



## **CITY OF PRINCE ALBERT**

### **EXECUTIVE COMMITTEE REGULAR MEETING**

# **AGENDA**

**MONDAY, MARCH 18, 2024, 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 February 26, 2024 Executive Committee Meeting Minutes for Approval (MIN 24-13) **Page 1**

#### **5. DELEGATIONS**

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

6.1 Taxi Fare Price Increase Request - Grey Cab Ltd & Checker & Family Taxi (CORR 24-14) **Page 6**

6.2 January 2024 Accounts Payable Payments (RPT 24-66) **Page 9**

6.3 February 20, 2024 Destination Marketing Levy Advisory Committee Meeting Minutes (MIN 24-11) **Page 17**

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

7.1 2024 Property Tax Bylaws (RPT 24-65)

**Page 23**

Verbal Presentation: Briane Folmer, Senior Accounting Manager

7.2 Out of Scope Vacation Leave and Management Days Off Policy (RPT 24-55)

**Page 64**

Verbal Presentation: Kiley Bear, Director of Corporate Services

## **8. UNFINISHED BUSINESS**

## **9. ADJOURNMENT**



City of  
**Prince Albert**

**MIN 24-13**

**MOTION:**

That the Minutes for the Executive Committee Regular & Incamera Meeting held February 26, 2024, be taken as read and adopted.

**ATTACHMENTS:**

1. Regular Minutes
2. Incamera Minutes



## **CITY OF PRINCE ALBERT**

### **EXECUTIVE COMMITTEE REGULAR MEETING**

# **MINUTES**

**MONDAY, FEBRUARY 26, 2024, 4:00 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

Mayor Greg Dionne  
Councillor Charlene Miller  
Councillor Terra Lennox-Zepp  
Councillor Tony Head (Attended via video conferencing)  
Councillor Don Cody  
Councillor Dennis Ogradnick  
Councillor Blake Edwards  
Councillor Darren Solomon

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

## **1. CALL TO ORDER**

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



## **2. APPROVAL OF AGENDA**

0051. **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: Councillor Kilmer

**CARRIED**

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

## **4. ADOPTION OF MINUTES**

0052. **Moved by:** Mayor Dionne

That the Minutes for the Executive Committee Public and Incamera Meetings held January 29, 2024, be taken as read and adopted.

Absent: Councillor Kilmer

**CARRIED**

## **5. DELEGATIONS**

## **6. CONSENT AGENDA**

6.2 Response to October 2023 Accounts Payable Payments Inquiry (RPT 24-33)

That RPT 24-33 be received as information and filed.

6.3 Response to November 2023 Accounts Payable Payments Inquiry (RPT 24-34)

That RPT 24-34 be received as information and filed.

6.4 December 2023 Accounts Payable Payments (RPT 24-49)

That RPT 24-49 be received as information and filed.

6.5 January 24, 2024 Aquatic & Arenas Recreation Project Steering Committee Meeting Minutes (MIN 24-6)

That MIN 24-6 be received as information and filed.

0053. **Moved by:** Mayor Dionne

That the Consent Agenda Item Nos. 6.2 to 6.5 be received as information and referred, as indicated.

Absent: Councillor Kilmer

**CARRIED**

6.1 Historical Significance & Potential Development - LaColle Falls & Area (RPT 23-455)

0054. **Moved by:** Councillor Ogradnick

That RPT 23-455 be received as information and filed.

Absent: Councillor Kilmer

**CARRIED**

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

7.1 Destination Marketing Fund Grant Capital Enhancements Application & New Event Application – 2024 & 2025 WBSC Men’s World Cup of Softball (RPT 24-52)

Verbal Presentation was provided by Ian Litzenberger, Host Committee Member.

0055. **Moved by:** Councillor Ogradnick

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

1. That \$100,000 be approved for funding under the Destination Marketing Fund Grant – Capital Enhancements to the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 World Baseball Softball Confederation Men’s World Cup of Softball;
2. That \$250,000 be approved for funding under the Destination Marketing Fund Grant – New Event to the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 World Baseball Softball Confederation Men’s World Cup of Softball, with the following disbursement:
  - a. \$125,000 for the 2024 WBSC Men’s World Cup of Softball Qualifier be distributed in 2024; and,
  - b. \$125,000 for the 2025 WBSC Men’s World Cup of Softball be deferred to 2025;

3. That the total allocated amounts as shown above be funded from the Destination Marketing Levy Reserve; and,
4. That the Mayor and City Clerk be authorized to execute the Funding Agreements on behalf of The City, once prepared.

Absent: Councillor Kilmer

**CARRIED**

7.2 Strategic Plan 2023-2025: Progress Update #2 (RPT 24-42)

PowerPoint Presentation was provided by Sherry Person, City Manager.

0056. **Moved by:** Mayor Dionne

That RPT 24-42 be received as information and filed.

Absent: Councillor Kilmer

**CARRIED**

**8. UNFINISHED BUSINESS**

**9. ADJOURNMENT – 4:40 P.M.**

0057. **Moved by:** Mayor Dionne

That this Committee do now adjourn.

Absent: Councillor Kilmer

**CARRIED**

COUNCILLOR TONY HEAD  
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 18<sup>TH</sup> DAY OF MARCH, A.D. 2024.



City of  
**Prince Albert**

**CORR 24-14**

**TITLE:** Taxi Fare Price Increase Request- Grey Cab Ltd & Checker & Family Taxi

**DATE:** **March 13, 2024**

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**SUGGESTED DISPOSITION:**

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

**PRESENTATION:** None.

**ATTACHMENTS:**

1. Email dated March 12, 2024

Written by: Pardeep Kumar, Checker & Family Taxi

RECEIVED  
MAR 12 2024  
CITY CLERK  
Executive Committee

March 12, 2024

To

City of Prince Albert  
Finance Department  
City Council

**Recommended  
Disposition:**  
Refer to  
Plan & Dev.  
Services

Subject: Request to review & increase taxi fare.

With increased price of gas, repair rates, used vehicles, essential commodities taxi operations have become more expensive for all operators. Taxi operators are requesting for fare increase to bear this increased cost of operations. Our last taxi meter price increase was 2018.

All operators are requesting a price increase of 12 % from previous rates.

<u>Details</u>	<u>Present Rate</u>	<u>Proposed Rate</u>
Meter drop & first 33 meters	\$3.50	\$3.90
Running distance per KM	\$3.00	\$3.40
Waiting time per minute	\$.80	\$.90
Wait Time per hour	\$45.00	\$54.00
Rates for destinations outside city limits	\$1.85	\$2.00

Note: KM are counted pick up to drop off, if Km are counted pick up to drop off & back to pick up point then it is \$1.00 per KM)

We will request council & concerned department to review & approve price increase which will help taxi operators & drivers greatly to deal with increased cost of taxi operations & living because of inflation.

Thanks & Regards

*G. St. J.*  
Grey cab Limited

*Richard James Sneyd*  
Checker & Family Taxi

**Grey Cab**  
P.A. GREY CAB LTD.  
251 - 16TH STREET WEST  
PRINCE ALBERT, SK  
S6V 3V4

102004783 SASKATCHEWAN LTD  
O/A CHECKER & FAMILY TAXI  
86-10Th St. West.Prince Albert.Sk.S6V3A4.  
(PH) 306-763-7337 (FAX)-306-764-9006  
checkerfamily@gmail.com





City of  
**Prince Albert**

**RPT 24-66**

**TITLE:** January 2024 Accounts Payable Payments

**DATE:** March 4, 2024

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the January 2024 accounts payable payments report be received as information and filed.

**TOPIC & PURPOSE:**

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

**PROPOSED APPROACH AND RATIONALE:**

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

1. A list of payments made to vendors and contractors from January 1 – 31, 2024.
2. A list of payments made to vendors and contractors from January 1 – 31, 2024.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. January 2024 Accounts Payable Payments

Written by: Tejinder Khatri, Asset Manager

Approved by: Director of Financial Services and City Manager

No.	Vendor Name	From 1/1/2024 to 1/31/2024	From Start of Year to 1/31/2024
1	Graham Construction and Engineering LP	\$5,876,648.25	\$5,876,648.25
2	Brandt Tractor Ltd.	\$858,366.33	\$858,366.33
3	Municipal Employees Pension Plan	\$597,063.32	\$597,063.32
4	SaskPower	\$284,109.27	\$284,109.27
5	Bank of Montreal - Mastercard	\$193,043.11	\$193,043.11
6	FirstCanada ULC	\$169,393.50	\$169,393.50
7	PA Separate School Board	\$107,697.32	\$107,697.32
8	Sask Energy Inc.	\$98,514.31	\$98,514.31
9	Federated Co-Operatives Ltd.	\$96,793.97	\$96,793.97
10	Group2 Architecture Engineering Inc	\$95,746.35	\$95,746.35
11	Klearwater Equip & Technologies	\$87,210.35	\$87,210.35
12	Saskatchewan Public Safety Agency	\$66,869.04	\$66,869.04
13	Secure Energy Services Inc.	\$64,857.71	\$64,857.71
14	Nagy Holdings Ltd.	\$62,706.51	\$62,706.51
15	Living Skies Centre for Social Inquiry	\$45,000.00	\$45,000.00
16	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$43,001.87	\$43,001.87
17	DCG Philanthropic Services Inc	\$37,852.50	\$37,852.50
18	Thorpe Bros. Ltd.	\$35,735.28	\$35,735.28
19	Thorpe Industries Ltd	\$34,698.48	\$34,698.48
20	Prince Albert Policemen's Association	\$33,105.82	\$33,105.82
21	Tetra Tech Canada Inc	\$32,018.51	\$32,018.51
22	Prince Albert Security Services	\$31,116.92	\$31,116.92
23	Honda Canada Finance Inc	\$31,099.15	\$31,099.15
24	Sask Urban Municipalities Assoc ( SUMA)	\$30,663.11	\$30,663.11
25	eScribe Software Ltd	\$30,127.07	\$30,127.07
26	MNP LLP	\$28,074.38	\$28,074.38
27	AECOM Canada Ltd.	\$23,460.49	\$23,460.49
28	Clear Tech Industries Inc.	\$23,138.14	\$23,138.14
29	Prince Albert Golf and Curling Club	\$22,910.00	\$22,910.00
30	RNF Ventures Ltd.	\$21,867.93	\$21,867.93
31	SaskTel	\$21,682.16	\$21,682.16
32	SaskTel CMR	\$16,644.67	\$16,644.67
33	West Flat Citizens Group Inc.	\$15,963.40	\$15,963.40
34	Cubic ITS Inc.	\$15,181.65	\$15,181.65
35	Redhead Equipment Ltd.	\$15,005.57	\$15,005.57
36	Prince Albert Mobile Crisis Ltd	\$15,000.00	\$15,000.00
37	Badger Meter	\$14,358.67	\$14,358.67
38	University of Regina	\$14,322.00	\$14,322.00
39	Impact Mechanical Service Ltd.	\$13,751.38	\$13,751.38
40	Can Union of Public Employees Assoc Local 160	\$12,671.26	\$12,671.26
41	NSC Minerals Ltd.	\$12,344.51	\$12,344.51
42	Prince Albert Police Association	\$12,249.76	\$12,249.76
43	Cims Data Solutions Ltd.	\$11,990.00	\$11,990.00
44	The Sheepdogs Inc.	\$11,945.00	\$11,945.00
45	Superion LLC, a CentralSquare Company	\$11,693.53	\$11,693.53



No.	Vendor Name	From 1/1/2024 to 1/31/2024	From Start of Year to 1/31/2024
46	Auto Rescue Towing	\$11,414.55	\$11,414.55
47	Aspen Films	\$10,609.38	\$10,609.38
48	Creative Sports Solutions	\$10,339.65	\$10,339.65
49	Prince Albert Firefighter's Association Local 510	\$10,156.30	\$10,156.30
50	Paquin Entertainment	\$10,000.00	\$10,000.00
51	Federation of Canadian Municipalities	\$9,243.63	\$9,243.63
52	United Chemical Limited	\$8,991.00	\$8,991.00
53	Share	\$8,578.70	\$8,578.70
54	Fox Signs	\$8,533.41	\$8,533.41
55	Cypress Sales Partnership	\$8,515.92	\$8,515.92
56	Nicola Sherwin- Roller M.A.,C.C.C.	\$8,441.53	\$8,441.53
57	Borysiuk Contracting Inc.	\$7,638.75	\$7,638.75
58	Saskatchewan Association of Chiefs of Police	\$7,500.00	\$7,500.00
59	Arctic Refrigeration Inc.	\$7,331.86	\$7,331.86
60	Lajcon Distributors	\$7,181.70	\$7,181.70
61	St. Mary's High School	\$6,959.19	\$6,959.19
62	Brownlee LLP	\$6,582.40	\$6,582.40
63	CRL Engineering Ltd.	\$6,488.52	\$6,488.52
64	Hach Sales & Service Canada Ltd	\$6,438.00	\$6,438.00
65	Can Union of Public Employees Assoc Local 882	\$6,376.81	\$6,376.81
66	Richard Pytlak	\$6,327.00	\$6,327.00
67	Finning International Inc.	\$6,294.57	\$6,294.57
68	Clark Roofing (1964) Ltd.	\$6,279.27	\$6,279.27
69	Ram Excavation	\$6,216.00	\$6,216.00
70	DMM Energy	\$5,877.05	\$5,877.05
71	Flaminio Ceilings & Wall Systems Ltd.	\$5,817.73	\$5,817.73
72	Procido LLP	\$5,328.00	\$5,328.00
73	1215404 BC Ltd. (DBA Claymore Cloths)	\$5,068.38	\$5,068.38
74	Greenland Waste Disposal Ltd.	\$4,967.01	\$4,967.01
75	T.J. Ewert Property Assessment Services Ltd.	\$4,919.25	\$4,919.25
76	Lake Country Co-operative Ltd.	\$4,877.94	\$4,877.94
77	Kleen-Bee (P.A.)	\$4,684.64	\$4,684.64
78	Capstone Community Marketing	\$4,624.98	\$4,624.98
79	Softchoice Corporation	\$4,456.02	\$4,456.02
80	Inductive Automation	\$4,434.90	\$4,434.90
81	PR Septic Services 1997 Ltd.	\$4,377.71	\$4,377.71
82	Uline Canada Corporation	\$4,330.22	\$4,330.22
83	Aqua Data Atlantic	\$4,034.85	\$4,034.85
84	Information Services Corporation	\$3,951.50	\$3,951.50
85	Amazon.ca	\$3,904.09	\$3,904.09
86	Prince Albert Alarm Systems Ltd	\$3,885.00	\$3,885.00
87	Prince Albert Drifters Rowing Club	\$3,800.00	\$3,800.00
88	Sysco Food Services	\$3,744.46	\$3,744.46
89	North Star Trophies & Screen Printing	\$3,691.87	\$3,691.87
90	Carlton Park Community Club	\$3,549.95	\$3,549.95

No.	Vendor Name	From 1/1/2024 to 1/31/2024	From Start of Year to 1/31/2024
91	Nordale Community Club	\$3,543.10	\$3,543.10
92	Locke Electric	\$3,503.17	\$3,503.17
93	Darcy's Golf Shop Ltd.	\$3,463.64	\$3,463.64
94	Acklands Ltd.	\$3,408.88	\$3,408.88
95	Dresswell Dry Cleaners (2013) Ltd	\$3,405.49	\$3,405.49
96	Cornerstone Insurance	\$3,387.76	\$3,387.76
97	West Hill Community Club	\$3,275.07	\$3,275.07
98	Crescent Heights Community Club	\$3,204.72	\$3,204.72
99	CentralSquare Canada Software Inc.	\$3,204.60	\$3,204.60
100	Prince Albert Grand Council	\$3,200.00	\$3,200.00
101	Stantec Consulting Ltd.	\$3,170.74	\$3,170.74
102	BGE Service & Supply	\$3,168.33	\$3,168.33
103	Certified Laboratories	\$3,131.48	\$3,131.48
104	U11A Vipers P A Hockey	\$3,000.00	\$3,000.00
105	PA Markit Signs Ltd.	\$2,957.04	\$2,957.04
106	R.S. Management Services Inc.	\$2,897.10	\$2,897.10
107	Levitt Safety Limited	\$2,890.14	\$2,890.14
108	Clip & Trim Tree Service & Yard Maintenance	\$2,887.50	\$2,887.50
109	East End Community Club	\$2,803.71	\$2,803.71
110	Luther College	\$2,785.57	\$2,785.57
111	Prairie Meats	\$2,751.32	\$2,751.32
112	Prince Albert Beverages	\$2,647.22	\$2,647.22
113	Novus Law Group	\$2,625.90	\$2,625.90
114	Complete Distribution Services	\$2,559.93	\$2,559.93
115	A1 Locksmithing	\$2,539.68	\$2,539.68
116	Asiil Enterprises Ltd.	\$2,502.74	\$2,502.74
117	U11B Panthers	\$2,500.00	\$2,500.00
118	Marcy Friesen	\$2,408.20	\$2,408.20
119	DMC Cleaning Inc	\$2,404.82	\$2,404.82
120	NexGen Mechanical Inc.	\$2,333.01	\$2,333.01
121	Canadian Imperial Bank of Commerce	\$2,306.20	\$2,306.20
122	Gregg Distributors	\$2,241.99	\$2,241.99
123	Sask Research Council	\$2,207.33	\$2,207.33
124	DMA Building Services Ltd.	\$2,168.39	\$2,168.39
125	UniTech Office Solutions, Ltd.	\$2,112.12	\$2,112.12
126	Linde Canada Inc	\$2,081.31	\$2,081.31
127	Green For Life Environmental	\$2,051.43	\$2,051.43
128	Harlan Fairbanks	\$2,020.08	\$2,020.08
129	Eecol Electric (Sask) Ltd.	\$2,000.42	\$2,000.42
130	U13B Moose	\$2,000.00	\$2,000.00
131	Townfolio Inc o/a Munisight Ltd.	\$1,942.50	\$1,942.50
132	HBI Brennan Office Plus Inc.	\$1,892.01	\$1,892.01
133	Konica Minolta Business Solutions Canada Ltd.	\$1,801.41	\$1,801.41
134	Powerland Computers	\$1,777.11	\$1,777.11
135	RCMP F Division-Digital Forensics Services	\$1,750.00	\$1,750.00

No.	Vendor Name	From 1/1/2024 to 1/31/2024	From Start of Year to 1/31/2024
136	Sask Ergonomics	\$1,732.50	\$1,732.50
137	Nordic Industries (1979) Ltd.	\$1,723.00	\$1,723.00
138	Off The Cuff Improv & Interactive	\$1,690.00	\$1,690.00
139	Dwayne Freemont Trucking Ltd.	\$1,680.00	\$1,680.00
140	Purolator Courier Ltd.	\$1,657.33	\$1,657.33
141	Performing Arts Warehouse	\$1,600.00	\$1,600.00
142	Canadian Assoc of Police Governance	\$1,599.62	\$1,599.62
143	First General Services (PA) Ltd.	\$1,593.84	\$1,593.84
144	Napa Auto Parts	\$1,576.67	\$1,576.67
145	Saskatchewan Assessment Appraisers Association	\$1,575.00	\$1,575.00
146	Carverhill Counselling & Consulting Ltd.	\$1,550.00	\$1,550.00
147	CDW Canada Corp.	\$1,479.66	\$1,479.66
148	Amy Bishop	\$1,417.50	\$1,417.50
149	Clear View Glass Ltd.	\$1,351.80	\$1,351.80
150	A2Z Safety & Training Ltd.	\$1,343.10	\$1,343.10
151	GardaWorld Cash Services Canada Corp	\$1,284.39	\$1,284.39
152	The Municipal Information Network	\$1,275.75	\$1,275.75
153	Tyrone Enterprises Inc	\$1,270.50	\$1,270.50
154	Jump.ca	\$1,266.41	\$1,266.41
155	Dave Kushal	\$1,240.00	\$1,240.00
156	Caseware International Inc.	\$1,237.95	\$1,237.95
157	Jesse Campbell	\$1,225.00	\$1,225.00
158	Folio Jumpline Publishing Inc.	\$1,155.00	\$1,155.00
159	Source Office Furnishings	\$1,135.38	\$1,135.38
160	Maxim Transportation Services Inc.	\$1,127.97	\$1,127.97
161	Wolseley Waterworks	\$1,094.35	\$1,094.35
162	Shred-it International ULC	\$1,069.86	\$1,069.86
163	Canoe Procurement Group of Canada	\$1,059.48	\$1,059.48
164	Shoppers Drug Mart a/o 102141239 Sask Ltd.	\$1,057.57	\$1,057.57
165	Sheila Denysiuk Legal Professional Corp.	\$1,050.00	\$1,050.00
166	Trudel Auto Body Collision Centre Ltd	\$1,000.46	\$1,000.46
167	Fresh Air Experience	\$1,000.00	\$1,000.00
168	Jeremie Vogt	\$1,000.00	\$1,000.00
169	Exact Fencing Ltd.	\$975.15	\$975.15
170	B & P Water Shop Inc	\$975.00	\$975.00
171	Scentiments Floral Ltd.	\$959.25	\$959.25
172	GL Mobile Communications	\$947.90	\$947.90
173	Snake Lake Construction Ltd	\$943.50	\$943.50
174	Canadian Linen and Uniform Service	\$914.04	\$914.04
175	Williams Scotsman Canada	\$894.66	\$894.66
176	Carleton Contracting Ltd.	\$891.11	\$891.11
177	Superior Propane Ltd	\$879.92	\$879.92
178	K & D Equipment Services	\$840.00	\$840.00
179	Technology Professionals Saskatchewan	\$825.00	\$825.00
180	Ranjitt Mann	\$790.99	\$790.99

No.	Vendor Name	From 1/1/2024 to 1/31/2024	From Start of Year to 1/31/2024
181	Parkland Ambulance Care Ltd.	\$780.00	\$780.00
182	Fire Fighters Entertainment Fund	\$765.00	\$765.00
183	Ethan Ostafichuk	\$750.00	\$750.00
184	Irvin & Toni Hamilton	\$716.00	\$716.00
185	101100203 Saskatchewan Ltd.o/a TLS Lawn	\$696.15	\$696.15
186	CPKN Network Inc.	\$677.25	\$677.25
187	Percy H. Davis Limited	\$636.35	\$636.35
188	Toshiba Business Solutions	\$628.42	\$628.42
189	CGI Information Systems & Mgt Consultants Inc	\$625.30	\$625.30
190	THE SASK BATH COMPANY	\$612.35	\$612.35
191	B A Robinson Co. Ltd.	\$609.15	\$609.15
192	Elizabeth M. Settee	\$600.00	\$600.00
193	Donna Strauss	\$600.00	\$600.00
194	Nora Vedress	\$600.00	\$600.00
195	CTV Television Inc.	\$588.00	\$588.00
196	Sask Rivers School Div #119	\$551.76	\$551.76
197	Darcy Dubuque	\$551.25	\$551.25
198	Old Dutch Foods Ltd.	\$549.83	\$549.83
199	United Rentals of Canada Inc	\$549.51	\$549.51
200	Full Line Electric and General Contracting	\$543.90	\$543.90
201	Stacey Friesen	\$525.00	\$525.00
202	Prairie Wild Consulting Co.	\$525.00	\$525.00
203	Overhead Door of Prince Albert Ltd.	\$524.53	\$524.53
204	Cindy Gallegos	\$510.00	\$510.00
205	Prince Albert Science Centre	\$500.00	\$500.00
206	PA Pest Control Inc	\$498.75	\$498.75
207	Reed Security Group	\$452.18	\$452.18
208	RCMP	\$450.00	\$450.00
209	Lifesaving Society - SK Branch	\$437.00	\$437.00
210	Suzanne Stubbs	\$425.00	\$425.00
211	Wholesale Club	\$422.68	\$422.68
212	Brigit & Braden Best	\$420.00	\$420.00
213	Gloria Bell	\$415.00	\$415.00
214	P A Fast Print Inc.	\$385.74	\$385.74
215	Bureau Veritas Canada (2019) Inc.	\$383.25	\$383.25
216	Emco Corporation	\$372.96	\$372.96
217	International Association of Airport Executive Canada	\$367.50	\$367.50
218	Pattison Media Ltd	\$367.50	\$367.50
219	Bell Mobility Inc.	\$367.33	\$367.33
220	Dave Henson	\$354.00	\$354.00
221	Prince Albert Parkland Health Region	\$350.00	\$350.00
222	ESTI Consulting Services	\$333.00	\$333.00
223	City of Saskatoon	\$330.00	\$330.00
224	Action Printing Company Ltd.	\$326.01	\$326.01
225	Lannie Mugleston	\$320.00	\$320.00

No.	Vendor Name	From 1/1/2024 to 1/31/2024	From Start of Year to 1/31/2024
226	TK Elevator (Canada) Ltd.	\$312.32	\$312.32
227	Creative City Network of Canada	\$310.00	\$310.00
228	Thor Security Ltd.	\$309.69	\$309.69
229	Zirkia Grobler	\$300.00	\$300.00
230	Ruszkowski Enterprises Ltd	\$299.25	\$299.25
231	ClaimsPro Inc.	\$280.00	\$280.00
232	Pet Planet	\$260.82	\$260.82
233	Crestline Coach Ltd.	\$259.76	\$259.76
234	Michael/Karen Klein	\$259.50	\$259.50
235	Gordon Borrowman	\$253.50	\$253.50
236	Shirley McLennan	\$253.50	\$253.50
237	Shaw Cable/Rogers	\$252.81	\$252.81
238	Alamanda Communications Inc.	\$252.09	\$252.09
239	Grace Vedress	\$252.00	\$252.00
240	Fastenal	\$247.76	\$247.76
241	Christopherson's Industrial Supplies	\$240.66	\$240.66
242	Mother Earth Tobacco	\$239.12	\$239.12
243	Murrays Appliance Service	\$237.54	\$237.54
244	Manitoulin Transport Inc.	\$223.05	\$223.05
245	Municipal Information Systems Assoc. Prairies Chapter	\$210.00	\$210.00
246	Brian Hunt	\$202.00	\$202.00
247	Leonard Ermine	\$200.00	\$200.00
248	Ina Holmen	\$200.00	\$200.00
249	Brian J MacDonald	\$184.11	\$184.11
250	Janet Crossland	\$181.90	\$181.90
251	Kinsmen Club of Prince Albert	\$175.00	\$175.00
252	Morgan Burns	\$168.00	\$168.00
253	Optek Solutions LP	\$165.39	\$165.39
254	Technical Safety Authority of Saskatchewan	\$162.75	\$162.75
255	City Hall Social Club	\$160.00	\$160.00
256	Accra Lock & Safe Co. Ltd.	\$154.29	\$154.29
257	Jack Vermette	\$152.10	\$152.10
258	Source For Sports	\$150.52	\$150.52
259	Marlene Peterson	\$144.00	\$144.00
260	Mr Plumber	\$141.51	\$141.51
261	Secur Tek	\$136.08	\$136.08
262	Sherwin Williams	\$135.17	\$135.17
263	West Hill Medical Clinic	\$130.00	\$130.00
264	SPCA	\$125.00	\$125.00
265	ALSCO Canada Corp - Saskatoon	\$122.95	\$122.95
266	Wheatland Builders & Concrete Ltd.	\$122.85	\$122.85
267	Janet Jurgens	\$120.92	\$120.92
268	Albert Sawchuk	\$120.92	\$120.92
269	Adrian Vermette	\$118.25	\$118.25
270	Melanie Knight	\$115.50	\$115.50

## Payables Payments

No.	Vendor Name	From 1/1/2024 to 1/31/2024	From Start of Year to 1/31/2024
271	SOS Electrical Ltd.	\$114.89	\$114.89
272	Frontline Truck & Trailer	\$114.30	\$114.30
273	Clark's Supply & Service Ltd.	\$108.58	\$108.58
274	Fred Isayew	\$107.63	\$107.63
275	Air Liquide	\$102.88	\$102.88
276	Darrin Bergstrom	\$101.89	\$101.89
277	Emma Anderson	\$101.64	\$101.64
278	The Provincial Mediation Board	\$100.00	\$100.00
279	Saunders Electric Ltd.	\$100.00	\$100.00
280	Donna Rondeau	\$98.00	\$98.00
281	Daryl Sexsmith	\$93.56	\$93.56
282	Bonnie Bailey	\$91.78	\$91.78
283	Princess Auto	\$89.85	\$89.85
284	Accu Sharp Tooling Ltd	\$86.58	\$86.58
285	Active Network Ltd.	\$85.63	\$85.63
286	Royal Canadian Legion BR. #2	\$85.00	\$85.00
287	Brad Dent	\$84.00	\$84.00
288	Rona Inc. - Prince Albert	\$76.61	\$76.61
289	Kerri MacLeod	\$70.00	\$70.00
290	Dana Ismail	\$60.00	\$60.00
291	VitalAire	\$49.65	\$49.65
292	Warren's Parcel Express Inc.	\$43.37	\$43.37
293	Jam Software	\$40.08	\$40.08
294	OK Tire & Auto Service	\$32.98	\$32.98
295	Cherise Arnesen	\$25.00	\$25.00
296	Shelly Linger	\$25.00	\$25.00
297	Wanda Rusk	\$25.00	\$25.00
298	Charles Repair & Service Co. Ltd.	\$22.20	\$22.20
299	Aquifer Group of Companies	\$16.80	\$16.80
300	Spotify	\$12.20	\$12.20
301	Google	\$4.52	\$4.52
<b>Total:</b>		<b>\$9,872,530.86</b>	<b>\$9,872,530.86</b>



City of  
**Prince Albert**

**MIN 24-11**

**TITLE:** February 20, 2024 Destination Marketing Levy Advisory Committee Meeting Minutes

**DATE:** February 22, 2024

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

Be received as information and filed.

**ATTACHMENTS:**

1. Unofficial Minutes

Written by: Destination Marketing Levy Advisory Committee





## CITY OF PRINCE ALBERT

### DESTINATION MARKETING LEVY ADVISORY COMMITTEE REGULAR MEETING

## MINUTES

TUESDAY, FEBRUARY 20, 2024, 3:00 P.M.  
3<sup>RD</sup> FLOOR CONFERENCE ROOM, CITY HALL

PRESENT: Mayor Greg Dionne  
Councillor Dennis Ogrodnick  
Councillor Dawn Kilmer  
Mona Selanders

Savannah Price, Secretary  
Trina Bell, Administrator, Destination Marketing Fund

### 1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

### 2. APPROVAL OF AGENDA

0009. **Moved by:** Ogrodnick

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. Add Capital Request for World Group Stage and World Cup Breakdown of Costs from the 2024 & 2025 Men's Softball World Cup Committee members to be considered with Item No. 6.1.

Absent: Richard Ahenakew

**CARRIED**



### 3. DECLARATION OF CONFLICT OF INTEREST

### 4. ADOPTION OF MINUTES

0010. **Moved by:** Kilmer

That the Minutes for the Destination Marketing Levy Advisory Committee Regular Meeting held January 9, 2024, be taken as read and adopted.

Absent: Richard Ahenakew

**CARRIED**

### 5. CORRESPONDENCE & DELEGATIONS

### 6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Destination Marketing Fund Grant Capital Enhancements Application & New Event Application – 2024 & 2025 WBSC Men’s World Cup of Softball (RPT 24-41)

Verbal Presentation was provided by Felix Casavant & Ian Litzenberger, Host Committee Members.

0011. **Moved by:** Ogradnick

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

1. That \$100,000 be approved for funding under the Destination Marketing Fund Grant – Capital Enhancements to the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 WBSC Men’s World Cup of Softball;
2. That \$250,000 be approved for funding under the Destination Marketing Fund Grant – New Event to the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 World Baseball Softball Confederation Men’s World Cup of Softball, with the following disbursement:
  - a. \$125,000 for the 2024 WBSC Men’s World Cup of Softball Qualifier be distributed in 2024;
  - b. \$125,000 for the 2025 WBSC Men’s World Cup of Softball be deferred to 2025;
3. That the total allocated amounts as shown above be funded from the Destination Marketing Levy Reserve; and,

4. That the Mayor and City Clerk be authorized to execute the Funding Agreements on behalf of The City, once prepared.

Absent: Richard Ahenakew

**CARRIED**

6.2 Event Retention Destination Marketing Fund Grant Application - NLC/PAGC/NLCDC Golf Tournament (RPT 24-40)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

0012. **Moved by:** Kilmer

1. That the Event Retention Destination Marketing Fund Grant Application from Northern Lights Casino/Prince Albert Grand Council/Northern Lights Community Development Corporation Golf Tournament for funding the Prince Albert Grand Council/Northern Lights Casino - Golf Tournament scheduled for August 16 – 18, 2024, in the amount of \$7,500, be approved;
2. That \$7,500 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

Absent: Richard Ahenakew

**CARRIED**

6.3 Destination Marketing Levy Grant Funding Promotional and Marketing Materials (RPT 24-48)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

0013. **Moved by:** Kilmer

That \$4,551.48 up to a maximum of \$5,000, be approved from the Destination Marketing Levy Reserve to use towards promotional and marketing materials in partnership with Tourism Prince Albert, as outlined in RPT 24-48.

Absent: Richard Ahenakew

**CARRIED**

6.4 Year 2023 Destination Marketing Levy Grants Paid to Host Committees (RPT 24-44)

0014. **Moved by:** Ogrodnick

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

That RPT 24-44 be received as information and filed.

Absent: Richard Ahenakew

**CARRIED**

6.5 Destination Marketing Levy Grant Funding Portion of Tourism Coordinator Salary (RPT 24-45)

0015. **Moved by:** Selanders

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

That fifty percent (50%) of the Tourism Coordinator position's funding, including benefits and annual increments, be allocated from the Destination Marketing Levy Reserve.

Absent: Richard Ahenakew and Councillor Ogrodnick

**CARRIED**

6.6 Discussion – Expectations and Feedback from Hoteliers.

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

0016. **Moved by:** Kilmer

That Administration engage with Prince Albert Hoteliers regarding hotel information to share with groups and event organizers.

Absent: Richard Ahenakew

**CARRIED**

**7. UNFINISHED BUSINESS**

**8. ADJOURNMENT – 3:50 P.M.**

0017. **Moved by:** Kilmer

That this Committee do now adjourn.

**CARRIED**

MAYOR GREG DIONNE  
CHAIRPERSON

SAVANNAH PRICE  
SECRETARY

MINUTES ADOPTED THIS DAY OF , A.D. 2024.

UNOFFICIAL



# City of Prince Albert

**RPT 24-65**

**TITLE:** 2024 Property Tax Bylaws

**DATE:** **March 1, 2024**

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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## **RECOMMENDATIONS:**

1. That the following Bylaws be forwarded to the March 25, 2024 City Council meeting for first and second reading:
  1. Property Tax Bylaw – Bylaw No. 2 of 2024.
  2. Snow Management Special Tax Bylaw – Bylaw No. 3 of 2024.
  3. Roadways Special Tax Bylaw – Bylaw No.4 of 2024.
  4. Police Special Tax Bylaw – Bylaw No. 5 of 2024.
  5. Business Improvement District (BID) Levy Bylaw – Bylaw No.6 of 2024.
2. That a Reserve called the Vacant Residential Lot Program be approved for the collection of revenue from the Vacant Residential Land Minimum Tax relating to the Vacant Residential Lot Program.
3. That Council approve the one-time commercial abatement program outlined in this Report.

## **TOPIC AND PURPOSE:**

To consider the following 2024 Property Tax Bylaws:

- Property Tax Bylaw – Bylaw No. 2 of 2024.
- Snow Management Special Tax Bylaw – Bylaw No. 3 of 2024.
- Roadways Special Tax Bylaw – Bylaw No.4 of 2024.
- Police Special Tax Bylaw – Bylaw No. 5 of 2024.
- Business Improvement District (BID) Levy Bylaw – Bylaw No.6 of 2024.

**BACKGROUND:**Property Tax Tools

Property tax tools available to the City of Prince Albert are as follows:

- **Mill Rate** (Ad Valorem): basic tax rate applicable to all assessed properties in the City.
- **Mill Rate Factor:** applies a ratio to increase or decrease the effective mill rate in each of the property classes or sub-classes.
- **Minimum Tax:** guarantees that a property will pay a minimum amount for the General Municipal Levy, currently set at \$800, and Vacant Residential Land at \$1,600.
- **Base Tax:** a specific amount of money applied to each property that effectively reduces the difference in property taxes between the lower and higher assessed properties.

A **new base tax** was introduced in 2022 to generate revenue to fund general operations of the City.

Residential: \$40 per home  
 Multi-Residential: \$20 per multi-unit  
 Sliding commercial scale

This base tax is for the general operations of the City.

- **Special Tax:** a specific amount of money raised by a special tax to be used for a specific service or purpose. The service or purpose must be completed within the taxation year.

A municipality may pass a special tax bylaw and Subsection 278(1) of the *Cities Act* provides that the use of the revenue raised by a special tax must be used for that specific service or purpose stated in the bylaw. Subsection 278(2) of the *Cities Act* then states that when there is excess revenue generated from the special tax (i.e. actual expenses are less than the actual revenue from the special tax), the City shall give public notice of the use to which it proposes to put the excess revenue. This requirement in subsection 278(2) will allow for transparency between the City and residents as to what their tax dollars are being used for.

The 2022 Property Tax Bylaws changed the following from a Base Tax to a Special Tax as per legislation.

Council approved the following Special Taxes to balance the 2023 Budget:

**Police Special Tax: \$35 per door. This special tax is to fund the Proactive Policing Unit.**

**Snow Special Tax**

Residential: \$72 per residential roll  
 Multi-Residential: \$23 per multi-unit  
 Sliding commercial scale

**Roadways Special Tax**

Residential: \$204 per residential roll  
 Multi-Residential: \$67 per multi-unit  
 Sliding commercial scale

The Snow Special Tax was increased in 2023 to reflect the increased budget relating to snow management. The Roadways Special Tax was increased in 2023 with the amalgamation of the Roadways Paving Program and the Concrete Sidewalk, Curb & Median Rehabilitation Program into the Roadways Special Tax.

**PROPOSED APPROACH AND RATIONALE:**

An additional **\$2,660,656** needs to be raised in taxation for 2024, as per approved operating and capital budgets and reserve allocations:

Name	2024 Budget	2023 Budget	Increase / (Decrease)
General Municipal Levy	\$36,271,076	\$34,221,550	\$2,049,526
Federal Government Grant in Lieu	\$147,000	\$143,000	\$4,000
Provincial Government Grant in Lieu	\$1,830,000	\$1,801,000	\$29,000
First Nations Reserve Land	\$379,000	\$363,100	\$15,900
<b>Municipal Levy</b>	<b>\$38,627,076</b>	<b>\$36,528,650</b>	<b>\$2,098,426</b>
Library Levy	\$2,375,430	\$2,253,950	\$121,480
Capital Projects Levy	\$1,550,000	\$1,543,200	\$6,800
Snow Management Special Tax	\$1,682,850	\$1,548,900	\$133,950
Roadways Special Tax	\$4,400,000	\$4,100,000	\$300,000
Police Special Tax	\$554,600	\$554,600	\$0
Base Tax	\$720,000	\$720,000	\$0
	<b>\$11,282,880</b>	<b>\$10,720,650</b>	<b>\$562,230</b>
<b>Total Increase</b>	<b>\$49,909,956</b>	<b>\$47,249,300</b>	<b>\$2,660,656</b>

*Note: The budget of \$300,000 for the concrete rehabilitation program was included in the 2023 Budget under the General Municipal Levy.*

The Report will provide further details on the above increased budgets.

**2024 One-Time Commercial Abatement**

This report is recommending a one-time abatement to commercial properties who meet the following criteria:

- Their municipal increase was greater than 10%; AND
- Their municipal increase was greater than \$1,000.

The amount of the abatement being recommended is 50% of their municipal increase. No abatement is being provided on any schools, library or BID increases. This abatement is also 100% funded by the additional commercial municipal taxes generated due to the commercial assessment change.

With the revaluation in Year 2025, Administration will be looking at the tax tool structure. That review will include making changes to tax tools, including the mill rate factors, special and base tax tiers and the commercial tiering structure.

It is recommended that the mill rate factors not be adjusted for 2024 Tax Tools as there will be some large properties that will benefit from decreasing the mill rate factor. By leaving the mill rate factors the same for 2024, the properties with a substantial increase will be provided with an abatement of 50% of the municipal increase based on the criteria listed above. This allows the City to isolate only those properties with large changes, instead of providing further benefits to those who were not impacted or went down in value.

For residents, the 2024 tax tools will result in increases in the range of 2.4% which is substantially lower than anticipated with the approved 2024 Budget. The budget increase approved was 8% for 2024.

**Mill Rates**

The 2024 Property Tax Tools is proposing the following mill rates:

Levy	Year 2023	Year 2024 Proposed	Increase / Decrease
General Municipal	10.872 mills	11.307 mills	4.00% increase
Civic Facilities	0.470 mills	0.470 mills	No Change
Library	0.682 mills	0.662 mills	2.93% <u>decrease</u>
Minimum Tax	\$800.00	\$800.00	No Change
Minimum Tax – Vacant Residential Land	\$1,600.00	\$1,600.00	No Change

For the 2024 Property Tax Tools, the Mill Rate Factors are not being changed.



The 2024 Property Tax Tools includes the following change to Commercial Tier 5 for taxable value to reflect the increased assessment values.

There are five Tiers for Commercial Mill Rate Factors.

**Commercial tiering is based on taxable value.**

Class	Mill Rate Factors	Taxable Value (New in Bold)
Agriculture	0.856	
Residential	0.938	
Condominium	0.856	
Multi-Unit Residential	1.090	
Commercial - Tier 1	1.950	Less than \$850,000
Commercial - Tier 2	1.950	\$850,001 - \$4,200,000
Commercial - Tier 3	2.100	\$4,200,001 - \$8,000,000
Commercial - Tier 4	2.500	\$8,001,000 - <b>\$20,000,000</b>
Commercial - Tier 5	2.200	<b>Over \$20,000,001</b>
Vacant Commercial Land	2.466	
Care Home and Group Home	0.938	
Hotel and Motel	2.200	
Elevators and Railroads	3.000	

**Commercial Tiers**

The taxable value has been updated for Commercial Tier 4 and Tier 5. Previously Tier 5 was over 15,000,001 taxable value, however the 2024 Property Tax Tools are recommending to change Tier 5 to over \$20,000,001, due to the impact of the increased assessment changes to commercial.

## Summary

Administration has reviewed all tax tools that are available to City Council for raising the funds to balance the 2024 approved Budget and are recommending the following:

- Increase the General Municipal Levy from 10.872 mills to 11.307 mills which equates to a 4.00% increase from 2023.
- Increase the Snow Management Special Tax to fund the increased approved budget of \$133,950. There needs to be an increase to the Special Tax to fund snow management. The increase is a \$3.00 increase for residential, a \$1.00 increase for multi-residential and a 5% increase to the commercial tiering.
- Decrease the Roadways Special Tax for Commercial Tiers due to increased assessment changes. The Roadways Special Tax includes funding for the approved \$300,000 Concrete Sidewalk, Curb & Median Rehabilitation Program along with the Roadways Recapping Program of \$4,100,000. This change aligns all Roadway Paving Program costs including paving, sidewalk and rehabilitation together as one Program funded by the Special Tax. The Roadways Special Tax for commercial tiering is reduced by 9.5% due to the increased assessment changes for commercial. There is no change to the special tax relating to residential and multi-residential.
- Increase the base tax to fund the increased costs relating to the general operations of the City. The base tax is being proposed to increase \$5.00 for residential and \$2.00 for multi-residential. There is no increase for the base tax for commercial as the increased commercial assessment is generating additional revenue in base taxes.
- Decrease the Library Levy from 0.682 mills to 0.662 mills due to the increased assessment changes for commercial.
- Increase the BID Levy from 0.064 to 0.087 as per the increased budget for the Prince Albert Downtown Improvement District relating to downtown security in the increased amount of \$40,000 for the 2024 Budget.
- Keep the Minimum Tax of \$800 for Residential and \$1,600 for Vacant Residential Land. The additional revenue from vacant lots is utilized for the Vacant Lot Program and is not available to balance the 2024 Budget.

With the above recommendations, there is **NO impact** to the following:

Police Special Tax:	\$35 per door
Civic Facilities Levy	0.470 mills
Destination Marketing Tax	sliding scale for hotel properties.

**SUMMARY OF 2024 TAX TOOLS:**

	<u>2023 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
General Municipal Levy	10.872	11.307	0.435	4.00%
	<u>2023 Rates</u>	<u>Proposed</u>	<u>Decrease</u>	<u>% Decrease</u>
Library Levy	0.682	0.662	-0.02	-2.93%
<b>Snow Management Special Tax</b>	<u>2023 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
Residential **	\$72	\$75	\$3	4.17%
Multi-Residential	\$23	\$24	\$1	4.35%
<b>Commercial - Tiers</b>				<b>5.00%</b>
<b>Roadways Special Tax</b>	<u>2023 Rates</u>	<u>Proposed</u>	<u>Change</u>	<u>% Change</u>
Residential **	\$204	\$204	\$0	0.00%
Multi-Residential	\$67	\$67	\$0	0.00%
<b>Commercial - Tiers</b>				<b>-9.50%</b>
<b>Minimum Tax</b>	<u>2023 Rates</u>	<u>Proposed</u>	<u>Change</u>	<u>% Change</u>
Residential	\$800	\$800	\$0	0.00%
<b>Minimum Tax</b>	<u>2023 Rates</u>	<u>Proposed</u>	<u>Change</u>	<u>% Change</u>
Vacant Residential Land	\$1,600	\$1,600	\$0	0.00%
	<u>2023 Rates</u>	<u>Proposed</u>	<u>Increase</u>	<u>% Increase</u>
<b>BID Levy</b>	0.064	0.087	0.023	35.94%
<b>Base Tax</b>	<u>2023 Rates</u>	<u>Proposed</u>	<u>Change</u>	<u>% Change</u>
Residential **	\$40	\$45	\$5	12.50%
Multi-Residential	\$20	\$22	\$2	10.00%
<b>Commercial - Tiers</b>				<b>0.00%</b>

\*\* Residential includes Vacant Residential, Condominiums, Agricultural and Care Homes.

As per the Cities Regulations, **Multi-Residential is a property to be used for or in conjunction with a residential purpose and to accommodate four or more self-contained dwelling units within a parcel.**

Therefore, a Duplex (two units) is classified as Residential and is charged the Special Taxes and Base Tax of a Residential Property. To be classified as a Multi-Residential, there needs to be four or more self-contained dwelling units within a parcel.

**General Municipal Levy (Mill Rate) Increase**

Administration is recommending increasing the General Municipal Levy from 10.872 mills to **11.307** mills, which is an increase of 4.00% over 2023.

This Mill Rate will generate taxation revenue of \$40,482,371, which is an increase of \$2,114,911 over 2023. The additional revenue beyond what is required for in the 2024 Budget is generated from commercial properties, and will fund the abatement program being recommended in this report due to the increased commercial assessment changes.

**Library Levy Decrease**

Although the 2024 Budget for the Prince Albert Library has been increased, the Library Levy is decreasing due to the increased assessment changes for commercial businesses. The levy needs to be reduced or there will be a surplus from the Library Levy.

The Library Levy will be **decreased** as follows:

Levy	Year 2023	Year 2024	Decrease	% Decrease
Library Levy	0.682 mills	0.662 mills	0.02 mills	(2.93%)

The decrease to the Library Levy will be sufficient for the approved budget increase.

The impact to a residential homeowner for the Library Levy decrease is very minimal. The decrease is estimated to be between \$1 to \$7 annually.

**Snow Management Special Tax Increase**

The 2024 Budget for Snow Management was increased by \$133,950 due to increased costs for staffing, fleet costs and materials.

Snow Budget	Year 2024	Year 2023	Increase	% Increase
Salaries Wages Benefits	\$812,850	\$696,900	\$115,950	16.64%
Fleet Expenses	\$573,900	\$565,900	\$8,000	1.41%
Maintenance Materials	\$296,100	\$286,100	\$10,000	3.50%
<b>Total Budget</b>	<b>\$1,682,850</b>	<b>\$1,548,900</b>	<b>\$133,950</b>	<b>8.65%</b>

Due to the increase in snow management, Administration is recommending increasing the Snow Management Special Tax as follows:

Snow Special Tax	Original	Proposed	Increase	% Increase
Residential	\$72	\$75	\$3.00	4.17%
Multi-Residential	\$23	\$24	\$1.00	4.35%

The impact to a Commercial User for an increase in the Snow Management Special Tax is a **5% increase** as per below:

Taxable Value		Increase 5%		
Min	Max	Snow - Year 2023	Snow - Proposed	Increase
-	150,000.00	\$144.00	\$151.00	\$7.00
150,001.00	300,000.00	\$345.00	\$362.00	\$17.00
300,001.00	450,000.00	\$587.00	\$616.00	\$29.00
450,001.00	600,000.00	\$673.00	\$707.00	\$34.00
600,001.00	750,000.00	\$702.00	\$737.00	\$35.00
750,001.00	900,000.00	\$909.00	\$954.00	\$45.00
900,001.00	1,050,000.00	\$1,150.00	\$1,208.00	\$58.00
1,050,001.00	1,200,000.00	\$1,346.00	\$1,413.00	\$67.00
1,200,001.00	1,350,000.00	\$1,564.00	\$1,642.00	\$78.00
1,350,001.00	1,500,000.00	\$1,783.00	\$1,872.00	\$89.00
1,500,001.00	2,000,000.00	\$2,300.00	\$2,415.00	\$115.00
2,000,001.00	2,500,000.00	\$2,760.00	\$2,898.00	\$138.00
2,500,001.00	3,000,000.00	\$3,105.00	\$3,260.00	\$155.00
3,000,001.00	3,500,000.00	\$3,450.00	\$3,623.00	\$173.00
3,500,001.00	4,000,000.00	\$4,025.00	\$4,226.00	\$201.00
4,000,001.00	5,000,000.00	\$4,945.00	\$5,192.00	\$247.00
5,000,001.00		\$5,405.00	\$5,675.00	\$270.00

By increasing the Snow Management Special Tax, the additional revenue will fund the approved 2024 Budget.

**Roadways Special Tax Decrease for Commercial Tiers**

The Roadways Special Tax collects revenue to fund the annual Roadways Paving Program. The 2023 Tax Tools approved that the Roadways Special Tax increase include funding for the approved \$300,000 Concrete Sidewalk, Curb & Median Rehabilitation Program.

This change aligns all Roadways Paving Program costs including paving, sidewalk and rehabilitation together as one Program funded by the Roadways Special Tax.

Due to the increased assessment changes in commercial, it is necessary to decrease the Roadways Special Tax for Commercial Tiers as the increased commercial assessment was generating a surplus.

As such, **there is a 9.5% reduction applied to all commercial tiers for the Roadways Special Tax as follows:**

Taxable Value			Decrease 9.5%	
Min	Max	Roadways - Year 2023	Roadways - Proposed 2024	Decrease
-	150,000.00	\$525.00	\$475.00	(\$50.00)
150,001.00	300,000.00	\$683.00	\$618.00	(\$65.00)
300,001.00	450,000.00	\$1,260.00	\$1,140.00	(\$120.00)
450,001.00	600,000.00	\$1,869.00	\$1,691.00	(\$178.00)
600,001.00	750,000.00	\$2,415.00	\$2,186.00	(\$229.00)
750,001.00	900,000.00	\$3,045.00	\$2,756.00	(\$289.00)
900,001.00	1,050,000.00	\$3,570.00	\$3,231.00	(\$339.00)
1,050,001.00	1,200,000.00	\$4,200.00	\$3,801.00	(\$399.00)
1,200,001.00	1,350,000.00	\$4,862.00	\$4,400.00	(\$462.00)
1,350,001.00	1,500,000.00	\$5,250.00	\$4,751.00	(\$499.00)
1,500,001.00	2,000,000.00	\$6,825.00	\$6,177.00	(\$648.00)
2,000,001.00	2,500,000.00	\$8,085.00	\$7,317.00	(\$768.00)
2,500,001.00	3,000,000.00	\$8,925.00	\$8,077.00	(\$848.00)
3,000,001.00	3,500,000.00	\$9,975.00	\$9,027.00	(\$948.00)
3,500,001.00	4,000,000.00	\$11,550.00	\$10,453.00	(\$1,097.00)
4,000,001.00	5,000,000.00	\$14,070.00	\$12,733.00	(\$1,337.00)
5,000,001.00		\$15,225.00	\$13,779.00	(\$1,446.00)

There is no impact to the Roadway Special Tax for Residential, Multi-Residential or Condo as follows:

Roadways Special Tax	2023	2024	Increase	% Increase
Residential	\$204	\$204	\$0.00	0%
Multi-Residential	\$67	\$67	\$0.00	0%

By decreasing the Roadways Special Tax specific to the Commercial Tiers, the revenue to be generated will fund the Roadways Recapping and Concrete Sidewalk, Curb & Median Rehabilitation Program.

**Base Tax**

This report is recommending an increase to the base tax for residential and multi-residential to fund the increase in the general operations of the City. The revenue generated will fund annual operations, increased costs in emergency services, and the increased costs of salaries, wages and benefits for all city employees.

The Base Tax is being recommended to be increased in 2024 as follows:

Base Tax	2023	2024	Increase	% Increase
Residential	\$40	\$45	\$5.00	12.50%
Multi-Residential per unit	\$20	\$22	\$2.00	10.00%

There is no increase in the base tax for Commercial as the increased assessment changes are generating additional revenue for the base tax.

**Minimum Tax Increase**

This report is recommending to keep minimum tax at \$800.

The Minimum Tax is applicable to Residential, Condominiums, Agricultural and Multi-Family.

Properties are impacted by minimum tax if their general municipal levy is less than \$800. Minimum tax then tops them up to \$800 for the General Municipal Levy. This impacts property owners differently based on their assessments.

The mill rate is being proposed to increase by 4%, this then results in less properties being subject to minimum tax as they are no longer in the minimum tax bracket. Without an increase in the mill rate, properties valued at \$78,400 or less are impacted by minimum tax. With a 4% mill rate increase, properties valued at \$75,400 or less are impacted.

<b>MINIMUM TAX</b>	
Minimum Tax	\$800
# of Properties	1,270
<b>Revenue 2023</b>	<b>\$285,658</b>
Minimum Tax	\$800
# of Properties	1,121
<b>Revenue 2024</b>	<b>\$259,616</b>
<b>Reduced Revenue Generated</b>	<b>(\$26,042)</b>

The reduction in minimum tax is made up through the general municipal levy.

**Minimum Tax for Vacant Residential Land**

Currently, there are approximately 205 properties that are considered Vacant Residential Land. That includes vacant land with demolished houses and also land that is being developed by a Developer for sale.

Administration is recommending not increasing the Minimum Tax for Residential Vacant Land from \$1,600.

The average taxable value of a residential home in Prince Albert is approximately \$160,000. A residential property with this value would pay approximately \$1,632 to the General Municipal Levy. The amount of \$1,600 forms the basis of the minimum tax on vacant residential properties.

The report is recommending a Reserve for the revenue collected from the Vacant Residential Land Minimum Tax relating to the Vacant Residential Lot Program. That Reserve will fund the Vacant Residential Lot Program and the incentives.

**Prince Albert Downtown Business Improvement District (BID) Levy Increase**

The BID Levy is specific to geographical location as established by Bylaw No. 4 of 2005.

The 2024 Budget approved a \$40,000 increase for the PADBID levy charged only to downtown properties. Historically this amount has remained at \$78,000. For 2024, PADBID requested to increase the levy by \$40,000 to fund ½ of the downtown security costs in 2024.

The amount of \$80,000 has been approved to fund Downtown Security. The Downtown Security will be funded \$40,000 from an increase to the PADBID Levy and \$40,000 funded from City Taxation.



The \$220,000 expenditures for the Prince Albert Downtown Business Improvement District is funded as follows:

Prince Albert Business Improvement Tax Levy	\$118,000
City of Prince Albert Grant In Lieu of Taxes	\$22,000
Reserve Funding for Programs and Projects	\$40,000
City Taxation	\$40,000
<b>Total Funding</b>	<b>\$220,000</b>

As such, the BID Levy is being increased to generate additional taxation revenue of \$40,000.

The Bid Levy will need to be increased as follow to generate the approved budget:

Levy	Year 2023	Year 2024	Increase	% Increase
BID Levy	0.064 mills	0.087 mills	0.023 mills	35.94%

The increase to the PADBID Levy will be sufficient for the approved budget increase of \$118,000.

**Civic Facilities Levy**

The Civic Facilities Reserve was established in 2014 when the internal borrowing on the construction of the Alfred Jenkins Field House was paid in full. The continued intent of this reserve is to pay for the planning and construction of future City owned facilities. Revenue collected from the Civic Facilities Levy is credited annually to the Recreation Reserve (previously the Civic Facilities Reserve).

The Civic Facilities Levy will remain at 0.47 mills. Any additional revenue over budget at yearend from the increased commercial assessments will be credited to the Recreation Centre Reserve. The levy provides funding for the Aquatic and Arenas Recreation Centre.

**Police Special Tax**

The Police Special Tax of \$35.00 per door will remain the same. The Special Tax generates revenue of \$554,600 to fund the annual Multi-Year Proactive Policing Unit with the Prince Albert Police Service.

**Destination Marketing Levy**

The Destination Marketing Levy will not be increasing in Year 2024. The Destination Marketing Levy is specific to hotels in the City and is based on tiers of taxable assessed values. The annual funds collected from the Destination Marketing Levy is credited to the Destination Marketing Reserve. The Destination Marketing Levy Funds are to be utilized for events that generate hotel room night stays in the City of Prince Albert Hotels. This levy cannot be established as a special tax as special taxes must be for current expenditures as specified in section 275 of the *Cities Act*.

The Destination Marketing Levy charged to hotels is based on taxable value as follows:

Destination Marketing Levy		
Taxable Value		Tax Rate
Min	Max	
-	900,000.00	<b>\$3,000</b>
900,001.00	1,350,000.00	<b>\$8,000</b>
1,350,001.00	2,500,000.00	<b>\$12,000</b>
2,500,001.00	3,500,000.00	<b>\$18,500</b>
3,500,001.00	5,000,000.00	<b>\$48,000</b>
5,000,001.00		<b>\$51,000</b>

**COMMUNICATIONS AND/OR ANNOUNCEMENT PLAN:**

The key dates and activities for communication include the following:

Key Dates:	Budget Committee: <b>November 16, 17 and 18, 2023</b> Budget Approved: <b>December 11, 2023</b> Assessment Roll Closes: <b>March 1, 2024</b> Presentation of Bylaw to Executive Committee: <b>March 18, 2024</b> First and Second Reading of Tax Tools Bylaw: <b>March 25, 2024</b> Third Reading: <b>March 27, 2025</b>
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Activity	Description	Date
Media release	Announce conclusion of budget deliberations, reduction of the budget and notable projects approved for 2024.	November 30, 2023
Media release	City of Prince Albert's 2024 Assessment Notices will be mailed out starting February 1, 2024.	February 1, 2024
Open House	Open House – Ches Leach Lounge at Art Hauser Centre – Commercial Properties Taxes	February 6, 2024

Public Notice	Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 will be provided.	March 9, 2024
Media release	Details of the proposed 2024 Property Tax Bylaw with impacts to property owners.	March 18, 2024
Website updates	Updating the website to include proposed property tax tools for 2024 and impact to property owners.	March 18, 2024
Social media post & billboard update	Details of the 2024 Property Tax Bylaw with impacts to property owners.	March 30, 2024 (following third reading)
Social media post & billboard update	Details to property owners on property tax notices being delivered & e-billing. Check spam / junk folder. Encouragement of e-billing and TIPPS.	May 23, 2024
Information insert	Insert included with the property tax notice detailing key projects in the budget and the basics of property tax impacts.	May 23, 2024
Social media post	Reminder to property owners of the upcoming property tax deadline.	Mid-June 2024

Ongoing communication with the Communications Manager has already been established to ensure a detailed communication plan is developed.

The Property Tax 101 Video that was rolled out in April of 2023 is still available for communication on property taxes and will be re-promoted.

#### **POLICY IMPLICATIONS:**

The following 2023 Property Tax Bylaws will be repealed:

- Bylaw No. 5 of 2023 ~ Property Tax Bylaw
- Bylaw No. 6 of 2023 ~ Snow Management Special Tax
- Bylaw No. 7 of 2023 ~ Roadways Special Tax
- Bylaw No. 8 of 2023 ~ Police Special Tax
- Bylaw No. 9 of 2023 ~ Business Improvement District

**FINANCIAL IMPLICATIONS:**

At the conclusion of budget deliberation and with no other tax tools implemented or discussed, members of Council were advised that the budget increase would be approximately 8.0%.

Due to the changes in commercial assessment value, this required increase dropped to 4.00%. With the proposed tax tool options recommended in this report, residents on average will see a 2.4% increase to their tax bill.

Based on all of the proposed 2024 Tax Tool recommendations noted above, the impact to residential owners is in the range of 2.42% to 2.45% as attached to this Report as Appendix A for the various taxable values.

The overall increase due to all tax tool changes is an average of 3.6%.

This report is recommending that the increased revenue generated from the general municipal levy and commercial base tax fund an abatement program for 2024 specific to commercial.

The recommendation is that an abatement of 50% of the increased municipal taxes (does not include the school, library or BID taxes) be provided to commercial properties if they meet the following two criteria:

- 2024 municipal increase is greater than 10%; and
- 2024 municipal increase is greater than \$1,000.

**It will also be recommended that if a property has an appeal pending, that the amount of the abatement be determined following the conclusion of the appeal as it could change. Further, Provincial properties that pay a grant in lieu amount do not qualify as they pay a Grant in Lieu amount based on previous year taxes.**

**As well, those properties that receive a separate benefit from the City, such as a grant or exemption agreement, do not qualify for the one-time abatement.**

**This report recommends that care homes who qualify for this one-time abatement, along with the abatement they receive annually based on the difference in residential and commercial rates, will be eligible to receive both abatements.**

**New rolls, such as those who went from vacant to non-vacant, will not qualify.**

The projected abatements to fund the commercial assessment increases will be funded from the increased municipal levy and base tax revenue generated from commercial properties.

Appendix B to this report illustrates the revenue to be generated from the various levies and special taxes. The excess revenue generated from the general municipal levy and the base tax in the approximate amount of \$2.19 million as illustrated in Appendix B will fund the recommended one-time abatement program in 2024 for commercial properties.

**The recommended 2024 Tax Tool increases will provide the funding to balance the 2024 Budget and fund an abatement program to offset the increases to commercial based on the assessment changes.**

Appendix C is a summary of the 2024 Tax Tool increases.

Administration will be reviewing the tax tool structure in 2025 due to the assessment revaluation on all properties. That review will include the mill rate factors, commercial tiers and all base and special tax tiering. The aim is to create a more simplified structure.

**School Taxes are set by the Province and not considered in this Report.**

#### **STRATEGIC PLAN:**

The creation of an equitable taxation structure promotes community growth and maintains new and existing amenities and infrastructure. The creation of the incentive program from the Minimum Tax on Vacant Residential Land promotes development of vacant lots.

#### **OPTIONS TO RECOMMENDATION:**

Executive Committee could consider other options, such as those that do not create a one-time abatement program. That is not being recommended as the current structure is able to isolate those properties that have huge assessment shifts.

#### **PUBLIC NOTICE:**

Public Notice is required for consideration prior to Council considering the Bylaw for 1<sup>st</sup> reading.

Public Notice is required pursuant to Section 4(e) of Public Notice Bylaw No. 24 of 2015.

The following notice was undertaken:

- Published in local newspaper (Prince Albert Daily Herald) circulated in the City: March 9, 2024
- Posted on the bulletin board at City Hall: March 9, 2024
- Posted on the City's website: March 9, 2024

Please find attached a copy of the Public Notices circulated in the Prince Albert Daily Herald on Saturday, March 9, 2024.

**PRESENTATION: Verbal Presentation by Briane Folmer, Senior Accounting Manager.**

**ATTACHMENTS:**

1. Appendix A – Impact on Residential Properties.
2. Appendix B – Revenue to be generated with proposed Property Tax Tools for 2024.
3. Appendix C – 2024 Property Tax Tool Increases.
4. Property Tax Bylaw – Bylaw No. 2 of 2024.
5. Snow Management Special Tax Bylaw – Bylaw No. 3 of 2024.
6. Roadways Special Tax Bylaw – Bylaw No.4 of 2024.
7. Police Special Tax Bylaw – Bylaw No. 5 of 2024.
8. Business Improvement District (BID) Levy Bylaw – Bylaw No.6 of 2024.
9. Copies of Public Notices circulated in the Prince Albert Daily Herald on Saturday, March 9, 2024.

Written by: Melodie Boulet, Finance Manager  
Briane Folmer, Senior Accounting Manager

Approved by: Director of Financial Services and City Manager

**Impact to Properties - RESIDENTIAL**

**APPENDIX A**

Residential															
	Original	Option	Difference		Original	Option	Difference		Original	Option	Difference		Original	Option	Difference
Assessed value	106,875	106,875			150,000	150,000			200,000	200,000			250,000	250,000	
<b>Taxable Value</b>	<b>85,500</b>	<b>85,500</b>			<b>120,000</b>	<b>120,000</b>			<b>160,000</b>	<b>160,000</b>			<b>200,000</b>	<b>200,000</b>	
Municipal	\$872	\$907	\$35		\$1,224	\$1,273	\$49		\$1,632	\$1,697	\$65		\$2,040	\$2,121	\$82
Library	\$55	\$53	(\$2)		\$77	\$75	(\$2)		\$102	\$99	(\$3)		\$128	\$124	(\$4)
Civic Facilities	\$38	\$38	(\$0)		\$53	\$53	(\$0)		\$71	\$71	(\$0)		\$88	\$88	(\$0)
	\$964	\$998	\$33		\$1,353	\$1,400	\$47		\$1,805	\$1,867	\$62		\$2,256	\$2,334	\$78
Base Tax	\$40	\$45	\$5		\$40	\$45	\$5		\$40	\$45	\$5		\$40	\$45	\$5
Special Snow	\$72	\$75	\$3		\$72	\$75	\$3		\$72	\$75	\$3		\$72	\$75	\$3
Special Roads	\$204	\$204	\$0		\$204	\$204	\$0		\$204	\$204	\$0		\$204	\$204	\$0
Special Police	\$35	\$35	\$0		\$35	\$35	\$0		\$35	\$35	\$0		\$35	\$35	\$0
	\$351	\$359	\$8		\$351	\$359	\$8		\$351	\$359	\$8		\$351	\$359	\$8
School Tax	\$388	\$388	\$0		\$545	\$545	\$0		\$726	\$726	\$0		\$908	\$908	\$0
Minimum Tax	\$0	\$0	\$0												
<b>Total</b>	<b>\$1,703.48</b>	<b>\$1,744.77</b>	<b>\$41.28</b>	<b>\$3.44</b>	<b>\$2,249.22</b>	<b>\$2,303.93</b>	<b>\$54.71</b>	<b>\$4.56</b>	<b>\$2,881.96</b>	<b>\$2,952.25</b>	<b>\$70.29</b>	<b>\$5.86</b>	<b>\$3,514.70</b>	<b>\$3,600.56</b>	<b>\$85.86</b>
<b>Percentage Increase</b>			<b>2.42%</b>				<b>2.43%</b>				<b>2.44%</b>				<b>2.44%</b>
Assessed value	309,000	309,000			350,125	350,125			400,625	400,625			450,375	450,375	
<b>Taxable Value</b>	<b>247,200</b>	<b>247,200</b>			<b>280,100</b>	<b>280,100</b>			<b>320,500</b>	<b>320,500</b>			<b>360,300</b>	<b>360,300</b>	
Municipal	\$2,521	\$2,622	\$101		\$2,856	\$2,971	\$114		\$3,268	\$3,399	\$131		\$3,674	\$3,821	\$147
Library	\$158	\$154	(\$5)		\$179	\$174	(\$5)		\$205	\$199	(\$6)		\$230	\$224	(\$7)
Civic Facilities	\$109	\$109	(\$0)		\$123	\$123	(\$0)		\$141	\$141	(\$0)		\$159	\$159	(\$0)
	\$2,788	\$2,884	\$96		\$3,159	\$3,268	\$109		\$3,615	\$3,740	\$125		\$4,064	\$4,204	\$140
Base Tax	\$40	\$45	\$5		\$40	\$45	\$5		\$40	\$45	\$5		\$40	\$45	\$5
Special Snow	\$72	\$75	\$3		\$72	\$75	\$3		\$72	\$75	\$3		\$72	\$75	\$3
Special Roads	\$204	\$204	\$0		\$204	\$204	\$0		\$204	\$204	\$0		\$204	\$204	\$0
Special Police	\$35	\$35	\$0		\$35	\$35	\$0		\$35	\$35	\$0		\$35	\$35	\$0
	\$351	\$359	\$8		\$351	\$359	\$8		\$351	\$359	\$8		\$351	\$359	\$8
School Tax	\$1,122	\$1,122	\$0		\$1,272	\$1,272	\$0		\$1,455	\$1,455	\$0		\$1,636	\$1,636	\$0
Minimum Tax															
<b>Total</b>	<b>\$4,261.33</b>	<b>\$4,365.56</b>	<b>\$104.23</b>	<b>\$8.69</b>	<b>\$4,781.76</b>	<b>\$4,898.80</b>	<b>\$117.04</b>	<b>\$9.75</b>	<b>\$5,420.83</b>	<b>\$5,553.59</b>	<b>\$132.76</b>	<b>\$11.06</b>	<b>\$6,050.41</b>	<b>\$6,198.66</b>	<b>\$148.26</b>
<b>Percentage Increase</b>			<b>2.45%</b>				<b>2.45%</b>				<b>2.45%</b>				<b>2.45%</b>

**2024 Property Tax Tools -**  
**Revenue to be Generated with Tax Tools**

**Appendix B**

Name	2024 Budget	2024 Assessment + 2024 Recommendations	Excess (Shortfall) Revenue
General Municipal Levy	\$38,627,076	\$40,482,371	
Minimum Tax		\$259,616	\$2,114,911
<b>Municipal Levy</b>	<b>\$38,627,076</b>	<b>\$40,741,987</b>	<b>\$2,114,911</b>
Library Levy	\$2,375,430	\$2,378,237	\$2,807
Capital Projects Levy	\$1,550,000	\$1,682,738	\$132,738
Snow Management Special Tax	\$1,682,850	\$1,692,377	\$9,527
Roadways Special Tax	\$4,400,000	\$4,407,659	\$7,659
Police Special Tax	\$554,600	\$551,662	(\$2,938)
Base Tax	\$720,000	\$803,963	\$83,963
	<b>\$11,282,880</b>	<b>\$11,516,636</b>	<b>\$233,756</b>
<b>TOTAL</b>	<b>\$49,909,956</b>	<b>\$52,258,623</b>	<b>\$2,348,667</b>

Note: The above amounts do not include the increase in minimum tax to vacant residential land as that money is funding an incentive program, not to balance the budget.



**City of Prince Albert  
Proposed Rates for 2024**

**APPENDIX C**

<b>Mill Rates</b>				
<b>Name of Mill Rate</b>	<b>Original</b>	<b>Proposed</b>	<b>Change</b>	<b>% Change</b>
General Municipal Mill Rate	10.872	11.307	0.435	4.00%
Civic Facilities Mill Rate	0.47	0.47	-	0.00%
BID Levy	0.064	0.087	0.023	35.94%
Library Mill Rate	0.682	0.662	(0.020)	-2.93%

<b>Mill Rate Factors</b>			
<b>Class Type</b>	<b>Original</b>	<b>Proposed</b>	<b>Change</b>
Agriculture	0.856	0.856	-
Residential	0.938	0.938	-
Condominium	0.856	0.856	-
Multi-Residential	1.090	1.090	-
Commercial - Tier 1	1.950	1.950	-
Commercial - Tier 2	1.950	1.950	-
Commercial - Tier 3	2.100	2.100	-
Commercial - Tier 4	2.500	2.500	-
Commercial - Tier 5	2.200	2.200	-
Vacant Commercial	2.466	2.466	-
Care Home	0.938	0.938	-
Hotel	2.200	2.200	-
Elevators & Railroads	3.000	3.000	-

<b>Minimum Tax</b>			
<b>Class Type</b>	<b>Original</b>	<b>Proposed</b>	<b>Change</b>
Residential, Agriculture	\$800.00	\$800.00	\$0.00
Condominium, Multi-Residential	\$800.00	\$800.00	\$0.00
Vacant Residential	\$1,600.00	\$1,600.00	\$0.00

<b>Special Tax Levies</b>			
<b>Class Type</b>	<b>Original</b>	<b>Proposed</b>	<b>Change</b>
<b>Snow Management Special Tax</b>			
- Residential, Agriculture, Condominium, Care Homes	\$72.00	\$75.00	\$3.00
- Multi Residential (per unit)	\$23.00	\$24.00	\$1.00
<b>Roadways Special Tax</b>			
- Residential, Agriculture, Condominium, Care Homes	\$204.00	\$204.00	\$0.00
- Multi Residential (per unit)	\$67.00	\$67.00	\$0.00
<b>Police Special Tax</b>	\$35.00	\$35.00	\$0.00

**City of Prince Albert  
Proposed Rates for 2024**

**APPENDIX C**

<b>Base Tax</b>			
<b>Class Type</b>	<b>Original</b>	<b>Proposed</b>	<b>Change</b>
Residential, Agriculture, Condominium, Care Homes	\$40.00	\$45.00	\$5.00
Multi Residential (per unit)	\$20.00	\$22.00	\$2.00

<b>Base Tax</b>	<b>Commercial Base Tax &amp; Special Tax</b>			
	<b>5% Increase</b>	<b>9.5% decrease</b>	<b>0% Increase</b>	
<b>Taxable Assessment Ranges</b>	<b>Snow Management</b>	<b>Roadways</b>	<b>Base Tax</b>	<b>TOTAL</b>
less than 150,000	\$151.00	\$475.00	\$42.00	<b>\$668.00</b>
150,001 - 300,000	\$362.00	\$618.00	\$102.00	<b>\$1,082.00</b>
300,001 - 450,000	\$616.00	\$1,140.00	\$174.00	<b>\$1,930.00</b>
450,001 - 600,000	\$707.00	\$1,691.00	\$200.00	<b>\$2,598.00</b>
600,001 - 750,000	\$737.00	\$2,186.00	\$209.00	<b>\$3,132.00</b>
750,001 - 900,000	\$954.00	\$2,756.00	\$270.00	<b>\$3,980.00</b>
900,001 - 1,050,000	\$1,208.00	\$3,231.00	\$343.00	<b>\$4,782.00</b>
1,050,001 - 1,200,000	\$1,413.00	\$3,801.00	\$401.00	<b>\$5,615.00</b>
1,200,001 - 1,350,000	\$1,642.00	\$4,400.00	\$466.00	<b>\$6,508.00</b>
1,350,000 - 1,500,000	\$1,872.00	\$4,751.00	\$531.00	<b>\$7,154.00</b>
1,500,001 - 2,000,000	\$2,415.00	\$6,177.00	\$686.00	<b>\$9,278.00</b>
2,000,001 - 2,500,000	\$2,898.00	\$7,317.00	\$823.00	<b>\$11,038.00</b>
2,500,001 - 3,000,000	\$3,260.00	\$8,077.00	\$926.00	<b>\$12,263.00</b>
3,000,001 - 3,500,000	\$3,623.00	\$9,027.00	\$1,029.00	<b>\$13,679.00</b>
3,500,001 - 4,000,000	\$4,226.00	\$10,453.00	\$1,200.00	<b>\$15,879.00</b>
4,000,001 - 5,000,000	\$5,192.00	\$12,733.00	\$1,474.00	<b>\$19,399.00</b>
over 5,000,000	\$5,675.00	\$13,779.00	\$1,612.00	<b>\$21,066.00</b>

**Destination Marketing Tax**

<b>Taxable Value</b>		<b>Tax Rate</b>
Min	Max	
-	900,000.00	<b>\$3,000</b>
900,001.00	1,350,000.00	<b>\$8,000</b>
1,350,001.00	2,500,000.00	<b>\$12,000</b>
2,500,001.00	3,500,000.00	<b>\$18,500</b>
3,500,001.00	5,000,000.00	<b>\$48,000</b>
5,000,001.00		<b>\$51,000</b>

# CITY OF PRINCE ALBERT BYLAW NO. 2 OF 2024

*A Bylaw of The City of Prince Albert to raise the amount of taxes for General Municipal, Library, and Capital Projects for 2024.*

WHEREAS pursuant to Section 253 of *The Cities Act* a Council shall pass a Property Tax Bylaw annually;

AND WHEREAS Section 254(1) of *The Cities Act* authorizes the Council to establish classes and subclasses of property for the purposes of establishing tax rates;

AND WHEREAS Section 255(1) of *The Cities Act* authorizes the Council, by Bylaw, to set mill rate factors;

AND WHEREAS the Property Tax Bylaw authorizes the Council to impose a tax on all taxable assessments in the City:

- a) at a uniform rate considered sufficient to raise the amount of taxes required to meet the estimated expenditures and transfers, having regard to estimated revenues from other sources, set out in the budget of the City; and
- b) at any other rates required by *The Cities Act* or any *other Act*;

AND WHEREAS pursuant to Sections 258 and 259 of *The Cities Act* a Council may establish minimum and base tax amounts;

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

**Mill Rate Factors**

1. That the municipal mill rate factors, utilized with respect to the land, improvements or both, shall be as follows:

<b>Property Classification</b>	<b>Sub-Classes of Property</b>	<b>Mill Rate Factor</b>
Non-Arable (Range)		0.856
Other Agricultural		0.856
Residential	Residential	0.938
	Country Residential	0.938
	Country Residential - Developed	0.938
	Condominium	0.856
Seasonal Residential		0.938
Multi-Unit Residential		1.090
Commercial and Industrial	\$850,000 or less taxable value	1.950
	\$850,001 - \$4,200,000 taxable value	1.950
	\$4,200,001 - \$8,000,000 taxable value	2.100
	\$8,000,001 - \$20,000,000 taxable value	2.500
	Over \$20,000,000 taxable value	2.200
	Vacant Commercial Land	2.466
	Care Home and Group Home	0.938
	Hotel & Motel	2.200
Elevators		3.000
Railway Rights of Way and Pipeline		3.000

**Mill and Tax Rates**

2. There shall be levied, raised and collected as taxes in respect of the purposes aforesaid upon the taxable assessment, insofar as the assessment of lands and improvements are subject thereto, the rates as follows:

- a) General Municipal Levy 11.307 Mills
- b) Library Levy 0.662 Mills
- c) Civic Facilities Levy 0.470 Mills
- d) Minimum Tax applied to calculation of General Municipal Levy:
  - a. Residential \$800
  - b. Condominiums \$800
  - c. Agricultural \$800
  - d. Multi-Family \$800
  - e. Vacant Residential Land \$1,600

**Base Tax Rates**

3. Base Tax:

- a. Residential \$45
- b. Agricultural \$45
- c. Condominium \$45
- d. Care Home and Group Home \$45
- e. Multi-Family per Apartment \$22
- f. Commercial, Railway and Vacant Multi-Family
  - i. (\$150,000 or less taxable value) \$ 42
  - ii. (\$150,001 to \$300,000 taxable value) \$102
  - iii. (\$300,001 to \$450,000 taxable value) \$174
  - iv. (\$450,001 to \$600,000 taxable value) \$200
  - v. (\$600,001 to \$750,000 taxable value) \$209
  - vi. (\$750,001 to \$900,000 taxable value) \$270
  - vii. (\$900,001 to \$1,050,000 taxable value) \$343
  - viii. (\$1,050,001 to \$1,200,000 taxable value) \$401
  - ix. (\$1,200,001 to \$1,350,000 taxable value) \$466
  - x. (\$1,350,001 to \$1,500,000 taxable value) \$531
  - xi. (\$1,500,001 to \$2,000,000 taxable value) \$686
  - xii. (\$2,000,001 to \$2,500,000 taxable value) \$823
  - xiii. (\$2,500,001 to \$3,000,000 taxable value) \$926
  - xiv. (\$3,000,001 to \$3,500,000 taxable value) \$1,029
  - xv. (\$3,500,001 to \$4,000,000 taxable value) \$1,200
  - xvi. (\$4,000,001 to \$5,000,000 taxable value) \$1,474
  - xvii. (over \$5,000,000 taxable value) \$1,612

g. Hotel & Motel	
i. (\$150,000 or less taxable value)	\$3,042
ii. (\$150,001 to \$300,000 taxable value)	\$3,102
iii. (\$300,001 to \$450,000 taxable value)	\$3,174
iv. (\$450,001 to \$600,000 taxable value)	\$3,200
v. (\$600,001 to \$750,000 taxable value)	\$3,209
vi. (\$750,001 to \$900,000 taxable value)	\$3,270
vii. (\$900,001 to \$1,050,000 taxable value)	\$8,343
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$8,401
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$8,466
x. (\$1,350,001 to \$1,500,000 taxable value)	\$12,531
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$12,686
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$12,823
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$19,426
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$19,529
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$49,200
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$49,474
xvii. (over \$5,000,000 taxable value)	\$52,612

**Calculating Amount of Property Tax**

These mill rates and mill rate factors will be applied for the purpose of calculating the general municipal taxation using the following format:

$$\text{Assessment Value} \times \text{Percentage of Value} = \text{Taxable Assessment}$$

$$(\text{Taxable Assessment} \times \text{Mill Rate} \times \text{Mill Rate Factor}) / 1,000 = \text{Levy Amount}$$

**Coming Into Force**

1. This Bylaw shall come into force and take effect on, from and after the 1<sup>st</sup> day of January, 2024. The rates imposed for 2024 are deemed to be imposed from January 1, 2024.
2. That Bylaw No. 5 of 2023 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS DAY OF , AD 2024.  
READ A SECOND TIME THIS DAY OF , AD 2024.  
READ A THIRD TIME AND PASSED THIS DAY OF , AD 2024.

MAYOR

CITY CLERK

# CITY OF PRINCE ALBERT BYLAW NO. 3 OF 2024

*A Bylaw of the City of Prince Albert to raise revenue required for snow management to be completed in 2024.*

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

**Snow Management Special Tax:**

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from snow management to be completed within the current year.
2. The estimated cost of the purpose or service referred to in Clause 1 is \$1,682,850, pursuant to the approved budget.
3. The rate of special tax to be charged against each property is:

a. Residential	\$75
b. Agricultural	\$75
c. Condominium	\$75
d. Care Home and Group Home	\$75
e. Multi-Family per Apartment	\$24



f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$151
ii. (\$150,001 to \$300,000 taxable value)	\$362
iii. (\$300,001 to \$450,000 taxable value)	\$616
iv. (\$450,001 to \$600,000 taxable value)	\$707
v. (\$600,001 to \$750,000 taxable value)	\$737
vi. (\$750,001 to \$900,000 taxable value)	\$954
vii. (\$900,001 to \$1,050,000 taxable value)	\$1,208
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$1,413
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$1,642
x. (\$1,350,001 to \$1,500,000 taxable value)	\$1,872
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$2,415
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$2,898
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$3,260
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$3,623
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$4,226
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$5,192
xvii. (over \$5,000,000 taxable value)	\$5,675

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30<sup>th</sup>, 2024, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
  
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
  
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

**Coming Into Force**

1. This Bylaw shall come into force and take effect on, from and after the 1<sup>st</sup> day of January, 2024. The rates imposed for 2024 are deemed to be imposed from January 1, 2024.
2. That Bylaw No. 6 of 2023 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS                    DAY OF                    , AD 2024.

READ A SECOND TIME THIS                    DAY OF                    , AD 2024.

READ A THIRD TIME AND PASSED THIS                    DAY OF                    , AD 2024.

MAYOR

CITY CLERK

# CITY OF PRINCE ALBERT BYLAW NO. 4 OF 2024

*A Bylaw of The City of Prince Albert to raise revenue for roadways work to be completed in 2024.*

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

## **Roadways Special Tax:**

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from roadways, paving, concrete sidewalk and curb rehabilitation work to be completed within the current year.
2. The estimated cost of the purpose or service referred to in Section 1 is \$4,400,000, pursuant to the approved budget.
3. The rate of special tax to be charged against each parcel is:

a. Residential	\$204
b. Agricultural	\$204
c. Condominium	\$204
d. Care Home and Group Home	\$204
e. Multi-Family per Apartment	\$67

f. Commercial, Railway and Vacant Multi-Family	
i. (\$150,000 or less taxable value)	\$475
ii. (\$150,001 to \$300,000 taxable value)	\$618
iii. (\$300,001 to \$450,000 taxable value)	\$1,140
iv. (\$450,001 to \$600,000 taxable value)	\$1,691
v. (\$600,001 to \$750,000 taxable value)	\$2,186
vi. (\$750,001 to \$900,000 taxable value)	\$2,756
vii. (\$900,001 to \$1,050,000 taxable value)	\$3,231
viii. (\$1,050,001 to \$1,200,000 taxable value)	\$3,801
ix. (\$1,200,001 to \$1,350,000 taxable value)	\$4,400
x. (\$1,350,001 to \$1,500,000 taxable value)	\$4,751
xi. (\$1,500,001 to \$2,000,000 taxable value)	\$6,177
xii. (\$2,000,001 to \$2,500,000 taxable value)	\$7,317
xiii. (\$2,500,001 to \$3,000,000 taxable value)	\$8,077
xiv. (\$3,000,001 to \$3,500,000 taxable value)	\$9,027
xv. (\$3,500,001 to \$4,000,000 taxable value)	\$10,453
xvi. (\$4,000,001 to \$5,000,000 taxable value)	\$12,733
xvii. (over \$5,000,000 taxable value)	\$13,779

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30<sup>th</sup>, 2024, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
  
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
  
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

**Coming Into Force**

1. This Bylaw shall come into force and take effect on, from and after the 1<sup>st</sup> day of January, 2024. The rates imposed for 2024 are deemed to be imposed from January 1, 2024.
2. That Bylaw No. 7 of 2023 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS                    DAY OF                    , AD 2024.  
READ A SECOND TIME THIS                    DAY OF                    , AD 2024.  
READ A THIRD TIME AND PASSED THIS                    DAY OF                    , AD 2024.

MAYOR

CITY CLERK

# CITY OF PRINCE ALBERT BYLAW NO. 5 OF 2024

*A Bylaw of The City of Prince Albert to raise revenue for police services in 2024.*

WHEREAS pursuant to Section 275(1) of *The Cities Act* a Council may pass a special tax bylaw to raise revenue to pay for any specific service or purpose to be completed within the taxation year;

AND WHEREAS pursuant to Section 275(2) of *The Cities Act* a special tax bylaw must be passed annually;

AND WHEREAS pursuant to Sections 275(3) of *The Cities Act* public notice has been given.

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

## **Police Special Tax:**

1. A Special Tax shall be levied against all properties as listed in Section 3, all such properties benefiting from police services within the current year.
2. The estimated cost of the purpose or service referred to in Section 1 is \$554,600, pursuant to the approved budget.
3. The rate of special tax to be charged against each parcel is:

a. Residential	\$35
b. Agriculture	\$35
c. Condominium	\$35
d. Care Home and Group Home	\$35
e. Multi-Family per Apartment	\$35
f. Commercial, Railway and Vacant Multi-Family	\$35

4. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing by June 30<sup>th</sup>, 2024, requesting the Council to review the application or calculation of the tax rate regarding the property in question.
5. The administrator will notify the persons, who have requested a review, of the time and date the Council will meet to hear and review the requests.
6. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.

**Coming Into Force**

1. This Bylaw shall come into force and take effect on, from and after the 1<sup>st</sup> day of January, 2024. The rates imposed for 2024 are deemed to be imposed from January 1, 2024.
2. That Bylaw No. 8 of 2023 is hereby repealed.

INTRODUCED AND READ A FIRST TIME THIS	DAY OF	, AD 2024.
READ A SECOND TIME THIS	DAY OF	, AD 2024.
READ A THIRD TIME AND PASSED THIS	DAY OF	, AD 2024.

MAYOR

CITY CLERK

# CITY OF PRINCE ALBERT BYLAW NO. 6 OF 2024

*A Bylaw of The City of Prince Albert to raise revenue for the  
Business Improvement District for 2024.*

WHEREAS pursuant to Section 26(2) of *The Cities Act*, council may, by bylaw, impose a levy on all property used or intended to be used for business purposes within the business improvement district to raise the amount required for the requisition;

AND WHEREAS pursuant to Section 26(3) of *The Cities Act* a levy or charge imposed pursuant to subsection (2):

- a) Is in addition to any other property tax; and
- b) Must be of either a uniform rate or a uniform amount.

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

## **Business Improvement District**

1. The purpose of this Bylaw is to authorize a special levy to be paid by the taxable and grant in lieu properties for those businesses defined in the Prince Albert Downtown Business Improvement District area at a uniform rate sufficient to raise the amount required in 2024 for the proposed expenditures of the business improvement district.
2. The estimated cost of the service referred to in Section 1 is \$118,000, pursuant to the approved budget. Subsection 278(2) of the *Cities Act* then states, the City shall give public notice of the use to which it proposes to put the excess revenue.
3. The levy shall be at a rate of 8.7% of the commercial tier 1 mill rate generated for general municipal property taxes.







City of  
**Prince Albert**

## **Public Notice**

### **Snow Management Special Tax**

The City of Prince Albert hereby gives notice, pursuant to Section 102 of *The Cities Act* and the City's Public Notice Bylaw No. 24 of 2015, of its intention to propose a bylaw for the purpose of continuing to levy a special tax to properties benefiting from snow management services.

**Reason for Notice:** The Cities Act requires notice to be provided in advance of a decision to approve a special tax to specifically fund snow management services provided by the City.

**A Special Tax Bylaw is required annually.**

Particulars of the bylaw will be considered at the following City Council meeting:

**Monday, March 25, 2024 at 5:00 p.m.  
Council Chamber, City Hall,  
1084 Central Avenue, Prince Albert SK**

If any person wishes to appear before City Council regarding this matter, please provide your submission to the City Clerk by 4:45 p.m. on Tuesday, March 19, 2024. Please visit [www.citypa.ca](http://www.citypa.ca) or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

Information regarding the proposed special tax may be directed to the Financial Services Department at 306-953-4303. For the full details, please see the March 18, 2024 Executive Committee Meeting Agenda at [www.citypa.ca](http://www.citypa.ca).

Issued at the City of Prince Albert this 9th day of March 2024.  
Terri Mercier, City Clerk

Daily Herald  
March 9, 2024





City of  
**Prince Albert**

## **Public Notice**

### **Roadways Special Tax**

The City of Prince Albert hereby gives notice, pursuant to Section 102 of The Cities Act and the City's Public Notice Bylaw No. 24 of 2015, of its intention to propose a bylaw for the purpose of continuing to levy a special tax to properties benefiting from roadway, paving, concrete sidewalk, curb and median rehabilitation program services.

**Reason for Notice:** The Cities Act requires notice to be provided in advance of a decision to approve a special tax to specifically fund roadway, paving, concrete sidewalk, curb and median rehabilitation program services provided by the City.

**A Special Tax Bylaw is required annually.**

Particulars of the bylaw will be considered at the following City Council meeting:

**Monday, March 25, 2024 at 5:00 p.m.**

**Council Chamber, City Hall,**

**1084 Central Avenue, Prince Albert SK**

If any person wishes to appear before City Council regarding this matter, please provide your submission to the City Clerk by 4:45 p.m. on Tuesday, March 19, 2024. Please visit [www.citypa.ca](http://www.citypa.ca) or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

Information regarding the proposed special tax may be directed to the Financial Services Department at 306-953-4303. For the full details, please see the March 18, 2024 Executive Committee Meeting Agenda at [www.citypa.ca](http://www.citypa.ca).

Issued at the City of Prince Albert this 9th day of March 2024.  
Terri Mercier, City Clerk

*Daily Herald  
March 9, 2024*



# City of Prince Albert

## Public Notice

### Police Special Tax

The City of Prince Albert hereby gives notice, pursuant to Section 102 of *The Cities Act* and the City's Public Notice Bylaw No. 24 of 2015, of its intention to propose a bylaw for the purpose of continuing to levy a special tax to properties benefiting from policing services.

**Reason for Notice:** The Cities Act requires notice to be provided in advance of a decision to approve a special tax to specifically fund police services provided by the City. **A Special Tax Bylaw is required annually.**

Particulars of the bylaw will be considered at the following City Council meeting:

**Monday, March 25, 2024 at 5:00 p.m.  
Council Chamber, City Hall,  
1084 Central Avenue, Prince Albert SK**

If any person wishes to appear before City Council regarding this matter, please provide your submission to the City Clerk by 4:45 p.m. on Tuesday, March 19, 2024. Please visit [www.citypa.ca](http://www.citypa.ca) or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

Information regarding the proposed special tax may be directed to the Financial Services Department at 306-953-4303. For the full details, please see the March 18, 2024 Executive Committee Meeting Agenda at [www.citypa.ca](http://www.citypa.ca).

Issued at the City of Prince Albert this 9th day of March 2024.  
Terri Mercier, City Clerk

Daily Herald

March 9, 2024





City of  
**Prince Albert**

## **Public Notice**

### **Business Improvement District Special Tax**

The City of Prince Albert hereby gives notice, pursuant to Section 102 of *The Cities Act* and the City's Public Notice Bylaw No. 24 of 2015, of its intention to propose a bylaw for the purpose of continuing to levy a special tax to properties benefiting from services in the Business Improvement District.

**Reason for Notice:** The Cities Act requires notice to be provided in advance of a decision to approve a special tax to specifically fund services provided by the Business Improvement District.

**A Special Tax Bylaw is required annually.**

Particulars of the bylaw will be considered at the following City Council meeting:

**Monday, March 25, 2024 at 5:00 p.m.**

**Council Chamber, City Hall,**

**1084 Central Avenue, Prince Albert SK**

If any person wishes to appear before City Council regarding this matter, please provide your submission to the City Clerk by 4:45 p.m. on Tuesday, March 19, 2024. Please visit **[www.citypa.ca](http://www.citypa.ca)** or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear.

Information regarding the proposed special tax may be directed to the Financial Services Department at 306-953-4303. For the full details, please see the March 18, 2024 Executive Committee Meeting Agenda at **[www.citypa.ca](http://www.citypa.ca)**.

Issued at the City of Prince Albert this 9th day of March 2024.

Terri Mercier, City Clerk

Daily Herald  
March 9, 2024



# City of Prince Albert

**RPT 24-55**

**TITLE:** Out of Scope Vacation Leave and Management Days Off Policy

**DATE:** February 22, 2024

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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## **RECOMMENDATION:**

1. That the Out of Scope Vacation Leave and Management Days Off Policy, as attached to this report, be approved;
2. That the Out of Scope Employee Vacation Policy dated January 1, 2006 be rescinded; and
3. That the Banking Earned Days Off Policy dated April 6, 2009 be rescinded.

## **TOPIC & PURPOSE:**

The purpose of this report is to replace the existing Out of Scope Vacation Policy with an up-to-date Out of Scope Vacation Leave and Management Days off Policy, which will reflect current process and the evolving needs of our organization.

## **BACKGROUND:**

The Out-of-Scope Vacation Policy dated January 1, 2006 is outdated and does not address new procedures initiated by the employer on January 1, 2024.

Out-of-Scope compensation was reviewed in late 2023. Changes were implemented that move this employee group toward a merit and performance-based system. Effective 2025, annual compensation increases will be based on performance with annual increases between 0-5% of their pay range. Increments are no longer based on years of service.

The changes also included a move from scheduled Earned Days Off (EDOs) to Management Days Off (MDOs).

Since the previous vacation allotment was based on an EDO structure, vacation time also needed to be adjusted (*see below*).

### **January 1, 2024 Changes:**

Replaced 17 Earned Days Off (EDOs) with 12 Management Days Off (MDOs) that can be used at the OOS employee's discretion.

#### **EDO's:**

- No scheduled EDOs starting January 1, 2024.
- Balances from 2023 were carried over to 2024 but must be used in 2024.

#### **MDO's:**

- 12 management days off that can be used at OOS employee's discretion.
- They do not carry forward and cannot be paid out.

#### **Vacation Allotment Prior to 2024:**

3 weeks (14 days) vacation per year after one year of employment  
4 weeks (19 days) vacation per year in your 8th anniversary year  
5 weeks (24 days) vacation per year in your 15th anniversary year  
6 weeks (28 days) vacation per year in your 25th anniversary year

#### **Vacation Allotment Starting January 1, 2024:**

3 weeks (15 days) vacation per year after one year of employment  
4 weeks (20 days) vacation per year in your 8th anniversary year  
5 weeks (25 days) vacation per year in your 15th anniversary year  
6 weeks (30 days) vacation per year in your 25th anniversary year

### **PROPOSED APPROACH AND RATIONALE:**

The framework developed for the OOS Vacation Leave and MDO Policy reflects recent changes to OOS vacation, EDO and MDO allotments.

#### **The benefits of the new system are as follows:**

- It supports employees in achieving a healthy work-life balance by encouraging and supporting flexible time off.

- It ensures employees plan vacations and MDO utilization in a way that minimizes disruption to City operations.
- It shifts accountability to employees by requiring they take responsibility for scheduling MDOs and taking time off during the year.
- It is an important component of the City's HR strategy for attracting and retaining talent.
- It reduces financial liability by eliminating EDO payouts and allowing the employer to avoid funding for unused balances.

**The aim and goals of this policy are as follows:**

- To offer guidance on employee entitlements to vacation and MDOs.
- To encourage the effective utilization of vacation and MDOs, balancing the needs of out of scope employees and the operational requirements of the City.
- To enhance employee well-being, align with organizational objectives, and uphold legal standards.
- To outline the procedures out of scope employees must adhere to when requesting time off from work.

By ensuring that employees take time off as necessary, we mitigate the accumulation of a substantial amount of unused leave and discourage employees from taking an excessive amount of time off all at once.

**Four notable changes to the Policy:**

1. 17 Earned Days Off (EDOs) have been replaced with 12 Management Days Off (MDOs).
2. Vacation entitlement has increased by one (1) day.
3. Limitations have been placed on when employees can take vacation and MDO leave. *For example: The City reserves the right to approve, deny or restrict vacation and/or MDO requests based on operational needs.*
4. Extended vacation leaves exceeding thirty (30) consecutive days are not permitted except in rare situations approved by the City Manager.



**CONSULTATIONS:**

December 18, 2023: Management Compensation and Benefits presentation to OOS employees.

December 28, 2023: Follow up email outlining Management Compensation Changes (including a copy of the PowerPoint presentation) sent to OOS employees.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The policy will be communicated to all Out of Scope employees and readily available on the City's website or COPA Connected site for easy access.

**POLICY IMPLICATIONS:**

1. City of Prince Albert Policy 4.01 Out of Scope Employee Vacation dated January 1, 2006.
2. City of Prince Albert Policy 31 Banking Earned Days Off dated April 6, 2009.
3. Saskatchewan Labour Standards Act and Regulations.

**FINANCIAL IMPLICATIONS:**

Unlike EDOs, under the MDO structure days cannot be carried over into the next year or paid out when an employee leaves the employment of the City. The change limits the City's financial liability by eliminating cash payouts for banked EDO balances and allows the employer to avoid funding for unused balances, improving our overall financial position.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no Privacy, Official Community Plan implications or other options.

**STRATEGIC PLAN:**

Organizational Effectiveness - Foster effective planning and transparent management processes within Human Resources. Similar to the Strategic Plan, Human Resources endeavors to regularly utilize, assess, and refine our policies to align with the organization's desired success.

**PUBLIC NOTICE:**

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

**PRESENTATION:**

Verbal presentation by Kiley Bear, Director of Corporate Services.

**ATTACHMENTS:**

1. 2024 OOS Vacation Leave and MDO Policy
2. 2006 Jan 1 OOS Vacation Policy
3. 2009 Apr 6 BEDO Policy

Written by: Kiley Bear, Director of Corporate Services

Approved by: Director of Corporate Services & City Manager



<b>Statement of Policy and Procedure</b>			
Department:	Corporate Services	Policy No.	
Section:	Human Resources	Issued:	
Subject:	<b>Out of Scope Vacation Leave and Management Days Off</b>	Effective:	
Council Resolution # and Date:			
		Replaces:	HR 4.01
Issued by:	Director of Corporate Services	Dated:	Jan 1, 2006
Approved by:	City Manager		

## **1 POLICY**

- 1.01 Out of scope employees are entitled to vacation leave based on eligible years of service.
- 1.02 Out of scope employees earn twelve (12) management days off annually

## **2 PURPOSE**

- 2.01 The purpose of this Policy is to provide direction regarding vacation entitlements and management days off (MDOs) earned by out of scope employees.
- 2.02 To promote the utilization of vacation and MDOs in a way that meets both employee and operational needs.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all out of scope employees.

## **4 RESPONSIBILITY**

- 4.01 Managers are responsible to:

- (a) Approve and monitor vacation and MDOs utilization.

- (b) Ensure subordinates plan vacations and MDO utilization in a way that minimizes disruption to City operations;
- (b) Implement a vacation calendar or scheduling system to manage overlapping requests to maintain adequate staffing levels; and
- (d) Maintain accurate records and usage of vacation and MDOs.

## **5 DEFINITIONS**

- 5.01 "Continuous Employment" means a period of twelve (12) consecutive months of employment including approved vacation time and/or approved leaves of absence(s).
- 5.02 "Vacation Year" is defined as January 1 to the following December 31.

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- 6.01 The Saskatchewan Employment Act and The Employment Standards Regulations

## **7 PROCEDURE**

### **7.01 Vacation Entitlement**

- (a) Out of scope employees are entitled to vacation based on their length of service with the City, as follows:
  - 3 weeks (15 days) vacation per year after one year of employment
  - 4 weeks (20 days) vacation per year in your 8th anniversary year
  - 5 weeks (25 days) vacation per year in your 15th anniversary year
  - 6 weeks (30 days) vacation per year in your 25th anniversary year
- (b) Out of scope employees are eligible for vacation leave after completing one (1) year of continuous employment, or earlier if approved by the City Manager
- (c) Earned vacation and MDOs must be used in the year earned except for the five (5) days of vacation that may be approved for carry over to the next fiscal year.
- (d) Term or casual out of scope employees will receive vacation pay in lieu of vacation credits. Vacation pay will be at the rate of 3/52 of earnings, and will be paid on each payroll.

- (e) Vacation credits will not be accrued during an approved leave of absence that exceeds thirty (30) days.

#### 7.02 Vacation Entitlement – New Hires

- (a) New out of scope employees will be provided vacation years of service based on their years of experience that the City Manager deems appropriate to a maximum of twenty (20) years of service.
- (b) Previous experience considered shall be experience directly related to the position and/or managerial experience.

#### 7.03 Vacation Carry Over

- (a) Out of scope employees may carryover up to five (5) vacation days per vacation year.
- (b) Carryover of vacation must be requested in writing and approved by the Department Head.
- (c) Carryover of vacation of more than five (5) days must be approved by the City Manager.

#### 7.04 Management Days Off (MDOs)

- (a) Out of scope employees earn twelve (12) paid MDOs per year.
- (b) MDOs cannot be carried over to the next fiscal year.
- (c) MDOs cannot be paid out.

#### 7.05 Request and Approval Process

- (a) Out of scope employees are required to submit vacation and MDO requests in advance, to their immediate supervisor.
- (b) The City reserves the right to approve, deny or restrict vacation and/or MDO requests based on operational needs.
- (c) Vacation leaves exceeding annual entitlement are generally not permitted for out of scope employees. However, such requests may be granted after considering operational needs.

- (d) Extended leaves exceeding thirty (30) consecutive days are not permitted for out of scope employees except in rare situations approved by the City Manager. Except in emergencies, a minimum ninety (90) days' notice should be provided for consideration of leaves greater than thirty (30) days.

7.06 Illness During Vacation

- (a) If an out of scope employee falls ill after starting their vacation, and they have been sick for at least four (4) days during their leave, those sick days may be deducted from their sick leave balance.
- (b) The out of scope employee is required to present a medical certificate from a qualified Medical Practitioner on their first day back to work following the illness.

7.07 Paid Holiday Occurring During Vacation

- (a) When a paid holiday falls on a normal working day during an out of scope employee's vacation, the employee shall be credited for the paid holiday and not utilize a vacation day for the paid holiday.

7.08 Leave of Absence and Vacation

- (a) An out of scope employee who is on statutory leave may defer taking vacation until their leave expires.
- (b) If an out of scope employee is on a statutory leave, earned vacation shall be utilized immediately after the statutory leave expires unless the employer and the employee agree to a later date.
- (c) Upon written request and approval of the City Manager, the out of scope employee may be paid out their vacation.

7.09 Vacation Pay on Termination

- (a) Out of scope employees who terminate their employment will receive payment for unused vacation time up to the date of termination.
- (b) If an out of scope employee terminates their employment for any reason and has utilized more vacation credits than entitled to, any excess used entitlements will be deducted from any outstanding payments owed to them by the City.

7.10 Payment in Lieu of Vacation

- (a) Payment in lieu of vacation will only be issued under the following circumstances:
- i. When an out of scope employee leaves their employment;
  - ii. When an out of scope employee, entitled to vacation, is on leave of absence or is physically incapable of taking accrued vacation within the designated timeframe, and such payment is approved by the City Manager; or
  - iii. In rare and exceptional cases where it is evident that an out of scope employee cannot schedule their accrued vacation entitlement within the authorized period, approval for payment in lieu of vacation must be obtained from the City Manager.

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.01
Section:	Benefits	Issued:	
Subject:	<b>VACATION</b>	Effective:	01/01/06
Issue to:	All Out of Scope Employees	Page:	1 of 4
		Replaces:	
Issued by:	City Manager	Issued:	

**1 POLICY**

1.01 Vacations are granted annually, based on completed years of continuous employment with the City of Prince Albert.

1.02 For the purpose of this policy the vacation year is defined as January 1 to the following December 31.

**1.03 Vacation Entitlement**

(a) Vacation accrued for each 12 months of continuous service and/or recognized experience will be credited to the employee vacation reports on January 1 each year.

(b) Employees not on the active payroll at January 1 are entitled to access the unreported prorated vacation period reflecting the period they have worked from when they came on active employment .

Employees on the active payroll at January 1 of the current year shall be credited with the following accrual:

- Fourteen (14) days of vacation in their first year of continuous employment/recognized experience and each year thereafter;
- Nineteen (19) days of vacation in the calendar year of their eighth (8<sup>th</sup>) anniversary of continuous employment/recognized experience and each year thereafter;
- Twenty-four (24) days of vacation in the calendar year of their fifteenth (15<sup>th</sup>) anniversary of continuous employment/recognized experience and each year thereafter;
- Twenty-eight (28) days of vacation in the calendar year of the twenty-fifth (25<sup>th</sup>) anniversary of continuous employment/recognized experience and each year thereafter;

(c) Employees hired on a Term or Casual bases will receive vacation pay in lieu of vacation credits. Vacation pay will be at the rate of 3/52 of earnings, and will be paid on each payroll.

(d) Vacation credits will not be accrued during an approved leave of absence that exceeds 30 days.

**1.04 Vacation Entitlement – New Hires**

(a) New employees will be placed on the vacation grid based on their previous years of experience that the City Manager deems is valuable to the City to a maximum of 20 years for Department Heads and 10 years for all other Out of Scope.

(b) Previous experience considered would be experience directly related to the position as well as managerial experience.



STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.01
Section:	Benefits	Issued:	
Subject:	<b>VACATION</b>	Effective:	01/01/06
Issue to:	All Out of Scope Employees	Page:	2 of 4
		Replaces:	
Issued by:	City Manager	Issued:	

- (c) Effective January 1, 2006 all existing Out of Scope employees vacation entitlement will be reviewed to incorporate this policy. New employees will be credited vacation entitlements as per this policy effective the same date.
- (d) Once employees (new and existing) are placed on the grid the appropriate enhancements of vacation entitlements will be provided on January 1 of each year (including the years determined when the employee began employment with the City or was increased due to the implementation of this policy).

1.05 **Vacation Scheduling**

- (a) Vacation entitlement earned shall be taken during the period from January 1 to December 31 of the current year. Vacation scheduling must be approved in advance by the employee's immediate manager.
- (b) Earned vacation entitlement should not be carried over from one vacation year to another. Requests for carryover must be in writing. The Department Head may approve carryovers up to and including five (5) days. Requests for carryover of more than five (5) days must be approved by the City Manager.

**2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to specify vacation entitlements that are earned by employees and to ensure consistency in the entitlement of vacation for Out of Scope employees.

**3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all Out of Scope employees.

**4 RESPONSIBILITY**

- 4.01 Managers are responsible for receiving vacation requests, reviewing, scheduling, approving and monitoring vacation time requested and taken.

**5 DEFINITIONS**

- 5.01 "**Continuous employment**" means a period of 12 consecutive months of employment including approved vacation time and/or approved leaves of absence(s).

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Human Resources	SPP No.	<b>HR 4.01</b>
Section:	Benefits	Issued:	
Subject:	<b>VACATION</b>	Effective:	01/01/06
Issue to:	All Out of Scope Employees	Page:	3 of 4
		Replaces:	
Issued by:	City Manager	Issued:	

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

Saskatchewan *Labour Standards Act* and Regulations

## **7 PROCEDURE**

### **7.01 Vacation Scheduling**

- (a) Employees are required to submit requests for vacation in advance to their immediate manager for approval.
- (b) All vacation taken must be reported on the Employees Attendance Statement.

### **7.02 Paid Holiday Occurring During Vacation**

- (a) When a Paid Holiday occurs, or is granted, on a normal working day during an employee's vacation, the employee shall be paid for the Paid Holiday and the Paid Holiday shall be recorded as such on the Employees Attendance Statement. The employee does not utilize a vacation day for the Paid Holiday.

### **7.03 Illness During Vacation**

- (a) If an employee becomes ill after commencing vacation, providing the employee has been sick for a minimum of four (4) days during the leave, that employee shall be allowed the working days during which he was sick to be charged to his sick leave credits. The employee must produce a certificate from a Medical Practitioner for said illness on the first day of his return to work.

### **7.04 Leave of absence and Vacation conflict**

1. An employee who is on statutory leave may defer taking vacation until the leave expires or, if the employer and employee agree to a later date, beginning on that later date.
2. If an employee is on a statutory leave on the day by which the employee's vacation must be completed (within 12 months after the vacation was earned), the uncompleted part of the vacation shall be completed immediately after the statutory leave expires or, if the employer and the employee agree to a later date, beginning on that later date.
3. Upon the written request of the employee and subject to paragraph 7.07(b), the



STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.01
Section:	Benefits	Issued:	
Subject:	<b>VACATION</b>	Effective:	01/01/06
Issue to:	All Out of Scope Employees	Page:	4 of 4
		Replaces:	
Issued by:	City Manager	Issued:	

employee may forgo vacation and receive vacation pay in accordance with the Act or this policy, whichever is the greater, rather than completing his or her vacation.

**7.05 Payment of Vacation Pay**

- (a) Vacation pay shall be paid at the employees' current rate of pay when the vacation leave was taken.
- (b) Vacation pay shall be part of the regular pay cheque.

**7.06 Vacation Pay on Termination**

- (a) An employee who ceases employment, for any reason, will receive vacation pay for vacation time accrued to the date of termination, but not yet taken.
- (b) An employee who ceases employment, for any reason, who has been granted or used more vacation credits than was due, shall have such over payment deducted from any monies owing to him by the City calculated on the basis of the salary in effect at the date of termination.

**7.07 Payment in Lieu of Vacation**

No payment will be made in lieu of vacation except where:

- (a) an employee ceases employment;
- (b) an employee who is entitled to vacation is on leave of absence and/or is physically unable to take earned vacation within the specified time limits and the City Manager approves such payment; or
- (c) in those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement within the authorized period. Pay in lieu of vacation requires the approval of the immediate manager and the City Manager.

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Corporate Services	Policy No.	<b>31</b>
Section:	Human Resources	Issued:	
Subject:	<b>Banking Earned Days Off</b>	Policy Effective:	April 6, 2009
Council Resolution # and Date:	Council Resolution No. 259 of April 6, 2009	Page:	1 of 2
		Replaces:	
Issued by:	Chris Cvik, Director of Corporate Services	Dated:	
Approved by:	Chris Cvik, Director of Corporate Services	Procedure Amendment:	

## **1. POLICY**

- 1.01 Employees may bank and carry over a maximum of five (5) earned days off (EDO's) to be taken at a later date mutually agreeable to the employee and the Department Head.

## **2. PURPOSE**

- 2.01 To allow employees to use a regularly scheduled EDO on an alternate day, and to limit the number of occurrences to five (5) in a calendar year.

## **3. SCOPE**

- 3.01 Out of Scope employees and employees covered by the CUPE 160 and CUPE 882 Bargaining Agreements who work on a 5-5-4 schedule.

## **4. RESPONSIBILITY**

- 4.01 The Department Heads, in conjunction with the Financial Services Department, are responsible for ensuring compliance with this policy.

## **5. DEFINITIONS**

- 5.01 Earned Day Off (EDO) – One day off in each three week period as a result of the 5-5-4 work schedule.

## **6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE**

CUPE 160 Collective Bargaining Agreement  
 CUPE 882 Collective Bargaining Agreement

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Corporate Services	Policy No.	<b>31</b>
Section:	Human Resources	Issued:	
Subject:	<b>Banking Earned Days Off</b>	Policy Effective:	April 6, 2009
Council Resolution # and Date:	Council Resolution No. 259 of April 6, 2009	Page:	2 of 2
		Replaces:	
Issued by:	Chris Cvik, Director of Corporate Services	Dated:	
Approved by:	Chris Cvik, Director of Corporate Services	Procedure Amendment:	

## **7. PROCEDURE**

- 7.01 The employee must receive written approval from their department head to bank the requested EDO.
- 7.02 The banked EDO's may be taken at a later date upon approval of the Department Head.
- 7.03 The maximum number of days that may be banked in a calendar year is five (5).
- 7.04 A maximum balance of five (5) banked EDO's may be carried over into the next calendar year upon the approval of the Department Head.
- 7.05 Requests for carry over of more than five (5) days must be approved by the City Manager and must be accompanied by a plan on how and when the employee plans to use them.