ticket revenue	2	82,010	48,630	57,817	188,457
Loss of parking meter revenue	3	78,428	50,276	50,061	178,764
Loss of public transit revenue	4	82,136	31,620	47,189	160,945
Loss of Utility Fund penalty and interest revenue	5	92,655	92,655	-	185,310
Loss of Landfill fee revenue	6	66,132	(112,073)	45,941	-
Loss of parking lot revenue - Sask Polytech	7	24,840	20,473	34,222	79,535
Loss of parking lot revenue - downtown lots	8	20,238	5,731	8,778	34,747
Loss of building permit & business license revenue	9	25,050	25,050	24,900	75,000
Loss of Airport landing fee revenue	10	20,670	13,238	13,044	46,952
Loss of property tax penalty revenue	11	-	35,940	-	35,940
Net Cost (Savings) to City		\$ 1,378,304	\$ 667,339	\$ 997,816	\$ 3,043,459
Expenditures:					
Savings from reduced staffing	12	\$ (675,273)	\$ (319,192)	\$ (24,596)	\$ (1,019,061)
Saved expenses at recreation centres & programs	13	(346,264)	(86,369)	(204,033)	(636,666)
Reduced grant to Tourism & Marketing	14	-	(35,230)	(34,770)	(70,000)
Increased Council meeting costs	15	7,053	150	150	7,353
Unexpected costs/revenue Loss	16	35,000	35,000	30,000	100,000
Total cost of borrowing - tax deferral	17	-	4,745	-	4,745
Loss of Interest Revenue	18	31,734	103,608	69,948	205,289
Additional Costs (PPE, Laptops, etc.)	19	27,109	25	5,936	33,069
Election Costs	20	-	-	30,000	30,000
Bad debt expense - utilities	21	-	-	150,000	150,000
Net Cost (Savings) to City		\$ (920,642)	\$ (297,263)	\$ 22,635	\$ (1,195,270)
ESTIMATED NET COST FROM COVID-19		\$ 457,662	\$ 370,076	\$ 1,020,451	\$ 1,848,189



RPT 21-407

TITLE: Financial Impact of COVID-19 for 2021

DATE: September 2, 2021

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received and filed.

TOPIC & PURPOSE:

This report will provide an updated estimate of the COVID-19 funding shortfall as of August 30, 2021.

BACKGROUND:

The Province declared a state of emergency on March 18, 2020. As of July 11, 2021, all general or remaining restrictions previously announced in the Re-open Saskatchewan plan have been lifted.

In July 2020, the City received \$5,163,587 of Municipal Economic Enhancement Program (MEEP) funding. \$2,122,000 was used to fund capital items that were budgeted for 2020, thereby freeing up funds to cover the financial impact from the pandemic.

In September 2020, the Federal Government announced the Safe Restart Program (SRP). Prince Albert was allocated \$2,284,582.

The financial impact of COVID-19 for the year ending December 31, 2020 was \$1,848,189 as per the audited financial statements. Resulting in a COVID-19 funding carry over to 2021 of \$2,558,393.

COVID-19 FUNDING - 2020 ACTUALS	
Municipal Economic Enhancement Program (MEEP)	\$ 2,122,000
Safe Restart Program	2,284,582
Funding Available	<u>4,406,582</u>
COVID-19 Loss as of December 31, 2020	
As per Audited Financial Statements	<u>(1,848,189)</u>
COVID-19 Funding Carried over to 2021	<u>\$ 2,558,393</u>

The 2021 budget presented to Council in November 2020 had an estimated loss due to COVID-19 for 2021 of \$2,137,904 (See attachment).

During the 2021 budget deliberations Council approved the allocation of \$582,000 of COVID-19 funding for community clubs, IT infrastructure, and balancing the budget to provide citizens with a 0% budget increase.

On April 12, 2021, Council made Motion 0150 to approve \$73,371 of COVID-19 funding be allocated to the Police Albert Police Service Operating Reserve.

This resulted in a projected funding shortfall for 2021 of \$234,882.

COVID-19 FUNDING - 2021 BUDGET	
COVID-19 Funding Carried over to 2021	\$ 2,558,393
2021 Budgeted COVID-19 Loss	(2,137,904)
2021 Budgeted Allocation of COVID-19 Funding	
Community Clubs	(20,000)
IT Infrastructure	(327,000)
Balance 2021 Budget for 0% Increase	(235,000)
Allocation of COVID-19 Funding to Police	<u>(73,371)</u>
COVID-19 Budgeted Funding Shortfall	<u>\$ (234,882)</u>

PROPOSED APPROACH AND RATIONALE:

COVID-19 continues to have an impact on the City’s revenues and expenses but the effects have diminished as the Province has moved through the various phases of the Re-Open

Saskatchewan Plan. As of July 11, 2021 all restrictions have been lifted but there is the possibility of future restrictions in response to the spread of potential virus variants and the public's hesitancy to use services. If further health and safety measures are implemented, it is expected that we will see a corresponding impact on the City's revenues and expenses into 2022.

Administration has updated the COVID-19 loss for 2021 using January to June 2021 actuals and July to December 2021 projections. The updated estimate for COVID-19 losses in 2021 has decreased from \$2,137,904 (December 7, 2020) to \$2,105,014 (August 30, 2021).

<u>2021 COVID-19 LOSS TO DECEMBER 2021</u>	Actuals	Estimate	Total
	Jan-June 2021	July-Dec 2021	Estimate
	<u>Loss (Gain)</u>	<u>Loss (Gain)</u>	<u>Loss (Gain)</u>
General Fund			
Interest Revenue	\$ 108,052	178,649	286,701
Transit Revenue	110,129	106,606	216,735
Parking Lot Revenue - Downtown	21,844	11,158	33,002
Parking Lot Revenue - Sask Polytech	55,780	54,710	110,490
Parking Meter Revenue	88,398	88,438	176,836
Parking Tickets Revenue	49,462	47,441	96,903
Community Services Revenue	1,028,900	823,120	1,852,020
Community Services Operational Savings			-
Reduced Staffing	(266,956)	(213,565)	(480,521)
Reduced Utilities	(63,372)	(50,698)	(114,070)
EA Rawlinson - COVID Grant received	(103,646)	-	(103,646)
Planning & Development - Permits, licenses, other	11,405	19,159	30,564
Other Funds			-
Airport Fund - Landing fee	-	-	-
Utility Fund - Uncollectible accounts	-	-	-
Sanitation Fund	-	-	-
Land Fund	-	-	-
2021 Budgeted COVID-19 Loss	\$ 1,039,996	\$ 1,065,018	\$ 2,105,014

Therefore the funding shortfall has decreased by \$32,890 from \$234,882 to \$201,922.

	Previous Estimate	New Estimate
COVID-19 FUNDING - 2022 BUDGET		
COVID-19 Funding Carried over to 2021	\$ 2,558,393	\$ 2,558,393
2021 COVID-19 Loss Update August 30, 2021	(2,137,904)	(2,105,014)
2021 Budgeted Allocation of COVID-19 Funding		
Community Clubs	(20,000)	(20,000)
IT Infrastructure	(327,000)	(327,000)
Balance 2021 Budget for 0% Increase	(235,000)	(235,000)
Allocation of COVID-19 Funding to Police	(73,371)	(73,371)
COVID-19 Funding Shortfall	<u>\$ (234,882)</u>	<u>\$ (201,992)</u>

FINANCIAL IMPLICATIONS:

Administration will provide Council with an updated estimate of the 2021 COVID-19 loss closer to the 2022 budget deliberations. Any funding shortfalls should be budgeted in 2022 or funded from fiscal stabilization in 2021.

PUBLIC NOTICE:

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

PRESENTATION:

ATTACHMENTS:

1. Summary of Financial Impact due to COVID-19 for 2021 Budget

Written by: Cheryl Tkachuk

Approved by: Director of Financial Services & City Manager

2021 Summary of Financial Impact due to COVID-19

Presented in the General Fund Budget Binder for the December 7, 2020 Budget Committee Meeting and approved at Special Council Meeting February 1, 2021.

2021 BUDGET	
<u>2021 SUMMARY OF FINANCIAL IMPACT DUE TO COVID-19</u>	
General Fund	
Interest Revenue	\$ 278,520
Transit Revenue	243,400
Parking Lot Revenue	110,000
Parking Meter Revenue	171,000
Parking Tickets	137,000
Community Services	1,065,824
Community Services - City Hall	30,560
Planning & Development - Permits, licenses, other	74,000
Other Funds	
Airport Fund - Landing fee	27,600
Utility Fund - Uncollectible accounts	TBD
Sanitation Fund	N/A
Land Fund	N/A
2021 Budgeted COVID-19 Loss	<u>\$ 2,137,904</u>

City of Prince Albert

Council Approval - Use of Fiscal Stabilization

			Council Motion	2021 Final Spending	Carryforward to 2022
August 24, 2020 City Council Meeting	Gateway Crossing Church - Driveway Crossing	That the construction of the Crossing comply with the Crossing Bylaw No. 8 of 2019, with costs being the responsibility of The City and funded from the Fiscal Stabilization Reserve at a cost of \$19,000.	\$19,000.00	\$12,955.26	
October 13, 2020 City Council Meeting	Asset Management / Work Order Software	\$35,000 approved in the 2020 Budget in Public Works Administration - Maintenance Materials and Supplies Operating Budget for the new annual software fee; and, \$10,000 unspent and approved in the 2020 Budget in Public Works Administration - Training Services Operating Budget.	\$45,000.00	\$0.00	\$45,000.00
December 14, 2020 City Council Meeting	Council Chamber Audio Visual Solution	That Administration be authorized to purchase an Audio Video Solution for the Council Chamber at a maximum cost of \$140,000 including taxes; and, be funded from the Fiscal Stabilization.	\$140,000.00	\$111,383.20	\$28,616.80
May 3, 2021 City Council Meeting	Mayor G. Dionne – Hiring an Independent Engineer – Inspect and Report on City Bus Fleet	1. That the Management Committee be authorized to hire an independent Engineer to inspect and report back on the conditions, findings and recommendations of the City Bus Fleet; and 2. That the cost for hiring the independent Engineer be funded through Fiscal Stabilization.	\$18,000.00	\$18,479.15	
May 25, 2021 City Council Meeting	2021 Assessment Appeals	That Legal and Transcription costs of \$23,000 for support and defense of 2021 Assessment Appeal Costs for the Board of Revision be approved and funded from Fiscal Stabilization.	\$23,000.00	\$21,932.65	
June 14, 2021 City Council Meeting	2021 MEEP Audit Engagement Letter	That the Engagement Letter between The City and MNP to provide an auditor's opinion of the Municipal Interim Expenditure Report for the Municipal Economic Enhancement Program as at December 31, 2020, be approved; and That the estimated cost of \$1,780 for the Audit be funded from Fiscal Stabilization.	\$1,780.00	\$1,776.00	
June 14, 2021 City Council Meeting	Charts of Accounts Restructure	That an Agreement between The City and Central Square to provide Consulting Services at a cost of \$70,000, plus taxes, for the Chart of Accounts Restructuring Modelling, Mapping, Conversion, Testing and Integration Services, be approved and funded from Fiscal Stabilization.	\$70,000.00	\$18,383.63	\$59,516.37
June 14, 2021 City Council Meeting	Charts of Accounts Restructure	That an Agreement to provide Consulting Services at a cost of \$7,900, plus taxes, for Database Archiving, be approved and funded from Fiscal Stabilization.	\$7,900.00		

Council Approval - Use of Fiscal Stabilization

			Council Motion	2021 Final Spending	Carryforward to 2022
September 27, 2021 Management Committee Incamera Meeting	City of Prince Albert Transit - Purchase of School Buses	That 6 buses be purchased from the Saskatchewan Rivers School Division at a cost of \$3,500 per bus - total of \$21,000.	\$21,000.00	\$21,000.00	
November 2, 2021 City Council Meeting	Homelessness Action Initiative	That the City engage Dr. Chad Nilson, Social Researcher and Program Evaluator with Living Skies Centre for Social Inquiry to facilitate an Actionable Solutions Forum to support homelessness prevention and intervention efforts in the City; That funding in the amount of \$10,500 to Dr. Chad Nilson for the engagement of his services for the Homelessness Action Initiative be approved from the Fiscal Stabilization Fund.	\$10,500.00	\$10,500.00	
			\$356,180.00	\$216,409.89	\$133,133.17



RPT 22-115

TITLE: January 2021 Account Payable Payments

DATE: March 3, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the January 2022 accounts payable payments report be received as information and filed.

TOPIC & PURPOSE:

To provide a year to date list of all payments made by the City to vendors and contractors.

PROPOSED APPROACH AND RATIONALE:

Administration committed to provide Council with a list of accounts payable payments on a monthly basis (RPT# 19-42), therefore the following information is being reported to Council:

1. A list of payments made to vendors and contractors from January 1 – 31, 2022.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. January 2022 Account Payable Payments

Written by: Sahil Syal, Finance Manager

Approved by: Director of Financial Services & City Manager



Payables Payments

No.	Vendor Name	From 1/1/2022 to 1/31/2022	From Start of Year to 1/31/2022
1	PCL Construction Management Inc.	\$1,754,310.19	\$1,754,310.19
2	Cornerstone Insurance	\$802,471.94	\$802,471.94
3	Municipal Employees Pension Plan	\$629,684.08	\$629,684.08
4	Secure Energy Services Inc.	\$584,581.70	\$584,581.70
5	B & B Construction Group Inc.	\$509,546.23	\$509,546.23
6	JM Cuelenaere Library	\$355,457.00	\$355,457.00
7	SaskPower	\$342,871.69	\$342,871.69
8	Saskatchewan Public Safety Agency	\$301,363.52	\$301,363.52
9	Wheatland Builders & Concrete Ltd.	\$212,960.02	\$212,960.02
10	BBB Architects Toronto Inc	\$198,888.70	\$198,888.70
11	Group2 Architecture Engineering Inc	\$179,405.59	\$179,405.59
12	Bank of Montreal - Mastercard	\$177,738.79	\$177,738.79
13	PA Separate School Board	\$143,871.14	\$143,871.14
14	FirstCanada ULC	\$131,942.89	\$131,942.89
15	Federated Co-Operatives Ltd.	\$105,951.24	\$105,951.24
16	Community Service Centre	\$101,201.68	\$101,201.68
17	Sask Energy Inc.	\$81,078.82	\$81,078.82
18	RNF Ventures Ltd.	\$76,904.28	\$76,904.28
19	Novus Law Group	\$70,136.14	\$70,136.14
20	SPCA	\$69,067.72	\$69,067.72
21	Prince Albert Regional Economic Dev Alliance	\$66,573.50	\$66,573.50
22	Delco Automation Inc.	\$56,552.28	\$56,552.28
23	Prism Holdings Ltd.	\$53,013.52	\$53,013.52
24	Highline Electric P.A. Ltd	\$51,603.83	\$51,603.83
25	Klearwater Equip & Technologies	\$45,620.93	\$45,620.93
26	NCSWM Corporation	\$35,525.00	\$35,525.00
27	Regina Police Service	\$35,123.07	\$35,123.07
28	UniTech Office Solutions, Ltd.	\$31,011.25	\$31,011.25
29	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$30,181.03	\$30,181.03
30	City of Saskatoon	\$27,830.94	\$27,830.94
31	Thorpe Industries Ltd	\$27,081.78	\$27,081.78
32	Nicola Sherwin- Roller M.A.,C.C.C.	\$25,420.26	\$25,420.26
33	Mann Art Gallery	\$25,000.00	\$25,000.00
34	Arctic Refrigeration Inc.	\$24,782.96	\$24,782.96
35	DCG Philanthropic Services Inc	\$22,711.50	\$22,711.50
36	Crescent Heights Community Club	\$22,255.40	\$22,255.40
37	DMM Energy	\$20,216.21	\$20,216.21
38	MNP LLP	\$19,065.00	\$19,065.00
39	NSC Minerals Ltd.	\$18,776.47	\$18,776.47
40	Prince Albert Historical Society	\$17,770.00	\$17,770.00
41	Softchoice Corporation	\$17,253.60	\$17,253.60
42	Sysco Food Services	\$17,195.10	\$17,195.10
43	Hazeldell Community Club	\$16,580.00	\$16,580.00



Payables Payments

No.	Vendor Name	From 1/1/2022 to 1/31/2022	From Start of Year to 1/31/2022
44	Knotty Pine Bistro	\$16,353.98	\$16,353.98
45	Ruszkowski Enterprises Ltd	\$16,114.89	\$16,114.89
46	SaskTel	\$16,114.41	\$16,114.41
47	East Hill Community Club	\$15,030.00	\$15,030.00
48	Prince Albert Policemen's Association	\$14,997.95	\$14,997.95
49	GL Mobile Communications	\$14,366.06	\$14,366.06
50	Impact Mechanical Service Ltd.	\$14,080.85	\$14,080.85
51	Badger Meter	\$13,206.14	\$13,206.14
52	Darcy's Golf Shop Ltd.	\$12,939.29	\$12,939.29
53	Can Union of Public Employees Assoc Local 160	\$12,731.58	\$12,731.58
54	Ram Excavation	\$12,545.63	\$12,545.63
55	Maxim Transportation Services Inc.	\$12,544.13	\$12,544.13
56	101100203 Saskatchewan Ltd.o/a TLS Lawn	\$12,009.42	\$12,009.42
57	Finning International Inc.	\$11,811.01	\$11,811.01
58	Brandon Mayer	\$11,473.00	\$11,473.00
59	Borysiuk Contracting Inc.	\$11,345.25	\$11,345.25
60	FireHouse Training	\$11,250.00	\$11,250.00
61	Prince Albert Mobile Crisis Unit	\$10,900.00	\$10,900.00
62	Prince Albert Golf & Curling Club	\$10,833.34	\$10,833.34
63	AECOM Canada Ltd.	\$10,079.22	\$10,079.22
64	Indoc Crane Services Ltd	\$8,688.19	\$8,688.19
65	Meridian Surveys Ltd.	\$8,557.50	\$8,557.50
66	University of Regina	\$8,523.00	\$8,523.00
67	Evolution AV Ltd.	\$8,505.89	\$8,505.89
68	Questica Software Inc.	\$8,400.00	\$8,400.00
69	Prince Albert Firefighter's Association Local 510	\$8,222.28	\$8,222.28
70	ADB Safegate Canada Inc	\$7,999.64	\$7,999.64
71	SRNet Inc.	\$7,875.00	\$7,875.00
72	Brenntag Canada Inc	\$7,509.10	\$7,509.10
73	SaskTel CMR	\$7,311.35	\$7,311.35
74	Precision Electro Mechanical	\$7,006.42	\$7,006.42
75	Arts Management Systems	\$6,609.75	\$6,609.75
76	Kleen-Bee (P.A.)	\$6,440.72	\$6,440.72
77	Avia NG Inc.	\$6,296.85	\$6,296.85
78	PA Arts Board	\$6,250.00	\$6,250.00
79	First General Services (PA) Ltd.	\$6,237.22	\$6,237.22
80	Can Union of Public Employees Assoc Local 882	\$5,983.62	\$5,983.62
81	CDW Canada Inc	\$5,695.12	\$5,695.12
82	Shred-it International ULC	\$5,669.14	\$5,669.14
83	Daytech Limited	\$5,605.50	\$5,605.50
84	IBM Canada Ltd.	\$5,331.33	\$5,331.33
85	Canadian Imperial Bank of Commerce	\$5,221.68	\$5,221.68
86	Acklands Ltd.	\$5,215.82	\$5,215.82



Payables Payments

No.	Vendor Name	From 1/1/2022 to 1/31/2022	From Start of Year to 1/31/2022
87	Saskatoon Boiler Mfg. Co. Ltd.	\$5,183.34	\$5,183.34
88	Mikkelsen-Coward & Co Ltd.	\$5,126.73	\$5,126.73
89	Auto Rescue Towing	\$4,768.99	\$4,768.99
90	Halliday's Trucking	\$4,459.88	\$4,459.88
91	Prince Albert Beverages	\$4,318.66	\$4,318.66
92	Ministry of Corrections and Policing	\$4,277.80	\$4,277.80
93	Comairco Equipment Ltd.	\$4,199.25	\$4,199.25
94	Veolia Water Solutions Canada	\$4,153.93	\$4,153.93
95	Harlan Fairbanks	\$4,111.88	\$4,111.88
96	Share	\$4,029.60	\$4,029.60
97	Dresswell Dry Cleaners (2013) Ltd	\$3,954.94	\$3,954.94
98	Integra Construction Ltd	\$3,827.28	\$3,827.28
99	Margaret Morgan	\$3,522.60	\$3,522.60
100	WD Industrial Group	\$3,442.95	\$3,442.95
101	Gallus Golf LLC	\$3,279.56	\$3,279.56
102	Van Houtte Coffee Services Inc	\$3,089.60	\$3,089.60
103	Purolator Courier Ltd.	\$3,083.84	\$3,083.84
104	East End Community Club	\$3,043.25	\$3,043.25
105	Absolute Fire Protection	\$2,860.67	\$2,860.67
106	Lake Country Co-operative Ltd.	\$2,854.98	\$2,854.98
107	Eecol Electric (Sask) Ltd.	\$2,632.40	\$2,632.40
108	K & D Equipment Services	\$2,575.13	\$2,575.13
109	Superior Propane Ltd	\$2,464.90	\$2,464.90
110	ALS Environmental	\$2,389.89	\$2,389.89
111	gtechna Mobile Enforcement Solutions	\$2,353.20	\$2,353.20
112	Superior Truck Equipment Inc./North America	\$2,335.88	\$2,335.88
113	My Place Catering	\$2,213.35	\$2,213.35
114	Nicole A Sawchuk Barrister and Solicitor	\$2,182.17	\$2,182.17
115	Honda Canada Finance Inc	\$2,177.94	\$2,177.94
116	Technology Professionals Saskatchewan	\$2,120.00	\$2,120.00
117	A1 Locksmithing	\$2,100.12	\$2,100.12
118	Dove Holdings Inc	\$2,100.00	\$2,100.00
119	SOS Children's Safety Magazine	\$2,016.00	\$2,016.00
120	Lexcom Systems Group Inc.	\$1,942.50	\$1,942.50
121	AED Advantage	\$1,893.11	\$1,893.11
122	Comprehensive Chemical & Water Treatment Inc.	\$1,823.00	\$1,823.00
123	Complete Distribution Services	\$1,801.89	\$1,801.89
124	Receiver General of Canada	\$1,720.00	\$1,720.00
125	Prince Albert Rent A Car	\$1,665.00	\$1,665.00
126	Prairie Meats	\$1,621.60	\$1,621.60
127	Lite-Way Electric Ltd.	\$1,597.11	\$1,597.11
128	Select Entertainment	\$1,535.63	\$1,535.63
129	P A Fast Print Inc.	\$1,505.16	\$1,505.16



Payables Payments

No.	Vendor Name	From 1/1/2022 to 1/31/2022	From Start of Year to 1/31/2022
130	Tyrone Enterprises Inc	\$1,443.76	\$1,443.76
131	Troy Life & Fire Safety Ltd	\$1,438.50	\$1,438.50
132	TG Graphics SM Inc.	\$1,411.92	\$1,411.92
133	Needham Promotions Inc	\$1,276.50	\$1,276.50
134	Greenland Waste Disposal Ltd.	\$1,226.27	\$1,226.27
135	BIOMED Recovery & Disposal	\$1,218.04	\$1,218.04
136	Uline Canada Corporation	\$1,195.60	\$1,195.60
137	Dee-Jacks Custom Metal and Welding	\$1,185.92	\$1,185.92
138	ESRI Canada	\$1,132.20	\$1,132.20
139	D.F.G. Management Ltd.	\$1,122.52	\$1,122.52
140	Shoppers Drug Mart - JASH RX Enterprises Ltd.	\$1,115.86	\$1,115.86
141	Overhead Door of Prince Albert Ltd.	\$1,102.24	\$1,102.24
142	Information Services Corporation	\$1,097.68	\$1,097.68
143	Mr Plumber	\$1,089.88	\$1,089.88
144	Folio Jumpline Publishing Inc.	\$1,080.49	\$1,080.49
145	Gregg Distributors	\$1,080.49	\$1,080.49
146	Saskatchewan Assessment Appraisers Association	\$1,050.00	\$1,050.00
147	GardaWorld Cash Services Canada Corp	\$1,025.55	\$1,025.55
148	Caseware International Inc.	\$1,023.75	\$1,023.75
149	Parkland Emergency Medical Services	\$1,008.00	\$1,008.00
150	C & C Accounting Services	\$1,000.00	\$1,000.00
151	Fresh Air Experience	\$1,000.00	\$1,000.00
152	Relan Meeks	\$1,000.00	\$1,000.00
153	P.A. Auto Body (1983) Ltd.	\$966.32	\$966.32
154	Fastenal	\$963.54	\$963.54
155	HBI Brennan Office Plus Inc.	\$952.46	\$952.46
156	Clear View Glass Ltd.	\$951.98	\$951.98
157	CentralSquare Canada Software Inc.	\$945.00	\$945.00
158	CSIpix / iSYS - Intelligent System Solutions Corp	\$926.17	\$926.17
159	Tenco Inc	\$919.46	\$919.46
160	Asiil Enterprises Ltd.	\$872.35	\$872.35
161	ISL Engineering and Land Services Ltd.	\$856.80	\$856.80
162	Konica Minolta Business Solutions Canada Ltd.	\$799.19	\$799.19
163	Town of Rosthern	\$791.66	\$791.66
164	Town of Duck Lake	\$791.66	\$791.66
165	Town of Shellbrook	\$791.66	\$791.66
166	Rebecca Strong	\$750.00	\$750.00
167	Canadian Linen and Uniform Service	\$727.34	\$727.34
168	B A Robinson Co. Ltd.	\$726.36	\$726.36
169	626963 Saskatchewan Ltd. (Portable Bore Welding & Line Boring)	\$717.00	\$717.00
170	Fire Fighters Entertainment Fund	\$705.00	\$705.00
171	RCMP	\$675.00	\$675.00
172	DMC Cleaning Inc.	\$628.81	\$628.81



Payables Payments

No.	Vendor Name	From 1/1/2022 to 1/31/2022	From Start of Year to 1/31/2022
173	Jay's Transportation Group Ltd.	\$627.98	\$627.98
174	Vermette Wood Preservers Ltd.	\$619.50	\$619.50
175	Lifesaving Society - SK Branch	\$611.50	\$611.50
176	Jen's Book-Keeping Services	\$610.50	\$610.50
177	CGI Information Systems & Mgt Consultants Inc	\$601.25	\$601.25
178	Regional Community Airports of Canada	\$600.00	\$600.00
179	Secure Choice Moving & Storage	\$591.00	\$591.00
180	Tree Pottery Supply Ltd	\$586.74	\$586.74
181	Cindy Gallegos	\$585.00	\$585.00
182	Lannie Mugleston	\$560.00	\$560.00
183	Old Dutch Foods Ltd.	\$554.99	\$554.99
184	101185387 Saskatchewan Ltd (Nexcash ATM Solutions)	\$543.50	\$543.50
185	CTV Television Inc.	\$529.20	\$529.20
186	Saskatchewan Polytechnic-Prince Albert Campus	\$524.34	\$524.34
187	Adnet Agency	\$519.75	\$519.75
188	Vipond Inc.	\$516.15	\$516.15
189	Suzanne Stubbs	\$510.00	\$510.00
190	Economic Developers Association of Canada	\$503.29	\$503.29
191	Cole Assman	\$500.00	\$500.00
192	Randy Mihilewicz	\$500.00	\$500.00
193	West Flat Citizens Group Inc.	\$500.00	\$500.00
194	EcOzone Water Solutions	\$487.08	\$487.08
195	Allyson James-Loth	\$450.00	\$450.00
196	Econo Lumber	\$441.51	\$441.51
197	Napa Auto Parts	\$428.83	\$428.83
198	Reed Security Group	\$422.80	\$422.80
199	Zirkia Grobler	\$420.00	\$420.00
200	PyroCom Fire and Safety Equipment	\$420.00	\$420.00
201	Percy H. Davis Limited	\$410.78	\$410.78
202	Murrays Appliance Service	\$402.93	\$402.93
203	Ecole St. Mary High School	\$400.00	\$400.00
204	Zachary Kerr	\$400.00	\$400.00
205	Josh Rohs	\$400.00	\$400.00
206	Brock Skomorowski	\$400.00	\$400.00
207	Stephen Williams	\$400.00	\$400.00
208	Manitoulin Transport Inc.	\$388.17	\$388.17
209	Sutherland Automotive	\$384.16	\$384.16
210	Lynette Natomagan	\$382.95	\$382.95
211	Redhead Equipment Ltd.	\$378.64	\$378.64
212	ITS Occupational Health Services	\$375.90	\$375.90
213	UBU Photos	\$360.00	\$360.00
214	Bureau Veritas Canada (2019) Inc.	\$357.00	\$357.00
215	Charlene Bernard	\$343.57	\$343.57



Payables Payments

No.	Vendor Name	From 1/1/2022 to 1/31/2022	From Start of Year to 1/31/2022
216	Action Printing Company Ltd.	\$333.56	\$333.56
217	International Association of Airport Executive Canada	\$325.50	\$325.50
218	ESTI Consulting Services	\$310.80	\$310.80
219	Loraas Disposal North Ltd	\$306.37	\$306.37
220	Bruce Gibson	\$305.25	\$305.25
221	Windsor Plywood	\$305.20	\$305.20
222	Jordan Balicki	\$300.00	\$300.00
223	LJ Tyson	\$300.00	\$300.00
224	ClaimsPro Inc.	\$280.00	\$280.00
225	B & P Water Shop Inc	\$276.00	\$276.00
226	TK Elevator (Canada) Ltd.	\$273.32	\$273.32
227	Gloria Bell	\$260.00	\$260.00
228	North Star Trophies & Screen Printing	\$257.76	\$257.76
229	Shaw Cable	\$256.31	\$256.31
230	Wholesale Club	\$250.80	\$250.80
231	Coldest Night of the Year	\$250.00	\$250.00
232	Adin Dereniwski	\$250.00	\$250.00
233	Mansoor Iqbal	\$250.00	\$250.00
234	Prince Albert Music Festival Association	\$250.00	\$250.00
235	Toshiba Business Solutions	\$243.35	\$243.35
236	P A Express Ltd.	\$233.73	\$233.73
237	Prince Albert Photocopier Ltd.	\$220.89	\$220.89
238	Shelly Bird	\$210.00	\$210.00
239	Emco Corporation	\$203.47	\$203.47
240	City Hall Social Club	\$203.00	\$203.00
241	Wahpeton Dakota Nation	\$200.00	\$200.00
242	Raylene Melnyk	\$190.00	\$190.00
243	NexGen Mechanical Inc.	\$188.70	\$188.70
244	Saunders Electric Ltd.	\$185.68	\$185.68
245	Richard Curtis	\$183.15	\$183.15
246	Fort Garry Industries Ltd.	\$182.16	\$182.16
247	Source For Sports	\$180.10	\$180.10
248	Vicki Gauthier	\$180.00	\$180.00
249	IFIDS	\$175.42	\$175.42
250	Puetz Enterprises Ltd.	\$174.66	\$174.66
251	Prince Albert Chamber of Commerce	\$162.75	\$162.75
252	P A Janitorial Services 1983	\$159.84	\$159.84
253	Mr J's Maintenance Ltd.	\$153.18	\$153.18
254	Oak Creek Golf & Turf Inc.	\$146.34	\$146.34
255	Bendig & Klassen Law Firm	\$135.56	\$135.56
256	ALSCO Canada Corp - Saskatoon	\$130.95	\$130.95
257	Glenmor Equipment LP	\$116.37	\$116.37
258	PA Markit Signs Ltd.	\$111.00	\$111.00



Payables Payments

No.	Vendor Name	From 1/1/2022 to 1/31/2022	From Start of Year to 1/31/2022
259	Kerri MacLeod	\$105.00	\$105.00
260	West Hill Medical Clinic	\$105.00	\$105.00
261	Lawson Products Inc	\$101.94	\$101.94
262	API Alarms Inc.	\$100.00	\$100.00
263	Christopherson's Industrial Supplies	\$99.12	\$99.12
264	Jump.ca	\$89.88	\$89.88
265	Infosat Communications Inc.	\$89.44	\$89.44
266	Inland Kenworth Partnership	\$84.93	\$84.93
267	Fast Stamps	\$77.70	\$77.70
268	Canadian Police Chaplain Association	\$75.00	\$75.00
269	Ann- Marie Chokani	\$75.00	\$75.00
270	Secur Tek	\$74.38	\$74.38
271	Brycen Brule	\$72.00	\$72.00
272	Aiden Edwards	\$72.00	\$72.00
273	Jordon Gabriel-Cannon	\$72.00	\$72.00
274	T.J.s Pizza	\$55.88	\$55.88
275	Jesse Campbell	\$52.50	\$52.50
276	WCLP-SCS Prince Albert	\$51.14	\$51.14
277	Warren's Parcel Express Inc.	\$48.91	\$48.91
278	Crown Vacuum Sales & Service	\$48.77	\$48.77
279	Dana Strauss	\$41.67	\$41.67
280	Nicole Ferchuk	\$40.00	\$40.00
281	Morgan Burns	\$36.00	\$36.00
282	Bonnie Bailey	\$35.51	\$35.51
283	Sherry Ouellette	\$35.00	\$35.00
284	Professional Audio Visual Ltd.	\$35.00	\$35.00
285	Anderson Motors Ltd.	\$27.53	\$27.53
286	Shelly Linger	\$25.00	\$25.00
287	Zoom Canada	\$22.20	\$22.20
288	Bell Canada	\$16.41	\$16.41
289	Google	\$13.27	\$13.27
290	Princess Auto	\$13.06	\$13.06
291	Spotify	\$11.09	\$11.09
Total:		\$8,155,659.41	\$8,155,659.41



RPT 22-151

TITLE: February 2022 Account Payable Payments

DATE: March 31, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the February 2022 accounts payable payments report be received as information and filed.

TOPIC & PURPOSE:

To provide a year to date list of all payments made by the City to vendors and contractors.

PROPOSED APPROACH AND RATIONALE:

Administration committed to provide Council with a list of accounts payable payments on a monthly basis (RPT# 19-42), therefore the following information is being reported to Council:

1. A list of payments made to vendors and contractors from February 1 – 28, 2022.
2. A list of payments made to vendors and contractors from January 1 – February 28, 2022.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. February 2022 Account Payable Payments

Written by: Sahil Syal, Finance Manager

Approved by: Director of Financial Services & City Manager

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
1	Municipal Employees Pension Plan	\$625,742.18	\$1,255,426.26
2	PCL Construction Management Inc.	\$566,896.09	\$2,321,206.28
3	PA Separate School Board	\$432,176.53	\$576,047.67
4	SaskPower	\$275,261.12	\$618,132.81
5	Bank of Montreal - Mastercard	\$226,026.39	\$403,765.18
6	AECOM Canada Ltd.	\$200,039.48	\$210,118.70
7	Versaterm Public Safety Inc	\$196,511.70	\$196,511.70
8	Sask Energy Inc.	\$125,712.37	\$206,791.19
9	Federated Co-Operatives Ltd.	\$121,510.57	\$227,461.81
10	BBB Architects Toronto Inc	\$116,018.40	\$314,907.10
11	FirstCanada ULC	\$100,113.65	\$232,056.54
12	Group2 Architecture Engineering Inc	\$87,125.95	\$266,531.54
13	Earth Drilling	\$71,565.78	\$71,565.78
14	Xylem Canada Company	\$56,423.03	\$56,423.03
15	Cornerstone Insurance	\$51,946.36	\$902,617.60
16	RNF Ventures Ltd.	\$41,979.33	\$118,883.61
17	Tetra Tech Canada Inc	\$41,092.32	\$41,092.32
18	ESRI Canada	\$37,109.52	\$38,241.72
19	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$35,795.69	\$65,976.72
20	Sask Urban Municipalities Assoc (SUMA)	\$28,016.40	\$28,016.40
21	Ruszkowski Enterprises Ltd	\$26,235.40	\$42,350.29
22	101100203 Saskatchewan Ltd.o/a TLS Lawn	\$21,695.65	\$33,705.07
23	Brandt Tractor Ltd.	\$20,037.62	\$20,037.62
24	Midtown Community Club	\$19,950.00	\$19,950.00
25	Saskatchewan Public Safety Agency	\$18,392.72	\$319,756.24
26	Sigma Safety Corp.	\$18,108.62	\$18,108.62
27	Ram Excavation	\$17,321.85	\$29,867.48
28	Boulevard Real Estate Equities Ltd	\$14,986.33	\$14,986.33
29	Prince Albert Policemen's Association	\$14,856.93	\$29,854.88
30	Novus Law Group	\$14,171.00	\$84,307.14
31	Receiver General of Canada	\$13,672.25	\$15,392.25
32	Asiil Enterprises Ltd.	\$12,895.86	\$13,768.21
33	101290873 Saskatchewan Ltd. (Nathan Stregger-ski hill contractor)	\$12,810.05	\$12,810.05
34	Can Union of Public Employees Assoc Local 160	\$12,165.22	\$24,896.80
35	DMM Energy	\$11,904.25	\$32,120.46
36	TD Canada Trust	\$11,589.94	\$11,589.94
37	Prince Albert Police Association	\$11,029.60	\$11,029.60
38	United Chemical Limited	\$10,145.27	\$10,145.27
39	CDW Canada Inc	\$9,590.99	\$15,286.11
40	Univar Canada	\$9,353.05	\$9,353.05
41	CentralSquare Canada Software Inc.	\$8,859.37	\$9,804.37
42	Maxim Transportation Services Inc.	\$8,481.74	\$23,324.89
43	Auto Rescue Towing	\$8,375.89	\$13,144.88

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
44	SaskTel	\$8,306.89	\$25,468.85
45	Federation of Canadian Municipalities	\$8,266.12	\$8,266.12
46	Prince Albert Firefighter's Association Local 510	\$8,198.96	\$16,421.24
47	Sysco Food Services	\$7,659.73	\$24,854.83
48	GL Mobile Communications	\$7,439.09	\$21,805.15
49	Kleen-Bee (P.A.)	\$7,310.51	\$13,866.14
50	Acklands Ltd.	\$7,003.82	\$12,689.76
51	eSolutions Group Limited	\$6,615.00	\$6,615.00
52	SaskTel CMR	\$6,602.12	\$14,563.11
53	Richard Pytlak	\$6,549.00	\$6,549.00
54	Can Union of Public Employees Assoc Local 882	\$6,387.81	\$12,371.43
55	M D Charlton Co. Ltd.	\$6,378.26	\$6,378.26
56	CP Distributors Ltd.	\$6,221.55	\$6,221.55
57	Thorpe Bros. Ltd.	\$6,069.62	\$7,491.78
58	Favored Nations Touring Inc	\$6,050.00	\$6,050.00
59	Paul Clemens	\$5,994.00	\$5,994.00
60	Mera Development Corp.	\$5,952.38	\$5,952.38
61	Oak Creek Golf & Turf Inc.	\$5,903.83	\$6,050.17
62	Halliday's Trucking	\$5,880.00	\$10,339.88
63	Fer-Marc Equipment Ltd.	\$5,783.52	\$8,995.37
64	BCL Engineering Ltd.	\$5,620.39	\$5,620.39
65	HBI Brennan Office Plus Inc.	\$4,970.26	\$19,120.69
66	Tash's Flooring Outlet	\$4,783.29	\$4,783.29
67	Prince Albert Female Hockey Tournament	\$4,500.00	\$4,500.00
68	Hazeldell Community Club	\$4,451.00	\$21,031.00
69	Mequipco Ltd.	\$4,363.41	\$4,363.41
70	Arctic Refrigeration Inc.	\$4,255.86	\$29,038.82
71	Shercom Industries Inc	\$4,246.59	\$4,246.59
72	Rocky Mountain Phoenix	\$4,242.98	\$4,790.77
73	Nemco Resources Ltd.	\$4,211.02	\$4,211.02
74	Aqua Data Atlantic	\$4,034.85	\$4,034.85
75	Impact Mechanical Service Ltd.	\$3,961.53	\$18,042.38
76	East End Community Club	\$3,885.98	\$6,929.23
77	Greenland Waste Disposal Ltd.	\$3,834.40	\$5,060.67
78	Capstone Community Marketing	\$3,822.94	\$3,822.94
79	Pete's Mobile Mechanical Service	\$3,802.20	\$3,802.20
80	Crescent Acres Community Club	\$3,768.40	\$3,768.40
81	Carlton Park Community Club	\$3,715.00	\$3,715.00
82	Brent Pillipow	\$3,565.80	\$3,565.80
83	Lexcom Systems Group Inc.	\$3,225.95	\$5,168.45
84	Christopherson's Industrial Supplies	\$3,081.32	\$6,830.51
85	Stantec Consulting Ltd.	\$2,988.73	\$2,988.73
86	PR Septic Services 1997 Ltd.	\$2,937.45	\$2,937.45

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
87	CRL Engineering Ltd.	\$2,771.67	\$2,771.67
88	Eecol Electric (Sask) Ltd.	\$2,736.04	\$12,321.89
89	Wood Environment & Infrastructure Solutions	\$2,728.86	\$2,728.86
90	Canadian Imperial Bank of Commerce	\$2,618.64	\$7,840.32
91	Overhead Door of Prince Albert Ltd.	\$2,498.28	\$3,600.52
92	Levitt Safety Limited	\$2,406.48	\$2,406.48
93	Clear Water Controls Inc	\$2,390.43	\$3,090.76
94	K & D Equipment Services	\$2,362.50	\$4,937.63
95	Adcom Solutions	\$2,347.65	\$2,347.65
96	Homewood Health Inc.	\$2,310.00	\$2,310.00
97	Puetz Enterprises Ltd.	\$2,308.12	\$2,482.78
98	Klearwater Equip & Technologies	\$2,295.30	\$47,916.23
99	Emco Corporation	\$2,177.82	\$2,381.29
100	Purolator Courier Ltd.	\$2,034.24	\$5,118.08
101	ALS Environmental	\$1,999.41	\$4,389.30
102	Complete Distribution Services	\$1,983.40	\$3,785.29
103	TK Elevator (Canada) Ltd.	\$1,977.18	\$2,250.50
104	Cole-Parmer Instrument Co.	\$1,959.93	\$1,959.93
105	Softchoice Corporation	\$1,926.61	\$19,180.21
106	Westcrest Embroidery Corp	\$1,907.54	\$1,907.54
107	Superior Propane Ltd	\$1,873.38	\$4,338.28
108	Sutherland Automotive	\$1,810.95	\$7,019.63
109	Nicole A Sawchuk Barrister and Solicitor	\$1,768.43	\$3,950.60
110	Lawson Products Inc	\$1,725.74	\$1,827.68
111	Davtech Analytical Services (Canada) Inc.	\$1,724.15	\$1,724.15
112	Carfinco Inc.	\$1,663.50	\$1,663.50
113	Rideau Recognition Solutions Inc.	\$1,585.50	\$1,585.50
114	The Welding Shop	\$1,570.15	\$1,570.15
115	Dr. Lindsay Robertson	\$1,530.00	\$1,530.00
116	Prince Albert Beverages	\$1,442.14	\$5,760.80
117	Johnson Controls Ltd.	\$1,340.66	\$1,340.66
118	Prairie Meats	\$1,297.28	\$2,918.88
119	Pro-Tech Alarm System Services	\$1,292.55	\$1,292.55
120	Van Houtte Coffee Services Inc	\$1,271.58	\$4,361.18
121	Paulsen & Son Excavating Ltd.	\$1,246.88	\$1,246.88
122	Big Drum Media	\$1,239.43	\$1,239.43
123	Cludo Inc	\$1,220.00	\$1,220.00
124	The Municipal Information Network	\$1,212.75	\$1,212.75
125	Madsen Fence Ltd.	\$1,148.85	\$1,148.85
126	Canadian Institute of Planners	\$1,114.78	\$1,114.78
127	My Place Catering	\$1,113.13	\$3,763.05
128	Chartered Professional Accountants of Alberta	\$1,092.00	\$1,092.00
129	Clark's Supply & Service Ltd.	\$1,056.41	\$1,095.40

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
130	United Rentals of Canada Inc	\$1,046.00	\$1,414.40
131	GardaWorld Cash Services Canada Corp	\$1,033.32	\$2,058.87
132	Amazon.ca	\$1,015.37	\$3,273.17
133	Finning International Inc.	\$1,010.87	\$12,821.88
134	C & C Accounting Services	\$1,000.00	\$2,000.00
135	Full Line Electric and General Contracting	\$999.00	\$999.00
136	UniTech Office Solutions, Ltd.	\$990.86	\$32,002.11
137	Prince Albert Regional Economic Dev Alliance	\$977.03	\$67,550.53
138	Lake Country Co-operative Ltd.	\$955.07	\$4,530.82
139	Canadian Linen and Uniform Service	\$937.10	\$1,664.44
140	Information Services Corporation	\$905.49	\$2,003.17
141	Folio Jumpline Publishing Inc.	\$892.50	\$2,160.98
142	Entandem Inc	\$888.43	\$1,480.33
143	Mikkelsen-Coward & Co Ltd.	\$883.56	\$6,010.29
144	Prince Albert Photocopier Ltd.	\$883.56	\$1,104.45
145	Mr J's Maintenance Ltd.	\$880.79	\$1,033.97
146	P A Fast Print Inc.	\$865.80	\$2,370.96
147	Tyrone Enterprises Inc	\$861.00	\$2,304.76
148	OTIS Canada Inc	\$829.31	\$829.31
149	First General Services (PA) Ltd.	\$828.65	\$7,065.87
150	Shred-it International ULC	\$824.24	\$6,493.38
151	High Risk Course	\$800.00	\$800.00
152	Konica Minolta Business Solutions Canada Ltd.	\$791.05	\$1,590.24
153	Fire Fighters Entertainment Fund	\$735.00	\$1,440.00
154	DD West LLP	\$732.60	\$732.60
155	Honda Canada Finance Inc	\$725.98	\$2,903.92
156	Adrian Vermette	\$722.55	\$722.55
157	Percy H. Davis Limited	\$719.76	\$1,130.54
158	PA Markit Signs Ltd.	\$716.73	\$1,224.84
159	Suzanne Stubbs	\$695.00	\$1,205.00
160	Toshiba Business Solutions	\$675.04	\$918.39
161	CTV Television Inc.	\$661.50	\$1,190.70
162	NexGen Mechanical Inc.	\$660.45	\$849.15
163	CGI Information Systems & Mgt Consultants Inc	\$601.25	\$1,202.50
164	Community Service Centre	\$600.00	\$101,801.68
165	Pineland Metal Products Inc.	\$584.75	\$584.75
166	Mark's Work Wearhouse	\$577.18	\$1,591.67
167	Saunders Electric Ltd.	\$573.31	\$758.99
168	Tenco Inc	\$564.48	\$1,483.94
169	Prince Albert Alarm Systems Ltd	\$555.00	\$555.00
170	Gregg Distributors	\$538.26	\$1,618.75
171	Dmyterko Enterprises Ltd.	\$532.35	\$532.35
172	Pattison Media Ltd	\$530.46	\$530.46

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
173	Cindy Gallegos	\$530.00	\$1,115.00
174	North Sask Victim Services Inc.	\$525.00	\$525.00
175	Action Printing Company Ltd.	\$520.48	\$1,052.73
176	West Flat Citizens Group Inc.	\$500.00	\$1,000.00
177	Gloria Bell	\$500.00	\$760.00
178	Alberta Airports Management Association	\$500.00	\$500.00
179	City of Red Deer	\$500.00	\$500.00
180	Prince Albert Model Forest Association Inc	\$500.00	\$500.00
181	Latent Forensic Services Inc.	\$466.70	\$889.60
182	Stacey Friesen	\$451.08	\$451.08
183	Lannie Muggleston	\$440.00	\$1,000.00
184	Anderson Pump House Ltd.	\$438.66	\$5,904.01
185	Redhead Equipment Ltd.	\$426.50	\$4,265.46
186	Reed Security Group	\$418.42	\$841.22
187	B & P Water Shop Inc	\$406.40	\$682.40
188	MSC Industrial Supply ULC	\$397.72	\$2,743.40
189	AED Advantage	\$394.15	\$2,287.26
190	Shaw Cable	\$393.68	\$649.99
191	Ruth Griffiths	\$360.00	\$360.00
192	Bureau Veritas Canada (2019) Inc.	\$357.00	\$714.00
193	Napa Auto Parts	\$353.43	\$1,708.02
194	North Star Trophies & Screen Printing	\$351.87	\$789.45
195	Tree Pottery Supply Ltd	\$349.07	\$935.81
196	ALSCO Canada Corp - Saskatoon	\$339.68	\$470.63
197	Murrays Appliance Service	\$323.01	\$725.94
198	Loraas Disposal North Ltd	\$306.37	\$612.74
199	Joe Johnson Equipment Inc	\$300.53	\$300.53
200	Zirkia Grobler	\$290.00	\$710.00
201	Ken Kuzniar	\$289.80	\$289.80
202	Old Dutch Foods Ltd.	\$282.24	\$837.23
203	Commercial Aquatic Supplies	\$281.51	\$281.51
204	Raylene Melnyk	\$280.00	\$470.00
205	Flaman Fitness	\$266.36	\$266.36
206	Christie Lites Sales	\$263.02	\$263.02
207	Carrie Ikert	\$262.50	\$262.50
208	Dee-Jacks Custom Metal and Welding	\$261.72	\$1,447.64
209	Make a Wish Canada	\$250.00	\$250.00
210	Pamela Nelson	\$250.00	\$250.00
211	Jackie Packet	\$250.00	\$250.00
212	Saskatchewan Building Officials Association	\$240.00	\$240.00
213	Jump.ca	\$234.19	\$346.53
214	Crestline Coach Ltd.	\$234.05	\$234.05
215	P A Express Ltd.	\$224.91	\$458.64

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
216	Name Tag Wizard	\$218.73	\$218.73
217	A1 Locksmithing	\$213.12	\$2,313.24
218	Superior Truck Equipment Inc./North America	\$212.42	\$2,548.30
219	Kerri MacLeod	\$210.00	\$315.00
220	Global Industrial Canada	\$208.45	\$208.45
221	Funky Fresh Bistro	\$205.12	\$205.12
222	Everguard Fire Safety	\$205.08	\$205.08
223	Lauren Lohneis	\$200.00	\$200.00
224	Stephanie Lokinger	\$200.00	\$200.00
225	Saskatchewan Forestry Association	\$200.00	\$200.00
226	City Hall Social Club	\$199.00	\$402.00
227	Tru North RV, Auto & Marine	\$194.25	\$402.93
228	Vicki Gauthier	\$180.00	\$360.00
229	Canadian Tire	\$178.64	\$1,809.98
230	IFIDS	\$175.42	\$350.84
231	One Stop Auto Care and Carpet Cleaning	\$175.00	\$175.00
232	Metis Central Region 2 Council Inc	\$166.00	\$166.00
233	P A Janitorial Services 1983	\$159.84	\$319.68
234	East Hill Esso	\$154.56	\$154.56
235	Canoe Procurement Group of Canada	\$153.46	\$153.46
236	API Alarms Inc.	\$150.00	\$250.00
237	Ralph Boychuk	\$150.00	\$150.00
238	Dan Christakos	\$150.00	\$150.00
239	Wendy Lloyd	\$146.47	\$146.47
240	Sask Auto Fund	\$134.00	\$134.00
241	City of Saskatoon	\$130.00	\$27,960.94
242	Princess Auto	\$127.60	\$1,702.55
243	Google	\$121.50	\$134.77
244	Joel Mihilewicz	\$120.00	\$120.00
245	Production Lighting Ltd	\$118.13	\$148.14
246	Shelly Linger	\$100.00	\$125.00
247	Parkland Ambulance Care Ltd.	\$100.00	\$100.00
248	Quizno's Sub	\$100.00	\$100.00
249	Aquifer Group of Companies	\$96.91	\$96.91
250	Image Computer Services	\$94.35	\$94.35
251	Infosat Communications Inc.	\$89.44	\$178.88
252	Glenmor Equipment LP	\$87.14	\$866.24
253	Belinda Bratvold	\$84.00	\$84.00
254	Dulux Paints	\$80.61	\$80.61
255	Cheryl Ring	\$80.00	\$80.00
256	Cherise Arnesen	\$75.00	\$75.00
257	Aiden Edwards	\$72.00	\$144.00
258	Morgan Burns	\$72.00	\$108.00

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
259	Shoppers Drug Mart - JASH RX Enterprises Ltd.	\$62.83	\$10,775.93
260	J.A. Larue Inc.	\$57.33	\$1,708.40
261	Karstin Mitchell	\$45.00	\$45.00
262	Peerless Engineering Sales Ltd.	\$44.74	\$3,577.29
263	Bonnie Bailey	\$42.59	\$78.10
264	Sherry LaFaver	\$40.00	\$40.00
265	Secur Tek	\$36.08	\$110.46
266	Brycen Brule	\$36.00	\$108.00
267	Jordon Gabriel-Cannon	\$36.00	\$108.00
268	Rona Inc. - Prince Albert	\$34.26	\$2,656.81
269	Elly Mitchell	\$30.00	\$30.00
270	OK Tire & Auto Service	\$26.98	\$4,180.78
271	Charles Repair & Service Co. Ltd.	\$26.25	\$209.88
272	Zoom Canada	\$22.20	\$133.20
273	City of Prince Albert	\$20.00	\$25.00
274	Bell Canada	\$16.41	\$32.82
275	Spotify	\$11.09	\$22.18
276	Success Office Systems Inc	\$10.02	\$10.02
277	Canada Post Corporation	\$6.24	\$972.24
278	Dollarama	\$3.89	\$21.94
279	Secure Energy Services Inc.		\$584,581.70
280	B & B Construction Group Inc.		\$509,546.23
281	JM Cuelenaere Library		\$355,457.00
282	Wheatland Builders & Concrete Ltd.		\$212,960.02
283	SPCA		\$69,067.72
284	Delco Automation Inc.		\$56,552.28
285	Prism Holdings Ltd.		\$53,013.52
286	Highline Electric P.A. Ltd		\$51,603.83
287	NCSWM Corporation		\$35,525.00
288	Regina Police Service		\$35,123.07
289	Thorpe Industries Ltd		\$27,081.78
290	Nicola Sherwin- Roller M.A.,C.C.C.		\$25,420.26
291	Mann Art Gallery		\$25,000.00
292	DCG Philanthropic Services Inc		\$22,711.50
293	Crescent Heights Community Club		\$22,255.40
294	MNP LLP		\$19,065.00
295	NSC Minerals Ltd.		\$18,776.47
296	Prince Albert Historical Society		\$17,770.00
297	Knotty Pine Bistro		\$16,353.98
298	East Hill Community Club		\$15,030.00
299	Badger Meter		\$13,206.14
300	Darcy's Golf Shop Ltd.		\$12,939.29
301	Brandon Mayer		\$11,473.00

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
302	Borysiuk Contracting Inc.		\$11,345.25
303	FireHouse Training		\$11,250.00
304	Prince Albert Mobile Crisis Unit		\$10,900.00
305	Prince Albert Golf & Curling Club		\$10,833.34
306	University of Regina		\$9,731.35
307	Indoc Crane Services Ltd		\$8,688.19
308	Meridian Surveys Ltd.		\$8,557.50
309	Evolution AV Ltd.		\$8,505.89
310	Questica Software Inc.		\$8,400.00
311	ADB Safegate Canada Inc		\$7,999.64
312	SRNet Inc.		\$7,875.00
313	Brenntag Canada Inc		\$7,509.10
314	Precision Electro Mechanical		\$7,006.42
315	Arts Management Systems		\$6,609.75
316	Avia NG Inc.		\$6,296.85
317	PA Arts Board		\$6,250.00
318	Daytech Limited		\$5,605.50
319	IBM Canada Ltd.		\$5,331.33
320	Saskatoon Boiler Mfg. Co. Ltd.		\$5,183.34
321	Costco.ca		\$4,835.37
322	Elderhorst Bells Inc.		\$4,580.10
323	Ministry of Corrections and Policing		\$4,277.80
324	Saskatoon Cylinder Exchange Ltd		\$4,256.85
325	Comairco Equipment Ltd.		\$4,199.25
326	VWR International Co		\$4,164.57
327	Veolia Water Solutions Canada		\$4,153.93
328	Harlan Fairbanks		\$4,111.88
329	Share		\$4,029.60
330	Dresswell Dry Cleaners (2013) Ltd		\$3,996.94
331	Earthworks Equipment		\$3,931.61
332	Integra Construction Ltd		\$3,827.28
333	Margaret Morgan		\$3,522.60
334	WD Industrial Group		\$3,442.95
335	Gallus Golf LLC		\$3,279.56
336	B A Robinson Co. Ltd.		\$3,224.99
337	Applied Industrial Technologies		\$3,086.30
338	Absolute Fire Protection		\$2,860.67
339	Fastenal		\$2,762.07
340	Uline Canada Corporation		\$2,741.93
341	P.A. Radiator Shop		\$2,569.49
342	gtechna Mobile Enforcement Solutions		\$2,353.20
343	Technology Professionals Saskatchewan		\$2,220.00
344	Fort Garry Industries Ltd.		\$2,214.02

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
345	Anderson Motors Ltd.		\$2,132.04
346	Dove Holdings Inc		\$2,100.00
347	SOS Children's Safety Magazine		\$2,016.00
348	Frontline Truck & Trailer		\$1,915.55
349	Comprehensive Chemical & Water Treatment Inc.		\$1,823.00
350	Prince Albert Rent A Car		\$1,665.00
351	Lite-Way Electric Ltd.		\$1,597.11
352	Select Entertainment		\$1,535.63
353	Troy Life & Fire Safety Ltd		\$1,438.50
354	TG Graphics SM Inc.		\$1,411.92
355	Clear Tech Industries Inc.		\$1,398.54
356	Landel Controls Ltd.		\$1,309.92
357	Needham Promotions Inc		\$1,276.50
358	BIOMED Recovery & Disposal		\$1,218.04
359	D.F.G. Management Ltd.		\$1,122.52
360	Mr Plumber		\$1,089.88
361	Custom Covers		\$1,053.95
362	Saskatchewan Assessment Appraisers Association		\$1,050.00
363	The Bolt Supply House Ltd		\$1,033.55
364	Caseware International Inc.		\$1,023.75
365	Parkland Emergency Medical Services		\$1,008.00
366	Athens Technical Specialists Inc.		\$1,005.34
367	Fresh Air Experience		\$1,000.00
368	Relan Meeks		\$1,000.00
369	911 Supply and Adventure		\$984.84
370	P.A. Auto Body (1983) Ltd.		\$966.32
371	Best Buy		\$963.11
372	Clear View Glass Ltd.		\$951.98
373	CSIpix / iSYS - Intelligent System Solutions Corp		\$926.17
374	R & R Products Inc		\$876.94
375	Millsap Fuel Distributors		\$860.48
376	ISL Engineering and Land Services Ltd.		\$856.80
377	Zogics		\$838.16
378	Yeti Canada Ltd		\$799.00
379	Town of Rosthern		\$791.66
380	Town of Duck Lake		\$791.66
381	Town of Shellbrook		\$791.66
382	Portapay.com		\$788.09
383	Rebecca Strong		\$750.00
384	Lifesaving Society - SK Branch		\$745.94
385	626963 Saskatchewan Ltd. (Portable Bore Welding & Line Boring)		\$717.00
386	RCMP		\$675.00
387	DMC Cleaning Inc.		\$628.81

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
388	Jay's Transportation Group Ltd.		\$627.98
389	Econo Lumber		\$627.42
390	Lakeland Ford Sales (2009) Ltd.		\$625.22
391	Vermette Wood Preservers Ltd.		\$619.50
392	Jen's Book-Keeping Services		\$610.50
393	Staples		\$605.30
394	Regional Community Airports of Canada		\$600.00
395	Secure Choice Moving & Storage		\$591.00
396	Direct Dial. com		\$584.97
397	Westburne		\$558.38
398	Saskatchewan Safety Council		\$550.00
399	Pet Planet		\$548.28
400	101185387 Saskatchewan Ltd. (Nexcash ATM Solutions)		\$543.50
401	Saskatchewan Polytechnic-Prince Albert Campus		\$524.34
402	Future Print		\$521.70
403	Adnet Agency		\$519.75
404	Vipond Inc.		\$516.15
405	Peavey Mart		\$509.99
406	WJF Instrumentation (1990) Ltd.		\$504.00
407	Economic Developers Association of Canada		\$503.29
408	Cole Assman		\$500.00
409	Randy Mihilewicz		\$500.00
410	EcOzone Water Solutions		\$487.08
411	AVSHop.ca		\$486.18
412	Covert Track Group, Inc		\$466.48
413	Hard Drives Direct		\$457.84
414	Air Unlimited Inc		\$454.55
415	Allyson James-Loth		\$450.00
416	PyroCom Fire and Safety Equipment		\$420.00
417	Tenaquip Ltd.		\$419.90
418	Wholesale Club		\$417.50
419	Park Range Veterinary Services		\$416.24
420	Ecole St. Mary High School		\$400.00
421	Zachary Kerr		\$400.00
422	Josh Rohs		\$400.00
423	Brock Skomorowski		\$400.00
424	Stephen Williams		\$400.00
425	NASTT		\$399.53
426	Manitoulin Transport Inc.		\$388.17
427	TeamViewer GmbH		\$386.28
428	Lynette Natomagan		\$382.95
429	ITS Occupational Health Services		\$375.90
430	Don's Photo Shop		\$366.29

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
431	Canadian Public Procurement Council		\$360.75
432	UBU Photos		\$360.00
433	VMware		\$349.00
434	Charlene Bernard		\$343.57
435	Rogers Wireless Inc.		\$333.71
436	Mac Tools		\$331.67
437	NordVPN		\$330.24
438	International Association of Airport Executive Canada		\$325.50
439	Halcro Metals Inc.		\$322.12
440	Steve's Auto Electric		\$320.85
441	Canadian Association of Fire Chiefs		\$315.00
442	SSL.com		\$311.44
443	ESTI Consulting Services		\$310.80
444	Facebook Inc.		\$310.40
445	Creative City Network of Canada		\$310.00
446	Vitacore Industries		\$307.52
447	Northern Strands Co. Ltd.		\$306.52
448	Bruce Gibson		\$305.25
449	Windsor Plywood		\$305.20
450	Jordan Balicki		\$300.00
451	LJ Tyson		\$300.00
452	Carlton Honda		\$290.48
453	Home Depot		\$288.53
454	Mann-Northway AutoSource		\$285.51
455	ClaimsPro Inc.		\$280.00
456	Cherry Insurance		\$277.50
457	P A Battery & Truck Accessories		\$270.73
458	Bobby's Place		\$265.07
459	Shell Canada		\$260.74
460	Motis Fire Rescue		\$251.58
461	Coldest Night of the Year		\$250.00
462	Adin Dereniwski		\$250.00
463	Mansoor Iqbal		\$250.00
464	Prince Albert Music Festival Association		\$250.00
465	Northern Elite Firearm		\$222.00
466	Shelly Bird		\$210.00
467	Municipal Information Systems Assoc. Prairies Chapter		\$210.00
468	Commercial Truck Equipment Corp		\$204.63
469	Wahpeton Dakota Nation		\$200.00
470	Telus Mobility		\$198.69
471	Richard Curtis		\$183.15
472	Source For Sports		\$180.10
473	Cabela's		\$166.49

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
474	PetSmart		\$166.47
475	Prince Albert Chamber of Commerce		\$162.75
476	Truck Outfitters Prince Albert Inc.		\$161.01
477	Fast Stamps		\$155.40
478	Bendig & Klassen Law Firm		\$135.56
479	Melfort Campus		\$135.00
480	Fastspring		\$130.19
481	Best Western Hotels		\$123.47
482	Microsoftstore. Com		\$120.99
483	GMEI Utility		\$109.18
484	CPKN Network Inc.		\$105.00
485	West Hill Medical Clinic		\$105.00
486	Humanity Inc.		\$104.47
487	School Specialty Canada		\$91.72
488	Mail Chimp .com		\$87.19
489	Adobe Systems		\$86.56
490	Inland Kenworth Partnership		\$84.93
491	Canadian Police Chaplain Association		\$75.00
492	Ann- Marie Chokani		\$75.00
493	Sask Emergency Planners Association		\$75.00
494	Sask. Association of Rural Municipalities		\$70.00
495	Cervus Equipment		\$65.80
496	PAYPAL		\$65.00
497	Save on Foods		\$60.64
498	SMTP2GO. Com		\$58.85
499	T.J.s Pizza		\$55.88
500	Tony's Appliance Repair		\$53.00
501	Red Swan Pizza		\$52.61
502	Jesse Campbell		\$52.50
503	Wal-Mart Canada Corp.		\$52.15
504	Culligan Water Conditioning		\$51.63
505	WCLP-SCS Prince Albert		\$51.14
506	Internet Infinity- Voice Me Up		\$50.00
507	JYSK		\$49.92
508	Warren's Parcel Express Inc.		\$48.91
509	Crown Vacuum Sales & Service		\$48.77
510	Superstore		\$47.62
511	Misc Mastercard Vendors		\$47.20
512	Tim Hortons		\$46.13
513	Saskatchewan Women In Policing		\$45.00
514	Lucid Software Inc.		\$42.96
515	Dana Strauss		\$41.67
516	Nicole Ferchuk		\$40.00

Payables Payments

No.	Vendor Name	From 2/1/2022 to 2/28/2022	From Start of Year to 2/28/2022
517	J2 Efax		\$37.47
518	Sherry Ouellette		\$35.00
519	Professional Audio Visual Ltd.		\$35.00
520	Smitty's Restaurant & Lounge		\$34.05
521	The Star Phoenix		\$33.60
522	Precision Design & Manufacturing		\$32.45
523	St. Johns Ambulance		\$28.86
524	EasyPPSA		\$22.66
525	Buffer Inc.		\$19.52
526	Apple		\$16.95
527	Integromat LLC		\$11.66
528	Music Notes .com		\$7.56
529	Your Dollar Store With More		\$4.44
530	Wix.com		\$4.03
	Total:	\$4,124,821.21	\$12,485,734.67

RPT 22-150

TITLE: 2021 MAER Audit (Gas Tax Funding)

DATE: **March 31, 2022**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

To receive as information and file.

TOPIC & PURPOSE:

To present the completed 2021 Municipal Annual Expenditure Report (MAER).

BACKGROUND:

RPT 22-66 was presented to Council February 15, 2022 and Council carried Motion 0061.

1. That the following Engagement Letters between the City and MNP LLP be approved:
 - a. The audit of the Annual Consolidated Financial Statements of The City for the year ending December 31, 2021; and
 - b. The audit of financial information consisting of the Municipal Annual Expenditure Report of The City as at December 31, 2021; and
 - c. The audit of financial information consisting of the Municipal Economic Enhancement Program – Municipal Interim Expenditure Report of The City as at December 31, 2021; and:
2. That the Mayor and City Clerk be authorized to execute the Letters of Engagement on behalf of The City, once prepared.

PROPOSED APPROACH AND RATIONALE:

The audit of financial information consisting of the Municipal Annual Expenditure Report of The City as at December 31, 2021 was completed and submitted to the Government of Saskatchewan, Municipal Infrastructure and Finance Branch prior to the March 31, 2022 deadline.

A copy of the audit and the remittance letter are in the attachments.

The audits for the Annual Consolidated Financial Statements and the Municipal Economic Enhancement Program will be presented to Council when complete.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2021 12 31 MAER Report - Final
2. 2021 12 31 MAER Transmittal Letter
3. 2021 12 31 MAER Let to Govt

Written by: Jerri Hoback, Assistant Director of Financial Services

Approved by: Acting Director of Financial Services and Acting City Manager

City of Prince Albert
2021 Municipal Annual Expenditure Report
Municipal Gas Tax Fund Agreement
For the Year ended December 31, 2021

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Independent Auditor's Report on Municipal Annual Expenditure Report

To the Ministry of Government Relations and City of Prince Albert:

Opinion

We have audited the Municipal Annual Expenditure Report (the "MAER") of the City of Prince Albert (the "Municipality") for the year ended December 31, 2021, prepared in accordance with the provisions, as described in Note 1, of the Municipal Gas Tax Fund Agreement ("the Agreement") between the Province of Saskatchewan ("Saskatchewan") and the Municipality.

In our opinion, the financial information in the MAER of the Municipality for the year ended December 31, 2021 is prepared, in all material respects, in accordance with the provisions of the Agreement, as described in Note 1.

Basis for Opinion

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

Emphasis of Matter – Basis of Accounting and Restriction on Distribution and Use

We draw attention to Note 1 to the MAER, which describes the basis of accounting. The MAER is prepared to assist the Municipality to meet the requirements of the Agreement. As a result, the MAER may not be suitable for any other purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and the Mayor and City Council for the MAER

Management is responsible for the preparation of the MAER in accordance with the provisions of the Agreement, its compliance with the material provisions of the Agreement, and for such internal control as management determines is necessary to enable the preparation of the MAER that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the MAER

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

Independent Auditor's Report on Municipal Annual Expenditure Report *continued*

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

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

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

Prince Albert, Saskatchewan

March 30, 2022

MNP LLP

Chartered Professional Accountants

CANADA COMMUNITY-BUILDING FUND (formerly Gas Tax Fund)
Le Fonds pour le développement des collectivités du Canada

DUE: 31-Mar-2022

Federal CCBF Program

Municipal Annual Expenditure Report For the Year Ended: 31-Dec-2021

Municipality Name: City of Prince Albert

Opening Balance (total CCBF payments less allowed CCBF expenditures): (+)	\$2,278,195.89
CCBF Payment Received: (+)	\$2,220,226.80
CCBF Payment Received: (+) Top Up Funding	\$2,157,356.30
Interest Earned: (+)	\$0.00
Repayment: (-)	\$0.00
Subtotal (+)	<u>\$6,655,778.99</u>

Project Expenditures

<u>IIP #</u>	<u>Plan Title</u>	<u>CCBF Budget</u>	<u>Expenditures Previously Approved</u>	<u>CCBF Budget Remaining</u>	<u>Claim for Current MAER</u>
2021-005283	Construct 2,860 m of West Hill Trunk Sewer Main - Stage 1	\$4,000,000.00	\$3,801,654.86	\$198,345.14	\$171,224.34
2021-006006	Construct New Raw Water Pump House	\$10,255,372.59	\$1,685,755.90	\$8,569,616.69	\$8,569,616.69
2122-006315	Marquis Road West Extension - Roadway Construction	\$2,414,493.16	\$0.00	\$2,414,493.16	\$1,667,525.99
	Project Subtotal (-)	<u>\$16,669,865.75</u>	<u>\$5,487,410.76</u>	<u>\$11,182,454.99</u>	<u>\$10,408,367.02</u>

Ending Balance (total payments less allowed CCBF expenditures): (\$3,752,588.03)
 2016 Census population: 35926

Municipality Name: City of Prince Albert

Project Status Information

What is the status of your project?

IIP #	Plan Title	Is project complete and ready for use?	Is this the final claim for this project?	Date Completed or Estimated Date to be Completed (mmm-dd-yyyy)	Project Status <i>Office Use only</i>
2021-005283	Construct 2,860 m of West Hill Trunk Sewer Main - Stage 1	Yes	Yes	Dec-31-2021	Completed
2021-006006	Construct New Raw Water Pump House	No	Yes	Jul-30-2022	Incomplete
2122-006315	Marquis Road West Extension - Roadway Construction	No	No	Aug-30-2022	Incomplete

Municipality Name: City of Prince Albert

Revision of Estimated Cost

Has the total estimated cost for your project(s) changed?

If yes, you MUST send a detailed explanation of the cost revision by email to ccbfprogram@gov.sk.ca or by fax to (306) 787-3641.

IIP #	Plan Title	Cost Change?	If yes, please explain*	Previous Estimate	Cumulative CCBF Funding** to end of Project	Cumulative Municipal Funding to end of Project	Cumulative Other Funding to end of Project	Cumulative Total Project Cost to end of Project	Project Status	SAVINGS
2021-005283	Construct 2,860 m of West Hill Trunk Sewer Main - Stage 1	Yes	Savings	Previous Estimate Revised Estimate	\$3,972,879.20		\$0.00	\$3,972,879.20 \$0.00	Completed	\$27,120.80
2021-006006	Construct New Raw Water Pump House			Previous Estimate Revised Estimate	\$10,255,372.59	\$8,644,627.41	\$0.00	\$18,900,000.00 \$0.00	Incomplete	
2122-006315	Marquis Road West Extension - Roadway Construction			Previous Estimate Revised Estimate	\$2,414,493.16	\$285,506.84	\$0.00	\$2,700,000.00 \$0.00	Incomplete	

*If costs have changed, please explain (i.e. Select scope change, revised costs, other funding etc.)

**Only eligible costs may be included for CCBF Funding

CERTIFICATION BY MUNICIPALITY:

I Ramona Fauchoux, Acting Director of Financial Services, of the City of Prince Albert certify that the information provided in this
(name) (title or position) (name of municipality)

Municipal Annual Expenditure Report is a true and accurate representation of the municipality's financial position with respect to the federal Canada Community-Building Fund. The municipality is in compliance with Annex B, Sections 2.3 and 3.5 and Schedule A, Section 2.1 of the Municipal Gas Tax Fund Agreement (the Agreement). I acknowledge and understand that failure to comply with the terms and conditions of the Agreement may result in an event of default as per Section 8 of the Agreement.

Signature: Ramona Fauchoux Date: Mar. 8/22 Contact phone: (306) 953-4354
(signature of duly authorized signing officer for the municipality)

City of Prince Albert
Note to the Municipal Annual Expenditure Report
Municipal Gas Tax Fund Agreement

Year ended December 31, 2021

1. Scope of the Municipal Gas Tax Fund Agreement

For the purposes of the Municipal Annual Expenditure Report, Saskatchewan has defined the material provisions of the Agreement as follows:

➤ **Annex B, Section 2.3**

2.3 The Municipality agrees that GTF funding shall be used only for Eligible Projects as identified in Schedule B to this Agreement and solely in respect to Eligible Expenditures as identified in Schedule C of this Agreement.

➤ **Annex B, Section 3.5**

3.5 The Municipality shall not alter the scope of an IIP without the prior written consent of Saskatchewan.

➤ **Schedule A, Section 2.1**

2.1 If funds are paid by Saskatchewan to a Municipality in advance of the Municipality incurring Eligible Expenditures, invest such funds in accordance with provincial legislation respecting investments by Municipalities.

APPENDIX I – MUNICIPAL GAS TAX FUND AGREEMENT

ELIGIBLE AND INELIGIBLE EXPENDITURES

1. Eligible Expenditures

1.1 Eligible Expenditures of the Municipality will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by generally accepted accounting principles, and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Municipalities to improve local and regional planning including Capital Plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. training directly related to asset management planning; and,
 - iii. long-term infrastructure plans.
- c) the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Municipality's employees or equipment may be included as Eligible Expenditures if the Municipality complies with the policy for self-tendering as established by Saskatchewan, which includes the following conditions:

- a) the self-tendering is approved in advance and in writing by Saskatchewan;
- b) the Municipality tenders the Eligible Project;
- c) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and,
- d) the Municipality does not, under any circumstances, award the work to itself if it has not submitted the lowest valid tender as determined by industry standards.

2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
 - i. highways;
 - ii. regional and local airports
 - iii. short-sea shipping;
 - iv. disaster mitigation;
 - v. broadband connectivity;
 - vi. brownfield redevelopment;
 - vii. cultural infrastructure;
 - viii. tourism infrastructure;
 - ix. sport infrastructure; and,
 - x. recreational infrastructure.
- c) the cost of leasing of equipment by the Municipality, any overhead costs, including salaries and other employment benefits of any employees of the Municipality, its direct or indirect operating or administrative costs of the Municipality, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- d) taxes for which the Municipality is eligible for a tax rebate and all other costs eligible for rebates;
- e) purchase of land or any interest therein, and related costs;
- f) legal fees; and,
- g) routine repair and maintenance costs.

Signature Required

Please sign and return to MNP

City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3

March 30, 2022

MNP LLP
101 - 1061 Central Avenue
Prince Albert, Saskatchewan S6V 4V4

To Whom It May Concern:

In connection with your audit of the Municipal Annual Expenditures Report of City of Prince Albert ("the City") for the year ending December 31, 2021, we hereby confirm to the best of our knowledge and belief, the following representations made to you during the course of your audit.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial information would influence the decision of a reasonable person relying on the financial statements.

Financial Statements and Records:

1. We are responsible for the preparation of the City's Municipal Annual Expenditure Report in accordance with with the provision, as described in Note 1 of the Municipal Gas Tax Fund Agreement - Transfer of Federal Gas Tax Revenues Under the Gas Tax Program ("The Funding Agreement").

We confirm that the financial information include all disclosures necessary for compliance the Funding Agreement and all disclosures otherwise required to be included therein by the laws and regulations to which the City of Prince Albert is subject.

2. We believe that the Municipal Annual Expenditures Report of the City as at December 31, 2021 is complete and complies with the Funding Agreement on the Transfer of Federal Gas Tax Revenues, in all material respects.
3. The report note disclosures are consistent with the report accounting treatment.
4. As members of management of the City, we believe that the City has an accounting system and systems of controls sufficient to permit the preparation of accurate financial information.
5. We understand that your audit was made in accordance with Canadian auditing standards. Accordingly, the audit included tests of the accounting records and such other auditing procedures as you considered necessary in the circumstances, for the purpose of expressing an opinion on the report. We also understand that such an audit would not necessarily detect misstatements, non-compliance with laws and regulations, fraud, or other irregularities, should there be any.
6. We have responded fully to all enquiries made to us and have made available to you a complete record of all financial records that are relevant to the preparation and presentation of the report, and related data and minutes of the meetings of Council held throughout the year to the present date.
7. We are aware of and concur with the contents and results of the journal entries prepared by you, and accept responsibility for the report effects of the entries.
8. All expenditures incurred are qualifying expenditures under the terms of the Funding Agreement on the Transfer of Federal Gas Tax Revenues with the Minister of Government Relations.
9. The report of the City:
 - Fairly reflect and summarize on a consistent basis the results of all transactions entered into by the City during the year.

Financial Obligations:

1. There were no direct or contingent liabilities, unusual contractual obligations or any substantial commitments, other than in the ordinary course of business, which would materially affect the financial information of the City, except as disclosed in the notes to the report.
2. There are no outstanding legal actions or possible claims that have not been provided for or disclosed in the report.

Revenue Recognition:

1. We confirm that:
 - Revenue from government departments and other funding agencies has been recognized in accordance with the terms of the applicable funding agreements, and that any amounts not expended in accordance with the terms, has been recorded as deferred revenue or as repayable to the funding agency, as applicable to the agreement.

Fraud:

1. We acknowledge management's responsibility for the design, implementation and operation of controls that have been designed to prevent and detect fraud.
2. We have assessed the risk that the report may be materially misstated as a result of fraud, and have determined such risk to be low.
3. Where the impact of any frauds or suspected frauds, and non-compliance or possible non-compliance with laws and regulations, has a material effect on the report, we have disclosed to you all known significant facts relating thereto, including circumstances involving management, employees having significant roles over controls, and others. We have made known to you any allegations of fraud communicated by employees, former employees, analysts, regulators and others. The effects of such events, if any, are properly presented in the report.

General:

1. No events or transactions other than those disclosed in the report have occurred subsequent to the date of the Municipal Annual Expenditure Report up to the date hereof that would require adjustment to, or disclosure in, the report.
2. We have disclosed to you any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements.

Professional Services:

1. We acknowledge the engagement letter dated January 31, 2022, which states the terms of reference regarding your professional services.

Yours truly,

City of Prince Albert

Ramona Zauchow
Signature

Acting Director of
Title
Financial Services

March 30, 2022

Government of Saskatchewan
Municipal Infrastructure and Finance Branch
410 -1855 Victoria Avenue
Regina, Saskatchewan S4P 3T2

Submitted via email: ccbfpprogram@gov.sk.ca

Re: Fiscal Year End December 31, 2021

We have completed our audit of Municipal Annual Expenditure Report of the City of Prince Albert for the year ended December 31, 2021 and enclose the following:

REPORTS

1. Electronic copy of the Municipal Annual Expenditure Report.

If you have any questions or comments, or we can be of additional assistance, please feel free to contact our office at (306) 764-6873.

Yours truly,

MNP LLP



Kerry Vezeau, CPA, CGA
Assurance Services

/jrw
encls.

cc. City of Prince Albert



RPT 22-149

TITLE: 2021 External Funding for Municipal Projects and Purchases

DATE: **March 30, 2022**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To provide members of Council a listing of external funding received in Year 2021 for municipal projects and purchases.

BACKGROUND:

City Council, at its meeting of March 7, 2022, approved the following motion:

“That Administration provide a report outlining the External Funding received by the City over the past year for Municipal Projects and Purchases for consideration by members of Council.”

PROPOSED APPROACH AND RATIONALE:

This report will provide a listing of external funding received in 2021 for municipal projects and purchases received from Federal and Provincial Funding, Provincial Funding for COVID-19 (Safe Restart Program) and funding from the community or businesses.

The report will also provide the information regarding the funding the City receives under the Community Grant Program.

The external funding included in this Report is broken down as follows:

Federal Funding	\$5,870,313
Provincial Funding	\$9,571,110
Provincial Funding for COVID-19 (Safe Restart Program)	\$2,284,582
Funding from Community and Businesses	\$1,065,908
TOTAL EXTERNAL FUNDING	\$18,791,913

1. FEDERAL FUNDING

The City of Prince Albert has received the following Federal Funding in 2021:

Federal Funding		APPENDIX A
Airport Capital Assistance Program (ACAP)	\$105,563	Chart 1
Community Airport Partnership Program (CAP)	\$66,407	Chart 2
Regional Air Transportation Initiative (RATI)	\$300,000	Chart 3
Federal Canada Community-Building Funds (formerly Gas Tax Funding)	\$4,377,583	Chart 4
Aquatic and Arenas Recreation Centre - Canada's Federal Contribution - 40%, which equates to \$24,000,000 Approved	\$672,856	Chart 5
Canada Cultural Spaces Fund Program	\$103,713	Chart 6
Community Foundations of Canada	\$50,000	
Canadian Artists Presentation Fund	\$73,000	
Federal Canadian Heritage	\$108,847	
Service Canada	\$12,344	
Total Federal Funding for 2021	\$5,870,313	

The projects funded Federally are illustrated in the above charts included as Appendix "A" to this report.

2. PROVINCIAL FUNDING

The City of Prince Albert has received the following Provincial Funding in 2021:

Provincial Funding		APPENDIX B
Municipal Revenue Sharing Grant	\$7,181,184	
Municipal Economic Enhancement Program - 2021 Funding	\$532,778	Chart 11
Aquatic and Arenas Recreation Centre - Saskatchewan's Provincial Contribution - 33.33%, which equates to \$19,998,000 Approved	\$560,656	Chart 5
Saskatchewan Government Insurance	\$56,092	Chart 7
Transit Assistance with Person with Disabilities	\$215,774	Chart 8
Urban Highway Connector Program	\$881,206	Chart 9
Saskatchewan Parks and Recreation Association (SPRA)	\$49,000	Chart 10
Sask Power - Community Rink Relief Program	\$22,488	
Community Initiatives Fund	\$25,000	
Sask Tourism	\$31,544	
Northern Lights Community Development Corporation (NLCDC)	\$12,000	
Organization of Saskatchewan Arts Council	\$1,404	
Saskatchewan Sports Hall of Fame	\$1,985	
Total Provincial Funding for 2021	\$9,571,110	

The projects funded Provincially are illustrated in the above charts included as Appendix "B" to this report

3. PROVINCIAL FUNDING FOR COVID-19 (SAFE RESTART PROGRAM)

Under the Safe Restart Program to assist Municipalities with funding during the COVID-19 Pandemic, the City received the following funding in Year 2020:

General Allocation (Per Capita \$59.65)	\$2,143,130
Transit Allocation (Per Rider)	\$141,453
TOTAL SAFE RESTART PROGRAM FUNDING	\$2,284,582

The amount of funding used to offset costs relating to COVID-19 in Year 2020 was \$1,848,189.

The remaining amount of funding from the Program in the amount of \$436,393 was used to offset costs in Year 2021.

4. FUNDING FROM COMMUNITY AND BUSINESSES

The following funding from the community and businesses for capital projects in 2021 is as follows:

Revenue from Community and Businesses	
Donation for the Years 2019 to 2022 from the Prince Albert Elks Lodge No. 58 to be used for the Cooke Municipal Golf Course.	\$26,000
Malcolm Jenkins Family Foundation - Donation of \$300,000 for the Alfred Jenkins Field House Outdoor Fitness park	\$300,000
Rotary Club Fundraising - Rotary Adventure Park Phase I (<i>Note: Fundraising raised in Year 2021, further fundraising in Year 2022</i>)	\$359,809
Princess Auto Sidewalk - Developer share of cost (Stockyards)	\$31,844
Peavey Mart Access at 4th Avenue E. and 15th Street East - Developer share of traffic signals and surface works (concrete medians, crossings and sidewalks) - Prism Holdings Ltd.	\$348,254
Total Revenue from Community and Businesses	\$1,065,908

SUMMARY OF EXTERNAL FUNDING:

The breakdown of external funding for operating and capital projects and purchases is as follows:

Capital Projects and Purchases	\$8,658,439
Operating Projects and Purchases	\$10,133,474
TOTAL EXTERNAL FUNDING	\$18,791,913

OTHER FUNDING FOR THE CITY

Community Grant Program

The Community Grant Program assists in the development of sports, cultural and recreation programs by providing funds to non-profit community organizations operated by volunteers. These funds are distributed through local governments. This grant is aimed to get people involved in activities by assisting in the needs of city residents.

The Saskatchewan Lotteries Community Grant Program is guided by the following:

1. To provide access to sports, culture, and recreation for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability.
2. To provide funds to community, non-profit volunteer organizations in support of sports, culture and recreation programs.
3. Local community projects are given priority.
4. All participating groups are responsible for ensuring complete and accurate accounting.

The City receives funding in the amount of \$142,985 to be distributed to non-profit community organizations. The distribution of the funds for grants under the Community Grant Program are approved by City Council.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Appendix "A" – Listing of Federally Funded Projects and Purchases
2. Appendix "B" – Listing of Provincially Funded Projects and Purchases

Written by: Ramona Fauchoux, Acting Director of Financial Services

Approved by: Acting City Manager

APPENDIX "A" - FEDERAL FUNDING
EXTERNAL FUNDING FOR MUNICIPAL PROJECTS

Federal Funding - CHART 1	
Airports Capital Assistance Program (ACAP)	\$105,563
Airfield Drainage Improvements - 2021 Final Spending	\$36,793
Airfield Electrical Rehabilitation (Runway Lighting / Informational Signage) ACAP Funding Agreement Canada Approved: \$3,211,884.00.	\$68,770

Federal Funding - CHART 2	
Community Airport Partnership Program (CAP)	\$66,407
Runway 16-34 Windsock and End Markers	\$66,407
Buried Wildlife Fence (5.6) km added to the Airport Perimeter Fence	

Federal Funding - CHART 3	
Regional Air Transportation Initiative (RATI)	\$300,000
Airport - Emergency Generator	\$41,151
Airport Air Blower Attachment	\$135,124
Aircraft Support Vehicle Parking Pad	\$33,889
Airport - Low/Reduced Visibility Operation Plan	\$43,044
Airfield Line Markings Painting	\$46,793

Federal Funding - CHART 4	
Federal Canada Community-Building Funds (formerly Gas Tax Funding)	\$4,377,583
2020-21 Top-up - Marquis Road West Extension Project	\$2,157,356
2021-22 Installment 1 - Raw Water Pump House Project	\$1,110,113
2021-22 Installment 2 - Raw Water Pump House Project	\$1,110,113

Federal and Provincial Funding - CHART 5	
Aquatic and Arenas Recreation Centre	\$1,233,512
Aquatic and Arenas Recreation Centre - Canada's Federal Contribution - 40%, which equates to \$24,000,000 Total Approved	\$672,856
Aquatic and Arenas Recreation Centre - Saskatchewan's Provincial Contribution - 33.33%, which equates to \$19,998,000 Approved	\$560,656

APPENDIX "A" - FEDERAL FUNDING
EXTERNAL FUNDING FOR MUNICIPAL PROJECTS

Federal Funding - CHART 6			
Community Services Projects			\$347,904
Canada Cultural Spaces Fund Program	Specialized Equipment for the Olive & John G. Diefenbaker Theatre	Rawlinson Centre	\$103,713
Federal Canadian Heritage	Canadian Artist Presentation Fund (CAPF)	Rawlinson Centre	\$45,600
Federal Canadian Heritage	CAPF-COVID	Rawlinson Centre	\$10,450
Federal Canadian Heritage	CAPF-COVID (live events)	Rawlinson Centre	\$33,000
Federal Canadian Heritage	Young Canada Works	4 Museum workers	\$19,797
Canada Summer Jobs	Service Canada	Playground Leaders (2)	\$4,254
Canada Summer Jobs	Service Canada	Museum Interpreters (4)	\$8,090
Canadian Artists Presentation Fund	Arts programming	EA Rawlinson Centre	\$73,000
Community Foundations of Canada	Healthy Communities Initiative	PA Nordic Ski Club	\$50,000

APPENDIX "B" - PROVINCIAL FUNDING
EXTERNAL FUNDING FOR MUNICIPAL PROJECTS

Provincial Funding - CHART 7	
Saskatchewan Government Insurance	\$56,092
Safety in School Zones - 2021 Grant	\$27,560
Safety in School Zones - 2020 Grant spent in Year 2021	\$20,858
Funding from SGI for the Wing in the New Year Program. Funds costs for the bus transportation and special needs transportation along with security costs for New Year's Eve Wing in the New Year Program.	\$7,674

Provincial Funding - CHART 8	
Transit Assistance with Person with Disabilities	\$215,774
Operating Grant	\$160,774
Capital Grant - Purchase of Transit Bus (City Funded \$56,525.38 from Equipment Reserve)	\$55,000

Provincial Funding - CHART 9	
Urban Highway Connector Program	\$881,206
Hwy 3 from 1st to 5th Ave (15SE 1-5AVE)	\$693,350
O & M Grant - Operation and Maintenance Grant	\$187,856

APPENDIX "B" - PROVINCIAL FUNDING
EXTERNAL FUNDING FOR MUNICIPAL PROJECTS

Provincial Funding - CHART 10			
Community Services Projects			\$143,421
Community Rink Affordability Grant 2021	Saskatchewan Parks and Recreation Funding	9 rinks (including curling)	\$22,500
Framework in Action	Saskatchewan Parks and Recreation Funding	Inclusive Playground Days	\$2,000
Parks for all	Saskatchewan Parks and Recreation Funding	Outdoor Adventure Day	\$2,000
Community Rink Affordability Grant 2020	Saskatchewan Parks and Recreation Funding	9 rinks (including curling)	\$22,500
Sask Tourism	Sector Support	Rawlinson Centre	\$20,044
Sask Tourism	Summer grant	Rawlinson Centre	\$11,500
Community Grant	NLCDC	KidzFest	\$12,000
Organization of Sask Arts Council	OSAC	Re-Open Grant - EARC	\$1,404
Municipal Assistance Program	Sask Sports Hall of Fame	PA Sports Hall of Fame	\$1,985
Community Initiatives Fund	Access to Art	Community Arts Programming Project	\$25,000
Sask Power	COVID Relief	Community Rink Relief Program	\$22,488

APPENDIX "B" - PROVINCIAL FUNDING
EXTERNAL FUNDING FOR MUNICIPAL PROJECTS

<u>Municipal Economic Enhancement Program</u>	2020 Great Plains Spending	2021 Great Plains Spending	2022 Great Plains Spending	TOTAL MEEP SPENDING MARCH 2022
Marquis Road West Extension	\$2,250,000.00			\$2,250,000.00
Pavement Upgrading	\$1,068,286.02	\$331,713.98		\$1,400,000.00
Sidewalk Rehabilitation	\$500,000.00			\$500,000.00
Reconstruction of Park Pathways	\$64,446.63	\$31,312.70		\$95,759.33
Gary Anderson Way - Roadway Widening	\$29,985.59			\$29,985.59
Alfred Jenkins Field House Playground Expansion	\$325,000.00			\$325,000.00
Storage Cover-All Building - Municipal Service Centre	\$263,658.05	\$20,788.72		\$284,446.77
Fire Protection - 2nd Avenue West & Marquis Road	\$50,000.00			\$50,000.00
Internet Backbone and Network	\$6,126.80	\$110,460.20		\$116,587.00
Work Order / Asset Management Software	\$0.00	\$38,502.65	\$31,497.35	\$70,000.00
Parking Lot Rehabilitation	\$41,808.31			\$41,808.31
TOTAL PROJECTS COSTS	\$4,599,311.40	\$532,778.25	\$31,497.35	\$5,163,587.00



City of
Prince Albert

CORR 22-42

TITLE: Request for Detailed Cost Breakdown of 4th Avenue East and 15th Street East Development

DATE: April 12, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

PRESENTATION: NONE

ATTACHMENTS:

1. Email dated April 11, 2022

Written by: Derryl Hudy, President, Prism Holdings Ltd.

Terri Mercier

RECEIVED
APR 11 2022
CITY CLERK

From: Helaina Bates <helaina@rallypa.com>
Sent: Monday, April 11, 2022 12:13 PM
To: City Clerk
Subject: External Funding for Municipal Project and Purchases
Attachments: Letter to City of Prince Albert.pdf

Executive Committee

You don't often get email from helaina@rallypa.com. [Learn why this is important](#)

Please see the attached submission relating to RPT 22-149 to be provided to City Council for today's executive committee meeting.

Attached scanned PDF.

HELAINA BATES
CONTROLLER
RALLY MOTOR GROUP

Address: 235 - 38th ST E, Prince Albert, SK
Phone: 306 922 6363
Fax: 306 922 6393
Email: helaina@rallypa.com
Website: rallypa.com

*****Caution:** This email originated from outside the City of Prince Albert email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com). ***

City Clerk
City of Prince Albert
1084 Central Avenue
Prince Albert, SK
S6V 7P3

SENT VIA EMAIL TO: cityclerk@citypa.com

11 April 2022

Dear Mayor Dionne and City Council,

RE: External Funding for Municipal Project and Purchases

It was with great interest that I read this report that was posted to the City of Prince Albert's website on Thursday, April 8th. I'm hopeful that this letter can be considered as correspondence relating to items on the agenda should be submitted the Tuesday before the next meeting (that would have been Tuesday April 6th) which was before this report was even published.

In the report from administration, section 4 highlights finding from Community and Businesses, in particular- an amount of \$348,254 highlighted for our development at 4th Avenue E. and 15th Street East - Developer share of traffic signals and surface works (concrete medians, crossings and sidewalks).

At the time of the approval of our request (RPT 20-307), the estimated cost was around \$100,000.00, plus an estimated cost of \$10,000.00 for the removal of the lights at 5th Ave E and 15th St E.

To date, we have paid \$386,562.48 (see summary included)

- \$182,346.54 for our original request (RPT 20-307), and
- \$204,215.94 for all the additional changes and added "improvements" to reconfigure 15th St E as mandated by the City of Prince Albert Administration- with little or no additional information provided to us.

City of Prince Albert
15th St East Development Project

2020-09-28 ck#880	65,000.00	Sewer Hookup
2021-04-21 ck#899	<u>1,293.90</u>	Balance sewer hookup
	<u>66,293.90</u>	
2021-05-05 ck#900	100,000.00	Hydrant relocation & storm sewer
2022-04-11 ck#926	<u>3,874.64</u>	Balance Hydrant & storm sewer
	<u>103,874.64</u>	
2021-06-15 ck#904	224,576.00	Traffic Lights
2022-02-18 Refund	<u>(42,229.46)</u>	Balance traffic lights
	<u>182,346.54</u>	
2021-06-15 ck#905	215,000.00	Reconfigure 15th street
2022-02-18 Refund	<u>(10,784.06)</u>	Balance reconfigure
	<u>204,215.94</u>	

Total Paid	556,731.02
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In the interest of taxpayer accountability and transparency, we kindly request that Administration provided us with the following:

- 1.) Detailed breakdown of the costs for our original request for a traffic light (line by line) as approved by City Council,
- 2.) Detailed breakdown of costs (line by line) of all the additional additions and changes (street widening, curbs, median etc.) imposed on us based on a policy- and perhaps also provide a copy of this policy which has created similar business restrictions elsewhere (Gateway Covenant Church, Dairy Queen etc.) as imposed on our neighbouring communities.

Thanking you in advance,
Derryl Hudye
President
Prism Holdings Ltd



City of
Prince Albert

MIN 22-25

TITLE: March 24, 2022 Airport Advisory Committee Meeting Minutes

DATE: **March 28, 2022**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Airport Advisory Committee



CITY OF PRINCE ALBERT

AIRPORT ADVISORY COMMITTEE REGULAR MEETING

MINUTES

THURSDAY, MARCH 24, 2022, 4:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Councillor Don Cody
Martin Dolny
Curtis Lemieux
Brent Pillipow

Terri Mercier, Acting City Clerk
Corey Nygaard, Airport Manager
Wes Hicks, Director of Public Works

1. CALL TO ORDER

Councillor Cody, Vice-Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0006. **Moved by:** Lemieux

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 Chair.

Absent: Mayor Dionne, Andre Grobler and Dave Webster.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0007. **Moved by:** Dolny

That the Minutes for the Airport Advisory Committee Regular Meeting held February 10, 2022, be taken as read and adopted.

Absent: Mayor Dionne, Andre Grobler and Dave Webster.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Airport Fixed Base Operator – Request for Proposal (RPT 22-125)

Verbal Presentation was provided by Wes Hicks, Director of Public Works or Corey Nygaard, Airport Manager.

0008. **Moved by:** Dolny

That the following be forwarded to an upcoming Executive Committee meeting for consideration:

That Administration finalize the Request for Proposal for the Airport Fixed Based Operator based on discussions at today’s meeting for issuing on SaskTenders.

Absent: Mayor Dionne, Andre Grobler and Dave Webster.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:57 P.M.

0009. **Moved by:** Lemieux

That this Committee do now adjourn.

Absent: Mayor Dionne, Andre Grobler and Dave Webster.

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE
CHAIRPERSON

TERRI MERCIER
ACTING CITY CLERK

MINUTES ADOPTED THIS 13TH DAY OF APRIL, A.D. 2022.

UNOFFICIAL



City of
Prince Albert

MIN 22-31

TITLE: March 30, 2022 Community Services Advisory Committee Meeting Minutes

DATE: April 1, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Community Services Advisory Committee



CITY OF PRINCE ALBERT
COMMUNITY SERVICES ADVISORY COMMITTEE
REGULAR MEETING

MINUTES

WEDNESDAY, MARCH 30, 2022, 4:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Councillor Dennis Ogrodnick
Landon Adams
Cathy Crane
Diane Kopchynski
Rose Rothenburger
Robin Wildey

Savannah Price, Secretary
Timothy Yeaman, Parks and Open Spaces Manager

1. CALL TO ORDER

Councillor Ogrodnick, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0012. **Moved by:** Rothenburger

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 Chair.

Absent: Councillor Head, Jordan Carriere and Rishi Sankhla

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0013. **Moved by:** Adams

That the Minutes for the Community Services Advisory Committee Regular Meeting held March 1, 2022, be taken as read and adopted.

Absent: Councillor Head, Jordan Carriere and Rishi Sankhla

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 2022 Off-Leash Dog Park Development (RPT 22-120)

Verbal Presentation was provided by Timothy Yeaman, Parks and Open Spaces Manager.

0014. **Moved by:** Wildey

That the following be forwarded to an upcoming Executive Committee meeting for consideration:

That \$12,100 from the 2022 Community Services Operating Budget to invest in Improvements to the Off-Leash Area, as outlined within Schedule No. 2 of the Responsible Pet Ownership Bylaw No. 13 of 2021, be approved.

Absent: Councillor Head, Jordan Carriere and Rishi Sankhla

CARRIED

6.2 Beautification 2022 (RPT 22-121)

Verbal Presentation was provided by Timothy Yeaman, Parks and Open Spaces Manager.

0015. **Moved by:** Kopchynski

That the following be forwarded to an upcoming Executive Committee meeting for consideration:

That the Beautification Initiatives, as outlined in RPT 22-121, be approved for the 2022 season.

Absent: Councillor Head, Jordan Carriere and Rishi Sankhla

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:55 P.M.

0016. **Moved by:** Rothenburger

That this Committee do now adjourn.

Absent: Councillor Head, Jordan Carriere and Rishi Sankhla

CARRIED

COUNCILLOR DENNIS OGRODNICK
CHAIRPERSON

ACTING CITY CLERK

MINUTES ADOPTED THIS 27TH DAY OF APRIL, A.D. 2022.



City of
Prince Albert

RPT 22-152

TITLE: 2022 Off-Leash Dog Park Development

DATE: April 1, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That \$12,100 from the 2022 Community Services Operating Budget to invest in Improvements to the Off-Leash Area, as outlined within Schedule No. 2 of the Responsible Pet Ownership Bylaw No. 13 of 2021, be approved.

PRESENTATION: Verbal by Tim Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. 2022 Off-Leash Dog Park Development (RPT 22-120)

Written by: Community Services Advisory Committee

Community Services has taken the necessary steps in providing options to designated off-leash parks as well as providing information on considerations when developing and designating these parks. The City has had several locations around the city used as undesignated off-leash parks and recent consideration for designated off-leash parks should be considered.

Off-leash recreation areas can benefit both human and canine, by providing safe and fun places for dogs to exercise and for dog owners to socialize. Large open space off-leash areas are also attractive to non-dog owners as places to recreate in a naturalistic setting.

PROPOSED APPROACH AND RATIONALE:

As part of the Community Service Department commitment to moving ahead with fully developing off-leash areas we will be concentrating on the first location already recognized under 'The Responsible Pet Ownership Bylaw No. 13 of 2021'. This location is over on the East side of the City in the naturally treed areas surrounding the City Sewage Treatment Plant. Operational budgeted dollars for 2022 will be used to accomplish completion of this park and we hope to use this as a template moving forward for future identification and development of additional sites.

Steps to completion will include the following:

- Park has been identified as an 'Open Space' and exceeds 10 acres in size so fencing this would not be possible as the costs would be prohibitive.
- We would work on demarcation of the main entrance to the park which is at the far-east end of 1st Street East.
- Signage would be developed with a set of 'Universal Rules' which would be site-specific and to be determined by the level of risk management for this site. Suggested park rules are listed below under 'signage'
- Consideration will also be given after a full-site review and walk-thru of the need for seating, a kiosk informational board, doggie waste-bag dispensers and trash receptacles.
- The department will look at the required maintenance standards for this identified area and the dollars required to maintain it. Based on preliminary observations we would consider the standards required as 'minimal' however further insight when completing the site review and walk-thru will help to determine if this is the correct standard for the park.

The need for off-leash dog recreation areas is a direct extension of urbanization. Whereas people used to own or have access to large parcels of open space to let their dogs run freely, the request to see more space made available for off-leash activities is on the rise. Off-leash dog recreation areas provide opportunities for neighbors to meet one another, help meet social needs for adults and children alike, and foster an increasing sense of community.

According to the American Kennel Club, the benefits of off-leash dog recreation areas include:

Allow dogs to exercise and socialize safely. Puppies and adult dogs need room to run, and enclosed play areas to permit them to do so while preventing them from endangering themselves and others...In addition, dogs who are accustomed to playing with animals and people other than their owners are more likely to be well-socialized and react well to strangers.

Promotes responsible dog ownership. Dog parks prevent off-leash animals from infringing on the rights of other community residents and park users such as joggers, small children, and those who may be fearful of dogs. Parks also make it easier for a City to enforce its leash laws, as resident dog owners with park access have no reason to allow their canine companions off-leash when outside the park.

Provides an outlet for dog owners to socialize. Dog parks are a great place for owners to meet other people with common interests. The love people share for their dogs reaches beyond economic and social barriers and helps foster a sense of community. Parks users also benefit from the opportunity to ask questions of other owners and find solutions to problems they might be having with their pet.

Makes for a better community by promoting public health and safety. Well-exercised dogs are better neighbors who are less likely to create a nuisance, bark excessively and destroy property. Their presence in the park, along with their owners, also may help deter crime.

Design Standards

In researching speaking with other communities across Saskatchewan we wanted to look at standards for design used when creating off-leash dog recreation areas. The following are the ideal design standards that were, considered in speaking with other communities based on research.

Type and Size

The Size of an off-leash area depends on the type and size of the parks it is located within. The following recommendations are guidelines; additional acreage may be allotted within each park type.

1. **Neighborhood Parks** Off-leash areas should be between one (1) acre up to two (2) acres
2. **Community Parks** Off-leash areas should be between two (2) acres up to five (5) acres
3. **Open Spaces** Off-leash areas should be ten (10) acres or larger

Neighborhood Parks are intended to be able to provide opportunities at a neighborhood level. The smaller park will be able to provided in greater number since the space requirement is smaller, as well as serving a smaller population of dogs. These parks enable the neighborhood to easily walk to the site, increasing community connectivity and sense of place (or belonging). Such parks would be frequented regularly as people include them in their daily schedule, being easily accessible in terms of travel time and distance.

Community Parks are slightly larger and support the population at a community level, i.e. a conglomerate of several neighborhoods. These parks provide an expanded level of recreational opportunities. Due to the size increase, dogs and humans are able to engage in more stringent activities, as so desired. People may choose to run with their dogs in this area, or simply provide for the ability for dogs to run, play and exercise at a level suited for their size and abilities.

Open spaces are the largest of the park designations. These are the least developed, providing an environmentally natural setting. Undeveloped trails may be created and other minimal facilities would be provided. These areas would be comparable to a hiking trail. A trailhead would exist at the onset of the park. This would differ from other parks as lighting and developed recreational facilities would not be necessary. There are fewer of these areas within the city due to size, albeit they are able to support a greater populations. Unlike the neighborhood and community parks, these areas would be more frequented on the weekends due to travel time and distance. The draw to these parks is the “reprieve” that is provided here compared to other parks.

It is not the intent to isolate all dog parks from other uses. Demarcation, proper siting and design are crucial for a successful dog park, especially as uses are combined. Neighborhood dog parks can easily be designed into other parks, even those that already exist. Proper fencing, park rules and safety designs will enable a variety of recreational uses within the same park.

Fencing and/or Demarcation

The fencing and/or demarcation of an off-leash dog recreation area depends upon the location and the level of risk management.

- Developed areas may require fencing.
- Undeveloped areas may require fencing, partial fencing, or no fencing depending on the natural boundaries and use of the park.
- Unfenced areas should have signs posted (along boundaries) identifying the area as an off-leash recreational location, for both dog owns and non-dog owners alike.
- Fence height should be between 6’ and 8’ feet high.
- Fencing should not have more than a 3” gap.

Entrances/Exits

Closed/Fenced Parks – Entrances and exits of fenced parks should be located in corners or other areas of the off-leash dog recreation area where there are no amenities, and planned in relation to amenities and social areas. A separate service entrance and/or emergency vehicle entrance should be included.

Signage

Signs should be posted at the entrance and at various points within the park. Rules are necessary for off-leash dog recreation areas. There are “universal” rules and each site could have site-specific rules, to be determined by the level of risk management. The following are “universal rules” and suggested park rules:

1. Owners must clean-up after their dog and properly dispose of the waste.
2. The hours the park is open and closed.
3. Children under 14 years of age must be accompanied by an adult and closely supervised at all times.
4. Dog-handlers must leash their dogs when outside the Dog Park.
5. All dogs must be licensed and vaccinated, including rabies.
6. All dogs must be spayed or neutered.
7. Dogs must be supervised and kept under control by their owners at all times.
8. Puppies and aggressive dogs are not permitted to use the park. No aggressive behavior from dogs or handlers
9. If a dog digs a hole, the owner is responsible for filling it prior to their departure.
10. Limit the number of dogs per person (perhaps one or two per responsible person). This limit would need to apply to professional dog walkers as well.
11. Use park at own risk
12. No food or glass inside the park
13. No smoking inside park
14. Telephone numbers for reporting maintenance issues and or park related problems should be posted.

Water Source considerations for Neighborhood and Community Parks

- Potable water source should be considered
- Include hose bib/quick coupler

Other considerations when planning a dog park

- Benches/seating
- Trees/Shrubs
- Ground covering/Surface Material

- Kiosk – informational display board
- Doggie Waste-bag Dispensers
- Trash Receptacles

Maintenance Standards

A set of standards should be developed as to the level of maintenance that would be required such as:

- Minimal Maintenance Standards
- Optimal Maintenance Standards
- Exceptional maintenance Standards

The other consideration regarding maintenance standards is whether this would be a city responsibility and if so what the budget implications would be and/or a group of volunteers providing the service.

The City should conduct thorough inspections to monitor the use of the off-leash dog park, on a regular basis and remove or repair hazards as soon as they are reported.

Funding Sources

The cost for funding an off-leash dog recreation area, including planning development, and on-going maintenance and operation, is determined by property utilized and the amenities planned. Off-leash dog recreation areas could be added to existing parks, a consultation process with the surrounding community would want to be considered for feedback purposes as to whether there is support for the park.

Funding and construction costs will vary tremendously due to size, location, amenities and support services. The drive behind an off-leash park may be better served through partnership with dog owners who are active, organized, dedicated, creative and persistent and could explore and seek out a variety of funding options or partnership opportunities with the city.

Locations

One of the primary challenges was to develop a methodology and structure for assessing dog park needs, and the community areas where they should be located. Community Services consulted with other city departments with expertise and knowledge on potential construction projects, long-term planning considerations. As a result we were able to come up with two potential off-leash park locations with further research and community consultation required to identify additional sites for consideration. The first two locations are:

1. Neighborhood Park (North West Option):

River Street West between 7 and 8 Avenue at a size of (1.3 Acres). This area is located directly off the Rotary Trail near the riverbank and is a parcel of land that is currently open green space. Development potential of this location to an off-leash

park would not, be realized until 2023 due to construction plans for a new Raw Water Pump House to begin in 2020. This location would require fencing.

2. Open Space Park:

Sewage Treatment Plant Option to be completed in 2022 - This location in the North East is located just off Mattes Avenue, and is accessible by way of 1st Street East and is (71.54 Acres).

An overview of the Weyburn, Saskatchewan Community Dog Park located along Tatagwa Trail has, been attached to this report as an example of what could be accomplished in partnership with a non-profit organization.

Furthermore, the off-leash park areas should be physically separate from the general public, and should avoid where possible being located around playgrounds, sports fields, public pathways or schools. This may not always be possible or desirable, but proximity to such public areas will increase the City's exposure to potential liability.

CONSULTATIONS:

Community Services will continue its consultation with the City Solicitor to look at mitigating factors and considerations around liability and insurance and what steps may be required for consideration in any future development or designation of off-leash areas. The comments and thoughts from the City Solicitors Office have been taken under advisement and integrated into this report.

Community Services will consult with the Director of Planning to amend and update Schedule No. 2 of the 'Responsible Pet Ownership Bylaw' if required.

The Department will also reach out to the Prince Albert Kennel & Obedience Club, Prince Albert SPCA and other local stake holders on gauging interest in programming and operational partnership opportunities.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The results and recommendations of the Community Services Advisory Committee will inform Community Services on next steps and considerations.

FINANCIAL IMPLICATIONS:

1. The Parks Department would look to fund the following from the General Parks Operating Supplies Account:
 - 10 Garbage Cans and Doggie Bag Dispensers - \$6400
 - Benches – we will repurpose some benches that we have at the Old City Yards - \$0.00
 - Mulching and clean-up of some trails - \$1200

- Parking improvements if required (gravel) - \$1500
2. The Parks Department would look to fund the following from the Community Program Advertising Expense Account:
 - Signage - \$3000

TOTAL Investment 2022 = \$12,100

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, or privacy implications, official Community Plan implementation strategies or other considerations.

STRATEGIC PLAN:

This report supports the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable, operating, with efficiency, mitigating risk, and utilizing transparent and realistic costing.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain natural and built environments. Our connection to the natural work is important and must be considered in the delivery of community services.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal by: Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Responsible Pet Ownership Bylaw
2. Weyburn Dog Park Information
3. Map of 2022 Sewage Treatment Plant-Off Leash Area

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

CITY OF PRINCE ALBERT BYLAW NO. 13 OF 2021

A Bylaw of The City of Prince Albert to regulate the conduct of pet owners in relation to the control of their pets

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

Short Title

1. This Bylaw may be cited as “The Responsible Pet Ownership Bylaw”.

Purpose

2. The purpose of this Bylaw is to encourage a safe and healthy community for citizens and their pets within the City of Prince Albert, by:
 - (a) Educating the public on responsible pet ownership;
 - (b) Providing for the licensing of dogs and cats;
 - (c) Controlling and regulating dogs and cats;
 - (d) Providing for the impounding of dogs and cats that are at large;
 - (e) Controlling and regulating exotic animals or pets and wild animals or pets;
 - (f) Controlling and regulating livestock; and
 - (g) Promoting the protection of people, animals and property in the City of Prince Albert.

PART I
DEFINITIONS

3. (a) **“animal”** means any bird, reptile, insect, amphibian or mammal, excluding humans and wildlife.
- (b) **“Animal Control Agency”** means the agency designated by The City to administer and enforce this Bylaw.
- (c) **“animal shelter”** means a facility operating within the City of Prince Albert, which is used for animal impoundment and kenneling.
- (e) **“at large”** means if the animal is off the premises of its owner, unless the animal is both on a leash not exceeding three (3) metres in length and is under proper control, or is within a City designated off-leash area and is under proper control.
- (d) **“Bylaw Manager”** means the person employed by the City of Prince Albert who is assigned to and holding the position responsible to administer, supervise and oversee bylaw enforcement and Bylaw Enforcement Officers for the City of Prince Albert.
- (e) **“City”** means the City of Prince Albert.
- (f) **“Council”** means the Council of the City of Prince Albert.
- (g) **“Court”** means the Provincial Court of Saskatchewan established pursuant to *The Provincial Court Act*.
- (h) **“Officer”** means that person employed by the Animal Control Agency, or poundkeeper, or a Bylaw Enforcement Officer appointed by Council as contemplated by Section 337 of *The Cities Act*, or any member of the Prince Albert Police Service.
- (i) **“off-leash area”** means an area designated by The City and which is illustrated in Schedule No. 2 where dogs are permitted to be off-leash provided that they are under proper control.
- (j) **“owner”** includes:
- (i) a person who keeps, harbors, or has possession, charge, or control over an animal; and
 - (ii) the person responsible for the custody or supervision of a minor at relevant time(s) where the minor is the owner of an animal.

but does not include:

- (iii) a veterinarian registered pursuant to *The Veterinarians Act, 1987* who is keeping or harbouring an animal for the prevention, diagnosis or treatment of a disease of or an injury to the animal; and
 - (iv) the operator of an animal shelter.
- (k) **“pigeon”** means a bird of the species *Columbia livia*, commonly known as the domestic pigeon, and includes without limitation pigeons raised for the purpose of racing or for the purpose of show, but excludes feral or wild pigeons.
 - (l) **“Poundkeeper”** means a person authorized by the operator of an animal shelter to impound and kennel animals.
 - (m) **“run”** means a permanent structure outside of a residential dwelling unit used solely for the containment of an animal.

PART II LICENSING

Dog and Cat Licenses Required

- 4. No person shall own or keep any dog or cat within the city unless such dog or cat is licensed as provided in this Bylaw.

Licensing of Dogs and Cats

- 5. (a) Every owner shall obtain a license for each dog or cat.
- (b) Notwithstanding Subsection 5(a), the owner or prospective owner of any dog or cat adopted, claimed or otherwise taken from an animal shelter must obtain a license prior to that animal being released from an animal shelter.
- (c) The license referred to in Subsection 5(a) shall not be transferable.
- (d) The license year shall run from January 1st to December 31st of each year. The owner shall renew the license prior to its expiration.
- (e) When applying for a license under this section, the owner shall provide the following:
 - (i) a description of the dog or cat, including breed, name, gender and age;
 - (ii) a history of rabies vaccinations for the animal and whether the animal has been spayed or neutered;

- (iii) the name, address and telephone number of the owner; and
 - (iv) any other relevant information which may be required.
- (f) The owner shall be supplied with a current license tag and a receipt for payment of the license fee when a license is issued. The license tag must be renewed each year. Where a license tag is lost or destroyed, the owner will be issued a replacement license tag and the owner shall be responsible for any replacement costs. An operator of an animal shelter will issue one replacement license tag per year for each dog or cat at no cost.
- (g) No person shall be entitled to a license rebate under this Bylaw.
- (h) The annual license fee for each dog or cat shall be as set out in Schedule No. 1.
- (i) Where a license required pursuant to this section has been paid for by the tender of an uncertified cheque, the license is automatically revoked if the cheque is not accepted and cashed by the bank from which it is issued and/or drawn.
- (j) The penalty (fine) for failing to license a dog or cat shall be as set out in Schedule No. 4.

Valid License Tag Attached

6. (a) The owner of a dog or cat shall ensure that the dog or cat wears a collar to which is attached a valid license tag whenever the dog or cat is off the premises of the owner.
- (b) This section shall not apply while a dog or cat is participating in a recognized dog or cat show, obedience trial or field trial.
- (c) The penalty (fine) for failing to attach a valid license tag when a dog or cat is off the premises of the owner shall be as set out in Schedule No. 4.

Exemptions from Licensing Dogs and Cats

7. (a) The following are exempted from the licensing provisions in Section 5:
- (i) a store whose business includes the sale of pets and is licensed as such;
 - (ii) a veterinary hospital, clinic, boarding kennel or grooming kennel;

- (iii) a research institution housing and using dogs or cats for research purposes;
 - (iv) operator of an animal shelter; and
 - (v) service dogs acting in performance of police work.
- (b) A person who owns and physically relies on a guide dog trained and used to assist such person shall obtain a license for the dog in accordance with Part II and there shall be no fee payable by the owner for the license.

PART III REGULATION AND CONTROL OF CATS AND DOGS

Cats and Dogs at Large

8. (a) No owner of a dog or cat shall permit the dog or cat to be at large, except as provided in Section 9. Notwithstanding, this section shall not apply to police service dogs in active duty.
- (b) For the purposes of Court proceedings to enforce the provisions of this Bylaw, if a dog or cat is found to be at large, the owner shall be deemed to have permitted the dog or cat to be at large unless the owner proves, to the satisfaction of the Court, that at the time of the offence, the owner did all that was reasonable to prevent the dog or cat from being at large.
- (c) The penalty (fine) for allowing a dog or cat to be at large shall be as set out in Schedule No. 4.

Exceptions From Being at Large

9. Notwithstanding Section 8, an owner may permit a dog to be at large in any of the off-leash areas described in Schedule No. 2 provided that:
- (a) the dog is accompanied by the owner or a person having the owner's authority to be supervising the dog at the relevant time;
 - (b) the owner or supervising person referred to in Subsection 9(a) has complete control of the dog by either physical or verbal means at all times;
 - (c) the dog has not been proven to be dangerous by a judicial proceeding;
 - (d) the dog does not display any signs of aggressive behavior; and

- (e) the owner or supervising person referred to in Subsection 9(a) has control of the dog at all relevant times in such a manner as to prevent any danger, risk or unreasonable interference with any person's lawful use of enjoyment of the area.

Prohibited Areas

- 10. (a) No person shall permit a dog or cat to be:
 - (i) within three (3) metres of any playground apparatus available for public use;
 - (ii) in the South Hill Cemetery; and
 - (iii) in any posted area except for a specific activity approved by the City.
- (b) This section shall not apply to a person who owns and is physically reliant on a guide dog trained and used to assist such person.
- (c) This section shall not apply to a police service dog in active duty.
- (d) The penalty (fine) for allowing a dog or cat in the prohibited areas outlined in Subsection 10(a) shall be as set out in Schedule No. 4.

Cat Traps

- 11. (a) Cat traps are available through the animal shelter. When requesting a cat trap, the person shall provide the name, address and telephone number of the person requesting the trap.
- (b) A person requesting a trap for a cat shall comply with all terms and conditions for the use of the trap specified by the animal shelter personnel that has provided the trap, including without limitation, terms and conditions pertaining to the treatment and disposition of any trapped cat, as established by the Animal Control Agency or Poundkeeper. Any person who fails to comply with the terms and conditions is guilty of an offence and liable on summary conviction to the penalty contained in Section 29.

Accumulation of Animal Feces

- 12. (a) An owner or occupant of private property shall not allow animal feces to accumulate on the property which unreasonably interferes with the use and enjoyment of adjoining premises by owners or occupants.
- (b) The penalty (fine) for allowing animal feces to accumulate on private property shall be as set out in Schedule No. 4.

- (c) An Officer may charge the property owner and/or serve an owner or occupant of private property with a notice to remove all animal feces from the property within seventy-two (72) hours of service of the notice.
- (d) A notice under Subsection 12(b) may be served personally on an owner or occupant of private property, or sent by registered mail addressed to the owner of the property at the mailing address shown on the last revised assessment roll of the City.
- (e) A notice served by registered mail is deemed to have been received on the fifth day following the date of its mailing.
- (f) The City may remove the feces from the property if:
 - (i) the person to whom the request is made fails to remove the feces within seventy-two (72) hours; or
 - (ii) after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined.
- (g) If The City removes feces pursuant to Subsection 12(f), The City may collect from the owner reasonable charges and expenses as a debt due to The City and The City may recover the charges and expenses by action in a Court of competent jurisdiction.

Cleanup of Animal Feces

- 13. (a) If a dog or cat defecates on any public or private property other than the property of its owner, the owner of the dog or cat shall remove the defecation immediately.
- (b) This section shall not apply to a person who owns and is physically reliant on a guide dog trained and used to assist such person.
- (c) The penalty (fine) for failing to immediately remove a dog or cat's excrement (defecation) from public or private property other than the property of the dog or cat's owner shall be as set out in Schedule No. 4.

Dog and Cat Runs

- 14. (a) Where a dog or cat is housed or enclosed in a run, the owner shall ensure that the run is kept in a sanitary condition protecting the health and safety of the dog and/or cat and any other living being.
- (b) An owner shall ensure that a dog and/or cat run enclosure on the owner's property is located no closer that one (1) metre to a property

line and no closer than five (5) metres from a dwelling unit located on an adjacent property.

- (c) An owner shall ensure that a dog and/or cat run on the owner's property is constructed of material of sufficient strength and in a manner adequate to:
 - (i) confine the dog and/or cat; and
 - (ii) prevent the entry of children.
- (d) If, in the opinion of the Officer, the condition or location of a dog and/or cat run is not in accordance with this Bylaw, the Officer may order the owner of the property on which the dog and/or cat is located, to clean, alter, demolish or relocate the run within the period specified in the order.
- (e) The person to whom an order is issued pursuant to Subsection 14(d) shall comply with the order within the time specified in the order.
- (f) An order to relocate a dog and/or cat run enclosure issued pursuant to Subsection 14(d) will allow the owner of the property on which the run is located, at least thirty (30) days to relocate or remove the run.
- (g) An owner who fails to comply with an order made pursuant to this section shall be guilty of a continuing offence and subject to a penalty as set out in Schedule No. 4.

Animal Left Unattended in a Motor Vehicle

- 15. (a) The owner of an animal shall ensure that such an animal shall not be left unattended in any motor vehicle unless the animal is restricted so as to prevent access to a person or persons and as long as such restraint provides for suitable ventilation and hydration.
- (b) The penalty (fine) for leaving a dog or cat unattended in a motor vehicle shall be as set out in Schedule No. 4.

Aggressive Animals

- 16. (a) The owner of an animal shall ensure that such animal shall not:
 - (i) bite a person or animal whether on the property of the owner or not;
 - (ii) do any act to injure a person or animal whether on the property of the owner or not;

- (iii) chase or otherwise threaten a person or animal whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner; or
 - (iv) cause damage to property or other animals.
- (b) This section shall not apply to a police service dog in active duty.
 - (c) The penalty (fine) for biting, injuring, or chasing a person or animal or causing damage shall be as set out in Schedule No. 4.

Interference

- 17. (a) No person shall:
 - (i) untie, loosen or otherwise free an animal which has been tied or otherwise restrained;
 - (ii) negligently or willfully open a gate, door or other opening of a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large in the City; or
 - (iii) tease, entice, bait or throw objects at a confined animal.
- (b) The penalty (fine) for interference with an animal outlined under Subsection 17 (a) shall be as set out in Schedule No. 4.

Animal Abandonment

- 18. (a) No person shall willfully fail to provide shelter or care to an animal in such a way as to desert or abandon such animal for which that person is an owner.
- (b) No person shall abandon any animal on the property of an animal shelter without formally surrendering such an animal to an animal shelter and paying all surrendering fees as charged by an animal shelter.
- (c) No person shall willfully fail to claim an animal that is being held at an animal shelter and for which he is an owner.
- (d) The penalty (fine) for abandonment of an animal shall be as set out in Schedule No. 4.

Humane Destruction of Sick and Injured Animals

- 19. (a) An Officer or a veterinarian may take immediate action to humanely destroy any sick or injured animal found within the city where, in his opinion, immediate destruction of the animal is necessary to avoid unnecessary suffering by the animal.

- (b) Reasonable efforts shall be made to contact the owner of an animal before it is destroyed pursuant to Section 19 (a); however, no action lies against the Officer or veterinarian solely because the owner of the animal was not contacted.

Barking or Howling

- 20. (a) No owner of a cat or dog shall permit the cat or dog to bark or howl so as to create a nuisance.
- (b) For the purposes of this section, the factors for determining whether the barking or howling of a cat or dog has become a nuisance are as follows:
 - (i) the proximity of the barking or howling to sleeping facilities;
 - (ii) the land use, nature and zoning of the area from which the barking or howling emanates and the area where it is received or perceived;
 - (iii) the time of day or night the barking or howling occurs;
 - (iv) the duration of the barking or howling;
 - (v) whether the barking or howling is the result of provocation;
 - (vi) the volume of the barking or howling; and
 - (vii) whether the barking or howling is recurrent, intermittent or constant.
- (c) Barking or howling in a residential area is deemed to be a nuisance if the barking or howling:
 - (i) occurs between the hours of:
 - (A) 11 p.m. and 6 a.m. on a day other than a Sunday or holiday; or
 - (B) 11 p.m. and 8 a.m. on a Sunday or holiday; and
 - (ii) persists for a period of:
 - (A) 15 consecutive minutes or longer; or
 - (B) 1 hour or longer, intermittently.
- (d) The penalty (fine) for barking and howling shall be as set out in Schedule No. 4.

**PART IV
IMPOUNDING OF DOGS AND CATS**

Impounding of Dogs and Cats

21. (a) An Officer or Poundkeeper may seize and impound any dog or cat that is at large.
- (b) An Officer or Poundkeeper may enter onto the land surrounding any building in pursuit of any dog or cat which is found at large.
- (c) The Council may, by resolution, enter into an agreement with any person or organization for the purpose of participation in the enforcement of this Bylaw or for the purpose of providing pound keeping services.

Impounded Cats and Dogs

22. (a) Subject to the provisions of the current *City of Prince Albert's Dangerous Animal Bylaw*, the Poundkeeper shall keep all impounded dogs and cats for a period of at least seventy-two (72) hours, excluding the day of impounding. Statutory holidays shall be included in the computation of the seventy-two (72) hour period.
- (b) During this period, the owner may reclaim the dog or cat from the animal shelter upon payment to the Poundkeeper of the fees set out in Schedule No. 3.
- (c) No unlicensed dog or cat which is impounded shall be released to its owner until a license has been purchased.
- (d) If a dog or cat impounded is wearing a valid license tag, the Poundkeeper shall immediately notify the owner, by telephone or in writing, of the seizure of the dog or cat at the telephone number or address shown in the records. No liability whatsoever shall attach to The City or the operator on an animal shelter by reason of the failure of the owner to receive such notice.
- (e) If a dog or cat is not reclaimed within the period set out in Subsection 22(a), or if the owner of a dog or cat fails or refuses to comply within this period with the conditions set out in Subsections 22(b) and (c), the Poundkeeper may sell or humanely destroy the cat or dog.

Obstruction of Enforcement

23. (a) No person, including the person who is the owner of a dog or cat which is being impounded or has been impounded, shall obstruct a Poundkeeper or Officer in the execution of their duties as provided

in this Bylaw and the current *City of Prince Albert's Dangerous Animal Bylaw*.

- (b) The penalty (fine) for interference with enforcement of this Bylaw shall be as set out in Schedule No. 4.

PART V PERMITTED NUMBER OF ANIMALS

Permitted Number of Animals

- 24. (a) No person occupying a dwelling within the City of Prince Albert shall possess or harbor more than the maximum number of animals as outlined in Schedule No. 6.
- (b) The provisions of the section do not apply to animals:
 - (i) under the age of six (6) months;
 - (ii) being temporarily kept or harbored by veterinarians within the course of their profession;
 - (iii) being temporarily kept or harbored by retail pet stores within the course of their trade;
 - (iv) being temporarily kept or harbored by a Poundkeeper;
 - (v) being kept or harbored on the Prince Albert Exhibition Grounds;
 - (vi) being kept or harbored on a lot in the Conservation (CON) zoning district; and
 - (vii) in the course of transit.
- (c) The penalty (fine) for possessing or harboring animals in excess of the limits outlined under this section shall be as set out in Schedule No. 4

PART VI CONTROL AND REGULATION OF EXOTIC AND WILD ANIMALS

Owning and Harboring Exotic and Wild Animals

- 25. (a) No person shall own or harbour any animal, or hybrid of any animal, as listed in Schedule No. 5 for any purpose.

- (b) No person, partnership or corporation, whether operated separately or in connection with another business enterprise, shall operate a pet store that buys, sells, trades, exhibits or harbours any animal or hybrid of any animal as listed in Schedule No. 5.
- (c) The penalty (fine) for owning and/or harboring a purebred or hybrid animal listed in Schedule No. 5 shall be as set out in Schedule No. 4.

Exemption to Owning and Harboring Exotic and Wild Animals

26. Section 25(a) does not apply to prohibit the harbouring of an animal or a hybrid of an animal as listed in Schedule No. 5 in the following places or circumstances:
- (a) an animal shelter;
 - (b) in a veterinary hospital under the care of a licensed veterinarian;
 - (c) on the premises of the Saskatchewan Polytechnic where such animals are being kept for research, study or teaching purposes; or
 - (d) by anyone holding a license under any statute of the Legislature of Saskatchewan of the Government of Canada, which permits the keeping of animals under stated conditions,

Feeding of Wild Animals and Wild Birds

27. (a) It shall be an offence under this Bylaw to feed any wild animal or any wild bird being that of a pigeon, crow, magpie or raven within the City limits.
- (b) The penalty (fine) for feeding a wild animal or wild bird shall be as set out in Schedule No. 4.

PART VII CONTROL AND REGULATION OF BEES

General Regulations – Bees

28. (a) No beekeeping shall be located in any zone except for Park (P) for educational purposes and Agriculture (AG) north of the North Saskatchewan River.
- (b) Beekeeping is permitted in conformity with the following regulations:
- (i) Not more than six (6) colonies of bees are permitted on a parcel having an area less than seven (7) acres; and

- (ii) A beehive is not permitted within fifteen (15) metres of any property line.

PART VIII OFFENCES AND PENALTIES

Offences and Penalties

- 29. (a) Except as otherwise provided in this Bylaw, every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction:
 - (i) in the case of an individual, to a fine of not more the \$2,000; and
 - (ii) in the case of a corporation, to a fine of not more the \$5,000.
- (b) Any person who is in default of payment of a fine imposed pursuant to this section may be liable to a term of imprisonment not exceeding ninety (90) days.

Notice of Violation and Remedial Orders

- 30. (a) Notwithstanding Section 29, a Bylaw Enforcement Officer or a Police Officer may, as an alternative to proceeding by way of summary conviction, issue a notice of violation for any contravention(s) of this Bylaw.
- (b) A notice of violation issued by a Bylaw Enforcement Officer or Police Officer shall be in a form provided by the City and shall include the prescribed penalty amount set out in Schedule No. 4 of this Bylaw, which, if paid within the time prescribed will be accepted as an admission of the violation.
- (c) For the purposes of determined the prescribed penalty required by Schedule No. 4, the number of prior offences shall be determined by the number of prior notices of violation issued with respect to the specified contravention, with the exception of those that have been cancelled or dismissed by the Court.
- (d) If a notice of violation is issued, the notice shall require the person to pay to The City the penalty sum specified in accordance with this Bylaw within fifteen (15) days of the date the notice of violation is delivered.
- (e) The date of payment shall be determined as follows:

- (i) For payment in person, the date of payment shall be the date payment is received by the City;
 - (ii) For payment by deposit, the date of payment shall be the date payment is deposited in the depository at City Hall; or
 - (iii) For payment by mail, the date of payment shall be the federal post marked date on the remittance.
- (f) The City's rights under this section shall be in addition to The City's right to seek other legal remedies or actions for abatement of the contravention.
- (g) The penalty sum specified in a notice of violation is to be paid:
- (i) In person, during regular office hours, to the cashier located at City Hall, 1084 Central Avenue, Prince Albert, Saskatchewan;
 - (ii) By mail addressed to the Office of the City Treasurer, City Hall, 1084 Central Avenue, Prince Albert, Saskatchewan S6V 7P3; or
 - (iii) By any other method indicated on the notice of violation.
- (h) If payment, as required under a notice of violation, is not paid by the date specified therein, then the penalty sum specified therein shall be enforceable by The City as a debt due to The City.
- (i) A person to whom a notice of violation is being issued pursuant to this section shall, upon request by the person issuing the notice of violation, provide their name, address and date of birth. Any person who fails to provide this information is guilty of an offence and liable on summary conviction to the penalty contained in Section 29.

PART IX MISCELLANEOUS

Appointment of Officers

31. (a) The Prince Albert Society for the Prevention of Cruelty to Animals is designated as the Animal Control Agency.
- (b) The Animal Control Agency or Poundkeeper is authorized to delegate the enforcement of this Bylaw to their employees.

Severability

- 32. If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.

Repeal

- 33. Bylaw No. 26 of 2018 and all applicable amendments and subsequent amending Bylaws are hereby repealed.

Notwithstanding the repeal, every license fee and/or fine outstanding pursuant to Bylaw No. 26 of 2018 as amended shall remain in force and enforceable as if made pursuant to this Bylaw and may be dealt with as if made pursuant to their this Bylaw.

Coming Into Force

- 34. This Bylaw shall come into force and take effect on, from and after the day of its final passing.

INTRODUCED AND READ A FIRST TIME THIS 12TH DAY OF July ,A.D., 2021
READ A SECOND TIME THIS 12TH DAY OF July ,A.D., 2021
READ A THIRD TIME AND PASSED THIS 12TH DAY OF July ,A.D., 2021



MAYOR



CITY CLERK

SCHEDULE NO. 1
To Bylaw No. 13 of 2021

Annual License Fees for Dogs and Cats

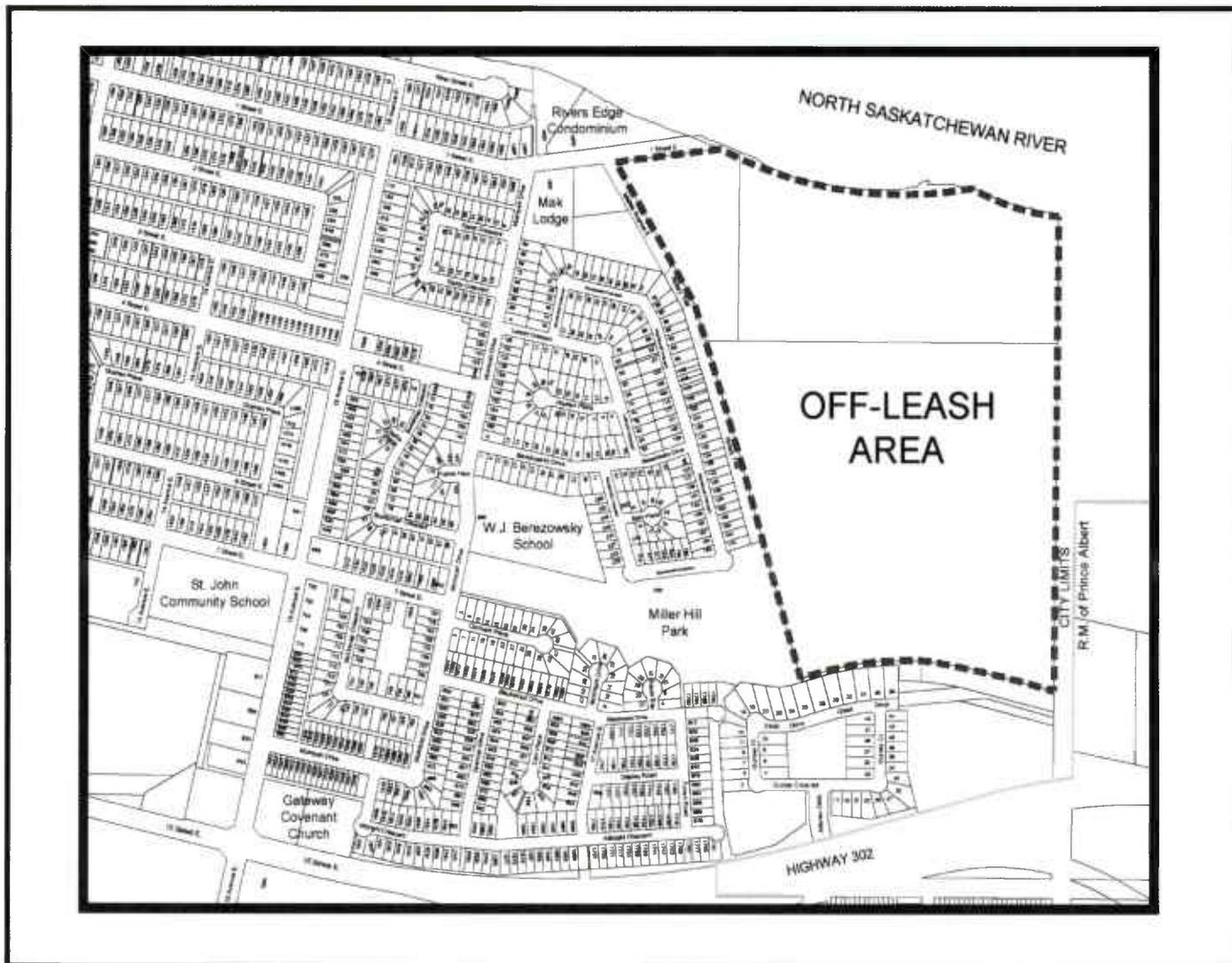
Effective July 12TH, 2021:

Dog not spayed or neutered	\$75.00
Dog spayed or neutered	\$25.00
Dog up to 6 months	\$25.00
Cat not spayed or neutered	\$75.00
Cat spayed or neutered	\$25.00
Cat up to 6 months	\$25.00

SCHEDULE NO. 2

To Bylaw No. 13 of 2021

Off-Leash Area



SCHEDULE NO. 3

To Bylaw No. 13 of 2021

Impoundment Fees for Cats and Dogs

Effective July 12TH, 2021:

Pound fee	\$60.00
Care and sustenance fee	The rate per day, or a portion thereof, commencing at 12:00 a.m. on the day immediately following the day of impoundment shall be the rate that is charged as determined by the local market rate.
Euthanization fee	Fees to be equal to the charge of the veterinarian plus any mileage fees associated with the travel.

SCHEDULE NO. 4

To Bylaw No. 13 of 2021

Penalties for Non-Conformity with Bylaw

Charges are assessed to the owner, not the animal offences for which a summary offence ticket may be issued.

Section	Offence	Penalty (Fine)		
		1 st Offence	2 nd Offence	Subsequent
Section 5	Failure to license a dog or cat	\$75	\$125	\$275
Section 6	Failure to attach valid license tag when a dog or cat is off the premises of the owner	\$75	\$125	\$275
Section 8	Dog or cat being at large	\$75	\$125	\$275
Section 10	Dog or cat in prohibited areas	\$75	\$125	\$275
Section 12	Allow animal feces to accumulate on private property	\$75	\$125	\$275
Section 13	Failure to immediately remove a dog or cat's excrement (defecation) from public or private property other than the property of the dog or cat's owner	\$75	\$125	\$275
Section 14	Failure to clean, alter, demolish or relocate dog and/or cat run	\$25 per day the order is not complied with		

SCHEDULE NO. 4 (continued)

To Bylaw No. 13 of 2021

Penalties for Non-Conformity with Bylaw

Charges are assessed to the owner, not the animal offences for which a summary offence ticket may be issued.

Section	Offence	Penalty (Fine)		
		1 st Offence	2 nd Offence	Subsequent
Section 15	Leaving a dog or cat unattended in a motor vehicle	\$100	\$250	\$500
Section 16				
(a)	Biting a person or animal	\$100	\$200	\$300
(b)	Injuring a person or animal	\$100	\$200	\$300
(c)	Chasing a person or animal	\$100	\$200	\$300
(d)	Causing damage	\$100	\$200	\$300
Section 17				
(a)	Untie or free an animal	\$75	\$175	\$275
(b)	Willfully open a gate or door	\$75	\$175	\$275
(c)	Tease, throw things at confined animal	\$75	\$175	\$275
Section 18	Abandonment of an animal	\$200	\$300	\$400
Section 20	Dog or cat barking or howling	\$75	\$125	\$275
Section 23	Interference with enforcement	\$100	\$250	\$500
Section 24	Exceeding the maximum number of animals	\$75	\$125	\$275
Section 25	Owning and/or harboring a purebred or hybrid animal listed in Schedule No. 5	\$150	\$300	\$500
Section 27	Feeding a wild animal or wild bird	\$75	\$125	\$275

SCHEDULE NO. 5

To Bylaw No. 13 of 2021

Listing of Animals Prohibited

Being a list of animals, the keeping of which is prohibited within the City of Prince Albert. *Example of animals of a particular prohibited group are given in parentheses. They are examples only and shall not be construed as limiting the generality of the group.*

- all Arachnids dangerous to humans (such as scorpions and tarantulas, except tarantulas of the genera Aphonopela, Avicularia and Grammostola)
- all Artiodactylus Ungulates, except domestic goats, sheep and cattle
- all bats
- all Canids, except the domestic dog
- all Crocodylians (such as alligators, crocodiles and caimans)
- all Edentates (such as anteaters, sloths and armadillos)
- all elephants AND all hyenas
- all Felids, except the domestic cat
- all Marsupials (such as kangaroos and opossums)
- all Mustelids (such as skunks, weasels, otters & badgers) except the domestic ferrets
- all non-human Primates (such as gorillas and monkeys)
- all Perissodactylus Ungulates, except the domestic horse, mule and ass
- all Pinnipeds (such as seals, fur seals and walruses)
- all Procyonids (such as raccoons, coatis and cacomistles)
- all Raptors, diurnal and nocturnal (such as eagles, hawks and owls)
- all Ratite Birds (such as ostriches, rheas, and cassowaries)
- all snakes of the families Pythonidae and Boidae
- all Ursids (bears) AND all venomous Reptiles and Amphibians AND all Veverrids (such as mongooses, covets and genets)

SCHEDULE NO. 6
To Bylaw No. 13 of 2021

Maximum Number of Animals Permitted

Definitions

- Group A: Dogs and cats
- Group B: Rabbits and ferrets
- Group C: Pigeons and domestic birds
- Group D: Cattle and other beasts of burden, horses, sheep, goats, pigs and other livestock
- Group E: Turkeys, ducks, geese, chickens, swans and pheasants
- Group F: Ferae naturae, that is of wild nature of disposition, mink and skunks

Zone: Carries the same meaning as defined in The City of Prince Albert Zoning Bylaw No. 1 of 2019.

ZONE	LOT AREA IN HECTARES	MAXIMUM NUMBER OF ANIMALS PERMITTED					
		GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
FUD or AG Zones south of the North Saskatchewan River	Any size	10 with a maximum 4 dogs	5	40	0	5	0
AG Zones north of the North Saskatchewan River	Any size	10 with a maximum 4 dogs	5	40	1 per hectare or part thereof	20	0
AG	Less than 2 hectares	10 with a maximum 4 dogs	5	40	0	5	0
AG	2 hectares and over	10 with a maximum 4 dogs	5	40	1 per hectare or part thereof	20	0

SCHEDULE NO. 6 (continued)

To Bylaw No. 13 of 2021

Maximum Number of Animals Permitted

Definitions

Group A: Dogs and cats

Group B: Rabbits and ferrets

Group C: Pigeons and domestic birds

Group D: Cattle and other beasts of burden, horses, sheep, goats, pigs and other livestock

Group E: Turkeys, ducks, geese, chickens, swans and pheasants

Group F: Ferae naturae, that is of wild nature of disposition, mink and skunks

Zone: Carries the same meaning as defined in The City of Prince Albert Zoning Bylaw No.1 of 2019.

ZONE	LOT AREA IN HECTARES	MAXIMUM NUMBER OF ANIMALS PERMITTED					
		GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
C2	Any size	3	0	0	0	0	0
C3	Any size	3	0	0	0	0	0
C4	Any size	3	0	0	0	0	0
CMU	Any size	3	0	0	0	0	0
I1	Any size	3	0	0	0	0	0
I2	Any size	3	0	0	0	0	0
M1	Any size	3	0	0	0	0	0
M2	Any size	3	0	0	0	0	0
M3	Any size	3	0	0	0	0	0
M4	Any size	3	0	0	0	0	0

SCHEDULE NO. 6 (continued)

To Bylaw No. 13 of 2021

Maximum Number of Animals Permitted

Definitions

Group A: Dogs and cats

Group B: Rabbits and ferrets

Group C: Pigeons and domestic birds

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Group F: Ferae naturae, that is of wild nature of disposition, mink and skunks

Zone: Carries the same meaning as defined in the City of Prince Albert Zoning Bylaw No.1 of 2019.

ZONE	LOT AREA IN HECTARES	MAXIMUM NUMBER OF ANIMALS PERMITTED					
		GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
AP	Any size	3	0	0	0	0	0
R1	Any size	5, with a maximum 3 dogs	2	30	0	0	0
R2	Any size	5, with a maximum 3 dogs	2	30	0	0	0
R3	Any size	5, with a maximum 3 dogs	2	30	0	0	0
R4	Any size	5, with a maximum 3 dogs	2	30	0	0	0
CR2	Any size	10	2	30	0	0	0
CR1	2 hectares and over	10	5	30	1 per hectare or part thereof	5	0
RMU	Any size	3	0	0	0	0	0

The Weyburn Community Dog Park is an off-leash dog park located along the Tatagwa Trail. It is approximately 2.8 acres and provides 2 separate fenced areas for large and small dogs. There is also a staging area where leashes can be removed before entering the off-leash area.

In 2009, a non-profit organization called Weyburn Community Dog Park proposed the idea of the dog park to the City of Weyburn council. The City of Weyburn provided the land in 2010 and the construction began in 2011.

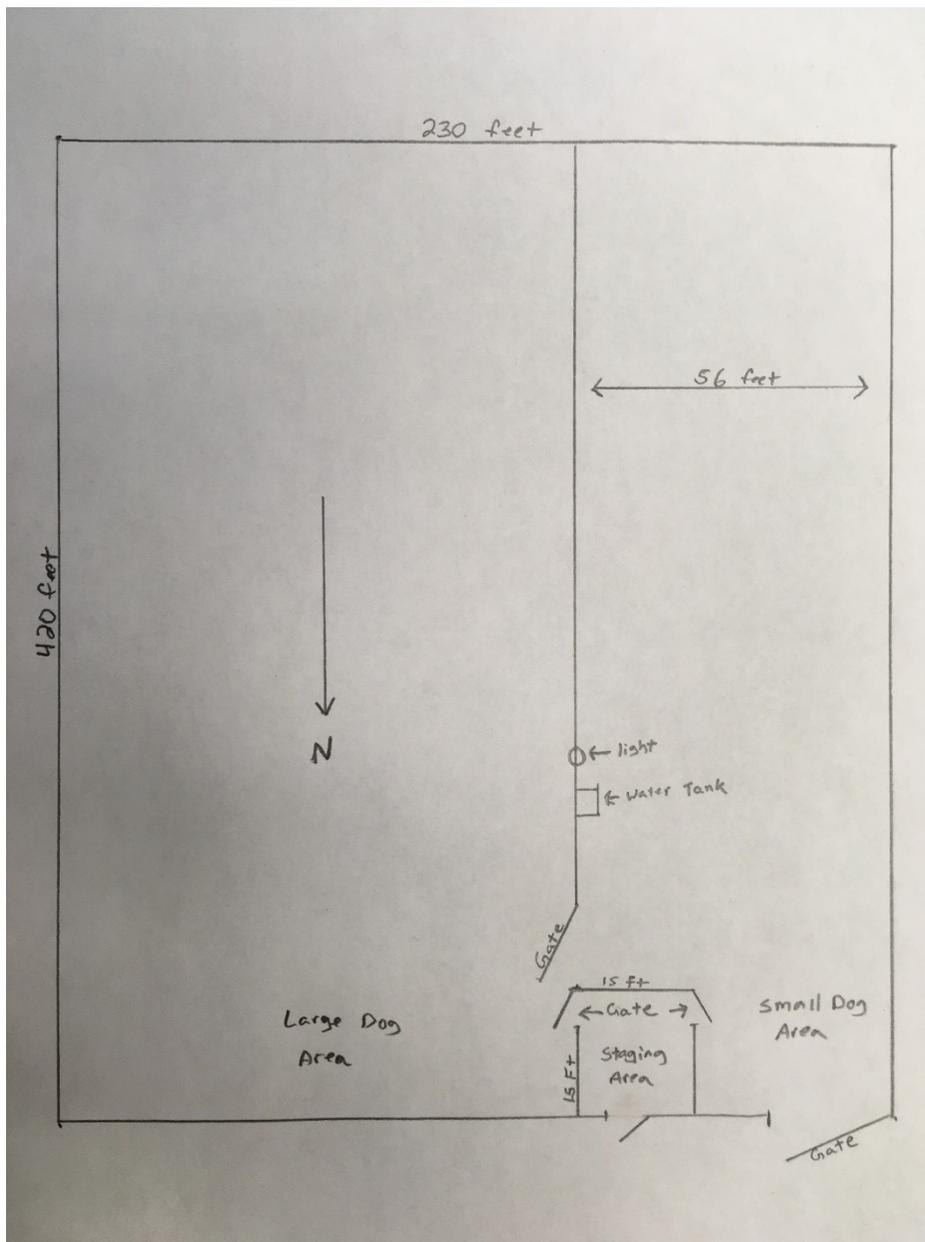
In 2017, the Weyburn Kinsmen and Kinette Club took over the Dog Park and are currently maintaining the park.

The actual cost of materials and construction is unknown as construction was done by volunteers and paid by donations.

The fence is constructed with 8 foot wooden posts spaced 30 feet apart and enclosed with page wire as opposed to chain link fence.



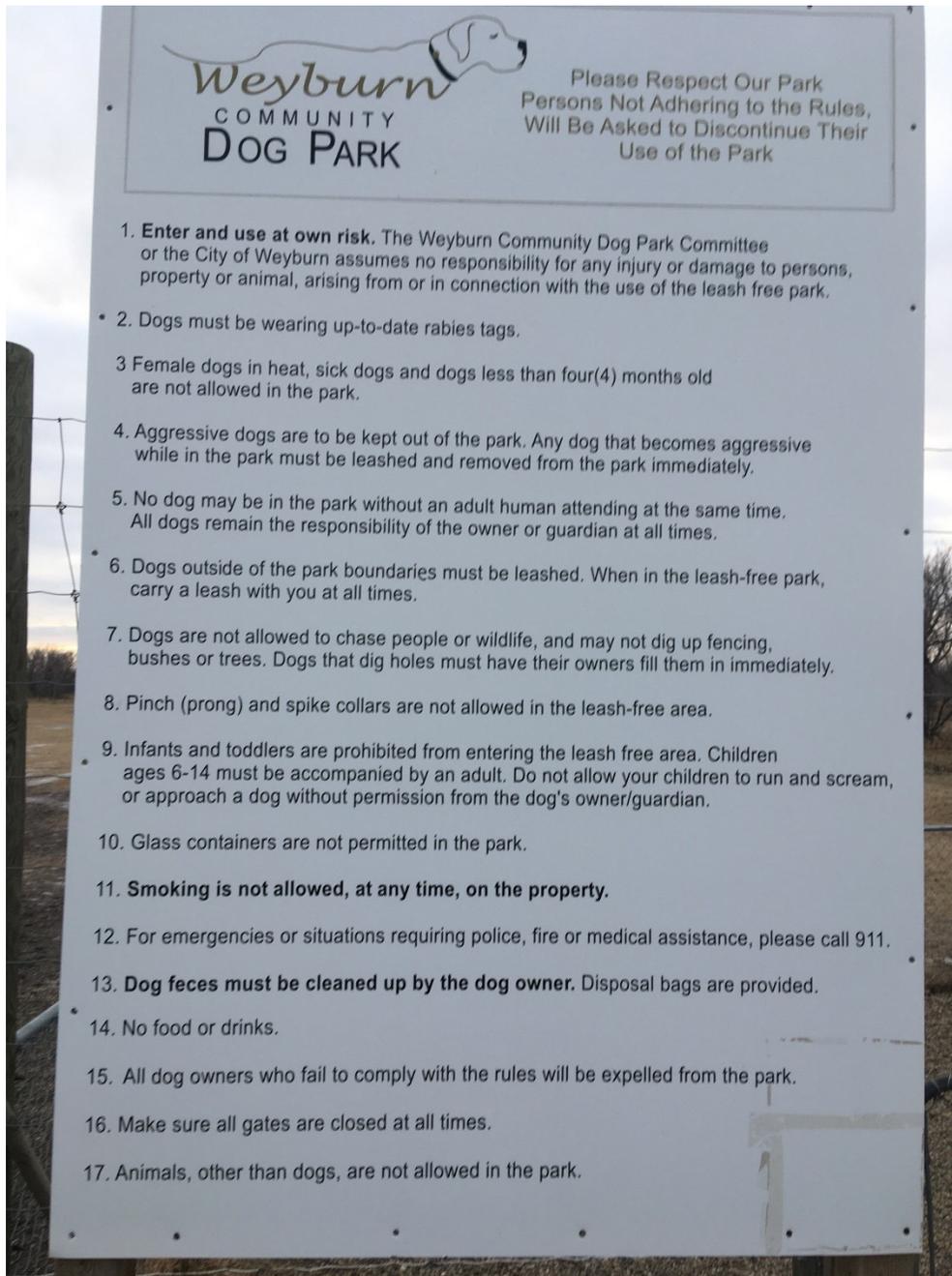
The first area for larger dogs measures approximately 420 x 174 feet and the second area for smaller dogs measures approximately 420 x 56 feet. The staging area measures 15 x 15 feet.



There are 3 smaller walk in gates in the staging area to allow access to Dog Park and 2 larger gates (12 foot) for access for maintenance vehicles.



Rules



More Pictures



“Doggy Doo” bag dispensers and garbage bins are provided for pet owners as they are responsible to clean up after their pets. There is also a water tank available which is used for drinking water for dogs.

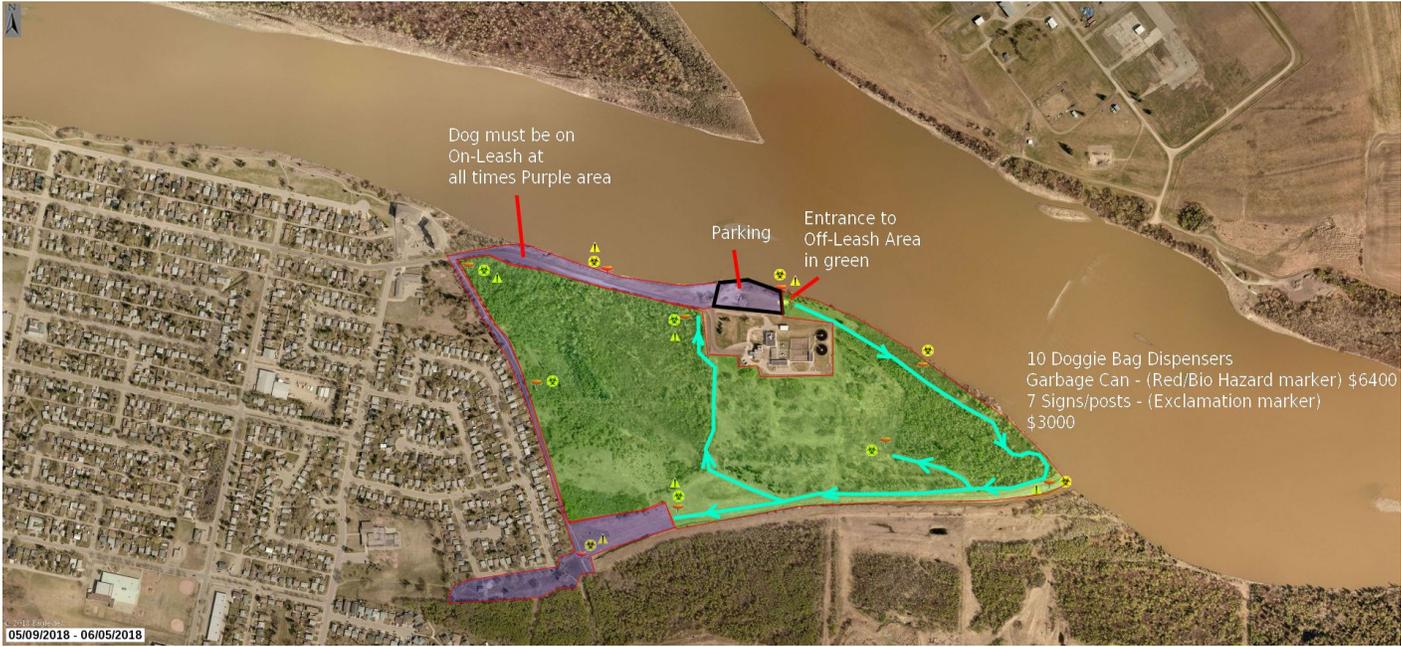


As previously stated the Weyburn Kinsmen maintains the Dog Park, however there is a letter of understanding between them and the City of Weyburn.

The Weyburn KinClub has agreed to take over those maintenance duties previously performed by the Dog Park Committee. Those duties include maintenance of the grounds and fence including collection of pet waste.

The City of Weyburn agrees to continue performing those maintenance items such as mowing, trimming and other miscellaneous items including periodic filling of the water storage tank and the supply of pet waste bags.

In the event either party wishes to revisit or discontinue the agreement they shall provide 90 days notice of their intention.





City of
Prince Albert

RPT 22-153

TITLE: Beautification 2022

DATE: April 1, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Beautification Initiatives, as outlined in RPT 22-121, be approved for the 2022 season.

PRESENTATION: Verbal by Tim Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Beautification 2022 (RPT 22-121)

Written by: Community Services Advisory Committee

immediate needs within the 2nd Avenue Corridor as to cleanliness and presentation and also offers an opportunity to achieve other beautification related maintenance goals on a yearly basis.

In 2022 the Community Services Department is recommending the following Beautification Initiatives:

1. Grass Cutting:

- Focus on grass cutting, weed whipping along highway entrances and 2nd Avenue corridor.

2. Flowers:

- Flower planting – work will be focused on the Visitor Center Flower bed working in consultation with PAREDA on the planting, care and maintenance of that location.
- Planting of flowers at the following locations around the City:
 - City Hall, Rawlinson Centre, Arts Center, Police and Fire Service Departments, Downton PADBID, Kinsmen Water Park, Art Hauser, Diefenbaker House (red and white flowers), City Cemetery, AJFH, Cosmo Lodge.

(Flower purchase and planting is estimated to cost between \$15-\$20,000)

3. Weed Control Management:

- Attention to weed control efforts through the 2nd year rental of a Foam Stream weed control system from the months of May through September. This is an alternative to herbicide using 200-degree water and a biodegradable foaming agent comprised of a blend of coconut and palm kernel oils certified through the Roundtable of Sustainable Palm Oil, rapeseed oil, glucose, polysaccharides derived from the natural fermentation of glucose and glutamic acid derived from sugar beets. This is an all-natural product, focusing on and looking to alternatives in addressing the way we treat weeds. The system is user friendly and does not require special certification to operate, making it easier for staff to apply.

Areas of concentration include but are not limited to: 2nd Avenue, 6th Avenue, 15th Street corridors, curbs, sidewalks, downtown core, Memorial Square, city parking lots, city facilities, medians, tree grates, etc.

(\$15,000 committed to initiative through the beautification budget)

2021 - \$2400/Month plus applicable taxes, May – September for a 1-year trial period. By October 15, 2021 the City had three (3) options to choose from:

- a. Return the equipment at the City's expense
- b. Buy the equipment @ \$34,640 (this option was presented and not approved during the 2022 budget deliberations)

- c. Enter into a 4-year rental extension at same rate, 2022 – 2025. (Community Services will be entering into a rental extension for 2022 and making a request at the 2023 budget deliberations for purchase of the remainder of the contract)

4. Infrastructure Maintenance:

- Additional street sweeping efforts along 2nd Avenue corridors and City entrances;

(Completed through Public Works operational account)

- Pressure washing and cleaning of the 2nd Avenue rod iron fencing, median area as well as the retaining walls on the East and West sides of 2nd Avenue; and,

(This cost is normal covered under the Ministry of Highways Urban Connector Program)

5. Graffiti Removal Efforts:

- *Commercial efforts* - continued work with a local contractor to help address graffiti removal in a timely manner through out all areas of the City. We also engage the help of City Staff in some instances where the contractor is not able to attend outside of the 24 hour removal window that we work with.

- *Residential program* – the city does offer an ‘Anti-Graffiti Paint Program’ to help assist property owners with one gallon of paint, plastic gloves, paint tray, roller and brush to cover over tagging that has taken place on their property.

(Approximately \$10 - \$15,000 a year spent on graffiti removal efforts thru operational spending)

6. Tree/Shrub Planting partnership opportunities:

- In some of our corridor areas we will make a conservative effort in 2022 to look for additional planting opportunities to help improve the esthetics of the areas. Planting material could be used to help draw the eye away from less desirable areas but also help in defining and warming an area making it more appealing as you approach and pass through it. We would look to partner with local groups such as PA Model Forest to help execute some of this through the utilization of a volunteer base.

(We have earmarked approximately \$10,000 towards this effort which would provide approximately (70) mature 15 Gallon trees or a combination of seedlings and mature trees/shrubs).

A total of **\$60,000** of the **\$75,800** has been committed to continued beautification initiatives for 2022 with **\$15,800** earmarked for contingency should a project or an area identified within this functional area as needing attention arises.

As we continue to gain momentum and finding those quick wins with beautification, administration believes that future discussion regarding framework and consultation on this topic should be considered. Administration sees value in staying the course and putting the time in to internal operational processes and improvements however in order for the City to

take beautification to the next step a more comprehensive inter-departmental plan should be developed through consultation with key stakeholders.

Below are also some considerations to consider within the City's future planning processes regarding Beautification initiatives & opportunities.

- Rotary Adventure Park slated for 2022 at Little Red River Park adjacent to Highway 55;
- Highway 2 North corridor;
- Highway 3 corridor from the South East will be the future home of the new Aquatic and Arenas Recreation Center and Business District;
- Marquis Road Extension to 10th Avenue West;
- 6,000 plus square foot outdoor workout gym at the Alfred Jenkins Field House installed and ready for use in the spring of 2022;
- Largest outdoor All-Inclusive Canadian Tire Jumpstart and City Playground over 17,000 square feet;
- 23 kilometers of paved Rotary Trail;
- Sisters in Spirit Monument installed near River Street East and 1st Avenue East;
- Gazebo restoration and addition of lighting located near the Museum;
- Installation of River Bank Indigenous interpretive panels;
- Indigenous naming signage in 6 different Indigenous languages that were recently installed on River Street East and 1st Avenue East, 1st Avenue West and River Street West and 6th Avenue East on River Street; and,
- Parks naming initiative for Veterans

All of these projects are not necessarily specifically tied to the beautification of City Entrances however they aid in the messaging of City beautification efforts and bolster pride within community. A much larger discussion on what needs prioritizing, is recommended to ensure we remain focused on the future outcomes the City is wishing to focus on in years ahead.

As a department the topic of beautification is a big one and encompasses many departments. The Community Services Department serves mainly as the maintenance arm of this effort which is why a more corporate focused plan may be required.

CONSULTATIONS:

As an ongoing step in the beautification process, the Community Services Department continues to meet regularly with representatives from the Departments of Public Works, Planning & Development, Corporate Services and Communications.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval, Administration will continue to communicate internally with all departments involved and provide timely updates to members of Committee as driven by Committee Agenda.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, financial, privacy implications or other considerations.

STRATEGIC PLAN:

Developing design options for the Beautification of the City's Entrance Ways supports two of the City's Strategic Goals:

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

Infrastructure – The City will create infrastructure that supports growth while planning for continuous improvements.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain natural and built environments. Our connection to the natural world is important and must be considered in the delivery of community services.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal by: Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

- 1.Foam Stream Fact Sheet
- 2.Foam Stream Spec. Sheet

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services & City Manager



FACTSHEET

Foamstream vs. Steam Comparison of alternative herbicide-free methods.

"Hot water insulated by a biodegradable foam (Foamstream) has been considered as the most efficient thermal weed control option as compared with hot air, open flame, or steam."

Determining treatment frequency for controlling weeds on traffic islands using chemical and non-chemical weed control - Rask et al., 2013

THE BENEFITS OF FOAMSTREAM OVER STEAM SYSTEMS:

- + Most cost-effective solution on the herbicide-free market, due to the following reasons:
 - Requires over 75% less treatment cycles than any steam system.
 - Suitable for use on all surfaces (hard, soft and artificial) unlike steam systems.
 - No addition of strong decalcifying chemicals unlike steam systems.
- + Most effective solution on the market to treat weeds, moss and algae.
 - + None of the health risks of working with steam systems
- + Suitable for use in all weather – meaning year-round use and no downtime due to bad weather.

WHAT OUR CUSTOMERS SAY:

"Our company has tried various alternative weed control solutions since 2010 and Foamstream is without doubt the most effective. Whereas hot water solutions only killed 50-60% of weeds on site, Foamstream instantly killed over 95% of weeds on first application, with just 2-3 applications (depending on the state of the soil) needed each year from then on. Foamstream is now the only weed control product for us."

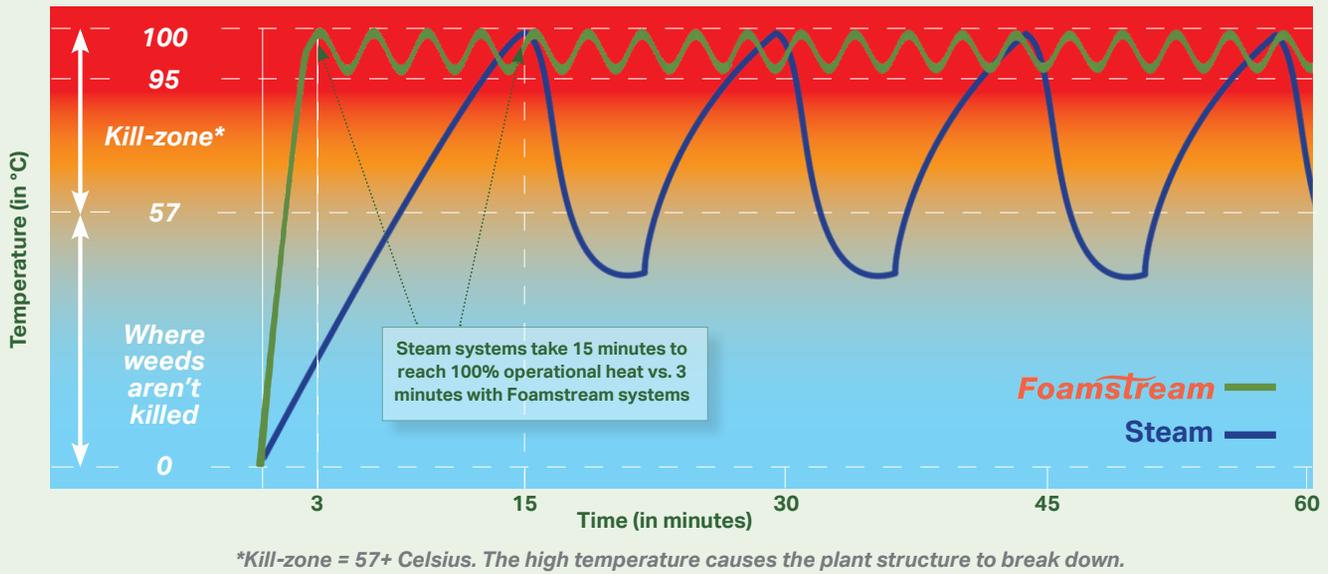
Mr. Lemire, MD, Lemire Greenspace, France.

WHY IS FOAMSTREAM SO MUCH MORE EFFECTIVE THAN STEAM ALONE?

The zone above 57°C is known as the kill-zone. The heat in hot water must stay within this temperature zone in order to damage the plant structure and allow effective and efficient thermal heat transfer from the leaf to the root. Research shows that stable delivery of heat at 80°C and above for the first five seconds is crucial to ensuring the most effective plant kill. Outside of the kill-zone (below 57°C) there is little to no effect on killing or substantially damaging the plant.

Unlike most steam systems, Foamstream systems are the only systems on the market with an electronically-automated dual phase burner, which guarantees stable temperature and pressure. Stabilising temperature and pressure means that we can guarantee the system stays consistently in the kill-zone unlike steam systems that fluctuate in and out of the kill-zone.

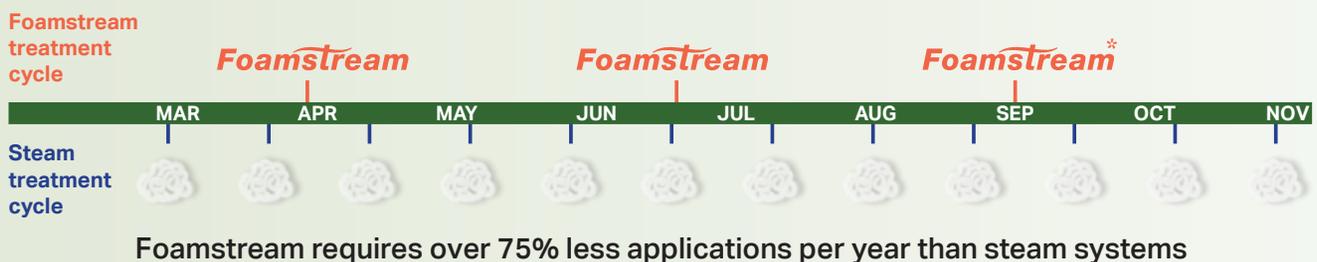
Graph showing the effect on temperature stability when comparing Foamstream dual-phase boilers to steam single-phase boiler systems.



"Weeds treated with Foamstream require just two to three treatments per season or as little as one if you're treating moss and algae. Steam systems would require ten to twelve treatments per season. Fewer treatment cycles mean lower labour costs and greater cost savings including less use of water and diesel."

Dr Mike May

Treatment cycle rate for Foamstream vs steam systems



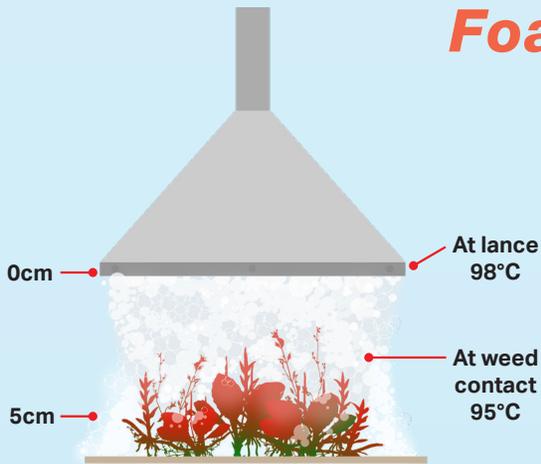
*Third application may not be required

HOW CAN FOAMSTREAM CONTAIN MORE ACTIVE INGREDIENTS BUT BE MORE COST-EFFECTIVE TO USE THAN A STEAM SYSTEM?

"The foam ensures that the heat is retained in the hot water for longer. This allows the most efficient transfer of heat energy from water to plant by preventing heat loss to the atmosphere. The result is the most effective thermal transfer from the leaf to the root ensuring the plant is killed or severely damaged. The Foamstream process sterilises seeds and spores therefore requires fewer annual treatments due to minimising new growth. Overall this means that using Foamstream unequivocally represents the lowest total cost of ownership for users."

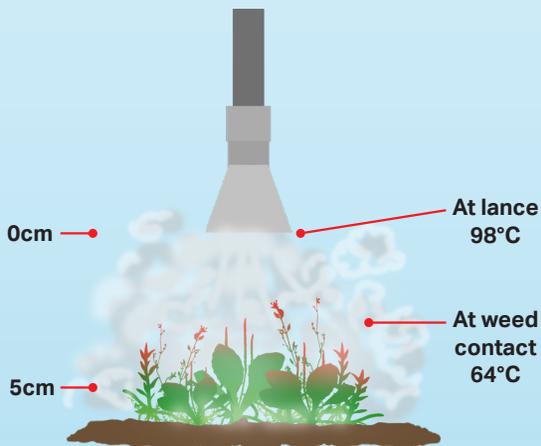
Dr Mike May

Foamstream

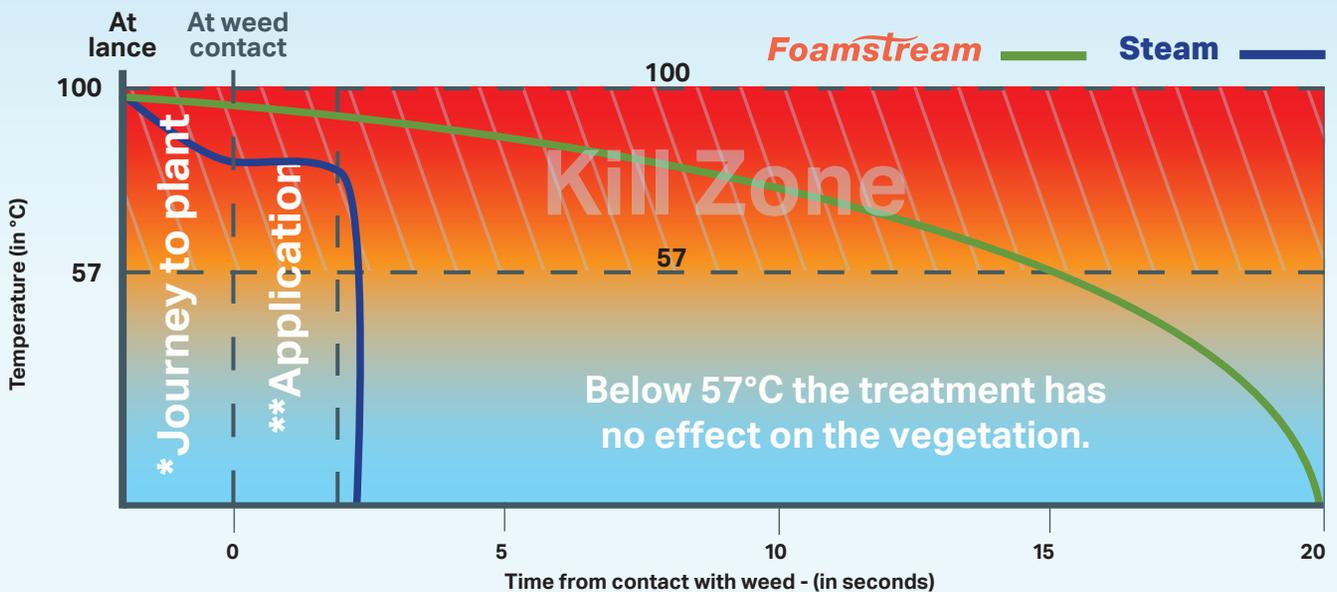


- Kills the weeds
- Sterilises seeds and spores
- Kills or sufficiently damages the root

Steam



- Kills the leaves
- Some effect on seeds
- Very weak effect on root structure



*Time taken for the steam/Foamstream to travel from lance to weed.

**Time taken to cover the weed with the steam/Foamstream

WHY FOAMSTREAM OVERTIME WILL COST YOU LESS THAN A STEAM SYSTEM DESPITE HAVING A HIGHER CAPITAL COST AND ONGOING CONSUMABLE COST.

NB: this graph uses USD (\$) as the currency

Parameters	Unit	Steam	Foamstream
Hourly labor rate	\$	25	25
Number of hours worked in a day	Hours	5	5
Daily labor cost	\$	125	125
Consumable cost (Foamstream, diesel, petrol and anti-lime)*	\$	52.5	174.5
OPEX per day (5 hours of actual work)	\$	177.5	299.5
100% treatment area in an hour	sq. ft./hour	750	5250
Treatment area covered in 5 hours	sq. ft.	3750	26250
Cost per sq. ft.	\$	0.0473	0.0114
Comparative cost of single treatment area of 10,000 sq. ft.	\$	473	114
Treatment cycles per year	Treatments	10	3
Comparative cost of annual treatment of area of 100,000 sq. ft.	\$	4,733.33	342.29

*Assumptions: (L = litre)

Steam system consumes: 9 L diesel, 0.3 L of anti-lime, 1 L of gasoline per hour: \$7.20 + \$2.50 + \$0.80 = \$10.50

Foamstream consumes: 8 L of diesel and 3 L of foam = \$6.40 + \$28.50 = \$34.90

Price of gasoline: \$0.75 per L (0.21 gal) **Price of diesel:** \$0.80 per L (0.21 gal) **Price of Foamstream:** \$28.50 per hour

ENVIRONMENTAL CREDENTIALS OF FOAMSTREAM

- + Made from 100% biodegradable and environmentally friendly natural plant oils and sugars.
- + Approved for organic use by multiple accreditation bodies across Europe and North America.
 - + Safe for use around people, animals and delicate ecosystems including waterways.
 - + Uses less water and diesel to achieve the same results as a steam system.

WHAT DO OPERATORS AND THE PUBLIC THINK ABOUT THE FOAM?

"There are so many benefits to choose from but the single best thing about Foamstream has to be the cleanliness and the finish once the Foamstream has been applied. We're excited about Foamstream's possibilities as a public engagement tool as well as the positive feedback from potential clients and increased chances of getting onto new approved supplier lists."

Terry Burns, Senior Contract Manager, idVerde, UK.

"One of our highlights was the interest of passers-by and interaction with the public when we were out and about using the product".

Neil Reeves, Countryside Manager, SWLT, UK.



Specification Sheet

Foamstream L12

The L12 is our entry level plug and play Foamstream system. Operator driven, it relies on the operator to run it, rather than Weedingtech's proprietary Foamstream Software System (unlike the M600 & M1200).

With a rapid start-up time of 30-60 seconds the machine has full trigger functionality and is very easy to use. Its diesel and propane dual-fuel source powers it's 3.2 gal. per minute flow rate, matching that of our M1200 system. Its robust design is frame mounted with four fork-lift points and can be used on a variety of different vehicles. The L12 includes additional functionality for street cleaning and a new rinse-mode feature providing the operator with an option to use the machine with just water and no foam at high or low pressure.



MACHINE MEASUREMENTS	
HEIGHT	3' 6-1/4"
WIDTH	3' 5"
DEPTH	3' 2-1/2"
DEPTH + STANDARD TANK	6' 1"
WEIGHT DRY UNIT	617 lb.
WEIGHT WET UNIT	739 lb.
TOTAL WET WEIGHT (unit + tank)	2425 lb.
GENERATOR	Honda GX390, 6 kVA
EMISSIONS CLASS	EURO 5 equivalent
BOILER	324,153 BTU diesel powered, 12 V single stage, 2901 psi steel coil (1/2")
BOILER EFFICIENCY	90 %
WAND WEIGHT	5.5 lb.
HOSE LENGTH	66 ft.
OPERATING MEASUREMENTS	
INTERNAL OPERATING TEMPERATURE	221 °F
OPERATING TEMPERATURE AT WAND	208 °F
OVER-TEMPERATURE CUTOUT	248 °F
WEED CONTROL WAND PRESSURE	14.5 psi.
CLEANING WAND PRESSURE	1233 psi.
FLOW RATE AT WAND (per minute)	3.2 gal.
OPERATING NOISE LEVEL AT 3.3 ft.	< 85 dB
OPERATING NOISE LEVEL AT 16.4 ft.	< 78 dB
CONSUMABLE MEASUREMENTS	
PETROL TANK CAPACITY	1.6 gal. (5.1 hours)
DIESEL TANK CAPACITY	13.7 gal. (6.6 hours)
GENERATOR / PUMP OIL	see operating user manual
GENERATOR OIL CAPACITY	0/29 gal.
PUMP OIL CAPACITY	0.08 gal.
WATER TANK CAPACITY	206 gal.
FOAM TANK CAPACITY	6.6 gal. (8.6 hours)
FOAM JUG GROSS WEIGHT	55 lb.
FOAM STORAGE TEMP. REQUIRED	41-104 °F
OUTPUT PER HOUR*	
LOW VEGETATION DENSITY	7535 sq. ft.
HIGH VEGETATION DENSITY	4521 sq. ft.
TIME TAKEN TO TREAT 1 ACRE (HOURS)	< 6

*Coverage figures are based on treating vegetation growth on hard surfaces in an urban environment.

