



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, APRIL 3, 2023, 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 13, 2023 Executive Committee Meeting Minutes for Approval (MIN 23-25)

5. DELEGATIONS

- 5.1 City Bike Auction and Ukrainian Newcomers (CORR 23-21)

Verbal Presentation: Sonya Jahn, Volunteer Assisting Ukrainian Newcomer Families in Prince Albert

- 5.2 Request for Change in Mobile Food Vendor Policy (CORR 23-22)

Verbal Presentation: Denneil Carpenter, Co-owner Buzfood

6. CONSENT AGENDA

- 6.1 Friendship City Partnership with Thorey en Plaine - Update (RPT 23-102)
- 6.2 January 2023 Accounts Payable Payments (RPT 23-132)
- 6.3 February 2023 Accounts Payable Payments (RPT 23-134)
- 6.4 March 8, 2023 Community Services Advisory Committee Meeting Minutes (MIN 23-22)

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 Transfer Station Surveillance (RPT 21-562)
Verbal Presentation: Evan Hastings, Transportation and Traffic Manager
- 7.2 Transit Review 2022 (RPT 23-52)
PowerPoint Presentation: Evan Hastings, Transportation and Traffic Manager
- 7.3 Airport Terminal Detail Design Budget Adjustment (RPT 23-128)
Verbal Presentation: Mohammad Kraishan, Engineering Services Manager
- 7.4 2022-2023 Swim to Survive Program and Lifeguard Scholarship (RPT 23-130)
PowerPoint Presentation: Lauren Haubrich, Recreational Coordinator – Aquatics
- 7.5 Alfred Jenkins Field House – Turf Replacement Project (RPT 23-135)
Verbal Presentation: Curtis Olsen, Sport and Recreation Manager
- 7.6 Residential Concept Plan - 2101 5th Avenue East (RPT 23-139)
PowerPoint Presentation: Craig Guidinger, Director of Planning and Development Services

8. UNFINISHED BUSINESS

9. ADJOURNMENT



City of
Prince Albert

MIN 23-25

MOTION:

That the Minutes for the Executive Committee Regular Meeting held March 13, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, MARCH 13, 2023, 4:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
Councillor Blake Edwards
Councillor Dawn Kilmer

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Wes Hicks, Director of Public Works
Jody Boulet, Director of Community Services
Wilna Furstenberg, Communications Coordinator
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Miller, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0063. **Moved by:** Councillor Head

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

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0064. **Moved by:** Councillor Lennox-Zepp

That the Minutes for the Executive Committee Public and Incamera Meetings held February 27, 2023, be taken as read and adopted.

Absent: Mayor Dionne

CARRIED

5. DELEGATIONS

5.1 Taxation and Places of Worship & Registered Independent Schools (CORR 23-17)

Verbal Presentation was provided by Dr. Terry M. Hayes D.PC, Associate Pastor/Sr. Administrator of Canadian Revival Centre & Elevation Academy of Prince Albert.

0065. **Moved by:** Councillor Cody

That CORR 23-17 be received as information and filed.

Absent: Mayor Dionne

CARRIED

6. CONSENT AGENDA

6.1 December 2022 Accounts Payable Payments (RPT 23-96)

That RPT 23-96 be received as information and filed.

6.2 February 28, 2023 Golf Course Advisory Committee Meeting Minutes (MIN 23-19)

That MIN 23-19 be received as information and filed.

0066. Moved by: Councillor Head

That the Consent Agenda Item Nos. 6.1 and 6.2 be received as information and referred, as indicated.

Absent: Mayor Dionne

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Assessment Legal Counsel (RPT 23-67)

Verbal Presentation was provided by Vanessa Vaughan, City Assessor.

0067. Moved by: Councillor Cody

That RPT 23-67 be received as information and filed.

Absent: Mayor Dionne

CARRIED

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

Verbal Presentation was provided by Melodie Boulet, Finance Manager.

0068. **Moved by:** Councillor Kilmer

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

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

Absent: Mayor Dionne

CARRIED

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

Verbal Presentation was provided by Melodie Boulet, Finance Manager.

0069. **Moved by:** Councillor Head

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

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

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

Absent: Mayor Dionne

CARRIED

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

Verbal Presentation was provided by Melodie Boulet, Finance Manager.

0070. **Moved by:** Councillor Kilmer

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

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

Absent: Mayor Dionne

CARRIED

7.5 2023 Property Tax Bylaws (RPT 23-87)

Verbal Presentation was provided by Melodie Boulet, Finance Manager.

0071. **Moved by:** Councillor Cody

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

1. That the following Bylaws be given first and second readings:
 - a. Bylaw No. 5 of 2023;
 - b. Bylaw No. 6 of 2023;
 - c. Bylaw No. 7 of 2023;
 - d. Bylaw No. 8 of 2023; and,
 - e. Bylaw No. 9 of 2023;
2. That Administration bring forward an Incentive Program for purchasers of vacant residential lots to assist in the development and building of a house on the lot; and,

3. That Administration consult with the Prince Albert Downtown Business Improvement District to advise and request feedback for future budget requirements.

Absent: Mayor Dionne

CARRIED

0072. **Moved by:** Councillor Lennox-Zepp

That Administration provide a report on options for consideration with respect to imposing levies for The Yard District.

Absent: Mayor Dionne

CARRIED

7.6 Prince Albert Elks Lodge No. 58 – Request for Tax Exemption Agreement and Donation – Year 2023 to 2027 (RPT 23-100)

Verbal Presentation was provided by Melodie Boulet, Finance Manager.

0073. **Moved by:** Councillor Edwards

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

That a Tax Exemption Agreement between The City and the Prince Albert Elks Lodge No. 58 for a five (5) year term be approved as follows:

1. The municipal taxes and levies be exempt from 2023 to 2027, for the property located at 93 - 8th Avenue East, with the exception of Local Improvement Levies;
2. A Tax Exemption for Public and Separate School Taxes be approved subject to receiving correspondence from the Ministry of Saskatchewan and the Prince Albert Catholic School Division, if required;
3. A donation of \$26,000 for the years 2023 to 2027 be received on or before October 31st of each year to be dedicated towards the Aquatic and Arenas Recreation Centre;
4. The City shall, at the City's expense, erect a sign, plaque or comparable designation satisfactory to the parties, in prominent view of the public at the Aquatic and Arenas Recreation Centre, acknowledging the contribution made by the Prince Albert Elks Lodge No. 58 to the Centre; and,

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

Absent: Mayor Dionne

CARRIED

7.7 Land Acquisition for Fire Stations (RPT 23-93)

PowerPoint Presentation was provided by Kris Olsen, Fire Chief.

0074. **Moved by:** Councillor Head

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

That the following City owned lands be allocated for a Fire Station, subject to review and approval by Administration:

1. The 1000 Block of 28th Street West, legally described as Lots 5 through 28, Parcel 12, Plan No. G6438A, Extension 0, including fifty percent (50%) of the easement directly south of this land; and,
2. The 1700 Block of 15th Avenue East, legally described as Parcel 103, Plan No. 00PA19030, Extension 2.

Absent: Mayor Dionne

CARRIED

7.8 Fire Station Capital Reserve (RPT 23-95)

Verbal Presentation was provided by Kris Olsen, Fire Chief.

0075. **Moved by:** Councillor Head

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

1. That a Fire Station Reserve be established to fund future Fire Stations; and,
2. That funding of the Fire Station Reserve at an annual amount of \$500,000 be referred for consideration during the 2024 Budget deliberations.

Absent: Mayor Dionne

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 6:42 P.M.

0076. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

Absent: Mayor Dionne

CARRIED

COUNCILLOR CHARLENE MILLER
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 3rd DAY OF APRIL, A.D. 2023.



CORR 23-21

TITLE: City Bike Auction and Ukrainian Newcomers

DATE: **March 28, 2023**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION: **Verbal by Sonya Jahn, Volunteer Assisting Newcomer Families in Prince Albert**

ATTACHMENTS:

1. Letter dated March 2, 2023

Written by: Sonya Jahn, Volunteer Assisting Ukrainian Newcomer Families in Prince Albert

March 2, 2023

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

RECEIVED
MAR 10 2023
CITY CLERK

Executive Committee

RECEIVED
MAR 02 2023

Dear Mayor and Council:

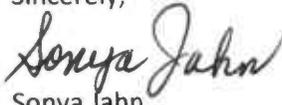
Re: City Bike Auction and Ukrainian newcomers

Over 50 family units have arrived in Prince Albert after leaving their homes in Ukraine as a result of an unprovoked war. Most of these newcomers arrive with minimal personal goods. Upon their arrival, they need jobs, a place to live, and basic household needs. Citizens of Prince Albert have been very kind, and have assisted these families in getting started in their community.

One of the more common needs is transportation for the family, especially for the kids! Fun, friends and physical fitness are important for the wellbeing of young people. For children aged three to sixteen, a bike can help to connect them with their friends and transport them to places to play. Some of the older children, and perhaps some of the adults can also use a bike to transport them to work.

Each year, the City of Prince Albert auctions several bikes that have been recovered and remain unclaimed. Some of these bikes would be greatly appreciated by newcomer Ukrainian families. We ask that the City of Prince Albert consider donating some of the suitable bikes to Ukrainian newcomer families. Ideally, these would be bikes in good and safe condition, or that could easily be modified to make them so. I would welcome the opportunity to discuss this with you and to provide insights and opinions regarding the number of bikes required and how best to make them available to Ukrainian families.

Sincerely,



Sonya Jahn

Volunteer assisting Ukrainian newcomer families in Prince Albert

RR5, Site 33, Comp 38

Prince Albert, SK S6V 5R3

**Recommended
Disposition:**

Receive as
Info & File



City of
Prince Albert

CORR 23-22

TITLE: Request for Change in Mobile Food Vendor Policy

DATE: **March 28, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Planning Advisory Committee.

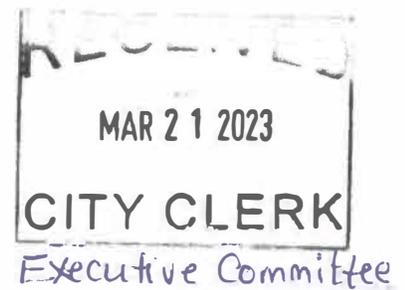
PRESENTATION: Verbal by Denneil Carpenter, Co-Owner, Buzfood

ATTACHMENTS:

1. Letter dated March 21, 2023

Written by: Angelica Sanderson and Denneil Carpenter, Co-Owners, Buzfood

Date: March 20th 2023
Names: Denneil Carpenter and Angelica Sanderson
Business name: Buzfood
Email: buzfood15@gmail.com
Mailing Address: 120 29th st E Prince Albert, SK. S6V 1Y4



My name is Angelica Sanderson and this is Denneil Carpenter. We are co-owners of Buzfood and both of us grew up and reside in the city of Prince Albert.

We are here today to discuss changing a policy under the mobile food vendor. The policy in question is 7.02 (a) 1. The policy states, Mobile food vendors shall not be located within 100 meters of a permanent restaurant property line. This proposal is aimed at changing the limit for food trucks to operate within the city from 100 meters to a fair meter limit similar to other surrounding cities. While this may seem like a minor change, it could have a significant impact on the small business owners who operate food trucks within the city. Prince Albert is the only city to have a 100 meter limit, other cities in Saskatchewan have a 20 meter limit like Saskatoon, Warman and Moose Jaw just to name a few. With Prince Albert having a 100 meter policy food vendors are having a hard time providing services to other business asking for our services.

Currently, food trucks are not allowed to operate within a 100-meter radius of a stationary restaurant. This does not allow for fair competition between the two, as food trucks are able to offer their unique menus to customers who may be looking for something different than what is offered at a traditional restaurant or, a business is looking for a food truck to park at their location because a stationary restaurant is unable to do so. By allowing food trucks to operate within this limit it creates more business throughout the city. We are not looking to park in front of a restaurant we are only wanting to provide a service to the business next to them who specifically asked for a Food Truck.

We feel this policy is discriminatory towards small businesses who operate food trucks. These businesses may not have the financial means to pay as much taxes as larger, stationary restaurants do, but they still provide a valuable service to our community. By limiting their ability to operate within the city, we are effectively shutting down their businesses and denying them the opportunity to earn a living within Prince Albert.

**Recommended
Disposition:**

Refer to the
Planning Advisory
Committee

Furthermore, food trucks provide a unique dining experience for many people. They often offer a variety of different foods that are not found at traditional restaurants, like, Hotdogs or Canadian back bacon. They allow for customers to enjoy their food in a more casual, outdoor setting. By limiting the ability of food trucks to operate, we are denying our citizens the opportunity to enjoy these experiences.

We ask the city council to reconsider this proposal and to work towards finding a solution that is fair to all businesses within the city. We should be encouraging entrepreneurship and supporting small businesses. Let us work together to find a solution that benefits all members in our community.

We also ask city council to please ask yourselves before making a decision. Why was the 100 meter limit first implemented? Is the 100m necessary and in the best interest of everyone? Why dose Prince Albert have a 100m policy and every other city has just a 20m or no limit at all?

Thank you.

A handwritten signature in blue ink, appearing to read "D. D. D.", is centered on the page.

CITY OF SASKATOON COUNCIL POLICY

NUMBER <i>C09-039</i>

POLICY TITLE <i>Mobile Food Truck Policy</i>	ADOPTED BY <i>City Council</i>	EFFECTIVE DATE <i>May 21, 2013</i>
		REVISED <i>April 29, 2019</i>
ORIGIN/AUTHORITY <i>Clause 4, Report No. 8-2013 of the Planning and Operations Committee</i>	CITY FILE NO. <i>CK. 300-11</i>	PAGE NUMBER <i>1 of 9</i>

1.0 PURPOSE

To enhance the overall image, economic vitality and promote street life in commercial areas through the provision of food vending on streets, on private property and at public events, while ensuring public welfare, fair competition, and nuisance prevention.

2.0 DEFINITIONS

For the purposes of this Policy, the following definitions are used:

- a) Mobile Food Truck – a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food and does not include trailers or carts.
- b) Mobile Food Trailer – a non-motorized, mobile, self-contained unit that is towed by a vehicle and equipped to cook, prepare and/or serve food.
- c) Vendor – any person(s) who owns and/or operates a mobile food truck on public streets.
- d) Operate – any activity associated with the mobile food truck business, including set-up, clean-up and take-down time.
- e) Protected Bike Lane – a dedicated marked lane for bicyclists that is situated to the right of the traffic lane or street parking (if provided).
- f) Support Vehicle – a passenger vehicle utilized in support of the operation of an on-street mobile food truck.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
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3.0 POLICY

- a) Subject to the conditions of this Policy, the sale of food items from a mobile food truck or trailer, as approved by the Saskatchewan Health Authority, is permitted. Sale of all other goods (e.g. crafts, clothing, and other merchandise) is not permitted under this Policy.
- b) This Policy applies to all mobile food trucks and trailers operating on-street and off-street in Saskatoon.

3.1 Licensing Requirements

- a) Mobile Food Truck License
 - i) An On-Street Mobile Food Truck License must be obtained for any mobile food truck operating on public streets under this Policy. Vendors must pay all required parking fees to operate on City of Saskatoon right-of-way. Mobile food trailers are not eligible for this license type.
 - ii) An Off-Street Mobile Food Truck License must be obtained for any mobile food truck or trailer operating at any off-street location, including public events or private property, under this Policy. Written permission from a property manager or event coordinator must be obtained before vending from private property or event.
- b) Business License
 - i) All mobile food trucks and trailers shall be required to obtain a Business License under *Bylaw No. 8075 – The Business License Bylaw, 2002*.
 - ii) A Business License must be obtained for each mobile food truck and trailer operating and is valid from one year from the date of issuance.
 - iii) Mobile food trucks and trailers shall not operate if the Business License has expired, been suspended, or revoked.

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- iv) The City of Saskatoon Business License and Mobile Food Truck License shall be displayed on the lower right passenger side window of the mobile food truck or trailer and visible to the public at all times.
- v) Applications to operate a mobile food truck or trailer are subject to the approval of the General Manager, Community Services Department. Proof that the following permissions have been obtained, and regulations met, must be provided prior to the issuance of a Business License under *Bylaw No. 8075 – The Business License Bylaw, 2002*:
 - a. Saskatchewan Health Authority Approval (renewed annually);
 - b. Fire Inspection Approval (renewed annually);
 - c. Proof of current inspection conducted by SaskPower Gas Inspections (renewed annually);
 - d. Proof of Motor Vehicle Insurance;
 - e. Proof of Liability Insurance with a minimum liability limit of \$2,000,000. The City of Saskatoon must be named as an additional insured;
 - f. Discharge Management Plan that includes a description of how and where FOG (Fats, Oils, Grease) and grey water will be disposed;
 - g. A Commercial or Home-Based Business License issued for the base of operations and/or storage of mobile food truck(s) or trailer(s).
- vi) Periodic inspections may be conducted to ensure compliance.

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3.2 Conditions of Operation

- a) The mobile food truck or trailer unit (while unhitched) shall be no more than:
 - i) 8,000 kilograms in weight;
 - ii) 2.5 metres in width; and
 - iii) 9.75 metres in length.
- b) The mobile food truck or trailer unit must be clean, well lit, and aesthetically pleasing in appearance.
- c) The mobile food truck or trailer unit shall supply its own power and water source. Generators are permitted provided that they do not cause a disturbance.
- d) Overhead canopies or doors shall not obstruct or hinder pedestrian traffic.
- e) Sign boards are to be placed against the mobile food truck or trailer to avoid any obstructions. Only one sign board is permitted per mobile food truck or trailer unit, and shall comply with the regulations outlined in *Bylaw No. 7491 – The Temporary Sign Bylaw*.
- f) Mobile food truck(s) or trailer unit(s) shall be stored at an approved location when not in operation. Storage of the mobile food truck or trailer on-street is prohibited.
- g) All elements associated with the mobile food truck or trailer and its operations (including line-ups, signage and trash receptacles) shall not cause any vehicular or pedestrian obstructions or hazards.
- h) Mobile food truck or trailer operations shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.

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- i) Operations of the mobile food truck or trailer shall be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police, or sanitation vehicles.
- j) Vendors shall provide proper trash and recycling receptacles for customers. Vendors shall clean up within a 6.0 metre radius after service at a location.
- k) Vendors shall make arrangements to provide proper access to public washroom facilities for employees.
- l) Vendors shall attend the mobile food truck or trailer at all times while operating.
- m) A location log that tracks the time and duration of the mobile food truck or trailer at each location shall be maintained. This location log shall be made available to a Bylaw Inspector upon request and submitted at the end of the season to the City of Saskatoon, Community Standards Division.
- n) Mobile food trucks or trailers shall not block access to alleyways, driveways, fire hydrants or loading zones.
- o) Mobile food trucks or trailers may operate in all areas of the city except where noted in this Policy.

3.3 Parking for On-Street Mobile Food Trucks

- a) On-street mobile food trucks must pay all required parking fees through purchase of a meter hood(s) prior to issuance of a license.
- b) The license plate number of an approved on-street mobile food truck will be registered with Parking Services, Community Standards Division upon issuance of a license.
- c) On-street mobile food trucks that exceed 6.7 metres in total length shall be required to pay the parking fees equivalent to the parking fees for two parking meter stalls.

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- d) A support vehicle may be parked in front of or behind the mobile food truck while it is operating when two parking fees are paid for, provided the total length of both vehicles does not exceed 13.4 metres (equivalent to the length of two parking stalls).
- e) Service windows shall be oriented towards the sidewalk. Service windows that face the street are not permitted. A minimum of 1.5 metres (5.0 feet) of sidewalk as a passageway for pedestrians is required. Placement of any furniture (e.g. tables, chairs, benches, counters, etc.) associated with the on-street mobile food truck operation is not permitted.
- f) On-street vending locations are available on a daily first-come, first-served basis. Specific parking spots or stalls are not reserved or assigned.
- g) Vending at one on-street location shall not exceed a period greater than six consecutive hours. Vendors shall move the mobile food truck to a different block face after the six-hour duration has expired.
- h) On-street mobile food trucks shall not be operated within:
 - i) 20 metres (measured from the nearest edge of the mobile food truck to the property line) of an existing permanent food service establishment (including sidewalk vendors with fixed locations) in all permitted locations;
 - ii) 30 metres of any primary or secondary school;
 - iii) 20 metres of a park concession;
 - iv) 150 metres of a special event or festival (except where written permission from the event coordinator has been obtained and submitted to the City prior to commencement of the special event or festival); and
 - v) 10 metres of any intersection or crosswalk, and within 10 metres of any bus stop.

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- i) Notwithstanding clauses 3.3 h) i) through iii), Business Improvement Districts may submit requests, prior to March 1st of each year, to the City to approve additional locations. Requests from the Business Improvement Districts received after that date may be approved on a case-by-case basis in consideration of additional locations previously approved. The additional locations may be approved where the City is of the opinion that the additional locations do not compromise public welfare, fair competition or create a nuisance.
- j) On-street mobile food trucks shall not operate within residential and institutional zoning districts, nor on a street adjacent to residential zoning districts.
- k) On-street mobile food trucks shall not operate in angle, nose-in parking stalls or loading zones at any time.
- l) No more than two on-street mobile food trucks shall operate per block face at any given time.
- m) On-street mobile food trucks shall not operate from a parking stall that is adjacent to a protected bike lane as designated by the City of Saskatoon.

3.4 Hours of Operation

A mobile food truck or trailer operating at special events or festivals must follow the same operating hours as the event.

3.5 Legislation

Vendors must abide by all laws and regulations, bylaws, and resolutions governing the mobile food truck operation and pertaining to traffic and the use of streets.

3.6 Contraventions

Suspension or revocation of the Business License may result if the vendor fails to meet one or more of the requirements outlined in this Policy, or any other laws, regulations or bylaws.

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4.0 RESPONSIBILITIES

4.1 General Manager, Community Services Department

- a) Administer this Policy;
- b) Ensure vendors are licensed and operating in accordance with this Policy;
- c) Collect all parking related fees; and
- d) Ensure vendors are operating in accordance with the *Bylaw No. 2954 – Street Use Bylaw* and *Bylaw No. 7200 – The Traffic Bylaw*.

4.2 City Council

- a) Review and approve amendments to this Policy.

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RELATED REFERENCES AND RESOURCES

Bylaw No. 8075 – The Business License Bylaw, 2002;
Bylaw No. 7491 – The Temporary Sign Bylaw;
Bylaw No. 2954 – Street Use Bylaw; and
Bylaw No. 7200 – The Traffic Bylaw.

REVISION HISTORY

Revision Date and Council Item	Description
May 25, 2015 - Standing Policy Committee on Planning, Development and Community Services Report Item 8.1.2	Amendments made after review following completion of two full seasons of implementation.
April 24, 2017 - Standing Policy Committee on Planning, Development and Community Services Report Item 9.1.1	Amendments made after review following completion of four full seasons of operation.
April 29, 2019 - Standing Policy Committee on Planning, Development and Community Services Report Item 8.1.6	Amendments made to require all mobile food truck and trailer vendors operating at special events and festivals to be licensed to ensure that these vehicles meet public health and safety standards.



CITY OF MOOSE JAW

Policy: Mobile Concessions	Effective Date: March 25, 2013
Department: Engineering	Approved by: City Council
<p>1. <u>PURPOSE:</u></p> <p>1.1 The purpose of this policy is to establish guidelines for the operation of Outdoor Food Carts.</p> <p>2. <u>DEFINITIONS:</u></p> <p>2.1 Legally Parked – means the standing of a vehicle, whether occupied or not, according to The Traffic Bylaw.</p> <p>2.2 Mobile Concession – means a self-contained, self-propelled (motorized or muscle powered) vehicle (truck or trailer) containing appropriate equipment for the type and method of Prepared Food served.</p> <p>2.3 Outdoor Recreation Area – means any public park or sports field under the control of the City of Moose Jaw or any area under the control of Wakamow Valley Authority.</p> <p>2.4 Prepared Food – means food sold by Vendors intended for immediate consumption without further preparation / cooking.</p> <p>2.5 Public Roadway – means that part of a public street designated or intended for use by vehicular traffic.</p> <p>2.6 Public Sidewalk – means any sidewalks included on public property.</p> <p>2.7 Vendor – means any person who offers food for sale from a Mobile Concession approved by the Five Hills Health Region.</p> <p>3. <u>GENERAL POLICY:</u></p> <p>3.1 No person shall operate a mobile concession on a public roadway, outdoor recreation area, sidewalk or boulevard except:</p> <ul style="list-style-type: none">(i) in accordance with the terms and conditions of this policy; or(ii) in the event special authorization is granted by City Council, in accordance with such terms and conditions as may be imposed in granting such authorization.	

- 3.2 Where any mobile concession is parked or operated within the F.W. Floodway Zone, as shown on any zoning map of the City of Moose Jaw and flooding is imminent, the owner or operator thereof shall remove the mobile concession from the F.W. Floodway Zone immediately upon the request of the Director of Engineering Services or his/her designate.
- 3.3 No person shall operate a mobile concession from a public sidewalk unless the following requirements are met:
- (a) A minimum of 1.5m (5 feet) of free sidewalk shall be maintained for public use between the concession and the curb or any other physical obstructions such as utility poles, light standards, fire hydrants or garbage receptacles. The use of the sidewalk for business purposes shall not exceed 50% of the sidewalk width.
 - (b) The use of the sidewalk shall not impede access to or egress from the entrance or exit of any building.
 - (c) No permanent alterations or attachments to the sidewalk or boulevard shall be permitted.
 - (d) Waste receptacles shall be provided and the area shall be left in a state of cleanliness. All storage and refuse containers shall be kept adjacent to the concession and the owner or operator of the business, as the case may be, shall be responsible for maintaining and keeping the adjacent sidewalk, boulevard and street clean at all times.
 - (e) Any other terms or conditions that may be imposed by the Director of Engineering Services or his/her designate.
- 3.4 All conditions of this policy are also applicable in order to become a licensed sidewalk vendor. Mobile Concessions operating from a Public Sidewalk must apply for specific locations by February 28 each year. In the case there is more than one application for a specific location, a draw will be made by the Business License Inspector by March 15 to award the location. Sites of operation for applications received after February 28 will be granted on a first come – first served basis.
- 3.5 Mobile concessions can operate from a public roadway providing they are more than 10 m from an intersection, legally parked and are in compliance with all applicable bylaws.
- 3.6 The use of the public sidewalk or public roadways by the owner or operator of a mobile concession shall not:
- (a) interfere with the free and unrestricted movement of pedestrian traffic on public sidewalks;
 - (b) interfere with or restrict sight lines at intersections; or
 - (c) otherwise represent a danger to public safety.

3.7 The hours of operation of a mobile concession are limited to 7:00 AM to 2:00 AM daily.

3.8 There are no fixed locations for mobile concessions operating on Public Property. Locations for mobile concessions are determined on a first come, first served basis daily. The vehicle(s) may not be parked at a vending location overnight unless as part of a public event.

4. **PROHIBITED LOCATIONS:**

4.1 Mobile concession operators shall not operate at the following:

- (a) within 20m of an existing eating establishment or concession unless the owner/business manager agrees
- (b) within 20m of another licensed mobile concession unless the owner/business manager agrees
- (c) on any block of a street abutting school property on a school day between 8:00 AM and 6:00 PM
- (d) on any portion of a block that is primarily residential for more than 20 minutes per day.

5. **ADDITIONAL REQUIREMENTS:**

5.1 Every person making application for a business license to operate a mobile concession shall provide evidence as outlined below at the time of application:

- (a) Any person using a public sidewalk or boulevard under the provisions of this policy shall carry a minimum of \$2,000,000.00 commercial general liability insurance (with a deductible acceptable to the City of Moose Jaw) and shall indemnify the City of Moose Jaw from any and all claims of injury to persons or damage to property attributable, in whole or in part, to that person's use of the City's sidewalk or any other portion of a City street.
- (b) Any person using a public roadway under the provision of this policy shall carry a minimum of \$2,000,000 auto liability insurance (with a deductible acceptable to the City of Moose Jaw) on each owned or non-owned vehicle associated with the business.
- (c) The City of Moose Jaw must be provided 30 days notice of cancellation or change to insurance policies.
- (d) The City of Moose Jaw must be listed as Additional Insured on all insurance policies.

6. **APPLICATION PROCEDURE:**

- 6.1 Vendors must apply each year they wish to operate a Mobile Concession.
- 6.2 Applications for Mobile Concession Business Licenses must contain:
 - (a) A completed Business License application form and applicable fees according to the Licensing Bylaw; and
 - (b) Photographs or detailed drawings of the Mobile Concession; and
 - (c) Proposed menu for the Mobile Concession; and
 - (d) The written approval of the public authority having jurisdiction over any outdoor recreation area proposed as a location of operation. In the case of a public event, the vendor must first obtain permission from the event organizer to take part in an event on public property; and
 - (e) The written approval of the private property owner if operating on private property or on a sidewalk adjacent to private property; and
 - (f) The written approval of the Five Hills Health Region Public Health Inspector.

7. **APPROVAL PROCEDURE:**

- 7.1 After receipt of all necessary information, the Business License Inspector will review the application and either approve or deny it. Applicants should submit their application at least two weeks in advance of the desired date for commencement of operation of the Mobile Concession.



**Food Truck Policy
P32-2017**

CITY OF WARMAN

Food Truck Policy

**Passed by Council at the
Regular Meeting of Council held on May 8th, 2017**

Revision Date(s):

This policy shall come into force and take effect on the date of adoption.



Mayor



City Manager

May 15, 2017
Date

1.0 PURPOSE

The purpose of this policy is to allow for the operation of food trucks, confectionary trucks and food trailers within defined areas of the City of Warman through a business licensing process.

2.0 DEFINITIONS

- 2.1 Food Truck – a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and or serve food and does not include trailers or carts.
- 2.2 Confectionary Truck - a motorized, mobile, self-contained vehicle that is equipped to serve confectionary goods such as ice cream and pre-packed snacks that do not require to be cooked and does not include trailers or carts.
- 2.3 Food Trailer – a trailer or cart that must be towed to and from a location that is equipped to cook, prepare and or serve food.

3.0 POLICY

For the purpose of this bylaw, “mobile food vendor” refers to food trucks, confectionary trucks, and food trailers unless otherwise stated.

3.1 General

- a) Only the sale of food items from a mobile food vendor subject to the conditions of this policy are permitted.
- b) The sale of food items from a mobile food vendor must be approved by the Saskatchewan Health Region.
- c) Periodic inspections of mobile food vendors may be conducted to ensure compliance.

3.2 Licensing

- a) All mobile food vendors shall be required to obtain a business license under Business Bylaw 2012-18.
- b) A business license must be obtained for each mobile food vendor operating and is valid from one year from the date of issuance.
- c) Mobile food vendors shall not operate if the business license has expired, been suspended, or revoked.
- d) A valid City of Warman business license shall be posted in an area visible to the public at all times.
- e) Applications for a mobile food vendor operation are subject to the approval of the

Development Officer. Proof that the following permissions have been obtained, and regulations met, must be provided prior to the issuance of a business license under Business Bylaw 2012-18

- i. Saskatoon Health Region Approval;
 - ii. Fire Inspection Approval (renewed annually);
 - iii. Proof of Motor Vehicle Insurance;
 - iv. Proof of Liability Insurance with a minimum liability limit of \$2,000,000. The City of Warman must be named as an additional insured; and
 - v. Discharge Management Plan that includes a description of how and where FOG (Fats, Oils, Grease) and grey water will be disposed.
- f) Periodic inspections may be conducted to ensure compliance.
- g) Proof of completing and passing a SaskPower Gas Inspection must be provided prior to the issuance of a mobile food vendor license. Annual proof of a passed SaskPower Gas Inspection is required.

3.3 Conditions of Operation

- a) The food truck, confectionary truck, or food trailer shall be no more than:
 - i) 8,000 kilograms in weight;
 - ii) 2.5 metres in width; and,
 - iii) 9.75 metres in length.
- b) The mobile food vendor must be clean, well lit, and aesthetically pleasing in appearance.
- c) Mobile food vendors shall be permitted to operate between the hours of 10:00am and 9:00pm.
- d) The mobile food vendor shall supply its own power and water source. Generators are permitted providing that they do not cause a disturbance.
- e) Overhead canopies or doors shall not obstruct or hinder pedestrian traffic.
- f) Sign boards are to be placed against the food truck or food trailer to avoid any obstructions. Only one sign board is permitted per mobile food vendor, and shall comply with the regulations outlined in the Warman Zoning Bylaw. Confectionary trucks are not permitted to have sign boards.
- g) Placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with the mobile food vendor operations is not permitted.
- h) Mobile food vendors shall be stored at an approved location when not in operation. Storage of the food truck, confectionary truck or food trailer on-street is prohibited.
- i) All elements associated with the mobile food vendor and its operations (including line-ups, signage and trash receptacles) shall not cause any vehicular or pedestrian obstructions or hazards.

- j) Mobile food vendors shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
- k) Operations shall be conducted in a manner that does not restrict or interfere with the ingress or egress of adjacent property owners or constitute as an obstruction to adequate access by fire, police, or sanitation vehicles.
- l) Service windows shall be oriented towards the sidewalk. Service windows that face the street are not permitted.
- m) Mobile food vendor operators shall provide proper trash and recycling receptacles for customers. Vendors shall clean up within a 6.0 metre radius after service at a location.
- n) Mobile food vendor operators shall attend their vehicle or trailer at all times while operating.
- o) Vending at one on-street location shall not exceed a period greater than five consecutive hours. Operators shall move the mobile food vendor truck or trailer to a different block face after the five hour duration has expired.

3.4 Locations

- a) Mobile food vendors shall not be operated within:
 - i) 20 metres (measured from the nearest edge of the mobile food truck to the property line) of an existing permanent food service establishment in all permitted locations;
 - ii) 30 metres of any primary or secondary school unless with permission for a special event;
 - iii) 20 meters of a park concession;
 - iv) 150 metres of a special event or festival, except where written permission from the event coordinator has been obtained and submitted to the City prior to commencement of the special event or festival; and
 - v) 10 meters of any intersection or crosswalk, and within 10 metres of any bus stop.
- b) Additionally to section 3.4 a), food trailers are not permitted to operate at on-street locations, including public on-street parking spaces.
- c) Only confectionary trucks shall operate within residential zoning districts and streets adjacent to residential zoning districts.
 - i) Confectionary trucks may operate in these areas for no more than 15 minutes, after which they must re-locate to an area at least one block away.
- d) Vending at one on-street location shall not exceed a period greater than five consecutive hours. Vendors shall move the food truck or confectionary truck to a different block face after the five hour duration has expired.

- e) Mobile food vendors shall not operate in angle, nose-in parking stalls or loading zones at any time.
- f) Mobile food vendors shall not block access to alleyways, driveways, fire hydrants or loading zones.
- g) No more than two mobile food vendors shall operate per block face at any given time.

3.5 Hours of Operation

- a) A mobile food vendor may remain parked, whether operating or not, at one on-street location for a maximum five consecutive hours. Upon expiration of the initial five-hour period, the mobile food truck shall relocate to different block face.

3.6 Legislation

- a) Vendors must abide by all laws and regulations, bylaws, and resolutions governing the mobile food truck operation and pertaining to traffic and the use of streets.

3.7 Contraventions

- a) Suspension or revocation of the business license may result if the vendor fails to meet one or more of the requirements outlined in this policy, or other laws, regulations or Bylaws.

4.0 **RESPONSIBILITIES**

4.1 Development Officer

- a) Review all food truck business license applications and approve or deny a business license.
- b) Use discretion and the definitions set out in section 2.0 of this bylaw to categorize the approved business as either a food truck or a confectionary truck.

4.2 Bylaw Officer

- a) Ensure all food trucks operating within the City of Warman are licensed and are operating in accordance with this policy as well Bylaw 2012-18 known as the Business Bylaw.



RPT 23-102

TITLE: Friendship City Partnership with Thorey en Plaine - Update

DATE: **March 9, 2023**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

That RPT 23-55 be received as information and filed.

ATTACHMENTS:

1. Friendship City Partnership with Thorey en Plaine - Update (RPT 23-55)

Written by: Community Services Advisory Committee

TITLE: Friendship City Partnership with Thorey en Plaine - Update

DATE: February 14, 2023

TO: Community Services Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the update on the Friendship City partnership with Thorey en Plaine, France be received as information and filed.

TOPIC & PURPOSE:

To provide an update on the Friendship City partnership with Thorey en Plaine, France.

BACKGROUND:

In early 2020, the Village of Thorey en Plaine requested a twin city project with the City of Prince Albert with the primary focus of honouring six Canadian Soldiers, one from Prince Albert, Mr. Jim Giles, who died in the Second World War.

Jim Giles was born in Prince Albert and lived south of the City in Red Deer Hill. He was one of six allied airmen who died when their plane was shot down over France in 1944. Thorey en Plaine look after the graves of these soldiers, as well as a monument at the site of the crash. Thorey en Plaine is a Village in France with a population of just over 1000 people.

Family members of Mr. Giles expressed their interest in this partnership as a way to honour their memory and preserve history, and for cultural exchange, especially for young people.

The request was forwarded to the Community Services Advisory Committee at the January 13, 2020 Executive Committee Meeting. Research and consultation was done to recommend the best way forward. A report was provided to the Community Services Advisory Committee at the May 26, 2021 meeting with the recommendation:

1. That the Community Services Department reconnect with the community of Thorey en Plaine, France to consider their request to form a Friendship City relationship and identify goals and benefits of such a relationship in consultation with our key stakeholders; and,

2. That the Community Services Department report to the upcoming Community Services Advisory Committee meeting in September 2021.

A delegation from Prince Albert met with a delegation from Thorey en Plaine through Zoom on June 23, 2021. Through the consultation done by both communities and the meeting, the recommendation was to form a Friendship City partnership.

A report was prepared for the September 8, 2021 Community Services Advisory Committee which then went on to the Executive committee and City Council, and the following resolution 0378 was made at the October 18, 2021 City Council Meeting:

“That the City enter into a Friendship City Relationship/Partnership with the community of Thorey en Plaine, France.”

The Arts & Cultural Programmer with the City of Prince Albert and Jacques More, Village Councillor, Thorey en Plaine, have been in regular communication, working in our communities and together, and developed a charter (purpose) and commission (committee). Both of these plans/documents were provided in the Spring 2022 report to the Community Services Advisory Committee and Executive and are attached to this report.

The commission had its first meeting over Zoom on March 23, 2022. The minutes from this meeting are attached to this report. As a first joint project, it was decided to start with an elementary school exchange between Thorey en Plaine and École Valois, with ages 10-12. Thorey en Plaine has 40 students and École Valois has 50-55.

PROPOSED APPROACH AND RATIONALE:

Judy MacLeod Campbell remained in contact with Jacques More throughout 2022 and early 2023. Thorey en Plaine had several local commitments including the opening of a new health facility in late 2022, preventing them from any joint activities or meetings since March 2022. The Mayor was also hospitalized in January 2023 preventing any meetings to occur.

Activities that have occurred include:

- Email communication about community events and major projects;
- On May 8, Thorey en Plaine held a commemoration of the victory of the Second World War and honoured the heroes;
- The City of Prince Albert put out a media release about the Friendship City partnership on June 17, 2023;
- A post/sign was created for the 2nd Avenue billboard to provide awareness about the Friendship City partnership;
- Thorey en Plaine installed a pairing panel at the entrances to their village;
- The Friendship City partnership was added to the City’s website to create awareness of the partnership and its’ future initiatives;
- Catherine Topping, Principal of École Valois has been in contact with the Principal of the elementary school in Thorey en Plaine (Soizic) to discuss a student exchange project. Email response has been slow and they have not been able to set anything up yet.

CONSULTATIONS:

The following committee members and partners were engaged:

- Councillor Dennis Ogradnick, City of Prince Albert
- Michelle Taylor & Michael Gange, Prince Albert Historical Society
- Michelle Hassler, Prince Albert Multicultural Council
- French Canadian Society of Prince Albert
- Catherine Topping, École Valois
- Brenda Cripps, Prince Albert Legion
- Jacques More, Village Councillor, Thorey en Plaine
- Mireille Perricaudet, Teacher, Thorey en Plaine

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Communication to the community may include:

- Media release(s)
- City of Prince Albert Website
- Social Media
- Activity communication as applicable (i.e. joint projects)
- City of Prince Albert newsletter and Calendar of Events as applicable
- Possibly signage

POLICY IMPLICATIONS:

This initiative relates to the following policy documents:

- Municipal Cultural Action Plan
- Community Services Master Plan
- Official Community Plan
- Strategic Plan

FINANCIAL IMPLICATIONS:

A budget has not been set. The Community Services department will cover any funds needed for 2023.

STRATEGIC PLAN:

The Friendship City Partnership provides a meaningful partnership with Thorey en Plaine, France with the primary goal of honouring our past and the memory of those who gave their lives for freedom. This relates directly to the strategic priority “Promoting a Progressive Community” and the strategic direction to “Identify opportunities to remember, honour, and celebrate Prince Albert’s heritage and history.”

relates to the following goals of the strategic plan:

OFFICIAL COMMUNITY PLAN:

Section 13 of the Official Community Plan speaks to Prince Albert Culture, and identifies a number of Goals and Policies to support this important initiative.

OPTIONS TO RECOMMENDATION:

There are no privacy implications or other options for consideration.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal by Judy MacLeod Campbell, Arts & Culture Coordinator

ATTACHMENTS:

1. Commission for Friendship City Partnership with Thorey en Plaine
2. Friendship City with Thorey en Plaine Charter
3. Friendship City Meeting with Thorey en Plaine March 23, 2022 Minutes
4. Presentation - 2022 Activities - Friendship City with Thorey en Plaine

Written by: Judy MacLeod Campbell, Arts & Cultural Coordinator

Approved by: Director of Community Services and City Manager

JUMELAGE PRINCE-ALBERT - THOREY-en-PLAINE

COMPOSITION DE LA COMMISSION COMMUNALE DE JUMELAGE

Président : Gilles BRACHOTTE Maire de Thorey-en-Plaine
1er Vice-Président de la Communauté
de Communes de la Plaine Dijonnaise

Vice président : Jacques MORÉ Conseiller Municipal Délégué
Correspondant Défense

Secrétaire interprète : Mireille PÉRICAUDET Professeur d'Anglais

Suppléante : Laurence MÉRITET

Trésorière : Marie-Joséphine JACQUIER Conseillère Municipale

Suppléante : Marie-Madeleine PLATHEY Conseillère Municipale

Chargé de Mission

Organisation : Philippe CATTEAU Conseiller Municipal

Suppléant : Gilles ROBERT Conseiller Municipal Délégué

Membres d'office :

Le Conseil Municipal des Jeunes

Membres honoraires pour leur participation à l'édification de la stèle :

Mme Chaurand, Mme Girard, Mr et Mme Louët, Yves Modet, Christian Martinet, Mme Cornu,
L' UNC, Le Souvenir Français

TWINNING PRINCE-ALBERT - THOREY-en-PLAINE

COMPOSITION OF THE COMMUNAL TWINNING COMMISSION

President : Gilles BRACHOTTE Mayor of Thorey-en-Plaine

1st Vice-President of the Community of Communes of the Plaine Dijonnaise

Vice-President: Jacques MORÉ Municipal Councillor Delegate

Defence Correspondent

Secretary interpreter : Mireille PÉRICAUDET English teacher

Alternate: Laurence MÉRITET

Treasurer: Marie-Joséphine JACQUIER Municipal Councillor

Alternate: Marie-Madeleine PLATHEY Municipal Councillor

Project Manager

Organization: Philippe CATTEAU Municipal Councillor

Alternate: Gilles ROBERT Municipal Councillor Delegate

Ex-officio members:

The Municipal Youth Council

Honorary members for their participation in the construction of the stele:

Mrs Chaurand, Mrs Girard, Mr and Mrs Louët, Yves Modet, Christian Martinent, Mrs Cornu,

The UNC, the French Remembrance

**PRINCE ALBERT & THROEY EN PLANE
FRIENDSHIP CITY COMMITTEE**

Name	Position	Organization	Role
Judy MacLeod Campbell	Arts & Culture Coordinator	City of Prince Albert	Coordination lead for P.A.
Councillor Dennis Ogrodnick	City Councillor	City of Prince Albert	City Council representative TBC
Michelle Taylor	Director/Curator	Prince Albert Historical Society	
Michael Gange	Board of Director	Prince Albert Historical Society & Jim Giles nephew	
Soraya Ellert	Executive Director	The Société Canadienne-Francophone de Prince Albert – French Canadian Society of Prince Albert	
Catharine Topping	Principal	Ecole Valois	
Brenda Cripps		Prince Albert Legion	
Michelle Hassler	Executive Director	Prince Albert Multicultural Council	



FRIENDSHIP TWIN CITY PARTNERSHIP CHARTER

The COMMUNITIES

of PRINCE-ALBERT (Saskatchewan) CANADA

and of THOREY-EN-PLAINE (Burgundy and Franche Comté) France

UNDERTAKE TO HONOUR THEIR PARTNERSHIP BY :

Developing a joint Friendship Twin City Partnership committee.

Maintaining cordial and friendly relations.

Developing and maintaining respect and mutual understanding between the two communities.

Encouraging and supporting any project whether started by or aimed at young people.

Planning exchanges and meetings whether face-to-face or online.

Developing human and cultural relationships.

Never forgetting the six Canadian and British victims of the crash, including James Reginald GILES from Prince-Albert fallen on Thorey-En-Plaine soil on July 26th 1944.

Perpetuating the memory of those who gave their lives for freedom.

Thorey-en-Plaine undertakes to keep honouring the legacy of the six heroes and to keep looking after their graves and after the monument unveiled on September 22nd 2018.

Greg DIONNE,
Mayor of Prince-Albert

Terri Mercier,
Acting City Clerk

Gilles BRACHOTTE,
Mayor of Thorey-en-Plaine

Jacques MORÉ,
Vice-President

Date: June 22, 2022



CHARTRE DE JUMELAGE

Les COMMUNES

de PRINCE-ALBERT (Saskatchewan) CANADA

et de THOREY-EN-PLAINE (Bourgogne-Franche-Comté) FRANCE

S'ENGAGENT A HONORER LEUR JUMELAGE :

Par la création d'une commission de jumelage

Par le maintien de relations cordiales et amicales

En développant et en entretenant l'entente, le respect et la compréhension mutuelle entre nos deux communes

En encourageant et soutenant toute activité mise en œuvre par et pour les jeunes

En planifiant des échanges et des rencontres qu'ils soient physiques ou virtuels

En développant des relations humaines et culturelles

En n'oubliant jamais les six victimes Canadiennes et Britannique, dont James Reginald GILES originaire de Prince-Albert, tombées sur le sol de Thorey en Plaine le 26 juillet 1944

En pérennisant leur Mémoire au nom de la Liberté retrouvée au péril de leur vie.

Thorey en Plaine s'engage à continuer de commémorer et d'entretenir les tombes de ces héros ainsi que la stèle inaugurée le 22 septembre 2018.

Greg DIONNE,
Maire de Prince-Albert

Terri Mercier,
Greffier Municipal

Date: June 22, 2022

Gilles BRACHOTTE,
Maire de Thorey-en-Plaine

Jacques MORÉ,
Vice-Président

Friendship City Meeting

between Thorey en Plaine, France and Prince Albert, Saskatchewan Canada

March 23, 2022 9:00 a.m. Saskatchewan, Canada time

Minutes

Present:

Gilles Brachotte, Mayor of Thorey en Plaine

Jacques Moré, Municipal Councillor, Thorey en Plaine

Laurence Méritet, Interpreter, Thorey en Plaine

Marie-Joséphine Jacquier, Municipal Councillor, Thorey en Plaine

Philippe Catteau, Municipal Councillor, Thorey en Plaine

Gilles Robert, Municipal Councillor, Thorey en Plaine

Councillor Dennis Ogradnick, City of Prince Albert

Judy MacLeod Campbell, Arts & Culture Coordinator, City of Prince Albert (COPA)

Michelle Taylor, Prince Albert Historical Society

Michelle Hassler, Prince Albert Multicultural Council

Soraya Ellert, French Canadian Society of Prince Albert

Catharine Topping, Principal, École Valois School

Regrets:

Michael Gange, Prince Albert Historical Society

Brenda Cripps, Prince Albert Legion

1. Judy welcomed everyone to the meeting, provided a land acknowledgement, and introductions were made.
2. Brief Background/Notes from the last meeting
Judy provided some background on the Friendship City partnership between Thorey en Plaine and The City of Prince Albert. Thorey en Plaine presented the request to twin back in early 2020, dialogue occurred and the Twin City Friendship partnership was approved by the City of Prince Albert City Council at their October 18, 2021 meeting.
3. Committee/Commission
Judy provided a copy of the committee/commission in the meeting email. There were no questions or changes made.
4. Charter
Judy reviewed the Charter for this Friendship City partnership outlining the purpose and goals of the Twin Friendship City partnership.

ACTION:

- Gilles and Mayor Dionne to sign the charter. Gilles will sign first and email to Judy to then have the Mayor sign. Each community will keep a copy.**
5. Possible Projects/Activities

We discussed the ideas for our partnership sharing:

- Meeting over zoom
- Schools do a letter exchange
- Prince Albert share their May French Concert (for 12 and older)
- Councillor Ogrodnick expressed Council's interest in the partnership (not all request are approved). He is a retired teacher who has written curriculum and can help in this area. He also expressed a desire to involve all schools in Prince Albert that have French Immersion.
- Thorey en Plaine School goes to age 12, then they go to college. Mireille is a teacher at the college. There are approximately 150 students at the elementary school in Thorey en Plaine.
- English is taught 1-2 hours a week for ages 6-12 in Thorey en Plaine.
- Both community's school end at the end of June.
- Discussed that virtual or filmed events and ceremonies could be shared.
- Thorey en Plaine plans to put a sign at the entrance to their community. They will share a picture of it.
- Michelle Hassler (Prince Albert Multicultural Council) works to share the City's multiculturalism, to educate, and to promote anti-racism. They can provide a speaker over Zoom. Tapestrama (cultural festival) is an event that Thorey en Plaine could take in virtually. Councillor Ogrodnick can provide City of Prince Albert pins or pens.

It was decided to start with an elementary school exchange between Thorey en Plaine and École Valois in Prince Albert with ages 10-12. Thorey en Plaine has 40 students that age and École Valois 50-55.

ACTIONS:

- Judy to provide Catharine's contact information to Jacques so the schools can coordinate this on their own and work out the plans.**
- Gilles will explain the plans to their school.**
- Both communities will continue to inform their communities about this Friendship City Partnership.**

6. Next Steps and Next Meeting

The next steps are described in the actions above.

It was decided to meet again in six months in mid-late September 2022.

Next Meeting agenda items:

- School exchange update
- Virtual/Filmed events to share
- Community news

Friendship City Partnership with Thorey en Plain, France

2022



May 8 Commemoration of the victory of the Second World War

Friendship City Partnership with Thorey en Plain, France 2022



May 8 Commemoration of the victory of the Second World War

Friendship City Partnership with Thorey en Plain, France

2022



July 26 (1944) memorial of soldiers' death

Friendship City Partnership with Thorey en Plain, France

2022



Prince Albert's newest partnership
Friendship City

CITY OF PRINCE ALBERT & THOREY EN PLAINE, FRANCE

2nd Avenue Billboard

Friendship City Partnership with Thorey en Plaine, France 2022



Thorey en Plaine entrance



RPT 23-132

TITLE: January 2023 Accounts Payable Payments

DATE: March 22, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the January 2023 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, 2023.
2. A list of payments made to vendors and contractors from January 1 – 31, 2023.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. January 2023 Accounts Payable Payments

Written by: Tejinder Khatri, Asset Manager

Approved by: Director of Financial Services & City Manager

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
1	Graham Construction and Engineering LP	\$2,264,818.45	\$2,264,818.45
2	Cornerstone Insurance	\$854,009.95	\$854,009.95
3	Municipal Employees Pension Plan	\$640,617.44	\$640,617.44
4	B & B Construction Group Inc.	\$481,986.57	\$481,986.57
5	Inland Kenworth Partnership	\$257,653.68	\$257,653.68
6	SaskPower	\$257,437.62	\$257,437.62
7	Bank of Montreal - Mastercard	\$219,200.53	\$219,200.53
8	The City Of Prince Albert Public Library Board	\$187,829.17	\$187,829.17
9	Wheatland Builders & Concrete Ltd.	\$145,353.74	\$145,353.74
10	FirstCanada ULC	\$129,580.93	\$129,580.93
11	Federated Co-Operatives Ltd.	\$127,286.38	\$127,286.38
12	PA Separate School Board	\$110,201.25	\$110,201.25
13	Sask Energy Inc.	\$102,117.42	\$102,117.42
14	Carlton Trail Railway Company	\$93,962.72	\$93,962.72
15	Glenmor Equipment LP	\$80,595.05	\$80,595.05
16	M D Charlton Co. Ltd.	\$55,850.38	\$55,850.38
17	Community Service Centre	\$54,036.75	\$54,036.75
18	Anderson Motors Ltd.	\$53,402.99	\$53,402.99
19	Saskatchewan Public Safety Agency	\$49,487.76	\$49,487.76
20	Group2 Architecture Engineering Inc	\$47,168.63	\$47,168.63
21	Aqua-Aerobic Systems, Inc.	\$44,362.50	\$44,362.50
22	RNF Ventures Ltd.	\$38,388.56	\$38,388.56
23	Novus Law Group	\$37,053.12	\$37,053.12
24	AECOM Canada Ltd.	\$35,168.78	\$35,168.78
25	E.T. Flooring Canada	\$34,587.50	\$34,587.50
26	Info Tech Research Group	\$31,185.00	\$31,185.00
27	Sask Urban Municipalities Assoc (SUMA)	\$30,019.90	\$30,019.90
28	MNP LLP	\$26,737.50	\$26,737.50
29	SPCA	\$26,608.24	\$26,608.24
30	2022 Canadian Mixed Curling Championship	\$25,200.00	\$25,200.00
31	PerfectMind Inc.	\$22,050.00	\$22,050.00
32	SaskTel	\$21,616.13	\$21,616.13
33	Rampart International Corp	\$21,442.89	\$21,442.89
34	GL Mobile Communications	\$21,133.20	\$21,133.20
35	Konica Minolta Business Solutions Canada Ltd.	\$20,781.17	\$20,781.17
36	Canoe Procurement Group of Canada	\$20,773.54	\$20,773.54
37	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$20,028.40	\$20,028.40
38	Lite-Way Electric Ltd.	\$18,923.28	\$18,923.28
39	SRNet Inc.	\$18,900.00	\$18,900.00
40	DMM Energy	\$18,525.41	\$18,525.41
41	HBI Brennan Office Plus Inc.	\$17,359.04	\$17,359.04
42	Softchoice Corporation	\$16,907.74	\$16,907.74
43	Prince Albert Policemen's Association	\$15,031.88	\$15,031.88

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
44	Auto Rescue Towing	\$14,475.39	\$14,475.39
45	Concord Theatricals	\$14,100.59	\$14,100.59
46	Fer-Marc Equipment Ltd.	\$13,706.22	\$13,706.22
47	Can Union of Public Employees Assoc Local 160	\$12,882.56	\$12,882.56
48	Ticket Tracer Corporation	\$12,855.15	\$12,855.15
49	First Student Canada	\$12,396.00	\$12,396.00
50	Sysco Food Services	\$12,269.26	\$12,269.26
51	Clip & Trim Tree Service & Yard Maintenance	\$12,127.50	\$12,127.50
52	Earthworks Equipment	\$11,143.22	\$11,143.22
53	Prince Albert Police Association	\$11,124.60	\$11,124.60
54	Aquifer Group of Companies	\$10,964.14	\$10,964.14
55	SaskTel CMR	\$10,151.71	\$10,151.71
56	Robertson Stromberg Pedersen LLP	\$9,956.58	\$9,956.58
57	Prince Albert Firefighter's Association Local 510	\$9,790.62	\$9,790.62
58	Kal Tire Ltd.	\$9,722.06	\$9,722.06
59	Concept 3 Business Interiors	\$9,629.29	\$9,629.29
60	Puetz Enterprises Ltd.	\$9,550.68	\$9,550.68
61	Madsen Fence Ltd.	\$9,085.25	\$9,085.25
62	Fountain Tire Prince Albert Ltd	\$8,846.01	\$8,846.01
63	Nicola Sherwin- Roller M.A.,C.C.C.	\$8,526.86	\$8,526.86
64	Acklands Ltd.	\$8,486.84	\$8,486.84
65	Kleen-Bee (P.A.)	\$8,208.23	\$8,208.23
66	GHD Digital (Canada) Ltd	\$7,938.00	\$7,938.00
67	Greenwave Innovations	\$7,770.00	\$7,770.00
68	Early's Farm & Garden Centre	\$7,692.30	\$7,692.30
69	Redhead Equipment Ltd.	\$7,631.15	\$7,631.15
70	WD Industrial Group	\$7,629.30	\$7,629.30
71	B A Robinson Co. Ltd.	\$7,610.36	\$7,610.36
72	Saskatchewan Association of Chiefs of Police	\$7,500.00	\$7,500.00
73	Stantec Consulting Ltd.	\$7,473.64	\$7,473.64
74	Cheesecake Burlesque Revue	\$7,281.00	\$7,281.00
75	CentralSquare Canada Software Inc.	\$6,923.82	\$6,923.82
76	Canadian Police College	\$6,865.00	\$6,865.00
77	United Chemical Limited	\$6,617.20	\$6,617.20
78	Richard Pytlak	\$6,327.00	\$6,327.00
79	Can Union of Public Employees Assoc Local 882	\$6,290.32	\$6,290.32
80	101290873 Saskatchewan Ltd. (Nathan Stregger-ski hill contractor)	\$6,250.00	\$6,250.00
81	Canadian BDX Inc.	\$5,997.60	\$5,997.60
82	Prince Albert Female Hockey Tournament	\$5,940.00	\$5,940.00
83	OK Tire & Auto Service	\$5,840.21	\$5,840.21
84	Falcon Equipment Ltd.	\$5,829.46	\$5,829.46
85	Darcy's Golf Shop Ltd.	\$5,801.82	\$5,801.82
86	Emsco Equipment Maintenance & Supply Co.	\$5,494.67	\$5,494.67

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
87	Greenland Waste Disposal Ltd.	\$5,440.67	\$5,440.67
88	Entandem Inc	\$5,432.18	\$5,432.18
89	Prince Albert Golf & Curling Club	\$5,416.67	\$5,416.67
90	Clark's Supply & Service Ltd.	\$5,187.90	\$5,187.90
91	Comairco Equipment Ltd.	\$5,002.50	\$5,002.50
92	Eecol Electric (Sask) Ltd.	\$4,697.95	\$4,697.95
93	Inductive Automation	\$4,465.63	\$4,465.63
94	Aspen Films	\$4,439.45	\$4,439.45
95	Harlan Fairbanks	\$4,430.71	\$4,430.71
96	Complete Distribution Services	\$4,411.15	\$4,411.15
97	Econo-Chem	\$4,329.00	\$4,329.00
98	Certified Laboratories	\$4,308.63	\$4,308.63
99	Frontline Outfitters Ltd	\$4,271.52	\$4,271.52
100	Prince Albert Beverages	\$4,263.73	\$4,263.73
101	University of Regina	\$4,244.84	\$4,244.84
102	Dresswell Dry Cleaners (2013) Ltd	\$4,164.17	\$4,164.17
103	Avia NG Inc.	\$4,129.13	\$4,129.13
104	Mr Plumber	\$4,120.50	\$4,120.50
105	101100203 Saskatchewan Ltd.o/a TLS Lawn	\$4,016.26	\$4,016.26
106	Prince Albert Child Care Co-operative	\$3,976.72	\$3,976.72
107	Municipal Information Systems Assoc. Prairies Chapter	\$3,954.82	\$3,954.82
108	Gray's Funeral Chapel Ltd./Arbor Memorial Inc.	\$3,879.75	\$3,879.75
109	Amazon.ca	\$3,835.96	\$3,835.96
110	Crescent Acres Community Club	\$3,768.00	\$3,768.00
111	Nicole A Sawchuk Barrister and Solicitor	\$3,717.68	\$3,717.68
112	Knotty Pine Bistro	\$3,700.00	\$3,700.00
113	Sutherland Automotive	\$3,696.07	\$3,696.07
114	Carlton Park Community Club	\$3,675.00	\$3,675.00
115	Nordale Community Club	\$3,673.00	\$3,673.00
116	NSC Minerals Ltd.	\$3,662.27	\$3,662.27
117	Rotork Controls Canada Ltd	\$3,641.94	\$3,641.94
118	Gallus Golf LLC	\$3,512.85	\$3,512.85
119	Napa Auto Parts	\$3,458.10	\$3,458.10
120	East End Community Club	\$3,369.00	\$3,369.00
121	Arctic Refrigeration Inc.	\$3,360.72	\$3,360.72
122	Michelle Truman	\$3,300.00	\$3,300.00
123	Purolator Courier Ltd.	\$3,238.60	\$3,238.60
124	PR Septic Services 1997 Ltd.	\$3,228.69	\$3,228.69
125	Cludo Inc	\$3,208.80	\$3,208.80
126	CRL Engineering Ltd.	\$3,180.15	\$3,180.15
127	Peerless Engineering Sales Ltd.	\$3,064.35	\$3,064.35
128	Townfolio Inc o/a Munisight Ltd.	\$2,997.00	\$2,997.00
129	Xtreme Wear Parts Inc	\$2,971.50	\$2,971.50

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
130	Applied Industrial Technologies	\$2,953.27	\$2,953.27
131	Arts Management Systems	\$2,934.75	\$2,934.75
132	Van Houtte Coffee Services Inc	\$2,881.86	\$2,881.86
133	Full Line Electric and General Contracting	\$2,812.05	\$2,812.05
134	Maxim Transportation Services Inc.	\$2,801.59	\$2,801.59
135	Finning International Inc.	\$2,736.12	\$2,736.12
136	UniTech Office Solutions, Ltd.	\$2,711.79	\$2,711.79
137	Canadian Imperial Bank of Commerce	\$2,686.80	\$2,686.80
138	Stokes International	\$2,672.25	\$2,672.25
139	Superior Propane Ltd	\$2,587.78	\$2,587.78
140	Folio Jumphline Publishing Inc.	\$2,455.99	\$2,455.99
141	Rempel Engineering & Management Ltd.	\$2,349.60	\$2,349.60
142	The Bolt Supply House Ltd	\$2,270.13	\$2,270.13
143	TNT Work & Rescue Inc	\$2,245.89	\$2,245.89
144	ALS Environmental	\$2,236.50	\$2,236.50
145	Halliday's Trucking	\$2,231.25	\$2,231.25
146	MSC Industrial Supply ULC	\$2,226.14	\$2,226.14
147	LJ Kimbley	\$2,200.00	\$2,200.00
148	U13 B Eagles	\$2,200.00	\$2,200.00
149	Ecco Heating Products Ltd.	\$2,195.93	\$2,195.93
150	P A Fast Print Inc.	\$2,189.55	\$2,189.55
151	Air Canada	\$2,180.74	\$2,180.74
152	Saskatchewan Safety Council	\$2,170.00	\$2,170.00
153	A1 Locksmithing	\$2,166.72	\$2,166.72
154	Uline Canada Corporation	\$2,140.80	\$2,140.80
155	National Fire Codes	\$2,135.38	\$2,135.38
156	Christopherson's Industrial Supplies	\$2,124.29	\$2,124.29
157	Source For Sports	\$2,109.00	\$2,109.00
158	Gregg Distributors	\$2,049.33	\$2,049.33
159	BDI Canada Inc.	\$2,033.67	\$2,033.67
160	Alamanda Communications Inc.	\$2,008.58	\$2,008.58
161	ESRI Canada	\$1,952.10	\$1,952.10
162	North Star Trophies & Screen Printing	\$1,942.39	\$1,942.39
163	Prairie Meats	\$1,916.20	\$1,916.20
164	Blue Moose Media Inc	\$1,915.65	\$1,915.65
165	Urban Tactical (Winnipeg) Ltd.	\$1,875.99	\$1,875.99
166	Ruszkowski Enterprises Ltd	\$1,842.75	\$1,842.75
167	Thorpe Bros. Ltd.	\$1,834.85	\$1,834.85
168	U15 Cyclones	\$1,800.00	\$1,800.00
169	AED Advantage	\$1,788.18	\$1,788.18
170	Lake Country Co-operative Ltd.	\$1,696.84	\$1,696.84
171	Princess Auto	\$1,662.26	\$1,662.26
172	Paulsen & Son Excavating Ltd.	\$1,638.00	\$1,638.00

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
173	Darcy Myers	\$1,623.43	\$1,623.43
174	ADB Safegate Canada Inc	\$1,623.30	\$1,623.30
175	Ben's Auto Glass	\$1,590.87	\$1,590.87
176	Rona Inc. - Prince Albert	\$1,586.12	\$1,586.12
177	Saskatchewan Assessment Appraisers Association	\$1,575.00	\$1,575.00
178	Flaman Sales & Rentals Prince Albert	\$1,567.37	\$1,567.37
179	Wounded Warriors Magazine	\$1,548.75	\$1,548.75
180	Impact Mechanical Service Ltd.	\$1,503.10	\$1,503.10
181	Rogue Fitness	\$1,434.12	\$1,434.12
182	Saskatchewan Professional Planners Institute	\$1,404.12	\$1,404.12
183	Fastenal	\$1,389.86	\$1,389.86
184	Stockyards (Prince Albert) Limited Partnership	\$1,358.01	\$1,358.01
185	Costco.ca	\$1,353.75	\$1,353.75
186	Canadian Linen and Uniform Service	\$1,338.04	\$1,338.04
187	Canadian Tire	\$1,316.05	\$1,316.05
188	PA Paw Print Inn	\$1,288.13	\$1,288.13
189	Transportation Association of Canada	\$1,260.00	\$1,260.00
190	Carverhill Counselling & Consulting Ltd.	\$1,250.00	\$1,250.00
191	Dmyterko Enterprises Ltd.	\$1,216.95	\$1,216.95
192	Avison Young ITF 1540709 Ontario Limited	\$1,202.52	\$1,202.52
193	Athens Technical Specialists Inc.	\$1,158.84	\$1,158.84
194	Caseware International Inc.	\$1,128.75	\$1,128.75
195	Kushal P. Dave	\$1,120.00	\$1,120.00
196	Jump.ca	\$1,111.80	\$1,111.80
197	Sign Universe	\$1,087.80	\$1,087.80
198	Shred-it International ULC	\$1,082.12	\$1,082.12
199	Hach Sales & Service Canada Ltd	\$1,066.59	\$1,066.59
200	Total Service & Contracting Ltd.	\$1,056.72	\$1,056.72
201	GardaWorld Cash Services Canada Corp	\$1,047.00	\$1,047.00
202	Brandt Tractor Ltd.	\$1,026.85	\$1,026.85
203	Tyrone Enterprises Inc	\$1,013.25	\$1,013.25
204	Zogics	\$986.55	\$986.55
205	Kathy McMullin	\$965.01	\$965.01
206	Millsap Fuel Distributors	\$946.27	\$946.27
207	Halcro Metals Inc.	\$944.01	\$944.01
208	P A Battery & Truck Accessories	\$938.51	\$938.51
209	Sylvia Chave	\$937.50	\$937.50
210	Facebook Inc.	\$905.90	\$905.90
211	CTV Television Inc.	\$905.10	\$905.10
212	Old Dutch Foods Ltd.	\$899.34	\$899.34
213	First General Services (PA) Ltd.	\$879.26	\$879.26
214	Twilight Framing & Gallery	\$848.04	\$848.04
215	Army Navy & Airforce Vets	\$827.88	\$827.88

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
216	Kinsmen Senior Heritage Centre	\$827.88	\$827.88
217	PA Legion	\$827.88	\$827.88
218	Shaw Cable	\$799.26	\$799.26
219	Jay's Transportation Group Ltd.	\$791.83	\$791.83
220	Wanuskewin Heritage Park Auth.	\$784.50	\$784.50
221	Wachs Canada Ltd	\$782.46	\$782.46
222	Prince Albert Photocopier Ltd.	\$764.79	\$764.79
223	Source Office Furnishings	\$752.43	\$752.43
224	Allison Matchap	\$750.00	\$750.00
225	Suntech Systems Ltd.	\$742.71	\$742.71
226	Fire Fighters Entertainment Fund	\$735.00	\$735.00
227	Lifesaving Society - SK Branch	\$734.42	\$734.42
228	Michael's Store	\$727.05	\$727.05
229	Honda Canada Finance Inc	\$725.98	\$725.98
230	Doty Belt	\$724.57	\$724.57
231	PAYPAL	\$712.30	\$712.30
232	Commercial Truck Equipment Corp	\$706.60	\$706.60
233	WPY Insight Training	\$700.34	\$700.34
234	Wal-Mart Canada Corp.	\$697.99	\$697.99
235	306 Tactical	\$672.84	\$672.84
236	Town of Rosthern	\$666.66	\$666.66
237	Town of Duck Lake	\$666.66	\$666.66
238	Town of Shellbrook	\$666.66	\$666.66
239	Gabrielle Giroux	\$666.00	\$666.00
240	Action Printing Company Ltd.	\$653.79	\$653.79
241	Staples	\$650.57	\$650.57
242	Canadian Association of Fire Chiefs	\$640.50	\$640.50
243	Gerald Fillmore	\$634.00	\$634.00
244	Johnston Group	\$630.00	\$630.00
245	DMC Cleaning Inc	\$628.82	\$628.82
246	Cherrie Vermette	\$609.48	\$609.48
247	OGP Enterprises Inc	\$607.95	\$607.95
248	Eco Management Services Inc	\$590.86	\$590.86
249	Asiil Enterprises Ltd.	\$589.42	\$589.42
250	Campbell Printing Ltd.	\$586.09	\$586.09
251	Prince Albert Chamber of Commerce	\$562.35	\$562.35
252	Secure Choice Moving & Storage	\$560.31	\$560.31
253	Bell Mobility Inc.	\$558.38	\$558.38
254	Trimble Inc	\$550.36	\$550.36
255	Ian Dickson	\$550.00	\$550.00
256	Fabian Minnema	\$550.00	\$550.00
257	RCMP	\$550.00	\$550.00
258	Gillian Snider	\$550.00	\$550.00

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
259	Greg Pilon (Lucien)	\$547.50	\$547.50
260	Econo Lumber	\$543.84	\$543.84
261	Covert Track Group, Inc	\$543.02	\$543.02
262	Technology Professionals Saskatchewan	\$540.00	\$540.00
263	Cindy Gallegos	\$530.00	\$530.00
264	Glen Huffman	\$525.00	\$525.00
265	Prairie Wild Consulting Co.	\$525.00	\$525.00
266	Pattison Media Ltd	\$524.79	\$524.79
267	Canada Bread Co Ltd	\$519.34	\$519.34
268	Shoppers Drug Mart a/o 102141239 Sask Ltd.	\$512.93	\$512.93
269	Frontline Truck & Trailer	\$512.68	\$512.68
270	Sherwin Williams	\$507.76	\$507.76
271	Air Liquide	\$504.69	\$504.69
272	Economic Developers Association of Canada	\$503.29	\$503.29
273	Alberta Airports Management Association	\$500.00	\$500.00
274	City of Red Deer	\$500.00	\$500.00
275	Kari Korczak	\$500.00	\$500.00
276	Saskatchewan Digital Forensics Services	\$500.00	\$500.00
277	Custom Blinds	\$493.95	\$493.95
278	PyroCom Fire and Safety Equipment	\$491.88	\$491.88
279	Prince Albert Shopper	\$491.40	\$491.40
280	Gloria Bell	\$490.00	\$490.00
281	Saskatchewan Seniors Fitness Association Inc.	\$483.64	\$483.64
282	Superior Truck Equipment Inc./North America	\$483.54	\$483.54
283	International Association of Airport Executive Canada	\$481.95	\$481.95
284	Zirkia Grobler	\$480.00	\$480.00
285	Saunders Electric Ltd.	\$473.45	\$473.45
286	Reed Security Group	\$473.25	\$473.25
287	Assoc. of Professional Engineers & Geoscientists	\$472.50	\$472.50
288	Suzanne Stubbs	\$470.00	\$470.00
289	Guillevin International Inc.	\$460.65	\$460.65
290	Paras Properties Ltd.	\$452.85	\$452.85
291	Operator Certification Board	\$450.00	\$450.00
292	Best Buy	\$447.49	\$447.49
293	Iconix Waterworks LP	\$441.82	\$441.82
294	SOS Electrical Ltd.	\$441.78	\$441.78
295	Accra Lock & Safe Co. Ltd.	\$440.98	\$440.98
296	6th Avenue Car Wash	\$439.56	\$439.56
297	Auto Details on 6th Ltd.	\$439.56	\$439.56
298	My Place Catering	\$436.57	\$436.57
299	Pet Planet	\$432.86	\$432.86
300	Crown Cleaners	\$430.63	\$430.63
301	Rod's Decorating Centre Ltd.	\$429.28	\$429.28

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
302	Peavey Mart	\$417.04	\$417.04
303	B & P Water Shop Inc	\$415.00	\$415.00
304	PA Community Housing Society Inc.	\$410.70	\$410.70
305	Tree Pottery Supply Ltd	\$407.08	\$407.08
306	CDW Canada Inc	\$403.08	\$403.08
307	Water Blast Manufacturing LP	\$403.07	\$403.07
308	Zachary Kerr	\$400.00	\$400.00
309	Brock Skomorowski	\$400.00	\$400.00
310	Stephen Williams	\$400.00	\$400.00
311	Thor Security Ltd.	\$399.60	\$399.60
312	Chinook Equipment	\$397.31	\$397.31
313	Oak Creek Golf & Turf Inc.	\$391.32	\$391.32
314	TeamViewer GmbH	\$386.28	\$386.28
315	D.F.G. Management Ltd.	\$378.15	\$378.15
316	Powerland Computers	\$372.40	\$372.40
317	Tim Hortons	\$357.28	\$357.28
318	Dave Henson	\$354.00	\$354.00
319	Fresh Air Experience	\$351.87	\$351.87
320	Mark's Work Wearhouse	\$344.09	\$344.09
321	Sheraton Cavalier Hotel	\$340.70	\$340.70
322	Publications Saskatchewan	\$337.10	\$337.10
323	Fitness Solutions	\$331.89	\$331.89
324	Clear View Glass Ltd.	\$325.45	\$325.45
325	Donna Strauss	\$325.00	\$325.00
326	Toshiba Business Solutions	\$320.45	\$320.45
327	Westburne	\$319.24	\$319.24
328	Bruce Gibson	\$316.36	\$316.36
329	Ed Urbaniak	\$315.00	\$315.00
330	Creative City Network of Canada	\$310.00	\$310.00
331	University of Minnesota	\$309.40	\$309.40
332	Adcom Solutions	\$305.25	\$305.25
333	Pizza Hut	\$300.00	\$300.00
334	Herbert Gratias	\$296.93	\$296.93
335	Entrust Ltd	\$295.70	\$295.70
336	United Rentals of Canada Inc	\$295.28	\$295.28
337	Jessie Lepine	\$294.40	\$294.40
338	TK Elevator (Canada) Ltd.	\$292.17	\$292.17
339	Lakeland Ford Sales (2009) Ltd.	\$291.20	\$291.20
340	Benjamin Schulz	\$291.00	\$291.00
341	Manitoulin Transport Inc.	\$281.72	\$281.72
342	ClaimsPro Inc.	\$280.00	\$280.00
343	Lannie Muggleston	\$280.00	\$280.00
344	Cherry Insurance	\$277.50	\$277.50

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
345	Lexcom Systems Group Inc.	\$277.50	\$277.50
346	ISA - Prairie Chapter	\$276.15	\$276.15
347	PA Markit Signs Ltd.	\$274.73	\$274.73
348	BD Properties	\$271.95	\$271.95
349	Tim Bettger	\$262.50	\$262.50
350	Fall Protection Group	\$262.50	\$262.50
351	T.J.s Pizza	\$256.81	\$256.81
352	Rocky Brands Canada Inc.	\$252.00	\$252.00
353	Rebecca Fines	\$250.00	\$250.00
354	YWCA	\$250.00	\$250.00
355	Everguard Fire and Safety	\$247.31	\$247.31
356	Challenges Unlimited Inc.	\$242.27	\$242.27
357	NexGen Mechanical Inc.	\$238.65	\$238.65
358	Truck Outfitters Prince Albert Inc.	\$233.10	\$233.10
359	Dee-Jacks Custom Metal and Welding	\$232.97	\$232.97
360	Overhead Door of Prince Albert Ltd.	\$230.55	\$230.55
361	Hassett Properties	\$227.55	\$227.55
362	Victoria N Braaten	\$224.75	\$224.75
363	Google	\$223.45	\$223.45
364	Pinnacle Distribution Saskatoon	\$223.15	\$223.15
365	International Institute of Business Analysis	\$213.84	\$213.84
366	Dollarama	\$212.75	\$212.75
367	Original Joes	\$211.90	\$211.90
368	Wholesale Club	\$210.40	\$210.40
369	Joesoftware Inc.	\$210.00	\$210.00
370	Party City	\$205.83	\$205.83
371	Superstore	\$202.44	\$202.44
372	Mann-Northway AutoSource	\$202.01	\$202.01
373	City Hall Social Club	\$201.00	\$201.00
374	Off The Cuff Improv & Interactive	\$200.00	\$200.00
375	Telus Security	\$200.00	\$200.00
376	Claire Wouters	\$199.80	\$199.80
377	P A Express Ltd.	\$198.03	\$198.03
378	Shirley McLennan	\$196.86	\$196.86
379	Cameron Instruments Inc.	\$194.25	\$194.25
380	Steve's Auto Electric	\$188.33	\$188.33
381	IFIDS	\$187.17	\$187.17
382	Holiday Inn Hotel	\$186.10	\$186.10
383	Cherlock & Safe	\$185.37	\$185.37
384	Rocky Mountain Phoenix	\$183.15	\$183.15
385	Lloyd McLennan	\$180.38	\$180.38
386	Saskatchewan Building Officials Association	\$180.00	\$180.00
387	Flocor	\$175.95	\$175.95

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
388	Mike Mogg	\$175.00	\$175.00
389	Marriott Hotels & Resorts	\$174.93	\$174.93
390	Enviroway Detergent Manufacturer	\$173.28	\$173.28
391	Direct Dial. com	\$173.16	\$173.16
392	VMware	\$169.27	\$169.27
393	Metis Central Region 2 Council Inc	\$166.00	\$166.00
394	Surepassexam.com Inc.	\$165.01	\$165.01
395	Kirk Pilon	\$160.00	\$160.00
396	P A Janitorial Services 1983	\$159.84	\$159.84
397	Todd Antaya	\$157.50	\$157.50
398	Jordan Gabriel-Cannon	\$156.00	\$156.00
399	Grace Vedress	\$156.00	\$156.00
400	Starlink	\$155.40	\$155.40
401	Prince Albert Raiders Hockey Club Inc.	\$150.00	\$150.00
402	Super 8 Motel	\$137.50	\$137.50
403	Adrian Vermette	\$137.50	\$137.50
404	Kerri MacLeod	\$135.00	\$135.00
405	Park Range Veterinary Services	\$133.20	\$133.20
406	CPKN Network Inc.	\$131.25	\$131.25
407	Prince Albert Golf and Curling Club	\$128.30	\$128.30
408	Adobe Systems	\$123.19	\$123.19
409	Warren Nekurak	\$121.67	\$121.67
410	Information Services Corporation	\$120.00	\$120.00
411	Joel Mihilewicz	\$120.00	\$120.00
412	Royal Canadian Legion BR. #2	\$120.00	\$120.00
413	Success Office Systems Inc	\$116.14	\$116.14
414	Mail Chimp .com	\$114.81	\$114.81
415	ALSCO Canada Corp - Saskatoon	\$112.94	\$112.94
416	Windsor Plywood	\$112.50	\$112.50
417	Mac Tools	\$110.98	\$110.98
418	Charles Repair & Service Co. Ltd.	\$109.49	\$109.49
419	La Ronge Hotel & Suites	\$109.27	\$109.27
420	Fred Isayew	\$107.63	\$107.63
421	Loraas Disposal North Ltd	\$107.20	\$107.20
422	Economic Developers Alberta	\$105.00	\$105.00
423	Lake Land Towing	\$105.00	\$105.00
424	Shelly Linger	\$105.00	\$105.00
425	Ethel Mathers	\$105.00	\$105.00
426	Sask. Association of Rural Municipalities	\$105.00	\$105.00
427	Kayanna Rae Wirtz	\$105.00	\$105.00
428	Virginia German	\$101.58	\$101.58
429	Perry Hulowski	\$101.58	\$101.58
430	Infosat Communications Inc.	\$100.76	\$100.76

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
431	AVSHop.ca	\$100.66	\$100.66
432	Adam Balon	\$100.00	\$100.00
433	Central Security B.P.G	\$100.00	\$100.00
434	Raylene Melnyk	\$100.00	\$100.00
435	Multicultural Council of Saskatchewan	\$100.00	\$100.00
436	Percy H. Davis Limited	\$93.47	\$93.47
437	Ruth Griffiths	\$90.00	\$90.00
438	Fast Stamps	\$82.14	\$82.14
439	Dollar Tree	\$80.87	\$80.87
440	Cydnee Sparrow	\$80.45	\$80.45
441	Salvation Army	\$80.00	\$80.00
442	Canadian Police Chaplain Association	\$75.00	\$75.00
443	Economic Developers Association of Manitoba	\$75.00	\$75.00
444	Secur Tek	\$74.38	\$74.38
445	Montana's	\$73.96	\$73.96
446	Tash's Flooring Outlet/Window Coverings	\$68.90	\$68.90
447	Faith Burke	\$67.00	\$67.00
448	Zoom Canada	\$66.60	\$66.60
449	Venice House	\$65.18	\$65.18
450	Minute Muffler	\$63.65	\$63.65
451	Elizabeth M. Settee	\$63.50	\$63.50
452	Nora Vedress	\$63.50	\$63.50
453	Riverview Mechanical Ltd.	\$61.05	\$61.05
454	Dana Ismail	\$60.00	\$60.00
455	Steel Craft Door	\$55.94	\$55.94
456	Prince Albert Rent A Car	\$55.50	\$55.50
457	Neuman Thompson	\$52.48	\$52.48
458	Darrin Bergstrom	\$50.79	\$50.79
459	Jason Reichle	\$50.79	\$50.79
460	SSL.com	\$48.71	\$48.71
461	Warren's Parcel Express Inc.	\$46.31	\$46.31
462	Blueline Taxi	\$45.00	\$45.00
463	Fabricland	\$39.96	\$39.96
464	Morgan Burns	\$39.00	\$39.00
465	J2 Efax	\$37.47	\$37.47
466	Impark	\$37.00	\$37.00
467	Lucid Software Inc.	\$34.41	\$34.41
468	Arctic Automotive and Marine Supply	\$32.59	\$32.59
469	Safeway Canada Ltd.	\$31.99	\$31.99
470	Bison Cafe	\$29.75	\$29.75
471	Arts Reach Unlimited	\$28.97	\$28.97
472	Saskatchewan Women In Policing	\$25.00	\$25.00
473	SMTP2GO. Com	\$22.94	\$22.94



Payables Payments

No.	Vendor Name	From 1/1/2023 to 1/31/2023	From Start of Year to 1/31/2023
474	Go Daddy.com Inc.	\$20.99	\$20.99
475	Wix.com	\$20.98	\$20.98
476	P.A. Community Clinic	\$20.00	\$20.00
477	Apple	\$16.63	\$16.63
478	Bell Canada	\$16.41	\$16.41
479	Integromat LLC	\$12.38	\$12.38
480	Extreme Technology	\$11.10	\$11.10
481	Spotify	\$11.09	\$11.09
482	Torstar Group	\$10.49	\$10.49
483	The Wall Street Journal	\$2.10	\$2.10
	Total:	\$7,578,180.44	\$7,578,180.44



RPT 23-134

TITLE: February 2023 Accounts Payable Payments

DATE: **March 22, 2023**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

That the February 2023 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, 2023.
2. A list of payments made to vendors and contractors from January 1 – February 28, 2023.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. February 2023 Accounts Payable Payments

Written by: Tejinder Khatri, Asset Manager

Approved by: Director of Financial Services & City Manager

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
1	Municipal Employees Pension Plan	\$634,808.64	\$1,275,426.08
2	SaskPower	\$289,134.36	\$546,571.98
3	Bank of Montreal - Mastercard	\$282,891.22	\$502,091.75
4	PA Separate School Board	\$270,080.66	\$380,281.91
5	Mocon Construction Ltd	\$191,898.47	\$191,898.47
6	Federated Co-Operatives Ltd.	\$138,041.62	\$265,328.00
7	FirstCanada ULC	\$132,499.00	\$262,079.93
8	Sask Energy Inc.	\$124,762.98	\$226,880.40
9	Delco Automation Inc.	\$81,740.83	\$81,740.83
10	Group2 Architecture Engineering Inc	\$40,828.03	\$87,996.66
11	AECOM Canada Ltd.	\$38,657.25	\$73,826.03
12	Klearwater Equip & Technologies	\$35,481.60	\$35,481.60
13	Action Printing Company Ltd.	\$33,608.98	\$34,262.77
14	Saskatchewan Public Safety Agency	\$30,504.00	\$79,991.76
15	GV Audio Inc.	\$29,901.67	\$29,901.67
16	M D Charlton Co. Ltd.	\$29,463.79	\$85,314.17
17	DMM Energy	\$28,415.04	\$46,940.45
18	ESRI Canada	\$25,412.49	\$27,364.59
19	GL Mobile Communications	\$25,086.18	\$46,219.38
20	Pictometry Intelligence Images	\$21,367.28	\$21,367.28
21	United Chemical Limited	\$20,351.10	\$26,968.30
22	Sysco Food Services	\$19,913.30	\$32,182.56
23	Organization of Saskatchewan Arts Councils	\$17,587.50	\$17,587.50
24	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$17,405.29	\$37,433.69
25	Thorpe Bros. Ltd.	\$16,945.65	\$18,780.50
26	Prince Albert Policemen's Association	\$15,172.90	\$30,204.78
27	Metalman Art & Design	\$15,067.28	\$15,067.28
28	Mr Plumber	\$13,445.69	\$17,566.19
29	DMA Building Services Ltd.	\$13,025.13	\$13,025.13
30	Kleen-Bee (P.A.)	\$12,602.17	\$20,810.40
31	SaskTel	\$12,276.52	\$33,892.65
32	Can Union of Public Employees Assoc Local 160	\$12,192.45	\$25,075.01
33	Impact Mechanical Service Ltd.	\$12,117.56	\$13,620.66
34	Prince Albert Police Association	\$11,980.06	\$23,104.66
35	Asiil Enterprises Ltd.	\$11,674.49	\$12,263.91
36	NSC Minerals Ltd.	\$11,407.80	\$15,070.07
37	Tip Top Decorators Ltd	\$11,011.20	\$11,011.20
38	Superion LLC, a CentralSquare Company	\$10,618.73	\$10,618.73
39	Prince Albert Firefighter's Association Local 510	\$10,214.30	\$20,004.92
40	Finning International Inc.	\$9,855.53	\$12,591.65
41	Jake Vaadeland	\$9,826.51	\$9,826.51
42	Highline Electric P.A. Ltd	\$9,615.38	\$9,615.38
43	SaskTel CMR	\$9,310.80	\$19,462.51

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
44	Zoho Canada Corporation	\$9,053.47	\$9,053.47
45	Willms Engineering Ltd.	\$8,720.38	\$8,720.38
46	Nicola Sherwin- Roller M.A.,C.C.C.	\$8,526.86	\$17,053.72
47	Auto Rescue Towing	\$8,410.08	\$22,885.47
48	Power and Mine Supply	\$8,311.68	\$8,311.68
49	Veolia Water Solutions Canada	\$8,278.06	\$8,278.06
50	Brenntag Canada Inc	\$8,060.85	\$8,060.85
51	Madikale Touring Inc.	\$7,975.00	\$7,975.00
52	Big Drum Media	\$7,827.28	\$7,827.28
53	Information Services Corporation	\$7,823.36	\$7,943.36
54	Tetra Tech Canada Inc	\$7,750.72	\$7,750.72
55	Canoe Procurement Group of Canada	\$7,584.71	\$28,358.25
56	101100203 Saskatchewan Ltd.o/a TLS Lawn	\$7,575.75	\$11,592.01
57	Arctic Refrigeration Inc.	\$7,367.18	\$10,727.90
58	Invictus Entertainment Group Inc.	\$7,250.00	\$7,250.00
59	Edmonton Pops Orchestra Society	\$7,172.10	\$7,172.10
60	First General Services (PA) Ltd.	\$6,768.42	\$7,647.68
61	Can Union of Public Employees Assoc Local 882	\$6,658.67	\$12,948.99
62	Richard Pytlak	\$6,604.50	\$12,931.50
63	Clear Tech Industries Inc.	\$6,501.60	\$6,501.60
64	R.S. Management Services Inc.	\$6,438.00	\$6,438.00
65	101290873 Saskatchewan Ltd. (Nathan Stregger-ski hill contractor)	\$6,250.00	\$12,500.00
66	Novus Law Group	\$6,071.70	\$43,124.82
67	Carlton Park Community Club	\$6,000.00	\$9,675.00
68	Buckland Fire & Rescue	\$6,000.00	\$6,000.00
69	Source For Sports	\$5,979.85	\$8,088.85
70	VendorPanel Pty Ltd	\$5,948.80	\$5,948.80
71	Acklands Ltd.	\$5,787.95	\$14,274.79
72	Brandt Tractor Ltd.	\$5,672.97	\$6,699.82
73	Prince Albert Chamber of Commerce	\$5,640.00	\$6,202.35
74	Share	\$5,370.20	\$5,370.20
75	Wainbee Ltd	\$5,321.74	\$5,321.74
76	CDW Canada Inc	\$5,200.56	\$5,603.64
77	Traffic Logix Inc	\$5,151.30	\$5,151.30
78	Stantec Consulting Ltd.	\$5,145.26	\$12,618.90
79	Capstone Community Marketing	\$4,969.98	\$4,969.98
80	Windows Beautiful By Cheryl	\$4,846.26	\$4,846.26
81	Randy Hurd	\$4,809.63	\$4,809.63
82	E.T. Flooring Canada	\$4,720.46	\$39,307.96
83	Xylem Canada Company	\$4,519.03	\$4,519.03
84	West Flat Citizens Group Inc.	\$4,330.00	\$4,330.00
85	Shananigans Coffee & Desert Bar	\$4,306.77	\$4,306.77
86	Prince Albert Beverages	\$4,020.03	\$8,283.76

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
87	Riverside Public School	\$4,000.00	\$4,000.00
88	Equinox Industries Ltd	\$3,805.25	\$3,805.25
89	Entandem Inc	\$3,773.48	\$9,205.66
90	Western Imperial Magnetics LTD.	\$3,747.63	\$3,747.63
91	Redhead Equipment Ltd.	\$3,741.44	\$11,372.59
92	UniTech Office Solutions, Ltd.	\$3,712.71	\$6,424.50
93	HBI Brennan Office Plus Inc.	\$3,675.38	\$21,034.42
94	PR Septic Services 1997 Ltd.	\$3,571.40	\$6,800.09
95	Harlan Fairbanks	\$3,476.85	\$7,907.56
96	Greenland Waste Disposal Ltd.	\$3,471.43	\$8,912.10
97	National Process Equipment Pumps & Compressors	\$3,434.70	\$3,434.70
98	West Hill Community Club	\$3,330.00	\$3,330.00
99	Rideau Recognition Solutions Inc.	\$3,246.75	\$3,246.75
100	JJ MacKay Canada Ltd	\$3,195.80	\$3,195.80
101	CRL Engineering Ltd.	\$3,180.15	\$6,360.30
102	Air Canada	\$3,023.13	\$5,203.87
103	My Place Catering	\$2,826.19	\$3,262.76
104	Christopherson's Industrial Supplies	\$2,774.97	\$4,899.26
105	Extreme Technology	\$2,642.08	\$2,653.18
106	WFR Wholesale Fire & Rescue	\$2,361.08	\$2,361.08
107	Superior Propane Ltd	\$2,327.11	\$4,914.89
108	Prairie Meats	\$2,299.44	\$4,215.64
109	Van Houtte Coffee Services Inc	\$2,280.44	\$5,162.30
110	Complete Distribution Services	\$2,273.12	\$6,684.27
111	Canadian Imperial Bank of Commerce	\$2,239.00	\$4,925.80
112	U11 B Knights	\$2,200.00	\$2,200.00
113	Nicole A Sawchuk Barrister and Solicitor	\$2,140.94	\$5,858.62
114	Trisha Ermine-Umpherville	\$2,118.00	\$2,118.00
115	Avia NG Inc.	\$2,114.18	\$6,243.31
116	Davtech Analytical Services (Canada) Inc.	\$2,100.73	\$2,100.73
117	Water Blast Manufacturing LP	\$2,092.48	\$2,495.55
118	P A Fast Print Inc.	\$2,090.70	\$4,280.25
119	U13 A Moose	\$2,000.00	\$2,000.00
120	U9 B Rangers	\$2,000.00	\$2,000.00
121	TK Elevator (Canada) Ltd.	\$1,988.15	\$2,280.32
122	Mikkelsen-Coward & Co Ltd.	\$1,957.61	\$1,957.61
123	ABC Fire & Safety Equipment	\$1,951.38	\$1,951.38
124	Purolator Courier Ltd.	\$1,934.54	\$5,173.14
125	SOS Electrical Ltd.	\$1,912.40	\$2,354.18
126	Dresswell Dry Cleaners (2013) Ltd	\$1,896.44	\$6,060.61
127	North Star Trophies & Screen Printing	\$1,836.40	\$3,778.79
128	BIOMED Recovery & Disposal	\$1,809.43	\$1,809.43
129	Super 8 Motel	\$1,800.96	\$1,938.46

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
130	Special Olympics Saskatchewan	\$1,800.00	\$1,800.00
131	Williams Scotsman Canada	\$1,789.32	\$1,789.32
132	Tradewind Scientific Ltd	\$1,741.95	\$1,741.95
133	United Rentals of Canada Inc	\$1,723.52	\$2,018.80
134	Dell Canada Inc	\$1,706.25	\$1,706.25
135	101004487 Sask Ltd HVAC Service	\$1,626.15	\$1,626.15
136	Jaguar Media Inc.	\$1,617.00	\$1,617.00
137	Napa Auto Parts	\$1,568.51	\$5,026.61
138	Aspen Films	\$1,530.69	\$5,970.14
139	Jesse Campbell	\$1,450.00	\$1,450.00
140	Troy Life & Fire Safety Ltd	\$1,438.50	\$1,438.50
141	P A Minor Baseball Association	\$1,400.00	\$1,400.00
142	U9 C Bruins	\$1,400.00	\$1,400.00
143	Gregg Distributors	\$1,399.07	\$3,448.40
144	Trans-Care Rescue Ltd	\$1,336.64	\$1,336.64
145	Fox Signs	\$1,334.70	\$1,334.70
146	Overhead Door of Prince Albert Ltd.	\$1,326.73	\$1,557.28
147	GardaWorld Cash Services Canada Corp	\$1,307.48	\$2,354.48
148	U9 A Leafs	\$1,300.00	\$1,300.00
149	Fastenal	\$1,273.35	\$2,663.21
150	CTV Television Inc.	\$1,263.15	\$2,168.25
151	A1 Locksmithing	\$1,243.20	\$3,409.92
152	Source Office Furnishings	\$1,239.93	\$1,992.36
153	Halliday's Trucking	\$1,204.88	\$3,436.13
154	CGI Information Systems & Mgt Consultants Inc	\$1,202.50	\$1,202.50
155	Ecole St. Mary High School	\$1,200.00	\$1,200.00
156	U11 A Hawks	\$1,200.00	\$1,200.00
157	Oak Creek Golf & Turf Inc.	\$1,179.38	\$1,570.70
158	Coronet Hotel	\$1,166.16	\$1,166.16
159	Accra Lock & Safe Co. Ltd.	\$1,165.50	\$1,606.48
160	Eda Environmental Ltd.	\$1,156.36	\$1,156.36
161	Fraser Spafford Ricci Art & Archival Conservation Inc.	\$1,155.00	\$1,155.00
162	Tyrone Enterprises Inc	\$1,149.75	\$2,163.00
163	PA Markit Signs Ltd.	\$1,134.42	\$1,409.15
164	Christie Lites Sales	\$1,129.53	\$1,129.53
165	Windsor Plywood	\$1,112.17	\$1,224.67
166	Shred-it International ULC	\$1,037.24	\$2,119.36
167	Marsollier Petroleum	\$1,030.38	\$1,030.38
168	Audry Neubuhr	\$999.18	\$999.18
169	Scentiments Floral Ltd.	\$999.12	\$999.12
170	Murrays Appliance Service	\$949.61	\$949.61
171	Petticoat Creek Press Inc.	\$945.00	\$945.00
172	Full Line Electric and General Contracting	\$932.40	\$3,744.45

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
173	Comprehensive Chemical & Water Treatment Inc.	\$901.44	\$901.44
174	Philip Cobb	\$895.00	\$895.00
175	OTIS Canada Inc	\$868.53	\$868.53
176	Saunders Electric Ltd.	\$865.19	\$1,338.64
177	Old Dutch Foods Ltd.	\$836.94	\$1,736.28
178	Jay's Transportation Group Ltd.	\$829.00	\$1,620.83
179	Toshiba Business Solutions	\$827.56	\$1,148.01
180	JamFam Apparel and Designs	\$816.00	\$816.00
181	B & P Water Shop Inc	\$784.00	\$1,199.00
182	Ranjitt Mann	\$782.19	\$782.19
183	Jump.ca	\$777.79	\$1,889.59
184	Canadian Linen and Uniform Service	\$773.61	\$2,111.65
185	Fire Fighters Entertainment Fund	\$765.00	\$1,500.00
186	Prince Albert Photocopier Ltd.	\$751.47	\$1,516.26
187	Vince Herzog	\$750.00	\$750.00
188	Manitoulin Transport Inc.	\$735.85	\$1,017.57
189	Honda Canada Finance Inc	\$725.98	\$1,451.96
190	Fresh Air Experience	\$677.10	\$1,028.97
191	Sutherland Automotive	\$667.57	\$4,363.64
192	Frontline Truck & Trailer	\$653.30	\$1,165.98
193	Paulsen & Son Excavating Ltd.	\$648.38	\$2,286.38
194	Tash's Flooring Outlet/Window Coverings	\$642.25	\$711.15
195	Greg Siegel	\$641.88	\$641.88
196	Vermette Wood Preservers Ltd.	\$630.00	\$630.00
197	Ministry of Social Services	\$626.88	\$626.88
198	Benjamin Schulz	\$617.91	\$908.91
199	Thorpe Industries Ltd	\$610.50	\$610.50
200	RCMP	\$600.00	\$1,150.00
201	Lannie Muggleston	\$600.00	\$880.00
202	Elizabeth M. Settee	\$600.00	\$663.50
203	Skye Brandon	\$600.00	\$600.00
204	WestVac Industrial Ltd	\$593.16	\$593.16
205	B A Robinson Co. Ltd.	\$591.57	\$8,201.93
206	Tanya Sinclair	\$577.50	\$577.50
207	Mr J's Maintenance Ltd.	\$577.20	\$577.20
208	Locke Electric	\$571.66	\$571.66
209	Princess Auto	\$565.81	\$2,228.07
210	Thor Security Ltd.	\$564.99	\$964.59
211	ClaimsPro Inc.	\$560.00	\$840.00
212	Truck Outfitters Prince Albert Inc.	\$540.31	\$773.41
213	Gloria Bell	\$540.00	\$1,030.00
214	Adrian Vermette	\$525.53	\$663.03
215	VWR International Co	\$519.90	\$519.90

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
216	Cindy Gallegos	\$510.00	\$1,040.00
217	Nora Vedress	\$500.00	\$563.50
218	Crestline Coach Ltd.	\$484.92	\$484.92
219	Shaw Cable	\$483.64	\$1,282.90
220	Doug Dietrick	\$477.30	\$477.30
221	Google	\$470.13	\$693.58
222	Neighborhood Caterers	\$459.54	\$459.54
223	Kindersley Transport Ltd.	\$458.19	\$458.19
224	U11 C Wolves	\$450.00	\$450.00
225	Reed Security Group	\$448.14	\$921.39
226	Stacey Friesen	\$434.64	\$434.64
227	Jeremy Lukan	\$426.12	\$426.12
228	Shaunna Shatilla	\$418.50	\$418.50
229	Shannon McCallum	\$415.50	\$415.50
230	Clear View Glass Ltd.	\$415.30	\$740.75
231	Lifesaving Society - SK Branch	\$408.29	\$1,142.71
232	Elaine Breadner	\$407.93	\$407.93
233	Sherwin Williams	\$402.49	\$910.25
234	Suzanne Stubbs	\$395.00	\$865.00
235	Debbie MacKenzie	\$392.25	\$392.25
236	Lindsay Urquhart	\$375.22	\$375.22
237	Zirkia Grobler	\$370.00	\$850.00
238	P A Express Ltd.	\$365.87	\$563.90
239	Maxim Transportation Services Inc.	\$350.74	\$3,152.33
240	Beth Gobeil	\$350.00	\$350.00
241	Rogers Wireless Inc.	\$348.73	\$348.73
242	Farmtronics Ltd.	\$343.40	\$343.40
243	Lake Country Co-operative Ltd.	\$341.67	\$2,038.51
244	Emco Corporation	\$333.00	\$333.00
245	Cansel	\$327.45	\$327.45
246	Fer-Marc Equipment Ltd.	\$327.41	\$14,033.63
247	Superior Truck Equipment Inc./North America	\$326.50	\$810.04
248	Brigit & Braden Best	\$315.00	\$315.00
249	Mann-Northway AutoSource	\$308.54	\$510.55
250	Tia Furstenberg	\$300.00	\$300.00
251	Hope's Home Inc.	\$300.00	\$300.00
252	West Hill Medical Clinic	\$300.00	\$300.00
253	Econo Lumber	\$294.95	\$838.79
254	Kiri Holizki	\$292.50	\$292.50
255	Dee-Jacks Custom Metal and Welding	\$280.91	\$513.88
256	Cherry Insurance	\$277.50	\$555.00
257	International Municipal Signal Assoc.	\$273.88	\$273.88
258	Harley Davis	\$273.56	\$273.56

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
259	Shelly Bird	\$270.00	\$270.00
260	Steve's Auto Electric	\$266.38	\$454.71
261	Jack Vermette	\$253.86	\$253.86
262	Saskatchewan Digital Forensics Services	\$250.00	\$750.00
263	Kerri MacLeod	\$245.00	\$380.00
264	Prince Albert Rent A Car	\$242.26	\$297.76
265	Dana Ismail	\$240.00	\$300.00
266	Westburne	\$239.76	\$559.00
267	Bunker Fire Ltd	\$236.25	\$236.25
268	Colby Lavigne	\$236.25	\$236.25
269	Fedex	\$232.01	\$232.01
270	Shayanne Surtees	\$228.00	\$228.00
271	Glenmor Equipment LP	\$226.83	\$80,821.88
272	Loraas Disposal North Ltd	\$226.05	\$333.25
273	California State University	\$220.18	\$220.18
274	Rocky Mountain Phoenix	\$215.34	\$398.49
275	Spectrum Sound Systems	\$210.00	\$210.00
276	Ethan Ostafichuk	\$200.00	\$200.00
277	City Hall Social Club	\$199.00	\$400.00
278	Canada Bread Co Ltd	\$195.72	\$715.06
279	Wade Connolly	\$193.50	\$193.50
280	IFIDS	\$187.17	\$374.34
281	Debra Stoger	\$178.75	\$178.75
282	Lesley K. Bear	\$170.00	\$170.00
283	P A Janitorial Services 1983	\$159.84	\$319.68
284	Raylene Melnyk	\$140.00	\$240.00
285	Bonnie Bailey	\$138.02	\$138.02
286	Folio Jumpline Publishing Inc.	\$131.25	\$2,587.24
287	Kim Jones	\$131.25	\$131.25
288	Michael/Karen Klein	\$129.75	\$129.75
289	ALS Environmental	\$124.74	\$2,361.24
290	Saskatchewan Building Officials Association	\$120.00	\$300.00
291	Sigma Safety Corp.	\$118.57	\$118.57
292	Bell Mobility Inc.	\$115.56	\$673.94
293	Parkland Emergency Medical Services	\$115.50	\$115.50
294	ALSCO Canada Corp - Saskatoon	\$112.94	\$225.88
295	Percy H. Davis Limited	\$110.96	\$204.43
296	International Association of Airport Executive Canada	\$105.00	\$586.95
297	Joesoftware Inc.	\$105.00	\$315.00
298	Morris Petruniak	\$102.90	\$102.90
299	Darrin Bergstrom	\$101.40	\$152.19
300	Infosat Communications Inc.	\$100.76	\$201.52
301	Greg Podjan	\$100.50	\$100.50

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
302	North Star Signs	\$98.79	\$98.79
303	Donna Rondeau	\$98.00	\$98.00
304	Success Office Systems Inc	\$95.12	\$211.26
305	Michelle Maculey	\$80.45	\$80.45
306	Canadian Artists Representation	\$80.00	\$80.00
307	Jordan Gabriel-Cannon	\$78.00	\$234.00
308	Lawson Products Inc	\$75.46	\$75.46
309	PyroCom Fire and Safety Equipment	\$72.15	\$564.03
310	T.J.s Pizza	\$69.88	\$326.69
311	The Bolt Supply House Ltd	\$66.38	\$2,336.51
312	Konica Minolta Business Solutions Canada Ltd.	\$62.39	\$20,843.56
313	Royal Canadian Legion BR. #2	\$60.00	\$180.00
314	Rona Inc. - Prince Albert	\$59.86	\$1,645.98
315	East Hill Esso	\$58.30	\$58.30
316	Bell Media Inc	\$57.75	\$57.75
317	Softchoice Corporation	\$54.08	\$16,961.82
318	Perry Hulowski	\$50.70	\$152.28
319	SSL.com	\$47.84	\$96.55
320	Canadian Tire	\$44.30	\$1,360.35
321	Grace Vedress	\$39.00	\$195.00
322	Morgan Burns	\$39.00	\$78.00
323	OK Tire & Auto Service	\$36.41	\$5,876.62
324	Secur Tek	\$36.08	\$110.46
325	Aquifer Group of Companies	\$34.43	\$10,998.57
326	Northern Elite Firearm	\$33.30	\$33.30
327	Shelly Linger	\$30.00	\$135.00
328	Legends Medical Clinic	\$25.00	\$25.00
329	P.A. Community Clinic	\$20.00	\$40.00
330	Bell Canada	\$16.41	\$32.82
331	Eventbrite	\$12.50	\$12.50
332	Spotify	\$11.09	\$22.18
333	Graham Construction and Engineering LP		\$2,264,818.45
334	Cornerstone Insurance		\$854,009.95
335	B & B Construction Group Inc.		\$481,986.57
336	Inland Kenworth Partnership		\$257,653.68
337	The City Of Prince Albert Public Library Board		\$187,829.17
338	Wheatland Builders & Concrete Ltd.		\$145,353.74
339	Carlton Trail Railway Company		\$93,962.72
340	Community Service Centre		\$54,036.75
341	Anderson Motors Ltd.		\$53,402.99
342	Aqua-Aerobic Systems, Inc.		\$44,362.50
343	RNF Ventures Ltd.		\$38,388.56
344	Info Tech Research Group		\$31,185.00

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
345	Sask Urban Municipalities Assoc (SUMA)		\$30,019.90
346	MNP LLP		\$26,737.50
347	SPCA		\$26,608.24
348	2022 Canadian Mixed Curling Championship		\$25,200.00
349	PerfectMind Inc.		\$22,050.00
350	Rampart International Corp		\$21,442.89
351	Lite-Way Electric Ltd.		\$18,923.28
352	SRNet Inc.		\$18,900.00
353	Concord Theatricals		\$14,100.59
354	Ticket Tracer Corporation		\$12,855.15
355	First Student Canada		\$12,396.00
356	Clip & Trim Tree Service & Yard Maintenance		\$12,127.50
357	Earthworks Equipment		\$11,143.22
358	Robertson Stromberg Pedersen LLP		\$9,956.58
359	Kal Tire Ltd.		\$9,722.06
360	Concept 3 Business Interiors		\$9,629.29
361	Puetz Enterprises Ltd.		\$9,550.68
362	Madsen Fence Ltd.		\$9,085.25
363	Fountain Tire Prince Albert Ltd		\$8,846.01
364	GHD Digital (Canada) Ltd		\$7,938.00
365	Greenwave Innovations		\$7,770.00
366	Early's Farm & Garden Centre		\$7,692.30
367	WD Industrial Group		\$7,629.30
368	Saskatchewan Association of Chiefs of Police		\$7,500.00
369	Cheesecake Burlesque Revue		\$7,281.00
370	CentralSquare Canada Software Inc.		\$6,923.82
371	Canadian Police College		\$6,865.00
372	Canadian BDX Inc.		\$5,997.60
373	Prince Albert Female Hockey Tournament		\$5,940.00
374	Falcon Equipment Ltd.		\$5,829.46
375	Darcy's Golf Shop Ltd.		\$5,801.82
376	Emsco Equipment Maintenance & Supply Co.		\$5,494.67
377	Prince Albert Golf & Curling Club		\$5,416.67
378	Clark's Supply & Service Ltd.		\$5,187.90
379	Comairco Equipment Ltd.		\$5,002.50
380	Eecol Electric (Sask) Ltd.		\$4,697.95
381	Inductive Automation		\$4,465.63
382	Econo-Chem		\$4,329.00
383	Certified Laboratories		\$4,308.63
384	Frontline Outfitters Ltd		\$4,271.52
385	University of Regina		\$4,244.84
386	Prince Albert Child Care Co-operative		\$3,976.72
387	Municipal Information Systems Assoc. Prairies Chapter		\$3,954.82

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
388	Gray's Funeral Chapel Ltd./Arbor Memorial Inc.		\$3,879.75
389	Amazon.ca		\$3,835.96
390	Crescent Acres Community Club		\$3,768.00
391	Knotty Pine Bistro		\$3,700.00
392	Nordale Community Club		\$3,673.00
393	Rotork Controls Canada Ltd		\$3,641.94
394	Gallus Golf LLC		\$3,512.85
395	East End Community Club		\$3,369.00
396	Michelle Truman		\$3,300.00
397	Cludo Inc		\$3,208.80
398	Peerless Engineering Sales Ltd.		\$3,064.35
399	Townfolio Inc o/a Munisight Ltd.		\$2,997.00
400	Xtreme Wear Parts Inc		\$2,971.50
401	Applied Industrial Technologies		\$2,953.27
402	Arts Management Systems		\$2,934.75
403	Stokes International		\$2,672.25
404	Rempel Engineering & Management Ltd.		\$2,349.60
405	TNT Work & Rescue Inc		\$2,245.89
406	MSC Industrial Supply ULC		\$2,226.14
407	LJ Kimbley		\$2,200.00
408	U13 B Eagles		\$2,200.00
409	Ecco Heating Products Ltd.		\$2,195.93
410	Saskatchewan Safety Council		\$2,170.00
411	Uline Canada Corporation		\$2,140.80
412	National Fire Codes		\$2,135.38
413	BDI Canada Inc.		\$2,033.67
414	Alamanda Communications Inc.		\$2,008.58
415	Blue Moose Media Inc		\$1,915.65
416	Urban Tactical (Winnipeg) Ltd.		\$1,875.99
417	Ruszkowski Enterprises Ltd		\$1,842.75
418	U15 Cyclones		\$1,800.00
419	AED Advantage		\$1,788.18
420	Darcy Myers		\$1,623.43
421	ADB Safegate Canada Inc		\$1,623.30
422	Ben's Auto Glass		\$1,590.87
423	Saskatchewan Assessment Appraisers Association		\$1,575.00
424	Flaman Sales & Rentals Prince Albert		\$1,567.37
425	Wounded Warriors Magazine		\$1,548.75
426	Rogue Fitness		\$1,434.12
427	Saskatchewan Professional Planners Institute		\$1,404.12
428	Stockyards (Prince Albert) Limited Partnership		\$1,358.01
429	Costco.ca		\$1,353.75
430	PA Paw Print Inn		\$1,288.13

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
431	Transportation Association of Canada		\$1,260.00
432	Carverhill Counselling & Consulting Ltd.		\$1,250.00
433	Dmyterko Enterprises Ltd.		\$1,216.95
434	Avison Young ITF 1540709 Ontario Limited		\$1,202.52
435	Athens Technical Specialists Inc.		\$1,158.84
436	Caseware International Inc.		\$1,128.75
437	Kushal P. Dave		\$1,120.00
438	Sign Universe		\$1,087.80
439	Hach Sales & Service Canada Ltd		\$1,066.59
440	Total Service & Contracting Ltd.		\$1,056.72
441	Zogics		\$986.55
442	Kathy McMullin		\$965.01
443	Millsap Fuel Distributors		\$946.27
444	Halcro Metals Inc.		\$944.01
445	P A Battery & Truck Accessories		\$938.51
446	Sylvia Chave		\$937.50
447	Facebook Inc.		\$905.90
448	Twilight Framing & Gallery		\$848.04
449	Army Navy & Airforce Vets		\$827.88
450	Kinsmen Senior Heritage Centre		\$827.88
451	PA Legion		\$827.88
452	Wanuskewin Heritage Park Auth.		\$784.50
453	Wachs Canada Ltd		\$782.46
454	Allison Matchap		\$750.00
455	Suntech Systems Ltd.		\$742.71
456	Michael's Store		\$727.05
457	Doty Belt		\$724.57
458	PAYPAL		\$712.30
459	Commercial Truck Equipment Corp		\$706.60
460	WPY Insight Training		\$700.34
461	Wal-Mart Canada Corp.		\$697.99
462	306 Tactical		\$672.84
463	Town of Rosthern		\$666.66
464	Town of Duck Lake		\$666.66
465	Town of Shellbrook		\$666.66
466	Gabrielle Giroux		\$666.00
467	Staples		\$650.57
468	Canadian Association of Fire Chiefs		\$640.50
469	Gerald Fillmore		\$634.00
470	Johnston Group		\$630.00
471	DMC Cleaning Inc		\$628.82
472	Cherrie Vermette		\$609.48
473	OGP Enterprises Inc		\$607.95

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
474	Eco Management Services Inc		\$590.86
475	Campbell Printing Ltd.		\$586.09
476	Secure Choice Moving & Storage		\$560.31
477	Trimble Inc		\$550.36
478	Ian Dickson		\$550.00
479	Fabian Minnema		\$550.00
480	Gillian Snider		\$550.00
481	Greg Pilon (Lucien)		\$547.50
482	Covert Track Group, Inc		\$543.02
483	Technology Professionals Saskatchewan		\$540.00
484	Glen Huffman		\$525.00
485	Prairie Wild Consulting Co.		\$525.00
486	Pattison Media Ltd		\$524.79
487	Shoppers Drug Mart a/o 102141239 Sask Ltd.		\$512.93
488	Air Liquide		\$504.69
489	Economic Developers Association of Canada		\$503.29
490	Alberta Airports Management Association		\$500.00
491	City of Red Deer		\$500.00
492	Kari Korczak		\$500.00
493	Custom Blinds		\$493.95
494	Prince Albert Shopper		\$491.40
495	Saskatchewan Seniors Fitness Association Inc.		\$483.64
496	Assoc. of Professional Engineers & Geoscientists		\$472.50
497	Guillevin International Inc.		\$460.65
498	Paras Properties Ltd.		\$452.85
499	Operator Certification Board		\$450.00
500	Best Buy		\$447.49
501	Iconix Waterworks LP		\$441.82
502	6th Avenue Car Wash		\$439.56
503	Auto Details on 6th Ltd.		\$439.56
504	Pet Planet		\$432.86
505	Crown Cleaners		\$430.63
506	Rod's Decorating Centre Ltd.		\$429.28
507	Peavey Mart		\$417.04
508	PA Community Housing Society Inc.		\$410.70
509	Tree Pottery Supply Ltd		\$407.08
510	Zachary Kerr		\$400.00
511	Brock Skomorowski		\$400.00
512	Stephen Williams		\$400.00
513	Chinook Equipment		\$397.31
514	TeamViewer GmbH		\$386.28
515	D.F.G. Management Ltd.		\$378.15
516	Powerland Computers		\$372.40

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
517	Tim Hortons		\$357.28
518	Dave Henson		\$354.00
519	Mark's Work Wearhouse		\$344.09
520	Sheraton Cavalier Hotel		\$340.70
521	Publications Saskatchewan		\$337.10
522	Fitness Solutions		\$331.89
523	Donna Strauss		\$325.00
524	Bruce Gibson		\$316.36
525	Ed Urbaniak		\$315.00
526	Creative City Network of Canada		\$310.00
527	University of Minnesota		\$309.40
528	Adcom Solutions		\$305.25
529	Pizza Hut		\$300.00
530	Herbert Gratias		\$296.93
531	Entrust Ltd		\$295.70
532	Jessie Lepine		\$294.40
533	Lakeland Ford Sales (2009) Ltd.		\$291.20
534	Lexcom Systems Group Inc.		\$277.50
535	ISA - Prairie Chapter		\$276.15
536	BD Properties		\$271.95
537	Tim Bettger		\$262.50
538	Fall Protection Group		\$262.50
539	Rocky Brands Canada Inc.		\$252.00
540	Rebecca Fines		\$250.00
541	YWCA		\$250.00
542	Everguard Fire and Safety		\$247.31
543	Challenges Unlimited Inc.		\$242.27
544	NexGen Mechanical Inc.		\$238.65
545	Hassett Properties		\$227.55
546	Victoria N Braaten		\$224.75
547	Pinnacle Distribution Saskatoon		\$223.15
548	International Institute of Business Analysis		\$213.84
549	Dollarama		\$212.75
550	Original Joes		\$211.90
551	Wholesale Club		\$210.40
552	Party City		\$205.83
553	Superstore		\$202.44
554	Off The Cuff Improv & Interactive		\$200.00
555	Telus Security		\$200.00
556	Claire Wouters		\$199.80
557	Shirley McLennan		\$196.86
558	Cameron Instruments Inc.		\$194.25
559	Holiday Inn Hotel		\$186.10

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
560	Cherlock & Safe		\$185.37
561	Lloyd McLennan		\$180.38
562	Flocor		\$175.95
563	Mike Mogg		\$175.00
564	Marriott Hotels & Resorts		\$174.93
565	Enviroway Detergent Manufacturer		\$173.28
566	Direct Dial. com		\$173.16
567	VMware		\$169.27
568	Metis Central Region 2 Council Inc		\$166.00
569	Surepassexam.com Inc.		\$165.01
570	Kirk Pilon		\$160.00
571	Todd Antaya		\$157.50
572	Starlink		\$155.40
573	Prince Albert Raiders Hockey Club Inc.		\$150.00
574	Park Range Veterinary Services		\$133.20
575	CPKN Network Inc.		\$131.25
576	Prince Albert Golf and Curling Club		\$128.30
577	Adobe Systems		\$123.19
578	Warren Nekurak		\$121.67
579	Joel Mihilewicz		\$120.00
580	Mail Chimp .com		\$114.81
581	Mac Tools		\$110.98
582	Charles Repair & Service Co. Ltd.		\$109.49
583	La Ronge Hotel & Suites		\$109.27
584	Fred Isayew		\$107.63
585	Economic Developers Alberta		\$105.00
586	Lake Land Towing		\$105.00
587	Ethel Mathers		\$105.00
588	Sask. Association of Rural Municipalities		\$105.00
589	Kayanna Rae Wirtz		\$105.00
590	Virginia German		\$101.58
591	AVSHop.ca		\$100.66
592	Adam Balon		\$100.00
593	Central Security B.P.G		\$100.00
594	Multicultural Council of Saskatchewan		\$100.00
595	Ruth Griffiths		\$90.00
596	Fast Stamps		\$82.14
597	Dollar Tree		\$80.87
598	Cydnee Sparrow		\$80.45
599	Salvation Army		\$80.00
600	Canadian Police Chaplain Association		\$75.00
601	Economic Developers Association of Manitoba		\$75.00
602	Montana's		\$73.96

Payables Payments

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023
603	Faith Burke		\$67.00
604	Zoom Canada		\$66.60
605	Venice House		\$65.18
606	Minute Muffler		\$63.65
607	Riverview Mechanical Ltd.		\$61.05
608	Steel Craft Door		\$55.94
609	Neuman Thompson		\$52.48
610	Jason Reichle		\$50.79
611	Warren's Parcel Express Inc.		\$46.31
612	Blueline Taxi		\$45.00
613	Fabricland		\$39.96
614	J2 Efax		\$37.47
615	Impark		\$37.00
616	Lucid Software Inc.		\$34.41
617	Arctic Automotive and Marine Supply		\$32.59
618	Safeway Canada Ltd.		\$31.99
619	Bison Cafe		\$29.75
620	Arts Reach Unlimited		\$28.97
621	Saskatchewan Women In Policing		\$25.00
622	SMTP2GO. Com		\$22.94
623	Go Daddy.com Inc.		\$20.99
624	Wix.com		\$20.98
625	Apple		\$16.63
626	Integromat LLC		\$12.38
627	Torstar Group		\$10.49
628	The Wall Street Journal		\$2.10
	Total:	\$3,289,873.76	\$10,868,054.20



MIN 23-22

TITLE: March 8, 2023 Community Services Advisory Committee Meeting Minutes

DATE: **March 9, 2023**

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 8, 2023, 4:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Councillor Dennis Ogradnick
Councillor Charlene Miller
Bradley Campbell
Rajesh Chandran
Cathy Crane
Diane Kopchynski
Dawn Robins
Robin Wildey

Savannah Price, Secretary
Jody Boulet, Director of Community Services

1. CALL TO ORDER

Councillor Ogradnick, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0006. **Moved by:** Robins

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: Emily Glasgo

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

3.1 Dawn Robins – Item 6.2 – Executive Director of West Flat Citizens Group Inc./Bernice Sayese Center – Applied for Community Grant 2023-2024.

4. ADOPTION OF MINUTES

0007. **Moved by:** Crane

That the Minutes for the Community Services Advisory Committee Regular Meeting held February 7, 2023, be taken as read and adopted.

Absent: Emily Glasgo

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Friendship City Partnership with Thorey en Plaine – Update (RPT 23-55)

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

0008. **Moved by:** Wildey

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

That RPT 23-55 be received as information and filed.

Absent: Emily Glasgo

CARRIED

6.2 2023 Community Grant Program Recipients (RPT 23-81)

Verbal Presentation was provided by Curtis Olsen, Sport and Recreation Manager.

0009. **Moved by:** Wildey

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

1. That the 2023 Community Grant Program Recipients, as attached to RPT 23-81, be approved;
2. That the authority to proceed with projects be granted to the successful applicants upon receipt of final approval from Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation; and,
3. That the Mayor and City Clerk be authorized to execute the 2023 Grant Agreements on behalf of The City, once prepared.

Absent: Emily Glasgo

Absent – Declared Conflict of Interest: Dawn Robins

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:32 P.M.

0010. **Moved by:** Campbell

That this Committee do now adjourn.

Absent: Emily Glasgo

CARRIED

COUNCILLOR DENNIS OGRODNICK
CHAIRPERSON

AMBER SOLES
SECRETARY

MINUTES ADOPTED THIS 5TH DAY OF APRIL, A.D. 2023.

TITLE: Transfer Station Surveillance

DATE: **March 24, 2023**

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 explore the feasibility and practicality of installing a permanent surveillance system at the Transit Transfer Station.

BACKGROUND:

Throughout the winter of 2020-21 complaints began to arise from drivers and riders at the transit Transfer Station. These reports ranged in severity and included vandalism, harassment and assault. The complaints indicated that the issues were being caused by people who had no intention to utilize the public transit service.

In February 2021, the harassment led to two physical altercations between a City Transit driver and people who had been loitering in the Transfer Station. Both incidents occurred within 30 days of one another. In attempt to restore the Transfer Station to be used by riders only, the transit benches were removed to deter loitering, vandalism and other crime. Although this reduced loitering, it negatively impacted the comfortability and accessibility of transit for the riders that required seating while they waited for their bus.

In March 2021, the Department of Public Works consulted with the Prince Albert Police Service (PAPS) to create a Crime Prevention strategy at the Transfer Station. Some topics included.

- Additional conflict management and de-escalation training for City transit drivers;
- Improvements to the Prince Albert Transit Procedures Manual including the Refusal of

Service, Suspension and Emergency Response sections;

- Increased Police visibility when required, including the Community Police Unit riding transit on occasion to increase presence;
- Review of the feasibility of installing a permanent surveillance system.

PROPOSED APPROACH AND RATIONALE:

The Crime Prevention strategy assembled through consultation with the PAPS, Prince Albert Transit and the City's Transit Operator was reviewed and implemented in April 2021 to make an immediate impact to Transfer Station safety.

- The PAPS stepped in to provide City Transit Drivers a conflict management and de-escalation training program.
- The Transfer Station benches were re-installed to restore pedestrian comfort and accessibility.
- A Safety section was added to the Prince Albert Transit Procedures Manual including Violence Prevention, Refusal or Suspension of Service and Emergency Response sub-sections.
- The PAPS increased presence at the Transfer Station by performing passes throughout the day.

In addition, a review of the Transfer Station was completed in April 2021 to determine feasibility of permanent surveillance cameras. At this time it was determined that the existing light standards at the Transfer Station would need to be rewired to support a 120V fixed connection necessary to service the surveillance cameras. The system would require 5 Security cameras to adequately survey the Transfer Station lot.

It should be considered that the City is currently in the process of re-installing transit surveillance in the new transit fleet. Both assaults of bus drivers in February 2021 would have to be captured by the On-Bus surveillance in a much higher quality than permanent surveillance could provide at the Transfer Station.

Although, surveillance is a good tool to have at various locations throughout the City it is important to remember that surveillance does not necessarily stop or prevent crimes, it records them. The current on-bus surveillance cameras are most frequently used to suspend riders who disobey standard transit rules. Video recordings of minor offences at the Transfer Station would only be reviewed if requested by the PAPS or if a rider complaint resulted in another passenger being reviewed for a suspension of service. Since the Transfer Station is open to the general public it would be difficult to determine if the accused party was a transit user or not. For this reason the Transfer Station surveillance would see minimal use by Prince Albert

Transit to issue suspension of service.

It is important to note that January and February 2021 were in the middle of the COVID-19 pandemic. These two months accounted for the lowest ridership since 2010. At this time when pedestrian presence at the Transfer Station was at its lowest, crime was at its highest.

As of 2023, crime has been largely reduced at the Transfer Station and since October 2021, only one instance of vandalism has been recorded. Transit ridership has increased to 40,000 riders per month which results in over 600 people using the Transfer Station each day. It is not uncommon to see 25-75 riders transfer at this location at any given time. For this reason misconduct has occurred less frequently and has become reported much quicker.

The reduction in crime has been largely attributed to the system recovering from COVID-19 impacts, increased usage of the Transfer Station, improved Transit procedures and continued Police presence when required.

CONSULTATIONS:

The PAPS was consulted in preparation of an informal crime prevention strategy for the Transfer Station. This document contained various ways that administration and the PAPS can improve safety at the Transit Transfer Station including increased Police presence in the area when required.

The PAPS provided conflict and de-escalation training to all City contracted public transit drivers in April 2021.

The Information Technology (IT) Department was consulted to determine the surveillance camera standards. The IT Department was also consulted to review and approve the layout and details of the proposed surveillance system. The IT Department reviewed video redaction software required to comply with the City's Privacy and Confidentiality Policy.

Through consultation with the Facilities Maintenance Coordinator and City Electrician it was determined that the existing light standards at the Transfer Station could not support 120V security cameras. An upgrade of the light standards will need to take place.

Multiple security companies were consulted to discuss various surveillance solutions and pricing options.

The City's Corporate Information Officer was consulted and determined that a Privacy Impact Assessment was required prior to transfer station surveillance being installed.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

If the option to install Transfer Station surveillance is selected, the Department of Public Works

will work with the Department of Communications to ensure the public is notified of the changes.

Following the completion of a Privacy Impact Assessment, informational/required signs would be fabricated and installed as per the findings of the Assessment.

POLICY IMPLICATIONS:

If the option to install surveillance at the Transfer Station is selected all requirements as stated in the City's Privacy and Confidentiality Policy will be adhered to.

FINANCIAL IMPLICATIONS:

Alteration of transfer station light standards to support 120V surveillance cameras will cost \$8,000 including material and labor.

Purchase and install of 5 security cameras, radios and PVR will cost \$7,500.

Fabrication and installation of privacy signage will cost \$500.

SaskTel connection and monthly security fees will cost approximately \$1000 yearly.

The cost to implement a permanent surveillance system at the Transfer Station would cost approximately \$16,000. The installation would also require \$1,000 per year in monthly SaskTel and security fees. This cost is unbudgeted and would have to be funded through Fiscal Stabilization.

PRIVACY IMPLICATIONS:

If the option to install surveillance at the Transfer Station is selected, a Privacy Impact Assessment will be required prior to camera installation. This Privacy Impact Assessment would follow the City's Privacy and Confidentiality Policy and be created through consultation with the City's Corporate Information Officer.

STRATEGIC PLAN:

This report reviews safety measures at the Transit Transfer Station and supports the long-term strategy to strive to meet the needs of City Transit users.

OFFICIAL COMMUNITY PLAN:

Safety improvement options including driver de-escalation training and increased enforcement as determined through consultation with the PAPS were made to improve safety at the Transit Transfer Station. Sections 7.4 – Public Transit and 7.5 – Active Transportation support safe and effective public transit within the City.

OPTIONS TO RECOMMENDATION:

The option to the recommendation is to install permanent surveillance at the Transit Transfer Station.

At this time permanent surveillance is not recommended as other safety measures identified through consultation with the PAPS has worked effectively to reduce crime and misconducts at the location.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation provided by Transportation and Traffic Manager, Evan Hastings.

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

RPT 23-52

TITLE: Transit Review 2022

DATE: February 27, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2022 Transit Review be received as information and filed.

PROPOSED APPROACH AND RATIONALE:

2022 was a year of transition for Prince Albert Transit. Although the year began with a less than optimal start, it concluded on many positive notes. This includes securing a more reliable transit fleet, improvements to transit routes and a massive increase in ridership trend. Table 1 below shows the monthly transit ridership from 2019-2022. It is important to note that 50% of the ridership in 2022 occurred in the first 8 months of the year, and 50% occurred in the last 4 months.

Month	2019	2020	2021	2022
January	35,977	37,313	17,812	16,066
February	31,781	35,181	17,400	11,446
March	39,598	32,248	23,724	20,445
April	34,747	*13,593*	16,634	15,704
May	34,028	14,044	20,527	18,392
June	32,134	17,041	19,506	13,055
July	25,206	19,478	19,232	14,997
August	24,138	18,437	18,207	18,738
September	38,261	22,143	21,049	36,499
October	38,038	22,782	21,798	33,886
November	34,987	18,154	21,580	31,853
December	30,538	18,063	19,749	26,413
Total	399,433	268,477	237,218	257,494
Average	33,286	22,373	19,768	21,458

Table 1: Monthly Transit Ridership 2019 to 2022.

Ridership in April 2020 significantly decreased due to the COVID-19 pandemic

Service Reliability

To begin the year PA Transit was struggling through service disruptions as a result of the removal of the main transit fleet due to frame cracking in 2021. The fleet of 7 transit buses was removed from service in order to ensure the safety of the general public and pursue a warranty claim.

In early 2022, the transit fleet comprised of retrofitted school buses, 3 loaned Vicinity transit buses and 1 City owned transit bus.

Throughout 2021 and into 2022, the City reviewed many alternatives for permanent transit fleet options. This included new transit units that would take up to 18 months to fabricate, used transit buses that were in sparse supply and the option to lease buses.

In March 2022, the City decided to partner with First Bus ULC to lease 6 transit buses to improve the transit fleet and reliability of the system. The 6 buses arrived to Prince Albert in May and entered service on July 4th. At this time all retrofit school bus units were removed from service.

On August 17th, the City secured two more transit units through First Bus ULC. These units became available for use in December 2022 and further improved the reliability of transit service.

Transit Live GPS systems were installed on all buses in August 2022 to ensure the public can track their bus live at all times via transitlivepa.com. In the month of December 2022, passengers utilized Transit Live 15,735 times. On an average day the website is utilized 750 times.

Figure 1 below shows the ridership trend throughout 2022. It is noted that ridership increases rapidly in September due to improved service reliability, alterations to the Rush Hour Route and the emergence of High School and Post-Secondary students utilizing the system at record volumes.

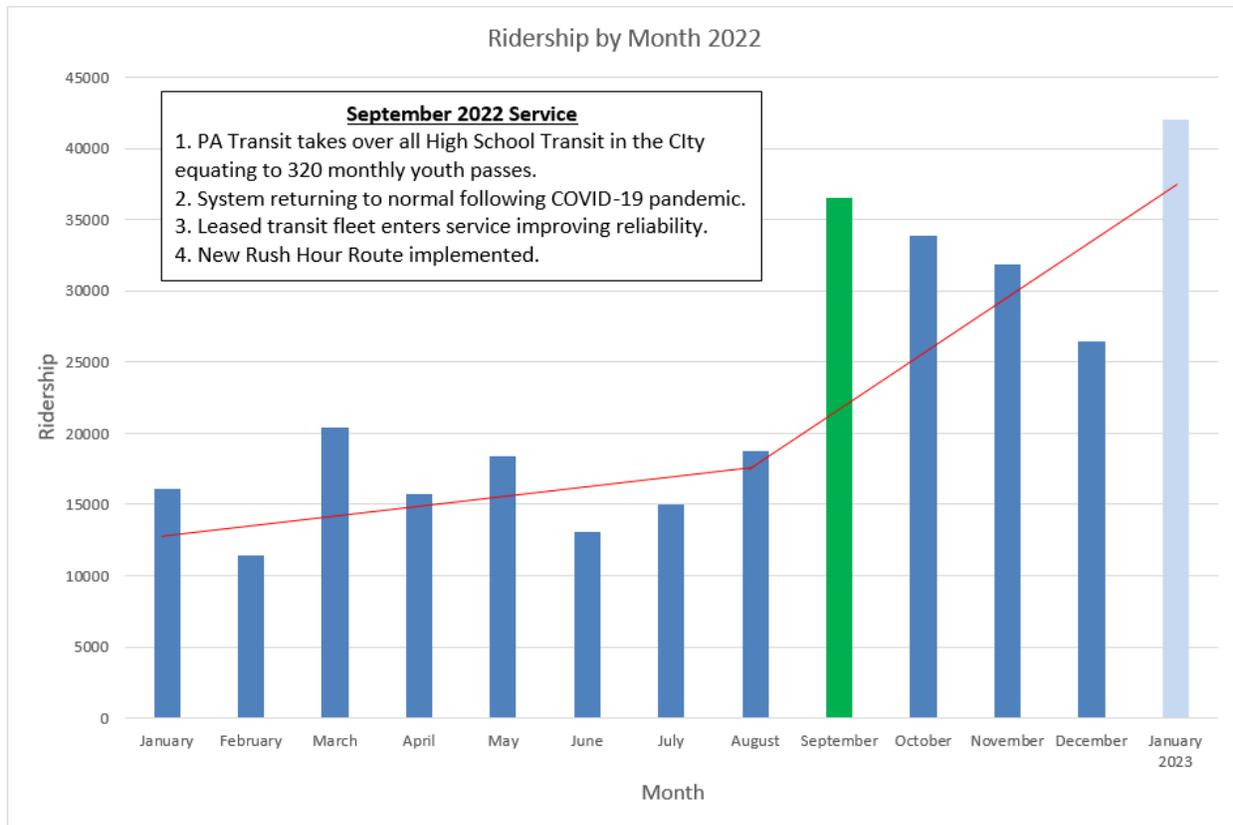


Figure 1: Ridership by Month for 2022

In October 2022, the Department of Public Works and the Department of Communications worked to create a communication strategy to enhance public transit alerts. Clear and concise transit updates are posted daily at 6am as well as any time a change to service occurs.

Performance Indicators

The Cost to Revenue Ratio is used as a comparative measure to determine the cost efficiency of a Transit System. Each year, the Canadian Urban Transit Association (CUTA) gathers transit statistics from transit agencies Canada wide. The average Cost to Revenue ratio in municipalities with less than 150,000 population is 33% (2016-2019). Prince Albert Transit aims for a 40% cost recovery in a regular year.

In 2022, a 28% Cost to Revenue Ratio was determined. This lower than normal cost recovery can be attributed to reduced ridership in January – August 2022 due to COVID-19 pandemic and service disruptions, increased fuel prices and the loss of yearly bus advertisement revenue. Table 2 below shows the Performance indicators for transit Service for the years of 2019-2022.

	2019	2020	2021	2022
Total Cost	\$ 1,804,534	\$ 1,908,195	\$ 1,568,906	\$ 1,580,737
Total Revenue	\$ 683,124	\$ 507,478	\$ 418,997	\$ 444,401
Cost/Revenue Ratio	38%	27%	27%	28%
Ridership	399,433	268,477	237,218	257,494
Total Cost Per Passenger	\$ 4.52	\$ 7.11	\$ 6.61	\$ 6.14
City Subsidy Per Passenger	\$ 2.81	\$ 5.22	\$ 4.85	\$ 4.41
Average Revenue Per Passenger	\$ 1.71	\$ 1.89	\$ 1.77	\$ 1.73

Table 2: Performance Indicators for Transit Service 2019-2022.

The Canadian Urban Transit Association is currently compiling this performance indicator information for all Canadian Cities that operate a Transit system. More information will be available in the coming months about how Prince Albert Transit fared compared to other jurisdictions.

High School and Post-Secondary Transit

On March 7th, 2022, Saskatchewan Rivers Public School Division announced that they would cease High School Transit within the City as of September 1st, 2022. Following the announcement a study was completed by the Department of Public Works to pinpoint alterations required to service the additional high school students. It was determined at this time that increased capacity was needed at Carlton Comprehensive High School.

On August 30th, 2022 the Rush Hour Route was modified (Shown in Attachment 1 – New Rush Hour Route) in order to meet the following objectives.

- 1) Increase capacity to meet High School demand at PACI and Carlton Comprehensive High Schools;
- 2) Improve service along 28th Street East and in Crescent Acres;
- 3) Reduce travel times to/from Cornerstone and Saskatchewan Polytechnic.

The Route has increased in popularity month by month and currently services over 150 riders a day (11 riders/loop).

On August 31st, 2022, PA Transit set up a booth at the Saskatchewan Polytechnic Community Fair. This provided the opportunity to promote the transit system and educate students and staff about the new Rush Hour Route and the Transit Live GPS System.

On September 1st, 2022, a free transit day was held to welcome students back to school and to promote the transit system. On this day, 1655 riders utilized the transit service which was the

largest number recorded since March 2020. The promotion was effective in allowing High School and Post-Secondary students the opportunity to try the transit system to start the school year and will be continued in 2023.

In November and December 2022 a draw was held to promote the transit system. If a resident purchased a November Bus pass they were eligible enter in to a draw for 1 of 50 free December Transit passes. In total 50/532 (9%) residents who entered were drawn for a free December Bus Pass.

As of December 2022, High School and Post-Secondary students account for 425 monthly transit passes.

Transit Shelters

Throughout the COVID-19 pandemic there was also a vandalism pandemic that spanned from 2020 to May 2022. To begin 2022, 51/77 panes of transit shelter glass in the City were missing.

On June 16th, 2022 an anti-vandalism trial began with a total of 10 perforated metal panels installed in 4 transit shelters across the City. Since installation, no damage or vandalism has been recorded at any of the locations. For this reason perforated metal panel installation will continue in select locations in 2023. Figure 2 shows an example of a transit shelter in the City that was fitted with perforated metal panels.



Figure 2: 15th Avenue East Transit Shelter with Perforated Metal Panel Installation. Shelter glass was 75% replaced in 2022. The remaining shelters will have laminated glass or perforated metal panels installed in 2023 to further improve rider comfort.

Looking forward to 2023

Prince Albert is poised for a solid year of growth and improvement to the Public Transit system. In January, 2023, over 42,000 riders utilized the transit system which was an all-time record for any month in PA Transit history. In addition, High School and Post-Secondary students now account for 500 monthly transit passes. These students represent a changing culture for bus transit within the City.

On December 20th, 2022 the City of Prince Albert was approved for \$415,038 of funding by the Provincial and Federal government through the One-Time Public Transit Funding Program. On January 23rd, 2023 Council approved the allocation of \$265,000 to an extended hour's trial and \$150,038 towards transit accessibility and infrastructure improvements. In spring, 2023 the PA Transit system will see the Rush Hour become a full time route as well as weekday service hours extended until 10:15pm. This trial is scheduled to operate until March 31st, 2024.

The Department of Public Works will continue to work alongside the Department of Communications to showcase the improvements to the public transit system throughout 2023. The following Transit items will be reviewed in 2023.

1. **Full Transit Review** – A total system review will be completed throughout 2023 to determine ways to improve the Prince Albert Transit Service over the next 5 years. This review will include planning for inevitable service alterations required as a result of new development and growth of the City.
2. **Extended Hours Trial** – Public consultation, Transit statistics and funding opportunities will be reviewed throughout 2023 to determine if implementation of the extended hours is warranted and/or feasible to continue in 2024.
3. **Bus Fare Review** – A study will be completed to look at Prince Albert Transit Fare prices and categories. The results of this study will be provided to City Council at this time.
4. **Promotional Events** – Promotional events will be held at strategic times of the year to increase effectiveness. Additional effort will be made to promote the City transit system at Post-Secondary institutions and High Schools throughout the City.
5. **Transit Accessibility/Infrastructure** - \$150,038 of provincial and federal funding was allocated towards Public Transit Infrastructure and Accessibility improvements for 2023. A full review of the transit system will be completed to select the most impactful projects.

PUBLIC NOTICE:

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

PRESENTATION:

PowerPoint Presentation by Transportation and Traffic Manager, Evan Hastings.

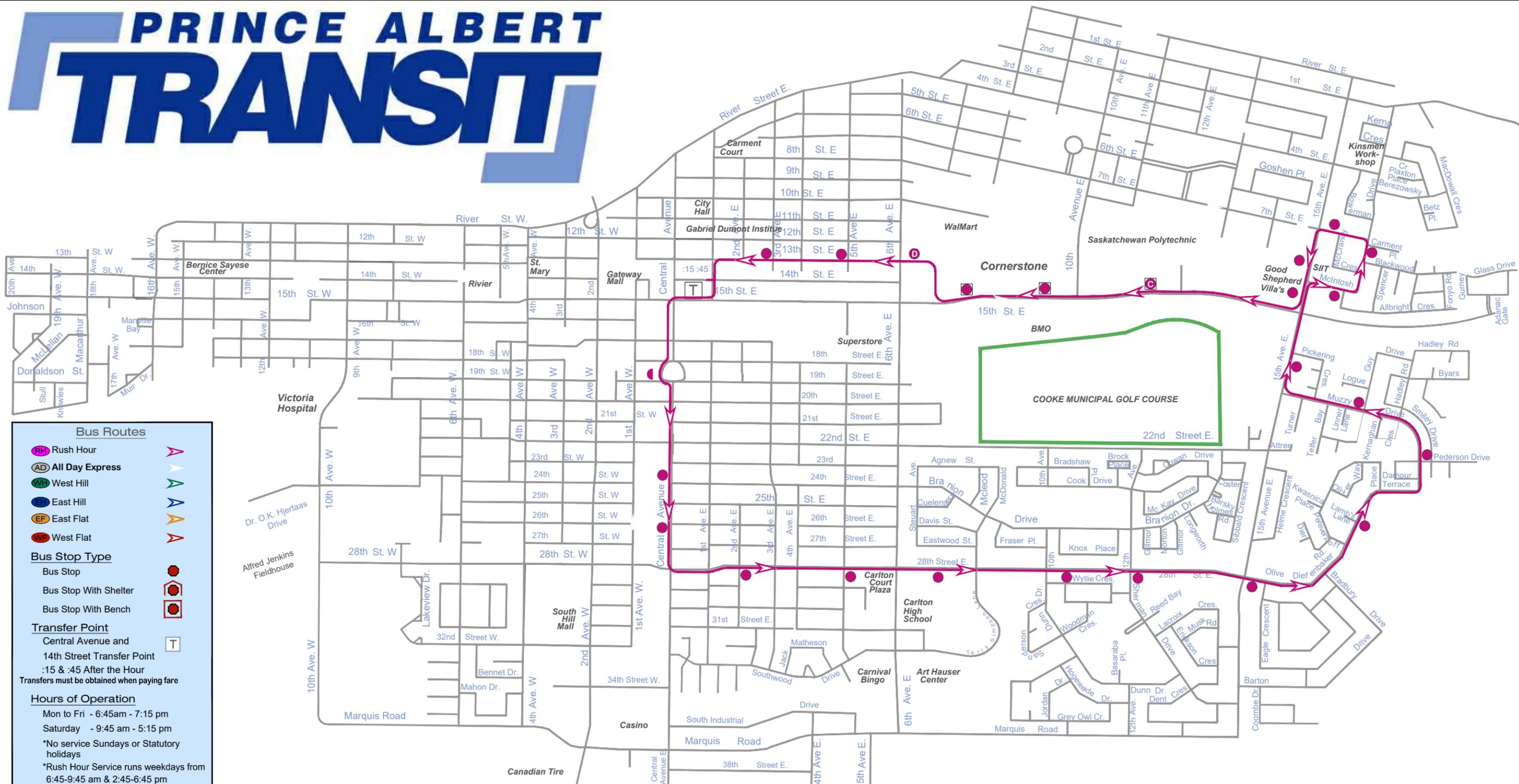
ATTACHMENTS:

1. Attachment 1 – New Rush Hour Route
2. Attachment 2 – Transit Review 2022 Powerpoint

Written by: Evan Hastings, Transportation and Transit Manager

Approved by: Director of Public Works & City Manager

PRINCE ALBERT TRANSIT



Bus Routes

- RH** Rush Hour
- AD** All Day Express
- WH** West Hill
- EH** East Hill
- EF** East Flat
- WF** West Flat

Bus Stop Type

- Bus Stop
- Bus Stop With Shelter
- Bus Stop With Bench

Transfer Point

- Central Avenue and 14th Street Transfer Point
- :15 & :45 After the Hour
- Transfers must be obtained when paying fare

Hours of Operation

- Mon to Fri - 6:45am - 7:15 pm
- Saturday - 9:45 am - 5:15 pm
- *No service Sundays or Statutory holidays
- *Rush Hour Service runs weekdays from 6:45-9:45 am & 2:45-6:45 pm

August 30, 2022

SCHEDULES	RUSH HOUR 6:45-9:45 am & 2:45-6:45 pm		ALL DAY EXPRESS		WEST HILL		EAST HILL		EAST FLAT		WEST FLAT			
	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs		
T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45
A	Carlton North	:19 :49	A	15th Street at Bishop Pascal Pl	:20 :50	A	15th Street at Bishop Pascal Pl	:20 :50	A	Cornerstone 13th Street	:19 :49	A	13th Street W at 12th Avenue	:22 :52
B	28th Street E at 15th Ave E	:28 :58	B	6th Avenue W at 28th Street	:24 :54	B	Victoria Hospital	:24 :54	B	SaskPolytech West Entrance	:25 :55	B	19th Avenue W at 14th Street	:24 :54
C	Saskatchewan Polytechnic	:35 :05	C	Marquis Road at Central Ave	:29 :59	C	South Hill Mall	:29 :59	C	Kinsmen Workshop	:28 :58	C	15th Street W & 9th Avenue	:32 :02
D	Cornerstone at 13th Street E	:39 :09	D	6th Avenue E at 28th Street	:34 :04	D	Kinsmen Water Park	:36 :06	D	1st Street E at 10th Avenue E	:31 :01	D	22nd Street at 2nd Avenue W	:37 :07
			E	15th Street E at 6th Avenue	:38 :08				E	Carment Court (230 8th St. E)	:36 :06			

CITY OF PRINCE ALBERT

Transit 2022 Review

PRINCE ALBERT TRANSIT

DATE: April 3rd, 2023

Transportation and Traffic Manager

Evan Hastings

Introduction

PRINCE ALBERT TRANSIT – 2022 REVIEW

2022 was a year of ***Transition*** for Prince Albert Transit. Although the year began with a less than optimal start it ended on many positive notes.

January 2022

- City Transit was still recovering from the effects of COVID-19 and the loss of the main transit fleet in 2021.
- The fleet comprised of 6 retrofitted school buses, 3 loaned Vicinity buses and 1 City owned transit bus.
- This fleet led to various maintenance issues and ultimately caused reduced transit service.

Turning the Tides

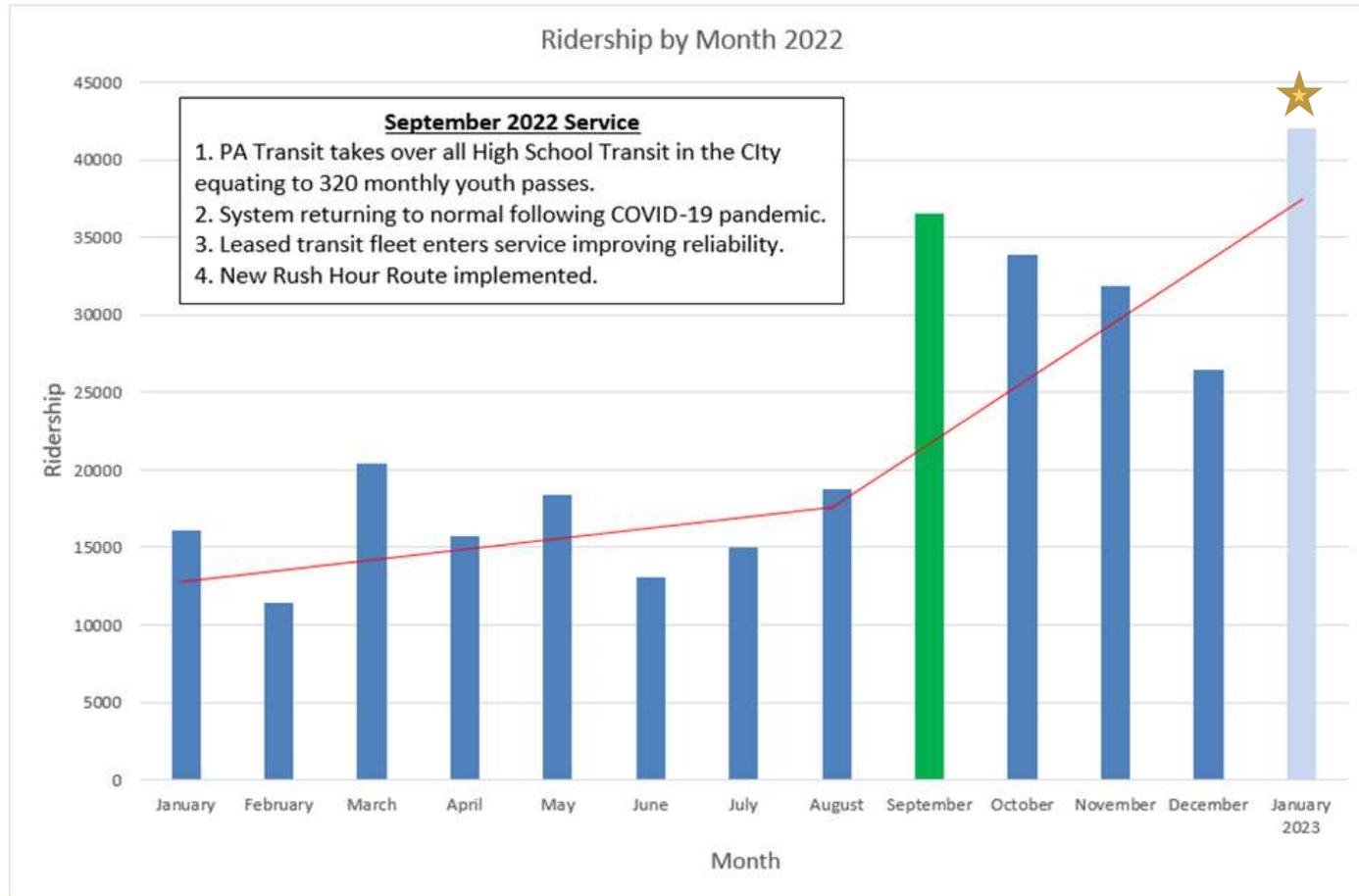
PRINCE ALBERT TRANSIT – 2022 REVIEW

Throughout 2021 and 2022 the top priority was to secure a more reliable fleet to provide consistent service.

- In March 2022, the City partnered with First Bus ULC to lease 6 transit buses to improve service reliability.
- In August 2022, 2 more transit buses were secured to further improve the transit service.
- On August 30th City Transit Routes were optimized.
- September 1st over 300 high school students turned to public transit to get to/from school.
- On December 20th, 2022 the City was approved for \$415,038 of Provincial and Federal Transit Funding.

Ridership by Month 2022

PRINCE ALBERT TRANSIT – 2022 REVIEW



Performance Indicators

PRINCE ALBERT TRANSIT – 2022 REVIEW

- Performance indicators lower than normal due to loss of transit advertising revenue, and reduced ridership in 2022. Ridership and Revenue are projected to rebound heavily in 2023.

	2019	2020	2021	2022
Total Cost	\$ 1,804,534	\$ 1,908,195	\$ 1,568,906	\$ 1,580,737
Total Revenue	\$ 683,124	\$ 507,478	\$ 418,997	\$ 444,401
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City Subsidy Per Passenger	\$ 2.81	\$ 5.22	\$ 4.85	\$ 4.41
Average Revenue Per Passenger	\$ 1.71	\$ 1.89	\$ 1.77	\$ 1.73

High School Transit

PRINCE ALBERT TRANSIT – 2022 REVIEW

- On March 7th, 2022 Saskatchewan Rivers Public School Division announced they would cease High School Transit within the City.
- On August 30th, 2022 the Rush Hour Route was altered to enhance service for students, Crescent Acres and Cornerstone.
- On September 1st, a free transit day was held to promote the Transit service to the new high school students.
- As of December 2022, over 325 High School Students purchase monthly City Bus passes.

Communication Improvements

- Transit Live was installed on all PA Transit buses in August 2022. This allows riders to track their bus in real time.
- As of January 2023, Transitlivepa.com is used over 26,000 times a month by transit users in Prince Albert.
- The City Transit Schedule is posted every morning at 6am to ensure the public can plan their trip accordingly.



Bus Schedule for Mar 22nd, 2023

Posted on Wednesday, March 22, 2023

[← Back to Search](#)

Posted at 6:00am

All Routes operating as normally scheduled.

Any revisions to today's schedule will be published as soon as we have that information. Until that time, the above schedule is in effect.

If you use the transit system, take a moment and bookmark these two links that will make it easy to track your bus and get important updates regarding schedules and routes:

- [Subscribe to Transit Email Updates here](#). Make sure to select the Transit News and Notices box.
- [Track your bus on Transit Live](#).

-30-

For more transit information, visit [City of Prince Albert Transit Page](#).

Anti-Vandalism Trial

- During the COVID-19 Pandemic transit vandalism became a wide spread issue throughout Canada.
- To begin 2022, 67% of all transit glass was damaged/missing.
- An anti-vandalism trial was started in June 2022. 4 transit shelters were fitted with perforated metal panels.
- To conclude 2022, 75% of all transit glass has been replaced.
- No damage or vandalism has been recorded at any of the 4 locations since installation.



Kinsmen Workshop Transit Shelter

Transit Promotions

PRINCE ALBERT TRANSIT – 2022 REVIEW

August 31 – Saskatchewan Polytechnic Community Fair Engagement. PA Transit booth promoted the improved transit service and Transit Live GPS’.

September 1 – Free Transit Day to allow new students to try PA Transit for Free. At the time this event saw the largest ridership since March 2020, 1655.

December – Winter Holidays Draw. If a resident purchased a November Bus Pass they were eligible to enter a draw for 1 of 50 free December Transit Passes. In total, 50/532 or 9% of residents who entered the draw received a free December Bus Pass.

Looking Forward to 2023

PRINCE ALBERT TRANSIT – 2022 REVIEW

1. Accessibility and Infrastructure Improvements
 - **\$150,038** of Provincial and Federal Transit Funding allocated to Improvements in 2023.
 - City Transit Website to be updated with all projects as they are completed.

2. Extended Weekday Transit Hours Trial
 - **\$265,000** of Provincial and Federal Transit Funding allocated to Extended Transit hours in 2023.
 - Transit to run until 10:15pm on weekdays.
 - Trial to begin when more transit drivers are hired and to run until March 31, 2024

Looking Forward to 2023

PRINCE ALBERT TRANSIT – 2022 REVIEW

3. Transit Review

A full system review of PA Transit will be completed throughout 2023. This review will be focused on planning and system improvements for the next 5-Years.

- Bus Fare Review
- Route Planning required for New Development
- Advertising and Promotion
- Infrastructure and Accessibility
- Communications

TITLE: Airport Terminal Detail Design Budget Adjustment

DATE: **March 21, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Professional Agreement for the Detailed Design of the new Airport Terminal with Prairie Architecture Inc of Winnipeg be increased by \$1,230,816 plus applicable taxes.
2. That the design fees increase be funded from the Passenger Facility Fee Reserve.
3. That the Mayor and City Clerk be authorized to execute the necessary documents, on behalf of the City, once prepared.

TOPIC & PURPOSE:

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

BACKGROUND:

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

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

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

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

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

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

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

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

PROPOSED APPROACH AND RATIONALE:

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

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

The 31,180 sqft building that was presented to Council on November 14, 2022 (21,190 sqft Airport Terminal plus 8,990 sqft Nav Canada area) was a 240% increase in the scope (footprint) of the building. Then on February 10, 2023 the City received the 66% Design Class B Cost estimate placing the total project cost at \$31,889,700. This equals to \$1,022 sqft.

The Architect's fees are calculated only on the estimated construction cost which is \$26,595,400 (\$27,111,100 less the \$515,700 cash allowance). See attached 66% Design Class B Estimate attachment. Of those fees only the detail design, bidding, tendering and general construction engineering are percentage based fees and impacted by the cost estimate. Of those only the detail design is presently impacted to get to Tender ready package.

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

With the removal of NAV Canada it is anticipated that the building footprint will be reduced by 29% down to 21,190 sqft and the construction cost is now estimated at \$22 Million. In addition to this Administration and the Architects are conducting Value Engineering review to find further cost savings. The goal is to get down to \$20 million.

Presently the Architectural contract base on a \$6 Million construction cost is for a total fee of \$635,040. With the agreed \$22 Million construction cost estimate the total fee is \$2,958,643. To get to 100% completed tender package (shovel ready), not including bidding, tendering, contract administration during construction, the fees are calculated at \$2,066,369.

In negotiations with the Architect several concessions have been achieved. Even without NAV Canada there is still a 163% increase in building footprint from the original due to minimum requirement to accommodate key areas such as; check-in, security, baggage handling, cargo handling, departure waiting rooms, and arrival baggage carousel. There are however some economies of scale and the Architects have agreed to percentage fees reduction from 10.6% to 9.25%. Design for the NAV Canada portion of the building stopped and as such the Architect has noted that there is a small cost saving in not completed this part of the design. These two changes results in a saving of \$200,513.

New Fees to Tender Package	\$2,066,369
Fee reduction (10.6% to 9.25%)	-\$ 164,193
NAV Canada (Design stopped)	-\$ 36,320
Previous approval level	<u>-\$ 635,040</u>
Increase approval required	\$1,230,816

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

CONSULTATIONS:

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

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

FINANCIAL IMPLICATIONS:

The previously approved funding is \$635,040.

The increase required to complete detail design to tender ready package is \$1,230,816.

The funding for the cost of detail design is to come from the Passenger Facility Fee Reserve. This fund was specifically set up to raise money for the design and construction of a new Airport Terminal. At the end of 2022 this fund had \$2,197,318 in reserve.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

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

OPTIONS TO RECOMMENDATION:

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

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Director of Public Works

ATTACHMENTS:

1. Airport Terminal Class B Detail Design Cost Estimate Summary Feb 10, 2023
2. Airport Terminal Class B Cost Estimate Review Letter Feb 10, 2023
3. Airport Terminal Prairie 33% Design Presentation Excerpt Nov 14, 2022
4. Airport Terminal Prairie Architect Contract Signed Jun 6, 2022

Written by: Director of Public Works

Approved by: Director of Public Works & City Manager

5. CONSTRUCTION COST ESTIMATE SUMMARY

			Nov. 2023	Nov. 2024	Nov. 2025
New Construction	2,950 m2	7,043.19	\$20,777,400	\$20,777,400	\$20,777,400
Site Development			\$694,600	\$694,600	\$694,600
Mechanical Site Services			\$566,900	\$566,900	\$566,900
Electrical Site Services			\$450,400	\$450,400	\$450,400
Existing Terminal Electrical Scope			\$6,700	\$6,700	\$6,700
FEC Building (Generator Building)			\$916,900	\$916,900	\$916,900
Sub-total	2,950 m2		\$23,412,900	\$23,412,900	\$23,412,900
Cash Allowance	1 Sum		\$515,700	\$515,700	\$515,700
General Requirements	10.0%		\$2,392,900	\$2,392,900	\$2,392,900
Fee	3.0%		\$789,600	\$789,600	\$789,600
Sub-total	2,950 m2	9,190.20	\$27,111,100	\$27,111,100	\$27,111,100
Location Factor	6.0%		\$1,626,700	\$1,626,700	\$1,626,700
Design and Pricing Allowance	4.0%		\$1,149,500	\$1,149,500	\$1,149,500
Escalation Allowance (Nov. 2023)	6.7%		\$2,002,400		
Escalation Allowance (Nov. 2024)	11.7%			\$3,496,800	
Escalation Allowance (Nov. 2025)	16.7%				\$4,991,200
Construction Allowance			Excluded	Excluded	Excluded
Total Construction Cost	2,950 m2	10,810.07	\$31,889,700	\$33,384,100	\$34,878,500

Itemized Price c/w % adds-on (Inclu. in above base bid)	Amount	Amount	Amount
-Itemized price #1: Provide itemized price for NAV Canada 2nd & 3rd floor building areas, including related mechanical & electrical space & scope	\$5,912,900	\$6,182,100	\$6,458,100
Alternate Price c/w % adds-on (Exclu. from base bid)			
-Alternate price #1: Premium for Overhaed door, SDS-575 Barrel Springless in lieu of Richard Wilcox Thermatite Model #T175-20	\$60,400	\$63,400	\$66,200
-Alternate price #2: Premium for acoustic ceiling tile, Certainteed TechStyle in lieu of Armstrong Ultima #1913	\$700	\$800	\$800



City of
Prince Albert



City of Prince Albert

NEW AIRPORT TERMINAL

14 NOVEMBER 2022

prairie
architects inc.

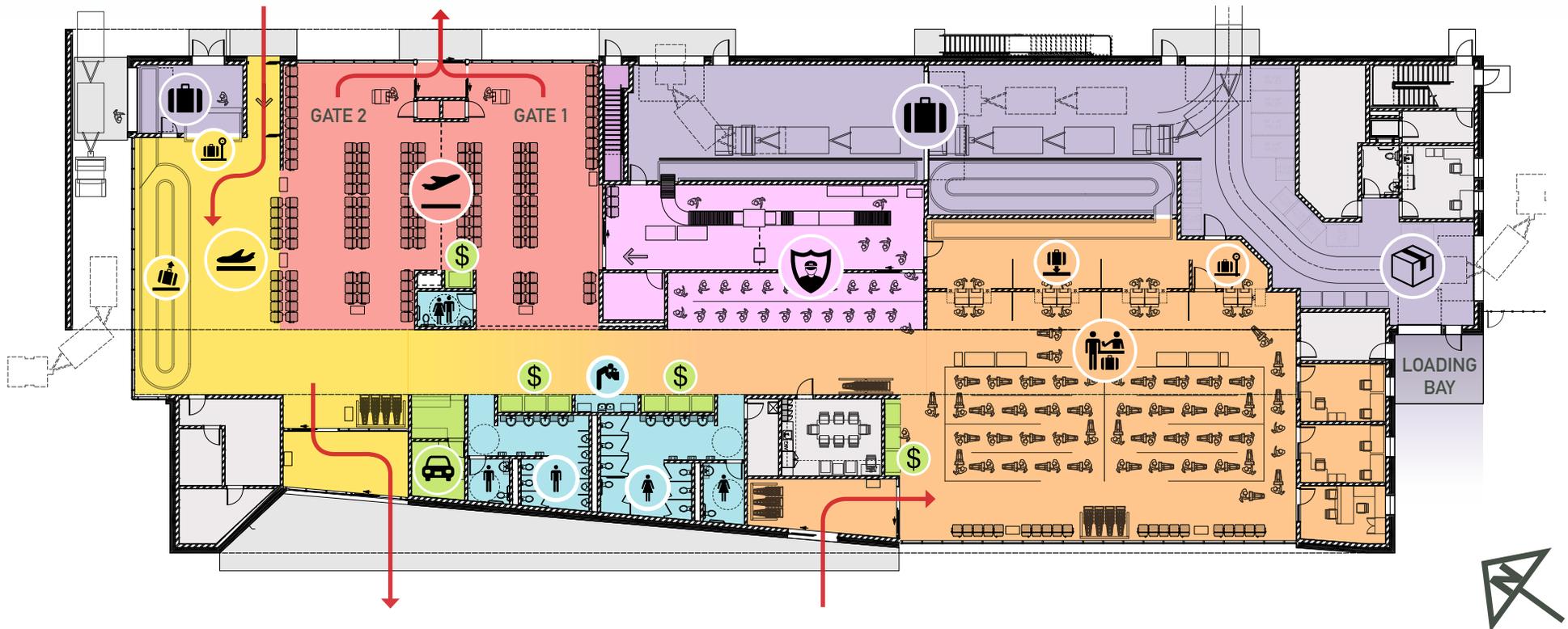
Vision for a New Airport



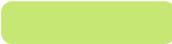
- New airport located to the west of existing terminal to allow operations to continue during construction.
- This location allows the new airport to utilize existing apron, parking lot, and vehicle approach efficiently.
- A longer sheltered drop-off area with multiple bypass lanes and 2 building entrances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

Floor Plans

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

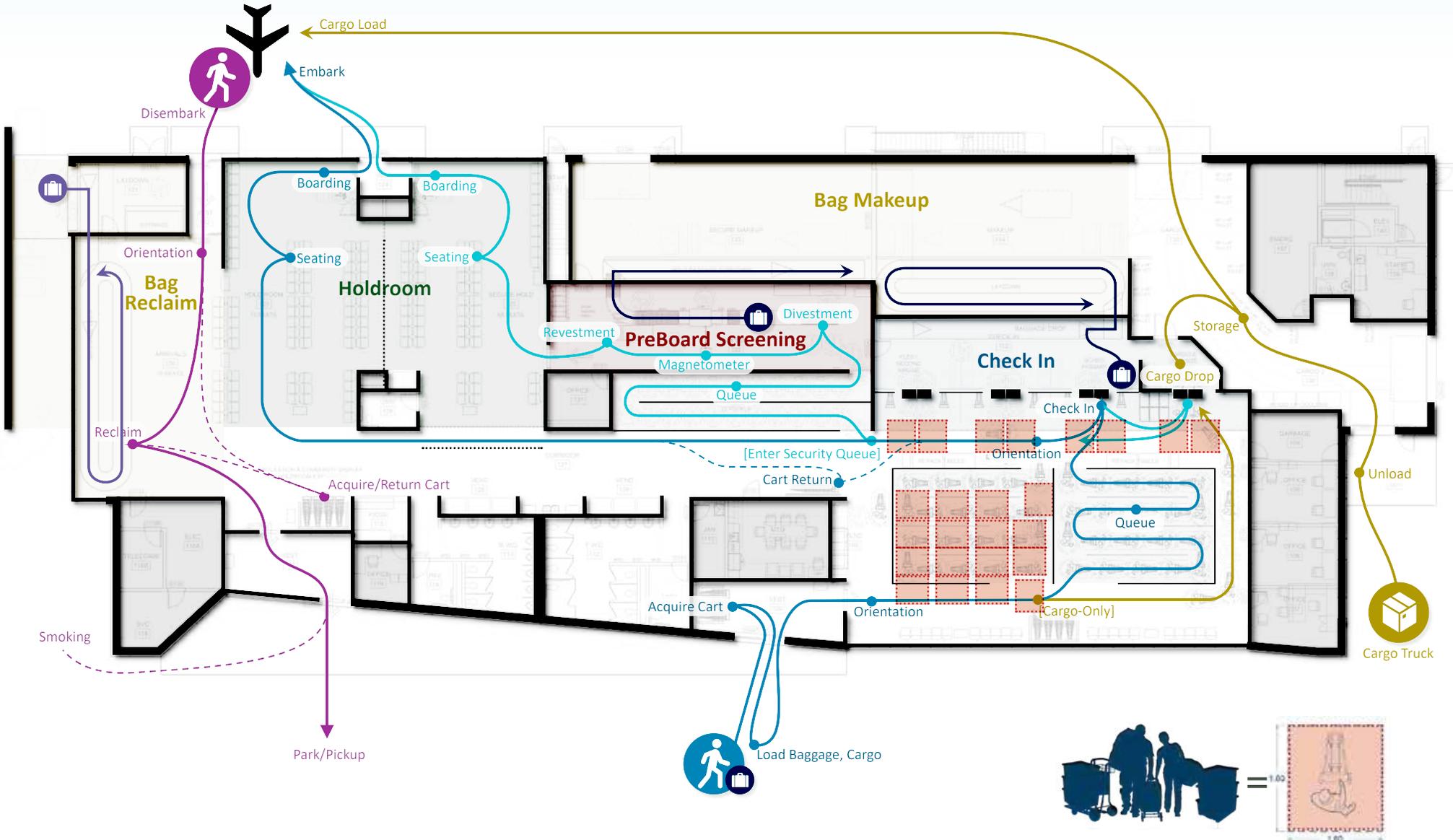


Main Floor (21,190 SF)

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

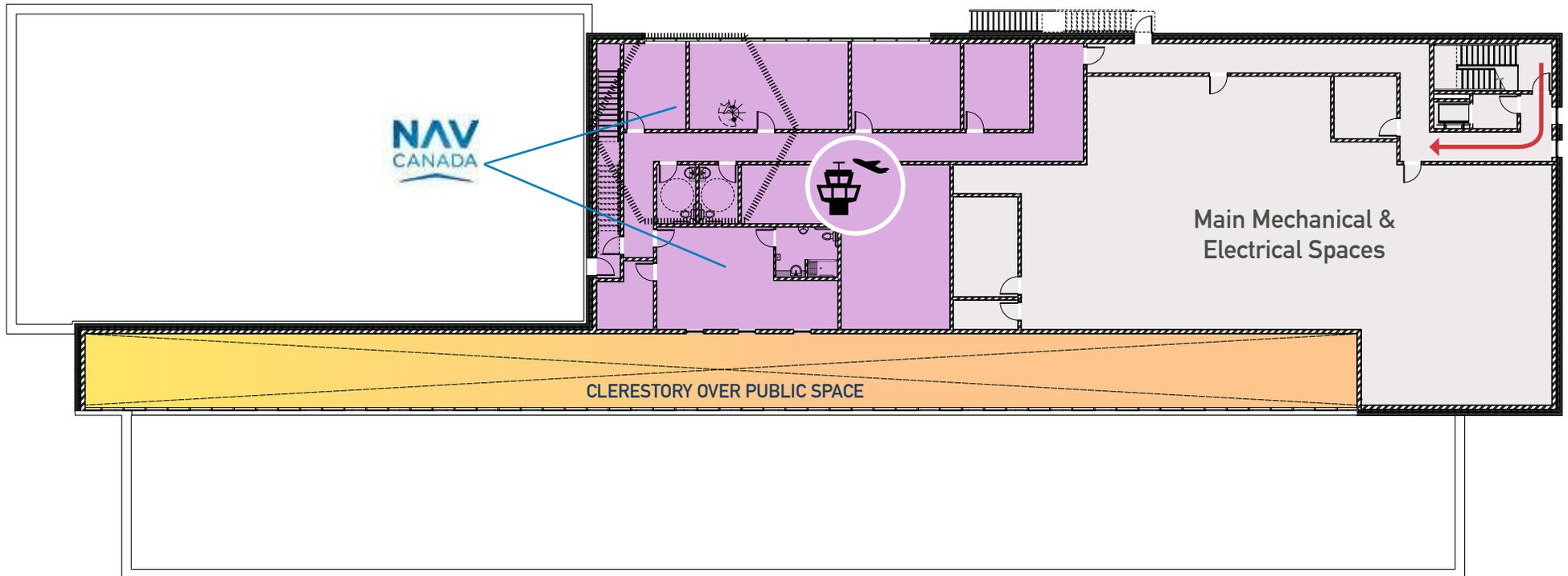
Floor Plans

Passenger and Baggage flows

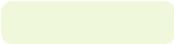
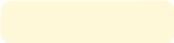
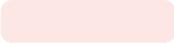


Floor Plans

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



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

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

Exterior Views



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

Exterior Views



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

Exterior Views



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

Exterior Views



(Above) Building massing as seen from airside

Interior Views



(Above) check-in counter and queuing

Interior Views



(Above) Check-in & Departures Hall

Interior Views



(Above) View looking west from check-in

Interior Views



(Above) View looking into secure holdroom

Interior Views



(Above) View looking at arrivals and baggage reclaim belt

Interior Views



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

Interior Views

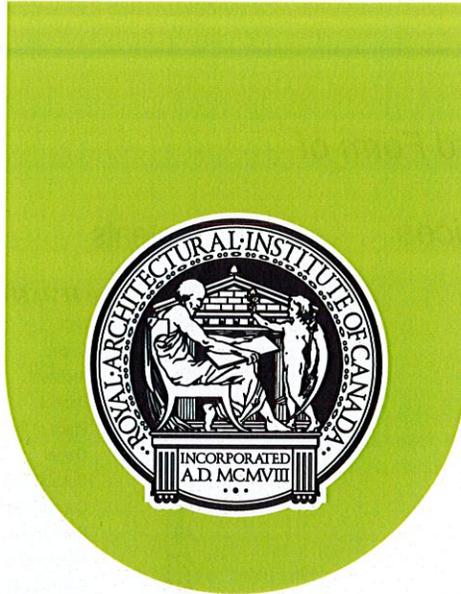


(Above) View at arrivals baggage belt

Interior Views



Thank you



Canadian Standard Form of Contract for Architectural Services

DOCUMENT SIX

2018 Edition

ADAPTED FOR:

2022.18 Prince Albert Airport Terminal Detail Design



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The Royal
Architectural Institute
of Canada

*Canadian Standard Form of
Contract for
Architectural Services*

Document Six
2018 Edition

This document has been developed by the Royal Architectural Institute of Canada (RAIC) on behalf of the architectural profession in Canada.

Enquiries on the application and use of this document should be directed to the Practice Advisors of the appropriate Provincial Association of Architects.

Suggestions on the development of standard contract documents can be forwarded in writing to:

The Royal Architectural Institute of Canada
Suite 330
55 Murray Street
Ottawa, Ontario
K1N 5M3

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Schedule A – Services (tabular)
and
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and
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Schedule A1 – Pre-design Services
Schedule A2 – Building Condition Report Services
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Appendix A - Supplement to A13

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Canadian Standard Form of Contract for Architect's Services

DOCUMENT SIX

2018 Edition

Agreement

- This agreement is made on: May 17, 2022
(Date)
- between the *Client*: City of Prince Albert
(Name)
1084 Central Avenue
(Address)
Prince Albert, SK S6V 7P3
c/o Wes Hicks WHicks@citypa.com
(E-mail)
- and the *Architect*: Prairie Architects Inc.
(Name)
139 Market Ave., Unit 101
(Address)
Winnipeg, Manitoba R3B 0P5
Damien Fenez damien@prairiearchitects.ca
(E-mail)
- for the following *Project*: Prince Albert Airport Terminal Detail Design
- at the following *Place of the Work*: Box 100, 196 Veterans Way, Prince Albert Airport, Prince Albert SK S6V 5R4
- The owner, if other than the *Client*, is: —
- The *Construction Budget* is: \$ \$6,000,000.00
- The *Client's* anticipated dates for construction are:
- Commencement of construction: Fall 2023
 - Ready-for-Takeover: TBD
- The anticipated *Project* delivery method and form of *Construction Contract* are:
- *Project* delivery method: Design Bid Build
 - Form of *Construction Contract*: CCDC 2
- The *Architect* shall provide the *Services* described in Schedule A – Services OR
Schedule A _____ whichever is attached to this contract:
The *Client* shall be responsible for other services as indicated in Schedule A – Services OR
Schedule A _____ whichever is attached to this contract:

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7.12 The following *Consultants* have been or will be engaged on the *Project*:

by the *Architect*:

<u>KGS Group - Electrical Engineering</u>	<u>SMS Engineering - Mechanical Eng</u>
<u>Wolfrom Engineering - Structural Er</u>	<u>Dillon Consulting - Civil Engineering</u>
<u>Airbiz Aviation Strategies</u>	<u>Hanscomb Quantity Surveyors</u>

by the *Client*:

7.13 The fee for the *Services*, excluding any *Value Added Taxes*, shall be comprised of one or more of the following as indicated in Schedule A - *Services*:

1 A fixed fee of \$ _____

10.6% on estimated \$6.0M = \$635,040.00

2 A percentage-based fee calculated as _____% of the *Construction Budget*, the *Construction Cost Estimate*, and the *Construction Cost* as described in GC 13 - *Percentage-Based Fee*.

3 A fee based on time-based rates for personnel employed by the *Architect* or the *Architect's Consultants* as stated in Schedule C - *Time-Based Rates*:

4 Other:

7.14 Payment of a fixed or percentage fee shall be apportioned to the phases of the *Services* as follows:

4 Pre-design phase:		<u>0</u> %
4 Schematic design phase:		<u>15</u> %
4 Design development phase:		<u>15</u> %
4 Construction documents phase:	Refer to Appendix A for payment breakdown	<u>50</u> %
4 Bidding or negotiation phase:		<u>5</u> %
4 Construction phase: <input type="checkbox"/>		<u>15</u> %
4 Post construction phase:		<u>0</u> %
Total:		100 <input type="checkbox"/>

7.15 ~~Reimbursable Expenses shall be payable on the basis stated in Schedule B - Reimbursable Expenses~~

7.16 The *Client* shall pay the *Architect*, upon execution of this contract, a retaining fee in the amount of \$ _____, which shall be applied to the *Architect's* last invoice.

7.17 The *Architect* shall issue invoices for the *Architect's* fee and *Reimbursable Expenses*, plus *Value Added Taxes*, in accordance with GC 12.1. Invoices shall be issued monthly, unless the *Client* and the *Architect* agree otherwise.

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7.1 The *Client* shall pay the *Architect* within 30 days after date of issuance of an invoice or within such time as is prescribed by the law of the *Place of the Work*, whichever is earlier. An invoice unpaid after 30 days shall bear interest, calculated monthly at the rate of 5 % per annum.

7.2 The addresses for official notices in writing between the *Architect* and the *Client* shall be as stated in Articles A2 and A3. The delivery of such notices shall be by hand, by courier, by first class mail, by facsimile, or by other means of electronic communication during the transmission of which no indication of failure of receipt is communicated to the sender. A notice shall be deemed to have been received by the addressee on the date of delivery if delivered by hand or by courier or, if sent by mail, it shall be deemed to have been received five calendar days after the date of mailing, not counting days without mail service. If sent by electronic means, a notice shall be deemed to have been received on the date of its transmission, provided that if such day is not a working day, or if received after the end of normal business hours on the date of its transmission at the place of receipt, then it shall be deemed to have been received at the opening of business at the place of receipt on the first working day next following the transmission. Any change in address of the parties for official notices shall be communicated by official notice in accordance with this Article.

7.3 If, at any time during provision of the *Services*, the *Construction Cost Estimate* or the lowest compliant bid or the lowest negotiated proposal exceeds the *Construction Budget*, and the excess is less than or more than 15% as the case may be, the provisions of GC 4.4, or GC 4.5 and 4.6, shall apply. ~~Alternatively, if the *Architect* and the *Client* wish to agree to a percentage other than 15%, that percentage shall be _____%.~~

7.4 The professional liability insurance to be carried by the *Architect* pursuant to GC 10.1 shall be a claims made policy with limits of not less than \$ 2,000,000 per claim, with an aggregate limit of not less than \$ 2,000,000 within any policy year. This policy shall be maintained continuously from the commencement of the *Services* and, subject to commercial availability, for a minimum of three years after the *Ready-for-Takeover* date. The *Client* acknowledges that the actual amount of insurance available at any given time under a claims made policy will be dependent on the aggregate amount of all claims made during a policy year.

OR (Strike out either A20 or A21.)

~~The *Client* shall arrange and pay for project specific professional liability insurance in the amount of \$ _____, with a maximum deductible of \$ _____. This policy shall be maintained continuously from the commencement of the *Services* and for _____ years after the *Ready-for-Takeover* date.~~

~~The *Architect's* liability pursuant to GC 9.1.2 shall be limited to: \$ _____.~~

7.5 The general liability insurance to be carried by the *Architect* pursuant to GC 10.2 shall have limits of not less than \$ 5,000,000 per occurrence.

7.6 This contract shall be governed by the laws of Saskatchewan.

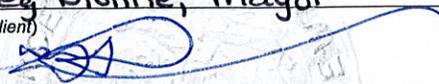
7.7 This contract represents the entire and integrated contract between the *Client* and the *Architect* and supersedes all prior negotiations, representations, agreements, or contracts, either written or oral. This contract may be amended only in writing signed by the *Client* and the *Architect*.

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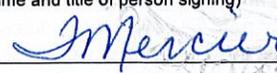
Signatures

Client

Greg Dionne, Mayor
(Name of Client)


(Signature)

Terri Mercier, City Clerk
(Name and title of person signing)


(Signature)

June 6, 2022
~~(Name and title of person signing)~~ Date

Witness

(Signature)

(Name and title of person signing)

Architect

Prairie Architects Inc.

(Name of Architect)

(Signature)

Damien Fenez, Principal Architect
(Name and title of person signing)

(Signature)

(Name and title of person signing)



Witness


(Signature)

Melissa McAlister, Principal Architect
(Name and title of person signing)

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Definitions

The following Definitions apply to this contract. References to the singular shall be considered to include the plural as the context requires.

Additional Services

Additional Services are the services that are not included as *Services* to be provided by the *Architect* in Schedule A – *Services* at the time this contract is made but which, with the written agreement of the *Client* and *Architect*, are subsequently added to the *Services* identified in Schedule A – *Services*.

Architect

The *Architect* is the person or entity identified in Article A3 of the agreement and who is registered, licensed or otherwise authorized to use the title "*Architect*" and to practice architecture at the *Place of the Work*.

Client

The *Client* is the person or entity identified in Article A2 of the agreement.

Construction Budget

The *Construction Budget* is the maximum amount of money, including contingency allowances, which the *Client* is prepared to spend on the *Construction Cost*. This amount is stated in Article A7 of the agreement or may be an adjusted amount determined or approved by the *Client* under the terms of this contract.

Construction Contract

The *Construction Contract* is the contract between the *Client* and the *Constructor* and is comprised of the *Construction Documents* and other documents that identify the contractual rights and obligations of the *Client* and the *Constructor*.

Construction Cost

The *Construction Cost* is the total cost of the *Work* to the *Client* to construct all elements of the *Project* designed or specified by, or on behalf of, or as a result of coordination by, the *Architect*, consisting of the *Construction Contract* price, cost of changes to the *Work* during construction, construction management fees or other fees for the coordination and procurement of construction services, and all applicable taxes, except *Value-Added Taxes*, which shall be excluded. *Construction Cost* excludes the compensation of the *Architect* and *Consultants*, land cost, land development charges and other professional fees.

Construction Cost Estimate

The *Construction Cost Estimate* is the anticipated total *Construction Cost* at the anticipated time of construction, including contingency allowances, as determined or agreed to by the *Architect* from time to time, the accuracy of which corresponds to the available level of detail of design development and the *Construction Documents*, and the extent of construction completed.

Construction Documents

The *Construction Documents* are the drawings, specifications and other documents appropriate to the size and complexity of the *Work*, used to describe the size, quality, and character of the entire *Work*, including architectural and where applicable structural, mechanical, electrical, and other systems, materials and elements, setting forth in detail the requirements for the *Work*.

Constructor

For the purposes of this contract, the *Constructor* is the person or entity engaged by the *Client* under the *Construction Contract* to perform some or all of the *Work*. It does not mean "constructor" as this term may be defined in any provincial or territorial legislation.

Consultant

A *Consultant* is a person or entity engaged by the *Client* or the *Architect* to provide specialized services or services supplementary to those provided by the *Architect*.

	Document Six – 2018 Edition	GC 1 of 9
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General Review

General Review, which is synonymous with field review, is review by the *Architect and Consultants* during visits to the *Place of the Work* and, where applicable, at locations where building components are fabricated for use at the *Place of the Work*, at intervals appropriate to the stage of the construction that the *Architect and Consultants*, in their professional discretion, consider necessary to become familiar with the progress and quality of the *Work* and to determine that the *Work* is in general conformity with the *Construction Documents* and to so report, in writing, to the *Client*, the *Constructor*, and authorities having jurisdiction.

Instruments of Service

Instruments of Service are representations, in any medium of expression, of the tangible and intangible creative work that forms part of the *Services* or *Additional Services*.

Place of the Work

The *Place of the Work* is the designated site or location of the *Work* identified in Article A5 of the agreement.

Project

The *Project* is the total undertaking contemplated by the *Client*, of which the *Work* may be the whole or a part.

Ready-for-Takeover

Ready-for-Takeover is as defined in the *Construction Contract* or, if not defined in the *Construction Contract*, the date of substantial performance or completion of the *Work* as defined in the lien legislation applicable to the *Place of the Work*.

Reimbursable Expenses

Reimbursable Expenses are those expenses, necessarily incurred by the *Architect and Consultants* engaged by the *Architect*, in the interests of the *Project*, as identified in Schedule B – Reimbursable Expenses and which are payable by the *Client* in addition to the fee for the *Architect's Services*.

Services

The *Services* means the professional services identified in Schedule A – Services including those performed by the *Architect*, the *Architect's* employees, and the *Consultants* engaged by the *Architect*.

Toxic or Hazardous Substances or Materials

Toxic or Hazardous Substances or Materials are any solid, liquid, gaseous, thermal or electromagnetic irritant or contaminant, and include, without limitation, pollutants, moulds, asbestos, biocontaminants, biohazards, nuclear, and special wastes, whether or not defined in any federal, provincial, territorial or municipal statutes or regulations.

Value Added Taxes

Value Added Taxes are those taxes levied by the federal or any provincial or territorial government including the Goods and Services Tax, the Quebec Sales Tax, the Harmonized Sales Tax, and any similar tax, the collection and payment of which are imposed by tax legislation.

Work

The *Work* means the total construction and related services required by the *Construction Documents*.

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General Conditions

GC0 Preamble

- 0.1 The terms of this preamble are incorporated into and form part of this contract.
- 0.2 This contract is entered into for the mutual benefit of the *Client* and the *Architect* for the development of the *Project*.
- 0.3 This contract shall be interpreted fairly and reasonably.
- 0.4 The relationship between the *Client* and the *Architect* shall be one of mutual respect, support, openness, and good faith.
- 0.5 The final design of the *Project* is unknown at the outset of this contract and thus exploration of solutions and adaptability to changing circumstances are essential aspects of the relationship between the *Client* and the *Architect*. This contract anticipates and accommodates necessary adjustments during the *Project's* design and construction.
- 0.6 The *Client* acknowledges that the *Architect* has a duty of care arising by law and from the *Architect's* professional status and professional code of ethics.
- 0.7 The *Client* and the *Architect* acknowledge that the success of the *Project* is reliant on a relationship of mutual respect, support, openness, and good faith with the *Constructor*.

GC1 Architect's Responsibilities and Scope of Services

- 1.1 The *Architect* shall:
 - .1 perform those *Services* identified as the *Architect's* responsibilities in Schedule A – *Services*,
 - .2 perform the *Services* with professional skill and care, consistent with the orderly progress of the *Services* and the *Work*,
 - .3 authorize, in writing, a person to act on the *Architect's* behalf (in the absence of such authorization, the signatory on the agreement is deemed to be the *Architect's* authorized representative),
 - .4 utilize key personnel where so identified and request the *Client's* approval of any change to key personnel, which approval shall not unreasonably be withheld,
 - .5 engage those *Consultants* identified in Article A11.1 of the agreement under contracts that incorporate applicable terms and conditions of this contract,
 - .6 request the *Client's* approval of any change to those *Consultants* identified in Article A11.1 of the agreement, which approval shall not be unreasonably withheld,
 - .7 advise the *Client* in the interest of the *Project*,
 - .8 advise the *Client* of the need to engage *Consultants* or other third parties when necessary,
 - .9 perform the *Services* of the coordinating professional who:
 - .1 manages the communications among all *Consultants* identified in Article A11 of the agreement and with the *Client*,
 - .2 provides direction to all *Consultants* identified in Article A11 of the agreement as necessary to give effect to all design decisions, and
 - .3 reviews the services of all *Consultants* identified in Article A11 of the agreement to identify matters of concern and monitor *Consultants'* compliance with directions,
 - .10 maintain appropriate administrative, financial, and other *Project* related records, including records of *Reimbursable Expenses* and any *Services* for which the fee is based on hourly rates, and make these records available to the *Client* for review upon request, and
 - .11 perform the *Services* with impartiality and, except with the *Client's* knowledge and consent, neither engage in any activity, nor accept any commission, discount, payment, gift, or other benefit that would compromise the *Architect's* professional judgment or that would cause, or would appear to cause, a conflict of interest.

GC2 Additional Services

- 2.1 Upon recognizing a need to perform *Additional Services*, either the *Architect* or the *Client* shall promptly notify the other explaining the facts and circumstances.
- 2.2 The *Architect* and the *Client* acknowledge that the need for *Additional Services* may arise for reasons that include, but are not limited to:

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- .1 changes to the *Client's* program of requirements,
- .2 changes to the *Project* size, scope, quality, or complexity,
- .3 changes to the *Client's Construction Budget*,
- .4 changes to the *Client's* schedule, including the anticipated dates for construction as stated in Article A8 of the agreement,
- .5 changes to the project delivery method or the form of *Construction Contract* as stated in Article A9 of the agreement,
- .6 *Client* instructions that are inconsistent with instructions or written approvals previously given by the *Client*,
- .7 the *Client's* failure to render decisions in a timely manner,
- .8 the enactment of new or revised statutes, regulations, codes, or by-laws,
- .9 information provided by the *Client*, *Consultants*, or other third parties engaged by the *Client* that differs materially from actual conditions,
- .10 interpretations by authorities having jurisdiction that differ from the *Architect's* interpretations of statutes, regulations, codes or by-laws, which differences the *Architect* could not have reasonably anticipated,
- .11 acceptance of *Constructor* proposed substitutions that require revisions to the *Construction Documents*,
- .12 an unreasonable number or complexity of *Constructor* claims, requests for information (RFIs) or proposed substitutions,
- .13 replacement of work damaged or destroyed during construction by fire, flood, or other cause,
- .14 major defects or deficiencies in the *Work* or default by either the *Client* or the *Constructor* under a *Construction Contract*, and
- .15 dispute resolution proceedings arising out of the *Construction Contract*.

2.3 The *Architect* shall only perform *Additional Services* with the prior written agreement of the *Client* and the *Architect*.

GC3 Client's Responsibilities

3.1 The *Client's* responsibilities shall include those items identified as *Client* responsibilities in Schedule A – *Services*.

3.2 The *Client* shall provide to the *Architect* the *Project* objectives, constraints, criteria and the following information, as applicable:

- .1 Legal description and surveys describing physical characteristics, legal limitations and utility locations for the *Place of the Work* and adjoining properties showing, as applicable, grades and lines of streets, alleys, pavements and structures, adjacent drainage, rights of way, restrictions, easements, encroachments, zoning, deed restrictions, site boundaries and contours, locations and dimensions of existing buildings, other improvements, trees, and information concerning utility services, both public and private, above and below grade, including inverts and depths.
- .2 Subsurface investigation reports including test borings, test pits, determination of soil bearing values, percolation tests, a list of and evaluations of *Toxic or Hazardous Substances or Materials* present at the *Place of the Work*, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, with appropriate professional recommendations.
- .3 Air and water pollution tests, tests for *Toxic or Hazardous Substances or Materials*, structural, mechanical, chemical and other laboratory and environmental tests, inspections, field tests and reports with appropriate professional recommendations.
- .4 All available information on existing buildings, including investigation or condition reports, facility management drawings, and original drawings and specifications, via electronic media where possible and with the permission of copyright holders for the use of such information.

3.3 The *Architect* shall be entitled to rely upon the accuracy and completeness of all information provided by the *Client*, *Consultants*, or other third parties engaged by the *Client*.

3.4 The *Client* shall:

- .1 authorize in writing a person to act on the *Client's* behalf and shall define that person's scope of authority as necessary (in the absence of such authorization, the signatory on the agreement is deemed to be the *Client's* authorized representative),
- .2 engage the *Consultants* identified in Article A11.2 of the agreement,

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- .3 ensure that all *Consultants* identified in Article A11.2 of the agreement are engaged under contracts compatible with this contract, provide upon the *Architect's* request a copy of such contracts and evidence that such *Consultants* carry professional liability insurance acceptable to the *Architect*, and obtain the *Architect's* written approval of any change to such *Consultants*, which approval shall not be unreasonably withheld,
- .4 engage a qualified *Constructor* under a *Construction Contract* compatible with this contract,
- .5 notify the *Architect* in writing of *Client* initiated increases or decreases to the *Construction Budget*,
- .6 give due consideration to the *Architect's* advice and recommendations, and make necessary written decisions promptly,
- .7 review documents submitted by the *Architect* and give the *Architect* timely written decisions and approvals thereon for the orderly progress of the *Services*,
- .8 comply with all regulatory requirements applicable to the design and construction of the *Project*, including signing or arranging for signing of applications for, and paying for, all development approvals and permits required by authorities having jurisdiction,
- .9 if the *Client* is not the owner of the real property at the *Place of the Work*, obtain the owner's written consent for the *Work*,
- .10 promptly notify the *Architect* in writing if the *Client* observes or otherwise becomes aware of any fault or defect in the *Work* or any nonconformity with the *Construction Documents*, and
- .11 promptly notify the *Architect* in writing if the *Client* is dissatisfied with any of the *Services*.

GC4 Construction Budget, Construction Cost Estimate and Construction Cost

- 4.1 The *Architect's* initial evaluation of the *Construction Budget* and any preliminary or updated *Construction Cost Estimates* that may be prepared by the *Architect* represent the *Architect's* judgement as a design professional. However neither the *Architect* nor the *Client* has control over the cost of labour, materials or equipment, over the *Constructor's* methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the *Architect* cannot and does not warrant or represent that the lowest compliant bid or the lowest negotiated proposal will not vary from the *Construction Cost Estimate* and the *Construction Budget*.
- 4.2 The *Construction Cost Estimate* shall include contingency amounts to cover unforeseen or changing factors of cost including:
 - .1 a design and pricing contingency to provide for the evolution of the design and refinement of the *Construction Cost Estimate* prior to the construction phase,
 - .2 an escalation contingency to cover price escalation from the time a *Construction Cost Estimate* is prepared to the time when bids or proposals are received, and
 - .3 a construction contingency to cover necessary design and construction changes that cause *Construction Cost* increases during the construction phase including those arising from GC7.3.
- 4.3 If the bidding or negotiation phase does not commence within three months after the *Architect* submits the completed *Construction Documents* to the *Client*, the *Construction Cost Estimate* shall be adjusted to reflect escalation in construction prices between the time of submission of the *Construction Documents* to the *Client* and the time when bids or proposals are sought.
- 4.4 If at any time the *Construction Cost Estimate* or the lowest compliant bid or the lowest negotiated proposal exceeds the *Construction Budget* by less than the percentage stated in Article A19 of the agreement, the *Architect* shall make appropriate recommendations to the *Client* and the *Client* shall:
 - .1 provide written approval of an increase in the *Construction Budget* or,
 - .2 co-operate with the *Architect* in decreasing the *Project* scope or quality as an *Additional Service*.
- 4.5 If at any time the *Construction Cost Estimate* or the lowest compliant bid or the lowest negotiated proposal exceeds the *Construction Budget* by more than the percentage stated in Article A19 of the agreement, the *Architect* shall make appropriate recommendations to the *Client* and the *Client* shall:
 - .1 provide written approval of an increase in the *Construction Budget*, or
 - .2 abandon the *Project* and terminate this contract in accordance with GC11 Termination and Suspension, or
 - .3 co-operate with the *Architect* in decreasing the *Project* scope or quality.
- 4.6 If the *Client* proceeds under GC 4.5.3, and the overage is not due to extraordinary market conditions or other factors not reasonably foreseeable by or under the control of the *Architect*, then the *Client* may require the *Architect* to modify the design, the *Construction Documents*, or provide other *Services*, including *Services* related to re-bidding or re-negotiating of a *Constructor's* proposal, as necessary to reduce the *Construction Cost Estimate* to within the percentage in

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excess of the *Construction Budget* as stated in Article A19 of the agreement, in which case the *Architect* shall perform these *Services* for no additional fee. This shall be the limit of the *Architect's* responsibility under this GC 4.6.

GC5 Architect's Role and Authority During Construction

- 5.1 The *Architect* shall provide administration of the *Construction Contract*.
- 5.2 The *Architect* is not the *Client's* authorized agent or representative for the purposes of the *Construction Contract*.
- 5.3 The duties, responsibilities and limitations of authority of the *Architect* as set forth in the *Construction Contract* shall be modified or extended only with the written consent of the *Client*, the *Architect*, and the *Constructor*.
- 5.4 The *Architect* shall:
 - .1 perform *General Review* of the *Work*,
 - .2 be, in the first instance, the interpreter of the *Construction Contract*, and shall make written interpretations and findings that are impartial and consistent with the intent of the *Construction Documents*,
 - .3 manage or be included in all communications between the *Client* and the *Constructor*,
 - .4 have the authority to reject work that does not conform to the requirements of the *Construction Contract*,
 - .5 have the authority to require special inspection or testing of work, whether or not such work has been fabricated, installed or completed, and
 - .6 have the authority to order minor adjustments in the *Work* that are consistent with the intent of the *Construction Contract*, when these do not involve an adjustment in the *Construction Cost* or an extension of the *Construction Contract* time.
- 5.5 Issuance of a certificate for payment by the *Architect* shall constitute a representation by the *Architect* to the *Client*, based on the *Architect's General Review* and on review of the *Constructor's* schedule of values and application for payment, that the *Work* has progressed to the value indicated, that to the best of the *Architect's* knowledge, information and belief, the *Work* observed during the course of *General Review* is in general conformity with the *Construction Contract*, and that the *Constructor* is entitled to payment in the amount certified.
- 5.6 Issuance of a certificate for payment by the *Architect* shall not be a representation that the *Architect* has made any examination to ascertain how and for what purpose the *Constructor* has used the monies paid by the *Client*, or that the *Constructor* has discharged its legal obligations.
- 5.7 The *Architect* shall not be responsible:
 - .1 for, nor be responsible for the discovery of, acts or omissions of the *Constructor*, subcontractors, suppliers or any other persons performing any of the *Work*, nor for failure of any of them to carry out the *Work* in accordance with the *Construction Documents*,
 - .2 for, nor have control, charge, or supervision of construction means, methods, techniques, schedules, sequences or procedures, nor for safety precautions and programs required in connection with the *Work*,
 - .3 for any and all matters arising from *Toxic or Hazardous Substances or Materials*,
 - .4 for information provided by product manufacturers, nor
 - .5 for providing *Services* that involve substantive modification of the *Construction Documents*, except as provided under GC 7.3 or except as *Additional Services*.

GC6 Use of Documents

- 6.1 The *Architect* and the *Consultants* engaged by the *Architect* shall retain all common law, statutory and other reserved rights, including copyrights to the *Instruments of Service* and including moral rights.
- 6.2 Submission or distribution of any of the *Instruments of Service* to meet requirements of authorities having jurisdiction or for other similar purposes shall not to be construed as publication in derogation of the rights of the *Architect* and of the *Consultants* engaged by the *Architect*.
- 6.3 The *Architect* grants to the *Client* a non-exclusive license to use the *Instruments of Service* solely for the purposes of constructing, using, maintaining, altering, and adding to the *Project*. The *Architect* may rescind this license if the *Client* fails to fulfill its obligations under this contract, including failure to make payment for *Services* when due, or if the *Architect* terminates this contract pursuant to GC 11.4.
- 6.4 The *Instruments of Service* shall be used only by the *Client* for the intended purposes of the *Project* at the *Place of the Work* and shall not be offered for sale or transfer to third parties without the *Architect's* written consent.

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- 6.5 Any alterations to or unauthorized use of the *Instruments of Service* shall be at the *Client's* sole risk. Moreover, the *Client* shall indemnify the *Architect* and the *Consultants* engaged by the *Architect* against claims and costs (including legal costs) associated with such alterations or unauthorized use. In no event shall the *Architect* or the *Consultants* engaged by the *Architect* be responsible for any damages, costs, or other liability of any kind whatsoever arising in consequence of any alterations or unauthorized use.
- 6.6 If building information modelling (BIM) will be used for the *Project*, and the standard BIM Contract Appendix published by the Institute for BIM in Canada (iBC) is appended to this contract, copyright for the model and model elements shall be as set out in the BIM Contract Appendix.
- 6.7 This GC6 shall survive suspension, termination, or completion of this contract.

GC7 Standard of Care

- 7.1 The *Architect* and the *Consultants* engaged by the *Architect* shall perform the *Services* to the standard of care ordinarily exercised by other members of their professions under similar circumstances, at the same time and in the same or similar locale.
- 7.2 The *Client* acknowledges that the standard of care prescribed in GC 7.1 does not require perfection.
- 7.3 The *Architect* and the *Client* shall promptly notify the other in writing upon discovery of any matters that require clarification or amendment of the *Instruments of Service* prepared by the *Architect* or a *Consultant* engaged by the *Architect*. The *Architect* shall provide the necessary *Services* to remedy or clarify such matters arising in the *Instruments of Service*. Such amendments shall be carried out on a without prejudice basis in a timely fashion so as to minimize disruption to the *Project*.
- 7.4 If the *Client* considers any matter to be a negligent error or omission of the *Architect* or of a *Consultant* engaged by the *Architect*, the *Client* shall promptly notify the *Architect* in writing accordingly. The *Architect* shall thereupon take the necessary steps to advise any *Consultant* so impacted, and to preserve its coverage under any professional liability insurance policy that may apply.

GC8 Indemnification

- 8.1 Subject to GC 9 Limitations of Liability, the *Architect* and the *Client* shall each indemnify and hold harmless the other from and against all claims, demands, losses, costs, damages, actions, suits or proceedings in respect of claims by a third party, provided such claims are attributable to:
- .1 negligent performance of professional *Services* by the *Architect* or by those for whom the *Architect* is responsible in law, or
 - .2 a breach of this contract by the party from whom indemnification is sought.
- 8.2 This GC 8 shall survive suspension, termination or completion of this contract.

GC9 Limitations of Liability

- 9.1 Any and all claims, whether in contract or tort, which the *Client* has or may have against the *Architect* in any way arising out of, or related to, the *Architect's* duties and responsibilities, including those arising from GC 8 Indemnification, shall be limited in amount to the lesser of:
- .1 the amount of insurance coverage provided under Article A20 or A21 of the agreement that is available at the time the claim is made, or
 - .2 the amount stated in Article A22 of the agreement.
- 9.2 The *Architect* shall not be liable, in contract or tort, for:
- .1 any alterations to the *Architect's* design or to the *Construction Documents* made by the *Client*, the *Constructor*, or other third parties without the *Architect's* written approval,
 - .2 acts, omissions, or errors of the *Client*, of *Consultants* or other third parties retained by the *Client*, or of the *Constructor*, nor
 - .3 for the result of any interpretation or finding of the *Architect* rendered in good faith in accordance with the *Construction Documents*.
- 9.3 The liability of the *Architect* and the *Client* with respect to any claims against each other, in contract or in tort, shall be limited to direct damages only and neither party shall have any liability whatsoever for consequential or indirect loss or damage incurred by the other party.

GC10 Insurance

- 10.1 Unless the *Client* arranges and pays for project specific professional liability insurance as stated in Article A21 of the agreement, the *Architect* shall carry professional liability insurance under a policy that has limits not less than those stated in Article A20 of the agreement.
- 10.2 The *Architect* shall carry general liability insurance under a policy with limits not less than those stated in Article A23 of the agreement, from the date of commencement of the *Services* until one year after the *Ready-for-Takeover* date.

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- 10.3 The *Architect* shall require all *Consultants* engaged by the *Architect* to carry insurance.
- 10.4 Upon request, insurance policies of the *Architect* and of the *Consultants* engaged by the *Architect* shall be available for the *Client's* inspection.
- 10.5 This GC 10 shall survive suspension, termination or completion of this contract.
- GC11 Termination and Suspension**
- 11.1 If the *Architect* or the *Client* is adjudged bankrupt, or makes a general assignment for the benefit of creditors because of its insolvency, or a receiver is appointed because of its insolvency, the other party may, without prejudice to any other right or remedy it may have, terminate this contract by giving that party or receiver or trustee in bankruptcy notice in writing to that effect.
- 11.2 The *Client* may suspend performance of the *Services* or terminate this contract by notice in writing sent to the *Architect*. Upon receipt of such notice in writing, the *Architect* shall perform no further *Services* and shall take measures to mitigate costs incurred by the *Architect* as a result of the suspension or termination.
- 11.3 If the *Client* suspends performance of the *Services* through no fault of the *Architect*:
- .1 the *Architect* shall be entitled to be paid for all *Services* performed and *Reimbursable Expenses* incurred to the date of suspension, plus additional fees for demonstrable costs that the *Architect* reasonably incurs as a direct result of the suspension,
 - .2 resumption of the *Services* shall be conditional upon an agreement in writing between the *Client* and the *Architect* regarding the time of the resumption of the *Services* and any additional fees payable by the *Client* as a result of the suspension, and
 - .3 if there is no agreement to resume the *Services* within 60 calendar days after the date of the suspension, the *Architect* may terminate this contract upon providing a notice in writing to the *Client*.
- 11.4 If the *Client* is in default in the performance of any of the *Client's* obligations under this contract, including but not limited to failure to make payments to the *Architect* when due, the *Architect* may suspend performance of the *Services* or terminate this contract by notice in writing sent to the *Client*. The *Architect* shall not be liable for any delay or damages the *Client* may suffer as a result of such suspension or termination. The *Architect's* right to such suspension or termination shall be in addition to and not in substitution for any other rights the *Architect* may have under this contract or by law.
- 11.5 If the *Client* terminates this contract through no fault of the *Architect*, or if the *Architect* terminates this contract pursuant to GC 11.1, 11.3.3, or 11.4, the *Architect* shall be entitled to be paid for all *Services* performed and *Reimbursable Expenses* incurred to the date of termination, plus additional fees for demonstrable costs, including loss of profit, which the *Architect* reasonably incurs as a direct result of the termination.
- GC12 Payments to the Architect**
- 12.1 The *Architect* shall invoice the *Client* for *Services* performed and *Reimbursable Expenses* incurred based on, as applicable:
- .1 the apportionment of a fixed or percentage-based fee for each phase of the *Services* as stated in Article A13 of the agreement and in proportion to progress made within each phase of the *Services*,
 - .2 time-based rates as stated in Schedule C – Time Based Rates, and
 - .3 *Reimbursable Expenses* as stated in Schedule B – Reimbursable Expenses.
- 12.2 Any expenditure not defined in Schedule B – Reimbursable Expenses, which the *Architect* intends to invoice as a *Reimbursable Expense*, shall be approved by the *Client* in writing as a *Reimbursable Expense* prior to the expenditure being incurred.
- 12.3 The *Client* shall pay the *Architect's* invoices as stated in Article A17 of the agreement. The *Client* shall not make any deductions or set-offs from amounts invoiced by the *Architect* on account of any claims or demands of the *Client*.
- 12.4 If the *Client* retains holdback from payments to the *Architect* pursuant to applicable lien legislation, and the *Architect* provides *Services* both before and after the commencement of the *Work*, then, for purposes of the applicable lien legislation, this contract shall be deemed to be divided into two contracts comprised of:
- .1 a contract for the provision of *Services* up to and including the commencement of the *Work*, and
 - .2 a second contract for the provision of *Services* after the commencement of the *Work*,
- so that the holdback related to the first contract may be released upon its completion.
- GC13 Percentage-Based Fee**
- 13.1 This GC 13 shall apply only when the *Architect's* fee, or a part thereof, is percentage-based as stated in Article A12 of the agreement.

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- 13.2 The basis for calculating the percentage fee shall be as follows:
- .1 before a *Construction Cost Estimate* is available, the fee shall be based on the *Construction Budget* at the time of the invoice,
 - .2 after a *Construction Cost Estimate* is available, the fee shall be based on the *Construction Cost Estimate* at the time of the invoice, and
 - .3 after the *Construction Contract* is entered into, the fee shall be based on the *Construction Cost* at the time of the invoice.
- 13.3 The fee shall not be subject to any retroactive adjustments based on increases or decreases to the *Construction Budget* or the *Construction Cost Estimate* as the *Services* progress.
- 13.4 If the *Client* furnishes labour or material below market cost, the amounts upon which the fee is calculated shall be adjusted as if all labour and material were paid for at market prices at the time of construction.
- GC14 Dispute Resolution**
- 14.1 Differences between the *Architect* and the *Client* as to the interpretation, application or administration of this contract, or any failure to agree where agreement between the *Architect* and the *Client* is called for, collectively called disputes, shall be settled in accordance with this GC 14.
- 14.2 The *Architect* and the *Client* shall make all reasonable efforts to resolve disputes by amicable negotiations and shall provide, on a without prejudice basis, frank, candid and timely disclosure of relevant facts, information and documents, to facilitate these negotiations.
- 14.3 If the *Architect* and the *Client* so agree, the dispute shall be submitted to mediation or arbitration in accordance with CCDC 40 - Rules for Mediation and Arbitration of Construction Industry Disputes, in effect on the date of this contract.
- 14.4 If the *Construction Contract* or a subsequent agreement between the *Client* and *Constructor* provides that a dispute between the *Client* and *Constructor* may be finally resolved by arbitration:
- .1 the *Client* shall notify the *Architect* in writing of the matter in dispute at least 14 calendar days in advance of any arbitration proceeding,
 - .2 the *Client* shall ensure that the *Construction Contract* or a subsequent agreement between the *Client* and *Constructor* provides that the *Architect* has the option to request or object to the joinder of the *Architect* as an additional party to the arbitration, and
 - .3 if the *Architect* requests the joinder of the *Architect* as an additional party to the arbitration, the *Client* shall consent to the joinder, and
 - .4 if the *Client* fails to comply with GC 14.4.1, 14.4.2, or 14.4.3, the *Client* shall have no claim against the *Architect* arising from matters resolved by the arbitration.
- 14.5 This GC14 shall survive suspension, termination, or completion of this contract.
- 14.6 Nothing in this contract shall be deemed to affect any right to adjudication which may be prescribed by the law of the *Place of the Work*.
- GC15 Miscellaneous General Conditions**
- 15.1 The *Architect* and the *Client* shall maintain each other's confidentiality. Except as necessary in the proper performance of the *Services* and except for promotional purposes with the *Client's* written consent, which shall not be unreasonably withheld, the *Architect* shall neither use, nor disclose nor otherwise communicate any information about the *Project* or the *Client*.
- 15.2 The *Architect* shall be entitled to sign the building by inscription or otherwise, on a permanent, suitable and reasonably visible part of the building.
- 15.3 The *Architect* and the *Consultants* engaged by the *Architect* shall be identified on any temporary *Project* identification signs erected at the *Place of the Work*.
- 15.4 If any provision of this contract is declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be severed from this contract and the other provisions shall remain in full force and effect.
- 15.5 The *Client* and the *Architect* respectively bind themselves, their partners, successors, assigns and legal representatives to the other party to this contract and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this contract. Except as otherwise provided herein, neither the *Client* nor the *Architect* shall assign, sublet, or transfer an interest in this contract without the written consent of the other. Consent to such assignment or transference shall not be unreasonably withheld.
- 15.6 Unless otherwise agreed in writing by the *Architect* and the *Client*, the *Services* and this contract shall be considered complete one year after the *Ready-for-Takeover* date.

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Editing Note: This Schedule must be reviewed line-by-line and edited to suit the circumstances of each individual contract. It is intended for use as a checklist in the first instance. Review each item to determine whether it is applicable/required, determine the applicable method of fee determination, and insert the appropriate alphanumeric designation in the far right column. Alternatively, at the user's discretion, inapplicable items may also simply be deleted, although it is generally advisable to clearly indicate those Services that will NOT be provided by the Architect by leaving them in the schedule and designating them as "N/A" or "C". The headings and descriptive language provided are intended to be generally appropriate for most required services but should be reviewed and edited for appropriateness to the needs of individual Architects, Clients and contracts.

The Services that the Architect is responsible to provide under the contract are as described in this Schedule A - Services. Other services that are not applicable, or that the Client is responsible to provide, are so indicated in this Schedule A - Services.

The method(s) of fee determination applicable to the contract is as stated in Article A12 of the agreement. The following designations are used to indicate the method of fee determination applicable to each line item, or the non-applicability of an item to the contract:

- F1** — Indicates the service is the responsibility of the Architect and the fee for the service is included in the fixed fee stated in the agreement.
- F2** Indicates the service is the responsibility of the Architect and the fee for the service is included in the percentage-based fee stated in the agreement.
- F3** Indicates the service is the responsibility of the Architect and the fee for the service is payable on the basis of time-based rates as stated in Schedule C – Time Based Rates.
- N/A** N/A (or an item left blank) indicates the service is not anticipated to be required at the time of contract signing and will not be provided by the Architect nor the Client. If the item is subsequently determined to be required, it shall be an Additional Service.
- C** Indicates the service is required but will be the responsibility of the Client and not the Architect.

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1	GENERAL SERVICES, ALL APPLICABLE PHASES	
1.1	Structural Consulting Engineering Services - Engage a structural engineer for all services related to the structural integrity of the Work including building foundations and superstructure and minor secondary supports such as loose masonry and steel lintels. If the Work involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing structural components and systems.	F2
1.2	Mechanical Consulting Engineering Services – Engage a mechanical engineer for all services related to mechanical systems and their controls including: plumbing and drainage; heating, ventilating and air conditioning; fire protection; process piping and equipment; and other special systems. If the Work involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing mechanical components and systems.	F2
1.3	Electrical Consulting Engineering Services – Engage an electrical engineer for all services related to electrical systems and their controls including: normal and emergency power; lighting; communications; lightning protection; grounding; fire protection; access control; and other special systems. If the Work involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing electrical components and systems.	F2
1.4	Acoustic Consulting Services –	N/A
1.5	Audio Visual Consulting Services –	N/A

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.6	Building Sciences Consulting Services –	N/A
1.7	Energy Modelling Consulting Services –	F2
1.8	Civil Engineering Consulting Services –	F2
1.9	Commissioning Consulting Services –	F2
1.10	Cost Estimating Consulting Services –	F2
1.11	Food Services Consulting Services –	N/A
1.12	Heritage Conservation Consulting Services –	N/A
1.13	Archaeological Consulting Services –	N/A
1.14	Hardware Consulting Services –	N/A
1.15	Interior Design Consulting Services –	F2
1.16	Laboratory Design Consulting Services –	N/A
1.17	Landscape Architect Consulting Services –	F3
1.18	Lighting Design Consulting Services –	F2
1.19	Microclimate Consulting Services –	N/A
1.20	Planning Consulting Services –	N/A
1.21	Security Consulting Services –	N/A
1.22	Building Security and Communications Systems Consulting Services –	N/A
1.23	Traffic Consulting Services –	N/A
1.24	Vertical Transportation Consulting Services –	N/A
1.25	[—————] Consulting Services –	
1.26	Furniture, Fixtures and Equipment (FF&E) Selection, Procurement, and Installation Coordination – Provide services for the selection, procurement and installation of FF&E, including re-use of <i>Client's</i> inventoried FF&E.	F2
1.27	Graphic Design and Signage – Provide services for design, selection, procurement and installation of graphics, corporate logos, signage and similar elements for interior and exterior application.	F2
1.28	Tenant Improvement Design Services – Provide tenant layout and fit up <i>Construction Documents</i> coordinated with base building <i>Construction Documents</i> .	F3
1.30	Multiple Construction Contracts - Additional <i>Construction Documents</i> and <i>Construction Contract</i> administration in connection with multiple bid packages, multiple <i>Construction Contracts</i> , and fast track <i>Project</i> delivery.	N/A
1.31	Multiple Phases - Services in connection with multiple phased occupancies.	N/A
1.32	Coordination of Work of Client's Own Forces – Coordinate <i>Work of Client's</i> own forces with that of <i>Constructor</i> .	N/A

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.33	Coordination of Client's Equipment – Coordinate delivery, receipt, and installation of <i>Client's</i> equipment with <i>Constructor</i> .	N/A
1.34	Value Engineering Services –	F2
1.35	Life Cycle Cost Analysis Services –	N/A
1.36	Energy Modelling Services –	F2
1.37	Climate Change Analysis – Analyse effects of climate change on building components and systems over the life of the <i>Project</i> .	N/A
1.38	Enhanced Sustainable Design - Enhanced sustainable design services to incorporate advanced levels of sustainable design.	N/A
1.39	Sustainable Design Certification - Services to document and prepare submissions to independent bodies for review and certification of achieved sustainable design objectives.	N/A
1.40	Commissioning - Services related to commissioning of the building.	F2
1.41	Multiple Language Services – <i>Construction Documents</i> , and all other <i>Services</i> , provided in a language other than the language of this contract.	N/A
2	COORDINATION SERVICES, ALL APPLICABLE PHASES	
2.1	Project Protocols - Meet with <i>Client</i> and <i>Consultants</i> at the outset of the <i>Project</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	F2
2.2	Client Meetings - Hold regular <i>Client</i> meetings with <i>Client</i> and, when relevant, with <i>Consultants</i> to review status of <i>Project</i> , exchange information, provide recommendations, receive decisions and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	F2
2.3	Consultant Coordination Meetings - Hold regular <i>Consultant</i> coordination meetings with <i>Consultants</i> and, when relevant, with <i>Client</i> to review progress and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	F2
2.4	Project Dossier - Maintain written records of information flow between <i>Architect</i> , <i>Client</i> , <i>Consultants</i> , authorities having jurisdiction and other <i>Project</i> stakeholders. Document information requested and provided, recommendations made and accepted, advice given and decisions taken.	F2

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
2.5	<p>Project Report - Prepare <i>Project</i> report, including key information flow between <i>Architect, Client, Consultants</i>, authorities having jurisdiction and <i>Project</i> stakeholders. Document <i>Project</i> status, design, proposed materials, components and building systems, schedule, <i>Construction Budget, Construction Cost Estimate</i>, information requested and provided, recommendations made and accepted, advice given and decisions taken. Obtain and coordinate input from <i>Consultants</i>. Provide to <i>Client</i> and <i>Consultants</i> at:</p> <ol style="list-style-type: none"> 1. end of Pre-Design Phase, 2. end of Schematic Design Phase, 3. end of Design Development Phase, 4. when Construction Documents Phase is 66% and 99% complete, and 5. end of Construction Documents Phase. 	F2
2.6	<p>Coordination of Consultants - Coordinate the services of each <i>Consultant</i> identified in the agreement with the architectural services and with the services of all other <i>Consultants</i> identified in the agreement.</p>	F2
2.7	<p>Coordination of Multiple Constructors - Coordinate <i>Work</i> of multiple <i>Constructors</i>, including contract administration for multiple <i>Construction Contracts</i>.</p>	N/A
2.8	<p>Coordination of Client's Own Forces - Coordinate <i>Work</i> of <i>Client's</i> own forces with that of the <i>Constructor</i>.</p>	N/A
2.9	<p>Coordination of Client's Furniture, Fixtures and Equipment (FF&E) – Coordinate the delivery, receipt, and installation of <i>Client's</i> FF&E with the <i>Constructor</i>.</p>	N/A
2.10	<p>Computer-Aided Design and Drafting (CADD) – Utilize and coordinate the <i>Client's</i> CADD standards.</p>	F2
2.11	<p>Building Information Modelling (BIM) – Utilize BIM in accordance with the IBC 100-2013 BIM Contract Appendix published by the Institute for BIM in Canada (IBC) and appended to this contract.</p>	N/A
2.12	<p>BIM Model Manager – Function as the model manager in accordance with the IBC 100-2013 BIM Contract Appendix published by the Institute for BIM in Canada (IBC) and appended to this contract.</p>	N/A
3	<p>AUTHORITIES HAVING JURISDICTION SERVICES, ALL APPLICABLE PHASES</p>	
3.1	<p>Review of Regulatory Requirements - Review applicable statutes, regulations, codes and by-laws, and where necessary review with authorities having jurisdiction, so that necessary regulatory consents, approvals, licences and permits may be obtained.</p>	F2
3.2	<p>Zoning or Land Use Amendment - Assist <i>Client</i> in preparation of documents for, application for, and attendance at public hearings for, amendments to land use or zoning by-laws.</p>	N/A
3.3	<p>Variances - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings for variances.</p>	F2
3.4	<p>Site Development Review - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings and other meetings for site development review.</p>	F2
3.5	<p>Development Approval or Agreement - Assist <i>Client</i> in preparation of documents for and attendance at meetings for a development approval or agreement.</p>	F2

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
3.6	Public Hearings – Assist <i>Client</i> in preparation of documents for, and attendance at, public hearings.	F2
3.7	Building Permit Application - Prepare documents for building permit application for <i>Client</i> or owner's signature and assist with submission of the application.	F2
4	PRE-DESIGN PHASE SERVICES	
4.1	Analyses of Client Needs - Review <i>Client's</i> stated objectives for the <i>Project</i> and advise.	F2
4.2	Program Confirmation - Review and advise on <i>Client's</i> program of requirements and other <i>Client</i> provided information.	F2
4.3	Initial Evaluation - Prepare and review with <i>Client</i> an initial evaluation of <i>Client's</i> program of requirements, schedule, <i>Construction Budget</i> , <i>Project</i> site, proposed <i>Project</i> delivery and procurement methods, and other initial <i>Client</i> provided information.	F2
4.4	Owner's Statement of Requirements - Set out fundamental objectives of the <i>Project</i> , including interrelation of space allocations, areas required for the spaces, specific materials and assemblies to be used, massing, time factors, cost implications, constraints, and any special design considerations.	F2
4.5	Functional Programming - Analyse <i>Client's</i> needs and prepare functional program.	F2
4.6	Furnishings, Fixtures and Equipment (FF&E) Inventory - Provide an inventory of existing FF&E including details on space, environmental and service requirements.	N/A
4.7	Financial Feasibility Study - Analyze the reasonable probability of the <i>Client's</i> objectives for the <i>Project</i> being reached within the <i>Construction Budget</i> and advise on measures to align the <i>Project</i> requirements with the <i>Construction Budget</i> .	F2
4.8	Technical Investigation - Undertake technical investigations of existing building materials, components and systems and advise on a range of possible actions.	N/A
1.9	Building Condition Assessment - Undertake a building condition assessment of entire building and provide a reserve fund study or similar type of report.	N/A
4.10	Construction Cost Estimate - Based on functional program, site conditions and constraints, time of construction, and known construction economics, prepare a <i>Construction Cost Estimate</i> . Advise <i>Client</i> accordingly.	F2
4.11	Site Evaluation Study - Review <i>Project</i> site and assess its suitability to accommodate the <i>Client's Project</i> .	F2
4.12	Comparative Studies of Prospective Sites - Review a number of potential <i>Project</i> sites and assess the suitability of each to accommodate <i>Client's Project</i> .	F2
4.13	Investigate Existing Conditions - Visit the <i>Place of the Work</i> and review characteristics of the site.	F2
4.14	Measured Drawings - Prepare measured drawings of existing conditions.	F2

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
4.15	Verifying Accuracy of Drawings Furnished by Client - Review drawings, visit <i>Project</i> site and take measurements to satisfy that drawings are reasonably accurate in their representation of the existing premises.	F2
4.16	Drawing Conversion - Convert drawings provided by <i>Client</i> to an another appropriate format.	F2
4.17	Photographs - Prepare a photographic record of existing conditions.	F2
4.18	Engage Land Surveyor - Engage a land surveyor to provide a land survey.	F2
4.19	Assist Client Regarding Land Survey Information Required - Coordinate with land surveyor and other <i>Consultants</i> to identify information required from the survey.	F2
4.20	Engage Geotechnical Consultant - Engage a geotechnical <i>Consultant</i> to provide a geotechnical or soils investigation report and advice.	F2
4.21	Assist Client Regarding Geotechnical Information Required – Coordinate with geotechnical and other <i>Consultants</i> as to identification of information required from the report.	F2
4.22	Engage Toxic or Hazardous Substances Consultant – Engage a Hazardous Materials Consultant to provide a pre-construction report.	F2
4.23	Assist Client Regarding Toxic or Hazardous Substances Information Required – Coordinate with toxic or hazardous substances <i>Consultant</i> and other <i>Consultants</i> as to identification of information required.	F2
4.24	Marketing - Prepare promotional presentations or special marketing materials.	N/A
4.25	Basic Climate Analysis: Review for sun paths, wind conditions, temperature and precipitation data, and climate change effects.	F2
5	SCHEMATIC DESIGN PHASE SERVICES	
5.1	Design Approaches - Discuss with <i>Client</i> alternative design approaches at outset of the schematic design concepts.	F2
5.2	Schematic Design Concept(s) - Based on the <i>Project's</i> requirements agreed upon with the <i>Client</i> , the <i>Architect</i> shall prepare for the <i>Client's</i> approval a concept design, or designs, illustrating the scale and relationship of the <i>Project</i> components. Prepare Class 'D' <i>Construction Cost Estimates</i> as appropriate for each concept design.	F2

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
5.3	<p>Schematic Design Documents - Based on the <i>Client</i> approved schematic design concept and Class 'D' <i>Construction Cost Estimate</i>, prepare for the <i>Client's</i> review and approval schematic design documents to illustrate the scale and character of the <i>Project</i> and how the parts of the <i>Project</i> functionally relate to each other and including, as appropriate:</p> <ol style="list-style-type: none"> 1. site plan, 2. principal floor plans(s), 3. schematic sections and elevations, 4. massing representation, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare a schematic design report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. <i>Project</i> schedule, and 7. Class 'C' <i>Construction Cost Estimate</i>. 	F2
5.4	Marketing Documents - Provide or arrange for provision of promotional materials.	N/A
5.5	Architectural Models - Provide or arrange for provision of scale models.	N/A
5.6	Architectural Renderings - Provide or arrange for provision of renderings and other special delineations.	F2
5.7	Digital Modelling - Provide or arrange for provision of 3D digital modelling.	F2
5.8	Submit Schematic Design - Submit the schematic design documents to the <i>Client</i> and obtain the <i>Client's</i> approval prior to proceeding to the Design Development Phase.	F2

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
6	DESIGN DEVELOPMENT PHASE SERVICES	
6.1	<p>Design Development Documents - Based on the <i>Client</i> approved schematic design documents and agreed <i>Construction Cost Estimate</i>, and any <i>Client's</i> authorization of adjustments in the <i>Project</i> requirements and the <i>Construction Budget</i>, prepare for the <i>Client's</i> review and approval, design development documents, drawings and other documents to describe the size and character of the <i>Project</i> including as appropriate the architectural, structural, mechanical, and electrical systems, materials and such other elements, and including:</p> <ol style="list-style-type: none"> 1. site plan, 2. floor plans, 3. elevations, 4. building sections, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare an updated design development report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. updated design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. outline specifications, 7. materials, finishes and preliminary colour schemes, 8. project schedule, and 9. Class 'B' <i>Construction Cost Estimate</i>. 	F2
6.2	<p>Update Project Schedule - Update and submit to the <i>Client</i> for approval a Project Schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.</p>	F2
6.2	<p>Submit Design Development - Submit the design development documents to the <i>Client</i>, advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i> and obtain the <i>Client's</i> approval prior to proceeding to the Construction Documents Phase.</p>	F2
7	CONSTRUCTION DOCUMENTS PHASE SERVICES	
7.1	<p>Drawings and Specifications - Based on the <i>Client</i> approved design development documents and agreed updated <i>Construction Budget</i>, prepare for <i>Client's</i> review and approval, <i>Construction Documents</i> consisting of drawings and specifications setting forth in detail the requirements for the <i>Work</i>.</p>	F2
7.2	<p>Update Construction Cost Estimate - Advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i>, including adjustments indicated by changes in requirements and general market conditions. Provide:</p> <ol style="list-style-type: none"> 1. an updated Class "B" <i>Construction Cost Estimate</i> when the <i>Construction Documents</i> are 66% completed, and 2. a Class "A" <i>Construction Cost Estimate</i> when they are 99% completed 	F2
7.3	<p>Update Project Schedule - Update and submit to the <i>Client</i> a <i>Project</i> schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.</p>	F2

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
7.4	Prepare Bidding Requirements and Construction Contract Conditions - Obtain instructions from and advise <i>Client</i> on the preparation of the necessary bidding requirements, bid forms, and form of <i>Construction Contract(s)</i> .	F2
7.5	Prepare Bidding Requirements for Alternative Prices – Identify and specify requirements for alternative prices to be submitted with bids.	F2
7.6	Prepare Bidding Requirements for Unit Prices – Identify and specify requirements for unit prices to be submitted with bids.	F2
7.7	Bidding Requirements for Multiple Bid Packages - Prepare multiple bid packages as required for sequential bidding of trade contracts and multiple <i>Construction Contracts</i> .	N/A
7.8	Submit Construction Documents - Submit <i>Construction Documents</i> to <i>Client</i> for formal review at 33%, 66%, 99% and 100% completion. Submit final <i>Construction Documents</i> to <i>Client</i> and obtain <i>Client's</i> approval to proceed to the Bidding/Negotiation Phase.	F2
8	BIDDING/NEGOTIATION PHASE	
8.1	Assist Client with Pre-qualification of Bidders - Prepare request for qualifications, receive responses from interested parties, evaluate responses, and report results to <i>Client</i> for decision.	F2
8.2	Assist Client in Calling for Bids – Arrange and manage the process for public or invitational call for bids and distribution of bid documents.	F2
8.3	Pre-Bid Meetings - Organize pre-bid meetings for bidders.	F2
8.4	Bidding Inquiries – Respond to and address questions raised by bidders during the bid period.	F2
8.5	Addenda - Prepare and issue addenda during bid period and before award of <i>Construction Contract(s)</i> .	F2
8.6	Bid Receipt and Review - Arrange for receipt of bids, opening of bids, review bids for compliance, and report to <i>Client</i> .	F2
8.7	Bidding/Negotiation - Assist the <i>Client</i> with <i>Construction Contract</i> negotiations.	F2
8.8	Bonds and Insurance - Receive bonds and insurance documents for <i>Client's</i> review and acceptance.	F2
8.9	Assemble Construction Contract - Assemble <i>Construction Contract</i> for legal review and signature by the contracting parties.	F2

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
9.16	Services Related to Replacement of Damaged Work – Provide consultation concerning replacement of <i>Work</i> damaged by fire or other cause during construction and provide services related to replacement of such <i>Work</i> .	F3
9.17	Evaluation of Extensive or Unreasonable Claims - Evaluate an extensive or unreasonable number of claims by the <i>Constructor</i> or others.	F3
9.18	Payment Certification - Receive and assess the <i>Constructor's</i> applications for payment and determine amounts payable by the <i>Client</i> under the <i>Construction Contract</i> .	F2
9.19	Deficiency Review - Review <i>Constructor's</i> list of outstanding and deficient <i>Work</i> . Identify incomplete <i>Work</i> and defects and deficiencies in the <i>Work</i> . Report in writing to the <i>Client</i> , <i>Constructor</i> , and <i>Consultants</i> .	F2
9.20	Record Drawings - Prepare record drawings showing changes to the <i>Work</i> made during construction based on as-built drawings (marked up prints) and other data submitted by the <i>Constructor</i> .	F3
9.21	Close-out Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> close-out submittals required by the <i>Construction Contract</i> .	F2
9.22	Systems Demonstrations - At the completion of construction coordinate with the <i>Constructor</i> , and if appropriate, <i>Consultants</i> to conduct systems demonstrations for the <i>Client's</i> operations personnel.	F2
9.23	Lien Legislation Certification – Issue certification as and when required by lien legislation applicable at the <i>Place of the Work</i> .	F2
9.24	Ready for Take-Over Certification – Issue certification as and when required by the <i>Construction Contract</i> .	F2
10	POST CONSTRUCTION PHASE SERVICES	
10.1	Warranty Review - Prior to the end of the warranty period, undertake a review for defects or deficiencies and notify the <i>Constructor</i> in writing of items requiring attention by the <i>Constructor</i> .	F2

Schedule B - REIMBURSABLE EXPENSES

The *Client* shall pay to the *Architect Reimbursable Expenses* on the basis described in this Schedule B - REIMBURSABLE EXPENSES. Probable costs, where indicated, are the *Architect's* estimate of the total amount, excluding *Value Added Taxes*, of *Reimbursable Expenses* that may become payable for each item. Except where *Reimbursable Expenses* are indicated as payable on an "E3" basis, the *Architect* does not represent nor warrant that the Reimbursable Expenses will be less than or equal to the probable costs indicated.

The following designations are used to indicate the method of remuneration applicable to each line item, or the non-applicability of an item to the contract:

- E1** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts. An administrative charge of 5 % will be added to these items.
- E2** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts, but without any added administrative charge.
- E3** ~~Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined fixed amount, regardless of actual costs incurred. This amount is indicated in the probable cost column but shall not be exceeded. It shall be apportioned to the phases of the *Services* as stated in Article A13 of the agreement and is payable accordingly.~~
- E4** ~~Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined percentage of the *Architect's* fee for *Services*, regardless of the method of fee calculation and regardless of actual costs incurred. The percentage is 5 %, which amount shall be added to each invoice.~~
- E5** Indicates that these items are deemed to **not** be *Reimbursable Expenses* that are separately payable by the *Client* to the *Architect*. They are deemed to be included in the *Architect's* fee for *Services*.
- N/A** N/A (or an item left blank) indicates that, on the date the agreement is made, it is anticipated that these *Reimbursable Expense* items will not be incurred.

ITEM	REIMBURSABLE EXPENSE	BASIS OF PAYMENT	PROBABLE COST
1	General reproduction graphic services including: 1. Small format (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files. 2. Large format (greater than ledger sized sheet) colour or black and white photocopying of original hard copies or printing of digital files. 3. Scanning original hard copies to create digital files. 4. Printing and binding of reports and specifications. 5. Printing and binding of construction drawings.	E1	\$1000.00 Est.
2	Special reproduction graphic services including: 1. High-quality colour or black and white printing of digital files. 2. Mounting or framing of prints. 3. Production of marketing or presentation materials.	E1	TBD
3	Delivery costs including: 1. Couriers 2. Registered or express mail 3. Postage	E2	TBD
4	Local transportation including: 1. Taxis 2. Use of personal vehicles at rate of [\$0.50/km] 3. Parking	E1	TBD

Schedule B - REIMBURSABLE EXPENSES

ITEM	REIMBURSABLE EXPENSE	BASIS OF PAYMENT	PROBABLE COST
5	Other Transportation including: 1. Air fare 2. Meals 3. Travel time of <i>Architect's</i> and <i>Architect's Consultant's</i> personnel 4. Automobile rental	E1	\$2300/person per trip
8	Communications charges including: 1. Long distance telephone and facsimile charges 2. Internet services 3. Video and teleconference services 4. Collaborative project-specific internet sites 5. Project web camera 6. Cell phone charges	N/A	
9	Local <i>Project</i> office	N/A	
10	Commissioned presentation materials including: 1. Renderings 2. Physical models 3. Computer models 4. Computer animations	E5	
11	Internet based services 1. Virtual storage 2. FTP site 3. <i>Project</i> management file sharing service	N/A	
12	Miscellaneous		
TOTAL PROBABLE COST			

Question 3c: When it comes to; Survey, Geotechnical and Construction site inspections, (in detail), what's included in your fees?

What is included in your fee?

Following Fees Based on an estimated Airport Terminal construction cost of \$6.0M as directed in RFP:				
Task	Rate	Disbursements	Fees	Total
Conceptual & Preliminary Design (SD)	Upset Fee	\$100.00	\$51,750.00	\$51,850.00
Detail Design (DD and CD) ¹	61%	\$500.00	\$352,940.00	\$353,440.00
Solar PV Design	Upset Fee	\$100.00	\$20,000.00	20,100.00
Bidding & Tendering	3%	\$100.00	\$17,250.00	\$17,350.00
General Engineering (CA)	8%	\$200.00	\$48,300.00	\$48,500.00
Site Inspections	Daily Rate	\$1,800.00/trip ²	\$81,000.00 ³	\$81,000.00
Post Construction	Upset Fee	\$50.00	\$3,450.00	\$3,500.00
Totals		\$1,050.00	\$574,690.00	\$575,740.00 ⁴

1. Includes energy modelling for Energy Code Compliance
2. Per person / trip rate includes estimated round trip flight costs per person = \$900 round trip, car rental, overnight stay, and daily rate of 10hrs as per RFP.
3. Includes Facility Tours and Design Phase meetings (excludes on site inspection during construction as quantity would be based on final construction schedule and team member required at time of site review).
4. Our site inspections carries a \$2,300 per trip / per person rate and includes round trip flight, car rental, overnight stay and incidentals including the RFP daily rate of 10hrs. If we were to assume a (12) month construction schedule an additional \$59,300 would be billed to cover (12) monthly meetings for PM travel and (15) S/M/E/C site review meetings. Total bid amount would increase by \$59,300 and revised total increase to \$635,040.

TITLE: 2022-2023 Swim to Survive Program and Lifeguard Scholarship

DATE: **March 21, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2022-2023 Swim to Survive Final Report and information related to a City of Prince Albert lifeguard scholarship be received and filed.

TOPIC & PURPOSE:

The purpose of this report is to provide information regarding the Swim to Survive School Program and new City of Prince Albert Lifeguard Scholarship.

PROPOSED APPROACH AND RATIONALE:

Swim to Survive Program

Since 2009, the City of Prince Albert and Saskatchewan Rivers Public School Division have partnered together to provide a unique education opportunity for students at Carlton Comprehensive Public High School. Students, who are trained Lifesaving Instructors, earn a Work Exploration A30/B30 credit while teaching the Swim to Survive program to children in Grades 4 and 5. Although the program has had many changes over the year, the goal has remained the same: provide quality swimming instruction to Prince Albert children while providing a learning opportunity to high school students. Over 4100 students have participated in the program, with over 70 Carlton students working as a swimming instructor.

The 2022-2023 Swim to Survive School Program Final Report outlines the successes of the program. 44% of participants this year were able to complete the Swim to Survive Challenge (roll into deep water, tread water 1 minute, swim 50 meters).

Analyzing the results of children and schools who participated this year demonstrated:

- Children who were able to complete the Swim to Survive Standard increased by 22% from last year.
- Grade 4 students had a lower success rate (28%) than Grade 5 students (56%).
- Student success rates increased the closer their school was to the FJD Swimming Pool.

Continuing the Swim to Survive School Program at the new City of Prince Albert aquatic facility will produce significant opportunities. It will allow more accessible pool time for schools, access to the program may not be limited to Schools of Opportunity, schools from other divisions (i.e. Prince Albert Catholic School Division and Conseil des écoles fransaskoises) will have access, and more instructors could have the opportunity to earn a high school credit.

Lauren Haubrich has been invited as a presenter at the 2023 World Conference on Drowning Prevention to share about the successes of the Swim to Survive School Program. Expanding on experiences and lessons learned from attending the World Conference on Drowning Prevention in Vancouver, Canada (2017) and Durban, South Africa (2019) the program in Prince Albert has garnered international recognition.

Lifeguard Scholarship

Joden Haubrich has committed to a \$5000 donation over the next 5 years to be used towards a scholarship for City of Prince Albert lifeguards. Joden has been a casual employee of the City since 2012 and has held various roles. She considers the opportunities and training provided to her as a lifeguard at the Frank J. Dunn Pool and Kinsmen Water Park a large reason of her success in her current career.

The Community Services department will be able to match Joden's donation increasing the total to \$2000 per year over the next 5 years.

A scholarship will promote and recognize achievements of City of Prince Albert lifeguards. Lifeguards from the City of Prince Albert are commonly at the top of their class. Recent Valedictorians from Carlton Comprehensive Public High School were all lifeguards at KWP and FJD: Neven Grujic, Bria Howden, Taylor Berge, and Hannah Walker.

Eligibility of the scholarship:

- Employed by the City of Prince Albert in the aquatic department.
- Enrolled in a post-secondary program at least 2 years in length, starting the following school term.
- Has worked a minimum of 400 hours within the last 12 months.
- Has not received the COPA Lifeguard Scholarship before.
- Has achieved and demonstrated academic excellence:
 - o High school average of at least 80%.
 - o Post-Secondary program average of at least 70%.

Weight of Criteria:

- 25% - Academic achievement
- 25% - Community involvement and extra-curricular activities
- 25% - Essay #1: 500-750 words describing your contribution to aquatics and drowning prevention in Saskatchewan.
- 25% - Essay #2: 500-750 words describing the impact working as a lifeguard for the City of Prince Albert has had on your life (future profession, skills learned, etc.).

Recognition:

- Media release with congratulations and highlights of the winners achievements.
- Plaque to be displayed at the new Aquatics Centre.
- Inclusion at the Annual City Managers awards or at a summer ceremony at the Kinsmen Water Park.

Future:

Joden Haubrich is one of many former lifeguards who would be able to fund a scholarship for current City of Prince Albert lifeguards. With this scholarship in place, it will provide an avenue in which former lifeguards can donate and help contribute to the development and recognition of current staff.

Recruitment and Retention

Across Canada, there is a nation-wide lifeguard and instructor shortage. This has led to closures and reduced programming at swimming facilities in all sizes and types of municipalities. The closures of swimming facilities and reduced number of staff has also led to reduced swimming ability of children across Canada. The COVID-19 pandemic created a number of issues related to training lifeguards and in many cases decimated an already hurting industry.

Committing to retaining current City of Prince Albert lifeguards is an ongoing process. Providing a variety of training opportunities, the ability to contribute to meaningful work, and flexible work schedules have meant that the City of Prince Albert is one of few municipalities that is back to pre-pandemic programming times. The Swim to Survive School Program and Lifeguard Scholarship are two examples of ways the City of Prince Albert is able to train and keep quality staff.

PUBLIC NOTICE:

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

PRESENTATION:

PowerPoint Presentation by Lauren Haubrich, Recreation Coordinator – Aquatics.

ATTACHMENTS:

1. Swim to Survive Final Report 2022-2023

Written by: Lauren Haubrich, Recreation Coordinator - Aquatics

Approved by: Director of Community Services

2022-2023 SWIM TO SURVIVE SCHOOL PROGRAM: FINAL REPORT

February 2023

Lauren Haubrich, Aquatic Recreation Programmer
Carley Stack, Lifeguard III

EXECUTIVE SUMMARY

In Prince Albert, the Saskatchewan Rivers Public School Division and the City of Prince Albert have had a swimming lesson program for children since 2009. High school students, the instructors of the program, have learned valuable leadership and instructional skills through a work experience credit. Over 4100 Grade 4 and 5 students have participated in the program and over 70 high school students have earned this work experience credit that contributes to their graduation requirements.

Instructors teach the Swim to Survive Standard. The standard is a roll into deep water, treading water for one minute, and swimming 50 meters – consecutively. The Lifesaving Society has defined the standard as the minimum skills required for any Canadian to survive an unexpected fall into deep water.

This report explores the results of the 2022-2023 program while building on and comparing to the previous year. Report highlights:

- Swim to Survive standard results: pass/fail statistics including with and without a PFD
- Program background
- Schedule format
- Work Exploration 30 level credit
- Instructor essay excerpts
- Future of the Swim to Survive program
- Swimmer success rates increased as schools were situated closer to the swimming pool

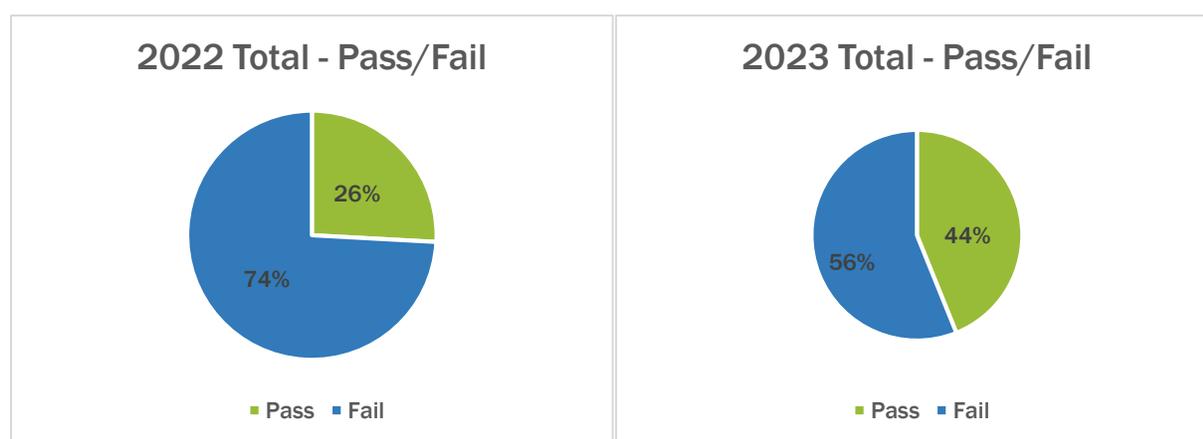


Figure 1 and 2: In 2022, only approximately 1 in 4 students who participated were able to successfully complete the Swim to Survive Standard. In 2023, with Grade 5 students returning for a second set of lessons, this nearly doubled! Now approximately half of all students are able to successfully complete the Swim to Survive Standard.



INTRODUCTION

SWIM TO SURVIVE STANDARD

The Lifesaving Society defines the minimum skills needed to survive an unexpected fall into deep water as the Swim to Survive Standard. Swim to Survive training helps teach children the three sequential skills needed to survive an unexpected fall into deep water. The standard includes:

Roll into deep water

Tread water for 1 minute

Swim 50 meters

The Lifesaving Society believes that Swim to Survive is an important step to being safe around water. Although the Swim to Survive program is aimed primarily at children, people of all ages should be able to perform the Society's Swim to Survive standard. Research shows that most Canadian drownings occur within 15m of safety.

2022-2023 SWIM TO SURVIVE SCHOOL PROGRAM

Grade 4 and 5 students registered in the Saskatchewan Rivers Public School Division (SRPSD) were given the opportunity to learn the Swim to Survive program. Hosted at the Frank J. Dunn Pool in Prince Albert, Saskatchewan, this program is a partnership between the school division and the City of Prince Albert. Over a two-day period, students participated in an hour of in water teaching followed by dry land activities related to a Water Smart message. Instructors of the program were students themselves, attending Carlton Comprehensive Public High School, where the swimming pool is located. Instructors evaluated each student on whether they were able to complete the full Swim to Survive standard. The areas of focus for the dry land activities were *Swim with a Buddy* and *Wear a Lifejacket*. The instructors were responsible for all aspects of the gym portion (planning, supervision, and leading the students to the gym). The two-part program allowed all students to participate whether they swam or not. Classes received two days of programming. In total, 221 students attended the program from the registered number of 230 students.

This is the second year since the Swim to Survive program was reformatted in the 2021-2022 school year. A final report summarizing the Swim to Survive program was first completed after the 2021-2022 school program. The 2022-2023 report will build on lessons learned and results from last year.

DAILY SCHEDULE 2023

9:00am-9:30am*	Classes arrive and students get changed
*9:30am-10:20am	Swim to Survive In-Water Lesson
10:20am-10:30am	Free Time
10:30am-10:50am	Students change and travel to the gym. Snack.
10:50am-11:20am	Dry Water Smart Activity
11:20am-11:30am	Get ready for bus pick-up

*Many classes arrived at or before 9:15am. Variations were due to the distance of the elementary school to the swimming pool. Instruction started as soon as the swimmers were changed and ready.



INSTRUCTOR ELIGIBILITY

Grade 10 – 12 students registered at Carlton Comprehensive Public High School (CCPHS) were given the opportunity to teach the Swim to Survive Program while earning a high school credit. Each instructor had to meet the following requirements:

- Enrolled at CCPHS as a current student;
- Held a current National Lifeguard award; and,
- Held a current Lifesaving Instructor or Swim for Life Instructor.

Instructors were expected to report to the pool each day through the school term. Instructors took turns throughout the program lifeguarding the swimming program while in the pool. On days without swimmers, instructors would learn more about the Swim to Survive program, learn workplace skills, evaluate and review their lesson plans, and begin work on their final essay. Instructors received a high school 30 level credit for completing the program (Work Exploration A30 and/or B30). Instructors were paid and employed by the Saskatchewan Rivers Public School Division.

SRPSD SCHOOLS OF OPPORTUNITY

For the 2022-2023 school year the program targeted *Schools of Opportunity* within the school division:

- Queen Mary Public School;
- Riverside Public School;
- Westview Public School; and,
- John Diefenbaker Public School.

Schools of opportunity are schools with students enrolled that statistically may not be able to have the access to formal programming swimming lessons, making the students more vulnerable to a dangerous swimming habits and misinformation.

PROGRAM SUPERVISION

Although a Saskatchewan Rivers Public School Division program, supervision of the program was overseen by City of Prince Albert staff.

For the 2022-2023 school year, the Swim to Survive was overseen by Lauren Haubrich and Carley Stack. Lauren is the Recreation Coordinator for the City of Prince Albert aquatic department and a Lifesaving Society National Trainer. Carley Stack is a City of Prince Albert Lifeguard III currently overseeing SRPSD programming at the FJD Pool.



BACKGROUND

FJD – CARLTON PROGRAMMING

The Frank J. Dunn Pool (FJD) is jointly operated by the Saskatchewan Rivers Public School Division and the City of Prince Albert. Daytime programming is operated by SRPSD and primarily targets schools and educational programming. Evening and weekend programming is operated by the City of Prince Albert. FJD is attached to CCPHS. Lifeguards and instructors scheduled for school programming are employed and paid through SRPSD.

PREVIOUS YEARS OF SWIM TO SURVIVE

Since 2009, CCPHS has offered a swimming lesson program. The Red Cross Swim Kids Program and the Lifesaving Society's Swim for Life program were offered previously. The program was revamped in 2017 by SRPSD teacher and former instructor Brittany Miller, based on the Swim to Survive program for Grade 3 students in Ontario. Grade 4 and 5 students registered in the SRPSD attended an hour of in water teaching, once a day over the course of one week. Schools and classes were registered on a first come, first served basis. Statistics from 2009-2020 are not available, but it can be estimated that over 4200 children have participated in the program.

In response to the COVID-19 pandemic, Carlton Comprehensive Public High School implemented a block semester for the 2021-2022 school year. In the past, students participated in five classes a day over two semesters. The block semester limited unnecessary student contact by scheduling two classes a day over five blocks. The Swim to Survive program was held during the first period of block three until the students February break, and the daily schedule was adapted to reflect the timetable change of instructors.

SCHEDULE

In the 2022-2023 school year Carlton Comprehensive Public High School kept the block system and made no adjustments to the daily scheduling. The program continued to happen for the first period of block three like the previous year.

DAILY CARLTON SCHEDULE

First Period	8:55 AM – 11:40 AM
Lunch	11:40 AM – 12:40 PM
Second Period	12:40 PM – 3:15 PM

YEARLY CARLTON SCHEDULE

Block One	September 1 st – October 28 th
Block Two	October 31 st – December 20 th
Block Three	January 5 th – March 4 th
Block Four	March 7 th – May 5 th
Block Five	May 8 th – June 23 rd



PROGRAM SCHEDULE CHANGES FROM 2022

In the 2022-2023 school year at Carlton Comprehensive Public High School saw a continuation of this block program – the format of the Swim to Survive program would not have any serious timetable changes.

Learning from the 2021-2022 school year, the scheduled was amended the following ways:

- The “start time” of lessons was given more flexibility and changed from 9:15am to 9:30am.
 - January 2022 saw record breaking cold temperatures, and it made it increasingly more difficult for schools to be able to arrive at a specific time due to roads and bus issues.
 - 2023 saw no weather related inconveniences, but the time adjustment seemed to be a positive change as the teachers, students, and bus drivers had more time to prepare.
- The lesson length was not reduced – and in the majority of cases it was extended as swimmers arrived and were ready to swim before 9:30am, especially on the second day.
- Free time for swimmers was reduced from 15 minutes to 10 minutes. It was found that the kids were already very tired asking to get changed, and instructors naturally were finishing their lessons with various forms unstructured play for the last few minutes of the instruction time.
- The time to allow for students to change, have a snack, and travel to the gymnasium was extended by 5 minutes.
- Dry-land Water Smart activities had a reduction of 15 minutes. This was logistical, as the other times had been altered, but did not seem to effect the value in anyway.

Feedback was given by teachers that the possibility of the 2023-2024 program to be held in the afternoon, and discussion could be had about the benefits and disadvantages that could come with that change.

Consideration has been made for moving the program to the afternoon in order to make it easier for elementary schools to have their students get to the pool on time. However, with busing and varying lunch hour times, it has been determined there would be further scheduling conflicts.

WHY SCHOOLS OF OPPORTUNITY

Students from the schools of opportunity are less likely to be enrolled in formal swimming lessons and are at higher risk for unsupervised swimming activity.

Out of the 221 students that participated, only 1 swimmer was identified to have completed a high level (Rookie Patrol) of formal swimming lessons during City of Prince Albert programming.

The decision to choose schools of opportunity was solidified by information provided by the elementary school teachers and instructor observation. For example, students at Queen Mary had been found to be frequently swimming and playing in the North Saskatchewan River before the 2021-2022 Swim to Survive school program. School attendance in a class that participated from John Diefenbaker is typically very poor, but was found to more than double on days where the students would go to the swimming pool. The stark difference between the opportunities to swim and their backgrounds were realized by instructors quickly and further explored and commented on in their essays.



WORK EXPLORATION 30 LEVEL CREDIT

As part of the credit, the instructors had a variety of lessons, experiences, and presentations surrounding swimming lessons, teaching, research, and the Lifesaving Society. These lessons helped provide additional support for planning and preparing their lessons for instructing the Swim to Survive Standard. Participating in a selection of activities led to greater understanding not only their role as Lifesaving and Swim for Life Instructors, but also how they can make meaningful impacts across the drowning prevention sector.

These additional lessons were split between two categories: “prep” days, which prepared the instructors for teaching swimmers and “training” days, where instructors learned more workplace skills in a drowning prevention context. Lesson plans for all preparation and training days are available to view.

Swimmers (students from elementary schools) did not come to the pool these days and instructors were expected to attend and participate in all preparation and training days.

PREP DAYS

PREP DAY 1 – JANUARY 4

Instructors were given an introduction to the Swim to Survive Standard and the Lifesaving Society. An in depth review of all Water Smart messages (Swim with a Buddy, Within Arms’ Reach, Wear a Lifejacket, Check the Ice, and Swim to Survive) was included. They reviewed provincial and national drowning reports and learned how to find and use online resources. Instructors learned about the Swim to Survive Program, their responsibilities as instructors, and how they would be graded with the rubric.

PREP DAY 2 – JANUARY 5

In the water, instructors reviewed rescue scenarios that would pertain in a swimming lesson context. They worked as a team to demonstrate their skills as National Lifeguards. Instructors had an opportunity to complete all skills of the Swim to Survive Standard – with and without a PFD. In the classroom, instructors reviewed progressions of the Swim to Survive Skills to prepare for lesson planning.

PREP DAY 3 – JANUARY 6

Using templates or their own, instructors prepared a variety of lesson plans for the Swim to Survive Standard. Each instructor prepared two days of lessons for beginner, intermediate, and advanced swimmers. In addition to the in-water lessons, instructors worked as a team to plan the dry-land portion: the gym. Using successful activities from the previous year, the instructors prepared two lesson plans highlighting Water Smart messages.



TRAINING DAYS

TRAINING DAY 1 – JANUARY 11

The first training day was after the first group of children (Mrs. Roth's class) came to the pool for their Swim to Survive lessons so instructors reviewed their experience in a SWOT exercise. Instructors studied how learning styles (Visual, Auditory, Reading, Kinesthetic) and age characteristics influenced the lessons. With a partner, instructors fine-tuned the gym portion of the lesson.

Each group was responsible matching the gym activities with one of the learning styles. Instructors focusing on visual and reading styles created a poster highlighting Water Smart messages (Swim with a Buddy and Wear a Lifejacket). This poster was hung outside the gym, where students were able to review and pass the poster each day. Instructors focusing on auditory learners prepared a miniature "lecture" about each Water Smart message for children to listen to while they finished their snack in the gym. Lastly, the instructors who focused on the kinesthetic learners ensured that their activities had a purpose that emphasized the Water Smart messages.

TRAINING DAY 2 – JANUARY 18

Instructors reviewed basic typing skills and document software (Microsoft Word, Notepad, Google docs, etc.). Using an example document, instructors practiced using formatting skills in Microsoft Word. Instructors learned about basic essay styles (MLA, Chicago, etc.). Using an essay outline, instructors began mapping out material for the final essay. Discussion how to find suitable and reliable sources and articles was facilitated.

TRAINING DAY 3 – JANUARY 25

Instructors used time to work on their essay outline and choose their article. Instructors learned about research in a general and drowning-prevention context. A glossary was created by instructors of frequently used research terms. Instructors learned how applying various research methodologies can help measure project and program success in a variety of contexts and workplace settings. Discussion was facilitated regarding instructors opinions about what was more valuable when presenting project and program success: qualitative or quantitative research methods.

TRAINING DAY 4 – FEBRUARY 8

Online and written communication skills were practiced by instructors. A review of email etiquette for the professional world was presented to instructors, with an activity surrounding "fixing" bad email examples. Instructors learned about professional email signatures and set their own. A variety of Lifesaving Society professionals from around Canada all participated in a "pen-pal" activity with the Swim to Survive instructors. Instructors were responsible for sending a professional email to their chosen pen pal that outlined the program, introduced themselves, and asked a series of thoughtful questions. The Lifesaving Society professionals provided a timely response back.



STUDENT RESULTS 2023

PASS/FAIL: TOTAL 2023

After attending the Swim to Survive school program 44% of all students were able to complete the Swim to Survive standard. 221 students participated in the program.

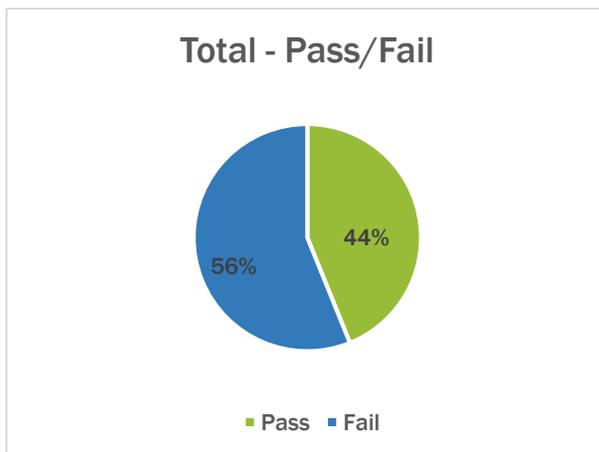


Figure 3: A depiction of the total percentage of pass and fail rates of the Swim to Survive Challenge.

PASS/FAIL: WITH AND WITHOUT A PFD

When including students *wearing PFD's*, 84% of students could complete the standard. Including the successes of swimmers wearing a lifejacket demonstrates that students still achieved basic water competencies – even while aided.

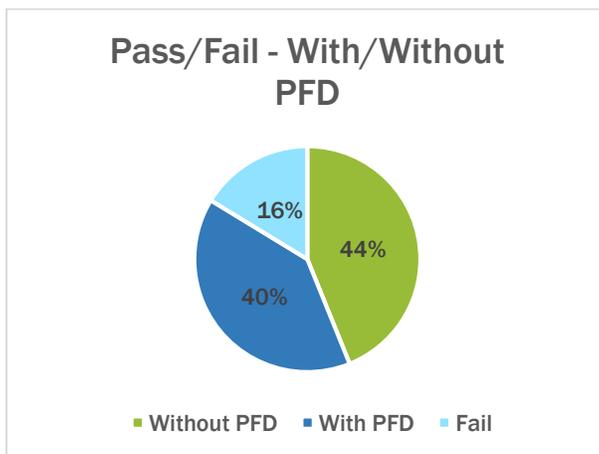


Figure 4: A depiction of pass/fail rates with and without PFD's for all students of the Swim to Survive school program.

PASS/FAIL: BY GRADE

Separating the pass/fail rates of Grade 4 and 5 students is necessary to demonstrate retained ability of students from the previous year. Grade 4 students would not have participated in the Swim to Survive program before and had a 28% success rate, whereas many Grade 5 students had participated last year and had a 56% success rate.

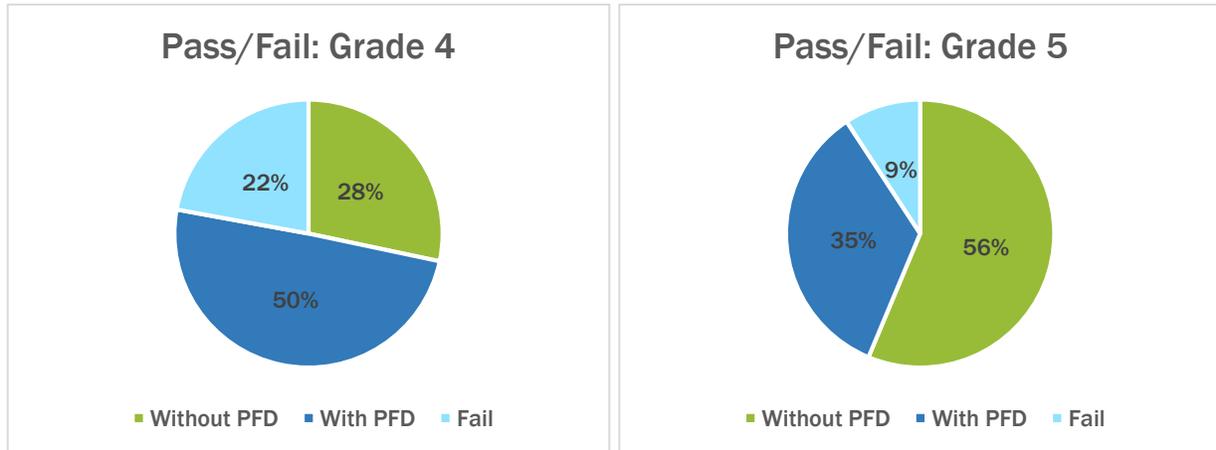
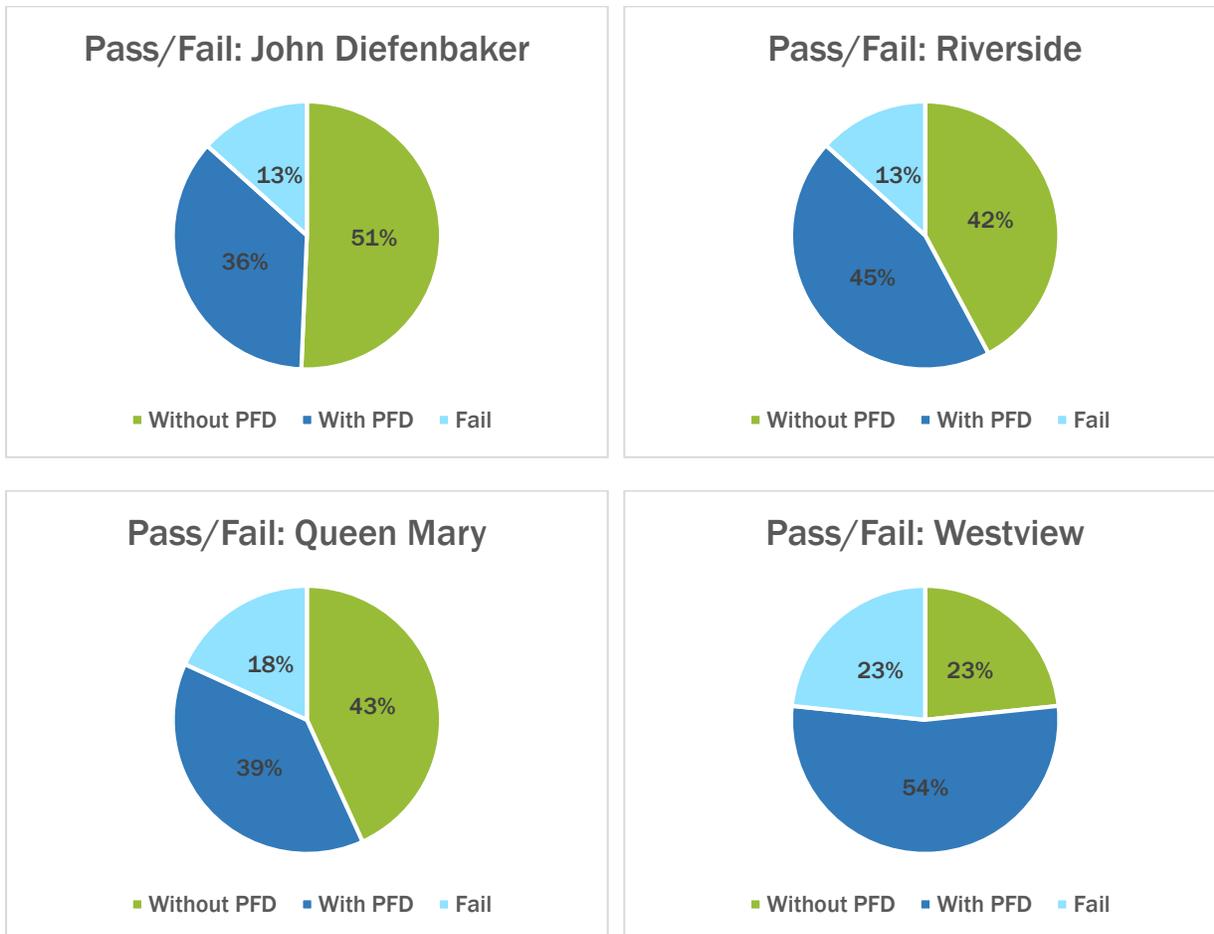


Figure 5: A depiction of pass/fail rates with and without a PFD of all Grade 4 students.

Figure 6: A depiction of pass/fail rates with and without a PFD of all Grade 5 students.

PASS/FAIL: BY SCHOOL

Pass/fail rates are separated by school below. It is demonstrated with the map that as schools were located closer to the Frank J. Dunn Swimming Pool, swimming ability increased.



Figures 7-10: Depiction of pass/fail rates with and without a PFD of Grade 4 and 5 students from John Diefenbaker Public School, Riverside Public School, Queen Mary Public School, and Westview Public School.



Figure 11: Map of Prince Albert with the Frank J. Dunn Pool and schools marked. Left to right: Westview, Queen Mary, Riverside, Frank J. Dunn Pool, John Diefenbaker.



PASS/FAIL: BY CLASS

After attending the Swim to Survive school program, more students completed the standard per class. Both times Roth’s class came they had a 100% pass rate – all students could complete the Swim to Survive standard with or without a PFD. No class had more students fail then pass.

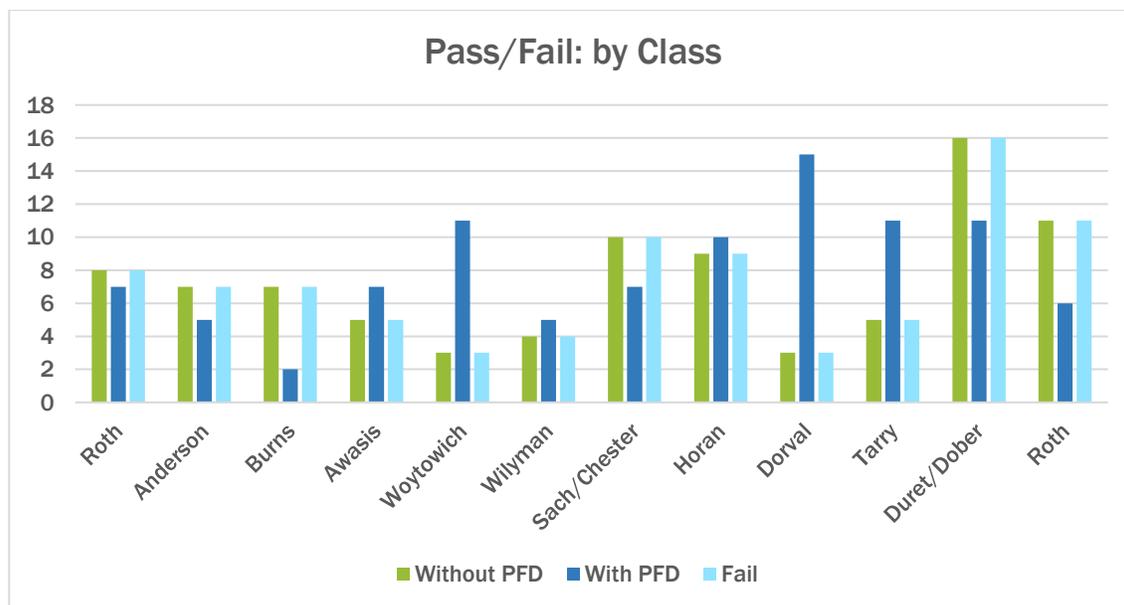


Figure 12: A depiction of pass/fail rates for individual classes that participated in the Swim to Survive School program. This separates students who completed while wearing a PFD.

ROTH’S CLASS

Mrs. Roth’s Grade 5 class from John Diefenbaker Public School was invited to attend the Swim to Survive program twice throughout the session: once during the first week and a second time on the last week. Since these swimmers were the very first to come, an effort was made for them to come again once the instructors were more confident and experienced. This effort was made in an attempt to analyze the progressions made by both the instructors and swimmers: instructors were able to see one set of swimmers twice to get another chance to help them improve, but Mrs. Roth was also able to provide objective feedback about the instructors’ progress.

Ms. Horan’s class was chosen to come twice last year. Her class was not selected again because of the distance to travel to the swimming pool from Queen Mary and she did not have enough students registered. Because of the extreme weather conditions in January 2022, it was also decided to have a class come from a school closer to the FJD Pool.



SESSION ONE

After attending one Swim to Survive school program session, 53% of students from Mrs. Roth's class were able to complete the standard. Including students wearing PFD's, 100% of students completed the standard.

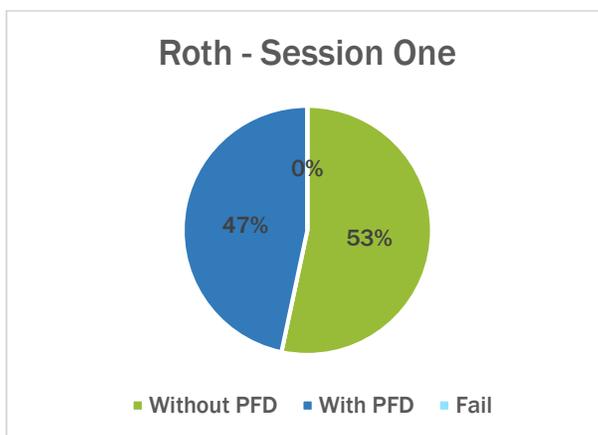


Figure 13: A depiction of pass/fail rates with and without PFD's for Mrs. Roth's class after their first Swim to Survive school program session.

SESSION TWO

After attending the second program session, 55% of students from Mrs. Roth's class were able to complete the standard without a lifejacket. When including students wearing PFD's, 100% of the students could complete the standard, as they did in the first week.

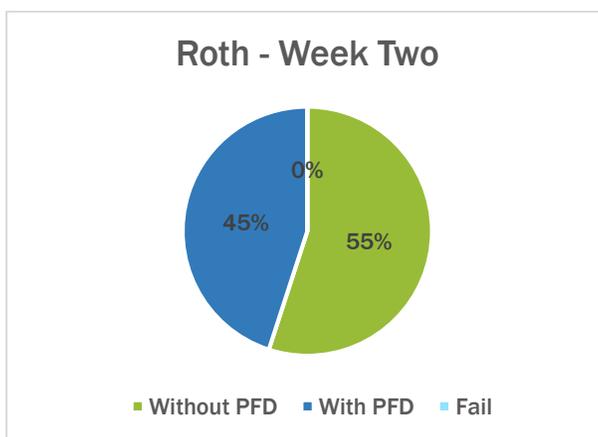


Figure 14: A depiction of pass/fail rates with and without PFD's for Mrs. Roth's class after their second Swim to Survive school program session.

COMPARISON

Students in this class were able to build on previous experience in the pool and continue their swimming skill development. After the first week, this class had an average of 2 of 4 students (53%) complete the full Swim to Survive standard unaided. After the second time attending the session, this stayed consistent at a total of 2 of 4 students (55%) with a slight increase of percentage after completing the Swim to Survive standard.



The students were able to stay consistent with their skills that they learned with all of them passing for a second time and some being able to improve without a lifejacket.

We also can take into account the possibility that since these students were in Grade 5 that they may have also had the chance to take this program in their Grade 4 year in 2021-2022. As there was a 100% pass rate, including PFD's - this may show the longevity of the programs taught skills over a year and then after a month.

By the second time this class attended the program the instructors were also performing better. Instructors had refined their skills through the program, developed a better lesson for the gymnasium portion of the day, and were concise in their feedback and corrections to swimmers. This may also be a contributing factor to the improvement of the students' swimming skills. They developed close bonds with the students.

Since the students had such success in the first week, there was not a large change in pass rates after the second session (which was much different than the results from Ms. Horan's class in 2022).

Due to scheduling conflicts with the gymnasium portion, Mrs. Roth's class was unable to attend the "Wear a Lifejacket" lesson in the gym during the first session. Having the first group attend twice meant that the important lessons were not missed - they had another opportunity to participate in that dry lesson.

STUDENT RESULTS SUMMARY

While this can overall be considered a success, it is important to note that **less than half of all students achieved the Swim to Survive standard**. Overall, the 2022-2023 success rate was 44%.

28% of Grade 4 students and 56% of Grade 5 students achieved the Swim to Survive standard.



INSTRUCTOR RESULTS

This unique program has developed workplace and leadership skills for a large number of instructors. Since 2009, over 70 instructors have earned this credit and participated in the program. Many have went on to professional careers: nurses, teachers, engineers, doctors, law enforcement officers, and aquatic managers. Many of the instructors have participated in the further development of the program.

This year, instructors advocated for the program to receive its deserved recognition. Instructors participated in interviews with local media (print and radio) to share about the program, the importance of the program, and Water Smart messages.

INSTRUCTION OVER TIME

Six instructors participated in the program for the 2022-2023 school year with varying experience levels. Three instructors had never taught a Swim for Life or Swim to Survive lesson before; one had no experience with this program but is an experienced instructor; and two have experience as 2021-2022 Swim to Survive instructors and instructors for various other swimming programs. Over the course of the block they developed a routine and became comfortable and confident in their abilities both in the swimming pool and gym.

The familiarity of the program with two instructors returning led to a faster built routine for all involved compared to the 2021-2022 program.



2023 Swim to Survive Instructors (L-R): Piper, Madison, Jenna, Geneva, Rayne, and Dani.



GYMNASIUM WATER SMART ACTIVITIES

During the gymnasium portion of programming, activities were centered around the Water Smart messages: *Swim with a Buddy* and *Wear a Lifejacket*. Many children are likely to swim in unsupervised bodies of water opposed to lifeguarded swimming pools, therefore it is crucial to spread awareness and educate safe water practices. The gym allowed all students to participate and learn, whether they swam or not.

Instructors worked to ensure that the gymnasium had a variety of activities that met the needs of kinesthetic, auditory, and visual learning styles.

SWIM WITH A BUDDY DAY

Games led by instructors for *Swim with a Buddy* included:

- **Musical Buddies:** Students had to run around the gym. When music stopped, they had to quickly find their buddy. Instructors related this to knowing where your buddy was while at the pool or beach so you never got too far.
- **Everyone's It Tag:** Students worked to tag each other. If their buddy was tagged, students could tag the person who tagged their buddy so they were free. Instructors used this game to develop teamwork skills and to pay attention to where your buddy was.
- **Ring Tag:** A variation of chain tag, students ran through the gym with a pool ring (sinking toy). The students who were it tagged others and joined them to their chain. Instructors used this to emphasize that swimming and playing with others in the water was much safer and fun.

WEAR A LIFEJACKET DAY

Games led by instructors for *Wear a Lifejacket Day* included:

- **Lifesaver Dodgeball:** In two teams, students played dodgeball. Students had a *lifesaver* on their team who wore a PFD. The *lifesaver* was able to rescue teammates who had been hit by a dodgeball. Teams had a *secret angel* on each team. The *secret angel* was only able to rescue the *lifesaver*. Instructors used this game to demonstrate that a lifejacket is a safety item that is not uncomfortable to wear. Instructors felt that using the lifejacket in the gym for a position the students really wanted help made wearing it "cool". It also demonstrated that the lifejacket was not uncomfortable to wear and students became more used to wearing it.



GRADE BREAKDOWN

RUBRIC

	1	2	3	4
Lesson Plans (25%)	No lesson plans Items are listed but there are no must sees No games or activities No instructions	Some games and activities with little instruction Roughly 50% of the level 4 items are included	Roughly 80% of the level 4 outcomes are included in lesson plan	Instructor name, location, time are completed Equipment needed is listed All items have must sees Clear and legible Organized
Active Teaching (25%)	Not in the water No games or activities during the lesson Not using an aid while teaching No instructor feedback given to swimmers No enthusiasm or energy	Rarely in the water Often forget aid and whistle Feedback is not useful or unrelated to skill Low energy	Is always active and wet in the water Sometimes forgets aid or whistle Uses some enthusiasm and smiling while teaching Good feedback to swimmers	Always wearing a whistle and using an aid Uses loud and appropriate voice when instructing Feedback is constructive and helpful Participating and demonstrating skills
Attendance and Attitude (15%)	Shows up late No shows without telling anyone Having a bad attitude in the office and on the pool deck	Is occasionally late Notifies Lauren of absence but does not have anything prepared for sub Bad attitude in the office and good on the pool deck	Is late once or twice Always notifies Lauren when sick and has lesson plans prepared Most of the time has a good attitude and is excited about teaching	Is never late and always shows up on time ready to teach Always notifies Lauren when sick or knows of absence and leaves all paperwork for sub Has a great attitude while at the pool
Essay (30%)	Essay does not reach the word count required Does not answer all of the questions or requirements Rushed essay No formatting or citations	Essay does not reach the word count required Answers some but not all of the requirements Rushed essay No formatting or citations	Essay met the word count required Answers all of the questions There was no additional information added Good formatting and citations used – minor errors	Essay met word count Answers all of the questions and goes above and beyond to answer them Essay was organized and well thought out Great formatting and citations
Mid-Semester Check In (5%)	Does not come with anything prepared	Comes with an outline but no article, or article with no outline Minimal thought put into it	Comes with an article and outline Legible Easy to understand Brings questions	Comes with article and outline citation ready for article Legible Easy to understand and follow Brings questions

The categories of lesson plans, active teaching, and attendance and attitude were all based on accumulative learning throughout the block. Instructors were given the option to submit their essay for feedback prior to the due date. The mid-session check in was built in to one of the additional prep and learning days.

RUBRIC DISCUSSION

While grading instructors who participated in the 2022-2023 year, it was “easy” to earn a high grade in the program with how the rubric is designed. Changing the rubric is not recommended at this time as it will yield inconsistent and unfair grades for instructors. Consideration for changing the requirements in each area will be discussed when adapting the program for use at the new City of Prince Albert aquatic facility. Other Prince Albert school divisions will be consulted. An emphasis of safe lessons should be included.



ESSAYS

Each instructor was required to write a 1000-1500 word essay. The following questions and topics were covered throughout each essay:

1. What did you enjoy?
2. What did you dislike?
3. What did you learn?
4. Instructing in the future
5. Analyzing an article related to swimming/water safety/etc.

The essay allowed instructors to reflect on their experiences and suggest improvements for the future.

ESSAY HIGHLIGHTS

INSTRUCTOR 1:

“My grandpa is a volunteer Aerial Investigator for water bodies across Northern Saskatchewan to help families get closure after losing a loved one in water related incidents. It is not a pleasant job and the stories he has are not easy to listen to, but it has been such an eye opener for me, and it has made this program so much more important to me just knowing what the other alternative is. Our goal is to not have the kids fear water, but just to understand how important it is to be safe and to know how to help themselves if they are ever in a situation where they would need these skills.”

INSTRUCTOR 2:

“This program helped show me the incredible difference between groups, lessons and the swim teachers of their lessons. It showed me the structure and respect in Rayne’s group. It showed me the way they loved and related to Piper. The way they wanted to impress Piper. It showed the creative games created by Dani herself (special shout out to the Rotisserie Chicken). I saw the boys who wanted to try everything at least 17 times. It showed me the girls looking for someone to look up to. It showed me there was no real ‘right’ way to teach.”

INSTRUCTOR 3:

“At the end of each lessons, I left for lunch feeling happy and fulfilled. As high school students, we have little ability to ‘make a difference’ but it is something society puts a lot of pressure on. I know that at the end of the day, I was able to change these kids’ lives even if it just meant they remembered to stay with a buddy when going swimming in the lake.”

INSTRUCTOR 4:

“This program proves free lessons to low-income schools and many of these kids may not be able to do lessons. Recognizing the Swim to Survive program may be the first step to help lower the number of drownings because people will be able to know what to do with an unexpected fall in the water.”

INSTRUCTOR 5:

“It was awesome to hear when some of the kids were asking us about registration for swimming lessons. I hope these kids continue to educate themselves on water safety and keep learning to swim. I hope someday other communities will start to recreate this program so all kids get the chance to learn to Swim to Survive.”

INSTRUCTOR 6:

“Over the course of this entire program, I’ve grown as a person and as a teacher. I’ve learned to tolerate things a bit more and to take authority when it’s needed, and have grown to feel satisfied with the changes I had to make in myself and my lesson plans across the program.”



FINAL GRADES

The final marks are listed anonymously below. Grades were calculated and weighted based on the rubric.

Instructor	1	2	3	4	5	6
Lesson Plans	25%	21%	25%	25%	25%	23%
Active Teaching	25%	25%	25%	23%	25%	23%
Attendance and Attitude	15%	15%	15%	15%	15%	15%
Essay	30%	30%	30%	30%	30%	100%
Mid-Session Check In	5%	5%	5%	5%	5%	5%
Final Grade:	100%	96%	100%	98%	100%	95%

Class Average: 98%

TEACHER FEEDBACK 2023

Participating teachers agreed that the Swim to Survive program was beneficial for their students. Teachers found that their students enjoyed the Swim to Survive program and shared positive stories after their time at the pool was over.

TEACHER COMMENTS

The instructors were all excellent! The students loved everyone and had so much fun. – Tarry

A big thank you to all those involved in keeping this program going. It is GREAT! – Woytowich

I think this program should be in the afternoons rather than the mornings. Our students are in a rush, and it is very challenging to be there by 9:15/9:30. This also affects the bus drivers - as they have to finish their routes before picking us up. – Horan

Separating the students into smaller groups in the pool made it easier for the students to enjoy the swimming part. – Horan

A big thank you to all those involved in keeping this program going. It is GREAT! – Woytowich

Right amount of time in water and out of water. – Duret



ADDITIONAL INFORMATION

GYMNASIUM – LESSONS LEARNED

Gymnasium activities and games could be delivered at all schools by teachers – content is not exclusive to swimming lessons. This would integrate water safety into regular lessons at school. Alternatively, teachers could have lifeguards (from any organization and in any community) come to a school and use the same format with success.

LIFEGUARDS AS GUEST SPEAKERS

Lifeguards are often thought of as knowledgeable when it comes to water safety, but are underutilized when it comes to their potential as guest speakers for students at schools. Other safety professionals (i.e. firefighters, paramedics, etc.) are common presenters for school children as teachers go through various topics. Lifeguards could present on a variety of *age appropriate* topics including: pool, beach, and ice safety; wearing PFD's and lifejackets; how to become a lifeguard; and, self-rescue or the rescue of others.

In participation at other community events (job fairs, family expos, KidsFest, etc.), it is consistently demonstrated that children are very excited to see a lifeguard “in the wild”. Having a partnership with a local swimming pool to have lifeguards participate in speaking roles not only serves the purpose of sharing water safety messages, but builds relationships within the community.

SRPSD TEACHER RESOURCE KIT – WATER SAFETY

Glenda Moline (former lifeguard) at the SRPSD Teacher Resource Center (TRC) has created a full water safety kit for teachers to use in their classrooms.

This kit includes everything a teacher needs to facilitate interactive learning about water safety: books for all reading levels, Water Smart lesson plans, lifeguard dress-up pieces, pool and beach toys, lifejackets, PFD's, sun safety resources, boat rescue and safety gear, coloring pages, videos, and online resources.

Sharing information with other school divisions about how to create their own kit is a simple, easy way to get Water Smart messages into more classrooms across Saskatchewan. Especially used nearing the spring to end of semester time period when it's crucial to be implemented into learning.

The curriculum is leaning towards play based learning so the setup of this kit will become more beneficial towards teacher resources with recent changes.

A way we could help make this more influential is possibly going into classrooms to help explain and use the items and tools properly and effectively with the Swim to Survive instructors in the future.



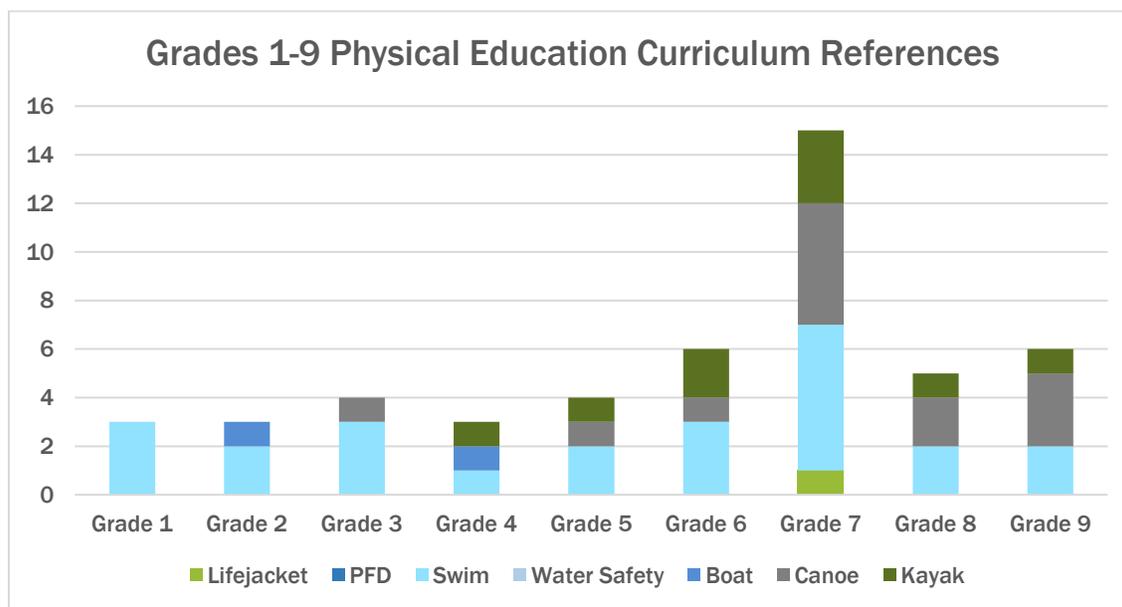
LESSON PLANS

As part of the update to the Swim to Survive School Program in 2017, lesson plans for teachers were created. These lesson plans were based on existing resources created for the Ontario Swim to Survive school program, but were catered to the current Grade 4 curriculum by SRPSD teacher Brittany Miller. Additional resources for teachers were created by Regina Public School teacher Karli Hufnagel. These lesson plans were offered to all teachers who participated in the Swim to Survive School Program, and are available upon request to *any* teacher.



SASKATCHEWAN EDUCATION CURRICULUM

Understanding the frequency at which references to water safety, lifejackets, and swimming are made within the Saskatchewan curriculum is important to identify areas for improvement and required resources for teachers. When reviewing the *SK Physical Education Curriculum* for Grades 1-9, it is determined that the most word found is “swim” – it is referenced a total of 24 times the nine grades. “Lifejacket”, however, is only referenced once – and not until Grade 7.



2023 SWIM TO SURVIVE PROGRAM MEDIA ATTENTION

The instructors of the Swim to Survive Program for the 2023 school year invited various school division and City dignitaries to watch and participate in the program this year. Also invited were media contacts from paNOW and the Prince Albert Daily Herald. Instructors felt it was important to share with the community about the program successes. Swim to Survive Instructors shared their experiences, Water Smart Messages, and information about the program through interviews:

- paNOW: [‘Swim to Survive’ aims to teach students the basics of safety in deep waters](#)
- Prince Albert Daily Herald: [Swim to Survive program benefits both students and student instructors](#)

2023 WORLD CONFERENCE ON DROWNING PREVENTION

Lauren Haubrich has been invited as a presenter at the 2023 World Conference on Drowning Prevention to share about the successes of the Swim to Survive School Program. Expanding on experiences and lessons learned from attending the World Conference on Drowning Prevention in Vancouver, Canada (2017) and Durban, South Africa (2019) the program in Prince Albert has garnered international recognition.

The basis of the program – where high school students are provided an educational opportunity and framework to teach lessons – is extremely unique. Not a single facility across Canada (and likely the world) has a partnership that allows for this experience.



FUTURE OF THE SWIM TO SURVIVE SCHOOL PROGRAM

BLOCK PROGRAM IN FUTURE

Carlton Comprehensive Public High School is considering a different semester schedule for the 2023-2024 school year. A blended program schedule is being considered: where students have the option between a block program, or a more traditional semester. Adapting the program will be necessary in order for Carlton students to participate in instruction this program.

CITY OF PRINCE ALBERT – NEW FACILITY

A new aquatic center is scheduled to be finished construction in late 2024 in Prince Albert. This new City of Prince Albert facility will feature dedicated lap and leisure pools. The operation of the new facility will be by the City, including employment of lifeguards and programming.

Continuing the Swim to Survive School Program at the new facility will produce significant opportunities. It will allow more accessible pool time for schools, access to the program may not be limited to Schools of Opportunity, schools from other divisions (i.e. Prince Albert Catholic School Division) will have access, and more instructors could have the opportunity to earn a high school credit.

Consultation with both the Saskatchewan Rivers Public School Division, Prince Albert Catholic School Division, and Conseil des écoles fransaskoises will be required before planning for the 2025-2026 school year. Discussion will be required to determine what format the Swim to Survive School Program will continue in. Developing a fair and equitable plan for choosing interested instructors for the program would be required and discussion surrounding how a credit would be applied to instructors' high school transcripts. Logistics surrounding timetable schedule, how instructors would get to the facility, and who oversees the program would also need to be determined.

Although many communities have access to “school lessons” the program currently in Prince Albert is distinctive. Other facilities offer school lessons with their own staff doing the instructing – typically full time, daytime lifeguards and instructors who are older and more experienced. The Swim to Survive School Program remains the only program in Canada that also offers an educational experience for its instructors.



PROGRAM CONCLUSION

While this can overall be considered a success, it is important to note that **less than half of all students achieved the Swim to Survive standard**. Overall, the 2022-2023 success rate was 44%.

28% of Grade 4 students and 56% of Grade 5 students achieved the Swim to Survive standard.

Many students completed the standard while wearing a PFD – but they are still not prepared for an unexpected fall into deep water where they will likely not be wearing a PFD or lifejacket. Achieving the Swim to Survive standard at the Frank J. Dunn Pool was done under ideal conditions. Factors that may impact success after an unexpected fall into deep water include: wearing clothes, cold water shock, currents, inclement weather, and other hazards.

In the 2021-2022 report, it was discussed that a comparison of students from other schools (not included in this program) would be required to analyze the swimming ability of Prince Albert children. If other schools have a higher level of completion, it would reinforce the decision to provide Swim to Survive lessons to Schools of Opportunity. However, if all schools had similar rates of success, it would demonstrate an immediate need for all school children in Prince Albert to participate in swimming lessons.

All schools that participated had similar rates of pass/fail, but Westview School had the lowest rate of students completing the Swim to Survive standard (23%). It was discovered that the Grade 5 students from Westview were unable to attend the lessons in January 2022 because of poor weather (while Grade 4 students). This has impacted the overall pass rate of the program as these students were not returning to continue their swimming skill ability – they were learning for the first time, similar to all other Grade 4 students.

John Diefenbaker had the highest level of completion (51%). It is the school located closest to the Frank J. Dunn Pool – it could be hypothesized that these children are more likely to have visited this facility before the Swim to Survive lessons due to it being in their own neighborhood. With its very close proximity to both the Frank J. Dunn Pool in the winter and the Kinsmen Water Park in the winter, these swimmers and students would have easier access to the swimming facilities. Not only did the schools furthest away from the swimming pools have the lowest swimming ability, the neighborhoods they serve are also closest to the North Saskatchewan River. The 2021-2022 report and instructor essays highlighted that children participating in the program had been frequently swimming unsupervised in the river.

Attendance for the schools was frequently discussed by teachers. Many of the Grade 4 and 5 teachers shared experiences and examples of poor attendance from their students. However, it was discovered that many students attended school (many for the first time in weeks or months) on days where they would be coming to the pool for the Swim to Survive lessons. Instructors shared many of these examples in their essays, reflecting on these stories.

School age children were not a significant age group highlighted in the 2020 Canadian National Drowning Report. However, the report highlighted young adults (15-34 years). Most drownings across Canada occur in open water: lakes/ponds (34%) and rivers (29%). Targeting school age children who may not have regular access to recreational swimming or swimming lessons is important to reduce the likelihood of fatal and non-fatal drowning incidents.

The Canadian Drowning Prevention Plan outlines various targeted groups and key messages in order for Canadian organizations to work together in developing strategies and programs to promote water safety and reduce drowning. Instructors used both the Canadian Drowning Prevention Plan and the accompanying resources guide while planning their lessons for the program.



Additionally, many of the Swim to Survive Instructors are regular swimming instructors and lifeguards for the City of Prince Albert. While lifeguarding during evenings and weekends since the program started in January, the instructors have seen many of the Grade 4 and 5 students come to the pool for public swimming.

Some of the comments shared include:

- *"I had such much fun I asked my dad to bring me! We come all the time now!"*
- *"I'm not afraid to come swimming with my friends anymore!"*

It is important to recognize that knowing to be comfortable in the water and have basic swimming ability is a key component of enjoying recreational facilities. Applying the same logic from *"You need to learn to ride a bike in order to enjoy a bike ride"* applies to swimming as well. Building a healthy community includes access to a variety of learn-to-swim programs.

Sharing and building on the Swim to Survive School Program will lead to a healthier community, with more children gaining access to swimming aquatic facilities.



CITY OF PRINCE ALBERT

2022-2023 Swim to Survive Program and Lifeguard Scholarship

COMMUNITY SERVICES

APRIL 3, 2023

Lauren Haubrich, Recreation Coordinator - Aquatics

SWIM TO SURVIVE

PROGRAM INFORMATION

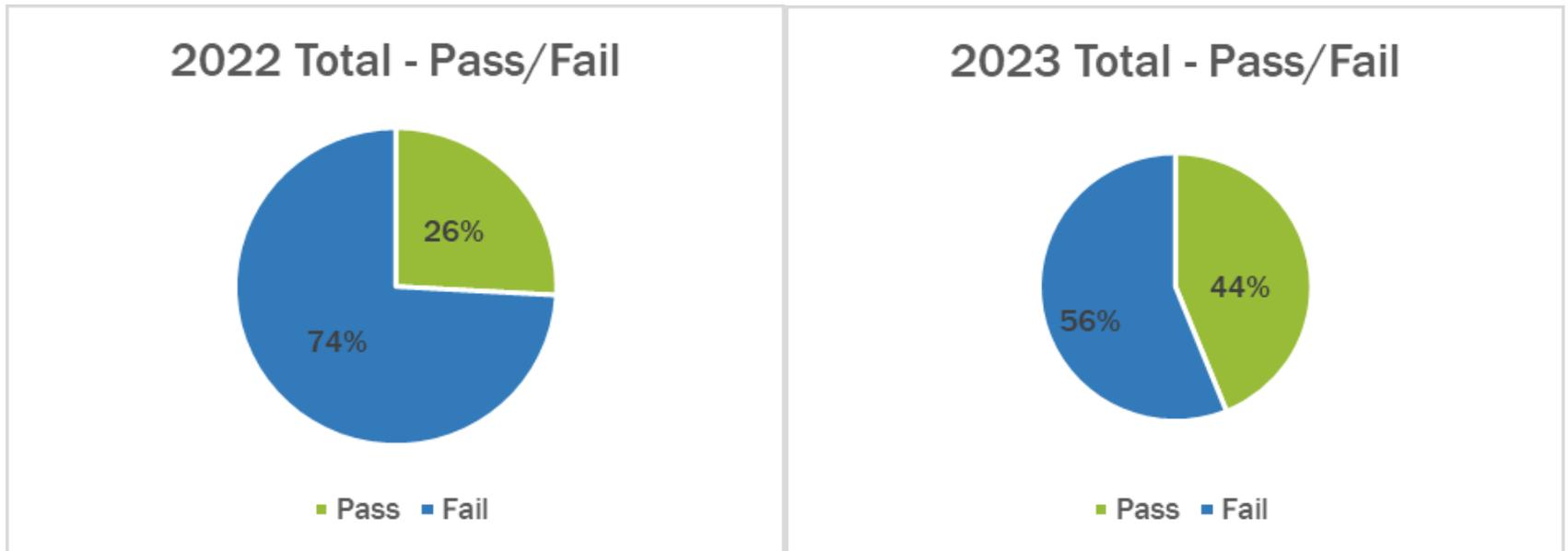


- Swim to Survive Standard
 - Roll, Tread, Swim
- Partnership between City of Prince Albert and Saskatchewan Rivers Public School Division
- Grade 10-12 students instruct Grade 4 and 5 students
- Since 2009:
 - 4100+ elementary school students
 - 70+ Carlton instructors

STUDENT RESULTS

2022-2023 SWIM TO SURVIVE SCHOOL PROGRAM FINAL REPORT

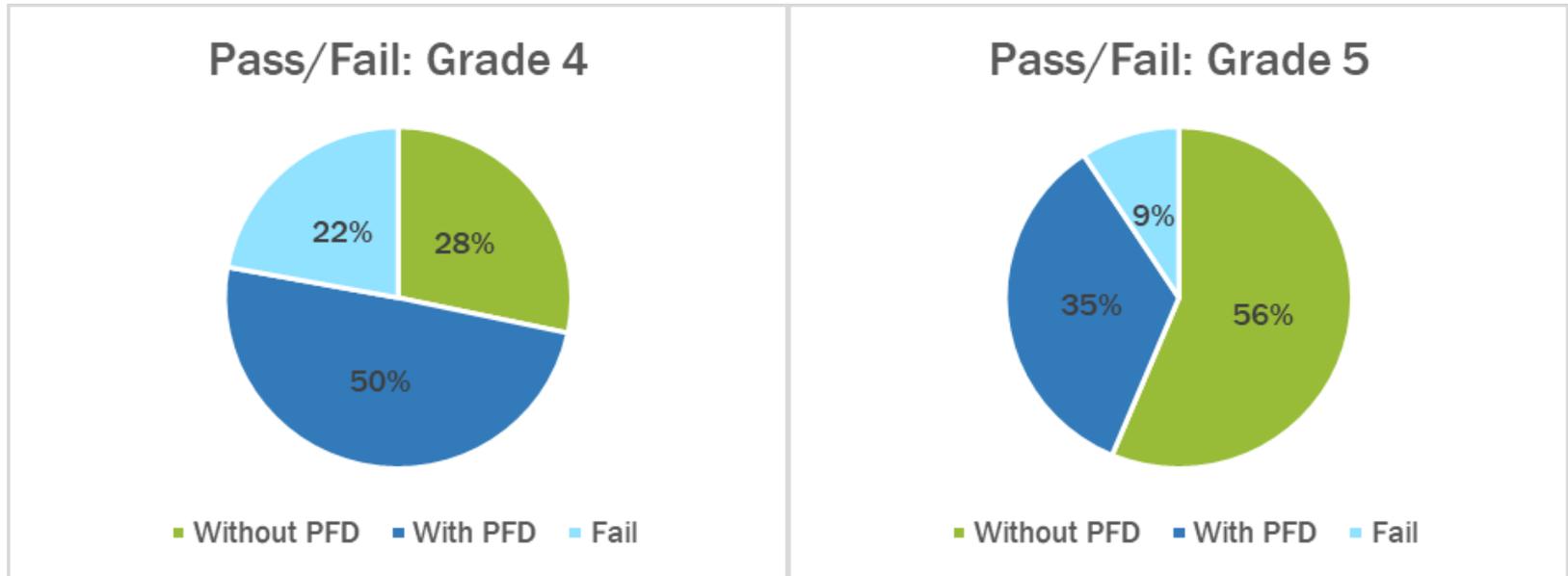
- 22% increase from last year



STUDENT RESULTS

2022-2023 SWIM TO SURVIVE SCHOOL PROGRAM FINAL REPORT

- Grade 5's have higher success rate



STUDENT RESULTS

2022-2023 SWIM TO SURVIVE SCHOOL PROGRAM FINAL REPORT

- Student success rate increased as schools were located closer to the Frank J. Dunn Swimming Pool



INSTRUCTOR EXPERIENCE

2022-2023 SWIM TO SURVIVE SCHOOL PROGRAM FINAL REPORT

- Preparation and planning experience
- Blended Water Smart messages with familiar activities
- Work Exploration A30/B30 high school credit

INSTRUCTOR EXPERIENCE

2022-2023 SWIM TO SURVIVE SCHOOL PROGRAM FINAL REPORT

“At the end of each lessons, I left for lunch feeling happy and fulfilled. As high school students, we have little ability to ‘make a difference’ but it is something society puts a lot of pressure on. I know that at the end of the day, I was able to change these kids’ lives even it if just meant they remembered to stay with a buddy when going swimming in the lake.”

- Geneva

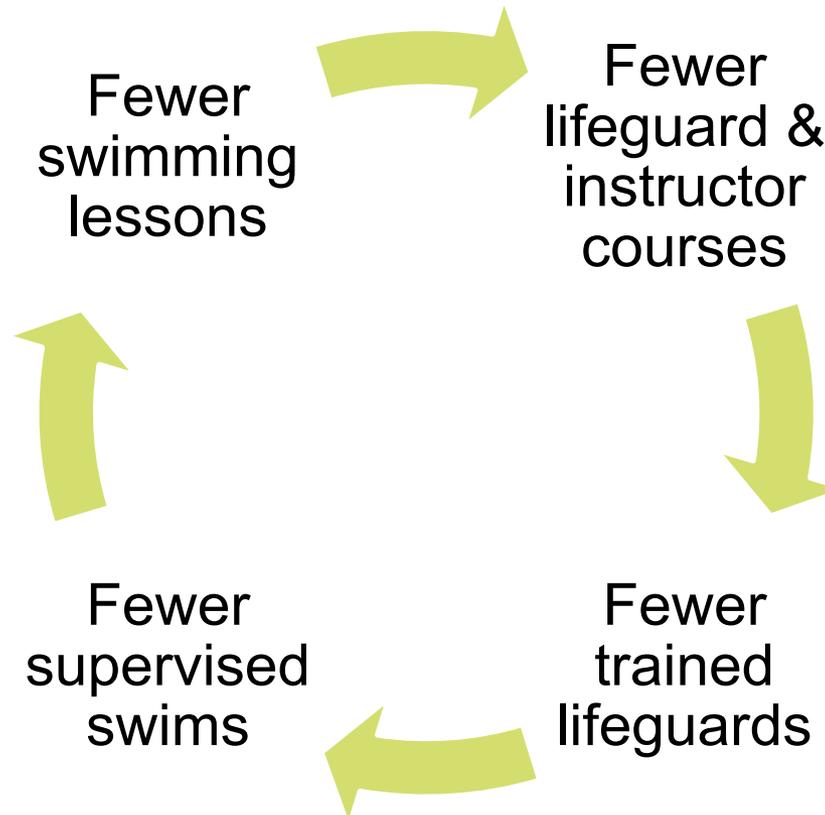
LIFEGUARD SCHOLARSHIP

RETENTION STRATEGIES

- Committed \$5000 donation over 5 years to a City of Prince Albert Lifeguard Scholarship
- Sponsored by Joden Haubrich
- Promotes and recognizes achievements of City of Prince Albert lifeguards
- Community Services will match Joden's donation
- **\$2000/year over next 5 years**

RECRUITMENT & RETENTION

CANADIAN LIFEGUARD SHORTAGE



RECRUITMENT & RETENTION

CITY OF PRINCE ALBERT SUCCESSES

- Consistent training opportunities
- Contribute to meaningful work
- Flexible work schedules

RECRUITMENT & RETENTION

CITY OF PRINCE ALBERT FUTURE

- Swim to Survive School Program
- Lifeguard Scholarship
- New Aquatic and Arenas Recreation Centre

QUESTIONS

TITLE: Alfred Jenkins Field House – Turf Replacement Project

DATE: March 27, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Community Services Department be authorized to issue a Request for Proposals for the replacement of the Artificial Turf at the Alfred Jenkins Field House.

That the Community Services Department prepare a report regarding the results of the Request for Proposals at the May 15th, 2023 City Council meeting.

TOPIC & PURPOSE:

The Community Services Department is requesting approval to initiate a Request for Proposal for replacement of the Artificial Turf at the Alfred Jenkins Fieldhouse.

BACKGROUND:

The existing Turf at the Alfred Jenkins Field House was initially given an 8 - 10 year life cycle. It will be 13 years this May since the facility opened in 2010. The maintenance efforts prioritized over the past 13 years has allowed the Department to extend its recommended life cycle. However, the Turf is showing its age and condition. With the turf being past its life cycle, administration is looking at options for replacement.

PROPOSED APPROACH AND RATIONALE:

In 2017, an Improvement Reserve was established to plan for the Artificial Turf Replacement, Future Capital Projects and Improvements at the Alfred Jenkins Field House site.

The reserve is funded by various sources:

- Annual allocation from the City of Prince Albert
- Annual rental fee from the Prince Albert Youth Soccer Association
- \$10.00 Facility Improvement Surcharge on hourly turf rental rates.
- Annual Sponsorship Revenue

The field area at the Alfred Jenkins Field House is approximately 40,000 Square Feet and consists of a synthetic turf system called Sportexe. This type of system is made up of nylon fibers with a rubber infill. At the time of installation, the warranty of the Sportexe turf was 8 years with an expected life cycle of 8 - 10 years. We are currently in year 13 and the turf has started to show its wear and is beginning to break down.

Administration has been researching replacement products for the turf and believe a similar application is what will meet our needs. Our focus has been on a product that will give us at least 10 years of warranty and consists of a polypropylene shock pad and a Vertex-CORE-57mm monofilament super fiber. This product will include approximately 8.4 pounds of cryogenic rubber. The heavyweight infill system has been proven to deliver a lower incidence of total injuries to athletes. In addition to this, we will also be looking for a product that has stitched in permanent lines.

To limit disruption to the facility's regular programming, a summer season installation will be required. Upon receiving approval at the May 15th City Council meeting, the Supplier will be confirmed and planning will commence in preparation for the Summer of 2024. The goal is to secure 2023 pricing and for the project to be prioritized within the 2024 Contractor Schedule.

CONSULTATIONS:

The Community Services Department has consulted with Prince Albert Youth Soccer Association as a major partner on this project.

Consultation has also been completed with industry suppliers of artificial turf products.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Community Services Department will provide a recommendation regarding the Request for Proposals to City Council at the May 15th meeting. This will confirm the project timelines and successful supplier.

FINANCIAL IMPLICATIONS:

The project budget is estimated to be \$510,000.00 including PST. This budget includes:

- New Artificial Turf Product
- Installation of the new Artificial Turf Product
- Removal of the existing Turf
- Replacement of the spectator netting.

Below is the summary of the Alfred Jenkins Field House Improvements Reserve since its implementation in 2017 to the end of 2022:

Alfred Jenkins Field House								
<i>** credit is noted as a positive number</i>								
<i>** debits/expenses noted as a negative number</i>								
	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021	Year 2022	TOTAL
Beginning Balance	\$0.00	\$18,000.00	\$83,266.47	\$155,338.00	\$228,281.65	\$302,281.65	\$357,424.25	
City Allocation to Reserve		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$120,000.00
Sponsorship Revenue	\$18,000.00	\$28,500.00	\$19,500.00	\$20,500.00	\$20,500.00	\$20,500.00		\$127,500.00
Annual Rental Fee by PAYSAs		\$15,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$165,000.00
Facility Improvement Surcharge - Turf		\$1,766.47	\$2,571.53	\$2,443.65	\$3,500.00	\$3,500.00	\$2,555.57	\$16,337.22
2021 Capital: Malhotra Room Flooring						(\$18,857.40)		(\$18,857.40)
Ending Reserve Balance	\$18,000.00	\$83,266.47	\$155,338.00	\$228,281.65	\$302,281.65	\$357,424.25	\$409,979.82	\$409,979.82

The balance as of December 31st, 2022 is \$409,979.82.

The following Reserve Fund allocations are budgeted for in 2023:

- \$20,000.00 from the City of Prince Albert

- \$30,000 Annual Rental allocation from the Prince Albert Youth Soccer Association.
- \$50,000 additional commitment in 2023 in support of the Turf Replacement Project.
- \$3,000 from the Facility Improvement Surcharge – Turf Rentals
- 2023 Sponsorship Campaign is currently underway. As of the date of this report, sponsorship commitments are confirmed in the amount of \$12,500.
- Total 2023 allocations equal \$115,500.00.

As a result, the balance available from the Alfred Jenkins Field House Improvements Reserve is \$525,479.82 as of the date of this report.

STRATEGIC PLAN:

The replacement of the Turf aligns with the Investing in Infrastructure of the City's Strategic Plan.

OFFICIAL COMMUNITY PLAN:

The proposed concept for replacing the Artificial Turf aligns with Section 9.2 of the City's Official Community Plan with respect to Parks & Recreation Facilities

PUBLIC NOTICE:

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

PRESENTATION: Verbal – Curtis Olsen, Sport & Recreation Manager

ATTACHMENTS:

1. Images of Turf Condition

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager

Alfred Jenkins Field House

Turf Replacement Project

Images of Artificial Turf Conditions



Images of Artificial Turf Conditions



Images of Artificial Turf Conditions



TITLE: Residential Concept Plan - 2101 5th Avenue East

DATE: **March 28, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Residential Concept Plan submitted by Miller Contracting Ltd. for 2101 5th Avenue West, Legally described as Lot 21, Block 2, Plan 99PA10819, Ext 1, be approved subject to public consultation;
2. That Administration be authorized to hold a public meeting prior to June 30, 2023, to present the Residential Concept Plan; and,
3. That the feedback from the public meeting be presented to Executive Committee for consideration.

TOPIC & PURPOSE:

The purpose of this report is approve the Residential Concept Plan submitted by Miller Contracting Ltd. for 2101 5th Avenue West and authorize administration to organize a public meeting prior to June 30, 2023.

BACKGROUND:

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

In 2019 the Director of Planning and Development Services, the Mayor, and the City Manager

attended a community meeting that was hosted at the nearby Arthur Pechey School to inform the surrounding neighborhood of the proposed sale of land and the potential for residential development. The two main concerns raised by the public at the community meeting were:

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

An Expression of Interest #51/21 dated April 22, 2021 was completed for the sale and development of this site, and part of the criteria within the document states:

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

After reviewing many different subdivision iterations for the site, this Residential Concept Plan being considered meets all requirements outlined in the Expression of Interest #51/21 and is now ready to be presented to both City Council and the public for feedback.

PROPOSED APPROACH AND RATIONALE:

The Residential Concept Plan utilizes the cul-de-sac design, creating 20 lots with size varying from 329 square metres to 615 square metres. The majority of the lots being proposed are typically small and rectangular, but there are also larger irregular lots to make up the bulb of the cul-de-sac. A few of the lots are similar in size to the surrounding neighbourhood, while most of the proposed lots are actually smaller in comparison. This development will also be supported by 2300 square metres of linear green space to the East.

If the Residential Concept Plan is approved, Administration will meet with the developer to discuss detailed information for the plan such as City design details, master specifications, infrastructure information, and servicing costs etc., as well as finalize negotiations for the sale of the site. Once this has been completed, Administration will provide a report to City Council for consideration.

A second public meeting will also be organized to present the final Concept Plan and Administration will be at the meeting to address any questions or concerns

Overall, this Residential Concept Plan provides adequate green space, with an innovative neighborhood design that will benefit the community socially and economically.

CONSULTATIONS:

The proposed Residential Concept Plan has been reviewed by Public Works, Community Services, Assessment Division, and Fire & Emergency Services. The main concerns raised, such as drainage and driveway size, will be addressed in future plans where more detailed information will be provided.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to the completion of the public notice and approval of the Residential Concept Plan, a second public meeting will be held.

FINANCIAL IMPLICATIONS:

10% of any revenues generated from the sale of this property will be allocated to the PAGC as per the 2019 Sale agreement.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy or privacy implications or other considerations.

STRATEGIC PLAN:

This report supports the Strategic Priority, Population Growth to “create a wide range of property and housing options to accommodate people who choose to relocate to Prince Albert.” The small to medium lot sizes will also fill an underserved market in Prince Albert.

OFFICIAL COMMUNITY PLAN:

As per Section 11.3 and 1.6.2 of the City of Prince Albert’s Official Community Plan, the subject property is considered a surplus of land that can increase the economic feasibility of the neighbourhood:

“rehabilitation of functionally obsolete or vacant residential, commercial, industrial and institutional land and buildings where economically feasible and where compatible with prescribed existing land uses”. . “Encourage innovative housing forms that fit into the neighborhood, and contribute positively to the community.”

The proposed Residential Concept Plan meets these goals and strategies set out in The City of Prince Albert’s Official Community Plan to create an opportunity to support the future growth of Prince Albert.

OPTIONS TO RECOMMENDATION:

Executive Committee may choose to not support the Residential Concept Plan as presented at which time Administration would explore other options.

PUBLIC NOTICE:

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

PRESENTATION:

Visual presentation by the Director of Planning and Development.

ATTACHMENTS:

1. Location Plan
2. Residential Concept Plan
3. PowerPoint Presentation

Written by: Darien Frantik, Planner

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



S-T-Z

S-T-Z

PLANNING & DEVELOPMENT

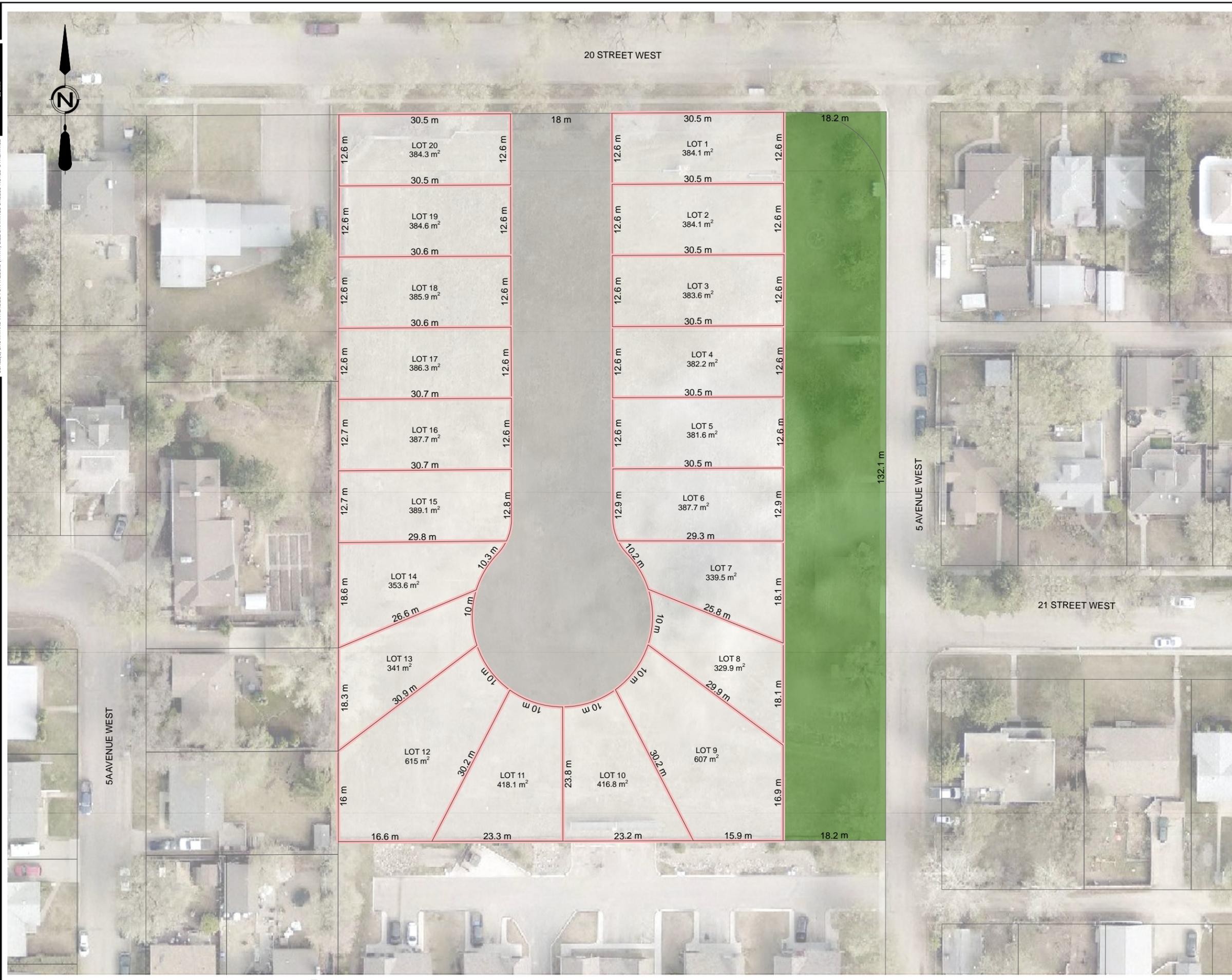
February 16, 2023

Subject Property Identified With A Bold Dashed Line

IF NOT TO SCALE ADJUST SCALES

SCALE(S) SHOWN ARE INTENDED FOR TABL/CID (11X17) SIZE DRAWINGS UNLESS NOTED OTHERWISE

PLOT DATE: 9/15/2022 2:26 PM
 SAVE DATE: 9/15/2022 2:26 PM
 DWG PATH: S:\6 - GIS\ForRandom\For Jeff\West Hill Subdivision\Pro_WeestHillDevelopment.aprx



LEGEND:

- PROJECT LOCATION
- PROPOSED SUBDIVISION
- PARK / GREEN SPACE

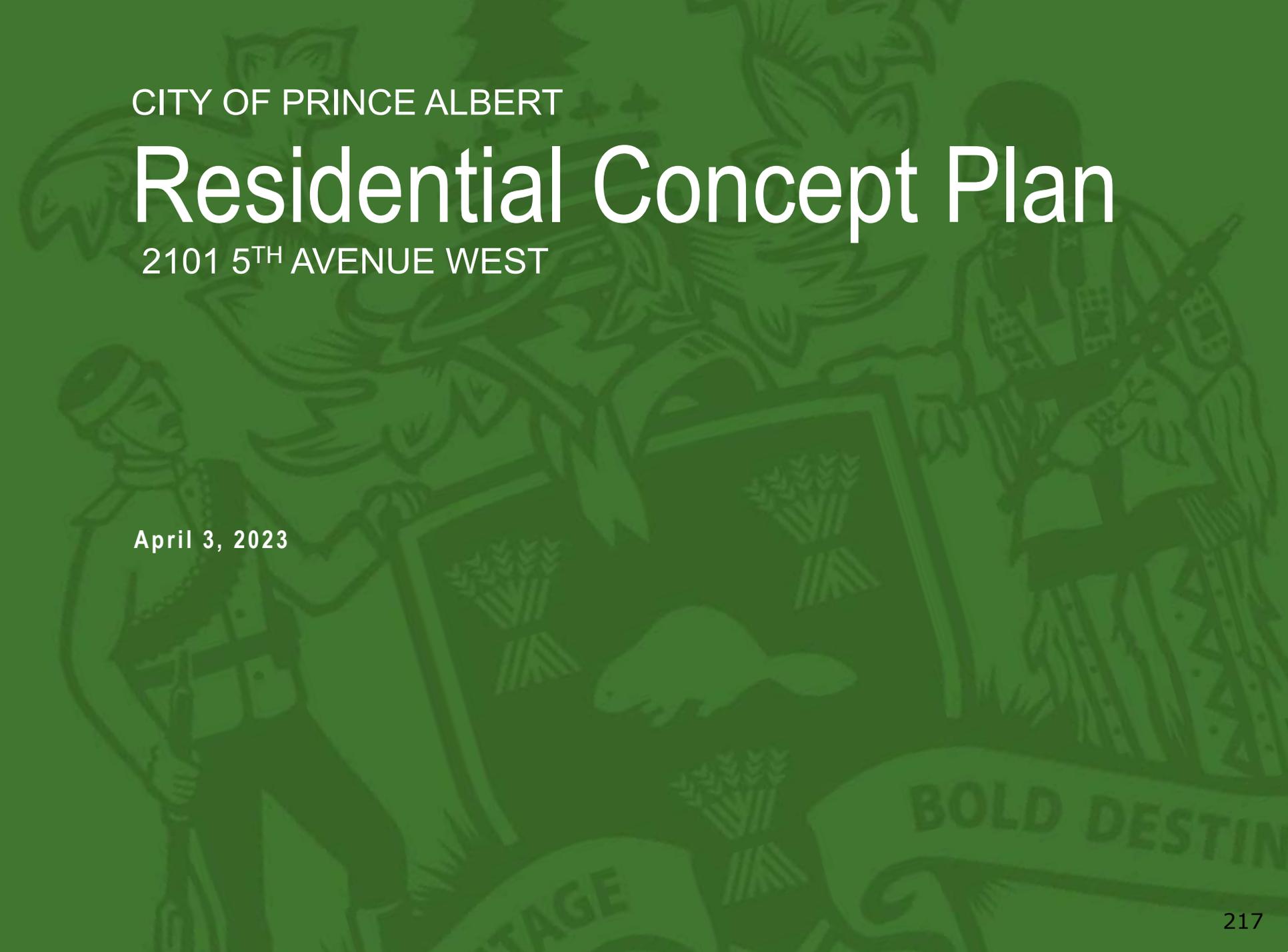


FIGURE 1

MILLER CONTRACTING LTD.

WEST HILL DEVELOPMENT
 LOT 21 BLK/PAR 2
 PLAN 99PA10819 EXT 1

AE PROJECT No.	20210000-00
SCALE	NTS
APPROVED	J. HORAN
DATE	2022SEP15
REV	X
DESCRIPTION	ISSUED FOR REVIEW



CITY OF PRINCE ALBERT

Residential Concept Plan

2101 5TH AVENUE WEST

April 3, 2023

Background and Purpose

RESIDENTIAL CONCEPT PLAN - 2101 5TH AVE WEST

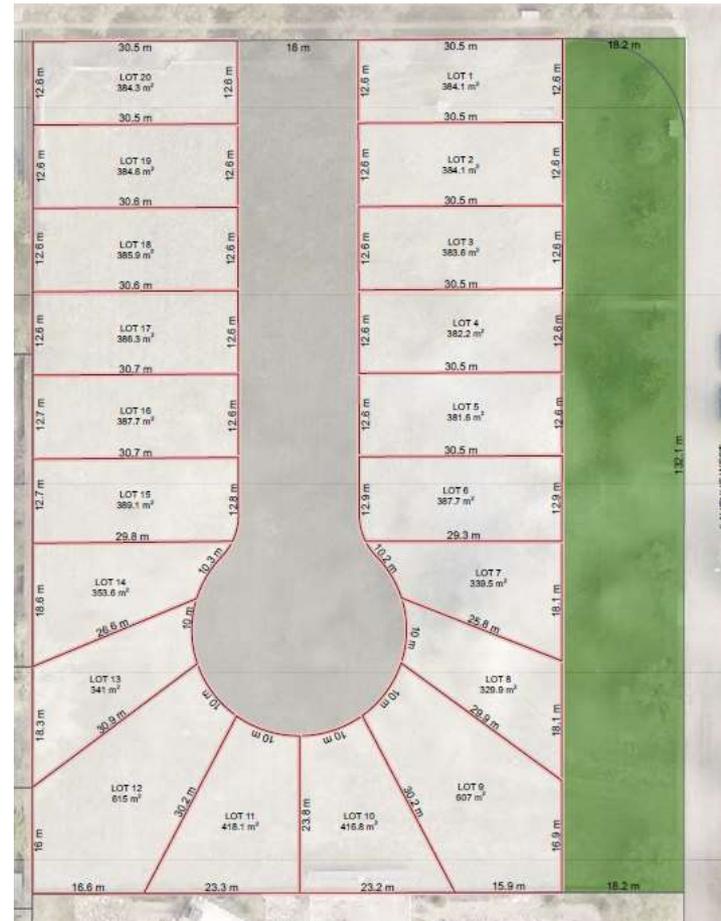
- Formally PAGC's Angus Merasty School
- Expression of Interest #51/21
- Concerns Raised from Public:
 - i) Park Space; and,
 - ii) Lot Size & Type of Housing



Concept Plan

RESIDENTIAL CONCEPT PLAN - 2101 5TH AVE WEST

- Miller Contracting Ltd.
- Will be Rezoned to R3
- Cul-De-Sac Design
- Conforms to Subdivision and Zoning Bylaw
- Meets Park Space Requirements



Conclusion

RESIDENTIAL CONCEPT PLAN - 2101 5TH AVE WEST

- Meets all Requirements and Conforms to Bylaws
- Opportunity for Park Space
- Opportunity to Support Housing Market
- Need Executive Committee's Approval to Proceed

