



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, JUNE 20, 2022, 4:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

- 4.1 May 24, 2022 Executive Committee Meeting Minutes for Approval (MIN 22-51)
- 4.2 June 8, 2022 Executive Committee Special Meeting Minutes for Approval (MIN 22-54)

5. DELEGATIONS

- 5.1 Draft Strategic Plan 2022-2025 (CORR 22-66)

Verbal Presentations: Sherry Person, City Manager and Ian McCormack, President, Strategic Steps Inc.

- 5.2 Request for Support - Enhanced Public Safety for Downtown (CORR 22-63)

Verbal Presentation: Rhonda Trusty, Executive Director, Prince Albert Downtown Business Improvement District

6. CONSENT AGENDA

- 6.1 Letter of Support for Establishing a Working Group to Address Issues of Crime (CORR 22-64)
- 6.2 Request for Clarification regarding Land Acquisition (CORR 22-65)
- 6.3 Styrofoam and Plastic Ban Update (RPT 22-234)
- 6.4 Crime Stopper Bumper Stickers CORR 22-48 (RPT 22-243)
- 6.5 2022 Q1 Financial Reporting - General Fund (RPT 22-248)
- 6.6 2022 Q1 Financial Reporting - Miscellaneous Funds (RPT 22-249)
- 6.7 Parking Lots for Duplexes on Woodbridge Drive (RPT 22-237)
- 6.8 2021 Capital Carry Forward Projects (RPT 22-219)
- 6.9 May 17, 2022 Destination Marketing Levy Advisory Committee Meeting Minutes (MIN 22-47)
- 6.10 May 19, 2022 Airport Advisory Committee Meeting Minutes (MIN 22-49)
- 6.11 May 25, 2022 Community Services Advisory Committee Meeting Minutes (MIN 22-52)

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 Snow Removal and Road Conditions (RPT 22-89)
PowerPoint Presentation: Jeff Da Silva, Operations Manager
- 7.2 Landfill Rate Options (RPT 22-129)
PowerPoint Presentation: Jeff Da Silva, Operations Manager
- 7.3 Airport Land Use (RPT 22-235)
Verbal Presentations: Wes Hicks, Director of Public Works and Craig Guidinger, Director of Planning and Development Services
- 7.4 Little Red River Park Development Update (RPT 22-239)
Verbal Presentation: Timothy Yeaman, Parks and Open Spaces Manager

7.5 Forestry Management Plan Update (RPT 22-240)

Verbal Presentation: Timothy Yeaman, Parks and Open Spaces Manager

7.6 Margo Fournier Centre - Expression of Interest (RPT 22-258)

Verbal Presentation: Jody Boulet, Director of Community Services

8. UNFINISHED BUSINESS

9. ADJOURNMENT



City of
Prince Albert

MIN 22-51

MOTION:

That the Minutes for the Executive Committee Regular and Incamera Meetings held May 24, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**TUESDAY, MAY 24, 2022, 4:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

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

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Wes Hicks, Director of Public Works
Mitchell J. Holash, Q.C., City Solicitor
Savannah Price, Records Coordinator
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Ramona Fauchoux, Acting Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Kilmer, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0116. **Moved by:** Mayor Dionne

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

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0117. **Moved by:** Councillor Head

That the Minutes for the Executive Committee Public and Incamera Meetings held May 2, 2022, be taken as read and adopted.

CARRIED

5. DELEGATIONS

5.1 Project Update - Homelessness Action Initiative (CORR 22-57)

Verbal Presentation was provided by Dr. Chad Nilson, Social Researcher and Program Evaluator, Living Skies Centre for Social Inquiry.

0118. **Moved by:** Councillor Head

That CORR 22-57 be received as information and filed.

CARRIED

6. CONSENT AGENDA

6.4 2022 MEEP Audit (RPT 22-195)

That RPT 22-195 be received as information and filed.

6.5 April 26, 2022 Planning Advisory Committee Meeting Minutes (MIN 22-40)

That MIN 22-40 be received as information and filed.

6.6 April 27, 2022 Community Services Advisory Committee Meeting Minutes (MIN 22-42)

That MIN 22-42 be received as information and filed.

0119. **Moved by:** Mayor Dionne

That the Consent Agenda Item Nos. 6.4 to 6.6 be received as information and referred, as indicated.

CARRIED

6.1 2022 Confirmed Education Property Tax Mill Rates (CORR 22-54)

0120. **Moved by:** Councillor Edwards

That CORR 22-54 be received and referred to the Financial Services Department.

CARRIED

6.2 Concerns regarding Tree Removal around the Diefenbaker House (CORR 22-58)

0121. **Moved by:** Councillor Lennox-Zepp

That CORR 22-58 be received and referred to the Community Services Department.

CARRIED

6.3 Leakage of Water and Water Meter Replacement Program (RPT 22-81)

0122. **Moved by:** Councillor Cody

That RPT 22-81 be received as information and filed.

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Friendship City Partnership with Thorey en Plaine - Update (RPT 22-197)

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

0123. **Moved by:** Councillor Ogradnick

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

1. That the update on the Friendship City partnership with Thorey en Plaine, France be received as information and filed; and,
2. That the Mayor and City Clerk be authorized to sign the Charter on behalf of The City, once prepared.

CARRIED

7.2 Municipal Cultural Action Plan Update (RPT 22-198)

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

0124. **Moved by:** Councillor Ogradnick

That RPT 22-198 be received as information and filed.

CARRIED

7.3 Destination Marketing Levy Policy - Amended as Per New Funding Model (RPT 22-206)

PowerPoint Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0125. **Moved by:** Mayor Dionne

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

That the Destination Marketing Levy Policy No. 89.3, as attached to RPT 22-206, be approved with the following amendments:

1. That the Administrator review final reports submitted by the Host Committee and recommend approval or amendment of final payment of the remaining funding, and the Administrator will determine the final payment to be made based on confirmed hotel accommodations; and,
2. That the Capital Enhancements under Section 3.01 be amended and replaced with the following:

This category is typically suitable for a new project that is required in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays. Capital funding will not be approved for the purposes of regular maintenance. The capital enhancement(s) will be a legacy to the City as a permanent structure or fixture to remain for future users.

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 5:40 P.M.

0126. **Moved by:** Councillor Head

That this Committee do now adjourn.

CARRIED

COUNCILLOR DAWN KILMER
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 20TH DAY OF JUNE, A.D. 2022.



City of
Prince Albert

MIN 22-54

MOTION:

That the Minutes for the Executive Committee Special Meeting held June 8, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Special Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE SPECIAL MEETING

MINUTES

**WEDNESDAY, JUNE 8, 2022, 5:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick (Excused at 5:54 p.m.)
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Wes Hicks, Director of Public Works
Mitchell J. Holash, Q.C., City Solicitor
Jody Boulet, Director of Community Services
Ramona Fauchoux, Acting Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Kilmer, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0133. **Moved by:** Councillor Zurakowski

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

1. That Item No. 7.2 be moved forward for consideration before Item No. 7.1.

Absent: Councillor Miller

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

5. DELEGATIONS

6. CONSENT AGENDA

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.2 Updated Funding for Aquatic and Arenas Recreation Centre – June 2022 (RPT 22-253)

Verbal Presentation was provided by Briane Vance, Finance Manager.

0134. **Moved by:** Councillor Lennox-Zepp

That on an ongoing basis, the Civic Facilities Levy would not contribute to the budget for the Entertainment Centre.

Councillor Edwards rose on a Point of Order indicating that the Motion put forward for consideration is Out of Order as it relates to the funding for the Events Centre instead of the current matter which is specifically regarding the funding for the Aquatic and Arenas Recreation Centre.

Councillor Kilmer ruled the Motion **OUT OF ORDER**.

Mayor Dionne rose on a Point of Order indicating that the Question of the Councillor is Out of Order as it relates to the allocation of levy for the Events Centre instead of the current matter which is specifically regarding the funding for the Aquatic and Arenas Recreation Centre.

Councillor Kilmer, Chairperson, ruled the Question **OUT OF ORDER** and requested that all further discussion remain focused on the matter before Council at this time.

0135. **Moved by:** Mayor Dionne

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

1. That Administration proceed with the borrowing of an additional \$30 million dollars in Year 2023 for the construction of the Aquatic and Arenas Recreation Centre;
2. That Administration increase the City's debt limit to \$120,000,000;
3. That the External Capital Financing in the amount of \$3,997,443.40, be re-allocated to fund the construction costs of the Aquatic and Arenas Recreation Centre; and,
4. That the taxation from the Yard Development fund the remaining costs of the principle and interest payments for the borrowing of the additional funds not funded from the Civic Facilities Levy annually.

Absent: Councillor Miller and Ogradnick

CARRIED

7.1 Aquatic & Arenas Construction Tender Award (RPT 22-194)

Verbal Presentation was provided by Wes Hicks, Director of Public Works.

0136. **Moved by:** Councillor Lennox-Zepp

That the City apply to the Provincial and Federal Governments to reduce the size of the Aquatic and Arenas Recreational Centre.

Mayor Dionne rose on a Point of Order indicating that the Motion put forward for consideration is Out of Order as it relates to the Investing in Canada Infrastructure Program Grant, which has already been approved by City Council and applied for by the City instead of the current matter, which is specifically regarding the tender for the construction of the Aquatic and Arenas Recreation Centre.

Councillor Lennox-Zepp explained that because City Council just approved the borrowing of funds in regards to the Aquatic and Arenas Recreation Centre, the Motion is requesting that other options such as making changes to the project prior to approval of the tender could be considered.

Councillor Kilmer, Chairperson, granted Councillor Lennox-Zepp permission to explain the Motion put forward for consideration.

Councillor Kilmer, Chairperson, ruled the Motion **IN ORDER**.

Absent: Councillor Miller and Ogrodnick

MOTION DEFEATED

0137. **Moved by:** Mayor Dionne

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

1. That the Contract of Construction for the Aquatic and Arenas Recreation Centre be awarded to Graham Construction LP in the amount of \$105,268,000, plus applicable Goods and Services Tax and Provincial Sales Tax;
2. That the Alternate Price #11 – Revised Foundation Design Load Factor 0.6, for a credit of \$556,000 and Separate Price #1 – Two Pile Load Testing, for a cost of \$110,000, and a total credit of \$457,000, be approved;
3. That a Value Engineering Change Order #1 for 49 Value Engineering Items for a total estimated credit of \$6,672,900, be approved;
4. That an overall project budget including; management, design, fit-up, furnishings, construction, contingencies, and applicable taxes at \$113,888,950, be approved;
5. That the cost of the project be covered, as detailed in RPT 22-253 – Updated Funding for Aquatic and Arenas Recreation Centre – June 2022; and,
6. That the Mayor and City Clerk be authorized to execute the Contract and any other applicable documents on behalf of The City, once prepared.

Councillor Lennox-Zepp rose on a Point of Procedure requesting whether a question regarding staffing of the Aquatic and Arenas Recreation Centre could be put forward to Administration for response.

Councillor Kilmer, Chairperson, advised that she would allow the Question to be put forward to Administration for response.

Mayor Dionne rose on a Point of Order indicating that the Question of the Councillor is Out of Order as it relates to staffing for the Aquatic and Arenas Recreation Centre instead of the current matter, which is specifically awarding of the tender for construction of the Aquatic and Arenas Recreation Centre.

Councillor Kilmer, Chairperson, ruled the Question **IN ORDER**.

Absent: Councillor Miller and Ogradnick

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 6:32 P.M.

0138. **Moved by:** Councillor Cody

That this Committee do now adjourn.

Absent: Councillor Miller and Ogradnick

CARRIED

COUNCILLOR DAWN KILMER
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 20TH DAY OF JUNE, A.D. 2022.



City of
Prince Albert

CORR 22-66

TITLE: Draft Strategic Plan 2022-2025

DATE: June 16, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to Strategic Steps Inc. for Final Design.

PRESENTATION: Verbal by Sherry Person, City Manager and Ian McCormack, President, Strategic Steps Inc.

ATTACHMENTS:

1. Letter received June 14, 2022

Written by: Strategic Steps Inc.



City of
**Prince
Albert**

**Recommended
Disposition:**

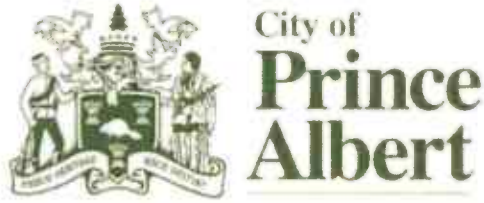
Refer to Strategic
Steps for Final
Design

RECEIVED
JUN 14 2022
CITY CLERK

EXECUTIVE COMMITTEE

Executive Committee Request for Decision	
Meeting Date: June 23, 2022	
Subject: Draft City of Prince Albert Strategic Plan 2022-2025	
Presented By: Sherry Person, City Manager, and Ian McCormack, President, Strategic Steps Inc.	
Background:	<p>Council's Strategic Planning Session was held on October 6 and 7, 2021. Facilitated by Strategic Steps Inc., the session was oriented towards the identification of Council's vision, mission, values, and priorities, which will guide Administration and Council in the coming years.</p> <p>The draft Strategic Plan compiles and synthesizes the results of those discussions. The proposed vision and mission statements provide the overall context for the document, providing a "long-term picture of where or what the community wishes to be or become" and establishing "what business the community is in." The "Values" section of the Plan provides the principles that both inform the Plan itself and will guide Town operations both in public and privately.</p> <p>The Plan is broken down into a tiered system of Strategic Priorities, Areas of Focus and Council Direction, with the Strategic Priorities indicating areas of major concentration for Council during this term. The following Priorities are proposed:</p> <ol style="list-style-type: none"> 1. Building a Robust Economy 2. Promoting a Progressive Community 3. Investing in Infrastructure 4. Delivering Professional Governance <p>This draft of the plan is designed to gauge accuracy of content. Graphic design and layout will be completed once the text is confirmed.</p> <p>Moving forward, the Plan will be revised and formatted based on the Committee's feedback; performance indicators (benchmarks) will also be incorporated. The result would then be brought forward for Council approval (anticipated on July 11, 2022). Subsequently, it would be used by Administration to guide the development of Corporate Business Plans to clarify the concrete implementation steps to be taken.</p>

Feedback Required:	Administration is seeking the Committee's feedback on the draft Plan in its entirety; Ian McCormack of Strategic Steps Inc. will lead the discussion to solicit this feedback. Graphic design will be incorporated once the content is near final.
Financial Implication:	There is no direct financial implication from the draft Plan, though initiatives undertaken pursuant to it would require funding.
Service Level/Staff Resource Implication:	Staff time will eventually be required for the development of implementation plans in support of the final Strategic Plan.
Public Engagement:	None.
Attachment(s)	1. Draft City of Prince Albert Strategic Plan 2022-2025
DECISION REQUESTED	
Suggestion Resolution:	1 That the City of Prince Albert City Council Executive Committee forward the Draft 2022-2025 Strategic Plan to City Council with a recommendation to approve.
Alternate Resolution(s):	1 That the City of Prince Albert City Council Executive Committee refer the Draft 2022-2025 Strategic Plan to Administration for further updates. 2 That the City of Prince Albert City Council Executive Committee table the Draft 2022-2025 Strategic Plan until (Date) so (Action Required).
APPROVALS:	
Originated By:	Ian McCormack, Strategic Steps Inc.
Submitted By:	
Chief Administrative Officer or Designate:	Sherry Person, City Manager



Draft Strategic Plan 2022-2025

Message from City Council

Your Prince Albert City Council and senior managers recently met to discuss priorities for this Council's term with an eye to how we can best support the growth, change, and evolution of our city.

We reviewed where we have been, and we then set a vision for our community's future – a statement of what we see as success some years from now. From there, we created a set of priorities that illustrate what we see as important changes to make, or to at least start, during our time together as a council.

We are proud to live in Prince Albert, and we know that we can continue to make our community ever better for the people who already live here, those who might choose to call Prince Albert home, and for the community groups, businesses, and industries that support our local economy.

Our city, like many others, is facing a period of change due to many factors, some of which we have no control over. That said, this plan provides us as a city with the best chance to focus on what we see as most important for the next few years.

This plan speaks to a journey, and we want you to come on that journey with us.

Mayor Greg Dionne and the rest of Prince Albert City Council

Vision, Mission and Values

In looking towards the future of Prince Albert, it is important that council members agree on what the final destination looks like. With this in mind, Council decided on the City's ideal long-term future (Vision) and the general direction it will take to achieve that future (Mission).

Vision

A community's vision provides a long-term picture of where or what the community wishes to be or become, and it gives purpose and direction to the activities of Prince Albert's Council and administration. The vision also indicates what makes Prince Albert unique.

Prince Albert is an innovative, welcoming, diverse, and healthy City of opportunity.

Mission

A city's mission answers a question about what business the community is in. It lets Council, citizens, and other stakeholders know what Prince Albert does and who benefits from Council's activities. This mission statement was created based on key ideas about how to achieve the City's vision.

Through excellence in service, The City of Prince Albert enhances the quality of life for residents and creates opportunity for community and businesses.

Values

The values expressed here are the guiding principles that help determine how the City will operate, both in public and privately:

Value	What it Means
Accessibility	We ensure all residents are given opportunities for meaningful interaction and the ability to contribute to the growth of our City in their own way.
Accountability & Leadership	We lead by example so we maintain the trust of the community we serve.
Diversity & Respect	We seek out and integrate the lived experiences of our community members as we meet our community needs.
Engagement & Communication	We are committed to robust discussion with all sectors involved prior to making decisions and we will maintain engagement throughout implementation.
Innovation & Creativity	We embrace new ideas and are open to change that benefits our diverse community's needs.

Strategic Priorities

The plan below identifies what the City will be working on over the course of the next four years. It is divided into Strategic Priorities, Areas of Focus, and Council Direction, all of which support each other.

Level of the Plan	What it Means
Strategic Priority	Area of major concentration for City Council over the term of this strategic plan. The foundational elements of the strategic plan that support the achievement of the defined Vision of City Council.
Area of Focus	Change over time that is supported by City Council. This becomes the answer to 'what does the City want to achieve do?'
Council Direction	Expected activity in support of the Area of Focus. This becomes the answer to the question 'how does the City achieve the Area of Focus'?

In this strategic plan, the Strategic Priorities and Areas of Focus are governance related. How these get achieved is through Council Direction augmented with Administration's expertise. These Directions become building blocks of the City's corporate business plan.

Strategic Priority A: Building a Robust Economy

The City of Prince Albert supports a stable and resilient economy.

Area of Focus	Council Direction
<p>Economic Diversity and Stability</p>	<ul style="list-style-type: none"> ▪ Create an equitable taxation structure that promotes community growth. ▪ Create flexible incentive programs to attract new business. ▪ Create new, and support existing, partnerships to leverage the strengths of Prince Albert. ▪ Develop and maintain new and existing amenities and infrastructure. ▪ Identify and accommodate the needs of new and existing industries, businesses, and professionals in Prince Albert.
<p>Downtown Revitalization</p>	<ul style="list-style-type: none"> ▪ Create flexible incentive programs which will lead to increased economic opportunities downtown. ▪ Develop a strategy which will lead to the implementation of the Central Avenue Streetscape Design.
<p>Economic Growth</p>	<ul style="list-style-type: none"> ▪ Diversify the range of businesses that call Prince Albert home. ▪ Strengthen relationships with surrounding Rural Municipalities and First Nations to promote economic development. ▪ Work closely with the Prince Albert Regional Economic Development Alliance (PAREDA) to support economic growth in the region. ▪ Work with Prince Albert Tourism to develop ways to promote Prince Albert.
<p>Population Growth</p>	<ul style="list-style-type: none"> ▪ Create a wide range of property and housing options to accommodate people who choose to relocate to Prince Albert. ▪ Develop ways to effectively promote Prince Albert's amenities, assets, and other improvements. ▪ Promote the positive economic development outcomes generated through this plan so new residents will be attracted to Prince Albert.

Strategic Priority B: Promoting a Progressive Community

The City of Prince Albert embraces our inclusive, healthy, and diverse community; one

in which all citizens can express themselves as they choose.

Area of Focus	Council Direction
Community Safety	<ul style="list-style-type: none"> ▪ Develop a strategy to support the fire department in meeting industry standards for safe and effective deployment, response, and damage mitigation. ▪ Ensure bylaws are understood, implemented, and enforced. ▪ Support ongoing training that meets the ongoing technical skills required for firefighters. ▪ Support the Prince Albert Police Service with its community safety initiatives.
Social Equality	<ul style="list-style-type: none"> ▪ Examine options for stimulating shared problem ownership and collaborative solution building for Prince Albert's social issues. ▪ Recognize, and to the greatest extent as reasonably possible accommodate, the unique needs of the City's various social sectors. ▪ Review the Homelessness Action Initiative report in detail and develop a strategy to implement tangible and actionable solutions to. or prevention of. homelessness.
Culture Action Plan	<ul style="list-style-type: none"> ▪ Develop a reporting framework to address the Calls to Action set out by the Truth and Reconciliation Commission that relate to municipalities. ▪ Identify opportunities to remember, honour, and celebrate Prince Albert's heritage and history. ▪ Integrate department resources and approve an annual budget in support of the Initiatives outlined in the Culture Action Plan. ▪ Prioritize initiatives that highlight Prince Albert's diversity.
Cultural and Community Events	<ul style="list-style-type: none"> ▪ Align City resources to assist community partners to coordinate events which promote Prince Albert as a vibrant and diverse City. ▪ Promote Prince Albert as an Event Hosting destination that contributes to the Business and Tourism Economy. ▪ Identify and invest in infrastructure improvements with the goal of increasing Prince Albert's event hosting capacity.

Strategic Priority C: Investing in Infrastructure

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

Area of Focus	Council Direction
Urban Transportation	<ul style="list-style-type: none"> ▪ Continue to develop an efficient transportation network through the implementation of the 2017 Transportation Master Plan. ▪ Strive to meet the needs of City transit users.
Nature Area Planning	<ul style="list-style-type: none"> ▪ Continue to prioritize and support the recommendations identified through the annual reporting of the State of the Parks & Playgrounds Improvement Plan, Little Red River Park Master Plan, and the Urban Forestry Management Plan. ▪ Develop and implement a City Beautification Plan in conjunction with community partners and integrated department work plans. ▪ Enforce and encourage the compliance of maintenance standards for private properties in accordance with current bylaws. ▪ Ensure that Forest Fire Safety Standards are established. ▪ Invest in disaster mitigation and prevention strategies within the Nisbet Forest.
Infrastructure Management	<ul style="list-style-type: none"> ▪ Continue to follow through with the recommendations within the 2015 Water Hydraulic System Analysis, 2016 Sewer Hydraulic System Analysis and the 2016 Storm Hydraulic System Analysis. ▪ Create a cross-departmental asset management plan that identifies infrastructure needs, replacement timelines, and funding options. ▪ Necessary water treatment and distribution infrastructure is built, maintained, and replaced as necessary.

Strategic Priority D: Delivering Professional Governance

The City of Prince Albert provides strong, accountable governance and makes informed decisions while engaging the community in the creation and delivery of City Council's strategic priorities.

Area of Focus	Council Direction
<p>Engaged Government</p>	<ul style="list-style-type: none"> ▪ Create an environment where residents and other stakeholders can engage with the City and know that their voices are heard. ▪ Increase teamwork, trust, and communication between and amongst City Council and Administration. ▪ Proactively identify sensitive issues in advance and implement thorough and quality communication. ▪ Strengthen relationships with external organizations to share information and collaborate on projects and services.
<p>Technology Advancement</p>	<ul style="list-style-type: none"> ▪ Adopt a digital governance strategy to simplify service delivery and deliver a seamless customer experience. ▪ Implement the ten-year Information Technology Capital Plan. ▪ Integrate information technology systems to maximize efficiency. ▪ Invest in security systems and safeguards that protect City systems.
<p>Organizational Effectiveness</p>	<ul style="list-style-type: none"> ▪ Develop timely and relevant internal financial reporting. ▪ Ensure that all Council committees assist in achieving our corporate goals. ▪ Implement long-term budget planning to create predictability in decision-making. ▪ Promote succession planning, leadership training, and clear human resource management processes. ▪ Support masterplan strategies.

Conclusion

The pages of Prince Albert's 2022-2025 Strategic Plan provide a roadmap that was developed by Prince Albert's elected officials and senior administration. It is important that both Council and administration work together to achieve the priorities that are outlined in this plan.

The environment in which the City operates is always shifting. In response, the City's plans also must change over time to remain relevant. As with any plan, this one must be used, reviewed, and updated on a regular basis.



CORR 22-63

TITLE: Request for Support - Enhanced Public Safety for Downtown

DATE: June 14, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Board of Police Commissioners.

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

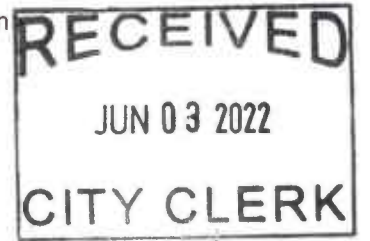
ATTACHMENTS:

1. Letter dated June 3, 2022

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

Savannah Price

From: Perry Trusty <capstonecommunitymarketing@gmail.com>
Sent: Friday, June 3, 2022 8:36 AM
To: City Clerk
Subject: Letter to Mayor and Council
Attachments: Letter to City Council on Public Safety.docx



Executive Committee

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

Good morning Terri.

The attached letter was approved unanimously at our recent Board Meeting and we would like this added to the next City Council Agenda.

If possible, could we have 5 minute to make a brief presentation to Council?

thank you

Rhonda Trusty c/o 1084 Central Avenue
Executive Director Prince Albert, SK S6V 7P3

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Recommended Disposition:
Refer to
Board of
Police



Mayor Greg Dionne and City Council
City Hall
1084 Central AVENUE
Prince Albert, Sk.
S6V 7P3

Re: Public Safety Downtown

Thank you Mayor Dionne and Council for on-going support of PADBID. Many City departments and staff have helped with Street Fair and other organizational matters. The attention to supporting our downtown is greatly appreciated.

This letter is to request support for enhanced public safety in our downtown for shoppers, business owners and staff. Break and enters, public intoxication, visible drinking and drug use, needle littering and aggressive behavior are all too common in our downtown. The results of this behavior has been a reduction in shoppers attention to our merchants.

We understand this is an issue in other Saskatchewan cities and in fact across Canada. As such, PADBID recently wrote a letter to Premier Scott Moe on these matters. In addition, PADBID will be sending a letter to Prince Albert MP Randy Hoback to highlight the concerns.

PADBID participated in the Homelessness survey by organizing a meeting of downtown business owners with Dr. Nilson.

Our business owners are keenly interested in results that make the downtown safer. We would like to be involved in the process that leads to enhanced safety in our downtown.

Stacy Coburn
Board Chair

Rhonda Trusty
Executive Director



CORR 22-64

TITLE: Letter of Support for Establishing a Working Group to Address Issues of Crime

DATE: June 14, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION: NONE

ATTACHMENTS:

1. Letter dated May 27, 2022

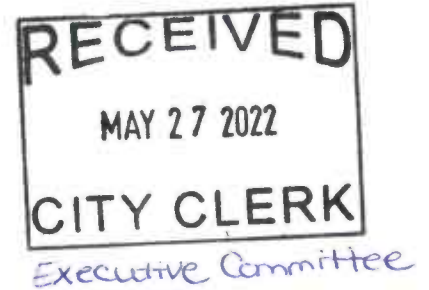
Written by: Dan Yungwirth, President, Prince Albert Construction Association



Prince Albert Construction Association

70-17th Street West
Prince Albert, SK S6V 3X3
phone: 764-2789 fax: 764-3443 email: pacon@sasktel.net www.pacaonline.ca

May 27, 2022



Councillor Blake Edwards
City of Prince Albert
1084 Central Avenue
Prince Albert, SK
S6V 7P3

Councillor Edwards:

On behalf of the Prince Albert Construction Association, I would like to thank you for your successful motion to create a working group to tackle the issue of crime in our City. As you are aware, our industry has been significantly affected by criminal activity and the problem continues to get worse. We welcome the creation of this working group, and we are eager to lend a hand when and where needed.

We look forward to hearing of positive results going forward.

Best regards,

Dan Yungwirth
President

**Recommended
Disposition:**
Receive as
info & file

Cc Prince Albert City Council
Mark Cooper, Saskatchewan Construction Association
Patty Hughes, Prince Albert Chamber of Commerce





City of
Prince Albert

CORR 22-65

TITLE: Request for Clarification regarding Land Acquisition

DATE: June 16, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

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

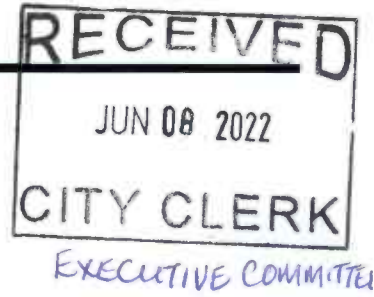
PRESENTATION: NONE

ATTACHMENTS:

1. Email received June 8, 2022
2. Email received June 14, 2022

Written by: Jesse Honch, Realtor, Coldwell Banker Signature

Terri Mercier



From: Jesse Honch <jhonch@sasktel.net>
Sent: Wednesday, June 8, 2022 3:29 PM
To: City Clerk
Subject: City Land Purchase Inquiry
Importance: High

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

Mayor and City Council,

I would like some clarity in regards to recent land acquisition completed by the City Of Prince Albert.

The land in question would be Blk/Par PAE Plan 102375446 Ext 0 and Blk/Par MR4 Plan 102375446 Ext 0. The 1st parcel stated purchased at a price of 9,062,000.00.

During the same calendar year another parcel was purchased by the RM of Prince Albert at Parcel 301 Plan 102369731 Ext 0 for a total of \$325,000.00.

These 2 parcels are the same size (25 acres) and one sold for \$9,062,000 the other at \$325,000.00 and both sit on a highway corridor on the outskirts of the city. Could the Mayor and Council speak to why the 25 acre parcel purchased by the city was 27.88 times higher then the one purchased by the RM of Prince Albert?

As a local realtor I have to complete evaluations for sellers considering selling, one recently that is looking to complete a sub division again on the outskirts of the city, very similar in location to these 2 properties. I have to explain why some properties vary so much in value and having understanding to why these two were so different would be valuable information for local property owners or the industries hired to evaluate and sell these properties.

I would appreciate any information you could provide to me as a city of PA tax payer and local business owner that continues to service and support the local community.

Thank you in advance.

Sincerely,

Jesse Honch
REALTOR®
Coldwell Banker Signature
151 15th Street East
Prince Albert, SK S6V 1G1
Office: 306-764-3141

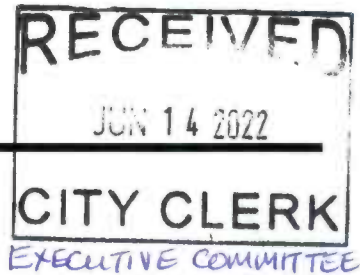
**Recommended
Disposition:**

Refer to
Planning

Fax: 306-764-3144

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

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



Terri Mercier

From: Jesse Honch <jhonch@sasktel.net>
Sent: Tuesday, June 14, 2022 11:45 AM
To: Terri Mercier
Subject: RE: FW: Submission to Council - Request for Clarification regarding Land Acquisition
Importance: High

Hello Terri,

Yes I would greatly appreciate it. A breakdown on what was included in the sale and transparency as to the end product purchased. I deal with land development quite regularly and the number seems extremely high even if this was fully developed and paved. Of course if sewer, storm sewer and road work was included in this price overtop of electrical, gas and pavement I would estimate it be near 7.5 million in true value. Thank you in advance.

Sincerely,
Jesse Honch
REALTOR®
Coldwell Banker Signature
151 15th Street East
Prince Albert, SK S6V 1G1
Office: 306-764-3141

Recommended Disposition:

Refer to
Planning

Fax: 306-764-3144

On Tue, 14 Jun 2022 16:50:23 +0000, Terri Mercier <tmercier@citypa.com> wrote:

Hi Jesse,

Following your email below, I am simply confirming that you still want your correspondence (email attached) considered at Agenda Review tomorrow?

Please let me know if you are withdrawing your request, otherwise, I will bring it forward for discussion with the Group.

Thanks

Terri Mercier

TITLE: Styrofoam and Plastic Ban Update

DATE: **May 20, 2022**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to review the feasibility and benefits of a City of Prince Albert prohibition on Styrofoam takeout containers similar to the City of Vancouver.

BACKGROUND:

During the February 28, 2022 Executive Committee Regular Meeting, Motion 0052 was carried and requested a report regarding the feasibility and benefits of a prohibition on Styrofoam take-out containers similar to the City of Vancouver's.

The City of Vancouver banned food vendors from serving prepared food and beverages in foam cups and foam takeout containers, effective Jan 1, 2020. The ban includes cups, plates, bowls, trays, cartons and hinged ("clamshell") or lidded containers used for food that is not intended for further cooking.

Later in 2020, the Government of Canada initiated an analysis to determine which items should be included in their proposed plastic ban. This analysis identified the following six single-use plastic items that the Government is moving to prohibit:

- checkout bags
- cutlery
- foodservice ware made from or containing problematic plastics (includes Styrofoam takeout containers)
- ring carriers
- stir sticks

- straws

In May 2021, the Government of Canada published an order to add “plastic manufactured items” to Schedule 1 of the Canadian Environmental Protection Act, 1999 (CEPA). This addition enables the creation of Regulations to ban plastics. After this, a Draft Plastic Prohibition Regulation was written then published December 25, 2021 and consultations were completed March 5, 2022. The draft regulation proposes to ban the same six single-use plastic items identified in their earlier analysis and includes Styrofoam takeout containers. The Federal Government has stated that it is their intent to finalize these Regulations and bring the bans into force as quickly as possible and as early as late 2022 after reviewing and considering the comments.

In recent years, many restaurants and businesses have already started transitioning away from plastic and Styrofoam containers on their own.

PROPOSED APPROACH AND RATIONALE:

The City of Vancouver’s passed its bylaw effective January 1, 2020 prior to the Federal Government initiating work on the potential plastic ban.

In 2020, the Government of Canada initiated its investigation into plastic pollution and ways to mitigate it. More recently, a draft Plastic Prohibition Regulation was published in December 25, 2021 along with a Regulatory Impact Statement which provides background and rationale for the proposed ban. As part of this background information, it is identified that there are many readily available substitutes for single-use foodservice ware, such as, paper, molded fiber, aluminum or recyclable plastics.

Additionally, the total reduction of waste expected from the ban on foodservice ware containing problematic plastic is identified at 3,676 tonnes nationally in the first year. As there are many available replacements, the ban is expected to result in only a small decrease in landfilled material. Locally this potential decrease would equate to approximately 3.7 tonnes annually based upon the population of Prince Albert relative to the population of Canada (0.009% of the material landfilled in 2021).

Due to the short time until these new Federal Regulations are expected to be in place (late 2022), the small change to the overall tonnage (less than 1 truck load annually) and the fact that many businesses are already transitioning away from plastics on their own, it is recommended that the City of Prince Albert not develop a stand-alone bylaw to ban Styrofoam takeout containers. Relying on the new Federal regulation will also ensure consistency across the country and result in financial savings for the City of Prince Albert by not having to draft, consult, promote and communicate a new bylaw.

CONSULTATIONS:

The Saskatchewan Ministry of Environment was consulted and indicated that the province did not have plans to introduce legislation related to banning single-use plastics.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

No communications or announcement plans are required as details would be communicated by the Federal Government.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, financial or privacy implications, alternative options, or Official Community Plan considerations.

STRATEGIC PLAN:

The recommendation supports the strategic goals of “Fiscal Management and Accountability” and “Sustainable Growth”.

PUBLIC NOTICE:

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

Written by: Todd Olexson, Sanitation Manager

Approved by: Director of Public Works & City Manager

TITLE: Crime Stopper Bumper Stickers CORR 22-48

DATE: June 6, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report for the application of Crime Stoppers Bumper stickers be received and filed as information.

TOPIC & PURPOSE:

To provide City Council with information on the application of crime stoppers bumper stickers on city vehicles.

BACKGROUND:

City Council was approached by Alan Cannon, the Secretary /Treasurer of Prince Albert Crime Stoppers about the installation of Crime Stoppers bumper stickers to City Vehicles on May 2, 2022.

PROPOSED APPROACH AND RATIONALE:

Administration has reviewed the request for the application of Crime stopper bumper stickers to city vehicles and applied a few on select vehicles. Below are a list of pros and cons.

Pros:

- 1) The initial cost will be minimal to the city as application only takes about 5 minutes or less per vehicle, and would be done as the vehicles come to the shop for service or maintenance.
- 2) Inexpensive advertising for Crime Stoppers as there will be close to a

hundred vehicles that would have the bumper stickers applied.

- 3) Assisting a non profit group in Prince Albert.

Cons.

- 1) Application would be limited to vehicles with a bumper that would accept the application of a 4 inch by 15 inch sticker.
- 2) This will not be a one time application as we keep our vehicles a long time and the decals will become unsightly and need to be replaced as required.
- 3) Should the city proceed with this request, who else may want their bumper sticker on our vehicles? This is sort of the same situation as Flags, who's and how many do we allow.

The City of Prince Albert strives to help none profit groups that have an impact on the cities wellbeing and on its citizens. Crime is a major issue that needs to be addressed, and the bumper stickers are an inexpensive way of advertising for the Crime Stoppers organization.

The main issue management foresees is there are other non-profit groups like MADD and others that could potentially come forward with the same request, and should this be allowed our vehicles will become travelling billboards.

Should this be looked at as advertising and the city received a fee for each vehicle that has a bumper sticker, this advertising may be a way to generate revenue for the department, similar to the transit buses.

CONSULTATIONS:

A select few vehicles, approximately twenty five, have had the decals installed to see if it was feasible for the installation and to receive feedback. To date management has not had any negative or positive feedback.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once Council has made a decision on this report, management will direct the Fleet department to proceed with the installation or removal of the decals that are presently installed.

FINANCIAL IMPLICATIONS:

Proceeding with this request will have minimal cost implications to the Fleet Department for the application of the bumper stickers.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations for; Policy implications, Privacy Implications, Official Community Plan or Options to Recommendations

STRATEGIC PLAN:

The City strives to provide high quality services to meet the dynamic needs and expectations of our citizens.

PUBLIC NOTICE:

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

PRESENTATION:

None

ATTACHMENTS:

None

Written by: Robert Snowdon, Fleet Manager

Approved by: Operations Manager; Director of Public Works; City Manager



RPT 22-248

TITLE: 2022 Q1 Financial Reporting - General Fund

DATE: June 3, 2022

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the report be received as information and filed.

TOPIC & PURPOSE:

To report General Fund actual results compared to budget for January 1 – March 31, 2022 (Q1).

PROPOSED APPROACH AND RATIONALE:

Administration committed to provide Council quarterly reporting for all funds (RPT# 19-42). When reviewing the information within this report, please be aware of the following:

1. Variances less than \$20,000 are deemed immaterial and not reported.
2. Amortization is calculated at year-end.
3. The amounts shown in brackets are “favorable” variances.
4. These statements are not audited and subject to change.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. General Fund Quarterly Financial Statements -March-2022

Written by: Disha Joshi, Finance Manager

Approved by: Director of Financial Services & City Manager

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

Taxation and Other – \$154,286 Unfavorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
Taxation	(\$51,030)	(\$77,500)	\$26,470	(\$44,292,240)
User Charges and Fees	(9,451)	(5,010)	(4,441)	(20,000)
Operating Grants and Donations	0	0	0	(6,840,000)
Grants in Lieu of Taxes	(1,337,698)	(1,337,470)	(228)	(6,940,860)
Interest and Penalties	(49,271)	(105,000)	55,729	(551,270)
Sundry	(339)	0	(339)	(25,000)
Total Revenues	(1,447,788)	(1,524,980)	77,191	(58,669,370)
EXPENSES				
Salaries Wages and Benefits	(54,538)	1,420	(55,958)	499,880
Contracted and General Services	27,725	12,010	15,715	68,000
Financial Charges	23,869	14,640	9,229	58,590
Grants and Donations	25,706	0	25,706	0
Interest on Long Term Debt	1,325	1,150	175	468,590
Fleet Expenses	0	390	(390)	(18,490)
Maintenance Materials and Supplies	39,388	33,800	5,588	40,070
Insurance	69,710	65,000	4,710	259,940
Bad Debt Expense	0	0	0	120,000
Total Expenses	133,186	128,410	4,775	1,496,580
Operating (Surplus) Deficit	(1,314,603)	(1,396,570)	72,416	(57,172,790)
CAPITAL AND INTERFUND TRANSACTIONS				
Amortization	0	0	0	7,600,000
Interfund Transfers	(141,540)	(223,410)	81,870	(4,308,600)
Capital and Interfund Transactions	(141,540)	(223,410)	81,870	3,291,400
TOTAL (SURPLUS) DEFICIT	(1,456,143)	(1,173,160)	154,286	(53,881,390)

Revenues – \$77,191 Unfavorable

- Taxation – \$26,470 unfavourable due to prior year adjustments of accruals.
- Interest and Penalties - \$55,729 unfavorable, due to reduced interest income earned from lower prime interest rates.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

Expenses – \$4,775 Unfavorable

- Salaries Wages and Benefits – (\$55,958) favorable, due to unpaid Cloverdale fire overtime and benefits.
- Grants and Donations – \$25,706 unfavorable as unbudgeted grants administered for Homeless Initiatives and Game tournaments in the City.

Capital and Interfund Transactions - \$81,870 Unfavorable

- Interfund Transfers - \$81,870 unfavorable, transfer required for City facilities will be allocated by year-end.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

City Manager, Solicitor, and City Council – (\$16,530) Favorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$8,700)	\$0	(\$8,700)	(\$3,000)
Sundry	(255)	(210)	(45)	(800)
Total Revenues	(8,955)	(210)	(8,745)	(3,800)
EXPENSES				
Council Remuneration	100,103	111,960	(11,857)	447,930
Salaries Wages and Benefits	276,052	284,490	(8,438)	1,186,510
Contracted and General Services	120,366	91,440	28,926	372,130
Maintenance Materials and Supplies	19,184	35,600	(16,416)	124,200
Total Expenses	515,706	523,490	(7,784)	2,130,770
Operating (Surplus) Deficit	506,750	523,280	(16,530)	2,126,970
CAPITAL AND INTERFUND TRANSACTIONS				
TOTAL (SURPLUS) DEFICIT	506,750	523,280	(16,530)	2,126,970

Revenues - (\$8,745) Favorable

Expenses – (\$7,784) Favorable

- Contracted and General Services - \$28,926 unfavorable, related to legal service costs.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

CORPORATE SERVICES – (\$43,333) Favorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$319,315	\$351,890	(\$32,575)	\$1,462,580
Contracted and General Services	19,713	38,970	(19,257)	87,500
Fleet Expenses	0	630	(630)	2,500
Maintenance Materials and Supplies	207,069	197,940	9,129	736,120
Total Expenses	546,097	589,430	(43,333)	2,288,700
Operating (Surplus) Deficit	546,097	589,430	(43,333)	2,288,700
CAPITAL AND INTERFUND TRANSACTIONS				
TOTAL (SURPLUS) DEFICIT	546,097	589,430	(43,333)	2,288,700

Expenses – (\$43,333) Favorable

- Salaries Wages and Benefits – (\$32,575) favorable, primarily due to vacant positions.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

PLANNING AND DEVELOPMENT SERVICES - (\$83,606) Favorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$352,950)	(\$304,670)	(\$48,280)	(\$672,500)
Interest and Penalties	(2,400)	(3,660)	1,260	(14,600)
Total Revenues	(355,350)	(308,330)	(47,020)	(687,100)
EXPENSES				
Salaries Wages and Benefits	304,513	330,320	(25,807)	1,376,540
Contracted and General Services	22,044	21,510	534	88,800
Financial Charges	988	0	988	0
Grants and Donations	61,250	61,250	0	245,000
Fleet Expenses	8,820	6,630	2,190	26,520
Maintenance Materials and Supplies	9,699	24,190	(14,491)	88,500
Total Expenses	407,314	443,900	(36,586)	1,825,360
Operating (Surplus) Deficit	51,964	135,570	(83,606)	1,138,260
CAPITAL AND INTERFUND TRANSACTIONS				
TOTAL (SURPLUS) DEFICIT	51,964	135,570	(83,606)	1,138,260

Revenues - (\$47,020) Favorable

- User Charges and Fees - (\$48,280) favorable, as higher amount constructions permits issued in March for businesses.

Expenses - (\$36,586) Favorable

- Salaries, Wages and Benefits - (\$25,807) favorable, due to vacant positions.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

FINANCIAL SERVICES – \$104,384 Unfavorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$212,818)	(\$254,070)	\$41,252	(\$998,950)
Interest and Penalties	(104,688)	(114,750)	10,062	(459,000)
Sundry	(9,430)	(8,700)	(730)	(51,800)
Total Revenues	(326,936)	(377,520)	50,584	(1,509,750)
EXPENSES				
Salaries Wages and Benefits	717,660	691,540	26,120	2,938,330
Contracted and General Services	29,909	26,840	3,069	115,010
Financial Charges	1,909	2,840	(931)	11,450
Utilities	2,396	1,920	476	7,700
Fleet Expenses	15,830	12,240	3,590	47,390
Maintenance Materials and Supplies	128,803	132,840	(4,037)	450,550
Insurance	418	390	28	1,520
Bad Debt Expense	33,856	8,370	25,486	33,510
Total Expenses	930,779	876,980	53,799	3,605,460
Operating (Surplus) Deficit	603,844	499,460	104,384	2,095,710
CAPITAL AND INTERFUND TRANSACTIONS				
TOTAL (SURPLUS) DEFICIT	603,844	499,460	104,384	2,095,710

Revenues - \$50,584 Unfavorable

- User Charges and Fees - \$41,252 unfavorable, due to lower than expected usage of parking meters and Sask. Polytech Parking.

Expenses – \$53,799 Unfavorable

- Salaries, Wages and Benefits - \$26,120 unfavorable, due to severance payout.
- Bad Debt Expense - \$ 25,486 unfavourable due to uncollectible impound lot fees.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

FIRE SERVICES - \$16,640 Unfavorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$239,297)	(\$246,83)	\$7,533	(\$328,03)
Sundry	(7,173)	(14,640)	7,467	(62,600)
Total Revenues	(246,469)	(261,470)	15,001	(390,630)
EXPENSES				
Salaries Wages and Benefits	1,743,732	1,700,560	43,172	7,198,340
Contracted and General Services	12,200	6,960	5,240	27,780
Utilities	8,179	12,050	(3,871)	41,200
Fleet Expenses	130,200	130,200	0	520,830
Maintenance Materials and Supplies	45,136	88,070	(42,934)	429,500
Insurance	993	960	33	3,160
Total Expenses	1,940,439	1,938,800	1,639	8,220,810
Operating (Surplus) Deficit	1,693,970	1,677,330	16,640	7,830,180
CAPITAL AND INTERFUND TRANSACTIONS				
TOTAL (SURPLUS) DEFICIT	1,693,970	1,677,330	16,640	7,830,180

Revenues - \$15,001 Unfavorable

Expenses - \$1,639 Unfavorable

- Salaries Wages and Benefits – \$43,172 unfavorable, primarily due to accrued benefits paid.
- Maintenance Materials and Supplies – (\$42,934) favorable, due to allocation of budget, equally over 12 months. This is expected to be on budget by year-end.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

COMMUNITY SERVICES – (\$173,898) Favorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$988,911)	(\$1,115,190)	\$126,279	(\$4,572,130)
Operating Grants and Donations	(106,307)	(23,430)	(82,877)	(256,980)
Sundry	(29,785)	(42,840)	13,055	(242,780)
Total Revenues	(1,125,003)	(1,181,460)	56,457	(5,071,890)
EXPENSES				
Salaries Wages and Benefits	1,286,867	1,338,170	(51,303)	6,637,670
Contracted and General Services	316,389	212,500	103,889	1,030,850
Financial Charges	18,187	19,920	(1,733)	87,710
Grants and Donations	66,748	173,410	(106,662)	518,860
Utilities	198,241	370,520	(172,279)	1,445,980
Interest on Long Term Debt	18,436	16,540	1,896	66,150
Fleet Expenses	147,601	154,580	(6,979)	925,480
Maintenance Materials and Supplies	544,646	551,710	(7,064)	2,229,130
Insurance	77,509	67,630	9,879	245,180
Total Expenses	2,674,625	2,904,980	(230,355)	13,187,010
Operating (Surplus) Deficit	1,549,622	1,723,520	(173,898)	8,115,120
CAPITAL AND INTERFUND TRANSACTIONS				
TOTAL (SURPLUS) DEFICIT	1,549,622	1,723,520	(173,898)	8,115,120

Revenues - \$56,457 Unfavorable

- User Charges & Fees - \$126,279 unfavorable, due to COVID-19 restrictions from January 1- February 28.
 - Alfred Jenkins Fieldhouse - \$31,935 unfavorable.
 - EA Rawlinson Center - \$81,895 unfavorable.
- Operating Grants and Donations – (\$82,877) favorable due to;
 - (\$66,000) favorable, due to Canadian Heritage grant received for EA Rawlinson Centre.
 - (\$40,000) favorable due to Municipal Cultural Action Plan Grant, granted at an amount higher than budgeted.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

Expenses - (\$230,355) Favorable

- Salaries, Wages and Benefits - (\$51,303) favorable, due to reduced staffing and reduced hours at recreation and parks facilities from COVID-19 closures. These savings were offset by corresponding revenue losses.
- Contracted and General Services – \$103,889 unfavourable due to;
 - \$74,977 unfavorable due commissionaire services for additional attendants required for mask compliance and cleaning in City owned facilities.
 - \$24,200 unfavourable due to workshops and shows pre-payments.
- Grants and Donations - (\$106,662) favorable, as Community Grant Lottery Program and Urban Forestry received fewer than anticipated requests for funding.
- Utilities – (\$172,279) favorable, from the savings in electricity and heating due to COVID-19 closures.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

PUBLIC WORKS - \$440,768 Unfavorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$130,244)	(\$206,290)	\$76,046	(\$760,120)
Operating Grants and Donations	(98,143)	(97,500)	(643)	(655,000)
Total Revenues	(228,387)	(303,790)	75,403	(1,415,120)
EXPENSES				
Salaries Wages and Benefits	849,161	736,090	113,071	2,449,950
Contracted and General Services	282,540	406,340	(123,800)	1,822,400
Utilities	109,381	277,790	(168,409)	1,100,680
Interest on Long Term Debt	14,989	12,990	1,999	51,950
Fleet Expenses	666,997	383,490	283,507	1,363,280
Maintenance Materials and Supplies	336,662	79,000	257,662	858,870
Insurance	7,035	5,700	1,335	22,850
Total Expenses	2,266,765	1,901,400	365,365	7,669,980
Operating (Surplus) Deficit	2,038,378	1,597,610	440,768	6,254,860
CAPITAL AND INTERFUND TRANSACTIONS				
TOTAL (SURPLUS) DEFICIT	2,038,378	1,597,610	440,768	6,254,860

Revenues - \$75,403 Unfavorable

- User Charges and Fees - \$76,046 unfavorable, primarily due to reduced ridership because of COVID-19 and bus service issues.

Expenses – \$365,365 Unfavorable

- Salaries Wages and Benefits – \$113,071 unfavorable, due to higher than expected snow removal.
- Contracted and General Services – (\$123,800) favorable, due to;
 - (\$87,955) favourable as reduced services of buses, lead to reduced transit operating costs.
 - (\$39,768) favourable as expenses for sidewalks, streets and roadways maintenance occur mainly in summer. This is expected to be within budget by year-end.
- Utilities – (\$168,409) favorable, due to 10% discount provided for street lighting.
- Fleet Expenses – \$283,507 unfavourable due to higher fleet and equipment used for snow removal.
- Maintenance Materials and Supplies - \$257,662 unfavorable, due to;
 - \$194,655 unfavourable as more equipment needed and used for snow.
 - \$42,870 unfavorable, as supplies purchased for works are recorded until allocated out to other departments.

GENERAL FUND
Quarterly Financial Statements by Functional Area
(March 31, 2022)

EXTERNAL AGENCIES – (\$5,102) Favorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
EXPENSES				
Contracted and General Services	\$195,083	\$200,190	(\$5,108)	\$800,760
Grants and Donations	106,215	106,210	5	439,870
Total Expenses	301,298	306,400	(5,102)	1,240,630
Operating (Surplus) Deficit	301,298	306,400	(5,102)	1,240,630
CAPITAL AND INTERFUND TRANSACTIONS				
TOTAL (SURPLUS) DEFICIT	301,298	306,400	(5,102)	1,240,630

Expenses – (\$5,102) Favorable



RPT 22-249

TITLE: 2022 Q1 Financial Reporting - Miscellaneous Funds

DATE: June 3, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the report be received as information and filed.

TOPIC & PURPOSE:

To report Miscellaneous Funds (Utility, Sanitation, Airport and Land) actual results compared to budget for January 1 - March 31, 2022 (Q1).

PROPOSED APPROACH AND RATIONALE:

Administration committed to provide Council quarterly reporting for all funds (RPT# 19-42). When reviewing the information within this report, please be aware of the following:

1. Variances less than \$20,000 are deemed immaterial and not reported.
2. Amortization is calculated at year-end.
3. The amounts shown in brackets are "favorable" variances.
4. These statements are not audited and subject to change.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Miscellaneous Funds Quarterly Financial Statements-March-2022

Written by: Disha Joshi, Finance Manager

Approved by: Director of Financial Services & City Manager

MISCELLANEOUS FUNDS
Quarterly Financial Statements by Fund
(March 31, 2022)

AIRPORT FUND – (\$3,673) Favorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$190,293)	(\$225,740)	\$35,447	(\$886,460)
Interest and Penalties	(309)	(360)	51	(1,500)
Sundry	(420)	(1,920)	1,500	(7,650)
Total Revenues	(191,022)	(228,020)	36,998	(895,610)
EXPENSES				
Salaries Wages and Benefits	134,681	157,320	(22,639)	600,780
Contracted and General Services	9,499	19,090	(9,591)	99,300
Financial Charges	156	180	(24)	750
Utilities	16,107	29,730	(13,623)	118,930
Fleet Expenses	79,330	55,250	24,080	124,900
Maintenance Materials and Supplies	46,368	66,350	(19,982)	157,250
Insurance	5,758	5,250	508	21,020
Bad Debt Expense	0	690	(690)	2,700
Total Expenses	291,899	333,860	(41,961)	1,125,630
Operating (Surplus) Deficit	100,877	105,840	(4,963)	230,020
CAPITAL AND INTERFUND TRANSACTIONS				
Capital Revenues	(180)	0	(180)	0
Amortization	0	0	0	600,000
Interfund Transfers	(77,100)	(78,570)	1,470	(314,270)
Capital and Interfund Transactions	(77,280)	(78,570)	1,290	285,730
TOTAL (SURPLUS) DEFICIT	23,597	27,270	(3,673)	515,750

Revenues - \$36,998 Unfavorable

- User Charges and Fees- \$35,447 unfavorable, due to reduced hangar rent fees and less landing fees.

Expenses – (\$41,961) Favorable

- Salary Wages and Benefits – (\$22,639) favorable, as reduced usage required less maintenance.
- Fleet Expenses – \$24,080 unfavourable, as heavier use of fleet in clearing snow this season.

MISCELLANEOUS FUNDS
Quarterly Financial Statements by Fund
(March 31, 2022)

SANITATION FUND – (\$79,967) Favorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$1,124,645)	(\$1,112,220)	(\$12,425)	(\$4,967,590)
Operating Grants and Donations	(5,550)	0	(5,550)	(412,170)
Interest and Penalties	(1,898)	0	(1,898)	0
Sundry	(156)	(240)	84	(1,000)
Total Revenues	(1,132,249)	(1,112,460)	(19,789)	(5,380,760)
EXPENSES				
Salaries Wages and Benefits	281,965	338,360	(56,395)	1,578,090
Contracted and General Services	16,754	73,220	(56,466)	402,200
Financial Charges	246	1,560	(1,314)	6,250
Grants and Donations	35,525	35,530	(5)	142,100
Utilities	(3,054)	7,280	(10,334)	31,800
Interest on Long Term Debt	0	0	0	137,720
Fleet Expenses	542,623	431,250	111,373	1,790,000
Maintenance Materials and Supplies	36,265	71,450	(35,185)	449,280
Insurance	1,702	1,410	292	5,580
Bad Debt Expense	6	0	6	7,000
Total Expenses	912,032	960,060	(48,028)	4,550,020
Operating (Surplus) Deficit	(220,217)	(152,400)	(67,817)	(830,740)
CAPITAL AND INTERFUND TRANSACTIONS				
Amortization	0	0	0	860,000
Interfund Transfers	65,130	77,280	(12,150)	309,110
Capital and Interfund Transactions	65,130	77,280	(12,150)	1,169,110
TOTAL (SURPLUS) DEFICIT	(155,087)	(75,120)	(79,967)	338,370

Revenues – (\$19,789) Unfavorable

Expenses - (\$48,028) Favorable

- Salaries, Wages and Benefits - (\$56,395) favorable, as seasonal staff re-called later than budgeted.
- Contracted and General Services – (\$56,466) favourable as less contractor services required than budgeted at the Landfill.

MISCELLANEOUS FUNDS
Quarterly Financial Statements by Fund
(March 31, 2022)

- Fleet Expenses- \$111,373 unfavorable due to higher equipment usage for waste and landfill collections in March.
- Maintenance Materials and Supplies – (\$35,185) favorable as the expected garbage and landfill operating supplies have not been purchased.

MISCELLANEOUS FUNDS
Quarterly Financial Statements by Fund
(March 31, 2022)

WATER UTILITY FUND – (\$498,005) Favorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	(\$3,072,539)	(\$3,094,540)	\$22,001	(\$19,322,490)
Interest and Penalties	(37,537)	(50,080)	12,543	(200,300)
Sundry	(51,646)	(26,250)	(25,396)	(105,000)
Total Revenues	(3,161,723)	(3,170,870)	9,147	(19,627,790)
EXPENSES				
Salaries Wages and Benefits	1,322,631	1,324,910	(2,279)	5,995,010
Contracted and General Services	44,743	60,150	(15,407)	940,500
Utilities	115,182	346,190	(231,008)	1,234,910
Interest on Long Term Debt	113,075	101,440	11,635	1,037,000
Fleet Expenses	197,258	223,250	(25,993)	844,640
Maintenance Materials and Supplies	561,176	734,790	(173,614)	3,003,190
Insurance	12,459	10,740	1,719	42,970
Bad Debt Expense	1,420	0	1,420	75,000
Total Expenses	2,367,943	2,801,470	(433,527)	13,173,220
Operating (Surplus) Deficit	(793,779)	(369,400)	(424,379)	(6,454,570)
CAPITAL AND INTERFUND TRANSACTIONS				
Capital Revenues	(2,405)	0	(2,405)	(371,270)
Amortization	0	0	0	5,500,000
Interfund Transfers	153,510	224,730	(71,220)	898,760
Capital and Interfund Transactions	151,105	224,730	(73,625)	6,027,490
TOTAL (SURPLUS) DEFICIT	(642,675)	(144,670)	(498,005)	(427,080)

Revenues - \$9,147 Unfavorable

- User Charges and Fees – \$22,001 unfavorable, as user charges and fees depend on monthly usage.
- Sundry – (\$25,396) favorable, due to custom work-order revenue not budgeted.

Expenses - (\$433,527) Favorable

- Utilities - (\$231,008) favorable due to lower electricity expenses.
- Fleet Expenses – (\$25,993) favorable due to less equipment usage.
- Maintenance Materials and Supplies – (\$173,614) favorable.
 - Chemical costs (\$23,297) favorable for water treatment plant chemicals. Chemicals are purchased as needed and usage is directly impacted by the raw water quality.

MISCELLANEOUS FUNDS
Quarterly Financial Statements by Fund
(March 31, 2022)

- Mechanical parts and services (\$59,100) favorable due to less than expected pump breakdowns, emergency repairs, and other maintenance and labour required at the sewage treatment plant. This is expected to be on budget by year-end.

Capital and Interfund Transactions – (\$73,625) Favorable

- o Interfund Transfers – (\$71,220) favourable as transfer for City Facilities completed periodically throughout the year.

MISCELLANEOUS FUNDS
Quarterly Financial Statements by Fund
(March 31, 2022)

LAND FUND – \$187,094 Unfavorable

	YTD Actual	YTD Budget	YTD (Fav) Unfav Variance	Annual Budget
REVENUES				
User Charges and Fees	\$144	(\$8,760)	\$8,904	(\$35,000)
Interest and Penalties	(28)	0	(28)	0
Land Sales	91,014	(125,010)	216,024	(500,000)
Total Revenues	91,130	(133,770)	224,900	(535,000)
EXPENSES				
Salaries Wages and Benefits	32,414	39,020	(6,606)	163,050
Contracted and General Services	0	0	0	24,000
Interest on Long Term Debt	11,926	10,330	1,596	119,630
Fleet Expenses	0	180	(180)	760
Maintenance Materials and Supplies	6	240	(234)	2,600
Total Expenses	44,345	49,770	(5,425)	310,040
Operating (Surplus) Deficit	135,476	(84,000)	219,476	(224,960)
CAPITAL AND INTERFUND TRANSACTIONS				
Capital Revenues	(35,050)	0	(35,050)	0
Land Development	2,669	0	2,669	0
Interfund Transfers	0	0	0	85,000
Capital and Interfund Transactions	(32,381)	0	(32,381)	85,000
TOTAL (SURPLUS) DEFICIT	103,094	(84,000)	187,094	(139,960)

Revenues – \$244,900 Unfavorable

- Land Sales – \$216,024 unfavorable, as actual sales below budget.

Expenses – (\$5,425) Favorable

Capital and Interfund Transactions – (\$35,050) Favorable

- Capital Revenues – (\$35,050) favorable from development levies that will be transferred to reserves at year-end.

TITLE: Parking Lots for Duplexes on Woodbridge Drive

DATE: June 15, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the report regarding parking concerns for duplexes on Woodbridge Drive be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to provide an update to City Council on the outcome of the review and consultation completed by Administration regarding parking concerns raised by a property owner on Woodbridge Drive, and to provide further information about what to expect for parking along Woodbridge Drive into the future.

PROPOSED APPROACH AND RATIONALE:

Duplex Parking Concern

On May 2, 2022, the Executive Committee considered CORR 22-51, which was submitted by Alois Koenig, a property owner on Woodbridge Drive. See attached. In the email provided as part of the correspondence, Mr. Koenig raised a number of concerns about the state of the parking lot(s) along Woodbridge Drive for the three (3) duplexes with secondary suites he owns (see photo attached) and he notes that he has been receiving complaints from his tenants and the surrounding neighbours about the state of the site.

Upon Administration's review of:

- the graphic attached CORR 22-51,
- a subsequent set of drafted plans provided to Administration by Mr. Koenig,
- the 2021 approved plans submitted for the construction of the three (3) duplexes with secondary suites (each duplex unit is located on its own legal lot – see attached)
- email correspondence provided by Mr. Koenig on February 12th, 2021, indicating that each driveway would accommodate two, tandem parked cars and the landscaping would be grass, and
- the current state of the properties,

it became clear that the typical site work required had not been completed. In this case, that includes:

- paved crossings for each site (managed through Crossing Permits, required by the Crossing Bylaw),
- landscaping of the boulevards for each site (City Design Standards),
- driveways for each unit and suite (on-site parking required through the Zoning Bylaw), and
- soft landscaping for all sites (as indicated by Mr. Koenig).

Mr. Koenig met with the Director of Planning and Development Services to discuss the issues raised in his email, his proposal for addressing them and the information noted above. The result of the conversation was that the work noted above would be completed per the approved plans, City's Design Standards and bylaws. Mr. Koenig also reached out to the Director of Public Works and the Surface Works Manager for further information on the Crossing Permits and he requested information on which products could be used to develop the crossings and finish the driveways/landscaping. He was advised on what surface treatments met City standards.

At this time, Mr. Koenig has begun moving forward with the site work noted above and does not require any specific bylaw exemptions to accommodate it. As the work progresses, Administration will continue to monitor to ensure that it is completed to the necessary standards and in a timely fashion.

Street Parking along Woodbridge Drive

Speaking more broadly to street parking along Woodbridge Drive, given that the density of the area is quite high, it is important to note that:

- Each duplex constructed is required to have on-site parking and in this case it would appear that the existing duplexes all provide multiple spaces per unit;
- Each secondary suite constructed is required to have on-site parking and in this case there is a back alley between Woodbridge Drive and 6a Avenue where a significant number of residents who live on the east side of Woodbridge Drive have parking, relieving street parking pressure; and
- Due to the existence of a long strip of municipal reserve along the western side of Woodbridge Drive, there is considerable space for come and go parking (approx. 25 spaces) for those who may be visiting. See the location plan attached.

Parking demand will always be a valid concern that residents raise and that Administration considers closely in the development of neighbourhoods (from initial subdivision to the construction of buildings). To that end, the City has a number of rules and regulations to manage parking and the option exists to require additional on-site parking for uses that may require it. In this instance and at this time, Administration does not feel that additional on-site parking is required, simply that the work noted above needs to be completed so that residents can use their sites as intended.

PUBLIC NOTICE:

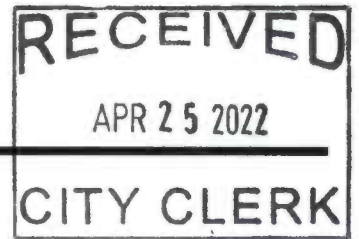
Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. CORR 22-51 - Concerns Regarding Parking Lots for Duplexes on Woodbridge Drive
2. Three Duplexes with Secondary Suites - 2661 to 2705 Woodbridge Drive (subject property)
3. 2661/2665 Site Plan
4. 2681/2685 Site Plan
5. 2701/2705 Site Plan
6. Location Plan w Aerial - Woodbridge Drive
7. Photo of Woodbridge Drive looking north 1
8. Photo of Woodbridge Drive looking north 2

Written by: Kristina Karpluk, Planning Manager

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



Terri Mercier

From: Alois Koenig <corvus.constructionltd@gmail.com>
Sent: Sunday, April 24, 2022 7:31 PM
To: City Clerk
Subject: Addition to agenda
Attachments: Woodbridge parking lot spring 2022.jpeg

Executive Committee

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

April 25, 2022

Dear Mayor Dionne and council

I am enquiring about a possible solution to the parking lots at the three duplexes I own at Woodbridge Dr. from #2661 – #2705.

My tenants in these buildings are having some serious difficulties with the current parking system. I have suggested several alternatives to the staff in the planning department and have had no resolution so far.

I have also spoken to several councillors and was advised to speak to the city manager. I have had no response to the emails I have sent.

As this is now an urgent matter, I am bringing my problem to council in the hopes of finding a reasonable solution.

What I would like to do is pave or use concrete on the entire front of the three buildings. I have been told that according to the bylaw the concrete has to stop three feet from each property line.

If I can cover the entire front, the tenants have a much simpler parking system. Right now, the parking lot has multiple pot holes and soft spots and the cars are getting stuck.

As this is a serious issue for my tenants, I prefer to have a resolution as soon as possible.

Can you please put this on the Monday, April 25 meeting for consideration? I will be there in person to answer any questions you might have.

My neighbours in the condominiums adjacent have started complaining about the unsightliness and the tenants have made multiple complaints.

I have attached a photo for reference.

Recommended Disposition:

Refer to Planning & Development

Thank you

Alois Koenig

Corvus Construction

309-920-7506

PO BOX 22035 RPO CORNERSTONE
PRINCE ALBERT, SK S6V 8A6

--
Alois Koenig



Lucy Phan

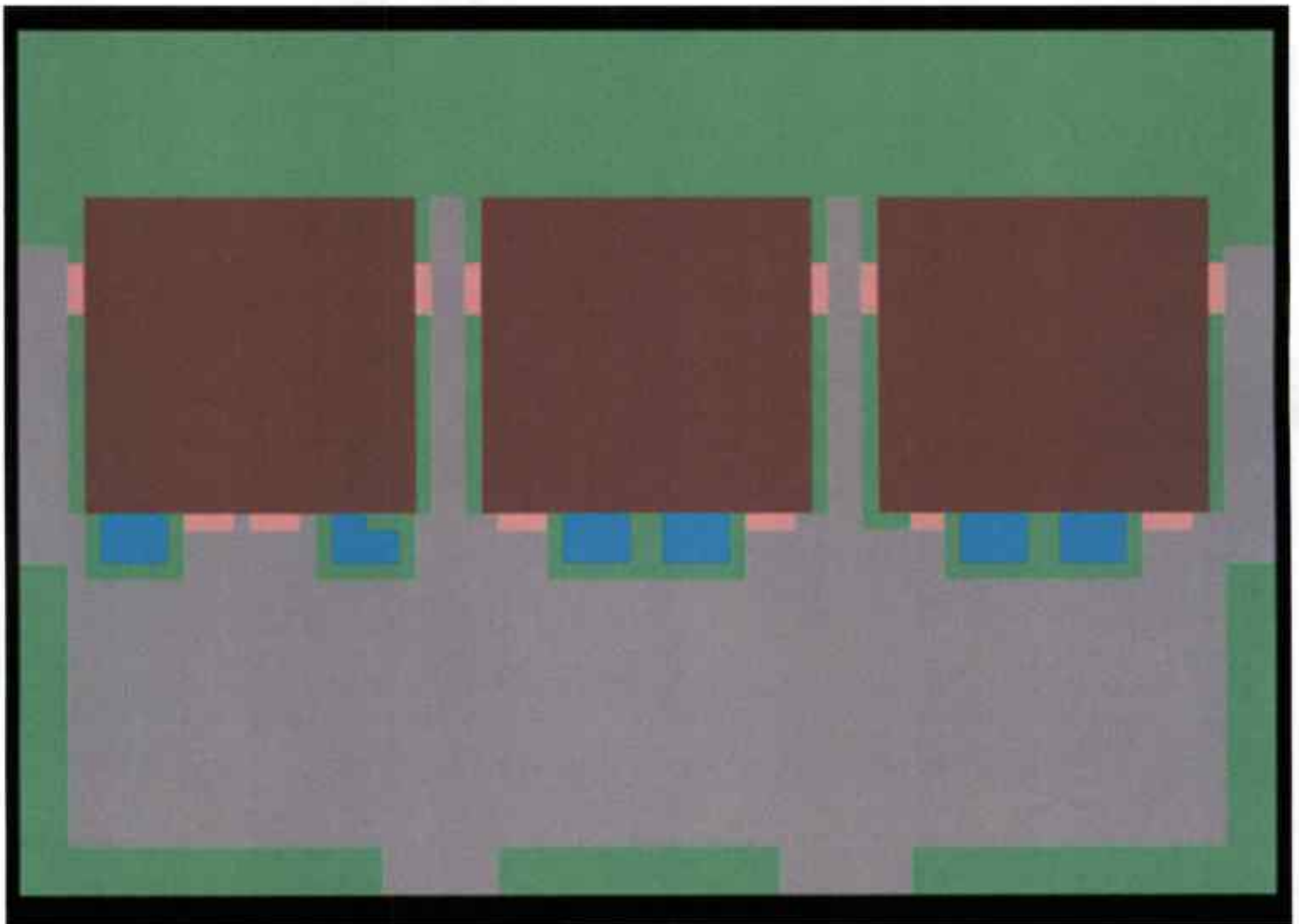
RECEIVED
APR 28 2022
CITY CLERK
Executive Committee

From: Alois Koenig <corvus.constructionltd@gmail.com>
Sent: Wednesday, April 27, 2022 9:19 PM
To: Lucy Phan
Subject: Re: Addition to agenda

Hi Lucy.

Attached to this email is an illustration of what I would like to do with the parking lots. Can you please include this with my agenda item to help council understand my proposed plan?

Thank you.





PROJECT NAME:
PROPOSED DUPLEX FOR
CORVUS CONSTRUCTION LTD.

PRINCE ALBERT,
SASKATCHEWAN

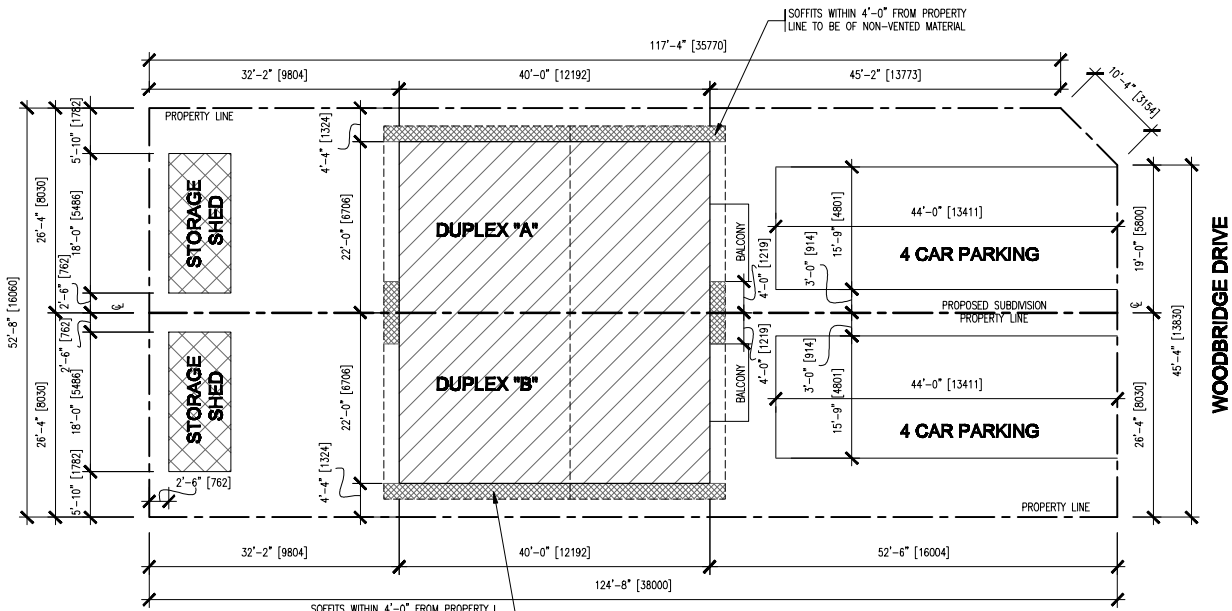
PHONE:
ALOIS KOENIG
(C) 306-940-7306

DRAWING NAME:
SITE PLAN

DATE:
MARCH 10, 2021

PROJECT No:
2021-07

DRAWN:
BMV **A-2.1**



SITE PLAN
SCALE: 1/8" = 1'-0"

LOT AREA:
6542 R² [607.7m²]
SITE COVERAGE = 31.3% (DUPLEX & STORAGE SHED)

NOTE:
CONFIRM WITH AUTHORITIES HAVING JURISDICTION
CORRECT SETBACKS FROM PROPERTY LINES;
CONTRACTOR TO ENSURE THE CONSTRUCTION OF
THE RESIDENCE CONFORM TO THESE SETBACKS

LEGAL DESCRIPTION:
LOT 4, BLOCK 31, PLAN #102132199 EXT 0
CIVIC ADDRESS:
2661 WOODBRIDGE DRIVE, PRINCE ALBERT, SK

PROJECT NAME:

**PROPOSED
DUPLEX FOR**

**CORVUS
CONSTRUCTION
LTD.**

**PRINCE ALBERT,
SASKATCHEWAN**

PHONE:

**ALOIS KOENIG
(C) 306-940-7306**

DRAWING NAME:

SITE PLAN

DATE:

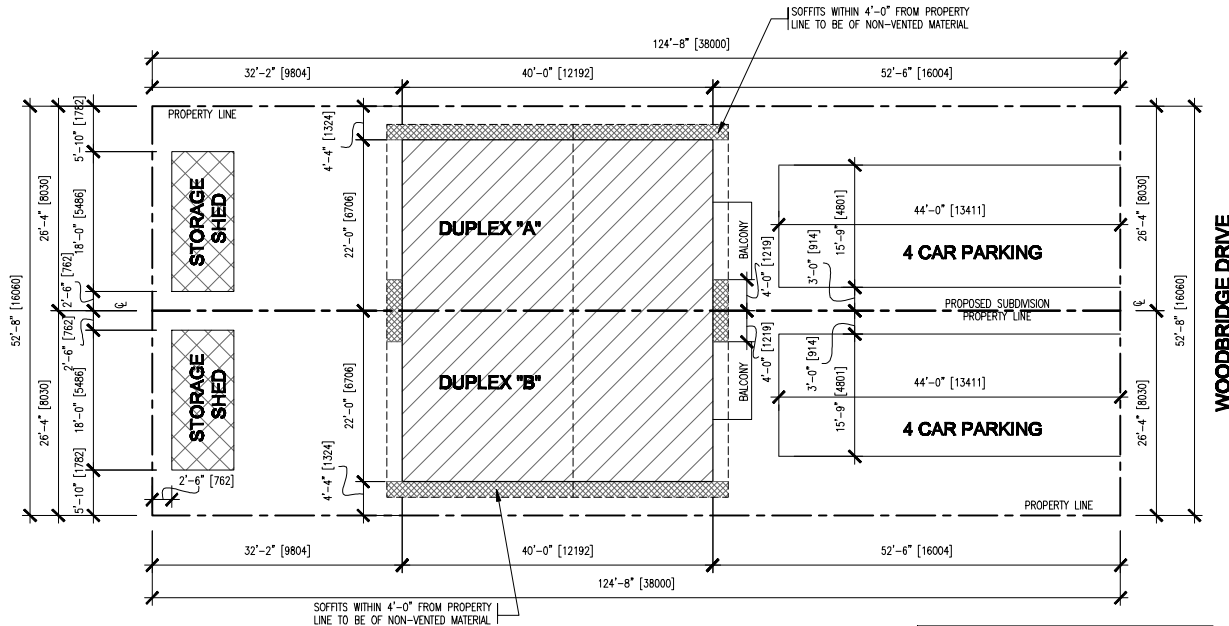
MARCH 10, 2021

PROJECT No:

2021-07

**DRAWN:
BMV**

A-2.1



SITE PLAN

SCALE: 1/16" = 1'-0"

LOT AREA:
6569 ft² [610.3m²]
SITE COVERAGE = 31.2% (DUPLEX & STORAGE SHED)

NOTE:
CONFIRM WITH AUTHORITIES HAVING JURISDICTION
CORRECT SETBACKS FROM PROPERTY LINES
CONTRACTOR TO ENSURE THE CONSTRUCTION OF
THE RESIDENCE CONFORM TO THESE SETBACKS

LEGAL DESCRIPTION:

LOT 3, BLOCK 31, PLAN #102132199 EXT 0

CIVIC ADDRESS:

2681 WOODBRIDGE DRIVE, PRINCE ALBERT, SK



VETTER HOMES INC.
 PO BOX 184
 MEATH PARK, SK
 S0J 1T0
 PHONE:
 (306) 960-3281
 EMAIL:
 VETTERHOMESDESIGNS@SASKTEL.NET
 WEBSITE:
 WWW.VETTERHOMESDESIGNS.COM

PROJECT NAME:

**PROPOSED
 DUPLEX FOR**

**CORVUS
 CONSTRUCTION
 LTD.**

**PRINCE ALBERT,
 SASKATCHEWAN**

PHONE:

**ALOIS KOENIG
 (C) 306-940-7306**

DRAWING NAME:

SITE PLAN

DATE:

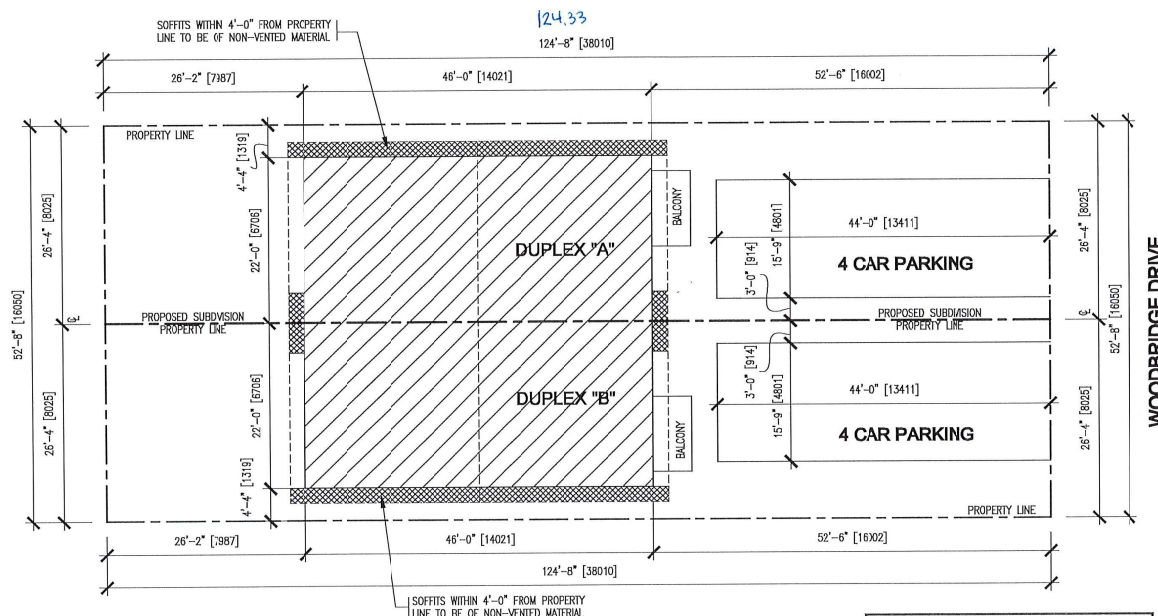
SEPTEMBER 27, 2021

PROJECT No:

2021-99

**DRAWN:
 BMV**

A-2.1



SITE PLAN
 SCALE: 1/8" = 1'-0"

LOT AREA:
 6567 ft² [610.1m²]
 SITE COVERAGE = 30.8% (DUPLEX)

*3283sq' lot 50%
 max allow.*

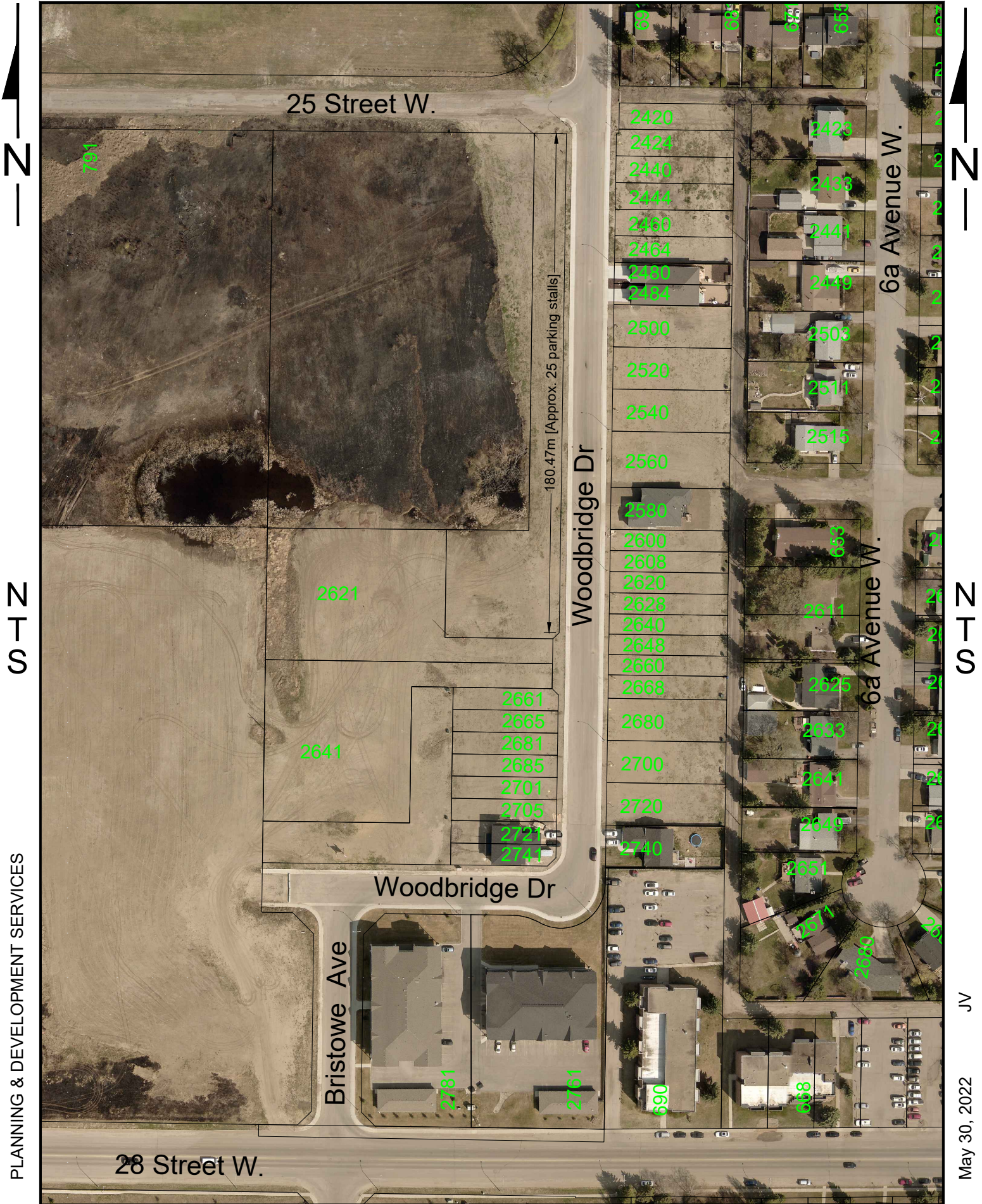
NOTE:
 CONFIRM WITH AUTHORITIES HAVING JURISDICTION
 CORRECT SETBACKS FROM PROPERTY LINES;
 CONTRACTOR TO ENSURE THE CONSTRUCTION OF
 THE RESIDENCE CONFORM TO THESE SETBACKS

LEGAL DESCRIPTION:

LOT 2, BLOCK 31, PLAN #102132199 EXT 0

CIVIC ADDRESS:

WOODBRIDGE DRV, PRINCE ALBERT, SK



PLANNING & DEVELOPMENT SERVICES

S - H Z

N

May 30, 2022 JV

S - H Z

N







RPT 22-219

TITLE: 2021 Capital Carry Forward Projects

DATE: **May 12, 2022**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the report be received as information and filed.

TOPIC & PURPOSE:

To provide the listing of approved Capital Projects for the General Fund, Airport Fund, Sanitation Fund, and the Water and Sewer Utility Fund that are carry forward capital projects to Year 2022.

BACKGROUND:

This report illustrates the approved capital projects that were not completed in Year 2021.

PROPOSED APPROACH AND RATIONALE:

This report will provide a listing of capital projects approved in Year 2021 that are a carry forward to Year 2022 for completion.

General Capital Fund

The following are General Fund capital projects carry forward to Year 2022:

GENERAL FUND Carry Forward to Year 2022	<u>Capital Works Committed Reserve</u>	<u>Reserve Funded</u>	<u>Other Funding</u>
Community Services			
Roofing Replacement Projects	\$255,234.75		
Alfred Jenkins Field House Site Development (Funding: Deferred Revenue)			\$25,594.46
Cooke Municipal Golf Course - Reconstruction and Repair of Stonewall and Tee Signs		\$65,000.00	
Reconstruction of Park Pathways	\$3,404.65		
EA Rawlinson Centre Improvements		\$11,082.16	
Rotary Adventure Park - Phase 1 (Funding: Malcolm Jenkins & Donations)		\$66,466.10	\$560,190.50
Public Works			
Roadways Recapping Program	\$227,743.63		
Pedestrian Bridge Replacement Program		\$1,438,099.98	
Asset Management / Work Order Software (Funding: Fiscal)			\$45,000.00
Public Works Grader		\$365,000.00	
Small Wheel Loader		\$200,000.00	
Replacement of Unit 94 -Tandem Axle Gravel Truck		\$265,000.00	
City Hall and MSC Building Repairs (savings from 2021 Projects)	\$11,094.82		

GENERAL FUND Carry Forward to Year 2022	<u>Capital Works Committed Reserve</u>	<u>Reserve Funded</u>	<u>Other Funding</u>
Audio Visual			
Audio Visual Project (Funding: Fiscal)			\$28,616.80
Financial Services			
Charts of Account Restructure (Funding: Fiscal)			\$59,516.37
Fire Service			
Replace Unit #2105 (FD Ref E-12)		\$507,934.42	
Information Technology			
Balance of the SD-WAN Project		\$110,460.20	
Municipal Economic Enhancement Projects (Funding: Deferred Revenue)			
UNSPENT - TO BE REALLOCATED			\$18,795.39
Asset Management / Work Order Software			\$31,497.35
Aquatic and Arenas Recreation Centre			
Aquatic and Arenas Recreation Centre (Funding: Provincial, Federal, City)			\$57,523,443.02
Event Centre - Architectural Fees		\$2,316,161.19	
TOTAL CARRY FORWARDS TO YEAR 2022	\$497,477.85	\$5,345,204.05	\$58,292,653.89
	\$64,135,335.79		

The unspent funds of \$227,743.63 will be spent in year 2022 with the approved 2022 funding for the Roadways Paving Program.

City Council in 2021 approved that the reconstruction and repair of stonewall and tee signs be approved at an estimated cost of \$65,000 to be funded from the Golf Course

Improvement Reserve. That project will be completed this year.

The remaining donation from Malcolm Jenkins will be used for site development at the Alfred Jenkins Field House location.

The EA Rawlinson Improvements remaining budget will be spent in Year 2022 along with the 2022 budget approved for improvements.

The Pedestrian Bridge Replacement Program is underway and construction commenced in October 2021 for the replacement of three pedestrian bridges in Little Red River Park: Sliding Hill Bridge, the Lions Gate Bridge and the Sports Council Bridge.

The Rotary Adventure Park at Little Red River Park is in the final stages of planning with the Rotary Adventure Park and Canadian Recreation Solutions to break ground later in May to begin installation of equipment. Planning is well underway with Public Works and Building Maintenance to bring parking and lighting improvements to the central core area of the park as well which expected to take a good portion of the summer/early fall to complete. Updates will be provided throughout the project to keep Council informed of where we are at in the process and to how things are proceeding.

The Grader and Loader have been received. The Gravel Truck is expecting delivery by end of the summer.

The Asset Management/Work Order Software project is 95% completed.

There is \$11,094.82 of unspent funds from the 2021 projects of the City Hall concrete project and the MSC Building Repairs that is set aside in the Capital Works Committed Reserve for allocation by Council.

The unspent funds for Roofing Replacement Projects remain in the Capital Works Committed Reserve until approved for allocation to roofing projects by Council.

Audio Visual Project - A new A/V system has been installed in the main boardroom on the second floor. This system offers the ability to conduct hybrid video conferencing meetings using Teams. Attendees can participate in person, via Teams or via phone. Microphones and speakers have been installed to ensure all participants are easily heard. As well, a motion camera is in place to share a view of the entire room that will zoom in to focus on speakers/presenters.

Chart of Accounts – This project is underway and includes restructuring, modelling, mapping, Conversion, Testing and Integration Services.

The Balance of the SD-Wan Project for Information Technology will be completed this year.

Re-allocation of the unspent \$18,795.39 will be approved by City Council. This relates to the re-allocating of an invoice for pathway work to be funded by the MEEP Program.

Delivery of Unit #2105 (FD Ref E-12) – Fire Truck received. The truck requires two-three weeks of equipment outfitting, and staff orientation before being placed in service.

Airport Capital Fund

The following are Airport Fund capital projects carry forward to Year 2022:

Description	Airport Improvement Fund	ACAP FUNDING	Passenger Facility Fee Reserve
Airport - Emergency Generator	\$13,879.00		
Airport Maintenance Garage Renovation	\$109,174.86		
Airport - Street Signs	\$17,542.05		
Apron II Rehabilitation and Expansion Design	\$129,894.91		
Apron II Utilities - Design	\$50,000.00		
Airport Utilities Map	\$20,000.00		
Subdivision Survey	\$20,190.00		
Safety / Customer Service Requirements			\$12,931.34
Replacement Runway Plow Truck, Plow and Sander		\$525,000.00	
ACAP - Airfield Electrical Rehabilitation (Runway Lighting / Informational Signage)		\$3,143,114.00	
TOTAL	\$360,680.82	\$3,668,114.00	\$12,931.34
	\$4,041,726.16		

The work is completed for the Airport Generator.

Airport Maintenance Garage Renovation - Seasonal Work remains; Paving and roof (removal of solar panels). 95% completed. Anticipated to be done by the end of May.

Airport Street Signs underway.

Airport II Rehabilitation and Expansion Design and Apron II Utilities Design are currently under review by the Airport Advisory Committee.

Airport Utilities Map is tied to the completion of the ACAP Rehabilitation Project.

Subdivision Survey with Planning.

Replacement Runway Plow Truck, Plow and Sander - expected to be delivered Fall of 2022.

ACAP - Airfield Electrical Rehabilitation (Runway Lighting / Informational Signage) - funding the rehabilitation of existing edge lighting, replacement of visual aids and airside guidance signs, upgrades to the existing approach lighting, and field electrical centre. This project commenced in Year 2021, and will be completed in Year 2022.

Safety and Customer Service Requirements – Administration and the Airline users recommended a budget be established for safety and customer service needs as they arise. The budgeted funds would come from the Passenger Facility Fee Reserve. All projects would need to be agreed to by both the City and the Airline users prior to proceeding. Any budgeted funds not used in the current year are carried forward for use in future years.

Sanitation Capital Fund

The following is a Sanitation Fund capital project carry forward to Year 2022:

Description	Sanitation Improvement Fund
Landfill Expansion - Cell 2B Design and Project Services	\$163,866.39
TOTAL	\$163,866.39

The Landfill Expansion Project reached substantial completion in 2021. In 2022, pump installation, electrical work and landscaping remains. Anticipated completion end of June 2022.

Water and Sewer Utility Fund

The following are Water and Sewer Utility Fund capital projects carry forward to Year 2022:

<u>Description</u>	Waterworks Improvement Fund	Debt Financing	City's Borrowing
Watermain Replacement Project	\$35,954.62		
Sanitary and Storm Sewer Replacement Program	\$84,701.45		
Lead Service Replacement Program	\$51,750.80		
Waste Water Treatment Plant - Detailed Design Year 1		\$394,797.28	
Filter to Waste Isolation	\$23,708.74		
New Raw Water Pump House			\$2,808,927.00
TOTAL	\$196,115.61	\$394,797.28	\$2,808,927.00
	\$3,399,839.89		

The unspent watermain replacement, sanitary and storm sewer replacement, and lead service replacement project capital funding from 2021 will be added to the approved 2022 budgets and projects will be completed in Year 2022 for the programs.

The detailed design for a comprehensive upgrade to the WWTP is a significant design project that will take more than a year to complete, as such it is budgeted over the 2021 and 2022 budget years. The Waste Water Treatment Plant Detailed Design Year 1 will be completed in 2022, and the approved Year 2 Detailed Design will commence Year 2022.

The Raw Water Pump House project will be completed in Year 2022.

The Filter to Waste Isolation project can be undertaken once the Raw Water Pump House is in commission.

COMMUNICATION PLAN:

Administration will be forwarding regular reports to Executive Committee during the capital project season to update members of Council on the timelines and projects.

STRATEGIC PLAN:

Fiscal Management and Accountability – provide continuous information to members of Council and to residents regarding the capital projects being undertaken and their timeline completion.

PUBLIC NOTICE:

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

Written by: Melodie Boulet, Special Projects Manager

Approved by: City Manager



MIN 22-47

TITLE: May 17, 2022 Destination Marketing Levy Advisory Committee Meeting Minutes

DATE: **May 24, 2022**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

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, MAY 17, 2022, 4:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Councillor Dennis Ogrodnick
Richard Ahenakew
Mona Selanders

Terri Mercier, City Clerk
Melodie Boulet, Administrator, Destination Marketing Fund

1. CALL TO ORDER

Councillor Ogrodnick, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0016. **Moved by:** Selanders

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

1. That RPT 22-224 - Destination Marketing Fund Grant Application Form - 2022 Saskatchewan U15A Male and U15A Female Provincial Softball Championships, be added as Item No. 6.3;

2. That RPT 22-227 - Destination Marketing Fund Grant Application Form - 2022 U11 "Open" Girls & Boys - North Softball Provincial Championships, be added as Item No. 6.4;
3. That RPT 22-225 - Destination Marketing Fund Grant Application Form - 2022 Shaye Amundson Memorial Girls Softball Tournament, be added as Item No. 6.5;
4. That RPT 22-230 - Destination Marketing Fund Grant Application Form - 2022 U13 Boys Western Canadian Softball Championships, be added as Item No. 6.6;
5. That RPT 22-229 - Destination Marketing Fund Grant Application Form - 2022 U13 Boys Rawlings Softball League Tournament, be added as Item No. 6.7; and,
6. That RPT 22-231 - Destination Marketing Fund Grant Application Form - 2022 Prince Albert's Multicultural Canada Day 2022, be added as Item No. 6.8.

Absent: Mayor Dionne and Councillor Cody

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0017. **Moved by:** Selanders

That the Minutes for the Destination Marketing Levy Advisory Committee Regular Meeting held April 19, 2022, be taken as read and adopted.

Absent: Mayor Dionne and Councillor Cody

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Destination Marketing Fund Grant - Final Report Form - 2022 Senator's Cup Full Contact Hockey Tournament (RPT 22-212)

Verbal Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0018. **Moved by:** Selanders

1. That the Final Report Form from the Event of the Prince Albert Grand Council Sports and Recreation for funding the 2022 Senator's Cup Full Contact Hockey Tournament be approved; and,
2. That the Administrator forward the remaining sixty percent (60%) of the approved funding allocation in the amount of \$5,940 to the Host Committee.

Absent: Mayor Dionne and Councillor Cody

CARRIED

6.2 Destination Marketing Fund - Final Report Form - 2022 Junior Olympic Program/Indoor Provincials (RPT 22-214)

Verbal Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0019. **Moved by:** Ahenakew

1. That the Final Report Form from the Event of the Timberland Bowbenders Archery Club 2022 Junior Olympic Program/Indoor Provincials be approved; and,
2. That the Administrator forward the remaining sixty percent (60%) of the approved funding allocation in the amount of \$5,880 to the Host Committee.

Absent: Mayor Dionne and Councillor Cody

CARRIED

6.3 Destination Marketing Fund Grant Application Form - 2022 Saskatchewan U15A Male and U15A Female Provincial Softball Championships (RPT 22-224) (PRESENTED AT MEETING)

Verbal Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0020. **Moved by:** Ahenakew

1. That the New Event Destination Marketing Fund Grant Application from Prince Albert U15 Aces/Astros for funding the 2022 Saskatchewan U15A Male and U15A Female Provincial Softball Championships, scheduled for July 7 – 10, 2022, in the amount of \$9,000, be approved;
2. That \$9,000 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: Mayor Dionne and Councillor Cody

CARRIED

6.4 Destination Marketing Fund Grant Application Form - 2022 U11 “Open” Girls & Boys - North Softball Provincial Championships (RPT 22-227) (PRESENTED AT MEETING)

Verbal Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0021. **Moved by:** Ahenakew

1. That the New Event Destination Marketing Fund Grant Application from Prince Albert Minor Softball Association for funding the 2022 U11 “Open” Girls & Boys - North Softball Provincial Championships, scheduled for June 24 – 26, 2022, in the amount of \$3,500, be approved;
2. That \$3,500 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: Mayor Dionne and Councillor Cody

CARRIED

6.5 Destination Marketing Fund Grant Application Form - 2022 Shaye Amundson Memorial Girls Softball Tournament (RPT 22-225) (PRESENTED AT MEETING)

Verbal Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0022. **Moved by:** Ahenakew

1. That the Event Retention Destination Marketing Fund Grant Application from Prince Albert Minor Softball Association for funding the 2022 Shaye Amundson Memorial Girls Softball Tournament, scheduled for June 3 – 5, 2022, in the amount of \$6,000, be approved;
2. That \$6,000 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: Mayor Dionne and Councillor Cody

CARRIED

6.6 Destination Marketing Fund Grant Application Form - 2022 U13 Boys Western Canadian Softball Championships (RPT 22-230) (PRESENTED AT MEETING)

Verbal Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0023. **Moved by:** Selanders

1. That the New Event Destination Marketing Fund Grant Application from Prince Albert Minor Softball Association for funding the U13 Boys Western Canadian Softball Championships, scheduled for July 29 – August 1, 2022, in the amount of \$2,000, be approved;
2. That \$2,000 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: Mayor Dionne and Councillor Cody

CARRIED

- 6.7 Destination Marketing Fund Grant Application Form - 2022 U13 Boys Rawlings Softball League Tournament (RPT 22-229) (PRESENTED AT MEETING)

Verbal Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0024. **Moved by:** Ahenakew

That the New Event Destination Marketing Fund Grant Application from Prince Albert Minor Softball Association for funding the U13 Boys Rawlings Softball League Tournament, scheduled for May 14 – 15, 2022, be denied.

Absent: Mayor Dionne and Councillor Cody

CARRIED

- 6.8 Destination Marketing Fund Grant Application Form - 2022 Prince Albert's Multicultural Canada Day 2022 (RPT 22-231) (PRESENTED AT MEETING)

Verbal Presentation was provided by Melodie Boulet, Administrator, Destination Marketing Fund.

0025. **Moved by:** Ahenakew

That the Event Retention Destination Marketing Fund Grant Application from Prince Albert Multicultural Council for funding the Prince Albert's Multicultural Canada Day 2022, scheduled for July 1, 2022, be denied.

Absent: Mayor Dionne and Councillor Cody

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:30 P.M.

0026. **Moved by:** Selanders

That this Committee do now adjourn.

Absent: Mayor Dionne and Councillor Cody

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 13TH DAY OF SEPTEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-49

TITLE: May 19, 2022 Airport Advisory Committee Meeting Minutes

DATE: **May 24, 2022**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Airport Advisory Committee



CITY OF PRINCE ALBERT

AIRPORT ADVISORY COMMITTEE REGULAR MEETING

MINUTES

THURSDAY, MAY 19, 2022, 3:37 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Martin Dolny
Andre Grobler
Curtis Lemieux
Brent Phillipow
Dave Webster

Terri Mercier, City Clerk
Wes Hicks, Director of Public Works
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0014. **Moved by:** Grobler

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

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0015. **Moved by:** Webster

That the Minutes for the Airport Advisory Committee Regular Meeting held April 13, 2022, be taken as read and adopted.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Airport Land Use (RPT 22-126)

Verbal Presentations were provided by Craig Guidinger, Director of Planning and Development Services and Wes Hicks, Director of Public Works.

0016. **Moved by:** Webster

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

That Administration enter into discussions with the Rural Municipality of Buckland No. 491 in regards to protection of the air space and other relevant land use matters.

CARRIED

6.2 Airport Fixed Base Operator - Request For Proposal Results (RPT 22-209)

Verbal Presentation was provided by Wes Hicks, Director of Public Works.

0017. **Moved by:** Webster

That RPT 22-209 be referred to the Mayor's Office for further review and report based on discussions held at the Committee meeting for consideration at an upcoming Airport Advisory Committee meeting.

CARRIED

6.3 Apron II Phased Development (RPT 22-210)

Verbal Presentation was provided by Wes Hicks, Director of Public Works.

0018. **Moved by:** Lemieux

That the options for Apron II Phased Development, along with the capital costs, operational implications and the economic development potential be received as information and referred back to Administration for further review and report once funding becomes available to pursue this matter.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:33 P.M.

0019. **Moved by:** Webster

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 22ND DAY OF SEPTEMBER, A.D. 2022.



City of
Prince Albert

MIN 22-52

TITLE: May 25, 2022 Community Services Advisory Committee Meeting Minutes

DATE: **May 26, 2022**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Community Services Advisory Committee



CITY OF PRINCE ALBERT
COMMUNITY SERVICES ADVISORY COMMITTEE
REGULAR MEETING

MINUTES

WEDNESDAY, MAY 25, 2022, 4:02 P.M.
CONFERENCE ROOM, 3RD FLOOR, CITY HALL

PRESENT: Councillor Dennis Ogrodnick
Jordan Carriere
Cathy Crane
Diane Kopchynski
Rose Rothenburger
Rishi Sankhla
Robin Wildey

Savannah Price, Secretary
Jody Boulet, Director of Community Services

1. CALL TO ORDER

Councillor Ogrodnick, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0022. **Moved by:** Sankhla

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 Tony Head and Landon Adams

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0023. **Moved by:** Wildey

That the Minutes for the Community Services Advisory Committee Regular Meeting held April 27, 2022, be taken as read and adopted.

Absent: Councillor Tony Head and Landon Adams

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Little Red River Park Development Update (RPT 22-220)

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

0024. **Moved by:** Wildey

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

That RPT 22-220 be forwarded to the 2023 Budget Committee deliberations for consideration of the proposed 2023 initiatives.

Absent: Councillor Tony Head and Landon Adams

CARRIED

6.2 Forestry Management Plan Update (RPT 22-221)

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

0025. **Moved by:** Sankhla

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

That the identified Focus Areas for 2022 be supported and form the basis for the Forestry Division Work Plan.

Absent: Councillor Tony Head and Landon Adams

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:55 P.M.

0026. **Moved by:** Carriere

That this Committee do now adjourn.

Absent: Councillor Tony Head and Landon Adams

CARRIED

COUNCILLOR DENNIS OGRODNICK
CHAIRPERSON

SAVANNAH PRICE
SECRETARY

MINUTES ADOPTED THIS 7TH DAY OF SEPTEMBER, A.D. 2022.

TITLE: Snow Removal and Road Conditions

DATE: June 10, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Administration bring forward a report to City Council with options and recommendations for updates to the Snow and Ice Control Policy; and,
2. That Administration forward the addition of a Foreman II and Truck Driver/Equipment Operator to the 2023 Budget for consideration during budget deliberations.

TOPIC & PURPOSE:

To provide background and information to City Council on the City's snow removal operations.

BACKGROUND:

At the February 15, 2022 City Council meeting, City Council approved the following motion:

That the Public Works Department provide a report regarding Snow Removal and Road Conditions during this past year that outlines the following for consideration by members of Council at an upcoming meeting:

1. *Efficiencies and challenges faced by the Department;*
2. *The number of calls/emails received by the Department;*
3. *Response times for the City crews to address the call/email requests received; and,*
4. *Necessary changes required to Policy No. 8.2 – Snow Removal and Ice Control Policy, website information and/or communication to the public that would increase the efficiency of snow removal and residential support.*

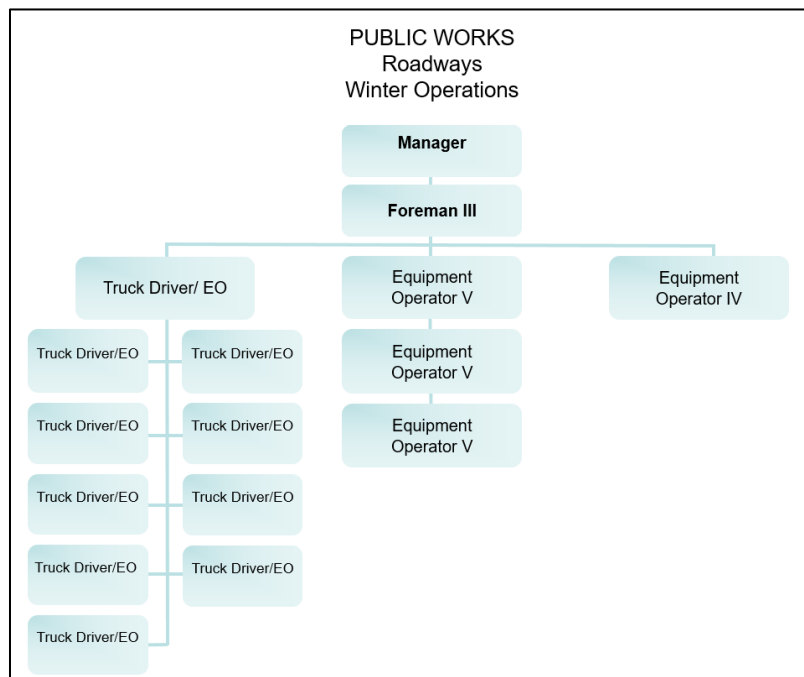
The winter maintenance season extending over 2021 and 2022 saw the largest snow accumulations in the city in decades. In addition to the total snowfall amounts, the frequent snowfalls with significant snow accumulation caused operational challenges in performing winter maintenance in residential areas (Priority 4), as crews were required to move back to Priority 1 and 2 roadways in order to maintain safe driving conditions, particularly on the hills. In addition to the high volume of total snowfall, this winter season had very few days above freezing through the winter season to help reduce the volume of the snow stored in windrows along city roads.

PROPOSED APPROACH AND RATIONALE:

Roadways Division

The City’s Roadways Division, within the Department of Public Works, is responsible for the winter maintenance on all City roads. The Roadways Division is responsible for all road maintenance work on City roadways year round and runs with a larger summer crew in order to accomplish the summer maintenance and repair work across the City. A copy of the Roadways Summer Operations Organizational Chart is attached for reference.

In Winter the Roadways Division operates with a smaller crew of full time staff. The winter crew is responsible for all winter maintenance activities that fall under the responsibility of the Roadways Division. This includes snow plowing, salting/sanding of roadways, snow lifting and hauling, maintenance and access to snow dumps, and responding to resident concerns and emerging roadways conditions throughout winter weather months.



Roadways Winter Operations Organizational Chart

Equipment

The City owns and maintains a significant winter maintenance equipment fleet with a replacement value estimated to be over \$6 million but also relies heavily on rented equipment to complete much of its winter maintenance.

The City benefits greatly by having its own reliable fleet of winter maintenance equipment which is maintained in by the Fleet division. A visual listing of the major roadways winter maintenance equipment owned by the City may be found below along with brief descriptions of the use(s) for each piece of equipment.



Caterpillar 140M Grader
Caterpillar 120M Grader
Caterpillar 140 Grader



6 Tandem Axel and 1 Single Axel Gravel
Truck (one not pictured above)
Used for snow hauling



Caterpillar 938K Loader
Used as a chase loader, cleaning corners
and cul-de-sacs



Caterpillar 950 Loader
Used as a chase loader, cleaning corners and
cul-de-sacs or for the snowblower



3 Sander Trucks and one Sander/Plow Truck (one sander not pictured)



Snowblower (loader mounted)



Volvo L35GS Loader
Used as a chase loader and for loading sand/salt



New Holland W170B Loader
Used as a chase loader



Case 821E Loader
Used as a chase loader and for loading salt/sand



Backup Snowblower (Loader Mounted)



Illuminated Flasher Trucks

Hired Equipment

The City maintains a hired equipment list, which is a tendered list of local contractor equipment available for City use. The City frequently makes use of the equipment on this list to assist in maintenance operations year round and makes use of this equipment often for winter maintenance.

Using hired equipment for winter maintenance does pose some challenges, which is why the City keeps its own fleet of equipment. The equipment on the hired equipment list belongs to local contractors who are also typically under contract for snow removal during the winter maintenance season. As it snows and the City gears up to complete winter maintenance, most of the contractors on the hired equipment list are gearing up to complete snow removal under contract on private property. This means that when the City has the greatest need for additional equipment, the equipment on the hired equipment list is often not available. Additionally, during winters with heavy snowfalls, the same private contractors also become backlogged with snow removal work and are therefore often not available to assist in the backlog of City winter maintenance.

Division Responsibilities

The Roadways Division within Public Works is responsible for snow and ice maintenance on all City owns roadways. The Division is also responsible for snow removal on City owned paid parking lots and for the removal of downtown snow.

Snow removal at City operated facilities as well as select sidewalks, trails and pathways is completed by the Parks Division within Community Services.

Winter Maintenance Hours of Operation

The Roadways Division standard hours of operation are from 7:30am to 5:00pm with a one hour lunch break. However, during the previous winter maintenance season, the standard operating shift was from 5:00am to 5:00pm with crews working straight through lunch.

Administration has previous had requests to review the hours of operation in order to complete some work during nights. As previously discussed, performing work on night shifts has a

number of operational challenges. The first challenge is operating with split crews. The small size of the crew does not allow for operating full daytime maintenance operations, which would be required to address requests for service and any other conditions that emerge during the day in addition to operating a full night operations crew. With the small overall winter maintenance crew, there is frequently sharing of staff and equipment between various ongoing operations. This sharing of staff and equipment between on going maintenance operations would not be possible to do with a split crew meaning that each operation would be understaffed to complete its given task.

In addition to being short staffed, night operations are also hampered by a lack of mechanic support after hours. Roadways maintenance operations rely on the consistent use of a range of heavy equipment, which often requires stops into Fleet Services to have the mechanics perform maintenance repairs in order to continue operations. Night operations would also expand the operating time for some pieces of equipment, adding to an already heavy winter maintenance schedule for fleet services.

Also, night operations only work in the limited zones within the City that do not have residential on street parking. For ease of compliance, Roadways completes the majority of residential grading after 7:30am to help as fewer residents will have a problem keeping their vehicle off the street during daytime hours. For the rest of the roadways where on street parking is not a problem, the operational benefits of having the whole crew on the same shift as well as access to the mechanics far outweighs the benefit of operating with less traffic on the road.

It is worth noting that total overtime worked by the Roadways crew for from January 2022 to the end of the winter season was in excess of \$115,000 in expense.

Bylaws

Roadways winter maintenance activities are largely guided by and covered under the City's Snow and Ice Control Policy. However, there are two main bylaws that concern snow clearing. These bylaws are the Traffic Bylaw (No. 35 of 2020) and the Clean Sidewalk Bylaw (No 9 of 1992).

The traffic bylaw outlines the use of snow routes and parking bans to assist in the removal of snow during and immediately following snow events as well as outlines prohibitions on dumping snow onto City streets.

The Clean Sidewalk Bylaw identifies the responsibilities of business owners in the Central Business District (downtown) with regards to keeping sidewalks clean throughout the winter months.

Snow and Ice Control Policy

The City of Prince Albert has an approved policy that sets out the scope and responsibility of the Roadways Division as well as the standards and priorities to help guide the winter maintenance activities performed by the roadways division.

A significant function of the Snow and Ice Control Policy is to define the priority list by which snow plowing is meant to be accomplished through the City. The priority of snow plowing

begins with major arterials and emergency routes, then collector roads, bus routes and school zones, the Central Business District and then residential street. The priority system is meant to ensure the movement of traffic around the City and maintain emergency vehicle access to all zones of the City before moving down the list to improve access more broadly to collectors, downtown and residential roadways.

Another important function of the Snow and Ice Control Policy is to identify various level of service for the Roadways crew to meet during normal winter maintenance activities. These levels of service include identifying the level of snow accumulation that would cause the start of operations, defining the parking lanes as snow storage areas, identifying one third of sidewalk space as being available for use by the snow plowing operations and defining the acceptable snow ridge depth to be left in front of residents' driveways.

The Snow and Ice Control Policy was updated in May of 2018 and, as it is now 6 years old, Public Works believes that it would be worth reviewing to update it for various equipment and operational changes, as well as to re-confirm winter maintenance priorities and levels of service.

The Plowing Priority Map shown below, is attached to the Snow and Ice Control Policy and also requires a thorough review and update as new and upgraded roads need to be included, shifts in bus routes should be shown and consistency and connectivity of snow plowing operations should be updated to match actual 'on the road' operations in addition to matching any changes in Priorities and levels of service. Some selected sections of the Snow and Ice Control Policy have been included below:

Snow Storage Area – Delineated as the area from the curb into the parking lane, as required, due to volume of snowfall.

- The parking lane is the snow storage area. City does not provide on street parking.

Sidewalk Snow Clearing – Under certain conditions, where there is a greater volume of snow accumulation over the course of the season one third of the sidewalk may be used for snow plowing operations. In these cases, property owners would be responsible for clearing the remaining two-thirds of the sidewalk.

Chase Loaders – Snow Plowing may result in windrows on both sides of the road. The clearing of windrows in front of driveways left by Snow Plowing equipment shall be the responsibility of the property owner or affected individual, company or corporation. If a motor grader with a snow gate attachment is used, attempts will be made to keep driveways clear, but any spillage shall be the responsibility of the property owner or affected individual, company or corporation.

would eliminate parking. Instead of grading snow to the side, the Roadways Division monitors snow accumulation downtown and once conditions demand it, the division sends graders to pull the snow into windrows to be lifted by the snow blower and loaders into trucks and hauled away. This process is very equipment and labour intensive and is scheduled to be completed after hours on weekends so as to avoid the rush of downtown parking and reduce the impact on the rest of the winter maintenance operations.

Requests for Service and Resident Expectations

As one of the Public Works Divisions with the greatest number of daily interactions with City residents, the Roadways Division generates the greatest number of requests for services and complaints of any City operation. During the winter maintenance season, most of these involve requests to salt/sand icy roads, requests for snow plowing and snow lifting, and calls to remove snow ridges in front of driveways.

Requests for service and complaints are part of a normal winter maintenance season, as crews travel hundreds of kilometers plowing snow and managing road conditions. During a large snow events or freezing rain, Public Works receives significant increases in the number of calls as crews work their way through the priority system. Calls from residents are very important as they help in acting as the eyes and ears for the Roadways Division to uncover conditions before City staff observe them. These calls also take a significant amount of time to work through as each call is investigated individually by the Foreman or Manager in order to determine if there is a course of action required to be taken by the department.

During particularly active winter maintenance seasons or snow events, requests for service increase as the backlog of work yet to be completed grows. In the winter season of 2021/2022, the interval between snowfalls was often short causing the crews to move their maintenance operations back on to Priority 1 roads before completing lower priority roadways, which led to a large volume of calls requesting service around the City.

During a typical year, the Roadways Division will receive an average of approximately 1,250 calls requesting service. During the 2021/2022 winter maintenance season alone, *the Roadways Division received over 1,463 calls requesting service*. As the backlog of snow plowing and snow lifting far exceeded the ability of the crews and available equipment to complete in a timely manner, a significant amount of time was spent investigating requests for service in order to prioritize the worst conditions to attend to, however, this did cause challenges in maintaining the direction and momentum of the roadways crews as various discovered conditions across the City required attention while snow plowing and snow lifting operations were still ongoing.

It is worth noting that a significant number of requests for service appear to be for work that does not meet the defined level of service under the City's Snow and Ice Control Policy. Public Works receives requests to remove small ridges across driveways that are well within the defined acceptable service level of 12 inches. The department also receives requests to complete snow removal onto driveways to clear packed snow and ice after the City's graders have cleared roads, which is not within the City's service standards. In addition to these examples, Roadways receives many other requests for service that could be classified as resident expectations exceeding the defined service standard provided by the City.

Over time, many extra smaller duties have been added to the Roadways list of work to complete. These smaller duties include items such as clearing roads in front of the new community mailboxes, cleaning at bus stops, clearing snow for handicap parking at residences, etc. These smaller duties take a significant amount of time to complete and have the effect of pulling resources off the overall winter maintenance priority activities, particularly during winters with frequent snowfall events.

As the number of these requests and smaller duties appear to be increasing over time, it is likely worth completing a review of the City's Snow and Ice Control Policy to ensure that the Policy aligns with both residents' and councils' service and budget expectations.

Snow Dumps

The City has two snow dump locations where operations dumps snow that has been lifted from around the City. These snow dump locations are officially open for anyone to dump snow however the City only maintains the snow dumps for City use. This means that opening up new dumping areas is only done when the City has need for additional room.

In the past, private haulers have asked that the City maintain the dumps to provide room by pushing up snow piles. In previous years, this has been done in order to keep the dumps open but this was only to facilitate City operations. Pushing snow into large piles, however, is very expensive and the room gained by pushing up snow is often very quickly filled by private snow haulers, minimizing the benefit to City operations.

In 2021/2022, snow dump capacity was a significant challenge for both the City and private haulers. As such, Roadways elected to open two additional snow dump locations for City use only to facilitate an unprecedented amount of snow lifting activity.

In total, an estimated 100 acres of snow dump space was used in the 2021/2022 winter season.

Roadways Division Resourcing

In analyzing the challenges in clearing snow in the 2021/2022 snow season, Public Works has identified specific resources that would have improved the snow clearing response during the previous winter and which would improve the winter maintenance levels of service during a more typical season.

The first priority and least operationally expensive option to improve the winter maintenance service would be the addition to two staff members to help expand the use of the City's existing winter maintenance fleet. The current Roadways Winter staffing level of 14 full time staff does not fully allow for the City to make use of all 22 pieces of winter maintenance equipment. When winter maintenance is being completed, City equipment sits in the municipal service centre yard due to a lack of operators available to run equipment. Often times the Foreman III is required to operate equipment to keep maintenance activities moving along while also organizing the ongoing work and taking requests for service. This is not an efficient use of the Foreman III position, which is meant to be focused on coordinating the winter maintenance activities and the on the ground response to requests for service. It is also worth noting that the staffing levels for the City are lower than the City of Lloyminster, which has a

population almost of almost 7,000 lower than Prince Albert. Lloydminster operates with a full time staff of 18 in their Roadways crew.

In order to better improve the use of the City's existing fleet and improve the response to requests for service and coordination of work, Administration would add two positions to the Roadways Division. The first is a Foreman II position to assist with both operating equipment, and coordinating crews. The second is an additional Truck Driver/Equipment Operator to help make use of the City's existing fleet of Roadways Equipment. The annual cost for these two additional positions are detailed in the table below.

Position	Annual Expense
Foreman II	\$79,549
Truck Driver/Equipment Operator	\$71,124
Total	\$150,673

In addition to staff contingent required to run more of the Roadways equipment, two major operational areas within the Roadways Division that became backlogged with work were the grader crews and snow lifting.

Expanded Grader Capacity

The City only has three graders, which is sufficient for normal winter maintenance but during big snow events and snowy winters, Roadways is unable to pair up the graders to make two grader teams until the rental graders from the hired equipment list are available. As previously discussed, a significant challenge with our 'Hired Equipment List' is that rental equipment in the winter is often not available when the need for additional equipment is the greatest. Private contractors who bid for the 'Hired Equipment List' typically have their own snow clearing contracts that they are responsible to complete after snowfalls which conflicts with the time when the City needs the assistance the most. In order to offset that conflict, to better respond to requests for service and in order to better keep up with the backlog of winter maintenance work, Public Works has identified that expanded grader capacity would improve the snow clearing progress that City crews are able to accomplish.

Equipment	Estimated Cost
1 Grader	\$400,000
2 Chase Loaders	\$600,000
Total	\$1,000,000

Operating Expense	Estimated Cost
Equipment Fleet Charges	\$151,000
Labour	\$230,000
Total	\$381,000

Extra Snow Lift Crew

With significant snowfall accumulating over the 2021/2022 winter season, most roadways within the City reached their snow storage capacity. That is, the windrows in the parking lane and onto the sidewalks were holding the maximum volume of snow possible with the edges of

the windrow eventually taking up portions of the driving lanes, leading to narrow roadways.

During the previous winter maintenance season, Roadways completed the largest amount of snow lifting ever, lifting snow in every area of the City. As Snow Lifting is typically only completed in the downtown core and across the City in a limited number of specific trouble areas, the City does not have staff and equipment dedicated to the lifting of snow but rather completes snow lifting when the crew is able to take a break from other winter maintenance activities. As such, snow lifting is not a core service that Roadways provides, though Roadways regularly receives requests to have windows removed, even during more typical winter seasons.

It is worth noting that the City of Lloydminster does budget to perform a complete snow lift of the City each winter. Administration reached out to the City of Lloydminster for details on this program. Lloydminster reported that the annual winter snow lift is performed almost exclusively by outside contractors and costs between \$1.0million and \$1.6million to complete. Lloydminster also confirmed that due to the industrial nature of their community, there is typically a lot of idle equipment available for this work that would not be easily available in Prince Albert.

In order to better deal with windrows on Roadways, the division would require a dedicated *Snow Lift Crew* that would have the required equipment and staff to consistently work on lifting snow throughout the season. The crew would require a dedicated loader with a loader mounted snowblower, as well as a minimum of 3 tandem trucks to haul snow to snow dumps, along with one equipment operator and 3 truck drivers. The the estimated capital investment required for equipment and the estimated operational cost per year are detailed in the tables below.

Equipment	Estimated Cost
Loader Mounted Snowblower	\$265,000
Loader	\$475,000
3 Tandem Trucks	\$750,000
Total	\$1,490,000

Operating Expense	Estimated Cost
Equipment Fleet Charges	\$203,000
Labour	\$290,000
Total	\$493,000

Fleet Services Capacity

Through the 2021/2022 Winter Maintenance season, Roadway equipment experienced an increase in operational hours, sometimes up to 3 times that of the average winter. This led to a significant disrupting in the Fleet Services division as Roadways equipment was in the shop for maintenance work far more often and that same equipment needed to be prioritized in order to get it back operating on the street. As fleet services is also responsible for maintaining critical equipment for police, fire and the airport, other non-critical equipment was held up for repairs and maintenance causing a backlog of work for fleet and delays in preparing for seasonal maintenance before spring.

Over time, the total size of the fleet maintained by Fleet Services has been increasing with no increase in the number of mechanics working in the shop. This has slowly eroded the capability of Fleet Services to return critical equipment back into service causing strain on operations during busy times of the year. In addition to the staffing level in fleet services, the facilities at the Municipal Service Centre are constrained in terms of service bays to hold equipment being repaired while also storing operations equipment indoors to be ready to respond to winter conditions. During the winter maintenance season, 8 of the 15 service bays at the Municipal Service Centre need to have the equipment being repaired moved outside in order to store Roadways equipment overnight. This is more than an inconvenience as it causes significant delays in repairing important operations equipment for many departments across the City.

Additionally, the Municipal Service Centre only has one wash bay which is used by all City operations. For most equipment requiring maintenance or repairs requires a thorough cleaning before beginning to diagnose and repair but there is a challenge getting access to the wash bay and the staffing challenge in fleet services means that operations staff are often required to wash down equipment, taking them away from winter maintenance activities.

This strain was experienced by many City operating divisions during the winter of 2021/2022 with a significant increase in demand from the Roadways division.

CONSULTATIONS:

In preparation for this report, Administration Consulted with the City of Lloydminster as well as within the Roadways Division and other City departments.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Changes and updates to snow related policies and bylaws will be identified and communications will assist with notifications as needed.

FINANCIAL IMPLICATIONS

The potential additional Roadways resources are summarized below along with estimates of their operational and capital costs. The resources are listed below in order of highest to lowest priority for the division.

1. Additional Roadways Staff

Position	Annual Expense
Foreman II	\$79,549
Truck Driver/Equipment Operator	\$71,124
Total	\$150,673

2. Expanded Grader Capacity

Equipment	Estimated Cost
1 Grader	\$400,000
2 Chase Loaders	\$600,000
Total	\$1,000,000

Operating Expense	Estimated Cost
Equipment Fleet Charges	\$151,000
Labour	\$230,000
Total	\$381,000

3. Extra Snow Lift Crew

Equipment	Estimated Cost
Loader Mounted Snowblower	\$265,000
Loader	\$475,000
3 Tandem Trucks	\$750,000
Total	\$1,490,000

Operating Expense	Estimated Cost
Equipment Fleet Charges	\$203,000
Labour	\$290,000
Total	\$493,000

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Official Community Plan, Policy, Privacy or Other Considerations/Implications or Options to the Recommendation.

STRATEGIC PLAN:

The City's Winter Maintenance program supports the development and use of infrastructure across the City that supports growth and continuous improvements.

PUBLIC NOTICE:

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

PRESENTATION: PowerPoint by Jeff Da Silva, Operations Manager

ATTACHMENTS:

1. Summer Organizational Chart
2. Winter Organizational Chart
3. Snow and Ice Control Policy
4. Clean Sidewalks Bylaw
5. Roadways Winter Maintenance Presentation

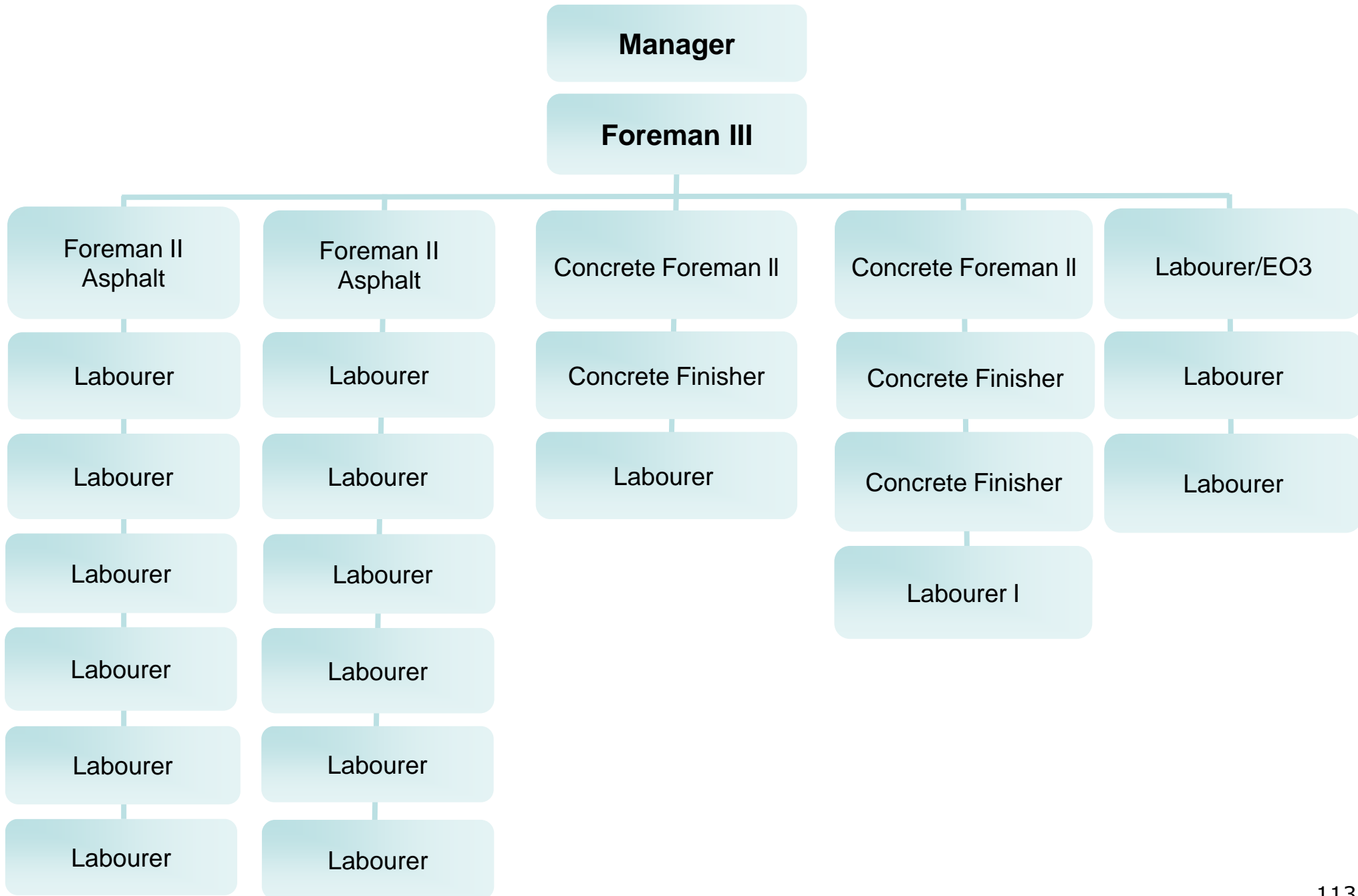
Written by: Jeff Da Silva, Operations Manager

Approved by: Director of Public Works & City Manager

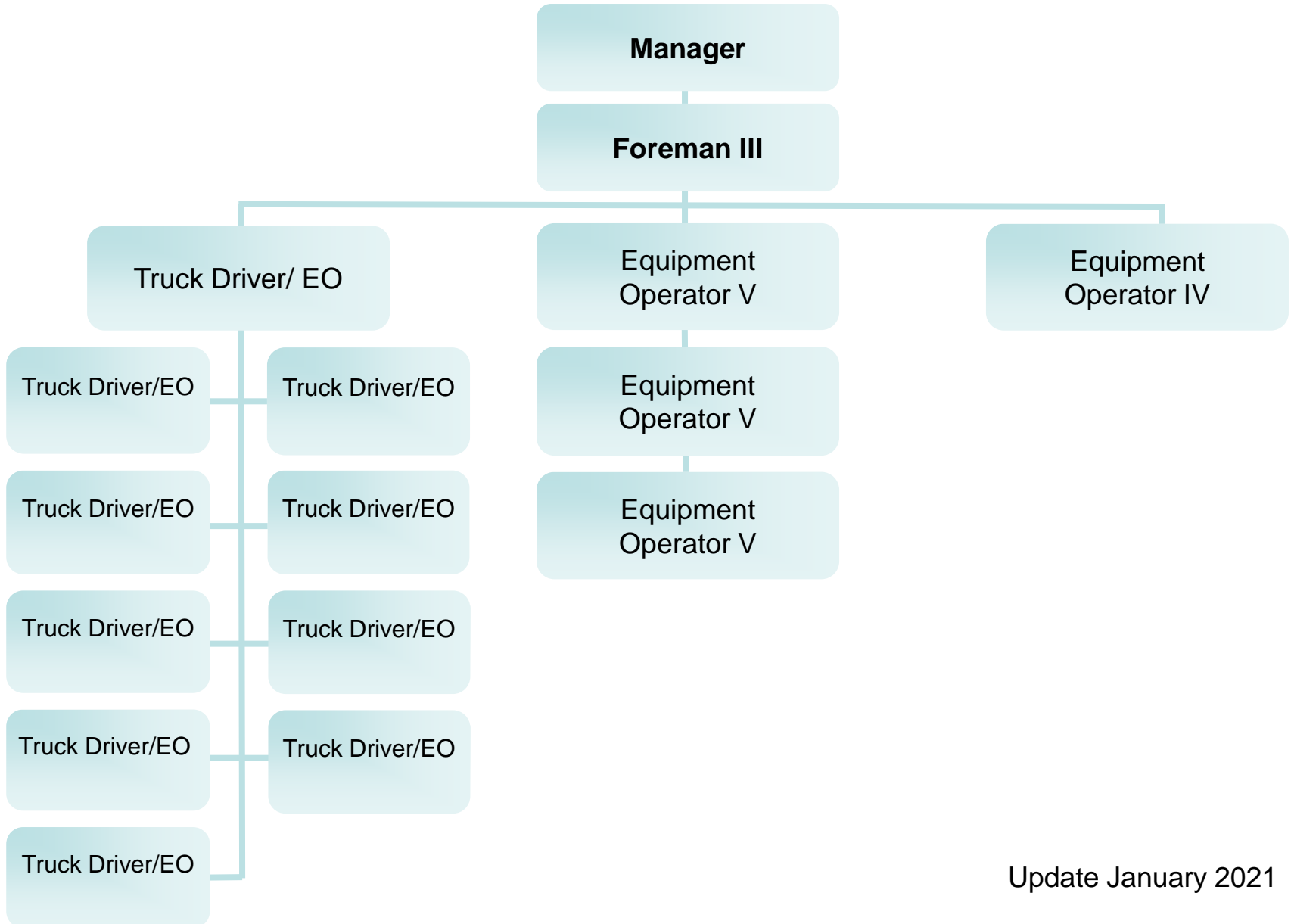
PUBLIC WORKS

Roadways

Summer Operations



PUBLIC WORKS
Roadways
Winter Operations



Update January 2021

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1 POLICY

1.01 To describe the manner in which snow and ice control will be conducted.

2 PURPOSE

2.01 The purpose of this policy is to:

- To provide for the operation of emergency services and transit.
- To provide vehicular traffic with adequate mobility under prevailing winter conditions within the City's financial resources.
- To prevent or reduce accidents or injuries due to winter conditions.
- To minimize economic loss to the community resulting from restricted transportation routes.
- To ensure that City owned parking lots do not become impassable.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to the Public Works Department.

4 RESPONSIBILITY

4.01 The Director of Public works or designate is responsible for ensuring compliance with this Policy.

4.02 The business owner is responsible for ensuring that accumulated snow is stored and contained within his/her property and removing any accumulation of snow or ice from the property prior to snow melting if it is affecting adjacent properties.

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5 DEFINITIONS

5.01 In this policy:

- **CENTRAL BUSINESS DISTRICT** - The downtown core as illustrated in Schedule A
- **COMPACTED SNOW SURFACE** - Snow will be allowed to accumulate and be packed by traffic or leveled by snow ploughs.
- **DE-ICER** - means the chemical agent that the City of Prince Albert uses to mix with sand to control ice, usually Road Salt.
- **DIRECTOR OF PUBLIC WORKS** – means the Director of Public Works or Designate.
- **ICE CONTROL** - The control or the build up of packed snow or ice through the use of equipment, Sanding and De-icing materials.
- **OPENED** - means the plowing of snow from the driving lanes to the side.
- **SANDING** - means the application of de-icer or treated sand to improve traction.
- **SNOW DUMP** - Approved location for the dumping and storage of hauled snow.
- **SNOW RIDGES** – Ruts occurring in driving lanes from wheel path traffic
- **SNOW STORAGE AREA** – Delineated as the area from the curb into the parking lane, as required, due to volume of snowfall.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Bylaw No. 9 of 1992
- 6.02 Bylaw No. 16 of 2007
- 6.03 Bylaw No. 1 of 2013

7 PROCEDURE

7.01 Preamble

The City, in establishing the Snow and Ice Control Policy, sets priorities that provide the greatest benefit to the majority of the traveling public, while recognizing funding limitations.

7.02 Priorities

The City has set four priority ratings for roads, as illustrated in Schedule A.

Priority 1: Major Arterial roads and Emergency routes.

Priority 2: Collector roads, City bus routes and school zones.

Priority 3: Central Business Districts and around other business areas.

Priority 4: Resident Streets and than rear lanes if needed

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7.03 Standards

- When storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority.
- Priority 1: The Roads shall be opened in 24 hours have Ice Control operations concluded in 24 hours.
- Priority 2: The roads shall be opened in 48 hours, ploughed in 120 hours and have Ice Control operations concluded in 48 hours.
- Priority 3: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works or designate.
- Priority 4: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works or designate.

7.04 Commencement of Operations

Snow Plowing Operations will commence in priority order upon a packed snow accumulation of 4 inches, or will be based on an assessment of need by the Director of Public Works or designate. Consideration of field conditions and the weather forecast will be evaluated by the Director of Public Works in determining when Snow Plowing Operations commence. Additionally, priorities may be shifted, based on the sole discretion of the Director of Public Works.

- Priority 1 roads will be ploughed to remove snow as close to the road surface as possible.

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- Priority 2 roads will be ploughed to remove snow, but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty.
- School Zones will either have snow blown off of the roadway surface or will have snow lifted to a designated snow dump.
- Priority 3 roads will be bladed to maintain a Compacted Snow Surface.
- Priority 4 roads will be completed after all other Priority Streets are ploughed, and will only be completed as required to ensure that they are passable. Residential streets will be plowed according to the areas outlined in Schedule B. The order of residential street clearing will be at the discretion of the Public Works Director or designate with consideration given to garbage and recycling pick-up schedules, existing conditions (snow drifts, new snowfall etc.) and what is most efficient given existing resources and time available.
- Lanes are considered to be the lowest priority and will be conducted based on feasibility.

7.05 Chase Loaders

Snow Plowing may result in windrows on both sides of the road. The clearing of windrows in front of driveways left by Snow Plowing equipment shall be the responsibility of the property owner or affected individual, company or corporation.

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If a motor grader with a snow gate attachment is used, attempts will be made to keep driveways clear, but any spillage shall be the responsibility of the property owner or affected individual, company or corporation.

The clearing of windrows, left by Snow Plowing equipment at intersections, lane entrances and bus stops, will be the responsibility of the City and will be cleared as soon as is practical.

The Director of Public Works will have the discretion to assess complaints, regarding windrows left due to errors made while utilizing gating equipment. If deemed that the windrow was deposited due to operator error and is nominally assessed as being greater than 12 inches in height, the Director or Designate has the authority to utilize a Chase Loader for the removal of the windrow.

7.06 Ice Control For Roads, City Owned Parking Lots

The City will provide Ice Control on City roads, parking lots and lanes in accordance with the identified Priorities, and more specifically, in accordance with the following sub-priorities:

- Intersections with traffic lights, roads with steep grades.
- Intersections, railway crossings and corners on Priority 1 roadways.
- Intersections and corners on Priority 2 roads.
- Intersections and corners on Priority 3 roads at the discretion of the Director of Public Works or designate.
- Parking lots and lanes as required providing for Ice Control.

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- Adjacent to water main breaks and other similar emergency areas at the discretion of the Director of Public Works or designate.

Ice Control will not normally be undertaken mid block except at the discretion of the Director of Public Works.

De-icer or sand with a high concentration of de-icer shall be used only in emergency situations.

Snow Plowing should normally precede sanding operations, except under extreme conditions.

7.07 SNOW RUTS

Snow ruts will be dealt with on a complaint driven process and will be conducted on the discretion of the Director of Public Works. Snow ruts will be evaluated on impassibility, nominally evaluated as 6 inches accumulated ice depth.

7.08 Snow Loading, Hauling and Blowing From Roads, City – Owned Parking Lots, and Lanes (Snow Lifts)

Snow Loading and Hauling Operations on roadways designated Priority 1 and 2 will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and depth to impede the flow of traffic. Snow Loading and Hauling Operations on School zones will be limited to limited to unloading zones, as deemed necessary by the Director of Public Works. Operations will not take place in school zones between the hours of 0800 to 0930, 1130 to 1330 and 1500 to 1630, when school is in session.

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7.09 Snow Dumps

All snow hauled by City forces, shall be hauled to an approved City Snow Dump, as defined in Schedule A.

7.10 Snow Routes and Snow Route Parking Bans

Snow Routes are identified as Priority 1 roads as identified in Schedule A. Parking is prohibited on snow routes when a Snow Route Parking Ban is declared. The Snow Route system allows the City to open arterial and emergency routes quickly after a major winter storm, to ensure safe travel within the city.

Parking Bans on Priority One roads will be declared at either 9:00 a.m. or 4:00 p.m. When a Snow Route Parking Ban is declared, vehicles must be removed from a designated road immediately. The ban will be in effect for 48 hours, but may be re-declared at the discretion of the Director of Public Works.

If a Snow Route Parking Ban is declared notices will be sent to local media and will be posted on the City of Prince Albert website. However, residents are ultimately responsible for monitoring snowfall and watching out for bans before parking on a Snow Route. Vehicles that do not adhere to the parking ban will be in violation of the City of Prince Albert Traffic Bylaw, and could be ticketed and towed and the owner of the vehicle shall be responsible for all towing costs. The City will provide notice when a Snow Route Parking Ban has been lifted.

7.11 Other Temporary Parking Bans

Other Temporary Parking bans on priority two, three and four streets will be implemented as required by operations. Streets will be signed at least

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12 hours in advance to notify motorists of the temporary parking ban. Areas where parking is to be banned will be signed in advance, unless the Director of Public Works determines that emergent conditions exist. Vehicles that do not adhere to the parking ban shall be ticketed and towed and the owner of the vehicle shall be responsible for all towing costs as per the City of Prince Albert Traffic Bylaw.

7.12 Sidewalk Snow Clearing

The removal of snow from sidewalks designated within the Central Business District is subject to Bylaw No 9 of 1992.

The removal of snow from sidewalks outside of Bylaw No 9 of 1992 are the responsibility of the owner. Removal of snow from sidewalks outside of the jurisdiction of Bylaw No 9 of 1992 is required within 48 hours. Property owners are responsible for removing all snow from sidewalks adjacent to their property, within 48 hours of the snow being deposited. It is illegal to remove snow from public or private property and place it on other public property.

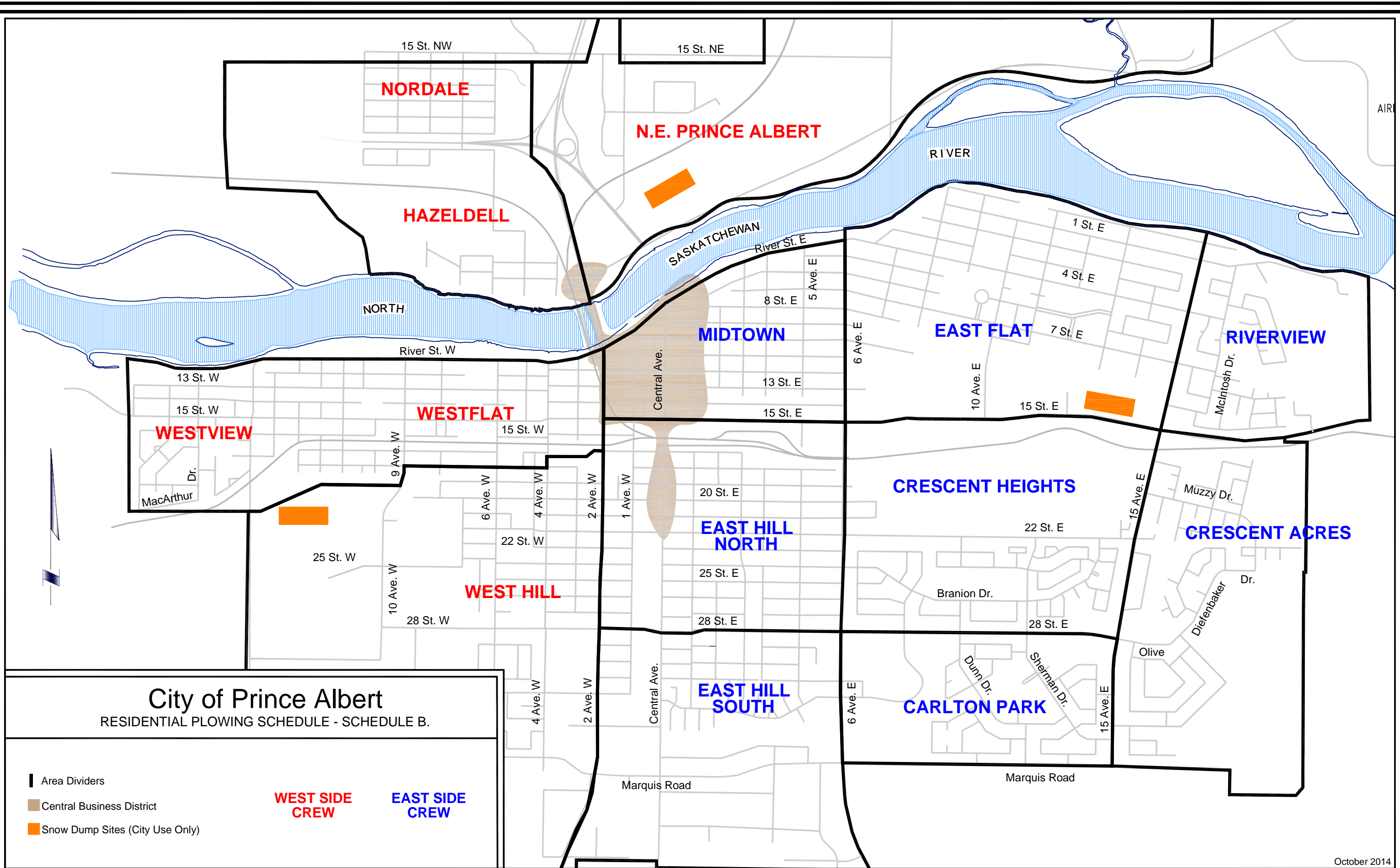
Under certain conditions, where there is a greater volume of snow accumulation over the course of the season one third of the sidewalk may be used for snow plowing operations. In these cases, property owners would be responsible for clearing the remaining two-thirds of the sidewalk.

7.13 Snow Containment

Business or property owners who pile and store snow on their properties should ensure that accumulated snow is contained on their own property and not affecting any adjacent properties. If the accumulated snow causes drainage and flooding issues, to the surrounding properties, during the

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Issued by:	Mohammad Kraishan, Operations Manager	Dated:	January 12, 2010
Approved by:	Amjad Khan, Director of Public Works	Procedure Amendment	

spring thaw, then it is the responsibility of the business or property owner to remove and haul the snow to an adequate snow disposal area to eliminate impacts on other properties. In case of a complaint submitted to the City of Prince Albert regarding snow containment issues, the City will notify the business or property owner of the issue and request the snow containment issue be resolved.



City of Prince Albert
RESIDENTIAL PLOWING SCHEDULE - SCHEDULE B.

- ▬ Area Dividers
- Central Business District
- Snow Dump Sites (City Use Only)

**WEST SIDE
CREW**

**EAST SIDE
CREW**

CITY OF PRINCE ALBERT

BYLAW NO. 9 OF 1992



Disclaimer:

This consolidation is not an Official Copy of the Bylaw. Amendments have been incorporated solely for research convenience purposes only. Original Bylaw and amendments are available from the City Clerk's Office and must be consulted for purposes of interpretation and application of the law.

OFFICE CONSOLIDATION

CLEAN SIDEWALK BYLAW

BYLAW NO. 9 OF 1992

Including the Following Amendments:

AMENDMENTS

DATE PASSED

Bylaw No. 36 of 1994

March 28, 1994

CITY OF PRINCE ALBERT BYLAW NO. 9 OF 1992

*A Bylaw of The City of Prince Albert to Provide for the
Clearing of Obstructions from Sidewalks*

WHEREAS Section 157(n) of The Urban Municipality Act, 1984 provides that Council may compel the removal of obstructions from certain sidewalks;

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

SHORT TITLE

1. This Bylaw may be cited as the “Clean Sidewalk Bylaw.”

OFFENCE

2. (a) Every occupant of a building or a parcel of land within the area designated by Schedule “A” shall remove and clear away all snow, ice, dirt and other obstructions from the sidewalks adjoining the land owned or occupied by them to the removal standard described in Section 3 within 48 hours of accumulation.

(b) Where there is multiple occupancy of a building, each occupant shall be responsible for removing the obstructions from the portion of the sidewalk adjacent to the portion of the building occupied by that person.

REMOVAL STANDARDS

3. (a) Subject to Subsection (b), all snow, ice, dirt and other obstructions shall be removed and cleared away to the extent that no area of a sidewalk has greater than an 8-centimeter accumulation of the obstruction.
- (b) All snow, ice, dirt and other obstructions on sidewalks adjacent and parallel to Central Avenue shall be cleanly removed.

OBSTRUCTION DEPOSITED IN GUTTER

4. Any person cleaning a sidewalk within the area designated by Schedule "A" is permitted to place the obstruction in the gutter. This section does not authorize any person to place an obstruction on the boulevard, or to put any material onto a sidewalk and then into the gutter.

AUTHORITY TO CLEAN

5. Where the Director of Parks and Recreation is of the opinion that a violation of this Bylaw has occurred, that Director is hereby authorized to cause all obstructions to be cleanly removed from the sidewalk affected at the expense of the occupant, whether or not any prosecution for a violation of this Bylaw is undertaken. Such action does not relieve the occupant from liability for prosecution under this Bylaw.
- 5.1 (1) The expenses arising from the removal of obstructions pursuant to Section 5 shall be calculated pursuant to the Custom Work Order Policy and may be recovered in such manner as the Director of Parks and Recreation may deem advisable, with costs:
 - (a) by action against the occupant referred to in Section 2(a) in any court of competent jurisdiction;

- (b) from the occupant referred to in Section 2(a) in the same manner as municipal taxes; or
 - (c) by adding the expenses to, and thereby they form part of, the taxes on the land occupied by the occupant referred to in Section 2(a).
- (2) In this Bylaw, Custom Work Order Policy means the calculation by the Director of Parks and Recreation of the value of work performed by City forces which constitutes the standard charge for all such work performed and which reflects the actual cost to the City of labour, equipment, material used, all applicable taxes plus an administration fee equal to 15 percent of the cost or, if the work is performed on behalf of the City by a contractor, the amount charged for such work plus an administration fee equal to 15 percent of that amount.

(36/1994, s.1)

TERMS

- 6. All terms, expressions and words in this Bylaw shall, insofar as not inconsistent with this Bylaw, have the same meaning as in The Urban Municipality Act, 1984.
- 7. Bylaw No. 73 of 1981, as amended, is hereby repealed.

8. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS 3RD DAY OF FEBRUARY, A.D. 1992.

READ A SECOND TIME THIS 3RD DAY OF FEBRUARY, A.D. 1992.

READ A THIRD TIME AND PASSED THIS 3RD DAY OF FEBRUARY, A.D. 1992.

“Gordon M. Kirkby”

MAYOR

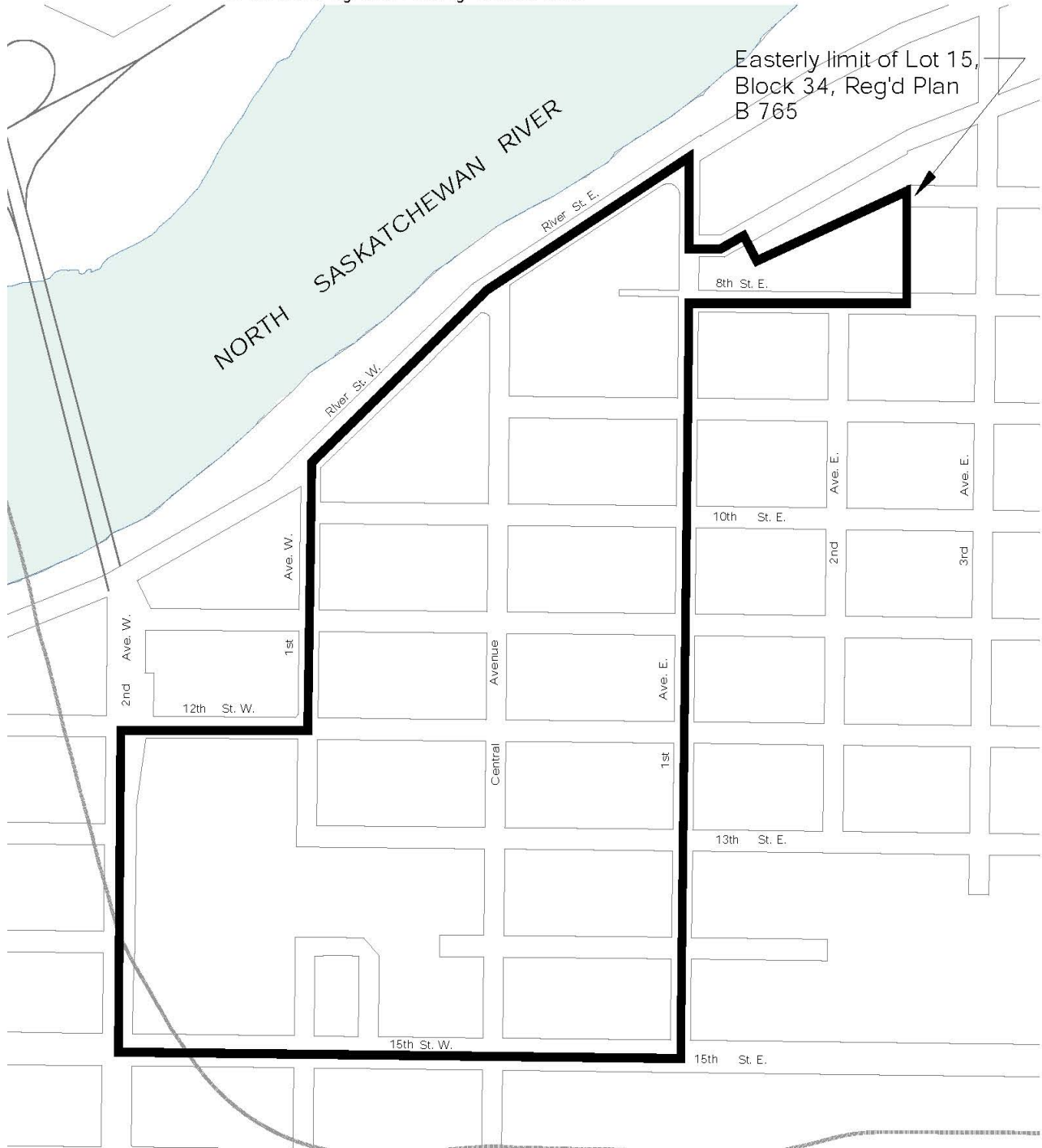
“Terry Topping”

CITY CLERK

CITY OF PRINCE ALBERT
SASKATCHEWAN

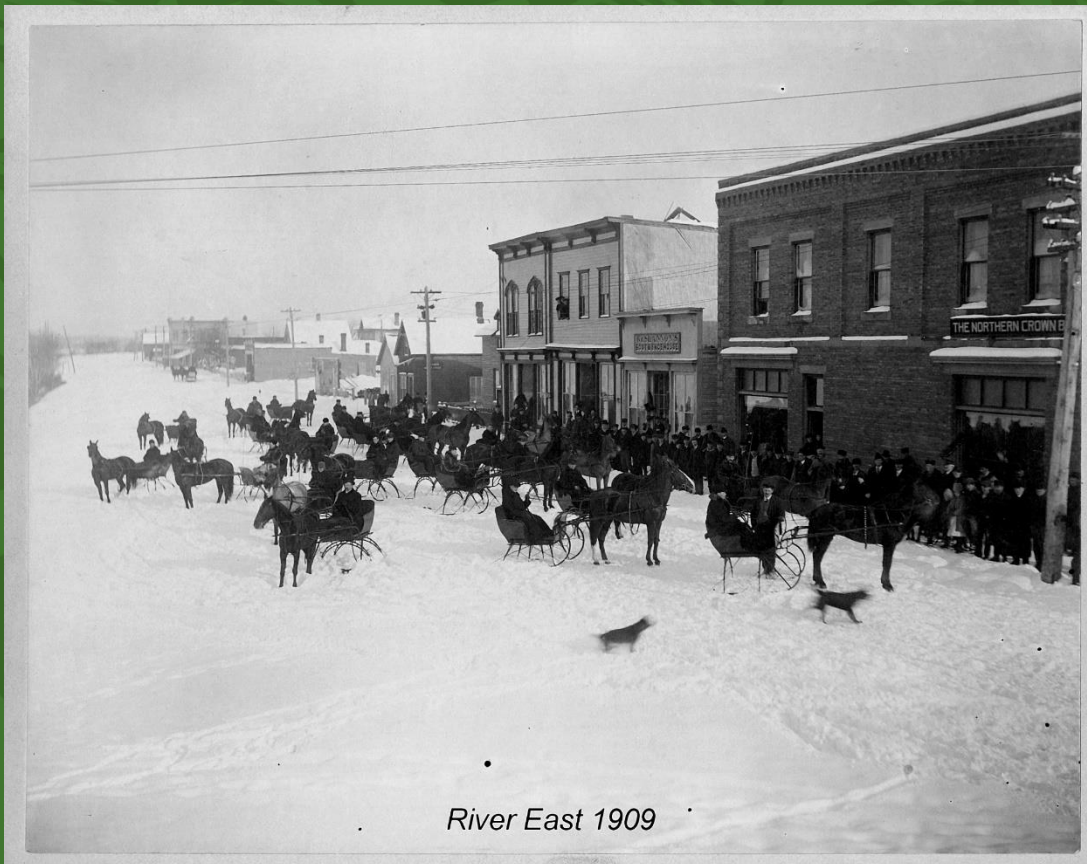
SCHEDULE 'A'

Where the heavy black line appears on a street, it indicates the center point of that street. This bylaw applies to the area encircled by the heavy black line.



CITY OF PRINCE ALBERT

Roadways Winter Maintenance



River East 1909

June 20, 2022

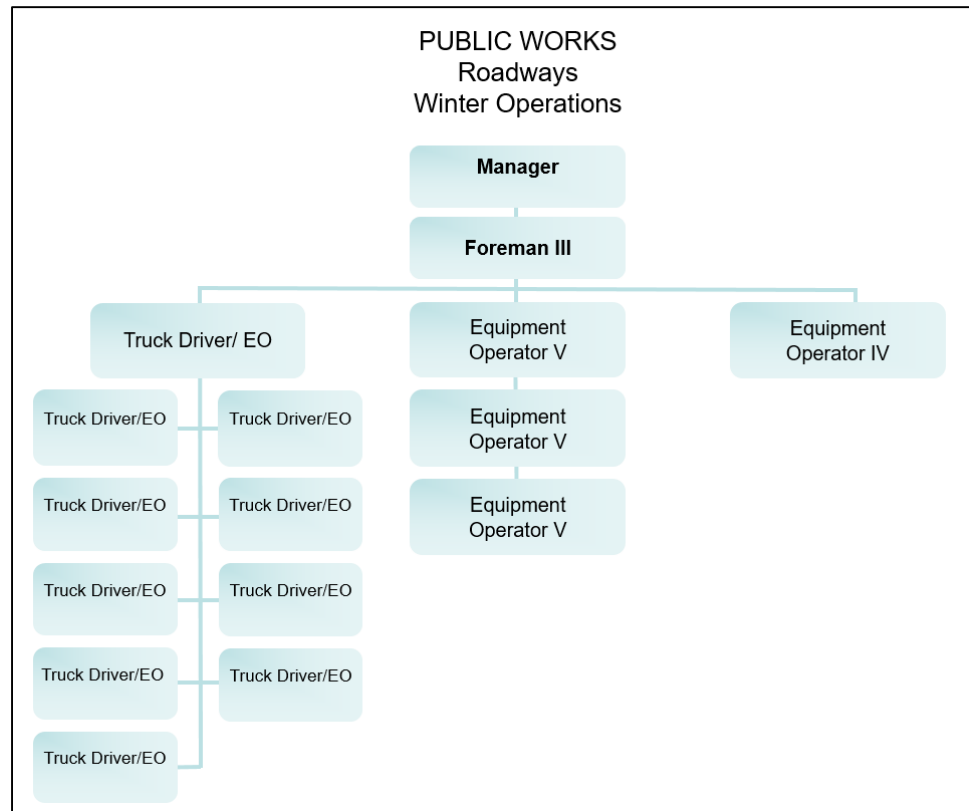
Roadways Winter Maintenance

PRESENTATION OUTLINE

- Roadways Structure and Equipment
- Winter Maintenance Responsibilities
- City Road Inventory
- Snow Plowing Priority System
- Snow Lifts
- Snow Dumps
- Winter 2021/2022
- Equipment Maintenance
- Winter Maintenance Budgeting
- Potential Service Improvements

Roadways Division Structure

- 14 full time staff including foreman
- 9 Truck Driver/Equipment Operator Bids
- 3 Equipment Operator 5 Bids
- 1 Equipment Operator 4 Bid



Roadways Division Equipment

Total of 22 pieces of winter maintenance equipment

- 3 Graders
- 3 Sanding Trucks and 1 Sander/Plow Truck
- 7 Trucks
- 1 Loader Mounted Snowblower (1 backup snowblower)



Roadways Division Equipment

- 5 Loaders (used for chase loaders, loading salt/sand, operating snowblowers)
- 2 Flasher Trucks
- Backup Snowblower



Winter Maintenance Responsibilities

Public Works Roadways Division

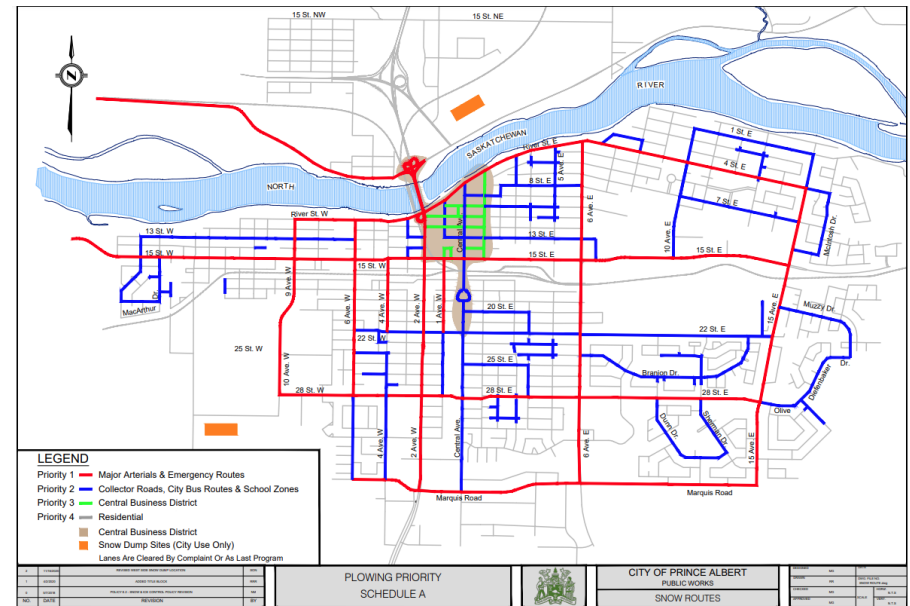
- Responsible for snow and ice maintenance on all City owned roadways
- Responsible for snow removal on City owned paid parking lots
- Downtown snow removal

Community Services Parks Division

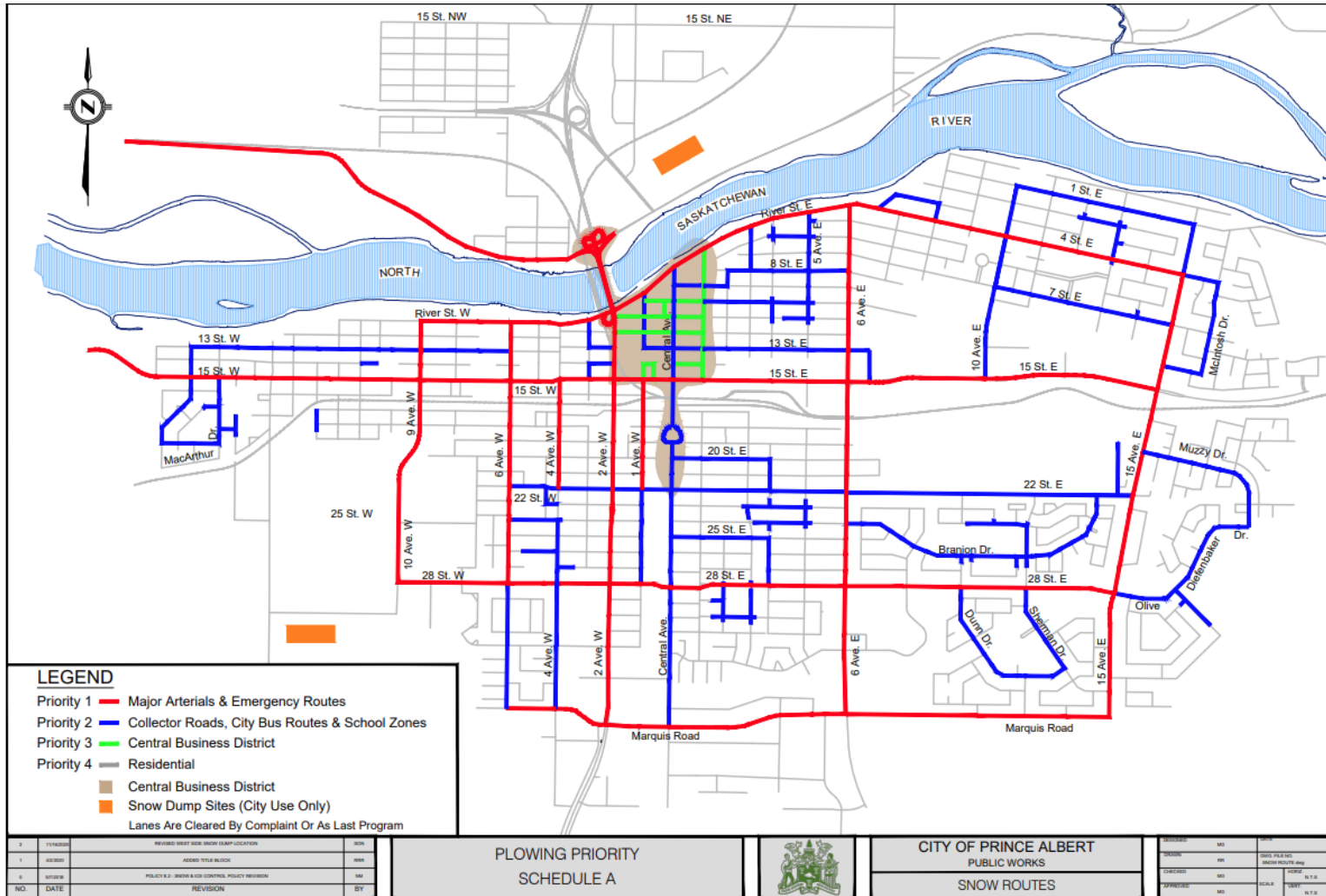
- Parking lots at City Facilities
- Select sidewalk, trails and pathways

City Road Inventory

- Total Length of Roads: 286km
- Priority 1 – 41km
- Priority 2 – 38km
- Priority 3 – 3km
- Priority 4 – 203km



Snow Plowing Priority System



Snow Lifts

- Completed seasonally in areas with history of spring flooding and on select roads
- Snow Lifts are typically completed 2 – 3 times annually in the Central Business District
- Completed with snowblower and loaders



Snow Lifts

- Snow lifts in Central Business District are completed outside of business hours (evenings or early mornings on weekends)
- Snow is loaded into trucks and hauled to City snow dumps



Snow Dumps



100 Acres of snow
Hauled out to 4 different locations

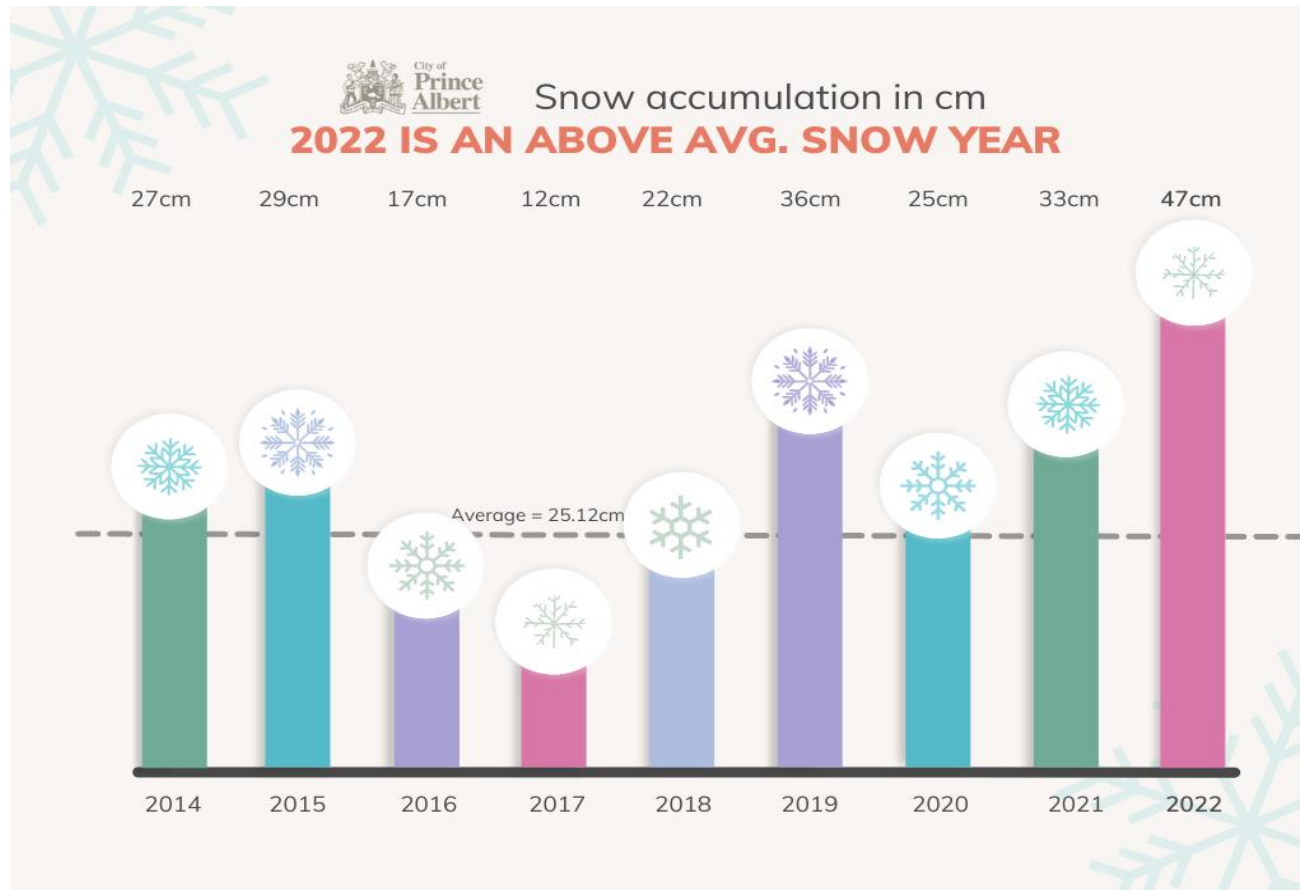


Snow Dumps

- The City has two snow dumps but opened two additional snow dumps for City use only for the 2021/2022 winter season
- Snow dumps are only maintained for City use but contractors are allowed to haul to these locations as well
- Over 100 acres of snow dump space used in 2021/2022 Winter Season

Winter 2021/2022

SNOW ACCUMULATION AS OF FEBRUARY 1, 2022



Winter 2021/2022

- Winter 2021/2022 saw an above average snow accumulation, estimated to be the highest in decades
- High frequency of snowfalls accumulating 4 to 6 inches of snow causing frequent return to Priority 1 roads
- Very few days above freezing to melt accumulated snow
- Large volumes of snow stored on roadways leading to narrowed streets and deep snow pack

Winter 2021/2022

- Snow accumulation on roads caused sightline challenges, deep ruts after warmer weather and narrow driving lanes
- Snow accumulation required significantly more snow lifting to address safety concerns and to maintain access to Central Business District
- Record number of hours recorded by Roadways crews maintaining City streets

Winter 2021/2022

- Snow accumulation on roads caused sightline challenges, deep ruts after warmer weather and narrow driving lanes
- Snow accumulation required significantly more snow lifting to address safety concerns and to maintain access to Central Business District
- Record number of hours recorded by Roadways crews maintaining City streets

Winter 2021/2022

- Record number of calls for service. Average full year of calls for roadways is 1,250. *The winter of 2021/2022 saw approximately 1,460 requests for service*
- Requests for service demanded significant amount of time from both the Foreman and Manager to review
- Every request for service is investigated though significant proportion of requests for service did not generate an operational response

Winter 2021/2022

- Regular Wages for Snow Management budget 77% consumed (\$220,000 of \$285,000 budget)
- Record overtime logged by Roadways crews. Total of \$115,000 in overtime charged to Snow Management
- Record fleet charges logged to Snow Management. Total of \$468,000 (\$105,400 over total annual budget of \$362,600)
- Record hired equipment charges of \$301,000 (\$141,000 over total annual budget of \$160,000)
- YTD Actual for Snow Management \$1,345,192 vs Annual Budget of \$1,264,600.

Equipment Maintenance

- Very high use of roadways equipment caused significant increase in maintenance needs
- Fleet recorded overtime and bumped other divisions and normal seasonal work in order to keep up on roadways maintenance needs



Equipment Maintenance

- Limited Fleet Mechanic Staffing of 5 has not increased as fleet has increased
- Fleet shop occupied by Roadways equipment for heated storage during winter season (8 of 15 service bays)
- Only 1 wash bay available to all City operations



Roadways Resources

ROADWAYS STAFFING

- Currently operating with 14 full time staff
- Operating with fewer staff than other municipalities per capita
- Many staff switch between driving trucks and operating equipment, leaving trucks or equipment sitting while hired equipment is being used
- Additional staff would allow roadways to better use City equipment and expand the response to winter maintenance
- Allows the City to better leverage contractors for maintenance work
- Additional staff would cover for sick time, vacation and long term illness leaves

Roadways Resources

ROADWAYS STAFFING – PRIORITY 1

Roadways Staffing

- Addition of Foreman II to help oversee maintenance crews while increasing focus on requests for service while also increasing the ability to utilize equipment
- Additional Truck Driver/Equipment Operator to expand the use of existing City equipment
- Both positions would also be useful to address summer maintenance work that has not been completed in recent years (crack sealing, back lane maintenance, sidewalk repairs, etc)

Position	Annual Expense
Foreman II	\$79,549
Truck Driver/Equipment Operator	\$71,124
Total	\$150,673

Roadways Resources

ROADWAYS STAFFING – PRIORITY 2

Expanded Grader Capacity

- Currently operating 3 Graders
- Graders work best in pairs. Require additional chase loader capacity to perform the clean up work following the grader teams
- Increases potential grader crew to 4 teams when paired with hired graders (8 graders total)

Equipment	Estimate Cost
Grader	\$400,000
Chase Loaders	\$600,000
Total	\$1,000,000

Operating Expense	Estimated Cost
Equipment	\$151,000
Labour	\$230,000
Total	\$381,000

Roadways Resources

ROADWAYS STAFFING – PRIORITY 3

Additional Dedicated Snowblower Crew

- Currently operating one snowblower
- Lift and remove snow piled in windrows
- Improved ability to deal with narrowed street during seasons with high snow fall volumes
- Improved level of service for typical winters

Equipment	Estimate Cost
Snowblower	\$265,000
Loader	\$475,000
Tandem Trucks	\$750,000
Total	\$1,490,000

Operating Expense	Estimated Cost
Equipment	\$203,000
Labour	\$290,000
Total	\$493,000

Roadways Resources

ALTERNATE OPTION

City wide snow lift

- Contracted out City wide snow lift
- Completed by at least one other community
- Very high cost (\$1.0-1.6 million)
- Limited local contractor availability likely to lead to a higher cost

Lessons Learned

- Grading arterials and collectors wider at start of season maintains storage room
- Snowblowing to open spaces
- Snow and Ice Control Policy may not match resident expectations
- Policies and bylaws are not widely known

Roadways Winter Maintenance

Questions/Discussion



TITLE: Landfill Rate Options

DATE: June 6, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That this report be received as information and filed.

TOPIC & PURPOSE:

To provide City Council with details and information regarding the use of resident and non-resident landfill rates.

BACKGROUND:

During the approval of the 2022-2026 Landfill Rates, City Council approved the following motion:

- 2. That Administration bring forward a report to establish resident and non resident rates for the Prince Albert Regional Landfill to take effect July 1, 2022, which includes:
 - a. Consideration and options for implementation;
 - b. Recommended rates; and,
 - c. Consultation with the North Central Waste Management Corporation members and Waste Management Companies.*

As part of the review, analysis and consultation required to establish resident and non resident rates Administration have discovered a number of significant challenges, financial risk and practical operational challenges for both the City as well as private commercial haulers.

PROPOSED APPROACH AND RATIONALE:

As administration prepared for the consideration and implementation of a resident and non-resident rate structure, a number of significant challenges and unknowns were identified. The details of these challenges and unknowns, as well as the potential consequences involved are outlined below:

Proof of Residency

The first challenge identified is the difficulty with establishing a means of proof of residency that is both accurate and also simple to check for the kiosk attendants.

Proving residency can be a challenge as there is no one definition of a City resident and there are multiple means of indicating where a person may live or where the waste originated. This would likely lead to a challenge for kiosk staff and administration in identifying the residency status of individuals using the landfill and for smaller independent waste haulers who operate with small trucks and who complete waste removal for a wide variety of customers.

In order to assist with developing a process, administration reached out to the two municipalities that have resident and non-resident rates. When administration contacted these communities to confirm how they check residency, one indicated that they rely on the honour system and no identification is required while the second indicated they may ask people to indicate their residence and if requested would accept any piece of ID or paperwork indicating residency. This open means of identifying who is a resident is used in order to reduce the transaction time for customers crossing the scales.

Quick processing at the scales is particularly important at the Prince Albert Landfill where well in excess of 300 vehicles (sometimes in excess of 400) per day during the summer is common. Slower transaction times will exacerbate long lineups and wait times for customers accessing the landfill, leading to unacceptable reductions in service levels at the landfill. For example, even a process that only required 20 seconds of kiosk attendant time to verify residency would use up over 2 hours of time at the landfill gate on the busiest of days (400 vehicles), threatening to make it impossible to process that much traffic during peak demand.

Based upon the review no simple, quick, reliable method of determining residency was found or could be recommended.

Commercial Hauler Contracts and Routes

Administration reached out to local commercial waste haulers who regularly haul waste to the Prince Albert Regional Landfill to enquire how the proposed change would affect their businesses.

Commercial haulers reported to Administration that their contracts are typically guaranteed for

a number of months and that their preference for a timing in the change in landfill rates is annually as there is an expectation from their customers that rates are adjusted on an annual basis. Because of this they indicated that at least 90 days notice of any change would be requested at a minimum and annual timing of changes was preferred.

The larger waste haulers also expressed concerns that the addition of a third non-resident rate in the landfill fee structure would cause significant challenges for their operations. As these waste haulers base their operations in Prince Albert, their haul routes are established to maximize the number of customers accessed along each route in order to operate on full loads and limit the total number of trips taken. This means that routes are structured to include any customers along the direction of travel. This leads to a mix of both resident and non-resident customers receiving garbage pick ups. There would be no way of assessing how to charge for each load as the landfill charges each truck a single rate.

A resident and non-resident rates would make it difficult for the commercial haulers to create economically feasible routes and would be a significant business challenge.

The current member and non-member rates do not create the same issues as non-member waste is being received from a significant distance and likely arrives as full or near full loads, allowing for waste haulers to easily identify the source of the load to be charged appropriately.

Landfill Waste Sources (Member, Non-member, Resident, Non-Resident)

The current rate structure at the landfill is split between member and non-member with non-members paying double the rate of members. The membership area covers all the surrounding rural municipalities as well as many towns near Prince Albert. These communities are the targeted users of the landfill and the vast majority (approximately 94%) of the waste accepted at the landfill is from members. The remaining 6% of tonnage from non-members that live outside of the membership area is approximately 4,810 tonnes, which represents up to approximately \$700,000 in potential revenue. This represents a significant revenue source due to the high premium paid by non-members to access the landfill.

The landfill operation does not currently differentiate between residents and non-residents for any waste disposed of at the landfill and the administration is not able to estimate how much waste is accepted from outside of the City limits. The City of Prince Albert, as an organization, contributes approximately 35,000 tonnes, or 47%, of the total waste at the landfill. The remaining waste is brought in by commercial haulers and individuals. This material would be from residents and local businesses in Prince Albert as well as from surrounding rural municipalities and towns.

If the City were to change to a resident and non-resident rate and eliminate the non member rate, administration is not able to estimate if the non-resident surcharges would offset the current non-member revenue without setting a very high non-resident rate. A very high non-resident rate would encourage misreporting of resident status, illegal dumping in the surrounding Nisbet Forest and the use of backyard burning barrels. A lower rate would

ultimately risk a significant loss in revenue for the Sanitation Division.

Alternatively, maintaining the non-member rate with the addition of resident and non-resident rates would very likely cause confusion and challenges for customers and commercial haulers. The confusion around these multiple definitions would likely result in non-members being charged non residents rates and non-resident or non-members being charged resident rates. These risks are due to the difficulties in proving residency especially quickly, and the inability to estimate the loss of revenue. For commercial haulers they would have to try and structure their routes based upon 3 areas they indicated this would be extremely challenging for them to do practically and economically.

Landfill Rate Change Risks

At the end of 2021, City Administration just approved a new 5 year rate schedule based on a cost analysis to ensure the rates cover all costs for the life of the landfill while maintaining all services and requirements. The rate structure included a gradual increase over 5 years to providing residents and businesses time to adapt to the increase over time while maintaining the financial viability of the Sanitation operation.

On an annual basis, nearly half (47%) of the material managed and disposed of at the landfill free of charge comes directly from the City of Prince Albert through curbside pickup, as well as directly from City departments and City projects and events such as pitch in week. Effectively, nearly half of the annual \$2.1 million landfill operation budget is spent managing and disposing of City of Prince Albert material, which equates to a roughly \$1.05 million benefit to the City.

In addition to approximately \$1.05 million in operational cost benefit to the City, the City as a whole benefits from having a funded landfill operation in a number of other ways. The landfill provides free disposal of materials to all City operations and capital projects. Municipal and operations waste from all City facilities are brought to the landfill without cost to those operations. All construction and demolition waste materials from City capital projects, including asphalt, concrete, underground pipes, building demolitions, construction waste are disposed of at the landfill at no charge. Also, the City also hosts annual community clean ups, household hazardous waste days, provides disposal services to many community events, performs yard waste composting and accepts trees and shrubs free of charge.

Finally, the City landfill provides four free 150 kilogram dumps to all City residents with a sanitation charge on a current utility account for a total of 600kg of free waste disposal. In 2021, City residents took advantage of 8,193 free dumps which, at the minimum free of \$12.75 was the equivalent of \$104,460 in landfill fees provided free to residents.

As a significant portion of the landfill operating revenue is generated from commercial and non from non-residents, any changes to rates that jeopardize the current customer base presents a risk to the viability of the landfill operation and the many benefits Prince Albert residents derive.

As such, Administration does not recommend changing to a resident and non-resident rate

structure but instead recommends that the rate structure be reviewed along with the rates at the end of the current 5 year sanitation rate schedule.

CONSULTATIONS:

In the preparation of this report, Administration reached out to the two communities that charge resident and non-resident rates to gather information on their use of tiered rates for residents and non-residents.

Administration also requested feedback and comment from waste haulers who regularly haul to the landfill.

Administration also requested feedback from North Central Saskatchewan Waste Management member communities on the potential implementation of resident and non-resident rates but did not receive any response or comment.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Changes to landfill rates are communicated through press releases and updates to the City website.

FINANCIAL IMPLICATIONS:

The current 5 year rate schedule was implemented to bring the City's landfill revenue in line with its long term break even cost in order to maintain the long term financial viability of the City's landfill operations and all of the benefits they provide.

The Sanitation Fund is the only fund that is 100% self funded, generating it's own capital reserve without requiring any transfer from general taxation.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Policy, Privacy or Other Considerations.

STRATEGIC PLAN:

Maintenance of an effective rate structure supports the City's strategic plan by ensuring that the City's Landfill Operation is maintained on a secure financial footing to provide effective services to the City and to meet long term liabilities associated with landfill operations.

OFFICIAL COMMUNITY PLAN:

There are no official community plan considerations.

OPTIONS TO RECOMMENDATION:

That Administration prepare for the implementation of a resident and non-resident rate structure for implementation in 2023.

This option is not recommended as Administration has identified a number of significant financial and operational risks associated with implementing a resident and non-resident rate structure.

PUBLIC NOTICE:

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

PRESENTATION: PowerPoint Presentation by Jeff Da Silva, Operations Manager

ATTACHMENTS:

1. Landfill Rates Presentation

Written by: Jeff Da Silva, Operations Manager

Approved by: City Manager and Director of Public Works

CITY OF PRINCE ALBERT

Landfill Rates

RESIDENT/NON-RESIDENT RATES VS STATUS QUO

June 20, 2022

Landfill Rates

PRESENTATION OUTLINE

- Rate Structure Investigation
- Proof of Residency
- Commercial Hauler Consultation
- Landfill Customers
- Risks of Rate Structure Change
- Landfill Benefits to City Residents

Rate Structure Investigation

- Current Fee Structure is Member vs Non-Member
- Non-Member rates are double member rates
- Membership area covers all RMs and towns around Prince Albert
- Current Rates:
 - \$13.00 minimum charge; \$77.00/tonne for members
 - \$26.00 minimum charge; \$154.00/tonne for non-members
- Only 2 other municipalities charging resident and non-resident rates (Moose Jaw and Melfort)

Proof of Residency

- Proof of residency poses an Administrative challenge
- No clear definition of who is and isn't a resident
 - Individuals with multiple residences, Urban/Rural City residents, Inconsistencies in drivers licences
- Detailed checks on residency would take valuable transaction time at Landfill Kiosk
 - Peak days can exceed 400 vehicles. Checking residency would create unacceptable wait times at the Landfill Gate
- Other Municipalities report that they either don't check or accept virtually any document as confirmation

Commercial Hauler Consultation

- Local waste hauling companies report that annual increases are easier to pass along to customer
- Rate increases require 90 days notice to their customers
- Expressed concern about the ability to segregate loads between resident, non-resident and non-member while also maintaining economically viable routes
- Impossible to differentiate at the Landfill how much waste is resident vs non-resident
- Same problem doesn't occur for non-member due to the relative distance for non-member communities

Landfill Customers

- Resident and non-resident is customers are not tracked
- Member waste makes up 94% of all material brought to landfill
- The 6% non-member material represents \$700,000 in revenue potential
- Eliminating the non-member rate risks a significant loss in revenue
- No way to determine if non-resident surcharge would make up for any lost non-member revenue
- Keeping non-member rate risks losing non-member revenue with no means of identifying who is a non-resident vs non-member

Risks of Rate Structure Change

- Additional surcharge for non-residents encourages illegal dumping in surrounding Nisbet Forest and use of backyard burning barrels which bring concentrated wastes to landfill
- High non-resident surcharge would encourage misreporting resident status
- High rates also risk creating viable alternative for landfill customers risking Landfill operations revenue

Landfill Benefits to City Residents

- 47% of material disposed at Landfill is from the City of Prince Albert
 - Curbside pickup, City Departments and Operations, City Capital Projects and City events
- Annual Landfill Operations budget of \$2.1 million
 - Roughly half of the material managed comes directly from City
 - Landfill Operations funded by charges at the Kiosk, which is from commercial and private haulers from both residents and non-residents (not funded by curbside pickup surcharge) or other City Departments
- Landfill Operation represents a \$1 million benefit to City residents and operations

Landfill Benefits to City Residents

- Landfill Free Passes
 - 4 free passes each up to 150kg for residents who pay a Sanitation charge on their utility bill
 - In 2021, this represented a \$104,460 benefit to residents who used a total of 8,193 free passes.
- Household Hazardous Waste Day
 - Operations funds annual event to dispose of hazardous wastes not accepted at the landfill
- Yard waste composting and tree/shrub disposal
- Garbage disposal for community events
- As the landfill is funded largely by commercial haulers and non-residents, there is a risk of shifting customers away from the landfill which could shift the cost of operations to City residents

Landfill Rates

Questions/Discussion



City of
Prince Albert

RPT 22-235

TITLE: Airport Land Use
DATE: May 26, 2022
TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Administration enter into discussions with the Rural Municipality of Buckland No. 491 in regards to protection of the air space and other relevant land use matters.

PRESENTATION: Verbal by Wes Hicks, Director of Public Works and Craig Guidinger, Director of Planning and Development Services

ATTACHMENTS:

1. Airport Land Use (RPT 22-126)

Written by: Airport Advisory Committee

The current purpose statement for the AP – Airport zoning district is, “... to provide land for a limited mixture of small to medium scale airport specific and related uses. The intention of this zoning district is to facilitate the development of a regional airport hub at Prince Albert (Glass Field).”

The current purpose statement for the M4 – Airport Industrial zoning district is, “... to provide land for medium to large scale, airport related, commercial and light industrial uses. The intention of this zoning district is to create a business node that supports the function of Prince Albert (Glass Field). All uses located within the M4 – Airport Industrial zoning district are subject to the regulations contained in the Airport Overlay District, as well as those of Transport Canada and NAV Canada.”

Again, similar to the rationale used to support the changes we made to the uses allowed in these zoning districts, the intention with these purpose statements was to clearly articulate to the public that the development of the land at the airport, as well as the development of the land adjacent to it, is to be airport related. These purpose statements also serve as a way to help limit what kinds of offices, or retail stores (for example) locate at the airport. The zoning bylaw has a number of airport related uses, but overall there was no need to create an entire suite of “airport” uses when we know we can rely on the purpose statements to better guide/dictate what we allow – we are looking for airport related or supportive retail or offices.

In considering the development regulations for the AP – Airport zoning district, and unique to this zoning district is the fact that development and parking regulations airside are at the discretion of the Development Officer and the Department of Public Works (Airport Manager). The rationale behind this is that while it still makes sense to regulate which uses can locate airside, and to provide general development regulations (we want development to look and function properly), there are a number of regulations (Transport or NAV Canada) that need to be met, too, so additional discretion was required in case of completion between municipal and other regulations.

Zoning Bylaw vs Recommended Land Use Plan Figure 9.1 in Airport Strategic Master Plan

Because the AP – Airport and M4 – Airport Industrial zoning districts were developed with the former airport master plan in mind, and upon review of the new Airport Strategic Master Plan (ASMP), it would appear that the Zoning Bylaw is still in support of the recommendations made. That said, it may be beneficial to complete a more thorough review of the uses in these two zoning districts against what we want to attract and what we can feasibly accommodate at the airport or in the airport industrial zoning district (keeping the implementation plan and its 20 year horizon in mind). Similarly, in order to provide more legislative power to some of the recommendations made in the ASMP, there may be further amendments worth considering.

Zoning Bylaw Airport Overlay District

The purpose of overlay districts, or in this case the airport overlay district, is to indicate that any development that falls within a specific geographic area may require further review and may be subject to additional development control. With the airport overlay district, the intention is to identify that any development that occurs within the designated area is to be referred to the Department of Public Works (Airport Manger) for further review. Previous airport overlay

districts included considerably more information than the current one does, but there was limited value in having that language be included in the Zoning Bylaw as much of the regulations were enforceable at a higher level. The current airport overlay district is simply a map, Appendix “C”, and it is recommended that a review of this map and of the information contained in Figure 8.4 of the ASMP be completed. Pending review, it is not unreasonable to anticipate that some minor Zoning Bylaw amendments are required in order to ensure that the information in the Zoning Bylaw is up to date and as robust as possible.

Airport Operation Considerations

As Federal Zoning Regulations do not get enforced by Transport Canada directly, it does pose a challenge for the City of Prince Albert. We are able to control our regulations, land use decisions, and airport development as described above, but there are no mechanism(s) that prevent building permits to be approved in our neighboring RM’s, leaving the City vulnerable to development that may present challenges for current and future airport operations.

The fact remains that regardless of municipal or provincial jurisdiction of the land, it is in our best interest that the airspace above our municipal airport is managed appropriately, both for current operations and for future expansion. Without proper planning and an adequate referral process in place, we are forced to make decisions that could hinder the growth of our airport.

Collaboration with our neighboring RM’s is in our best interest so that proper procedures and protocols are in place to ensure that any development within the Obstacle Limitation Surface (OLS) goes through a rigorous referral process that includes a formal referral to the City of Prince Albert and subsequently the Airport Manager to ensure conformity with necessary protocols and a proper NavCanda Land Use Proposal and Transport Canada Aeronautical Assessment.

Airport movement surfaces are designed based on regulations for specific aircraft activities. For example runways and taxiways do not allow for hangar development or aircraft parking within a defined proximity. Prince Albert Airport has three aprons to permit the on-and-off-loading of passengers, cargo as well as the servicing of aircraft without interfering with the aerodrome traffic on runways and taxiways, each apron has a different use based on design capacity and purpose;

- Apron I is of the highest strength and size capacity which allows large passenger aircraft access to the terminal building. The aircraft parking standards on Apron I are designed to allow for various sizes of aircraft so as to not collide with other parked aircraft or obstacles like the terminal building. This area has a fixed purpose for passenger flight activities that would be negatively impacted if any other use were permitted.
- The Apron II is the only viable hangar location for commercial air operations using large aircraft. Private recreational aircraft activities are best located away from the commercial activates for safety and effective use of purpose designed apron surfaces.
 - Obstacles such as buildings are only limited to 3m from the edge of the apron strip surface.

- There are no NavCanada line of sight limitation with Runway 16-34 being decommissioned.
- There are no OLS height limitations on development
- Apron III is accessed via Taxiway F, both with aircraft capacity limitations to small 4-6 passenger type aircraft typically used by private aircraft owners for general aviation purposes. Apron III is turf with cable tie downs required by small aircraft to not get damaged during strong winds. This area currently has small aircraft hangers and would be best suited for private aircraft owner hangar development.
- Taxi B; The hangar line located on Taxiway Bravo (B) is fully occupied with tenants and limited to medium sized 10-20 passenger aircraft. This location also has significant development limitations due to its proximity to the obstacle limitation surface (OLS) and instrument landing systems (ILS) sensitive area and the Taxiway Strip.
 - The Taxiway strip is a protected space to ensure no obstacles are in the way of an aircraft using the surface. This location limits development within 15m of the taxiway surface.
- OLS is a protected airspace defined by Federal regulation which limits the building height in this area to 20m.
- ILS emits a signal to aid aircraft landing in low visibility. No obstacles can be within this area or the signal will be affected which limits the development of Taxi B to the south side only.
- Taxi C; has the forest fire water bomber base on the south side. Development in this location has posed some operational issues such as;
 - The 15m taxiway strip in this area includes part of their private apron. This means that their aircraft have to be parked in such a way as to not have any part within the taxiway strip to allow Taxi C to remain open for use.
 - Their buildings and parked aircraft block line of sight of Runway 08-26 for the NavCanada Flight Service Station
 - The OLS limits building height to 18m.

In consideration of the above information and that each apron and taxi is built to accommodate different types of uses, it is very important that this is brought into consideration when approving development permits in the Airport Zone so as not to hinder the growth of the airport.

Transport Canada and Nav Considerations

Aviation safety may preclude certain land uses near airports, regardless of whether other permits have been obtained. NavCanada and/or Transport Canada must assess all land use proposals before construction begins to ensure safety.

Subdivision Considerations

The intention with the recently approved airport subdivision was to formally establish a number of lots that had been leased over the years (in order to meet provincial legislation) and also to establish a number of right-of-ways that already physically exist. The spin off benefit was that in defining the boundaries of ground side lots we can better plan for the future growth.

The land located west of Veteran's way and south of the City's shop is ideal for groundside commercial development and the large parcel being established could be further subdivided into up to six (6) parcels, all of sufficient size to support the type and scale of business we hope to attract to the airport.

Thinking longer term and seeing the potential lot layout shown in the ASMP, this is a plan that can easily be supported through further subdivision, though servicing and other airport related upgrades. The desire to subdivide and market the land provides additional rationale for extending or upgrading services (and for subdividing). Subdividing first with no ability to market or use the land is not wise and extending or upgrading services with no plan to subdivide is also unwise.

Going forward, with all of these items noted above now addressed, smaller subdivisions will be much simpler and future large scale subdivisions will be better informed.

CONSULTATIONS:

In preparing the new Zoning Bylaw, PDS consulted with the Airport Manager on the M4 – Airport Industrial Zoning District, the AP – Airport Zoning District and on the Airport Overlay. In preparing the subdivision of the airport, PDS consulted with the Airport Manager, other members of Public Works, Community Services, Financial Services, ISC, Meridian Surveys, the Controller of Surveys, and the City Solicitor.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is not communication plan, policy implications, financial implications, privacy implications or options to the recommendation.

STRATEGIC PLAN:

A goal within the strategic plan is to anticipate, encourage and prepare for growth and be responsive to the needs of our community.

OFFICIAL COMMUNITY PLAN:

Section 7.9 of the OCP identifies goals and policies which aim to protect the airport from incompatible land uses.

PUBLIC NOTICE:

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

PRESENTATION:

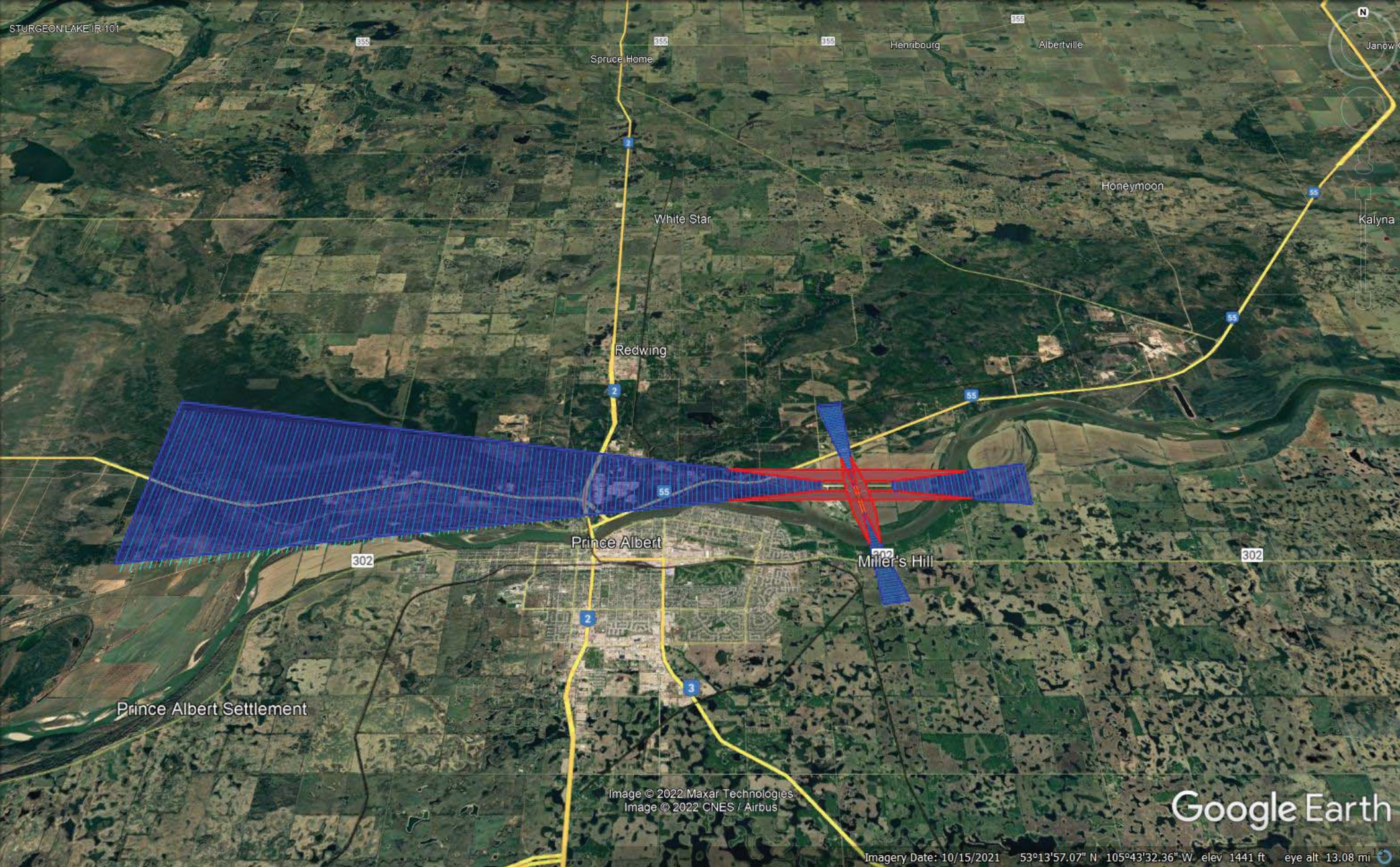
Verbal presentation by Director of Planning and Development Services and Public Works

ATTACHMENTS:

1. OLS Surface
2. OLS Survey
3. Appendix C – Airport Overlay

Written by: Planning and Development Services

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



Spruce Home

255

305

Henribourg

Albertville

White Star

Honeymoon

Redwing

2

55

55



Prince Albert

Miller's Hill

302

2

3

302

Prince Albert Settlement



LEGEND

RUNWAY 08-26 AND ASSOCIATED SURFACES
 RUNWAY 08-26 AND ASSOCIATED SURFACES
 PRINCE ALBERT AIRPORT PROPERTY LIMIT
 OTHER SURFACE
 RUNWAY 08S CONTROL POINT

AERODROME REFERENCE POINT

●

SCALE: 1:10000



LOCATION PLAN
 SCALE: 1:25000

OBSTACLE INTRUSION INFORMATION						
INTRUSION No.	FEATURE DESCRIPTION	SURFACE INTERSECTED BY OBSTACLE	NORTHING	EASTING	ELEVATION	INTRUSION

NOTES

SURVEY WAS COMPLETED ON JUNE 12, 2021

ALL UNITS ARE IN METERS UNLESS OTHERWISE SPECIFIED

0	ORIGINAL ISSUE	01/09/20	RY/MH
1	REVISION	DATE	BY/CHK

PRINCE ALBERT AIRPORT (CYPA)
 OBSTACLE LIMITATION SURFACE SURVEY

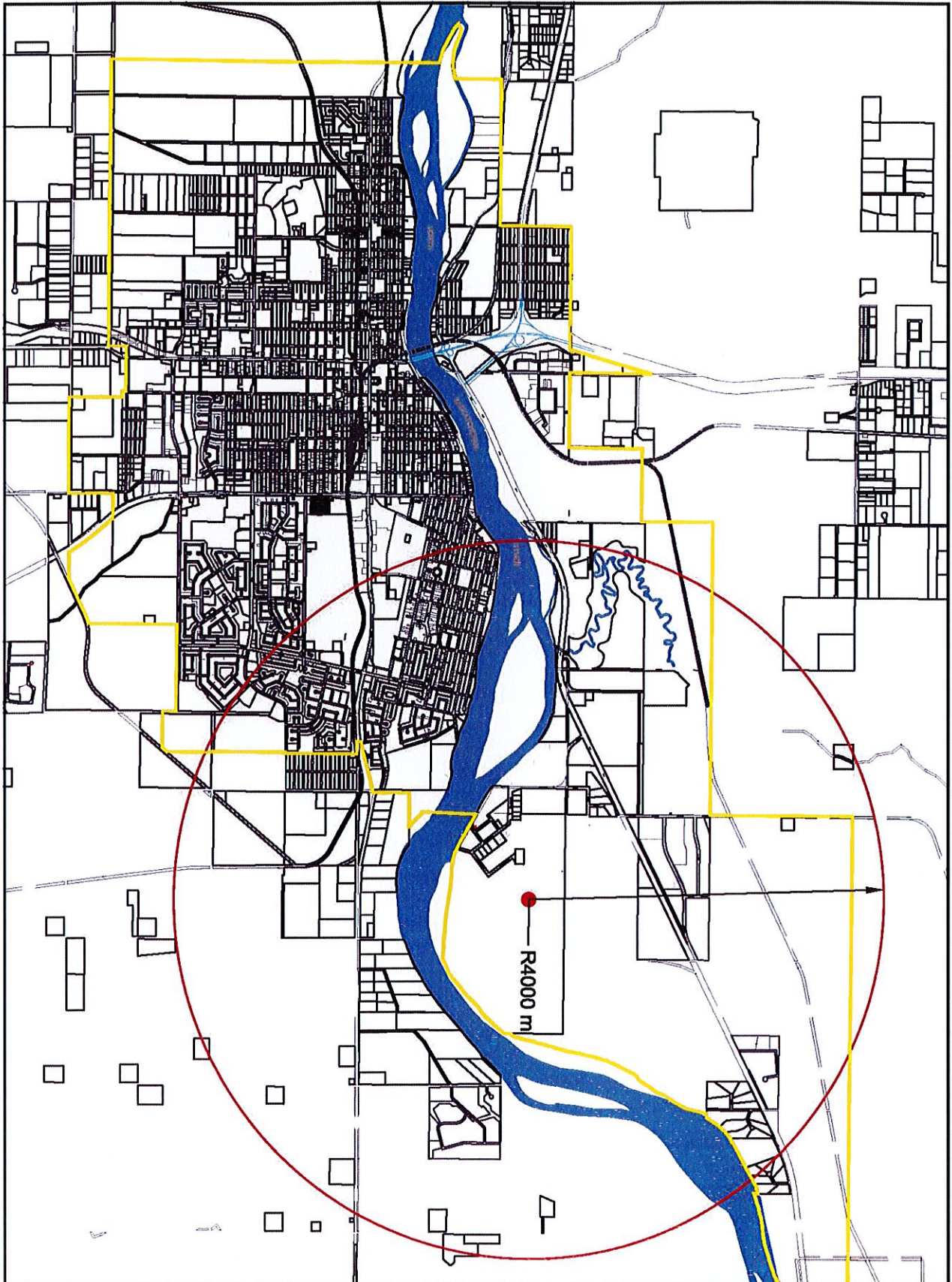
200-PAS2445-CYPA-2021-03-SURVEY

DRAWN: RT SCALE: AS SHOWN
 CHECKED: MM FILE NO.: PAS2445



Appendix "C"

Airport Overlay





City of
Prince Albert

RPT 22-239

TITLE: Little Red River Park Development Update

DATE: **May 26, 2022**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 22-220 be forwarded to the 2023 Budget Committee deliberations for consideration of the proposed 2023 initiatives.

PRESENTATION:

Verbal Presentation: Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Little Red River Park Development Update (RPT 22-220)

Written by: Community Services Advisory Committee

RPT 22-220

TITLE: Little Red River Park Development Update

DATE: **May 13, 2022**

TO: Community Services Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the report be forwarded to the 2023 Budget Committee deliberations for consideration of the proposed 2023 initiatives.

TOPIC & PURPOSE:

To provide and update on current development within the park, approved plans for 2022 and the proposed initiatives for 2023 and 2024.

BACKGROUND:

Over the last few years there has been considerable headway on work to bring improvements to Little Red River Park which started with the development and adoption of the Little Red River Park Masterplan in 2019.

In the spring of 2019, the City of Prince Albert engaged HTFC and Oxbow Architect to create a Master Plan for Little Red River Park with a goal to address programming and infrastructure needs in the park.

Since the adoption of the Masterplan, the Community Services Department continues to revisit the document each operating year to ensure that goals for park improvements and programming aligns with the plan as well as the Community Services Masterplan. This in turn allows Community Services to review this information, identify priorities and consult on what those future costs may be to make the necessary improvements and bring that information in report form for further consideration.

This report will provide an update regarding what has been accomplished year-to-date, along with updates on partnerships, development opportunities and operational improvements related to the priorities outlined in the Little Red River Park Master Plan.

PROPOSED APPROACH AND RATIONALE:

Little Red River Park is a natural urban park covering approximately 1,200 acres within the city limits of the City of Prince Albert. It is situated immediately north of the North Saskatchewan River. Prince Albert is fortunate to have such a large park in proximity to its urban core. A place of great natural beauty, Little Red River Park is of comparable size to Winnipeg's Assiniboine Park (1,100 acres) and Vancouver's Stanley Park (1,000 acres). At the confluence of the Spruce (Little Red) and North Saskatchewan Rivers, the park is ecologically contiguous to the Nisbet Provincial Forest. It is one of the series of parks along the North Saskatchewan River known collectively as the Pêhonân Parkway.

Although Little Red River Park does not serve as large an urban population as Winnipeg or Vancouver, Saskatchewan's park tourism has traditionally drawn visitors from the whole province, and not just the nearest urban centres. Because of its large size and natural setting, Little Red River Park has the opportunity to serve as an urban park while functioning similarly to a municipal or regional park, offering a broad range of potential visitor experiences. The site has offered appeal to people from across the province of Saskatchewan and Canada through the years, for a variety of human activities.

In 2019, HTFC Planning, Design, and Oxbow Architecture undertook the tasks of collecting data, engaging the local community, and analyzing findings on the park in order to offer recommendations for moving forward through a 10-year Master Plan. The purpose of the Master Plan is to guide future operations, development, partnerships, governance and funding of the park to ensure that it remains a valued place in the Prince Albert region.

Community Services will identify in this report the successes to date and will also provide a summary of priority work to be completed in 2022 based on prior budget approval. We will also highlight future recommendations as identified in the 'Stages of Development' report provided to Council in June of 2021 and Capital investment required under each stage to help accomplish these priorities.

2020 – 2021 priorities and improvements that have been accomplished:

1. Contractor in place to supply services to the Cosmo Lodge (Knotty Pine Bistro)
2. Parks Department has taken responsibility for the day-to-day maintenance within the park, including but not limited to: Mowing, string trimming, garbage, pruning, daily checks thru out the park, snow removal, etc.
3. Improvements to the trail systems, ski hill, working in partnership with both the Prince Albert Nordic Ski Club and the Kinsmen Ski and Snowboard Centre Operator. Council's approval on a Bike Skills Park within Little Red River Park in partnership with the Rock 'N' Road Cycling Club.
4. Improvements to the signing of trails.
5. In House GIS support and partnership with Saskatchewan Polytechnic on development of an interactive trail map that is available on the City website.

6. Marketing initiatives to bring more awareness to the park through the New City Website and social media sites.
7. The Park also experienced a noticeable increase to the overall attendance.
8. Renewal of the Kinsmen Ski and Snowboard Center Operator Agreement
9. Development of formal Agreement with the Prince Albert Nordic Ski Club for the network of trails and Equipment.
10. Development of formal Agreement with the Rotary Club for the Rotary Adventure Park.
11. Fire Smart Management/Fuel Mitigation first year completion in 2021 under a 5-year agreement with the Saskatchewan Public Safety agency through a federal government cost share 60% City, Federal Government 40%
12. Internet connection has been brought to the Ski Hill and Cosmo Lodge but has proven not so reliable due to the low area the core are of the park sits. We have searched out other opportunities and technology in consultation with the IT Department and will be updating our service through the Star-link satellite platform in the coming weeks.
13. Fire hydrant connection near the bottom of the east toboggan hill has been completed with hopes of providing our own snow making services for the toboggan hill within 12-24 months.

2022 Priorities:

- Installation of Rotary Adventure Park and Zip Line to begin construction towards the end of May.
 - Financial Commitment of \$1,200,000 broken down as follows:
 - \$520,000 Rotary Adventure Park (43%)
 - \$400,000 Malcom Jenkins Family Foundation (33%)
 - \$280,000 City of Prince Albert (23%)

Improvements will include but not be limited to a new adventure playground, adult work-out zone, ninja warrior challenge area, inclusive zip line, swings, four 100' zip lines, kids play zone, picnic tables, benches, animal proof garbage bins, fire pits, newly improved picnic shelter, lighting.

- Parking/roadway/lighting improvements to be completed:
 - Financial Commitment of \$146,750 broken down as follows:
 - Toboggan Hill – 66 stalls at a cost of \$25,000

- Existing large parking lot south of Cosmo Lodge – 47 stalls at a cost of \$34,000
- Cosmo Lodge parking – 38 stalls at a cost of \$17,750
- Parking Lot lighting improvements - \$70,000
- Develop a Resource Management and Emergency Preparedness Plan that encompasses the entire park, Kinsmen Ski Hill, Cosmo Lodge, user groups operating within the park during the four operating seasons. Consultation with all levels of emergency services, user groups will be required.
- Provide a report back to Council September 12 on the work and costs involved to accommodate the hosting of festivals and other major events within the upper plains area of the park. This is currently being reviewed as directed by resolution of Council as per Chester Fest 2022 (RPT 22-85).
- Three newly pre-fabricated bridges have now been set in place as of May 12 and the contractor will continue work to ensure all bridges are ready for public use in the coming weeks.
- Continue work with Saskatchewan Public Safety Agency and Prince Albert Fire Department to continue work on a wildfire management plan for Little Red River Park. The City is in a 5-year agreement with SPSA for Fire Smart Management/Fuel Mitigation Planning. Through this agreement the City has committed to \$153,900 over the 5-year period with a cost share structure as follows:

2022 – 60% City funding \$30,780	40% Federal \$20,250
2023 – 60% City funding \$30,780	40% Federal \$20,250
2024 – 60% City funding \$30,780	40% Federal \$20,250
2025 – 60% City funding \$30,780	40% Federal \$20,250

Total improvements committed through community partnerships, grants and City funding in 2022 - **\$2,977,530.00**

2023 Priorities for budget consideration:

1. New compostable toilets/washrooms through out the remainder of the park – an additional four handicapped accessible double jumbo toilet building units at approximately \$40,000 per unit for a total of approximately \$160,000.
2. A 16 X 24 warm-up shelter used in the park for four season programming and winter warm-up. This would be a green initiative with solar panels for lighting and electrical power, and a wood stove for heating purposes. Total projected cost for buildout would be \$50,000.

3. Once the Playground has been completed and amenities are in place, consideration for Playground Programming for Little Red River Park will be made.

Total improvements for consideration during 2023 budget deliberations - **\$210,000**

2024 Priorities:

1. A new Ski Lift for the Kinsmen Ski and Snowboard Center. The current lift has approximately two maybe three years left and is nearing the end of life. Ski Lift options continue to be researched and what the costs around those options might be. Total cost for budget consideration in 2023 is around approximately \$150,000. Research continues on pricing and innovations within the market place for ski lifts.
2. Provide water service to Old Log Cabin, Cosmo Lodge, Toboggan Hill, and other areas as required. Public Works is working to bring improved water service thru the park connecting strategic points to a closed water system that will eventually make its way to out to the Airport. This closed water system will allow for potable water in the central core of the park and provide additional snow making opportunities.

Total Improvements for consideration during 2024 budget deliberations - **\$150,000 estimate**

By the end of 2024 the City would have accomplished the main core improvements for Little Red River Park as outlined above. These amenities and improvements are the first recommendations through the Little Red River Master Plan. We believe these are part of the core essentials of the park and add to the sustainability of services and programming while assisting with the function and flow of the park. Community services will continue to provide Council with future updates that outline continued sought out partnerships and future funding noting that the LRRP Masterplan has been put together as a living document to be reviewed year-to-year.

Operational Requirements:

Community Services also recognizes that as we work to build out the core essentials of the park there will be a need for additional staffing support as the park sees a continued healthy increase in visitors. Over the past 24 months and specifically since the beginning of the COVID-19 pandemic, parks and green spaces have seen big increases in usage and Little Red River Park is no stranger to that.

This pandemic has brought us to a shifting dynamic in Parks and Green Spaces highlighting how they have been viewed previously and now focuses on how they are being used and viewed as a result of the pandemic. In a 'Park People – Canada's City Park Network' article published July 16, 2020 a public survey was provided to select Canadian Cities to hear from Canadians on their use and perspectives on these areas and how they have been impacted by COVID-19.

The Survey results highlight that both municipal leaders and the public have developed a greater appreciation for parks and green spaces during the pandemic.

- Almost three-quarters (70%) of Canadians said their appreciation for parks and green spaces has increased during COVID-19.
- 94% of cities indicated they have seen increased awareness among municipal

leadership of the value of parks to public health and crises resiliency during COVID-19.

- 82% of Canadians said that these spaces have become more important to their mental health during COVID-19.
- Parks are having a significant impact on Canadians social well-being especially for those who live alone. While 38% of people who live with others said parks have become more important to their sense of social connection, this jumps to 47% for those who live alone.
- Over half (55%) of cities said park use has increased during COVID-19.
- Almost two-thirds of Canadians report they have been visiting parks at least several times a week.
- 87% of Canadians support increased spending on parks, park budgets are facing insecurity.
- Canadians are using green spaces closer to home during COVID-19.
- Canadians would like more access to public space, nature, and outdoor programming as part of COVID-19 recovery.
- Canadians are using parks to connect with nature during COVID-19.

Parks and greenspaces continue to see an increase in its user base highlighting the importance of maintaining those spaces and providing services to ensure that we meet standards and service delivery levels. Little Red River Park is no exception to this as we have seen a tremendous increase in activities as families and individual users look for those opportunities to recreate outdoors especially during the pandemic.

Other Equally Important Strategic Planning Considerations:

Community services is committed to researching these other important considerations looking for innovative technology opportunities, funding partnerships, consultation and ongoing communication while considering the following.

Security of Park thru fencing initiatives, gates deterring vehicular entry – Security of the park has long been a concern with unwanted vehicular traffic and the challenges that come with securing a 1200+ Acre Park.

Clearing of deadfall from river course – The meandering course of the Spruce River (Little Red River) runs approximately 6.5 kilometres in total length from the point where it meets the northern boundary of the Park to the point where it spills into the North Saskatchewan River. Along this course, deadfall from the forested river edge has rendered this river course unnavigable, and indeed dangerous to watercraft. This represents a missed recreational opportunity.

Removal of this deadfall within the Park, will create an opportunity for canoe and kayak trips along the Little Red. This, in turn, if demand allows, opens up potential boat rental opportunities within the park.

Internal Wayfinding and Boundary Demarcation – Signage throughout the Park with discrete branding and graphic continuity will help to build a strong graphic identity for the Park and identify it as a unique and special place. Signage must be clear, unambiguous, multi-lingual, and employ best practices for universal design.

Signage should also clearly demarcate all park entrances and boundaries of the Park, it should be clear to visitors that they are entering the Park. Also in our efforts consideration should be given to lighting at the entrances to the park. There is currently no street lighting at either of

the Park entrances. This is a problem for both safety (perceived and actual) and wayfinding.

Reconciliation – Locations that once housed the local Dakota community including the cabins, roads and community hall as well as sacred spots have been identified. In the spirit of inclusivity and Reconciliation, there is an opportunity to work with Wahpeton and other local First Nations and Metis communities to build a gathering space for cultural events that bring together youth and Elders from indigenous and non-Indigenous communities.

Improved transportation Too and Through the Park – Ideas such as extension of Prince Albert Transit Service to the Park with regular day-time service to Cosmopolitan Lodge would increase accessibility to the Park for those with limited transportation options. The new route could also service Glass Field Airport from the main Downtown transfer point at Central Avenue and 14th Street.

North Riverbank Trail System (Kiwanis Club) – In 1997 a capital project was undertaken by the City with financial support from the Prince Albert Kiwanis Club in the amount of \$17,500 and Nature Prince Albert and Saskatchewan Lotteries in the amount of a \$7000 grant to upgrade the self-guided nature trail system just North of the City and East of the Diefenbaker Bridge along highway 55 East. Today this 4.5 Kilometers of trail on the south side of highway 55 East is overgrown and inaccessible in many areas and would require planning and budgetary consideration to see it re-habilitated and serving as a natural guided experience by foot or bike to Little Red River Park.

Re-establishment of the Friends of Little Red River User Group – This group has served as an important voice for user groups at LRRP over the years with a direct line back to the Community Services Advisory Group. The group has been inactive for the last 15 months due to the Pandemic.

CONSULTATIONS:

Extensive consultation was completed through the development of the Little Red River Park Master Plan.

The Department continues to work with the Rotary Club through the development of the Rotary Adventure Park.

Efforts to continue a consultative approach in the weeks and months ahead with park visitors, user groups, other key organizations and groups as outlined in the Little Red River Park will be key to ensuring continued success moving forward.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, financial, privacy implications or other considerations

STRATEGIC PLAN:

There are three (3) Strategic Goals related to the Community Services Master Plan supported here:

Active & Caring Community: The planning process has taken into account all feedback received by the public, user groups and stakeholder organizations.

Sustainable Growth: The planning process will identify recommendations that focus on priorities for the future with the understanding of available resources to implement any initiatives.

Infrastructure: The City will create infrastructure that supports growth while planning for continuous improvement.

OFFICIAL COMMUNITY PLAN:

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

PUBLIC NOTICE:

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

PRESENTATION:

Verbal - Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Littel Red River Masterplan
2. Pathway 1
3. Pathway 2
4. Parking Pads
5. Parking Lot Stalls
6. Playground
7. Zipline
8. Picnic Shelter
9. Bridge Rendering

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager



LITTLE RED RIVER PARK

Master Plan



City of
**Prince
Albert**



HTFC
PLANNING & DESIGN

OXBOW
ARCHITECTURE

May 2020

Acknowledgements

The City of Prince Albert and the Consultant Team recognize that the Prince Albert and Little Red River Park are part of Treaty 6 Territory, the traditional lands of the Cree, Dene, Dakota, Saulteaux and Ojibwe peoples, and the homeland of the Métis Nation. We acknowledge, honour, respect, and give thanks to the peoples and traditions that have come before us.

The Consultant Team also wishes to acknowledge the help and participation of all of those that contributed to this plan, especially Tim Yeaman, Bruce Vance, Judy MacLeod-Campbell; the City of Prince Albert's Little Red River Park Technical Committee; Dr. Leo Omani and Elder Norma Green of Wahpeton Dakota Nation; the City of Prince Albert's Traditional Knowledge Keepers Committee; Friends of Little Red River Park; Michelle Taylor of the Prince Albert Historical Society; Noreen McBride and the Prince Albert Métis Women's Association; Nathan Stregger of the Kinsmen Ski and Snowboard Centre; Mike Horn from the Prince Albert Nordic Ski Club and Pine Needle Mountain Bike and Music Festival; and Dr. Merle Massie.

The team extends a heartfelt thank you to all of the committed and enthusiastic City of Prince Albert staff, and the kind and welcoming residents of Prince Albert and District who have helped to shape this vision for Little Red River Park.

Little Red River Park Master Plan

prepared for the City of Prince Albert
Community Services Department
Tim Yeaman, Parks Director

by HTFC Planning & Design and Oxbow Architecture

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May 2020





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“Prince Albert is one of the more fortunate cities in North America to have an area such as the Red River Park. It has been established that its surface and sub strata are unique for Central Saskatchewan and the area has both historical and nature interpretive significance.”

- O.K. Aschim, Chairman of Prince Albert Parks and Recreation,
Nature Interpretation Committee, 1972.



1.0 Executive Summary

Little Red River Park covers approximately 7% of the footprint of the City of Prince Albert. Its ecological, recreational, and cultural importance to the region cannot be overstated. Its exemplary biodiversity, extensive network of trails and recreation facilities, scenic beauty, and historic significance for both Indigenous and non-Indigenous peoples, make Little Red River Park a hidden gem in the vast landscape of Saskatchewan.

Recognizing the need to protect this natural treasure, the City of Prince Albert, acting on a direction laid out in the Community Services Master Plan, commissioned this Master Plan for Little Red River Park. This document is the result of an engaging process of listening – to the people of Prince Albert and district, those that use the park regularly, and indeed the land and water themselves – to determine a direction forward.

1.1. Process

The first step to creating this Master Plan was data gathering, which included:

- An examination of the history of the site;
- An inventory and analysis of the site and its operations;
- Engagement with park users and the general public;
- Engagement with Indigenous communities; and
- Reviewing existing planning documents, standards and frameworks;

From there, the process moved on to thoughtful consideration of the foundations on which to base the Plan by:

- Identifying the Goals of the Plan;
- Generating a Mission and Identity Statement;
- Devising a set of Guiding Principles.

The data gathered in the first step was then examined against the foundations in the second step, and a master list of recommendations was developed, leading to a Renewal Plan. From this plan, a Strategic Action Plan was laid out to determine a course for implementing the recommendations through achievable phases.

The process was rounded out by a Financial Analysis of the Plan and identification of potential partnerships and sources of funding for completion of the Strategic Directions.

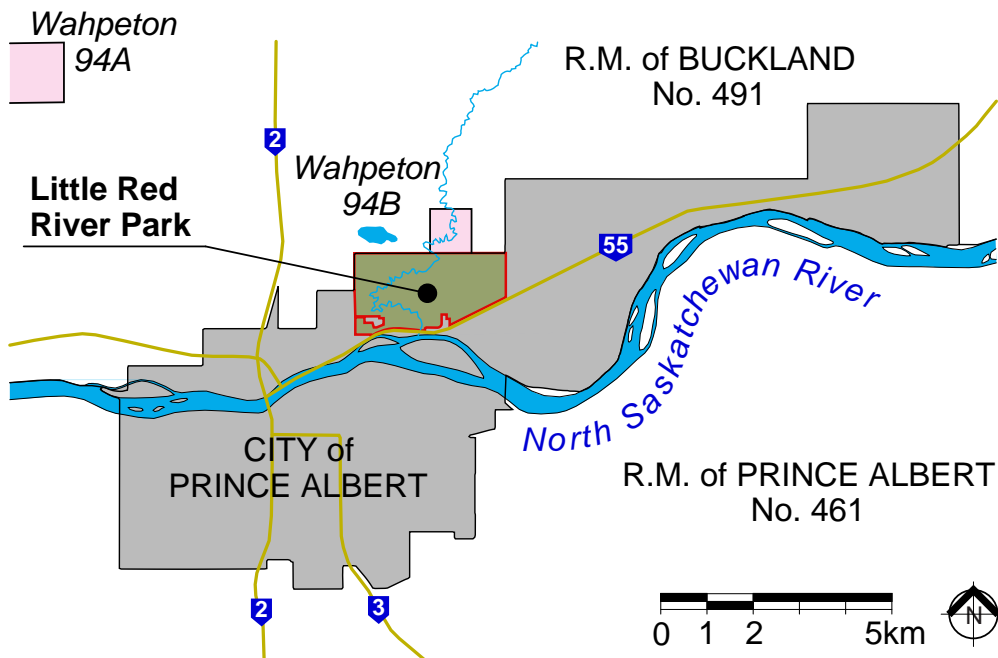


Figure 1. Location of Little Red River Park

1.2. Foundations

Goals and Objectives

The Little Red River Park Master Plan aims to:

1. Build a comprehensive current overview and inventory of the Park.
2. Listen to stakeholders and rights-holders;
3. Develop a 10-year vision for the Park.

Mission and Identity Statement

Little Red River Park strives to be a place where healthy relationships with the land and the community are promoted and nurtured. It is a place where conservation of natural systems and heritage resources are balanced with recreation and cultural amenities, and programming to enhance the quality of life for Prince Albert and District residents, as well as providing a destination for visitors to the city and region. It is a place for Prince Albert to demonstrate its commitment to the education, growth, health and wellness of its citizens by providing recreational and learning opportunities in a natural setting, and programming for youth to foster sustainable values for current and future generations.

This is achieved through Learning, Healing, and Doing by:

- Providing opportunities for land-based learning to nurture the **MIND**.
- Providing for places and ceremonies to promote healing of the **SPIRIT**.
- Encouraging activities to promote healthy lifestyles, to promote honouring the **BODY**.

Guiding Principles

Little Red River Park is a place that:

- Ensures resources in the Park are inclusive and accessible to all;
- Conserves natural and heritage resources;
- Tells the truth; tells the story of Prince Albert;
- Reconciles the past with the future; and
- Encourages public participation in decision-making with listening as a key tool.

1.3. Key Strategies

1. Invest in repairs to meet safety and accessibility requirements.
2. Implement a governance model that provides a single point of contact for the Park, allows access to private funding opportunities, and establishes a clear system for managing programs and facilities.
3. Commission feasibility studies, branding and wayfinding packages, and engineering reviews in anticipation of major improvement projects.
4. Commit to seeking sources of revenue and establishing partnerships that can offset capital and operating costs.
5. Work persistently at enhancement projects, keeping the public and park users well informed, and give opportunities for public input where appropriate.
6. Construct and operate Little Red River Park in a manner that is economically, socially, and environmentally sustainable, and embraces new partnerships and innovation.
7. Assess successes and monitor progress each year of the ten-year process to determine the best course of action for full implementation. This may require adjustments to the Strategic Directions as the Plan progresses.

1.4. Measuring Success

Each project undertaken as part of this Master Plan must be scrutinized through a Development Review Process to ensure that it meets the following criteria prior to full implementation:

1. It meets the foundations of the Plan.
2. It is environmentally, economically, and socially sustainable.
3. Full public consultation, including with Indigenous communities, has been undertaken and concerns are addressed to a satisfactory level.
4. It adheres to the principles and policies of local plans and by-laws.
5. It follows the provincial and national standards.





Project Background

2.1. Introduction

Little Red River Park is a natural urban park covering approximately 1,200 acres within the city limits of Prince Albert, Saskatchewan. It is situated immediately north of the North Saskatchewan River. Prince Albert is fortunate to have such a large park in proximity to its urban core. A place of great natural beauty, Little Red River Park is of comparable size to Winnipeg's Assiniboine Park (1,100 acres) and Vancouver's Stanley Park (1,000 acres).

At the confluence of the Spruce (Little Red) and North Saskatchewan Rivers, the Park is ecologically contiguous to the Nisbet Provincial Forest. It is one of the series of parks along the North Saskatchewan River known collectively as the *Pêhonân Parkway*.

Although Little Red River Park (the Park) does not serve as large an urban population as Winnipeg or Vancouver, Saskatchewan's park tourism has traditionally drawn visitors from the whole province, and not just the nearest urban centres. Because of its large size and natural setting, Little Red River Park has the opportunity to serve as an urban park while functioning similarly to a municipal or regional park, offering a broad range of potential visitor experiences. The site has offered appeal to people from across Saskatchewan and Canada, through thousands of years, for a variety of human activities.

In 2019, HTFC Planning & Design and Oxbow Architecture (the Consultant Team) undertook the tasks of collecting data, engaging the local community, and analyzing findings on the Park in order to offer recommendations for moving forward through a 10-year Master Plan. The purpose of this Master Plan is to guide future operations, development, partnerships, governance and funding of the Park to ensure that it remains a valued place in the Prince Albert region, and that it might become an example of a successfully operated and maintained urban public space.

Throughout the data-gathering phase of this project, both the Consultant Team and the City of Prince Albert have recognized the importance of the site's history to informing the process of creating a Master Plan for the Park. As the project progresses, this history continues to expand and become more comprehensive. This, along with the other factors outlined in Figure 2, lay out a framework for guiding this process.



Figure 2. Master Plan Process

2.2. Historic Context

The site of Little Red River Park has been a meeting place (*Kistahpinanihk*) for Saskatchewan First Nations for many hundreds of years.¹ Located on the forest edge, it sits in the ecotone between Saskatchewan's two major ecoregions: the prairie and boreal forest. According to ecological historian Merle Massie, First Nations "people chose to live near – or to create – ecological edges in order to exploit the resources of more than one biome and promote economic resilience and health. Those who resided at or near ecological edges usually exhibited high levels of cultural interaction that promote the exchange of knowledge, technologies, and resources in such a way as to increase the adaptive repertoire available to any one group."² It is for this reason – the diversity and shelter offered by the edge condition biome – that, to the Cree People, the Prince Albert area was known as 'the Good Wintering Place.'³

Within the forest prairie edge biome, and within Little Red River Park, the alluvial plain at the exit point of the river, as well as the upper plains on both sides of the river, served as a major gathering site. Although there have been no official archaeological investigations within the Park to date, and an archaeological survey was not included within the scope of work of this project, evidence exists, both physically, and in oral tradition and written reference, to suggest that the area of the Park is likely to contain a rich repository of archaeological artifacts.

In the 1860s and 1870s, Dakota families who had visited and used the region as part of their traditional territory moved more permanently into the area following unrest in the United States. A small village formed on the alluvial plains and upper plains of Little Red River, accessing both high ground and fresh water. While some of these families left during the struggles of the 1885 Resistance, others stayed. Recognizing the important connection to place, the Wahpeton Dakota people won Crown recognition through the creation of Wahpeton Reserve 94B in 1917, adjacent to the north boundary of today's Little Red River Park.

Kistahpinanihk, the Cree word for "a gathering place," is embraced as an important 'term' and 'identifier' as it helps to qualify the community's distinct sense of place by expressing the dynamics of multiculturalism, pluralism and cosmopolitanism practiced from pre-settler to modern times. Today, the community is considered a meeting place for northern communities – and a significant regional city in the Province. Kistahpinanihk has also been adopted as the name of Prince Albert's Official Community Plan.

- from Section 5: Prince Albert's Culture Themes, Goals and Actions, City of Prince Albert Municipal Cultural Action Plan (2016).

As an indication of the Dakota connection to this place, the origin of its place name should be mentioned, for the name ‘Little Red’ is said to relate to a significant event in Dakota history:

Now, why did we call Wahpeton Reserve #94B, the Little Red Reserve? We knew the small river that flows past that reserve as *Wakpa Sa Ci'stin'na*. It was said by our older Dakota relatives, long ago (*enhanna*) this is where our ancestors had a big fight with (the) *Zu'zu'he'ce'dan* (Gros Ventre). They said the *Zu'zu'he'ce'dan* attacked our campsite early in the morning, the one on the plateau above that now known as the Cosmo Lodge in Little Red River Park, across the river from the City of Prince Albert. While our ancestors pushed the *Zu'zu'he'ce'dan* back towards the North Saskatchewan River, where the *Zu'zu'he'ce'dan* had left their canoes, many died on both sides (and much blood was spilled). This is why our older Dakota relatives said the river was named *Wakpa Sa Ci'stin'na*, which means Little Red River.⁴

Throughout the years, the area of the Park has become a centre for many local Indigenous cultural practices, including a sweat lodge located on the upper plains, which was used throughout the 20th century; and as a picnic site for various Indigenous cultural and political groups. More recent gatherings have been hosted by the Prince Albert Métis Women's Association, which include Elders lunches, First Nations craft and language workshops, and bingo for seniors.

Although most of the Wahpeton First Nation now lives on their original site, 94A, not all of the Dakota moved there when it was established in 1894. A small group remained in the village at the site of Little Red River Park. In 1912 members of this group were moved half a mile north of this location, due to pressure from the private landowners, likely because of financial incentives by a land boom that was underway at the time.

This parcel of land was eventually set aside for Wahpeton in 1917 and is referred to as 94B. This land adjacent to Little Red River Park remains an important part of the Dakota community. An historic mass grave is located at 94B, where victims of the Spanish Flu were buried during 1917-18, a time when the Wahpeton population was decimated, reduced from 300 to less than 30 people. The 94B site is also home to a healing lodge, administrative offices, and community gatherings. Both 94B and the site of the historic village within Little Red River Park have important cultural significance to the Wahpeton First Nation and are considered sacred ground.

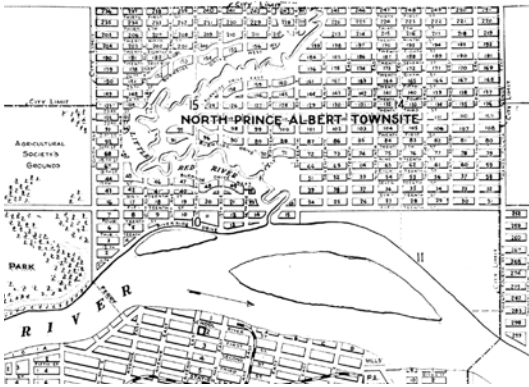
Beginning in the 1880s, Prince Albert's lumber industry began to grow. Several townships north of the river were withdrawn from development or lumbering, so the lumber and cordwood industries began about six miles out from the river edge. Prince Albert homeowners grumbled about having to drive so far to cut cordwood for their wood stoves.

Lumber companies working northern timber berths would float logs down both the Shell/Sturgeon and Little Red Rivers to the mills at Prince Albert. Little Red would often experience low water, with logs jamming and unable to be floated downstream. Lumber companies would build temporary dams near what would become Prince Albert National Park, to build up a large flow of water to burst the logs downstream. Floating cookshacks floated behind the log drivers downstream to Prince Albert.



As Prince Albert grew, Little Red River became a favourite recreational space for Prince Albert residents and visitors. Canadian author L.M. Montgomery (famous for her *Anne of Green Gables* and *Emily* series of books) stayed with her father in Prince Albert in 1890-1891. She and friends rowed across the North Saskatchewan River to Little Red River Park for a berry picking day trip. She was enchanted. In her diary, she recorded:

What a wilderness it was! Steep banks covered with mighty, heaven-sweeping pines, weird with age: below, a thick undergrowth of poplar through which we forced our way to a most romantic little spot where nature ran riot in untrained luxuriance....



Prince Albert plan, 1912 (PAHS)

In 1912, the city of Prince Albert embarked on an ambitious hydroelectric project, the LaColle Falls Hydroelectric Project, hoping to become a centre of industry and commerce. During this time, and perhaps under the suggestion of the Toronto urban planning firm E.A. James and T. Aird Murray, the City of Prince Albert considered developing the area into residential housing. The area of the Park can be seen divided into suburban residential lots in a plan from this era. The plan for the hydroelectric dam was never completed, abandoned because of the city's financial woes, along with the onset of war. The land that was Little Red River Park was spared from suburban residential development.



Choir picnic, 1923. (PAHS)

By the 1920s, Little Red River Park had settled into its new role as a day trip destination for Prince Albert residents. A swinging bridge was added to its enticements. In 1930, the Prince Albert Sanatorium was built to house and treat tuberculosis patients. Its situation amongst the pines was thought to help bring healing to patients.



Ski jump. 1940

Ski jump fever took the city by storm and by the 1940's, a major ski jump and hill was constructed on the convenient slopes of the Little Red River, in the place where today the Kinsmen Ski and Snowboard Centre hill operates during the winter. In 1947-48, the provincial ski jumping competition was held at Little Red River Park.⁵ While daredevils leapt, children flocked to the toboggan hill, which has since become a fixture in the Park.



The healing and supportive powers of the pines for tuberculosis patients suggested that Little Red River Park might be a good place to situate Saskatchewan's new female

correctional centre, Pine Grove, built in 1965. Though the sanatorium was closed and later torn down in 1988, Pine Grove remains a critical provincial facility serving an important role in Crown policy. It is situated near the Park's shared east entrance road. Pine Grove overlooks some of the Park's most impressive and ecologically important high banks.

In the 1970s, a proposal was put forward to the provincial government to convert the Park to the Little Red River Regional Park, including the central development of a new and expanded ski hill on the plateau north and east of Cosmopolitan Lodge. According to newspaper accounts from the time, ski hill development was to include a significant addition to the existing slope, to increase the length of the ski runs. Newspaper accounts from this time include the suggestion that garbage be used to add to the height of the riverbank. This proposal faced opposition from within the community, who feared that the threats to the natural and cultural assets of the Park would mean the permanent loss of some of these features.

A summary of letters exchanged between archaeologists, historians, and environmentalists with the Province of Saskatchewan (Department of Tourism & Renewable Resources) from this time show concern for the loss of any of the fragile natural habitat ('the park is a botanist's dream, it grows most of the plants that are to be found in the province'⁶) and important archaeological remains. Although a thorough archaeological study has never been undertaken, the remains of the historic Dakota village are still visible to the informed eye. As well as this important feature, there may also be remains from earlier First Nations settlements and encampments, as well as from post-contact history. A letter from Ian G. Dyck, Archaeologist, also mentioned 'there is rumoured to be a late 1700's fur trade fort on the Little Red River that has not been exactly located. It, too, may be on the plateau within the Park.'⁷

2.3. Previous Master Plan

Little Red River Park comprised the largest contiguous part of the study area of the *Prince Albert River Valley Park 20 Year Master Plan (2004)*. This plan provided a number of recommendations for improvements to Little Red River Park, including:

- Upgrades to Cosmopolitan Place;
- Rationalization of trails;
- Roadway improvements and/or re-alignments;
- Tourism-oriented development in the old Sanitorium site (referred to as North Park);
- A festival site in the eastern upper plains;
- A large group picnicking site on the east end of the western upper plains;
- Several picnic sites along the trails north of the Spruce River; and
- Trail and canoe/kayak access to the small island to the south of the highway.

Some of the recommendations laid out in the 2004 Master Plan have been implemented to some degree. Improvements to trails, including addition of lighting to the River Trail; upgrades to Cosmopolitan Place; and use of the Park for festival events have taken place since 2004. Many of these improvements have been led and funded, at least in part, by the user groups and contractors who have acted as stewards of Little Red River Park over the years.

The 2004 Master Plan also recommended the relocation/expropriation of the Pine Grove Correctional Centre, Prince Albert Youth Residence, as well as the residential properties south of the Sanitorium site, in order to convert those parcels to a land use that is more compatible with the Park. While it would open up the possibilities of creating continuity between the Sanitorium site and the rest of the Park, the Consultant Team recognizes this as an impractical and cost prohibitive undertaking. Instead, acknowledging that this does present a constraint to the planning process, and potentially an opportunity for partnership, a more pragmatic approach to addressing this issue is recommended.

Overall, the 2004 Master Plan advocated for an approach that is “about conservation and enhancement as opposed to ‘development’ *per se*,” which is a sentiment that is generally brought forward in this current Master Plan.

2.4. The Need for a Master Plan

The *Community Services Master Plan* (2018) called for the development of a master plan for Little Red River Park as one of its strategic directions. The public engagement process for the *Community Services Master Plan* indicated that approximately 67% of households used the facilities at Little Red at least once during the previous year.⁸

All previous master plans that included Little Red River Park looked at a much broader study area, but considering the footprint of the Park and its importance to the citizens of Prince Albert and district, it is important to undertake a master plan specific to the Park itself. With the 20-year mark approaching since the release of the 2004 River Valley Master Plan, the Little Red River Park Master Plan is well timed.



Photo Credit: Prince Albert Ski Club





Goals and Objectives

3.1. Goals of this Plan

The aim of this master planning process is to assess the state of the Park, develop a vision for its future, and consider the appropriate steps towards planning for its long-term health, so that it may continue to be a place the community cherishes for years to come.

The need to address maintenance and capital improvements at Little Red River Park led to the proposal for a Master Plan, to help direct the future of the Park. Master plans are tools that help reference the future of management and development decisions for the Park, collectively compiling the community's wishes for the future while referencing best practices informed by solid research and a thorough understanding of the site.

The objectives of the Little Red River Park Master Plan are:

- 1) To build a comprehensive current overview and inventory of the Park.
- 2) To listen to stakeholders and rights-holders.
- 3) To develop the 10-year vision for the Park.

This Master Plan includes:

- Synthesis of comprehensive overview, including identifying opportunities for new development, facilities, and partners;
- Analysis of community-based input, including opportunities for cultural and recreational programming, heritage and ecology programming; and desired services;
- Linking and leveraging current uses with future opportunities, trends, and partners, including developing operating strategies and policies for current and future facilities;
- Linking and leveraging the Little Red River Park Master Plan with other City of Prince Albert plans, including the *Municipal Cultural Action Plan*, the *Community Services Master Plan*, and others;
- Prioritization, ranking, and linking of each Master Plan recommendation (needs, demands, potential directions) and long-range planning guidelines to responsible entities (City, private, non-profit, commercial), with timelines, financial requirements (where feasible), partnerships, and potential granting agencies;
- A conceptual Park Renewal Plan showcasing existing and potential future infrastructure development and biophysical overview.



3.2. Mission and Identity Statement

Little Red River Park strives to be a place where healthy relationships with the land and the community are promoted and nurtured. It is a place where conservation of natural systems and heritage resources are balanced with recreation and cultural amenities, and programming to enhance the quality of life for Prince Albert and District residents, as well as providing a destination for visitors to the city and region. It is a place for Prince Albert to demonstrate its commitment to the education, growth, health and wellness of its citizens by providing recreational and learning opportunities in a natural setting, and programming for youth to foster sustainable values for current and future generations.

This is achieved through Learning, Healing, and Doing by:

- Providing opportunities for land-based learning to nurture the **MIND**.
- Providing for places and ceremonies to promote healing of the **SPIRIT**.
- Encouraging activities to promote healthy lifestyles, to promote honouring the **BODY**.

3.3. Guiding Principles

The Consultant Team has developed this Master Plan guided by the following principles.

Little Red River Park is a place that:

- Ensures resources in the Park are inclusive and accessible to all;
- Conserves natural and heritage resources;
- Tells the truth; tells the story of Prince Albert;
- Reconciles the past with the future; and
- Encourages public participation in decision-making with listening as a key tool.



Inventory & Analysis

In the opening stages of the Master Plan process, the Consultant Team undertook an extensive review of documents pertaining to Little Red River Park. This included a review of City, Provincial and Federal plans and policies, historic accounts and photographs, existing plans, maps and air photos, and online resources such as *Prince Albert Now* articles, websites and social media pages.

Over three days in May 2019, the Consultant Team visited the Park and gathered data, covering the extents of the site on foot, bicycle and vehicle. GIS (Geographical Information Systems), GPS (Global Positioning Systems), and mobile device technology along with digital photography was employed to document features and sites throughout this expansive park.

During this visit and subsequent visits data was also gathered through the public engagement process (see Chapter 5.0).

4.1. Planning Context

Along with presenting its own vision, goals, mission and guiding principles, in developing this Master Plan, it is important to ensure that the strategies listed herein concord with the City's and District's other planning documents. At all stages of implementation of the recommendations presented, these plans should be referenced and crosschecked to ensure compliance. If clashes do occur, careful thought should be given to amending the appropriate document to ensure values are consistent.

4.1.1. Alignment with Existing Plans and Policies

This Master Plan should act as part of a total package with the following documents. For each plan, the relevant sections, strategies and policies are listed for reference.

4.1.1.1. **Kistahpinanihk – Official Community Plan**

Kistahpinanihk-2035 (Bylaw No. 21 of 2015) “provides the comprehensive policy framework to guide the physical, environmental, economic, social and cultural development of the City.”⁹ This Official Community Plan touches on many important aspects of Prince Albert’s future growth.

Among the sections of the plan that relate to Little Red River Park and improvements and developments therein are:

- Section 5: Sustainability
- Section 6: Land Use
 - 6.7 Parks and Environmental
- Section 9: Parks, Recreation and Natural Areas; and
- Section 10: Environment.

4.1.1.2. **PA Planning District Official Community Plan**

The Prince Albert Planning District Official Community Plan (2018) lays out the following Regional Goals in Chapter 2:

- Environment and Heritage/Cultural Preservation:
 - Recognize the potential impacts of flooding, erosion and slope stability on development and municipal infrastructure.
 - Provide ongoing opportunities for residents and visitors to enjoy and appreciate the environmental, cultural and heritage resources in the region.
 - Conserve significant cultural and heritage resources.

Other chapters in the Plan most pertinent to Little Red River Park include:

- Chapter 6: Environmental and Cultural Resources;
- Chapter 7: Hazard Lands;
- Chapter 8: Transportation and Servicing Policy;
- Chapter 9: Inter-Municipal Co-operation;
- Chapter 10: First Nations; and
- Chapter 11: Plan Implementation

Like its municipal counterpart, this Official Community Plan has a comprehensive focus that touches on all aspects of life in the region.

4.1.1.3. Community Services Master Plan

The City of Prince Albert's *Community Services Master Plan* (2018) (CSMP) has as one of its strategic directions "to develop a master plan for Little Red River Park;" recognizing the importance of this park to the health of Prince Albert. The commissioning of this Little Red River Park Master Plan is a testament to the City's commitment to following the recommendations laid out in the Community Services Master Plan.

Beyond this very specific direction, the CSMP aligns with the values put forward in the Little Red River Master Plan, with a focus on well-being and sustainability.

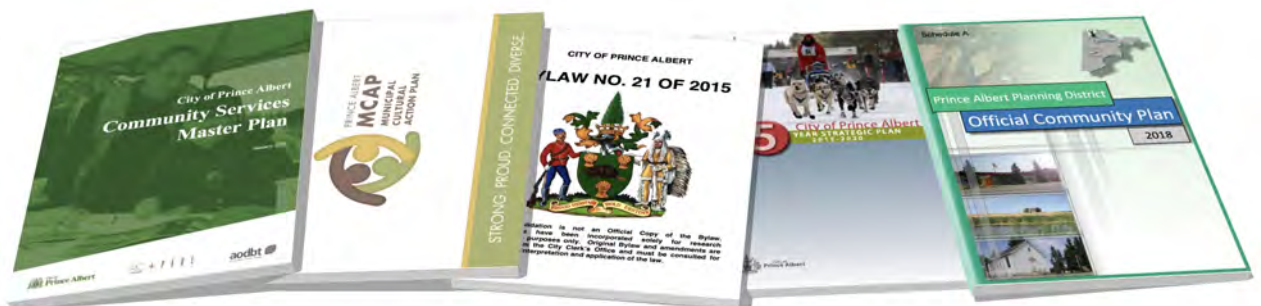
Some of the other congruent directions that are promoted through the CSMP include:

- Developing partnerships;
- Enhancing support;
- Addressing gaps;
- Engaging the community; and
- Promoting opportunities and the benefits of recreation.

The Plan also prioritizes outdoor facilities, multi-use trails, natural areas/ open spaces, toboggan hills, campgrounds, and cross-country skiing/ running trails, all of which the Little Red River Master Plan addresses.

4.1.1.4. Municipal Cultural Action Plan

The Municipal Cultural Action Plan (2016) (MCAP) touts Little Red River Park and the Pêhonân Parkway as a place that "provides residents and visitors alike an opportunity to connect with the natural environment."¹⁰



Four of the MCAP's Strategic Actions call for improvements that relate to the Park or align with the goals of this Plan, either directly or indirectly:

- 2.3: Incorporate historical and cultural landmarks to enhance and celebrate neighbourhoods and to draw tourism, interest, and cultural learnings;
- 2.4: Complete the Rotary Trail system to link to Little Red River Park;
- 2.5: Focus attention on Little Red River Park as a cultural asset to the community;
- 3.1: Celebrate, support, and promote Prince Albert's rich Indigenous history and makeup.

The MCAP also lists as one of its cultural goals to “support and celebrate the value of sports and recreational programming, activities, and initiatives and the role they play in enhancing Prince Albert's cultural identity and make-up.”

Some of the recommendations in the appendix of the MCAP also closely align with those laid out in Chapter 6.0 of this Plan.

4.1.1.5. Recreation Facilities and Parks By-Law

Bylaw No. 13 of 2018 pertains to recreation and parks. It defines roles and responsibilities, and regulates activities within that scope. As it relates to Little Red River Park, amendments to the bylaw may be required depending upon the governance model that is implemented for the Park. For example, it may become necessary to define a new role for a Park Manager or Executive Director as well as list responsibilities for that position.

It should also be noted, in relation to trails, that this bylaw recognizes it as an offence if any person “develops new trails, pathways or other passages which may distribute or destroy the material landscape or vegetation without written consent of the Director.” This clause is important for the protection of the integrity of the Park's environment. It may become necessary to further develop restrictions such as this, within this bylaw, depending on any designations the Park might obtain through the implementation of this Master Plan.

4.1.1.6. **Prince Albert Strategic Action Plan (2015-2020)**

The City's Strategic Action Plan is nearing the end of its term, but its vision, mission, core values, operational themes and strategic goals all very much align with those of this Master Plan. Encouraging entrepreneurship, being innovative, being inclusive, developing sustainably, being accountable and transparent, working collaboratively, and striving for excellence are at the heart of both of these Plans.

A renewal of the Prince Albert Strategic Action Plan must consider and incorporate the Strategic Directions of the Little Red River Master Plan to cement its implementation to the broader strategies for the City of Prince Albert.

4.1.2. **Provincial and National Guidelines**

Within the past five years, several new action plans, frameworks, networks, and guidelines for parks and recreation have been issued, both provincially and nationally. The principles within these plans have helped to inform recommendations for this Master Plan and should also be cross-referenced often throughout the implementation of this plan.

Saskatchewan

- Saskatchewan Parks and Recreation Association:
 - *2014 – 2019 Strategic Plan*;
 - *Recreation and the Quality of Life in Saskatchewan* (2016);
 - *Eat Healthy Play Healthy*.
- SaskCulture:
 - *2015 – 2019 Strategic Plan*;
- Sask Sport Inc.:
 - *Sport Development Strategic Plan 2017 – 2021*.
- Saskatchewan in Motion:
 - *Active Saskatchewan*;
 - *2019 – 2022 Active Saskatchewan Strategic Plan*.
- SaskOutdoors – Saskatchewan Outdoor Environmental Education Association.

Canada

- Parks Canada:
 - *Parks for All : an Action Plan for Canada's Parks Community* (2017);
- Joint Initiative of the Interprovincial Sport and Recreation Council and the Canadian Parks and Recreation Association:
 - *A Framework for Recreation in Canada 2015 : Pathways to Wellbeing*;
- Government of Canada (and provincial and territorial governments):
 - *Let's Get Moving : A Common Vision for Increasing Physical Activity and Reducing Sedentary Living in Canada* (2018).
- Truth and Reconciliation Commission of Canada: *Calls to Action*;

4.2. General River Valley Description

The Spruce River or Little Red River as it is traditionally known, is one of three major tributaries within the North Saskatchewan River catchment basin, near the forks of the North and South Saskatchewan Rivers, along with the Sturgeon and Garden Rivers. Water from this system – the source of which is north of the site near Prince Albert National Park – eventually flows out to Hudson’s Bay.

The land that forms the Little Red River valley is rich with diverse flora and fauna, rolling topography, and scenic beauty. Its meandering watercourse has carved out the sandy land to create habitat for life forms of all sizes from tiny microorganisms to tall trees. The valley is a living laboratory of the prairie-boreal ecotone.

Hydrology

As the ice from the last Ice Age receded, water shaped the land. The erosion and deposition processes of the muddy Little Red River (*Wakpa Sa Ci’stin’na* in the Dakota language) snaked its way down the land from its source, southward to the great north tributary of the Saskatchewan River (*Kisiskâciwanisîpiy* in the Nêhiyawêwin language). The soil deposited along the shores created the perfect conditions for the development of mixedwood forest, and as it pushed through to the lowlands, it carved away the soft, sandy cliffs of the uplands, before entering a flat plain and joining the larger stream.



As bends in the meandering river tightened, the water began to find new routes, and several oxbows in the watercourse eventually broke away forming lakes and sloughs whose waters would become still, spawning new habitats.

Flooding, both from spring meltwater runoff and from human activity, affects the river valley annually, contributing to bank erosion and silt deposition, especially in the alluvial plain near the mouth of the Little Red River. In the summer, as the basin drains, and the hot air contributes to evaporation, the water level returns to its normal.¹¹ In the wintertime, all of the waters freeze solid, and the cycle begins again.

Topography and Soils

The parent material within the region of the forks of the North and South Saskatchewan Rivers is made up of glaciofluvial rock – boulders, sand, silt and clay – deposited as glaciers receded and formed Glacial Lake Saskatchewan. As a result, large deposits of sand and gravel can be found throughout the Spruce River Valley, where the soil is predominantly categorized as brunisolic. Other soil types within the valley include chernozemic (near the prairie-boreal transition), gleysolic (in wet areas such as Kristi Slough), organic (deep peaty pockets), and luvisolic (in forested areas).¹²

This sandy composition is clearly visible in the eroding hills along the river's edge within Little Red River Park. These steep walls are contrasted with open areas of undulating land and rolling hills throughout the valley. In the flatter areas near the junction of the Little Red and North Saskatchewan, silty soils have given way to bank erosion, which has been worsened by human activity. Erosion control measures have been implemented in the alluvial plain near the mouth of the river since the flooding events of the 2010s in order to mitigate the deterioration of the river's edge.

The landscape of the valley and the plains above have been in constant flux over centuries and millennia. As Merle Massie has noted, this terrain “has changed from glacier covered, to lakebed, to delta, to steppe, to spruce forest, to prairie, and back to boreal forest.”¹³ The tree line is ever moving, and so too are the inhabitants that occupy this space.





The divide between pine and poplar forests



Felling of trees by beavers



Photo credit: Brian Ho (Instagram)

Changes in soil profiles can sometimes be clearly discernable based on subtle changes in topography, moisture level, pH scale, and other such factors. This is easily observable in sudden changes of plant species. Such is the case in the southeast corner of the Park, where there are clear lines, visible from the ground level, between grassland, jack pine forest, poplar forest, and forage crop.

Flora and Fauna

The main feature of the river valley is the mixedwood forest, a medley of mostly coniferous trees, interspersed with pockets of deciduous trees and shrubs. In the higher, drier, sandier areas, jack pine is the feature species with an understory of reindeer moss, bearberry and rice-grasses.¹⁴

Areas that have moister soils, such as the floodplains in the south of the valley abound with stands of poplar, birch and white spruce with an understory of hydrophilic shrubs such as dogwoods, beaked hazel, green alder, wild rose, and saskatoon. Where there are organic deposits, one will find stands of black spruce and tamarack with understoreys of Labrador tea, raspberry, twinflower, miterwort, and sedges. The wettest areas are ideal for thickets of willow and sedges.¹⁵

A broad range of animal species dwell in the forests, plains, and waters of the river valley, ranging in size from moose to mouse and smaller still. Mammals such as deer, elk, beaver, martens and rabbits find their home in these ideal surroundings. There are also many bird species – both migratory and non-migratory – that live in the tree canopies, as well as many waterfowl that take advantage of the sloughs, bogs and marshes within the valley. Insects, especially pollinators, play a big role in ensuring the diverse ecosystem is sustained. Historically bison also grazed the plains, part of the Saskatchewan Herd that would overwinter at this site.¹⁶

Of course humans are a big part of this landscape, and have been since nomadic groups first set foot in this region. People have lived and gathered on this land for many generations and have become a part of its ecosystem – adjusting with the seasons and adapting to the changes – along with all of the other animals, birds, insects, and plants that call the valley home.

The plant and animal species that can be found in the valley include many that have traditional uses to Indigenous peoples and have been harvested for a number of broad uses such as food, shelter, clothing, tools, and medicine. Through conscientious and careful practices, this land has been able to sustain its inhabitants with all of its renewable resources.



Photo credit: Estelle Hjertaas (Instagram)

Some of the Species Found Within the River Valley

Trees:

- Jack pine
- Black spruce
- White spruce
- Tamarack
- Balsam poplar
- White birch

Shrubs and groundcover:

- Red osier dogwood
- Beaked hazel
- Green alder
- Wild rose
- Saskatoon
- Bearberry
- Lowbush cranberry
- Ostrich fern
- Horsetail
- Fireweed
- Blueberry
- Reindeer moss
- Rice grasses
- Labrador tea
- Dwarf raspberry
- Twinflower
- Mitrewort
- Sedges
- Willow
- Cattail
- Bulrush
- Reed grass

FLORA

Birds:

- Barred owl
- Red-tailed hawk
- Woodpecker
- Grey jay
- Chickadee
- Spruce grouse
- Eagle
- Heron
- Crane
- Canada goose
- Duck
- Loon
- Pelican

Fish:

- Northern pike
- Pickerel
- Sauger
- Goldeye
- Sturgeon
- Perch
- Trout
- Catfish

Mammals:

- Moose
- Elk
- White-tailed deer
- Timber wolf
- Black or brown bear
- Fox
- Wolverine
- Marten
- Lynx
- Otter
- Beaver
- Muskrat
- Mouse
- Rabbit

FAUNA

4.3. Park Edges

The perimeter of Little Red River Park totals over ten kilometres, creating a variety of edge conditions. This presents a challenge where adjacencies are homogenous with conditions within the Park boundary, and indeed serve to blur the boundary itself. While most of the Park's edges are clearly defined by roads, there are a number of areas that are ambiguous.

The western edge of the Park, particularly north of the West Parking Lot, blends seamlessly with the neighbouring Nisbet Provincial Forest. The sandy Kristi Lake Loop trail serves as a vague demarcation of this boundary, but the landscape on either side of the trail and the Prince Albert city limit (*i.e.* the Park boundary) are contiguous. This makes it difficult to discern this boundary. The same is true on the north edge of the Kristi Heights zone, and the entire length of the north boundary line, which abuts the R.M. of Buckland, and Wahpeton 94B lands.

Depending on one's perspective, this ambiguity can be seen as either positive or negative. On a positive note, the Park's lack of a defined boundary accentuates its continuity with the adjacent parcels of land, and invites trail users into the broader trail network. The trails in Little Red River Park extend nearly two kilometres beyond the northwest corner of the Park proper.

However, this also presents some challenges in the form of trail user conflicts, park security and park identity. Without fences or gates along these edges, access to the Park via trails in these locations is unimpeded, which encourages covert after-hours use of remote areas of the Park. Non-permitted uses of trails such as motorized vehicles like ATVs and snowmobiles can also be easily concealed, potentially damaging trails and natural systems without consequence to offending parties. In terms of park identity, it is unclear to park visitors where the Park/City ends and where the neighbouring jurisdictions begin.

Another edge that lacks a definitive boundary is the intersection of the Sanitorium site and the Pine Grove/PA Youth Residence properties. Because these facilities were constructed following the decommissioning of the Sanitorium facility, land once part of the hospital complex has since been amalgamated into the neighbouring correctional facilities. Security fencing has dead-ended the existing north road, and the south road leads onto the Youth Residence property, which eventually circulates back to Little Red River Park Road just west of the actual park boundary and gate.

4.4. Existing Infrastructure and Amenities

Figure 3 shows the existing conditions at Little Red River Park.

As it has always been, Little Red River Park remains *Kistahpinanihk*, a meeting place. Thousands of people from all ages, abilities, and walks of life find their way to Little Red every year. A year-round destination, nearly seventy percent of Prince Albert residents visit Little Red River Park (LRRP) annually, making it one of the city's most important recreational sites. For those not from Prince Albert, Little Red River Park is a hidden gem, known primarily via the groups most familiar with its events, including winter cross country ski loppets, summer mountain biking and music festivals; or its amenities, including the ski hill, trail network and picnicking sites.

The Park offers bird and wildlife viewing, downhill skiing, cross-country (skate and classic) skiing, hiking, cycling (mountain, fat-tire and cyclocross), snowshoeing, and picnicking. The Park also hosts the annual Pine Needle Mountain Bike and Music Festival in June, as well as loppets and other nordic ski events and competitions. In 2019, the Park hosted the national archery championships, represented by the local Prince Albert Bowbenders Club.

Because Little Red River Park is adjoining the Nisbet Provincial Forest, it is difficult to appreciate its size or to determine its boundaries while on the ground. Existing trails move freely between park and non-park space. To be an urban park within a large forest is both a blessing and a curse. Space and natural resources abound, but access is difficult to control, and unwanted or undesirable park activity occurs. With nebulous boundaries and development that has often occurred haphazardly, the Park lacks a certain clarity. It is time for Little Red River Park's identity to be more well-defined and for the citizens of Prince Albert to collectively weigh in on the future they would like for this wonderful natural area.

As the numbers show, the citizens of Prince Albert appreciate this park as nearly 70% of the city's population visits the Park annually. The Park functions with assistance from the City in the form of grant dollars provided through tendered contracts to operators of both the Cosmopolitan Lodge and Kinsmen Ski and Snowboard Centre. The City has also formed partnerships with respected user groups such as the Prince Albert Ski Club, Rock 'n' Road Bicycle Club and others.

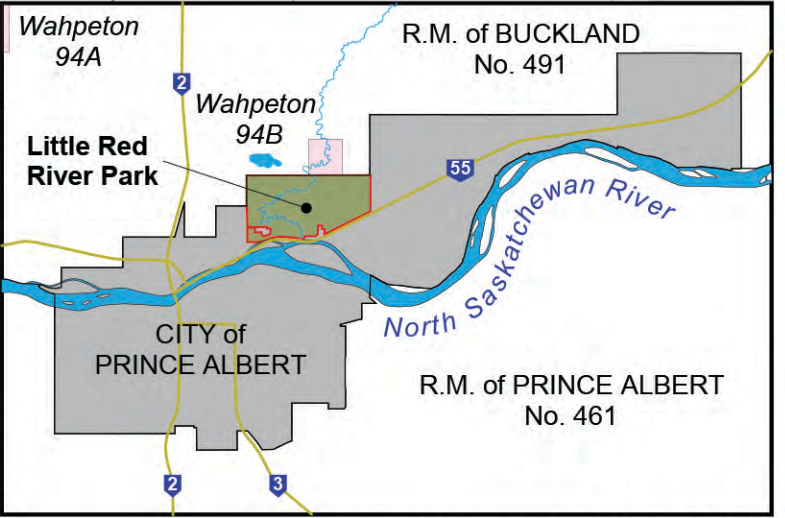
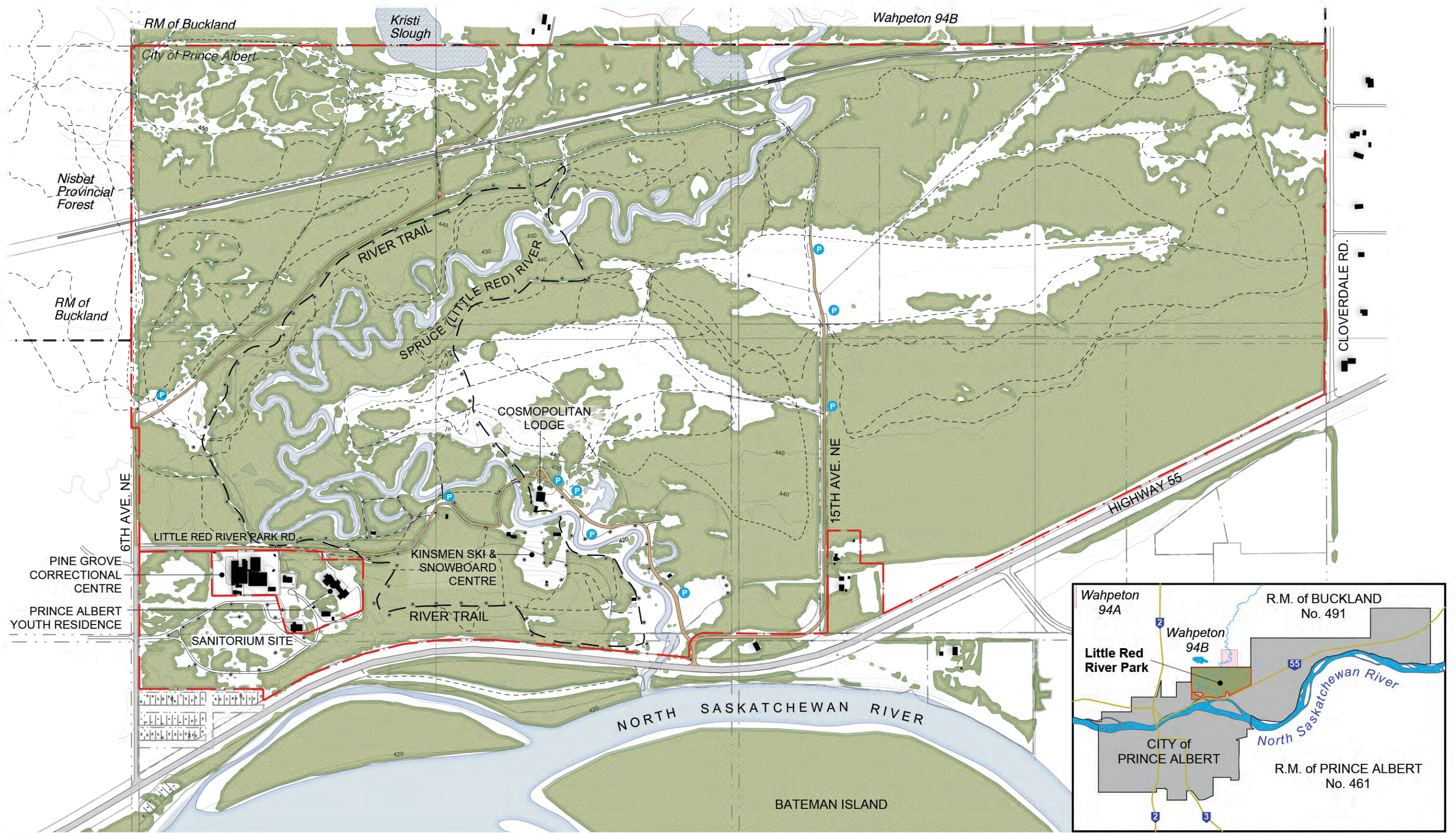
These contractors and volunteer groups contribute to the upkeep of the Park as part of their agreements and tend to concentrate their maintenance efforts in the immediate vicinity of the lodge and ski trail areas. For the remainder of the large park, volunteer labour from local sports and recreation organizations help to keep up the more outlying areas.

Although the Park is well used and successful, it is also showing signs of deterioration. The health of the forest has been compromised by dwarf mistletoe. Graffiti is a problem, as is illicit use that is causing environmental damage, especially from ATVs. The grassland upland areas are starting to fill in and the network of trails is vast, confusing and without a central trailhead. Off-leash dogs are not relegated to a specific area of the Park, so it is not possible to visit the Park without dog encounters. Infrastructure in the Park is out of date and often in a state of disrepair, particularly the washrooms and bridges.

Flooding in recent years, particularly during 2013 and 2014, caused significant damage to the Park, particularly the riparian habitat. During the flooding of 2013, the Park was closed to the public from June 20 into the fall. In 2016, the river was intentionally dammed in the Park, near the toboggan hill, to provide a reservoir of clean water for the City during the Husky Oil spill.¹⁷ This caused further damage to already eroded riverbanks and significant vegetation was lost. During the summer of 2017, a major bank stabilization and reforestation project was undertaken.

As of the fall of 2019 the health of the riverbank areas is improved, but vegetation is still establishing and the river edges, particularly at the south end of the Park, are still bare. As well, it is worthwhile noting that the river further upstream is jammed with dead trees, which might also be the result of the last decade of flooding. Although not impeding enjoyment of the Park, it makes the river unnavigable, which is an unfortunate loss of recreation potential for paddling, kayaking and paddle boarding. Bridge infrastructure lost or damaged during these flooding events is still being addressed.





LOCATION PLAN (1:200,000)

Figure 3:
LITTLE RED RIVER PARK : EXISTING CONDITIONS

SCALE 1:10,000
0 50 200 500m

- PARK BOUNDARY
- BUILDING
- LIGHT POLES
- PARKING AREA
- MARSH/BOG
- WATER BODY
- TREE COVER
- CONTOUR LINES (2m INTERVAL)
- TRAIL
- ROAD
- RAILWAY
- PLANNING BOUNDARIES



4.4.1. **Park Access**

There are four vehicular entrances to Little Red River Park:

- The main entrance off of Highway 55;
- The west entrance on Little Red River Park Road (past Pine Grove Correctional Centre);
- The west parking lot at the terminus of 6th Avenue NE;
- The Sanitorium road (though it technically does not connect to the rest of the Park without passing through the Prince Albert Youth Residence property).

Along with the above noted, there are multiple access points for non-vehicular traffic via the numerous trails that enter the site from perimeter roads and the trail network in the Nisbet Provincial Forest.

4.4.2. **Cosmopolitan Place and Lodge**

Cosmopolitan Place comprises Cosmopolitan (Cosmo) Lodge, the Kinsmen Ski and Snowboard Centre, the Swinging Bridge, and the picnic and barbecue areas in the lower river valley – the central, flat area of the Park – which can be accessed by Highway 55 and 6th Avenue NE.

Cosmopolitan Lodge sits at the centre of Cosmopolitan Place. A building of wood construction of approximately 530 square metres (5,700 square feet). It houses a large open hall, a smaller side hall, a kitchen/canteen, full service washrooms, and storage space.

The previous contractor in charge of operations of Cosmopolitan Lodge invested much time, effort, and capital into improvements to the lodge and its environs, as well as providing valuable public programming. More investment is required, however, to bring it up to the standard required to achieve the goal of being a destination for locals and visitors.

The current contract format encourages the operator of the Lodge to generate revenue through the operation of the food and rental services offered at the facility. This revenue supplies the contractor with the income required to sustain this business, while the contract amount can be applied to cover any overhead costs that come with operation and maintenance of the facility.

There are five large picnic areas within Cosmopolitan Place, with approximately twelve smaller picnic sites throughout. The first large site, along the east entrance road, contains a shelter, outhouse and several individual picnic spots with fire pits. The second is a picnic shelter across the river near the former playground site. The third is the picnic shelter adjacent to Cosmo Lodge. The fourth is a large group use area that sits across the road from the Swinging Bridge. This space contains a large shelter, outhouse and several fire pits and barbecues. The fifth area is situated along the loop road north and west of the group use area. This loop contains several individual picnic spots, a large shelter with wood burning stove and an outhouse.

4.4.3. Kinsmen Ski and Snowboard Centre

Skiing has been a part of life at Little Red River Park for generations. The current facility, opened in 1990, includes the Old Log Cabin, tow-rope lifts with lift house, two ski runs, and out buildings that house grooming and maintenance equipment. The facility is operated under a contract, separate from the operating contractor of Cosmo Lodge.



Photo credit: Kinsmen Ski & Snowboard (Facebook)

4.4.4. Trails

The extensive system of trails throughout Little Red River Park is an attractive and well-used trail network in the region. There are nearly fifty kilometres of trails within the boundaries of the Park. With so many trails, there are often user conflicts, and challenges to keeping the trails organized have arisen. The task of forming, grooming, controlling and policing the trails has been undertaken by the different trail user groups, such as the Prince Albert Ski Club and the Rock 'n' Road Cycle Club, but more investment is needed to create a coherent system of trails with clear use demarcation and elimination of conflicts.

Figure 4 shows the current trail network.

4.4.5. Programming and Events

Little Red River Park has become a venue for several regular events throughout the year, including the Pine Needle Mountain Bike and Music Festival in June, the Cosmo Classic Loppet in January/February, and the Prince Albert Winter Triathlon in February. It has also been a venue for weekly trail runs, weddings, gatherings, graduation and family photographs, outdoor yoga, youth day camps, school trip outings, and one-off events, as well as cultural programming at Cosmopolitan Lodge (language classes, beading workshops, Elder bingo nights, etc.) among others.

4.5. Cultural Resources

The whole site of Little Red River Park has many stories to tell through the years, from a time before humans occupied it up to the present moment. There are three sites within the Park that hold particularly strong historical value: the historic Dakota village, the Swinging Bridge, and the Sanitorium site.

4.5.1. The Historic Dakota Village

There once existed a village in the flat area north of Cosmopolitan Lodge. This village contained cabins, roads and a community hall, along with some sites sacred to the local Dakota community. The history of this village is not widely known within the Prince Albert region, and there is an opportunity, through this plan, to honour this history.

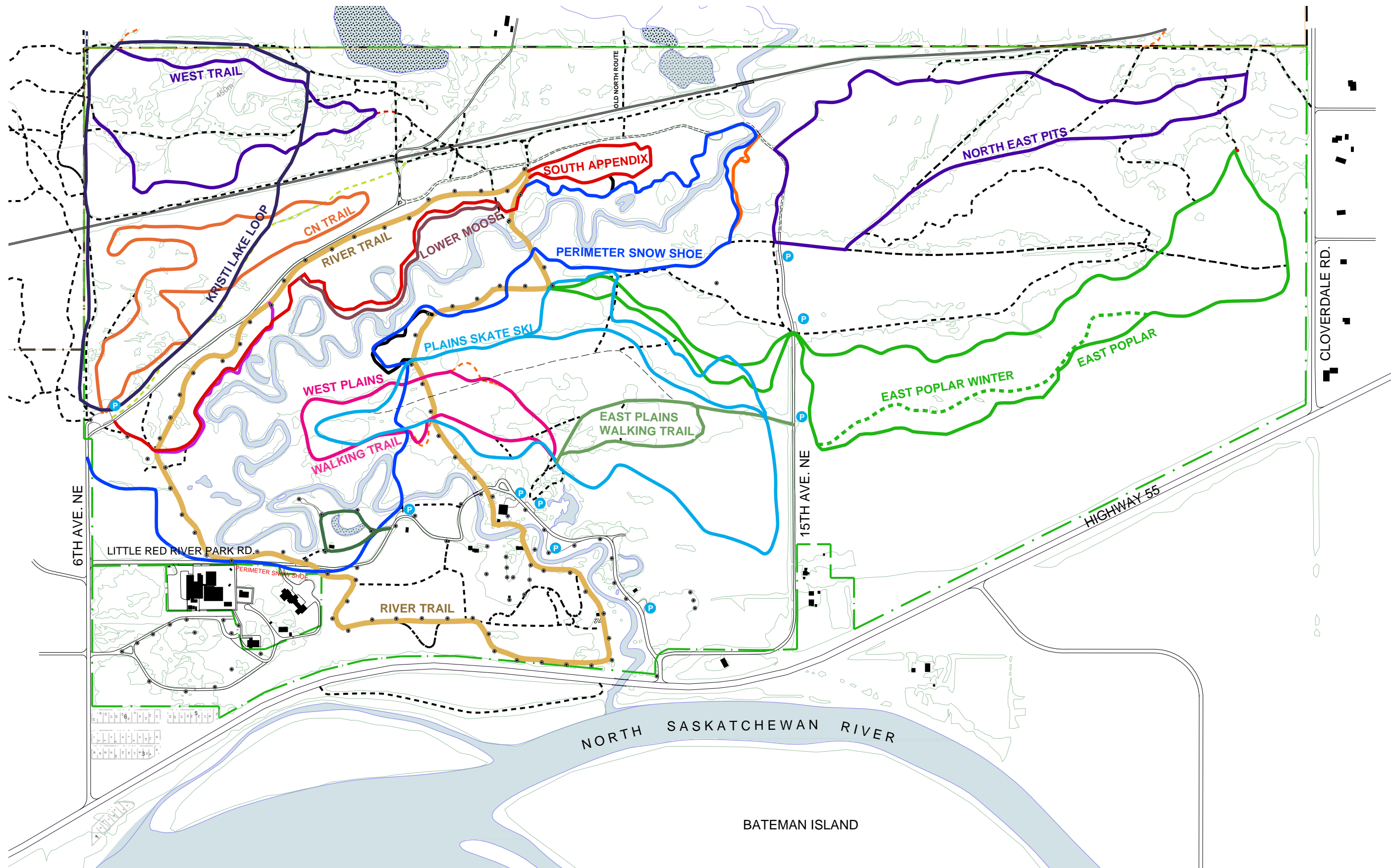
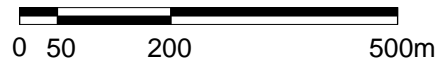


Figure 4:
EXISTING TRAILS MAP



- PRIMARY TRAIL (RIVER TRAIL)
- — — SECONDARY TRAILS
- - - TERTIARY TRAILS
- P PARKING AREA
- LIGHT POLES



4.5.2. The Swinging Bridge

For nearly a century, the Swinging Bridge over the Spruce River has contributed to the charm of Little Red River Park. It offers visitors a fun way of engaging with the river, while also providing a thrilling sense of risk and danger. In recent years the bridge has fallen into disrepair, and unfortunately, actual risk and danger have become a part of crossing the bridge. A sign that reads ‘Caution. Damaged bridge. Use at own risk’ now greets visitors at each landing.

4.5.3. The Sanitorium Site

The site of the former Prince Albert Sanitorium is a piece of land of approximately 38 acres, within the bounds of the Park, which is currently unused. The original roads constructed for the building remain, and utilities such as water and sewer are intact at the site. There is a brick and stone monument along one of the roads commemorating the hospital. The ‘blank slate’ nature of this site and the fact that it is isolated from the rest of the Park, calls for a land use that does not rely on a direct connection to the Park’s other amenities.



4.6. User Groups

One of Little Red River Park's great strengths is the fact that so much of the programming and maintenance of the Park is undertaken and overseen by grassroots organisations, who act as stewards for the Park and care deeply about continually improving its amenities. The formation of the Friends of Little Red River Park has helped to galvanise these efforts and improve communications between user groups and the City of Prince Albert.

Among others, these include:

- Prince Albert Alpine Ski League;
- Rock 'n' Road Cycling Club;
- Prince Albert Trail Riders;
- Prince Albert Ski Club;
- Prince Albert Triathlon Multisport Club;
- Prince Albert Bow Benders;
- Operating contractors, staff and volunteers of Cosmopolitan Lodge;
- Operating contractors, staff and volunteers of the Kinsmen Ski and Snowboard Centre;
- City of Prince Albert Summer Playground Program;
- Educational institutions: primary, secondary and post-secondary;
- Local chapters of various service and youth clubs.

4.7. Safety & Security

A number of safety and security issues currently present challenges to park users and operators. With so many remote areas and a lack of surveillance, limited number of staff, and lack of a dedicated patrol assigned to the Park's extents, deterring and apprehending illegal activities has become nearly impossible, especially after hours.

Though gates at vehicular entrances are locked at night, access to the Park is still possible, and illicit use of the Park has been occurring. Open, unpermitted fires in the Park present a wildfire hazard, especially during dry periods.

There are currently many positive aspects of Little Red River Park and its operations and use that promote safety, such as the strong sense of community and stewardship that is created by the various user groups, continuous activity in the Park, and the efforts of the operating contractors and City staff. More measures can be taken however, to increase not only the visitors' sense of safety, but actual safety and security. Examples include lighting at the Park's entrances and throughout Cosmopolitan Place, a foot or bike patrol through the Park during open hours, and an afterhours patrol.

Although the data collection process did not include a Crime Prevention Through Environmental Design (CPTED) assessment of the Park, all future projects should consider evaluating existing safety and security issues, and identifying potential solutions using CPTED principles. These principles include natural surveillance, natural access control, maintenance, activity support, and territorial reinforcement.¹⁸

4.8. Climate and Seasonal Cycles

Prince Albert sits at the northern edge of the Humid Continental climate zone, and experiences big differences between the four distinct seasons. Though winters can be extremely cold and harsh, the people who have inhabited the region have embraced this seasonal diversity, and have adapted their activities to suit the seasons.

The climate is changing. The changes are gradual, and may appear subtle, but small shifts in normals can have significant effects over time. The projections for climate change in this region call for a potential increase in mean annual temperature of 2.3°C within the next three decades and 4.6°C by 2080.¹⁹ Days reaching 30°C or higher are projected to increase from the historical normal of seven per year to as high as thirty-five by 2080.²⁰ Average annual precipitation is also projected to increase by as much as forty-four millimetres by 2080 with the highest increases being in the spring.²¹ This additional rain, coupled with spring melt waters could significantly increase flood risk in the Spruce River and North Saskatchewan River valleys.

This is why it is increasingly important to preserve and protect the natural resource that is Little Red River Park. The forest cover within the Park's bounds provides much needed carbon sequestration and oxygen exchange. With increasing temperatures, the shade and fresh air that these trees provide will be sought out by those seeking outdoor recreation.

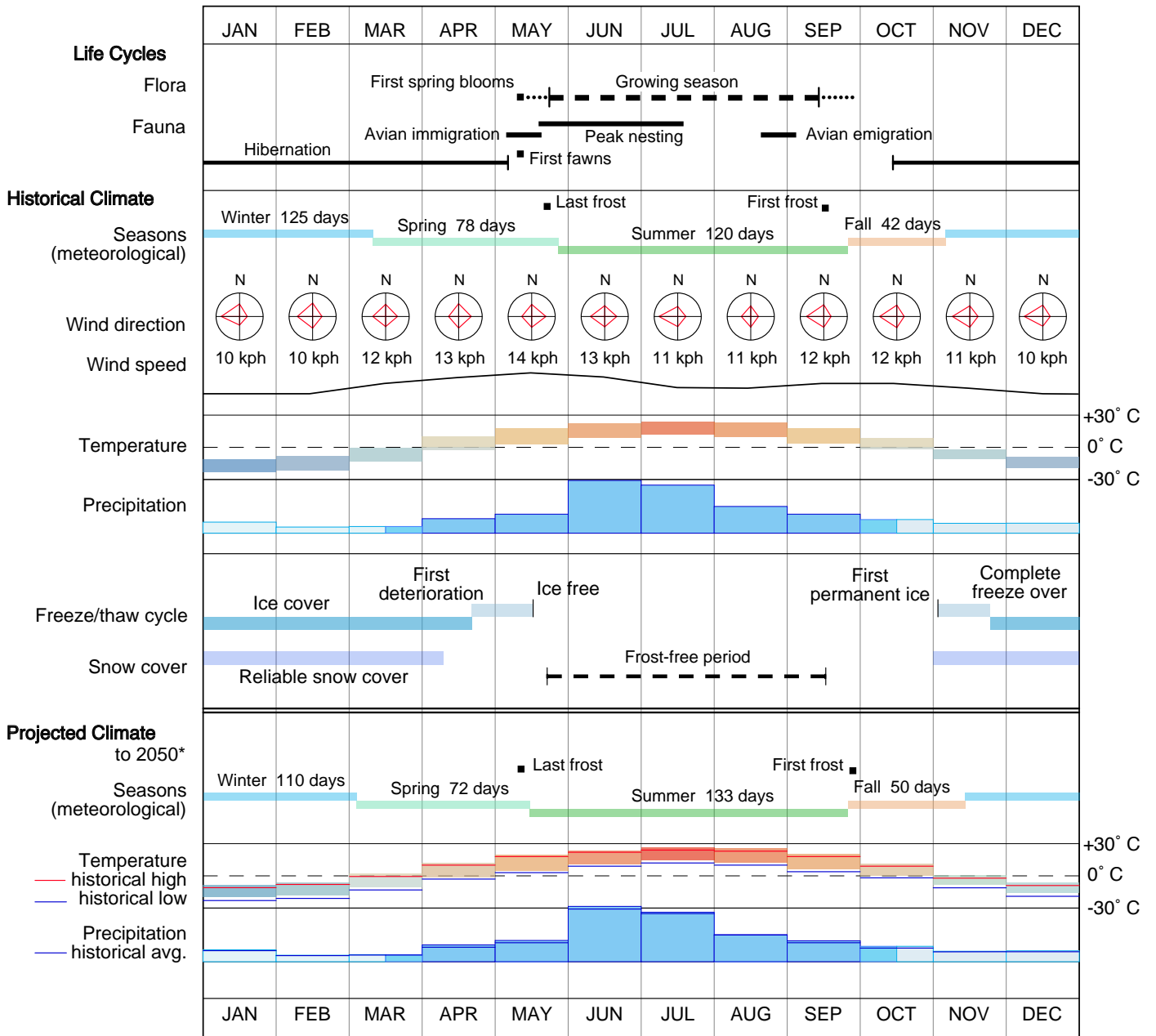


Figure 5. Seasonal Cycles

4.9. Strengths, Opportunities and Constraints

After gathering data on the Park, its history, amenities, users, and resources, some clear strengths, opportunities, and constraints became apparent. Identifying these, along with aforementioned goals, mission and guiding principles has helped to inform the process of developing a robust set of recommendations.

4.9.1. Strengths

Among Little Red River Park's many strengths, the one that stands out the most is its **natural beauty**. With an environment teeming with life, and tracts of undisturbed wilderness, balanced with low impact uses, the Park has remained a destination for locals and visitors for many generations.

The development of an **extensive recreational trail system** that ties into neighbouring trail systems to create a vast network, has given residents and visitors opportunities to enhance their well-being through exercise, enjoyment of nature, and social networking.

A **strong community infrastructure** made up of City officials, trail users, operating contractors, grassroots volunteers, and Indigenous community members has given a voice to the Park and created strong advocacy for protection and preservation of not only the environmental, but the cultural and social factors that make this place a valuable asset to the people of this region.



Photo credit: Prince Albert Ski Club (Facebook)

4.9.2. Opportunities

Building upon these strengths means embracing opportunities to make Little Red River Park an even greater asset to the people of Prince Albert and beyond. A place so rich in flora and fauna, observable hydrology, and a deep cultural heritage makes it an ideal classroom for children and adults alike. The Park has the opportunity to be a **centre for environmental education** through partnerships with Indigenous Knowledge Keepers, the Province's school boards, and post-secondary institutions.

There is also a great opportunity for the Park to be a **place for Reconciliation**. As a piece of public land that has significance for Indigenous peoples, with a history of displacement due to municipal development, and a natural setting that encourages **environmental stewardship** and **land-based education**, the Park can offer a place where people of all backgrounds can come together to share in the painful memories of the past and look to a future of healing and unity, while sharing traditional knowledge and skills



Photo credit: CPAWS - Saskatchewan Chapter

4.9.3. Constraints and Challenges

Many of the most significant challenges and constraints to development within the Park have been addressed in previous sections, such as the **large scale of the Park**, incompatible **land uses of adjacent properties**, the **sandy soil conditions**, and the **prevalence of invasive species**.

One of the most challenging aspects of this site is its proneness to **flooding**. A changing climate, large storm events and changes to freeze-thaw cycles have the potential to increase the frequency and severity of flooding. Unfortunately the most developed areas in the Park are in the floodplain.

Flood mapping has identified the 100- and 500-year flood lines, denoting the extents of the most extreme events. It should be noted that these types of flood events tend to occur more frequently than the 100 and 500-year labels suggest.

It is imperative that all proposed developments are sensitive to the risks of developing within this floodplain. Wherever possible, in accordance with the restrictions laid out in the *PA Planning District Official Community Plan*, no permanent structures should be built within these zones without first mitigating the risks presented by these flood events. Priority should be given to choosing sites that sit outside of the flood lines, as indicated in Figure 6.



Photo credit: PANow

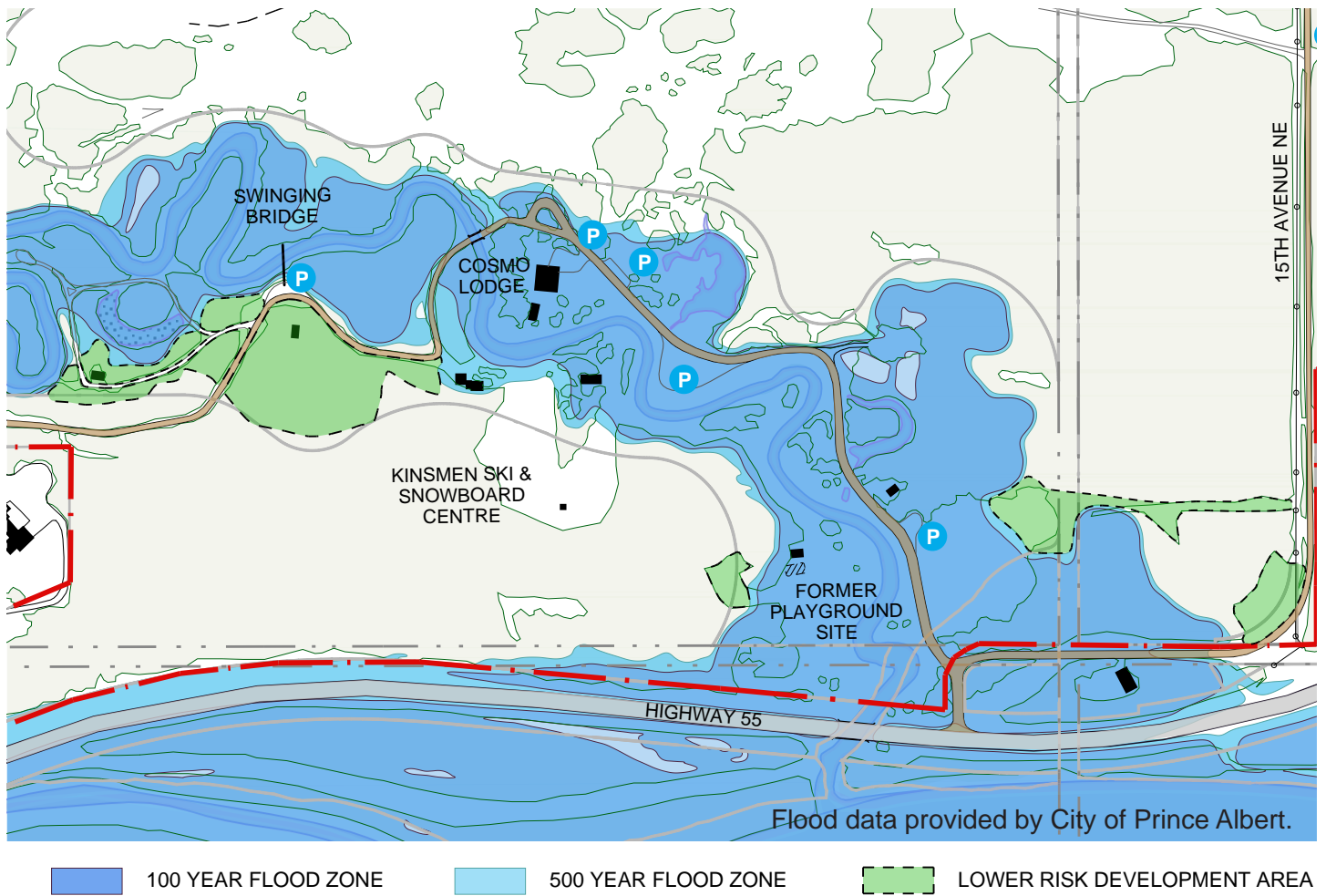


Figure 6. Flooding Constraints within Cosmopolitan Place





5.0 Public Engagement

5.1. Process

The Consultant Team completed a rigorous public engagement and data gathering process for the development of this Master Plan for Little Red River Park.

An important component of this study was meeting with members of the community to learn how the Park is currently used and to determine what the Park means to people, how it plays a part of – and adds value to – their lives, and their vision for its future.

From the start, the Consultant Team met with individuals and groups, to learn as much as they could about how this park functions in the community. Together with staff from the City of Prince Albert, a list of individuals and organizations was compiled, which became the checklist for a series of engagement sessions.

5.2. Consultation with Stakeholder Groups

Throughout 2019, the Consultant Team conducted meetings, interviews, and teleconferences with a number of stakeholders within the community in order to gather pertinent information and guidance on potential directions for the Park.

The following individuals, committees, or groups met with the Consultant Team:

- Kinsmen Ski & Snowboard Centre - Nathan Stregger, Manager;
- Friends of Little Red River Park Advisory Committee;
- Prince Albert Ski Club - Mike Horn, Fresh Air Experience;
- City of Prince Albert Technical Steering Committee - Tim Yeaman, Bruce Vance, Jeff da Silva, Craig Guidinger;
- Ranch Ehrlo - Brittany Acorn, Program Manager;
- City of Prince Albert Cultural Advisory Committee;
- Saskatchewan Polytechnic, School of Natural Resources and Built Environment - Joanne Marchand, Instructor;
- Prince Albert Tourism - Amber Pratt, Executive Director;
- Province of Saskatchewan, Nisbet Forest Representative - Trevor Jacobson, Land Manager;
- Rotary Club of Prince Albert - Keith Fonstad, President Elect and Joe Weinrich, President;

- Canadian Parks and Wilderness Society (Saskatchewan) - Gord Vaadeland, Executive Director, Stu Coles, Project Manager;
- Rock 'n' Road Mountain Bike Club - Quintin Wismer, President;
- City of Prince Albert Museum - Michelle Taylor, Director;

The Team met with the following through teleconferencing:

- Saskatchewan Rivers School Division - Cory Trann, Superintendent and Tyson Fetch, Indigenous Perspectives Coach;
- Saskatchewan Regional Parks Association - Katrina Irving, Executive Director;
- Province of Saskatchewan Culture & Sport, - Cynthia Bryce, Executive Coordinator to Assistant Deputy Minister of Parks;
- Saskatchewan Polytechnic, School of Natural Resources and Built Environment - Joanne Marchand, Instructor and Kevin Benmerrouche, Student.

5.3. Consultation with Indigenous Communities

Prince Albert is located on Treaty 6 land, the traditional territory of the Cree, Dene, Dakota, Saulteaux and Ojibwe peoples, and the homeland of the Métis Nation. The Prince Albert Grand Council comprises twelve First Nations and according to the 2016 Census, close to 40% of Prince Albert's population identifies as Indigenous, which includes First Nations, Métis and Inuit.²²

An important aspect of the public engagement process was ensuring that Indigenous communities were well represented and indeed deeply involved in the master planning process. The site of Little Red River Park has significant pre-contact history, and was, up until the last century, inhabited by the local Wahpeton Dakota peoples, who today have reserve land bordering the Park.



During the data gathering process, the Consultant Team kept an open and continuous dialogue with Wahpeton Traditional Knowledge Keeper Dr. Leo Omani. During this process, Dr. Omani identified an area within the Park that was once a Dakota village. On the evening of May 22, 2019, the Team met with Dr. Omani and Elder Norma Green, offering tobacco and being subsequently led on a walkthrough of the area to identify important sites and to emphasize the importance of preserving and respecting this history and land.

The Team also reached out to Prince Albert Grand Council to engage in dialogue with the area First Nations, as well as a committee of Traditional Knowledge Keepers assembled through the Municipal Cultural Action Plan.

The following individuals, committees, or groups met with the Consultant Team:

- Prince Albert Métis Women’s Association - Noreen McBride, President;
- Wahpeton Dakota First Nation - Dr. Leo Omani, Traditional Knowledge Keeper and Norma Green, Elder;
- Jason Surkan, local Métis architect;
- City of Prince Albert Traditional Knowledge Keepers - Alan Adams, Ian McKay, Dr. Leo Omani, Joanna McKay, Leah Dorion;

5.4. Website and Survey

Over the summer of 2019, an online park survey was conducted. The Consultant Team worked with staff from the City of Prince Albert, particularly Bruce Vance, Judy McLeod-Campbell and Tim Yeaman, to assemble a survey that would provide information regarding the relevant issues, while leaving the survey questions flexible enough that responses could be more than a simple ‘yes’ or ‘no.’ Open-ended questions were also provided. The survey was launched using the *Let’s Talk Prince Albert* online platform, and 700 registered email addresses received a direct invitation to engage with the survey. With assistance from Bruce Vance, Manager of Marketing & Sponsorship (City of Prince Albert), the survey was launched on June 13th, 2019 and was kept online through the end of the Labour Day long weekend.

Bruce Vance also helped to ensure that the online survey was promoted throughout the community, as social media posts and media releases were organized. The Consultant Team also posted on social media and sent the online survey link directly to Facebook pages associated with the Park (Prince Albert Alpine Ski League, Rock ‘n’ Road Cycling Club, Prince Albert Trail Riders, Prince Albert Ski Club, Prince Albert Triathlon Multisport Club, Prince Albert Bow Benders,

Pine Needle Mountain Bike and Music Festival and Summit Run) via Facebook Messenger, asking each administrator to post the link and distribute to their memberships. Signs advertising the survey were also posted at key locations throughout the Park.

Paper copies of the survey were left at the canteen in Cosmo Lodge, in the care of staff, in the hope that the many seniors who frequent their programming, who might not have computer access, could fill out copies of the survey. These were later entered manually into the online platform. Approximately 100 paper surveys were completed and collected during the Pine Needle Mountain Bike and Music Festival, where a member of the Consultant Team set up a table, and also circulated amidst the crowd throughout the event, to engage park visitors directly, to explain the purpose of the survey, and to ask for participation. Because the consultants were worried about over-representing participants of the bike race, special care was taken to approach anyone in the vicinity of Cosmo Lodge during the day, and surveys were completed by music festival attendees, spectators, visitors to the canteen, and people who just happened to be walking by or perhaps visiting the washrooms in the Lodge.

The Consultant Team asked school superintendents from both City of Prince Albert area school divisions (Saskatchewan Rivers and Prince Albert Roman Catholic School Division) to dispense the online survey to school principals and teachers, as this park is heavily used by school groups. The local teachers' union representative was asked to send the survey to teachers over the summer, so that they could be engaged when they were less busy. Organizations with a known interest or stake in the future of the Park were asked to circulate the survey to their staff, including: Ranch Ehrlo, the Municipal Culture Action Plan Working Group, Prince Albert Urban Indigenous Coalition, YWCA Settlement Services, the RM of Buckland, Prince Albert Chamber of Commerce, Nature Prince Albert, and the Prince Albert Wildlife Federation. The Prince Albert Community Network Coalition kindly advertised the survey on their website.

A total of 546 surveys were completed. Of the total, 26% were completed by individuals who self-identified as either being of First Nations (50) or Métis (91) descent. The Consultant Team was pleased to have a survey sample that included a strong representation from these two groups, representational of the general population of Prince Albert and a good indicator of the survey's accuracy.

The City of Prince Albert is to be applauded for its commitment to the engagement platform *Let's Talk Prince Albert*. The work it has done to set up and gain public

trust in this engagement tool was enormously helpful during this project. This was a highly useful tool during the public engagement process and demonstrates the City's commitment to listening to its citizens. City administration and staff were very helpful throughout the Park survey process and are obviously committed to the idea of public engagement and listening to what the community has to say.

The online survey also confirms what is witnessed at Little Red River Park: people from all walks of life and all backgrounds love and use this park. In so many ways, this park is already a success.

Main Takeaways from Online Survey

- ◆ A large majority of respondents (93.2%) use the Park several times throughout the year (including those that visit daily);
- ◆ Over 95% of people reach the Park by vehicle, most are travelling to the Park with others;
- ◆ More than half of respondents typically park near Cosmo Lodge or Cosmo Place, but several expressed that where they park depends on the activity in which they are taking part;
- ◆ About 25% of respondents say they know every corner of the Park, while 40% say they know some of the trails but not very well;
- ◆ About 34% of respondents are less familiar with the full extents of the Park and may be limiting their visits to the Cosmo and Kinsmen areas;
- ◆ Afternoon is the most popular time for park visits, followed by early evening;
- ◆ Lunch time visits are about a third as popular as afternoon visits, suggesting there is an opportunity to bring more people to the Park at lunch time (with improved food options);
- ◆ Summer is the most popular time for park visits, but visits in winter and the shoulder seasons are fairly even and not significantly lower than summer visits, so there already is good utilization of the Park year-round;
- ◆ By far the most popular winter activity is walking/biking, followed by tobogganing/sledding, and then cross-country skiing;
- ◆ By far the most popular summer activity is hiking/walking, followed by barbecuing/picnicking;
- ◆ Cycling (either mountain biking or recreational) is third most popular, followed by dog walking;
- ◆ Several respondents mentioned photography in the 'Other' category;
- ◆ Generally those coming to the Park to use the trails use the west parking lot. Those coming to walk dogs use the east parking lot; for most everything else, one would use the main entrance and park near Cosmo Lodge or destination.





6.0 Renewal Plan

6.1. Planning Zones

With a site the size of Little Red River Park, it is difficult to examine it as a whole without understanding that there are naturally varying levels of density and intensity in different areas of the Park. Dividing the space into zones allows for a more thorough analysis of needs, gaps, and opportunities.

The zones indicated in Figure 7 are based on a combination of distinct geographic features and density of uses and activities. These are not intended to be used beyond the distinctions required for the purpose of this Master Plan, but help to better illustrate the recommendations and priorities laid out in this document.

The Park has been separated into ten zones:

1. **The Core** encompasses the area known as Cosmopolitan Place. It is bounded to the south by Highway 55 including the Park entrance, the treeline atop the ski hill and the large group picnic area; Cloverdale Road to the east; the upper ridge and the Spruce River to the north and east. The Core includes Cosmopolitan Lodge, the Kinsmen Ski Centre, the Swinging Bridge, and the picnic areas along the main road.
2. **The Upper Plain** includes the flat area at the top of the ridge above Cosmopolitan Place and roughly follows the 440 metre contour line and the tree line along the open plain east of 15th Avenue NE. It then follows 15th Avenue NE southward.
3. The remaining portion of the **Spruce River Valley** makes up its own zone and includes many of the lower trails, the river itself and the oxbow lakes dotted along the river course.
4. To the south of The Core is the **South Trails** zone, which is bound by Highway 55 to the south, the Prince Albert Youth Residence (PAYR) property to the west and the ridge to the north and east.
5. The southwest corner of the Park is the **Sanitorium Site**, bounded by 6th Avenue NE to the west; Little Red River Park Road, Pine Grove Correctional Centre (PGCC) and PAYR to the north; and the residential neighbourhood to the south. The east boundary is formed by an extension of the PAYR property line.

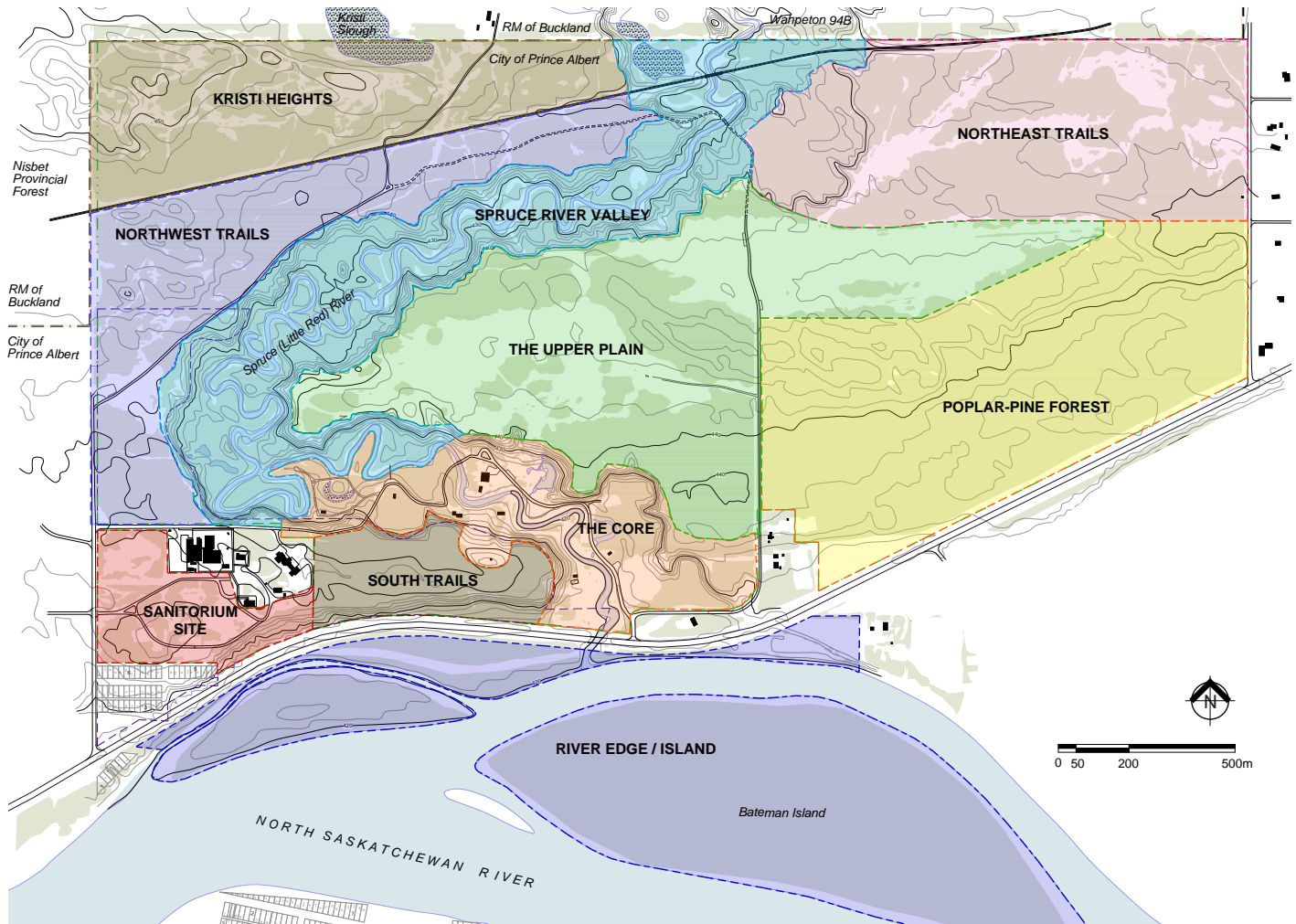


Figure 7. Planning Zones

6. North of Little Red River Park Road and bounded to the west by the Spruce River Valley and the north park road is the **Northwest Trails** zone. Bounded to the west by 6th Avenue NE, this zone fully encompasses the West Parking Lot and the CN Trail.
7. The extreme northwest corner of the Park, **Kristi Heights**, is bounded on the west and north by the city limits, on the south by the CN rail line and on the east by the river valley.
8. The extreme northeast corner, **Northeast Trails**, is bounded to the west by the river valley, to the north by the city limits, to the east by Cloverdale Road, and follows the tree line on the edge of the upper plain.
9. The southeast corner of the Park, the **Poplar-Pine Forest**, is bounded to the south by Highway 55, to the west by 15th Avenue NE and the residential properties along the road.
10. The **River Edge/Island** zone covers the area south of Highway 55 and the islands in the North Saskatchewan River, including the full extents of Bateman Island.

6.2. Improvements to Existing Amenities

Little Red River Park's existing infrastructure and amenities have been successful in building a well-used park with many activities to offer. That is why it is important to improve upon what has been established and build on the strengths of the Park in order to achieve the goals of this Master Plan.

6.2.1. The Core (Cosmopolitan Place)

The Core or Cosmopolitan Place, as it is described in Section 4.4.2, is the most developed area of the Park with the highest density of activity.

The following sections examine each of the areas within the Core zone with recommendations for improvements. Though some of the trails pass through this area, these are explored separately in Section 6.2.4.

6.2.1.1. Cosmopolitan Lodge

Cosmopolitan Lodge has the opportunity to act as the heart of Little Red River Park, a community hub. Its central location in the Core zone makes it an ideal starting point for visitors, a stop-off point for park users and a space for events, gatherings, and classes.

Additional funds should be allocated to the following upgrades to Cosmopolitan Lodge and its environs.

Upgrades to building:

- Improvement of heating and cooling systems;
- Provision of Internet and cable access;
- Installation of security and surveillance systems;
- Washroom upgrades including family-friendly facilities.

Upgrades to grounds:

- Permanent site lighting and seasonal lighting;
- Better security for wood and equipment storage;
- Soft landscaping around the building to provide a more welcoming environment for visitors, weddings, and special events;
- Patio extension and improvements that provide comfortable eating and lounging space with tables and umbrellas, accessible from the building interior;
- Improved walkways and connections to adjacent facilities (paths, bridges, etc.);
- Improved connection between Cosmo Lodge and nearby picnic shelter;
- New pathways to provide better accessibility for mobility issues.

Seasonal and programming improvements:

- Seasonal installation of a skating rink in open grassed area;
- Healthy food options with year-round café/bistro format;
- Rental services (skis, snowshoes, etc.)*
- Continuation of accessible cultural programming (Indigenous crafting workshops, Elder bingos, language classes, healthy living courses, respite programs, etc.);
- Comprehensive trail information (signage, pamphlets, etc.).

*Note: Success of rental service will be dependent upon improved security and coordination with trail user groups. Previous attempts at providing these services were challenged by frequent thefts from lack of surveillance, joy-riding/not returning equipment, and equipment that was incompatible with current standards.

All of these improvements must employ principles of universal design and be to the highest standard of sustainability to promote accessibility and advance the message of environmental stewardship.

6.2.1.2. **Kinsmen Ski and Snowboard Centre**

In recent years, the Kinsmen Ski and Snowboard Centre has been operated by a contractor, who along with upkeep of the hill and lifts, has added a snowboard terrain park, and ski and snowboarding programming for youth. This program has been extremely valuable to the community and provided youth with positive and healthy activity options and role models. Further investment in this facility is therefore paramount to continuing this important public service.

Much of the equipment at the ski hill is original to the facility, and requires extensive maintenance throughout the ski season, which has stretched the operating contractor's time and financial resources. Replacement of aging hardware is now long overdue and will greatly improve operations at the facility.

The terrain park has also proven to be an enticing amenity as approximately 80% of the business the hill receives is from snowboarders using this facility.²³ Further investment in this feature of the Park is required.

There are currently no washroom facilities at the ski centre. Visitors use the washrooms at Cosmopolitan Lodge. As these two facilities are operated by separate contractors, this requires coordination in order to ensure that washrooms are available during the ski hill's operating hours. The distance between the Old Log Cabin and the washrooms at Cosmopolitan Lodge is approximately 180 metres and requires crossing the bridge to access. The addition of a washroom building in closer proximity to the Old Log Cabin would greatly improve service at the ski centre, and would allow the facility to operate truly independently from Cosmopolitan Lodge.

Additional funds should be allocated to the following upgrades to the Kinsmen Ski and Snowboard Centre.

Equipment and infrastructure upgrades:

- Replacement of current lifts with new, variable speed rope lifts, complete with lift house controls;
- Replacement of grooming equipment (snowcat);
- Removeable bridge to allow safe winter access from the Parking lot to the Old Log Cabin (in favour of current seasonal snow bridge);

Upgrades to Old Log Cabin:

- Refurbishments as required to both exterior and interior;
- Provision of water service;

Hill Improvements:

- Enhanced terrain park;
- Opportunity for development of summer activity to extend use of the hill to a four-season facility (e.g. a zip line, summer ski training track, etc.).

Safety, Security and Comfort:

- Ski patrol to be on duty during open hours;
- Opportunities for ski patrol training for local youth;
- Development of a clear emergency plan for the facility;
- Improvements to emergency access;
- Re-routing/separation of cross-country ski trail at base of hill to alleviate conflict with downhill skiers/snowboarders;
- Additional washroom building.

6.2.1.3. The Swinging Bridge

Bridge Structure

The bridge that stands today is not the one that was built in the 1920s, but regardless of the vintage of the current bridge, there is a high degree of heritage value in having and maintaining a swinging bridge structure at this location. Though the bridge was not mentioned much through the public consultation process, respondents that did allude to it, highly value it. There is also evidence online that the people of the region treasure this structure and would like to see it preserved.²⁴ Efforts should be made to enhance this feature and celebrate its contributions to life in Prince Albert.

Flood mapping suggests that in major flood events, the majority of the bridge structure would be under water and would be at risk for damage or destruction. Any design for bridge repair or replacement must consider this, and ensure that mitigating measures are taken to prevent this and eliminate risk to health or threat to life.

Full replacement of the structure is recommended with an aim to make it as accessible as possible to bring the opportunity for crossing the bridge

to as many visitors as possible. This is a costly endeavour and should be evaluated through a separate public consultation process along with a feasibility study with relevant certified engineering professionals.

Destination Space

Currently, the north landing of the bridge leads to a triangular patch of forest between the bends in the river. This space presents an opportunity for a shaded seating/picnic area. Surveillance may be a challenge in this location, however, as it is well hidden from the rest of the Core area.

At very least, a trail should connect the north landing back to the River Trail north of the traffic bridge near Cosmopolitan Lodge.

Heritage Interpretation

Whether repair or replacement is pursued, an opportunity exists for heritage interpretation at this site.

6.2.1.4. Picnic and Group Use Areas

The results of the Let's Talk Prince Albert survey indicated that picnicking, whether in small or large groups, was the top summer activity at Little Red River Park.²⁵ In the 1982 Little Red River Study, a similar question in the public engagement process at that time showed that picnicking was also the top summer activity.²⁶ It is clear that the Park has long been a destination for this activity, and is an important place for local residents to enjoy food and social interaction.

Toilet Facilities

There are currently three outhouse structures throughout the Core zone serving the adjacent picnic and group use areas. A large number of those consulted through public engagement identified that the top priority for improvements to these picnic areas is replacement of the existing outhouse structures with better, more modern facilities, complete with water and sewer service. Alternatively, composting facilities with onsite water storage for washing should be considered as a less expensive and more sustainable solution.

Each current picnic site is situated less than 220 metres from an outhouse. The picnic shelter south of Cosmopolitan Lodge is serviced by the lodge's indoor washrooms. However, if the Lodge is closed, the nearest outhouse is 380 metres from this shelter. Refer to 6.2.1.2 for recommendation of adding a washroom building at the Kinsmen Ski and Snowboard Centre.

It is important that improvements to toilet facilities are accessible. The existing structures present challenges for park visitors with disabilities.

Picnic Sites

There are currently five group picnic areas complete with shelters, and approximately twelve smaller picnic sites, throughout the Core. Some of these are equipped with fire pits, and some are simple clearings with a picnic table.

There is spatial capacity to add more picnic sites with fire pits along the western loop road, as well as along the entrance road from the highway. This would, of course, add to the maintenance requirements of the Park operators, so it is important to evaluate expansion based on the governance and staffing model that is chosen for the Park.

Addition of waste receptacles at these sites will aid in keeping the Park clean. Again, this will add to the maintenance requirements as receptacles will need regular disposal. Refer to Section 6.2.8 for more on waste management.

Permitting local food trucks to set up near Cosmopolitan Lodge on non-festival weekend days may also encourage more visitors to come out to the Park and spend time using the various amenities. It is important, however, that this does not significantly detract from business at Cosmo Lodge, and that proper consultation with the Lodge operators is undertaken.

Play Spaces

The loss of the footbridge and asphalt paths – between the parking lot at the foot of the toboggan hill and the playground – during the 2013 flooding made the play area largely inaccessible. The aging play structure was removed in 2019, and a request for proposals was subsequently sent out, with funding from the Rotary Club of Prince Albert, to replace and expand on the playground with new equipment. Replacement of the footbridge is an important part of this refurbishment, as it will once again allow visitors to park close to the site.

As noted in Section 4.9.3, with significant capital investment in developments such as an expanded play space, the City must carefully consider appropriate siting outside of the floodplain. Rebuilding a playground/adventure centre in its previous location is not recommended unless flood mitigation measures are employed as part of the development. A risk assessment should be undertaken to ensure these investments are protected from damage or loss due to flood activity.



Photo credit: Myles Tan

Regardless of which location is chosen, the new playground site would also benefit from the addition of outdoor fitness equipment nearby, providing fitness opportunities to the public, as well as giving parents an opportunity to engage in physical activity while their children are using the playground structures.

The toboggan hill is a popular spot throughout the winter and with the addition of lighting, use has been extended. However, there is an opportunity to extend use of this hill into the summer and shoulder seasons. The hill, or a site nearby, could be developed into a mountain bike skills park or jump track. This might also be an ideal location for installation of a zip line that carries riders to the west side of the Spruce River.

Other additions to further extend play opportunities for all ages include disc golf, large swings, horseshoe pits or a biathlon training course.



Example of a zip line. Photo credit: Anita Denunzio

6.2.2. Roads and Bridges

With the decommissioning of the Hands Bridge, the vehicular route through the north portion of the Park has been eliminated. While there is an operational advantage to having a circuitous route through the Park, especially for emergency and security access, there is also an advantage to converting the vehicular road to a trail as it restricts use to foot and bicycle traffic only.

There are two options for the replacement of Hands Bridge:

1. Replace the bridge with a new vehicular bridge and restore the roads to and from the bridge, but restrict vehicular access to service or emergency vehicles only by installing gates at each end;
2. Replace the bridge with a new pedestrian bridge and convert the old road to a multi-use trail.

All vehicular roads throughout the Park require upgrades, especially 15th Avenue NE, which can become impassable when wet or snow covered, due to the sandy soil conditions of the site.

An engineering review of all bridges, both vehicular and pedestrian, should be commissioned as soon as possible to determine priorities for replacements or remedial structural repairs.



There is currently restricted access on the north-south road passing through the Kristi Heights zone. This road is the sole access to a private residence just north of the Park boundary in the RM of Buckland. This represents an inappropriate land use, and it is recommended that the City of Prince Albert consult with the RM of Buckland, and request that an access road for the private land owner be constructed off of Lato Road. Sufficient notice must be provided to the landowner in order to allow for this adjustment.

6.2.3. Parking

Parking lots throughout the Park are not formalized with stall markings, as they are typically surfaced with granular material. This is generally appropriate where there are single lines of perpendicular parking stalls or parallel stalls. However in the larger lots, such as the lot that sits across the river from the ski hill, there is an advantage to organizing the lot into rows using trees and shrubs. This may also help deter drivers from destructive activities in the lot (i.e. “donuts”). Trees should be added to all parking areas to provide shade.

If increased demand requires additional parking, low-impact, single-row perpendicular stalls can be added along the main road at reasonable intervals. The area adjacent to the road is relatively clear of vegetation and a minimal amount of clearing would be required to convert these to parking areas.

Any trees planted within the floodplain should be flood tolerant species.

6.2.4. Trails

The Park is currently lacking winter walking trails. While Nordic ski trails and fat bike trails abound, there is little provision for trails designated for foot traffic. Walkers tend to use trails meant for other uses, which becomes dangerous and destructive to trails groomed for these specific purposes. Where wide enough, such as the River Trail, multiple uses should be accommodated, with clear separations.

Trailheads, complete with signage, at key points and where trails intersect will provide trail users with comprehensive information about each trail, and convey the route, level of difficulty and distances. The signage at trailheads can also be used to reinforce trail etiquette and appropriate trail use.

Other key improvements to the trails that require further investment of labour and capital are:

- Restoration of the former Kiwanis bike trail for improved safe bicycle access to the Park;
- Re-naturalization of rogue trails with signage and demarcation to control access;
- Public roll-out of a GPS mobile app currently being developed by Saskatchewan Polytechnic's Natural Resource Management, Forestry and Ecosystem Technology Program;
- Improved accessibility where feasible;
- Benches and waste receptacles at appropriate intervals along major trails, where appropriate;
- Low impact outhouses in the more remote areas of the Park.

6.2.5. Events, Programming and Marketing

One of the Strategic Directions of the *Community Services Master Plan* is to “enhance the current promotion of existing community opportunities including facilities and amenities, programming, and activities.”²⁷ Significant investment should be made to promote Little Red River Park and its services, not just within City of Prince Albert literature and media, but beyond the region. Promotion through modern media technologies, such as social media platforms, will help to extend this reach. The natural beauty of the Park is its own best tool for promotion, and visually rich materials displaying the Park's balance of nature and recreation will benefit not only the Park but the city and region.

A big part of this promotion is external wayfinding. Improved signage within the city, and along Highway 55 will guide visitors to the Park and inform them of the services available. Roadside signage should indicate the following amenities:

- Cosmopolitan Lodge,
- Kinsmen Ski and Snowboard Centre
- Historic Swinging Bridge;

- Symbols for picnic space, washrooms, playground, trails, toboggan hills, and interpretive elements;
- Any new facilities that may arise from the Master Plan.

6.2.6. Internal Wayfinding and Boundary Demarcation

Signage throughout the Park with discrete branding and graphic continuity will help to build a strong graphic identity for the Park and identify it as a unique and special place. Signage must be clear, unambiguous, multi-lingual, and employ best practices for universal design.

As an extension of its funding for promotion of the Park, it is recommended that the City put out a call for proposals for the development of a branding and wayfinding package for Little Red River Park.

Signage should also clearly demarcate all park entrances and boundaries of the Park. The existing signage at the main park entrance off of Highway 55 is arranged with a hierarchy that gives prominence to Cosmopolitan Place over Little Red River Park. It should be clear to visitors first that they are entering the Park, and secondly that the area of the Park that they are entering is Cosmopolitan Place.

Likewise, the signage at the intersection of 6th Avenue NE and Little Red River Park Road lacks the weight appropriate for a park of this size. The green directional sign for Pinegrove Correctional Centre is more prominent than the small painted wooden sign for the Park. The directional signage should contain both Pinegrove and Little Red River Park, but there should also be a separate, more prominent welcome signage for the Park, following the established graphic identity.

Lighting at these entrances is also extremely important. There is currently no street lighting at either of the Park entrances. This is a problem for both safety (perceived and actual) and wayfinding. The main road through the Park must be well lit, from gate to gate to ensure there is a safe route through. This is especially important with extensive winter use of the Park, when the sun sets as early as 4:45 pm.

Low fencing along the open northwestern edge of the Park (Northwest Trails and Kristi Heights zones) with a chicane or ‘kissing gate’ at trail entrances can aid in marking the Park edge as well as deterring vehicular entry in areas that have less surveillance due to their remoteness. This will help curb damage from ATV users.

6.2.7. Forests

The forest within the Park, though not recognized as being part of the Nisbet Provincial Forest, is contiguous and therefore ecologically part of said forest. Preservation and management of this ecosystem is important to ensure that it thrives for generations.

The commissioning of a forest inventory and management plan, in partnership with the Nisbet Provincial Forest, can move toward developing a potentially innovative precedent-setting management strategy. This plan should also include strategies for removal of dwarf mistletoe and other invasive species that can be detrimental to the forest inventory. There is potential for a partnership with Saskatchewan Polytechnic’s Forestry Management Program.

Another important strategy that goes hand in hand with forest management, and in line with the Prince Albert District Official Community Plan, is the commissioning of a Wildfire Management Plan for Little Red River Park. This should be done in collaboration with the Province of Saskatchewan to ensure continuity between the jurisdictions on either side of the Park boundary. This could be the site of innovative management, again possibly testing techniques in partnership with Saskatchewan Polytechnic.



6.2.8. Waste Management

With an area as expansive as Little Red River Park, disposal of waste can be challenging. The current operator contract allows for collection of waste from bins within the Park. Currently, large waste receptacles at Cosmopolitan Lodge and the northwest parking lot (Upper Plains) serve as collection points for offsite pickup and disposal by a private waste removal company.

A more comprehensive waste management plan would allow for an increase in the number of smaller receptacles throughout the Park with a central collection point that is more convenient for pickup, but also less visually obtrusive to the natural surroundings. Ideally this plan would also include recycling and compost to divert waste from the landfill site.

It is recognized that vehicular access is limited along the more remote trails in the Park, which will limit the ability to collect from receptacles in these areas. Also, the sight of waste receptacles along trails through a natural setting is generally undesirable. Unfortunately, it is difficult to curb littering, so a waste management plan should allow for staff to travel the trails on foot or bicycle to collect litter on a regular basis. Any signage that conveys trail etiquette should include instilling respect for the natural environment and deterrence of littering with posted fines for offending parties.

6.2.9. Deterrence of Illegal Activity

One concern that the Consultant Team heard during the public engagement process was that despite signage throughout the Park informing visitors of fines up to \$5000 for violations, enforcement is rarely carried out. Enforcement may be difficult due to the remoteness of sites where these activities are commonly occurring. The Park operations contractors have traditionally not been equipped with the power of enforcement, and are typically encountering these activities while alone or in pairs. This presents a risk to safety and generally the only course of action is to call police, who may not be able to respond in time to catch the culprits in the act.

As long as illegal activity goes unchecked, it will continue. A successful management structure will include provision for a dedicated park patrol that has the efficacy and authority to issue fines and if required, safely apprehend offenders. A community-based volunteer patrol program should be explored, perhaps in collaboration with a ski patrol program.

6.3. New Opportunities

Along with building upon existing amenities, there are a number of opportunities for new developments within the Park. It is important to note that the Park's natural beauty is its most important trait, and that all new development must not impede or detract from the nature of the site. Most of the new opportunities recommended in this section are proposed for The Core, as this is the area where the density and intensity of development should occur. Any development in the trail and forest zones must be limited to improvements to trails and circulation, wayfinding elements, and interpretive components.

6.3.1. New Development in the Core

Through the data gathering and public engagement process it was clear there was much support for the addition of fitness/adventure amenities in the Core. Some of these features have the potential to bring in revenue for the Park, while others can be offered free of charge with upkeep costs offset by the revenue-generating facilities. It is important that there remain a significant number of activities that are free of charge in order to fulfill the goals of being inclusive and welcoming to all.

Zip Line

The terrain of the Park allows for installation of a zip line, which is a pulley and cable system strung between two points. Users attach themselves to the pulley and use gravity to propel themselves along the cable. The popularity of this activity has been growing in recent years²⁸ and a unique zip line attraction in the region could greatly increase tourism traffic and revenue.

There are a number of challenges with zip line facilities that need to be taken into account, however. Safety is paramount, and the facility must be operated by trained professionals, and equipment must be kept to a high standard. The sandy soil conditions will also present constraints for erection of the towers required for the facility. A full geotechnical report must be commissioned, and recommendations from geotechnical engineers must be followed. This, along with potentially high insurance and permitting costs, might diminish the viability of this business opportunity. A full feasibility study is a necessary first step.

An alternative to a fully staffed zip line system is a smaller line system not requiring supervision, similar to the one at Kinsmen Park in Saskatoon. Such a system has a slope that is steep enough to create momentum but does not present significant danger from falling, providing a thrill for young kids without the high cost that a full zip line would require.

Other Climbing Features

Rope towers or climbing walls can add a more financially accessible adventure element. Climbing elements of a certain height can be integrated into the playground structure, but larger features would require the use of harnesses and safety equipment, and should be staffed to encourage proper use. Climbing features could be bundled with a zip line and other adventure elements to develop an adventure centre, where a variety of activities with different levels of admission costs could be implemented.

The current toboggan hill seems the best location for this type of activity centre, as lighting has already been installed on site, and the elevation necessary for the zip line element is ideal. The upper area of the toboggan hill also lies outside of the 100 and 500 year flood levels, so new amenities here would be protected from such damage. The climbing feature might also be iced in the winter to have its use extended year-round.

An area of the current toboggan hill might also be contoured and designated for younger children.

Camping

There is currently no campground within the boundaries of Prince Albert, and there are very few facilities in close proximity to the city. Little Red River Park has already established itself as a picnic spot and stop-off point for summer travellers passing through the region. There is an opportunity to establish camping within the Park, but it is important that there is no significant impact on the natural environment and the established activities within the Park.

It is not recommended that full service camping be implemented in Little Red River Park. However, if an RV campground is to be pursued, it must be developed within the Core zone. Bringing RV traffic into the Upper Plains could have devastating effects to the natural environment, and would disrupt the well-established trail activities throughout the Park.

While it is outside the scope of this Master Plan to make recommendations for areas outside the boundaries of the Park, it is worth noting that supporting the development of a full service campground in close proximity to Little Red River Park could be very beneficial to any revenue-generating activities within the Park.

Low-impact camping (*i.e.* non-serviced tenting sites) on the other hand, has the potential to not only generate revenue, but would extend the hours of the Park's operation. Having people staying in the Park overnight, especially if the facility has 24-hour staff on duty, would increase the surveillance and security of Cosmopolitan Place, and potentially deter illegal activity within the Park.

Fishing

The large pond to the west of Cosmopolitan Lodge, likely formed as an oxbow of the river, offers an opportunity for fishing. Following proper impact assessment and consultation with the Department of Fisheries and Oceans, this water body can be dredged and stocked with local fish species to provide a spot for licensed anglers to gather. This activity would complement low impact camping, giving campers a broader range of activities while staying in the Park.



Photo credit: Jess Lindner

6.3.2. Sanitorium Site

Indigenous Ceremonial Grounds

There is a demand within the Indigenous community for space to conduct traditional activities such as powwows and sweat lodges. With the presence of water and sewer services, established ring road, and easy access from 6th Avenue NE, the former Sanitorium site is ideal for this purpose. This site was considered in the recent past for this use. With continued consultation with the City's Traditional Knowledge Keepers Committee, this recommendation should be further explored.

6.3.3. Spruce River Valley

The meandering course of the Spruce River (Little Red River) runs approximately 6.5 kilometres in total length from the point where it meets the northern boundary of the Park to the point where it spills into the North Saskatchewan River. Along this course, deadfall from the forested river edge has rendered this river course unnavigable, and indeed dangerous to watercraft. This represents a missed recreational opportunity.

Removal of this deadfall within the Park, will create an opportunity for canoe and kayak trips along the Little Red. This, in turn, if demand allows, opens up potential boat rental opportunities within the Park.

A manageable approach to this clean-up effort is to begin with the portion of the valley within the Core zone, and work northward toward the northern boundary, with an aim to complete the full clean-up within two years. Subsequently, new deadfall should be cleared as soon as possible.

6.3.4. Upper Plains

Historic Dakota Village

The Consultant Team's walkthrough of the western Upper Plain zone with Wahpeton Elders, Dr. Leo Omani and Norma Green, identified locations that once housed the local Dakota community, including the cabins, roads and a community hall that was used for gatherings. There were also sacred spots identified during the meeting.

Due to the sacred nature of this area of the Park, development of any kind, other than to interpret this history and provide space for gatherings would be inappropriate. The existing trails through the plain do not present any conflict of use, and indeed open the opportunity for the education of the public through interpretive elements or art pieces along the walking routes.

Interpretive signage in this zone might communicate:

- The general location of buildings and roads in the historic Dakota village;
- Indigenous plants with Dakota names;
- Indigenous land management techniques, such as prairie burns.

In the spirit of inclusivity and Reconciliation, there is an opportunity to work with Wahpeton and other local First Nations and Métis communities to build a gathering space for cultural events that bring together youth and Elders from Indigenous and non-Indigenous communities.

Land-Based Learning

Prince Albert's and indeed Little Red River Park's unique positioning on the boreal-prairie ecotone makes it a prime location for nature-based education. The rich diversity of flora and fauna, the structure and composition of the soils, and the hydrology of the rivers, create a natural laboratory for observing and learning from nature.

A dedicated outdoor classroom space where the forest meets the plain in the eastern portion of the Upper Plain zone, will provide space for students of all ages and levels of learning. This might also be accompanied by a low-impact building, which would employ green building technologies, to

form an environmental learning centre, similar to the Brightwater Science, Environmental and Indigenous Learning Centre near Beaver Creek. This model combines scientific knowledge with local Indigenous Traditional Knowledge to provide a broader understanding of land, people and natural systems.

This initiative would benefit from a partnership between Saskatchewan Polytechnic, the University of Saskatchewan, local school districts and First Nation and Métis communities. In particular, the Indigenous academic programming at the local schools is a huge potential resource for ideas and inspiration.

Camping

In tandem with the development of an environmental education centre, the eastern plain is an ideal location for low-impact camping. This could take the form of tenting sites or rentable yurts. This opportunity provides overnight camping space for school groups visiting the learning centre, but could also, in the summer time, be rentable to visitors, providing another stream of revenue for the Park.

Camping in this zone could replace or complement the low-impact camping recommended at Cosmopolitan Place.

6.3.5. Trail and Forest Zones

Trails

With the aim of limiting disturbance of the natural systems in the Park, and focusing any new developments in the Core zone, there are not many new opportunities in the remaining zones, apart from the improvements described in Section 6.2.

One recommendation that provides a new opportunity that can be built off of the existing trails is the development of a flagship single-track mountain biking trail that is accessible to all. This would be an attractive feature that could extend the tourism draw for the region, and provide local residents with a unique recreation destination within the Park. Consultation with local mountain biking groups and professional track designers will help to identify



Photo credit: Irene Lasus

an appropriate route and design parameters for such a track. Liaison amongst the trail groups and the Friends of Little Red River Park is of utmost importance to ensure that there are clear terms of use, and conflicts of trail types and uses are avoided.

6.3.6. Programming and Events

Along with continuing the annual events that have been taking place in the Park, some of the ideas for further programming and events that arose during public engagement were:

- More festivals throughout the year (e.g. winter festival, summer festival);
- Celebration days (e.g. Canada Day, Treaty Days, etc.);
- A dedicated park website and social media;
- Controlled burns;
- Interpretive hikes;
- Back country yoga;
- Elder-guided medicinal plant walks and ecosystem walks;
- Powwows;
- Treasure hunt/geocaching;
- 4R (Respect, Reciprocity, Reconciliation, Relevance) training;



Photo credit: Elisabeth Wales

- Continued and enhanced funding of ski programs at Kinsmen Ski and Snowboard Centre;
- Continuation of cultural programming at Cosmopolitan Lodge and invitation to other groups to complement this;
- Fun runs, nature walks, skills events, garbage picking;
- Living museum displays and interpretive programs;
- Art in the Park (in partnership with the Rawlinson Art Gallery);
- Enhancement of current rentals to offer choices as infrastructure improvements are made (eg. Canoes, kayaks, SUP's, mountain bikes);
- Commitment, through programming and interpretation, to telling history of the site and region.

6.3.7. Other Recommendations

Other opportunities that were identified include:

- Naming of sites and trails throughout the Park through Indigenous naming ceremonies (Dakota, Cree, Michif, and Dene) to carry on the work of the City of Prince Albert Traditional Knowledge Keepers to bring more emphasis to the languages represented in the area;
- Archaeological investigations in collaboration with First Nations and Métis and the University of Saskatchewan's Department of Archaeology and Anthropology's archaeological field school;
- Development of a Living Museum in partnership with the Prince Albert Historical Museum.

6.4. Improved Transportation To and Through the Park

Full circulation through the Park has been cut off since closure of the road leading to Hands Bridge as the bridge is no longer structurally sound.

As described above, options for remediation include:

- Restoration of access to this road and construction of a new vehicular bridge to re-establish vehicular circulation; or
- Re-naturalization of the old road and/or conversion of the road to trail with a more modest crossing at the Hands location.

The idea of a second bridge across the North Saskatchewan River has been around for a long time, and has been reignited more recently through the Municipal Cultural Action Plan. Both the 1982 Little Red River Study and the 2004 River Valley Plan called for a new bridge at 6th Avenue NE, which would bring traffic right to the edge of the Park, increasing visibility and creating opportunities for improving the Park's identity.

Extension of Prince Albert Transit's service to the Park with regular day-time service to Cosmopolitan Lodge would also increase accessibility to the Park for those with limited transportation options. This new route could also service Glass Field Airport from the main Downtown transfer point at Central Avenue and 14th Street.

Any road improvements or additions must follow municipal and provincial standards and adhere to the *Prince Albert District Official Community Plan* (Section 8: Transportation and Servicing Policy), as well as the *Prince Albert Transportation Master Plan*.

6.5. Summary of Recommendations

See Figures 8a and 8b for a summary of the Renewal Plan recommendations.

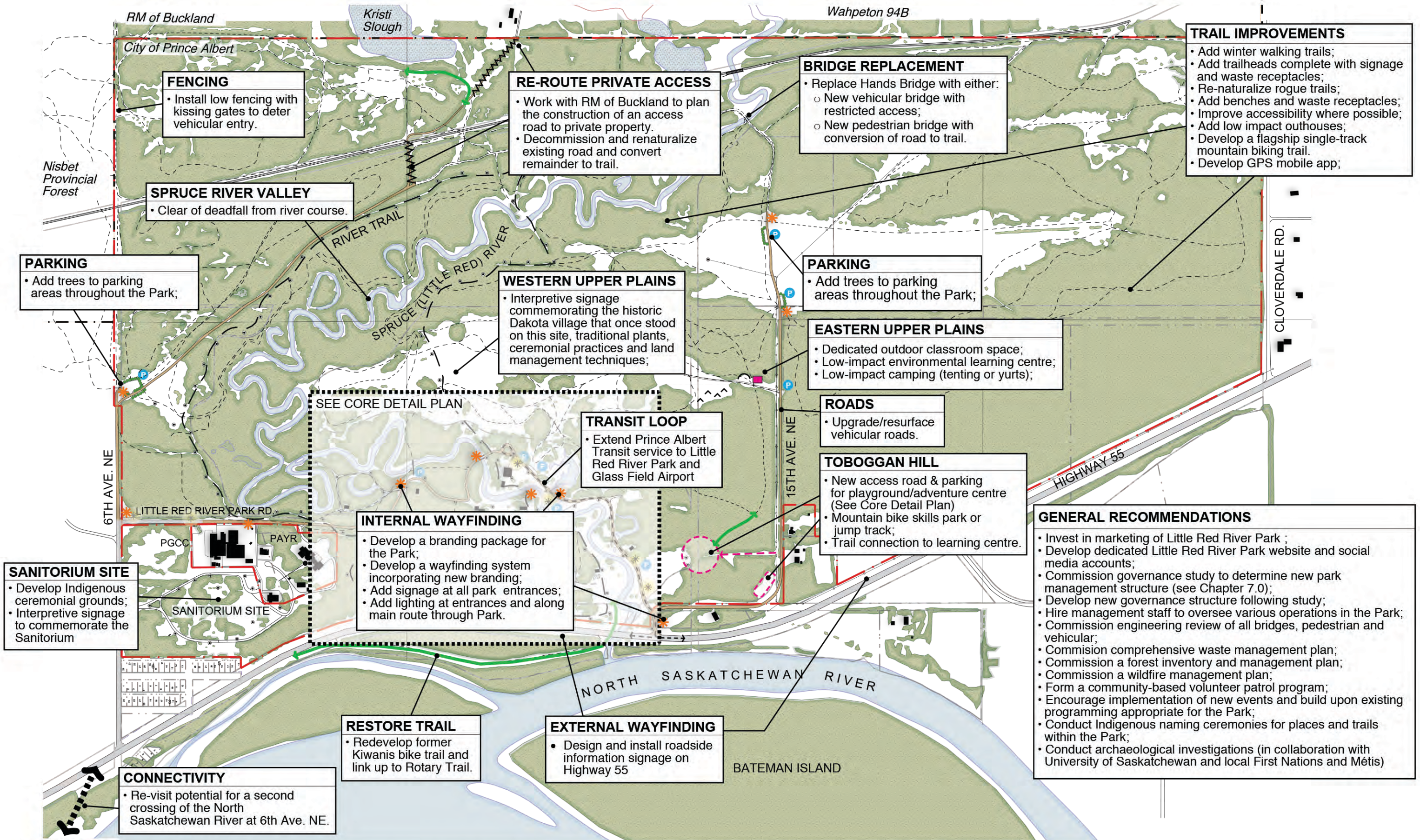


Figure 8a.
SUMMARY OF RECOMMENDATIONS



Data has been gathered from multiple sources. Accuracy is not guaranteed. For information only. Drawing is not to be used for any construction purposes.

- PROPOSED WAYFINDING SIGN OR TRAILHEAD
- ADDITIONAL LIGHTING
- ADDITIONAL TREE PLANTING
- PROPOSED STRUCTURE/ DEVELOPMENT
- NEW OR RESTORED TRAIL CONNECTION



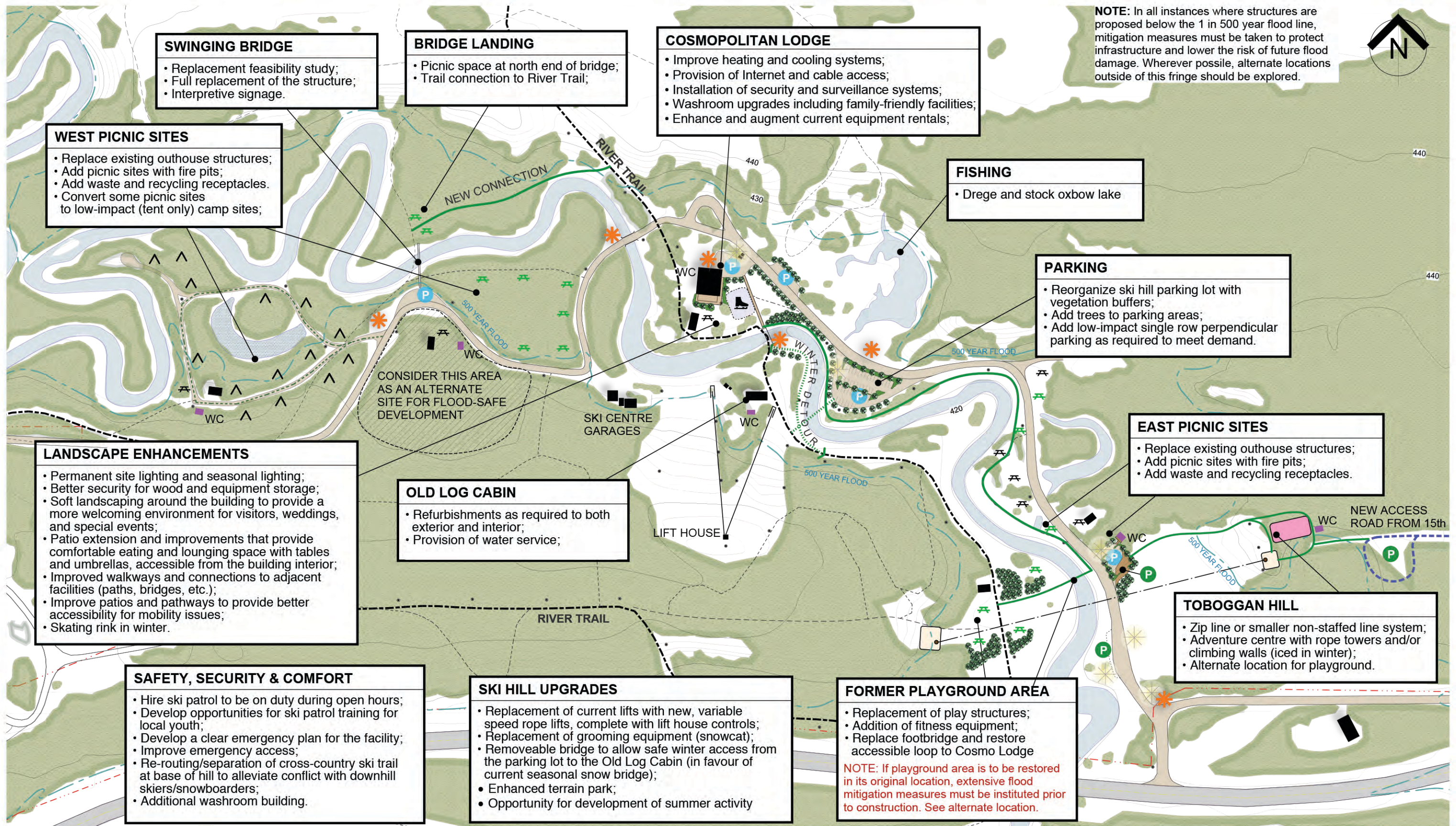


Figure 8b.

SUMMARY OF RECOMMENDATIONS : CORE DETAIL PLAN



Data has been gathered from multiple sources. Accuracy is not guaranteed. Drawing is not to be used for any construction purposes.

- P EXISTING PARKING
- P NEW OR EXPANDED PARKING
- * PROPOSED WAYFINDING SIGN OR TRAILHEAD
- TRAIL EXTENSION
- WC NEW OR REPLACED TOILET FACILITIES
- * ADDITIONAL LIGHTING
- * ADDITIONAL PICNIC SPOT
- ^ OVERNIGHT CAMPING SPOT





Governance and Staffing Structures

7.1. Introduction

The following options are presented as a starting point for discussion of a revised governance structure for Little Red River Park. Further study and analysis of the governance options presented herein is required before moving forward. Ideally, a full governance study with specific recommendations should be commissioned by the City of Prince Albert. Refer to Chapter 8.0 Strategic Action Plan for specific strategies to achieve this.

7.2. Option 1: City-Operated Park with Partnerships

Under this model, Little Red River Park will continue to be managed by the Parks Manager in the Community Services Department. A governance board, made up of the Park's stakeholders — a variation of the existing Friends of Little Red River Park — would aid in decision-making processes. Operation of the various park amenities would still be charged to private contractors who would have the opportunity to generate their own income from their enterprises within the Park.

Significant investment of public funds would be required under this model to implement the recommendations in this Master Plan. This investment may be sourced from increased funding in annual City budgets over the ten-year period of the Plan's implementation process, or through various grants.

A portion of this funding may also be sourced from increased taxation or fees charged for certain park services such as parking. This approach will likely be met with opposition from residents.

The City might also charge a levy on any personal revenue that is brought in from the private contractors' park operations (e.g. food sales at Cosmopolitan Lodge) though this may serve to reduce the appeal of bidding on park contracts.

Under this model, it is also recommended that the City hire a manager, specific to Little Red River Park, to alleviate the extra workload that would otherwise fall on the Parks Manager, given the added obligations that come with the implementation of the Master Plan.

7.3. Option 2: Separate Governance

This option would require the City to relinquish operation of the Park to a separate body. In most cases, the City would still maintain ownership of the land, and provide funding toward certain aspects of park management, but the governing body would head operations, and seek funding for capital projects.

Three different models for this option are presented herein.

1. Conservancy Model

Using the Friends of Little Red River Park as a seed for the formation of an arms-length organization to act as a governing body would ensure that the institutional knowledge and grassroots structure of this group is preserved and the interests of the amenities and user groups in the Park are maintained.

The Little Red River Park Conservancy would work to fundraise, advise, and make decisions regarding operations and capital projects within the Park's boundaries. The conservancy would be governed by a board of directors, and staffed by a manager who would oversee operations staff. There would still be an opportunity to contract various operations to private organizations under this model.

2. Regional Park Model

This option is not new to Little Red River Park. Attempts were made in 1978 to have the Park designated²⁹ but this did not come to fruition.

Little Red River Park far exceeds the minimum size requirement of 160 acres. Regional Parks require sponsorship from a Municipality and an application must include a 5-year plan and proposed budget. The Park must make a net profit of at least \$10,000 per year.

Advantages to this model are that the Regional Park body does the lobbying for funding from the Province, capital grants are available, there is more exposure for the Park through the provincial guide, parks can attend the Annual General Meeting, and they can assist one another.

A Regional Park must also have a local board. Again, the Friends of Little Red River Park can serve as a seed for this board.

3. Provincial Park Model

While there are examples of towns that sit within the boundaries of Provincial Parks in Saskatchewan, there are no current examples of Provincial Parks that sit within the limits of a city in Saskatchewan. This would either be a precedent-setting example, or there would be a requirement for the City of Prince Albert to transfer ownership of the land to the Province of Saskatchewan.

In any case, conversion to a Provincial Park would relieve the City of Prince Albert of all responsibility of Little Red River Park. It is likely not an ideal candidate for this model, but it is worth consideration as an option.

The disadvantage to operating as a Provincial Park, is that these jurisdictions typically rely on entrance fees to fund their operations, which would serve as an economic barrier to established park users and would go against the goal of being available to all residents of the region.

7.4. Option 3: Combined Governance

A third governance option is the transferring of responsibilities of different areas or amenities within the Park to different governing bodies or models, or to create a multi-level structure like Meewasin Valley (City of Saskatoon, Government of Saskatchewan, and University of Saskatchewan).

Examples of organizations or models that might form part of this combined model are listed below.

1. Environmental Designations

Examples of environmental designations that portions of Little Red River Park might meet eligibility for are:

- Protected Area;
- Ecological Reserve;
- National Wildlife Area;
- UNESCO Biosphere Reserve

These designations come with governance requirements.

2. Indigenous Protected and Conserved Area (IPCA)

Indigenous Protected and Conserved Areas (IPCA) are:

...lands and waters where Indigenous Peoples have the primary role in protecting and conserving ecosystems through Indigenous laws, governance and knowledge systems.”³⁰

The rich history of the Dakota people that most recently occupied the site prior to displacement in the 20th Century contributes to the Park’s potential eligibility to be designated as an IPCA. This model is relatively new and has yet to be widely appointed, but the Federal Government has expressed a desire to designate more IPCAs. Little Red River Park could be a great model for this system of governance.

There are different management models within the IPCA system. Working under the *Indigenous People – Government Partnerships* model, the City of Prince Albert would partner with local Indigenous communities to form a governance body for the Park.

3. Other Effective Area-Based Conservation Measure (OECM)

The Convention on Biological Diversity defines an “other effective area-based conservation measure” as:

A geographically defined area other than a Protected Area, which is governed and managed in ways that achieve positive and sustained long-term outcomes for the in situ conservation of biodiversity with associated ecosystem functions and services and where applicable, cultural, spiritual, socio-economic, and other locally relevant values.³¹

4. Indigenous Guardian Program

Indigenous Guardians are paid staff who partake in a diverse range of activities to promote ecological Indigenous values including “protecting and conserving ecosystems, developing and maintaining sustainable economies, and continuing the profound connections between Canadian landscape and Indigenous culture.”³²

In 2017 the Federal Government launched a pilot program, setting aside \$25 million over four years with the aim to develop a National Indigenous Guardians Network.³³

The Indigenous Leadership Initiative is promoting a federally funded, Indigenous-led National Indigenous Guardians Network in Canada that supports development and employment of guardians across the country. This network has generated broad support, including from the Assembly of First Nations which passed a resolution in 2015 calling for a national Guardians program.³⁴

The City of Prince Albert, its large Indigenous population, and the region at large would mutually benefit from employing this program in Little Red River Park.

7.5. Personnel and Policy Recommendations

A number of personnel, both paid and volunteer, will need to be engaged to ensure smooth operation of the Park. As well, with the adoption of new governance, concrete policies must be developed.

Personnel and Staff

- Dedicated maintenance crew;
- Park Board with a clear charter;
- Park patrol/ranger;
- Establishment of Indigenous-led foot patrol for the broader PA area (e.g. Okihtcitawak Patrol Group in Saskatoon, Bear Clan Patrol in Winnipeg);
- Dedicated LRRP Volunteer Association (to add more cohesion and coordination between the groups currently doing work in the Park).

Policies to be Developed

- Off-leash policy;
- Green Event Guidelines/Policy;
- Healthy Food Environment/Health Food Policy/Guidelines.





Strategic Action Plan

The key to the successful implementation of the Master Plan is in setting out priorities for improvements and acting in a sequence of phases that build upon each other throughout the ten-year implementation period.

In the first few years, it is important to tackle existing deficiencies, especially as they relate to accessibility, safety and security. The commissioning of studies, policy changes, and development of management plans and packages that are prerequisite to major projects should also be undertaken at this stage.

It is important too in these early stages to implement some smaller projects that are visible and impactful, assuring the public that actions are being taken to improve the Park, and establishing a momentum to build upon. Therefore, a significant investment should be made in the first phase of the Plan, and subsequent periods should be relatively equal in their levels of investment.

8.1. Key Strategies

1. Invest in repairs to meet safety and accessibility requirements.
2. Implement a governance model that provides a single point of contact for the Park, allows access to private funding opportunities, and establishes a clear system for managing programs and facilities.
3. Commission feasibility studies, branding and wayfinding packages, and engineering reviews in anticipation of major improvement projects.
4. Commit to seeking sources of revenue and establishing partnerships that can offset capital and operating costs.
5. Work persistently at enhancement projects, keeping the public and park users well informed, and give opportunities for public input where appropriate.
6. Construct and operate the Park in a manner that is economically, socially, and environmentally sustainable, and embraces, new partnerships and innovation.
7. Assess successes and monitor progress each year of the ten-year process to determine the best course of action for full implementation. This may require adjustments to the Strategic Directions as the Plan progresses.

8.2. Strategic Directions

Phase 1: Establishment (Years 1-2)

1. Establish governance structure and commission prerequisite feasibility and engineering studies.

- a. Based on the governance options presented in this Plan, commission a full governance study for the Park, and implement a clear governance structure for operations, funding, marketing and enhancement projects in the Park;
- b. Determine staffing requirements based on chosen governance model. Regardless of which model is chosen, staffing should include security and maintenance positions.
- c. Put out a call for proposals for a branding package for the Park, which includes a discrete graphic identity for Little Red River Park;
- d. Upon adoption of the branding package, put out a call for proposals for the development of a comprehensive wayfinding system for the Park, that incorporates the new branding and graphic identity;
- e. Commission an engineering review of all bridges, both pedestrian and vehicular to determine replacement and repair recommendations;

2. Execute improvements to Cosmopolitan Lodge and its immediate environs.

- a. Provide data and cable connections to the Lodge to allow for wi-fi access and broadcasting of televised events. Provide television in coordination with operating contractor;
- b. Install security and surveillance systems to help deter crime including enhanced security for wood and equipment storage;
- c. Extend back patio and make any improvements required to provide comfortable eating and lounging space with tables and umbrellas, accessible from the building interior;
- d. Review accessibility and implement improvements to bring the building up to current standards and best practices.

3. **Make improvements to Kinsmen Ski and Snowboard Centre.**
 - a. Work with ski hill contractor to replace current lifts with new, variable speed rope lifts, complete with lift house controls;
 - b. Provide water service to Old Log Cabin;
 - c. Hire ski patrol to be on duty during open hours;
 - d. Develop a clear emergency plan for the facility and improve emergency road access;
 - e. Work with cross-country ski user groups to re-route trail at base of hill to alleviate conflict with downhill skiers/snowboarders;

4. **Replace existing outhouse facilities in Cosmopolitan Place picnic areas.**
 - a. Provide new accessible toilet buildings, including water for washing. Facilities should be sustainable (e.g. compost toilets, onsite water storage) and fit with the established aesthetic of Cosmopolitan Place.

5. **Enhance connectivity:**
 - a. Replace the footbridge near playground to improve access from park entrance at Highway 55. The bridge should follow accessibility standards and should be of an aesthetic that is consistent with Cosmopolitan Place.

6. **Repair Park roads.**
 - a. Re-grade and resurface 15th Avenue NE within the Park.
 - b. Make any other road improvements that are of immediate concern to general safety and security.

7. **Improve trail quality and legibility.**
 - a. Add winter walking trails alongside or near to ski trails. Monitor their use during the season and evaluate successes and any requirements for subsequent improvements. Use of branded signage should be used to convey the message of trail etiquette and the importance of use separation.
 - b. Launch GPS mobile trail application in partnership with Saskatchewan Polytechnic's Natural Resource Management, Forestry and Ecosystem Technology Program;
 - c. Identify areas of the trail system where accessibility can be improved and implement measures to achieve this. Information gathered in this process can be applied to future trailhead development. A key example is the loop between the former playground site and Cosmo Lodge.

- d. Begin re-naturalization of rogue trails to rationalize the existing trail system. Develop signage and markers to aid in this effort by prohibiting traffic to areas of re-naturalization.
- e. Install fencing and kissing gates along northwest park edge to deter vehicular entry.

8. Clear deadfall from river course.

- a. Begin clearing of deadfall from south end of the Spruce (Little Red) River. Consultation with pertinent environmental professionals should be undertaken to ensure that established wildlife habitat is not adversely affected, and that mitigating measures are instituted where disturbance is likely to occur as a result.

9. Invest in broader marketing of Little Red River Park

- a. Commit funding to a marketing budget for the Park to develop promotional material that features the Park's amenities using a combination of photography, video, copy, and current media platforms, in accordance with the graphic identity package. Promotion should be far-reaching, drawing in potential visitors from Saskatchewan, Western Canada, and beyond.
- b. Develop a dedicated Little Red River Park website and social media accounts. Assign operations to dedicated personnel, either within the City (or park management team) or externally through a marketing firm.

10. Name/re-name sites, trails, or facilities

- a. In partnership with the City's Traditional Knowledge Keepers Committee, schedule naming ceremonies for sites and trails within the Park with appropriate names that draw on Indigenous traditions and the region's history.

Phase 2: Enhancement (Year 3-4):

- 1. Generate resource management and emergency preparedness plans.**
 - a. Develop a waste management plan for the Park that includes determining waste and recycling requirements for on-site collection and off-site disposal.
 - b. Work with Saskatchewan Environment to develop a wildfire management plan for Little Red River Park that works in tandem with the Wildfire Management section of the *Nisbet Integrated Forest Land Use Plan* (July 2012)
 - c. Develop a forest inventory and management plan with certified foresters and environmental professionals.
 - d. These plans may be integrated into a single comprehensive management plan. This plan should also reference the City's flood plain policies and flood plain mapping completed in 2019.

- 2. Replace Hands Bridge.**
 - a. Based on findings of the engineering study in Phase 1, replace existing Hands Bridge with either:
 - i. New vehicular bridge with restricted access points;
 - ii. New pedestrian bridge with conversion of road to trail.

- 3. Continue upgrades to Cosmopolitan Lodge.**
 - a. Upgrade heating and cooling systems.
 - b. Upgrade washrooms including family-friendly facilities
 - c. Enhance the landscape surrounding the building, including:
 - i. Permanent site lighting and seasonal lighting;
 - ii. Soft landscaping around the building to provide a more welcoming environment for visitors, weddings, and special events;
 - iii. Improved walkways and connections to adjacent facilities (paths, bridges, etc.).
 - iv. Provision for winter skating rink in open area between the Lodge and the Kinsmen Ski and Snowboard Centre.

- 4. Continue upgrades to Kinsmen Ski and Snowboard Centre.**
 - a. Replace grooming equipment (snowcat).
 - b. Develop opportunities for ski patrol training for local youth.

5. Upgrade parking.

- a. Reorganize parking lot near ski hill with vegetation buffers.
- b. Plant trees along parking areas throughout the Park.

6. Develop an active recreation area in the Core.

- a. Add two new picnic sites with fire pits complete with additional waste and recycling receptacles.
- b. Add parking, signage, paths, fencing and picnic shelters near former playground site. This is only recommended in this location if flood mitigation measures are undertaken to ensure that amenities are not within the 100 year flood zone.
- c. Monitor use of these sites to determine potential for future demand of additional sites in later phases.

7. Enhance trails with trailheads and seating options.

- a. Develop trailheads complete with signage and waste receptacles. Signage should communicate trail system and routes, difficulty, and etiquette. Information and graphics must follow accessibility standards and best practices, and follow Little Red River Park's brand guidelines;
- b. Install benches along trails where appropriate to increase accessibility;
- c. Continue to monitor and mitigate rogue trails.

8. Develop the site of the old Sanitorium as an Indigenous ceremonial ground.

- a. Work with local Indigenous groups, Elders and Knowledge Keepers to design and build a gathering space and ceremonial ground that can accommodate powwows, sweat lodges, seasonal feasts and other ceremonial and celebratory gatherings that are welcoming to all.
- b. Develop and install interpretive signage, consistent with Little Red River Park branding, to commemorate the story of the history of the sanitorium and tuberculosis treatment at this site.

9. Develop land-based learning initiatives and commemoration of Indigenous history at the Upper Plains site.

- a. Develop and install interpretive signage commemorating the historic Dakota village that once stood on the western portion of the Upper Plain, as well as traditional plants, ceremonial practices, and land management techniques of Indigenous peoples that have lived in the region prior to and following European contact.

- b. Working with local schools and post-secondary institutions, develop programming for land-based learning and outdoor education.
- c. Create a dedicated outdoor classroom space where visiting school groups can gather to learn Indigenous Traditional Knowledge and environmental science.

10. Pilot low-impact camping in Upper Plains.

- a. Allow for low-impact camping (tenting or yurts) for supervised youth field trips in relation to land-based learning programs or other youth and family group trips.

11. Implement wayfinding system throughout the Park.

- a. Based on the wayfinding package in Phase 1, design and install signage at all of the Park's entrances, and at key points within the Park.
- b. Install lighting at entrances and along main route through Park.
- c. Design and install roadside information signage on Highway 55.
- d. All signage must comply with Little Red River Park's brand guidelines.

12. Continue clearing of deadfall on river course.

Phase 3: Continued Improvement (Years 5-6):

1. Consider feasibility of replacement of the Swinging Bridge.

- a. Re-visit bridge engineering study and consider any recommendations for replacement of the Swinging Bridge structure.
- b. If required, commission a specific study by engineering professionals for replacement of the bridge.

2. Consult with RM of Buckland to request construction of access road to adjacent private property.

- a. Private property north of the Park in Rural Municipality of Buckland is only accessible by internal Park road. The City of Prince Albert and the RM of Buckland should plan the construction of an access road from the RM's grid in order to give this landowner access to the property.
- b. Portions of the road within the Park should be re-naturalized to deter vehicular use.

- 3. Put out a call for provision of equipment rental service.**
 - a. With the increased trail use and cleared river course, it is assumed that there will be an increased demand for casual visitors requiring rental equipment (bicycles, canoes, kayaks, snowshoes, etc.). This may be able to be accommodated by the Cosmopolitan Lodge operations contractor, Park staff, or it may require a third party to set up a kiosk. Consider security and loss prevention requirements for this service prior to commissioning.

- 4. Continue upgrades to Kinsmen Ski and Snowboard Centre.**
 - a. Develop a bridge structure to allow safe winter access from the Parking lot to the Old Log Cabin (in favour of current seasonal snow bridge). This structure must be able to be disassembled and stored in the off-season.
 - b. Complete interior and exterior refurbishments to Old Log Cabin as required.
 - c. Invest in further enhancements to the snowboard terrain park.

- 5. Pilot low-impact camping in Cosmopolitan Place picnic sites.**
 - a. Designate a number of picnic sites as low-impact (tent only) camp sites.
 - b. Assign staff to oversee campsite rentals and provide overnight, on-site security.
 - c. Add six new casual (non-camping) picnic spots with fire pits to mitigate conversion of existing picnic sites.

- 6. Continue development of adventure- and nature-based play spaces.**
 - a. Add playground, fitness equipment, picnic sites, pathways and lighting to active recreation area.
 - b. Make accessibility and grading improvements to toboggan hill.
 - c. Develop a mountain bike skills park or jump track.
 - d. Invite expressions of interest in developing an adventure centre (zip line or smaller line system, rope towers, climbing walls, etc.).

- 7. Repair Park roads.**
 - a. Upgrade/resurface vehicular roads as required.

- 8. Extend Prince Albert Transit service to Little Red River Park.**
 - a. Consult with PA Transit and Glass Field Airport to add a new route that services both locations. This extension might also service other neighbourhoods in North Prince Albert, such as Hazeldell and Nordale.

Phase 4: Renewal (Year 7-8):

1. Assess success of land-based learning and consider expansion.

- a. Based on first years of operation of outdoor classroom and development of environmental education programming, assess feasibility of building a low impact building to house an environmental learning centre.
- b. Continue to build partnerships with educators and institutions to develop curriculum for environmental learning centre.

2. Continue improvements to Kinsmen Ski and Snowboard Centre.

- a. Invite expressions of interest in developing a summer activity at the ski hill site that will extend use of the site while not impeding on the function of the ski hill;
- b. Design and construct washroom building in close proximity to Old Log Cabin.

3. Replace Swinging Bridge.

- a. Based on previous phase's assessment, replace swinging bridge with new structure complete with accessibility upgrades (if feasible).
- b. Develop picnic space at north end of the bridge.
- c. Create a trail connection from north landing to the River Trail.
- d. Design and install interpretive signage telling the history of the Park and the Swinging Bridge.

4. Provide additional parking.

- a. Provide additional low-impact single row perpendicular parking if it is required to meet demand. Include vegetative buffers where possible.

5. Enhance trails.

- a. Install low impact outhouses at appropriate intervals along major trails where appropriate. Structures should be appropriately sited so as not to take away from views of or have any negative impact on the natural environment.
- b. Restore the former Kiwanis bike trail south of Highway 55 to increase accessibility to the Park for cyclists.

Phase 5: Fulfillment (Years 9-10):

1. Construct Environmental Learning Centre on Western Upper Plain.

- a. Based on feasibility study, put out call for proposals for design and construction of environmental education centre, award contract, and open doors to public. Include public engagement in design process.

2. Evaluate.

- a. Evaluate success of Master Plan and determine next steps for continued success. Identify any elements of the Master Plan that have not been fulfilled, and determine if an action plan for their execution is required to complete the tasks.
- b. Continue to allocate funding to marketing and promotions to continue to build on increased park use.

8.3. Evaluation Process

Each project undertaken as part of this Master Plan must be scrutinized through a Development Review Process to ensure that it meets the following criteria prior to full implementation:

1. It meets the Goals and Objectives of the Plan as laid out in Section 3.0;
2. It is environmentally, economically, and socially sustainable.
 - a. Environmental sustainability:
 - Federal and Provincial standards for assessing environmental impacts are followed;
 - It fits any forest and wildfire management plans that are in place;
 - It follows best practices for resilience and adaptation to climate change factors; and
 - It does not conflict with any adjacent land uses.
 - b. Economic sustainability:
 - A full financial evaluation has been undertaken;
 - Partnerships and funding sources have been set;
 - Cost and revenues have been projected; and
 - There is sustained demand for the activity or amenity being proposed.
 - c. Social sustainability:
 - It promotes the general health and well-being of residents of Prince Albert and District
 - It is respectful of heritage values and where possible contributes to the education of the public; and
 - It presents activities that are inclusive and accessible.
3. Full public consultation, including with Indigenous communities, has been undertaken and concerns are addressed to a satisfactory level.
4. It adheres to the principles and policies of local plans such as the *Prince Albert District Official Community Plan*, the *Community Services Master Plan*, the *Municipal Cultural Action Plan*, and City of Prince Albert by-laws.
5. It follows the provincial and national standards in Section 4.1, and any other pertinent standards that may arise in the course of the implementation of this Master Plan.

8.4. Programs and Partnership Opportunities

The following is a list of potential partnerships and program support for projects within Little Red River Park:

- Prince Albert Historical Society;
- Prince Albert Indian and Métis Friendship Centre;
- Prince Albert Grand Council;
- Local First Nations: Wahpeton, Little Red River (Lac La Ronge), Sturgeon Lake, Kiskaciwan, Muskoday, One Arrow;
- Métis Nation Saskatchewan;
- Prince Albert Métis Women's Association;
- Prince Albert Multicultural Council;
- Prince Albert Tourism and Marketing Bureau;
- Prince Albert Wildlife Federation;
- Prince Albert Winter Festival Society;
- Prince Albert Historical Museum;
- Saskatchewan Polytechnic – Natural Resource Management, Forestry & Ecosystem Technology;
- University of Saskatchewan;
- Department of Fisheries and Oceans;
- Prince Albert Regional Economic Development Alliance;
- Ranch Ehrlo;
- Prince Albert & Area Teachers' Association;
- Make Prince Albert Beautiful;
- Summit Run;
- Department of Canadian Heritage;
- The National Trust;
- Ministry of Agriculture, Natural Resources and Industry;
- Sask Rivers School Division – Indigenous Perspectives Program;
- Bowbenders Archery Club;
- Canadian Parks and Wilderness Society (CPAWS);
- Ministry of Environment;
- Prince Albert Model Forest;
- First Nations University of Canada;
- Traditional Knowledge Keepers Committee (City of Prince Albert);
- Museum of Natural Sciences;
- Ministry of Corrections and Policing;



Photo credit: Francesco Paggiaro





9.0 Financial Analysis

9.1. Capital Development Budget Estimate

An order of magnitude budget estimate was prepared by the Consultant Team for each of the phases presented in Chapter 8.0. This costing is based upon similar construction projects, current market values, and consultation with pertinent local trades and suppliers. In each phase a contingency of 25% has been included. An estimate of design and engineering fees in the order has also been included for each phase. This fee has been excluded for any projects which might already include such fees, or where these fees would not be required. Likewise, fees have been included for consultation with Elders and Knowledge Keepers.

1.0 PHASE 1: Establishment (Years 1 - 2)	
A. Prerequisite Studies	\$350,000
B. Cosmopolitan Lodge Improvements	\$120,000
C. Kinsmen Ski & Snowboard Centre Improvements	\$155,000
D. Replacement of Outhouses	\$352,500
E. Enhanced Connectivity	\$400,000
F. Road Repairs	\$528,000
G. Trail Improvements	\$790,000
H. Rivercourse Cleanup	\$45,000
I. Marketing	\$100,000
J. Naming of Sites	\$5,000
Phase Subtotal:	\$2,845,500
25% Contingency:	\$711,375
Elders Fees:	\$56,910
Design & Engineering Fees:	\$231,800
PHASE 1 TOTAL ESTIMATE:	\$3,846,000

2.0 PHASE 2: Enhancement (Years 3 - 4)	
A.	Resources Management & Emergency Preparedness \$125,000
B.	Replacement of Hands Bridge \$400,000
C.	Cosmopolitan Lodge Upgrades \$722,000
D.	Kinsmen Ski & Snowboard Centre Upgrades \$300,000
E.	Parking Upgrades \$85,000
F.	Active Recreation Area \$570,000
G.	Addition of Trailheads and Seating \$80,000
H.	Sanitorium Site Development \$200,000
I.	Land-based Learning Initiatives \$171,000
J.	Low-impact Camping \$25,000
K.	Park Wayfinding System \$126,000
L.	Rivercourse Cleanup \$45,000
	Phase Subtotal: \$2,849,000
	25% Contingency: \$712,250
	Elders Fees: \$42,735
	Design & Engineering Fees: \$253,900
	PHASE 2 TOTAL ESTIMATE: \$3,858,000

3.0 PHASE 3: Continued Improvement (Years 5 - 6)	
A.	Swinging Bridge Replacement Feasibility \$25,000
B.	Private Access Road Decommissioning \$50,000
C.	Equipment Rental Service* \$50,000
D.	Kinsmen Ski & Snowboard Centre Improvements* \$400,000
E.	Picnic/Camp Site Enhancements \$145,000
F.	Active Recreation Area Phase 2 \$1,500,000
G.	Road Repairs \$150,000
	Phase Subtotal: \$2,320,000
	25% Contingency: \$580,000
	Elders Fees: \$23,200
	Design & Engineering Fees: \$219,500
	PHASE 3 TOTAL ESTIMATE: \$3,143,000

4.0 PHASE 4: Renewal (Years 5 - 6)	
A.	Kinsmen Ski & Snowboard Centre Improvements \$175,000
B.	Replacement of Swinging Bridge \$540,000
C.	Trail Enhancement \$125,000
	Phase Subtotal: \$840,000
	25% Contingency: \$210,000
	Elders Fees: \$8,400
	Design & Engineering Fees: \$81,500
	PHASE 4 TOTAL ESTIMATE: \$1,140,000

5.0 PHASE 5: Fulfillment (Years 9 - 10)	
A.	Environmental Learning Centre \$1,045,000
	Phase Subtotal: \$1,045,000
	25% Contingency: \$261,250
	Elders Fees: \$10,450
	Design & Engineering Fees: \$104,500
	PHASE 5 TOTAL ESTIMATE: \$1,421,000

TOTAL ESTIMATED COST OF IMPLEMENTATION	\$13,408,000
---	---------------------

* Costs may be shared depending on final governance structure

9.2. Operating Costs

Along with the development projects laid out in the Renewal Plan, it is important to take into account ongoing operating costs that will arise from implementation of these strategies. Without knowing the governance model that is to be employed, it is difficult to determine which of these will be applicable, but annual costs to be considered in City budgets include:

Staffing

- Park Manager;
- Park staff;
- Overnight staff (camping);
- Park Ranger(s) and/or security personnel.

Operations

- Maintenance;
- Groundskeeping;
- Replacement of infrastructure and equipment;

Promotions

- Marketing materials.

9.3. Potential Revenue Sources and Funding Programs

The following is a list of potential revenue sources for projects within Little Red River Park. This list is by no means exhaustive, and ongoing searches for new grants and revenue sources should be undertaken annually. Web links provided are current as of the date of publication.

Revenue From Park Activities

- Fees for use of Indigenous-specific ceremonial area;
- Pine Needle Festival partnership;
- Trail passes and guided hikes;
- Parking fees;
- User fees (though fees for park entry will deter lower income users);
- Various revenue sources from park activities;
- Sale of carbon offset credits.

Local Funding Sources

- Sponsorships;
- Service clubs: Rotary, Kiwanis, Kinsmen, Lions, Cosmopolitan;
- Pêhonân Parkway Board;
- Local foundations such as Prince Albert and Area Community Foundation;

Provincial Programs

- **Community Grant Program** (Saskatchewan Lotteries) – helps volunteer-operated, non-profit community organizations develop sport, culture and recreation programs. <https://www.sasklotteries.ca/about-us/community-grant-program.htm>;
- **Parks For All Action Grant** (Saskatchewan Parks & Recreation Association) – in support of the *Parks for All Action Plan*. <https://www.spra.sk.ca/funding/spra-grants/>;
- **Aboriginal Arts and Cultural Leadership Grant** (SaskCulture) – supports the sharing of cultural skills and knowledge to young people through participatory cultural activity with First Nations or Métis arts and culture leaders. <https://www.saskculture.ca/programs/funding-programs/grants/aboriginal-arts-and-cultural-leadership-grant>;
- **Métis Cultural Development Fund** (SaskCulture) – supports community-based cultural activities and initiatives that preserve, strengthen and transmit Métis culture and traditions. <https://www.saskculture.ca/programs/funding-programs/grants/metis-cultural-development-fund>;
- **Community Initiatives Fund** (SaskCulture) – provides grants to support programs and projects that focus on healthy growth and development of children and youth, individual and community wellbeing, or nonprofit and community leadership. <http://www.cifsask.org/>;
- Municipal Revenue Sharing Program.

Federal Programs

- **Canada Nature Fund** (Environment and Climate Change Canada) – supports the protection of Canada’s ecosystems, landscapes, and biodiversity—including species at risk. The Fund is available to not-for-profit and Indigenous organizations, provinces and territories, and others. <https://www.canada.ca/en/environment-climate-change/services/nature-legacy/fund.html>;

- **Community-nominated priority places for species at risk** (part of Canada's Nature Fund) – supports multi-partner initiatives in priority places where there are opportunities to protect and recover species at risk and their habitat through multi-species and ecosystem-based conservation action. www.canada.ca/en/environment-climate-change/services/nature-legacy/fund/community-nominated-places-species-risk.html;
- **Enabling Accessibilities Fund** (Employment and Social Development Canada) – provides funding for eligible capital projects that increase accessibility for people with disabilities in Canadian communities and workplaces. www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html;
- **Green Infrastructure programs** (Natural Resources Canada) – investment in commercial-scale technology demonstrations, deployment, community capacity building, and targeted research and development. <https://www.nrcan.gc.ca/climate-change/green-infrastructure-programs/19780>;
- **Canada Cultural Spaces Fund** (Culture, History and Sport) – supports the improvement of physical conditions for arts, heritage, culture and creative innovation. www.canada.ca/en/canadian-heritage/services/funding/cultural-spaces-fund.html;
- **Building Communities Through Arts and Heritage** (Culture, History and Sport) – opportunities for local artists, artisans, heritage performers or specialists to be involved in their community through festivals, events and projects. It also allows local groups to commemorate their local history and heritage. www.canada.ca/en/canadian-heritage/services/funding/building-communities.html;
- **Commemorate Canada** (Culture, History and Sport) – provides funding to initiatives that commemorate and celebrate historical figures, places, events and accomplishments of national significance. www.canada.ca/en/canadian-heritage/services/funding/commemorate-canada.html;
- **Indigenous Languages and Cultures Program** (Culture, History and Sport) – The Indigenous Languages Component supports the reclamation, revitalization, maintenance, and strengthening of Indigenous languages through community-driven activities www.canada.ca/en/canadian-heritage/services/funding/aboriginal-peoples.html;
- **Creating, Knowing and Sharing: The Arts and Cultures of First Nations, Inuit and Métis Peoples** (Canada Council for the Arts) – acknowledges the cultural sovereignty of Indigenous peoples and respects the concepts of First Nations, Inuit and Métis self-determination. canadacouncil.ca/funding/grants/creating-knowing-sharing;

Charities, Non-Profit, NGO, and Private Sector Grants and Programs

- **Canadian Tire Jumpstart Accessibility Grants** – supports the capital costs of construction and renovation projects aimed at helping kids of all abilities enjoy sport and play. jumpstart.canadiantire.ca/pages/accessibility-grants;
- **TD Green Space Grant** – supports green infrastructure development, tree planting, forestry stewardship, and community green space expansion as a way to advance environmental and economic benefits toward a low-carbon economy. www.arborday.org/programs/TDGreenSpaceGrants/grant-information.cfm;
- **TD Canada Trust Friends of the Environment Foundation** – supports a wide range of environmental initiatives, with a primary focus on environmental education and green space programs. This grant was awarded in the past for riverbank stabilization in Little Red River Park. fef.td.com/funding/;
- **Cabela’s Outdoor Fund** - supports Canadian non-profit charities that support our 3 conservation pillars of advocacy, education, and conservation. www.cabelas.ca/pages/outdoorfund
- **Mountain Equipment Co-op’s Community Grants Program** – supports outdoor environmental education programming, education on ecologically sensitive areas, trails, skills-parks or backcountry shelters. www.mec.ca/en/explore/spring-and-fall-grants;
- **Co-op Community Spaces** – supports projects that improve the places Canadians meet, play, learn and share. www.co-op.crs/communityspaces/;
- **Saskatchewan Trails Association Funding Programs** Partnership Initiative Program, Members Grant Program, Charitable Status Program. sasktrails.ca/trail-builders/#funding;
- **Community Forward Fund** – supports housing, the arts, renewable energy, food and community spaces. communityforwardfund.ca/;
- **Green Municipal Fund** (Federation of Canadian Municipalities) - Funding available for studies, pilot projects, and capital projects. fcm.ca/en/programs/green-municipal-fund;
- **The McLean Foundation Grants** – supports arts, conservation, education, general health and welfare. www.mcleanfoundation.ca/;
- **Go Wild Community Grants** (World Wildlife Fund Canada) – supports projects to restore habitat, monitor species at risk or help Canadians connect with nature and take to protect our country’s diverse wildlife and varied ecosystems. Past grants have supported trails, youth education, mapping, and monitoring. www.wwf.ca/takeaction/gowild/.





Conclusion

Little Red River Park has inspired artists, authors, and photographers with its natural beauty. Soaring pines, set against open plains, sandy cliffs and meandering muddy waters have stirred the imaginations of countless visitors and inhabitants of this site throughout the centuries.

As much as this place inspires, there are dark points in the history of this place, when people were displaced and the nature was set to be bulldozed to make way for paved streets, when garbage was proposed to be used as fill, when sacred ground and the graves of ancestors were threatened with careless development.

The directions laid out in this Master Plan aim to ensure that both preservation and progress are thoughtfully carried out. **Listening is a key tool** to this process. All of the projects undertaken in this place must begin with listening, not just to the people, but the land, the water, and the living components of this ecosystem.

The body that governs Little Red River Park, whether it be the City of Prince Albert's Parks Department, a new conservancy, or a combination of different groups, must adhere to the guiding principles of **inclusivity, conservation, truth, reconciliation** and **public participation**. Building healthy relationships is key to building a bright future, and this is achieved through **learning, healing, and doing**.

The success of realizing this Master Plan will not be in whether everything presented in the Strategic Actions is completed within the ten-year timeframe. Instead it will be seen in the quality of the actions that are taken. If they stand up to the foundations of this Plan, then Little Red River Park will continue to be a success. And the artists of the future will continue to capture its beauty in sound and light.





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LEGEND

-  3m Proposed Trail
-  Compostable Washroom
-  Picnic Site with Fire Pits
-  Picnic Site
-  Light Posts

**PROPOSED PLAY AREA
ROTARY ADVENTURE PARK
LAYOUT - CRS DESIGN**



**CITY OF PRINCE ALBERT
PUBLIC WORKS
LITTLE RED RIVER PARK**

NO.	DATE	REVISION	BY
1	8/23/21	REVISED PLAY AREAS	SON

SURVEYED BY	A. NAGRAMA	DATE	07/02/21
DRAWN	A. NAGRAMA	DWG. FILE NO.	R:\Eng_Common
CHECKED		HORIZ.	1:750
APPROVED		SCALE	VERT. N/A






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LION'S GATE
BRIDGE

SLIDING HILL
BRIDGE

LEGEND

-  3m Proposed Trail
-  Compostable Washroom
-  Picnic Site with Fire Pits
-  Picnic Site
-  Light Posts

NO.	DATE	REVISION	BY

**PROPOSED PLAY AREA
ROTARY ADVENTURE PARK
PATHWAY TO LION'S GATE BRIDGE**



**CITY OF PRINCE ALBERT
PUBLIC WORKS
LITTLE RED RIVER PARK**

SURVEYED BY	DATE	02/22/2022
DRAWN	V. SAWCHUK	DWG. FILE NO.
CHECKED		HORIZ.
APPROVED		SCALE
		VERT.
		N/A



66 stalls
1,900m²
\$21,000



47 Stalls
2,670m²
\$29,000





38 Stalls
1250m²
\$13,750

Little Red River Adventure Park



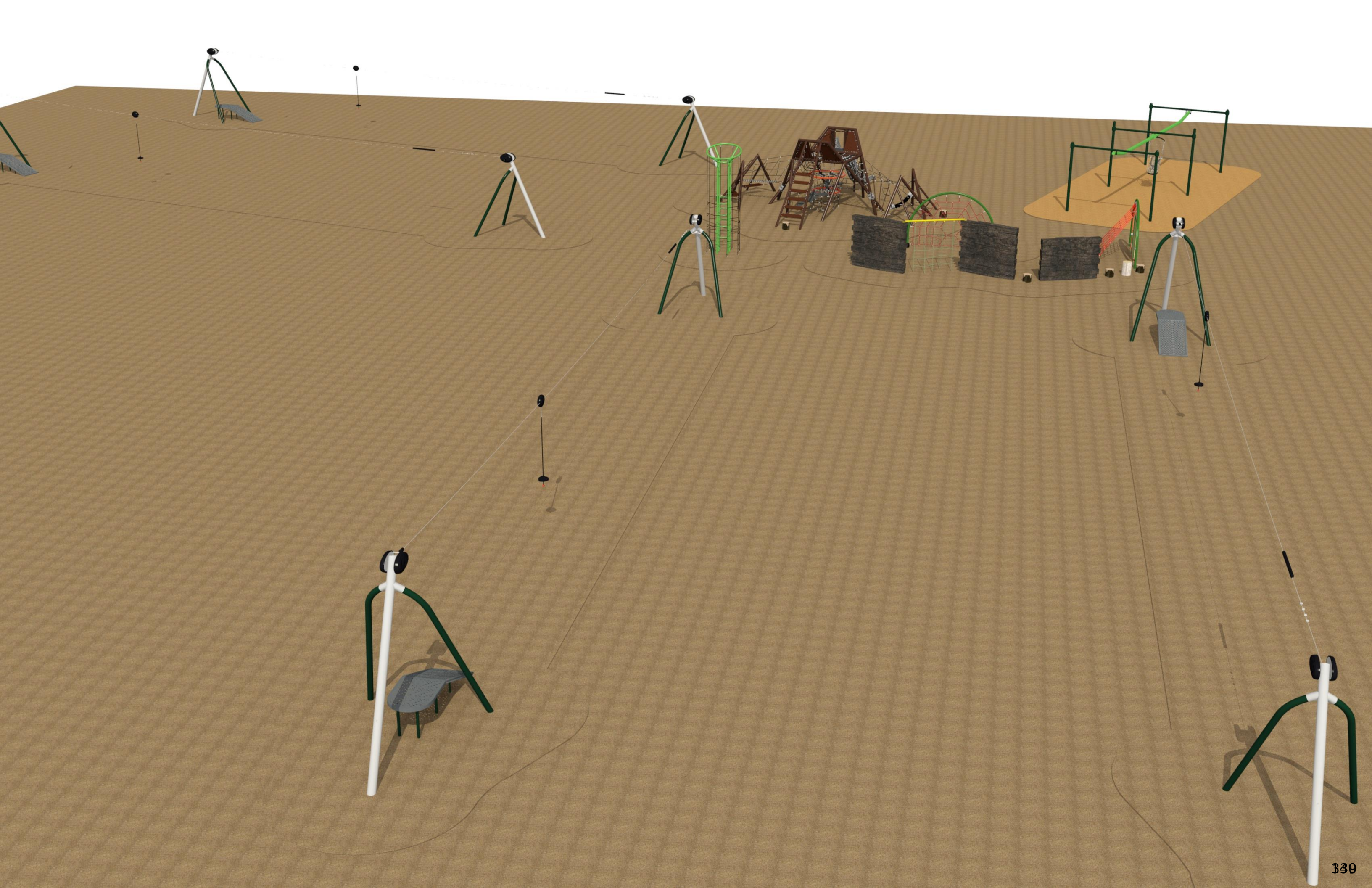


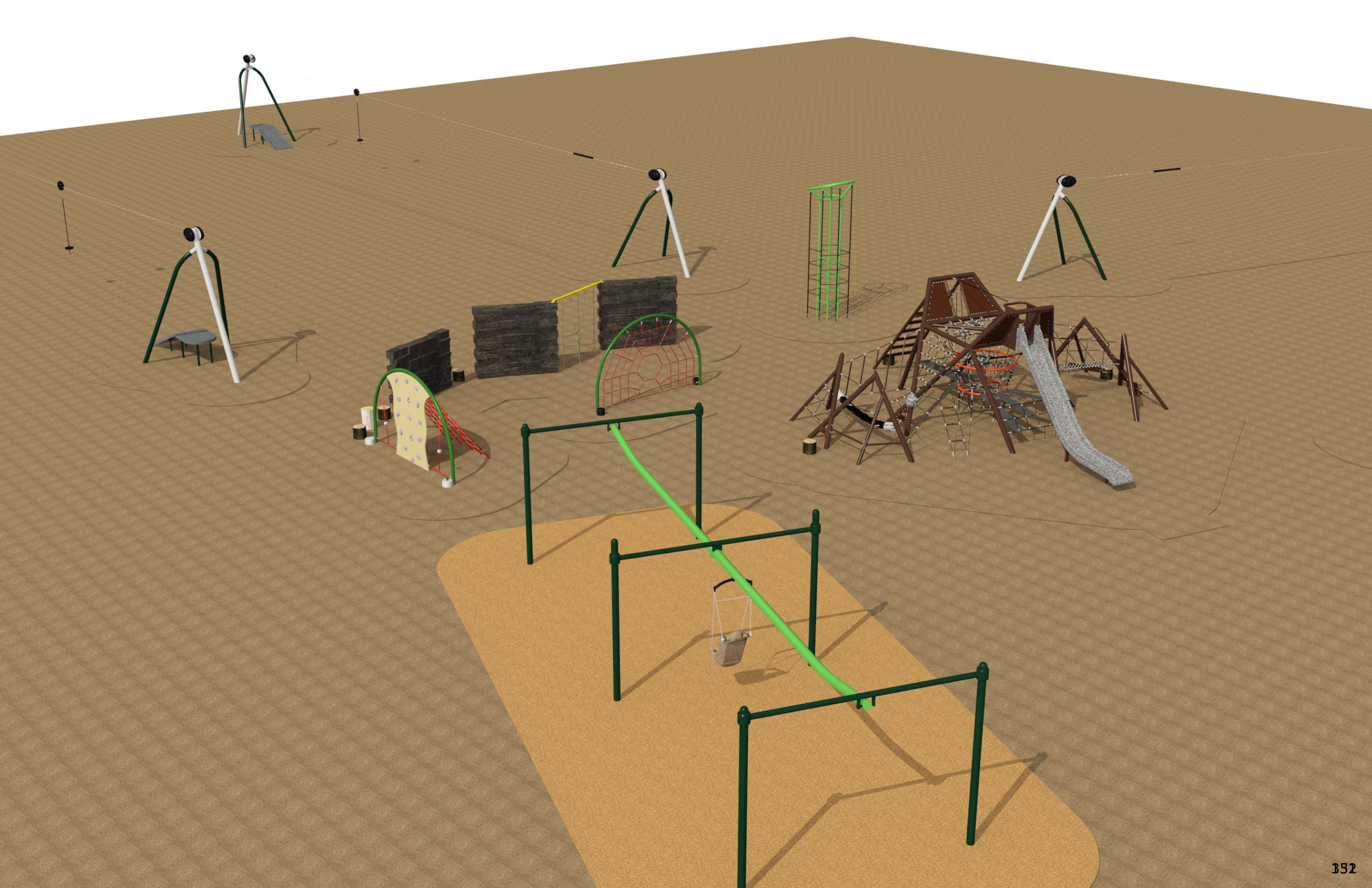




Zipline Final Colours







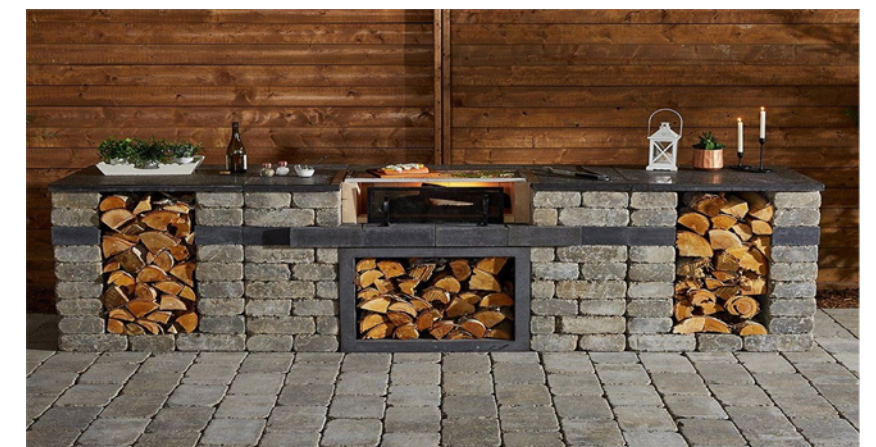


LITTLE RED RIVER PARK

PROJECT OVERVIEW:

DESIGN PROPOSAL FOR THE EXTERIOR CONCEPT OF LITTLE RED RIVER PARK OUTDOOR KITCHEN AREA. THIS WILL PROVIDE YOU WITH A GUIDE ON COLOUR, FINISHING SELECTIONS AND LANDSCAPING.

CONCEPT INSPIRATION:



ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

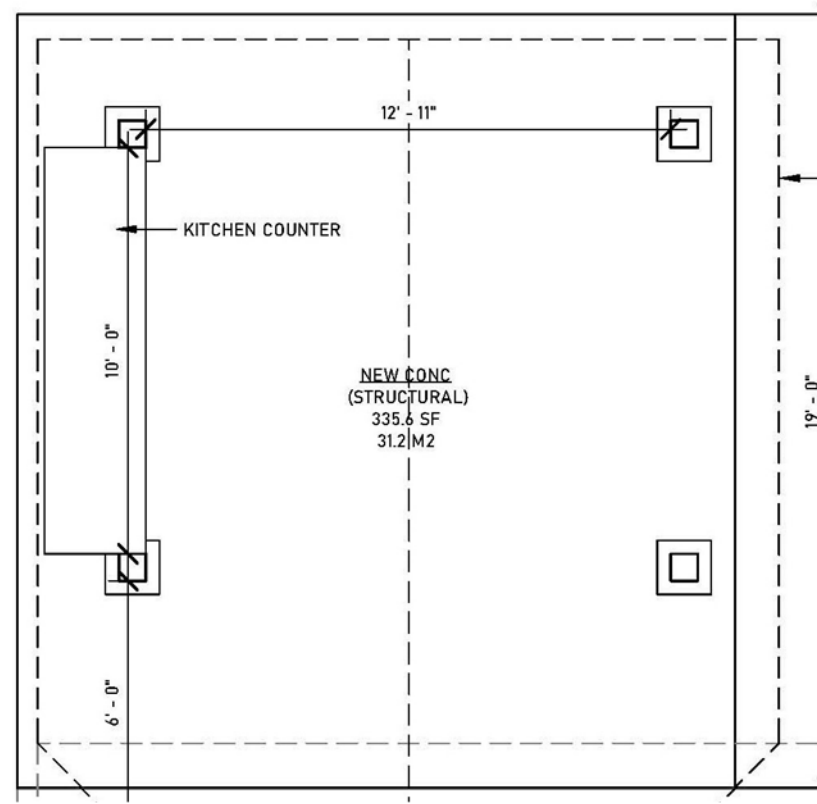
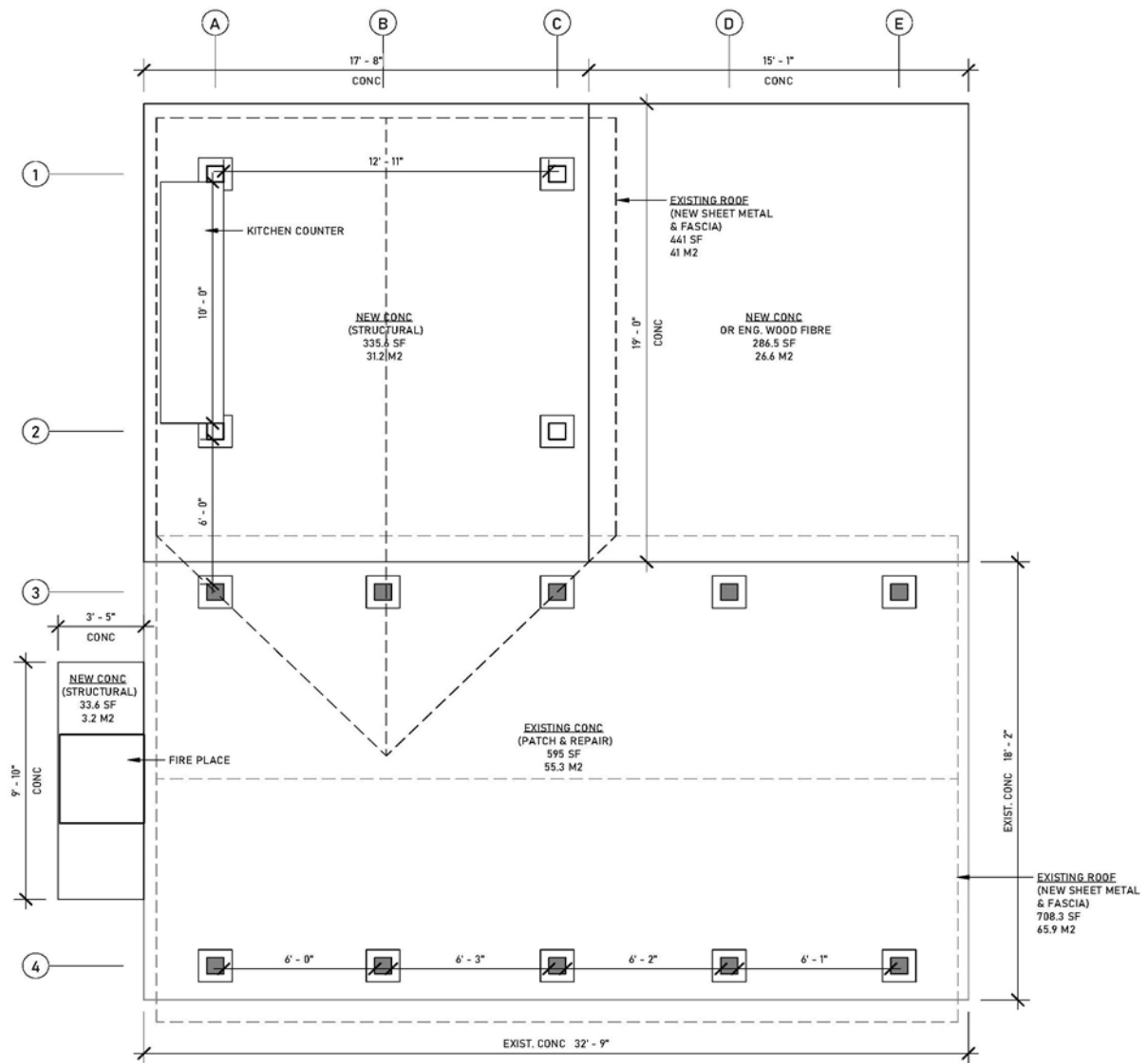
JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

PROJECT OVERVIEW

NOT TO SCALE

AO.0

November 5, 2021



ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

JENAYA DORVAL
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jenayadorval@gmail.com

SITE PLAN LAYOUT

NOT TO SCALE

A1.0

November 5, 2021



- 

ROOFING:
 ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
 TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/ KITCHEN:
 SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
 CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
 DESERT BUFF STONE

ROTARY ADVENTURE CLUB
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LITTLE RED RIVER
PARK

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MATERIALS

NOT TO SCALE

A2.0

November 5, 2021



- 

ROOFING:
ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/
KITCHEN:
SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
DESERT BUFF STONE

ROTARY ADVENTURE CLUB
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LITTLE RED RIVER
PARK

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jenayadorval@gmail.com

MATERIALS

NOT TO SCALE

A2.1

November 5, 2021



- 

ROOFING:
 ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
 TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/ KITCHEN:
 SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
 CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
 DESERT BUFF STONE

ROTARY ADVENTURE CLUB
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LITTLE RED RIVER
PARK

JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

MATERIALS

NOT TO SCALE

A2.2

November 5, 2021



- 

ROOFING:
ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/ KITCHEN:
SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
DESERT BUFF STONE

ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

JENAYA DORVAL
Saskatoon SK
jenayadorval@gmail.com

MATERIALS

NOT TO SCALE

A2.3

November 5, 2021



- 

ROOFING:
 ULTRA VIC - STANDING SEAM METAL ROOFING GREEN
- 

STRUCTURE/PERGOLA:
 TREATED TIMBER & REFINISHED TIMBER DARK BROWN
- 

PILLARS/FIREPLACE/ KITCHEN:
 SANDLEWOOD CASTLE STONE VENEER
- 

COUNTERTOP:
 CAESARSTONE CLEARSKIES QUARTZ
- 

ENGINEERED WOOD FIBER
- 

CONCRETE
- 

PAVING STONE
- 

FIREPIT & BENCH:
 DESERT BUFF STONE

ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

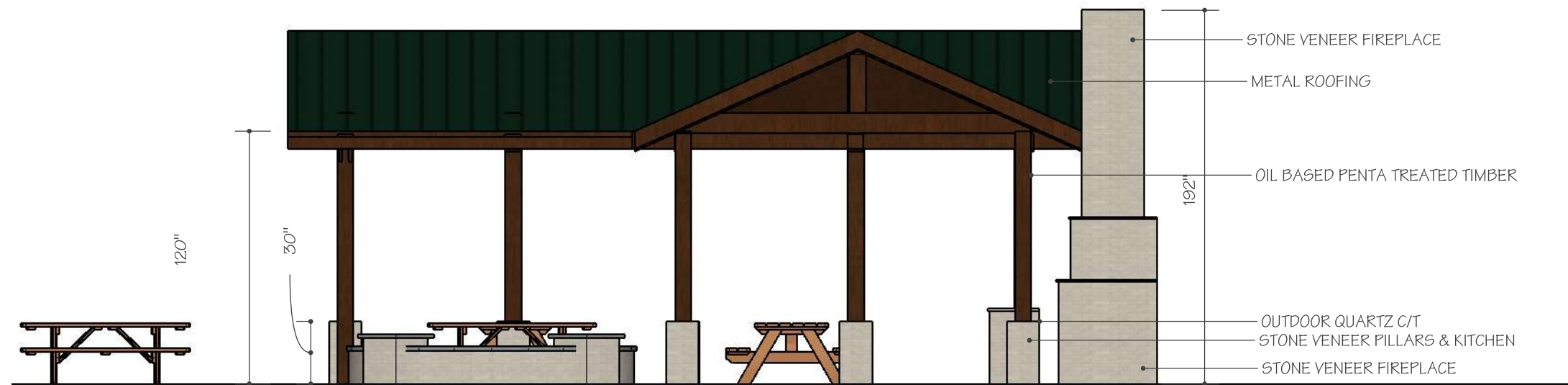
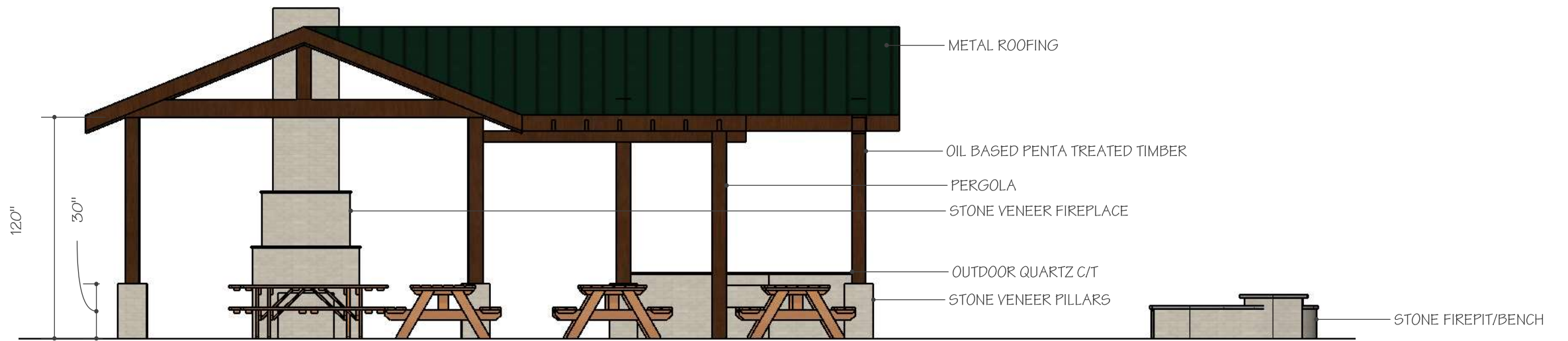
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MATERIALS

NOT TO SCALE

A2.4

November 5, 2021



ROTARY ADVENTURE CLUB
PRINCE ALBERT, SK

LITTLE RED RIVER
PARK

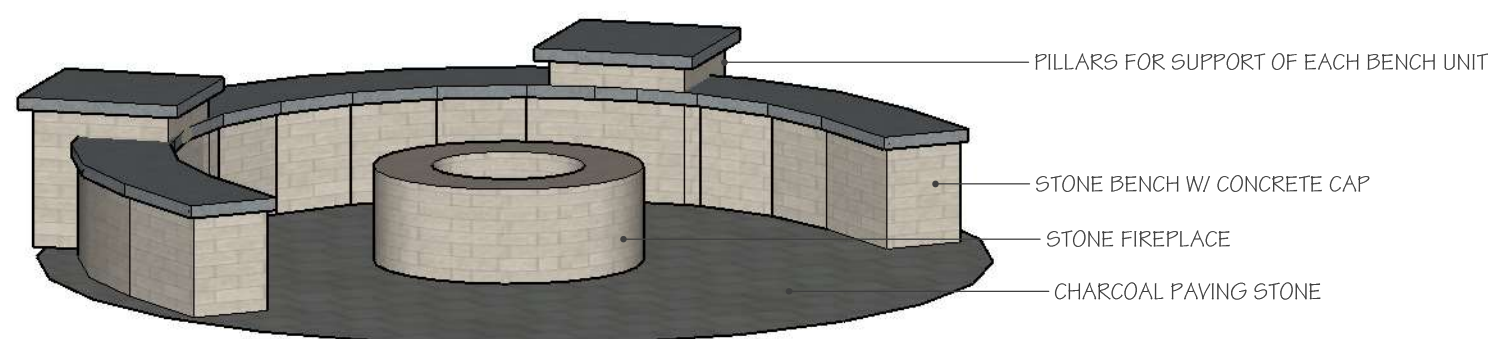
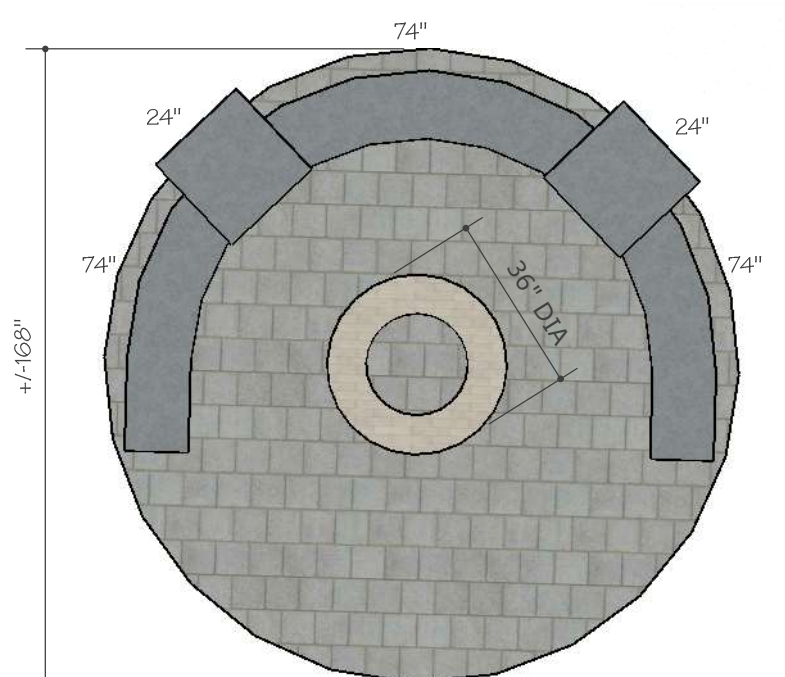
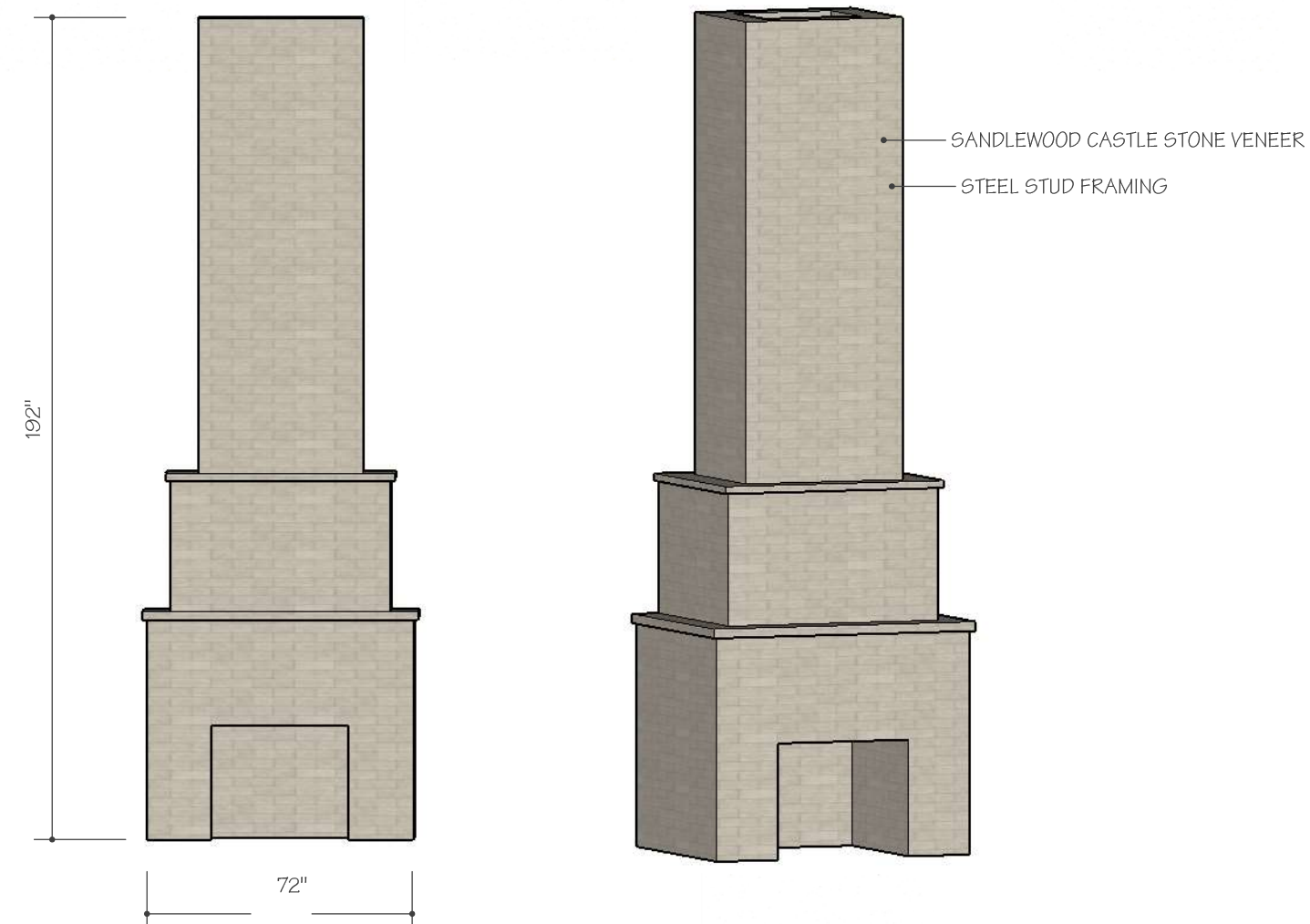
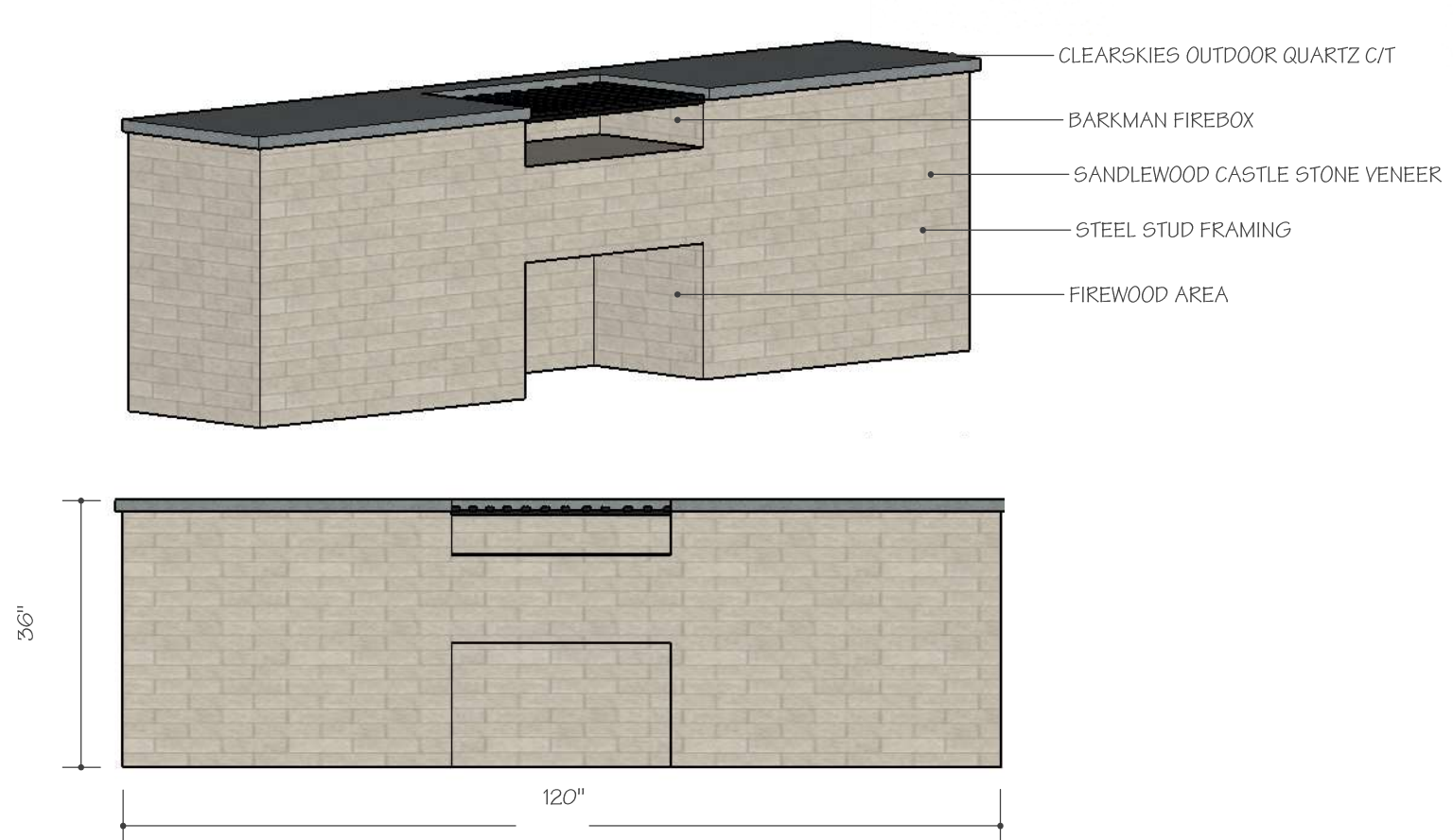
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ELEVATIONS

NOT TO SCALE

A3.0

November 5, 2021



ROTARY ADVENTURE CLUB PRINCE ALBERT, SK	LITTLE RED RIVER PARK	JENAYA DORVAL Saskatoon SK jenayadorval@gmail.com	FIREPLACE/ KITCHEN & FIREPIT NOT TO SCALE	A3.1 November 5, 2021
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Sliding Hill Bridge



Lions Gate Bridge



Sports Council Bridge





RPT 22-240

TITLE: Forestry Management Plan Update

DATE: **May 26, 2022**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the identified Focus Areas for 2022 be supported and form the basis for the Forestry Division Work Plan.

PRESENTATION:

Verbal Presentation: Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Forestry Management Plan Update (RPT 22-221)

Written by: Community Services Advisory Committee

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

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

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

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

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

PROPOSED APPROACH AND RATIONALE:

The Parks Division is responsible for the planting, maintenance, and protection of trees and vegetation on city-owned and public land within the City of Prince Albert.

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

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

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

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

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

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

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

Focus Areas for 2022

The forestry department will be taking the necessary time this summer to develop a plan on how to best use the \$143,800 in annual funding noting the following:

- 45-years behind in pruning/care and maintenance of our urban forest;
- No current tree inventory exists outlining species, value, health, height of trees to help in the process of identifying concerns and hazards within the urban forest. This information would be beneficial in our overall efforts of planning to ensure we are getting to the worst areas by proactively planning and not reacting, and;
- Formalizing a process and starting point when utilizing a contractor and identifying what that focus should be (i.e. elm pruning) and identifying timelines to when this work is to be completed.

Areas of commitment currently being undertaken:

- Fire Smart Management work thru our partnership with the SPSA Saskatchewan's Public Safety Agency;
- Continuation of our focused block pruning programming;

- Addressing work orders and complaints directed to us through the City Works system;
- Continuation of our DED (Dutch elm disease) Survey – monitoring of the health of our elms within City limits and identifying any remedial action that may be required;
- Completion of a full tree inventory and annual maintenance strategy at the Cooke Municipal Golf Course;
- Working with community partners such as PA Model Forest on tree planting initiatives in and around our community and residential areas;
- Watering, maintenance and care of all new tree/shrub planting material that has been installed over the last 3-years, and;
- Continued training and educational opportunities for Forestry Staff,
- Collecting of data and comparative statistics to share with Council for future reports regarding work completed and progress made;
- Partnership and collaboration with a GIS student at Saskatchewan Polytechnic on providing a student led project with preliminary data on identifying city owned trees verses private owned for City consideration. This project presentation is to be made to our GIS and Community Services Department prior to the completion of the 2021-2022 school year, and;
- Continued efforts as to the 2021 motion of Council (0178 RPT 21-208) made at the regular City Council Meeting May 3, 2021. Within that motion there were several recommendations that came forth:
 - *That an update regarding the Forestry Management Plan be forwarded to the Community Services Advisory Committee as part of the 2021 Committee Work Plan;*
 - *That Administration provide correspondence to the property owners adjacent to 2021 and future Capital Utility Replacement Programs by the first week of May each year advising if tree removal of more than three (3) trees per block is included within the project scope;*
 - *That the City's website provide a map indicating the locations of the Capital Utility Replacement Programs;*
 - *That if discovered conditions result in the need to remove more than three (3) trees per block, not previously identified in the May correspondence, that revised communication be provided;*
 - *That administration provide annually, to the City Council meeting following April 15, a report on the intended Work Plan for the Capital Paving and Utility Infrastructure Replacement Program for the construction season;*

- *That the City Arborist be consulted prior to the removal of any trees by the Public Works Department; and,*
- *That the City Standards applied by the Public Works Department when reconstructing existing streets be made flexible to allow for retention of existing surface works and boulevard trees in established neighbourhoods when it is practical and desirable to do so.*

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

CONSULTATIONS:

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

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

The department continues to consult with the following:

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

We have also gained valuable insight from the community through Prince Albert resident inquiries and forestry requests have informed the priorities, concerns, and outcomes of the Plan.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

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

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

This report supports the ability to be accountable and transparent while working to ensure all facets of City operations and projects are sustainable; operating with efficiency, mitigating risk, and utilizing transparent and realistic costing. This report also supports the Strategic Goal of Active & Caring Community through the development of an Urban Forest Management Plan.

OFFICIAL COMMUNITY PLAN:

This report supports the Community Services Master Plan initiatives and addresses the Goal of contributing to Infrastructure and sustainability efforts through proper planning which can help preserve and maintain natural and built environments. Our connection to the natural world is important and must be considered in the delivery of community services. This document would also support the Community Services Master Plan in the development of a master plan for Little Red River one of our 'Jewel' parks and also would support the consideration and development of a Forestry Bylaw to help protect and maintain our Urban Forest.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation – Timothy Yeaman, Parks and Open Spaces Manager

ATTACHMENTS:

1. Forestry Management Plan

Written by: Timothy Yeaman, Parks and Open Spaces Manager

Approved by: Director of Community Services and City Manager

Forestry Management Plan 2018-2038

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



City of
Prince Albert

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1.0 THE URBAN FOREST

1.1 Acknowledgments

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

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

1.2 What is the Urban Forest?

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

1.3 Overview

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

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

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

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

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

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

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

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

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

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

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



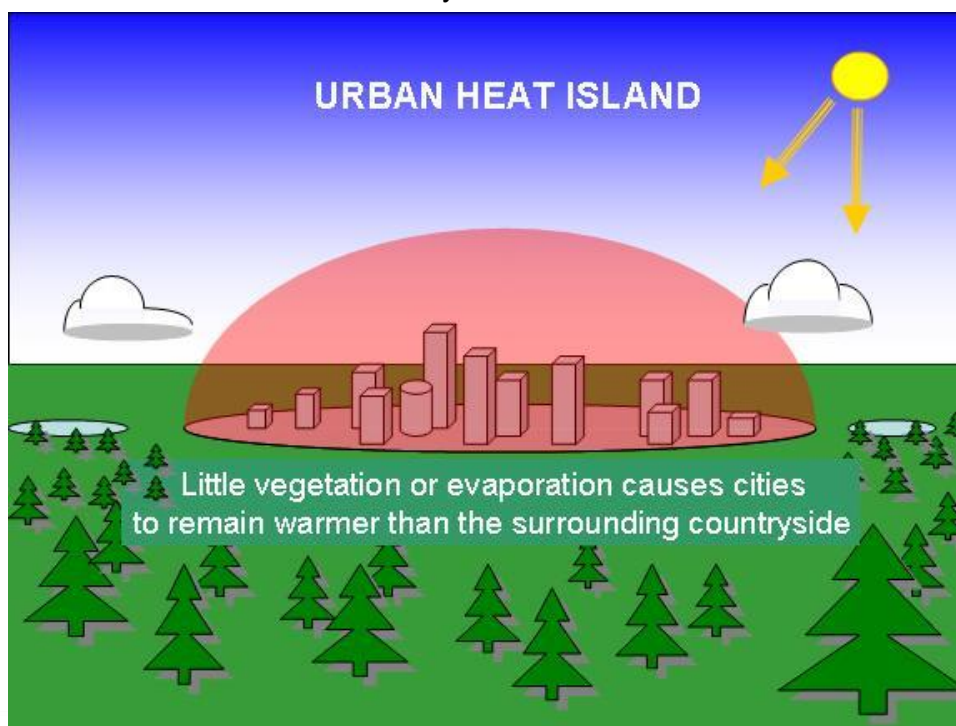
2.0 URBAN FOREST BENEFITS

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

2.1 Environmental Benefits

Trees in cities provide valuable environmental services, including these:

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



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



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

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

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

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

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

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

2.2 Social/Economic Benefits

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

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

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

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

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

2.3 Urban (Forestry) Myth



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

3.0 PREAMBLE

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

3.1 Vision

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

3.2 Guiding Principles

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

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

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

3.3 Strategic Goals

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

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

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

3.4 Purpose of the Plan

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

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

4.0 URBAN FOREST SUSTAINABILITY

4.1 Challenges and Solutions

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

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

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

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

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

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

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

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

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

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

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

5.0 PRINCE ALBERT URBAN FOREST

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

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

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

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

6.0 PARK & BOULEVARD TREE PLANTING PROGRAM

6.1 Diversity

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

6.2 General Tree Pruning

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

i) Health

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

ii) Safety

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

iii) Aesthetics

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

7.0 BACK LANE/ALLEY'S

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

8.0 PRUNING AND CHEMICAL DAMAGE

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



9.0 MAINTENANCE / PLANTING OF TREES

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

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

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

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

10.0 NATURAL STANDS

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

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

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

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

11.0 TREE PLANTING

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



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

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

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

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

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

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

11.1 Park Trees

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

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

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

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

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

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

11.2 Street (Boulevard and Median) Trees

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

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

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

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

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

Street trees should be spaced a minimum 10 metres apart.

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

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

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

Refer to Appendix “A” Tree Planting Letter

11.3 Minimum Planting Distances from Infrastructure

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

Refer to Appendix “B” Tree Planting Tips

City of Prince Albert | Tree Planting Guidelines

(metres)

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

Buildings

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

Fences, Bollards, and Site Furniture

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

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

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

Utilities

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

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

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

12.0 REFORESTATION PROGRAM

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

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

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

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

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

Refer to Appendix “C” – Preferred Tree Species.

13.0 CAPITAL PLANTING PROJECTS

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

14.0 PARK & BOULEVARD TREE MAINTENANCE PROGRAM

14.1 General Information

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

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

14.2 Services Provided

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

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

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

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

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

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

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

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

14.3 Current Status of Resources & Approaches

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

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

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

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

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

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

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

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

14.4 Tree Inquiry Program

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

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

14.5 Procedure

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

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

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

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

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

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

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

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

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

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

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

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

v) STEP 5 - The service work is performed.

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

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

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

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

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

14.6 Incident Report Priority Guidelines

i) Emergencies:

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

ii) Top Priority

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

iii) Low Priority

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

14.7 Pest Management

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

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

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

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

14.8 Damage to Private Property Caused by City Trees

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

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

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

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

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

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

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

15.0 TREE REMOVALS

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

15.1 Hazard Tree(s)

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

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

15.2 Other Considerations for Tree Removal

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

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

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

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

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

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

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

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

Refer to Appendix “F” – Appraisal Worksheet

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

15.3 Non Hazard Trees

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

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

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

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

16.0 URBAN FOREST STORM RESPONSE PLAN

16.1 General

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

16.2 Minor Storm

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

16.3 Major Storm

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

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

16.4 Staff Responsibilities

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

All staff will be responsible for completing hazard assessments.

16.5 Training (Importance of ISA Certification)

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

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

First of all, what is an ISA arborist certification?

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

What are the benefits of having a certified arborist?

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

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

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

What is the ISA?

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

16.6 Staffing

i) Assistant Parks Manager

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

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

ii) Forestry Foreman (Foreman III)

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

iii) Forestry Foreman (Foreman II)

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

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

iv) Forestry Crew

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

v) Parks, Public Works, Contractor Crews

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

vi) Duty Foreman

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

vii) Parks & Open Space Manager

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

17.0 STORM CLEAN-UP PRIORITIES

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

17.1 High Priority

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

17.2 Mid Priority

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

- Trees down blocking local streets and rear lanes.

17.3 High Priority

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

18.0 TREES ON PRIVATE PROPERTIES

City crews will only go on private property if:

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

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

19.0 PUBLIC EDUCATION AND PROGRAMS

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

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

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

20.0 PRUNING CYCLE

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

Pruning Crews would be responsible for the following:

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

The seven zones involved in this cycle would be:

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

Homeowner Requests

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

21.0 INVENTORY STRATEGY

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

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

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

Why Tree Inventories are Important

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

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

22.1 Status of Tree Inventory in the City of Prince Albert

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

22.1 GIS & Asset Management

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

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

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

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

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

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

SMALL-SCALE (requires a comprehensive tree inventory)

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

23.0 QUANTIFYING OUR SUCCESS (ES)

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

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

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

24.0 POLICY AND GUIDELINE RECOMMENDATIONS

The Community Services Department:

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

Communications Recommendations

The Community Services Department:

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

26.0 INVENTORY RECOMMENDATIONS

The Community Services Department:

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

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

27.0 GLOSSARY

Boulevard
Corner Visibility Triangle
Hardscape
Median
Soft scape

28.0 APPENDIXES

FIGURE 4.0

COMMUNITY SERVICES

PARKS – WINTER

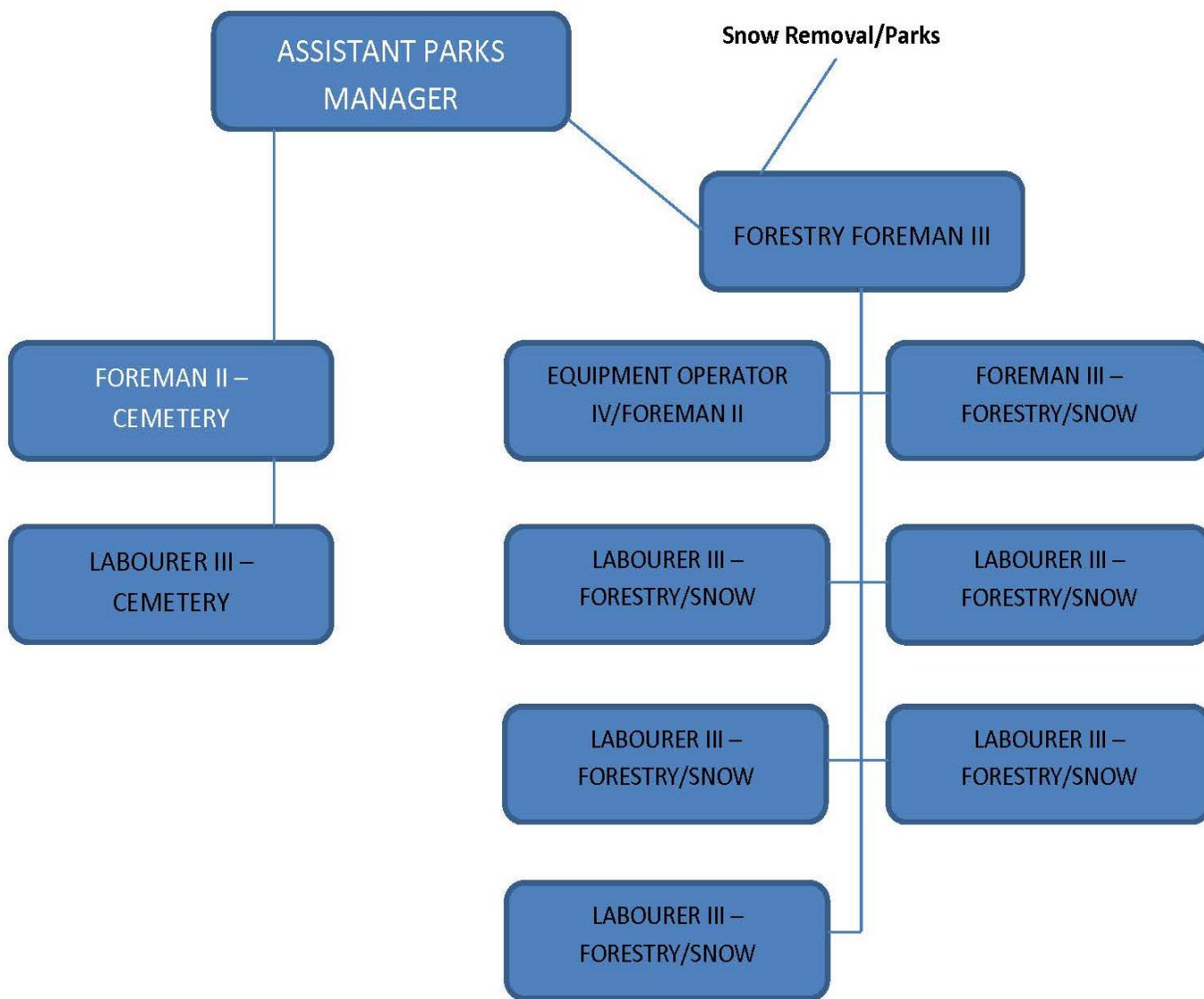
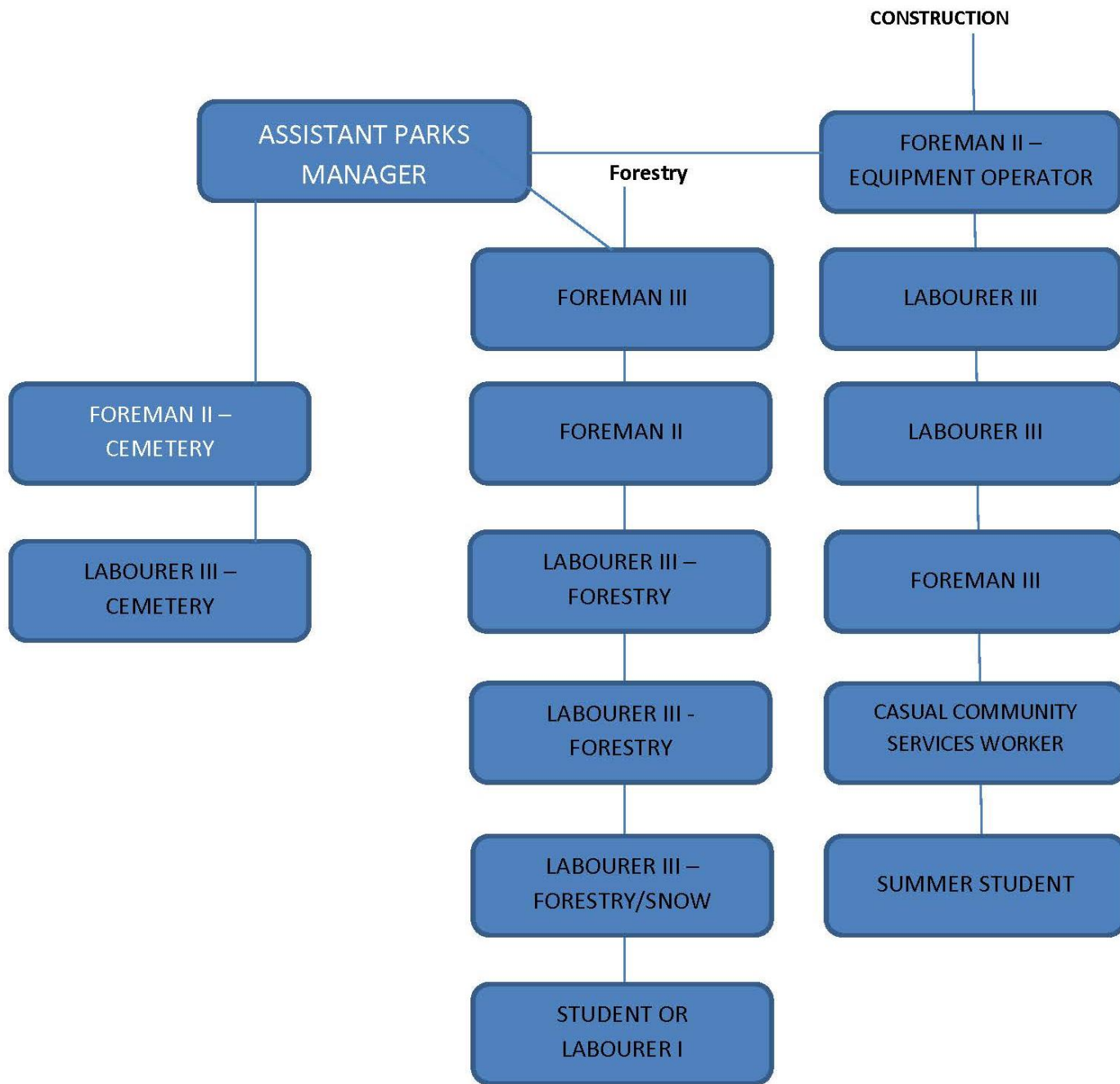


FIGURE 4.1

COMMUNITY SERVICES

PARKS – SUMMER



Appendix “A” TREE PLANTING LETTER



Date:

Dear Homeowner;

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

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

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

WHY SHOULD I WATER MY TREE(S)?

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

CAN I OVERWATER MY TREE(S)?

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

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

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

Wet – No additional watering required

HOW WILL I KNOW WHAT THE CONDITION IS?

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

Drought – 0 mm of rainfall per week

Normal – 30 mm of rainfall per week

Wet – 60+ mm of rainfall per week.

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

Respectfully,

Parks Manager



Appendix “B” TREE PLANTING TIPS

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

Appendix “C” PREFERRED TREE SPECIES – SUBJECT TO CHANGE

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

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

All-Purpose Trees for All Applications

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

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

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

Upright Conifer Trees for Winter Interest Located where Space Allows

Park and Nature Trees Located Away from Infrastructure

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

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

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

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

Appendix "D" ISA Basic Tree Risk Assessment Form

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

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

Site Factors

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

Tree Health and Species Profile

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

Load Factors

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

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown <input type="checkbox"/> LCR _____ % Dead twigs/branches <input type="checkbox"/> _____ % overall Max. dia. _____ Broken/Hangers Number _____ Max. dia. _____ Over-extended branches <input type="checkbox"/> Pruning history Crown cleaned <input type="checkbox"/> Thinned <input type="checkbox"/> Raised <input type="checkbox"/> Reduced <input type="checkbox"/> Topped <input type="checkbox"/> Lion-tailed <input type="checkbox"/> Flush cuts <input type="checkbox"/> Other _____	Cracks <input type="checkbox"/> _____ Lightning damage <input type="checkbox"/> Codominant <input type="checkbox"/> _____ Included bark <input type="checkbox"/> Weak attachments <input type="checkbox"/> _____ Cavity/Nest hole _____ % circ. Previous branch failures <input type="checkbox"/> _____ Similar branches present <input type="checkbox"/> Dead/Missing bark <input type="checkbox"/> Cankers/Galls/Burls <input type="checkbox"/> Sapwood damage/decay <input type="checkbox"/> Conks <input type="checkbox"/> Heartwood decay <input type="checkbox"/> _____ Response growth _____
--	---

_____ Condition(s) of concern _____

Part Size _____ Fall Distance _____	Part Size _____ Fall Distance _____
Load on defect N/A <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/>	Load on defect N/A <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/>
Likelihood of failure Improbable <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Imminent <input type="checkbox"/>	Likelihood of failure Improbable <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Imminent <input type="checkbox"/>

— Trunk —

Dead/Missing bark <input type="checkbox"/> Abnormal bark texture/color <input type="checkbox"/> Codominant stems <input type="checkbox"/> Included bark <input type="checkbox"/> Cracks <input type="checkbox"/> Sapwood damage/decay <input type="checkbox"/> Cankers/Galls/Burls <input type="checkbox"/> Sap ooze <input type="checkbox"/> Lightning damage <input type="checkbox"/> Heartwood decay <input type="checkbox"/> Conks/Mushrooms <input type="checkbox"/> Cavity/Nest hole _____ % circ. Depth _____ Poor taper <input type="checkbox"/> Lean _____ ° Corrected? _____ Response growth _____ Condition(s) of concern _____ Part Size _____ Fall Distance _____ Load on defect N/A <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/> Likelihood of failure Improbable <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Imminent <input type="checkbox"/>	<p style="text-align: center;">— Roots and Root Collar —</p> Collar buried/Not visible <input type="checkbox"/> Depth _____ Stem girdling <input type="checkbox"/> Dead <input type="checkbox"/> Decay <input type="checkbox"/> Conks/Mushrooms <input type="checkbox"/> Ooze <input type="checkbox"/> Cavity <input type="checkbox"/> _____ % circ. Cracks <input type="checkbox"/> Cut/Damaged roots <input type="checkbox"/> Distance from trunk _____ Root plate lifting <input type="checkbox"/> Soil weakness <input type="checkbox"/> Response growth _____ Condition(s) of concern _____ Part Size _____ Fall Distance _____ Load on defect N/A <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/> Likelihood of failure Improbable <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Imminent <input type="checkbox"/>
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Appendix “E” TREE REMOVAL LETTER

City of
Prince Albert

Date

Dear Resident:

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

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

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

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

Sincerely,

Parks Manager



Appendix “F” APPRAISAL WORKSHEETS

Appraisal Worksheet

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

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

CTLA Tree and Landscape Appraisal

(Draft 10th Edition)

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

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

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

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

4. **Functional limitations rating** % _____

5. **External limitations rating** % _____

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

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

8. **Installation cost** \$ _____

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

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

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

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

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

GUIDELINES FOR EVALUATION OF TREES

Applied only to Single-Stemmed trees

1. Basic Value Data

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

2. Tree Species Ratings for the City of Prince Albert

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

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

3. Method of Determining Value

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

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

Condition:

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

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

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

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

OR

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

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

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

TITLE: Margo Fournier Centre - Expression of Interest

DATE: June 15, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That a Sale Agreement with the Prince Albert Grand Council for the Margo Fournier Centre Facility & Property located at 1211 – 1st Avenue West be prepared.

That a Lease Agreement in the annual amount of \$1.00 be finalized between the Prince Albert Grand Council and the City of Prince Albert for the portion of the site occupied by the Kinsmen Community Heritage Centre.

That Administration explore alternate recognition for Margo Fournier and provide a report to City Council at an upcoming meeting.

That the Mayor and City Clerk be authorized to execute any necessary Agreements once prepared.

TOPIC & PURPOSE:

The purpose of the report is to provide a recommendation to members of Council as a result of Expression of Interest #74/21.

BACKGROUND:

The Margo Fournier Centre currently offers recreation program opportunities and rentals by interested individuals and organizations. Adjacent to the Margo Fournier Centre is the Kinsmen Community Heritage Centre which is currently utilized by the Seniors Organization.

An Expression of Interest was publically distributed to solicit interest from external

organizations for the Sale of the Margo Fournier Centre. The Expression of Interest was clear that the use of the Kinsmen Community Heritage Centre by the Seniors Organization was to remain in the future for their continued use. The goal of the Expression of Interest was to investigate if any organizations are interested in owning and operating the facility in order to deliver targeted services that will benefit the city downtown core.

Administration proceeded with a follow up meeting with Prince Albert Grand Council in order to determine further specifics regarding their proposal.

This report is submitted for consideration at the June 20th, 2022 Executive Committee meeting.

PROPOSED APPROACH AND RATIONALE:

The below commentary is provided regarding the proposal submitted by the Prince Albert Grand Council. A copy is attached for reference.

Prince Albert Grand Council

- The Centre's downtown location is well suited for the services provided by PAGC Urban Services. The goal is to purchase the Margo Fournier Centre and re-locate from their current downtown location at 1401-B Central Avenue.
- \$375,000 has been submitted as the purchase price.
- Saskatchewan Indian Institute of Technologies serves as a major partner for Education & Career Training Opportunities.
- The following link provides further information related to their programs and services Urban Services – Prince Albert Grand Council (pagc.sk.ca)
- The submission summarizes all of their services and options for future program development.
- The vision is to create a Skills & Trades Centre with an Employment Readiness focus which would include but not be limited to:
 - Education Resources
 - Drivers License Training
 - Life Skills Programs
 - Odd Jobs Squad
 - Community & Sports Programming in the Gymnasium
 - Cultural Programming with Elders Presence
 - Partnerships with the Kinsmen Community Seniors Centre
 - Return to School Events
 - Mentorship Program with the City Police

- Hours of Operation would be similar to the current hours of operation to accommodate the day and evening programs. Security Personnel will be on site during the regular hours of operation with approximately 15 employees on site.

Lease Agreement – Kinsmen Community Heritage Centre

A lease in the annual amount of \$1.00 for the Kinsmen Community Heritage Centre will be finalized with the City as outlined in the attached Lease Area Plan. This will ensure the Kinsmen Community Heritage Centre will remain under the City's continuing and perpetual control for the Seniors to operate their programs and events. The City will maintain responsibility of the maintenance and proportional share of the Sask Power and Sask Energy utilities. In the event the Seniors Organization should itself decide to dissolve, the City would surrender it to the control of the Prince Albert Grand Council.

Facility Naming

The following is a link to Margo Fournier's profile on the City's website Margo Fournier Centre - City of Prince Albert (citypa.ca). Upon approval of the Sale of the Facility to Prince Albert Grand Council, an additional consideration is the transfer of the Naming Rights to an alternate location. To continue to honour Margo Fournier's contributions to the City of Prince Albert it is suggested that the Prince Albert Arts Centre located at 1010 Central Avenue be considered for renaming.

CONSULTATIONS:

Consultations have proceeded with the Prince Albert Grand Council as outlined in this report.

Secondly, consultation is currently underway with the Fournier Family to discuss the future recognition of Margo Fournier at an alternate location.

Additionally, the Financial Services Department was consulted in order to prepare an estimated 2022 Commercial Tax Levy Summary and consultation is underway with the City Solicitor to finalize the legal documentation.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The development of a Communication Plan will proceed in conjunction with the Prince Albert Grand Council once the Sale is complete.

Opportunities for City recreation programs and rentals will continue to be promoted through the Alfred Jenkins Field House.

FINANCIAL IMPLICATIONS:

The offer submitted by the Prince Albert Grand Council includes a \$375,000 purchase price.

A copy of the 2022 Commercial Tax Levy Summary for the facility is attached. The total annual property taxes for this location is estimated at \$30,340.56. The Municipal portion of the annual amount equals \$24,251.83.

There is no legislation to exempt the Prince Albert Grand Council from taxation. If the name of the property is changed to reserve land (meaning into Her Majesty the Queen's name) then the Prince Albert Grand Council would be exempt similar to their location across from the hospital. A Service Agreement with the City would then be developed that is equivalent to the Municipal portion of the property taxes.

The 2022 approved Operating Budget for the Margo Fournier Centre is attached. The total subsidy is budgeted at \$201,480. For comparison purposes, the 2021 budgeted subsidy was \$196,050. The facility was constructed in 1966 which will require the City to give further consideration to a Capital Plan for future budget years should ownership be retained.

PUBLIC NOTICE:

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

PRESENTATION: Verbal – Jody Boulet, Director of Community Services

ATTACHMENTS:

1. Margo Fournier Centre - Expression of Interest 74/21
2. Expression of Interest - Prince Albert Grand Council
3. Margo Fournier Centre - Building Summary
4. 2022 Commercial Tax Levy Summary
5. MFC 2022 Operating Budget
6. Seniors Heritage Centre - Lease Area Plan

Written by: Jody Boulet, Director of Community Services

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

Expression of Interest# 74/21

Margo Fournier Centre Expression of Interest

Clearly marked sealed Proposals will be received by the City of Prince Albert until **2:30pm, Saskatchewan Time, Thursday, January 13th, 2022.**

City of Prince Albert
Purchasing Department
Municipal Service Centre
11 – 38th Street East
Prince Albert, SK S6W 1A5



City of
Prince Albert



City of Prince Albert
Expression of Interest EOI# 74/21

Margo Fournier Centre Community Outreach

1 Objective(s)

The City of Prince Albert is seeking any interested party to provide their vision for the re-use of the Margo Fournier Centre (MFC).

2 Instructions to interested parties

Proposals must be received by **2:30pm, Saskatchewan Time, Thursday, January 13, 2022.**

Your Proposal **must** be submitted in one (1) clearly marked sealed envelope with Agency Name and EOI number indicated on the envelope:

City of Prince Albert
Purchasing Department
Municipal Service Centre
11 – 38th Street East
Prince Albert, SK S6W 1A5
Phone: 306-953-4352

The proposals will be forwarded to the Selection Committee for review.

3 Inquiries

Inquiries, interpretations, or questions regarding this Expression of Interest are to be directed to:

Craig Guidinger, Director of Planning and Development Services, at 306-953-4370 or by email at cguidinger@citypa.com.

OR

Jody Boulet, Director of Community Services, at 306-953-4800 or by email at jboulet@citypa.com.

Site tours of the Margo Fournier Centre can also be coordinated by contacting the above individuals.

All other inquiries regarding the Expression of Interest (EOI) submissions are to be directed to Mike Lytle, Purchasing Manager, at 306-953-4352 or by email at mlytle@citypa.com.

4 EOI Process

Expressions of Interest received by the Purchasing Department **after 2:30pm, Saskatchewan Time, Thursday, January 13th, 2022** will not be considered.

Upon closing, the City of Prince Albert will review all submissions for completeness and compliance to the requirements of this Expression of Interest (EOI).

5 EOI Process and Schedule

The EOI will run from **Tuesday, December 14, 2021 until Thursday, January 13th, 2022**. Below is an outline of the EOI milestones:

EOI Release Date: Tuesday, December 14, 2021

EOI Closing Date: Thursday, January 13, 2022

EOI Response to Submissions: Thursday, January 27, 2022

Notification

Upon closing the EOI, the City of Prince Albert may contact interested parties to request additional information or to arrange a follow up meeting regarding their interest.

Rejection of Submissions

The City of Prince Albert reserves the right to accept or reject in whole or in part any or all EOI's submitted.

6 Background

The MFC is currently a large city owned building in the heart of downtown Prince Albert. The facility currently offers recreation program opportunities and is also available for rentals by interested organizations. Adjacent to the MFC is the Kinsmen Community Heritage Centre, which is currently utilized by our senior's population.

The City is currently reviewing options for the future ownership of the facility.

7 Requirements | Scope of Work

7.1 Project Goal

The goal of this Expression of Interest (EOI) is to invite interested parties to prepare a proposal which would outline their vision for the MFC property. This could come in the form of the building being owned by a single entity or through partnering agencies.

Interested parties will need to identify their long term vision for this property.

Once the proposals are received, they will be presented to City Council for further consideration and direction.

The MFC has the following dedicated space that can be utilized in order to carry out the vision for this property:

- Gymnasium
- Offices
- Multi-purpose Rooms
- Washrooms & Showers

Please note that the Kinsmen Community Heritage Centre is not to be contemplated within the terms of this Expression of Interest.

As part of your submission, please also include a detailed Operational & Capital Plan for the facility.

If City Council chooses to entertain any of the submissions, a formal agreement will be required, including any terms and conditions that the City feels necessary.

7.2 Selection

Upon review, Administration may reach out to interested parties for further discussion or to arrange for a follow up meeting regarding their submission.

7.3 Experience

It is important that the interested parties have established experience and the staff available to carry out their long-term vision of the facility without any City oversight.

8 Submission Requirements

For this EOI, please submit a hard copy of the written summary, saved on a flash drive or other similar device.

Cover Letter

Please submit a cover letter, dated and signed by an official authorized agent to negotiate and make commitments and provide any clarifications with respect to the Proposal on behalf of your respective party. The cover letter should include an understanding of the EOI, and any indication of deviations or exceptions to the information outlined in this EOI document, including *Schedule* milestones.

9 Terms and Conditions

The Expression of Interest (EOI) provides for the **Receipt of EOI for: Margo Fournier Centre Community Outreach EOI**, in accordance with the Terms and Conditions of this Expression of Interest.

The City of Prince Albert reserves the right to cancel the EOI without notice.

Should a dispute arise from the Terms and Conditions of this EOI regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.

Any EOI submission is not necessarily accepted.

The obligations and rights of the Expression of Interest shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict, or in any way vary the written terms of this EOI. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.

The City reserves the right to give preference to the interested parties, which includes any material, specifications, or methods of execution that are deemed by the City of Prince Albert to be superior to those of any other.

The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.

With respect to Expressions of Interest, in all cases where it does not contravene Federal or Provincial legislation governing the City, the City reserves the right to refuse any or all Tenders, Expressions or Proposals where the City deems it to be in the best interest of the City to do so, having regard, but not limited to, questions of quality supply and service, timelines, performance trustworthiness, solvency, monies owing or due to the City and the existence or potential of legal disputes or conflicts with the City of Prince Albert.

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the Expression of Interest process may be subject to inspection through a Local Authority Freedom of Information and Access Request in accordance with legislation. Any executed Contracts and/or Agreements resulting from the Expression of Interest is public information in accordance with *The Cities Act*, which states as follows:

“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:

(a) Any contract approved by the council, any bylaw or resolution and any account paid by the council relating to the City.”

City determination of the successful party shall be final.

The City of Prince Albert publishes Expression of Interest opportunities on SaskTenders. Once awarded, the published opportunity will be updated.

The conditions outlined herein shall be part of the EOI and Contract Agreement.



COMPANY NAME (please print)

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE#

EMAIL

NAME AND TITLE (please print)

AUTHORIZED SIGNATURE

DATED THIS, _____ DAY OF _____, 2021



City of
Prince Albert

Proposal# 74/21
Authorization Form

Prince Albert Grand Council - Urban Services
COMPANY NAME (please print)

Box 2350
ADDRESS

Prince Albert
CITY

SK
PROVINCE

S6V 6Z1
POSTAL CODE

(306) 765-5300
PHONE#

gdespins@pagc.net
EMAIL

Geoff Despina - Director

NAME AND TITLE (please print)



A handwritten signature in blue ink, appearing to read 'Geoff Despina', written over a horizontal line.

AUTHORIZED SIGNATURE

DATED THIS, 12th DAY OF January, 2021



**Prince Albert Grand Council
Urban Services**

1410 B Central Avenue
Prince Albert, SK S6V 4W5
Phone: (306) 765-5300 Fax: (306) 922-5544

January 12, 2022

City of Prince Albert
Purchasing Department
Municipal Service Centre
11-38th Street East
Prince Albert, SK S6W 1A5

Re: Margo Fournier Center Expression of Interest #74/21.

To Whom it may concern;

I'm very pleased to enclose my business plan for the Margo Fournier Centre. Inside, you will find a condensed version outlining the current services of the Prince Albert Grand Council Urban Services department, along with a brief outline of programming, future development and direction of PAGC Urban Services.

PAGC Urban Services offers a diverse range of community driven programs and initiatives, that would greatly benefit from the current structure and resources of the Margo Fournier

I am eager to hear your comments and answer any questions you may have. You can reach me at (306)961-9926 or (306)765-5300.

Thank you for your time and attention.

Sincerely,

Geoff Despains – Director

Prince Albert Grand Council – Urban Services

Fon Du Lac
Black Lake
Hatchet Lake

Peter Ballantyne
Lac La Ronge
Montreal Lake

Sturgeon Lake
Wahpeton
James Smith

Cumberland House
Red Earth
Shoal Lake

PRINCE ALBERT GRAND COUNCIL URBAN SERVICES MARGO FOURNIER COMMUNITY OUTREACH

January 12, 2022

OVERVIEW

1. Organization Background

The Office of the Prince Albert Grand Council - Urban Services Center was created in 1998 pursuant to the FSIN's "Protocol Agreement for Urban Service Delivery", signed in 2007.

The Objectives of The Prince Albert Grand Council Urban Services are:

- To address some of the needs of Indigenous members who migrate to City of Prince Albert
- To provide relevant program information & services in areas of education, health, justice, sports/recreation, housing, training and employment, etc.
- To participate on various boards and committees whose decisions affect Indigenous persons living off-Reserve

The Prince Albert Grand Council Urban Services provides services to all Indigenous Peoples residing in Prince Albert and area including, RM of Christopher Lake, RM of Buckland and the RM of Prince Albert.

Although we do have specific fully funded programming for our Indigenous population, we offer a variety of "Status blind" Programming, that allows us the opportunity to contribute back to the City of Prince Albert.

2. Current Programming and Services

Labour Force Development

Mission Statement

To provide the necessary supports to ensure our clients have the required skills and/or Education to obtain employment in their chosen Career path

Mandate

Research, develop, implement and promote the employability of our Service Area

Goal

To reduce the unemployment rate for First Nations members residing in our Service Delivery Area

PAGC – Urban Geographic Area

Rural Municipality	RM #	Cities & Towns	First Nations
Garden River	490	Albertville	Wahpeton
Lakeland	521	Candle Lake	
Paddockwood	520	Christopher Lake	
Shellbrook	493	Meath Park	
Torchriver	656	Paddockwood	
		Prince Albert	
		Shellbrook	
		Weirdale	

Employment Readiness, Job Quest, Digiteam Programming

Employment Supports/Employability Enhancement Programming

Mentorship Programming

Wage Subsidies

Apprenticeship Supports

Sponsorship for adults and youth (Technical and Vocational Training)

Online/ In Classroom Program Delivery to enhance employability skills

Resource Room (Career research, programming, resume building)

Established and maintain partnerships with our local economy

Accessibility is based on client identification of career-oriented goals, client follow through, proper registration, and provision of all relevant documentation. Other selection criteria considered are previous track records, total number of requests, and availability of funding resources. These decisions of support come directly from the Employment Counselor and Manager of the program. This LIMB maintains a continuous waitlist which gives us the proper time to ensure clients are eligible for support, as well as the onus is on the client to provide all documentation required for decisions.

Athabasca Labour Force Development – Employment and Training

Program delivery to enhance employability skills within our First Nations communities in the Athabasca Region

Address and recognize some of the needs of Indigenous members who migrate to City of Prince Albert and other Urban Centers.

Adult Upgrading

Wage Subsidies

Enhancement programming

Apprenticeship Reports

Employment Supports

Sport, Culture & Recreation

Providing sports, cultural and recreational programs

To continue to support our communities and engage our youth. Sports and Rec introduced virtual programming through this they were able to ensure participation of all of our communities

Youth Oriented Programming

SGI

The Safety Coordinator promotes safety awareness for Traffic, ATV, UTV, Boat Motor and Booster Seats to all 12 First Nations Bands of Prince Albert Grand Council (25 communities).

The SGI Program is to inform and promote traffic Safety

- To educate communities and Safety
- Traffic Safety
- All Terrain Vehicle (ATV)
- Utility Terrain Vehicle (UTV)
- Pleasure Craft
- Ski-doo
- Child Seat Safety (Booster seats)
- attends community events such as Cultural, Career Fairs, Festivals etc. to promote Safety Awareness

- Proposing to hire another worker through SGI for a Drivers Ed program in PAGC communities
- Give learner licenses
- Will be able to host 6 and 6 Drivers
- Working with Grandmothers Bay traffic safety grant applications
- Sucker River water safety planning for 2021
- Delivery of Indigenous Wingman Signs , waiting on installments
- La Ronge , Lac La Ronge Indian Band
- Pelican Narrows, Peter Ballantyne Cree Nation
- Grandmothers Bay, Lac La Ronge Indian Band
- Sturgeon Landing, Peter Ballantyne Cree Nation
- Montreal Lake Lake , Montreal Lake Cree Nation
- Assisting Pelican Narrows community grant application
- Athabasca Denesuline Nations
- Fond Du Lac
- Hatchet Lake
- Black Lake

Continue planning with Athabasca Education Authority in regards to brain safety

- Delivery of Informational sessions and SGI helmets

SGI/Accredited Training

Drivers Education

First Aid/CPR

Reintegration

The Reintegration program began in September 2018. Our Reintegration Coordinator has visited 12 communities to introduce himself and the program

Federal inmates programming once released into society – Corrections and Public Safety Funding

Providing supports to assist clients to succeed when they're taking the steps to rehabilitate into society.

Supports vary based on individual cases.

Kids First

The Kids First position will provide mental health and addiction services for the Kids First program. This position provides assessment, counseling, referral and follow-up in relation to mental health and addictions issues of Kids First families.

This position works in collaboration with other PAGC Urban Services and Kids First staff and other community services.

Working out of King George with the community of Prince Albert mentoring students, counselling students and working with parents

This program incorporates modules from anger management, self-esteem, communication skills, grief and loss and suicide intervention. The focus of this group session is to assist families in building more effective relationships with all people in their life: family, friends, children or partners

Community Action Program for Children

Traditional parenting program

To provide community-based services and supports to families living in at-risk conditions

Parenting Classes

Summer Outings

Family oriented activities

Emergency hampers, from food to pampers/formula/hygiene items

Cultural and Traditional Teachings

Access to Urban family supports during the transition from Rural to Urban Life.

Volunteer tax preparation

Gambling/Alcohol & Drug referrals

This program is community wide "status blind"

Classes such as Ribbon skirts, to provide our vulnerable with traditional attire when attending events held in public venues, to provide our vulnerable with a sense of belonging

Elders have been attending and praying with families to provide traditional guidance on their journey to unite their families

Pandemic Response

Providing Meals: Homeless, House Bound, Isolated individuals, Families

Delivering meals and transporting people

Partnerships with Local community schools

Ongoing Events

Back to School BBQ/Haircuts

Annual Christmas Dinner

Information Sessions

Open House

3. Future Program Development

- Center of Excellence
 - Variety of hands on training
- Social Supports
- Boutique for low income
- Cultural Room
- Open Gym Nights
- Social Nights for Specific Groups (Elders, Single parents, families, Youth)
- Beginner Fitness Classes
- Nutrition Classes
- Final step to Transitional Shelter
 - Offering a final stage and supports required to those rehabilitating into society
- Daytime Warming/Cooling Shelter
- Emergency Homeless Shelter (Separate Location)
- Long term Homeless Shelter (Separate Location)
- Transitional Living Education'
- Urban Land Based Cultural Education

Roll: 100003750
Legal: 80PA25184 A
 Ext 1
Description: Actual PUSE 6000
Address: 1211 1ST AVENUE W
Zoning: Downtown Commercial
Actual Use: Primary: P10000
Market Loc: 1800 Midtown - Market Area 1 **Assbl. Land Area:** 1.21 Acres
Econ.Zone: Downtown
Assbl.Party: I Individual
Owner: CITY OF PRINCE ALBERT
 1084 CENTRAL AVE
 PRINCE ALBERT SK S6V 7P3 CANADA



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt Code	Value
10000747	31 Commercial	52,707.60 Sq. Feet	100%	100%	ECOMM 100%	313,300

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt Code	Value
10021582	990-04-99	MARGO FOURNIER CENTER	30,138 Ft	1966	ECOMM 100%	568,500
10035041	990-04-99	Kinsmen Heritage Centre	6,334 Ft	1977	ECOMM 100%	162,400

Total Value: 1,044,200

Assessment Totals

Tax Status	Code	Description	Reg	Land	Improvement	Other	Assessment
E	ECOMM	Commercial Improved Exempt	85.0%	266,300	621,200	0	887,500
Grand Totals:				266,300	621,200	0	887,500

2022 Commercial Tax Levy

		<u>Pro-rate to Number of Months</u>
Roll Number:		
Address:		1
Assessed Value	\$1,044,200	
Taxable Assessed Value	\$887,570	
<u>2022 Mill Rates</u>	<u>ANNUAL</u>	<u>Pro-Rate</u>
General Municipal	20.6115	\$1,524.51
Public School	6.8600	
Separate School	6.8600	\$507.39
Debt Elimination	0.9165	\$67.79
Library Levy	1.2948	\$95.77
<u>Sub-Total</u>	\$26,345.56	\$2,195.46
Base Taxes:		
Snow Special Tax	\$790.00	\$65.83
Roadways Special Tax	\$2,900.00	\$241.67
Police Special Tax	\$35.00	\$2.92
Base Tax	\$270.00	\$22.50
<u>Sub-Total:</u>	\$3,995.00	\$332.92
<u>Grand Total:</u>	<u>\$30,340.56</u>	<u>\$2,528.38</u>

Tier 2 - between 850,001 - 4,200,000 taxable assmnt value

This is an estimate only.

CITY OF PRINCE ALBERT
GENERAL FUND


FUNCTIONAL AREA: MARGO FOURNIER CENTRE

	2022 Budget	2021 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$51,960)	(\$51,960)	\$0
Total Revenues	(51,960)	(51,960)	0
EXPENSES			
Salaries Wages and Benefits	147,990	110,640	37,350
Contracted and General Services	18,800	56,150	(37,350)
Financial Charges	1,200	1,200	0
Utilities	53,100	48,200	4,900
Maintenance Materials and Supplies	21,400	21,250	150
Insurance	10,950	10,570	380
Total Expenses	253,440	248,010	5,430
Operating (Surplus) Deficit	201,480	196,050	5,430
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	201,480	196,050	5,430



PLANNING & DEVELOPMENT SERVICES

Legend

 Area to be Leased