



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, MAY 1, 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 April 3, 2023 Executive Committee Meeting Minutes for Approval (MIN 23-31)

5. DELEGATIONS

5.1 Request for Zoning Bylaw Exemption (CORR 23-30)

Verbal Presentation: Jared Devers

5.2 Concerns Regarding Allowing Chickens in Town (CORR 23-26)

Verbal Presentation: Lance and Jenn McDougald

6. CONSENT AGENDA

6.1 Waiving of Bus Fees for Downtown Street Fair - June 17, 2023 (CORR 23-28)

6.2 Forestry Management Plan Update 2023 (RPT 23-155)

- 6.3 Rose Garden Hospice 2023 Property Tax (CORR 23-27)
- 6.4 2023 Education Property Tax Mill Rates (CORR 23-25)
- 6.5 Response to February 2023 Accounts Payable Payments Inquiry (RPT 23-165)
- 6.6 March 2023 Accounts Payable Payments (RPT 23-171)
- 6.7 April 5, 2023 Community Services Advisory Committee Meeting Minutes (MIN 23-36)
- 6.8 April 6, 2023 Golf Course Advisory Committee Meeting Minutes (MIN 23-39)
- 6.9 March 28, 2023 Planning Advisory Committee Meeting Minutes (MIN 23-28)
- 6.10 April 3, 2023 Management Committee Meeting Minutes (MIN 23-32)

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 Police Substation Parking (RPT 23-173)
Verbal Presentation: Evan Hastings, Transportation and Traffic Manager
- 7.2 Beautification Report 2023 (RPT 23-154)
Verbal Presentation: Timothy Yeaman, Parks and Open Spaces Manager
- 7.3 Grand Slam Ball Park Rebuild Update (RPT 23-170)
Verbal Presentation: Curtis Olsen, Sport & Recreation Manager
- 7.4 Assessment Consultant Services (RPT 23-144)
Verbal Presentation: Vanessa Vaughan, City Assessor
- 7.5 Review and Regulation of Communication Towers (RPT 23-169)
Verbal Presentation: Craig Guidinger, Director of Planning & Development
- 7.6 2023 Community Meeting (RPT 23-164)
Verbal Presentation: Kiley Bear, Director of Corporate Services

8. UNFINISHED BUSINESS

9. ADJOURNMENT



MIN 23-31

MOTION:

That the Minutes for the Executive Committee Regular & Incamera Meetings held April 3, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, APRIL 3, 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 Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Stacey Slater, Confidential Secretary
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

0077. **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.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0078. **Moved by:** Mayor Dionne

That the Minutes for the Executive Committee Public and Incamera Meetings held March 13, 2023, be taken as read and adopted.

CARRIED

5. DELEGATIONS

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

Verbal Presentation was provided by Sonya Jahn, Volunteer Assisting Ukrainian Newcomer Families in Prince Albert.

0079. **Moved by:** Councillor Ogrodnick

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

That up to fifty (50) recovered and unclaimed bicycles be donated to Ukrainian Canadian Congress Settlement Volunteer, Sonya Jahn, to be distributed to Ukrainian newcomer families in Prince Albert.

CARRIED

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

Verbal Presentation was provided by Denneil Carpenter, Co-owner, Buzfood.

0080. **Moved by:** Mayor Dionne

That the request for change to the Mobile Food Vendor Policy, as outlined in CORR 23-22, be defeated.

MOTION DEFEATED

0081. **Moved by:** Councillor Kilmer

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

CARRIED

6. CONSENT AGENDA

6.1 Friendship City Partnership with Thorey en Plaine - Update (RPT 23-102)

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

6.2 January 2023 Accounts Payable Payments (RPT 23-132)

That RPT 23-132 be received as information and filed.

6.4 March 8, 2023 Community Services Advisory Committee Meeting Minutes (MIN 23-22)

That MIN 23-22 be received as information and filed.

0082. **Moved by:** Mayor Dionne

That the Consent Agenda Item Nos. 6.1, 6.2 and 6.4 be received as information and referred, as indicated.

CARRIED

6.3 February 2023 Accounts Payable Payments (RPT 23-134)

0083. **Moved by:** Councillor Kilmer

That the Financial Services Department forward a report providing details of payables for the following Vendor for consideration by members of Council at an upcoming Executive Committee meeting:

1. Vendor No. 332 – Spotify - \$11.09

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Transfer Station Surveillance (RPT 21-562)

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

0084. **Moved by:** Councillor Head

That the City install permanent video surveillance at the Transfer Station to be funded through Fiscal Stabilization at an estimated cost of \$16,000.

MOTION DEFEATED

0085. **Moved by:** Mayor Dionne

That RPT 21-562 be received as information and filed.

CARRIED

7.2 Transit Review 2022 (RPT 23-52)

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

0086. **Moved by:** Councillor Ogradnick

That RPT 23-52 be received as information and filed.

CARRIED

7.3 Airport Terminal Detail Design Budget Adjustment (RPT 23-128)

Verbal Presentation was provided by Mohammad Kraishan, Engineering Services Manager.

0087. **Moved by:** Mayor Dionne

That the Airport Terminal Detail Design Project be postponed for consideration at an upcoming Airport Advisory Committee meeting.

CARRIED

7.4 2022-2023 Swim to Survive Program and Lifeguard Scholarship (RPT 23-130)

PowerPoint Presentation was provided by Lauren Haubrich, Recreational Coordinator – Aquatics.

0088. **Moved by:** Mayor Dionne

That RPT 23-130 be received as information and filed.

CARRIED

7.5 Alfred Jenkins Field House – Turf Replacement Project (RPT 23-135)

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

0089. **Moved by:** Councillor Edwards

1. That Administration be authorized to issue a Request for Proposal for the replacement of the Artificial Turf at the Alfred Jenkins Field House; and,
2. That Administration prepare a Report regarding the results of the Request for Proposal for consideration at the May 15, 2023 City Council meeting.

CARRIED

7.6 Residential Concept Plan – 2101 5th Avenue West (RPT 23-139)

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

0090. **Moved by:** Mayor Dionne

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

1. That the Residential Concept Plan submitted by Miller Contracting Ltd. for 2101 – 5th Avenue West, legally described as Lot 21, Block 2, Plan No. 99PA10819, Extension 1, be approved, subject to Public Consultation;
2. That Administration be authorized to hold a public meeting prior to June 30, 2023, to present the Residential Concept Plan; and,
3. That the feedback from the public meeting be presented for consideration at an upcoming Executive Committee meeting.

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 5:53 P.M.

0091. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

COUNCILLOR CHARLENE MILLER
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 1ST DAY OF MAY, A.D. 2023.



CORR 23-30

TITLE: Request for Zoning Bylaw Exemption

DATE: April 27, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

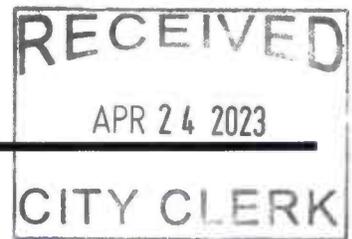
That the Correspondence be received and referred to the Planning and Development Services Department.

PRESENTATION: Verbal Presentation by Jared Devers

ATTACHMENTS:

1. Email dated April 24, 2023

Written by: Jared Devers



Terri Mercier

From: Jared <dudedevzlove@hotmail.com>
Sent: Monday, April 24, 2023 1:02 PM
To: City Clerk
Subject: Resubmission for Jared Devers Bylaw exemption request
Attachments: Shed Location.jpg

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

Hello,

I was hoping that the city would be able to give me an exemption to the garage and shed bylaw or amend that bylaw for residents who live in CR1 zoning.

I live at 140 Birch Lane and I have 5 acres of land. Our house is set back about 100 meters from the grid road (Birch Lane) and we have trees between my house and the grid road. As the current city bylaws states; "Garages and sheds cannot be in the front yard, except for a garage attached to the principal building".

I was hoping to build a 10'X10' shed and put it in front of my house as I have ample space and it would not be an eye sore for my neighbors as the trees would prevent them from seeing it.

I understand that residents in the city and in highly populated areas cannot build in front of their house but I believe that there should be exceptions for those of us who live in CR1 zoning areas.

I was hoping you would be able to bring this up at a meeting for discussion. I understand that there will have to be rules such as the structure must be 25-50meters from a city road for example.

Let me know if you have any questions for me. I have included a google map picture of my location. I have put a pin where I would like to build shed so you can see how it would be hidden.

I can present to council if required to speak on my behalf.

Thank you for your consideration

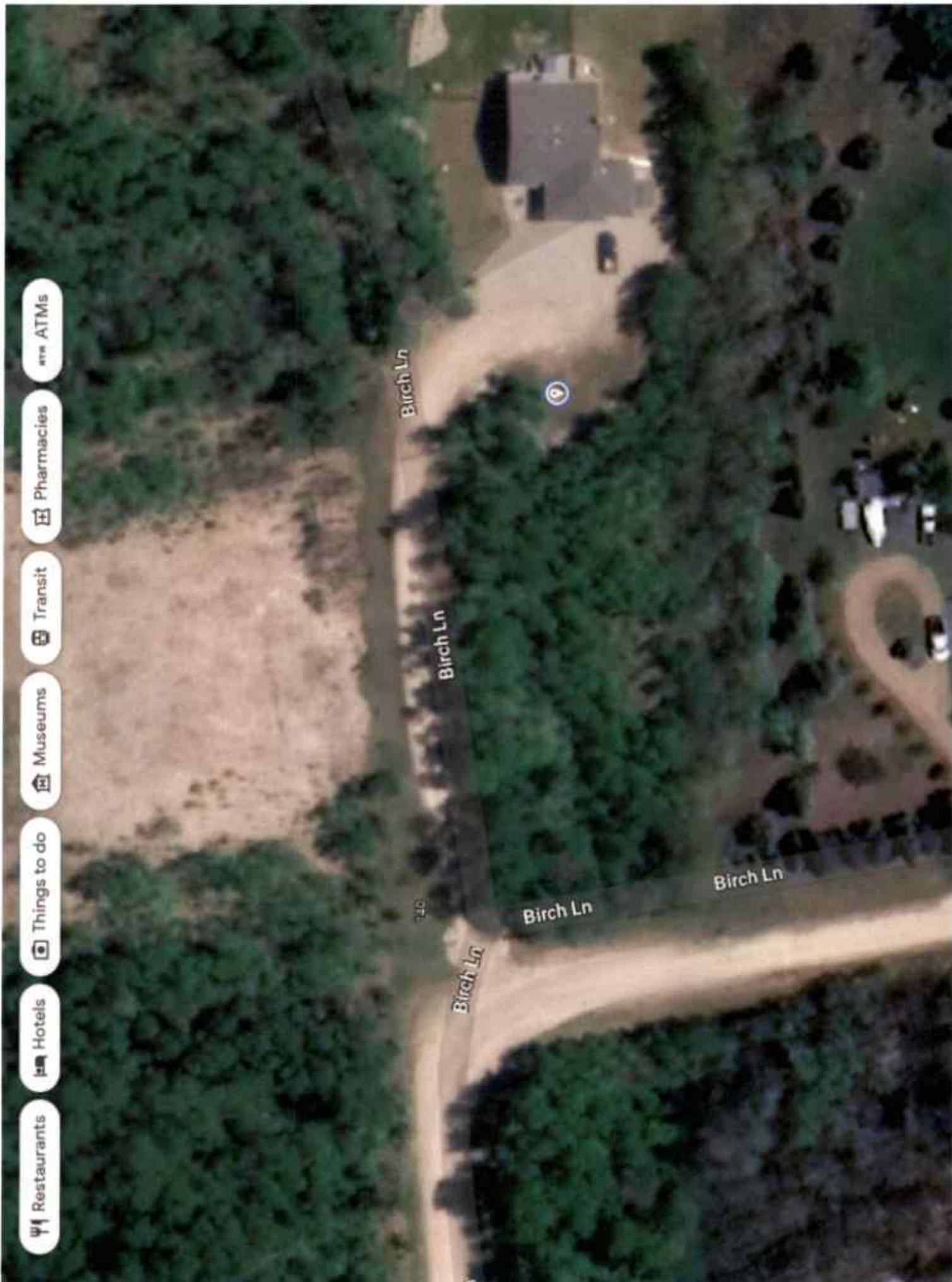
Jared Devers
RR4 Site 1 Comp 260
Prince Albert, SK
S6V 5R2

**Recommended
Disposition:**

*Refer to Planning
& Dev. for
review and report.*

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☰ Restaurants

🏨 Hotels

📷 Things to do

🏛️ Museums

🚗 Transit

🏪 Pharmacies

🏧 ATMs



CORR 23-26

TITLE: Concerns Regarding Allowing Chickens in Town

DATE: April 20, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Planning and Development Services Department.

PRESENTATION: Verbal by Lance and Jenn McDougald

ATTACHMENTS:

1. Emails dated April 16, 2023

Written by: Lance and Jenn McDougald

Terri Mercier

RECEIVED
APR 17 2023
CITY CLERK

From: Lance m <l_mcdougald@hotmail.com>
Sent: Sunday, April 16, 2023 7:43 PM
To: City Clerk
Subject: Chickens in Prince Albert

Executive Committee

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

Lance & Jennifer McDougald

32 23rd street east
Prince Albert SK

S6V1P3

CHANGEMTS
RESENTS

**Recommended
Disposition:**

*Refer to
Planning & Dev*

Good Day Board members

My name is Lance McDougald my wife and I would like to present some information about chickens. Now we have all heard of why the chicken crossed the road. But here is some information that is more beneficial not only to the pocket book but also to the eco system.

Chickens are omnivores. They can reduce the need to spray harmful pesticides because these little guys enjoy chasing down plant-destroying insects like grasshoppers, grubs etc any of those pests that may destroy your garden or your prize winning flower garden in a very short time. Also there are certain chickens that will eat those nasty little Ticks that attach themselves to your kids and animals.

So while they are digging and chasing the bugs in the ground, they are also providing aeration to your lawn. Chewing up all that dead lawn and organics. And keep in mind they love table scraps. Scraps that instead end up at the city landfill would be converted to fresh healthy eggs and I'm sure you all have eaten home grown chickens. Is there any better chicken? Chickens are natural fertilizer producer which would help your lawn and gardens to grow healthier and stronger.

Chickens that are able to roam around are called free range. The free range chickens produce healthier free eggs full of vitamins and help reduce cholesterol. So not only are they helping maintain a healthy pesticide free lawn and garden but they also are feeding you and your family. They are saving you some money in the long run. Not only are you getting eggs but you are also get a chicken to eat. And lets not forget that the price of chicken and eggs you should be able to save a few bucks by producing your own.

Several cities in Canada have already passed a bylaw allowing chickens in backyard.

For an example The bylaws allow certain amount of chickens and no rooster. Also not allowing to butcher the chickens in town.

On the above stated notes I am going to end this presentation and would like to take this opportunity to thank you for your time and consideration. There are some links provided below that will go into further details and the pros of being able to have chickens.

Thank you
Lance and Jenn McDougald

CHICKENS

<https://www.portlandfarmersmarket.org/the-small-farm-ecosystem-and-the-essential-role-of-the-chicken/>

<https://www.macleans.ca/food-insecurity/how-urban-hens-can-help-cities-become-food-secure/>

<https://earth911.com/home-garden/repurpose-chicken-litter/>

<https://earth911.com/home-garden/go-green-keeping-chickens-can-help/>

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CORR 23-28

TITLE: Waiving of Bus Fees for Downtown Street Fair - June 17, 2023

DATE: April 21, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

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

PRESENTATION: None

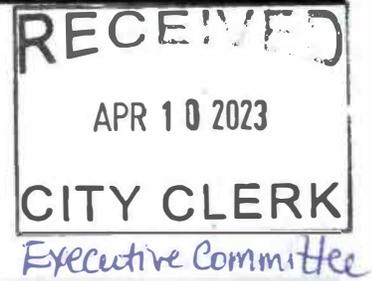
ATTACHMENTS:

1. Email and attached letter dated April 10, 2023

Written by: Rhonda Trusty, Executive Director, Prince Albert Downtown Business Improvement District

Terri Mercier

From: events@princealbertdowntown.ca
Sent: Monday, April 10, 2023 7:01 PM
To: City Clerk
Subject: Street Fair 2023
Attachments: Letter CC Waive Bus Street Fair 2023.docx



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

Hello City Clerk's Office:

I am sending this email asking that the attached letter be placed on the appropriate agenda for Mayor and City Council to consider.

If you have any questions do not hesitate to call.

Kind regards,

Rhonda Trusty
Executive Director
Prince Albert Downtown BID

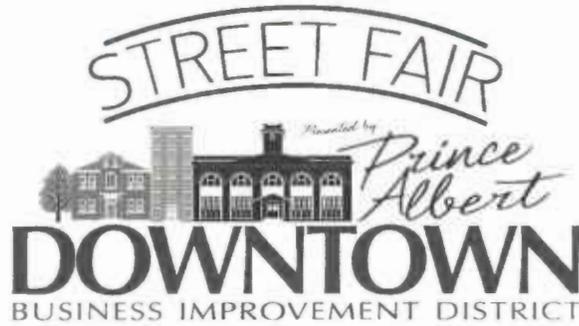


**Recommended
Disposition:**

Refer to
Public Works

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April 10th, 2023

Dear Mayor Dionne and City Councillors:

The PADBID wishes to thank the City of Prince Albert for your ongoing support of the Street Fair. This annual event will be held on Saturday, June 17, 2023. We anticipate a high volume of foot traffic from 10:00 am to 6:00 pm. We wish to request City Council's support with the waiving of bus fees for this day. This will give more people the opportunity to be a part of the event.

PADBID requests the City of Prince Albert waive bus fees for Saturday, June 17, 2023 and encourage all people in Prince Albert to take public transportation for the day.

PADBID hopes to encourage people to come downtown during this event with family and friends. There is no admission to the event and PADBID prides itself on promoting our history, culture, local talent and businesses.

The City of Prince Albert's support is essential to the continued success of this community event. Your continued support of the Prince Albert Downtown Business Improvement District helps the community have some fun and encourages people to enjoy what the business owners have to offer and for us as a City to reconnect with each other.

Thank you for your consideration.

Sincerely,

Rhonda Trusty

Executive Director

Prince Albert Downtown BID

*C/o 1084 Central Avenue
Prince Albert, SK S6U 7P3*



City of
Prince Albert

RPT 23-155

TITLE: Forestry Management Plan Update 2023

DATE: April 6, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 23-133 be received as information and filed.

ATTACHMENTS:

1. Forestry Management Plan Update 2023 (RPT 23-133)

Written by: Community Services Advisory Committee

TITLE: Forestry Management Plan Update 2023

DATE: **March 22, 2023**

TO: Community Services Advisory Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

Receive and File

TOPIC & PURPOSE:

The purpose of this report is to provide The Community Services Advisory Committee and Members of Council with an update to Forestry Management, the 2023 season ahead and plans on use of the budgeted dollars totalling \$143,800.

BACKGROUND:

It is important to provide an overview of the planning and managing of city trees and vegetation, in a manner that promotes their environmental, cultural and biological health, our success and shortfalls.

The Urban Forest Management Plan provides guidance and direction for all urban forest management decisions within the City. Focusing on the maintenance, renewal, and community awareness of our urban forest.

With ongoing concerns related to Dutch Elm Disease, Emerald Ash Borer, other Urban Forest pests and drought conditions there has never been a more important time to maintain and enhance the forest under these conditions through thoughtful planning, effective management, sufficient resource allocation and ongoing cooperation between the city, its residents and other local stake holders and their vast array of resources.

The forestry section is currently responsible for all trees on City lands including those on streets (i.e., typically within the first 1.5 m of the curb), in riparian areas and greenways, in parks and in publicly owned natural areas. The department deals with the following aspects of the urban forest, including but not necessarily limited to tree maintenance, removal, stumping and; responding to all storm damage and calls for service.

With the development of a Forestry Management Plan (2018-2038) we not only wanted to focus on the tree planting guidelines but also provide guidance and direction for all urban forest management decisions within the City of Prince Albert.

Focusing on the maintenance, renewal, and community awareness of our urban forest, the Plan ensures:

1. An effective and efficient urban forestry program is implemented in the City of Prince Albert that promotes the preservation of a healthy and sustainable urban forest;
2. A framework is created that includes ongoing monitoring and assessment, so that priorities, requirements, procedures and specifications are adhered to when planting, removing, and maintaining all public trees within the City;
3. Regular inspection cycles that utilize data of City-owned trees to establish cyclic maintenance programs and a system of response prioritization; and,
4. That the benefits of the urban forest are maximized for the well-being of the community and residents of Prince Albert can enjoy a safe, attractive, and vibrant urban forest in perpetuity.

The goal in achieving the above 4 points is to continually review the internal workings of the forestry department, challenge oneself to do more, recognize short falls and communicate effectively in an open and honest format to ensure reduction in liability and mitigation steps to help achieve this.

The City residents enjoy a high quality of life in a vibrant, healthy and prosperous community. All of the city's trees, whether they are along streets or in parks, in yards or in woodlands, in the urban or in the rural areas, natural stands of boreal forest and aspen park land contribute significantly to the city's health and are considered part of the urban forest. The effective management of this diverse and valuable resource is the continued focus of this plan and this department.

PROPOSED APPROACH AND RATIONALE:

Community Services continues to be committed to bringing a higher level of attention and service to its Urban Forestry practices recognizing the challenges ahead of us. We continue to look for opportunities to educate internally and externally, bringing forth a higher level of training and knowledge for our forestry team, ensuring that our forestry practices are in line with current industry standards and that all of this reflects the higher quality and attention to care required allowing us to be proactive instead of reactive.

The later part of 2022 presented a devastating blow to the City's Forestry Team with the sudden loss of our head Arborist in late October, as a result we find ourselves in a re-build situation with the Forestry Team. The 2023 year ahead will see the team focused on high level training, certification processes and supports internally to help them re-build and when required providing assistance from outside sources such as contractors. The goal of the department is to support the team, give them time to adjust, navigate and get use to their surroundings as they work together to build that comradery required to keep them focused and safe in the field.

Prince Albert's urban forest, as in many cities, is confronted with various challenges that threaten its health and sustainability. Key pressures include changes in land use, urban intensification, conflicts with infrastructure, climate change, invasive pests (DED – Dutch Elm, Disease, EAB – Emerald Ash Borer), plants and diseases, and limited allocation of resources.

To maintain and enhance the urban forest under these conditions requires thoughtful planning, effective management, sufficient resource allocation and ongoing cooperation between the city, its residents and other local stakeholders.

The purpose of this plan is to increase urban forestry management effectiveness and efficiency, assess and improve upon tree health and diversity, minimize risks to the public and maximize the benefits provided by a healthy and sustainable urban forest.

This plan will help identify opportunities on both the public and private lands, in urban and rural Prince Albert, and focuses on five key areas:

1. Management and Implementation
2. Community engagement and stewardship
3. Protection and Preservation
4. Reforestation and Enhancement
5. Tree Health and Risk Management

In 2022 the Department took the first steps to start some tree mapping and inventory at the Cooke Municipal Golf Course, working on removing Dead, Diseased and Dying trees on and around the course. This was a great starting point for the team as it provided a single location for focus and identification of how to strategize and put in place a plan to address past and future forestry concerns. At the time of the work, we worked with an experienced contractor who specializes in assessment and identification to help us build out the information to help us put in place a plan moving forward for the care and maintenance of the course. The overall results allowed for a complete inventory of trees, assessment on their health, photography and development of aerial maps which can now continually be updated allowing for a focused work plan to be built and implemented for the golf course.

We will now be building on this experience and taking what we have learned and looking to duplicate and build a maintenance strategy for other areas of the City where we could find similar success, such as the City Cemetery and the many Parks located around the city.

Focus for 2023

The City's budgeting process for 2023 allocated \$143,800 towards forestry related work noting that we see some of those dollars being allocated as follows:

- \$25,000 to be dedicated towards removal of Dead, Diseased and Dying Trees;
- \$15,000 to complete stumping of all removed trees;

- \$15,000 to be used towards any required mulching of brush in what may be identified as problem areas within City limits;
- \$30,000 to be used in efforts to plant new trees, care for and maintain past planted trees, which would include the purchase and replacement of trees, mulching and watering;
- \$10,000 to be used in continued efforts to monitor Dutch elm disease through the DED Survey process, monitoring of the health of our elms within City limits and identifying any remedial action that may be required. At this time there have been no identified cases of DED within the city limits noting that the closest case of DED had been noted in the Town of Kinistino and was confirmed in late 2022; and,
- \$50,000 to be set aside for other forestry related opportunities that will arise within the 2023 operating season, requiring City resources.

Areas of commitment currently being undertaken:

- Fire Smart Management work thru our partnership with the SPSA Saskatchewan's Public Safety Agency. We are entering year three of a five year partnership to address opportunities to reduce fire hazard through the federal DMAF (Disaster, Mitigation, Adaptation Fund) The grant provides for partnership with SPSA who plan and organize all work seeing the City commit to a 60% (\$30,780) shared cost and the DMAF covering the additional 40%. These dollars are identified within a separate operational line in the Forestry functional area;
- Continuation of our focused block pruning program;
- Addressing work orders and complaints directed to us thru the City Works system;
- Working with and communicating with community partners such as PA Model Forest on tree planting initiatives in and around our community and residential areas;
- Training and educational supports and opportunities for Forestry Staff, and;
- Continued efforts as to the motion of Council (0178 RPT 21-208) made at the regular City Council Meeting May 3, 2021. Within that motion there were several recommendations that came forth:
 - That an update regarding the Forestry Management Plan be forwarded to the Community Services Advisory Committee as part of the 2021 Committee Work Plan;
 - That Administration provide correspondence to the property owners adjacent to 2021 and future Capital Utility Replacement Programs by the first week of May each year advising if tree removal of more than three (3) trees per block is included within the project scope;
 - That the City's website provide a map indicating the locations of the Capital Utility Replacement Programs;

- That if discovered conditions result in the need to remove more than three (3) trees per block, not previously identified in the May correspondence, that revised communication be provided;
- That administration provide annually, to the City Council meeting following April 15, a report on the intended Work Plan for the Capital Paving and Utility Infrastructure Replacement Program for the construction season;
- That the City Arborist be consulted prior to the removal of any trees by the Public Works Department; and,
- That the City Standards applied by the Public Works Department when reconstructing existing streets be made flexible to allow for retention of existing surface works and boulevard trees in established neighbourhoods when it is practical and desirable to do so.

The Park and Public Works Departments continue to work together on identifying barriers to completing Capital Utility projects when trees are involved by providing insight, advice, assessment and options to removal. Removal is always looked at as a last resort after all other options to removal have been considered. Options to removal need to be practical, economical and take into consideration the overall impact on a community during and after the work has been completed.

CONSULTATIONS:

The City of Prince Albert Urban Forest Management Plan is a collaborative effort between past and present City of Prince Albert Parks Division staff. The intent is that it is a living document that is updated and reviewed each operational year as new industry related information and knowledge becomes available.

While City staff have been the driving force behind the Management Plan, there continues today to be an extensive consultative effort across the industry and province seeking out advice and contributions from all levels of expertise.

The department continues to consult and build relationships with the following:

- Saskatchewan Public Safety Agency
- Ministry of Environment Forest Services Branch
- SaskPower
- Board Directors with the Association of Saskatchewan Urban Parks and Conservation Agencies
- International Society of Arboriculture
- Certified Arborists
- Other Municipalities
- Land Developers
- Current and Retired members of the forestry profession.
- Public Works
- Planning and Development

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will continue to communicate internally with all departments involved as well as our Communications Department to ensure timely updates are provided to the public and user groups where necessary throughout the operational year.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, financial, or privacy implications, official community plan implementation strategies or other considerations.

STRATEGIC PLAN:

This report supports the following under the Strategic Plan (2023-2025):

Investing in Infrastructure – The City of Prince Albert commits to supporting long-term growth and sustainable services through strategic investments in new and existing infrastructure.

Area of Focus – ‘Nature Area Planning’

CONTINUE to prioritize and support the recommendations identified through the annual reporting of the Urban Forestry Masterplan;

DEVELOP and implement a City Beautification Plan in conjunction with community partners and integrated department work plans;

ENSURE that Forest Fire Safety Standards are established; and,

INVEST in disaster mitigation and prevention strategies within the Nisbet Forest.

OFFICIAL COMMUNITY PLAN:

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

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation – Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Forestry Management Plan
2. SPSA Letter of Commitment regarding Disaster Mitigation and Adaptation Fund
3. Map regarding priorities identified under the DMAF
4. Cooke Municipal Golf Course Tree Inventory Report

Written by: Timothy Yeaman, Parks and Open Spaces Manager

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Forestry Management Plan 2018-2038

*Building bridges through Urban
Forestry to enhance well-being of
community and sustainability of
the environment.*



City of
Prince Albert

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1.0 THE URBAN FOREST

1.1 Acknowledgments

The City of Prince Albert Urban Forest Management Plan is a collaborative effort between past and present City of Prince Albert Parks Division staff and Management. The intent is that it is a living document that is updated as information and knowledge becomes available.

While City staff; have been the driving force behind the Management Plan, there have also been advice and contributions from the Saskatchewan Ministry of Environment Forest Services Branch, SaskPower, Board Directors with the Association of Saskatchewan Urban Parks and Conservation Areas, the ISA and certified arborists, other municipalities, land developers, and current and retired members of the forestry profession. We have also gained valuable insight from the community – Prince Albert resident inquiries and forestry requests have informed the priorities, concerns, and outcomes of the Plan.

1.2 What is the Urban Forest?

Prince Albert's urban forest includes all trees and their habitat within the city's urban area boundary. This includes trees on both public and private property: along city streets; in parks, open spaces and natural areas; and in yards and landscaped areas of residences, offices, institutions, and businesses. The urban forest is a shared resource that provides a wide range of benefits and services to the entire community.

1.3 Overview

Urban forest management, or urban forestry, refers to the planning and managing of city trees and vegetation in a manner that promotes their environmental, cultural, and biological health. The Parks Division in the Community Services Department is responsible for the planting, maintenance, and protection of trees and vegetation on city-owned and public land within the City of Prince Albert.

There are many components that need to be considered when establishing good urban forestry practices within a City, including arboriculture, entomology, pathology, and the execution of established and proven horticultural practices. A well-planned Urban Forest Management Plan will help in ensuring that there is an urban forest for generations to come.

The City of Prince Albert residents enjoy a high quality of life in a vibrant, healthy and prosperous community. All of the city's trees, whether they are along streets or in parks, in yards or in woodlands, in the urban or in the rural areas, natural stands of boreal forest and aspen park land contribute significantly to the city's health and are considered part of the **urban forest**. The effective management of this diverse and valuable resource is the focus of this plan.

Prince Albert's urban forest includes trees of different species, ages, sizes. Some are large, old remnants of the area's natural forests; others are small, young saplings. Some have been planted; others have regenerated on their own. All of these trees form part of the city's **green infrastructure**, which sustains the community by filtering air pollution, providing shade, reducing energy use and bringing nature to the city.

Prince Albert's urban forest, as in many cities, is confronted with various challenges that threaten its health and sustainability. Key pressures include changes in land use, urban

intensification, conflicts with infrastructure, climate change, invasive pests (DED – Dutch Elm Disease, EAB – Emerald Ash Borer), plants and diseases, and limited allocation of resources.

To maintain and enhance the urban forest under these conditions requires thoughtful planning, effective management, sufficient resource allocation and ongoing cooperation between the city, its residents and other local stakeholders.

The purpose of this plan is to increase urban forestry management effectiveness and efficiency, assess and improve upon tree health and diversity, minimize risks to the public and maximize the benefits provided by a healthy and sustainable urban forest.

This plan will help identify opportunities on both the public and private lands, in urban and rural Prince Albert, and focuses on five key areas:

- 1) Management and Implementation
- 2) Community engagement and stewardship
- 3) Protection and Preservation
- 4) Reforestation and Enhancement
- 5) Tree Health and Risk Management

Recommendations for each of these areas have been developed based on a review of Prince Albert's current practices, evaluation of leading examples from other Municipalities, input from city staff and the community. The recommendations have been assigned priorities within the plan's 20-year framework (***still in development***), considering actions likely to provide the most tangible benefits in the short and long-term. These priorities will need to be reviewed every five years and may be adjusted to reflect changes in existing conditions and/or resource availability.



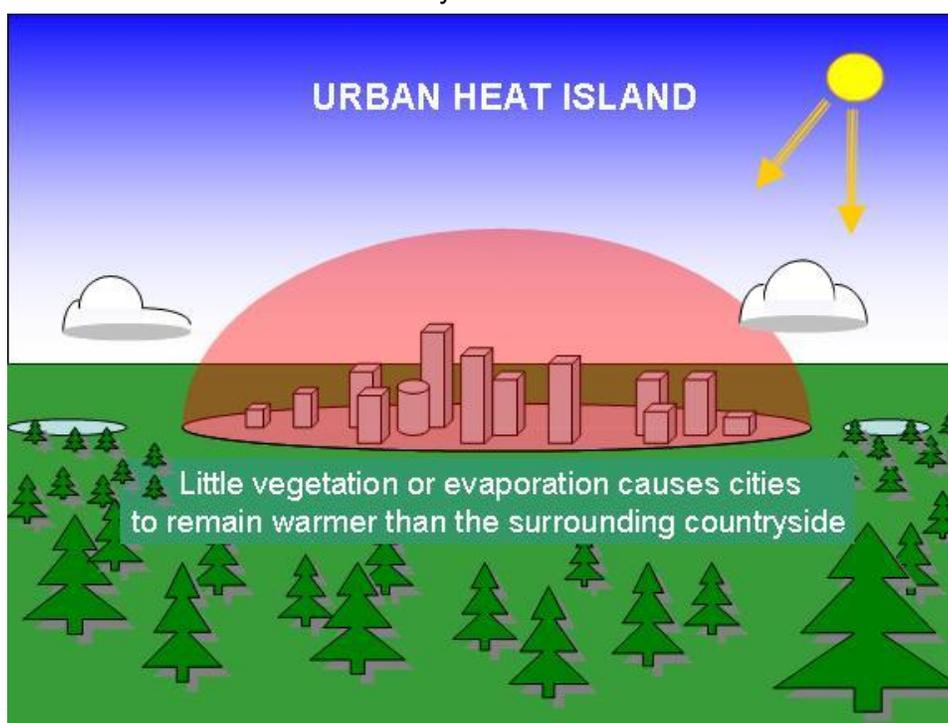
2.0 URBAN FOREST BENEFITS

Urban forests provide a wide range of benefits to cities and the areas around them. These have been well documented in various studies and reports, and the latest research attributes value to some of these benefits.

2.1 Environmental Benefits

Trees in cities provide valuable environmental services, including these:

- **Filtering air pollution** – Trees and vegetation reduce air pollution through carbon sequestration; by absorbing carbon dioxide and ozone, and releasing oxygen. Plants can capture and remove airborne pollutants and particulates such as dust, smog, and soot.
- **Removing atmospheric carbon** – Young trees absorb CO₂ at a rate of 13 pounds per tree each year. Trees reach their most productive stage of carbon storage at about 10 years at which point they are estimated to absorb 48 pounds of CO₂ per year. At that rate, they release enough oxygen back into the atmosphere to support two human beings.
- **Moderating the Urban Heat Island Effect** – Urban environments typically exhibit higher temperatures than their rural surroundings due to lack of vegetation, and increase in reflective, heat-absorbing, and impermeable surfaces. This is referred to as the Urban Heat Island Effect. Trees and vegetation can reduce urban temperatures by cooling cities during hot summer months through their daily dew and evaporation cycle. The light absorbed by vegetation might otherwise be converted into heat energy. Trees can extend the life of sidewalks and roadways.



- **Providing energy savings by shading buildings in the summer and screening them from wind in summer and winter.**



- **Cleaning and reducing storm water runoff** – Trees can hold vast amounts of water that would otherwise wash away valuable nutrients and also pollutants that could end up in the river systems. Trees are an important part of storm water management in many cities.

- **Stabilizing Slopes and Protecting Against Erosion** – Trees and other vegetation are essential for stabilizing the soil and preventing erosion and excessive run-off. The roots bind the soil structure and the trunks of the trees slow

down the flow of water. This is also critical especially along our North Saskatchewan River, Spruce River and the drainage channel.

- **Increasing Biodiversity** – Birds, animals and insects use trees for food, shelter, nesting and mating. Trees provide shelter for the undergrowth required for healthy soil structure. By protecting the trees we also save all the other plants and animals that they shelter.

Trees in built-up areas also provide habitat for urban-adapted wildlife and migratory birds, and they can provide temporary refuge for some types of wildlife moving between natural areas. Woodlands in both urban and rural areas provide habitat for a variety of species, including plant and animal species alike.

Although there remains uncertainty about how different species and ecosystems are going to respond to the shift predicted to be associated with climate change, it is generally agreed in the scientific community that the maintenance and reforestation of treed areas is one of the easiest and least expensive means of cooling urban and rural environments.

2.2 Social/Economic Benefits

Trees and green spaces have been linked to improvements in these:

- **Physical and psychological well-being** – It takes 3 minutes for blood pressure and muscle tension to reduce significantly after seeing trees. It has been observed that hospital patients, who can see trees out their windows, are hospitalized 8% fewer days than their counterparts.
- **Visual screening** – City trees often serve several architectural and engineering functions. They provide privacy, emphasize views, or screen out objectionable views. They reduce glare and reflection.
- **Safety for pedestrians and other road users** – There is a growing body of evidence suggesting that the inclusion of trees and other streetscape features in the roadside environment may actually reduce crashes and injuries on urban roadways. The

evidence suggests that the presence of a well-defined roadside edge may be leading drivers to exercise great caution.

- **Property values** – Trees are one of the few landscape investments that increase in value over time. Research shows that the beauty of a well planted property and its surrounding street and neighbourhood can raise property values by as much as 15%.
- **Human Comfort** - Trees provide shade, shelter, wind protection and visual screening, which can assist us in carrying on with our everyday activities. Trees can reduce exposure to harmful ultraviolet (UV) rays by offering shade and absorbing up to 95% of the UV radiation.

Urban spaces with large, healthy trees feel more welcoming and safer than those without them. Stress levels have been found to be lower among people who enjoy even moderate exposure to trees and green areas, and research shows that trees facilitate positive social interaction.

2.3 Urban (Forestry) Myth



Many people believe trees and vegetation provide insulation from noise. Studies have shown that a significant stand of mature trees and vegetation, 15-30 metres thick, are only able to reduce noise levels by 6 decibels. The reduction of noise is more of a psychological one – people are less conscious of noise if they cannot see the source.

3.0 PREAMBLE

The following vision, guiding principles and strategic objectives have been developed with careful consideration for best practices and for Prince Albert's distinctive environmental and social context. The themes that run through these statements are intended to be realized through the implementation of the recommendation laid out in this plan.

3.1 Vision

We envision a city in which all community members live and play where the trees and woodlands of Prince Albert are maintained and enhanced long term, in acknowledgement of the value environmentally, socially and economically that they provide. The city will work by building strategic partnerships within the community in both the urban and rural communities to ensure that essential resources are managed effectively to maximize the overall health of the trees, increase native biodiversity, minimize risks to public and property and contribute to the environmental sustainability and quality of life in Prince Albert.

3.2 Guiding Principles

The following seven principles are intended to guide the implementation of this plan over the long term.

- 1) The city's urban forest, a major component of its green infrastructure, is a valued and shared resource.

- 2) The city, its residents and other local stakeholders must work together to improve, care for, maintain and expand upon the urban forest.
- 3) The right tree must be planted in the right place to maximize upon its full potential
- 4) The city's urban forest must include a high diversity of native and non-invasive species to improve its resilience to various stressors
- 5) Tree protection and reforestation must be priority considerations during development and intensification.
- 6) The city's trees must be maintained in a healthy and safe condition through ongoing risk assessment, health care practices and an Integrated Pest Management (IPM) approach.
- 7) This plan must adopt an *adaptive environment assessment and management* approach that allows for changes in response to new information or conditions

3.3 Strategic Goals

The following eight goals identify the key items that the City of Prince Albert is seeking to achieve through implementation of this plan.

- 1) **Increase awareness** among city staff, local landowners and residents alike about the benefits and services provided by the urban forest and how to care for it.
- 2) **Forester engagement and stewardship** in both the urban and rural areas by providing resources, building partnerships and supporting educational and hands-on activities
- 3) **Transition the city from a reactive to a proactive management model** by implementing appropriate policies and management practices related to both the protection of existing trees and the planting of new trees, on public and private lands.
- 4) **Explore mechanisms** for more inter-departmental coordination regarding proper protections and management of the green infrastructure (i.e. trees) and educate about tree protection guidelines, policies and best practices.
- 5) **Improve the resilience of trees** to current stressors by implementing policies and industry best management practices that optimize *native species* diversity and tree growth potential
- 6) **Minimize the risk presented by trees** in the urban forest to people and property on public lands by developing guidelines and best management practices.
- 7) **Monitor and review the status of the urban forest** using established criteria and indicators on a regular basis, and revise planning and practices as required to ensure ongoing progress towards realizing the vision

- 8) **Ensure that the urban forest is recognized as a critical municipal asset** and infrastructure component through a long-term commitment to proactive management, adequate resource allocation and joint stewardship with the city and the community.

3.4 Purpose of the Plan

The Urban Forest Management Plan provides guidance and direction for all urban forest management decisions within the City of Prince Albert. Focusing on the maintenance, renewal, and community awareness of our urban forest, the Plan ensures:

- An effective and efficient urban forestry program is implemented in the City of Prince Albert that promotes the preservation of a healthy and sustainable urban forest;
- A framework is created that includes ongoing monitoring and assessment, so that priorities, requirements, procedures and specifications are adhered to when planting, removing, and maintaining all public trees within the City;
- Regular inspection cycles that utilize data of City-owned trees to establish cyclic maintenance programs and a system of response prioritization; and,
- That the benefits of the urban forest are maximized for the well-being of the community and residents of Prince Albert can enjoy a safe, attractive, and vibrant urban forest in perpetuity.

4.0 URBAN FOREST SUSTAINABILITY

4.1 Challenges and Solutions

The City of Prince Albert is the third-largest city in Saskatchewan and is situated near the centre of the province on the banks of the North Saskatchewan River. The city is well known as the “**Gateway to the North**” because it is the last major centre along the route to the resources of northern Saskatchewan. The city’s current population of 35,930 (2016) along with the combined planning of development to accommodate a possible population of 50,000 by 2025 – the City of Prince Albert continues to be a leader and welcoming place to live for all.

New residents bring diversity, ideas and new opportunities. They also bring more demand for housing and more pressure on the city’s urban municipal services, including roads, sewers, parks and natural areas. These pressures, combined with the already present and emerging threats of tree pests, and environmental stresses, will require careful planning, active management, ongoing monitoring and creative problem solving to maintain the urban forest as a healthy and growing entity.

Currently, the biggest threat(s) to the urban forest are the Emerald Ash Borer, which has the potential to decimate the city’s ash trees. Emerald Ash Borer has shown itself to be an aggressive and non-selective pest when it comes to all members of the Fraxinus Genus Species (Ash trees).

The other threat is a well-known one, DED or Dutch Elm disease. Dutch Elm disease is a fungal disease of elms. The fungus is spread by both a native and an introduced bark beetle whose larvae tunnel under the outer bark and create distinctive feeding ‘galleries’. There are

fungicide treatments available for individual trees but they are costly, must be repeated regularly, and may only prolong the life of the treated tree by 5-10 years. On average, DED arrives three to seven years after the first detection of elm bark beetles. Of the two, we know we can manage DED but not EAB.

At the site-specific level, particularly in urban and urbanizing areas, the biggest pressure on trees is the competition for space both above and below ground.

Below-ground root habitat in built-up areas is typically characterized by inadequate soil volumes, quality and drainage. Roots must compete for space with underground utilities, and soils can become too compact to support the fine root hairs that provide water, oxygen and nutrients. Above ground, trunks, branches and foliage compete for growing space with people, buildings, overhead utility services and vehicular traffic. As a result, conditions are typically insufficient to promote tree longevity and health, and trees are unable to reach their *genetic potential*, meaning they ultimately provide fewer benefits and cost more to maintain and replace.

Other conflicts occasionally occur when branch failures, tree roots and uprooted trees damage property and infrastructure and sometimes pose risks to human safety.

Solutions, as recommended in this plan, include the following:

- Identifying adequate space for trees early in the planning and development approval process;
- Improving above-ground and below-ground site conditions for trees, focusing in built-up areas;
- Protecting trees determined to be significant in the community;
- Planting a diverse mix of native and non-invasive tree species, and
- Regular, proactive tree care.

Urban trees with adequate growing space and subject to ongoing maintenance will be more resilient to environmental extremes and to the rigors of urban life and will, therefore, be better able to adapt to future challenges. They will also pose less risk of failure, need to be replaced less frequently and provide exponentially more benefits as they mature.

5.0 PRINCE ALBERT URBAN FOREST

Prince Albert's urban forest is constrained in that there is limited types of vegetation and diversity of tree species which will grow in our climate. The majority of our old growth urban forest (trees over 50+ years of age) is of the following species and characteristics.

- Acer Negundo (Manitoba Maple) – a fast growing, short lived tree, many of which are nearing the end of their life cycle and becoming a liability due to rot.
- Ulmus Americana (American Elm)
- Fraxinus pensylvanica (Green Ash)
- Populus x jackii Northwest (North West Poplars) – a fast growing, short lived tree with a weak limb structure and invasive and strong root system. Many of these were planted

as a donation in the 1980's and have also proven to be one of the few hardy species for our environment.

Many of Prince Albert neighbourhoods, particularly the more established ones such as Midtown, East Hill, and West Hill, are characterized by and loved for their established tree canopies.

6.0 PARK & BOULEVARD TREE PLANTING PROGRAM

6.1 Diversity

It is essential to implement the planting of various tree species. These different tree species add varying color, texture, form, size and adaptability to the finished landscape. An urban forest that has several diverse species and age is better able to withstand insect & disease infestations as well as severe weather conditions.

6.2 General Tree Pruning

Proper tree pruning will greatly assist in maintaining the health, appearance and vigour of trees. Regular pruning corrects minor defects that would otherwise eventually become major tree surgery. Pruning will be undertaken by the Forestry Crew in order to maintain these trees in the best possible condition as established by good arboricultural standards and industry best standards. Thus, pruning serves the following purpose (not listed as priority):

i) Health

- To maintain the overall health of the tree
- Remove broken & diseased branches
- Address rubbing branches/limbs that create wounds
- Improve taper on branches and limbs
- Remove codominant stems
- Attempt to improve overall structure and health of the tree to reduce the risk of failures

ii) Safety

- Trees in high use areas (playgrounds, e.g.)
- Removal of broken and dead material (widow makers)
- Look for poor branch attachments (V-crotches)
- Excessive leaning (may indicate root problems)
- Trees in construction areas (10+ year lag time)
- Interference with line of sight on streets
- Utility pruning (safety of workers, keep the light on)
- Topped trees (will be a hazard down the road)

iii) Aesthetics

- Improve Views (vista pruning)
- Provide clearance (car, mowers, pedestrians)
- Pathways & sidewalks to 8 feet
- Streets to 18 feet
- Reduce shade & wind resistance
- Lawns, groundcovers, mulch beds with flowers
- Influence fruit & flower production

7.0 BACK LANE/ALLEY'S

We want to encourage and educate that responsibility is taken by property owners to ensure the maintenance and health of the trees, on their properties whether they be at the front or the back of the property. The purpose of back alleys and lanes are to act as a right of way for public utilities, back yard and garage access. Back alleys/lanes are not recognized green spaces and therefore, the City of Prince Albert does not consider plantings located in the back alleys/lanes as part of the City of Prince Albert Urban Forest as it relates to both the forestry by-law and this master plan. ***The forestry division under the direction of the Community Services department when requested will perform needed pruning in these utility right of ways.***

8.0 PRUNING AND CHEMICAL DAMAGE

Through this plan we want to encourage accountability through education and engagement. Currently we have concerns with trees being altered, pruned, or damaged due to what we call "***Homeowner Blight***". We want to try and head this off through having a dedicated forestry crew to solely focus on the front sides of the streets, addressing the dead, diseased or dying, and a properly managed urban forest program that focuses in on the health of the tree.



9.0 MAINTENANCE / PLANTING OF TREES

The City of Prince Albert will only undertake tree maintenance on City property. No work will be completed on private property unless by custom work order due to infraction of a City Bylaw, in which case the property owner would be billed for the work. The exception to this is boulevard trees that were planted in the past on private property with permission of the property owner because the boulevard was an insufficient width to accommodate trees. There are very few instances of these being planted and include the following locations and tree species:

- *Johnson Crescent: Elms*
- *Kemp Crescent: Elms and Green Ash*
- *Helm Crescent: Elms and Green Ash*

The City of Prince Albert no longer plants trees on private property. All new developments must provide room for trees within boulevards conforming to the Parks and Open Spaces Design standards. Any previously constructed developments which do not provide space for trees within boulevards (such as Coombe Drive and Glenn Howard Way) will not be planted with boulevard trees.

We want to encourage our citizens to plant private trees on the frontages of City Property in residential areas to help enhance their neighborhood. Often the purpose is to offer additional protection from prevailing winds and privacy to their own yards. An application for approval must be made to the Department of Community Services, with written approval required prior to commencement of planting.

10.0 NATURAL STANDS

The natural stands of forest we have within the City are just as much part of Prince Albert's Urban Forest as the transplanted trees. We must protect and preserve these areas. They allow people to connect with Mother Nature the way it was intended to be. These natural stands contain vegetation and wildlife that cannot be seen and admired anywhere else within the City. The complete removal of trees and underbrush in some of these areas alters this habitat forever. Continuous removal of underbrush will eventually lead to the overall decline in health to the remaining trees, as they will be more susceptible to insect and disease attacks. Public safety is high priority in these areas but it should not be at the expense of these natural stands. Remember, these natural stands are not the problem. Any request for underbrush/tree removal in these natural stands will be studied and assessed on an individual basis. The amount and type of complaints relating to a particular site will be taken into account before a decision is reached, as to the approach to rectify the concern. Some of the natural stands we need to protect within the City are:

- The Cooke Municipal Golf Course
- North of the Crescent Acres Community Club
- West side of 15th Avenue East from 4th to 7th Street East
- Miller Hill Park area
- Waste Water Treatment Plant area through to MacDowall Crescent

- Between 18th & 19th Street from 6th Avenue East to 17th Avenue West
- All areas within the Pehonan Parkway, including the Little Red River Park

It is administrations recommendation that some of the above listed natural stands should be thinned as required. In consultation with Police and Fire Services some of these natural stands need to be thinned and/or mulched and identified for controlled burn. This will alleviate some of the concerns for public safety as well as allow the forest floor to recover to its natural state between thinning cycles. Only the required amount of underbrush and dead plant material should be removed. This would still allow for a healthy forest stand and also address the needs of public safety. Thinning brush at the Cooke Municipal Golf Course and at the Little Red River Park should be avoided unless absolutely necessary.

11.0 TREE PLANTING

Prince Albert property owners are encouraged to plant trees within their private property. The current Zoning Bylaw requires that in most zones, trees are planted at a ratio of 1 tree per 45 square metres of landscaped area, to provide canopy cover and help deliver the city-wide benefits of a healthy urban forest.



Planning before planting ensures that the right tree is planted in the right place. Proper tree selection and placement can enhance the design of a site and prevent costly maintenance and potential infrastructure damage later on.

Trees should be chosen so that they are suitable to the planting site, and so that:

- The size of the tree fits the size of the site and can attain a healthy, mature canopy without interference;
- The species is suited to and can survive in our climatic zone;
- Trees are selected and located to complement the conditions and function of a site, promote public safety, not impede vehicle and pedestrian sight lines, not block vehicle and pedestrian access, and not interfere with above- and below-ground utilities.
- A tree can survive under site-specific conditions such as exposed or sheltered sites, sites with higher pollution levels, less soil, and/or compaction of its root system due to high foot traffic;
- A tree is not unnecessarily exposed to pests and diseases, or conditions that may weaken the tree or expose it to pests and diseases;

Tree planting must follow the City of Prince Albert Master Specifications 2014 document, specifically Section 02950: Plant Material. All trees planted in the City of Prince Albert should have been grown in the same climatic zone as Prince Albert, or next immediate zone, to ensure hardiness of all nursery stock species.

When planting trees, it is important to plant the right tree in the right place. A Landscape Architect, experienced Landscape Designer or ISA Certified Arborist can help you make an informed decision.

Tree planting is undertaken only in the spring or the fall. In order to limit the demands and disruption to tree pruning and regular maintenance, planting will be split between these two times. Minimum tree container size shall be no smaller than a 15 gallon pot.

11.1 Park Trees

Parks provide space for neighbourhood residents to interact with each other and meet new people. They're also great spaces for events and for people to engage in recreational activities. This allows people to develop a sense of community. A park is perfect for a picnic, a concert, or a farmer's market – whatever the community feels it needs.

All plant materials shall be a hardy species capable of healthy growth in Prince Albert and shall conform to standards of the Canadian Nursery Trades Association for Nursery Stock. When planting park trees the City of Prince Albert Master Specifications along with the City of Prince Albert Design Standards will be used to identify preferred tree species and planting guidelines.

Trees and shrubs to be primarily planted in groupings and mulched with a bark mulch or post peelings as per specification while individual specimen trees in turfed areas are acceptable as well.

All plant material to be planted a minimum of 5m away from a pathway, sidewalk or property line within a park.

There should be a minimum of 40 trees/ha on all dedicated municipal reserve.

There shall be a replaced value of two (2) new trees planted for every one (1) tree removed on any public lands

11.2 Street (Boulevard and Median) Trees

Trees that are planted within a City Road Right of Way (ROW) must be of a species that can tolerate urban conditions, particularly pollution, salt exposure, and lack of growing medium.

There are 4 types of boulevards within the City of Prince Albert:

1. **Combined Curb and Sidewalk** - Where the sidewalk is directly adjacent to, and abuts the curb at the edge of the roadway. In this instance street trees will be planted between the sidewalk and property boundary.
2. **Separated Curb and Sidewalk** - Where there is a space between the sidewalk and the curb. In this instance street trees will be planted between the sidewalk and curb.
3. **Curb and No Sidewalk** – Where there is a curb and no sidewalk, street trees will be planted between the curb and property boundary following the setbacks for Curb Face of Roads.

4. **No Curb or Sidewalk** – Where there is neither a curb nor a sidewalk, street trees will be planted between the edge of paved roadway and the property boundary following the setbacks for Curb Face of Roads.

Boulevard trees should be planted in new single-family residential subdivisions at a minimum ratio of 1 tree per lot front, 1 tree per lot back, and 2 trees per lot side.

Street trees should be spaced a minimum 10 metres apart.

Trees should only be planted in a median where there is a minimum 2 metre wide planting area, and should be centered within the median where they are most protected from traffic and snow plow damage.

Property owners may request a tree(s) from the City to be planted in the boulevard adjacent to their property. Requesting a boulevard tree is not a guarantee that one will be planted. The Parks Manager or their designate will need to inspect the site to ensure that there is sufficient room and no infrastructure conflicts to accommodate a tree.

If tree removal is required and undertaken to accommodate City utility work along an entire block, the block will be re-planted as per the Tree Planting guidelines when landscaping is completed.

[Refer to Appendix “A” Tree Planting Letter](#)

11.3 Minimum Planting Distances from Infrastructure

The following is a set of guidelines that should be followed when considering a potential tree planting site. Trees require a setback of a minimum distance, measured from the centre of the tree trunk, from utilities and other objects. Distances that are listed below have been determined with the goal of preventing immediate and future conflicts:

[Refer to Appendix “B” Tree Planting Tips](#)

City of Prince Albert | Tree Planting Guidelines

(metres)

Spacing	
Between Street Trees	10.0m
Curb Face of Roads	
Arterial Roads	2.0m
Collector Roads	2.0m
Local Roads	1.5m
Street Corners (in accordance with the Corner Visibility Triangle)	7.5m
Separated Curb-Sidewalk where minimum setbacks cannot otherwise be accommodated and trees are required	centered
Paving	
Sidewalks, Public Pathways, and other Pavement	1.0m
Private Walkways	1.5m
Driveways (located so as not to obstruct vehicle sight lines)	1.5m minimum
<i>Tree Species > 6.0 metres tall</i>	2.0m (preferred)
<i>Tree Species > 12 metres tall</i>	3.0m (preferred)
<i>Tree Species < 12 metres tall</i>	5.0m (preferred)

Buildings

Where there is lawn between the Building and Tree	3.0 m
Where there is no lawn between the Building and Tree	3.5m

Fences, Bollards, and Site Furniture

Private Fences adjacent to Road Right of Ways	1.0m
All Fences, Bollards, and/or Site Furniture adjacent to or within Municipal (Park) Reserve where there is no lawn between the Fence, Bollard, and/or Site Furniture and the tree	1.0m
All Fences, Bollards, and Site Furniture adjacent to/within Municipal (Park) Reserve where there is lawn between the	2.0m

Community Mailboxes**3.0m****Signs**

Front of Stop and Yield Signs	7.0m
Roadway Signs except from front of Stop and Yield Signs	2.0m
Front of Bus Stop Signs	12.0m
Side and back of Bus Stop Signs, and front of Bus Stop Signs where tree is more than 3.0m from curb face	3.0m
Railway Signs	12.0m

Utilities

120 - 240 Voltage Lines (Street Light Power Lines, Traffic Control Lines, etc.)	0.6m
Buried High Voltage Power Lines	2.0m
Overhead Power Lines and Power Poles	
<i>Tree Species > 6.0 metres tall</i>	3.0m
<i>Tree Species > 12 metres tall</i>	6.0m
<i>Tree Species < 12 metres tall</i>	15.0m
Telecommunication Lines	2.0m
Fibre Optic Lines	3.0m
Gas Distribution Lines	2.0m
Gas Transmission Lines	10.0m
Water and Sewer Lines	3.0m
Utility Pedestals	2.0m
Electrical Transformers	3.0m
Curb Boxes	3.0m
Overhead Lights (Street Lights, etc.)	5.0m
Fire Hydrants	3.0m
Catch Basins	1.5m

Residential Subdivisions should provide a minimum of 1 street tree per lot frontage, 2 trees per lot side, and 1 tree per lot back within adjacent street boulevards or public open space (where lot backs or sides onto public open space or street right of way).

Trees must be located and planted so that they are capable of achieving a healthy growth, form, and aesthetic, without restricting vehicle and pedestrian access and safety. Variance from City requirements and guidelines may be considered on a case-by-case basis if they cannot be met without compromise to tree health.

12.0 REFORESTATION PROGRAM

Whenever a tree has to be removed from City property (ie. disease, old age, liability issue, interference with utilities) it must be replaced with two trees. This two to one ratio will ensure the continued growth of a successful urban forest. If the tree cannot be planted in or near the same location, then a tree will be planted in another site location to maintain the proper number of trees.

The need to maintain a comprehensive reforestation program results from a decline in general forest population in the older established areas of the City.

The reforestation program will see the planting of various tree species to help avoid devastation from insects or disease.

Selected trees will be drought tolerant, cold hardy (preferably Zone 2), salt tolerant and disease and insect resistant species. New species that are compatible to our zone will be considered.

Trees will also be considered for their aesthetics, leaf color, bark color & texture, longevity, mature height and spread, form and function for the planting site.

Refer to Appendix "C" – Preferred Tree Species.

13.0 CAPITAL PLANTING PROJECTS

These projects are generally located in the newer developments of the City. Most are funded through the Land Fund Accounts. The various species of trees planted will be on a one tree per private frontage with two trees allowed for corner lots. Trees will not be planted until the lot has been finished, underground structures installed and boulevard is finish graded. All projects relating to Parks will follow the designated plans.

14.0 PARK & BOULEVARD TREE MAINTENANCE PROGRAM

14.1 General Information

The purpose of this program is to preserve the health and appearance of the City's boulevard and park tree inventory and to ensure that the trees do not constitute a hazard to public or to property.

Some of the maintenance will include pruning, bolting and/or bracing of trees, watering, mulching, removing dead or diseased trees and stumps, inspecting pruning activities performed by contractors or utility agencies, and providing information and training in proper tree maintenance techniques.

14.2 Services Provided

Pruning, removal, stumping, bolting and bracing services are provided for trees on City boulevards and parks (elm tree pruning is not allowed between April 1st and August 31st).

The tree inquiry program collects service requests from the public and other civic departments. Requests are addressed according to priority and available resources.

Tree pests and diseases will be monitored on a regular basis. In the years when the economic and/or aesthetic damage to trees may be excessive, a spray program may subsequently be recommended by Council.

A planned street tree health enhancement program is carried out on all new boulevard plantings for a minimum of three years. This includes mulching, replacing and removing tree stakes, replacing dead trees, watering (with adjacent property owner assistance) and structural pruning. An informational package will be supplied to each property owner so they can understand basic maintenance requirements of the new tree.

A gator bag shall be installed on all newly planted trees and shall remain in place to help with watering for a minimum on three years.

Boulevard tree planting shall not commence until the lot is improved, all underground structures have been installed and the boulevard is finish graded.

Our Forestry staff can provide technical advice and on-site supervision required by contractors, utility agencies or other civic departments.

New developments will have one tree per property, with corner lots been allowed two trees.

14.3 Current Status of Resources & Approaches

Currently, the greatest challenge facing the City of Prince Albert Forestry division in the Community Services Department is adapting best management practices with limited money, staff and resources. The Forestry section is currently responsible for all trees on City lands including those on streets (i.e., typically within the first 1.5 m from the curb), in riparian areas and greenways, in parks and in publicly owned natural areas. They deal with all aspects of the urban forest, including tree maintenance, planting, and removal, stumping and responding to storm damage.

The City of Prince Albert Forestry Section currently includes one Assistant Manager, one Foreman (II), Foreman (III), 5 Labourers and administration staff (see Appendixes Figure 4.0 - Winter and 4.1 - Summer below for the staff organizational structure). There are in total 7 full-time staff members within the department to take care of all tree-related work within the City. What is slowing down the response time and quantity of work being done is the requirement of staff to perform winter maintenance support and other various services as requested, this has left us without a full-time dedicated forestry crew that solely focuses in on the health of the trees.

The physical resources (owned), as of January 17th, 2018, held by the Forestry division:

- **1992 Forestry lift with a 40' Lift – Telescopic not articulating**
- **2013 Forestry lift with a 60' Lift – Telescopic not articulating**
- **2015 One ton truck with chipper box**
- **2011 Forestry chipper**

- **2011 Stump grinder**
- **6 Stihl chainsaws**

In 2017, the Forestry Section responded to 709 requests for services ranging from tree stump removal to pruning with a 90% completion ratio.

Currently, strategic management of the urban forest is limited to a 1:1 ratio for tree removals and replacements, and response to customer service requests, with minimal activity spent on proactive forest management practices. The current approach involves applying the capacity of workload (with current staff, assuming no unanticipated winter storms or other emergencies) to undertake various forestry activities to existing outstanding requests. We then apply various factors (i.e., an assessment of potential risk to persons and property) to prioritize and schedule when the work can reasonably be expected to be accomplished.

Generally, a crew of 4 to 5 carries out tree planting for two months (April and May) each year. Throughout the rest of the season the crew works on tree trimming and removals (except for those transferred to snow removal or responding to other emergency work requests in the winter). When trees are removed, crews perform complete restoration activities (stumping and soiling).

14.4 Tree Inquiry Program

The purpose of this program is to systematically prioritize and respond to public concerns regarding trees. Hazard and high priority tree concerns will be addressed first, then general pruning requests will be addressed as time and resources permit.

In 2014, the Parks Division implemented an Urban Forestry Task List with the goal of being better able to prioritize and track Forestry requests as they were received and be better able to provide updates on requests.

14.5 Procedure

i) **STEP 1 - A customer contacts the Community Services Secretary (CSS).**

- The CSS will identify the problem(s) by asking questions of the caller. Is it a broken branch? Is it a tree pest or disease? Is it a hazard? Is it a nuisance? The CSS will determine if an on-site investigation is necessary.
- An **on-site investigation is not necessary** when the CSS is able to satisfy the callers concern over the phone. The CSS may document the comments for future reference.
- When an on-site investigation is necessary the CSS will generate an Incident Report Form with the name, address, and telephone number of the person with the concern. The callers' comments should be brief and concise regarding the concern.

- If the request is deemed to be an emergency, the Assistant Parks Manager or Forestry Foreman should be contacted by phone to check out the concern immediately.

ii) STEP 2 - The Assistant Parks Manager receives an Incident Report Form.

- He will review the Incident Report Form to be sure the information is clear and then forward it to the Forestry Foreman.

Please note: If elm tree requests are not deemed a hazard, they will not be addressed until after the pruning ban ends August 31.

iii) STEP 3 - The Forestry Crew will make an on-site investigation of the tree in question.

- They should let the homeowner know they are investigating the concern. The present health and structure of the tree should be assessed during the investigation. The assessment should be as professional and objective as possible. It is the Forestry Crew's responsibility to determine the appropriate course of action to be taken.

Refer to Appendix "D" - for Basic Tree Risk Assessment Form

- If they **deem no action is to be taken** the person should be notified by phone, in person or by a mailer of the investigation results.
- If the Forestry Crew deems that work is necessary then the Incident Report Form should include the work performed, the date completed; the Foreman's initials and any other comments. If time permits, any additional pruning requirements to the tree will be performed at this time.
- If the tree work cannot be completed at the time of the investigation, then the customer should be notified in person, by phone or mailer as to the intended work and when they feel they can return to complete the work.

iv) STEP 4 - The Forestry Foreman will prioritize the future tree work.

- The Incident Report Forms will be placed in order of priority for the work to be performed. Top priority will be completed first with low priority attended to as time permits.

v) STEP 5 - The service work is performed.

- The Forestry Crew should notify the adjacent homeowner that they are proceeding with the tree work. The Incident Report Form will be completed after the work is complete.

vi) STEP 6 - The Incident Report Form is returned to Assistant Parks Foreman.

- The work performed is confirmed and the forms are collected and returned to the CSS.

vii) STEP 7 - The CSS receives the completed Incident Report Form.

- All forms are then entered into our Incident Reporter data base.

14.6 Incident Report Priority Guidelines

i) Emergencies:

- Tree has fallen over and presents an immediate danger to the public.
- Large broken branch on the ground or in the tree and presents an immediate danger to the public.
- Severely leaning or swaying tree that presents an immediate danger to the public.
- Newly cracked or splitting tree that presents an immediate danger to the public.

ii) Top Priority

- Obstructing branches which over hang sidewalks, roadways, driveways, signage or streetlights.
- Tree removals that have been approved (ie. Service connection repair or water main break)
- Tree removals due to confirmed cases of disease (ie. Dutch Elm)
- Trees with branches rubbing on houses or shingles.

iii) Low Priority

- General tree pruning
- Tree is interfering or shading a privately owned tree
- Tree has die-back but not considered a hazard.

14.7 Pest Management

All trees within Prince Albert's Urban Forest will be monitored constantly for disease and insect infestations. When the Forestry Crew receives an Incident Report Form stating that there is a concern dealing with a pest, the tree(s) in question will be investigated. The assessment will determine if the tree is to be pruned, removed, treated or left to defend naturally.

The City does not promote the use of chemical sprays and will only spray as a last resort to control a severe outbreak. We can recommend to residents to use a pressure hose to knock down the pests with water if they choose. At their own expense, residents could also spray their boulevard tree adjacent to their property with insecticidal soap, Dipel or Thuricide, if this is one of the recommended biological controls for that particular pest.

A tree will be considered for removal if more than 40% of the crown has been killed. If a tree has been confirmed to have Dutch Elm Disease it will be removed (stump included) immediately. If a tree is confirmed to have EAB (Emerald Ash Borer) the department will contact CFIA (Canadian Food Inspection Agency) and seek direction from the agency.

No person shall apply or administer any chemical that would cause death to any public tree. If this was to occur the offender would be held responsible. If a person is deemed responsible, that person will bar the assessed value of that tree. Within that assessed value, would include cost of removal plus cost of replacement of the tree(s). The assessment of the infected tree will be assumed a healthy tree upon assessment.

14.8 Damage to Private Property Caused by City Trees

Any and all damage incurred to private property which may be caused by City trees requires submission of a claim to the City of Prince Albert Finance Department by the property owner. The Finance Department will then open a claim file and this will be provided to the City's insurance provider for further investigation. Should the City be found at fault for any damage caused by City trees, property owners may receive compensation from the City.

The exception to this is the removal of tree roots in sewer service lines. Should a property owner experience blockages, a back-up, and/or a flow issue to their sewer service line, the property owner should call a plumbing company to diagnose and solve the problem. If tree roots are identified in the service line, City of Prince Albert Staff will investigate on site to determine the ownership of the trees:

- If there are trees on City property and on private property (in this instance trees on private property are defined as vegetation higher than the house eaves), then the property owner will receive 50% reimbursement of the cost to clear the service line.
- If there are trees on City property only, then the property owner will receive 100% reimbursement of the cost to clear the service line.
- If there are trees on private property only, then the property owner will receive no reimbursement towards the cost to clear the service line.

The City will only reimburse for clearing tree roots in the service line. Unknown blockages such as diapers, napkins, towels, etc. are not covered as the City has no control over what goes into the sewer service connection. Service line maintenance, repair and/or replacement are otherwise the responsibility of the property owner for the service line connection between the building and the main. The City does not pay for replacement of private portions of a service even if a City tree caused root intrusion damage. Often root intrusions into a service line are an indication of a larger problem or failure(s) which have allowed the roots to gain entry into the service line. This usually occurs at the end of the life span of the service line.

If problems are identified, video of the service is recommended and the City will provide compensation only if there is problems on the City's portion of the service line outside of the private property. If a failure occurs on the portion that lies outside the private property on City-owned land, and this is identified through service line photography, then the City will repair the failure at no charge to the adjacent property owner and pay for the video.

In the past, agreements were made with property owners for yearly maintenance (clearing of tree roots) of service lines due to trees or moderate failures (sags) in the service through the Public Works Department. Public Works has no record of these agreements and learn of them as people bring them to their attention. Public Works will no longer be signing any more of these agreements, but rather will be fixing problems and/or identifying problem trees that need to be removed, whether City or private. Tree removals would be as per Section 15 of this document.

The property owner is responsible for paying for the removal of a City tree if the tree removal is required (as deemed by the Director of Community Services) for any work within their private property. This can be completed by custom work order through the Community Services Office.

15.0 TREE REMOVALS

When a request is received for a tree removal, it will be evaluated and determined whether it is a hazard or non-hazard tree. Tree removals will always be considered as a last resort to rectifying an issue, once all other options have been explored and exhausted.

15.1 Hazard Tree(s)

If a City owned tree is evaluated to be a hazard tree, the removal process will be scheduled for the earliest date. The City will pay for all costs associated with the removal and reforestation if required. The following situations are when tree removals may receive immediate approval:

- The tree poses an immediate hazard to people or property.
- The tree has a confirmed case of Dutch Elm disease.
- The tree has a confirmed case of EAB and direction for its removal is provided by the Canadian Food Inspection Agency.
- More than 40% of the crown of the tree is dead.
- More than 40% of the crown is infected by a disease.

15.2 Other Considerations for Tree Removal

Other trees considered for removal may have one or more of the following:

- Is the tree dead, diseased or dying? These are referred to as the Three D's. The percentage amounts are listed above.
- Trees in the way of a renovation/construction project and would interfere with utilities, buildings, driveways, etc.
- Trees that obstruct sight lines, causes roof damage, sidewalk damage, and utility line damage or interfere with public maintenance work.
- A tree that restricts the healthy growth of a more desirable tree.
- Trees that are leaning severely.
- Have major obstructive limbs and if the limbs were removed would ruin the overall structure of the tree that may cause a potential hazard.
- Trees that have a history of complaints or problems.
- Trees that are deemed to be causing a security concern.

- Trees that have been planted by citizens on City boulevards or parks and interfere with regular park maintenance or utilities.

The property owner adjacent to the tree to be removed will receive a Tree Removal Letter from the City.

Refer to Appendix “E” - for the Tree Removal Letter.

If a person(s) requests a city owned tree to be removed solely for personal purposes (i.e. driveway), and in the event the Parks & Open Space Manager agrees after exhausting all other avenues to save the tree, the person(s) shall be responsible for the assessed value placed on the tree, which would include removal and replacement costs.

Typically, healthy trees are not considered for removal except in extenuating circumstances and at the City’s cost which may include:

- Tree roots interfering with underground utilities, such as tree roots in sewer lines. In this case, the City requires proof that a City tree is the problem and it is not a one-time only occurrence. For example; if the property is being reimbursed by the Public Works Department for annual preventative maintenance of City tree roots in their sewer line, and an experienced member of the Urban Forestry Crew is able to clearly identify the offending tree, the tree may be removed. At time of removal, all parts of the tree must be removed including the stump. Preventative maintenance must be recommended by the Public Works Department Utility Manager.

Refer to Appendix “F” – Appraisal Worksheet

Refer to Appendix “G” – Guidelines for Evaluation of Trees

15.3 Non Hazard Trees

When the tree removal request has been investigated and the tree is determined to be a non-hazard, the tree will not be removed. Steps such as pruning will be considered to help alleviate the problem that is being investigated. The following are requests where, under normal circumstances, tree removal requests will be denied. The following concerns are considered a nuisance and are not reasonable grounds for removal.

- The leaves, fruit or seeds are a nuisance to clean up.
- Leaves are filling up eaves troughs.
- The leaves from boulevard trees are plugging up the catch basin.
- The seeds are considered unsightly.
- The sucker growth at the base of the tree is unsightly.
- People at the residence are too old or disabled to clean up the leaves, fruit or seeds.
- The tree is attracting insects.
- The tree is obstructing the street light.
- The tree is obstructing a view.

- The tree is affecting growth of private trees.
- The tree root flare is interfering with mowing.
- The tree roots are exposed above ground or lifting the ground.
- The branches are too low and interfering with mowing grass under the tree.
- The tree does not fit their landscape plans.
- The tree roots are growing into the sewer lines.

We will refer them to Public Works to apply for a sanitary sewer blockage reimbursement. A tree that has been identified causing root problems in a sewer line, on an on-going basis (annually), will be considered for removal. Should it be decided that the tree in question will not be removed; the applicant will be notified in writing as to the decision. The applicant must ensure that no undue harm comes to the tree(s) requested for removal. Malicious tree and/or City property damage will result in action taken to receive compensation for the tree and/or restoration of the City owned property to its full value as determined by the Council of Trees & Landscape Appraisers Field form report for Cost of Cure. Cost of Cure determines the cost of the replacement and/or repairing of plants and restoration of the property to its pre-casualty condition.

16.0 URBAN FOREST STORM RESPONSE PLAN

16.1 General

The purpose of the Storm Response Plan is to have an action plan in place to respond to damage to the Urban Forest caused by intense storms. This will assist with providing the City with the safest, efficient, organized clean-up procedures to returning the City's Urban Forest to acceptable standards. All employees involved will know their role and the responsibilities that are required from them. All safety practices will be followed to ensure the safety of the employees, the public and all property involved.

16.2 Minor Storm

A minor storm will be of the nature that causes fallen trees and limbs, minor road blockages and minimal damage to a local or broad area. The Forestry Crew will perform the majority of the clean-up and all hazardous scenarios can be completed within a week's work.

16.3 Major Storm

A major storm will be classified as of the nature that causes numerous fallen trees and limbs, uprooted trees, road blockages on both major arterial and residential streets, and severe damage throughout the City. Clean-up from these storms will involve assistance from other City crews including Parks crews and support from Public Works crews to supply loaders and trucks with operators. Private contractors or other trained personnel such as the Pen Crew/Riverbend Work Crew may need to be called in to assist. Clean-up from these storms will take from one

week to several weeks. Additional funding, staffing and equipment will need to be allocated to complete this severity of a clean-up.

16.4 Staff Responsibilities

To ensure a safe, efficient clean-up, all staff will know the role they are responsible for. All City Policies & Procedures, Occupational Health & Safety, Provincial Legislation and the Collective Bargaining Agreement will be adhered to. Any staff member locating an emergency situation shall notify 9-1-1 immediately.

All staff will be responsible for completing hazard assessments.

16.5 Training (Importance of ISA Certification)

Working towards having certified arborists on hand will be critical in how we deal with the health of the City's trees moving forward. The need to be knowledgeable, understand how to work with a tree, assess its overall health, determine whether it is dead, diseased or dying will only help to add depth and confidence to the department. The more knowledge and the more staff understand the better job they will be able to do of providing a safer and more sustainable Urban Forest for everyone to enjoy.

Why have a trained arborist(s) on staff? You wouldn't choose a doctor without a license to perform surgery – so why choose an arborist without a license to perform tree maintenance? The department believes that the best service comes from the most qualified professionals – that is why certification is important. Here's why it is important:

First of all, what is an ISA arborist certification?

The International Society of Arboriculture (ISA) certification program ensures arborists are trained in all aspects of arboriculture. If an arborist has an ISA certification, it means they meet basic criteria, including at least three years of full-time, hands on experience in arboriculture or a degree in related fields including forestry, horticulture, and landscape architecture. Candidates must pass an exam and maintain their certification through continuing education or retake the test every three years. Professionals can also further specialize and obtain certifications in areas including arborist utility, arborist municipal, tree worker climber, tree worker aerial lift, and board certified master arborist.

What are the benefits of having a certified arborist?

- They meet or exceed arboriculture standards: An arborist has passed an exam designed to cover all necessary areas of knowledge to thrive in the industry. The certification process includes an application process, an exam, and review following the exam. This means certified arborists have met the ISA's standards and have been screened and approved through their in-depth review process.
- They demonstrate dedication to continuing education: This certification means the arborist has made an effort to stay current and pursue continuing education. Certified arborists have fulfilled the required amount of Continuing Education Units (CEU's) over a three year period including taking college courses, participating in local events,

presentations, and competitions, taking computer based trainings and seminars, and staying up-to-date with CPR and First Aid training.

- They have significant, relevant experience: To obtain certification, arborist must have at least three years in the field or a college degree in a related field. These professionals are not rookies – they are experts who have put a lot of time and effort in the field and want to maintain and build their knowledge throughout their careers. The ISA also promotes networking locally and beyond so professionals can work with each other to bring the highest quality services to a region.
- They use science and technology to bolster their practices: The ISA focuses not only on arboriculture best practices, but on how to use science, technology, and research to define best practices drive results. An arborist is not just trimming trees at random; they are using high quality tools backed by scientific knowledge of tree anatomy and ecosystems to maintain plant life. Professionals use literature reviews, podcasts, seminars, research databases and more to stay up-to-date on how science and technology can reinforce professional standards.
- They govern their actions with sound ethics: Certified arborists follow the ISA Certified Arborist Code of Ethics. This means they comply with local and national laws and policies, meet or exceed professional standards, practice safe and ethical decision making, respect confidentiality, reflect truthful and accurate public information and avoid conflicts of interest between customers and respect public health protocols.

What is the ISA?

The International Society of Arboriculture is an organization dedicated to using research, education, and technology to foster professional arborists who will benefit trees and forest worldwide. The organization was founded almost 100 years ago in Connecticut and has since gained over 20,000 members around the world. Their goals are to promote research for healthier trees, raise public awareness of public awareness of arboricultural issues, promote and provide professional development for arborists, and foster best practices to keep professionals and citizens alike safe when it comes to arboriculture.

16.6 Staffing

i) Assistant Parks Manager

- Investigate and monitor the severity of damage caused by the storm.
- Call in Forestry Crew as needed.
- Confirm with Forestry Foreman if extra help is required from within the department and call in the necessary amount of employees.
- Requests assistance from other departments when required.
- Requests assistance from contractors or other trained personnel (Pen Crew/Riverbend Work Crew) when required.
- Reviews the Incident Report Forms and prioritizes hazard and non-hazard trees or situations.
- Coordinates the location of the crews with the Forestry Foreman when damage is over a large area.
- Responsible for making overtime work decisions.

- Ensures only qualified personnel are operating specialized equipment.
- Deals with the follow-up calls from residents who were affected by tree damage from the storm.
- Contacts utility companies if they are required.
- Maintains a list of all staff, equipment and other related charges from the storm related clean-up.
- Reports to the Manager of Parks & Open Spaces as to the damage received and if more resources are needed.
- Provides all reports and documentation as required by the Manager of Parks & Open Spaces or Director of Community Services.
- Will be the immediate contact person with the Communications Manager as to the damage and progress the Crews are making.
- Will be the immediate contact person for the media regarding the damage and progress being made during the storm clean-up operation.

ii) Forestry Foreman (Foreman III)

- Lay out, assign, supervise and work with large sized crews engaged in maintenance, construction and repair operations.
- Maintains records of staff and equipment hours, materials and work performed and communicate all to out of scope supervisor.
- Responsible for requesting and ensuring all locates are completed.
- Assist with cost estimates when required.
- Assign and supervise the work of hired equipment and contractors.
- Follow Acts, Regulations, OH&S, Bylaws, Agreements, policies and procedures.
- Perform other related duties as assigned.
- Responsible for encouraging and maintaining high levels of safety and communication with all staff working under their supervision.
- Prepare reports and oversee the completion of reports by subordinates.
- Order materials and supplies.
- Pick up time cards and review the time cards as to the correct time and account numbers.
- Deal with Bylaw regarding complaints and clean ups.
- Run Toolbox meetings.
- Assist with Parks when needed.

iii) Forestry Foreman (Foreman II)

- Prioritizes, designates and assists with all duties of the Forestry Crew and other crews assisting with the clean-up.
- Calls in Forestry Crew and makes recommendations for staffing personnel, regular work hours, overtime and equipment required.
- Reviews the Incident Report Forms and gives updates to the Assistant Parks Manager as work is completed.
- Will authorize tree removals as required.

- Oversees proper pruning techniques for the damaged trees that do not need to be removed.
- Ensures the safety of all crews and the surrounding work area.

iv) Forestry Crew

- Performs all clean-up work as assigned by the Forestry Foreman.
- Completes any paperwork that may be required.
- Follows all safety requirements and guidelines.

v) Parks, Public Works, Contractor Crews

- Perform all clean-up work as designated by the Forestry Foreman or the immediate Crew Foreman.
- Follow all safety requirements and guidelines.

vi) Duty Foreman

- The Duty Foreman can call in the Forestry Foreman to respond to the storm clean-up.
- The Duty Foreman can assist with prioritizing the hazard areas needing immediate attention.

vii) Parks & Open Space Manager

- Reports to Director of Community Services the damages caused by the storm and gives updates as to clean-up progress.
- Assists the Assistant Parks Manager when necessary with administrative duties.
- Assumes the duties of the Assistant Parks Manager in his absence.

17.0 STORM CLEAN-UP PRIORITIES

The following will be used to prioritize the work assignments for the staff due to damage from the storm.

17.1 High Priority

- A call received from 9-1-1 that people are injured and trapped in a car or house that has a tree down.
- People caught in a life threatening situation due to a tree down.
- The possibility of a damaged/split tree falling on a house and cause injury to individuals.
- A damaged tree (ie. split) that could cause immediate danger to the public.

17.2 Mid Priority

- Trees down blocking major arterial street(s).
- Trees down blocking minor arterial street(s).

- Trees down blocking local streets and rear lanes.

17.3 High Priority

- Uprooted and damaged trees on public property.
- Trees from Mid Priority that are piled on boulevard for removal.
- Branches and cut up logs to be hauled to dump site.
- Stump grinding/removal will be performed at a later date.
- Tree replacements to be diarized and performed at a later date.

18.0 TREES ON PRIVATE PROPERTIES

City crews will only go on private property if:

- 1) There is a life-threatening situation that requires the City's specialized equipment and trained staff, or the potential for a situation to cause an injury.
- 2) A private tree has fallen onto a City street.

Homeowners are responsible for removing any damaged trees and branches from their own property.

19.0 PUBLIC EDUCATION AND PROGRAMS

Educating the public about the value and importance of the Urban Forest is essential. They will learn how to appreciate and assist in the development of our Urban Forest. They will learn how to care for and nurture the trees in an area, which in turn means a beautiful, well maintained, healthy and safe Urban Forest environment. The Plant-A-Forest Day, involving Grade 5 students from all schools, assists in young children replanting a forest that was devastated by Dwarf Mistletoe, a great example of educating and involving the public.

To assist in public education and programs the following could occur:

- Our Parks and Forestry Crew could be available to assist the public with any questions or concerns that they have.
- Meeting with groups or organizations to provide education on forestry related topics could be made available. .
- Horticultural/Forestry Information Sheets could be developed and made available to the public upon request. These sheets could be topic specific and cover a wide variety of issues with regard to Urban Forestry and other horticultural information.
- An update to our City website could be made to include Forestry related subjects and timely updates at a touch of a finger.
- Site specific meetings could take place to provide further direction that cannot be easily given out through an information sheet or through a telephone call.

20.0 PRUNING CYCLE

Pruning street and park trees is an important component of managing a safe, hazard-free, and less costly urban forest in the long term. A pruning cycle will need to be initiated to provide regular maintenance to the City of Prince Alberts urban forest. Ideally, the pruning cycle would be: any tree under, 15" DBH (diameter at breast height) every 2 years to provide corrective and directional pruning, Elm to be pruned every 4 years and, parks and street boulevard pruning every 7 years. The focus being, on the overall health of the tree and ensuring that all hazards have been removed. The plan would be to strive towards an achievable maintenance cycle and to work towards having dedicated pruning crew(s) who are solely focused on tree care. In order to help us achieve this we will need to assess the Forestry Departments current commitments and look for solutions to providing consistency in the area of forestry management.

Pruning Crews would be responsible for the following:

- Reduce or remove limbs to train a central leader
- Remove any large deadwood and crossing branches
- Lightly thin to allow for light penetration and air circulation
- Prune broken or damaged limbs
- Raise the crown to provide clearance for vehicles (18'), pedestrians (7'), signs and street lights (as required)
- Note any remedial treatments such as cabling, bracing, fertilization, etc.

The seven zones involved in this cycle would be:

- *Midtown*
- *West Hill, East Hill*
- *West Flat, East Flat*
- *Crescent Acres/Crescent Heights*
- *Nordale/Hazeldell*

Homeowner Requests

To maximize the efficiency of operations, requests for pruning outside of the scheduled cycle should be minimized.

21.0 INVENTORY STRATEGY

As is the case with any renewable resource, an inventory is an essential tool for the formulation of management strategies. It provides data about the City's trees which is necessary for the planning of management activities to achieve specific goals. This data typically includes species composition, the relative proportion of native versus non-native species, age structure, tree condition, location, size, management history and habitat. This information can be linked to

a GIS system to facilitate data collection, tracking, analyses and to refine management approaches over time.

Ideally every municipality should have an inventory of all its trees. However, this is usually not feasible, and so the easiest place to start is by focusing on the City's own lands where it can access and manage trees without much difficulty.

Why Tree Inventories are Important

A comprehensive tree inventory is essential for the City of Prince Albert to effectively manage its urban forest, to maximize the benefits that trees provide, to minimize risk from potential hazards and to implement long-term management initiatives. It will identify details of the structure of the urban forest, which are necessary for the planning of management activities to achieve specific goals. An inventory may also reveal other valuable assets such as the presence of Species at Risk (e.g. Fraxinus Ash, Ulmus – Elm) that may otherwise be overlooked.

An inventory will also differentiate between intensively managed parts of the municipal forest (i.e., areas where individual trees are managed under arboricultural techniques) and extensively managed woodlands (i.e., areas that are managed using techniques more closely related to silviculture or forestry).

22.1 Status of Tree Inventory in the City of Prince Albert

We currently do not have a working inventory and are starting from ground zero. It is hard to estimate at this time how many trees the city currently has; however, the Forestry staff are working with the City's GIS Supervisor (i.e., using GIS) to start plotting for the inventory and will be collecting data trees. This data once collected will then be downloaded into an iTree program that will allow the department to start analyzing things like Landscape, Canopy cover, Value, Planting, Species, Carbon Capture, Disease, etc.

22.1 GIS & Asset Management

GIS or a Geographic Information System is basically a database of information that is geographically oriented. Like many municipalities, the City has recognized the potential value of this tool for planning (as well as some other applications e.g. iTree) and has gradually been expanding its capacities with this technology combines common data base functions with the visualization and geographic analysis benefits that are offered by maps, and can be very useful for linking urban forest data and mapping, and conducting a wide range of large, medium and small-scale analyses.

Examples of important urban forestry questions that can be answered with GIS, if the appropriate data is entered on a City-wide basis, and the appropriate planning layers are available, include:

LARGE-SCALE (can be conducted with air photo interpretation in conjunction with various planning layers)

- What is the City's total tree cover (including street trees) and how is it dispersed across the City?
- How much of the City's tree cover is in natural or semi-natural areas versus urban areas?
- How much of the City's tree cover is on private lands versus public lands?
- How much of the tree cover on private lands is on residential lands versus industrial, institutional and commercial?
- Where are the largest concentrations of City-owned trees?

MEDIUM- SCALE (requires some types of inventory data; the more comprehensive the data, the more accurate the answers will be)

- What parts of the City have mainly older trees?
- What proportion of the City's tree cover is in parks? Natural areas? Street trees?

SMALL-SCALE (requires a comprehensive tree inventory)

- What is the status (e.g., age, health, hazard rating) of all trees on City-owned lands?
- What is the status (e.g., age, health, hazard rating) of all trees on private lands?

23.0 QUANTIFYING OUR SUCCESS (ES)

As with all plans you must be able to quantify your successes. The following are some of the areas that we will monitor to see if we have achieved our goals:

- Two replacement trees planted for each tree removal
- Boulevard trees planted in new developments within a year
- Trees planted in parks as soon as a plan for the park is complete and the immediate surrounding properties have been developed.
- Completion of a zone per season for tree pruning/removal
- Implementation and monitoring of permanent positions for Forestry Crew
- A reduction in tree complaints due to an increased commitment to the maintenance of our Urban Forest
- An established block pruning program addressing the needs of all trees in an area.

We want to achieve these goals while staying within the approved budget for each year. The City of Prince Albert can achieve these goals with the cooperation of administration, Council and the citizens of this City.

24.0 POLICY AND GUIDELINE RECOMMENDATIONS

The Community Services Department:

- a) *Should ensure that all policy revisions and updates define the urban forest, identify it as a high priority for protection, and describe it as “green infrastructure” which needs to be actively managed.*
- b) *Should develop comprehensive, City-wide policies, guidelines for tree preservation, replacement and enhancement on both public and private lands.*
- c) *Should commit to protecting and, where feasible, enhancing the natural linkages within the City and to outlying communities such as Hazeldell, Nordale and the County of Buckland.*
- d) *The tree by-law should be reviewed and updated every 2 years to ensure it is relevant to the current standards and practices.*
- e) *Should evaluate if existing staffing is adequate to address the immediate pruning and assessment needs. This process should also include a detailed plan of where we currently stand in regards to current staffing and equipment, what type of commitment would be involved to reach the desired levels of service and what other options would be available and the costs involved.*

Communications Recommendations

The Community Services Department:

- a) *Should host workshops or public meetings to get community input to the vision and goals to keep the Urban Forest Management Plan relevant.*
- b) *Should explore options for providing support and coordination of ongoing and potential volunteer activities related to tree planting in the City.*
- c) *Should explore mechanisms for more inter-departmental coordination regarding proper protection and management of the City’s green infrastructure (i.e., its trees) and educate about tree protection guidelines, policies and best practices.*
- d) *Should expand its public education initiatives by (a) updating and enhancing its on-line urban forestry resources, (b) consider offering urban forestry workshops for residents, and (c) exploring other educational opportunities with other partners (e.g., Saskatchewan Polytechnic College, Government of Canada Forestry Centre.)*

26.0 INVENTORY RECOMMENDATIONS

The Community Services Department:

- a) *Should determine specific goals for a tree inventory and develop a system of data collection and asset management in the Forestry Master Plan.*

- b) Should complete a tree inventory for all trees on City lands outside of natural areas as part of the first 5-year management plan
- c) Should collect the tree inventory and use the GIS Toolbox to monitor overall tree canopy cover in the City, and help identify potential planting locations.
- d) Should explore options for administering and maintaining the forestry asset management system (e.g., tree inventory software, database, etc.) as it develops.
- e) Should complete a tree inventory for all Municipal woodlands based on accepted forest stand inventory for all municipal woodlands based on accepted forest stand inventory protocols.

27.0 GLOSSARY

Boulevard
Corner Visibility Triangle
Hardscape
Median
Soft scape

28.0 APPENDIXES

FIGURE 4.0

COMMUNITY SERVICES

PARKS – WINTER

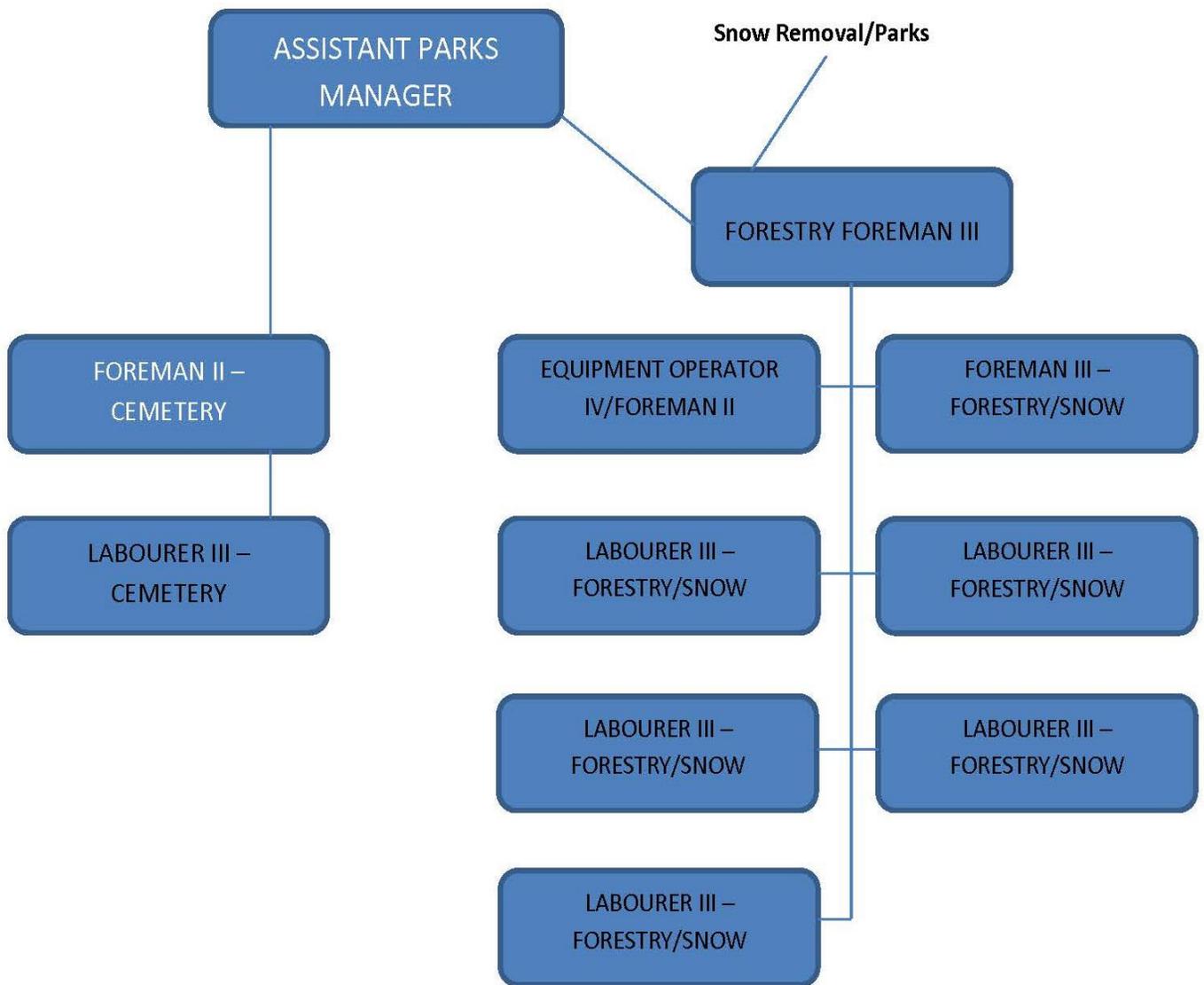
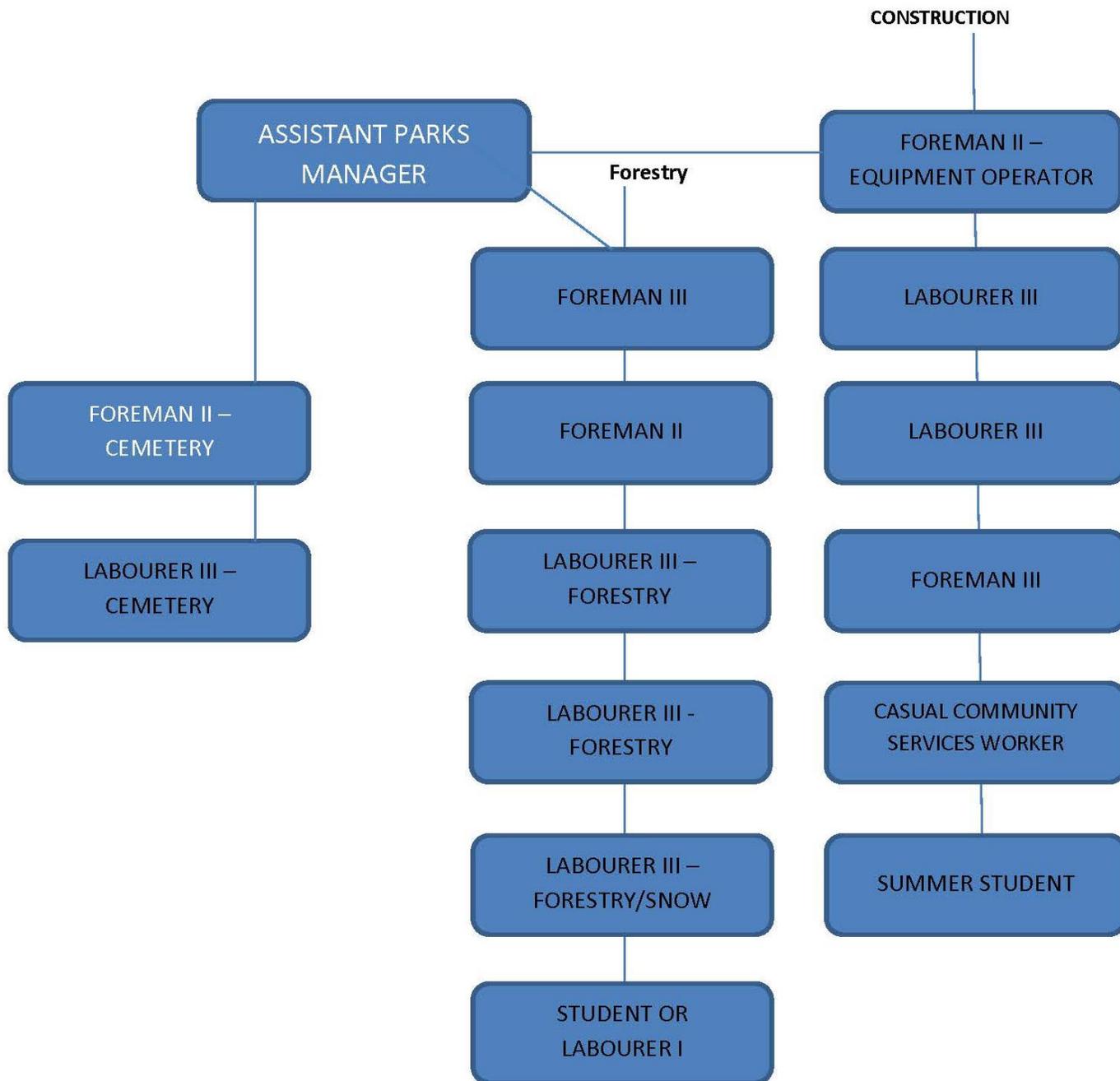


FIGURE 4.1

COMMUNITY SERVICES

PARKS – SUMMER



Appendix “A” TREE PLANTING LETTER



Date:

Dear Homeowner;

The City Forestry crew recently planted a new tree on your property and we would like to ask your assistance in helping take care of it. The trees themselves will need to be watered at least twice a week and the process is as simple as filling the “Gator Bags” that have been provided by our department.

The Gator bags are designed to hold water and allow for a slow release of that water over a 9-12 hour period. This will allow for the following:

- 100% absorption with no run-off
- Deep saturation of the soil surface with every fill
- Reduces time spent at the tree
- Promotes deep root growth
- And only requires the bag(s) to be filled 1-2 times per week

WHY SHOULD I WATER MY TREE(S)?

Newly planted trees have lost more than 75% of their root system. Regular watering will help your tree recover faster and grow healthier especially during dry conditions.

CAN I OVERWATER MY TREE(S)?

YES – overwatering can be as harmful as a lack of watering. Always follow the recommended watering guidelines for normal, drought and wet conditions.

Drought – 20 gallons (90 litres) **twice** per week

Normal – 20 gallons (90 litres) **once** per week

Wet – No additional watering required

HOW WILL I KNOW WHAT THE CONDITION IS?

The condition (drought, normal or wet) is determined based on the amount of rainfall per week.

Drought – 0 mm of rainfall per week

Normal – 30 mm of rainfall per week

Wet – 60+ mm of rainfall per week.

If there are any questions or concerns please do not hesitate to call me at your convenience.

Respectfully,

Parks Manager



Appendix “B” TREE PLANTING TIPS

- **Call Before You Dig!** Be certain of all utility locations. Do not plant directly over or under any utility services.
- Be aware of the distance from the home’s foundation, fences and property edge. Consider windows, doors, air conditioning units, flower beds, other trees and all other hardscape features.
- A hole 1.5 times wider and deeper than the root ball or root spread should be dug.
- Plant the tree at the same depth that it had previously been growing.
- Spread roots out evenly in hole.
- Fill hole with parent material or a good loam soil. Pack firmly.
- Water thoroughly. Roots must not be allowed to dry out. Water at least once a week for the first growing season.
- Apply about 3 inches of mulch to help maintain moisture and protect root system.
- Trees of a 5-8 foot height should be staked for the first year. If staking with wire or rope, be sure to use a piece of rubber hose around the trunk to prevent damage to the newly transplanted tree.
- Keep mulch free of weeds and grass.
- Do not use herbicides around new tree.
- Avoid lawn mower and weed eater damage to tree trunk.

Appendix “C” PREFERRED TREE SPECIES – SUBJECT TO CHANGE

City of Prince Albert Preferred Tree Species		Zone	Height	Spread	Columnar	Upright Spreading	Flowering	Fruiting	Winter Interest	Drought Tolerant	Water Tolerant	Salt Tolerant	Okay to plant under Powerlines	Expected Life in Years
Botanic Name	Common Name													

<i>Acer ginnala</i>	Tree-form Amur Maple	2	6m (18')	5m (15')		X							X	60
<i>Acer ginnala</i> 'Flame'	Flame Amur Maple	3a	6m (18')	6m (18')		X							X	60
<i>Acer saccharinum</i> 'Silver Cloud'	Silver Maple	2b	18m (60')	9m (30')		X				X	X	X		80
<i>Acer tataricum</i> 'GarAnn'	Hot Wings Tatarian Maple	3a	8m (25')	6m (18')		X				X		X	X	70
<i>Alnus hirsuta</i> 'Harbin'	Prairie Horizon Manchurian Alder	3a	12m (40')	9m (30')		X			X	X				80
<i>Fraxinus mandshurica</i> 'Mancana'	Mancana Manchurian Ash	2b	12m (40')	7m (20')		X				X	X	X	X	70
<i>Fraxinus</i> x 'Northern Gem'	Northern Gem Hybrid Ash	2b	15m (50')	12m (40')		X				X				70
<i>Fraxinus pennsylvanica</i> 'Patmore'	Patmore Green Ash	2a	18m (60')	11m (35')		X				X		X		70
<i>Fraxinus pennsylvanica</i> 'Rugby'	Prairie Spire Green Ash	2b	18m (60')	9m (30')		X				X		X		70
<i>Quercus macrocarpa</i>	Bur Oak	2b	24m (80')	18m (60')		X				X		X		99+
<i>Quercus macrocarpa</i> 'Top Gun'	Top Gun Bur Oak	2b	18m (60')	5m (15')		X				X		X		99+
<i>Sorbus aucuparia</i> 'Black Hawk'	Black Hawk Mountain Ash	3a	9m (30')	6m (18')		X		X					X	50
<i>Tilia americana</i>	American Linden/Basswood	2b	18m (60')	12m (40')		X	X							70
<i>Tilia cordata</i> 'Greenspire'	Greenspire Littleleaf Linden	3b	12m (40')	10m (30')		X								70
<i>Tilia cordata</i> 'Ronald'	Norlin Littleleaf Linden	3a	15m (50')	9m (30')		X								70
<i>Tilia mongolica</i> 'Harvest Gold'	Harvest Gold Mongolian Linden	2a	12m (40')	8m (25')		X								70
<i>Tilia</i> x <i>flavescens</i> 'Dropmore'	Dropmore Hybrid Linden	2a	15m (50')	9m (30')		X								70
<i>Ulmus americana</i> *	American Elm	2a	20m (60')	12m (40')		X								99+
<i>Ulmus americana</i> 'Brandon'	Brandon Elm	2a	18m (60')	12m (40')		X								80

All-Purpose Trees for All Applications

Ornamental Trees Located Away from Pavement | Street Trees between Property Boundary and Combined Curb-Sidewalk

<i>Betula platyphylla</i> 'Fargo'	Dakota Pinnacle Asian White Birch	3b	12m (40')	9m (30')		X				X				40
<i>Celtis occidentalis</i>	Hackberry	2	15m (50')	12m (40')			X	X	X		X	X		99+
<i>Crataegus</i> x <i>mordenensis</i> 'Snowbird'	Snowbird Hawthorn	3a	5m (15')	5m (15')			X	X	X				X	40
<i>Elaeagnus angustifolia</i>	Russian Olive	3a	6m (18')	6m (18')			X	X	X		X		X	50
<i>Malus</i> x <i>adstringens</i> 'Jefgreen'	Emerald Spire Columnar Crabapple	2a	5m (15')	2m (6')		X		X					X	50
<i>Malus</i> x <i>adstringens</i> 'Jefspire'	Purple Spire Crabapple	3a	5m (15')	2m (6')		X		X					X	50
<i>Malus</i> x <i>adstringens</i> 'Thunderchild'	Thunderchild Crabapple	3a	6m (18')	5m (15')			X	X	X					50
<i>Malus</i> 'Durleo'	Gladiator Flowering Crab	2a	6m (18')	3m (9')		X		X	X				X	40
<i>Malus</i> 'Royalty'	Royalty Crabapple	2	5m (15')	5m (15')			X	X	X				X	70
<i>Prunus maackii</i>	Amur Cherry	2b	10m (30')	8m (25')			X	X	X	X				30
<i>Syringia reticulata</i>	Ivory Silk Japanese Tree Lilac	3a	6m (20')	5m (15')			X	X		X			X	40

<i>Picea glauca</i>	White Spruce	2a	13m (43')	6m (18')		X				X				50
<i>Picea pungens</i>	Colorado Spruce Blue Spruce	2a	19m (62')	8m (25')		X				X			X	80
<i>Pinus contorta</i> var. <i>latifolia</i>	Lodgepole Pine	1	25m (80')	8m (25')		X				X				99+
<i>Pinus sylvestris</i>	Scotch Pine	2b	18m (60')	8m (25')		X				X	X			80

Upright Conifer Trees for Winter Interest Located where Space Allows

Park and Nature Trees Located Away from Infrastructure

<i>Acer negundo</i>	Boxelder Maple	2a	15m (50')	10m (30')		X				X	X			50
<i>aesculus glabra</i>	Ohio Buckeye	2b	11m (35')	11m (35')			X	X						60
<i>Larix laricina</i>	Tamarack	2a	12m (40')	6m (18')		X					X		X	99+

<i>Larix siberica</i>	Siberian Larch	1b	25m (80')	5m (15')		X							X	70
<i>Quercus ellipsoidalis</i>	Northern Pin Oak	3a	15m (50')	15m (50')				X						99+
<i>Salix alba 'Siberica'</i>	White Willow	2b	25m (80')	10m (30')		X				X				60
<i>Salix pentandra</i>	Laurel Leaf Willow	2b	18m (60')	9m (30')		X				X				60
<i>Sorbus aucuparia 'Rossica'</i>	Russian Mountain Ash	2b	8m (25')	6m (18')		X	X						X	50
<i>Sorbus aucuparia 'Fastigiata'</i>	Pyramidal Mountain Ash	3a	8m (25')	3m (9')		X	X						X	50
<i>Sorbus decora</i>	Showy Mountain Ash	2a	8m (25')	6m (18')		X	X						X	40

Please note that the Preferred Species are tried-and-true suggestions. Other species and substitutions may be permitted on City property with permission from the City of Prince Albert Parks Division

*Elms are permitted in limited numbers in high visibility locations where they can be easily monitored for DED

Appendix "D" ISA Basic Tree Risk Assessment Form

Client _____ Date _____ Time _____
 Address/Tree location _____ Tree no. _____ Sheet _____ of _____
 Tree species _____ dbh _____ Height _____ Crown spread dia. _____
 Assessor(s) _____ Tools used _____ Time frame _____

Target Assessment								
Target number	Target description	Target protection	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
			Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1								
2								
3								
4								

Site Factors

History of failures _____ Topography Flat Slope _____ % Aspect _____
 Site changes None Grade change Site clearing Changed soil hydrology Root cuts Describe _____
 Soil conditions Limited volume Saturated Shallow Compacted Pavement over roots _____ % Describe _____
 Prevailing wind direction _____ Common weather Strong winds Ice Snow Heavy rain Describe _____

Tree Health and Species Profile

Vigor Low Normal High Foliage None (seasonal) None (dead) Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests/Biotic _____ Abiotic _____
 Species failure profile Branches Trunk Roots Describe _____

Load Factors

Wind exposure Protected Partial Full Wind funneling _____ Relative crown size Small Medium Large
 Crown density Sparse Normal Dense Interior branches Few Normal Dense Vines/Mistletoe/Moss _____
 Recent or expected change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown <input type="checkbox"/> LCR _____ % Dead twigs/branches <input type="checkbox"/> _____ % overall Broken/Hangers Number _____ Max. dia. _____ Over-extended branches <input type="checkbox"/> Pruning history Crown cleaned <input type="checkbox"/> Thinned <input type="checkbox"/> Raised <input type="checkbox"/> Reduced <input type="checkbox"/> Topped <input type="checkbox"/> Lion-tailed <input type="checkbox"/> Flush cuts <input type="checkbox"/> Other _____ _____ Condition(s) of concern _____ Part Size _____ Fall Distance _____ Load on defect N/A <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/> Likelihood of failure Improbable <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Imminent <input type="checkbox"/>	Cracks <input type="checkbox"/> _____ Lightning damage <input type="checkbox"/> Codominant <input type="checkbox"/> _____ Included bark <input type="checkbox"/> Weak attachments <input type="checkbox"/> _____ Cavity/Nest hole _____ % circ. Previous branch failures <input type="checkbox"/> _____ Similar branches present <input type="checkbox"/> Dead/Missing bark <input type="checkbox"/> Cankers/Galls/Burls <input type="checkbox"/> Sapwood damage/decay <input type="checkbox"/> Conks <input type="checkbox"/> Heartwood decay <input type="checkbox"/> _____ Response growth _____ _____ Condition(s) of concern _____ Part Size _____ Fall Distance _____ Load on defect N/A <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/> Likelihood of failure Improbable <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Imminent <input type="checkbox"/>
--	---

— Trunk —

 Dead/Missing bark Abnormal bark texture/color
 Codominant stems Included bark Cracks
 Sapwood damage/decay Cankers/Galls/Burls Sap ooze
 Lightning damage Heartwood decay Conks/Mushrooms
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper
 Lean _____ ° Corrected? _____
 Response growth _____
 Condition(s) of concern _____
 Part Size _____ Fall Distance _____
 Load on defect N/A Minor Moderate Significant
 Likelihood of failure Improbable Possible Probable Imminent

— Roots and Root Collar —

 Collar buried/Not visible Depth _____ Stem girdling
 Dead Decay Conks/Mushrooms
 Ooze Cavity _____ % circ.
 Cracks Cut/Damaged roots Distance from trunk _____
 Root plate lifting Soil weakness
 Response growth _____
 Condition(s) of concern _____
 Part Size _____ Fall Distance _____
 Load on defect N/A Minor Moderate Significant
 Likelihood of failure Improbable Possible Probable Imminent

Appendix “E” TREE REMOVAL LETTER

Date

Dear Resident:

Recently, the City of Prince Albert, Parks Department, performed an assessment of trees in your neighbourhood and determined that some of the trees should be removed. Located at your home are one or more such trees.

A Basic Tree Health and Risk Assessment was, completed using recommended standards as laid out by the International Society of Arboriculture (ISA). During our tree assessment, forestry staff completed a visual inspection to identify existing damage and potential risk. If the city tree in front of your property was identified as a candidate for removal a number of factors would have come in to play throughout the assessment to help identify it as such. .

To compensate for the removal of the tree(s), the City will be undertaking a program of reforestation next spring with trees of a suitable species.

Should there be questions or concerns regarding the process we would ask that you contact our Community Services Department at (306) 953-4800 where we can better direct your call.

Sincerely,

Parks Manager



Appendix “F” APPRAISAL WORKSHEETS

Appraisal Worksheet

(Taken from a form found in: *Guide for Plant Appraisal, 9th Edition*)

1. **Species** _____ Common name (*Scientific name*)
2. **Trunk diameter** _____ in. _____
(Measured at 54” above grade)
3. **Condition rating** _____ % _____
Based upon observations of the health and structure made on _____
4. **Location rating** _____ % _____
Based upon site rating of ____%, contribution rating of ____% and placement rating of ____%.
5. **Species rating** _____ % _____
Based on _____ (regional guidelines) _____
6. **Replacement tree size** _____ sq. in. _____
Based on _____ (regional guidelines) _____
7. **Replacement tree cost** _____ \$ _____
8. **Installation cost** _____ \$ _____
9. **Installed cost** _____ \$ _____
Based on _____ (regional guidelines) _____
10. **Unit tree cost** _____ \$ _____
Based on _____ (regional guidelines) _____
11. **Appraised trunk area** _____ sq. in. _____
12. **Appraised trunk area increase** (over replacement tree) _____ sq. in. _____
(Line 11 – Line 6)
13. **Basic tree cost** _____ \$ _____
(Line 12 x Line 10 + Line 8)
14. **Appraised value** _____ \$ _____
(Line 13 x Line 3 x Line 4 x Line 5, rounded to the nearest \$50.00)

CTLA Tree and Landscape Appraisal

(Draft 10th Edition)

Appraisal Worksheet: Cost approach. Reproduction method. Trunk formula technique

1. **Species** _____ Common name (*Scientific name*)

2. **Trunk diameter** _____ in. _____
(Measured at 54" above grade)

3. **Condition rating** _____ % _____
Based upon observations of the health and structure made on

4. **Functional limitations rating** _____ % _____

5. **External limitations rating** _____ % _____

6. **Replacement tree size** _____ sq. in. _____
Based on _____ (regional guidelines) _____

7. **Replacement tree cost** _____ \$ _____

8. **Installation cost** _____ \$ _____

9. **Unit tree cost** _____ \$ _____
Based on _____ (regional guidelines) _____

10. **Appraised trunk area** _____ sq. in. _____
Trunk area = (line 2)² x 0.7854

11. **Appraised trunk area increase** (over replacement tree) _____ sq. in. _____
(Line 11 – Line 6)

12. **Basic tree cost** _____ \$ _____
(Line 12 x Line 10 + Line 8)

13. **Estimated depreciated reproduction cost** _____ \$ _____
(Line 12 x Line 3 x Line 4 x Line 5, rounded to the nearest \$50.00)

GUIDELINES FOR EVALUATION OF TREES

Applied only to Single-Stemmed trees

1. Basic Value Data

- a. The basic unit value of all shade and other ornamental trees is \$71.94 per square inch unit of trunk cross sections at 4 feet above the ground (dbh) or \$11.01 per square centimetre at 1.2 m.
- b. Different species of trees have different values. They are expressed as a percentage of the basic unit value (See 1 (a)).
- c. This expressed percentage is called Class %. The different class percentages are listed here under.

2. Tree Species Ratings for the City of Prince Albert

BOTANICAL NAME	COMMON NAME
Class 1 – 110% (Special Class)	
<i>Picea pungens</i> ‘Koster’	Kosters Blue Spruce
<i>Picea</i> spp. (Specialties)	All grafted types of Spruce
<i>Pinus</i> spp. (Specialties)	All grafted types of Pines
<i>Quercus</i> spp.	Oak species
Class 2 – 100%	
<i>Abies</i> spp.	All Firs
<i>Aesculus glabra</i>	Ohio buckeye
<i>Aesculus hippocastanum</i>	Chestnut/Horse Chestnut
<i>Elaeagnus angustifolia</i>	Russian olive
<i>Betula pendula gracilis</i>	Weeping birch
<i>Fraxinus selections</i>	Patmore/Summit/Fallgold/Manchurian
<i>Larix sibirica</i>	Siberian Larch
<i>Larix</i> spp.	Larch Species
<i>Picea</i> spp.	All types of Spruce
<i>Pinus</i> spp.	All types of Pines
<i>Populus tremula</i> ‘Erecta’	Swedish Columnar Aspen
<i>Pseudotsuga menziesii</i>	Douglas fir
<i>Syringa reticulata</i>	Japanese lilac tree
<i>Tilia americana</i>	American basswood
<i>Tilia cordata</i>	Little Linden Leaf, Lime (Hybrids)
<i>Ulmus americana</i> ‘Brandon’	American elm “Brandon”
<i>Ulmus americana</i>	American elm

BOTANICAL NAME	COMMON NAME
Class 3 – 80%	
<i>Acer ginnala</i>	Amur maple
<i>Acer saccharinum</i>	Silver maple
<i>Betula</i> spp.	All other types of Birch
<i>Crataegus</i> spp.	Hawthorns
<i>Fraxinus</i> spp.	Common Green Ash & Black Ash
<i>Juniperus scopulorum</i>	Rocky Mountain Juniper & Cultivars
<i>Malus baccata</i>	Siberian flowering crab
<i>Malus</i> “Rosybloom Hybrids”	Rosybloom Crabs
<i>Malus</i> spp. Hybrids	Hybrid Apple/Crab
<i>Populus x canescens</i> ‘Tower’	Tower Poplar
<i>Populus x jackii</i> ‘Northwest’	Northwest poplar – cultivar
<i>Prunus padus commutata</i>	Mayday tree
<i>Prunus</i> spp.	Plums and Cherries
<i>Prunus</i> spp. Hybrids	Hybrid Cherries & plums
<i>Pyrus ussuriensis</i>	Ussurian Pear
<i>Sorbus</i> spp.	Mountain Ash Species
Class 4 – 60%	
<i>Acer negundo</i> (upright var. or form)	Manitoba maple (specialty upright forms)
<i>Alnus</i> spp.	Alder
<i>Caragana arborescens</i>	Standard Pea tree
<i>Caragana arborescens</i> vars.	Standard Pea tree – forms
<i>Populus</i> Hybrids	Hybrid Poplars
<i>Salix acutifolia</i>	Sharp leaf willow <i>Salix</i>
<i>pentandra</i>	Laurel leaved willow
<i>Ulmus pumila</i>	Siberian/Manchurian elm
Class 5 – 40%	
<i>Acer negundo</i>	Manitoba maple <i>Populus</i>
X ‘Brooks #6’	Brooks #6 Poplar
<i>Populus</i> X ‘Griffin’	Griffin Poplar (Non-fluff)
<i>Populus</i> spp.	Native poplars
<i>Salix</i> spp.	Native Willows

3. Method of Determining Value

- Determine Class % to which species belongs, e.g. Spruce – Class 2 – 100% and has a diameter of 4” (this gives the spruce a basic value of \$71.94 per square inch).
- Determine area of cross section at 4.0 feet (1.2 m) above ground in square inches. For example the dbh (diameter at breast height) is 4 in. equals 12.57 sq. inches of area.

- c. Determine condition of tree. An Urban Forester from City Operations Department, appraise the condition on the following scale carries out this evaluation.

Condition:

Tree's Condition:	Percent:
1. Perfect tree or specimen quality	100%
2. Excellent tree	90%
3. Very Good tree	80%
4. Above Average tree	70%
5. Good or Average tree	60%
6. Below Average tree	50%
7. Fair tree	40%
8. Poor tree	30%
9. Very poor tree	20%

The Location of a tree is considered during the tree's Condition calculation. Location can influence the Condition calculation as a 10% premium or a 10% penalty.

Using the above data the value of trees may be calculated as:

- In this example, a 4" diameter the area of cross section is 12.57 in²
- The basic unit value or \$71.94 per inch²
- The Class % is Class 2 or 100%. Therefore:\$ 904.02
- 12.57 inch² x \$71.94 = \$904.02. Therefore, the Basic Value of Tree = \$ 904
- This figure is then multiplied by the Condition % (Say 80%) \$ 904.02 x 80% condition is \$ 723.22
- Therefore, the value of this example Spruce with dbh of 4" in is \$ 723 22 (round to nearest dollar)

OR

- In this example, 10 cm diameter, the area of the
- 78.54 cm² x \$11.01 x 100% = \$ 864.72. Therefore, the Basic Value of a Tree = \$865
- This figure is then multiplied by the Condition % (Say 80%) \$864.72 x 80% condition is \$ 691.78.
- Therefore, the value of this example Spruce with dbh of 10 cm is \$692. (round to nearest dollar)

- d. Examples of determining tree value are outlined in the table below

*Species % Varieties	Diameter of trunk	Cross Section	Class and %	Basic Value in \$'s (approx.)	Condition %	Rounded Value (\$'s)
OAK	4"	12.57 in ²	1-110%	\$ 994	80%	\$ 796
SPRUCE	8"	50.27 in ²	2-100%	\$ 3616	70%	\$ 2531
ELM	10 cm	78.54 cm ²	2-100%	\$ 865	80%	\$ 692
Green ASH	20 cm	314.16 cm ²	3-80%	\$ 2767	50%	\$ 1729



City of Prince Albert

December 3, 2020

Saskatchewan Public Safety Agency
Box 3003, Hwy #2 N
Prince Albert, SK S6V 1B3

Attention: Ms. Camille Harris, Wildfire Prevention & Mitigation Specialist

Dear Ms. Harris,

Re: Disaster Mitigation and Adaption Fund – Prince Albert Fire Smart Planning

Please accept this letter as acknowledgement of the City's commitment towards the Wildfire Mitigation Project work at the funding level of \$153,900 over a 5-year period. The City is requesting the project work to be spread over 5-years beginning in the fall of 2021.

The City acknowledges forest thinning under this agreement in each year under the following cost share structure:

2021 – 60% City \$30,780	40% Federal \$20,520
2022 – 60% City \$30,780	40% Federal \$20,520
2023 – 60% City \$30,780	40% Federal \$20,520
2024 – 60% City \$30,780	40% Federal \$20,520
2025 – 60% City \$30,780	40% Federal \$20,520

As part of this agreement, the City will also require an annual meeting between parties to discuss and review the scheduled priorities.

The two main contacts for this agreement will be:

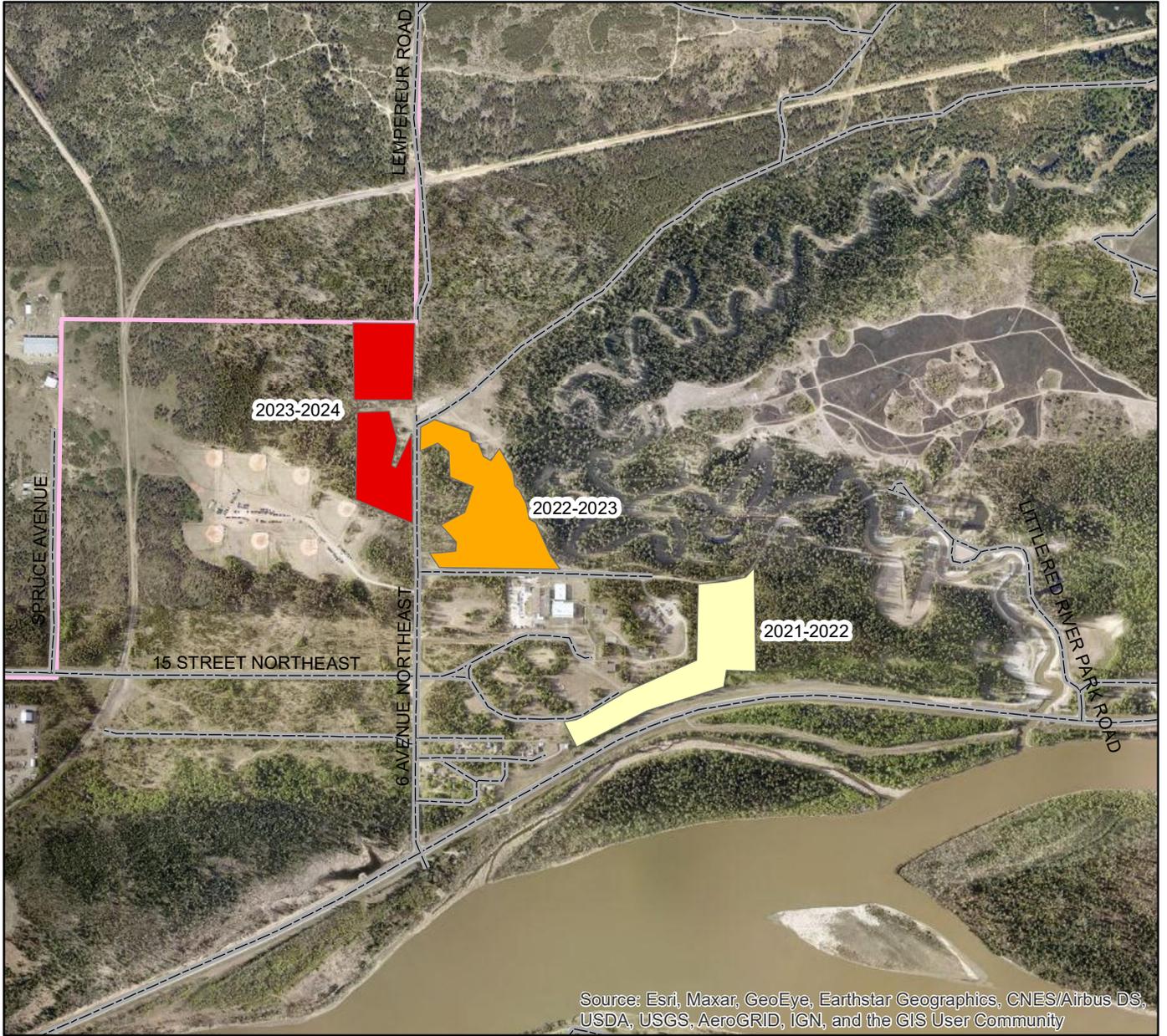
Jody Boulet
Director of Community Services
jboulet@citypa.com

Timothy Yeaman
Parks Manager
tyeaman@citypa.com

If you have any questions or concerns, please feel free to contact Community Services at 306-953-4800.

Yours truly,


Jim Toye
CITY MANAGER





2022 Cooke Municipal Golf Course Tree Inventory Project
Completed by: Living Tree Environmental Limited
Completed for: City of Prince Albert
Submitted to Client: November 30, 2022

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EXECUTIVE SUMMARY

From October 27 to 29, 2022, Living Tree Environmental Limited (LTEL) was hired by the City of Prince Albert to complete a tree inventory of the Cooke Municipal Golf and Country Club. The survey was completed using a handheld tablet equipped with sub-meter accuracy and the ESRI Fieldmaps software data collection application. Each individual planted tree located on the fairways and parking lot area was assessed for the following attributes: GPS location in Latitude/Longitude, physical address (ex. Hole #), tree species using common name, diameter at 1.3 meters above ground measured in centimeters (dbh), tree health and hazard issues, and when possible, a photograph. All natural stands of trees were mapped using polygons and then species composition data were estimated. All work was completed on foot or by using a golf cart provided by the City of Prince Albert.

Five hundred twenty-one individual trees were identified and mapped during the point data collection phase of the field work. White spruce (153), Northwest poplar (125) and Manitoba maple (101) were the 3 most common tree species identified during this phase of the survey. The largest dbh measured during the project was 111 cm.

Twenty-one polygons with a combined area of 19 Hectares (Ha) were mapped during the tree inventory. The polygons ranged in size from 0.007 to 5.7 Ha, respectively. The most common forest health damage agent identified during this phase of the survey was poplar borer (*Saperda calcarata* Say) which prefers aspen and poplar species as a host.

All trees with serious structural issues were marked for removal and all location data was provided for the tree removal crews. A total of 28 trees were marked for removal during the survey.

Overall, the health of the golf course forest is good. However, due to the large number of users of the property LTEL recommends a danger tree survey every 1 to 2 years to identify potential public safety risks on the golf course.

INTRODUCTION

Tree inventories are a valuable tool that can be used to better manage important urban forest resources. A tree inventory is a record of the attributes (i.e., location and characteristics) of individual trees within a defined geographic area. The scale and complexity of these inventories will vary with the specific needs, goals, and resources of the local context (International Society of Arboriculture (ISA), 2013). Living Tree Environmental Limited (LTEL) was contracted by the City of Prince Albert to complete this work in October 2022.

Three types of tree inventories are available: full, partial, and sample tree inventories (ISA, 2013). The type of tree inventory completed during this project was a partial tree inventory as it was just a small portion of the large urban forest that currently grows within the municipal boundaries of the City of Prince Albert. When a tree inventory is completed, the most important attributes that should be addressed during the field operations include: 1. A geo-referenced address (GPS waypoint), 2. A physical address (if possible), 3. Diameter at 1.3 meters above ground (DBH) measured in centimeters, 4. An assessment of current health and note any physical dangers or hazards the tree may present to the public, 5. A photograph of the tree, if possible. It is recommended that these surveys be completed by someone who is either a forest health specialist or ISA certified arborist that is competent with the identification of common tree species found in urban forests and able to identify forest health damage agents/hazards.

Once the inventory is complete, the client can then use this data for the following: 1. To be proactive with the management of the urban forest; 2. To plan service requests for the forest (e.g., tree pruning plans); 3. To enhance emergency preparedness plans; 4. To justify budgets for the management of the urban forest (e.g., DED survey budgets); 5. To identify areas where tree plant projects can take place; 6. To employ necessary insect and disease monitoring and management projects, and 7. To reinforce environmental, economic and psychological benefits of the existing urban forest (ISA 2013). Once completed, a tree inventory provides the City of Prince Albert a snapshot in time of the urban forest that can be continually updated by the client or owner of the urban forest.

METHODS

From October 27 to 29, 2022, 1 consultant from LTEL completed a comprehensive tree inventory of the Cooke Municipal Golf and Country Club located in Prince Albert, Saskatchewan. The inventory was completed using a handheld tablet with sub-meter GPS accuracy equipped with ESRI Fieldmaps application software. On the tablet, the following data was collected for each point data entry: 1. A GPS waypoint; 2. A physical address; 3. Common name of tree; 4. DBH in centimeters (cm); 5. A visual assessment for health and structural liabilities for trees including the identification of frost cracks as well as bark and significant mechanical damage to stems and roots; 6. A digital photograph of each tree when physically possible.

All natural stands within the physical boundaries of the golf course were mapped into polygons using the same software system. For each mapped polygon, the following data was collected: 1. A series of GPS waypoints to create the polygon; 2. A species composition estimate; 3. A photograph where possible; 4. An assessment of any forest health damage agents present.

The consultant completed the tree inventory on foot and with a golf cart provided by golf course staff. The field work was completed between 07:30 and 19:00 each day.

RESULTS

A total of 521 individual trees were inventoried in point data form during the tree inventory. Appendix A provides a map of the trees inventoried during the survey work. Table 1 below provides a summary of the tree data collected during the inventory.

Table 1. Tree Inventory Data Summary

City of Prince Albert - Cooke Municipal Golf and Country Club Tree Inventory 2022 - Analysis									
Types of Tree Species	Diameter (cm)				Distinction of Northwest Poplar			Total of Tree Species	
	1-20	21-40	41-60	61+	Other Species	NW Poplar	%	Per Species	%
American_Elm				1	1			1	0.2%
Colorado_Blue_Spruce	4	51	29	2	86			86	16.5%
Green_Ash	3	2	1		6			6	1.2%
Manitoba_Maple		26	55	20	101			101	19.4%
Other_Tree_Species	4	4	32	98	13	125	24.0%	138	26.5%
Scots_Pine	7	5	3	1	16			16	3.1%
Siberian_Elm		4	6	3	13			13	2.5%
Siberian_Larch		4			4			4	0.8%
Trembling_Aspen		3			3			3	0.6%
White_Spruce	11	42	83	17	153			153	29.4%
Sub-Total	29	141	209	142	396	125			
Grand Total								521	100.0%

The top 3 tree species inventoried were white spruce, Northwest poplar and Manitoba maple (153, 125 and 101), respectively. The least common trees inventoried on the fairways of the golf course included Siberian larch, trembling aspen, and American elm (4, 3, and 1), respectively.

A total of 21 natural forest stand polygons were created during the tree inventory with cumulative areas of 19 Hectares (Ha) or 190,000 m². Appendix B provides a map with all 21 polygons measured during the survey work. The largest polygon (Polygon # 16) was measured at 5.8 Ha or 58,000m² in area and the smallest polygon (Polygon # 8) was measured at 0.007 Ha or 70 m². Appendix C provides a complete summary of all data collected within the polygons during field operations. This includes all species composition estimates for each polygon and important forest health damage agent identification in some polygons. Poplar borer was identified in 10 of the 21 polygons.



Figure 1. Typical polygons mapped during tree inventory.

A total of 28 trees were identified with severe structural issues and were marked for removal. Figure 2 shows a Manitoba maple tree with a large structural failure that rendered it a potential public safety hazard. All tree removal data was submitted to the client for follow-up tree removal and disposal work. Appendix D provides a map of all sites containing trees marked for removal.



Figure 2. Manitoba maple tree marked for removal during tree inventory due to structural failure.

DISCUSSION

Overall, the health of the trees surveyed within the golf course was deemed good. However, LTEL does recommend a danger/hazard tree survey be completed every 1 or 2 years. Due to the occurrence of annual severe weather events, structural cracks and failures can occur each year. As a high number of users utilize the golf property for recreational activities, regular inspection of the trees on a regular basis to identify public safety liabilities is needed. Poplar borer, a common native insect pest found in aspen/poplar woodlands in Canada, was in several trees on the property. One of their common hosts is both trembling aspen and poplar trees which were found in abundance on the golf course. Although poplar borer does not typically cause tree mortality, in high numbers it can cause dieback in large tree limbs which eventually become brittle, more prone to breakage in severe weather events and hence make the poplar trees a potential safety issue for both the golf course employees and patrons (Natural Resources Canada, 2022). Common hazards that were identified during these surveys included broken branches that require immediate pruning, stem rots, root failure, large structural cracks or frost cracks in the stem that should be monitored on a regular basis for structural failures at sites where included bark is present.



Figure 3. Frost crack (left) and included bark (right) identified during tree inventory.

The health of the trees on the course was rated as good and may be due to the regular care and maintenance the trees receive from the golf course personnel. Adequate care includes both regular watering and tree pruning/maintenance. One item for maintenance personnel to consider is a reduction in grass mowing within the dripline of planted trees on the edges of the fairways. This will reduce soil compaction and improve aeration in the soil which is very beneficial to the tree roots (ISA, 2013). It was noted that maintenance staff have completed crown raised pruning on many trees. Figure 4 shows two examples of trees that have undergone crown raised pruning and a Colorado blue spruce tree that would benefit from a crown thinning. This is known to improve aeration around the planted trees which discourages fungal outbreaks (e.g., needle-cast fungus outbreaks) and often results in increased longevity of planted trees.



Figure 4. Crown raised pruning (left, center) and tree that could benefit (right) thinning in lower canopy.

RECOMMENDATIONS

LTEL recommends the City of Prince Albert include the following in their urban forestry program: 1. Complete a danger tree survey of the golf course and other heavy-use green spaces/parks within the city boundaries; 2. Continue to complete 1 to 2 comprehensive Dutch elm disease surveys each season (Between June 20 and August 30th); 3. Continue to monitor for other forest health threats in Western Canada (e.g., Emerald ash borer, European elm scale, LDD moth); 4. Consider completing a full tree inventory for all boulevard, green-space and park trees for the entire city; 5. Reduce the amount of maintenance work completed within the

dripline region of the planted trees which will reduce soil compaction and improve root health and reduce damage to the roots and main stem of the trees, and 6. Continue to prune dead, dying and rubbing branches on trees to maintain and improve their health and vigor.

REFERENCES

Bond, J, 2013. Tree Inventories: Best Management Practices (2nd Edition) Martin One Source.

Natural Resources Canada. 2022. Poplar Borer Fact Sheet.
<https://tidcf.nrcan.gc.ca/en/insects/factsheet/991>.

LIST OF APPENDICES

Appendix A – Point data map of Cooke Municipal Golf and Country Club



Appendix B – Tree Inventory Polygon Map Data



Appendix C – Tree Inventory Polygon Data

Polygon #	Species Composition	Forest Health Agents	Area (Hectares)
1	Colorado blue spruce 100%	Good health	0.010
2	Colorado blue spruce 100%	Good health	0.024
3	100% Balsam poplar	Good health	0.007
4	50% Manitoba maple and 50% Siberian elm	Good health some maintenance pruning on elm required	0.07
5	100% white spruce	Good health	0.05
6	50% white spruce 30% Balsam poplar 20% Scots pine	Good health	0.023
7	80% white spruce 20% Colorado blue spruce	Good health	0.02
8	100% white spruce	Good health	0.022
9	white spruce 100%	Good health	0.01
10	white spruce 100%	Good health	0.03
11	100% Manitoba maple	Fair health, 2 trees marked for removal and 1 for pruning	0.04
12	90% Siberian elm 10% balsam poplar	4 poplar marked for removal. Evidence of poplar borer in trees	0.1
13	40% white spruce 40% Balsam poplar 20% mtn ash	Some poplar borer in poplar	0.08
14	50% trembling aspen 25% Manitoba maple maple 25% Balsam poplar	Some poplar borer	0.2

15	40% trembling aspen 25% Manitoba maple, 15% Balsam poplar 10% white spruce 10% other	Poplar borer	3.9
16	35% trembling aspen 25% Balsam poplar 15% white spruce 15% Manitoba maple 5% Siberian elm 5% other	Poplar borer	5.8
17	50% trembling aspen 25% mb 15% Balsam poplar maple 5% white spruce 5% other	Poplar borer	3.7
18	35% trembling aspen 35% Manitoba maple 15% Balsam poplar 10% white spruce 5% other	Poplar borer, Aspen decline	1.5
19	30% trembling aspen 25% balsam poplar 25% Manitoba maple 10% white spruce 5% Colorado blue spruce 5% other	Poplar borer Aspen decline	3.01
20	45% Manitoba maple 30% trembling aspen 15% Balsam poplar 10% other	Poplar borer	0.2
21	35% white spruce 30% Manitoba maple 20% trembling aspen 10% Balsam poplar 5% other	Poplar borer	0.2
Totals			19.0

Appendix D – Hazard and Danger Tree Removal Map





City of
Prince Albert

CORR 23-27

TITLE: Rose Garden Hospice 2023 Property Tax

DATE: April 20, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

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

PRESENTATION: None

ATTACHMENTS:

1. Letter dated March 29, 2023

Written by: Brett Enns, RN, MSN, Executive Director, Rose Garden Hospice



RECEIVED
MAR 29 2023
CITY CLERK
Executive Committee

March 29, 2023

Mayor Greg Dionne
City of Prince Albert
1084 Central Avenue
Prince Albert, Saskatchewan
Canada S6V 7P3

Subject: Rose Garden Hospice 2023 property tax

Dear Mayor Dionne,

Thank you for the opportunity to meet with you on March 27, 2023, to provide an update on the Rose Garden Hospice building progress and the plan for operation.

In follow up, I am writing today to ask that the City of Prince Albert exempt Rose Garden Hospice for the 2023 property tax year. This will allow Rose Garden to continue in negotiating a more permanent solution as a designated Health Care organization with the provincial Ministry of Health and the Saskatchewan Health Authority.

Should you have any questions or need for an update on progress my coordinates are below. I would welcome the opportunity to connect again.

On behalf of the Rose Garden Hospice board of directors and myself I would like to thank you in advance for your time and consideration in this matter.

Sincerely,

**Recommended
Disposition:**

*Refer to Financial
Services for review
and report.*

Brett Enns RN, MSN
Executive Director
Rose Garden Hospice

Email: ennsb@sasktel.net

Website: www.rosegardenhospice.ca

Cc:

File

RGH Board of Directors

Encl:

P.O. Box 2092

Prince Albert, SK

S6V 1E0



CORR 23-25

TITLE: 2023 Education Property Tax Mill Rates

DATE: April 20, 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 dated March 30, 2023

Written by: Don McMorris, Minister of Government Relations, Government of Saskatchewan



Government
of
Saskatchewan
Minister of
Government Relations
Legislative Building
Regina, SK Canada S4S 0B3

RECEIVED
MAR 31 2023
CITY CLERK
Executive Committee

March 30, 2023

To: All Mayors/Reeves and Members of Council

RE: 2023 Education Property Tax Mill Rates

As announced in the March 22, 2023, provincial budget, the education property tax mill rates to be levied with respect to every school division and property class for the 2023 taxation year are as follows:

Agricultural Property	1.42 mills
Residential Property	4.54 mills
Commercial/Industrial Property	6.86 mills
Resource Property	9.88 mills

These rates are subject to formal approval by Order in Council in the coming weeks.

As in past years, municipalities will collect education property taxes and remit the revenue to the province, with the exception of municipalities with separate school divisions that set their own mill rates.

Separate school divisions must inform the Ministry of Education and all municipalities within its boundaries of their 2023 education property tax mill rates by May 1st.

If you require additional information, please contact the Ministry of Government Relations' Property Tax and Assessment unit at ept@gov.sk.ca.

Sincerely,

Don McMorris

Don McMorris
Minister of Government Relations
Minister Responsible for First Nations, Métis and Northern Affairs
Minister Responsible for Provincial Capital Commission

**Recommended
Disposition:**
*Refer to
Financial Services*

RPT 23-165

TITLE: Response to February 2023 Accounts Payable Payments Inquiry

DATE: April 17, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received and filed.

TOPIC & PURPOSE:

To provide details for Vendor No. 332.

PROPOSED APPROACH AND RATIONALE:

At the April 03, 2023 Executive Committee meeting, administration provided Council with RPT 23-134 “February Accounts Payable Payments”, Council made the following Motion 0083:

“That the Financial Services Department forward a report providing details of payables for the following Vendor for consideration by members of Council at an upcoming meeting”

The following are the details of a payment made in the month of February 2023 in response to the Council Motion.

No.	Vendor Name	From 2/1/2023 to 2/28/2023	From Start of Year to 2/28/2023	Purpose of Payment
332	Spotify	\$11.09	\$22.18	Monthly Subscription Fee for membership at EA Rawlinson Centre For The Arts.

PUBLIC NOTICE:

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

Written by: Tejinder Khatri, Asset Manager

Approved by: Director of Financial Services and City Manager



RPT 23-171

TITLE: March 2023 Accounts Payable Payments

DATE: April 20, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

PUBLIC NOTICE:

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

ATTACHMENTS:

1. March 2023 Accounts Payable Payments

Written by: Tejinder Khatri, Asset Manager

Approved by: Director of Financial Services and City Manager

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
1	Graham Construction and Engineering LP	\$4,310,903.69	\$6,575,722.14
2	Municipal Employees Pension Plan	\$696,753.36	\$1,972,179.44
3	Saskatchewan Workers Compensation Board	\$493,443.63	\$493,443.63
4	The City Of Prince Albert Public Library Board	\$375,658.34	\$563,487.51
5	SaskPower	\$277,416.63	\$823,988.61
6	Saskatchewan Public Safety Agency	\$253,325.00	\$333,316.76
7	Versaterm Public Safety Inc	\$212,773.68	\$212,773.68
8	Bank of Montreal - Mastercard	\$180,546.13	\$682,637.88
9	Sask Rivers School Div #119	\$152,549.33	\$152,549.33
10	PA Separate School Board	\$119,876.34	\$500,158.25
11	FirstCanada ULC	\$119,690.63	\$381,770.56
12	Federated Co-Operatives Ltd.	\$109,081.74	\$374,409.74
13	Sask Energy Inc.	\$108,993.70	\$335,874.10
14	Community Service Centre	\$106,773.50	\$160,810.25
15	Sask Housing Corporation	\$104,360.09	\$104,360.09
16	Novus Law Group	\$104,222.32	\$147,347.14
17	Aebi Schmidt Canada Inc.	\$84,671.91	\$84,671.91
18	SPCA	\$65,706.66	\$92,314.90
19	Cornerstone Insurance	\$49,025.00	\$920,601.03
20	Group2 Architechtue Engineering Inc	\$41,307.89	\$129,304.55
21	FirstDATA Consulting LLC	\$40,876.08	\$40,876.08
22	Darcy's Golf Shop Ltd.	\$37,184.57	\$42,986.39
23	NCSWM Corporation	\$35,525.00	\$35,525.00
24	Klearwater Equip & Technologies	\$34,157.95	\$69,639.55
25	Canadian Recreation Solutions Inc.	\$29,773.67	\$29,773.67
26	Sysco Food Services	\$29,438.24	\$61,620.80
27	Badger Meter	\$28,791.00	\$28,791.00
28	Softchoice Corporation	\$26,223.27	\$43,185.09
29	Mann Art Gallery	\$25,000.00	\$25,000.00
30	Prince Albert Police Association	\$24,854.60	\$47,959.26
31	AECOM Canada Ltd.	\$22,775.43	\$96,601.46
32	SaskTel	\$21,693.73	\$55,586.38
33	Moon Coin Productions	\$21,462.62	\$21,462.62
34	Compass Municipal Services Inc.	\$21,417.80	\$21,417.80
35	Can Union of Public Employees Assoc Local 160	\$18,937.65	\$44,012.66
36	Prince Albert Historical Society	\$17,770.00	\$17,770.00
37	Xylem Canada Company	\$17,218.73	\$21,737.76
38	SaskTel CMR	\$16,605.47	\$36,067.98
39	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$16,442.97	\$53,876.66
40	Brenntag Canada Inc	\$16,121.70	\$24,182.55
41	CentralSquare Canada Software Inc.	\$15,384.09	\$22,307.91
42	Prince Albert Policemen's Association	\$15,172.90	\$45,377.68
43	Delco Automation Inc.	\$14,635.35	\$96,376.18
44	D.F.G. Management Ltd.	\$13,700.78	\$14,078.93
45	West Flat Citizens Group Inc.	\$13,250.00	\$17,580.00
46	Canadian Police College	\$12,550.27	\$19,415.27

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
47	DMM Energy	\$12,241.57	\$59,182.02
48	Asiil Enterprises Ltd.	\$12,195.44	\$24,459.35
49	Prince Albert Grand Council	\$12,000.00	\$12,000.00
50	Prince Albert Mobile Crisis Unit	\$10,900.00	\$10,900.00
51	Prince Albert Golf & Curling Club	\$10,833.34	\$16,250.01
52	Prince Albert Beverages	\$10,778.58	\$19,062.34
53	Kleen-Bee (P.A.)	\$10,716.92	\$31,654.44
54	Prince Albert Firefighter's Association Local 510	\$10,608.98	\$30,613.90
55	Imprivata	\$10,567.62	\$10,567.62
56	M D Charlton Co. Ltd.	\$10,337.57	\$95,651.74
57	Thorpe Industries Ltd	\$9,944.53	\$10,555.03
58	Nordale Community Club	\$9,734.12	\$13,407.12
59	GL Mobile Communications	\$9,653.31	\$55,923.20
60	Finning International Inc.	\$9,104.55	\$24,915.20
61	Prince Albert Winter Festival	\$8,977.60	\$8,977.60
62	BMR Mfg Inc	\$8,900.85	\$8,900.85
63	Nicola Sherwin- Roller M.A.,C.C.C.	\$8,638.76	\$25,692.48
64	Auto Rescue Towing	\$8,560.87	\$31,446.34
65	Rampart International Corp	\$8,488.73	\$29,931.62
66	Dee-Jacks Custom Metal and Welding	\$8,428.84	\$9,035.13
67	Pete's Mobile Mechanical Service	\$8,058.60	\$8,058.60
68	Acklands Ltd.	\$8,019.98	\$23,939.09
69	49 North Lubricants	\$8,004.20	\$8,004.20
70	RKX Craftwood Service	\$7,949.27	\$7,949.27
71	Certified Laboratories	\$7,789.98	\$12,098.61
72	Mikkelsen-Coward & Co Ltd.	\$7,610.21	\$9,567.82
73	Arctic Refrigeration Inc.	\$7,589.99	\$18,317.89
74	Knotty Pine Bistro	\$7,400.00	\$11,100.00
75	Setcan	\$7,083.30	\$7,083.30
76	Dresswell Dry Cleaners (2013) Ltd	\$6,831.50	\$12,892.11
77	Can Union of Public Employees Assoc Local 882	\$6,816.04	\$19,765.03
78	CRL Engineering Ltd.	\$6,714.17	\$13,074.47
79	Complete Distribution Services	\$6,593.43	\$13,277.70
80	The Treadmill Factory	\$6,488.53	\$6,488.53
81	Thor Security Ltd.	\$6,375.84	\$7,340.43
82	Sask Research Council	\$6,360.38	\$6,360.38
83	Richard Pytlak	\$6,317.00	\$19,248.50
84	Innovation, Science and Economic Development Canada	\$6,257.50	\$6,257.50
85	101290873 Saskatchewan Ltd. (Nathan Stregger-ski hill contractor)	\$6,250.00	\$19,150.00
86	PA Arts Board	\$6,250.00	\$6,250.00
87	Raymax Equipment Sales Ltd.	\$5,635.68	\$5,635.68
88	Lake Country Co-operative Ltd.	\$5,630.71	\$8,369.26
89	HBI Brennan Office Plus Inc.	\$5,613.98	\$27,620.83
90	Ruszkowski Enterprises Ltd	\$5,600.71	\$7,443.46
91	Site One Landscape Supplies	\$5,418.69	\$5,418.69
92	First General Services (PA) Ltd.	\$5,410.21	\$13,057.89

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
93	Paradigm Software	\$5,322.41	\$5,322.41
94	Stantec Consulting Ltd.	\$5,317.73	\$17,936.63
95	UniTech Office Solutions, Ltd.	\$5,180.96	\$11,605.46
96	Express It More Promotional Products	\$5,136.25	\$5,136.25
97	Superior Truck Equipment Inc./North America	\$5,125.26	\$5,935.30
98	Thomas Crier	\$5,000.00	\$5,000.00
99	Paradise Pools (Commercial) Inc.	\$4,915.89	\$4,915.89
100	Remco Memorials Ltd.	\$4,678.65	\$4,678.65
101	Capstone Community Marketing	\$4,624.98	\$9,594.96
102	P A Fast Print Inc.	\$4,389.93	\$8,926.37
103	Superior Propane Ltd	\$4,388.49	\$9,303.38
104	PR Septic Services 1997 Ltd.	\$4,279.00	\$11,079.09
105	NSC Minerals Ltd.	\$4,262.52	\$19,332.59
106	Latent Forensic Services Inc.	\$4,252.50	\$4,564.90
107	University of Regina	\$4,160.00	\$8,404.84
108	Econolite Canada Inc.	\$4,072.59	\$4,072.59
109	Aqua Data Atlantic	\$4,034.85	\$4,034.85
110	Sask Urban Municipalities Assoc (SUMA)	\$4,032.00	\$34,051.90
111	Nicole Sawchuk In Trust	\$3,950.00	\$3,950.00
112	TK Elevator (Canada) Ltd.	\$3,914.02	\$6,194.34
113	Arts Touring Alliance of Alberta	\$3,875.55	\$3,875.55
114	Harlan Fairbanks	\$3,712.64	\$11,620.20
115	CTOMS	\$3,663.16	\$3,663.16
116	Crescent Heights Community Club	\$3,619.00	\$3,619.00
117	Purolator Courier Ltd.	\$3,510.47	\$8,683.61
118	Eda Environmental Ltd.	\$3,437.26	\$4,593.62
119	Flocor	\$3,403.43	\$4,654.49
120	Greenland Waste Disposal Ltd.	\$3,394.94	\$12,307.04
121	Marcy Friesen	\$3,394.75	\$3,394.75
122	Prairie Meats	\$3,257.54	\$7,473.18
123	U13 B Eagles	\$3,200.00	\$5,400.00
124	Vallen Canada Inc.	\$3,130.96	\$3,130.96
125	East End Community Club	\$3,042.51	\$6,411.51
126	Napa Auto Parts	\$3,040.13	\$10,756.43
127	Prince Albert Chamber of Commerce	\$3,032.40	\$9,234.75
128	Impact Mechanical Service Ltd.	\$2,859.92	\$16,480.58
129	Gregg Distributors	\$2,790.32	\$7,139.35
130	Full Line Electric and General Contracting	\$2,741.70	\$6,486.15
131	Prince Albert District Planning Commission	\$2,710.00	\$2,710.00
132	Technical Safety Authority of Saskatchewan	\$2,655.00	\$2,890.00
133	Prince Albert Shopper	\$2,625.00	\$3,116.40
134	Pro-Tech Alarm System Services	\$2,593.40	\$2,593.40
135	WSP E & I Canada Ltd.	\$2,592.51	\$2,592.51
136	Coronet Hotel	\$2,526.68	\$3,692.84
137	Van Houtte Coffee Services Inc	\$2,512.09	\$7,674.39
138	My Place Catering	\$2,443.24	\$5,706.00

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
139	Weber Supply Distributors	\$2,428.25	\$2,428.25
140	Avison Young ITF 1540709 Ontario Limited	\$2,405.04	\$3,607.56
141	The Slokan Ramblers Ltd.	\$2,337.50	\$2,337.50
142	DC Strategic Management	\$2,264.06	\$2,264.06
143	Canadian Association of Chiefs of Police	\$2,254.35	\$2,254.35
144	Canadian Imperial Bank of Commerce	\$2,239.00	\$7,164.80
145	Shellbrook Home Hardware	\$2,237.76	\$2,237.76
146	Beth Gobeil	\$2,184.49	\$2,534.49
147	Vipond Inc.	\$2,149.74	\$2,149.74
148	Tetra Tech Canada Inc	\$2,120.02	\$9,870.74
149	West Hill Community Club	\$2,068.93	\$5,398.93
150	Westjet	\$2,052.13	\$2,746.44
151	Bold Dance Productions	\$2,050.65	\$2,050.65
152	Prince Albert Festival of Dance	\$2,000.00	\$2,000.00
153	Carlton Park Community Club	\$1,994.01	\$11,669.01
154	Eric Cline	\$1,991.45	\$1,991.45
155	Adrian Vermette	\$1,956.81	\$2,619.84
156	ATS Traffic Ltd	\$1,909.20	\$1,909.20
157	Uline Canada Corporation	\$1,821.41	\$6,097.19
158	626963 Saskatchewan Ltd. (Portable Bore Welding & Line Boring)	\$1,800.98	\$1,800.98
159	Overhead Door of Prince Albert Ltd.	\$1,756.58	\$3,313.86
160	Konica Minolta Business Solutions Canada Ltd.	\$1,722.53	\$22,566.09
161	Jesse Campbell	\$1,668.73	\$3,118.73
162	Folio Jumpline Publishing Inc.	\$1,627.50	\$4,319.74
163	Aspen Films	\$1,618.38	\$7,588.52
164	Canadian Linen and Uniform Service	\$1,535.92	\$3,647.57
165	Christopherson's Industrial Supplies	\$1,525.97	\$7,046.66
166	Canoe Procurement Group of Canada	\$1,493.24	\$29,851.49
167	Tash's Flooring Outlet/Window Coverings	\$1,470.10	\$2,203.45
168	Clear Tech Industries Inc.	\$1,463.11	\$7,964.71
169	Absolute Fire Protection	\$1,431.90	\$1,431.90
170	Nicole A Sawchuk Barrister and Solicitor	\$1,424.02	\$7,282.64
171	Kushal P. Dave	\$1,400.00	\$2,520.00
172	ClaimsPro Inc.	\$1,400.00	\$2,240.00
173	Tenco Inc	\$1,378.09	\$1,378.09
174	CTV Television Inc.	\$1,375.50	\$3,543.75
175	DMC Cleaning Inc	\$1,257.64	\$1,886.46
176	Currentware Inc	\$1,257.48	\$1,257.48
177	Lloyd Libke Law Enforcement Sales Inc.	\$1,238.99	\$1,238.99
178	Dmyterko Enterprises Ltd.	\$1,205.40	\$2,422.35
179	U11 C Wolves	\$1,200.00	\$1,650.00
180	Prince Albert Photocopier Ltd.	\$1,193.25	\$2,709.51
181	Trans-Care Rescue Ltd	\$1,179.86	\$2,516.50
182	A1 Locksmithing	\$1,144.41	\$4,554.33
183	Commercial Truck Equipment Corp	\$1,126.07	\$1,832.67
184	Gordon Hood	\$1,125.00	\$1,125.00

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
185	City Hall Social Club	\$1,119.50	\$1,519.50
186	Lite-Way Electric Ltd.	\$1,118.66	\$20,041.94
187	P.A. Auto Body (1983) Ltd.	\$1,051.61	\$1,051.61
188	CDW Canada Inc	\$1,039.36	\$6,643.00
189	Shred-it International ULC	\$1,018.60	\$3,137.96
190	Event Pro Software	\$993.93	\$993.93
191	Action Printing Company Ltd.	\$980.13	\$35,422.72
192	Lindsay Urquhart	\$969.49	\$1,344.71
193	Source For Sports	\$961.95	\$9,050.80
194	Tyrone Enterprises Inc	\$960.75	\$3,123.75
195	GardaWorld Cash Services Canada Corp	\$937.23	\$3,291.71
196	Thorpe Bros. Ltd.	\$924.82	\$20,564.58
197	A2Z Safety & Training Ltd.	\$915.75	\$2,748.00
198	Oak Creek Golf & Turf Inc.	\$910.88	\$2,481.58
199	Vermeer Canada Inc.	\$902.94	\$902.94
200	Williams Scotsman Canada	\$894.66	\$2,683.98
201	The Clean Team	\$888.00	\$888.00
202	Old Dutch Foods Ltd.	\$880.62	\$2,616.90
203	E.B. Horsman & Son	\$864.46	\$864.46
204	Lisa Larocque	\$803.25	\$803.25
205	Fire Fighters Entertainment Fund	\$795.00	\$2,295.00
206	Adcom Solutions	\$778.67	\$1,083.92
207	Jump.ca	\$765.98	\$2,913.58
208	Honda Canada Finance Inc	\$725.98	\$2,177.94
209	Pattison Media Ltd	\$714.00	\$1,238.79
210	Sutherland Automotive	\$704.21	\$8,745.98
211	Locke Electric	\$699.30	\$1,270.96
212	Triple R Contracting Ltd	\$693.00	\$693.00
213	Canada Bread Co Ltd	\$679.60	\$1,394.66
214	Jay's Transportation Group Ltd.	\$675.03	\$2,295.86
215	Lifesaving Society - SK Branch	\$664.16	\$1,806.87
216	Teri Crain	\$656.00	\$656.00
217	B & P Water Shop Inc	\$651.00	\$1,850.00
218	Lexcom Systems Group Inc.	\$624.38	\$901.88
219	Shaw Cable	\$622.07	\$1,904.97
220	Raylene Melnyk	\$615.07	\$855.07
221	Cut Casual Steak & Tap	\$614.64	\$614.64
222	Prince Albert Alarm Systems Ltd	\$610.50	\$610.50
223	WestVac Industrial Ltd	\$609.23	\$1,202.39
224	CGI Information Systems & Mgt Consultants Inc	\$601.25	\$1,803.75
225	Regional Community Airports of Canada	\$600.00	\$600.00
226	Evolution AV Ltd.	\$582.75	\$582.75
227	Gordon Stewart	\$567.11	\$567.11
228	Super 8 Motel	\$550.00	\$2,488.46
229	Clark's Supply & Service Ltd.	\$547.37	\$14,349.15
230	Clear View Glass Ltd.	\$544.64	\$1,285.39

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
231	Tree Pottery Supply Ltd	\$537.44	\$944.52
232	Lucky Bastard Distillers	\$528.00	\$528.00
233	Saskatchewan Liquor & Gaming Authority	\$525.00	\$525.00
234	P A Express Ltd.	\$524.06	\$1,087.96
235	Bell Canada	\$520.41	\$553.23
236	911 Supply	\$515.57	\$515.57
237	Maxim Transportation Services Inc.	\$515.30	\$5,047.72
238	Gloria Bell	\$510.00	\$1,540.00
239	Saskatchewan Digital Forensics Services	\$500.00	\$1,250.00
240	Ethan Ostafichuk	\$500.00	\$700.00
241	JonLao Photography & Graphic Design	\$500.00	\$500.00
242	Repair Cafe	\$500.00	\$500.00
243	Gabrielle Giroux	\$499.50	\$1,165.50
244	Erlo Pederson	\$495.34	\$495.34
245	Motion Industries Canada Inc.	\$488.59	\$488.59
246	Alamanda Communications Inc.	\$484.38	\$2,492.96
247	Lannie Mogleston	\$480.00	\$1,360.00
248	Toshiba Business Solutions	\$473.27	\$1,621.28
249	Darcy Dubuque	\$472.50	\$472.50
250	Greg Pilon (Lucien)	\$462.32	\$1,009.82
251	Cindy Gallegos	\$450.00	\$1,490.00
252	Reed Security Group	\$448.14	\$1,369.53
253	Joel Jimenez	\$421.80	\$421.80
254	Wayne Kleemola	\$421.80	\$421.80
255	Carrie Martel	\$408.98	\$408.98
256	Mathew Lypchuk	\$406.15	\$406.15
257	RCMP	\$400.00	\$1,550.00
258	Ron Polowski	\$399.60	\$399.60
259	Saskatchewan Building Officials Association	\$384.00	\$684.00
260	Francis & Michelle Delurey	\$365.59	\$365.59
261	Glenmor Equipment LP	\$358.02	\$81,740.56
262	Lyndon J Linklater	\$350.00	\$350.00
263	Zirkia Grobler	\$345.00	\$1,195.00
264	Practica Ltd	\$342.32	\$342.32
265	Loraas Disposal North Ltd	\$340.69	\$673.94
266	Colby Lavigne	\$323.92	\$560.17
267	Information Services Corporation	\$316.78	\$8,260.14
268	Facebook Inc.	\$300.00	\$1,677.07
269	Pamela Nelson	\$300.00	\$300.00
270	Mega Tech	\$296.12	\$296.12
271	Amazon.ca	\$286.29	\$6,201.55
272	Adeline Gunnarson	\$281.00	\$281.00
273	Prince Albert Construction Association	\$279.72	\$279.72
274	Cherry Insurance	\$277.50	\$832.50
275	Aquifer Group of Companies	\$275.59	\$19,708.14
276	West Hill Medical Clinic	\$260.00	\$560.00

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
277	The Sign Shack	\$245.93	\$245.93
278	Accra Lock & Safe Co. Ltd.	\$241.98	\$2,174.81
279	Shelly Bird	\$240.00	\$510.00
280	Murrays Appliance Service	\$237.54	\$1,187.15
281	Spectrum Sound Systems	\$236.25	\$446.25
282	Lambert Distributing Inc.	\$229.09	\$229.09
283	MSC Industrial Supply ULC	\$227.10	\$3,953.08
284	Lawson Products Inc	\$225.66	\$301.12
285	Anisha Gillespe	\$225.00	\$225.00
286	Google	\$219.72	\$913.30
287	Kerri MacLeod	\$210.00	\$590.00
288	Joesoftware Inc.	\$210.00	\$525.00
289	Todd Antaya	\$210.00	\$367.50
290	Belinda Bratvold	\$210.00	\$210.00
291	Jordan Gabriel-Cannon	\$195.00	\$429.00
292	IFIDS	\$187.17	\$561.51
293	East Hill Esso	\$185.72	\$244.02
294	Dana Ismail	\$180.00	\$480.00
295	United Rentals of Canada Inc	\$172.38	\$2,363.56
296	Redhead Equipment Ltd.	\$169.72	\$16,438.75
297	ALSCO Canada Corp - Saskatoon	\$169.41	\$395.29
298	Manitoulin Transport Inc.	\$161.56	\$1,179.13
299	P A Janitorial Services 1983	\$159.84	\$479.52
300	International Association of Airport Executive Canada	\$157.50	\$1,059.45
301	101270529 Saskatchewan Ltd.c/o Winmar	\$153.00	\$153.00
302	Percy H. Davis Limited	\$152.23	\$356.66
303	Shelly Linger	\$150.00	\$285.00
304	NexGen Mechanical Inc.	\$144.30	\$382.95
305	Sigma Safety Corp.	\$140.92	\$259.49
306	Halliday's Trucking	\$138.20	\$3,574.33
307	Prinoth Ltd.	\$137.64	\$137.64
308	Suzanne Stubbs	\$135.00	\$1,000.00
309	Sask Auto Fund	\$134.00	\$134.00
310	Michael/Karen Klein	\$129.75	\$259.50
311	Wholesale Club	\$118.78	\$438.44
312	Morgan Burns	\$117.00	\$195.00
313	Prince Albert Rent A Car	\$111.00	\$408.76
314	Rona Inc. - Prince Albert	\$110.19	\$3,179.44
315	Neuman Thompson	\$107.10	\$159.58
316	Kayanna Rae Wirtz	\$105.00	\$210.00
317	Success Office Systems Inc	\$101.90	\$313.16
318	Virginia German	\$101.40	\$202.98
319	Infosat Communications Inc.	\$100.76	\$302.28
320	National Hotel	\$100.00	\$100.00
321	Entandem Inc	\$94.50	\$9,300.16
322	Lake Land Towing	\$84.00	\$189.00

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
323	Prince Albert Dance Company	\$80.37	\$80.37
324	Canadian Police Chaplain Association	\$75.00	\$75.00
325	Secur Tek	\$74.38	\$184.84
326	Fastenal	\$66.23	\$3,368.71
327	Dollarama	\$64.94	\$389.80
328	Concept 3 Business Interiors	\$64.64	\$9,693.93
329	Greg Siegel	\$59.44	\$701.32
330	Windsor Plywood	\$57.68	\$1,692.38
331	Gas Plus Station	\$55.18	\$55.18
332	Farmtronics Ltd.	\$52.24	\$395.64
333	Darrin Bergstrom	\$52.20	\$204.39
334	Perry Hulowski	\$50.70	\$202.98
335	Martin Kiffiak	\$50.00	\$50.00
336	Frontier Supply Chain Solutions	\$42.44	\$42.44
337	Grace Vedress	\$39.00	\$234.00
338	Tim Hortons	\$38.62	\$475.54
339	PyroCom Fire and Safety Equipment	\$37.80	\$601.83
340	Cydnee Sparrow	\$35.00	\$115.45
341	BDI Canada Inc.	\$29.83	\$2,093.33
342	Princess Auto	\$25.49	\$3,418.42
343	Jean Laurent Fournier	\$25.00	\$25.00
344	Melissa Isbister	\$25.00	\$25.00
345	South Hill Medical Practice	\$25.00	\$25.00
346	SMTP2GO. Com	\$23.42	\$46.36
347	Samson Cook	\$22.50	\$22.50
348	Peavey Mart	\$20.27	\$790.64
349	Canada Post Corporation	\$17.36	\$17.36
350	Brandt Tractor Ltd.	\$11.50	\$8,508.15
351	North Star Trophies & Screen Printing	\$11.10	\$3,879.80
352	Spotify	\$11.09	\$33.27
353	Shell Canada	\$8.20	\$44.20
354	Zoho Canada Corporation		\$9,053.47
355	B & B Construction Group Inc.		\$481,986.57
356	Inland Kenworth Partnership		\$257,653.68
357	Mocon Construction Ltd		\$191,898.47
358	Wheatland Builders & Concrete Ltd.		\$145,353.74
359	Carlton Trail Railway Company		\$93,962.72
360	Anderson Motors Ltd.		\$53,434.57
361	Aqua-Aerobic Systems, Inc.		\$44,362.50
362	E.T. Flooring Canada		\$39,307.96
363	RNF Ventures Ltd.		\$38,388.56
364	Info Tech Research Group		\$31,185.00
365	GV Audio Inc.		\$29,901.67
366	ESRI Canada		\$27,364.59
367	United Chemical Limited		\$26,968.30
368	MNP LLP		\$26,737.50

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
369	2022 Canadian Mixed Curling Championship		\$25,200.00
370	PerfectMind Inc.		\$22,050.00
371	Pictometry Intelligence Images		\$21,367.28
372	SRNet Inc.		\$18,900.00
373	B A Robinson Co. Ltd.		\$18,578.83
374	Organization of Saskatchewan Arts Councils		\$17,587.50
375	Mr Plumber		\$17,566.19
376	Metalman Art & Design		\$15,067.28
377	Earthworks Equipment		\$14,271.73
378	Concord Theatricals		\$14,100.59
379	Fer-Marc Equipment Ltd.		\$14,033.63
380	DMA Building Services Ltd.		\$13,025.13
381	Ticket Tracer Corporation		\$12,855.15
382	First Student Canada		\$12,396.00
383	Clip & Trim Tree Service & Yard Maintenance		\$12,127.50
384	101100203 Saskatchewan Ltd.o/a TLS Lawn		\$11,592.01
385	Kal Tire Ltd.		\$11,353.81
386	Tip Top Decorators Ltd		\$11,011.20
387	Superion LLC, a CentralSquare Company		\$10,618.73
388	Robertson Stromberg Pedersen LLP		\$9,956.58
389	Jake Vaadeland		\$9,826.51
390	Highline Electric P.A. Ltd		\$9,615.38
391	Puetz Enterprises Ltd.		\$9,550.68
392	Fountain Tire Prince Albert Ltd		\$9,135.37
393	Madsen Fence Ltd.		\$9,085.25
394	Willms Engineering Ltd.		\$8,720.38
395	Power and Mine Supply		\$8,311.68
396	Veolia Water Solutions Canada		\$8,278.06
397	Madikale Touring Inc.		\$7,975.00
398	GHD Digital (Canada) Ltd		\$7,938.00
399	Federation of Canadian Municipalities		\$7,933.73
400	Big Drum Media		\$7,827.28
401	Greenwave Innovations		\$7,770.00
402	Early's Farm & Garden Centre		\$7,692.30
403	WD Industrial Group		\$7,629.30
404	OK Tire & Auto Service		\$7,598.72
405	Saskatchewan Association of Chiefs of Police		\$7,500.00
406	Applied Industrial Technologies		\$7,441.51
407	Cheesecake Burlesque Revue		\$7,281.00
408	Invictus Entertainment Group Inc.		\$7,250.00
409	Edmonton Pops Orchestra Society		\$7,172.10
410	R.S. Management Services Inc.		\$6,438.00
411	Avia NG Inc.		\$6,243.31
412	Air Canada		\$6,130.09
413	Buckland Fire & Rescue		\$6,000.00
414	Canadian BDX Inc.		\$5,997.60

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
415	VendorPanel Pty Ltd		\$5,948.80
416	Prince Albert Female Hockey Tournament		\$5,940.00
417	Aaction Transmission Ltd.		\$5,919.34
418	Falcon Equipment Ltd.		\$5,829.46
419	Eecol Electric (Sask) Ltd.		\$5,694.59
420	Emsco Equipment Maintenance & Supply Co.		\$5,494.67
421	Snap on Tools		\$5,469.19
422	Share		\$5,370.20
423	Wainbee Ltd		\$5,321.74
424	Traffic Logix Inc		\$5,151.30
425	Comairco Equipment Ltd.		\$5,002.50
426	Windows Beautiful By Cheryl		\$4,846.26
427	Randy Hurd		\$4,809.63
428	Frontline Outfitters Ltd		\$4,785.38
429	Peerless Engineering Sales Ltd.		\$4,696.76
430	Inductive Automation		\$4,465.63
431	Econo-Chem		\$4,329.00
432	Shananigans Coffee & Desert Bar		\$4,316.93
433	The Bolt Supply House Ltd		\$4,094.72
434	Riverside Public School		\$4,000.00
435	Prince Albert Child Care Co-operative		\$3,976.72
436	Municipal Information Systems Assoc. Prairies Chapter		\$3,954.82
437	Gray's Funeral Chapel Ltd./Arbor Memorial Inc.		\$3,879.75
438	Equinox Industries Ltd		\$3,805.25
439	Crescent Acres Community Club		\$3,768.00
440	Western Imperial Magnetics LTD.		\$3,747.63
441	Rotork Controls Canada Ltd		\$3,641.94
442	Gallus Golf LLC		\$3,512.85
443	National Process Equipment Pumps & Compressors		\$3,434.70
444	Michelle Truman		\$3,300.00
445	Canadian Tire		\$3,249.61
446	Rideau Recognition Solutions Inc.		\$3,246.75
447	Cludo Inc		\$3,208.80
448	JJ MacKay Canada Ltd		\$3,195.80
449	Ben's Auto Glass		\$3,038.90
450	Townfolio Inc o/a Munisight Ltd.		\$2,997.00
451	Xtreme Wear Parts Inc		\$2,971.50
452	Arts Management Systems		\$2,934.75
453	T-R Spring & Align Ltd.		\$2,743.91
454	Stokes International		\$2,672.25
455	Extreme Technology		\$2,653.18
456	Hach Sales & Service Canada Ltd		\$2,616.39
457	FLSmith USA, Inc - Tuscon Operations		\$2,506.17
458	Water Blast Manufacturing LP		\$2,495.55
459	ALS Environmental		\$2,361.24
460	WFR Wholesale Fire & Rescue		\$2,361.08

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
461	SOS Electrical Ltd.		\$2,354.18
462	Rempel Engineering & Management Ltd.		\$2,349.60
463	Paulsen & Son Excavating Ltd.		\$2,286.38
464	Lenovo Canada Inc.		\$2,270.40
465	TNT Work & Rescue Inc		\$2,245.89
466	LJ Kimbley		\$2,200.00
467	U11 B Knights		\$2,200.00
468	Ecco Heating Products Ltd.		\$2,195.93
469	Saskatchewan Safety Council		\$2,170.00
470	National Fire Codes		\$2,135.38
471	Frontline Truck & Trailer		\$2,121.71
472	Trisha Ermine-Umpherville		\$2,118.00
473	Davtech Analytical Services (Canada) Inc.		\$2,100.73
474	Institute of Transportation Engineers		\$2,001.59
475	Transportation Association of Canada		\$2,001.30
476	U13 A Moose		\$2,000.00
477	U9 B Rangers		\$2,000.00
478	Source Office Furnishings		\$1,992.36
479	Zogics		\$1,969.18
480	ABC Fire & Safety Equipment		\$1,951.38
481	Blue Moose Media Inc		\$1,915.65
482	Urban Tactical (Winnipeg) Ltd.		\$1,875.99
483	BIOMED Recovery & Disposal		\$1,809.43
484	Special Olympics Saskatchewan		\$1,800.00
485	U15 Cyclones		\$1,800.00
486	AED Advantage		\$1,788.18
487	Tradewind Scientific Ltd		\$1,741.95
488	Flaman Sales & Rentals Prince Albert		\$1,720.00
489	Dell Canada Inc		\$1,706.25
490	P A Battery & Truck Accessories		\$1,703.82
491	Levitt Safety Limited		\$1,690.92
492	Halcro Metals Inc.		\$1,628.33
493	101004487 Sask Ltd HVAC Service		\$1,626.15
494	Darcy Myers		\$1,623.43
495	ADB Safegate Canada Inc		\$1,623.30
496	Jaguar Media Inc.		\$1,617.00
497	Chartered Professionals in Human Resources		\$1,575.00
498	Saskatchewan Assessment Appraisers Association		\$1,575.00
499	Wounded Warriors Magazine		\$1,548.75
500	St. Johns Ambulance		\$1,523.66
501	PA Markit Signs Ltd.		\$1,481.30
502	Troy Life & Fire Safety Ltd		\$1,438.50
503	Econo Lumber		\$1,434.50
504	Rogue Fitness		\$1,434.12
505	Costco.ca		\$1,416.98
506	Saskatchewan Professional Planners Institute		\$1,404.12

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
507	P A Minor Baseball Association		\$1,400.00
508	U9 C Bruins		\$1,400.00
509	Lakeland Ford Sales (2009) Ltd.		\$1,387.38
510	Saunders Electric Ltd.		\$1,365.17
511	Stockyards (Prince Albert) Limited Partnership		\$1,358.01
512	Fox Signs		\$1,334.70
513	Intuiface		\$1,302.00
514	U9 A Leafs		\$1,300.00
515	PA Paw Print Inn		\$1,288.13
516	Carverhill Counselling & Consulting Ltd.		\$1,250.00
517	Cansel		\$1,204.63
518	Ecole St. Mary High School		\$1,200.00
519	U11 A Hawks		\$1,200.00
520	Shoppers Drug Mart a/o 102141239 Sask Ltd.		\$1,161.13
521	Athens Technical Specialists Inc.		\$1,158.84
522	Fraser Spafford Ricci Art & Archival Conservation Inc.		\$1,155.00
523	Fairmont Hotels		\$1,140.44
524	Christie Lites Sales		\$1,129.53
525	Caseware International Inc.		\$1,128.75
526	Sign Universe		\$1,087.80
527	Marsollier Petroleum		\$1,078.59
528	Total Service & Contracting Ltd.		\$1,056.72
529	Caster Town		\$1,042.85
530	Fresh Air Experience		\$1,028.97
531	Audry Neubuhr		\$999.18
532	Scentiments Floral Ltd.		\$999.12
533	Construction Fasteners & Tools Ltd		\$995.72
534	TBS Collision & Auto Glass Ltd.		\$982.99
535	McDougall Auctioneers Ltd.		\$982.67
536	Kathy McMullin		\$965.01
537	Millsap Fuel Distributors		\$946.27
538	Petticoat Creek Press Inc.		\$945.00
539	Rod's Decorating Centre Ltd.		\$941.00
540	Sylvia Chave		\$937.50
541	Wal-Mart Canada Corp.		\$931.35
542	Sherwin Williams		\$910.25
543	Benjamin Schulz		\$908.91
544	Delta Hotels		\$902.07
545	Comprehensive Chemical & Water Treatment Inc.		\$901.44
546	Westburne		\$895.70
547	Philip Cobb		\$895.00
548	California State University		\$886.01
549	OTIS Canada Inc		\$868.53
550	Twilight Framing & Gallery		\$848.04
551	Staples		\$839.23
552	Mac Tools		\$838.00

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
553	Army Navy & Airforce Vets		\$827.88
554	Kinsmen Senior Heritage Centre		\$827.88
555	PA Legion		\$827.88
556	Best Buy		\$825.45
557	JamFam Apparel and Designs		\$816.00
558	ISA - Prairie Chapter		\$807.61
559	Wanuskewin Heritage Park Auth.		\$784.50
560	Wachs Canada Ltd		\$782.46
561	Ranjitt Mann		\$782.19
562	Truck Outfitters Prince Albert Inc.		\$773.41
563	Government Finance Officers Association		\$764.54
564	Challenges Unlimited Inc.		\$752.97
565	Vince Herzog		\$750.00
566	Allison Matchap		\$750.00
567	Operator Certification Board		\$750.00
568	Suntech Systems Ltd.		\$742.71
569	Don's Photo Shop		\$735.93
570	Michael's Store		\$727.05
571	Doty Belt		\$724.57
572	PAYPAL		\$712.30
573	WPY Insight Training		\$700.34
574	Bell Mobility Inc.		\$673.94
575	306 Tactical		\$672.84
576	Town of Rosthern		\$666.66
577	Town of Duck Lake		\$666.66
578	Town of Shellbrook		\$666.66
579	Linkedin		\$665.87
580	Elizabeth M. Settee		\$663.50
581	Northern Elite Firearm		\$654.86
582	Steve's Auto Electric		\$650.28
583	VWR International Co		\$642.31
584	Canadian Association of Fire Chiefs		\$640.50
585	Gerald Fillmore		\$634.00
586	Johnston Group		\$630.00
587	Vermette Wood Preservers Ltd.		\$630.00
588	Ministry of Social Services		\$626.88
589	CPKN Network Inc.		\$619.50
590	Mann-Northway AutoSource		\$610.13
591	Cherrie Vermette		\$609.48
592	OGP Enterprises Inc		\$607.95
593	Air Liquide		\$600.51
594	Skye Brandon		\$600.00
595	Eco Management Services Inc		\$590.86
596	Campbell Printing Ltd.		\$586.09
597	Tanya Sinclair		\$577.50
598	Mr J's Maintenance Ltd.		\$577.20

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
599	Prince Albert Raiders Hockey Club Inc.		\$570.00
600	Nora Vedress		\$563.50
601	Secure Choice Moving & Storage		\$560.31
602	Trimble Inc		\$550.36
603	Ian Dickson		\$550.00
604	Fabian Minnema		\$550.00
605	Gillian Snider		\$550.00
606	Covert Track Group, Inc		\$543.02
607	Technology Professionals Saskatchewan		\$540.00
608	Alt Hotels		\$538.49
609	Rocky Mountain Phoenix		\$535.03
610	Asset Management Saskatchewan Inc.		\$525.00
611	Glen Huffman		\$525.00
612	Prairie Wild Consulting Co.		\$525.00
613	Economic Developers Association of Canada		\$503.29
614	Alberta Airports Management Association		\$500.00
615	Canadian Police Canine Association		\$500.00
616	City of Red Deer		\$500.00
617	Kari Korczak		\$500.00
618	Custom Blinds		\$493.95
619	Crestline Coach Ltd.		\$484.92
620	Saskatchewan Seniors Fitness Association Inc.		\$483.64
621	Doug Dietrick		\$477.30
622	Assoc. of Professional Engineers & Geoscientists		\$472.50
623	Ina Holmen		\$469.14
624	Guillevin International Inc.		\$460.65
625	Pet Planet		\$460.60
626	Neighborhood Caterers		\$459.54
627	Kindersley Transport Ltd.		\$458.19
628	Paras Properties Ltd.		\$452.85
629	Iconix Waterworks LP		\$441.82
630	6th Avenue Car Wash		\$439.56
631	Auto Details on 6th Ltd.		\$439.56
632	Stacey Friesen		\$434.64
633	Crown Cleaners		\$430.63
634	Jeremy Lukan		\$426.12
635	Shaunna Shatilla		\$418.50
636	Shannon McCallum		\$415.50
637	Adnet Agency		\$414.75
638	Defense Metals Canada		\$414.25
639	PA Community Housing Society Inc.		\$410.70
640	Elaine Breadner		\$407.93
641	Zachary Kerr		\$400.00
642	Brock Skomorowski		\$400.00
643	Stephen Williams		\$400.00
644	Sask Polytechnic- Saskatoon Campus		\$398.44

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
645	Chinook Equipment		\$397.31
646	Debbie MacKenzie		\$392.25
647	Sandman Hotels		\$390.56
648	TeamViewer GmbH		\$386.28
649	Powerland Computers		\$372.40
650	Pizza Hut		\$370.97
651	Dave Henson		\$354.00
652	Rogers Wireless Inc.		\$348.73
653	Reflections Auto & Window Glass		\$344.40
654	Mark's Work Wearhouse		\$344.09
655	Sheraton Cavalier Hotel		\$340.70
656	Publications Saskatchewan		\$337.10
657	Emco Corporation		\$333.00
658	Fitness Solutions		\$331.89
659	Wingate by Wyndham		\$327.20
660	T.J.s Pizza		\$326.69
661	Adobe Systems		\$326.29
662	Donna Strauss		\$325.00
663	Bruce Gibson		\$316.36
664	Brigit & Braden Best		\$315.00
665	Ed Urbaniak		\$315.00
666	Creative City Network of Canada		\$310.00
667	University of Minnesota		\$309.40
668	Tia Furstenberg		\$300.00
669	Hope's Home Inc.		\$300.00
670	Herbert Gratias		\$296.93
671	Entrust Ltd		\$295.70
672	Jessie Lepine		\$294.40
673	Kiri Holizki		\$292.50
674	Carswell		\$277.20
675	International Municipal Signal Assoc.		\$273.88
676	Harley Davis		\$273.56
677	BD Properties		\$271.95
678	Superstore		\$265.52
679	Tim Bettger		\$262.50
680	Fall Protection Group		\$262.50
681	Jack Vermette		\$253.86
682	Rocky Brands Canada Inc.		\$252.00
683	Rebecca Fines		\$250.00
684	YWCA		\$250.00
685	Travelodge		\$249.24
686	Everguard Fire and Safety		\$247.31
687	Party City		\$245.20
688	Saskatoon Boiler Mfg. Co. Ltd.		\$245.08
689	Bunker Fire Ltd		\$236.25
690	Hilti Canada Corp.		\$235.48

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
691	Fedex		\$232.01
692	Flipsnack		\$231.46
693	Mail Chimp .com		\$229.58
694	Shayanne Surtees		\$228.00
695	Hassett Properties		\$227.55
696	Cherlock & Safe		\$225.33
697	Victoria N Braaten		\$224.75
698	Pinnacle Distribution Saskatoon		\$223.15
699	QuillBot		\$220.86
700	International Institute of Business Analysis		\$213.84
701	Safeway Canada Ltd.		\$212.41
702	Original Joes		\$211.90
703	Kaboom Kettle Corn		\$200.00
704	Off The Cuff Improv & Interactive		\$200.00
705	Telus Security		\$200.00
706	Claire Wouters		\$199.80
707	Shirley McLennan		\$196.86
708	Cameron Instruments Inc.		\$194.25
709	Wade Connolly		\$193.50
710	Charles Repair & Service Co. Ltd.		\$190.68
711	Holiday Inn Hotel		\$186.10
712	PFU Canada Inc		\$185.37
713	Lloyd McLennan		\$180.38
714	Royal Canadian Legion BR. #2		\$180.00
715	Debra Stoger		\$178.75
716	Mike Mogg		\$175.00
717	Marriott Hotels & Resorts		\$174.93
718	Enviroway Detergent Manufacturer		\$173.28
719	Direct Dial. com		\$173.16
720	Lesley K. Bear		\$170.00
721	VMware		\$169.27
722	Metis Central Region 2 Council Inc		\$166.00
723	Surepassexam.com Inc.		\$165.01
724	Vista Print. ca		\$163.15
725	Kirk Pilon		\$160.00
726	K-9 Dynamics		\$158.58
727	Starlink		\$155.40
728	Wurth Canada Ltd.		\$142.75
729	Bonnie Bailey		\$138.02
730	Park Range Veterinary Services		\$133.20
731	Zoom Canada		\$133.20
732	Kim Jones		\$131.25
733	Prince Albert Golf and Curling Club		\$128.30
734	Saskatchewan Parks & Recreation Association		\$125.00
735	Warren Nekurak		\$121.67
736	Microsoft 365		\$120.99

No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
737	Joel Mihilewicz		\$120.00
738	Parkland Emergency Medical Services		\$115.50
739	Saskatoon Airport Authority		\$112.00
740	La Ronge Hotel & Suites		\$109.27
741	Fred Isayew		\$107.63
742	Economic Developers Alberta		\$105.00
743	Ethel Mathers		\$105.00
744	Sask. Association of Rural Municipalities		\$105.00
745	Morris Petruniak		\$102.90
746	AVSHop.ca		\$100.66
747	Greg Podjan		\$100.50
748	Adam Balon		\$100.00
749	Central Security B.P.G		\$100.00
750	Multicultural Council of Saskatchewan		\$100.00
751	North Star Signs		\$98.79
752	Donna Rondeau		\$98.00
753	SSL.com		\$96.55
754	Pharmasave		\$94.49
755	Ruth Griffiths		\$90.00
756	Fast Stamps		\$82.14
757	Dollar Tree		\$80.87
758	Michelle Maculey		\$80.45
759	Canadian Artists Representation		\$80.00
760	Salvation Army		\$80.00
761	Jam Software		\$77.27
762	Mediapress Ltd.		\$75.34
763	Economic Developers Association of Manitoba		\$75.00
764	J2 Efax		\$74.94
765	Montana's		\$73.96
766	Bison Cafe		\$70.25
767	Lucid Software Inc.		\$68.82
768	Faith Burke		\$67.00
769	Venice House		\$65.18
770	Minute Muffler		\$63.65
771	Dulux Paints		\$61.25
772	Riverview Mechanical Ltd.		\$61.05
773	Arts Reach Unlimited		\$57.97
774	Bell Media Inc		\$57.75
775	Steel Craft Door		\$55.94
776	Jason Reichle		\$50.79
777	Prince Albert Wand Wash		\$50.00
778	Warren's Parcel Express Inc.		\$46.31
779	Blueline Taxi		\$45.00
780	Federal Express Canada Ltd.		\$43.41
781	P.A. Community Clinic		\$40.00
782	Fabricland		\$39.96



No.	Vendor Name	From 3/1/2023 to 3/31/2023	From Start of Year to 3/31/2023
783	A & W Restaurants		\$39.57
784	Mobil		\$38.30
785	Impark		\$37.00
786	Apple		\$33.26
787	Arctic Automotive and Marine Supply		\$32.59
788	Subway		\$29.04
789	Legends Medical Clinic		\$25.00
790	Saskatchewan Women In Policing		\$25.00
791	Integromat LLC		\$24.98
792	Go Daddy.com Inc.		\$20.99
793	Torstar Group-Toronto Star Newspapers Ltd		\$20.98
794	Wix.com		\$20.98
795	Creative Market		\$17.92
796	Cornwall Centre		\$15.00
797	Eventbrite		\$12.50
798	U-Haul		\$11.10
799	City of Saskatoon		\$6.00
800	The Wall Street Journal		\$4.20
	Total:	\$9,242,936.68	\$20,284,968.58



City of
Prince Albert

MIN 23-36

TITLE: April 5, 2023 Community Services Advisory Committee Meeting Minutes

DATE: April 6, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Community Services Advisory Committee



CITY OF PRINCE ALBERT
COMMUNITY SERVICES ADVISORY COMMITTEE
REGULAR MEETING

MINUTES

WEDNESDAY, APRIL 5, 2023, 4:01 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Councillor Dennis Ogradnick
Councillor Charlene Miller
Bradley Campbell
Rajesh Chandran
Cathy Crane
Diane Kopchynski (Attended at 4:09 p.m.)
Robin Wildey

Amber Soles, Secretary
Tim Yeaman, Parks and Open Spaces Manager

1. CALL TO ORDER

Councillor Ogradnick, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0011. **Moved by:** Councillor Miller

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

Absent: Diane Kopchynski and Dawn Robins

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0012. **Moved by:** Campbell

That the Minutes for the Community Services Advisory Committee Regular Meeting held March 8, 2023, be taken as read and adopted.

Absent: Diane Kopchynski and Dawn Robins

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Beautification Report 2023 (RPT 23-131)

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

0013. **Moved by:** Campbell

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

1. That the Beautification Initiatives, as outlined in RPT 23-131, be approved for the 2023 season;
2. That the Installation and Maintenance Agreement between The City and the Prince Albert Downtown Business Improvement District be approved; and,
3. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

Absent: Dawn Robins

CARRIED

6.2 Forestry Management Plan Update 2023 (RPT 23-133)

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

0014. **Moved by:** Wildey

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

That RPT 23-133 be received as information and filed.

Absent: Dawn Robins

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 5:03 P.M.

0015. **Moved by:** Kopchynski

That this Committee do now adjourn.

Absent: Dawn Robins

CARRIED

COUNCILLOR DENNIS OGRODNICK
CHAIRPERSON

AMBER SOLES
SECRETARY

MINUTES ADOPTED THIS 17TH DAY OF MAY, A.D. 2023.



City of
Prince Albert

MIN 23-39

TITLE: April 6, 2023 Golf Course Advisory Committee Meeting Minutes

DATE: **April 12, 2023**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Golf Course Advisory Committee



CITY OF PRINCE ALBERT

GOLF COURSE ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**THURSDAY, APRIL 6, 2023, 4:01 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Brett Blakely
Rick Genest
Mel Keating
Dawn MacAuley
Jeff McKeand
Vimy Penner
Pierre Vezeau

Terri Mercier, Secretary
Darcy Myers, Head Professional
Jody Boulet, Director of Community Services

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0006. **Moved by:** Penner

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 the Punch Cards Analysis spreadsheet be added as an attachment to Item No. 6.1.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

Moved by: Genest

That the Minutes for the Golf Course Advisory Committee Regular Meeting held February 28, 2023, be taken as read and adopted.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Fee Structure Options – Cooke Municipal Golf Course (RPT 23-137)

Verbal Presentation was provided by Darcy Myers, Head Professional.

Moved by: MacAuley

That the following Fee Structure Option be considered at the August 31, 2023 Golf Course Advisory Committee Meeting:

1. Surcharge rate per round for Season Pass Holders in excess of sixty (60) rounds played.

CARRIED

6.2 Cooke Municipal Golf Course Improvements (RPT 23-136)

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

Moved by: Penner

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

That the 2023 Golf Course Pathway Improvement Plan, as attached to RPT 23-136, be approved.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:55 P.M.

Moved by: Keating

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

TERRI MERCIER
CITY CLERK

MINUTES ADOPTED THIS 31st DAY OF AUGUST, A.D. 2023.



MIN 23-28

TITLE: March 28, 2023 Planning Advisory Committee Meeting Minutes

DATE: **March 30, 2023**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Planning Advisory Committee



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**TUESDAY, MARCH 28, 2023, 4:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Councillor Dawn Kilmer
Hannah Buckie
Marcel Hallé
Danielle Makari
Carmen Plaunt

Savannah Price, Secretary
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Kilmer, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0006. **Moved by:** Buckie

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 Lennox-Zepp, Sherry Bates, Leanne Bear and Rishi Sankhla

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0007. **Moved by:** Hallé

That the Minutes for the Planning Advisory Committee Regular Meeting held February 6, 2023, be taken as read and adopted.

Absent: Councillor Lennox-Zepp, Sherry Bates, Leanne Bear and Rishi Sankhla

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 GIS Snow Management Public Interactive Map (RPT 23-110)

Visual Presentation was provided by Heather Wilson, GIS Supervisor and Jeff Da Silva, Operations Manager.

0008. **Moved by:** Plaunt

That the input provided by the Planning Advisory Committee be considered in the development of a Public Interactive Snow Management Map.

Absent: Councillor Lennox-Zepp, Sherry Bates, Leanne Bear and Rishi Sankhla

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:59 P.M.

0009. **Moved by:** Plaunt

That this Committee do now adjourn.

Absent: Councillor Lennox-Zepp, Sherry Bates, Leanne Bear and Rishi Sankhla

CARRIED

COUNCILLOR DAWN KILMER
CHAIRPERSON

SAVANNAH PRICE
SECRETARY

MINUTES ADOPTED THIS 25TH DAY OF APRIL, A.D. 2023.

UNOFFICIAL



MIN 23-32

TITLE: April 3, 2023 Management Committee Meeting Minutes

DATE: April 5, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Regular Minutes
2. Unofficial Incamera Minutes

Written by: Management Committee



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, APRIL 3, 2023, 12:05 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Councillor Blake Edwards

Terri Mercier, City Clerk
Sherry Person, City Manager

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0014. **Moved by:** Councillor Edwards

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

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0015. **Moved by:** Councillor Cody

That the Minutes for the Management Committee Public and Incamera Meetings held January 31, 2023, be taken as read and adopted.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Vision for Internal Communication (RPT 23-145)

Verbal Presentation was provided by Sherry Person, City Manager.

0016. **Moved by:** Councillor Cody

That RPT 23-145 be received as information and filed.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 12:15 P.M.

0017. **Moved by:** Councillor Edwards

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

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

TITLE: Police Substation Parking

DATE: April 21, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the five paid parking meters located behind the Prince Albert Police Service (PAPS) Substation located on the Unit Block of 10th Street East be removed and designated as Police Parking Only.

TOPIC & PURPOSE:

The purpose of this report is to review the request made by the PAPS for the removal of five existing parking meters to allow for nine additional Police parking stalls behind the PAPS Substation on the unit Block of 10th Street East.

BACKGROUND:

The PAPS downtown substation opened on November 19, 2019. At the time of opening 39 total stalls were designated as “Police Parking Only”. These stalls are used for staff members’ personal vehicles as well as fleet vehicles.

The building provides training facilities (classroom, tactical training area) and a gym which have become increasingly utilized since COVID-19 restrictions were lifted. This substation now hosts over 40 staff members and 23 fleet vehicles for regular operation.

PROPOSED APPROACH AND RATIONALE:

Although, 39 stalls are designated as Police parking, the PAPS substation now serves over 40 staff members and 23 fleet vehicles. For this reason there are no longer an adequate quantity of stalls to support the staff utilization of the facility. There are nine parking spaces located adjacent to the existing “Police Parking Only” stalls that would allow the additional parking stalls required to meet the current staffing demand (Shown in Attachment 1 – PAPS parking).

These parking meters have seen an average of 11 hours of paid public parking per stall per year since 2018. The stalls are rarely used by the public as they are located between the PAPS substation and a fenced Police parking compound. For this reason the removal of the meters will see minimal impact to revenue and to public parking.

CONSULTATIONS:

The Prince Albert Police Service was consulted in preparation of this report. On March 21, 2023 the PAPS officially requested the additional Police parking stalls in order to meet staff parking requirements.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will inform the Prince Albert Police Service and the Parking Enforcement Unit of the decision for this report.

POLICY IMPLICATIONS:

This report follows the Parking Meter removal procedure set out in Section 7.14 of the Permanent and Temporary Parking Changes Policy.

FINANCIAL IMPLICATIONS:

The five parking meters (nine total stalls) located behind the PAPS substation have earned a total of \$593.30 over the last five years. This is equivalent to 11 hours of public parking per stall per year.

The new police parking signs will cost approximately \$250 for fabrication and installation.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no official community plan. There are no implications to privacy or options to the recommendation.

STRATEGIC PLAN:

This report supports the long-term strategic plan to support the PAPS and its Community Safety initiatives by providing adequate parking for the 10th Street East Police Substation staff.

PUBLIC NOTICE:

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

PRESENTATION:

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

ATTACHMENTS:

1. Attachment 1 - PAPS Parking

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

Secure Police Parking Spaces

Requested PAPS
Parking

Existing PAPS
Parking

Prince Albert
Police Service
SubStation



RPT 23-154

TITLE: Beautification Report 2023

DATE: April 6, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

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

1. That the Beautification Initiatives, as outlined in RPT 23-131, be approved for the 2023 season;
2. That the Installation and Maintenance Agreement between The City and the Prince Albert Downtown Business Improvement District be approved; and,
3. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

PRESENTATION:

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

ATTACHMENTS:

1. Beautification Report 2023 (RPT 23-131)

Written by: Community Services Advisory Committee

When we speak of beautification, there have been discussions on improvements to landscaping which would include flowerbeds to brighten the entryways.

Recognizing that beautification can be a much broader topic and requires a more honed in visionary approach with a plan for implementation, identifying required budgeted dollars is something for Council's consideration. The current dollars provided helps to achieve the immediate needs within the 2nd Avenue Corridor as to cleanliness and presentation and also offers an opportunity to achieve other beautification related maintenance goals on a yearly basis.

In 2023 the Community Services Department is recommending the following Beautification Initiatives:

1. Grass Cutting:

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

2. Flowers:

- Flower planting – work will continue to be focused on the Visitor Center Flower bed working on the planting, care and maintenance of that location.
- Planting of flowers at the following locations around the City:
 - City Hall, Rawlinson Centre, Arts Center, Police and Fire Service Departments, Downton PADBID, Kinsmen Water Park, Art Hauser, Diefenbaker House (red and white flowers), City Cemetery, AJFH, Cosmo Lodge.
 - As part of the flower planting initiative and in partnership between PADBID and the City, both parties felt there was a relationship to be had that supports the beautification initiative within our downtown core. As part of those discussions, both parties felt it important to put in place an Installation and Maintenance Agreement clearly outlining PADBID and City responsibilities. The agreement helps in assisting the City and PADBID in acknowledging and recognizing the importance in helping to make flower planting, care and maintenance more of a focus and success in our downtown core. The agreement would expire October 1, 2024 with the option to review the partnership and if both parties agree, there would be an option to extend it for a five year term. The agreement has been vetted by our City Solicitor's Office, shared with PADBID for their review and approval and the result is the agreement attached to this report for Council's review.

(\$15,000 has been committed to this initiative through the *Beautification* budget allowing for the purchase and planting of flowers)

3. Weed Control Management:

- Attention to weed control efforts through the 3rd year rental of a Foam Stream weed control system from the months of May through September. This is an alternative to herbicide using 200-degree water and a biodegradable foaming agent comprised of a blend of coconut and palm kernel oils certified through the Roundtable of Sustainable Palm Oil, rapeseed oil, glucose, polysaccharides derived from the natural fermentation of glucose and glutamic acid derived from sugar beets. This is an all-natural product, focusing on and looking to alternatives in addressing the way we treat weeds. The system is user friendly and does not require special certification to operate, making it easier for staff to apply.

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

(\$12,600 has been committed to this initiative through the Beautification budget)

The City is into the third year of a 4-year rental agreement/lease noting that at the end of the 4th year the City will own the equipment.

4. Infrastructure Maintenance:

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

(Completed through Public Works operational account)

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

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

5. Graffiti Removal Efforts:

- *Commercial efforts* - continued work with a local contractor(s) to help address graffiti removal in a timely manner through out all areas of the City. We also engage the help of City Staff where the contractor is not able to attend outside of the 24 hour removal window that we have set in place. We also work to have the contractor document through photographs each graffiti removal for City records, time taken to remove it and location of the removal. We do hope in the near future to work with our GIS department to begin mapping out the graffiti removal hoping to highlight problem areas year after year. This information may become useful in working towards future initiatives to help combat graffiti concerns.
- *Residential program* – the city does offer an ‘Anti-Graffiti Paint Program’ to help assist property owners with one gallon of paint, plastic gloves, paint tray, roller and brush to cover over tagging that has taken place on their property.

Graffiti trends change from year-to-year and the last two years are a great example to share with Council as to the extreme expense from one year to the next.

2021 – Total expenditures on graffiti removal was under \$25,000.

2022 – Total Expenditures on graffiti removal was \$41,803.26

(\$30,000 committed to this initiative through operational spending)

The City has set up a designated operational account in 2022 for any and all vandalism to help us track the cost to the City year after year.

6. Tree/Shrub Planting partnership opportunities:

- In some of our corridor areas we will make a conservative effort in 2023 to look for additional planting opportunities to help improve the esthetics of the areas and improve upon our re-forestry efforts. Planting material could be used to help draw the eye away from less desirable areas but also help in defining and warming an area making it more appealing as you approach and pass through it. We continue to look to partner with local groups such as PA Model Forest to help execute some of this through the utilization of a volunteer base.

(\$12,000 has been committed to this initiative through the Beautification budget.)

7. Refresher of landscaping around the Art's Center and City Hall in conjunction with the new Legion War Memorials that will be installed in 2023.

We recognize the importance and significance of making improvements in 2023 to the landscaping in and around the Art Center and City Hall as follows:

- Shrub/perennial removal/replacement;
- Reclamation of turf areas including aeration, topdressing, seeding, irrigation;
- Tree Removals on the North Side of the Art Center;
- Clean-up of the shrubs along the South Side of City Hall

(\$25,000 has been committed to this initiative through the Beautification budget.)

A total of **\$64,600** of the **\$75,800** has been committed to continued beautification initiatives for 2023 with **\$11,200** earmarked for contingency.

As we continue to gain momentum and finding those quick wins with beautification, administration believes that future discussion regarding framework and consultation on this topic should be considered. Administration sees value in staying the course and putting the time in to internal operational processes and improvements however in order for the City to take beautification to the next step a more comprehensive inter-departmental plan should be developed through consultation with key stakeholders.

Below are also what the department feels are high priority considerations to consider within the City's future planning processes regarding Beautification initiatives & opportunities.

- Rotary Adventure Park slated for 2023 at Little Red River Park adjacent to Highway 55;
- Highway 2 North corridor;
- Highway 3 corridor from the South East will be the future home of the new Aquatic and Arenas Recreation Center and Business District;
- Marquis Road Extension to 10th Avenue West - the city be seeking the assistance of a contractor(s) to plant 100 trees as well as hydro-seed this extension in 2023 in consultation with Public Works;
- 6,000 plus square foot outdoor workout gym at the Alfred Jenkins Field House installed and ready for use in the spring of 2022;
- Largest outdoor All-Inclusive Canadian Tire Jumpstart and City Playground over 17,000 square feet;
- 23 kilometers of paved Rotary Trail;
- Sisters in Spirit Monument installed near River Street East and 1st Avenue East;
- Gazebo restoration and addition of lighting located near the Museum;
- Installation of River Bank Indigenous interpretive panels;
- Indigenous naming signage in 6 different Indigenous languages that were recently installed on River Street East and 1st Avenue East, 1st Avenue West and River Street West and 6th Avenue East on River Street; and,
- Parks naming initiative for Veterans

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

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

CONSULTATIONS:

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

Community Services has as well taken steps to meet and consult with Ms. Rhonda Trusty, Executive Director of the Prince Albert Downtown BID regarding the Installation and Maintenance Agreement, acknowledging her approval of the document.

Consultation with the City Solicitor's Office in relation to the Installation and Maintenance Agreement has been completed resulting in the document attached to this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Investing in Infrastructure

The City of Prince Albert commits to supporting long-term growth and sustainable service through strategic investment in new and existing infrastructure.

Nature Area Planning – Develop and implement a City Beautification Plan in conjunction with community partners and integrate department work plans.

OFFICIAL COMMUNITY PLAN:

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

PUBLIC NOTICE:

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

PRESENTATION:

Verbal by: Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Installation and Maintenance Agreement

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

INSTALLATION AND MAINTENANCE AGREEMENT

This Agreement is made in duplicate this ____ day of _____, A.D. 2023 (“the Effective Date”).

The City of Prince Albert,
a municipal corporation in the Province of Saskatchewan
(hereinafter called “the City”)

- and -

Prince Albert Downtown Business Improvement District Board,
(hereinafter called “the PADBID”)

WHEREAS the City has, pursuant to Sections 25 and 26 of *The Cities Act*, enacted *Bylaw No. 4 of 2005, A Bylaw to Establish a Downtown Business Improvement District* creating the PADBID and the Board thereunder with powers and authorities stated therein, with the mandate to encourage the development of a vibrant and prosperous downtown business district by improving the area’s appearance and image, promoting and marketing the area, and undertaking initiatives and projects that facilitate the ongoing rejuvenation and redevelopment of the area;

AND WHEREAS the City owns certain land and buildings located within the PADBID District;

AND WHEREAS PADBID has requested authorization to plant and maintain annual planters/barrels throughout the City of Prince Albert Downtown district and core, and specifically on City-owned properties within the said district and core;

AND WHEREAS the City has approved the request under the terms and conditions set forth herein with the expectation that the PADBID will facilitate early spring planting each year during the Term to ensure that there are healthy and vigorously growing annual planters/beds with season long blooming and visual appeal to a standard of a totally weed free environment in proximity of the annual planting.

NOW THEREFORE in consideration of the mutual promises and covenants contained herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and PADBID agree as follows:

1. Recitals

The foregoing recitals are true and correct and reflect the mutually exchanged covenants of the Parties and are incorporated into and made a binding part of this Agreement as if fully set forth herein.

2. Term of License

- (a) The Term of the Agreement shall begin on the effective date stated above, and will continue until its expiration on October 1, 2024. The Agreement will be automatically renewed and extended for a further five (5) year term upon expiry of each Term, or any extended Term, unless either the City or PADBID gives prior written notice to the other party for termination or non-renewal as contemplated Article 5 of this Agreement.
- (b) PADBID must submit each year during the Term a map indicating all planned planter barrel locations a minimum four (4) months prior to each planting/growing season for written approval by the City prior to any installation of barrels. For agreement purposes, May 15 – October 15 of each year will be considered as the “planting/growing season”.

3. City Covenants

- (a) To organize plant availability, cover the cost of plant material, to replenish or modify existing soil composition and to provide for mulch when the City determines it necessary, and to ensure expected planting dates are managed annually by the City.
- (b) To provide PADBID thirty-four (34) planting barrels for use within the identified downtown PADBID.
- (c) To place and move planter barrels, in consultation with the PADBID, within the identified downtown PADBID area no later than May 15 of each calendar year after the risk of killing frost has passed.
- (d) To provide for the first filling of the reservoirs of each self-watering planter after the initial plantings.
- (e) To assist the PADBID in the removal of all plant material no later than the last week of September of each calendar year.
- (f) To provide removal of barrels at the end of the growing season for storage at the City Yards. Removal will take place no earlier than October 1 and no later than October 15 of each calendar year.
- (g) To maintain the planting and maintenance of flowers at the following location(s) unless otherwise agreed upon:
 - City Hall - beds and barrels within the Memorial Square
 - Fire Station on 15 Street East
 - Police Station on 15 Street West

- EA Rawlinson Center for the Arts
- Arts Center on 10 Street East

4. PADBID Covenants

- (a) Provide for and organize installation of plant material for all planters and barrels installed through the downtown district and core. In consultation with the PADBID, locations would include but not be limited to:
 - Central Avenue from 15 Street West to River Street
 - City Hall - planters in and around the parking lot
 - Other locations that may be identified as per an annual map of proposed planting locations provided by the PADBID.
- (b) To provide for deadheading, watering, fertilization, chemical application, weeding, etc. throughout the growing season.
- (c) To provide for mulching after each planting where required.
- (d) To provide inspections of all barrels and planters a minimum of once per week (or more if necessary) to provide care, and to ensure that visual integrity and plant needs are being met to achieve the desired maintenance standard.
- (e) To assist the City in removal and clean-up of plant material in barrels and planting beds within the identified PADBID area, at the end of growing season no later than the last week of September of each calendar year.

5. Termination

This Agreement may be terminated:

- (a) By the PADBID for any reason or no reason whatsoever, by providing thirty (30) days written notice to the City; or
- (b) By the City for any reason or no reason whatsoever, by providing thirty (30) days written notice to PADBID;
- (c) By the either Party providing written notice to the other that it will opt out of an automatic renewal Term, such notice to be provided by no later than the January 31st next following the expiration of a Term.

6. Compliance with Laws

- (a) PADBID shall comply through each Term with all applicable federal, provincial and local laws, ordinances, rules and regulations relating to the installation, care and maintenance of planting barrels and planting material.
- (b) This Agreement and its continuation is conditional upon PADBID receiving and maintaining all approvals that may be required by any federal, provincial, or local authority. The payment of any penalties or fines arising out of or in any way connected with the violation of, or non-compliance with, the foregoing shall be PADBID's sole responsibility.

7. Notices

All notices, requests, and other communications required or given hereunder shall be in writing and shall be deemed given if personally delivered or mailed, to the following addresses:

If to City:

Director of Community Services
City of Prince Albert
1084 Central Avenue
Prince Albert, SK, S6V 7P3
Or by Email at: _____

If to PADBID:

Executive Director
Prince Albert Downtown BID (PADBID)
Prince Albert, SK
Or by Email at: _____

8. Miscellaneous

- (a) The City and PADBID represent that each, respectively, has full right, power, and authority to execute this Agreement and enter into this Agreement.
- (b) This Agreement constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein.
- (c) If any term(s) of this agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.

IN WITNESS WHEREOF the City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf, duly authorized this ____ day of _____, A.D. 2023.

THE CITY OF PRINCE ALBERT

MAYOR

(Municipal Seal)

CITY CLERK

IN WITNESS WHEREOF PADBID has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf duly authorized this ____ day of _____, A.D. 2023.

**PRINCE ALBERT DOWNTOWN
IMPROVEMENT DISTRICT BOARD**

Per: _____
Authorized Signing Officer for the Board

(Corporate seal)

Per: _____
Authorized Signing Officer for the Board



RPT 23-170

TITLE: Grand Slam Ball Park Rebuild Update

DATE: April 25, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the amended Sponsorship package be approved.
2. That Prince Albert Minor Baseball be authorized to continue to formalize Sponsorship Agreements with the following four (4) Sponsors as part of their Grand Slam Ball Park Rebuild Campaign.
 1. Canadian Factory Direct Sunrooms - \$16,000 In Kind
 2. Prince Albert Daily Herald - \$5,000 over 3 years
 3. Madsen Fence - \$3,000 In Kind
 4. Anderson Pump House - \$1,500 In Kind

TOPIC & PURPOSE:

The purpose of this report is to update City Council on the Grand Slam Ball Park Rebuild campaign lead by Prince Albert Minor Baseball to rebuild the Crescent Acres Ball Diamonds.

BACKGROUND:

In August 2021 a report came to City Council to approve the Grand Slam Ball Park Rebuild campaign which was approved through resolution #0319 at the August 16, 2021 Council Meeting. Since that time Prince Albert Minor Baseball has been working on sponsorship from local businesses while completing Phase 1 and now prioritizing Phase 2.

PROPOSED APPROACH AND RATIONALE:

The following work for Phase 1 has been completed at the time of this report Diamond #2, has been converted into a regulation-sized 15U baseball field. This required:

- The current fence was repositioned outward by approximately 25 feet
- The infield lengthened
- A permanent mound was built.

This will allow the 15U division to play on a dedicated baseball field that meets Baseball Saskatchewan required dimensions. With this Diamond being completed, Prince Albert Minor Baseball will be applying to host 15U Provincials in the City of Prince Albert in July 2023.

Diamond #1 and #3 has been converted into two 13U regulation baseball fields. This required:

- Permanent mounds on both diamonds
- New covered dugouts on diamond #3

In the Spring of 2023 the following work will be completed

- Addition of Dugout Roofs to Econo Lumber Field
- Installation of a Batting Cage

This will allow to start the work on Phase 2. This includes working to purchase and install Scoreclocks and Scorebooths on each Diamond along with the installation of the Lew Hobson Wall of Honour.

Phase 3 will be in the future in the relocating or constructing of 2 new 11 U Baseball Diamonds.

The Prince Albert Minor Baseball Association has received additional sponsorship from the following organizations. These proposed sponsors will require approval as per Section 2(d) of the Agreement with Minor Baseball to fund improvements at the Kinsmen Baseball Complex.

1. Canadian Factory Direct Sunrooms - \$16,000 In Kind
2. Prince Albert Daily Herald - \$5,000 over 3 years

3. Madsen Fence - \$3,000 In Kind
4. Anderson Pump House - \$1,500 In Kind

Prince Albert Minor Baseball was also a recipient of the Grey Cup Festival Legacy Program. They received \$10,000 to go towards the completion of the Batting Cage at Crescent Acres.

The Community Services Department has reviewed the proposed signage and the Naming Rights and Sponsorship Policy - Guidelines associated with fundraising campaigns:

8.02 (d) Acceptance of a naming or sponsorship proposal by an organization conducting a fundraising campaign must be considered conditional pending a review and recommendation by the Director of Community Services to City Council. A final approval by City Council is required.

Below is a summary of the sponsors that have been previously approved:

- Kinsmen Club Park Naming Rights - \$60,000 over 6 years
- Toronto Blue Jays Care Foundation - \$30,000
- Fountain Tire \$9,000 for 3 years
- Econo Lumber \$9,000 In-Kind for 3 years
- Michael Lypchuk \$9,000 for 3 years
- Humpty's \$1500 for 3 years
- Optimist \$3000 for 6 years
- Anderson Chrysler \$1500 for 3 years
- Dr. Javas \$1500 for 3 years

- ET Flooring \$2250 for 3 years
- Tash's Flooring \$2250 for 3 years
- Hillside Physical Health \$2250 for 3 years.
- Diamond North Credit Union \$1200 for 3 year
- Lakeland Country CO-OP \$3600 for 3 year (3 signs)
- Save On Foods \$3000 for 3 years
- Paper Excellence \$3000 for 3 years
- Mann Northway \$3000 for 3 years
- TLS Lawn Care – Approx. \$70,000 In-Kind
- Jet Janitorial – \$1500.00 for 3 years
- Integrity Home Inspection - \$2250.00 for 3 years

CONSULTATIONS:

The main partner in the project is the Prince Albert Minor Baseball Association. Their Board has been provided approval to proceed with the concept plan and development of the Sponsorship Package through resolution #0319 at the August 16th, 2021 Council Meeting.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Community Services Department will continue to provide updates to members of Council as the Prince Albert Minor Baseball Association continues to make positive progress with the Grand Slam Ball Park Re-Build Campaign.

POLICY IMPLICATIONS:

Naming Rights and Sponsorship Policy #71 of 2015.

STRATEGIC PLAN:

Investing in Infrastructure – The City of Prince Albert commits to supporting long-term growth and sustainable services through strategic investment in new and existing infrastructure.

Engaged Government

CREATE an environment where residents and other stakeholders can engage with the City and know that their voices are heard.

STRENGTHEN relationships with external organizations to share information and collaborate on projects and services.

OFFICIAL COMMUNITY PLAN:

The proposed concept for the Crescent Acres Ball Diamonds aligns with Section 9.2 of the City's Official Community Plan with respect to Parks & Recreation Facilities.

PUBLIC NOTICE:

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

PRESENTATION: Verbal – Curtis Olsen – Sport & Recreation Manager

ATTACHMENTS:

1. GrandSlam Ballpark Rebuild Amended Sponsorship Package
2. No. 71 - Naming Rights & Sponsorship Policy

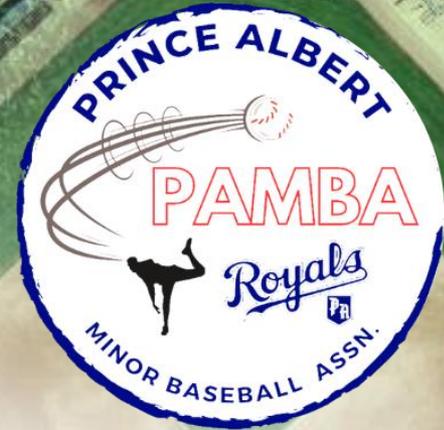
Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services & City Manager



Prince Albert Minor Baseball Association





Background

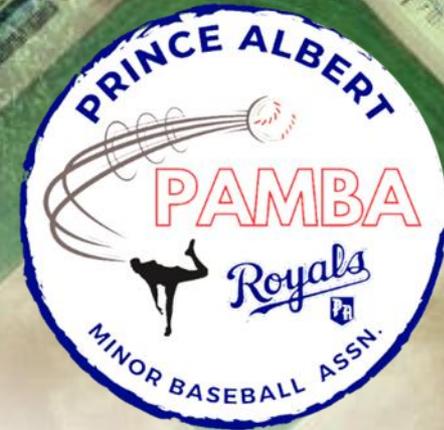
Baseball players in the 15u division need a diamond to play on.

In 2014 Prince Albert Minor Baseball was asked to support a bid to host the World Junior Softball Championships by allowing our 15U baseball diamond known as Lew Hobson field to be converted into a softball diamond. We agreed .This allowed Prince Albert to go on to host a world-class event.

However our 15U kids no longer had a dedicated diamond to play on.

The 15u athletes have had to make do with sharing Andy Zwack field with the 18U division using a portable fence that needs to be set up and taken down after each game.

The loss of the dedicated field also makes us ineligible to ever host any provincial tournaments because of the requirement to have two diamonds.



About PAMBA

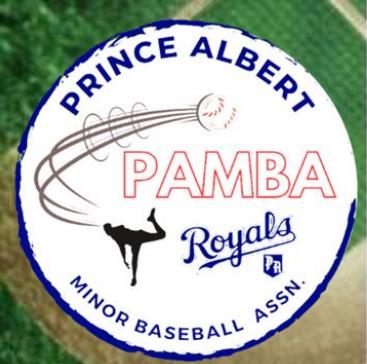
Prince Albert Minor Baseball has a long history of organizing and promoting the sport of baseball within our city. Our baseball teams are known as the Prince Albert Royals!

The sport of baseball is strong and is seeing continued growth! Kids want to play the sport the Blue Jays play...Baseball!

Currently over 280 kids are registered in 6 divisions which include Jr. Rally Cap, Sr. Rally Cap, 11U, 13U, 15U and 18U. **There are over 180 kids below 13U.** As these kids move up through the system they will need the amenities of the new Crescent Acres baseball park.

In addition to house league baseball, we also field AA provincial teams in 11U, 13U, 15U and 18U that represent Prince Albert at Baseball Sask Provincial Championships. Our AA11U Provincial Team has back to back championship title in 2019 and 2021 and our AA 13U team brought home silver in 2021.





Our Vision

The City of Prince Albert has developed a plan to convert the three Crescent Acres softball diamonds into a dedicated baseball park.

Diamond #2, has been converted into a regulation-sized 15U baseball field.

This required:

- The current fence was repositioned outward by approximately 25 feet
- The infield lengthened
- A permanent mound was built.

This will allow our 15U division to finally play on a dedicated baseball field that meets Baseball Sask required dimensions.

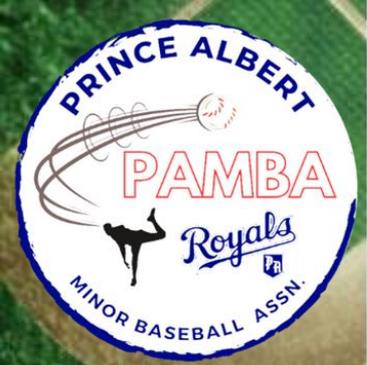
Diamond #1 and #3 has been converted into two 13U regulation baseball fields.

This required:

- Permanent mounds on both diamonds
- New covered dugouts on diamond #3

New 11U diamonds – 2 new diamonds would allow our 11U division to move from Mair Park to join 13U and 15U in one location.





The Outcome for the kids...

A Permanent Home for 13U and 15U House League

-13U and 15U baseball players would have a permanent dedicated baseball field to call home for house league.

Plus this new ballpark will allow Prince Albert to host:

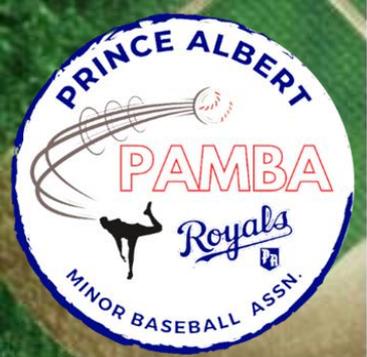
Regional AA League Play - The 15U AA team would host teams in league play from around the province.

Regional AA Exhibition Games - There is high demand for host sites for 13U and 15U exhibition games in preparation for Provincials.

Regional Tournament Host – Ball clubs from across the province search for tournaments to play in preparation for Baseball Sask's Provincials.

Provincial Host Site - Baseball Sask's Provincial Championships! This would bring hundreds of baseball families to Prince Albert each year with a positive economic impact to local businesses.





...and for the Sponsors

High Visibility 12 months a year!

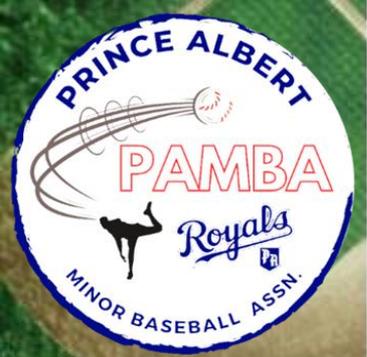
The Crescent Acres facility is located in a high traffic area bordered by Olive Diefenbaker Drive and the Rotary Trail between St. Francis School and Ecole Vickers School.

- Thousands of vehicles drive past the facility weekly en route to and from home, work and school.
- Hundreds of pedestrians walk daily on the Rotary Trail that runs adjacent to diamonds number 2 and 3.
- Hundreds of families converge on the park nightly during May and June to watch their kids in league games.

Economic Benefit of Sports Tourism

Tournament play is a staple in the provincial baseball community! Baseball families will travel from all corners of the province. The result: They will stay in our hotels, eat at our restaurants, fill up with gas and in between games explore our retail shops.

We need your help! To make this project possible, we need your help! A sponsorship plan has been developed. The opportunities include naming rights to the baseball complex and diamonds. As well as sponsorship of dugouts and signage.



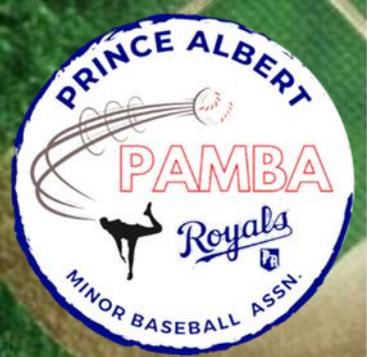
Project Phases

This project is broken down into 3 phases.

Phase 1 serves the immediate need of the athletes. It includes everything needed to complete a functioning 13U and 15U baseball facility.

Phase 1 – 15U/ 13U Diamond Conversion 2023 Update

Earthwork and Drainage	Completed
Fencing	Completed
Shale	Completed
Sod	Completed
Irrigation Upgrades	Completed
Pitching Machine	Completed
Major Sponsor Signage	Completed
Covered Dugout on #3	Projected completion date: May 31, 2023
Batting Cage	Projected completion date: May 31, 2023

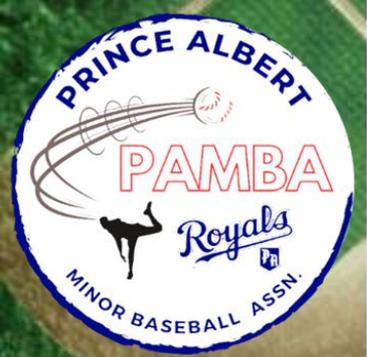


Phase 2 Projected Costs

Phase 2 is the icing on the cake! It includes score clocks, press boxes, sound systems and the Lew Hobson Wall of Honor.

Phase 2 – 15U/ 13U Diamond Conversion 2023/24

Score clocks	\$50,000.00
Mounting / Installation	\$39,000.00
Electrical Wiring	\$37,000.00
Press Boxes/ Storage	\$25,000.00
Sound System	\$8,000.00
Lew Hobson Wall of Honor	\$5,000.00
Total Phase 2 Project Cost:	\$164,000.00



Projected Costs

Phase 3 expands the baseball facility to include 2 x 11U diamonds!

Phase 3 – 11U Diamond Build 2025/2026

2 new 11U diamonds \$450,000.00

Total Phase 3 Project Cost: \$450,000.00





Gold Glove Sponsor

Outfield Fence Signage

Receive:

- One 4' x 8' double-sided signage along the outfield fence on your choice of diamond for 3 years.
- Permanent name recognition at the facility wall of honor.

Gold Glove Sponsorship Investment: \$2,250.00



Sponsorships are cash and/or gift in kind. Can be paid in full at the time of the agreement or divided into 3 separate payments payable in 2023, 2024, and 2025.

The sponsor is responsible for all costs of signage.



Batting Cage Sponsor

You Receive:

- 4' x 8' signage on the outside of the batting cage.
- One 4' x 8' outfield fence sign.
- Permanent name recognition at the facility wall of honor.
- Company logo on PAMBA website.

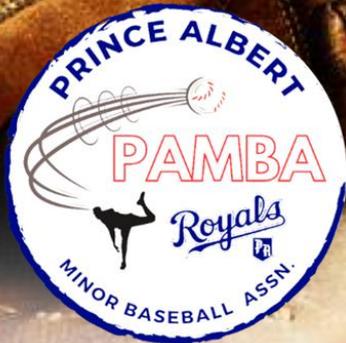
Batting Cage Sponsorship Investment: \$5,000.00

4 packages available

Sponsorships are cash and/or gift in kind. Can be paid in full at the time of the agreement or divided into 3 separate payments payable in 2023, 2024, 2024. Sponsor is responsible for all costs of signage.



Picture: Batting cage at Zwack



Baseline Fence Sponsor

Baseline Fence Signage

Receive:

- 8' x 3' signage along the baseline fence facing one of 4 high traffic walking areas:
 - **Center Walking Path** along Diamond #1 or #2 on the 1st base fence line facing the walking path. –
 - **Rotary Trail** at Diamond #2 or Diamond #3 on the 3rd base fence facing the Rotary Trail.
- Permanent name recognition at the facility wall of honour.

Baseline Sponsorship Investment: \$1,200.00



Sponsorships are cash and/or gift in kind. Can be paid in full at the time of the agreement or divided into 3 separate payments payable in 2023, 2024, and 2025. The sponsor is responsible for all costs of signage.



Friend of Baseball Sponsor

Friend of Baseball Sponsor

This sponsorship is for any individual, family, business or organization who wants to support the project with a contribution but would like to do it with minimal fanfare without disclosing the amount of your contribution.

Receive:

- Permanent name recognition at the Lew Hobson Wall of Honour.

Friend of Baseball Sponsorship Investment: \$500.00 - \$5000.00

Sponsorships are cash and/or gift in kind. Can be paid in full at the time of the agreement or divided into 3 separate payments payable in 2022, 2023, 2024.

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Issued by:	Renee Horn, Executive Assistant	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01** To provide guidelines and procedures for the naming and re-naming of City Parks and Facilities on City owned property.
- 1.02** To provide guidelines which facilitate and support opportunities for entering into sponsorship agreements for City owned and Civic partner controlled assets for the purpose of enhancing financial sustainability.

2 PURPOSE

- 2.01** To name City Parks and Facilities in a manner which ensures a consistent approach to soliciting, managing and reporting on naming rights and sponsorship agreements.
- 2.02** To provide guidance to those that have an interest in the naming and sponsoring of civic properties.
- 2.03** To provide a means of generating new revenues and alternative resources to assist in the construction, support and/or provision of City of Prince Albert Facilities.
- 2.04** To protect the reputation, integrity and aesthetic standards of the City of Prince Albert and its assets.

3 SCOPE

- 3.01** This Statement of Policy and Procedure applies to the City of Prince Albert.
- 3.02** Only corporate and individual naming rights and sponsorship agreements are covered by this Policy. The process for naming of streets is covered in the Street Naming Policy dated June 24, 2013.
- 3.03** Naming rights arrangements that pre-date this Policy are not subject to its terms.

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4 RESPONSIBILITY

4.01 City Council:

- (a) Approval of the policy and all amendments.
- (b) Approval of all Naming Rights Agreements.
- (c) Approval of all sponsorship agreements. Mayor and City Clerk to execute all sponsorship agreements on behalf of the City of Prince Albert.
- (d) Approval of an Inventory Valuation of Assets to be developed by Administration before sponsors are approached or Agreements made.

4.02 Director of Community Services or Designate:

- (a) Assess all proposals to confirm date and duration, sponsor contribution, market value assessment of the contribution and appropriate recognition.
- (b) Compare proposals to ensure consistency between sponsor agreements.
- (c) Ensure the process for tracking and reporting all sponsorship agreements is developed.
- (d) Direct resources to develop and manage an Inventory Valuation of Assets available for sponsorship consideration.
- (e) Seek concept approval from City Council prior to initiating negotiations with a potential sponsor for those projects that may be sensitive in nature or that include naming rights.
- (f) Director of Community Services will work with the City Solicitor in developing consistent conditions for the naming rights & sponsor agreements.
- (g) Prepare recommendations to City Council in accordance with the policy.

5 DEFINITIONS

5.01 In this Policy:

- (a) THE CITY – means the City of Prince Albert, its departments and staff.

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- (b) CITY PARKS – are owned and managed by the City, used for public recreation purposes and shall include developed and undeveloped park areas and open spaces, trails, greenways and plazas.
- (c) CITY FACILITIES – are City owned facilities used to conduct City business and where the general public gathers for social, recreation, cultural and other related purposes. It shall include individual rooms, spaces and features within buildings such as ice pads, soccer fields, gymnasiums; and amenities within parks and open spaces such as picnic shelters, sport fields, bandstands, playgrounds, garden areas, etc.
- (d) CORPORATE NAMING RIGHTS – means a mutually beneficial business arrangement wherein an organization provides goods, services or financial support to the City in return for access to the commercial and/or marketing potential associated with the public display of the organization’s name on a City property for a fixed period.
- (e) DONATIONS – are cash or in-kind contributions which provide assistance to the City. Donations do not constitute a business relationship since no reciprocal consideration is sought. Donations over \$10.00 generally qualify for a tax receipt.
- (f) HONOURIFIC or COMMEMORATIVE NAMING means the naming of City property without return consideration. It is bestowed by the City to recognize the service, commitment or other type of contribution by an individual, group or organization.
- (g) INDIVIDUAL NAMING RIGHTS means the naming of City property in return for a financial or in-kind contribution from an individual or their estate. Typically, such support is given to enhance the community and to help sustain the property in question for a negotiated period of time.
- (h) SPONSORSHIP is a mutually beneficial business arrangement wherein an external party (individual, company, organization or enterprise), whether for profit or otherwise, provides cash and/or in-kind services to the City in return for commercial advantage. This payback may take the

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form of recognition, acknowledgement, promotional consideration, merchandising opportunities, etc. Because of these marketing benefits, a sponsorship does not qualify for a tax receipt.

- (i) DIRECTOR – means the Director of Community Services or Designate.
- (j) CIVIC PARTNER – An arms-length, not-for-profit organization that has a formal and legal relationship to provide services, programs and/or manage and care for City assets in conjunction with, or on behalf of the City of Prince Albert.
- (k) VALUE IN-KIND – A sponsorship received in the form of goods and/or services rather than cash.
- (l) VALUE ASSESSMENT – A determination of the value that a sponsor will receive as a purchaser of specific naming rights and/or sponsorship and may include tangible and intangible benefits.
- (m) ASSET ANALYSIS – A comprehensive review of an asset’s overall value as it relates to sponsorship or naming opportunities.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Street Naming Policy dated June 24, 2013 – Council Resolution No. 0523.

6.02 Tax Deductible Donation Policy and Procedure dated November 13, 2007 – Council Resolution No. 0783.

7 CRITERIA

7.01 Individual/Organization Naming Rights

The following criteria shall be used in evaluating the merit of each City Park and Facility naming request. There are four potential sources of names for Parks and

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Facilities as outlined below. Generally, it is preferred that the name reflects the location or a historic factor. When there is no predominant location or historic factor, under special circumstances, other naming sources may be considered.

- (a) The name could reflect the location of the Park or Facility. The location might be easily identified by a well-known bordering street, natural feature, neighbourhood, subdivision, the school on which it is located or other factor. Such criteria will allow citizens to easily identify with the location of the Park or Facility.
- (b) The name could commemorate a historic event or event of cultural significance.
- (c) The name could commemorate a person important to the City. The nominated person must have made an exceptional positive contribution to parks, recreation or culture relating to the Park or Facility being named. Nominations will not be accepted by immediate family members. Recognition of individuals, whose contributions have been appropriately recognized in other City venues or by other means, shall be avoided.
- (d) The name could recognize a person, organization or corporation that has made a substantial contribution to the City, including financial, value in-kind or property donation to the City relative to parks, recreation & culture. Corporate names shall not be considered for the naming of Parks but may be considered for trails and greenways, facilities, or assets within Parks or Facilities.

7.02 Other Naming Rights Considerations

- (a) Individuals currently holding elected office, currently working for the City or actively serving on any City standing or selection committee shall not be considered for naming.

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- (b) The individual must not have been convicted of a known felony.
- (c) Names that duplicate or sound as if they duplicate existing Park or Facility names or are otherwise confusing shall not be considered.

7.03 Sponsorship

- (a) An external party may contribute, in whole, or in part, funds, goods, or services to an approved City facility, public park, open space, program, event, or activity where such sponsorship is mutually beneficial to both parties and in a manner consistent with existing criteria, guidelines and policies set by the City.
- (b) The sponsorship arrangement must support the goals, objectives, policies and bylaws of the City of Prince Albert and be compatible with, complimentary to, and reflect the City's Strategic Plan.
- (c) The City will select the most appropriate sponsors using the following criteria:
 - i) Quality and timeliness of product and service delivery.
 - ii) Value of product, service, cash provided to the City.
 - iii) Cost/Risk to the City to service the agreement.
 - iv) Compatibility of products and services with City policies and standards.
 - v) Marketplace reputation of the sponsor.
 - vi) Record of sponsor's involvement in community projects and events.
- (d) Recognition provided to sponsors is subject to negotiation (ie. Advertising, signage, product sampling, brand name) and must meet the following criteria:
 - i) Be of an acceptable standard and in good taste.

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- ii) Not present demeaning or derogatory portrayals of individuals or groups.
 - iii) Not contain anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offense.
- (e) The sponsorship arrangement must be limited in scope and application to the City or project under consideration, and shall not involve any form of a risk-sharing venture.
- (f) Satisfying one or more of the eligibility criteria listed above does not assure a recommendation from the Director of Community Services for City Council approval.

8 GUIDELINES

8.01 Guidelines Associated with Community & City Initiated Nominations for Naming Rights & Sponsorship Agreements

Individuals or organizations initiating the naming and/or sponsorship process shall submit a written request along with justification to the Director of Community Services.

- (a) The request shall include:
- (i) The proposed name or sponsorship proposal.
 - (ii) The value of all funds, goods and services to be provided and the recognition to be provided in return.
 - (iii) Evidence of community support for the proposed name or sponsorship opportunity.
 - (iv) A fixed term of up to a maximum of 10 years unless otherwise approved by City Council.

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- (v) The responsibility for insurance, licenses, permits, safety, security and public health.
- (vi) Revisions to the sponsorship agreements are subject to the same approval as the original sponsorship agreement.
- (vii) Long-standing sponsorship agreements that pre-date this policy may continue upon the approval of City Council.

8.02 Guidelines Associated with Fundraising Campaigns

The naming of Parks or Facilities in association with fundraising campaigns may be considered under the following conditions:

- (a) Organizations affiliated with the City that desire to raise funds for a City-sponsored project must receive a recommendation from the Department of Community Services when it relates to City owned Parks or Facilities and must receive approval from City Council prior to attaching naming opportunities or sponsor recognition to the fundraising campaign.
- (b) Organizations conducting fundraising campaigns with naming and sponsorship opportunities attached must immediately notify City staff when a naming proposal is under consideration in order to facilitate an administrative review.
- (c) Naming and sponsorship proposals that promote alcohol, tobacco products or political organizations will not be considered.
- (d) Acceptance of a naming or sponsorship proposal by an organization conducting a fundraising campaign must be considered conditional pending a review and recommendation by the Director of Community Services to City Council. A final approval by City Council is required.

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9 PROCEDURE

9.01 General

- (a) Issues regarding the interpretation or application of this Policy are to be referred to the Community Services Department.
- (b) In accordance with the principles and criteria contained in this Policy, the solicitation, negotiation and administration of naming rights and sponsorship are to be conducted by authorized City staff only.
- (c) All naming rights and sponsorship must be evaluated for compliance with this Policy. The Department of Community Services is responsible for ensuring that all naming rights and sponsorship holders along with the executed agreements comply with this Policy and that staff abide by the provisions of this Policy.
- (d) All Naming Rights and Sponsorship Agreements will be in the form of a legal contract. For such sponsorships, the Community Services Department shall consult with the City Solicitor's Office regarding appropriate terms and conditions and consider inclusion of the following provisions:
 - i) A description of the contractual relationship, specifying the exact nature of the Agreement;
 - ii) The term of the Agreement;
 - iii) Renewal options, if permitted;
 - iv) The value of the consideration and, in the case of in-kind contributions, the method of assessment;
 - v) The payment schedule;
 - vi) Rights and benefits;
 - vii) Release, indemnification and early termination clauses as appropriate;
 - viii) Insurance clauses;
 - ix) Confidentiality terms;
 - x) A statement acknowledging that the sponsorship may be subject to provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, and

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- xi) A statement that all parties are aware of, and agree to comply with, the provisions of this Policy.

- (e) The City's profile and responsibility as owner/operator of the Facility must be ensured throughout the Agreement with the external organization or corporation.

- (f) The granting of naming rights will not entitle a naming entity to preferential treatment by the City outside of the Naming Rights Agreement.

- (g) The City will not relinquish any aspect of its right to manage and control a Facility through a Naming Rights Agreement.

- (h) An asset analysis and value assessment will be completed to determine the value of the asset in the marketplace.

- (i) All proceeds generated by the City for Naming Rights and Sponsorship Agreements shall be used for:
 - i) Enhancement and maintenance of the named Facility and operation.
 - ii) The provision of programs and services directly related to the Facility's mandate and operation.
 - iii) Subject to the Agreement, the proceeds received may be designated for another City owned Facility.
 - iv) All revenues and expenses pertaining to a Naming Rights or Sponsorship Agreement will be included in the Department's budget.

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- (j) Naming and sponsorship rights may only be transferred or assigned by a naming rights and sponsorship holder with the consent of the City. Where a company changes its name, the naming rights may, with the consent of the City and at the expense of the naming rights holder, be modified to reflect the new name.
- (k) The City will not endorse the products, services, or ideas of any naming right holder and naming rights holders are prohibited from implying that their products, services or ideas are sanctioned by the City.
- (l) The terms and conditions of the Naming Rights Agreement will not conflict with the terms and conditions of the existing lease, license, and agreement(s) with the City.
- (m) All corporate and individual Naming Rights Agreements must be for a fixed term, not exceeding ten (10) years unless approved by City Council. Every such Agreement will include a sunset clause specifying the duration of the naming opportunity. Individual and corporate naming rights may be subject to renewal upon mutual agreement.
- (n) At its sole discretion, the City reserves the right to terminate the Naming Rights Agreement prior to the scheduled termination date, without refund of consideration, should it feel it is necessary to do so to avoid the City being brought into disrepute.
- (o) The terms and conditions contained within a Naming Rights or Sponsorship Agreement are to be approved by the Director of Community Services or designate and City Council.
- (p) The Director of Community Services is responsible for preparing and presenting a Report for Council on the content of the negotiated Naming Rights or Sponsorship Agreements. Upon Council approval, the Mayor and City Clerk shall execute the Agreement.

TITLE: Assessment Consultant Services

DATE: April 18, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the cost of \$40,000 be approved for the Assessment Department to use the services of TJ Ewert Professional Services to assist in the implementation of the Income Approach for Commercial assessments for the 2025 Revaluation.
2. That the cost of \$40,000 for these services for 2023 to be funded from the savings in Financial Services' Salaries.

TOPIC & PURPOSE:

The purpose of this report is to advise members of City Council on the risk of implementing the Income Approach to Valuation for the 2025 Revaluation. To ensure the work can proceed for the implementation, additional resources are required by the Assessment Department with the hiring of an external consultant.

BACKGROUND:

The City of Prince Albert is the only City within Saskatchewan that does not value the commercial property type based on the Income Approach to Valuation. There are three valuation methods: Cost Approach, Sales Comparison Approach and Income Approach.

Currently, commercial properties within our City have continued to be valued on the Cost Approach which is based on the assumption that a purchaser would not pay any more to purchase a property than it would cost to buy a similar lot (or site) and construct an improvement on it with similar utility.

Assessment would like to change the valuation method for our commercial property valuation for the 2025 Revaluation from the Cost Approach to the Income Approach. The Income Approach is sometimes referred to as the rental income approach. The theory behind the Income Approach is that income-producing properties are bought and sold based on their income-producing potential. Income-producing properties are properties that either produce income for their owners in the form of rents or those properties that could produce rents.

Assessment has been collecting income and expense information from property owners since 2009. The issue with implementing this approach in the past was the inability of the software system to value based on the Income Approach and limited staff knowledge of the Income Approach to complete the comprehensive workload involved. With Assessment having newer software since 2017, we have been able to implement the Income Approach for multi-residential properties (4 or more self-contained units) for the 2021 Revaluation.

Assessment has continued to work towards improving our work processes, finding efficiencies, and increasing our numbers of inspections all with ensuring our work is completed accurately and maintain equity within the property valuations.

In 2022, a commercial property appeal was filed with the Board of Revision in which the City won the appeal. The Appellant further appealed to the Saskatchewan Municipal Board which overturned the Board decision. The results of this decision which was received in January 2023 has caused an additional amount of work within Assessment. This changes the division's workplan for 2023 and has resulted in additional expenses that were not budgeted for year 2023 since the amount of appeals each year is unknown. Assessment has recently come forward to City Council regarding increased legal costs for the 2023 assessment appeals. We are always considering what the risks are for appeals in the work that we complete and knowing the impacts of our work to the property owners in our City, Assessment wants to make sure we have the best resources available to us to help maintain accuracy and quality in our assessment valuations.

PROPOSED APPROACH AND RATIONALE:

The proposed approach to continue the work towards the implementation of the Income Approach to Value for the commercial properties in the 2025 Revaluation would be to use the resources of an external consultant - TJ Ewert Professional Services.

There are multiple reasons for this:

1. **Limited staff availability** – Our senior Assessment Appraiser will be continuing to work on the depreciation change as a result of the 2022 SMB decision. This will occupy his time until the fall of 2023. The City Assessor is unable to complete this task solely on her own as there are many other responsibilities that will interfere with this work.

2. **Limited staff knowledge** – The Assessment Department has hired 3 new appraisers in the last 2 years and they have been doing exceptionally well. It takes approximately 6 – 7 years to learn all property type valuations. The newer appraisers have not learned commercial assessment yet to be able to assist in this work. They need to stay focused on the residential property assessments to ensure that the residential and condo models are completed on time for the 2025 Revaluation.
3. **Limited time** – Preliminary values are delivered to the provincial government April 1, 2024 so having all models completed by then is an advantage. Revaluation work starts in 2023 as this is a lengthy process to get completed. Then after April 1, 2024, it gives Assessment time to review the application of the models to the population of residential, condo, multi-residential and commercial properties. This also gives us time to work with taxation on the preliminary impacts to the tax tools so we can identify potential issues. Understanding the results of what the 2025 Revaluation changes will be, gives us the ability to develop communication for members of City Council prior to the delivery of the 2025 assessment notices and time to develop communication to provide to the public so they better understand the 2025 Revaluation changes.

The proposal provided by TJ Ewert Professional Services is for assistance in the full implementation of the Income Approach for commercial properties. The estimate provided is for \$73,750 which involves work to be completed in the remainder of 2023 and into the early part of 2024 so we can absorb the cost in both years. This work will be a collaborative relationship with the City Assessor as this work will be completed under her guidance. The City Assessor will be completing some of the work but the more difficult income-expense forms will be analyzed by the consultant because they are very time consuming.

This consultant has several years of experience with the Income Approach including analyzing the forms returned from property owners, reviewing commercial property physical data, understanding the commercial costing information to transpose into the income set up, income approach modeling as well as income approach support for assessment appeals. He has worked in the assessment profession since 2002 within SAMA and the City of Regina. He is currently the only consultant within Saskatchewan familiar with assessment.

There may be subsequent costs involved for 2024 and 2025, so those potential charges may be brought forward for the 2024 and 2025 budget deliberations.

CONSULTATIONS:

Discussions occurred with assessment staff to determine how the impacts of the 2022 SMB decision affects our current workload and work needing to be completed to ensure the 2025 Revaluation analysis work is completed by March 31, 2024. Concerns were raised due the limited amount of licensed assessment staff available to complete commercial assessment work as well as potential impact to the remaining work load. This results in a huge risk in the ability for Assessment to work towards the implementation of the Income Approach for

commercial property assessments.

The City Assessor reached out to the only consultant company within Saskatchewan that is familiar with assessment work and also the income approach valuation method. The City Assessor consulted with the individual, Tom Ewert, on how he would be able to assist with this risk area.

There were consultations with the City Manager and Director of Financial Services to provide them with a heads up on the risk involved due to the changes in our work plan as a result of the impacts of the 2022 SMB decision.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The implementation of the Income Approach will require educational material to be developed to help the commercial property owners understand the change in the method of valuation.

Educational sessions with Assessment staff and members of City Council will also be completed prior to the implementation and delivery of the 2025 Revaluation assessment notices.

FINANCIAL IMPLICATIONS:

The estimated financial costs provided of \$73,750 is for the full implementation of the Income Approach for commercial properties. This analysis will be completed during 2023 and into 2024. The estimated cost for 2023 is \$40,000 with the remainder to be included in the 2024 Assessment budget numbers.

There may be potential for additional costs for subsequent steps in the process that will be evaluated and included in the 2024 and 2025 budgets. This would include assistance in the review of the population before full implementation for 2025 and appeal assistance in 2025.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy implications, privacy implications, and official community plan.

STRATEGIC PLAN:

This report supports the long-term strategy to increase revenue sources and reduce reliance on residential property taxes under the Strategic Goal of Fiscal Management and Accountability.

By implementing the Income Approach, this will change the valuations to include a calculation to reflect the Prince Albert market influences. This will eliminate the challenge we continue to be faced with on the Cost Approach resulting from the 2017 Wal-Mart Court of Appeal decision that provided there is no requirement for a market adjustment factor (MAF) to be

applied to the Property when there are no comparable sales. Currently tax agents representing certain types of commercial properties are seeking for no MAF application in majority of our commercial appeals which makes up most of the appeals each year.

OPTIONS TO RECOMMENDATION:

The option to this recommendation is to not hire the consultant services. This will mean that the implementation of the Income Approach for the 2025 Revaluation will not happen and the commercial assessments will continue to be valued on the Cost Approach. The City of Prince Albert will remain as the only City within Saskatchewan that is not using the Income Approach to Valuation for the commercial property type.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Vanessa Vaughan, City Assessor

ATTACHMENTS:

1. Proposal to City of Prince Albert, Mass Appraisal Service

Written by: Vanessa Vaughan, City Assessor

Approved by: Director of Financial Services & City Manager



Implementation of the Income Approach for Assessment of Real Property

March 10, 2023

To:

Ms. Vanessa Vaughan LAAS, RES, CAE
City Assessor
Financial Services
City Hall | 1084 Central Avenue
Prince Albert SK. S6V 7P3

From:

TJ Ewert Professional Services
Thomas B. Ewert, LAAS, RES, CAE
Southey, SK. SOG 4P0
306.591.1325
tandjewert@gmail.com



Ms. Vaughan.

Please find enclosed a proposal submitted by T.J. Ewert Professional Services to assist the City of Prince Albert assessment department with implementation of the Income Approach to valuation for commercial real property in time for the 2025 Revaluation.

This proposal identifies the properties to be reviewed and other work to be performed on behalf of the City, provides a general outline of the scope of work required for this project, projected timelines, and a fee estimate for the services provided.

Thank you for the opportunity to provide you with this proposal, I look forward to working with you on this project.

Yours truly,

T.J. Ewert Professional Services

Thomas B. Ewert, LAAS, RES, CAE



Proposal Submission

For

City of Prince Albert

Regarding

**Implementation of the Income Approach for Assessment of Real
Property**

**For the Commercial Properties identified in the
City of Prince Albert**



March 10, 2023

City of Prince Albert Proposal

Corporate Profile:

T.J. Ewert Professional Services specializes in providing mass appraisal consulting services to a variety of clientele, both institutional and private. We recognize the importance of stable, reliable and fair assessments to municipalities and the communities that they serve.

Our goal is to provide efficient, high-quality results delivered in a timely fashion at a cost consistent with the complexity of the task. Quality of service is our top priority, along with delivering results for your organization. Our staff are experienced and qualified, backed with designations from the International Association of Assessing Officers and conforming to the Canadian Uniform Standards of Professional Appraisal Practice.

Saskatchewan Assessment Structure:

Assessed value for residential and commercial property in Saskatchewan for 2025 will be determined using a market value standard. Assessed values, as detailed in the following quotes from The Cities Act, with corresponding sections in The Municipalities Act for non-cities, are to be determined using mass appraisal techniques, and are intended to be reflective of market value as of the applicable base date, which is January 1, 2023, for the upcoming assessment cycle (2025-2028).

Section 165:

(1) An assessment shall be prepared for each property in the city using only mass appraisal.

(2) All property is to be assessed as of the applicable base date.

(3) The dominant and controlling factor in the assessment of property is equity. (3.1)Each assessment must reflect the facts, conditions and circumstances affecting the property as at January 1 of each year as if those facts, conditions and circumstances existed on the applicable base date.”

Section 163:

(f.1)“market valuation standard” means the standard achieved when the assessed value of the property:

(i) is prepared using mass appraisal;

(ii) is an estimate of the market value of the estate in fee simple in the property;

(ii) reflects typical market conditions for similar properties; and

(iv) meets quality assurance standards established by order of the agency”

(f.2) “market value” means the amount that a property should be expected to realize if the estate in fee simple in the property is sold in a competitive and open market by a willing seller to a willing buyer, each acting prudently and knowledgeably, and assuming that the amount is not affected by undue stimuli;

f.3)“mass appraisal” means the process of preparing assessments for a group of properties as of the base date using standard appraisal methods, employing common data, and allowing for statistical testing;”

Provision of information to assessor

171(1) For assessment purposes, the assessor may, at any time, request any information or document that relates to or might relate to the value of any property from any person who owns, uses, occupies, manages or disposes of the property.

(2) Every year, the assessor may request the owner of property to provide information respecting:

(a) the persons who are carrying on business on the property; and

(b) the nature of the business being carried on.

(3) For the purpose of using a valuation technique or method of appraisal based on the use of income or benefits, an assessor may request from a person mentioned in subsection (1) any information or document that relates to:

(a) the income generated or expected to be generated by any property; and

(b) the expenses incurred or expected to be incurred with respect to any property.

In addition to the legislation contained within *The Cities Act*, the Saskatchewan Assessment Management Agency publishes a wide variety of manuals, handbooks and guides identifying the general procedures used to value the various types of property. For commercial and multi-residential property in larger urban centers, where there is an active leasing market, the income approach is the most appropriate methodology available. For residential properties, where there are multiple sales of rather homogeneous properties available for analysis, the direct comparison approach is most appropriate. For more unique property types, and for most properties in centers with limited amounts of market data available for analysis, the modified cost approach is used to calculate assessed values.

Reassessments take place in Saskatchewan every four years with the valuation base date 24 months behind the implementation date (i.e. January 1, 2019, for the 2020-2024 assessment cycle).

Property Identification

T.J. Ewert Professional Services is pleased to prepare this proposal to provide consulting services to the City of Prince Albert for valuation of Commercial property within the boundaries of the City. While actual addresses of the properties to be reviewed have not been provided, the quantities and general type of properties included are identified in the following table:

Property Type	Quantity
Fast Food	5
Enclosed Mall	2
Office	45
Strip Mall	33
Warehouse	24
Hotels	6
Total	115

A review of each property will be conducted, with recommendations provided for action where necessary. Following the review of the properties, final models will be developed in coordination with the City Assessor.

Mass Appraisal Standard:

The Cities Act defines Mass Appraisal as “a broad term that is applied to the production of property values for a group of properties on a ‘mass’ level by using standard methods, common data, and allowing for statistical testing.”

A Market Study, Sales Ratio Study, other Statistical Studies and analysis used in the Production of a Mass Appraisal are defined by the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) as Mass Appraisal Reports, which for the purposes of this assignment constitute a consulting assignment. The difference between an appraisal and a consulting assignment is that a consulting assignment typically results in a recommendation for action as opposed to the provision of an opinion of value. All reports provided to the clients for this assignment will conform to the CUSPAP as detailed for consulting assignments.

The intended use of such reports is to provide independent advice to the client to assist in determining which courses of action should be taken with respect to the creation of the assessments. Recommended actions required to ensure equitable valuation of the properties and appropriate assessment model development will be identified, along with any anticipated constraints and alternatives. The only intended user of the report will be the client, the City of Prince Albert. Liability to unintended users is strictly denied.

Procedure / Reporting:

The Mass Appraisal Consulting Assignment will include:

1. Identification and review of each physical property and its basic characteristics
 - Review includes preliminary verification of property (space) type, condition and property area by means of desktop review using publicly available computer technologies and data gathered by the City of Prince Albert.

2. Verification of Rental Income data
 - The income and expense information related to each property is provided to the City each year by the owner of the property according to The Cities Act. Verification includes development of net operating income per square foot, occupancy and various other income and expense related metrics as required for each property.

3. Development of Rental Income and Capitalization Models
 - In collaboration with the City Assessor and assessment staff from the City, the various models will be developed in order to determine assessed values using the Income Approach, or whichever approach to value is determined to be most appropriate for the property types.
4. A report will be prepared and recommendations of valuation methods and model structures for the various property groups will be communicated to the client for each of the Income and Sale analyses.

Subsequent Steps in the Process:

Following the review of the properties, recommendations can be made about optimal valuation model structures and appropriate approaches to value. Finally, final valuation parameters selected and models can be migrated into the City's CAMA system for application to the individual properties.

Further actions can include and are not limited to:

- Provision of various statistical summary data required for the City's reporting purposes such as assessment model documentation reports, primary audit filing, support of values, etc.
- Assistance with various reporting and documenting needs as required
- Creation of training tools to assist assessment staff with understanding and explaining income valuation models, with training for City staff may be provided as required
- Assistance with applying the assessment models to the population of commercial properties within the various property groups in the City
- Assistance to the City of Prince Albert supporting the valuation methods used, as required and as agreed to by T.J. Ewert Professional Services and the City of Prince Albert

Client Responsibilities:

For the purposes of this consulting assignment, the client and/or its representative will be asked to provide:

- A primary contact and single backup contact person to co-ordinate with for this assignment.
- A laptop computer with access to the City of Prince Albert's CAMA system.
- Operating income and expense information for each property for the years 2022, 2021 and 2020 collected by the City.
- Sale validation reports or other information required to verify terms and conditions of real estate transactions within the City, already collected by the City.
- Financial statements provided from accommodation properties must be in accordance with uniform Canadian accounting standards including detailed accounting of COVID subsidy receipts.
- Timely access to electronic databases required for model development

Any/all of the above information provided by the client is assumed to be correct and will be relied on for the purposes of conducting the mass appraisal consulting assignment. For that reason, the clients agree to save harmless the consultant for any errors or omissions resulting therefrom.

Information provided by the client will be returned to the client at the end of the assignment and will not be used for any purpose other than those described above.

Real Property Assessment Review Costs:

Proposed fees for the services described herein are detailed in the table below:

Estimate for Review of Physical Characteristics and Financial Data - General Commercial Property	\$33,750
Estimate for Review of Physical Characteristics and Financial Data - Hotels	\$14,400
Estimate - Income Analysis	\$17,600
Estimate - Sale Analysis	\$8,000
Total Estimate for Initial Services *plus applicable taxes.	\$73,750

In addition to the above, if further actions are requested by the client, fees shall be applied on an hourly basis as negotiated by the City of Prince Albert and T.J. Ewert Professional Services and for travel to the City of Prince Albert as required.

Qualifications & Experience:

T.J. Ewert Professional Services provides an exceptional level of service including:

- Extensive knowledge and experience with the Saskatchewan assessment system, including application of all three approaches to value and support of value
- 10+ years of experience conducting mass appraisal statistical analyses, assessment model building and assessment appeals in Saskatchewan
- Relationships with assessment professionals and authorities and other stakeholders across the province, including leading international experts
- Qualified in-house experienced staff to deliver the project on time and on budget
- Experienced in delivering large projects
- Superior track record including 99% success rate at tribunal hearings

Thank you for taking the time to review this proposal and I look forward to hearing from you.

If you have any questions, please do not hesitate to contact me at 306 591 1325.

Yours truly,



T.J. Ewert Professional Services

Thomas B. Ewert, LAAS, RES, CAE

306 591 1325

tandjewert@gmail.com

Qualifications (Cont'd)

Thomas B. Ewert, LAAS, RES, CAE

Position Principle, T.J. Ewert Professional Services, an independent mass appraisal service provider

Qualifications Thomas has been employed in the assessment profession since 2002. He is a member of the International Association of Assessing Officers, having achieved their RES designation in 2007 and the CAE designation in 2010 and a member of the Saskatchewan Association of Assessing Officers, holding their LAAS designation. Thomas works primarily in the valuation of commercial and industrial property, including mass appraisal model development and application.

Experience Mass appraisal valuation work involves many aspects, beginning with the validation of property characteristics and income generating capabilities, financial statements and other market related data. In the end, mass appraisal models are developed, applied and supported at the various tribunals and courts.

Thomas is skilled in the application of mass appraisal techniques covering a broad spectrum of properties including all types of commercial and industrial, heavy industrial and residential properties. Previous experience includes mass appraisal model building in several jurisdictions within Saskatchewan, including leading a team responsible for the valuation of real property in a large jurisdiction in Saskatchewan using all the income, cost and direct sales comparison approaches to value. Thomas has been qualified as an expert witness and has advocated successfully at the Board of Revision and Saskatchewan Municipal Board on numerous occasions, and has assisted with many assessment files at the Saskatchewan Court of Appeal.

In addition to attaining the CAE designation, Thomas has worked with a variety of international experts in the assessment profession. He presented his work at the 2018 IAAO Annual Conference in Minneapolis.

TITLE: Review and Regulation of Communication Towers

DATE: April 20, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report regarding the review and regulation of communication towers be received as information and filed.

TOPIC & PURPOSE:

To provide information regarding how applications for communication towers will be reviewed, understanding that SaskTel will be upgrading the cellular network in Prince Albert in 2023-2024.

PROPOSED APPROACH AND RATIONALE:

Radiocommunication and broadcasting services are important for all citizens and require the use of antenna systems and communication towers. There is some flexibility in the placement of this infrastructure, however their location is constrained by the need to achieve coverage for the service area, the availability of sites, technical limitations, and safety.

SaskTel is pursuing major system upgrades to their cellular network that will require upgrading existing towers and installing new ones. In order to accommodate these changes, the City is clarifying how these towers will be reviewed.

Approving Authority

Radiocommunication infrastructure, including cell towers, are regulated and authorized federally by Innovation, Science and Economic Development Canada (ISED). The *Radiocommunication Act* states that the Minister of ISED takes into account all matters relevant for ensuring orderly development and efficient operation of radiocommunication in

Canada, and approves the construction of all towers and antenna-supporting structures.

Bylaw No. 1 of 2019, the Zoning Bylaw, currently indicates that communication towers are Discretionary Uses requiring City Council approval. As City Council does not have the authority to approve or deny applications for communication towers, Administration will not be bringing these applications to City Council. The locations will be reviewed internally, and SaskTel will be required to follow the public consultation process outlined by ISED before construction can take place. Administration will be looking at ways to ensure that our comments and advice are taken into consideration.

Public Consultation

As the City of Prince Albert does not have its own established public consultation process specifically for communication towers, applicants must follow ISED's default public consultation process. They must:

1. Provide written notification of the proposed antenna system installation or modification to the public, the land use authority and ISED, and allow for 30 days for written public comments to be received;
2. Engage the public and the land use authority in order to address relevant questions, comments and concerns regarding the proposal; and
3. Provide an opportunity to the public and the land use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns.

At a minimum, applicants must provide a notification package to the local public within a radius of three times the tower height. The notices must be clearly marked so as not to be interpreted as junk mail.

Responding to the Public

Through ISED's public consultation process, applicants are required to address all reasonable and relevant concerns in a timely manner. They are first required to acknowledge in writing that they've received the concern within 14 days, and then to follow up within 60 days regarding how the concern is being addressed, or why the concern is not deemed to be reasonable or relevant. Examples of concerns that may be addressed include:

- Why the use of an existing antenna system is not possible;

- Why an alternate site is not possible; or

- What is being done to ensure the antenna system is not accessible to the general public.

The party that brought forward concerns then has an additional 21 days to respond to the applicant's response, if necessary. Concerns relating to the applicant's service, but not the antenna installation itself, potential effects on property values or municipal taxes, as well as the validity of the *Radiocommunication Act* are examples of concerns that are not deemed to be relevant or reasonable.

Final Approval

The applicant can only begin installing an antenna system after the consultation process is completed and all ISED requirements have been met. One of these last requirements includes concurrence from the land use authority, such as a letter of support that the proposed location is acceptable for the location of a new communication tower.

Administration will look at the most effective way of notifying City Council as to the location of the new towers, depending on how the applications are submitted for review.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Craig Guidinger, Director of Planning & Development

ATTACHMENTS:

1. Radiocommunication and Broadcasting Antenna Systems - CPC-2-0-03 - Client Procedures Circular

Written by: Ellen Pearson, Planner

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



Spectrum Management and Telecommunications

Client Procedures Circular

Radiocommunication and Broadcasting Antenna Systems

Preface

Client Procedures Circular CPC-2-0-03, *Radiocommunication and Broadcasting Antenna Systems*, issue 6, replaces CPC-2-0-03, issue 5, dated June 26, 2014.

The following are the main changes:

- implemented official languages requirements for the public consultation process, which will apply to public consultations commenced on or after August 1, 2023
- updated the name of the department to Innovation, Science and Economic Development Canada (ISED) throughout
- updated references to the *Canadian Environmental Assessment Act* to reflect the coming into force of the *Impact Assessment Act*
- updated Transport Canada references and details relating to aeronautical safety responsibilities to reflect current forms and definitions
- adopted the text proposed by NAV Canada regarding land-use proposal submission forms
- made editorial changes and clarifications, as appropriate

Comments and suggestions may be directed to the following address:

Innovation, Science and Economic Development Canada
Spectrum Management Operations Branch
235 Queen Street
Ottawa ON K1A 0H5

Attention: Spectrum Management Operations

Email: spectrumoperations-operationsduspectre@ised-isde.gc.ca

All spectrum-related documents referred to in this paper are available on ISED's Spectrum Management and Telecommunications website.

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1. Introduction

Radiocommunication and broadcasting services are important for all Canadians and are used daily by the public, safety and security organizations, government, wireless service providers, broadcasters, utilities and businesses. In order for radiocommunication and broadcasting services to work, antenna systems including masts, towers, and other supporting structures are required. Antenna systems are normally composed of an antenna and some type of supporting structure, often called an antenna tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. There is a certain measure of flexibility in the placement of antenna systems, which is constrained to some degree by the need to achieve acceptable coverage for the service area, the availability of sites, technical limitations, and safety. In exercising its mandate, Innovation, Science and Economic Development Canada (ISED) believes that it is important that antenna systems be deployed in a manner that considers the local surroundings.

1.1 Mandate

Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process outlined in this document when installing or modifying an antenna system. Also, the installation of an antenna system or the operation of a currently existing antenna system that is not in accordance with this process may result in its alteration or removal and other sanctions against the operator in accordance with the *Radiocommunication Act*.

1.2 Application

The requirements of this document apply to anyone who is planning to install or modify an antenna system, regardless of the type (referred to in this document as the “proponent”). This includes telecommunications carriers, businesses, governments, Crown agencies, operators of broadcasting undertakings and the public (including for amateur radio operation and over-the-air TV reception).

Anyone who proposes, uses or owns an antenna system must follow these procedures. The requirements also apply to those who install towers or antenna systems on behalf of others or for leasing purposes (“third party tower owners”). As well, parts of this process contain ongoing obligations that apply to existing antenna system owners and operators.

For the purposes of this document:

- An “antenna system” is normally composed of an antenna and some sort of supporting structure, normally a tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. Thus, where this document refers to an “antenna,” the term includes the integral mast.

- A “telecommunications carrier” means a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

1.3 Process overview

This document outlines the process that must be followed by proponents seeking to install or modify antenna systems. The broad elements of the process are as follows:

1. investigating sharing or using existing infrastructure before proposing new antenna-supporting structures
2. contacting the land-use authority to determine local requirements regarding antenna systems
3. undertaking public notification and addressing relevant concerns, whether by following local land-use authority requirements or ISED’s default process, as is required and appropriate
4. satisfying ISED’s general and technical requirements
5. completing the construction

It is ISED’s expectation that steps 2 to 4 will normally be completed within **120 days**. Some proposals may be excluded from certain elements of the process (see section 6). It is ISED’s expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document. If the requirements of this document are satisfied and the proposal proceeds, then, under step 5, construction of the antenna system must be completed within **three years** of conclusion of consultation.

2. ISED engagement

There are a number of points in the processes outlined in this document where parties must contact ISED to proceed. Further, anyone with questions regarding the process may contact the local ISED office for guidance (refer to Radiocommunication Information Circular RIC-66, *Addresses and Telephone Numbers of District Offices*). Based on a query by an interested party, ISED may request parties to provide relevant records and/or may provide direction to one or more parties to undertake certain actions to help move the process forward.

3. Use of existing infrastructure (sharing)

This section outlines the roles of proponents and owners/operators of existing antenna systems. In all cases, parties should retain records (such as analyses, correspondence and engineering reports) relating to this section. See also Client Procedures Circular CPC-2-0-17, *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*.

Before building a new antenna-supporting structure, ISED requires that proponents first explore the following options:

- consider sharing an existing antenna system, modifying or replacing a structure if necessary
- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers, etc.

A proponent is not normally expected to build a new antenna-supporting structure where it is feasible to locate an antenna on an existing structure, unless a new structure is preferred by the land-use authority.

Owners and operators of existing antenna systems are to respond to a request to share in a timely fashion and to negotiate in good faith to facilitate sharing where feasible. It is anticipated that **30 days** is reasonable time for existing antenna system owners/operators to reply to a request by a proponent in writing with one of the following:

- a proposed set of reasonable terms to govern the sharing of the antenna system
- a detailed explanation of why sharing is not possible

4. Land-use authority and public consultation

Contacting the land-use authority

Proponents must always contact the applicable land-use authorities to determine the local consultation requirements and to discuss local preferences regarding antenna system siting and/or design, unless their proposal falls within the exclusion criteria outlined in section 6. If the land-use authority has designated an official to deal with antenna systems, then proponents are to engage the authority through that person. If not, proponents must submit their plans directly to the council, elected local official or executive. The **120-day** consultation period commences only once proponents have formally submitted, in writing, all plans required by the land-use authority, and does not include preliminary discussions with land-use authority representatives.

Proponents should note that there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities

located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. As well, in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation, they must contact ISED in order to ensure that the requirements for consultation are met. Proponents are encouraged to refer to local community and online resources (for example, the Aboriginal and Treaty Rights Information System (ATRIS)) as applicable.

Following the land-use authority process

Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, where one exists. In the event that a land-use authority's existing process has no public consultation requirement, proponents must then fulfill the public consultation requirements contained in ISED's default public consultation process (see section 4.2). Proponents are not required to follow this requirement if the land-use authority's established process explicitly excludes their type of proposal from consultation or it is excluded by ISED's criteria. In all cases, telecommunications carriers, broadcasting undertakings and third party tower owners must notify and consult with the local public when proposing a new antenna tower, either by following ISED's default public consultation process or, where one exists, the land-use authority's public consultation process. Where proponents believe the local consultation requirements are unreasonable, they may contact the local ISED office in writing for guidance.

Broadcasting undertakings

Applicants for broadcasting undertakings are subject to Canadian Radio-television and Telecommunications (CRTC) licensing processes in addition to ISED requirements. Although ISED encourages applicants to consult as early as practical in the application process, in some cases it may not be prudent for applicants to initiate public and municipal/land-use consultation before receiving CRTC approval, as application denial by the CRTC would have resulted in unnecessary work for all parties involved. Therefore, assuming that the proposal is not otherwise excluded, broadcasting applicants may opt to commence land-use consultation after having received CRTC approval. However, broadcasting applicants choosing this approach are required, at the time of the CRTC application, to notify the land-use authority with a Letter of Intent outlining a commitment to conduct consultation after receiving CRTC approval. If the land-use authority raises concerns with the proposal as described in the Letter of Intent, applicants are encouraged to engage in discussions with the land-use authority regarding their concerns and attempt to resolve any issues. Refer to Broadcasting Procedures and Rules, Part 1 (BPR-1), for further details.

4.1 Land-use authority consultation

ISED believes that any concerns or suggestions expressed by land-use authorities are important elements to be considered by proponents regarding proposals to install, or make changes to, antenna systems. As part of their community planning processes, land-use authorities should facilitate the implementation of local radiocommunication services by establishing consultation processes for the siting of antenna systems. Municipalities may also wish to refer to the Antenna System Siting Protocol Template developed in partnership between the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA).

Unless the proposal meets the exclusion criteria outlined in section 6, proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction. The aim of this consultation is to:

- discuss site options
- ensure that local processes related to antenna systems are respected
- address reasonable and relevant concerns (see section 4.2) from both the land-use authority and the community they represent
- obtain land-use authority concurrence in writing

Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes specific to antenna systems that consider such things as:

- the designation of suitable contacts or responsible officials
- proposal submission requirements
- public consultation
- documentation of the concurrence process
- the establishment of milestones to ensure consultation process completion within **120 days**

ISED is available to assist land-use authorities in the development of local processes. In addition, land-use authorities may wish to consult ISED's guide for the development of local consultation processes.

Where they have specific concerns regarding a proposed antenna system, land-use authorities are expected to discuss reasonable alternatives and/or mitigation measures with proponents.

Under their processes, land-use authorities may exclude from consultation any antenna system installation in addition to those identified by ISED's own consultation exclusion criteria (section 6). For example, an authority may wish to exclude from consultation those installations located within

industrial areas removed from residential areas, low visual impact installations, or certain types of structures located within residential areas such as personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

4.2 ISED's default public consultation process

Proponents must follow ISED's default public consultation process where the local land-use authority does not have an established and documented public consultation process applicable to antenna siting. ISED's default process has three steps whereby the proponent:

1. provides written notification to the public, the land-use authority and ISED of the proposed antenna system installation or modification (i.e. public notification)
2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. responding to the public)
3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. public reply comment)

Public notification

1. Proponents must ensure that the local public, the land-use authority and ISED are notified of the proposed antenna system. As a minimum, proponents must provide a notification package (see annex A) to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc. located within a radius of three times the tower height (proponents are advised that municipalities may set reasonable public notification distances appropriate for their communities when establishing their own protocols). The radius is measured from the outside perimeter of the supporting structure. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc. Public notification of an upcoming consultation must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly reference that the recipient is within the prescribed notification radius of the proposed antenna system.
2. It is the proponent's responsibility to ensure that the notification provides at least **30 days** for written public comment.
3. In addition to the minimum notification distance noted above, in areas of seasonal residence, the proponent, in consultation with the land-use authority, is responsible for determining the best manner to notify such residents to ensure their engagement.

4. In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area. Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting, or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include:

- a description of the proposed installation
- its location and street address
- proponent contact information and mailing address
- an invitation to provide public comments to the proponent within **30 days** of the notice

In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local ISED office for guidance.

Responding to the public

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

1. respond to the party in writing within **14 days** acknowledging receipt of the question, comment or concern, and keep a record of the communication
2. address in writing all reasonable and relevant concerns within **60 days** of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant
3. in the written communication referred to in the preceding point, clearly indicate that the party has **21 days** from the date of the correspondence to reply to the proponent's response (the proponent must provide a copy of all public reply comments to the local ISED office)

Responding to reasonable and relevant concerns may include contacting a party by telephone, engaging in a community meeting or having an informal, personal discussion. Between steps 1 and 2 above, the proponent is expected to engage the public in a manner it deems most appropriate. Therefore, the letter at step 2 above may be a record of how the proponent and the other party addressed the concern at hand.

Public reply comments

As indicated in step 3 above, the proponent must clearly indicate that the party has **21 days** from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the **21-day** public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system.

Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document, including the *Impact Assessment Act*, Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations
- potential effects that a proposed antenna system will have on property values or municipal taxes
- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner

4.3 Concluding consultation

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or ISED confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements (section 4.1) with the land-use authority
2. carried out public consultation either through the process established by the land-use authority or ISED's default public consultation process where required
3. addressed all reasonable and relevant concerns

Concluding land-use authority consultation

ISED expects that land-use consultation will be completed within **120 days** from the proponent's initial formal contact with the local land-use authority. Where unavoidable delays may be encountered, the land-use authority is expected to indicate when the proponent can expect a response to the proposal. If the authority is not responsive, the proponent may contact ISED. Depending on individual circumstances, ISED may support additional time or consider the land-use authority consultation process concluded.

Depending on the land-use authority's own process, conclusion of local consultation may include such steps as obtaining final concurrence for the proposal via the relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied, or other valid indication, such as the minutes of a town council meeting indicating land-use authority approval. Compliance with informal city staff procedures, or grants of approval strictly related to zoning, construction, etc., will not normally be sufficient.

ISED recognizes that approvals for construction (e.g. building permits) are used by some land-use authorities as evidence of consultation being concluded. Proponents should note that ISED does not consider the fact a permit was issued as confirmation of concurrence, as different land-use authorities have different approaches. As such, ISED will only consider such approvals as valid when the proponent can demonstrate that the land-use authority's process was followed and that the land-use authority's preferred method of concluding land-use authority consultation is through such an approval.

Concluding ISED's default public consultation process

ISED's default public consultation process will be considered concluded when the proponent has either:

- received no written questions, comments or concerns to the formal notification within the **30-day** public comment period or

- if written questions, comments or concerns were received, the proponent has addressed and resolved all reasonable and relevant concerns and the public has not provided further comment within the **21-day** reply comment period

In the case where the public responds within the **21-day** reply comment period, the proponent has the option of making further attempts to address the concern on its own, or can request ISED engagement. If a request for engagement is made at this stage, ISED will review the relevant material, request any further information it deems pertinent from any party, and may then decide that:

- the proponent has met the consultation requirements of this process and that ISED concurs that installation or modification may proceed, or
- the parties should participate in further attempts to mitigate or resolve any outstanding concerns

4.4 Communicating in both official languages

The following requirements will apply to all proponents for all public consultation processes commenced on or after August 1, 2023:

- Whether the proponent follows the land-use authority's consultation process or ISED's default public consultation process, initial communications with the public (including but not limited to notification packages and public notices) must be made in both official languages in communities located in census subdivisions that have a minority official language population of any size. A list of the census subdivisions where this requirement applies is published on ISED's website, and ISED will update the list from time to time.
- If, in the context of the public consultation process, a member of the public in any of these communities provides written or verbal questions, comments, relevant concerns, or reply comments, the proponent must respond in the official language in which the questions, comments, relevant concerns, or reply comments were made.
- Proponents must follow the consultation process established by the land-use authority, where one exists. In the event that a land-use authority's existing process requires bilingual communications with the public, proponents must follow those public consultation requirements.

For the purposes of determining the date a public consultation is commenced and the applicability of this section, a public consultation is commenced as soon as the proponent makes any initial consultation with the public, such as through sending a notification package, posting signs or publishing an announcement in local media.

Prior to August 1, 2023, proponents must follow the official language requirements set out by a land-use authority when consulting with the general public using the land-use authority's process; when using ISED's default consultation process, proponents should contact the land-use authority to determine the best manner of notifying the public to ensure their engagement.

4.5 Post-consultation

Whether the proponent followed a land-use authority's consultation process or ISED's default public consultation process, construction of an antenna system must be completed within three years of the conclusion of consultation. After three years, consultations will no longer be deemed valid except in the case where a proponent secures the agreement of the relevant land-use authority to an extension for a specified time period in writing. A copy of the agreement must be provided to the local ISED office.

5. Dispute resolution process

The dispute resolution process is a formal process intended to bring about the timely resolution where the parties have reached an impasse.

Upon receipt of a written request from a stakeholder other than the general public asking for ISED intervention concerning a reasonable and relevant concern, ISED may request that all involved parties provide and share all relevant information. ISED may also gather or obtain other relevant information and request that parties provide any further submissions if applicable. ISED will, based on the information provided, either:

- make a final decision on the issue(s) in question, and advise the parties of its decision or
- suggest the parties enter into an alternate dispute resolution process in order to come to a final decision; should the parties be unable to reach a mutually agreeable solution, either party may request that ISED make a final decision

Upon resolution of the issue under dispute, the proponent is to continue with the process contained within this document as required.

6. Exclusions

All proponents must satisfy the general requirements outlined in section 7 regardless of whether an exclusion applies to their proposal. All proponents must also consult the land-use authority and the public unless a proposal is specifically excluded. Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponent to consult even though the proposal meets an exclusion noted below.

Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings
- the location of the proposed antenna system on the property and its proximity to neighbouring residents
- the likelihood of an area being a community-sensitive location
- Transport Canada's marking and lighting requirements for the proposed structure

The following proposals are excluded from land-use authority and public consultation requirements:

- **New antenna systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners.
- **Existing antenna systems:** where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation. The exclusion for the replacement of existing antenna systems applies to replacements that are similar to the original design and location; "initial antenna system installation" refers to the system as it was first consulted on, or installed. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners.
- **Non-tower structures:** including antennas on buildings, water towers, lamp posts, etc. These may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%. Telecommunications carriers, operators of broadcasting undertakings and third party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria.
- **Temporary antenna systems:** used for special events or emergency operations. Temporary antenna systems must be removed within three months after the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Proponents who are not certain if their proposals are excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or ISED for guidance.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

7. General requirements

In addition to roles and responsibilities for site sharing, land-use consultation and public consultation, proponents must also fulfill other important obligations including the following:

- compliance with Health Canada's Safety Code 6 guideline for the protection of the general public
- compliance with radio frequency immunity criteria
- notification of nearby broadcasting stations
- environmental considerations
- Transport Canada aeronautical safety responsibilities
- NAV CANADA air navigation facilities

7.1 Radio frequency exposure limits

Health Canada has established safety guidelines for exposure to radio frequency fields in its Safety Code 6, *Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz*. While the responsibility for developing Safety Code 6 rests with Health Canada, ISED has adopted this guideline for the purpose of protecting the general public. Current biomedical studies in Canada and other countries indicate that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation complies with Safety Code 6.

It is the responsibility of proponents and operators of installations to ensure that all radiocommunication and broadcasting installations comply with Safety Code 6 at all times, including the consideration of combined effects of nearby installations within the local radio environment.

Telecommunications common carriers and operators of broadcasting undertakings are to carry out an exposure evaluation on all new installations and following any increases in radiated power. Either measurement surveys or mathematical or numerical computations can be used for this evaluation. Where the radio frequency emission of any installation, whether telecommunications carrier or broadcasting operator, is greater than, or is equal to, 50% of the Safety Code 6 limits for uncontrolled environments at locations accessible to the general public (i.e. not solely available for access by workers), the operator(s) of radio frequency emitters must notify ISED and demonstrate compliance with Safety Code 6. This determination of 50% of Safety Code 6 must be in consideration of the local radio environment.

For all proponents following ISED's default public consultation process, the proponent's notification package must provide a written attestation that there will be compliance with Safety Code 6 for the protection of the general public, including consideration of nearby radiocommunication systems. The notification package must also indicate any Safety Code 6 related signage and access control mechanisms that may be used.

Compliance with Safety Code 6 is an ongoing obligation. At any time, antenna system operators may be required, as directed by ISED, to demonstrate compliance with Safety Code 6 by (i) providing detailed calculations, and/or (ii) conducting site surveys and, where necessary, by implementing corrective measures (see CPC-2-0-20, *Radio Frequency (RF) Fields – Signs and Access Control*). At the request of ISED, telecommunications carriers and operators of broadcasting undertakings must provide detailed compliance information for individual installations within **5 days** of the request. Proponents and operators of existing antenna systems must retain copies of all information related to Safety Code 6 compliance, such as analyses and measurements.

7.2 Radio frequency immunity

All radiocommunication and broadcasting proponents and existing spectrum users are to ensure that their installations are designed and operated in accordance with ISED's immunity criteria as outlined in EMCAB-2, *Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters*, in order to minimize the malfunctioning of electronic equipment in the local surroundings. Broadcasting proponents and existing undertakings should refer to Broadcasting Procedures and Rules: Part 1 (BPR-1), *General Rules*, for additional information and requirements on this matter.

Proponents are advised to consider the potential effect that their proposal may have on nearby electronic equipment. In this way, they will be better prepared to respond to any questions that may arise during the public and land-use consultation processes, or after the system has been installed.

Land-use authorities should be prepared to advise proponents and owners of broadcasting undertakings of plans for the expansion or development of nearby residential and/or industrial areas. Such expansion or development generally results in the introduction of more electronic equipment in the area and therefore an increased potential for electronic equipment to malfunction. By keeping broadcasters aware of planned developments and changes to adjacent land-use, they will be better able to work with the community. Equally, land-use authorities have a responsibility to ensure that those moving into these areas, whether prospective residents or industry, are aware of the potential for their electronic equipment to malfunction when located in proximity to an existing broadcasting installation. For example, the land-use authority could ensure that clear notification be provided to future prospective purchasers.

7.3 Proximity of proposed structure to broadcasting undertakings

Where the proposal would result in a structure that exceeds 30 metres above ground level, the proponent is to notify operators of AM, FM and TV undertakings within 2 kilometres, due to the potential impact the physical structure may have on these broadcasting undertakings. Metallic structures close to an AM directional antenna array may change the antenna pattern of the AM broadcasting undertaking. These proposed structures can also reflect nearby FM and TV signals, causing "ghosting" interference to FM/TV receivers used by the general public.

7.4 Impact Assessment Act

ISED requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the *Impact Assessment Act* (IAA), where the antenna system is incidental to a physical activity or project designated under the IAA, or is located on federal lands.

An antenna system may not proceed where it is incidental to a designated project (as described in the *Physical Activities Regulations*), or is otherwise expressly designated by the Minister of the Environment without satisfying certain requirements applicable to designated projects. Therefore, a proponent of this type of project must contact ISED for direction on how to proceed.

Any proposed antenna system on federal land may not proceed without a determination of “significant adverse environmental effects” by ISED. In order to assist ISED in making such a determination, proponents must submit a project description to ISED, considering and addressing those elements of the environment described in the IAA, as well as any determination of environmental effects that may have been made by the authority responsible for managing the federal land. ISED may also require further information before it can complete its assessment. ISED will inform the proponent of the results of its determination and may impose conditions related to mitigating any adverse effects after making its determination and/or may need to refer the matter to the Governor in Council under the IAA.

In addition, notices under ISED’s default public consultation process require written confirmation of the project’s status under the IAA (e.g. whether it is incidental to a designated project or, if not, whether it is on federal lands).

In addition to IAA requirements, proponents are responsible for ensuring that antenna systems are installed and operated in a manner that respects the local environment and that complies with other statutory requirements, such as those under the *Canadian Environmental Protection Act, 1999*, the *Migratory Birds Convention Act, 1994*, and the *Species at Risk Act*, as applicable.

For projects north of the 60th parallel, environmental assessment requirements may arise from federal statutes other than the aforementioned Acts or from Comprehensive Land Claim Agreements. ISED requires that the installation or modification of antennas or antenna supporting structures be done in accordance with these requirements, as appropriate.

7.5 Aeronautical safety

Proponents must ensure their proposals for any antenna system are first reviewed by Transport Canada and NAV CANADA.

Transport Canada will perform an assessment of the proposal with respect to the potential hazard to air navigation and will notify proponents of any painting and/or lighting requirements for the antenna system. NAV CANADA will comment on whether the proposal has an impact on the provision of their national air navigation system, facilities and other services located off-airport.

As required, the proponent must:

1. submit a completed Aeronautical Assessment Form to Transport Canada
2. submit a completed Land Use Proposal Submission Form to NAV CANADA
3. include any Transport Canada marking/lighting requirements in the public notification package
4. install and maintain the antenna system in a manner that is not a hazard to aeronautical safety
5. retain all correspondence

For those antenna systems subject to ISED's default public consultation process, the proponent will inform the community of any marking/lighting requirements. Where options are possible, proponents are expected to work with the local community and Transport Canada to implement the best and safest marking/lighting options. Proponents should be aware that Transport Canada does not advise ISED of marking/lighting requirements for proposed structures. Proponents are reminded that the addition of, or modification to, obstruction markings may result in community concern and so any change is to be done in consultation with the local public, land-use authority and/or Transport Canada, as appropriate.

References and details

Aeronautical assessment forms are available from any Transport Canada Regional Office. Both the Aeronautical Assessment Form for Obstacle Notice and Assessment (#26-0427) and a list of Transport Canada regional offices are available on the Transport Canada website. Completed forms are to be submitted directly to the nearest Transport Canada regional office. (Refer to Canadian Aviation Regulations, Standard 621 - Obstruction Marking and Lighting).

Land-use proposal submission forms are available on the NAV CANADA website (search the keywords "land use proposal"). Completed forms are to be sent to the NAV CANADA Land Use Office. NAV CANADA will assess whether a proposal has impacts on the safe and efficient provision of air navigation services and their facilities on- or off-airports.

Annex A: ISED's default public consultation process – Public notification package

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The proponent must also provide a copy of the notification package to the land-use authority and the local ISED office at the same time as the package is provided to the public. Notification must include, but need not be limited to:

1. the proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal
2. the proposed location within the community, the geographic coordinates and the specific property or rooftop
3. an attestation that the general public will be protected in compliance with Health Canada's Safety Code 6, including combined effects within the local radio environment at all times; for example:

I, *(name of individual or representative of company)* attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

4. identification of areas accessible to the general public and the access/demarcation measures to control public access
5. information on the environmental status of the project, including any requirements under the *Impact Assessment Act*
6. a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal
7. Transport Canada's aeronautical obstruction marking/lighting requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available

8. an attestation that the installation will respect good engineering practices including structural adequacy
9. reference to any applicable local land-use requirements such as local processes, protocols, etc.
10. notice that general information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website
11. contact information for the proponent, land-use authorities and the local ISED office
12. closing date for submission of written public comments (not less than **30 days** from receipt of notification)



TITLE: 2023 Community Meeting

DATE: April 20, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a community meeting be scheduled at the Ches Leach Lounge in 2023 in June; and
2. That a “come and go” format be used for the meeting.

TOPIC & PURPOSE:

To provide Executive Committee with options for a 2023 Community Meeting.

BACKGROUND:

Beginning in 2014, Administration began a three-phased approach to what have been called Neighborhood Planning meetings:

The first phase involved going out into each of the 8 wards for evening meetings to discuss any and all issues. This was more of a listening exercise rather than providing detailed responses. After the completion of the neighborhood meetings, all comments were analyzed and incorporated into a number of themes.

Phase 2 of this process brought these themes back to the residents of each ward for discussion. The themes were then built on, and brought back to administration for consideration and potential incorporation into departmental work plans.

A motion was approved by City Council to revisit these issues on a continual basis. In 2018, Administration held four meetings throughout the City to discuss specific projects that each Department Head identified. In total approximately 80 people attended these 4 meetings. This is in contrast to the meetings held in the first year where up to 80 people attended

individual ward meetings.

In 2019 two ward meetings were held. One at Arthur Pechey School for Ward 8 and one at Princess Margaret School for Ward 3. The intention in 2019 was for the meetings to rotate each year with two different wards. There were no neighbourhood meetings held in 2020, 2021 or 2022 given the uncertainty with Covid restrictions during these years.

PROPOSED APPROACH AND RATIONALE:

Involving members of the community in these meetings has presented a way to involve the public with our decision making process. The presentation of plans, the communication of ideas, and educating the people that are affected with specific problems, are all crucial steps in the development of master planning documents and good decision making. The public is not only limited to citizens, but can also include community groups, the media, and other affected stakeholders.

Including the public in the formulation of plans, policies, and projects and incorporating their views in the development of different alternatives is quite valuable. Often there will be obstacles, issues and setbacks that ensue, but at the very least, there has been an opportunity provided for the public to be heard and to have a say in the future direction of their City. This process allows the opportunity for residents to hear and understand the context for decisions made by the City, including any specific challenges or limitations experienced, as well as an opportunity for the City to incorporate feedback so that decisions are based on the expressed needs of the community.

Not only have these meetings given administration an opportunity to present on a number of topics, but perhaps more importantly, it has also afforded the public with an opportunity to ask questions, and have one on one discussions with Department Heads, Managers and members of staff that have been made available.

Given that it's been a few years since a meeting was held, Administration is recommending that a single large format meeting be hosted at the Ches Leach Lounge in June 2023 starting at 7pm on either a Tuesday or Wednesday evening.

Similar to previous rounds of consultations, this meeting would be held as follows:

- Short presentation to address guests
- Come and go format
- Tables/booths set up by various departments to cover topics such as:
 - New Playgrounds: Rotary Adventure Park, Midtown Community Club
 - Little Red River Park Phased Improvements
 - Paving Program
 - Police
 - Bylaw Enforcement
 - Fire
 - Aquatics and Arenas Recreation Project

- Roadways: Snow Policy
- Hiring/Employment with the City
- Truth and Reconciliation
- Culture Plan
- Other projects/topics as identified
- Administrative representatives from each area to address questions and receive comments
- Area to submit routine requests through Report a Concern on the website

A larger turnout is anticipated given the time that has passed since the last meeting which makes the larger event space in the Ches Leach a more suitable location. It is also centrally located in Prince Albert with ample parking.

CONSULTATIONS:

Department Heads and the City Managers' Office was consulted in the preparation of this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once a date is finalized in June, the public will be notified through the following methods:

Media release

Calendar of Events

Billboard

Back of the Water Bills for June

Social media

CTV News at Noon Interview

Emails through CNC and Urban Indigenous Coalition Network

FINANCIAL IMPLICATIONS:

Incidental items pertaining to the meetings have been included in the 2023 budget.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy implications or privacy implications

STRATEGIC PLAN:

In the 2023 Strategic Plan, the following areas are relevant to this initiative:

- We seek out and integrate the perspective and lived experiences of our community members as we work to meet our community's needs.
- We are committed to robust discussion with sectors involved prior to making decisions and will maintain engagement throughout implementation.
- Create an environment where residents and other stakeholders can engage with the City and know that their voices are heard.

OFFICIAL COMMUNITY PLAN:

Section 4 of the Official Community Plan highlights Goals and Policies pertaining to decision making.

OPTIONS TO RECOMMENDATION:**Option 1: Two meetings**

Consideration was given to hosting two meetings as was previously done, however, it is not being recommended for two reasons:

1. Community meetings are administratively time-consuming to host. A single large format meeting, in a centrally located facility with good parking, remains a highly effective approach and one that balances the needs for general consultation and other administrative priorities for the applicable departments.
2. Given time that has elapsed since the last community meeting, it is anticipated that there could be a large turnout. A larger facility such as the Ches Leach Lounge will accommodate groups large or small and is a good way to re-introduce the meetings to residents.

Option 2: Fall Meeting

Consideration was given to a fall meeting, however, it is not being recommended for two reasons:

1. Budget preparations at City Hall are in full swing by September and October which makes it a difficult time to call on Administration to prepare for consultations; and
2. A June meeting was considered more suitable to ensure that feedback received would have the opportunity to be considered for the following budget year if applicable.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation, Kiley Bear

ATTACHMENTS:

1. Images from 2019 Neighbourhood Meetings

Written by: Kiley Bear, Director of Corporate Services

Approved by: Director of Planning and Development and City Manager



**2019
Neighbourhood
Meetings**

