



## **CITY OF PRINCE ALBERT**

### **EXECUTIVE COMMITTEE REGULAR MEETING**

# **AGENDA**

**TUESDAY, OCTOBER 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 September 5, 2023 Executive Committee Incamera Meeting Minutes for Approval (MIN 23-83)
- 4.2 September 11, 2023 Executive Committee Meeting Minutes for Approval (MIN 23-86)

#### **5. DELEGATIONS**

#### **6. CONSENT AGENDA**

- 6.1 125 Designation Challenge - Municipal Heritage Property (CORR 23-67)
- 6.2 September 6, 2023 Community Services Advisory Committee Meeting Minutes (MIN 23-84)

## **7. REPORTS OF ADMINISTRATION & COMMITTEES**

### 7.1 Cloverdale Road - Road Upgrades (RPT 23-348)

Verbal Presentation: Marcel Gareau, Surface Works Manager

### 7.2 Vacant Residential Lot Program (RPT 23-375)

Verbal Presentation: Craig Guidinger, Director of Planning and Development Services

## **8. UNFINISHED BUSINESS**

## **9. ADJOURNMENT**



City of  
**Prince Albert**

*MIN 23-83*

**MOTION:**

That the Minutes for the Executive Committee Incamera Meeting held September 5, 2023, be taken as read and adopted.

**ATTACHMENTS:**

1. Incamera Minutes



City of  
**Prince Albert**

*MIN 23-86*

**MOTION:**

That the Minutes for the Executive Committee Regular and Incamera Meetings held September 11, 2023, be taken as read and adopted.

**ATTACHMENTS:**

1. Regular Minutes
2. Incamera Minutes



## **CITY OF PRINCE ALBERT**

### **EXECUTIVE COMMITTEE REGULAR MEETING**

# **MINUTES**

**MONDAY, SEPTEMBER 11, 2023, 4:00 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

Mayor Greg Dionne  
Councillor Charlene Miller (Excused at 5:18 p.m.)  
Councillor Terra Lennox-Zepp  
Councillor Don Cody  
Councillor Dennis Ogrodnick  
Councillor Blake Edwards  
Councillor Dawn Kilmer  
Councillor Darren Solomon

Terri Mercier, City Clerk  
Sherry Person, City Manager  
Kris Olsen, Fire Chief  
Mitchell J. Holash, K.C., City Solicitor (Attended at 4:11 p.m.)  
Jeff Da Silva, Director of Public Works  
Kiley Bear, Director of Corporate Services  
Jody Boulet, Director of Community Services  
Ramona Fauchoux, Director of Financial Services  
Craig Guidinger, Director of Planning and Development Services

## **1. CALL TO ORDER**

Councillor Lennox-Zepp, Chairperson, called the meeting to order.

## **2. APPROVAL OF AGENDA**

0199. **Moved by:** Mayor Dionne

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

Absent: Councillor Head

**CARRIED**

## **3. DECLARATION OF CONFLICT OF INTEREST**

## **4. ADOPTION OF MINUTES**

0200. **Moved by:** Councillor Miller

That the Minutes for the Executive Committee Public and Incamera Meetings held August 14, 2023 and Incamera Meeting held August 21, 2023, be taken as read and adopted.

Absent: Councillor Head

**CARRIED**

## **5. DELEGATIONS**

5.1 Prince Albert Golf & Curling Club Inc. – Request for Utility Assistance (CORR 23-62)

Verbal Presentation was provided by Mel Kelley, President, Prince Albert Golf and Curling Club Centre.

0201. **Moved by:** Councillor Cody

That CORR 23-62 be received and referred to the Budget Committee.

Absent: Councillor Head

**CARRIED**

## 6. CONSENT AGENDA

### 6.1 July and August 2023 Updated Status on Capital Projects (RPT 23-331)

That RPT 23-331 be received as information and filed.

### 6.2 July 2023 Accounts Payable Payments (RPT 23-356)

That RPT 23-356 be received as information and filed.

### 6.3 August 21, 2023 Destination Marketing Levy Advisory Committee Meeting Minutes (MIN 23-75)

That MIN 23-75 be received as information and filed.

### 6.4 August 21, 2023 Aquatic & Arenas Recreation Project Fundraising Committee Meeting Minutes (MIN 23-77)

That MIN 23-77 be received as information and filed.

### 6.5 August 31, 2023 Golf Course Advisory Committee Meeting Minutes (MIN 23-81)

That MIN 23-81 be received as information and filed.

### 0202. **Moved by:** Councillor Miller

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

Absent: Councillor Head

**CARRIED**

## 7. REPORTS OF ADMINISTRATION & COMMITTEES

### 7.1 15<sup>th</sup> Ave E/Marquis Road Pedestrian Crossing (RPT 23-357)

PowerPoint Presentation was provided by Evan Hastings, Transportation and Traffic Manager.

### 0203. **Moved by:** Mayor Dionne

1. That Administration proceed with completing required Traffic Sign and Sightline Modifications, as outlined in RPT 23-357, to improve Pedestrian Safety at the intersection of 15<sup>th</sup> Avenue East and Marquis Road; and,

2. That following the Sign and Sightline Improvements, a Pedestrian Safety Study be completed for the intersection of 15<sup>th</sup> Avenue East and Marquis Road and forwarded to an upcoming City Council meeting for consideration.

Absent: Councillor Head

**CARRIED**

## 7.2 Transit Extended Hours – Budget 2023 (RPT 23-358)

PowerPoint Presentation was provided by Evan Hastings, Transportation and Traffic Manager.

0204. **Moved by:** Councillor Kilmer

That the Transit Extended Weekday Hours of Operation Trial be extended until December 31, 2024 and included in the 2024 Transit Budget, as follows:

1. Reducing operating frequency from half-hourly to hourly for all routes between 6:15 p.m. – 7:15 p.m.;
2. Extending all transit routes from 7:15 p.m. – 10:15 p.m. operating hourly; and,
3. Extending the Rush Hour Service from 9:45 a.m. – 2:45 p.m. half-hourly.

Absent: Councillor Head

**CARRIED**

## 7.3 Truth & Reconciliation (RPT 23-263)

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

0205. **Moved by:** Councillor Ogradnick

That RPT 23-179 be received as information and filed, with consideration to the opportunities for improvement towards Truth and Reconciliation for The City.

Absent: Councillor Head

**CARRIED**

7.4 Rates & Fees – Community Services Department (RPT 23-363)

Verbal Presentation was provided by Jody Boulet, Director of Community Services.

0206. **Moved by:** Councillor Ogrodnick

That the 2024 Rates and Fees Manual, as attached to RPT 23-354, be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations.

Absent: Councillors Miller and Head

**CARRIED**

7.5 Little Red River Park Development Update (RPT 23-364)

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

0207. **Moved by:** Councillor Ogrodnick

1. That RPT 23-353 be forwarded to the 2024 Budget Committee deliberations for consideration of the proposed 2024 initiatives at the Little Red River Park; and,
2. That the Truth and Reconciliation Framework, as outlined within RPT 23-353, be supported.

Absent: Councillors Miller and Head

**CARRIED**

7.6 2024 Golf Course Improvements (RPT 23-360)

Verbal Presentation was provided by Jody Boulet, Director of Community Services.

0208. **Moved by:** Councillor Edwards

That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:

That the 2024 Golf Course Pathway Improvement Plan, as attached to RPT 23-333, be approved.

Absent: Councillors Miller and Head

**CARRIED**

7.7 2024 Rates & Fees – Cooke Municipal Golf Course (RPT 23-361)

Verbal Presentation was provided by Jody Boulet, Director of Community Services.

0209. **Moved by:** Councillor Kilmer

1. That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:
  - a. That a two percent (2%) increase to the Rates & Fees for Cooke Municipal Golf Course, as attached to RPT 23-338, be approved;
  - b. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,
  - c. That \$60,000 of the annual Revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair; and,
2. That the discussion of the Seniors Season Pass be referred back to the Golf Course Advisory Committee for further review and report.

Absent: Councillors Miller and Head

**CARRIED**

7.8 Active Living Program (RPT 23-297)

Verbal Presentation was provided by Kiley Bear, Director of Corporate Services

0210. **Moved by:** Mayor Dionne

That the following be forwarded to the Budget Committee for consideration during the 2024 Budget deliberations:

That the Active Living Program Budget be adjusted to \$40,000.

Absent: Councillors Miller and Head

**CARRIED**

## 8. UNFINISHED BUSINESS

### 8.1 Downtown Business Incentive (RPT 23-317)

#### 8.1.1 Prince Albert Downtown Business Improvement District Board Motions – Downtown Business Incentive (CORR 23-63)

Verbal Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

0211. **Moved by:** Mayor Dionne

1. That the Draft Downtown Business Incentive Program, as outlined in Attachment No. 1 to RPT 23-317, be approved; and,
2. That Administration provide a formal Program to an upcoming City Council meeting for consideration.

Absent: Councillors Miller and Head

**CARRIED**

### 8.2 Prince Albert Business Improvement District – Bylaw Amendment Request (RPT 23-301)

#### 8.2.1 Prince Albert Downtown Business Improvement District Board Motions – Bylaw Amendment (CORR 23-62)

Verbal Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

Mayor Dionne rose on a Point of Privilege indicating that his comments served no disrespect to the Council Member who serves as a representative of the Board.

0212. **Moved by:** Mayor Dionne

That Administration proceed with amending Bylaw No. 4 of 2005, as outlined in Attachment No. 2 to RPT 23-301, with the following addition:

Add Item No. 7.(4) under Powers and Duties of The Board to read as follows:

“The City shall appoint a liaison who will provide advice to the Board as requested. In preparation for meeting(s), the liaison shall be provided with all agendas in advance of the formal meeting(s).”

Absent: Councillors Miller and Head

**CARRIED**

**9. ADJOURNMENT – 6:37 P.M.**

0213. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

Absent: Councillors Miller and Head

**CARRIED**

COUNCILLOR TERRA LENNOX-ZEPP  
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 3<sup>RD</sup> DAY OF OCTOBER, A.D. 2023.



**CORR 23-67**

**TITLE:** 125 Designation Challenge - Municipal Heritage Property

**DATE:** September 28, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**SUGGESTED DISPOSITION:**

That the Correspondence be received as information and filed.

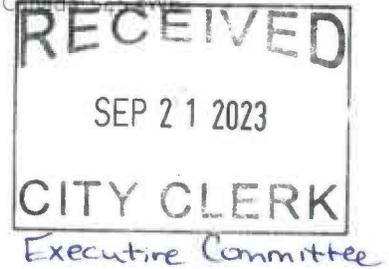
**PRESENTATION: NONE**

**ATTACHMENTS:**

1. Letter dated September 18, 2023

Written by: Dr. Thomas Richards, Executive Director, Heritage Conservation Branch, Ministry of Parks, Culture and Sport

September 18, 2023



Dear Municipal Official:

On June 30, 2023, the Honourable Laura Ross, Minister of Parks, Culture and Sport, launched the 125 for 125 Initiative to encourage communities to celebrate and protect Saskatchewan's history through the designation of Municipal Heritage Property. The goal is to have 125 new designations by the time Saskatchewan celebrates its 125th anniversary in 2030.

Heritage property designation is a tangible way in which municipalities can recognize people, places and events that are significant to the history of the community or area. In addition to preserving these places and their stories for future generations, designation also supports and promotes economic development, environmental sustainability, community pride, "sense of place" and well-being.

The Ministry of Parks, Culture and Sport would also like to increase the number of different communities which have a designation as well as the diversity of stories which are recognized. At present, less than 50 per cent of the province's municipalities have designated a heritage property. As well, there are several important stories and themes in the province's history which are underrepresented within the designation program, such as the roles and contributions of women to Saskatchewan, post-1940 architectural design, and 20<sup>th</sup>-century Indigenous heritage.

If you, your colleagues or Council are interested in finding out more about the 125 for 125 Initiative, learning how your community can designate a heritage property, or looking at the Saskatchewan Register of Heritage Properties to see what has previously been designated by your municipality or others in the province, please visit [saskatchewan.ca/heritage](https://saskatchewan.ca/heritage) or contact our Heritage Policy and Designations Advisor, Krista Liggett at 306-787-8519 or [historic.places@gov.sk.ca](mailto:historic.places@gov.sk.ca).

We look forward to working with you to conserve and share Saskatchewan's rich and diverse heritage.

Sincerely,

Dr. Thomas Richards  
Executive Director, Heritage Conservation Branch

cc. Krista Liggett

**Recommended  
Disposition:**

Receive as  
information  
+ file



City of  
**Prince Albert**

**MIN 23-84**

**TITLE:** September 6, 2023 Community Services Advisory Committee Meeting Minutes

**DATE:** September 8, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**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, SEPTEMBER 6, 2023, 4:01 P.M.**  
**MAIN BOARDROOM, 2<sup>ND</sup> FLOOR, CITY HALL**

PRESENT: Councillor Dennis Ogradnick  
Councillor Charlene Miller  
Bradley Campbell  
Cathy Crane  
Ellen Grewcock  
Diane Kopchynski  
Naresh Saroye

Amber Soles, Secretary (Excused at 4:45 p.m.)  
Savannah Price, Secretary (Attended at 4:45 p.m.)  
Tim Yeaman, Parks and Open Spaces Manager

**1. CALL TO ORDER**

Councillor Ogradnick, Chairperson, called the meeting to order.

## 2. APPROVAL OF AGENDA

0022. **Moved by:** Campbell

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: Dawn Robins and Robin Wildey

**CARRIED**

## 3. DECLARATION OF CONFLICT OF INTEREST

## 4. ADOPTION OF MINUTES

0023. **Moved by:** Crane

That the Minutes for the Community Services Advisory Committee Regular Meeting held June 21, 2023, be taken as read and adopted.

Absent: Dawn Robins and Robin Wildey

**CARRIED**

## 5. CORRESPONDENCE & DELEGATIONS

## 6. REPORTS OF ADMINISTRATION & COMMITTEES

### 6.1 Rates & Fees – Community Services Department (RPT 23-354)

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

0024 **Moved by:** Kopchynski

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

That the Rates and Fees Manual, as attached to RPT 23-354, which forms the basis for the 2024 Budget, be forwarded to the Budget Committee for review during the 2024 Budget deliberations.

Absent: Dawn Robins and Robin Wildey

**CARRIED**

6.2 Little Red River Park Development Update (RPT 23-353)

Verbal Presentation was provided by Tim Yeaman, Parks & Open Spaces Manager.

0025. **Moved by:** Kopchynski

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

1. That RPT 23-353 be forwarded to the 2024 Budget Committee deliberations for consideration of the proposed 2024 initiatives; and,
2. That the Truth and Reconciliation Framework, as outlined within RPT 23-353, be approved.

Absent: Dawn Robins and Robin Wildey

**CARRIED**

**7. UNFINISHED BUSINESS**

**8. ADJOURNMENT – 5:06 P.M.**

0026. **Moved by:** Councillor Miller

That this Committee do now adjourn.

Absent: Dawn Robins and Robin Wildey

**CARRIED**

COUNCILLOR DENNIS OGRODNICK  
CHAIRPERSON

AMBER SOLES  
SECRETARY

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



**TITLE:** Cloverdale Road - Road Upgrades

**DATE:** September 5, 2023

**TO:** Executive Committee

**PUBLIC: X**

**INCAMERA:**

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**RECOMMENDATION:**

1. That the Cloverdale Road Surface Rehabilitation Project from Highway 55 to 100m North of Evergreen Road for placing Asphalt Millings be included in the 2024 Capital Budget deliberations in the amount of \$65,000.00.
2. That if remaining budget and schedule remains after the completion of the Cloverdale Road Surface Rehabilitation Project, that asphalt millings be applied on roadway sections in Nordale.

**TOPIC & PURPOSE:**

To provide City Council with options for the rehabilitation of Cloverdale Road to reduce maintenance, improve levels of service, and to reduce dust.

**BACKGROUND:**

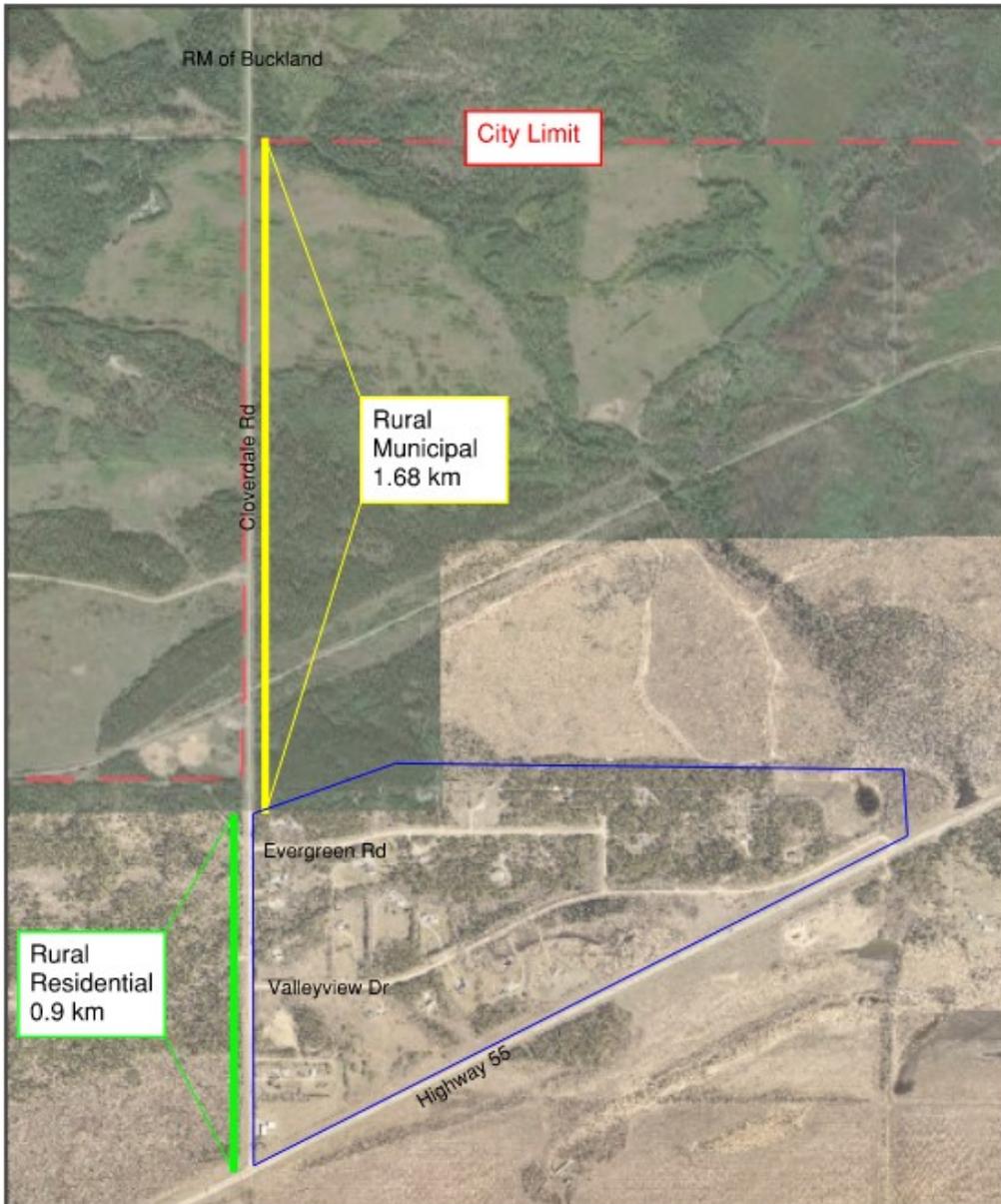
Cloverdale Road is a gravel road serving connectivity from Highway 55 to Pulp Haul Road. Cloverdale Road is 10.51 km in length. 2.58 km is in City Limits, and 7.93 km is in the Rural Municipality of Buckland (RM). Of the City's portion, 0.9 km is considered Rural Residential, directly serving City residential properties. The City and the RM are each responsible for the maintenance of their respective portions.

Cloverdale Road is the only alternate north/south corridor in between the Pulp Haul Road 11.39 km to the east and Highway 2 5.24 km to the west. Providing locals and Goods/Services a more direct route in between the main highways.

The Rural Municipality of Buckland classifies Cloverdale Road as a Municipal road. This means that it carries Primary weights during winter and summer months. It is restricted to secondary weights as a result of Spring Road Bans between April 1<sup>st</sup> and June 30<sup>th</sup>.

During the spring thaw and subsequent rain events, grader maintenance is required to eliminate wash boarding and repair rutting. The City grades Cloverdale Road weekly. The RM grades their portion weekly.

Dust generation is an issue, as it is with all municipal gravel roads. The City, as well as the Rural Municipalities, offer the option to apply dust suppressant to roads fronting residential properties at the owner's request. This cost can vary from \$2.00/ft to \$4.00/ft of frontage depending on the road. For an average lot in the Cloverdale subdivision with a frontage on 330 feet, that is \$1,000 to \$2,000 per application of dust depressant.



The City collected manual traffic counts in July, 2023.

Actual Counts (6:30am – 7pm)

Cloverdale Road at HWY 55 → 240 vehicles

Cloverdale Road North of Evergreen Road → 170 vehicles

Estimated Daily Traffic based on Manual Counts

Cloverdale Road at HWY 55 → 300 ADT

Cloverdale Road North of Evergreen Road → 213 ADT

This shows that 71% of vehicles utilizing Cloverdale Road are through traffic and are not local to the Valleyview/Evergreen Subdivision.

The portion of through traffic that is trucks is typically 10-20%. This information was not collected, but can assumed to be 30 trucks per day.

**PROPOSED APPROACH AND RATIONALE:**

*Road Restriction*

Cloverdale road sees a mixed use of traffic where 71% (213 daily vehicles, 30 are trucks) of traffic is traveling through and not stopping in the residential subdivision. Travel is generally local in nature, either from the RM through to Highway 55, or from Highway 55 in the City to the Pulp Haul Road. As this road is the only alternative to main highways for north/outh travel besides the highway network, it is important that use of the road does not receive special weight restrictions. The RM places a Spring Road Ban and the City's also limits the weights to secondary during the spring months.

This is consistent throughout RM's for these types of roads. Since the RM operates 75% of Cloverdale Road, it is important to have continuity of regulation for any road restrictions.

*Road Structure*

Cloverdale Road is built primarily of in-situ material of sand and clay. Over the years traffic gravel surface treatments have occurred to be able to maintain the road surface with graders. There is a few clay/silt pockets in the road that are prone to failure during large rain events. Cloverdale Road's performance and structure is consistent with that of municipal roads for the traffic volume.

The 0.9 km of Rural Residential Road is in relatively better condition that the 1.68 km Rural Municipal section in the City to the north. Administration has low concerns with the substructure in this area.

There are more subgrade failures in the Rural Municipal section, beyond the residential access, around the railroad tracks to the City Limit. City Roadways Crews have added base gravel during the past years in the poor areas to improve the performance of the road.

Anecdotally from Roadways Operators, the poor areas are getting better with the added material being placed over time.

### *Preferred Solution*

#### Application of Asphalt Millings

If action above the status quo or Dust Suppression Program is required, administration recommends placing 4-6 inches of asphalt millings to the 0.9 km Rural Residential Section of Cloverdale Road. The subgrade is adequate for adding surface material. The benefits of using asphalt millings is the following:

- Dust reduced by 75-95%
- Maintenance reduced by 75%.
- Asphalt Millings is a by-product of the Road Recapping Program. (There is a cost to produce the millings, approximately \$75/tonne. The cost to remove old asphalt from roads that need to be repaved by milling operations is borne by the Road Recapping Program).
- More consistent surface, less frequent wash boarding and rutting
- This solution will not improve the subgrade

It is important to note, that the City produces approximately 5000 tonnes of millings per year. City Roadways crews use the millings to support various City Operations. Including:

- Temporary surface patches on watermain breaks, road failures, and winter patches.
- Maintenance on service roads in City Yards, MSC, Landfill, Clay Pit, Parking Lots, Little Red and other City facilities.
- Maintaining Streets, Avenues and Lanes that are surfaced with millings

*The City Roadways division requires 2500 tonnes of year of millings per year to maintain current level of service of existing milling roads and road operations. It is important that any additional project that uses city millings does not exceed the required tonnes per year required by City Operations.*

Administration recommends continuing on with the current practice for the 1.68 km Rural Municipal Section of Cloverdale Road (north of the residential accesses) as the subgrade requires select deep patch repairs costing additional budget. If it is desired to take a surface treatment to the end of City Limit, it is recommended that Administration engage in further discussions with the Rural Municipality of Buckland to discuss raising the level of service for the entire 10.51 km length. RM of Buckland has confirmed that the road is currently meeting expectations from their residents and permit holders using Cloverdale Road.

### **CONSULTATIONS:**

The City has consulted with the Administration from RM of Buckland regarding Cloverdale Road.

**FINANCIAL IMPLICATIONS:**

The cost to place the asphalt millings over the 0.9 km Rural Residential section of Cloverdale Road is \$65,000.

The City's current yearly maintenance to grade Cloverdale Road costs \$10,000/year.

The placement of asphalt millings over the 0.9 km Rural Residential section would reduce maintenance costs by 75% equating to \$2,400 less per year.

Section	Length (km)	Millings required	Material Cost	Cost to place	Total	Yearly Maintenance Cost
Rural Residential	0.9	3,000 t	\$ 0 / t	\$21.70 / t	\$ 65,000	\$1,000
Rural Municipal	1.68					\$6,600

**Alternatives Solutions**

1. Maintaining status quo. Maintenance costs are \$10,000 per year. This includes grading Cloverdale road weekly, and adding new material as needed.
2. Dust Suppressant. The cost to apply dust suppressant to Cloverdale road over the 0.9km Rural Residential section is \$12,000 per application. The current dust suppression program includes two applications, one in the spring and one in the fall. The required costs if this roadway section was added to the dust suppression program would be \$24,000 per year. The grader maintenance would be reduced by \$1,700/year. The grading maintenance would still be required on the Rural Municipal section to the north for \$6,600/year. In total, maintenance costs for Cloverdale Road would be \$24,000 + \$8,300 = \$32,300. Administration does not recommend this option, as it will not limit the surface poor conditions experienced by residents.
3. Rebuilding the substructure to carry Primary Weights year round. This would cost approximately \$900,000 for the City owned portion of Cloverdale road. The 0.9km Rural Residential road would cost approximately \$315,000. Maintenance costs would be \$6,000/year there after. Administration does not recommend this.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no communication, announcement plans, policy or privacy implications, at this time.

**STRATEGIC PLAN:**

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

**OFFICIAL COMMUNITY PLAN:**

This report supports the Official Community Plan promoting the use of land that enhances the safety, efficiency, effectiveness and equitability of the transportation system.

**OPTIONS TO RECOMMENDATION:**

1. That the report be received and filed.
2. That Cloverdale Road Dust Suppressant Project from Highway 55 to City Limit be included in the 2024 budget deliberations with funding of \$24,000.00.
3. That Cloverdale Road Surface Reconstruction Project from Highway 55 to City Limit be included in the 2024 budget deliberations with funding of \$900,000.00.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal Presentation by Marcel Gareau, Surface Works Manager

Written by: Marcel Gareau, Surface Works Manager

Approved by: Director of Public Works & City Manager



**RPT 23-375**

**TITLE:** Vacant Residential Lot Program

**DATE:** September 22, 2023

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That Administration prepare a Final “Vacant Residential Lot Program” based on the fundamental principles as described in RPT 319-23

**TOPIC & PURPOSE:**

To present DRAFT principles to be utilized for a final “Vacant Residential Lot Development Program” to Executive Committee for consideration.

**BACKGROUND:**

As part of the 2023 Budget, Administration reviewed all tax tools that were available to City Council in order to balance the budget. As part of this process, a new minimum base tax was approved for 2023 at a rate of \$1600, which represents an increase from the \$772 2022 rates.

The intent behind this increased rate was to incentivize development on vacant lots. As these funds will be used for an incentive program, they were not available to balance the budget. City Council rather chose to place the revenue generated from the Minimum Tax on Vacant Residential Land into a Reserve which would then be used to fund an incentive program for purchasers of vacant lots to assist in the developing/building a home.

On March 27, 2023 City Council approved the following motion:

*“That Administration bring forward an incentive program for purchasers of residential lots to assist in the development and of a house on the lot”*

**PROPOSED APPROACH AND RATIONALE:**

Currently, there are approximately 221 properties that are considered Vacant Residential Lots that are privately owned and an additional 139 that are owned by the City for a total of 360. This includes vacant land that previously had a home which has since been demolished, and also land that has been developed as part of a private subdivision for sale.

Since the implementation of this \$1,600 base tax, \$146,000 has been generated with the intention to have it placed in a reserve upon the creation of an incentive program. Assuming this tax remains in effect for 2024 and vacant lots remain consistent to 2023, it can be anticipated that an additional \$146,000 would be generated in 2024. This amount will continue to be reflective of the number of vacant residential lots that are being taxed at the \$1,600 rate.

Administration is recommending that an incentive program be developed based on the following criteria:

- Owners of vacant residential property within the City of Prince Albert shall qualify for a \$10,000 grant upon development of the subject property, excluding the following locations:
  - Lots within City owned residential subdivisions
  - Lots within privately owned residential subdivisions that have been vacant for less than 3 years
  - Privately owned lots that have been vacant due to a building demolition for less than 3 years
- Only properties classified as “vacant residential” qualify. A map of these properties is attached
- A single owner could qualify for multiple properties, if all separately titled
- Administration to review balance of reserve and effectiveness of the program annually.
- The grant will be payable upon commencement of construction

**CONSULTATIONS:**

The City Manager and Department of Finance were consulted in preparation of this report.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once approved, the “Vacant Residential Lot Development Program” will be shared with all applicable land owners.

**FINANCIAL IMPLICATIONS:**

Approximately \$140,000 per year will be allocated to the appropriate reserve.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

A priority in the strategic plan 2023-2025 is to build a robust economy, where the City will create an equitable taxation structure that promotes community growth.

**OFFICIAL COMMUNITY PLAN:**

Section 6.4 of the Official Community Plan discusses residential land use, where a range of housing types throughout neighborhoods is encouraged.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

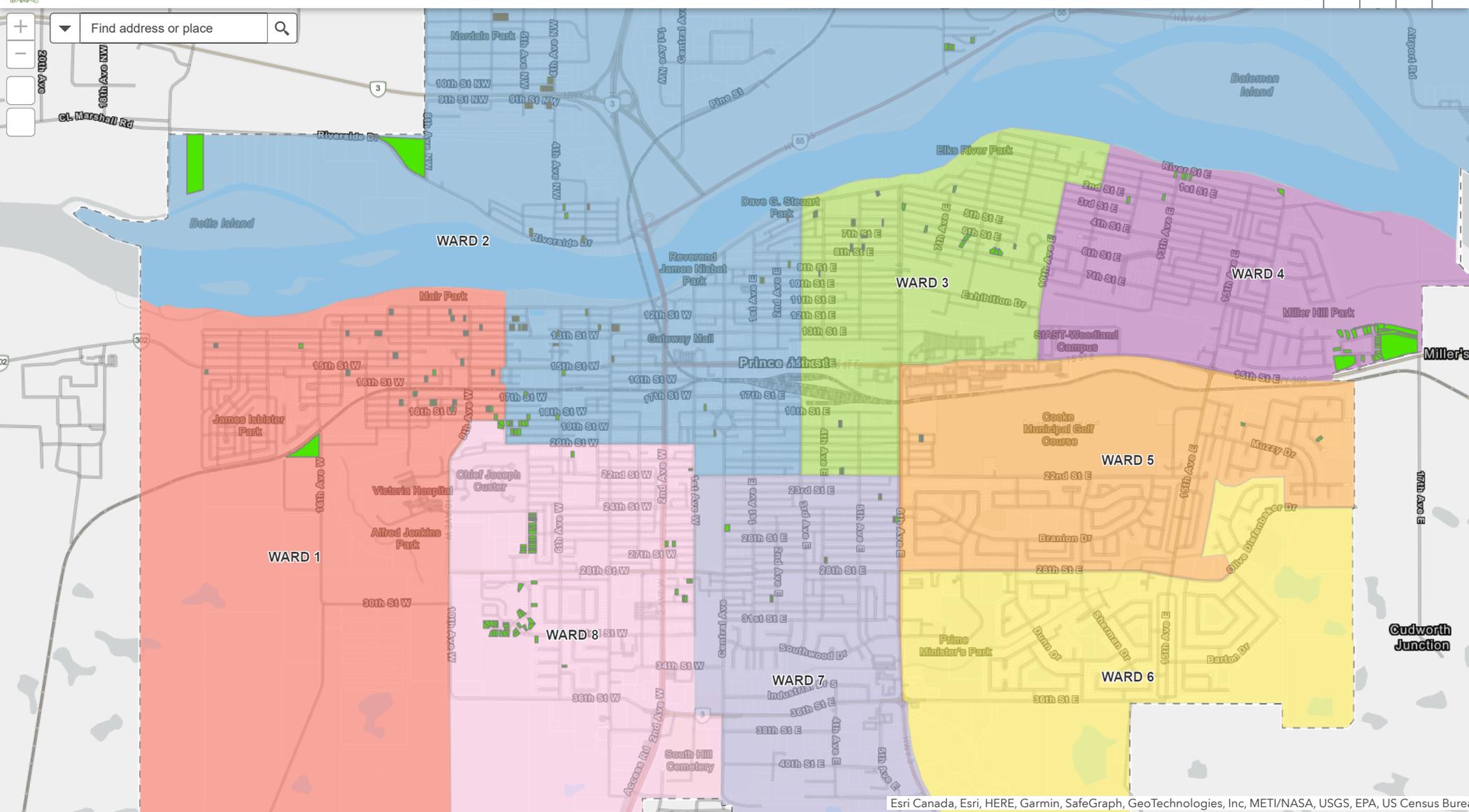
Verbal presentation by Director of Planning and Development Services

**ATTACHMENTS:**

1. Vacant Residential Lots

Written by: Director of Planning and Development Services

Approved by: City Manager



Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, US Census Bureau