



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, JUNE 19, 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 May 23, 2023 Executive Committee Meeting Minutes for Approval (MIN 23-52)

5. DELEGATIONS

- 5.1 Accessibility, Mobility and Accommodations in Prince Albert (CORR 23-37)

Verbal Presentation: Don Horncastle, PA Support Group for Blind & Low Vision Community

6. CONSENT AGENDA

- 6.1 Saskatchewan Housing Corporation - 2022 Annual Report (CORR 23-39)
- 6.2 Bid to Host - 2026 Saskatchewan Winter Games (CORR 23-38)
- 6.3 Donation of Family Passes for the Prince Albert Safe Shelter for Women & Children (CORR 23-41)

- 6.4 Concerns Regarding Property Taxes for 2022 (CORR 23-42)
- 6.5 April 2023 Accounts Payable Payments (RPT 23-242)
- 6.6 Request to Amend Zoning Bylaw Regarding Cannabis Retail Stores (RPT 23-233)
- 6.7 Review of Third Party Signs on Private Property (RPT 23-234)
- 6.8 May 10, 2023 City/School Boards Liaison Committee Meeting Minutes (MIN 23-53)
- 6.9 June 5, 2023 Airport Advisory Committee Meeting Minutes (MIN 23-56)

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 Airport Terminal - Tender Ready Detailed Design (RPT 23-240)
Verbal and Visual Presentation: Nykol Miller, Capital Projects Manager
- 7.2 Request for Change in Mobile Food Vendor Policy (RPT 23-241)
Verbal Presentation: Craig Guidinger, Director of Planning and Development Services

8. UNFINISHED BUSINESS

9. ADJOURNMENT



City of
Prince Albert

MIN 23-52

MOTION:

That the Minutes for the Executive Committee Regular & Incamera Meetings held May 23, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**TUESDAY, MAY 23, 2023, 4:00 P.M.
COUNCIL CHAMBER, CITY HALL**

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

Savannah Price, Acting City Clerk
Sherry Person, City Manager
Terri Mercier, City Clerk
Kris Olsen, Fire Chief
Mitchell J. Holash, K.C., City Solicitor
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Jeff Da Silva, Acting Director of Public Works
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

0118. **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: Councillor Edwards

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0119. **Moved by:** Councillor Kilmer

That the Minutes for the Executive Committee Public and Incamera Meetings held May 1, 2023, be taken as read and adopted.

Absent: Councillor Edwards

CARRIED

5. DELEGATIONS

5.1 Passage Home Sculpture and Healing Garden Park Installation Update (CORR 23-33)

PowerPoint Presentation was provided by Mary Longman, Artist.

0120. **Moved by:** Mayor Dionne

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

1. That the Artist Agreement between The City and Mary Longman be amended to include well-defined timelines for the project; and,
2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

Absent: Councillor Edwards

CARRIED

6. CONSENT AGENDA

6.1 Demolition of the National Hotel (RPT 23-204)

That RPT 23-204 be received as information and filed.

6.2 April 25, 2023 Planning Advisory Committee Meeting Minutes (MIN 23-41)

That MIN 23-41 be received as information and filed.

6.3 April 27, 2023 Aquatic & Arenas Recreation Project Steering Committee Meeting Minutes (MIN 23-45)

That MIN 23-45 be received as information and filed.

6.4 May 4, 2023 Airport Advisory Committee Meeting Minutes (MIN 23-49)

That MIN 23-49 be received as information and filed.

0121. **Moved by:** Councillor Head

That the Consent Agenda Item Nos. 6.1 to 6.4 be received as information and referred, as indicated.

Absent: Councillor Edwards

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Little Red River Park Washroom (RPT 23-210)

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

0122. **Moved by:** Councillor Lennox-Zepp

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

That the contract services of supply, construction and installation of a year-round Washroom at Little Red River Park be awarded to Container Guy Ltd.; in the amount of \$125,263.17, plus applicable taxes.

Absent: Councillor Edwards

CARRIED

7.2 Dr. Andre Marais Bequeathal (RPT 23-205)

Verbal Presentation was provided by Kris Olsen, Fire Chief.

0123. **Moved by:** Mayor Dionne

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

1. That a Fire Station Reserve Fund be established to fund future Fire Stations; and,
2. That the bequeathal of \$100,000 from Dr. Andre Marais's Estate, to the Prince Albert Fire Department, be allocated to the Fire Station Reserve Fund to assist with funding future Fire Stations; and,
3. That the Financial Services Department invest the \$100,000 into a Guaranteed Investment Certificate (GIC).

Absent: Councillor Edwards

CARRIED

7.3 SaskTel Mobility Contract Extension (RPT 23-200)

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

0124. **Moved by:** Councillor Head

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

1. That the Wireless Contract between The City and SaskTel be extended for a three (3) year term; and,
2. That the Mayor and City Clerk be authorized to execute the Extension documentation on behalf of The City, once prepared.

Absent: Mayor Dionne and Councillor Edwards

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 4:54 P.M.

0125. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

Absent: Mayor Dionne and Councillor Edwards

CARRIED

COUNCILLOR BLAKE EDWARDS
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 19th DAY OF JUNE, A.D. 2023.



CORR 23-37

TITLE: Accessibility, Mobility and Accommodations in Prince Albert

DATE: June 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Public Works Department.

PRESENTATION:

Verbal by Don Horncastle, PA Support Group for Blind & Low Vision Community

ATTACHMENTS:

1. Letter dated May 23, 2023

Written by: Don Horncastle, PA Support Group for Blind & Low Vision Community

RECEIVED
MAY 24 2023
CITY CLERK

Executive Committee

May 23, 2023.
Mayor and Council
City of Prince Albert

The PA Support Group for Blind and Low Vision People in PA would like to set a meeting with council to discuss accessibility, mobility and accommodations in the city of PA and city of PA infrastructure. We can meet with council at councils' convenience. Please contact me in writing through email because I have technology to read the writing. My email address is don@horncastle.com

Thank you,
Don Horncastle

PA Support Group for Blind & Low Vision Community
*119-20 Street West
Prince Albert, SK.
S6V 4G1*

**Recommended
Disposition:**

*Refer to
Public Works
Department*



CORR 23-39

TITLE: Saskatchewan Housing Corporation - 2022 Annual Report

DATE: June 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION: None

ATTACHMENTS:

1. Letter dated May 9, 2023

Written by: Louise Michaud, Assistant Deputy Minister, Housing, President and CEO,
Saskatchewan Housing Corporation



RECEIVED
MAY 31 2023
CITY CLERK
Executive Committee

Ministry of Social Services
1920 Broad Street
Regina, Canada S4P 3V6
306-787-3450
1-800-667-7567 (Toll Free)
306-787-1032 (Fax)

May 9, 2023

Dear Sir/Madam:

I am pleased to inform you that Saskatchewan Housing Corporation's (SHC) 2022 Annual Report was tabled in the Legislature by Minister Makowsky on April 26th, 2023, and is now available on our website: <https://publications.saskatchewan.ca/#/products/120816>

Over the years, SHC has played a critical role in adapting to the diverse and evolving needs of Saskatchewan people. SHC aligns with the Government of Saskatchewan's direction by providing a range of housing programs and services to meet the needs of the clients we serve. As shown in this report, we have worked hard to improve access to affordable housing, help individuals and families plan for the future, and build a life in their communities across Saskatchewan.

I am proud of our achievements and commend our Board, senior management, staff and Housing Authority network for their continued dedication to Saskatchewan residents.

I am confident that, together with our partners in the housing sector, SHC will continue to meet the housing needs of Saskatchewan people, both now and in the future.

Sincerely,

Louise Michaud

Louise Michaud
Assistant Deputy Minister, Housing
President and CEO, Saskatchewan Housing Corporation

**Recommended
Disposition:**

*Receive as
Info & File*



CORR 23-38

TITLE: Bid to Host - 2026 Saskatchewan Winter Games

DATE: June 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

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

PRESENTATION: None

ATTACHMENTS:

1. Email dated May 24, 2023

Written by: Mark Bracken, Executive Director, Saskatchewan Games Council Inc.

RECEIVED
MAY 24 2023
CITY CLERK

Executive Committee

Terri Mercier

From: Terri Mercier on behalf of City Clerk
Sent: Wednesday, May 24, 2023 8:14 AM
To: City Clerk
Subject: FW: Bid to Host - 2026 Saskatchewan Winter Games
Attachments: 2026 Bid to Host Information.pdf; Prince Albert invite letter - 2026 SWG.pdf

From: Mark Bracken <mbracken@saskgames.ca>
Sent: Tuesday, May 23, 2023 3:01 PM
To: Mayor <mayor@citypa.com>
Cc: Jody Boulet <jboulet@citypa.com>; Sherry Person <sperson@citypa.com>; info@princealberttourism.com
Subject: Bid to Host - 2026 Saskatchewan Winter Games

Some people who received this message don't often get email from mbracken@saskgames.ca. [Learn why this is important](#)

Dear Mayor Dionne & Council,

On behalf of the Saskatchewan Games Council, I would like to invite your community to consider submitting a bid to host the 2026 Saskatchewan Winter Games.

The Saskatchewan Games are so much more than a week-long sporting event. They are about developing our youth, leaving significant legacies in host communities, generating economic and tourism activity, building volunteer capacity, and enhancing community spirit and pride as the community pulls together in support of a common goal. The Games also act as a catalyst to promote and encourage physical & mental wellness and sport participation amongst our youth. Needless to say, hosting the Saskatchewan Games will have a significant impact on your community!

The most recent Saskatchewan Winter Games, held in February 2023 in Regina, the 50th Anniversary edition, were very successful and we want to continue that tradition in your community!

The attached letter and 2026 Bid to Host Information Guide will provide you with the information you require to consider bidding on the 2026 Games.

Our Provincial Games Consultant, Greg Perreux is available to visit your community to conduct a Bid Preparation Workshop and answer any questions prior to submitting your bid. If you wish, Greg can be reached at gperreux@saskgames.ca.

Thank you for your time and for considering this exciting opportunity.

Sincerely,



MARK BRACKEN
Executive Director
Saskatchewan Games Council Inc.



**Recommended
Disposition:**

Refer to
Community
Services

FUNDING PARTNER



PROVINCIAL PARTNERS



We acknowledge that the work of the Saskatchewan Games Council reaches lands covered by Treaties 2, 4, 5, 6, 8, and 10, the original lands of the Cree, Dakota, Dene, Lakota, Nakota, and Salteaux peoples, and the homeland of the Métis.

*****Caution:** This email originated from outside the City of Prince Albert email system.

Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com). ***

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the City of Prince Albert. Finally, the recipient should check this email and any attachments for the presence of viruses. The City of Prince Albert accepts no liability for any damage caused by any virus transmitted by this email. COPA_Email_Disclaimer

Information is provided for informational purposes only. It is not intended to be used as a basis for investment decisions.

Information is provided for informational purposes only. It is not intended to be used as a basis for investment decisions.



#280 - 1870 Albert Street
Regina, SK S4P 4B7

May 23, 2023

His Worship Mayor Greg Dionne and Council
City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3

Dear Mayor Dionne and Council:

On behalf of the Saskatchewan Games Council, I would like to invite your community to consider submitting a bid to host the 2026 Saskatchewan Winter Games.

The Saskatchewan Games are so much more than a week-long sporting event. They are about developing our youth, leaving significant legacies in host communities, generating economic and tourism activity, building volunteer capacity, and enhancing community spirit and pride as the community pulls together in support of a common goal. The Games also act as a catalyst to promote and encourage physical and mental wellness through sport participation amongst our youth. Needless to say, hosting the Saskatchewan Games will have a significant impact on your community!

The Saskatchewan Games generate an estimated economic impact to the community of \$4 - \$7M. It also leaves the community with many upgraded facilities and equipment that will continue to provide benefits for years to come.

Attached you will find a Bid Information document which outlines the benefits of hosting as well as the timelines, minimum standards, and technical requirements. You can also find the detailed bid submission information at this link - [Saskatchewan Games Bid Guidelines and Application](#). We have organized the bidding process into two phases. Phase 1 requires the submission of a Technical Bid which will be evaluated to ensure the community can meet the technical requirements and minimum facility standards of hosting the Games. Those who are successful in Phase 1 will be invited to submit a Comprehensive Bid which will provide more detail on the other key areas of hosting a multi-sport games (volunteers, financial information, ceremonies, etc.).

.../2

If your community is interested in hosting the 2026 Saskatchewan Winter Games, please complete the Technical Bid documents and return them to the Saskatchewan Games Council office by **September 15, 2023**.

Our Provincial Games Consultant, Greg Perreux, is available to visit your community to conduct a bid preparation workshop prior to submitting your bid. If this is of interest to your community, Greg can be reached at 306-780-9246 or gperreux@saskgames.ca.

Thank you for your time and for considering this exciting opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Bracken', with a stylized flourish at the end.

Mark Bracken
Executive Director

c.c. Jody Boulet, Manager Community Services
Sherry Person, City Manager

Attachment: 2026 Saskatchewan Winter Games Bid Information and Forms



BID TO HOST

INFORMATION PACKAGE

TABLE OF CONTENTS

Role of the Saskatchewan Games Council	3
Purpose and Goals of the Saskatchewan Games	3
Purpose	3
Goals	3
Saskatchewan Games Overview	4
Benefits of Hosting the Saskatchewan Games	4
Legacies	4
Economic and Tourism Impact	5
Financial Support	5
Asset and In-Kind Support	5
General Guidelines and Procedures	6
Organizational Guidelines	6
Tri-Party Agreement	6
Accountability	6
Insurance	6
Staffing	6
Bid Application Information	7
Host Community Selection Process	7
Phase 1 – Technical Review	7
Phase 2 – Comprehensive Host Community Bid	7
Phase 1 – Technical Review Process	7
Review Process	7
Phase 1 – Application Requirements	8
Covering Letter	8
Contact Information	8
Non-Sport Venue Standards and Descriptions	8
Sport Venue Standards and Descriptions	8
Games Village Standards	9
Other Information	9
Phase 2 – Comprehensive Host Community Bid Proposal	9
Review Process	9
Phase 2 – Comprehensive Bid Requirements	10

2026 Saskatchewan Winter Games – Bid Information

Covering Letter 10

Resolutions 10

Event Hosting History 10

Volunteer Support 10

Financial Guidelines 11

Sustainability 11

Transportation 11

Other Organizations 11

Bid Submission Deadlines 12

Appendix 1 13

Appendix 2 14



ROLE OF THE SASKATCHEWAN GAMES COUNCIL

The Saskatchewan Games Council (SGC) is the permanent regulatory body of the Saskatchewan Games. The SGC provides consulting services, funding, assets and in-kind support, policy direction, establishes processes for the planning, staging and operation of the Saskatchewan Games and awards the Host Community the *franchise* for their Games, through completion of the bid process.

The Saskatchewan Games Council:

- Establishes the Summer and Winter Games sport calendars;
- Invites eligible communities to bid to host the Games and selects an appropriate site;
- Assigns staff to provide consulting services to the bidding and Host Community;
- Provides a Hosting and Legacy Grant to the Host Community;
- Provide in-kind support and assets that are passed on from Games to Games.

PURPOSE AND GOALS OF THE SASKATCHEWAN GAMES

PURPOSE

To provide an opportunity for the provinces' developing athletes, coaches and officials to participate in a Multi-sport event in preparation for a higher level of competition.

GOALS

- To provide an Athlete-centered Multi-sport experience that compliments the Provincial Sport Organizations (PSOs) Long Term Athlete Development (LTAD) plans, generally in the LTAD 'Train to Train' stage of development.
- To identify Saskatchewan participants with the potential to advance to higher levels of competition (Provincial Team, National Competitions, Canada Games, Western Canada Summer Games, North American Indigenous Games).
- To enhance Community Development through a Sport Legacy of upgraded equipment, facilities, experienced officials, cultural understanding and appreciation, and a corps of volunteers.
- To motivate participants to achieve a higher level of sport skill and enhance their physical and mental well-being.
- To promote athlete, coach and officials' development programs within all nine Districts in the province.
- To provide a provincial showcase that will increase public awareness and support for amateur sport in Saskatchewan.
- To generate economic and tourism benefits within the host community and surrounding area.

SASKATCHEWAN GAMES OVERVIEW

The Saskatchewan Games were initiated by the Government of Saskatchewan in 1972. Since that time, the Saskatchewan Games have played an important part in the development of amateur sport athletes, coaches and officials, as well as communities in Saskatchewan. As a Provincial Multi-sport event, the Saskatchewan Games provides developing high-performance athletes with their first Multi-sport Games experience as part of their sport pathway to the Canada Games and beyond.

The Saskatchewan Games have been an opportunity for host communities throughout Saskatchewan to stage this major event. Saskatchewan cities of a minimum population of 5,000 people, as well as larger towns of a population of 4,000 to 5,000 people deemed capable of bidding by the Saskatchewan Games Council are eligible to submit a Bid Application. Bids from two neighboring communities will be accepted; however, these communities must be within a 50 km radius of one another and all facilities are to fall within this radius.

The past host communities for the Saskatchewan Games are as follows:

1972 Summer – Moose Jaw	1974 Winter – North Battleford
1976 Summer – Swift Current	1978 Winter – Moose Jaw
1980 Summer – Estevan	1982 Winter – Prince Albert
1984 Summer – North Battleford	1986 Winter – Yorkton
1988 Summer – Melfort	1990 Winter – Melville
1992 Summer – Prince Albert	1994 Winter – Kindersley
1996 Summer – Moose Jaw	1998 Winter – Nipawin
2000 Summer – Yorkton	2002 Winter – Humboldt
2004 Summer – Weyburn	2006 Winter – Melfort
2008 Summer – Lloydminster	2010 Winter – Moose Jaw
2012 Summer – Meadow Lake	2014 Winter – Prince Albert
2016 Summer – Estevan	2018 Winter – North Battleford
2020 Summer – Lloydminster (cancelled)	2023 Winter – Regina (postponed from 2022)
2024 Summer – Lloydminster	

The Saskatchewan Games is hosted every two years, alternating between Summer and Winter events. The 2026 Saskatchewan Winter Games will be hosted **February 15 – 21, 2026** during the school break.

BENEFITS OF HOSTING THE SASKATCHEWAN GAMES

LEGACIES

Legacies from the Saskatchewan Games include new facilities, upgrades to existing facilities, new sport equipment, sport, athlete, coach and official development, volunteer skill development, enhanced community cohesion and pride, and financial legacies that can be reinvested back into the community.

2026 Saskatchewan Winter Games – Bid Information

ECONOMIC AND TOURISM IMPACT

The Saskatchewan Games brings significant Economic Impact to the communities hosting the Games. The direct spending of participants and visitors of the host community varies from community to community. Past Saskatchewan Games have brought upwards of 5,000 spectators from outside the community; many of whom may not have ever visited the community before. The 2016 Saskatchewan Summer Games in Estevan generated an estimated economic impact of \$8 million and the 2018 Saskatchewan Winter Games in North Battleford generated an estimated economic impact of \$3.5 million, as calculated by STEAM (Sport Tourism Economic Assessment Model).

FINANCIAL SUPPORT

The Saskatchewan Games Council (SGC) will provide a Hosting Grant of **\$550,000** to the host community. In addition, the SGC provides a Games Legacy Grant of up to **\$250,000** that must be matched from sources other than the SGC Hosting Grant.

The SGC may receive sponsorship and resources from partnerships with provincial corporations and businesses that are shared with the host community. These contracts are negotiated annually, and more information will be provided to the successful host community.

ASSET AND IN-KIND SUPPORT

The SGC has established a substantial number of assets and services that are passed on from Games to Games.

Item	Value (\$)
Bunk beds with 9 Sea Cans	75,000
Registration/Accreditation/Results programs	32,000
Saskatchewan Games website, branding and marketing support	10,000
Saskatchewan Games Mascots	10,000
Medical treatment beds	9,000
Display Banners	5,000
Medal Podiums	5,000
Relay Torches	2,000
Other (Laptops, Ipads, laminators, 2-way radios)	4,000
Flags	2,000
Total Assets and In-Kind Support	\$ 154,000

GENERAL GUIDELINES AND PROCEDURES

ORGANIZATIONAL GUIDELINES

The Host Community is responsible for incorporating a Host Organization and establishing a Board of Directors. The Board of Directors will work in cooperation with the staff of the Saskatchewan Games Council to ensure a successful operation of the Saskatchewan Games.

TRI-PARTY AGREEMENT

A Tri-Party agreement will be executed between the Host City, Host Organization and the Saskatchewan Games Council. This signed agreement outlines the roles, responsibilities, and deliverables of each party to ensure the successful hosting of the Games. It will also outline the minimum hosting standards and highlights the financial obligations that are required by all parties.

ACCOUNTABILITY

The financial management of the Games will be the responsibility of the Board of Directors led by the Chairperson and the Director of Administration and Finance. An independent audit of the financial records must be completed as per the Non-Profit Corporations Act and a copy of the audit(s) must be submitted to the SGC as a part of the final report. Budget templates and other tools will be provided to assist in the development of an operating budget.

The SGC has developed other policies that are important to the integrity and consistency of the Saskatchewan Games. All policies will be clearly defined as the Games operation unfolds.

A final report must be provided to the SGC no more than six months from the conclusion of the Games. Reports and recommendations from all divisions are required along with a copy of the audited financial statement.

INSURANCE

The Host Organization must ensure appropriate Directors and Officers liability insurance for the Board of Directors is in place and that there is accident and general liability insurance for the volunteers.

In addition, the Host Organization must arrange for insurance coverage for all physical property and inventory that they acquire/lease leading up to and including the Games.

STAFFING

The Host Organization will employ a full-time Games Manager approximately 16 - 18 months in advance of the Games. The Manager will be a paid employee of the Host Organization and retained under contract. It is recommended that an additional two to three staff should be hired 3 - 6 months prior to the Games to help support the Games planning and operations.

BID APPLICATION INFORMATION

HOST COMMUNITY SELECTION PROCESS

The Host Community Selection process will be completed in two phases:

PHASE 1 – TECHNICAL REVIEW (due September 15, 2023)

This phase will focus on the Games' standards for the sport venues, Games village and other key non-sport venues. This process will provide the SGC with an overview of the bid communities ability to meet the quality and capacity standards that are required of a host community.

If a community can meet all of the technical standards, the SGC will then visit the community to conduct a site visit. If the site visit identified any deficiencies, the bid community may not be invited to proceed with the Host Community Selection process. Upon a successful site visit, the community will be invited to move to Phase 2 of the application process.

PHASE 2 – COMPREHENSIVE HOST COMMUNITY BID (due January 15, 2024)

If the Review Committee has determined that the bid community has met the technical standards, it will be invited to complete a Comprehensive Bid. A summary of these requirements will be included later in this document, with the detailed document and process being forwarded to those communities that have met the technical standards and invited to complete the Comprehensive Bid process.

PHASE 1 – TECHNICAL REVIEW PROCESS

The intent of the Technical Review Process is:

- To assess the Games' standards for the sport venues, Games village and other key non-sport venues.
- To prepare a report that ranks the sport and non-sport venue proposals.
- To identify potential bidding communities that will advance to the second phase of the Host Community selection process.

REVIEW PROCESS

- The SGC will appoint a Review Committee to review all Technical Bids and conduct an on-site evaluation of all sport venues, Games village and other key non-sport venues.
- The SGC Review Committee may consult with the Provincial Sport Organizations to ensure minimum standards for technical facilities are in place.
- The SGC Review Committee may also request additional information from any community submitting a bid.
- The SGC Review Committee will rank the Technical Bids received and will determine the number of communities that have met the minimum technical requirements.

2026 Saskatchewan Winter Games – Bid Information

- Once the Technical Review process has been completed, the Review Committee will move to Phase 2 of the evaluation process and invite the selected communities to participate in the Comprehensive Host Community Bid process.

PHASE 1 – APPLICATION REQUIREMENTS

Communities interested in hosting the Saskatchewan Games are asked to prepare and submit a formal Technical Bid Application to the Saskatchewan Games Council. The preferred method of submission is via electronic means. Phase 1 bids are due by September 15, 2023.

The following are required as part of the Technical Review Process submission:

COVERING LETTER

This one-page document should include brief information about the community or communities that are involved in the Technical Bid proposal as well as the date of submission. It should also confirm the dates proposed for hosting the 2026 Saskatchewan Winter Games (**February 16 – 21, 2026**).

CONTACT INFORMATION

Please complete the Contact Information form. Should there be any questions regarding the information submitted as part of the bid package, please indicate a primary and a secondary contact person. Contact name, title or position, cell phone number and email address should all be provided for the contact persons.

NON-SPORT VENUE STANDARDS AND DESCRIPTIONS

Please complete the Non-Sport Venue Standards and Descriptions form. Information is required for non-competitor accommodation, ceremony locations, and other potential cultural or festival locations.

SPORT VENUE STANDARDS AND DESCRIPTIONS

Please refer to the Sport Venue Standards and Descriptions document for the approved sport calendar and facility minimum standards. A Sport Facility Information form is required for each sport on the sport calendar. Please ensure adequate detail is provided for each proposed venue as these documents will provide key information required to evaluate the Technical Bid submission. The sport facilities must meet the minimum standards acceptable to the PSO for their competition. If upgrades are required to meet the standards and the community is prepared to make these upgrades, please indicate this on the Sport Facility Information form.

The Saskatchewan Games Council (SGC) partners with the Provincial Sport Organizations (PSOs) who are responsible for the governance of their sport in the province. Each sport must apply to be in the Games and the selection of the sports, number of sports and the number of athletes allocated to each sport are decided by the SGC.

2026 Saskatchewan Winter Games – Bid Information

The SGC is committed to integrating Para-sport and Special Olympics disciplines into the Saskatchewan Games program. For a Winter Games, Para-Nordic Skiing and Special Olympics Bowling are typically included. The SGC will work with the successful Host Community and the appropriate PSO or organization to ensure this integration is successful.

GAMES VILLAGE STANDARDS

Please complete the Games Village Standards form that outlines the requirements for the Games Village. The Games Village is a key component to the success of a Saskatchewan Games. The Village not only houses all of the athletes and coaches, but also plays host to other amenities such as the Poly Clinic that provides proper and adequate medical services to all participants, Food Services which provides the daily meals, and Mission Services that provides space for the nine mission teams to work. In addition, other space for a Coaches Lounge, Results centre, Transportation office and Security headquarters are required at the Games Village or nearby.

OTHER INFORMATION

Other supporting information can be provided if deemed appropriate. This could include but is not limited to: photographs, CAD drawings, maps, templates and any other information in support of the information provided.

PHASE 2 – COMPREHENSIVE HOST COMMUNITY BID PROPOSAL

Once the Technical Review process has been completed, the Review Committee will move to Phase 2 of the evaluation process and the SGC will invite the selected communities to participate in the Comprehensive Host Community Bid process. The intent of this process is to undertake a comprehensive evaluation of Saskatchewan Games bid proposals submitted by the communities that emerge from Phase 1.

REVIEW PROCESS

- Complete a bid review and evaluation for each comprehensive bid proposal received and rank the bids in order of preference.
- Identify any hosting conditions that need to be addressed by the preferred host community.
- If required, a second site visit will be undertaken by the Review Committee. It is anticipated that a review meeting can occur with the bidding communities and the Review Committee via phone or video conference.
- Review Committee will present their report and decision to the Saskatchewan Games Council.
- Formal announcement of the successful host community will be completed ensuring all the necessary partners are involved in the announcement.

PHASE 2 – COMPREHENSIVE BID REQUIREMENTS

Communities that move to Phase 2 will be asked to prepare and submit a formal Comprehensive Bid Proposal to the Saskatchewan Games Council. The preferred method of submission is via electronic means. Phase 2 bids are due on January 15, 2024.

The following are required as part of the Comprehensive Bid:

COVERING LETTER

As an introduction to your Comprehensive Bid Application, please include the following information:

- The name, population and items of general interest in your community.
- Provide the names, occupation and contact information of the members of your Bid Committee.

RESOLUTIONS

Due to the size and scope of the Saskatchewan Games, Municipal support is critical to the success of the Games. Please describe the type of support your Municipality is prepared to commit to the Host Organization.

Please include the following formal Resolutions:

- Resolution from Municipal Council to support the Bid Application and that in the event of a deficit in the operation of the Games, they shall be responsible for such deficit. It is also expected that all Municipal facilities be provided free of charge to the Games.
- Resolution from the local School Board(s), stating support for the Host Organization and a provision for the necessary school facilities for competition and accommodation.

EVENT HOSTING HISTORY

Please provide a list of major events hosted by your community in the past four years or to be hosted in the next two years. Please indicate the following for each event:

- Name of the event
- Type of event (Provincial, Inter-Provincial/Territorial, National, International)
- Participant numbers
- Volunteer numbers
- Approximate budget

VOLUNTEER SUPPORT

To stage a successful Saskatchewan Games, the Host Organization Board of Directors will need to recruit, train and manage approximately 1,000 community volunteers. Please provide evidence that the volunteer support required to plan and deliver a Saskatchewan Games is attainable.

2026 Saskatchewan Winter Games – Bid Information

FINANCIAL GUIDELINES

A projected Capital and Operating budget for hosting the Games should be prepared and submitted as part of the bid package. The budget documents should include the anticipated revenue for the event from public, private, and corporate sponsors.

The following points should be noted with respect to funding for the event:

- The local Municipal Council should provide financial assistance toward the overall operation of the event.
- The local Municipal Council will be expected to underwrite any deficit incurred by the Host Corporation.

The SGC will provide financial assistance of up to **\$550,000** to the host community toward the overall operation of the Games. In addition, the SGC will provide up to **\$250,000** in a matching Capital Legacy Grant. Provision of the funding will be made in two installments to the Host Organization. Please include a description of the methods/means to match the \$250,000 Legacy Grant from sources other than the SGC hosting grant.

Although each community is unique and budgets can fluctuate significantly based on Capital projects, the budget for the operating expenses of the 2023 Saskatchewan Winter Games was approximately \$2.3 million. A budget template has been included to assist in consistent preparation of financial information by all bidding communities.

SUSTAINABILITY

As a goal to reduce the carbon footprint for the Games, the bid should provide an explanation of initiatives that the host community may adopt to consider the environment. Examples could be related to recycling initiatives, waste reduction, decreased water consumption, and energy efficiencies.

TRANSPORTATION

The host community is responsible for the internal transportation of the participants during the Games. This includes transportation of the athletes, coaches and major officials to and from their Games residences, their respective sport venues and other related events, such as the opening and closing ceremonies. Transportation for athletes with a disability will also be required.

The SGC, in cooperation with the 9 Districts, is responsible for all participant external transportation to and from the host community, except for the participants in the hosting District. The participants in the host District will be responsible for their own transportation costs and arrangements.

OTHER ORGANIZATIONS

There are several organizations that can assist with specific aspects relating to the Bid Application and the staging of the Games. They include:

- Districts for Sport, Culture and Recreation - It is recommended that the potential host community consult with their District for assistance in preparing the bid.

2026 Saskatchewan Winter Games – Bid Information

- Provincial Sport Organizations (PSO) - Technical information, facility approval and general advice is available from the PSO's.
- Sport Medicine and Science Council of Saskatchewan - Advice and assistance to potential host communities concerning medical services is available at www.smscs.ca.
- Local Tourism Organization – Can assist with bid preparations, accommodations, community demographics and other areas to support the bid process.

BID SUBMISSION DEADLINES

The deadline for submission of the two-Phase application is **January 15, 2024**.

Please forward all applications electronically to the Saskatchewan Games Council via email to gperreux@saskgames.ca.

Additional information about the Saskatchewan Games can be found at www.saskgames.ca.

Should you have any questions regarding the bid process please feel free to contact:

Provincial Games Consultant

Greg Perreux

Cell: (306) 530-2161

gperreux@saskgames.ca

2026 Saskatchewan Winter Games – Bid Information

APPENDIX 1

Sport, Culture and Recreation Districts
Contact List

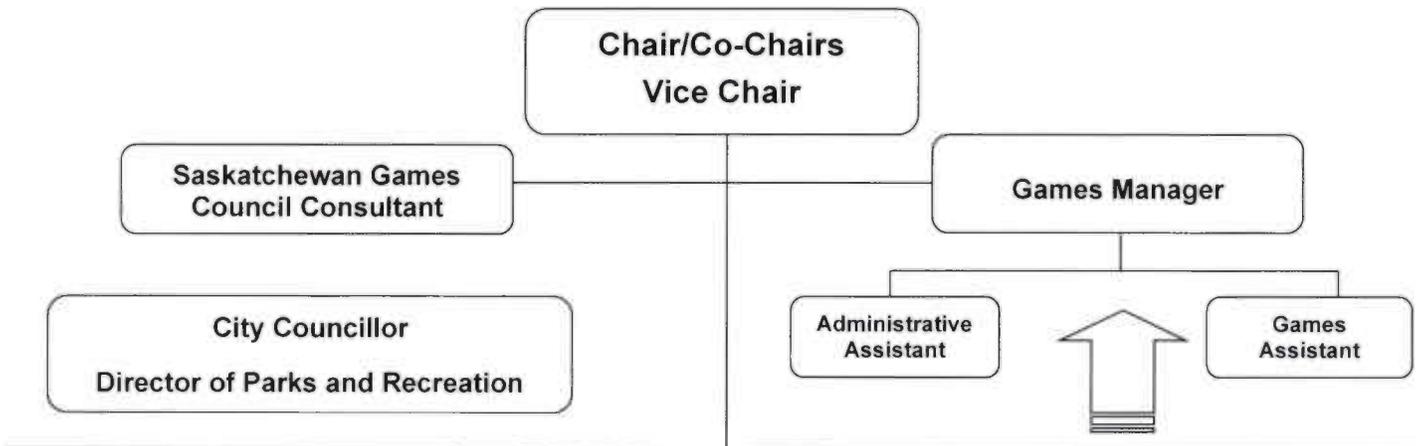
<p>South East Sport, Culture and Recreation District Coordinator: TBD Email: cdc@southeastdistrict.ca</p>	<p>Major Communities Within Weyburn, Estevan</p>
<p>South West District for Culture, Recreation and Sport Coordinator: Brennen Ronovsky Moose Jaw, SK Email: brennen@gosouthwest.ca</p>	<p>Major Communities Within Moose Jaw, Swift Current</p>
<p>Parkland Valley Sport, Culture and Recreation District Coordinator: Chelsey Johnson Yorkton, SK Email: cjohnson@parklandvalley.ca</p>	<p>Major Communities Within Yorkton, Melville</p>
<p>Prairie Central District for Sport, Culture and Recreation Coordinator: Stephanie Cuddington Wynyard, SK Email: stephanie@prairiecentral.ca</p>	<p>Major Communities Within Humboldt, Martensville, Warman</p>
<p>Rivers West District for Sport, Culture and Recreation Coordinator: Donna Johnston-Genest Rosetown, SK Email: rwdsr_donna@sasktel.net</p>	<p>Major Communities Within North Battleford, Lloydminster, Kindersley, Meadow Lake</p>
<p>Lakeland District for Sport, Culture and Recreation Coordinator: Crystal Clarke Prince Albert, SK Email: crystal.ldscr@sasktel.net</p>	<p>Major Communities Within Melfort, Nipawin, Prince Albert</p>
<p>Northern Sport, Culture and Recreation District Coordinator: Tonia Logan La Ronge, SK Email: tlogan@nscrd.com</p> <p>Coordinator: Ryan Karakochuk Creighton, SK Email: rkarakochuk@nscrd.com</p>	<p>Major Communities Within La Ronge, Creighton</p>

****NOTE** – The Saskatoon and Regina District contacts have not been included as they do not have full time staff employed.

****NOTE** – A list of PSO contacts will be forwarded to the bidding communities once the final sport selection process has been completed.

APPENDIX 2

Sample Host Organizational Structure



Athlete Experience
Accommodation: for athletes, coaches and mission staff, beds, bathrooms, laundry, storage, drying areas, access control, room assignments, accessibility
Village Services: Village information, lost & found, souvenirs, equipment storage
Entertainment: quiet areas, arcades, movies, internet, coaches lounge
Turnaround: all of the above
Mission Centre: 9 District office spaces, provide access to phone and copier, set up and take down

Logistics & Information Technology (IT)
Transportation: athletes, officials, medical, media, VIPs, dispatch center, vehicle compound, parking, delivery service
Warehousing Management: warehouse space, delivery vehicles, inventory control
Communication: mobile (cell phones, radios), data (internet) copiers, directories
Turnaround: bus coordination
Information Technology: software (registration, accreditation, results, volunteer, inventory, accounting) office software & hardware, other software & hardware for results at each venue

Administration & Finance
Organizational structure: incorporation, bylaws, conflict of interest, legal
Office: space, furniture, supplies, equipment, other
HR: staff plan, job descriptions, recruitment, selection, payroll
Finance: budgets, cash flow, accounting controls, audit, financial reporting, tax compliance, investments
Cash Management: cash policies & procedures, games-time cash management needs
Asset Management: purchasing, contracts, inventory management, asset disposal
Risk Management: assets, health, vehicles, liability insurance

Marketing & Communications
Advertising: logo, graphic standards, creative advertising design & placement, signage, website design, photography
Publications: newsletters, programs, handbooks, brochures, scripting & writing
Community Relations: mascot, displays, tourism, special events, info kiosks
Media Relations: media centre, accommodations, media releases & conferences
Sales: merchandise, tickets/box office, programs
Education: school program

Ceremonies & Culture
Opening & Closing
Ceremonies: creative design, script, sound, music, lighting, athlete marshalling & parade, entertainers & performers, venue fit-out & restore, MCs, VIPs, protocol, pageantry
Venue & Medal Ceremonies: sport opening & closing ceremonies, flags & pageantry, medal presentations
VIP Hospitality & Accommodation: registration, lounge, special events, banquets, receptions
Ambassadors: recruitment, training, uniform
Torch Relay: organize

Sport
Sport: individual sports, equipment & supplies, sport schedule, practice facilities, results, programs/brochures, test events, Technical PSO representatives, PSO Liaison
Officials: care & comfort, accommodations, uniforms, support officials training
Mission Services: mission centre, accommodations, mission liaison, chef's meetings, chef's manual, results
Results: sport specific, work with Information Technology
Venue: prepare site, assign volunteers, security, and parking

Safety & Security
 Safety/security planning and implementation for all venues, village, and night patrols, manage concerns and safety issues, emergency planning

Medical Services
 Polyclinics, infirmary, venue services, medical professionals, ambulance, equipment, supplies, furniture, hospital liaison, spectator first aid, health record maintenance

Volunteers
 Recruitment, registration, orientation & training, screening, assignment, accreditation, uniforms, newsletter, volunteer centre, recognition

Food Services
 Menu plan, cafeteria, food preparation, tableware, refrigeration, clean-up, box lunches, train & assign volunteers venue set up & take down

Sponsorship
Corporate Sponsors/Donors: recruitment, recognition, value-in-kind, benefits/sponsor servicing, sponsor conferences, special events, local sponsorships, national sponsors, local fundraising, records

Venues
Spectator Services: info kiosks, concessions, seating, lost & found.
Venue Operations: parking, equipment set-up, maintenance, waste management, accessibility planning
Venue Fit-Out & Decommissioning: trailers, tents, fencing, bleachers, furniture, utilities, portable washroom facilities, PA systems, scoreboard installation, venue teams
Facilities: access agreements, design, renovation, lighting, construction, confirm all venue requirements (sport/non-sport)
Greening of the Games: environment, recycling
Signage: general, venues, parking, transportation



CORR 23-41

TITLE: Donation of Family Passes for the Prince Albert Safe Shelter for Women & Children

DATE: June 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

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

PRESENTATION: None

ATTACHMENTS:

1. Email dated June 4, 2023

Written by: Kendra Gear, Prince Albert Safe Shelter for Women & Children

Terri Mercier

RECEIVED
JUN 05 2023
CITY CLERK
Executive Committee

From: noreply@citypa.com on behalf of Kendra gear <kgear@live.ca>
Sent: Sunday, June 4, 2023 10:07 PM
To: City Clerk
Subject: Prince albert safe shelter for woman and child

[You don't often get email from kgear@live.ca. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello my name is Kendra and I work for the prince albert safe shelter for woman and children, I don't know who I'd ask or where to go. But I was wondering if there would be a way the city of prince albert would donate 9 family passes yearly to are shelter? I have worked there many years and I think it would be amazing expecially if a family has gone through trauma, and a mom needs to keep her kids occupied they have an opportunity to go to alfred,kinsmen Waterpark, or winter frank dunn. Were a mom can spend famly time, not stressing or thinking of there financial needs when they come in with nothing,and with the way cost of living is, and the heartache of the children not know whats going on.If there would be a help that would truly be appreciated thank you

Origin: <https://www.citypa.ca/en/city-hall/speaking-to-council.aspx>

This email was sent to you by Kendra gear<kgear@live.ca> through <https://www.citypa.ca/>.
***Caution:This email originated from outside the City of Prince Albert email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com<mailto:support@citypa.com>). ***

*PA safe Shelter
923-7th Street East
S6V 6T3*

Recommended Disposition:
Refer to Community Services



CORR 23-42

TITLE: Concerns Regarding Property Taxes for 2022

DATE: June 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Financial Services Department.

PRESENTATION: None

ATTACHMENTS:

1. Letter received June 6, 2023

Written by: Catherine Aschenbrenner

Mayor and Council
City of Prince Albert
1084 Central Avenue
Prince Albert, Sask. S6V-7P3

RECEIVED
JUN 06 2023
CITY CLERK
Executive Committee

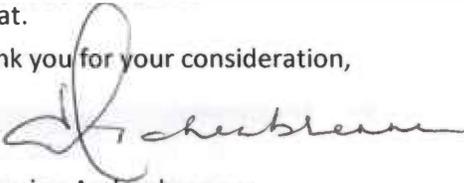
I am requesting an opportunity to discuss a situation about my property taxes for the 2022 calendar year.

Upon completing my yearly financial review in preparation for submitting my 2022 tax return to CRA I noticed I didn't have a property tax statement for my rental house at 561 20th Street West. I immediately called the city tax department to which I was advised that I had not paid property taxes in 2022 and that interest and penalties were accumulating. I was told that numerous letters had been sent to that address. I then called my tenant who stated that nothing had ever arrived for me. She indicated that the only mail she has ever received from city hall is the water bill. Please note that in the past if any mail arrived for me at this address she was always prompt in getting it to me!

Upon further review I realized what had caused the issue. My mortgage payments included principle, interest and taxes (which the mortgage company submitted to the city on my behalf). They did not do this in 2022 because I had paid my mortgage off entirely in February 2022. The close-out statement from the mortgage company did not indicate that they would not be forwarding the 2022 tax amount to the city of Prince Albert. I apologize for missing this detail and wish to assure you that I would have dealt with the issue promptly had I realized what had transpired. Upon finding out the discrepancy I paid the amount in full.

I am requesting to be forgiven of the \$533.67 in penalties accumulated as I am a single, working mother of two and the amount is significant to me. Should anyone need to contact me I can be reached on my cell at.

Thank you for your consideration,



Catherine Aschenbrenner

**Recommended
Disposition:**

*Rates to
Financial Services*

RPT 23-242

TITLE: April 2023 Accounts Payable Payments

DATE: June 8, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the April 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 April 1 – 30, 2023.
2. A list of payments made to vendors and contractors from January 1 – April 30, 2023.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. April 2023 Accounts Payable Payments

Written by: Tejinder Khatri, Asset Manager

Approved by: Director of Financial Services and City Manager

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
1	Graham Construction and Engineering LP	\$2,669,425.92	\$9,245,148.06
2	Municipal Employees Pension Plan	\$656,226.00	\$2,628,405.44
3	Bank of Montreal - Mastercard	\$301,918.96	\$984,556.84
4	SaskPower	\$275,614.87	\$1,099,603.48
5	The City Of Prince Albert Public Library Board	\$187,829.17	\$751,316.68
6	FirstCanada ULC	\$158,544.10	\$540,314.66
7	Anderson Motors Ltd.	\$133,878.26	\$190,224.14
8	Federated Co-Operatives Ltd.	\$125,476.97	\$499,886.71
9	PA Separate School Board	\$121,359.74	\$621,517.99
10	ESTI Consulting Services	\$98,971.36	\$98,971.36
11	Sask Energy Inc.	\$95,893.76	\$431,767.86
12	Capital H2O Systems, Inc.	\$90,300.00	\$90,300.00
13	Novus Law Group	\$60,370.64	\$207,717.78
14	Community Service Centre	\$53,386.75	\$214,197.00
15	Metalman Art & Design	\$50,125.38	\$65,192.66
16	Softchoice Corporation	\$46,307.19	\$89,492.28
17	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$31,911.85	\$85,788.51
18	Brogan Fire & Safety	\$30,951.25	\$30,951.25
19	Clear Tech Industries Inc.	\$29,714.97	\$37,679.68
20	SPCA	\$29,417.47	\$121,732.37
21	Klearwater Equip & Technologies	\$28,577.01	\$98,216.56
22	Lenovo Canada Inc.	\$26,942.25	\$29,212.65
23	AECOM Canada Ltd.	\$23,126.25	\$119,727.71
24	Saskatchewan Public Safety Agency	\$22,111.20	\$355,427.96
25	Darcy's Golf Shop Ltd.	\$19,804.46	\$62,790.85
26	GL Mobile Communications	\$18,441.63	\$76,394.48
27	Kleen-Bee (P.A.)	\$16,537.14	\$49,448.31
28	Prince Albert Policemen's Association	\$15,172.90	\$60,550.58
29	Paquin Entertainment	\$15,000.00	\$15,000.00
30	HBI Brennan Office Plus Inc.	\$14,992.41	\$45,925.36
31	Frontline Outfitters Ltd	\$14,470.84	\$19,256.22
32	Sysco Food Services	\$14,398.35	\$76,019.15
33	CDW Canada Inc	\$14,251.03	\$20,894.03
34	Can Union of Public Employees Assoc Local 160	\$13,076.27	\$57,088.93
35	Promotional Marketing	\$12,181.14	\$12,181.14
36	Strategic Steps Inc.	\$11,990.16	\$11,990.16
37	101100203 Saskatchewan Ltd.o/a TLS Lawn	\$11,261.25	\$22,853.26
38	SaskTel	\$11,064.40	\$66,650.78
39	SGI Canada	\$10,701.04	\$10,701.04
40	Prince Albert Firefighter's Association Local 510	\$10,411.64	\$41,025.54
41	1215404 BC Ltd. (DBA Claymore Cloths)	\$9,894.93	\$9,894.93
42	Auto Rescue Towing	\$9,706.69	\$41,153.03
43	Redhead Equipment Ltd.	\$9,616.62	\$27,428.09
44	Korth Group Ltd.	\$8,864.42	\$8,864.42
45	Nagy Holdings Ltd.	\$8,658.00	\$8,658.00
46	Impact Mechanical Service Ltd.	\$8,051.24	\$25,820.60

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
47	Cadmus Delorme	\$8,000.00	\$8,000.00
48	Eecol Electric (Sask) Ltd.	\$7,565.96	\$16,432.82
49	Acklands Ltd.	\$7,172.92	\$32,720.98
50	Arctic Refrigeration Inc.	\$7,030.48	\$25,348.37
51	Earthworks Equipment	\$6,842.89	\$29,953.86
52	Can Union of Public Employees Assoc Local 882	\$6,708.66	\$26,473.69
53	Delta Hotels	\$6,637.58	\$7,964.39
54	Richard Pytlak	\$6,604.50	\$25,853.00
55	Prince Albert Skating Club	\$6,500.00	\$6,500.00
56	Fer-Marc Equipment Ltd.	\$6,289.24	\$26,908.02
57	B A Robinson Co. Ltd.	\$6,249.66	\$32,067.56
58	DMM Energy	\$6,183.62	\$65,365.64
59	L' Ecole des Petits Preschool	\$6,000.00	\$6,000.00
60	The Roman Empire Production Corp	\$5,825.00	\$5,825.00
61	Dulux Paints	\$5,751.68	\$5,812.93
62	Christopherson's Industrial Supplies	\$5,745.77	\$18,743.85
63	Harlan Fairbanks	\$5,705.57	\$17,325.77
64	Prince Albert Golf & Curling Club	\$5,416.67	\$21,666.68
65	NexGen Mechanical Inc.	\$5,408.06	\$5,791.01
66	Procido LLP	\$5,328.00	\$5,328.00
67	Lake Country Co-operative Ltd.	\$5,320.68	\$14,082.42
68	Stantec Consulting Ltd.	\$5,317.73	\$23,254.36
69	Vipond Inc.	\$5,124.10	\$7,273.84
70	Locke Electric	\$5,019.98	\$6,290.94
71	Prince Albert Pikes Artistic Swimming Club	\$5,000.00	\$5,000.00
72	DC Strategic Management	\$4,987.50	\$7,251.56
73	The Covina-Thomas Company	\$4,974.66	\$4,974.66
74	SaskTel CMR	\$4,919.60	\$40,987.58
75	Backupify Inc.	\$4,862.49	\$4,862.49
76	Sutherland Automotive	\$4,848.59	\$16,006.14
77	Prairie Meats	\$4,790.50	\$12,263.68
78	OK Tire & Auto Service	\$4,770.60	\$15,262.35
79	Aquifer Group of Companies	\$4,666.76	\$32,180.52
80	Capstone Community Marketing	\$4,624.98	\$14,219.94
81	Action Printing Company Ltd.	\$4,527.64	\$39,950.36
82	Delco Automation Inc.	\$4,507.71	\$100,883.89
83	Dresswell Dry Cleaners (2013) Ltd	\$4,483.85	\$17,432.96
84	Brett Young	\$4,478.85	\$4,478.85
85	University of Saskatchewan	\$4,434.45	\$4,434.45
86	PR Septic Services 1997 Ltd.	\$4,286.81	\$15,365.90
87	Prince Albert Beverages	\$4,079.40	\$23,141.74
88	Nova Pole International Inc	\$4,079.25	\$4,079.25
89	Borysiuk Contracting Inc.	\$3,990.00	\$3,990.00
90	The Brick	\$3,962.53	\$3,962.53
91	Overhead Door of Prince Albert Ltd.	\$3,736.32	\$7,050.18
92	Porter Music Management	\$3,575.00	\$3,575.00

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
93	Sask Research Council	\$3,486.48	\$9,846.86
94	Greenland Waste Disposal Ltd.	\$3,424.28	\$15,731.32
95	Best Buy	\$3,274.20	\$5,994.74
96	Windows Beautiful By Cheryl	\$3,266.73	\$8,112.99
97	Entandem Inc	\$3,253.23	\$12,553.39
98	A2Z Safety & Training Ltd.	\$3,169.05	\$5,917.05
99	i2 Inc.	\$3,163.97	\$3,163.97
100	Rocky Mountain Phoenix	\$3,128.54	\$3,730.17
101	Prince Albert and Area Athletic Association	\$3,000.00	\$3,000.00
102	Sigma Safety Corp.	\$2,935.20	\$31,018.64
103	Van Houtte Coffee Services Inc	\$2,933.35	\$10,607.74
104	Performing Arts Warehouse	\$2,900.00	\$2,900.00
105	Green For Life Environmental	\$2,882.72	\$2,882.72
106	Nicole A Sawchuk Barrister and Solicitor	\$2,785.59	\$10,068.23
107	Practica Ltd	\$2,755.55	\$3,097.87
108	University of Regina	\$2,743.07	\$11,147.91
109	Canadian Tire	\$2,732.05	\$8,584.01
110	Alan Ruder	\$2,688.00	\$2,688.00
111	MNP LLP	\$2,615.62	\$29,353.12
112	Prince Albert Chamber of Commerce	\$2,614.80	\$11,849.55
113	Gregg Distributors	\$2,588.81	\$10,661.53
114	Total Service & Contracting Ltd.	\$2,572.43	\$3,629.15
115	Coronet Hotel	\$2,526.68	\$6,219.52
116	Superior Truck Equipment Inc./North America	\$2,518.16	\$8,453.46
117	Maxim Transportation Services Inc.	\$2,485.61	\$11,702.21
118	First General Services (PA) Ltd.	\$2,376.94	\$15,434.83
119	R & R Products Inc	\$2,374.47	\$3,302.18
120	Hach Sales & Service Canada Ltd	\$2,361.64	\$6,130.09
121	Canadian Imperial Bank of Commerce	\$2,239.00	\$9,403.80
122	Chartered Professional Accountants of Saskatchewan	\$2,215.50	\$2,215.50
123	CJC & Co. LLP	\$2,208.30	\$2,208.30
124	Imprivata	\$2,201.55	\$12,769.17
125	Sign Universe	\$2,197.80	\$3,285.60
126	Jesse Campbell	\$2,150.00	\$5,268.73
127	Active Network Ltd.	\$2,144.52	\$2,144.52
128	Fountain Tire Prince Albert Ltd	\$2,064.58	\$12,282.71
129	UniTech Office Solutions, Ltd.	\$2,001.14	\$13,606.60
130	Micah Daniels	\$2,000.00	\$2,000.00
131	Emco Corporation	\$1,991.34	\$2,324.34
132	Precision Electro Mechanical	\$1,967.48	\$4,127.03
133	Bluebeam, Inc.	\$1,917.93	\$1,917.93
134	Institute of Transportation Engineers	\$1,887.79	\$3,889.38
135	The Bolt Supply House Ltd	\$1,859.66	\$8,703.13
136	Knotty Pine Bistro	\$1,849.99	\$12,949.99
137	Adrian Vermette	\$1,825.00	\$4,444.84
138	St. Johns Ambulance	\$1,785.00	\$3,308.66

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
139	Dana Strauss	\$1,750.00	\$1,750.00
140	Rassetica Testing Ltd.	\$1,687.81	\$1,687.81
141	Rona Inc. - Prince Albert	\$1,664.74	\$6,248.02
142	Complete Distribution Services	\$1,653.00	\$14,930.70
143	Westjet	\$1,623.43	\$5,795.12
144	ADB Safegate Canada Inc	\$1,608.60	\$3,231.90
145	American 3B Scientific, LP	\$1,602.43	\$1,602.43
146	Staples	\$1,593.46	\$5,490.86
147	Absolute Fire Protection	\$1,564.96	\$2,996.86
148	Applied Industrial Technologies	\$1,557.82	\$12,750.31
149	Thorpe Industries Ltd	\$1,526.25	\$12,081.28
150	Tenaquip Ltd.	\$1,524.98	\$2,668.71
151	Purolator Courier Ltd.	\$1,514.97	\$10,231.13
152	Donna Strauss	\$1,500.00	\$1,825.00
153	Harvey Anderson	\$1,500.00	\$1,500.00
154	Mike Langlois	\$1,500.00	\$1,500.00
155	Lauren Lohneis	\$1,500.00	\$1,500.00
156	Stephanie Lokinger	\$1,500.00	\$1,500.00
157	GardaWorld Cash Services Canada Corp	\$1,491.16	\$4,782.87
158	Shred-it International ULC	\$1,488.66	\$4,626.62
159	Donald Beuker	\$1,478.44	\$1,478.44
160	MSC Industrial Supply ULC	\$1,459.14	\$9,376.05
161	Victoria Hospital Foundation	\$1,400.00	\$1,400.00
162	Air Canada	\$1,377.22	\$14,750.72
163	M D Charlton Co. Ltd.	\$1,357.97	\$97,009.71
164	Jennifer Greyeyes c/o Serene Cleaing Services	\$1,325.00	\$1,325.00
165	Information Services Corporation	\$1,305.54	\$9,565.68
166	Wholesale Club	\$1,279.16	\$1,930.51
167	P A Battery & Truck Accessories	\$1,275.81	\$4,791.58
168	PA Paw Print Inn	\$1,274.55	\$2,562.68
169	Jenna Strauss	\$1,250.00	\$1,250.00
170	Jump.ca	\$1,236.29	\$4,149.87
171	Eventbrite	\$1,232.88	\$1,245.38
172	Marsollier Petroleum	\$1,216.38	\$2,294.97
173	Amazon.ca	\$1,203.46	\$11,604.81
174	Avison Young ITF 1540709 Ontario Limited	\$1,202.52	\$4,810.08
175	Prince Albert Warhawks	\$1,200.00	\$1,200.00
176	Canadian Police College	\$1,193.78	\$20,609.05
177	ESRI Canada	\$1,184.01	\$28,548.60
178	Konica Minolta Business Solutions Canada Ltd.	\$1,165.84	\$23,731.93
179	Gabrielle Giroux	\$1,165.50	\$2,331.00
180	Canadian Linen and Uniform Service	\$1,155.43	\$4,803.00
181	Frontline Truck & Trailer	\$1,150.37	\$3,990.51
182	Justice Institute of British Columbia	\$1,142.42	\$1,142.42
183	Fastenal	\$1,136.62	\$6,815.00
184	Napa Auto Parts	\$1,128.62	\$13,026.79

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
185	Zogics	\$1,069.14	\$4,108.99
186	Uline Canada Corporation	\$1,068.33	\$8,456.49
187	Tyrone Enterprises Inc	\$1,055.25	\$4,179.00
188	Folk Consulting Inc.	\$1,053.44	\$1,053.44
189	SOS Communications Ltd	\$1,050.00	\$1,050.00
190	Rally Motors Ltd.	\$1,042.28	\$1,042.28
191	Saskatchewan Digital Forensics Services	\$1,000.00	\$2,250.00
192	Modeste McKenzie	\$1,000.00	\$1,000.00
193	Early's Farm & Garden Centre	\$976.80	\$8,669.10
194	Lite-Way Electric Ltd.	\$976.71	\$21,018.65
195	Avia NG Inc.	\$960.75	\$7,204.06
196	Best Western Hotels	\$958.73	\$3,890.86
197	Cansel	\$957.65	\$2,162.28
198	Charles Repair & Service Co. Ltd.	\$935.33	\$2,354.64
199	Fabco Plastics Saskatoon Ltd.	\$926.93	\$926.93
200	Canada Post Corporation	\$926.79	\$944.15
201	Lafrentz Road Services Ltd.	\$901.88	\$901.88
202	Eda Environmental Ltd.	\$880.33	\$5,473.95
203	Beth Gobeil	\$845.00	\$3,379.49
204	Portapay.com	\$832.93	\$832.93
205	Mr Plumber	\$828.11	\$18,394.30
206	Shaun Warkentin	\$808.95	\$808.95
207	Constant Contact	\$805.34	\$805.34
208	Halcro Metals Inc.	\$794.43	\$3,748.12
209	PA Markit Signs Ltd.	\$783.11	\$2,264.41
210	Accra Lock & Safe Co. Ltd.	\$780.42	\$3,029.33
211	Saskatchewan Association of Chiefs of Police	\$780.00	\$8,280.00
212	Fire Fighters Entertainment Fund	\$780.00	\$3,075.00
213	Michael Adona	\$750.91	\$750.91
214	Lavoie Stonechild Law Office	\$750.00	\$750.00
215	Canada Ticket Inc	\$745.64	\$745.64
216	Canada Bread Co Ltd	\$721.00	\$2,115.66
217	Wingate by Wyndham	\$720.50	\$1,047.70
218	Art Schifft	\$719.25	\$719.25
219	Wix.com	\$709.30	\$730.28
220	International Association of Airport Executive Canada	\$698.25	\$1,757.70
221	Zirkia Grobler	\$685.00	\$1,880.00
222	Vermette Wood Preservers Ltd.	\$682.50	\$1,312.50
223	Lannie Muggleston	\$680.00	\$2,040.00
224	Princess Auto	\$666.70	\$5,699.32
225	DMA Building Services Ltd.	\$666.00	\$13,691.13
226	Sheila Devine	\$646.74	\$646.74
227	Urban Tactical (Winnipeg) Ltd.	\$642.60	\$2,518.59
228	Asiil Enterprises Ltd.	\$632.70	\$25,092.05
229	Cindy Gallegos	\$630.00	\$2,120.00
230	Haix North America	\$609.98	\$609.98

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
231	CGI Information Systems & Mgt Consultants Inc	\$601.25	\$2,405.00
232	Richard Caron	\$592.52	\$592.52
233	Judy McNaughton	\$591.00	\$591.00
234	CTV Television Inc.	\$588.00	\$4,131.75
235	My Place Catering	\$582.09	\$6,288.09
236	B & P Water Shop Inc	\$574.60	\$2,424.60
237	ClaimsPro Inc.	\$560.00	\$2,800.00
238	Roy Klein	\$546.00	\$546.00
239	Canva Pty Ltd	\$541.99	\$541.99
240	The Procurement School	\$525.00	\$525.00
241	Vue It Communication	\$524.29	\$524.29
242	Expedia.ca	\$524.08	\$524.08
243	Alamo Rent-a-Car	\$522.88	\$522.88
244	Jay's Transportation Group Ltd.	\$522.04	\$2,817.90
245	Shoppers Drug Mart a/o 102141239 Sask Ltd.	\$518.83	\$1,679.96
246	Bell Mobility Inc.	\$512.79	\$1,186.73
247	West Flat Citizens Group Inc.	\$500.00	\$18,080.00
248	Ailah Carpenter	\$500.00	\$500.00
249	Prince Albert Early Childhood Council	\$500.00	\$500.00
250	P A Outreach Program Inc.	\$500.00	\$500.00
251	TK Elevator (Canada) Ltd.	\$489.11	\$6,683.45
252	Facebook Inc.	\$481.39	\$2,875.66
253	Parkland Ambulance Care Ltd.	\$475.00	\$475.00
254	North Star Signs	\$466.20	\$564.99
255	Glenmor Equipment LP	\$454.29	\$83,694.90
256	Arborist Supply Co Inc	\$451.50	\$451.50
257	Pamela Nelson	\$450.00	\$750.00
258	Reed Security Group	\$448.14	\$1,817.67
259	Ben's Auto Glass	\$432.95	\$3,471.85
260	Google	\$425.25	\$1,338.55
261	Adnet Agency	\$414.75	\$829.50
262	ISA - Prairie Chapter	\$407.07	\$1,547.47
263	Steve's Auto Electric	\$399.57	\$1,822.51
264	Kin Enterprises Inc.	\$396.94	\$396.94
265	Gloria Bell	\$390.00	\$1,930.00
266	West Hill Medical Clinic	\$390.00	\$950.00
267	Brandt Tractor Ltd.	\$384.68	\$17,823.56
268	Sherwin Williams	\$377.08	\$1,852.16
269	Gateway North Towing	\$367.50	\$367.50
270	Trevor Gunville	\$367.50	\$367.50
271	Suzanne Stubbs	\$365.00	\$1,365.00
272	Ballast Shop	\$355.50	\$355.50
273	California State University	\$349.80	\$1,235.81
274	Holiday Inn Hotel	\$343.76	\$689.70
275	Toshiba Business Solutions	\$339.55	\$1,960.83
276	ATAP Infrastructure Management Ltd	\$336.00	\$1,008.00

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
277	Folio Jumpline Publishing Inc.	\$324.49	\$4,644.23
278	Superior Propane Ltd	\$320.03	\$9,623.41
279	Superstore	\$317.95	\$809.44
280	P A Express Ltd.	\$317.57	\$1,405.53
281	Nora Vedress	\$317.41	\$880.91
282	Lucky Bastard Distillers	\$316.80	\$844.80
283	Kerri MacLeod	\$315.00	\$905.00
284	Millsap Fuel Distributors	\$311.77	\$1,258.04
285	Rod's Decorating Centre Ltd.	\$309.10	\$1,643.14
286	Lillian Donahue	\$307.74	\$307.74
287	World Water Operator Training Company	\$307.65	\$307.65
288	Brad's Appliance Repair	\$305.25	\$305.25
289	Kathy McMullin	\$304.20	\$1,269.21
290	Esso	\$299.79	\$359.79
291	ALSCO Canada Corp - Saskatoon	\$294.07	\$689.36
292	Advanced Municipal Solutions	\$294.00	\$294.00
293	Bonnie Bailey	\$292.06	\$430.08
294	Saskatoon Airport Authority	\$288.00	\$416.00
295	Reflections Auto & Window Glass	\$287.50	\$966.90
296	Big Hill Services Ltd.	\$286.79	\$286.79
297	Shaw Cable	\$279.62	\$2,184.59
298	Cherry Insurance	\$277.50	\$1,110.00
299	Lakeland Ford Sales (2009) Ltd.	\$272.56	\$1,659.94
300	JJ MacKay Canada Ltd	\$262.50	\$3,458.30
301	CPKN Network Inc.	\$262.50	\$1,454.25
302	Sask Urban Municipalities Assoc (SUMA)	\$252.00	\$34,303.90
303	Dwayne Cameron	\$250.00	\$250.00
304	Venice House	\$249.87	\$447.67
305	Dana Ismail	\$240.00	\$720.00
306	Receiver General of Canada	\$240.00	\$240.00
307	EaseUS	\$237.45	\$237.45
308	Bunker Fire Ltd	\$236.25	\$472.50
309	Red Swan Pizza	\$232.53	\$232.53
310	Michelle McAuley	\$229.45	\$229.45
311	Wal-Mart Canada Corp.	\$223.24	\$1,521.13
312	Prince Albert Rent A Car	\$222.00	\$630.76
313	Altec Industries Ltd.	\$218.19	\$218.19
314	FLSmith USA, Inc - Tuscon Operations	\$217.37	\$2,723.54
315	Tanya Sinclair	\$210.00	\$787.50
316	Starbucks	\$210.00	\$210.00
317	City Hall Social Club	\$195.00	\$1,714.50
318	Colby Lavigne	\$190.15	\$750.32
319	Mann-Northway AutoSource	\$189.20	\$799.33
320	Heavy Construction Safety Association	\$188.44	\$188.44
321	IFIDS	\$187.17	\$748.68
322	ITS Occupational Health Services	\$186.01	\$186.01

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
323	North Star Trophies & Screen Printing	\$180.89	\$4,402.02
324	Saskatchewan Parks & Recreation Association	\$180.00	\$305.00
325	Victoria N Braaten	\$179.35	\$404.10
326	Manitoulin Transport Inc.	\$173.61	\$1,352.74
327	Tree Pottery Supply Ltd	\$169.10	\$1,113.62
328	Saskatchewan Polytechnic-Prince Albert Campus	\$168.00	\$168.00
329	Dropbox Inc.	\$165.23	\$165.23
330	Victoria's Tavern - Normanview	\$162.12	\$162.12
331	P A Janitorial Services 1983	\$159.84	\$639.36
332	Peerless Engineering Sales Ltd.	\$158.96	\$7,393.70
333	Linkedin	\$157.50	\$823.37
334	Lake Land Towing	\$157.50	\$346.50
335	Starlink	\$155.40	\$466.20
336	Operator Certification Board	\$150.00	\$1,050.00
337	Gordon Vancoughnett	\$150.00	\$150.00
338	Apple	\$148.72	\$206.37
339	Tim Hortons	\$145.75	\$780.48
340	Macbeeners Business Goods PA	\$145.08	\$145.08
341	Lexcom Systems Group Inc.	\$138.75	\$1,040.63
342	Tammie Leonard	\$138.60	\$138.60
343	Prince Albert Alarm Systems Ltd	\$136.53	\$747.03
344	Morris Petruniak	\$131.25	\$234.15
345	K-9 Dynamics	\$131.10	\$289.68
346	SUSPA	\$130.56	\$130.56
347	Cummins Western Canada	\$129.43	\$129.43
348	Harold's IGA	\$126.87	\$248.95
349	Dollarama	\$126.85	\$601.01
350	Adobe Systems	\$123.19	\$572.67
351	Subway	\$120.96	\$150.00
352	Mail Chimp .com	\$115.34	\$462.87
353	The Source	\$111.72	\$111.72
354	Fred Isayew	\$107.63	\$215.26
355	Raylene Melnyk	\$105.00	\$960.07
356	Music Theatre International	\$104.07	\$104.07
357	Crown Cleaners	\$102.44	\$533.07
358	Nancy Pistun	\$101.41	\$101.41
359	Perry Hulowski	\$101.40	\$304.38
360	Windsor Plywood	\$100.18	\$1,805.86
361	Sturgeon Lake First Nation	\$100.00	\$100.00
362	Donna Rondeau	\$98.00	\$196.00
363	Mac Tools	\$97.66	\$2,502.97
364	Loraas Disposal North Ltd	\$91.91	\$765.85
365	Air Liquide	\$91.39	\$691.90
366	Saskatchewan Liquor & Gaming Authority	\$84.00	\$609.00
367	Econo Lumber	\$81.70	\$1,792.25
368	Hillside Physical Health & Fitness	\$80.00	\$80.00

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
369	Dallas Robert McLeod-Lacendre	\$80.00	\$80.00
370	Success Office Systems Inc	\$79.51	\$392.67
371	Byron Yeo	\$78.75	\$78.75
372	Jordan Gabriel-Cannon	\$78.00	\$507.00
373	Morgan Burns	\$78.00	\$273.00
374	Prince Albert Diesel Injection (2004) Ltd.	\$77.63	\$10,185.88
375	The International Assoc of Assessing Officers	\$76.48	\$76.48
376	Shelly Linger	\$75.00	\$360.00
377	Malenfant Enterprises Ltd.	\$73.57	\$73.57
378	Saskatoon Coop	\$72.41	\$72.41
379	A1 Locksmithing	\$72.15	\$4,626.48
380	Zoom Canada	\$71.55	\$276.30
381	ISACA	\$69.54	\$1,086.16
382	K-Light Recycling	\$68.25	\$68.25
383	Faith Burke	\$67.00	\$134.00
384	T.J.s Pizza	\$66.82	\$678.39
385	Inland Kenworth Partnership	\$62.52	\$257,716.20
386	Peavey Mart	\$61.66	\$2,174.95
387	Cenex Whitefish	\$61.60	\$61.60
388	Ashly Cabinets & Windows	\$60.71	\$60.71
389	Dolores Beaulieu	\$60.00	\$60.00
390	Motion Industries Canada Inc.	\$58.87	\$547.46
391	Canadian Wood Council	\$58.02	\$58.02
392	Victoria Square Pharmacy	\$57.92	\$57.92
393	P A Fast Print Inc.	\$53.29	\$8,979.66
394	Blueline Taxi	\$52.22	\$97.22
395	Midtown Plaza Inc.	\$52.00	\$52.00
396	Darrin Bergstrom	\$51.38	\$255.77
397	Fast Stamps	\$51.06	\$133.20
398	Party City	\$50.73	\$295.93
399	Perlitz & Sons Trucking Ltd	\$49.05	\$49.05
400	Capital Taxi	\$48.62	\$48.62
401	Prince Albert Police Service	\$45.45	\$45.45
402	Riverview Mechanical Ltd.	\$44.96	\$106.01
403	Pizza Hut	\$42.17	\$413.14
404	Paddle.com Market Ltd	\$41.99	\$41.99
405	Hilton Garden Inn	\$41.49	\$41.49
406	Grace Vedress	\$39.00	\$273.00
407	A & W Restaurants	\$38.45	\$78.02
408	Grouse Mountain Lodge	\$37.60	\$37.60
409	Safeway Canada Ltd.	\$37.52	\$536.75
410	J2 Efax	\$37.47	\$149.88
411	Secur Tek	\$36.08	\$220.92
412	Lucid Software Inc.	\$34.41	\$137.64
413	Westburne	\$34.40	\$930.10
414	Prince Albert Tourism	\$30.31	\$30.31

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
415	Coalition for Canadian Police Reform	\$30.00	\$30.00
416	Judy Janzen	\$30.00	\$30.00
417	JYSK	\$27.74	\$27.74
418	Bulk Barn	\$26.43	\$26.43
419	McDonald's Restaurants of Canada Ltd.	\$25.35	\$25.35
420	Dee-Jacks Custom Metal and Welding	\$23.98	\$9,059.11
421	PetSmart	\$21.08	\$43.27
422	Bell Canada	\$16.41	\$569.64
423	Duo Security LLC	\$13.82	\$13.82
424	Integromat LLC	\$12.59	\$50.31
425	Spotify	\$11.09	\$44.36
426	Finning International Inc.	\$10.50	\$24,925.70
427	Torstar Group-Toronto Star Newspapers Ltd	\$10.49	\$41.96
428	City of Calgary	\$8.25	\$8.25
429	Cherlock & Safe	\$6.66	\$231.99
430	Save on Foods	\$4.65	\$101.93
431	The Wall Street Journal	\$2.10	\$8.40
432	Cornerstone Insurance		\$985,299.54
433	Saskatchewan Workers Compensation Board		\$493,443.63
434	B & B Construction Group Inc.		\$481,986.57
435	Versaterm Public Safety Inc		\$212,773.68
436	Mocon Construction Ltd		\$191,898.47
437	Sask Rivers School Div #119		\$152,549.33
438	Wheatland Builders & Concrete Ltd.		\$145,353.74
439	Group2 Architecture Engineering Inc		\$129,304.55
440	Sask Housing Corporation		\$104,360.09
441	Carlton Trail Railway Company		\$93,962.72
442	Aebi Schmidt Canada Inc.		\$84,671.91
443	Prince Albert Police Association		\$47,959.26
444	Aqua-Aerobic Systems, Inc.		\$44,362.50
445	E.T. Flooring Canada		\$39,307.96
446	RNF Ventures Ltd.		\$38,388.56
447	NCSWM Corporation		\$35,525.00
448	Info Tech Research Group		\$31,185.00
449	FirstDATA Consulting LLC		\$29,970.00
450	Rampart International Corp		\$29,931.62
451	GV Audio Inc.		\$29,901.67
452	Canoe Procurement Group of Canada		\$29,851.49
453	Canadian Recreation Solutions Inc.		\$29,773.67
454	Badger Meter		\$28,791.00
455	United Chemical Limited		\$26,968.30
456	Nicola Sherwin- Roller M.A.,C.C.C.		\$25,692.48
457	2022 Canadian Mixed Curling Championship		\$25,200.00
458	Mann Art Gallery		\$25,000.00
459	Brenntag Canada Inc		\$24,182.55
460	CentralSquare Canada Software Inc.		\$22,307.91

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
461	PerfectMind Inc.		\$22,050.00
462	Xylem Canada Company		\$21,737.76
463	Moon Coin Productions		\$21,462.62
464	Compass Municipal Services Inc.		\$21,417.80
465	Pictometry Intelligence Images		\$21,367.28
466	Thorpe Bros. Ltd.		\$20,583.27
467	NSC Minerals Ltd.		\$19,332.59
468	101290873 Saskatchewan Ltd. (Nathan Stregger-ski hill contractor)		\$19,150.00
469	SRNet Inc.		\$18,900.00
470	Prince Albert Historical Society		\$17,770.00
471	Organization of Saskatchewan Arts Councils		\$17,587.50
472	Clark's Supply & Service Ltd.		\$16,048.73
473	Concord Theatricals		\$14,100.59
474	D.F.G. Management Ltd.		\$14,078.93
475	Nordale Community Club		\$13,407.12
476	CRL Engineering Ltd.		\$13,074.47
477	Ticket Tracer Corporation		\$12,855.15
478	First Student Canada		\$12,396.00
479	Clip & Trim Tree Service & Yard Maintenance		\$12,127.50
480	Certified Laboratories		\$12,098.61
481	Prince Albert Grand Council		\$12,000.00
482	Carlton Park Community Club		\$11,669.01
483	Kal Tire Ltd.		\$11,595.74
484	Tip Top Decorators Ltd		\$11,011.20
485	Prince Albert Mobile Crisis Unit		\$10,900.00
486	Superion LLC, a CentralSquare Company		\$10,618.73
487	Robertson Stromberg Pedersen LLP		\$9,956.58
488	Tetra Tech Canada Inc		\$9,870.74
489	Jake Vaadeland		\$9,826.51
490	Concept 3 Business Interiors		\$9,693.93
491	Highline Electric P.A. Ltd		\$9,615.38
492	Mikkelsen-Coward & Co Ltd.		\$9,567.82
493	Puetz Enterprises Ltd.		\$9,550.68
494	Madsen Fence Ltd.		\$9,085.25
495	Zoho Canada Corporation		\$9,053.47
496	Source For Sports		\$9,050.80
497	Prince Albert Winter Festival		\$8,977.60
498	BMR Mfg Inc		\$8,900.85
499	Willms Engineering Ltd.		\$8,720.38
500	Falcon Equipment Ltd.		\$8,340.73
501	Power and Mine Supply		\$8,311.68
502	Veolia Water Solutions Canada		\$8,278.06
503	Pete's Mobile Mechanical Service		\$8,058.60
504	49 North Lubricants		\$8,004.20
505	Madikale Touring Inc.		\$7,975.00
506	RKX Craftwood Service		\$7,949.27

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
507	GHD Digital (Canada) Ltd		\$7,938.00
508	Federation of Canadian Municipalities		\$7,933.73
509	Big Drum Media		\$7,827.28
510	Greenwave Innovations		\$7,770.00
511	WD Industrial Group		\$7,629.30
512	Aspen Films		\$7,588.52
513	Ruszkowski Enterprises Ltd		\$7,443.46
514	Thor Security Ltd.		\$7,340.43
515	Cheesecake Burlesque Revue		\$7,281.00
516	Invictus Entertainment Group Inc.		\$7,250.00
517	Edmonton Pops Orchestra Society		\$7,172.10
518	Setcan		\$7,083.30
519	The Treadmill Factory		\$6,488.53
520	Full Line Electric and General Contracting		\$6,486.15
521	R.S. Management Services Inc.		\$6,438.00
522	East End Community Club		\$6,411.51
523	Innovation, Science and Economic Development Canada		\$6,257.50
524	PA Arts Board		\$6,250.00
525	Buckland Fire & Rescue		\$6,000.00
526	Canadian BDX Inc.		\$5,997.60
527	VendorPanel Pty Ltd		\$5,948.80
528	Prince Albert Female Hockey Tournament		\$5,940.00
529	Aaction Transmission Ltd.		\$5,919.34
530	Raymax Equipment Sales Ltd.		\$5,635.68
531	Emsco Equipment Maintenance & Supply Co.		\$5,494.67
532	Snap on Tools		\$5,469.19
533	Site One Landscape Supplies		\$5,418.69
534	U13 B Eagles		\$5,400.00
535	West Hill Community Club		\$5,398.93
536	Share		\$5,370.20
537	Paradigm Software		\$5,322.41
538	Wainbee Ltd		\$5,321.74
539	Traffic Logix Inc		\$5,151.30
540	Express It More Promotional Products		\$5,136.25
541	Econolite Canada Inc.		\$5,071.59
542	Shananigans Coffee & Desert Bar		\$5,021.16
543	Comairco Equipment Ltd.		\$5,002.50
544	Thomas Crier		\$5,000.00
545	Paradise Pools (Commercial) Inc.		\$4,915.89
546	Latent Forensic Services Inc.		\$4,857.93
547	Randy Hurd		\$4,809.63
548	Remco Memorials Ltd.		\$4,678.65
549	Flocor		\$4,654.49
550	Inductive Automation		\$4,465.63
551	Econo-Chem		\$4,329.00
552	Aqua Data Atlantic		\$4,034.85

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
553	Riverside Public School		\$4,000.00
554	Source Office Furnishings		\$3,992.36
555	Prince Albert Child Care Co-operative		\$3,976.72
556	Municipal Information Systems Assoc. Prairies Chapter		\$3,954.82
557	Nicole Sawchuk In Trust		\$3,950.00
558	Gray's Funeral Chapel Ltd./Arbor Memorial Inc.		\$3,879.75
559	Arts Touring Alliance of Alberta		\$3,875.55
560	Equinox Industries Ltd		\$3,805.25
561	Crescent Acres Community Club		\$3,768.00
562	Western Imperial Magnetics LTD.		\$3,747.63
563	CTOMS		\$3,663.16
564	Rotork Controls Canada Ltd		\$3,641.94
565	Crescent Heights Community Club		\$3,619.00
566	Halliday's Trucking		\$3,574.33
567	Gallus Golf LLC		\$3,512.85
568	Levitt Safety Limited		\$3,473.58
569	National Process Equipment Pumps & Compressors		\$3,434.70
570	Marcy Friesen		\$3,394.75
571	Michelle Truman		\$3,300.00
572	Rideau Recognition Solutions Inc.		\$3,246.75
573	Cludo Inc		\$3,208.80
574	Technical Safety Authority of Saskatchewan		\$3,152.00
575	Vallen Canada Inc.		\$3,130.96
576	Prince Albert Shopper		\$3,116.40
577	Western Canada Water & Wastewater Association & Constituent Orga		\$3,000.00
578	Townfolio Inc o/a Munisight Ltd.		\$2,997.00
579	Xtreme Wear Parts Inc		\$2,971.50
580	Arts Management Systems		\$2,934.75
581	Crisis & Trauma Resource Institute		\$2,783.02
582	T-R Spring & Align Ltd.		\$2,743.91
583	Prinoth Ltd.		\$2,737.72
584	Prince Albert District Planning Commission		\$2,710.00
585	Prince Albert Photocopier Ltd.		\$2,709.51
586	Williams Scotsman Canada		\$2,683.98
587	Stokes International		\$2,672.25
588	Leon's Furniture		\$2,661.78
589	Extreme Technology		\$2,653.18
590	Old Dutch Foods Ltd.		\$2,616.90
591	Pro-Tech Alarm System Services		\$2,593.40
592	WSP E & I Canada Ltd.		\$2,592.51
593	Kushal P. Dave		\$2,520.00
594	Trans-Care Rescue Ltd		\$2,516.50
595	Water Blast Manufacturing LP		\$2,495.55
596	Alamanda Communications Inc.		\$2,492.96
597	Super 8 Motel		\$2,488.46
598	Oak Creek Golf & Turf Inc.		\$2,481.58

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
599	Saskatchewan Safety Council		\$2,470.00
600	Signature Coins		\$2,448.07
601	Weber Supply Distributors		\$2,428.25
602	Dmyterko Enterprises Ltd.		\$2,422.35
603	Winn 911 Software		\$2,367.29
604	United Rentals of Canada Inc		\$2,363.56
605	ALS Environmental		\$2,361.24
606	WFR Wholesale Fire & Rescue		\$2,361.08
607	SOS Electrical Ltd.		\$2,354.18
608	Rempel Engineering & Management Ltd.		\$2,349.60
609	The Slokan Ramblers Ltd.		\$2,337.50
610	Paulsen & Son Excavating Ltd.		\$2,286.38
611	Canadian Association of Chiefs of Police(CACP/ACCP)		\$2,254.35
612	TNT Work & Rescue Inc		\$2,245.89
613	Shellbrook Home Hardware		\$2,237.76
614	Tash's Flooring Outlet/Window Coverings		\$2,203.45
615	LJ Kimbley		\$2,200.00
616	U11 B Knights		\$2,200.00
617	Ecco Heating Products Ltd.		\$2,195.93
618	Honda Canada Finance Inc		\$2,177.94
619	National Fire Codes		\$2,135.38
620	Trisha Ermine-Umpherville		\$2,118.00
621	Davtech Analytical Services (Canada) Inc.		\$2,100.73
622	BDI Canada Inc.		\$2,093.33
623	Custom Covers		\$2,052.95
624	Bold Dance Productions		\$2,050.65
625	Transportation Association of Canada		\$2,001.30
626	Prince Albert Festival of Dance		\$2,000.00
627	U13 A Moose		\$2,000.00
628	U9 B Rangers		\$2,000.00
629	Eric Cline		\$1,991.45
630	ABC Fire & Safety Equipment		\$1,951.38
631	Blue Moose Media Inc		\$1,915.65
632	Grey Eagle Resort and Casino		\$1,911.58
633	ATS Traffic Ltd		\$1,909.20
634	DMC Cleaning Inc		\$1,886.46
635	Commercial Truck Equipment Corp		\$1,832.67
636	BIOMED Recovery & Disposal		\$1,809.43
637	Lifesaving Society - SK Branch		\$1,806.87
638	626963 Saskatchewan Ltd. (Portable Bore Welding & Line Boring)		\$1,800.98
639	Special Olympics Saskatchewan		\$1,800.00
640	U15 Cyclones		\$1,800.00
641	Flaman Sales & Rentals Prince Albert		\$1,795.83
642	AED Advantage		\$1,788.18
643	Park Town Hotel		\$1,769.76
644	Executive Convention Management		\$1,764.00

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
645	PyroCom Fire and Safety Equipment		\$1,747.38
646	Tradewind Scientific Ltd		\$1,741.95
647	Dell Canada Inc		\$1,706.25
648	U11 C Wolves		\$1,650.00
649	101004487 Sask Ltd HVAC Service		\$1,626.15
650	Darcy Myers		\$1,623.43
651	Jaguar Media Inc.		\$1,617.00
652	Chartered Professionals in Human Resources		\$1,575.00
653	Saskatchewan Assessment Appraisers Association		\$1,575.00
654	Canadian Assoc of Police Governance		\$1,560.60
655	Mid Continental Pump Supply		\$1,556.22
656	RCMP		\$1,550.00
657	Wounded Warriors Magazine		\$1,548.75
658	Wanuskewin Heritage Park Auth.		\$1,541.86
659	Alberta Airports Management Association		\$1,500.00
660	Troy Life & Fire Safety Ltd		\$1,438.50
661	Rogue Fitness		\$1,434.12
662	Costco.ca		\$1,416.98
663	Saskatchewan Professional Planners Institute		\$1,404.12
664	P A Minor Baseball Association		\$1,400.00
665	U9 C Bruins		\$1,400.00
666	Tenco Inc		\$1,378.09
667	Saunders Electric Ltd.		\$1,365.17
668	Stockyards (Prince Albert) Limited Partnership		\$1,358.01
669	Lindsay Urquhart		\$1,344.71
670	Fox Signs		\$1,334.70
671	Powerland Computers		\$1,308.53
672	The Backyard		\$1,303.75
673	Intuiface		\$1,302.00
674	U9 A Leafs		\$1,300.00
675	Auto Details on 6th Ltd.		\$1,290.93
676	Clear View Glass Ltd.		\$1,285.39
677	Spoto o/a Xiongmaoton		\$1,268.75
678	Currentware Inc		\$1,257.48
679	Carverhill Counselling & Consulting Ltd.		\$1,250.00
680	Lloyd Libke Law Enforcement Sales Inc.		\$1,238.99
681	Pattison Media Ltd		\$1,238.79
682	Trudel Auto Body Collision Centre Ltd		\$1,217.14
683	Hero Products Group		\$1,213.44
684	WestVac Industrial Ltd		\$1,202.39
685	Ecole St. Mary High School		\$1,200.00
686	U11 A Hawks		\$1,200.00
687	Murrays Appliance Service		\$1,187.15
688	Athens Technical Specialists Inc.		\$1,158.84
689	Fraser Spafford Ricci Art & Archival Conservation Inc.		\$1,155.00
690	Fairmont Hotels		\$1,140.44

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
691	Christie Lites Sales		\$1,129.53
692	Caseware International Inc.		\$1,128.75
693	Gordon Hood		\$1,125.00
694	eOne Integrated Business Solutions		\$1,100.00
695	Adcom Solutions		\$1,083.92
696	Direct Dial. com		\$1,078.92
697	Flame Tech Combustion Services Inc		\$1,064.49
698	P.A. Auto Body (1983) Ltd.		\$1,051.61
699	Caster Town		\$1,042.85
700	Fresh Air Experience		\$1,028.97
701	Greg Pilon (Lucien)		\$1,009.82
702	Saskatoon Inn		\$1,008.38
703	Audry Neubuhr		\$999.18
704	Scentiments Floral Ltd.		\$999.12
705	Truck Outfitters Prince Albert Inc.		\$996.32
706	Construction Fasteners & Tools Ltd		\$995.72
707	Event Pro Software		\$993.93
708	Seven Oaks Motor In.		\$985.52
709	TBS Collision & Auto Glass Ltd.		\$982.99
710	McDougall Auctioneers Ltd.		\$982.67
711	Firehall Book Store		\$978.64
712	Pet Planet		\$961.14
713	Petticoat Creek Press Inc.		\$945.00
714	Sylvia Chave		\$937.50
715	Benjamin Schulz		\$908.91
716	Twilight Framing & Gallery		\$907.98
717	Vermeer Canada Inc.		\$902.94
718	Comprehensive Chemical & Water Treatment Inc.		\$901.44
719	Philip Cobb		\$895.00
720	The Clean Team		\$888.00
721	OTIS Canada Inc		\$868.53
722	E.B. Horsman & Son		\$864.46
723	Army Navy & Airforce Vets		\$827.88
724	Kinsmen Senior Heritage Centre		\$827.88
725	PA Legion		\$827.88
726	JamFam Apparel and Designs		\$816.00
727	Lisa Larocque		\$803.25
728	Sask Polytechnic- Saskatoon Campus		\$799.26
729	Wachs Canada Ltd		\$782.46
730	Ranjitt Mann		\$782.19
731	Government Finance Officers Association		\$764.54
732	Michael's Store		\$753.68
733	Challenges Unlimited Inc.		\$752.97
734	Vince Herzog		\$750.00
735	Allison Matchap		\$750.00
736	Suntech Systems Ltd.		\$742.71

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
737	Don's Photo Shop		\$735.93
738	Doty Belt		\$724.57
739	GMSI Group		\$720.35
740	PAYPAL		\$712.30
741	Greg Siegel		\$701.32
742	WPY Insight Training		\$700.34
743	Ethan Ostafichuk		\$700.00
744	Triple R Contracting Ltd		\$693.00
745	Defense Metals Canada		\$691.35
746	Saskatchewan Building Officials Association		\$684.00
747	306 Tactical		\$672.84
748	Town of Rosthern		\$666.66
749	Town of Duck Lake		\$666.66
750	Town of Shellbrook		\$666.66
751	Elizabeth M. Settee		\$663.50
752	Flo-Draulic Controls Ltd		\$661.23
753	Teri Crain		\$656.00
754	Northern Elite Firearm		\$654.86
755	VWR International Co		\$642.31
756	Canadian Association of Fire Chiefs		\$640.50
757	Gerald Fillmore		\$634.00
758	Johnston Group		\$630.00
759	Ministry of Social Services		\$626.88
760	Cut Casual Steak & Tap		\$614.64
761	Cherrie Vermette		\$609.48
762	OGP Enterprises Inc		\$607.95
763	Project Management Institute, Inc.		\$601.36
764	Skye Brandon		\$600.00
765	Regional Community Airports of Canada		\$600.00
766	Eco Management Services Inc		\$590.86
767	Campbell Printing Ltd.		\$586.09
768	Evolution AV Ltd.		\$582.75
769	Mr J's Maintenance Ltd.		\$577.20
770	Dafco Filtration Group		\$576.76
771	Prince Albert Raiders Hockey Club Inc.		\$570.00
772	Gordon Stewart		\$567.11
773	Secure Choice Moving & Storage		\$560.31
774	Sheraton Cavalier Hotel		\$556.78
775	Global Sign Inc.		\$550.99
776	Trimble Inc		\$550.36
777	Ian Dickson		\$550.00
778	Fabian Minnema		\$550.00
779	Gillian Snider		\$550.00
780	Covert Track Group, Inc		\$543.02
781	Technology Professionals Saskatchewan		\$540.00
782	Alt Hotels		\$538.49

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
783	MLT Aikins LLP		\$527.25
784	Asset Management Saskatchewan Inc.		\$525.00
785	Glen Huffman		\$525.00
786	Joesoftware Inc.		\$525.00
787	Prairie Wild Consulting Co.		\$525.00
788	911 Supply		\$515.57
789	Mark's Work Wearhouse		\$510.58
790	Shelley Bird		\$510.00
791	Economic Developers Association of Canada		\$503.29
792	Canadian Police Canine Association		\$500.00
793	City of Red Deer		\$500.00
794	JonLao Photography & Graphic Design		\$500.00
795	Kari Korczak		\$500.00
796	Repair Cafe		\$500.00
797	Erlo Pederson		\$495.34
798	Custom Blinds		\$493.95
799	Canalta Hotel		\$489.83
800	Crestline Coach Ltd.		\$484.92
801	Saskatchewan Seniors Fitness Association Inc.		\$483.64
802	Doug Dietrick		\$477.30
803	Assoc. of Professional Engineers & Geoscientists		\$472.50
804	Darcy Dubuque		\$472.50
805	Ina Holmen		\$469.14
806	Guillevin International Inc.		\$460.65
807	Neighborhood Caterers		\$459.54
808	Kindersley Transport Ltd.		\$458.19
809	Paras Properties Ltd.		\$452.85
810	NASTT		\$450.65
811	Spectrum Sound Systems		\$446.25
812	Iconix Waterworks LP		\$441.82
813	6th Avenue Car Wash		\$439.56
814	Stacey Friesen		\$434.64
815	Jeremy Lukan		\$426.12
816	Joel Jimenez		\$421.80
817	Wayne Kleemola		\$421.80
818	Shaunna Shatilla		\$418.50
819	Shannon McCallum		\$415.50
820	Hyatt Regency Calgary		\$412.64
821	PA Community Housing Society Inc.		\$410.70
822	Carrie Martel		\$408.98
823	Elaine Breadner		\$407.93
824	Mathew Lypchuk		\$406.15
825	Zachary Kerr		\$400.00
826	Brock Skomorowski		\$400.00
827	Stephen Williams		\$400.00
828	Ron Polowski		\$399.60

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
829	Chinook Equipment		\$397.31
830	Farmtronics Ltd.		\$395.64
831	Flaman Fitness- Saskatoon		\$393.47
832	Debbie MacKenzie		\$392.25
833	Sandman Hotels		\$390.56
834	TeamViewer GmbH		\$386.28
835	Mother Earth Tobacco		\$380.62
836	Todd Antaya		\$367.50
837	Canadian Property Tax Association		\$367.50
838	Francis & Michelle Delurey		\$365.59
839	Percy H. Davis Limited		\$356.66
840	Dave Henson		\$354.00
841	Lyndon J Linklater		\$350.00
842	Rogers Wireless Inc.		\$348.73
843	Publications Saskatchewan		\$337.10
844	Fitness Solutions		\$331.89
845	Bruce Gibson		\$316.36
846	Brigit & Braden Best		\$315.00
847	Ed Urbaniak		\$315.00
848	Home Inn & Suites		\$313.28
849	Creative City Network of Canada		\$310.00
850	University of Minnesota		\$309.40
851	Park Range Veterinary Services		\$307.75
852	Infosat Communications Inc.		\$302.28
853	Lawson Products Inc		\$301.12
854	Tia Furstenberg		\$300.00
855	Hope's Home Inc.		\$300.00
856	Herbert Gratias		\$296.93
857	Mega Tech		\$296.12
858	Entrust Ltd		\$295.70
859	Jessie Lepine		\$294.40
860	Kiri Holizki		\$292.50
861	Community Drug Alert Online		\$288.75
862	Grand Prairie Fluid System Technologies Inc		\$283.54
863	Adeline Gunnarson		\$281.00
864	Prince Albert Construction Association		\$279.72
865	Carswell		\$277.20
866	International Municipal Signal Assoc.		\$273.88
867	Harley Davis		\$273.56
868	BD Properties		\$271.95
869	Tim Bettger		\$262.50
870	Fall Protection Group		\$262.50
871	Michael/Karen Klein		\$259.50
872	Jack Vermette		\$253.86
873	Rocky Brands Canada Inc.		\$252.00
874	Rebecca Fines		\$250.00

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
875	YWCA		\$250.00
876	Travelodge		\$249.24
877	Everguard Fire and Safety		\$247.31
878	The Sign Shack		\$245.93
879	Saskatoon Boiler Mfg. Co. Ltd.		\$245.08
880	East Hill Esso		\$244.02
881	Hilti Canada Corp.		\$235.48
882	Comfort Inn		\$233.32
883	Fedex		\$232.01
884	Flipsnack		\$231.46
885	Lambert Distributing Inc.		\$229.09
886	Shayanne Surtees		\$228.00
887	Hassett Properties		\$227.55
888	Anisha Gillespe		\$225.00
889	Pinnacle Distribution Saskatoon		\$223.15
890	Home Depot		\$222.56
891	QuillBot		\$220.86
892	Double Tree Hotel		\$216.15
893	International Institute of Business Analysis		\$213.84
894	Original Joes		\$211.90
895	Belinda Bratvold		\$210.00
896	Dive Rescue International, Inc.		\$210.00
897	Kayanna Rae Wirtz		\$210.00
898	B & E Industrial Electronics		\$203.82
899	Virginia German		\$202.98
900	Kaboom Kettle Corn		\$200.00
901	Off The Cuff Improv & Interactive		\$200.00
902	Telus Security		\$200.00
903	Claire Wouters		\$199.80
904	Shirley McLennan		\$196.86
905	Cameron Instruments Inc.		\$194.25
906	Wade Connolly		\$193.50
907	Name Tag Wizard		\$192.75
908	PFU Canada Inc		\$185.37
909	Lloyd McLennan		\$180.38
910	Royal Canadian Legion BR. #2		\$180.00
911	Debra Stoger		\$178.75
912	Mike Mogg		\$175.00
913	Marriott Hotels & Resorts		\$174.93
914	Enviroway Detergent Manufacturer		\$173.28
915	Lesley K. Bear		\$170.00
916	VMware		\$169.27
917	Metis Central Region 2 Council Inc		\$166.00
918	Surepassexam.com Inc.		\$165.01
919	Vista Print. ca		\$163.15
920	Kirk Pilon		\$160.00

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
921	Neuman Thompson		\$159.58
922	101270529 Saskatchewan Ltd.c/o Winmar		\$153.00
923	Wurth Canada Ltd.		\$142.75
924	Dollar Tree		\$134.16
925	Sask Auto Fund		\$134.00
926	Kim Jones		\$131.25
927	Humpty's Family Restaurant		\$128.80
928	Prince Albert Golf and Curling Club		\$128.30
929	Warren Nekurak		\$121.67
930	Microsoft 365		\$120.99
931	Joel Mihilewicz		\$120.00
932	Parkland Emergency Medical Services		\$115.50
933	Cydnee Sparrow		\$115.45
934	The Welding Shop		\$111.00
935	La Ronge Hotel & Suites		\$109.27
936	Economic Developers Alberta		\$105.00
937	Ethel Mathers		\$105.00
938	Sask. Association of Rural Municipalities		\$105.00
939	AVSHop.ca		\$100.66
940	Greg Podjan		\$100.50
941	Adam Balon		\$100.00
942	Central Security B.P.G		\$100.00
943	Multicultural Council of Saskatchewan		\$100.00
944	National Hotel		\$100.00
945	Alberta Fire Chiefs Association		\$98.96
946	Bison Cafe		\$97.50
947	Family Pizza		\$97.08
948	SSL.com		\$96.55
949	Pharmasave		\$94.49
950	Ruth Griffiths		\$90.00
951	Petro Canada Inc.		\$86.50
952	Michelle Maculey		\$80.45
953	Prince Albert Dance Company		\$80.37
954	Canadian Artists Representation		\$80.00
955	Salvation Army		\$80.00
956	Quality Bearings		\$79.08
957	Jam Software		\$77.27
958	Mediapress Ltd.		\$75.34
959	Infinite Cables		\$75.07
960	Canadian Police Chaplain Association		\$75.00
961	Economic Developers Association of Manitoba		\$75.00
962	Prince Albert Wand Wash		\$75.00
963	Saskatchewan Assessment Management Agency		\$75.00
964	Saskatchewan Women In Policing		\$75.00
965	Montana's		\$73.96
966	SMTP2GO. Com		\$69.77

No.	Vendor Name	From 4/1/2023 to 4/30/2023	From Start of Year to 4/30/2023
967	Minute Muffler		\$63.65
968	Ricky's All Day Grill		\$59.35
969	Arts Reach Unlimited		\$57.97
970	Bell Media Inc		\$57.75
971	Steel Craft Door		\$55.94
972	Gas Plus Station		\$55.18
973	Nav Canada		\$55.13
974	U-Haul		\$51.66
975	Jason Reichle		\$50.79
976	Internet Infinity- Voice Me Up		\$50.00
977	Martin Kiffiak		\$50.00
978	Funky Moose Records		\$46.34
979	Warren's Parcel Express Inc.		\$46.31
980	Impark		\$45.50
981	Synergee Canada		\$45.41
982	Shell Canada		\$44.20
983	Federal Express Canada Ltd.		\$43.41
984	UPS Canada LTD.		\$42.49
985	Frontier Supply Chain Solutions		\$42.44
986	P.A. Community Clinic		\$40.00
987	Fabricland		\$39.96
988	Mobil		\$38.30
989	City Park Town		\$35.00
990	WinRAR		\$34.01
991	Arctic Automotive and Marine Supply		\$32.59
992	Taco Time		\$31.24
993	PA TV & Audio Repair		\$29.97
994	Jean Laurent Fournier		\$25.00
995	Melissa Isbister		\$25.00
996	Legends Medical Clinic		\$25.00
997	South Hill Medical Practice		\$25.00
998	Samson Cook		\$22.50
999	Go Daddy.com Inc.		\$20.99
1000	City of Prince Albert		\$20.00
1001	Burger King		\$19.40
1002	Creative Market		\$17.92
1003	Cornwall Centre		\$15.00
1004	Precise ParkLink		\$10.00
1005	City of Saskatoon		\$9.00
1006	Prince Albert Toyota		\$4.01
Total:		\$6,133,686.59	\$26,719,150.94



RPT 23-233

TITLE: Request to Amend Zoning Bylaw Regarding Cannabis Retail Stores

DATE: June 5, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report regarding the options to amend Bylaw No. 1 of 2019, the Zoning Bylaw to allow additional Cannabis Retail Stores in Prince Albert, be received as information and filed.

TOPIC & PURPOSE:

To provide information regarding regulation of the number of Cannabis Retail Stores in Prince Albert, in response to the correspondence (CORR 23-15) received during the February 27, 2023 Executive Committee meeting.

PROPOSED APPROACH AND RATIONALE:

History of Cannabis Retail Stores

When cannabis was first legalized in Saskatchewan in October 2018, Saskatchewan Liquor & Gaming Authority (SLGA) limited the number of permits for Cannabis Retail Stores available in Prince Albert to two (2). However, in October 2019, SLGA announced that they would begin to accept permit applications for additional Cannabis Retail Stores in all communities in the province by September 2020. Given this change, municipalities were able to choose whether or not they limited the number of stores in their communities. *The Cannabis Control (Saskatchewan) Act* enables municipalities to designate zones where cannabis may be sold under a cannabis permit, and *The Cities Act* grants municipalities the power to limit the number of businesses that may operate in a city.

City Council, at its meeting of June 1, 2020 approved the following motion through Resolution No. 0254:

“That the Director of Planning and Development Services bring back a Bylaw restricting the number of Cannabis Stores within the City to three (3).”

Following City Council’s direction, a bylaw amendment to the Zoning Bylaw was adopted on July 15, 2020 that limited the number of Cannabis Retail Stores in Prince Albert to three.

Requests to Increase the Number of Cannabis Retail Stores

On February 27, 2023, the Executive Committee heard from Kerri Michell, President of Farmer Jane Cannabis Co., requesting that City Council revisit the restrictions on the number of Cannabis Retail Stores permitted to operate in Prince Albert. At that time, Executive Committee made the following resolution:

“That CORR 23-15 be received and referred to Administration to provide a report for consideration at an upcoming Executive Committee meeting.”

Over the past few years, the occasional request has been received by Administration regarding the number of cannabis retail stores permitted in the city. Most recently, in addition to the attached correspondence received by the Executive Committee, Administration received another request for an increase to the number of cannabis retail stores in May 2023 (attached).

Current Zoning Restrictions

Section 14 of the Zoning Bylaw defines a Cannabis Retail Store as:

“a building, or a portion thereof, used to display and sell cannabis, cannabis products, and may include the sale and display of related accessories and ancillary items”.

Cannabis Retail Stores are allowed in C1 – Downtown Commercial, C2 – Small Lot Arterial Commercial, C3 – Large Lot Arterial Commercial, and C4 – Highway Commercial zoning districts. They are not permitted to be located within 200 metres of any Elementary School, Secondary School, or park, and cannot be located within 500 metres of any other Cannabis Retail Store.

As per the attached map, with the existing separation distance requirements there are still some opportunities for new Cannabis Retail Store locations within the City. If City Council wanted to increase the number of Cannabis Retail Stores in Prince Albert, an amendment could be made to the Zoning Bylaw that maintained separation distances but increased or removed the limit on the number of Cannabis Retail Stores.

Financial Implications

As per Bylaw No. 25 of 2018, the Cannabis Business License Bylaw, a new Cannabis Retail Store would be required to pay a \$20,000 business license fee in their first year of operation. Following the initial fee payment, license renewals would be reduced to \$100, the same

amount as a standard business license renewal fee.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Cannabis Retail Stores - Separation Distances
2. CORR 23-15 – Correspondence from Farmer Jane Cannabis Co. (February 2023)
3. Correspondence from Prairie North Construction & 1CM Inc. (May 2023)

Written by: Ellen Pearson, Planner

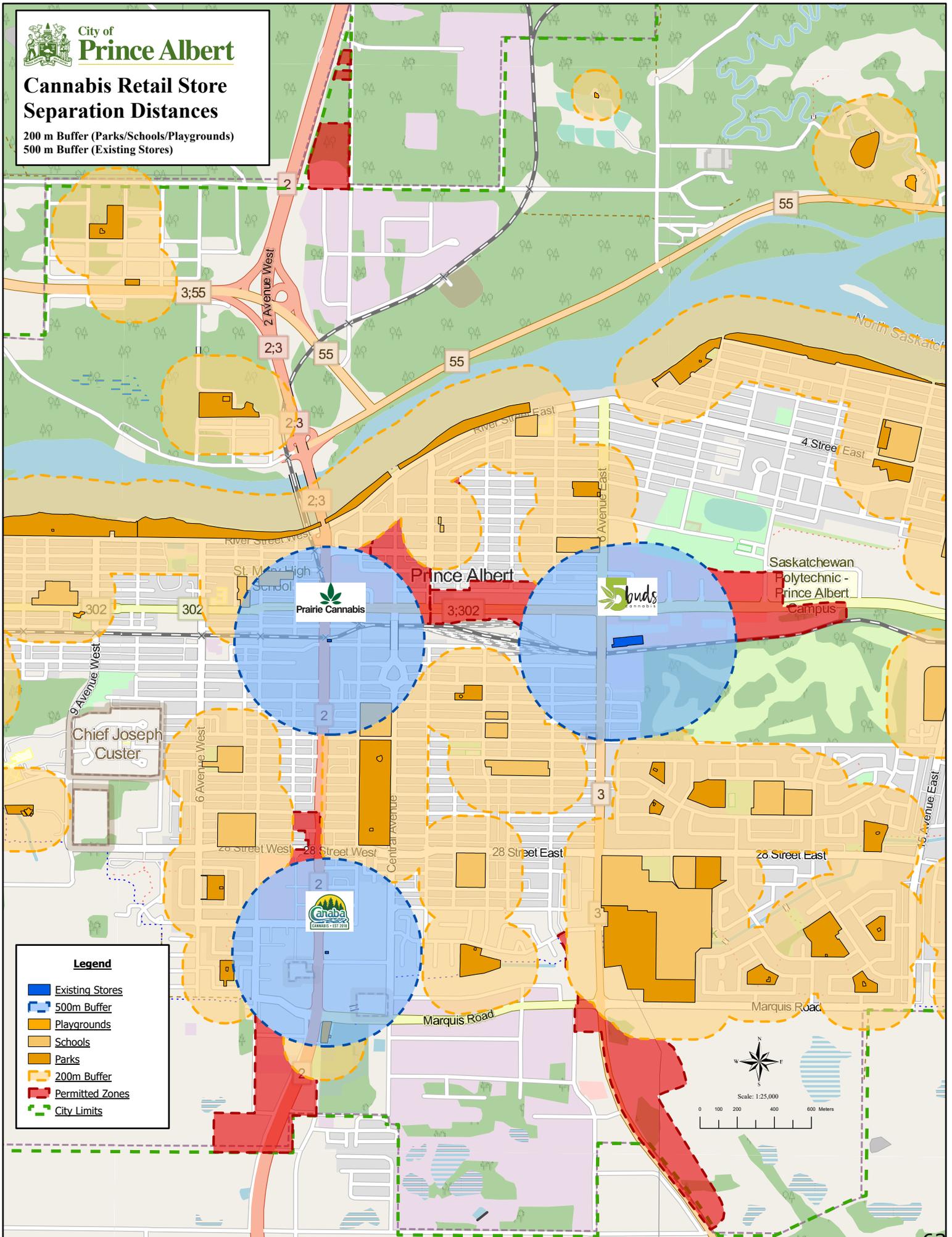
Approved by: Director of Planning and Development Services & City Manager



City of Prince Albert

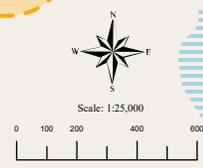
Cannabis Retail Store Separation Distances

200 m Buffer (Parks/Schools/Playgrounds)
500 m Buffer (Existing Stores)



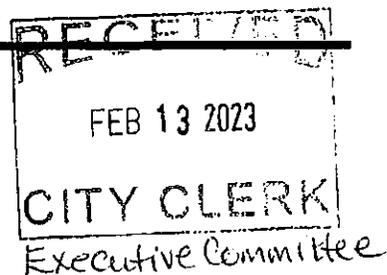
Legend

- Existing Stores
- 500m Buffer
- Playgrounds
- Schools
- Parks
- 200m Buffer
- Permitted Zones
- City Limits



Terri Mercier

From: Kerri Michell <kerri@farmerjane.ca>
Sent: Wednesday, February 22, 2023 1:56 PM
To: City Clerk
Subject: Request for bylaw change_City of Prince Albert
Attachments: PRINCE ALBERT Farmer Jane Cannabis CO.pdf



You don't often get email from kerri@farmerjane.ca. [Learn why this is important](#)

Hello,

Please find attached our letter submission for discussion at the Executive Committee meeting on Monday.

I would very much like for the City of Prince Albert to open discussions regarding this matter and hope to have the bylaw change considered to allow for additional economic development opportunities in the community.

Kind regards,
Kerri



Kerri Michell
President
Farmer Jane Cannabis Co.
C: 306-501-9393

**Recommended
Disposition:**
*Refer to
Planning & Dev.*

*****Caution:** This email originated from outside the City of Prince Albert email system.

Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com). ***

City of Prince Albert
2nd Floor, City Clerk's Office
1084 Central Avenue
Prince Albert, SK S6V 7P3

Hello,

I hope this letter finds you well. My name is Kerri Michell, President of Farmer Jane Cannabis Co and I am writing to request a change in bylaws for a retail store that we hope to open in Prince Albert. Our team is aware of the current bylaw that limits the amount of SLGA licensed cannabis stores to a maximum of three. I strongly believe that an additional store would not only help curb illicit market sales but also create jobs and boost the local economy. We are hoping to have council consider increasing the limit as we believe we can bring positive benefits to Prince Albert and the surrounding area.

Farmer Jane Cannabis Co is the largest Saskatchewan headquartered retail cannabis company and strives to have a positive impact in the communities we do business in. We own and operate 13 stores in the cities of Saskatoon, Regina and Winnipeg and employ over 100 people. All of these jobs are above minimum wage and offer unique benefits and perks.

Saskatchewan roots and values are deeply ingrained into the company brand. We strive to attract diverse talent by fostering a culture of inclusion and support where employees feel valued. A few examples of this in action is partnering with Resource Assistance for Youth (RaY Program) in Winnipeg and FHQ/Tokata HR Solutions in Regina by hiring individuals for work placements. These programs have been successful and often provide long term employment with Farmer Jane for the participants.

As part of a commitment to creating a positive impact in communities, we partner with local non-profit organisations and have been recognized for 2 years in a row for our efforts raising over 70,000 meals for Food Banks in our 3 cities. This will remain our annual flagship community event. This fall we were honoured to accept the Saskatchewan Chamber of Commerce's Achieving Business Excellence (ABEX) Award.

We would very much like to bring Farmer Jane to the community of Prince Albert. I am willing to provide any additional information or clarification that may be required. I would also be happy to meet with the council to discuss this matter in person.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

Kerri Michell

#200, 1965 Broad Street
Regina, SK S4P 1Y1



PRAIRIE NORTH

C O N S T . L T D .

May 2, 2023

Subject: Request for Exception to Bylaw No. 1 of 2019 Section 15(d) - 1CM Inc and Prairie North Const. Ltd.'s Proposed Cannabis Retail Store at Lot 2 Blk D Plan 72PA17190

Dear Craig Guidinger, RPP MCIP,

On behalf of 1CM Inc, a leading cannabis retail chain, and Prairie North Const. Ltd., the landowner, we respectfully submit this request for an exception to Bylaw No. 1 of 2019 Section 15(d). Our clients wish to establish the fourth cannabis retail store in the City of Prince Albert at the following location:

Legal Description: Lot 2 Blk D Plan 72PA17190

Surface Parcel Number: 133964512

This letter outlines the reasons why we believe the Municipality of Prince Albert should grant an exception to the bylaw and permit our clients to operate the proposed store.

I. Introduction

A. Background on 1CM Inc and Prairie North Const. Ltd.

1CM Inc is a Leading Cannabis Retail Chain already licenced to operation in Saskatchewan by the SLGA under the banner "Cost Cannabis." Prairie North Const. Ltd. is the owner of the land and a well known local developer.

B. Overview of Bylaw No. 1 of 2019 Section 15(d)

"The number of Cannabis Retail Stores in The City of Prince Albert shall be limited to three (3)."

II. Compliance with Zoning Requirements

The proposed cannabis retail store will conform to all essential zoning requirements. The property in question has a suitable size and description, allowing for a spacious and well-planned store layout.

9725 266 ST, ACHESON, ALBERTA T7X 6H6 PHONE (780) 463-3363 FAX (780) 469-4967
www.dirtmoving.com

Furthermore, the site is located within the C-4 Highway Commercial zoning area, which is specifically designated for businesses like the one being proposed. Lastly, the project is fully compatible with existing zoning regulations, ensuring that it will seamlessly integrate with the surrounding commercial environment and maintain the city's zoning standards.

III. Strategic Location of the Proposed Store

The strategic location of the proposed store offers numerous advantages, including its distance from existing cannabis retail stores. Its location on the municipal boundary of Prince Albert ensures that it will effectively serve both residents and visitors to the area, particularly those residing in or traveling to underserved portions of the city. The store's accessibility and visibility from the highway make it a convenient stop for customers, contributing to increased patronage and revenue generation. Furthermore, the establishment of this retail store will bring benefits to the local community and economy, such as creating job opportunities and stimulating economic growth, further enhancing the appeal of this prime location. By providing a new option for cannabis retail in a currently underserved area, the store will foster healthy competition and improve overall customer experience within Prince Albert.

IV. Support from Former and Current Council Members for Additional Cannabis Retail Stores

The current council members should consider the wise opinions previously discussed by both former and current council members as valid grounds to reopen the discussion on whether a fourth cannabis store at the proposed location should be permitted. Coun. Dennis Ogrodnick's endorsement of business opportunities highlights the potential for economic growth and job creation that this new store could bring to the area. Coun. Blake Edwards has expressed support for lifting the cap under certain circumstances, indicating that flexibility in regulation is important to ensure the needs of the community are being met. Coun. Terra Lennox-Zepp opposes the monopoly created by the bylaw, arguing that promoting healthy competition is essential for the local economy and the overall customer experience. Lastly, former Coun. Ted Zurakowski expressed doubts about the bylaw's sustainability, suggesting that it may not adequately address the long-term interests of the city. By taking these well-reasoned opinions into account, the council can make a more informed and fair decision regarding the potential for a fourth cannabis store in the City of Prince Albert.

V. Demonstrated Need for Additional Cannabis Retail Options

City council should recognize the demonstrated need for an additional cannabis retail store in Prince Albert. The steady growth in the cannabis market indicates a rising demand for such establishments, and by accommodating this demand, the city can foster economic development and generate additional revenue. Moreover, customers in the area have expressed a desire for more retail options, and by addressing this need, the city can provide improved accessibility and convenience to its residents and visitors. Furthermore, allowing an additional store would enhance competition, which in turn would drive service quality improvements among all retailers in the market. By approving this new store, the

city council would not only be meeting the needs of the community but also contributing to the overall prosperity and well-being of Prince Albert.

VI. 1CM Inc's Commitment to Responsible Operations

City council should be confident in 1CM Inc's commitment to responsible operations as the right operator for the proposed cannabis retail store. As a reputable company, 1CM Inc maintains strict adherence to regulations and safety measures, ensuring that their business practices align with the highest industry standards and local legal requirements. Furthermore, the company provides employment and economic benefits to the local community, generating job opportunities and stimulating economic growth. By granting 1CM Inc the opportunity to operate the new store, the city council can trust in the company's commitment to excellence, responsibility, and positive community impact.

VII. Precedents and Comparisons with Other Municipalities

City council should consider the precedents and comparisons with other municipalities when making a decision about allowing more cannabis stores in Prince Albert. A comparative analysis of bylaws from various municipalities reveals that very few towns have put limits on cannabis stores, and the majority have adopted more flexible regulations that accommodate the evolving needs of their communities and local economies. In these municipalities, clustering of cannabis stores has not had a negative effect, which further supports the case for allowing additional stores in Prince Albert. By taking into account the successful experiences and outcomes of these municipalities, the city council can make a more informed decision about adjusting their own bylaws. Embracing a similar approach in Prince Albert would demonstrate the council's commitment to progressive policymaking and responsiveness to the dynamic nature of the cannabis market, ultimately benefiting the city's residents and economy.

VIII. Conclusion and Request for Consideration

We kindly request your consideration of this exception request and the opportunity for 1CM Inc and Prairie North Const. Ltd. to bring the benefits of their combined retail experience and responsible operations to the City of Prince Albert. As emphasized by several council members, including Coun. Ogrodnick, Edwards, Lennox-Zepp, and former Coun. Zurakowski, it is essential to promote healthy competition, encourage economic growth, and generate additional revenue by allowing more cannabis retail stores to operate within the city.

Should you require any additional information or have any questions, please do not hesitate to contact us.

Sincerely,



F. Craig Robertson

President

Prairie North Const. Ltd.

&



/s/ Tanvi Bhandari

CEO

1CM Inc.



RPT 23-234

TITLE: Review of Third Party Signs on Private Property

DATE: June 5, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report regarding the review of third party signs on private property be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to provide information regarding third party signs on private property. At the meeting of City Council held February 13, 2023, an application to convert an existing static billboard to a digital billboard was referred back to Administration, as per City Council Resolution No. 0041:

“That RPT 23-43 be referred back to Administration to review the establishment of a permit fee for the use of third party signs on private property.”

PROPOSED APPROACH AND RATIONALE:

Establishing Permit Fees

The Cities Act grants City Council the right to establish a system of licenses and permits with associated fees to cover the costs of administering and enforcing the system. However, any fees that are established must not exceed the cost to the City of regulating the activity that requires the permit. This is detailed in *The Cities Act* as follows:

“8(4) Any fee that may be established pursuant to subclause (3)(c)(i) for a license, inspection, permit or approval must not exceed the cost to the city of:

- (a) administering and regulating the activity for which the license, inspection, permit or approval is required; and
- (b) enforcing payment of the license, inspection, permit or approval fee.”

As such, the City cannot establish sign permit fees for billboards or any other signs that cost more than the work involved in issuing the permit.

The current fee for a permanent sign in Prince Albert is \$150, and \$250 if the sign is digital. The information below is provided to show examples of sign permit fees in other municipalities:

Municipality	Population	Sign Fees
Saskatoon, SK	265,000	Commercial zone sign application fee - \$225 Digital sign permit application fee - \$750
Regina, SK	228,000	Permanent sign permit fee - \$260 Digital sign permit fee - \$500
Moose Jaw, SK	33,000	Freestanding sign permit fee - \$50
Lloydminster, SK	32,000	Freestanding or billboard sign permit fee - \$500
Leduc, AB	33,500	Permanent sign permit fee - \$125
Spruce Grove, AB	39,000	Billboard sign permit fee - \$160
Grande Prairie, AB	63,000	Freestanding sign application fee - \$300 Billboard sign application fee - \$600 Digital sign application fee (additional) - \$400

City Council has the option of amending permit fees for digital signs, as the current permit fee of \$250 does not cover the cost of regulating digital signs. If Council were to choose to increase the fee, Administration would bring a Zoning Bylaw amendment to a future City Council meeting with a proposed digital sign permit fee of \$500.

Billboards and Building Permits

The National Building Code (NBC) sets out technical provisions for the design and construction of new buildings. It also applies to the alteration, change of use, and demolition of existing buildings. Since a digital billboard is not considered a building, the NBC and building permit process is not possible to enforce for the installation of a digital billboard.

Adding Billboards to Assessed Property Value

Signage, including digital signs, are not an item that is added to an assessment valuation. There is no guidance provided by the SAMA 2019 Cost Guide or the Marshall & Swift Valuation Costing Manual that provides Assessment the ability to collect this information and determine a valuation to be applied. Therefore, the addition of a third party sign to a property will not result in any impacts to the property's assessment valuation. This will be the same when Assessment moves commercial valuations from the Cost Approach to the Income

Approach as these are not an assessable item.

City-Owned Property & Billboard Leases

The third-party billboards that are currently leased on City-owned properties are all in locations where other billboards are not permitted, making the locations very desirable as there is no competition nearby. Unless located on these City-owned properties, billboards are only permitted in M1 – Heavy Industrial or M3 – Large Lot Light Industrial zoning districts, as indicated on the attached map. The billboards also need to be 90 metres apart from each other when located on the same side of the road, which further limits where they are permitted to locate. Permitting the conversion of billboards from static to digital in industrial zoning districts does not change the fact that the billboards on City-owned property are in highly desirable locations where competition is extremely limited.

City Council should be aware that there are now two billboard conversion applications located in industrial zones that have been received and require consideration by City Council.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Zoning District Map - Billboards Permitted

Written by: Ellen Pearson, Planner

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



N-Z

S-Z

PLANNING & DEVELOPMENT

May 25, 2023

Subject Property Identified
With A Bold Dashed Line



City of
Prince Albert

MIN 23-53

TITLE: May 10, 2023 City/School Boards Liaison Committee Meeting Minutes

DATE: June 14, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: City/School Boards Liaison Committee



CITY OF PRINCE ALBERT
CITY/SCHOOL BOARDS LIAISON COMMITTEE
REGULAR MEETING

MINUTES

WEDNESDAY, MAY 10, 2023, 9:00 A.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Mayor Greg Dionne
Crystal Halliday, Trustee, PACSD
Pat Hordyski, Trustee, PACSD
Arne Lindberg, Trustee, SRPSD
Darlene Rowden, Board Chair, SRPSD

Terri Mercier, City Clerk
Sherry Person, City Manager
Michael Nelson, Chief Building Official
Briane Vance, Senior Accounting Manager
Jody Boulet, Director of Community Services
Mike Hurd, Superintendent of Facilities, SRPSD
Jerrold Pidborochynski, Chief Financial Officer, SRPSD
Lorel Trumier, Director, PACSD

ABSENT: Councillor Tony Head
Robert Bratvold, Director, SRPSD
Claude-Jean Harel, Trustee, CSF
Barry Hollick, Board Chair, SRPSD
Suzanne Stubbs, Board Chair, PACSD

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Lindberg

That the Agenda for this meeting be approved, with the following amendment, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair:

1. That Discussion regarding West Hill Master Plan and Crescent Acres Neighbourhood Plan be added as Item No. 6.7.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0002. **Moved by:** Hordyski

That the Minutes for the Community Services Advisory Committee Regular Meeting held October 18, 2022, be taken as read and adopted.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Review Current Committee Terms of Reference (CORR 23-32)

0003. **Moved by:** Halliday

That the Terms of Reference, as attached to CORR 23-32, be referred to the City Clerk for review, in consultation with the Mayor.

CARRIED

6.2 Discussion – West Hill Expansion – Apartment Complex/Business

The Public School Board Chair requested an update on the West Hill Development.

The Mayor provided an update on the current developments taking place in the West Hill area including the future hospital expansion, First Nations University, three (3) apartment buildings and development by Metis Nation-Saskatchewan.

6.3 Discussion – Residential Lots at the Yard

The Public School Board Chair requested an update on the Yard Development and the future expansion of residential lots in that area.

The Mayor provided an update on the current and future development in The Yard including the potential for residential developments.

6.4 Discussion – Budget Impact on Education

The Committee discussed the potential to coordinate lobbying efforts to the Saskatchewan Urban Municipalities Association and Saskatchewan Association of Rural Municipalities for funding projects that benefits both education and the community.

6.5 Discussion – Provincial Sales Tax on Construction Projects

The School Divisions expressed concerns relating to Provincial Sales Tax being applied to Education Facilities Projects.

6.6 Discussion – Location on New School Facilities

The Mayor advised that a new Francophone School would be constructed in the near future, however, land has not yet been designated for the new school.

6.7 Discussion – West Hill Master Plan and Crescent Acres Neighbourhood Plan

The Superintendent of Facilities for Saskatchewan Rivers Public School Division requested information relating to The City's Master Plans for West Hill and Crescent Acres.

The Chief Building Official advised that the Plans would be forwarded to the Committee following the meeting.

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 9:54 A.M.

0004. **Moved by:** Hordyski

That this Committee do now adjourn.

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

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



MIN 23-56

TITLE: June 5, 2023 Airport Advisory Committee Meeting Minutes

DATE: June 8, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Airport Advisory Committee



CITY OF PRINCE ALBERT

AIRPORT ADVISORY COMMITTEE REGULAR MEETING

MINUTES

MONDAY, JUNE 5, 2023, 4:05 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Martin Dolny
Brent Phillipow
Dave Webster

Terri Mercier, City Clerk
Sherry Person, City Manager
Corey Nygaard, Airport Manager
Nykol Miller, Capital Projects Manager, Public Works

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0005. **Moved by:** Dolny

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: Andre Grobler, Curtis Lemieux and Dave Webster

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0006. **Moved by:** Pillipow

That the Minutes for the Airport Advisory Committee Regular Meeting held May 4, 2023, be taken as read and adopted.

Absent: Andre Grobler, Curtis Lemieux and Dave Webster

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Airport Terminal – Tender Ready Detailed Design (RPT 23-228)

PowerPoint Presentation was provided by Damien Fenez, Lead Architect, Dustin Froese, Airport Planner and Karl McGrath, Consultant, Prairie Architects and Airbiz.

0007. **Moved by:** Dolny

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

1. That the cost for the Detailed Design of the Airport Terminal with Prairie Architecture Incorporated be increased by \$452,982 for a total Design Fee of \$1,942,740 including Provincial Sales Tax to complete the remaining thirty percent (30%) Detailed Design, bringing the design to Tender ready;
2. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
3. That the Mayor and City Clerk be authorized to execute any necessary documents on behalf of The City, if required.

Absent: Andre Grobler and Curtis Lemieux

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 6:09 P.M.

0008. **Moved by:** Cody

That this Committee do now adjourn.

Absent: Andre Grobler and Curtis Lemieux

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS DAY OF A.D. 2023.

UNOFFICIAL



RPT 23-240

TITLE: Airport Terminal - Tender Ready Detailed Design

DATE: June 8, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the cost for the Detailed Design of the Airport Terminal with Prairie Architecture Incorporated be increased by \$452,982 for a total Design Fee of \$1,942,740 including Provincial Sales Tax to complete the remaining thirty percent (30%) Detailed Design, bringing the design to Tender ready;
2. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
3. That the Mayor and City Clerk be authorized to execute any necessary documents on behalf of The City, if required.

PRESENTATION: Verbal and Visual Presentation: Nykol Miller, Capital Projects Manager

ATTACHMENTS:

1. Airport Terminal - Tender Ready Detailed Design RPT 23-228

Written by: Airport Advisory Committee

TITLE: Airport Terminal - Tender Ready Detailed Design

DATE: June 1, 2023

TO: Airport Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the cost for the Detailed Design of the Airport Terminal with Prairie Architecture Incorporated be increased by \$452,982 for a total Design Fee of \$1,942,740 including Provincial Sales Tax to complete the remaining thirty percent (30%) Detailed Design, bringing the design to Tender ready;
2. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the necessary documents on behalf of The City, once prepared.

TOPIC & PURPOSE:

To approve completing the detailed design of the new Airport Terminal Building, which would bring it to a Tender ready design state.

BACKGROUND:

At the May 15, 2023 City Council Meeting it was resolved;

That the cost for the Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be increased by \$854,718 for a total Design Fee of \$1,489,758, to date including Provincial Sales Tax to pay the outstanding invoices;

That the remaining thirty (30%) Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be placed on hold temporarily until the Airport Advisory Committee has an opportunity to review the design proposal.

PROPOSED APPROACH AND RATIONALE:

When the design for the new Airport Terminal Building occurred the Architect and their team met with the City design team and the user groups including the airlines to discuss the needs for the new building. The combination of the engagements with the City and the user groups defined the spaces for the new Airport Terminal Building.

Administration is recommending that the Architect continue with the design of the new Airport Terminal Building, maintaining the current building design, bringing the design to Tender ready.

CONSULTATIONS:

The new Airport Terminal Building design included engaging with City Administration, user groups of the current Airport Terminal building, and the Architects design team.

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 \$1,489,758
The budget required to complete Design to Tender is \$452,982

The funding for the cost of detail design is to come from the Passenger Facility Fee (PFF) 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. The balance at the end of 2023 in the PFF Reserve, not including the recommended increase approval of \$452,982 is projected to be \$1,709,669.

2022 PFF Reserve Balance	\$2,197,318
2023 Projected PFF Reserve Balance	\$1,709,669
Remaining Fees to Complete Tender Ready Design	\$ 452,982

Projected 2023 PFF Reserve Balance Including Approved Detailed Design Completion	\$1,256,687
---	--------------------

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:

The Airport Advisory Committee 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 or future. 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:

Presentation by Prairie Architects, design lead and Airbiz, aeronautical specialist.

ATTACHMENTS:

1. Airport Terminal Detail Design Revised Budget Adjustment RPT 23-181
2. Airport Terminal Prairie 33% Design Presentation Excerpt Nov 14, 2022
3. Airport Advisory Committee Presentation June 1, 2023

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works & City Manager

TITLE: Airport Terminal Detail Design Revised Budget Adjustment

DATE: **May 11, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the cost for the Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be increased by \$854,718 for a total design fee of \$1,489,758 to date including Provincial Sales Tax to pay the outstanding invoices;
2. That the remaining 30% Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be placed on hold temporarily until the Airport Advisory Committee has an opportunity to review the design proposal;
3. That the cost increase be funded from the Passenger Facility Fee Reserve;
4. 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.

April 3, 2023, Administration sent a report (RPT 23-128) to the Executive Committee meeting containing a request to increase the design fees for the project. The Executive Committee referred the report to the Airport Advisory Committee for review and recommendation.

May 4, 2023, the Airport Advisory Committee reviewed the referred report and made the recommendations included in this report.

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 sq.ft. at \$461 per sq.ft. 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 30,180 sq.ft. building that was presented to Council on November 14, 2022 (21,190 sq.ft. Airport Terminal plus 8,990 sq.ft. second floor which included Nav Canada) was a 232% 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 \$1,057 per sq.ft..

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). 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, which to date is 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 14% down to 26,102 sq.ft. 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.

Presently the Architectural contract based 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 \$2,341,664. To get to 100% completed tender package (shovel ready), not including bidding, tendering, contract administration during construction, the fees are calculated at \$1,942,740.

In negotiations with the Architect several concessions have been achieved. Even without NAV Canada there is still a 200% 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.

New Fees to current stage	\$1,489,718
Previous approval level	<u>-\$ 635,040</u>
Increase approval required	\$ 854,718

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 and Capital Projects Manager 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.

The Airport Advisory Committee reviewed RPT 23-128 as per the Executive Committee request. The recommendations of the Airport Advisory Committee are provided in this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved by City Council, the City will adjust the Agreement accordingly to pay the outstanding invoices to Prairie Architecture Incorporated.

The Airport Advisory Committee will be informed of City Council decision.

FINANCIAL IMPLICATIONS:

The previously approved funding is \$635,040.

The increase required to pay the outstanding invoices is \$854,718

The funding for the cost of detail design is to come from the Passenger Facility Fee (PFF) 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. The balance at the end of 2023 in the PFF Reserve, not including the required increase approval of \$854,718 is projected to be \$2,564,387.

2022 PFF Reserve Balance	\$2,197,318
2023 Projected PFF Reserve Balance	\$2,564,387
Outstanding invoices to be approved	\$854,718

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

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works & City Manager



City of
Prince Albert



City of Prince Albert

NEW AIRPORT TERMINAL

14 NOVEMBER 2022

prairie
architects inc.

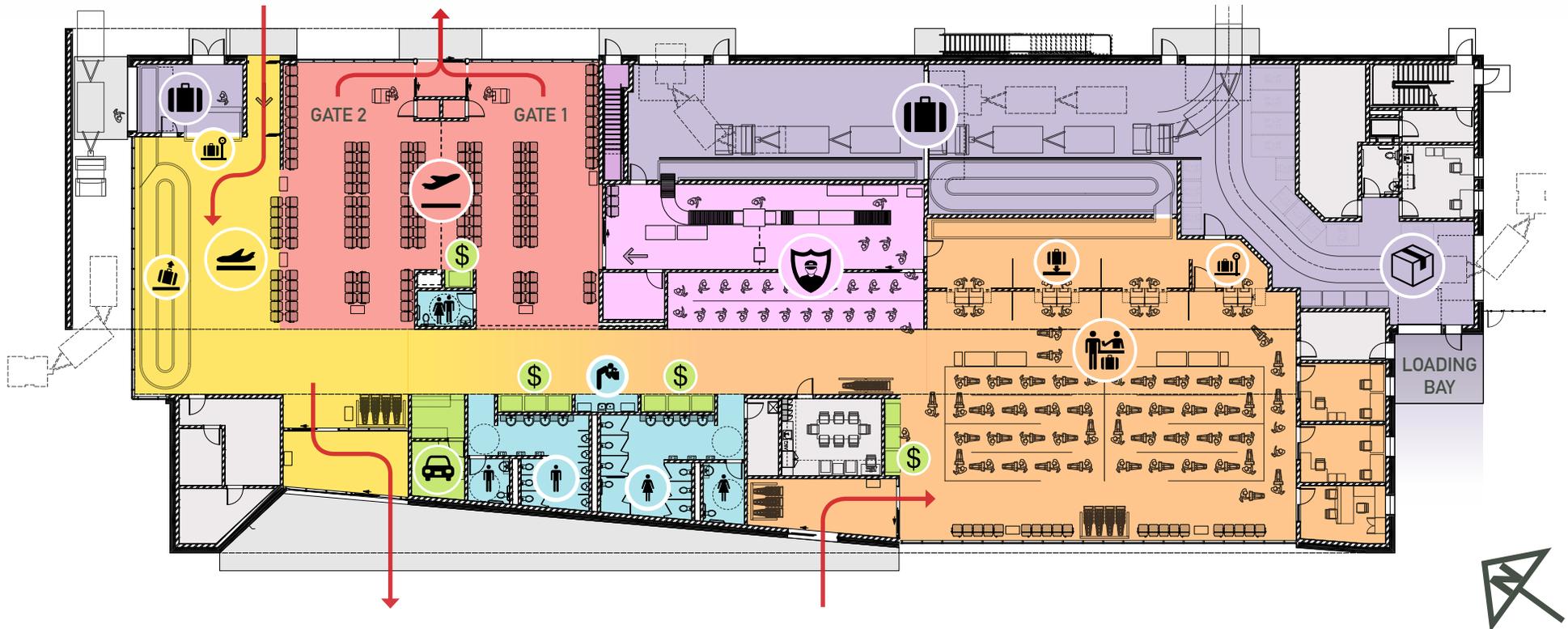
Vision for a New Airport



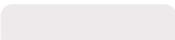
- New airport located to the west of existing terminal to allow operations to continue during construction.
- This location allows the new airport to utilize existing apron, parking lot, and vehicle approach efficiently.
- A longer sheltered drop-off area with multiple bypass lanes and 2 building entrances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

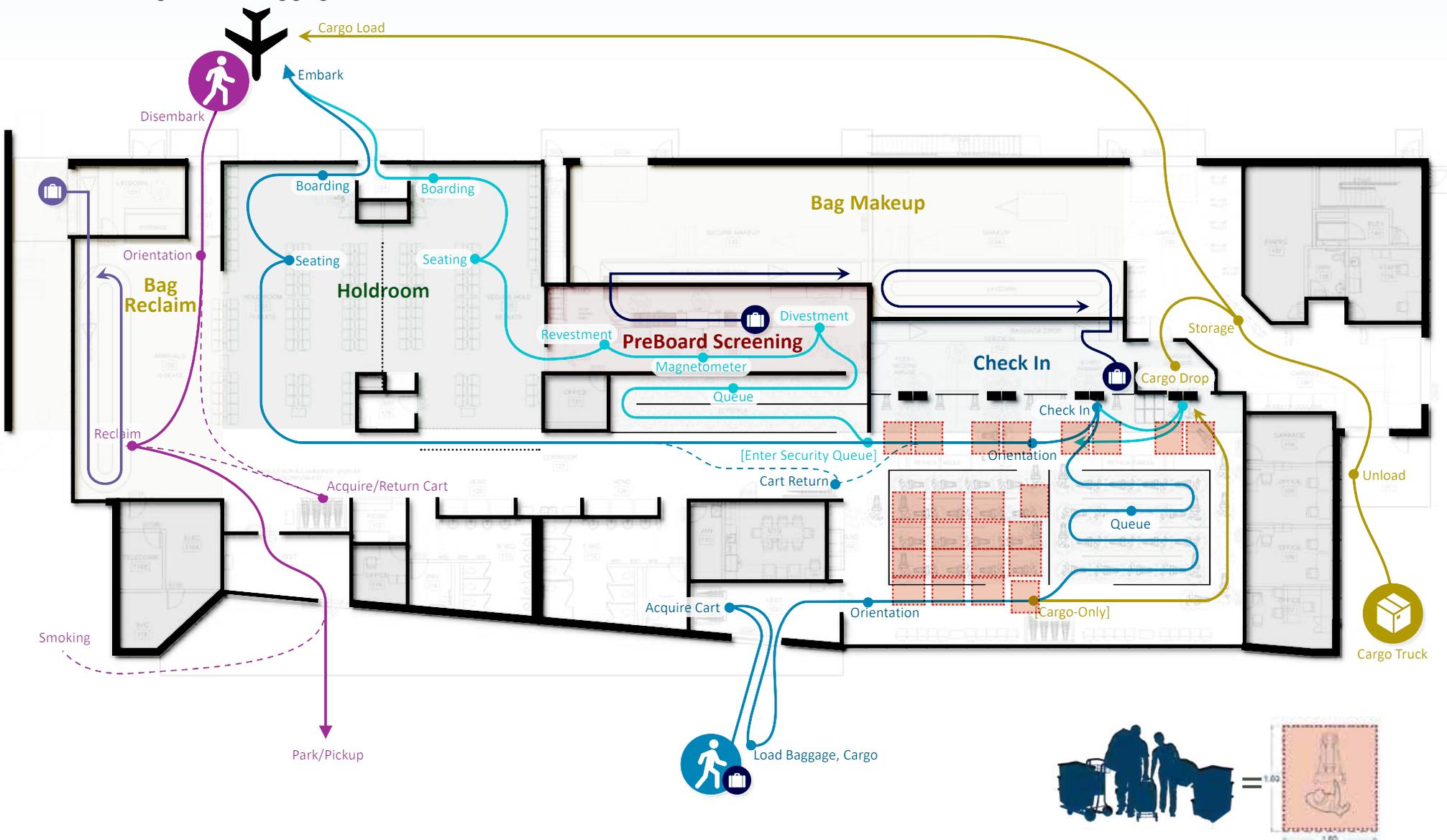


Main Floor (21,190 SF)

- | | | | | | | |
|--|------------------------|---|-------------------------------|---|---|------------------------|
|  | 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 |

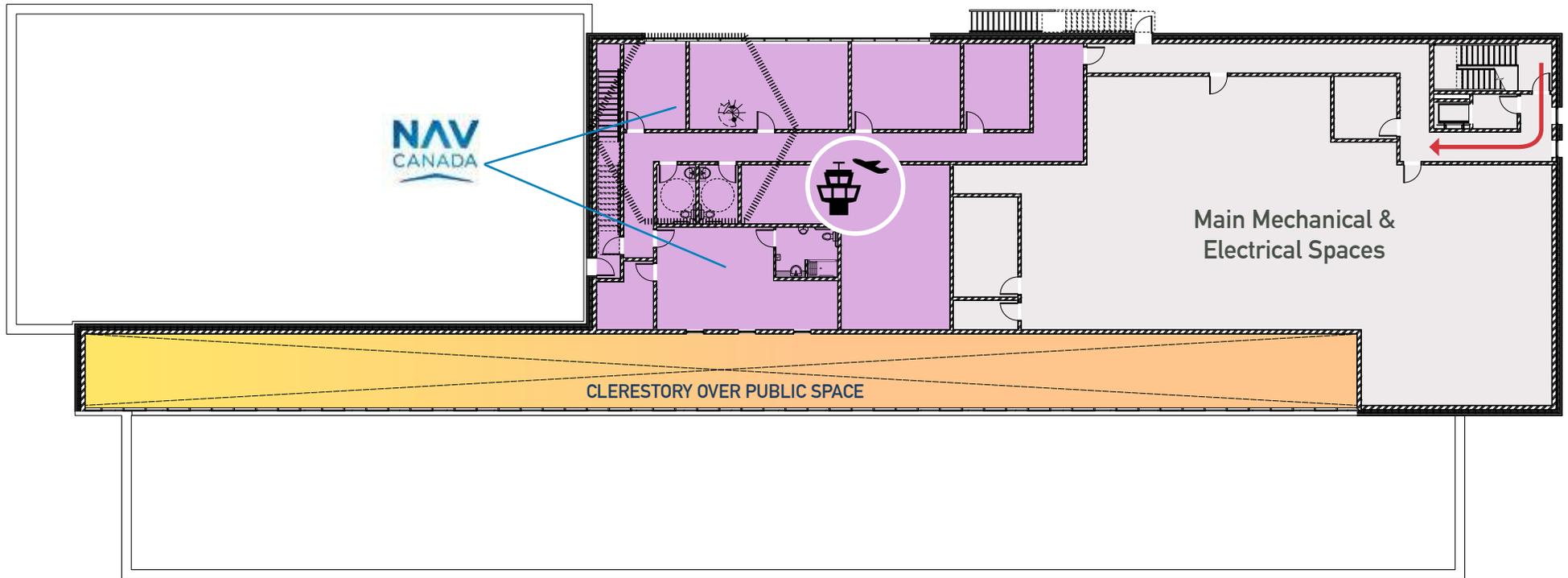
Floor Plans

Passenger and Baggage flows

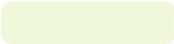
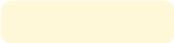


Floor Plans

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



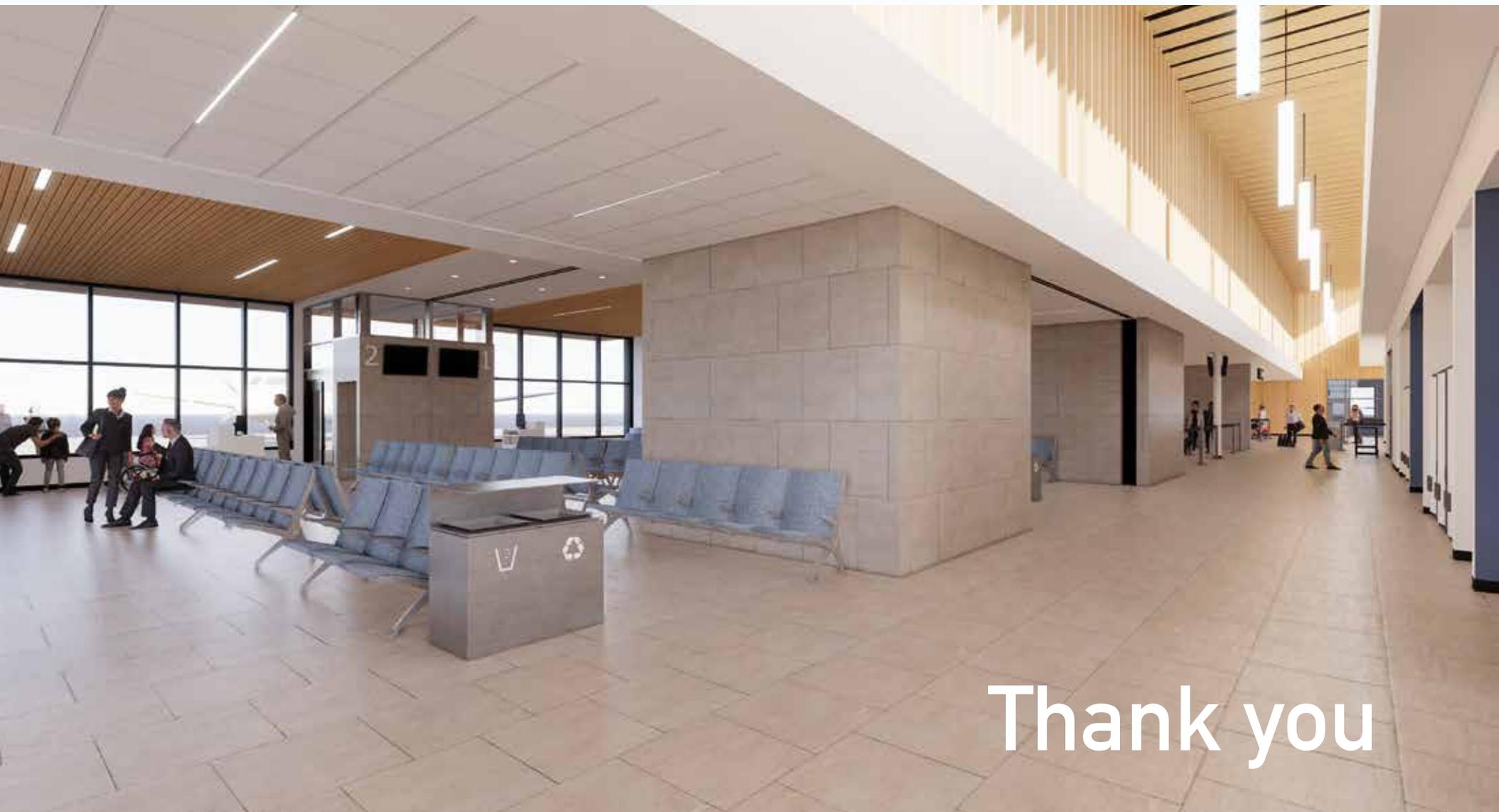
(Above)View looking north-east into holdroom and down atrium

Interior Views



(Above) View at arrivals baggage belt

Interior Views



Thank you

CITY OF PRINCE ALBERT

Airport Terminal Detail Design

BUDGET ADJUSTMENT

June 1, 2023

Airport Advisory Committee

Airport Terminal Detailed Design Budget

BACKGROUND

- Airport Strategic Master Plan (Completed 2021)
 - \$6,000,000 estimated cost for new terminal
 - 13,000 sq.ft estimated terminal size
- RFP Issued Based on the Master Plan (March 2022)
- City Council Approved RFP Award May 16, 2022
 - \$635,040
- City Council Approved Design Increase May 15, 2023
 - \$452,982

Airport Terminal Detailed Design Budget

KEY DESIGN / COST CHANGES

- Increased Cost to \$31,889,700 – February 2023
- Increased Area 232% to 30,180 sq.ft. – November 2022

Added

- Nav Canada Space
- Security (CATSA)

Increased

- Check-In
- Baggage Handling
- Cargo Handling
- Departure Wait Rooms
- Arrival Baggage Carousel

Airport Terminal Detailed Design Budget

KEY DESIGN / COST CHANGES

- NAV Canada Removed – January 2023
 - Reduced Cost to \$22,000,000
 - Reduced Area 232% to 26,102 sq.ft.
- Architectures Contract is a Percentage Fee Contract
 - Estimates go up Fee goes up
 - Negotiated a Fee Considering that NAV Canada was Designed then Removed

Airport Terminal Detailed Design Budget

CURRENT FEE RECOMMENDATION

• New Fees to Tender Package	\$1,942,740
• Previous approval level	<u>-\$1,489,758</u>
• Increase approval required	\$ 452,982
• Amount Owing to Architect to Complete Design to Tender ready	<u>\$ 452,982</u>
• 100% completed tender package (shovel ready)	\$ 452,982
• 2022 PFF Reserve Balance	\$2,197,318
• 2023 Projected PFF Reserve Balance	\$1,709,669
• Detailed Design Completion Increase	\$ 452,982
Approved Detailed Design Completion	
• 2023 PFF Reserve Balance	\$1,256,687



ypa Prince Albert Airport

Air Terminal Building Review

Introduction

Planning & Design Team



Damien Fenez
Lead Architect



Dustin Froese
Airport Planner

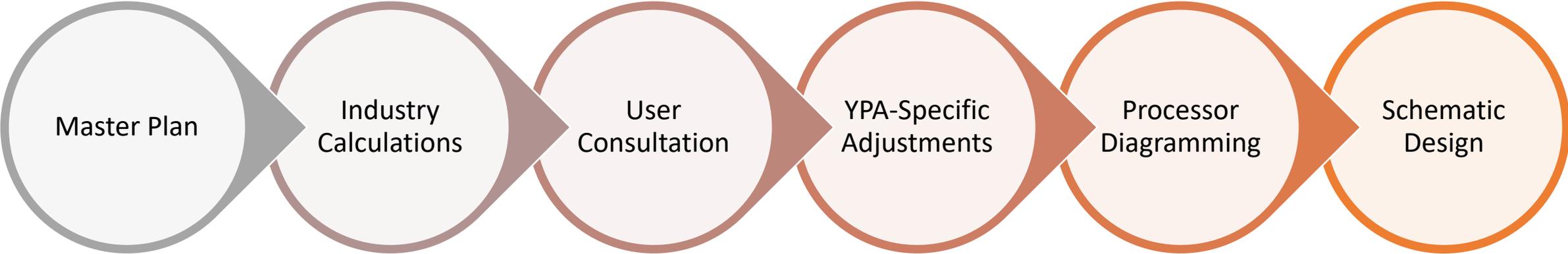
Introduction

Agenda & Goals

1. City of Prince Albert: Goals for this Meeting
2. New Air Terminal Building
 1. Planning Workflow
 2. How many Passengers and How Big?
 3. Existing/Master Plan/ New Terminal Comparisons
 4. Passenger Occupancy Area & Flows

Approach & Methodology

Planning Workflow



Passenger Demand

How Many Passengers and How Big?



Scheduled

Northern Residents & their families who fly to Prince Albert with empty containers. They shop and purchase goods in large quantities to supplement goods that are unavailable near their homes. Processing is lengthy due to the high quantity of checked baggage. Many Oversize Items.



Charter

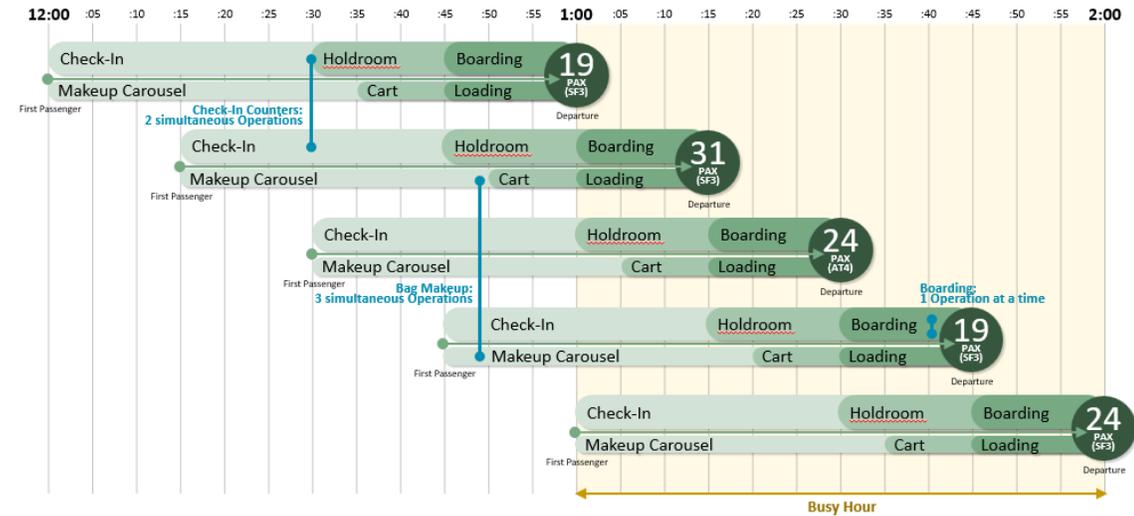
Mining companies hire whole aircraft to facilitate their "Fly-In, Fly-out" mining operations. Usually men with a single checked bag. Processing is quick and uncomplicated.



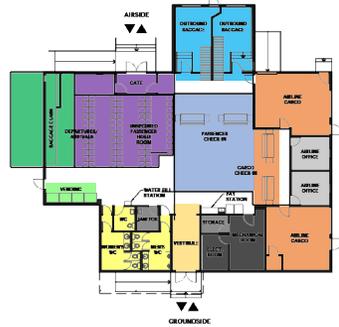
Professional

Un-developed market. Future routes to serve an increase in business, education and legal professionals between Prince Albert and larger cities within short-haul range.

Departing Bags per Passenger	.75	.65	.5
Arriving Bags per Passenger	2	1	.5
Check In Time per Passenger	4 min	3 min	1.5 min
Departure Presentation (minutes prior to flight departure)	60 minutes	50 minutes	60 minutes
Checked Baggage Cutoff (minutes prior to flight departure)	30 minutes	30 minutes	30 minutes
Area per Passenger	2.9m ²	1.5m ²	1.3m ²

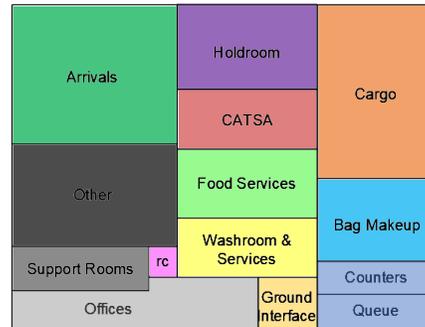


Terminal Building General Comparison



Existing Terminal

- Open-Room Concept
- Through-The-Wall Bag Movement
- Hand Bag Carts
- No Security
- Unknown Sizing Method



Master Plan Terminal

- No Concept Proposed
- No BHS Proposed
- No GSE Proposed
- CATSA (Mini)
- IATA & STEP

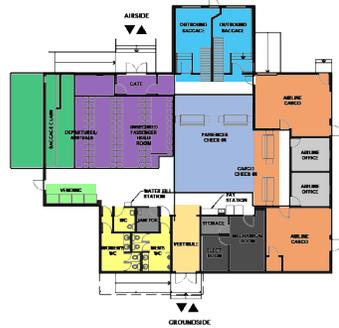


Proposed New Terminal

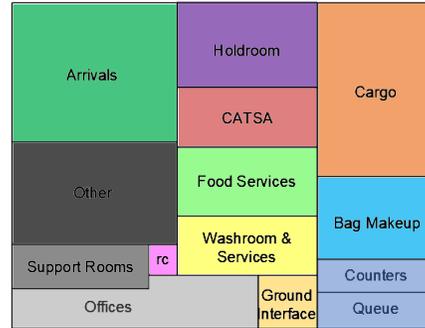
- Circulation Backbone Concept
- Circular Conveyor BHS
- Petrol/Electric GSE Bag Ops
- CATSA (Small) + Secure BHS
- IATA & YPA-Specific Requirements



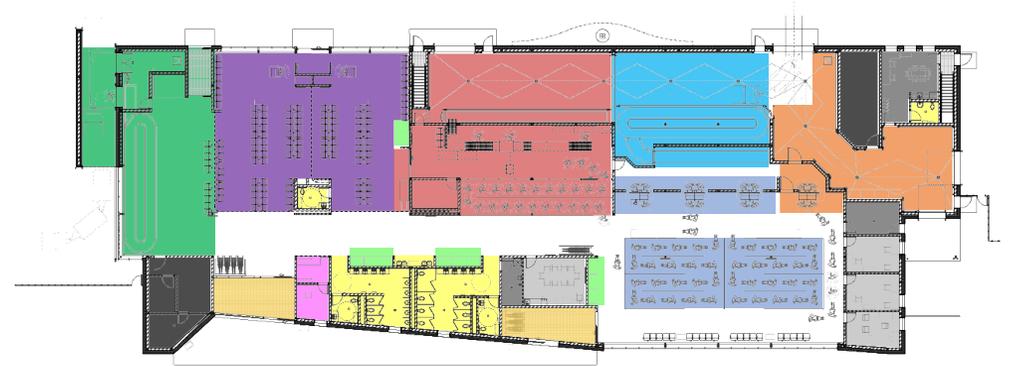
Terminal Building Area Comparison (ft²)



Existing Terminal



Master Plan Terminal



Proposed New Terminal

Groundside Interface	151 ft ²	280 ft ²	538 ft ²
Check In Queue	431 ft ²	388 ft ²	1,249 ft ²
Check In Counters	226 ft ²	33 m ²	549 ft ²
Cargo	915 ft ²	355 ft ²	1,475 ft ²
Outbound BHS	517 ft ²	893 ft ²	1,561 ft ²
Unsecure Holdroom + Boarding	1,055 ft ²	1,055 ft ²	2,368 ft ²
Security (+BHS)	0 ft ²	743 ft ²	2,906 ft ²
Arrivals & Bag Reclaim	538 ft ²	2,045 ft ²	2,088 ft ²
Washrooms & Amenity	366 ft ²	732 ft ²	1,098 ft ²
Food Services & Vending	86 ft ²	861 ft ²	269 ft ²
Offices	226 ft ²	990 ft ²	786 ft ²
Car Rental	0 ft ²	194 ft ²	215 ft ²
Back of House	86 ft ²	538 ft ²	538 ft ²
Mechanical	270 ft ²	1,507 ft ²	5,490 ft ²
Circulation, Walls	710 ft ²	0 ft ²	6,210 ft ²
TOTAL	5,577 ft²	10,614 ft²	27,340 ft²

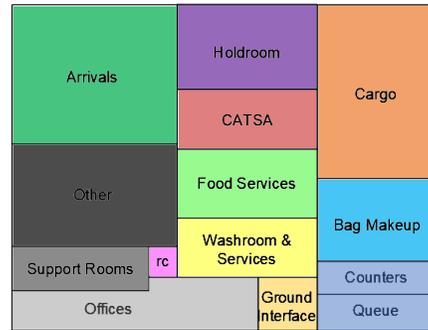
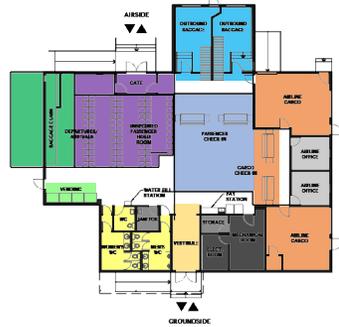
- + Upstairs mechanical rooms 4,736 ft²
- Areas have been re-inventoried to establish parity. Other sources may show different area quantities.



City of
Prince Albert

prairie AIRBIZ
architects inc.

Terminal Building Area Comparison (ft²)



Existing Terminal

Master Plan Terminal

Proposed New Terminal

Δ Multiplier

Groundside Interface	151 ft ²	280 ft ²	538 ft ²	1.9
Check In Queue	431 ft ²	388 ft ²	1,249 ft ²	3.2
Check In Counters	226 ft ²	355 ft ²	549 ft ²	1.5
Cargo	915 ft ²	355 ft ²	1,475 ft ²	4.2
Outbound BHS	517 ft ²	893 ft ²	1,561 ft ²	1.7
Unsecure Holdroom + Boarding	1,055 ft ²	1,055 ft ²	2,368 ft ²	2.2
Security (+BHS)	0 ft ²	743 ft ²	2,906 ft ²	3.9
Arrivals & Bag Reclaim	538 ft ²	2,045 ft ²	2,088 ft ²	1.0
Washrooms & Amenity	366 ft ²	732 ft ²	1,098 ft ²	1.5
Food Services & Vending	86 ft ²	861 ft ²	269 ft ²	-3.2
Offices	226 ft ²	990 ft ²	786 ft ²	-1.3
Car Rental	0 ft ²	194 ft ²	215 ft ²	1.1
Back of House	86 ft ²	538 ft ²	538 ft ²	1.0
Mechanical	270 ft ²	1,507 ft ²	5,490 ft ²	3.6
Circulation, Walls	710 ft ²	0 ft ²	6,210 ft ²	
TOTAL	5,577 ft²	10,614 ft²	27,340 ft²	2.6

- + Upstairs mechanical rooms 4,736 ft²
- Areas have been re-inventoried to establish parity. Other sources may show different area quantities.



City of
Prince Albert

prairie **AIRBIZ**
architects inc.

Building Area

Passenger Occupancy



ATR 42
44 seats x 60%LF = 27 PAX

28'
16'
27 Passengers
450 ft²



City of **Prince Albert**

prairie AIRBIZ
architects inc.

RPT 23-241

TITLE: Request for Change in Mobile Food Vendor Policy

DATE: June 8, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report providing information on Section 7.02 a) i. of the Mobile Food Vendor Policy be received and filed as information.

TOPIC & PURPOSE:

The purpose of this report is to examine Section 7.02 a) i. of the Mobile Food Vendor Policy, allowing mobile food vendors to operate more freely within Prince Albert.

BACKGROUND:

In 2019 administration prepared a Mobile Food Vendor Policy for Council's consideration intended to manage how Mobile Food Vendor's (MFV's) operate within the City of Prince Albert. It was originally passed with the general criteria that MFV's shall not be located directly in front of an existing permanent restaurant property line without written permission of the restaurant owner.

Council resolution 0190 was approved as follows:

"That the Mobile Food Vendor Policy, as attached to RPT 19-174, be approved."

After 2019 it was reviewed in Council again in August of 2020. At this meeting is when the 100 meter boundary was put in place as per Council resolution 0353:

"That the Mobile Food Vendor Policy 58.2 be amended by removing Section 7.02 a) i. and Section 702 d) i. and ii. and replacing it with the following:

- a) *General Location Criteria*

i. Mobile Food Vendors shall not be located within 100 metres of a permanent restaurant property line

With the following exceptions being pre-approved locations included in section 7.02 b), c) and d); When written permission is provided by the owner or manager of restaurants within the applicable buffer area; or

When the mobile food vendor is operating as a part of an approved event or festival.

d) Mobile Food Trailer or Truck

At on-street metered parking along River Street East between Central Avenue and 1st Avenue East;

At on-street metered parking along 10th Street East between Central Avenue and 1st Avenue East.“

Recently, Mobile Food Truck “Buzfood” owner and operator Denneil Carpenter provided Executive Committee with a letter (attached), requesting a change to the Mobile Food Vendor Policy to reduce the separation distance requirement between mobile food vendors and restaurants. They hope to lease a space at the corner of 28th Street West and 2nd Avenue West; however, there are currently a number of local restaurants within 100m of the site, which inhibits them from utilizing this location.

At the Executive Committee meeting, dated April 3, 2023, resolution number 0081 was approved as follows:

“That CORR 23-22 be received and referred to the Planning & Development Department for review and report for consideration at an upcoming Executive Committee meeting.”

PROPOSED APPROACH AND RATIONALE:

MFV’s are currently allowed to operate at the following locations in Prince Albert. Please refer to the map for locations they can operate without consultation.

- I. At on-street metered parking along River Street East between Central Avenue and 1st Avenue East
- II. At on-street metered parking along 10th Street East between Central Avenue and 1st Avenue East
- III. Directly abutting Kinsmen Park north of 26th Street East and West during

park operating hours

- IV. On City owner vacant lots, with the approval of the Director of Planning and Development Services or their designate and the Mobile Food Vendor may be required to enter into a License Agreement, or similar, with the City Prince Albert;
- V. At Prince Albert (Glass Field) Airport, with the approval of the Director of Community Services or their designate; and
- VI. At any City facility or park, with the approval of the Director of Community Services or their designate; and
- VII. On private property with written permission of the property owner and approval of the Director of Planning and Development Services of their designate.”

Following the April 3rd Council meeting, Administration engaged with Food Truck operators, while also following up with some local restaurants in the area:

Food Truck Owners

Administration attempted to contact 13 previously licensed Food Truck owners/operators but only 9 were available for comment. A summary of the comments are provided below:

- Prince Albert is not food truck friendly
- Policy is too restrictive
- The food industry is a competitive market where both restaurants and food trucks MFV's should be able to operate more freely throughout the City of Prince Albert
- Very much in favor of reducing the separation distance.

However there were also some comments from MFV's that agreeing with the Policy, understanding of how much it costs to run a brick & mortar restaurant.

Also some MFV's felt unaffected by the policy as they only operate during special events.

Currently for the year of 2023 there are 9 Mobile Food Vendor Licenses in the City of Prince Albert.

Restaurants

Administration contacted the restaurants in the immediate area of 28th Street West and 2nd

Avenue.

A summary of their comments is listed here:

- Many restaurants are currently struggling and have already had to consider selling and/or closing
- Was aware of when Saskatoon changed their policy and was told there was a dip in business amongst restaurant owners there once their policy was changed
- Policy is currently fair to everyone who operates in the City
- There is more opportunity in mobility and it should be a strength that can be used to be creative. MFV's should use that to their advantage.
- Restaurants pay very high commercial tax's in comparison to MFV's

Overall, restaurant owners feel that the Policy is fair. It provides an opportunity for a new type of business in allowing for MFV's, while also protecting the current restaurants in the area

Municipalities

Administration also reviewed other Municipalities Policies in regards to MFV's and found that 20m from existing restaurant property lines is a consistently applied buffer distances between the operations.

CONSULTATIONS:

Consultations were had with the Food Truck Operators, Restaurant owners in the immediate area of 28th Street West and 2nd Avenue, and other municipalities in regards to their Mobile Food Vendor Policies.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will contact the existing and licensed mobile food vendor operators and the restaurant owners to update them as required based on Council's decision.

POLICY IMPLICATIONS:

Mobile Food Vendor Policy 58.3 may need to be amended at an upcoming City Council meeting subject to Council's decision in regards.

FINANCIAL IMPLICATIONS:

Currently, the City has a fee of \$150.00 for the calendar year to operate a food truck. If the distance for operations decreases, making it more favorable for food trucks to operate, this could increase the number of applicants as well as operators. Which could be reflected in larger administrative and bylaw officer's workload. This could lead to an increase in annual

fees for the Mobile Food Vendor License if the decision is made to reduce the boundary.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications in regard to this report.

STRATEGIC PLAN:

This report supports the long-term strategy to maintain existing amenities and infrastructure under the area of focus for Economic Diversity and Stability.

OFFICIAL COMMUNITY PLAN:

This report is in line with the OCP because it aims to ensure development and a business friendly environment to help attract diverse and long-term economic growth through partnerships between business, government and the community. That a healthy economy is based on balance and has a proactive, multi-dimensional approach, where all stake holders are considered when making decisions. This report aims to balance the social and physical environment to ensure a healthy business and living environment in Prince Albert.

OPTIONS TO RECOMMENDATION:

Executive Committee may choose to reduce the buffer to a more reasonable distance such as 50m (approximately half of a block).

This option is not being recommended at this time, as Executive Committee only requested further information on this item so that a more informed decision could be made in considering the request. However, as a result, if Executive Committee feels that a change is warranted, this option seems reasonable.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation By:

Craig Guidinger, Director of Planning & Development

ATTACHMENTS:

1. 58.3-Mobile Food Vendor Policy
2. Map of Mobile Food Vendor Locations of Operation

Written by: Nicholas Thomas, Economic Development Coordinator

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

Statement of Policy and Procedure			
Department:	Planning and Development Services	Policy No.	58.3
Section:	Economic Development	Issued:	April 28, 2014
Subject:	Mobile Food Vendor Policy	Effective:	August 10, 2020
Council Resolution # and Date:	Council Resolution No. 0353 dated August 10, 2020		
		Replaces:	58.2
Issued by:	Heather Greier, Economic Development Coordinator	Dated:	April 29, 2019
Approved by:	Craig Guidinger, Director of Planning & Development Services		

1 POLICY

- 1.01 The operation of Mobile Food Vendors shall be allowed within the corporate bounds of the City of Prince Albert as per this policy.
- 1.02 Mobile Food Vendors are required to be licenced by the City of Prince Albert with a Mobile Food Vendor Business License as per the *Business License Bylaw*.

2 PURPOSE

- 2.01 To administer and facilitate the safe and fair operation of Mobile Food Vendors within the City of Prince Albert.
- 2.02 To provide for and promote alternative, food related business opportunities within the City of Prince Albert.

3 SCOPE

- 3.01 This policy applies to the following:
- a) Mobile Food Vendors
 - b) Mobile Food Carts
 - c) Mobile Food Bicycles
 - d) Mobile Food Trailers, and
 - e) Mobile Food Trucks.

4 RESPONSIBILITY

- 4.01 The Council of the City of Prince Albert shall be responsible for the approval of the *Mobile Food Vendor Policy* and any proposed amendments.
- 4.03 The Director of Planning and Development Services, or their designate, shall be responsible for the following:
- a) Establishment, amendment, and administration of the *Mobile Food Vendor Policy*; and
 - b) Accepting, processing, reviewing applications and issuing Mobile Food Vendor Business Licenses, as per the *Business License Bylaw*.
- 4.04 The Director of Public Works, or their designate, shall be responsible for participating in the review of Mobile Food Vendor Business License applications.
- 4.05 The Director of Community Services, or their designate, shall be responsible for participating in the review of Mobile Food Vendor Business License applications.
- 4.06 The Manager of Bylaw Enforcement, or their designate(s), shall be responsible for the enforcement as per the *Business License Bylaw*.

5 DEFINITIONS

5.01 Discharge Management Plan

means a plan that includes the description of how and where fats, oils and grease used in the mobile food vendor operations will be disposed of.

5.02 Mobile Food Bicycle

means a modified, self-propelled, bicycle or tricycle, with a cargo area mounted over one or more wheels that is heated or refrigerated where confectionary, beverage and/or food items are sold from to the public.

5.03 Mobile Food Cart

means a non-motorized, mobile kitchen that is maneuvered by the operator while in use and sells confectionary, beverage and/or food items.

5.04 Mobile Food Trailer

means a registered, towable trailer unit that is equipped to prepare, cook, and serve confectionary, beverage and/or food items, from entirely within the trailer to the public.

5.05 Mobile Food Truck

means a registered, motorized vehicle that is equipped to prepare, cook, and serve confectionary, beverage and/or food items, from entirely within the vehicle to the public.

5.06 Mobile Food Vendor

means the person or persons selling confectionery, food and/or beverage items from a Mobile Food Bicycle, Cart, Trailer or Truck to the public.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 *Business License Bylaw, Bylaw*
- 6.02 *Fire and Emergency Services Bylaw*
- 6.03 *Noise Bylaw*
- 6.04 *Outdoor Special Event Policy*
- 6.05 *Portable Sign Bylaw*
- 6.06 *Traffic Bylaw*
- 6.07 *Waste Collection and Disposal Bylaw*
- 6.08 *Zoning Bylaw*

7 PROCEDURE

7.01 Mobile Food Vendor Operation

- a) Mobile Food Vendors shall supply their own utilities, such as power and water, if required. The use of external generators may be permitted, provided they do not cause a disturbance within the neighbourhood;
- b) Mobile Food Vendors shall operate in accordance to the *Traffic Bylaw* regulations regarding vehicle height, width, length, and weight;

- c) All signage and sign placement shall comply with the regulations outlined in *The Portable Sign Bylaw*;
 - i. Placement of any fixtures or furniture such as tables, chairs, benches, etc. associated with the Mobile Food Vendor shall be approved at the discretion of the Director of Planning and Development Services or their designate. All approved fixtures or furniture shall be appropriately secured during operation, and may be required to be removed when the Mobile Food Vendor is not operating;
- d) Mobile Food Vendors shall position or park in such a way that customer service windows are oriented away from an active drive aisle or right-of-way;
- e) Mobile Food Vendors shall not be permitted to remain in the approved location on a right-of-way or public property outside of operating hours and Mobile Food Vendors shall appropriately store their mobile food unit (bicycle, cart, trailer, or truck) when not in use;
- f) Mobile Food Vendors shall provide proper trash and recycling receptacles for customers. The Mobile Food Vendor shall leave the site and surrounding area in the same condition or better than it was in upon occupying the site;
- g) Mobile Food Vendors may operate between the hours of 7:00 a.m. and 2:00 a.m. seven (7) days a week. Depending on the location of the Mobile Food Vendor, additional regulations including limited operating dates, times, and hours shall be at the discretion of the Directors of Planning and Development Services, Public Works, and/or Community Services;
- h) If located at a City parking meter, Mobile Food Vendors shall:
 - i. Pay for the time they occupy the space by plugging the meter or by paying for a meter hood; and
 - ii. If a Mobile Food Trailer or Truck exceeds the length of a single metered parking space, they shall pay the parking fees for each space used;
- i) All elements associated with the Mobile Food Vendor and its operations, including line-ups, signage, trash receptacles, etc., shall not cause any vehicular or pedestrian hazards or obstructions; and

- 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, or any other actions which may be a distraction for motorists, pedestrians and the immediate neighbourhood.

7.02 Mobile Food Vendor Location

a) General Location Criteria

- i. Mobile Food Vendors shall not be located within 100 metres of a permanent restaurant property line
 - i. With the following exceptions being pre-approved locations included in section 7.02 b), c) and d);
 - ii. When written permission is provided by the owner or manager of restaurants within the applicable buffer area; or
 - iii. When the mobile food vendor is operating as a part of an approved event or festival;
- ii. Mobile Food Vendors shall be located at least 50 metres away from a special event or festival, except where written permission from the event or festival coordinator has been obtained and provided to the City;
- iii. Mobile Food Vendors shall not inhibit or block any intersection, crosswalk, bus stop, or access to any right-of-way, lane, driveway, loading zone, fire lane, fire hydrant or similar in accordance with the *Traffic Bylaw*;
- iv. Mobile Food Vendors shall not locate in angle or nose-in parking stalls unless approved by the Director of Planning and Development Services, the Director of Public Works, or their designate; and
- v. Mobile Food Vendors shall not locate on an arterial right-of-way.

b) Mobile Food Bicycle

Subject to the regulations contained in Section 7.01 and 7.02, Mobile Food Bicycles may be allowed to operate in the following locations:

- i. On residential roads;

- ii. On the Rotary Trail;
- iii. On City owned vacant lots, with the approval of the Director of Planning and Development Services or their designate. The Mobile Food Vendor may be required to enter into a License Agreement, or similar, with the City of Prince Albert;
- iv. At Prince Albert (Glass Field) Airport, with the approval of the Director of Public Works or their designate;
- v. At any City facility or park with the approval of the Director of Community Services or their designate; and
- vi. On private property with written permission of the property owner and approval of the Director of Planning and Development Services or their designate.

c) Mobile Food Cart

Subject to the regulations contained in Section 7.01 and 7.02, Mobile Food Carts may be allowed to operate in the following locations:

- i. Along the Rotary Trail;
- ii. On City owned vacant lots, with the approval of the Director of Planning and Development Services or their designate. The Mobile Food Vendor may be required to enter into a License Agreement, or similar, with the City of Prince Albert;
- iii. At Prince Albert (Glass Field) Airport, with the approval of the Director of Public Works or their designate;
- iv. At any City facility or park, including Memorial Square, with the approval of the Director of Community Services or their designate; and
- v. On private property with written permission of the property owner and approval of the Director of Planning and Development Services or their designate.

d) Mobile Food Trailer or Truck

Subject to the regulations contained in Section 7.01 and 7.02, Mobile Food Trailers and Trucks may be allowed to operate in the following locations:

- i. At on-street metered parking along River Street East between Central Avenue and 1st Avenue East;
- ii. At on-street metered parking along 10th Street East between Central Avenue and 1st Avenue East;
- iii. Directly abutting Kinsmen Park north of 26th Street East and West during park operating hours;
- iv. On City owned vacant lots, with the approval of the Director of Planning and Development Services or their designate and the Mobile Food Vendor may be required to enter into a License Agreement, or similar, with the City of Prince Albert;
- v. At Prince Albert (Glass Field) Airport, with the approval of the Director of Public Works or their designate;
- vi. At any City facility or park, with the approval of the Director of Community Services or their designate; and
- vii. On private property with written permission of the property owner and approval of the Director of Planning and Development Services or their designate.

7.03 Licensing

7.03.1 Application Requirements

Mobile Food Vendors may apply for a Mobile Food Vendor License, as per the *Business License Bylaw*, and shall provide the following information along with a completed application form:

- a) Proof of:
 - i. Prince Albert Health District Approval;
 - ii. Fire Inspection;
 - iii. SaskPower Gas Inspection, if applicable;
 - iv. Liability Insurance with a minimum liability limit of \$5,000,000 with the City of Prince Albert named as an additional insured; and
 - v. Written permission for locations in front of restaurants, at festivals, or on private property, if applicable.

- b) A discharge management plan;
- c) The height, length, width and weight of the mobile food unit; and
- d) Photos of their unit in operation for identification purposes.

7.03.2 Mobile Food Vendor Business License Fees

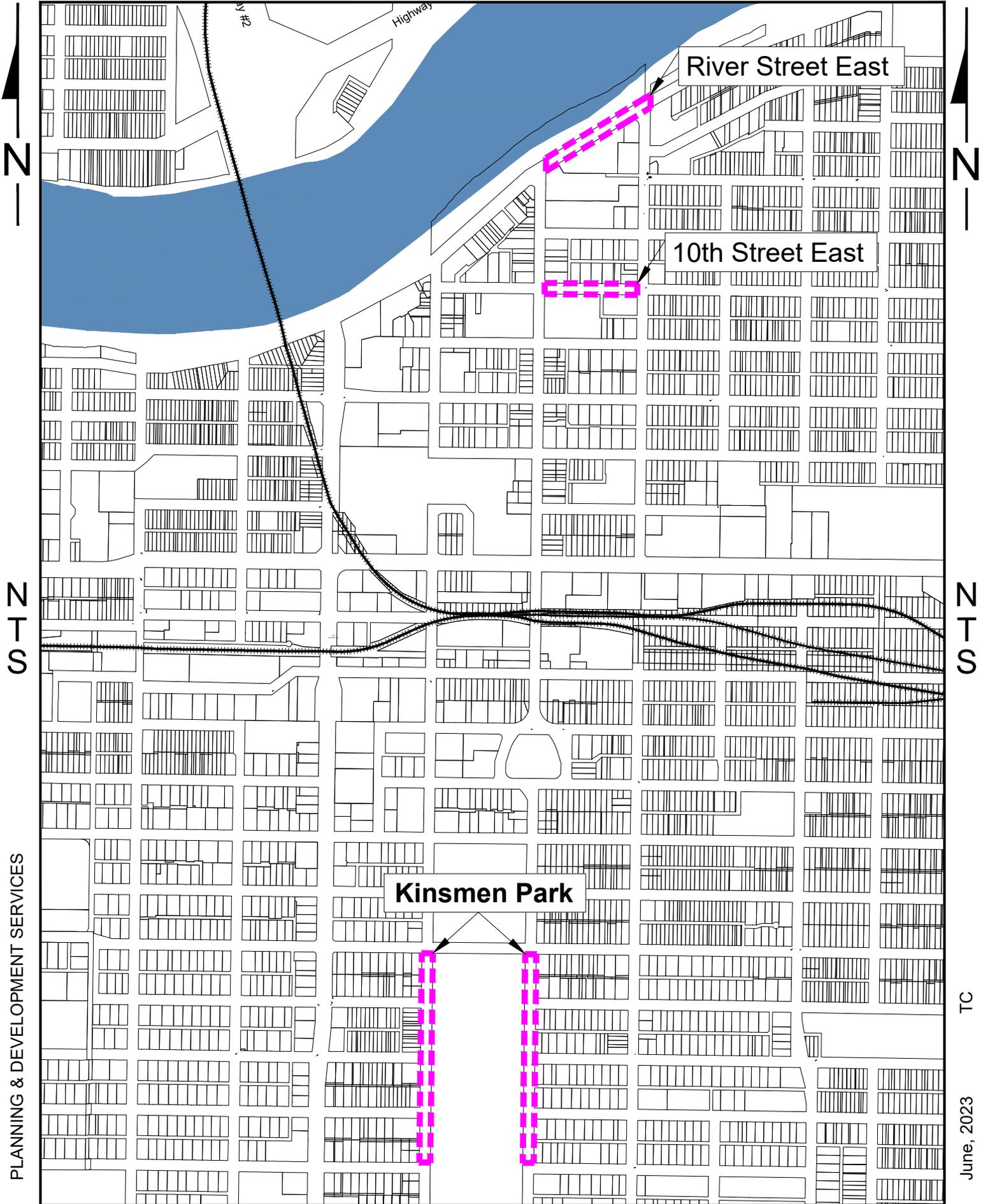
The Mobile Food Vendor Business License Fees will be as per the *Business License Bylaw*, Schedule 2.

7.03.3 Review and Approval Procedure

- a) The Mobile Food Vendor shall submit a complete application package as per 7.03.1 to Planning and Development Services.
- b) The application package is circulated to administration for review.
- c) Administration will return comments, if any, to the Mobile Food Vendor for action or information.
- d) Repeat until all outstanding issues or concerns have been met.
- e) Once all outstanding issues or concerns have been met, and the business license fee has been paid, the Mobile Food Vendor Business License will be issued.

7.03.4 Compliance, License Revocation, and Offences and Penalties

In the event that a Mobile Food Vendor is found to be operating in violation of this policy or the *Business License Bylaw*, the compliance procedures undertaken shall be as per the *Business License Bylaw*.



PLANNING & DEVELOPMENT SERVICES

Mobile Food Vendor Locations of Operation

Subject Property Identified
With A Bold Dashed Line

TC

June, 2023