



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, JANUARY 23, 2023, 5:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. PRAYER

3. APPROVAL OF AGENDA

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

6.1 December 12, 2022 City Council Meeting Minutes for Approval (MIN 22-98)

6.2 January 9, 2023 City Council Special Meeting Minutes for Approval (MIN 23-2)

7. NOTICE OF PROCLAMATIONS

7.1 Wear Red Canada Day - February 13, 2023

8. PUBLIC HEARINGS

9. DELEGATIONS

10. COMMUNICATIONS

10.1 Resignation Letter - Ward 8 Councillor (CORR 23-6)

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 One-Time Transit Grant Funding Agreement (RPT 23-13)

11.2 School Zone Safety Update (RPT 23-6)

11.3 North American Society for Trenchless Technology Conference (RPT 23-10)

11.4 2024 Community Grant Program Application to Saskatchewan Lotteries (RPT 23-5)

11.5 Digital Sign – 605 Marquis Road East (RPT 22-489)

11.6 Hiring of Economic Development Manager (RPT 23-7)

11.7 DCG Philanthropic Service Inc. Draft Campaign Feasibility Study Report and Capital Campaign Approval (RPT 23-20)

11.8 Agreement with Carlton Trail Railway – Multiple Pipeline Crossing License Agreement (RPT 23-17)

11.9 2022 City Council and Executive Committee Record of Attendance (RPT 22-476)

11.10 Privacy, Confidentiality and Access to Information Policies (RPT 23-9)

11.11 Action Items from City Council, Executive Committee and Budget Committee (RPT 23-8)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

15.1 December 12, 2022 City Council Meeting Inquiry Responses (INQ 23-1)

16. NOTICE OF MOTION

17. MOTIONS

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 22-98

MOTION:

That the Minutes for the City Council Regular Meeting held December 12, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, DECEMBER 12, 2022, 5:01 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
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, K.C., City Solicitor
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

Mayor Dionne asked that all members stand and that the City Clerk offer the prayer.

3. APPROVAL OF AGENDA

0380. **Moved by:** Councillor Kilmer
Seconded by: Councillor Ogradnick

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 Mayor.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

0381. **Moved by:** Councillor Miller
Seconded by: Councillor Cody

That the Minutes of the Council Regular Meeting held November 28, 2022, be taken as read and adopted.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

7. NOTICE OF PROCLAMATIONS

8. PUBLIC HEARINGS

9. DELEGATIONS

10. COMMUNICATIONS

10.1 Water Supply Agreement (CORR 22-117)

0382. **Moved by:** Councillor Kilmer
Seconded by: Councillor Cody

That CORR 22-117 be received and referred to the Mayor's Office.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 Snow and Ice Control Policy (RPT 22-464)

0383. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

That the Snow and Ice Control Policy, as attached to RPT 22-464, be approved with the following amendment:

1. Add St. Michael School, located at 1695 - 17th Street West as Priority 2 to Schedule A – Priority Route Map.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.2 Water Treatment Plant 2023 Water Purification Materials Tender 42-22 (RPT 22-460)

0384. **Moved by:** Councillor Head
Seconded by: Councillor Lennox-Zepp

1. That the portion of Tender No. 42 of 2022, for the supply and delivery of Poly-Aluminum Chloride for the 2023 Water Purification Materials be awarded to KLEARWATER Equipment & Technologies in the amount of \$587,400, plus five percent (5%) Goods and Services Tax for a total of \$616,770;

2. That the portion of Tender No. 42 of 2022, for the supply and delivery of Powder Activated Carbon for the 2023 Water Purification Materials be awarded to ClearTech Industries Inc. in the amount of \$97,240, plus five percent (5%) Goods and Services Tax for a total of \$102,102;
3. That the portion of Tender No. 42 of 2022, for the supply and delivery of Potassium Permanganate for the 2023 Water Purification Materials be awarded to Brenntag Canada Inc. in the amount of \$93,830, plus five percent (5%) Goods and Services Tax for a total of \$98,521;
4. That the tender amount over the 2023 approved budget allocation for Water Purification Materials in the amount of \$199,538 be funded from the Utility Improvement Fund; and,
5. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.3 Lease Agreement – Prince Albert Golf & Curling Club Inc. (RPT 22-471)

0385. **Moved by:** Councillor Cody
Seconded by: Councillor Miller

1. That the Lease Agreement between The City and the Prince Albert Golf and Curling Club, for the property legally described as Parcel A, Plan No. 67PA11526, Extension 0 and Parcel C, Plan No. 83PA01450, Extension 0, be approved in the amount of \$65,000 for a one (1) year term from January 1, 2023 to December 31, 2023; and,
2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.4 Animal Control Service Agreement Extension – Prince Albert Society for the Prevention of Cruelty to Animals (RPT 22-462)

0386. **Moved by:** Councillor Head
Seconded by: Councillor Edwards

1. That the Animal Control Service Agreement between The City and the Prince Albert Society for the Prevention of Cruelty to Animals dated December 15, 2020, be extended for a further three (3) years until December 31, 2025 on the same Terms and Conditions for the provision of Contract Services for Bylaw Animal Control;
2. That the Fee for Service remain at \$81,600 per year; and,
3. That the Mayor and City Clerk be authorized to execute any applicable documents on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.5 Prince Albert Regional Economic Development Alliance – Moving Forward (RPT 22-473)

0387. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Miller

1. That the proposed Prince Albert Regional Economic Development Alliance model, as outlined in RPT 22-473, be approved;
2. That Administration work with the City Solicitor to develop a transitional plan for proposal that would retire The City's legal obligations under the current Prince Albert Regional Economic Development Alliance Agreement and that would protect The City's financial interests in the transition;
3. That the Mayor and City Clerk be authorized to execute an Amending Agreement on behalf of The City, once prepared; and,

4. That the request to fill the vacant Economic Development Manager position be referred for consideration at the January 9, 2023 Executive Committee meeting.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.6 Digital Billboard – 496 Marquis Road East (RPT 22-465)

0388. **Moved by:** Councillor Head
Seconded by: Councillor Lennox-Zepp

That the Sign Permit Application for a Digital Billboard to be located at 496 Marquis Road East, legally described as Lot 1, Block F, Plan No. 76PA10690, be denied.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Ogrodnick, Zurakowski and Mayor Dionne

Against: Councillor: Miller

CARRIED (8 to 1)

11.7 Municipal Revenue Sharing Declaration of Eligibility (RPT 22-442)

0389. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

1. That The City of Prince Albert meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
 - a. Submission of the 2021 Audited Financial Statements to the Ministry of Government Relations;
 - b. Submission of the 2021 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
 - c. In Good Standing with respect to the reporting and remittance of Education Property Taxes;
 - d. Adoption of Procedure Bylaw No. 23 of 2021;
 - e. Adoption of the following Employee Policies to represent the Employee Code of Conduct:

- i. Conflict of Interest Policy;
 - ii. Gift, Favours and Entertainment Policy;
 - iii. Employment of Relatives Policy;
 - iv. Occupational Health and Safety Policy – Harassment Safety Administrative Policy;
 - v. Progressive Discipline Policy;
 - vi. Social Media, Media Relations and Public Statements Policy; and,
 - vii. Freedom of Information and Access to Information Policy; and,
- f. All members of Council have filed their Public Disclosure Statements, as required; and,
2. That The City Clerk be authorized to execute the Declaration of Eligibility and submit it to the Ministry of Government Relations.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.8 2023 General Fund Operating and Capital Budget (RPT 22-461)

Councillor T. Lennox-Zepp rose on a Point of Information following statements made by Mayor Dionne clarifying that City Council began the Central Avenue Streetscape Project funding in 2017 and held discussions prior to that time.

0390. **Moved by:** Councillor Cody
Seconded by: Councillor Head

- 1. That the 2023 General Fund Budget, as attached to RPT 22-461, be approved;
- 2. That \$45,950,360 of revenue necessary to balance the General Fund Operating Budget be raised from Municipal Taxation;
- 3. That the 2023 General Fund Capital Budget in the amount of \$6,692,040, including principal payments on Loans and \$263,040 in Police Capital, be approved;

4. That the 2023 transfer of \$4,910,000 from General Fund Operating to General Fund Capital be approved;
5. That the 2023 Fleet Budget in the amount of \$6,164,400, including \$296,000 in Police Service requirements, be approved;
6. That the 2023 Prince Albert Police Service be funded in the amount of \$18,336,700 inclusive of Capital expenditures of \$263,040 and the Police Base Tax in the amount of \$621,100;
7. That The City accept a \$200,000 transfer from the Police Services Operating Reserve to The City's General Fund, as approved by the Prince Albert Board of Police Commissioners, to assist with budget shortfalls;
8. That the 2023 Reserve Allocations of \$3,887,170 and Principal Payments on Loans of \$281,800 be approved for a total amount of \$4,168,970;
9. That the following staffing changes be approved:
 - a. That the staffing complement for the Information Technology Functional Area increase to include one (1) permanent Infrastructure Systems Analyst position;
 - b. That the staffing complement for Fire Fighters increase to include three (3) permanent Fire Fighters; and,
 - c. That the staffing complement for the Public Works Department increase to include one (1) permanent Foreman II position and one (1) permanent Truck Driver / Equipment Operator position;
10. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve;
11. That the Motions from the 2023 General Fund Budget Committee deliberations, as attached to RPT 22-461, be ratified and that Administration proceed as authorized; and,
12. That the approved 2023 General Fund Budgeted expenditures be approved for disbursement effective January 1, 2023.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Ogrodnick, Zurakowski and Mayor Dionne

Against: Councillors: Miller and Lennox-Zepp

CARRIED (7 to 2)

Councillor T. Zurakowski rose on a Point of Order indicating this matter has been voted on and members of Council have had an opportunity to discuss, therefore, he requested the Mayor to proceed to the next item on the Agenda.

The Mayor, ruled **IN FAVOR** and proceeded to the next Agenda item.

11.9 2023 Land Fund Operating and Capital Budget (RPT 22-469)

0391. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Head

1. That the 2023 Land Fund Operating Budget, as attached to RPT 22-469 be approved as follows:
 - a. Operating revenues of \$485,000;
 - b. Operating expenses of \$283,980;
 - c. Capital and Interfund Transactions of \$76,500; and,
 - d. An operating surplus of \$124,520 to fund Capital Projects, Loan Principal Payments, and Reserve Transfers;
2. That the 2023 Land Fund Capital expenditures of \$0 and Loan Principal Payments of \$293,100, be approved;
3. That the Motions from the 2023 Land Fund Budget Committee deliberations, as attached to RPT 22-469, be ratified and that Administration proceed as authorized; and,
4. That the approved 2023 Land Fund Budgeted expenditures be approved for disbursement effective January 1, 2023.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.10 2023 Airport Fund Operating Capital Budget (RPT 22-468)

0392. **Moved by:** Councillor Head
Seconded by: Councillor Cody

1. That the 2023 Airport Fund Operating Budget, as attached to RPT 22-468, be approved as follows:
 - a. Operating revenues of \$1,095,610;
 - b. Operating expenses of \$1,270,500;
 - c. Capital and Interfund Transfers of \$403,430; and,
 - d. A deficit of \$578,320. After adjusting for non-cash amortization, there is a surplus of \$166,680 to fund Capital Projects and Reserve Transfers;
2. That the 2023 Airport Fund Capital expenditures of \$18,000, be approved;
3. That the Motions from the 2023 Airport Fund Budget Committee deliberations, as attached to RPT 22-468, be ratified and that Administration proceed as authorized; and,
4. That the approved 2023 Airport Fund Budgeted expenditures be approved for disbursement effective January 1, 2023.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.11 2023 Water Utility Fund Operating Capital Budget (RPT 22-466)

0393. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

1. That the 2023 Water Utility Fund Operating Budget, as attached to RPT 22-466, be approved as follows:
 - a. Operating revenues of \$19,955,250;
 - b. Operating expenses of \$14,225,210;
 - c. Capital and Interfund Transactions of \$6,199,060; and,
 - d. A deficit of \$469,020. After adjusting for non-cash amortization, the surplus is \$5,280,980 to fund Capital Projects and Loan Principal Payments;

2. That the 2023 Water Utility Fund Capital expenditures of \$3,085,200 and Loan Principal Payments of \$1,773,300, be approved;
3. That the Motions from the 2023 Water Utility Fund Budget Committee deliberations, as attached to RPT 22-466, be ratified and that Administration proceed as authorized; and,
4. That the approved 2023 Water Utility Fund budgeted expenditures be approved for disbursement effective January 1, 2023.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

11.12 2023 Sanitation Fund Operating Capital Budget (RPT 22-467)

0394. **Moved by:** Councillor Zurakowski
Seconded by: Councillor Miller

1. That the 2023 Sanitation Fund Operating Budget, as attached to RPT 22-467, be approved as follows:
 - a. Operating revenues of \$5,755,760;
 - b. Operating expenses of \$4,953,130;
 - c. Capital and Interfund Transfers of \$1,305,110; and,
 - d. A deficit of \$502,480. After adjusting for non-cash amortization, the surplus is \$487,520 to fund Capital Projects and Loan Principal Payments;
2. That the 2023 Sanitation Fund Capital expenditures of \$544,800 be approved;
3. That the Motions from the 2023 Sanitation Fund Budget Committee deliberations, as attached to RPT 22-467, be ratified and that Administration proceed as authorized; and,
4. That the approved 2023 Sanitation Fund budgeted expenditures be approved for disbursement effective January 1, 2023.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Miller – Carlton Park Suites – 1225 – 28th Street East

What can be done regarding the following concerns at Apartment Buildings A, B and C located at Carlton Park Suites:

1. Outside door is unlocked and people are in the hallways every day all day long;
2. Garbage in hallways;
3. Fire Alarms maliciously being pulled all hours of the day; and,
4. Fire Department has been attending Carlton Park Suites at least twenty (20) times in the last two (2) months due to false alarms.

14.2 Councillor Head – Daily Break-Ins

1. What is the City Police doing to address the daily vehicle break-ins in the Midtown/Ward 3 area in the last two (2) weeks. Another window was smashed this morning and belongings were stolen; and,
2. Will there be added patrols during the late evening/morning hours.

15. INQUIRY RESPONSES

15.1 November 28, 2022 City Council Meeting Inquiry Responses (INQ 22-13)

0395. **Moved by:** Councillor Edwards
Seconded by: Councillor Ogrodnick

That INQ 22-13 be received as information and filed.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION

17. MOTIONS

18. PUBLIC FORUM

19. ADJOURNMENT – 6:48 P.M.

0396. **Moved by:** Councillor Kilmer
Seconded by: Councillor Zurakowski

That this Council do now adjourn.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller,
Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 23RD DAY OF JANUARY A.D. 2023.



City of
Prince Albert

MIN 23-2

MOTION:

That the Minutes for the City Council Special Meeting held January 9, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Special Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL SPECIAL MEETING

MINUTES

**MONDAY, JANUARY 9, 2023, 3:45 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
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, K.C., City Solicitor
Jody Boulet, Director of Community Services
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

Mayor Dionne asked that all members stand and that the City Clerk offer the prayer.

3. APPROVAL OF AGENDA

0001. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

That the Agenda for this meeting be approved, as presented.

In Favour: Councillors: Cody, Edwards, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

Absent: Councillor Head

CARRIED UNANIMOUSLY

4. DECLARATION OF CONFLICT OF INTEREST

5. REPORTS OF ADMINISTRATION & COMMITTEES

5.1 First Nations University – Land Transfer (RPT 23-1)

Verbal Presentation was provided by Rebecca Morris-Hurl, University Planning Officer and Gord Hunchak, Vice President, University Relations, First Nations University of Canada Inc.

0002. **Moved by:** Councillor Head
Seconded by: Councillor Edwards

1. That the Letter of Intent received from First Nations University of Canada to purchase a five (5) acre portion of the lands immediately Southwest and adjacent to 10th Avenue West and 28th Street for a nominal cost of \$1.00, for the purpose of constructing a new Northern Campus, be approved in principle, subject to the City Solicitor reviewing and making revisions to the Letter of Intent as necessary; and,
2. That the Mayor and City Clerk be authorized to execute on behalf of The City, in a form finalized and recommended in consultation with the City Solicitor, a Letter of Intent with First Nations University of Canada in regards to the sale of City land at a nominal price for the development of a new campus.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

6. UNFINISHED BUSINESS

7. ADJOURNMENT – 4:00 P.M.

0003. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

That this Council do now adjourn.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller,
Ogrodnick, Zurakowski and Mayor Dionne

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 23RD DAY OF JANUARY, A.D. 2023.



City of
Prince Albert

CORR 23-6

TITLE: Resignation Letter – Ward 8 Councillor

DATE: **January 18, 2023**

TO: City Council

PUBLIC: **X**

INCAMERA:

SUGGESTED DISPOSITION:

That the Resignation be accepted and referred to the City Clerk's Office.

PRESENTATION: None

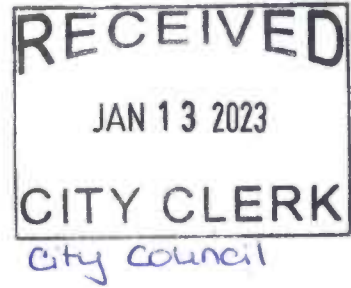
ATTACHMENTS:

1. Letter dated January 12, 2023

Written by: Ted Zurakowski, Ward 8 Councillor

January 12, 2023

Mayor Greg Dionne, City of Prince Albert
Sherry Person, City Manager for Prince Albert.



Dear Sherry Person and Mayor Dionne,

This correspondence will serve as official notification that my resignation from Prince Albert City Council will be effective on 11:59pm, January 31, 2023.

I have very recently been offered a professional opportunity based outside of the city which will make it impossible to continue my duties as an elected City Councillor. I understand that the city will have its processes to follow, and I wanted to provide adequate notice.

I plan on letting the public know on January 23rd, so I would appreciate keeping this as confidential as possible until then.

Kindly,

A handwritten signature in black ink, appearing to read "TED ZURAKOWSKI". The signature is written over a horizontal line that extends to the left.

Ted Zurakowski

**Recommended
Disposition:**

Resignation accepted
& refer to City
Clerk's office

TITLE: One-Time Transit Grant Funding Agreement

DATE: **January 16, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the allocation of One-Time Public Transit Funding as shown in the attached Schedule B – Project Plan be approved and;
2. That the Funding Agreement between the Government of Saskatchewan and the City of Prince Albert for the One-Time Public Transit Funding Program 2022-23 be approved and;
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement, and any other necessary documents, on behalf of the City.

TOPIC & PURPOSE:

The purpose of this report is to review and approve the proposed allocation of grant funding towards various City of Prince Albert public transit improvements including accessibility, infrastructure and service.

BACKGROUND:

On February 17th, 2022, the federal Government of Canada announced an investment up to \$750 million to support municipalities economic recovery in transit operation shortfalls and encourage housing affordability as a result of the impact of the pandemic. The federal term sheet stipulates that the province commits to allocating the funding based on transit ridership and the funding be put towards transit capital or operating shortfalls or housing.

Canadian Urban Transit Association Ridership statistics from 2015-2021 were provided to the Government of Saskatchewan in July 2022 to be utilized to allocate funding to each municipal public transit service in the province.

On December 20th, 2022 the Government of Saskatchewan delivered a Funding Agreement to the City of Prince Albert for a total maximum funding of **\$415,038.00**.

The Funding Agreement requires that the Project Plan (as per attached Schedule B) Funding allocation be approved via Council Resolution by the date of January 23rd, 2023. However, due to January 23rd, 2023 being the first regular Council Meeting of the year, the City of Prince Albert was granted an extension to January 25th, 2023. Upon Council's approval of the Funding Agreement and Project Plan, Administration will follow up with the Government of Saskatchewan immediately to ensure the deadline for the Project Plan submission is met.

PROPOSED APPROACH AND RATIONALE:

The maximum funding as provided by the one-time public transit funding program 2022-23 is \$415,083.00. This funding must be completely expended by March 31, 2024 as per the terms of the Agreement. The proposed transit project plans to be covered by the funding include three major categories, as follow:

1. Transit Extended Hours

One of the most frequent requests from the public is to extend the operating hours of the public transit service. Utilizing the information from past City of Prince Albert extended hours trials, consultation with other municipal transit providers and consultation with the general public it was determined that extended hours of service on weekdays provides the largest impact to riders. The proposed dates of the extended hour's trial are from March 13th, 2023 to March 31st, 2024.

A more detailed report regarding the extension of hours will be brought to the January 30th, 2023 Executive Committee meeting. This report will include all consultation, background information/trials and reasoning for the hours to be selected for trial.

2. Transit Infrastructure Improvements

Transit Infrastructure Improvements may include but is not limited to the following.

1. New Transit Shelters and/or Benches;
2. Purchase and install of laminated glass panes or perforated metal panels for transit shelters;
3. Electrification of new transit shelters;
4. Transit Signage Improvements.

The purpose of this allocation of funding is to improve comfortability for all transit riders and to promote the transit service. Some benches and shelters within the City are approaching the end of their service life and require replacement. In addition, some high ridership bus stops require infrastructure upgrades such as transit benches or shelters. Figure 1 below shows a New Style City of Prince Albert transit bench ready for installation in spring 2023. The New Style bench was fabricated using powder coated steel for weather/rust resistance and pedestrian comfort.



Figure 1: Example of New Prince Albert Transit Bench

3. Transit Accessibility Improvements

Transit Accessibility improvements may be made to shelters, benches and stops including but not limited to the following.

1. Installation of benches inside shelters;
2. Connectivity of sidewalks to transit bench and shelter pads;
3. Installation of proper concrete pads;
4. Relocation of benches and shelters to more accessible locations.

The goal of this portion of the project is to improve accessibility for all transit riders as well as to improve pedestrian safety. Figure 2 and 3 show an existing transit shelter where

accessibility/connectivity improvements can be made to benefit the public. In the winter, shelters/benches not connected to a sidewalk or pathway require riders to walk on the street or form a footpath in the boulevard.

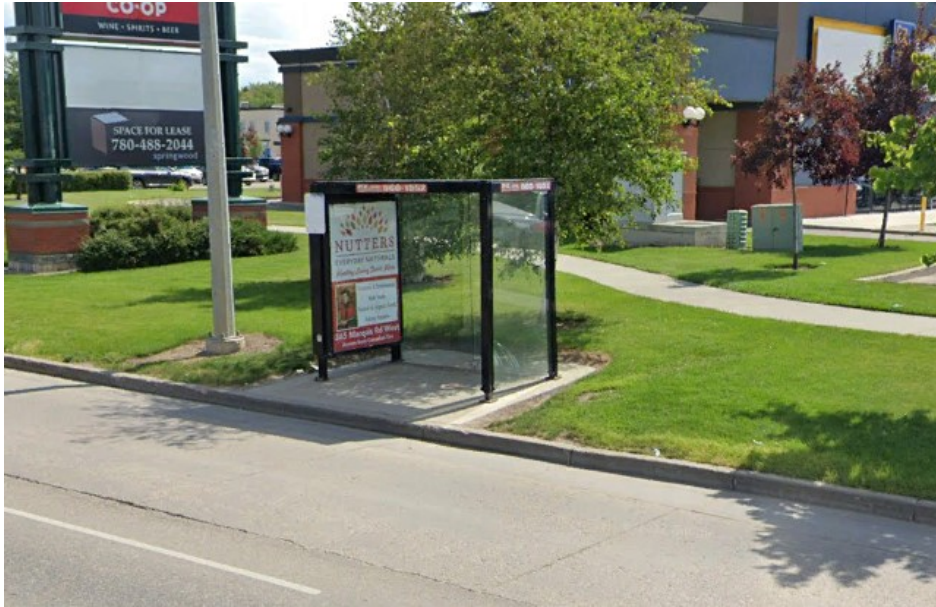


Figure 2: Example of Non-Accessible Transit Shelter on 15th Street East (summer)



Figure 3: Example of Non-Accessible Transit Shelter on 15th Street East (winter)

Figure 4 below shows an example of a shelter located on 28th Street East that has better overall accessibility for riders. This includes a bench in the shelter, a proper concrete pad and

connectivity to the sidewalk.



Figure 4: Example of Accessible Transit Shelter on 28th Street East

Figure 5 below is an example of a transit bench that could be similarly modified with improved connectivity and a proper concrete pad for enhanced accessibility.



Figure 5: Example of Non-Accessible Transit Bench on 4th Avenue East

CONSULTATIONS:

The Department of Finance was consulted to provide financial statements for transit shortfalls in the years of 2020 and 2021. This documentation will be submitted to the Government of Saskatchewan as part of the terms of the Funding Agreement.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will work with the Department of Communications to create an announcement plan for the extension of transit hours. The City Transit website will be updated progressively as improvements to transit infrastructure and accessibility are completed. A media release will be completed following significant completion of the funded upgrades.

Interim and final reports on the projects progress and status will be submitted to the Government of Saskatchewan.

A detailed report on Transit Extended Hours will be submitted to Council on January 30th, 2023.

FINANCIAL IMPLICATIONS:

The one-time transit grant funding 2022-23 is a maximum of **\$415,038.00**. A breakdown of Project Plan to be submitted for Grant approval is shown below. The breakdown is also shown in the Attachment labelled Schedule B – Project Plan.

Project	Cost
Extended Transit Hours (Mar. 13, 2023 to Mar. 31, 2024)	\$265,000
Shelter/Bench Infrastructure Improvements	\$75,000
Accessibility Improvements	\$75,038
Total	\$415,038

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy or Policy implications. There are also no Options to the Recommendation.

STRATEGIC PLAN:

This report supports the long-term strategic plan to meet the needs of City Transit users by improving safety, comfortability and quality of service. The report also aims to develop and maintain new and existing amenities and infrastructure within the Public Transit system. The

recommendation improves transit accessibility to daily destinations including local businesses, educational institutions and public facilities.

OFFICIAL COMMUNITY PLAN:

Infrastructural and operational transit improvements will enhance access to Public Transit. Section 7.4 Public Transit and Section 7.5 Active Transportation support the accessibility and sustainability of the City's Public Transit System.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Schedule B - Project Plan

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

Schedule B – Project Plan

APPLICANT INFORMATION							
Municipality Name: City of Prince Albert							
Contact Name: Evan Hastings, Transportation and Traffic Manager							
Address: 1084 Central Avenue, Prince Albert, SK, S6V 7P3							
Telephone Number: (306) 953-4924			Email: ehastings@citypa.com				
PROJECT INFORMATION							
Notes: <ul style="list-style-type: none"> List projects in order of priority Ensure the total Amount of One-Time Transit Funding Allocated to Project(s) is equal to the financial contribution per section 4.2 of the funding agreement 							
Project Name	Project Description	Type of Project (Housing/Transit)	Project Start Date (mm/dd/yyyy)	Project Completion Date (mm/dd/yyyy)	Estimated Project Cost	Amount of funding allocated to project	Is the project receiving funding from another source? *
Extended Transit Hours	Extension of Monday-Friday Transit hours to improve service to the public.	Transit	03/13/2023	03/31/2024	\$265,000	\$265,000	No
Shelter/Bench Infrastructure Improvements	Improvement of transit infrastructure including but not limited to new shelters/benches, purchase/install of glass/metal panes, electrification of shelters and signage improvements.	Transit	01/23/2023	03/31/2024	\$75,000	\$75,000	No
Transit Accessibility Improvements	May include but not limited to installation of proper concrete pads, improvements to connectivity to bus stops, relocation of benches/shelters to more accessible locations, and installation of benches inside transit shelters.	Transit	01/23/2023	03/31/2024	\$75,038	\$75,038	No
Total Amount of One-Time Transit funding allocated to projects						\$415,038	

* If yes, please indicate the source and amount. If any of the projects that you have listed have active applications under review for federal and/or provincial grant programs or are already approved for grant funding, please notify the administrator of that program as soon as possible.

TITLE: School Zone Safety Update

DATE: **January 13, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the recommendation for the following areas to be assigned as School Zones, including a speed reduction to 30km/hr from 8:00 a.m. to 5:00 p.m. on weekdays from September to June be approved:

1. 6th Avenue West adjacent to St. Anne's School;
2. 4th Street East adjacent to Princess Margaret Public School;
3. 15th Street West adjacent to Queen Mary Community School; and,
4. River Street East adjacent to Riverside School.

ATTACHMENTS:

1. School Zone Safety Update (RPT 22-485)

Written by: Executive Committee

TITLE: School Zone Safety Update

DATE: December 21, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the recommendation for the following school areas be assigned as school zones including a speed reduction to 30km/hr from 8am - 5pm on weekdays from September – June be approved.

1. 6th Avenue West adjacent to St. Anne’s School;
2. 4th Street East adjacent to Princess Margaret Public School;
3. 15th Street West adjacent to Queen Mary Community School;
4. River Street East adjacent to Riverside School.

TOPIC & PURPOSE:

The purpose of this report is to review the set speed limit in Elementary School Areas within the City of Prince Albert.

BACKGROUND:

The City of Prince Albert contains 17 Elementary Schools within its limits. Roadways adjacent to these schools are comprised of School Zones and School Areas in order to enhance safety for children. A School Area is denoted by School Area signing only, whereas a School Zone is denoted by School Area signing and a reduced speed limit of 30km/hr.

Eight of these Elementary Schools are adjacent to collector or arterial roadways with a School Area designation and a set speed limit of 50km/hr. Each School Zone and Area is shown in Attachment 1 – Traffic Bylaw No. 35 of 2020 Schedule 64 (b).

1. Arthur Pechey School (28th Street West)
2. Holy Cross School (15th Avenue East)
3. St. Anne's School (6th Avenue West)
4. Queen Mary School (15th Street West)
5. Riverside School (River Street)
6. Princess Margaret School (4th Street East)
7. Vincent Massey School (28th Street East)
8. St. John's School (15th Avenue East)

On June 29, 2022 a letter of concern was received by the Prince Albert Board of Police Commissioners to review the posted speed limits within School Zones/Areas (Attachment 2 – Board of Police Commissioners Letter).

PROPOSED APPROACH AND RATIONALE:

The City of Prince Albert's current approach follows national guidelines set by the Transportation Association of Canada (TAC) in the School and Playground Areas and Zones: Guidelines for Application and Implementation Manual. These guidelines were used to determine which streets require a School Area or School Zone designation. The Guide utilizes data such as fencing, road type, sidewalk locations, property lines, school frontage and more to determine if a speed reduction is warranted along each road segment. It should be noted that all eight school areas listed above are fenced to prevent children from entering traffic flow.

SGL Crash Statistics were reviewed from 2012-2022 along all School Area corridors in the City. It was found that there have been no pedestrian/vehicle collisions reported to SGL in any of the listed School Areas during this time frame. However, two recorded incidents of a pedestrian running into the roadway which contributed to vehicular accidents were noted. These incidents occurred in 2012 and 2014.

Table 1: SGI Crash Data 2012 – 2022 in Elementary School Areas

School Zone	Pedestrian Collisions	Corridor	Fenced?
Arthur Pechey	0	28th St E	Yes
St. Anne's	0	6th Ave W	Yes
Queen Mary	0	15th St W	Yes
Riverside	0	River Street E	Yes
Holy Cross	0	15th Ave E	Yes
Princess Margaret	0	4th St E	Yes
Vincent Massey	0	28th St E	Yes
St. John's	0	15th Ave E	Yes
Sum	0		

The most effective measure to keep children safe near school areas and zones is to prevent them from entering the roadway in unexpected locations. Full fencing between busy roadways and having school entrances on less busy streets are some of the factors considered when determining if roads classify as requiring a School Zone or School Area. Table 2 and 3 show study results of each School Area.

Table 2: TAC School Zone Results Matrix

Total Score	Area or Zone?
0-40	Nothing
41-64	School Area
65-80	School Area or School Zone
81-100	School Zone

Table 3: School Zone Scoring Results

School	Riverside	St. Anne's	Princess Margaret	Queen Mary	St. John's	Holy Cross	Vincent Massey	Arthur Pechey
Total Score	73	70	65	62	62	60	57	57

The study determined that 5 of the roadways classify as a School Area designation (Scoring less than 65) and 3 classify as “School Area or School Zone” (Scoring 65-80). A “School Area or School Zone” designation means that a reduction to 30km/hr may or may not be warranted depending on community needs and engineering judgment.

The 3 school areas (Riverside, St. Anne’s and Princess Margaret) that were denoted as School Zone or Area are recommended for reduction in speed to 30km/hr. This is based on a combination of traffic safety national guidelines and community safety concerns. These locations were requested to be reduced in speed due to safety concerns by the Prince Albert Board of Police Commissioners, the Prince Albert Catholic School Division and Saskatchewan

Rivers Public School Division.

Although, Queen Mary School did not score 65 or greater it has been identified as a location to reduce speed to 30km/hr as 15th Street West is a busy heavy haul route directly adjacent to the front entrance of the school. It should be noted that it takes loaded trucks and trailers nearly twice as long to stop as a standard motor vehicle. For this reason, in combination with concern from Saskatchewan Rivers Public School Division it was determined that the Queen Mary School Area should be recommended for a reduction in speed to 30km/hr.

The proposed changes to School Zones and Areas is shown in Attachment 3 – Proposed School Zone Changes.

CONSULTATIONS:

A letter of concern was received by the Prince Albert Board of Police Commissioners on June 29, 2022 (Attachment 2 – Board of Police Commissioners Letter).

Saskatchewan Rivers Public School Division was consulted and would like to see a speed reduction to 30km/hr for Queen Mary (15th Street West), Arthur Pechey (28th Street West), Vincent Massey (28th Street East), Princess Margaret (4th Street East) and Riverside (River Street East).

The Prince Albert Catholic School Division was consulted and provided the response that “the Board of Education has affirmed the position of the Board of Police Commissioners’ recommendation to amend the Traffic Bylaw to have speed-reducing or safety strategies to improve students, staff and pedestrians in the areas adjacent to a collector or arterial roadways.”

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will work with the Department of Communications to develop a media release and program to educate the public.

The Prince Albert Catholic School Division and Saskatchewan Rivers Public School Division will be consulted immediately following a decision to inform them when the changes are taking place.

POLICY IMPLICATIONS:

A bylaw amendment for Traffic Bylaw No. 35 of 2020 Schedule 64(b) is required for any changes to school zones or areas.

FINANCIAL IMPLICATIONS:

Implementing the recommendation would cost \$1000 including all traffic signage, labor and equipment.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

This report supports the long-term strategy to provide safe school zones and areas within the City of Prince Albert. This report also supports the long-term strategy to provide safe and effective traffic flow throughout the City of Prince Albert.

PUBLIC NOTICE:

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

PRESENTATION:

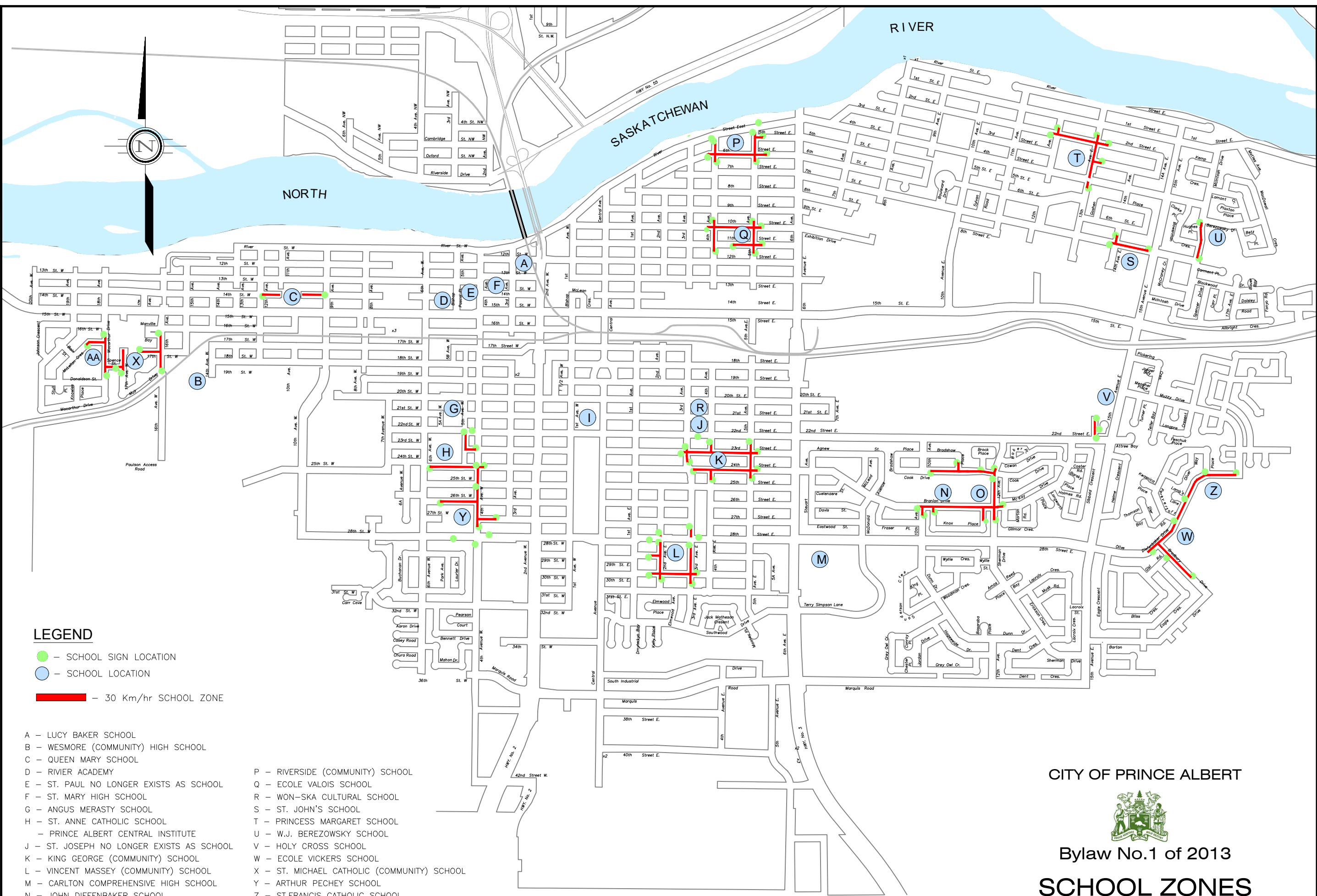
Verbal presentation provided by Transportation Manager, Evan Hastings.

ATTACHMENTS:

1. Attachment 1 - Bylaw No. 35 of 2020 Schedule 64 (b)
2. Attachment 2 - Board of Police Commissioners Letter
3. Attachment 3 - Proposed School Zone Changes

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Acting Director of Public Works & Acting City Manager



LEGEND

- - SCHOOL SIGN LOCATION
- - SCHOOL LOCATION
- █ - 30 Km/hr SCHOOL ZONE

- | | |
|--|---|
| <ul style="list-style-type: none"> A - LUCY BAKER SCHOOL B - WESMORE (COMMUNITY) HIGH SCHOOL C - QUEEN MARY SCHOOL D - RIVIER ACADEMY E - ST. PAUL NO LONGER EXISTS AS SCHOOL F - ST. MARY HIGH SCHOOL G - ANGUS MERASTY SCHOOL H - ST. ANNE CATHOLIC SCHOOL I - PRINCE ALBERT CENTRAL INSTITUTE J - ST. JOSEPH NO LONGER EXISTS AS SCHOOL K - KING GEORGE (COMMUNITY) SCHOOL L - VINCENT MASSEY (COMMUNITY) SCHOOL M - CARLTON COMPREHENSIVE HIGH SCHOOL N - JOHN DIEFENBAKER SCHOOL O - TURGEON CATHOLIC SCHOOL | <ul style="list-style-type: none"> P - RIVERSIDE (COMMUNITY) SCHOOL Q - ECOLE VALOIS SCHOOL R - WON-SKA CULTURAL SCHOOL S - ST. JOHN'S SCHOOL T - PRINCESS MARGARET SCHOOL U - W.J. BEREZOWSKY SCHOOL V - HOLY CROSS SCHOOL W - ECOLE VICKERS SCHOOL X - ST. MICHAEL CATHOLIC (COMMUNITY) SCHOOL Y - ARTHUR PECHEY SCHOOL Z - ST.FRANCIS CATHOLIC SCHOOL AA - WESTVIEW (COMMUNITY) SCHOOL |
|--|---|

CITY OF PRINCE ALBERT



Bylaw No.1 of 2013
SCHOOL ZONES

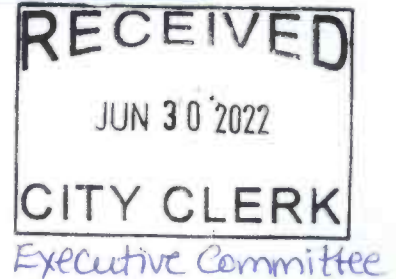
**Prince Albert Board of Police
Commissioners**



1084 Central Avenue
Prince Albert, SK S6V 7P3
PHONE: (306) 953-4303 FAX: (306) 953-4396
WEB: www.papolice.ca

June 29, 2022

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



Dear Mayor and Council,

RE: Amendment to Traffic Bylaw No. 35 of 2020

At the June 22, 2022 Board of Police Commissioners meeting, the Board discussed the speed limits currently established for different school zones throughout the City. The Board is deeply concerned with the potential of vehicle-pedestrian accidents especially in areas where speed limits of up to 50 km/hour are permitted. Restricting the maximum allowable speed to 30 km/hour during the school year provides motorists and pedestrians more time to react and can help prevent serious injury.

Accordingly, the Board respectfully requests that City Council consider amending the current Traffic Bylaw No. 35 of 2020 to have all school zones restricted to 30 km/hour for the months of September to June.

Thank you for taking the Board's request into consideration.

Regards,

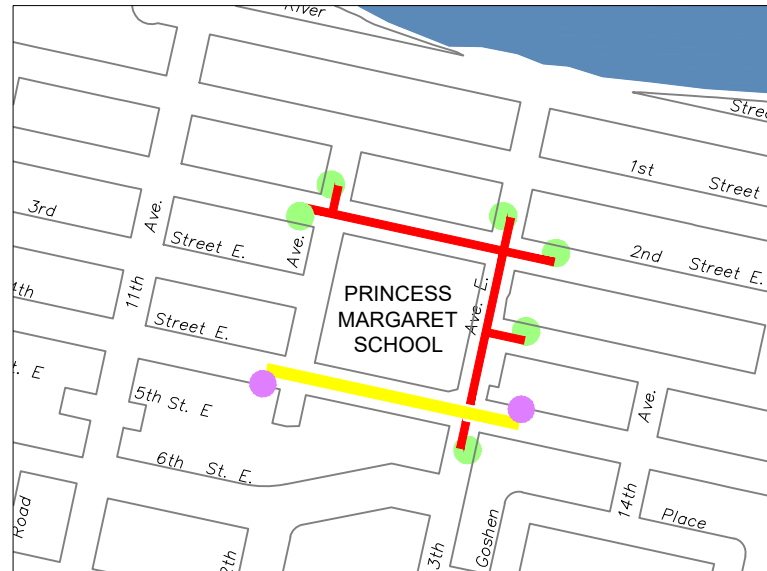
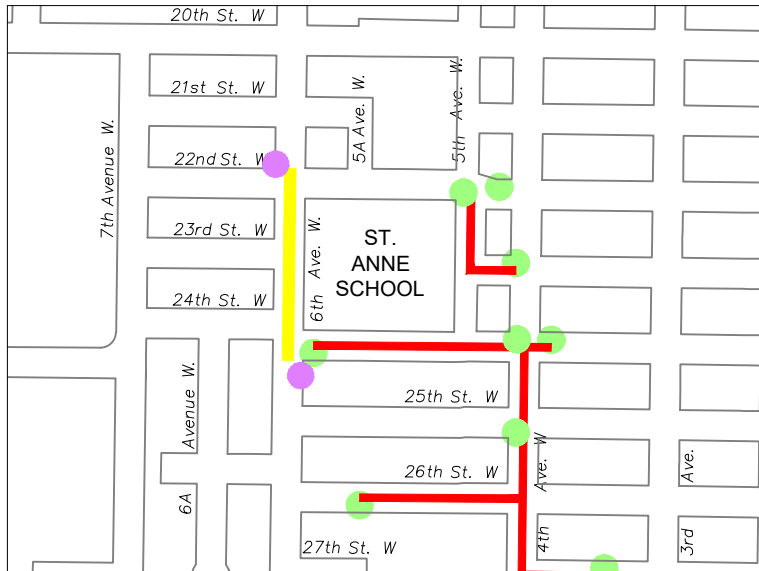
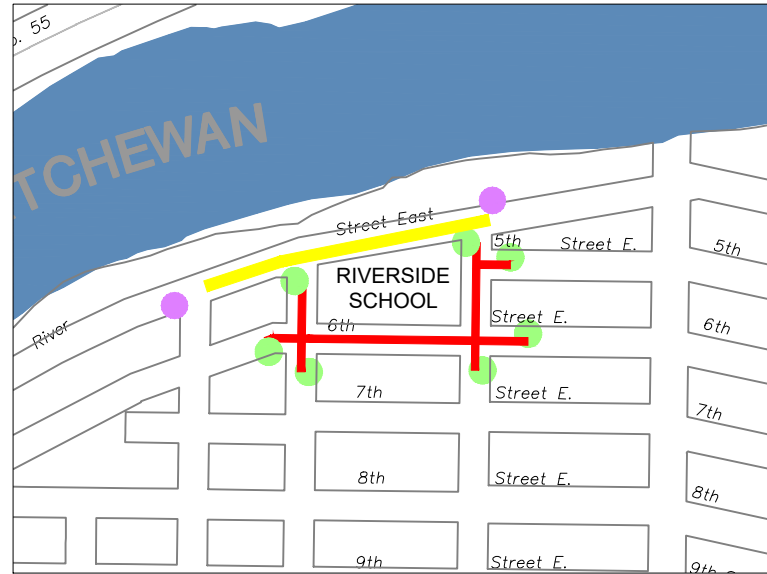
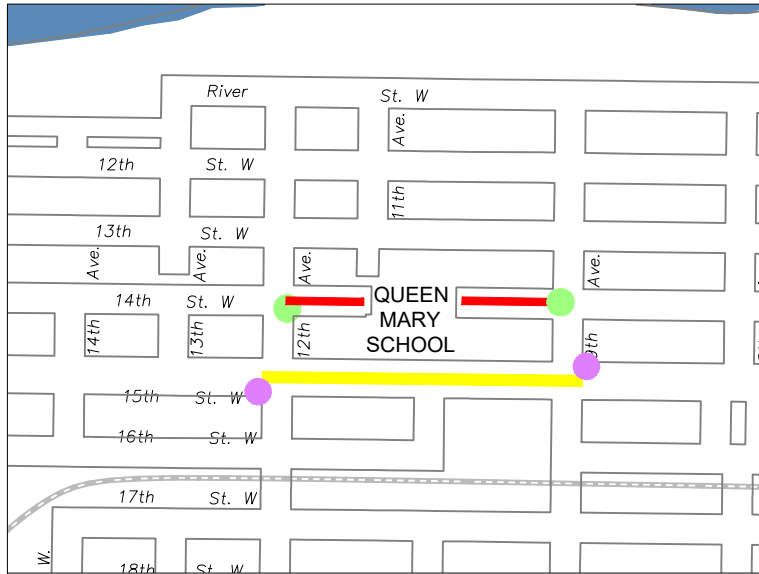
A handwritten signature in blue ink, appearing to read "Rena Noble".

Rena Noble
Acting Board Secretary
Prince Albert Board of Police Commissioners



**Recommended
Disposition:**



Refer to
Public Works

Cc: *Prince Albert Board of Police Commissioners*
Jonathan Bergen, Chief of Police



PROPOSED SPEED CHANGE

-  CURRENT SCHOOL ZONE (30km/hr)
-  PROPOSED CHANGE TO SCHOOL ZONE

-  30 km/hr SCHOOL ZONE SIGNAGE LOCATIONS
-  PROPOSED 30 km/hr SCHOOL ZONE SIGNAGE LOCATIONS



RPT 23-10

TITLE: North American Society for Trenchless Technology Conference

DATE: January 15, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Utility Manager, Water and Sewer Manager and Operations Manager be approved to attend the North American Society for Trenchless Technology’s ‘No Dig Show’ in Portland, Oregon at a budgeted cost of \$2,655.

TOPIC & PURPOSE:

To obtain approval for select managers to attend the North American Society for Trenchless Technology’s “No Dig Show” outside of Canada for work. .

BACKGROUND:

The City of Prince Albert currently depends on over 500km of ageing underground infrastructure to safely and reliably provide water, sewer and storm services to residents and businesses. Over the last number of years, the City has been investing significantly in replacing old water and sewer mains through the annual capital utility replacement program.

Traditionally, the replacement of underground infrastructure has consisted of the excavation of the pipes for complete replacement, which also typically requires the excavation and replacement of costly surface infrastructure, such as roadways, sidewalks, crosswalks, paths, and traffic lights. In order to maximize the benefit to residents and provide the most cost effective infrastructure upgrades, Administration has selects the replacement of underground infrastructure by comparing the condition of the underground utilities with roadway conditions and surface amenity conditions to maximize the return on investment for capital upgrades.

In order to improve the returns on investment received through the underground utility replacement program, Administration has been continually investigating and implementing the

use of trenchless technologies to repair and rehabilitate the City's underground infrastructure. To date, Administration has made use of sewer relining technologies to perform spot repairs on sewer main as well as complete relining of failing sewer mains, and also to reline sewer services to residences.

With the use of these technologies, Administration has been able to stretch the capital funding by repairing and rehabilitating more sewer main each year than would have been replaced by tradition excavation and replacement alone, as well as avoiding costly repairs to pavement, concrete and landscaping.

Administration has been keeping an eye on upcoming technologies to try and identify repair methods that could be used for more of the City's infrastructure, in particular watermains, which have not been candidates for relining to date. These technologies exist and have been put into use in various municipalities across North America and Europe. While the costs for newly developed trenchless repairs were high in the past, these costs have been decreasing making them more cost effective for use in specific segments of the City's infrastructure that are challenging or impossible to repair via traditional methods.

Administration anticipates that there is a real potential to increase the use of these technologies, which will pay dividends for the City and residents by increasing the amount of infrastructure repaired while avoiding costly replacements of above ground infrastructure that has not yet reached the end of its life.

PROPOSED APPROACH AND RATIONALE:

In the fall of 2022, Administration identified a scholarship application opportunity for the North American Society for Trenchless Technology's 2023 'No Dig Show', which will take place from April 30 to May 4 in Portland, Oregon. With the goal of improving Administrations depth of understanding on the use of trenchless technologies, and to better identify where they could be applied to the benefit of the City, scholarship applications were completed for the Utility Manager, the Water and Sewer Manager and the Operations Manager.

These managers were selected in order to improve the understanding and use of trenchless technologies within the Water and Sewer Utility specifically but also to investigate the potential of this technology for use across other City functional areas, such as the landfill, water treatment plant and waste water treatment plant, where there are ageing underground or difficult to reach pipe installations.

The 'No Dig Show' is the most comprehensive conference showcasing trenchless technologies, their uses and highlighting real world applications across North America. The show also attracts municipalities and contractors from the prairie provinces and across North America, providing the opportunity to get direct feedback on how other municipalities and contractors are using these technologies to successfully repair their infrastructure.

All three scholarship applications were successful, with the scholarships covering the costs of

the event registrations as well as hotel stay during the conference. These scholarships represent \$2,800 in cost savings per participant.

CONSULTATIONS: The application for scholarships as well as the potential benefits of attending the No Dig Show was discussed with the Utility Manager, Water and Sewer Manager, Operations Manager and Director of Public Works.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN: Upon return from the NASTT No Dig Show, the information learned at the conference will be shared and discussed at an upcoming Public Works Managers meeting to educate the department on the opportunities to expand the use of trenchless technologies for City Operations.

FINANCIAL IMPLICATIONS:

The potential of attending the NASTT No Dig Show in 2023 was considered in the development of the 2023 Travel and Accommodation budgets for both the Engineering Services and Water and Sewer divisions. The scholarships cover the registration expense as well as hotel stay during the conference, as detailed in the tables below, with the remaining expenses falling well within the department's budgets for travel and accommodation:

Estimated Cost Per Participant

Travel	\$550
Accommodation	\$1,290
Conference Registration	\$1,510
Meals and Incidentals	\$335
Sub-Total	\$3,685
Scholarship	\$2,800
<i>Total Cost</i>	<i>\$885</i>

Travel and Accommodations Budgets

Engineering Services Budget	\$8,000
Estimated Cost (2 Participants)	\$1,770
<i>Budget Remaining</i>	<i>\$6,230</i>

Water and Sewer Budget	\$7,000
Estimated Cost (1 Participant)	\$885
<i>Budget Remaining</i>	<i>\$6,115</i>

POLICY IMPLICATIONS

Obtaining City Council approval for out of country travel for work is a requirement under the

City's Training and Travel Policy.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy or Other Considerations/Implications.

STRATEGIC PLAN:

Seeking out new and improved methods of rehabilitating and replacing the City's infrastructure supports the Strategic Priority of Investing in Infrastructure to ensure that the City's water distribution infrastructure is maintained and replaced as necessary.

OFFICIAL COMMUNITY PLAN:

Approval of this report supports the Section 8.2 City's Official Community Plan by assisting in the maintenance and upgrade of the City's water infrastructure.

OPTIONS TO RECOMMENDATION:

City Council may decide to approve an alternate number of attendees to the NASTT No Dig Show. This option was not recommended as the proposed attendees were selected in order to improve Administrations ability to identify applications within the City's Water and Sewer Utility as well as to investigate the use of these technologies across other functional areas of the City's operations.

PUBLIC NOTICE:

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

ATTACHMENTS: None

Written by: Jeff da Silva, Operations Manager

Approved by: Director of Public Works & City Manager



RPT 23-5

TITLE: 2024 Community Grant Program Application to Saskatchewan Lotteries

DATE: January 11, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Mayor and City Clerk be authorized to execute the 2024 Community Grant Program Application Form and any other required documentation on behalf of the City of Prince Albert.

TOPIC & PURPOSE:

The purpose of the report is to request approval from City Council to apply for the 2024 Saskatchewan Lotteries Community Grant Program funding for the City of Prince Albert.

BACKGROUND:

The City of Prince Albert submits an annual application to the Saskatchewan Lotteries Trust Fund for the funding of the Community Grant Program for Sports, Culture and Recreation.

Once the funding from Saskatchewan Lotteries is confirmed, the Community Service Department administers an application process for local non-profit groups and organizations to receive funding for programs and community initiatives that enhance sport, recreation and culture in our City.

Grant amounts are determined based on community population and in 2024, the City of Prince Albert is eligible to receive \$164,239.00. The amount provided is based on the following calculation:

$$\text{Population (37,756)} \times \text{Per Capita Amount (\$4.35)} = \$164,239$$

This is an increase of \$21,254.00 from the 2023 application. That was based on the following calculation.

Population (35,926) x Per Capita Amount (\$3.98) = \$142,985

Traditionally, the Community Grant Program has excellent uptake and funds an average of 20 to 30 community initiatives each year.

PROPOSED APPROACH AND RATIONALE:

The deadline for the 2024 Community Grant Program application form is February 28, 2023. The application requires approval from the Bonded Authorized Officer of the Community therefore administration is requesting permission from City Council for the Mayor and City Clerk to sign off on behalf of the City.

The Community Grant Program Policy is attached to the report as a reference regarding the City's Policy and Procedure for the annual administration of the Program.

CONSULTATIONS:

Administration has on-going communication with representatives of the Saskatchewan Lotteries Trust Fund and local community groups regarding the Community Grant Program.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the application is approved by the Saskatchewan Lotteries Trust Fund, communication will be provided to eligible community groups about the 2024 Community Grant Program application process and guidelines.

POLICY IMPLICATIONS:

Community Grant Program Policy

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options for consideration, no financial or privacy implications.

STRATEGIC PLAN:

Promoting a Progressive Community - The Community Grant Program supports the City's Strategic Plan by leading the process of securing the funds for the City of Prince Albert in support of many local organizations that contribute to enhancing the quality of life in our community.

OFFICIAL COMMUNITY PLAN:

The objectives of the Community Grant Program are aligned with the Official Community Plan's Implementation Strategy for a healthy social environment to ensure that social aspects of individual and neighbourhood health and wellbeing contribute toward the health and safety of the City.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Community Grant Policy
2. Community Grant Program Application 2024

Written by: Curtis Olsen - Sport & Recreation Manager

Approved by: Director of Community Services and City Manager



Statement of Policy and Procedure			
Department:	Community Services	Policy No.	56.2
Section:	Community Services	Issued:	April 15, 2013
Subject:	Community Grant Program Policy	Effective:	December 11, 2017
Council Resolution # and Date:	Council Resolution No. 0651 dated December 11, 2017		
		Replaces:	Policy No. 56.1
Issued by:	Derek Blais, Recreation Manager	Dated:	November 9, 2015
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

1.01 To establish a consistent administrative process for the application and adjudication of the Community Grant Program.

2 PURPOSE

2.01 To provide direction on the application eligibility and guidelines for the Saskatchewan Lotteries Community Grant Program.

2.02 To assist with the development and delivery of sport, culture and recreation programs by providing grant funding to eligible non-profit organizations within the City of Prince Albert.

2.03 To provide access to sport, culture and recreation programs and activities for all Prince Albert residents regardless of age, sex, ethnicity, economic status, physical or mental ability.

3 SCOPE

3.01 This Statement of Policy applies to all Community Grant Program applications received from local community organizations in which funding is provided by the Saskatchewan Lotteries Trust Fund and administered by the Community Services Department.

4 RESPONSIBILITY

4.01 Community Services Department

- a) Submit an annual application for Community Grant Program funds from the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.
- b) Coordinate the distribution and collection of the Community Grant Program application forms.
- c) Promote the application period to all community organizations.
- d) Review all applications to ensure submissions meet the guidelines and conditions of the program.
- e) Review all grant applications and make fair and equitable recommendations for the distribution of funds for the Community Grant Program to the Community Services Advisory Committee.
- f) Communicate to grant applicants regarding the status of their application following the adjudication process and final City Council approval.
- g) Prepare and assist with the execution of a Funding Agreement with all approved grant recipients.
- h) Prepare all necessary reporting documents for the Saskatchewan Lotteries Trust Fund Grant Coordinator.
- i) Make amendments to the list of approved projects if surplus funds become available due to under expenditures in the approved projects.

4.02 Community Services Advisory Committee

- a) Review the recommended distribution of funds submitted by the Community Services Department.
- b) Provide feedback on the recommendations from the Community Services Department and forward a final recommendation to City Council for endorsement.

4.03 City Council

- a) Final approval of the annual Community Grant Program applications.

5 DEFINITIONS

5.01 In this Policy:

- a) **COMMUNITY GRANT PROGRAM** - is a grant program that is administered by the City of Prince Albert on behalf of the Saskatchewan Lotteries Trust fund for Sport, Culture and Recreation and provides funding to local non-profit organizations for projects that meet the grant criteria.
- b) **COMMUNITY SERVICES DEPARTMENT** – designated staff members in the City of Prince Albert Community Services Department.
- c) **RECREATION** – is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Not applicable.

7 PROCEDURE

7.01 APPLICATIONS

- a) Application forms are available on the City of Prince Albert website and must be received by the Community Services Department by the end of the business day on the third Friday in January to be eligible for funding in that calendar year.
- b) Organizations will be authorized to proceed once confirmation of funds has been received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
- c) Approved grant funds will be released upon receipt of the completed follow up and copies of supporting documentation for eligible expenditures.
- d) Follow-up documentation shall include a list of actual expenditures for each project verified with receipts or an audited financial statement prepared by a registered Certified Accountant.
- e) All receipts must be dated within the appropriate grant spending period.

7.02 PROGRAM GOALS

- a) Applications for funding through the Community Grant Program should consider the goals of the Community Services Master Plan, Prince Albert Municipal Cultural Action Plan and the 2015 Framework for Recreation in Canada. These goals may include:
- i. contributing to individual and community well-being through program and activity delivery;
 - ii. addressing social issues through the provision of sport, culture and recreation activities;
 - iii. addressing programming gaps within the community;
 - iv. identifying how the activity could become self-sustaining in the future;
 - v. honouring the past and providing a balance in this narrative of both the positives and challenges that have occurred when sharing our story;
 - vi. utilizing park spaces as focal points of the community to provide centralized programs and activities;
 - vii. ensuring that all nations, communities, newcomers, and individuals are welcomed and celebrated in the community;
 - viii. ensuring a culturally vibrant community by supporting existing volunteers and promoting new partnerships;
 - ix. strengthening the artistic and cultural community and the significant role it plays in enhancing our community's cultural make-up;
 - x. encouraging local food production and availability of ethnic food;
 - xi. fostering active living through physical recreation;
 - xii. increasing inclusion and access to recreation for populations that face constraints to participation;
 - xiii. helping people connect to recreation through nature;

- xiv. ensuring the provision of supportive physical and social environments that encourage participation in recreation and help to build strong caring communities; and
 - xv. ensuring the continued growth and sustainability of the recreation field.
- b) Projects will also be looked upon favourably if there is evidence of fostering and incorporating leadership development through program structures that allow young people:
- i. participation in formal leadership training opportunities;
 - ii. involvement in the planning and implementation of the activities;
 - iii. providing mentoring or volunteer opportunities in sport, culture, and recreation activities or special events;
 - iv. promoting or developing role models;
 - v. facilitating opportunities for meaningful civic engagement; and
 - vi. other leadership initiatives or activities.

7.03 PROGRAM ELIGIBILITY

- a) All of the following eligibility requirements must be met:
- i. only non-profit organizations are eligible to receive funding;
 - ii. expenditures must be directly related to the operation of sport, culture, or recreation programs, activities and events within the City of Prince Albert and the majority of the participants must reside within City limits;
 - iii. a minimum of 30% of the grant funding provided through the grant funding must be used for programs aimed at increasing participation for under-represented populations. Examples include indigenous peoples, seniors, women, youth at risk, economically disadvantaged, newcomers, persons with a disability, and single parent families;
 - iv. operation costs of facilities that are directly related to a program are eligible for 25% of the total grant for each program up to a maximum of \$500 per program;

- v. follow-ups verifying project expenditures must be submitted in a follow-up report prior to receiving funding;
- vi. projects are to be operated on a non-profit basis;
- vii. organizations receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities;
- viii. an organization may be limited to only one grant during each fiscal year and the maximum amount of funding that can be applied for is \$12,000;
- ix. organizations are responsible to ensure appropriate liability and participant's insurance are in place for programs funded by the Community Grant program; and
- x. religious organizations may be eligible, providing there is a clear distinction between the religious/educational and recreation programs.

7.04 INELIGIBLE PROJECTS

- a) The program is designed to provide funding for sport, culture, and recreation programs therefore the following expenditures are ineligible for grant funding:
 - i. construction, renovation, retrofits, and repairs to buildings/facilities (This includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
 - ii. maintenance and operation costs of facilities that are not directly related to a program supported by this grant;
 - iii. property taxes & insurance;
 - iv. alcoholic beverages;
 - v. food or food related costs (This includes catering supplies, coffee pots, coffee, BBQ's, etc.);
 - vi. membership fees in other lottery funded organizations;
 - vii. prizes: cash, gifts, awards, honourariums, trophies, plaques, and badges;
 - viii. out of province activities and travel;

- ix. donations;
- x. subsidization of wages for full time employees; eligible employment expenditures are less than 35 hours per week for no more than 90 days (or 455 hours) in a grant period;
- xi. uniforms or personal items such as sweatbands and hats; and
- xii. retroactive funding will not be permitted.

7.05 APPLICATION PREFERENCES

- a) Favourable consideration is given to the following projects:
 - i. organizations that include a financial contribution towards the project from their own operating budget;
 - ii. requests for new or innovative programs that do not duplicate existing services and programs that develop, expand, and improve opportunities in recreation, culture, and sport; and
 - iii. programs that address social issues or address programming gaps within the community through the provision of sport, culture and recreation activities.



SASK LOTTERIES

COMMUNITY GRANT PROGRAM 2024 APPLICATION FORM

PLEASE MAKE ANY CHANGES TO THE CONTACT INFORMATION AND INCLUDE AN EMAIL ADDRESS.

Name of Community		
Prince Albert, City of		
Contact Name		
Curtis Olsen		
Address		
1211 - 1st Avenue West		
Town/City		Postal Code
Prince Albert		S6V 4Y8
Home Phone #	Work Phone #	Fax #
	(306) 953-4812	(306) 953-4821
Email Address * REQUIRED		
colsen@citypa.com		

THIS SECTION FOR OFFICE USE ONLY	
Grant #	
CG:24:	
C# / R#	
C127 / R17	

A) Eligible Amount			
Community per capita rate.		Population	Per Capita Amount
		37756	x \$4.35
			= \$ 164,239

B) Allocation Amount			
<i>Complete this section only if you are receiving an allocation from a Band, Town, Village or R.M.</i>			
Signature of Mayor/Reeve/Chief (or attach a letter from allocating community)	RM#/Community Name	Population	Per Capita Amount
			x =
			x =
			x =
			x =
TOTAL			= \$

C) Total Grant Applied For 2024		(minimum \$250)
A) Eligible Amount + B) Allocation Amount Total		= \$

Signature and Title of Bonded Authorized Officer of the Community		
I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that the application is a correct and true statement.		
_____	_____	_____
Signature	Title	Date

Application deadline is February 28, 2023. LATE APPLICATIONS WILL NOT BE ACCEPTED.

PLEASE SUBMIT TO: SASK LOTTERIES TRUST FUND FOR SPORT, CULTURE AND RECREATION
1870 Lorne Street | Regina, SK | S4P 2L7 sasklotteries.ca
P 306.780.9344 TF 1.888.780.9344 F 306.781.6021 E Lhodnefield@sasksport.ca

TITLE: Digital Sign – 605 Marquis Road East

DATE: January 12, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Sign Permit Application for a Digital Sign to be located at 605 Marquis Road East, legally described as Lot 1, Block 44, Plan 00PA05141, Ext 0, be approved, subject to:
 - a. The submission of a stamped engineered drawing or letter showing that the existing sign is structurally capable of supporting the new digital components.

TOPIC & PURPOSE:

The purpose of the report is to consider the Sign Permit Application for a Digital Sign at 605 Marquis Road East, the location of A&W.

BACKGROUND:

The Department of Planning & Development Services is in receipt of a Sign Permit Application for a Digital Sign to be located at 605 Marquis Road East, at the A&W restaurant. There is an existing freestanding sign at this location that will be reused to support the new Digital Sign if approved.

PROPOSED APPROACH AND RATIONALE:

The existing freestanding sign at A&W, 605 Marquis Road East, currently meets all required setbacks and minimum clearance standards as outlined in Bylaw No. 1 of 2019, the Zoning Bylaw. There is an existing changeable letter board on the current sign that is slated for

removal and replacement with a digital sign, if approved. The digital sign will only be used to advertise A&W, as no third party advertising is permitted. The addition of the digital components to the sign will require that an engineer provide stamped drawings or a letter indicating that the existing sign pylon is structurally sound and capable of supporting the weight of the new double-faced digital sign.

As there were no issues identified during the plan review outside of the requirement to obtain an engineer's evaluation, Administration recommends approval of the permit application.

CONSULTATIONS:

The Department of Planning and Development Services has been in contact with the applicant throughout the review process in order to ensure that they are aware of municipal requirements and processes, options, and to manage expectations and timelines.

The application has also been reviewed by the Department of Public Works, Community Services, Fire and Emergency Services, and the Building Division, and there are no concerns.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council's decision.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation or any policy, financial or privacy implications to consider with this report.

STRATEGIC PLAN:

Throughout the permit process, Administration has supported the core value of being accountable and transparent by providing accurate information to the applicant in a timely manner.

OFFICIAL COMMUNITY PLAN:

Section 17.7 of the Official Community Plan states that, "All signage shall comply with the Zoning Bylaw or the Portable Sign Bylaw and the design guidelines set out therein."

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Location Plan
2. Location Plan with Aerial
3. Site Plan
4. Sign Drawings

Written by: Ellen Pearson, Planner

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



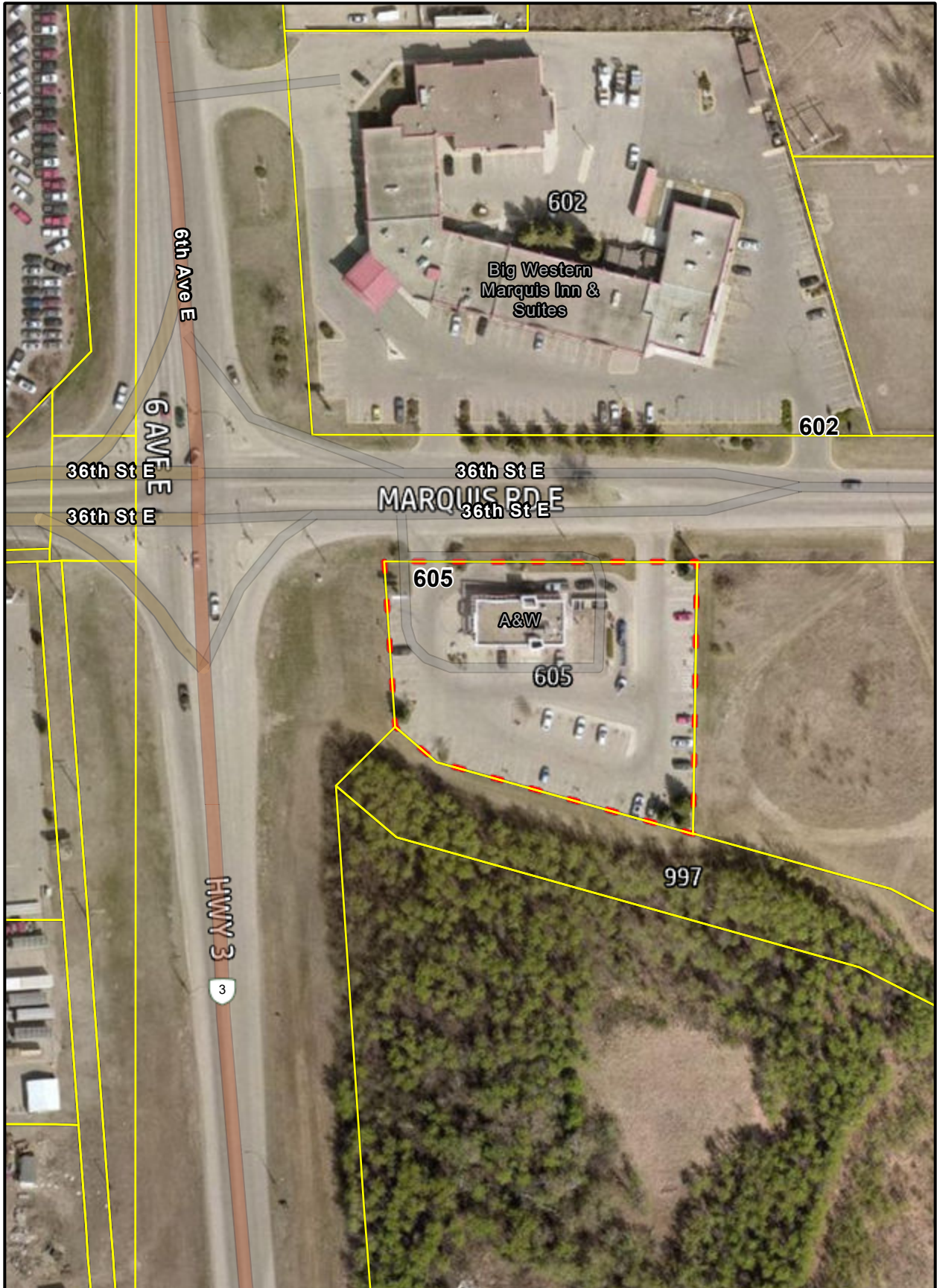
S-HZ

S-HZ

PLANNING & DEVELOPMENT

December 21, 2022

Subject Property Identified With A Bold Dashed Line



6-12

6-12

PLANNING & DEVELOPMENT

December 21, 2022

Subject Property Identified
With A Bold Dashed Line



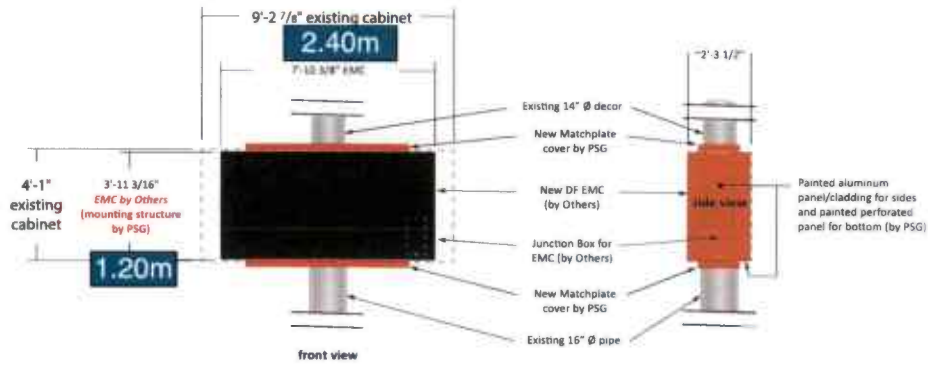
331 Parkdale Ave. N.
Hamilton, ON L8H 5Y1
Tel: (289)389-8951
www.prioritypermits.com

ENG

REV	DESCRIPTION
A	-
A&W	
605 Marquis Rd E	
Prince Albert, SK	
Site Plan	
DATE:	DD-MMM-YYYY
SCALE:	AS NOTED
JOB No.:	-
DRAWN BY:	INITIALS
CHECKED BY:	-

NOTES / LEGAL:
 1. THESE DRAWINGS ARE INTENDED FOR PERMIT PROCESSING ONLY. ALL DIMENSIONS, SIGNAGE PLACEMENT AND DESIGN TO BE VERIFIED BY SIGNAGE CLIENT AND / OR FABRICATOR PRIOR TO CONSTRUCTION OR INSTALLATION
 2. FINAL INSPECTIONS FOR PERMITTING JOBS TO BE HANDLED BY OUR CLIENTS
 3. ENGINEERING PHOTOS / INSTALLER CHECKLIST TO BE PROVIDED BY OUR CLIENTS

Sign 1



NOTE: THIS PYLON IS A MATCH PLATE DESIGN

Sign Area:
2.87 m²
30.93 ft²

Specifications

Install New D/F RGB EMC on Existing Pylon

D/F 16mm EMC (Two (2) S/F EMC's Back-to-Back)

- EMC and Junction box by Others
- Mounting Structure by PSG
- Painted aluminum panel/cladding for sides and painted perforated panel for bottom (by PSG)
- New painted matchplate covers (by PSG)
- Installed by PSG

NOTE: FINAL CONNECTION BY OTHERS

Colours

- Orange: paint to match PMS 165 C orange

Before



After



Project ID
JS8-76312

Date: 10-28-2022
Scale: 3/16"=1'-0"
Sales: Alex Long
Designer: DF1

Rev. #:
Date:
Revision Note:

Missing Information

Required:
Nothing

Electrical

120V 347V
 Other _____

Customer Approval

Signature _____
MM/DD/YYYY _____

It is the Customer's responsibility to ensure that the structure of the building is designed and constructed to accept the installation of the signs being ordered. Please ask PSG to provide further details if required.

All rights reserved. The artwork depicted herein are copyright and are the exclusive property of Pattison Sign Group and as such cannot be reproduced in whole or in part without written permission by Pattison Sign Group.

A&W 2294
605 Marquis Rd. East
Prince Albert, SK

Sign Item
SG8



City of
Prince Albert

RPT 23-7

TITLE: Hiring of Economic Development Manager

DATE: January 13, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the vacant Economic Development Manager position be filled, once a suitable candidate is found.

ATTACHMENTS:

1. Hiring of Economic Development Manager (RPT 22-482)

Written by: Executive Committee



TITLE: Hiring of Economic Development Manager

DATE: December 28, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the vacant Economic Development Manager position be filled, once a suitable candidate is found.

TOPIC & PURPOSE:

To provide Council with details of the vacant Economic Development Manager position, their duties, areas of focus and candidate criteria.

BACKGROUND:

Prior to 2019 the City of Prince Albert has always employed an Economic Development Manager to oversee and be accountable for the implementation of all Economic Development initiatives of the City. The City has seen a number of employees fill this role throughout the years, with varying levels of success. In approximately 2015, the Department of Planning and Development began to explore more of a regional approach to Economic Development, and it was in 2018 that Prince Albert City Council decided to formally deploy a Regional model.

The Prince Albert Regional Economic Development Alliance (PAREDA) Memorandum of Understanding (MOU) was signed on March 19, 2019 for a 3 year term until December 31, 2021. At that time, the MOU was extended for an additional 3 years until 2024. With the extension, PAREDA lost two founding members in the RM of Buckland and Muskoday FN, but gained 2 valuable new partners in Metis Nation – Saskatchewan and Sturgeon Lake First Nation.

PAREDA CEO, Ashley Charles, was hired in December 2019, one year into the MOU timeline. In the first two (2) years since her hiring, the CEO's focus was on foundational development, building connections, and navigating the global pandemic while setting PAREDA and Tourism Prince Albert up for future success. In the summer of 2022, current CEO Ashley Charles stepped down from her position, leaving the role of CEO vacant. Ashley has agreed to help through the transition on an hourly rate until a new CEO is hired. In the fall of 2022 a first round of CEO interviews took place, but ultimately the HR Subcommittee was not able to find an ideal candidate.

Although there has been a lot of valuable work done, some members of the PAREDA Board feel that there has not been enough focus on Business attraction and Industry Development, among other things.

From the beginning, it has always been an expectation that PAREDA would evolve over time to correspond with the needs of founding members. Keeping this in mind, an altered approach is being proposed. It is important to understand that this way forward in no way suggests that PAREDA should come to an end, but rather proposes a continuation of the valuable partnership between founding members.

As per the MOU, The City of Prince Albert currently contributes \$105,000 per year to PAREDA to cover our share of operational costs. It is being suggested that the City of Prince Albert rather use these dollars to hire our own Economic Development Manager. This individual will still follow some of the core values of the PAREDA strategic plan, and a number of regional projects may still be developed, however this employee will be under the corporate structure of the City of Prince Albert.

At the City Council meeting dated December 12th, 2022 the following motions were approved:

1. That the proposed PAREDA model as described in report 22-473 be approved;
2. That Administration work with the City Solicitor to develop a transitional plan for proposal that would retire the City's legal obligations under the current PAREDA Agreement and that would protect the City's financial interests in the transition;
3. That the Mayor and City Clerk be authorized to execute an amending PAREDA Agreement, once prepared.
4. That the request to fill the vacant Economic Development Manager position be referred for consideration at the January 9th Executive Committee meeting.

PROPOSED APPROACH AND RATIONALE:

In order to fully appreciate and understand the role and function of an Economic Development Manager, I believe it is imperative to first establish what is meant by "Economic Development".

While some people believe that Economic Development is simply the creation of jobs, or attracting new business to our City, in reality, Economic Development is much more complex than that. There are many different "Definitions", but I believe one that is the most fitting is as follows:

"Economic Development is a collaborative process between all levels of government and non-government organizations that builds up the economic and social capacity of an area to improve its economic future and overall quality of life."

(World Bank 2014)

The City has deployed both "in house" and "arms-length" models of Economic Development in the past, and what was approved on December 12th is a "blended" model of Economic Development which can be seen as the best of both worlds. The

“blended” model, ensures a sustainable organization which formally maintains a very important partnership between our First Nations, Metis and neighboring Communities, while also employing our own “in-house” Economic Development Manager. Some of the benefits of having our own Manager are as follows:

- Better access to decision makers
- More oversight over economic development activities
- Ensure that Economic Development remains a top of mind issue throughout the organization

They say that within their defined spheres of jurisdiction the government closest to the issue is the one who governs it.

To put it simply, employing our own “in-house” employee who works 40 hours a week, 8 hours a day, 5 days a week, places the issue of Economic Development completely within our control. Council may choose to work closely with a consultant on certain Economic Development projects, but having our own employee ensures that they remain accountable, are immersed in all activities of our local government and has their thumb on the pulse of our community.

Any Economic Development Organization should:

- Promote effective and efficient work
- Be flexible and able to adapt quickly
- Respond to inquires in an accurate and timely fashion
- Understandable
- Clearing House for information
- Regularly update data
- Nurture relationships
- Build new relationships
- Grant applications
- Budget management

Once again, hiring an Economic Development Manager is the next critical step in the “blended” model which ensures that all of the above items are being addressed. The initial work I am planning for our Economic Development Manager hits 3 critical areas:

1. Investment Attraction
2. Business Retention and Expansion
3. Data Collection

Investment Attraction will be a process for assessing our community for investment readiness and encouraging new business to invest in our community.

Recruiting business from outside of a community will always be one of the most exciting parts of Economic Development. There is a tremendous thrill when a company or new industry announces a plan to locate within your community, especially as a direct result of your recruitment efforts.

The result of a major operation or industry will lead to attracting spin-off businesses as well, such as suppliers, fuel providers, transportation companies etc.

A key element of investment attraction is to be prepared to respond to potential investor inquiries within a short timeframe. In support of this objective an investment package that addresses the following will need to be developed:

- What can my community offer?
- What are the attributes of my community that will be attractive to specific industries?
- What attributes will be unattractive?
- What type of investment do we want?
- What is the demand, and where is the demand?

Our investment strategy will determine what our industry sectors are and the specific investment that we are seeking.

Business Retention and Expansion Is the process of maintaining ongoing contact and relationships with local businesses.

Every economy loses about 10% of their jobs per year, however existing businesses are in the best position to replace these jobs because they are already established.

80% of net new jobs come from existing businesses, and as such, keeping an existing business is much less costly than trying to attract a new one.

This means that it is imperative that the following focus areas continue to receive attention:

- Building solid relationships with owners/managers
- Regularly collecting data on companies/industries
- Analyzing trends in order to forecast
- Assist in problem solving
- Look for opportunities for growth

Data Collection

The level of competition for new business has increased dramatically. The practice of economic development has become a lot more professional and companies have become much more sophisticated and strategic in their plans for investment. More and more economic development organizations are actually focusing more on data collection, research, etc. as industry experts will also do their own Economic Development, research, etc. in their plans to invest into a new community. Taking this into consideration, we have to be sure that our information is accurate, up to date, and timely.

Integral to any Economic Development process is the identification of the information and data to be collected:

- Community Profile
- Community Readiness Assessment
- Needs Assessment
- Asset Mapping
- Business attraction and retention activities
- Past plans

Time and resources are required in the creation of each of these documents. Sometimes this can be simply by following a paper trail to past reports and activities, however sometimes it requires research internally, or sometimes a specific project may require a consultant. **It is important that these processes are not “last minute” activities but rather a consideration that is done early and often, to ensure accuracy and a sustainable plan.**

Leadership

It is imperative that we **choose a leader** that can follow through and deliver on the above 3 focus areas. I will be looking for a new Economic Development Manager with the following key traits/skills:

Long term Vision – If leadership does not have a long term vision for a community or commit to see projects through to fruition, economic development success will likely not be realized.

Sustainability – Economic Development and sustainable development are not mutually exclusive. For economic development to be successful it needs to be sustainable. This means that we need a leader that can set goals, objectives that are attainable over time.

Capacity – Resources should be assessed in order to achieve the economic outcomes that they set for themselves.

Innovative – Innovation flourishes in a supportive and conducive local business environment, anchored by a rich network of Economic Development programs.

Partnership Building - PAREDA has already built some very important relationships with First Nations, Metis Leaders and Neighboring Communities. I need someone who can not only maintain these partnerships but also grow them and establish others.

Networking - Making connections with businesses that we know, and those that we should know. We need to earn the trust and respect of these organizations so that they are not only willing to provide and share information and assistance, but also because they could very well lead to new business.

Not only do I want someone that will focus on concrete outcomes in the short-term, but above all else, we need a leader who will help people learn how to shift their thinking, consider issues before they happen, and build processes so that change can emerge in

the form of economic growth for the City of Prince Albert.

CONSULTATIONS:

The Director of Planning and Development Services has consulted extensively with the City Manager and the Department of Corporate Services in the preparation of this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once a suitable candidate is found, a communication strategy will be developed which will effectively promote our new Economic Development Leader.

FINANCIAL IMPLICATIONS:

The costs of hiring an Economic Development Manager will be offset by the \$105,000 in savings that was previously used as our annual PAREDA contribution.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

A Strategic Priority of the City of Prince Albert Strategic Plan 2023-2025, is focused on “Building a Robust Economy”. Although there are multiple references to Economic Development throughout the plan, there are two specific areas of focus which are supported by the hiring of an Economic Development Manager. Also highlighted in the plan are detailed directions from City Council which are being met in making this decision:

Economic Diversity and Stability

- 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

Economic Growth

- Diversify the types of businesses that call Prince Albert home
- Strengthen relationships with surrounding RM's and First Nations to p[promote Economic Development
- Work closely with PAREDA to support economic growth in the region
- Partner with Prince Albert Tourism to develop ways to promote Prince Albert

OFFICIAL COMMUNITY PLAN:

Section 11.2 of the OCP discusses Economic Development. Among others, the following policy supports the continued evolution of a PAREDA model:

Continue to work with the Prince Albert Regional Economic Action Committee, Prince Albert Chamber of Commerce, PA Tourism, and any other stakeholders in promoting business and tourism development in Prince Albert.

PUBLIC NOTICE:

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

PRESENTATION:

Visual presentation by Director of Planning and Development Services.

ATTACHMENTS:

1. Economic Development Manager Jan 9 2023

Written by: Director of Planning and Development Services

Approved by: City Manager

CITY OF PRINCE ALBERT

Planning and Development Services

ECONOMIC DEVELOPMENT MANAGER

January 9, 2023

BOLD DESTIN

STAGE

Economic Development Manager

STATUS UPDATE

At the City Council meeting dated December 12th, 2022 the following motions were approved:

- That the request to fill the vacant Economic Development Manager position be referred for consideration at the January 9th Executive Committee meeting.

Economic Development Manager

PROPOSED APPROACH

“Economic Development is a collaborative process between all levels of government and non-government organizations that builds up the economic and social capacity of an area to improve its economic future and overall quality of life.”

Economic Development Manager

IN HOUSE VS. ARMS-LENGTH

Factor	In House	Arm's Length
Operational Costs	Absorbed in local government budget	Shared between jurisdictions
Relationship with business community	Better access to decision-makers	More as an "advocate" for business rather than a regulatory body
Relationship with local government	Allows more oversight over economic development activities	Less direct oversight by local government
Administration and Regulation	Can ensure that economic development remains a top of mind issue in all areas of government	Independence from local government can allow more rapid response
Co-location	Not likely	Co-location allows for greater coordination of activities

Economic Development Manager

BLENDING MODEL

“within their defined spheres of jurisdiction, the government closest to the issue is the one who governs it.”

Economic Development Manager

EXPECTATIONS

An Economic Development Organization should:

- Promote effective and efficient work
- Be flexible and able to adapt quickly
- Respond to inquires in an accurate and timely fashion
- Understandable
- Clearing House for information
- Regularly update data
- Nurture/Build new relationships
- Grant applications
- Budget management

Economic Development Manager

CRITICAL AREAS

1. Investment Attraction
2. Business Retention and Expansion
3. Data Collection

Economic Development Manager

INVESTMENT ATTRACTION

Assessing our community for investment readiness and encouraging new business to invest in our community.

What is “investment readiness”?

Economic Development Manager

BUSINESS RETENTION AND EXPANSION

Is the process of maintaining ongoing contact and relationships with local businesses.

- Building solid relationships with owners/managers
- Regularly collecting data on companies/industries
- Analyzing trends in order to forecast
- Assist in problem solving
- Look for opportunities for growth

Economic Development Manager

DATA COLLECTION

- Community Profile
- Community Readiness Assessment
- Needs Assessment
- Asset Mapping
- Business attraction and retention activities
- Past plans
- Land Inventory

Economic Development Manager

LEADERSHIP

A new Economic Development Manager will have the following key traits/skills:

- Long term Vision
- Sustainability
- Capacity
- Innovative
- Partnership Building
- Networking

Questions?



RPT 23-20

TITLE: DCG Philanthropic Service Inc. Draft Campaign Feasibility Study Report and Capital Campaign Approval

DATE: **January 18, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That DCG Philanthropic Service Inc.'s Campaign Feasibility Study Overview and Recommendations, be approved;
2. That DCG Philanthropic Service Inc.'s Capital Campaign for delivery of the campaign strategy with respect to engaging donors, building project profile, producing volunteer training materials, overseeing and developing marketing communications and public relations materials, regular reporting to City, writing proposals and holding donor meetings, be approved for an estimated cost of \$648,900 plus applicable taxes, to be funded from the external funding received for the Aquatic and Arenas Recreation Project; and
3. That the Mayor and City Clerk be authorized to execute the Agreement and any other necessary documents related to DCG Philanthropic Service Inc.'s Capital Campaign on behalf of the City, once prepared.

TOPIC & PURPOSE:

To approve DCG Philanthropic Service Inc.'s Campaign Feasibility Study Overview and Recommendations.

To award the Capital Campaign for the City's Recreation Project, which includes the Aquatic and Arenas Recreation Centre and Event Centre, to DCG Philanthropic Services Inc.

BACKGROUND:

At the June 21, 2021 Executive Public Committee meeting City Council approved awarding a Campaign Feasibility Study to DCG Philanthropic Services Inc. (“DGC”)

On December 3, 2021, DCG Philanthropic Services Inc. provided the AARP Fundraising Committee with a Draft Campaign Feasibility Study Report.

At the June 13, 2022 City Council meeting, members of Council: (1) approved a funding plan which took into account the rising costs due to inflationary pressures; and (2) awarded the tender for construction of the Aquatic and Arenas Recreation Centre to Graham Construction LP.

PROPOSED APPROACH AND RATIONALE:

City Council has approved a funding model and awarded the tender for construction. Now that the cost of the Aquatic and Arenas Recreation Centre is known, the Co-Chairs of the AARP Fundraising Committee believe that it is the right time to begin fundraising efforts for what will be the largest and most exciting recreation project in our community’s history.

DCG Philanthropic Services Inc.’s Campaign Feasibility Study Overview and Recommendations:

The Campaign Feasibility Study Overview and Recommendations has been attached for City Council’s review and approval.

DCG completed interviews with community leaders, businesses, and organizations in preparation of the Report. The feedback received from the community includes:

- Enormous sense of community pride – sets bar for campaign;
- Twice as many potential volunteers than they usually see;
- Many references to “northern hub” which aligns with City’s perception;
- 100% believed it would be positive for community;
- Majority approved of location and feel it is a safer choice;
- Large support for PA Raiders.

Challenges:

- Prince Albert is a smaller community so there are less people to draw from;

- Comments received on cultural conflict and demographic of community. But, DCG believes this could be a benefit as PA is the “guiding northern light” to what true reconciliation could look like.

Opportunities:

- Everyone mentioned PA as the “northern hub” and “destination hub”. A new hospital for the region will draw in doctors and other professionals;
- Aquatic and Arenas Recreation Centre and Event Centre are a great opportunity to bring all cultures together to work towards one common goal;
- Public are very excited about volunteering;
- Level of confidence is very strong with comment that “PA always seems to get things done”. Community is determined and confident.

Capital Campaign:

The Capital Campaign will take up to 18 months. It will include delivery of the campaign strategy with respect to engaging donors, building project profile, produce volunteer training materials, oversee and develop marketing communications and public relations materials, regular reporting to City, writing proposals and holding donor meetings.

CONSULTATIONS:

The AARP Fundraising Committee Co-Chairs met with DCG Philanthropic Services Inc. on December 14, 2021 to discuss the Draft Campaign Feasibility Study Report. In preparation of the Report, DCG completed interviews with community leaders, businesses, and organizations.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved by City Council, the Campaign Feasibility Study Overview and Recommendations will be shared with the community.

Once the Agreement with DCG for the award of a Capital Campaign for the Recreation Project is approved by City Council, the AARP Fundraising Committee will meet with DCG to coordinate next steps of the Capital Campaign.

FINANCIAL IMPLICATIONS:

Capital Campaign will cost an estimated \$648,900 plus tax (based on the City carrying the campaign for the full 18 months). This cost will be funded from the external funding received for the Aquatic and Arenas Recreation Project.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Policy or Official Community Plan implications at this time.

STRATEGIC PLAN:

This report supports City Council's Strategic Priorities to develop new infrastructure with a goal of increasing Prince Albert's event hosting capacity and to promote positive economic development so new residents will be attracted to Prince Albert.

OPTIONS TO RECOMMENDATION:

Do not proceed with Capital Campaign – **NOT RECOMMENDED**. Construction of the Aquatic and Arenas Recreation Centre is underway. DCG's interviews with community leaders, businesses, and organizations confirms that the community supports a recreation facility that will bring cultures together, attract new residents to Prince Albert, and provide residents of Prince Albert and northern Saskatchewan with new recreation opportunities.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. DCG's Campaign Feasibility Study Overview and Recommendations

Written by: Renee Horn, Executive Assistant and Secretary for the Aquatic and Arenas Recreation Project Fundraising and Steering Committees

Approved by: City Manager

Campaign Feasibility Study Overview and Recommendations



City of
Prince Albert

Prepared by:

DCG

DCG PHILANTHROPIC SERVICES INC.

Campaign Feasibility Study Overview and Recommendations

Vision

A city in which all community members have the opportunity to participate in affordable and accessible community services (including recreation, sports, arts, cultural, and physical activity) to enhance their personal well-being, the strength and well-being of the community, and the sustainability of the environment (natural and built).

Prince Albert is a vibrant, culturally rich community that has earned the title of “Northern Hub”, a gateway to Northern Saskatchewan. As a recreational paradise that offers the benefits of big city amenities, highly skilled professional sports and recreation organizations, a growing arts and cultural community, and committed and passionate non-profit organizations, there is a real need for more recreational facilities.

The City concluded that it was important to respond to the need of the Prince Albert residents, while investing funds into a sustainable asset, rather than subsidizing the current deteriorating facilities. Plans for the Aquatic and Arenas Recreation Centre were then underway, divided into two phases: Phase One (twin arenas and an aquatic centre), and Phase Two (Event Centre/large arena). Funds were estimated at \$130 million; \$60M for Phase One, and \$70M for Phase Two. Phase One was approved under the Investing in Canada Infrastructure Program. The cost of this phase was partially covered by Federal (\$24M), Provincial (\$20M), and the City of Prince Albert (\$16M) funding. The City decided to explore community fundraising as an additional revenue source for this project.

DCG Philanthropic Services Inc. (DCG) professional services were engaged by the City of Prince Albert to conduct a Campaign Feasibility Study to gather and analyze feedback from stakeholders regarding the positioning and perceived receptiveness and potential success of entering a campaign.

Specifically, the study answers these questions:

- Is now the right time to host a campaign?
- Does the community have a large enough donor base to support the goal?
- Does the project make sense to key stakeholders?
- How much could be expected to be raised?
- What questions and concerns do potential donors have about the project?
- Who are the potential volunteers and major donors?

Major findings from the interviews include:

- Many stakeholders understand the connection between recreation facilities and the economic spinoff: how they would draw more users and resources into the community for large tournaments, conferences, and events; how they would enhance the City as an attractive place to work and live, increasing property value and quality of life.
- There is an undeniable need for more ice time in Prince Albert; however, more information would be needed around the funding model for both capital costs and ongoing operations.
- The majority of stakeholders believe the facilities will be positive for Prince Albert and for surrounding communities.
- A campaign goal of \$20M, including funding through multiple sources is recommended
- There is an opportunity to position this project, and the City, through "true, purposeful engagement of Indigenous individuals and organizations" given the location, the history, and the population of this community, working together toward reconciliation of relationships and economic reconciliation. An Indigenous partnership may also open the door to additional Federal funding of the project.

DCG Philanthropic Services Inc. sees potential for the City of Prince Albert to raise approximately \$20M for this project. Moving forward, DCG recommends the City of Prince Albert to:

- Explore the possibility of an Indigenous partnership. An Indigenous advisory committee is recommended to ensure Indigenous representation at the onset, during the planning, and post completion.
- Confirm the amount the City of Prince Albert will contribute to the project and communicate how this funding will be provided (e.g., current levies, current taxes, debt servicing, allocated development contributions).
- Share plans in a manner that resonates with potential donors and volunteers.
- Explore the option of potential investment partners.
- Develop a gift acceptance policy for the City's approval.
- Engage influential, committed Campaign Chair or Chairs. Recruiting campaign leadership with strong community networks and a willingness to make peer to peer asks.

These foundational steps will position the City of Prince Albert for success with a capital campaign and with subsequent funding asks of the stakeholders. This will enable the

City to further its efforts to pursue its mission of *“enhancing the strength and well-being of the community”* while demonstrating its attractiveness as a community to live and work. It will position the City to be a regional player with partnerships with other neighbouring facilities, leveraging geographic proximity to attract and offer larger events and draw more people and spending to the region. Furthermore, this project and campaign can be a “guiding Northern light” for the community on its path to reconciliation.

These recommendations help position the City of Prince Albert for success with the campaign.

Campaign Workplan

DCG will begin this process by preparing a comprehensive campaign plan. The objective of this plan will be to outline the procedures, techniques, and organizational structure that will collaboratively establish, launch, and manage the campaign. It will also support and increase the overall capacity of the campaign.

A team of DCG employees will be assigned to assist with the day-to-day administration of the campaign, support volunteers, participate in designated solicitations, and donor stewardship responsibilities, as follows:

- Write final case for support
- Coach and guide campaign leadership, volunteers and staff engaged with the project to execute campaign strategy
- Develop and oversee campaign committees
- Participate in the recruitment of campaign volunteers
- Produce volunteer training materials
- Train and manage the volunteer leadership team
- Research funding sources and develop a prospect list
- Write proposals, set up donor meetings, and participate in designated solicitations
- Participate in the active solicitation of key prospective donors
- Establish campaign milestones and reporting practices
- Oversee and manage the development and production of all marketing communications and public relations materials
- Establish donor/volunteer reporting and recognition practices
- Participate in planning and information meetings as needed
- Interact regularly with designated project team members, campaign leadership, and volunteers



City of Prince Albert

RPT 23-17

TITLE: Agreement with Carlton Trail Railway – Multiple Pipeline Crossing License Agreement

DATE: January 18, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

THAT the Mayor and City Clerk be authorized to execute on behalf of the City a Multiple Pipeline Crossing License Agreement with Carlton Trail Railway, in such form as the City Solicitor confirms is in compliance with the resolution of issues negotiated with Carlton Trail Railways, providing for annual payment of \$12,688 per year, with an annual escalator not to exceed 2%, and a notice clause re termination.

BACKGROUND:

Historically until 1997 the City of Prince Albert paid the Canadian National Railway a license fee for its underground pipeline infrastructure running underneath CNR railway tracks. Since 1997, when the CNR sold its local railway lines to Carlton Trail Railway, the City had entered agreements to pay license fees to Carlton Trail Railway with respect to the pipeline crossings.

Disputes with respect to license fees arose in 2019, which have been recently resolved by negotiation with Carlton Trail Railway.

PROPOSED APPROACH AND RATIONALE:

The terms of the Multiple Pipeline Crossing License Agreement negotiated between legal counsel for Carlton Trail Railway and the City Solicitor are contained in the Multiple Pipeline Crossing License Agreement attached, calling for a total annual payment of \$12,688 with an annual escalation clause not to exceed 2%, and containing a termination provision based on notice to the other party.

Having met these negotiating objectives, including a signed acknowledgment that this negotiated resolution of terms does not waive any statutory entitlement in favour of the City of Prince Albert pursuant to The Cities Act, it is recommended that Council approve for execution the attached Multiple Pipeline Crossing License Agreement (executed by and on behalf of Carlton Trail Railway).

PUBLIC NOTICE:

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

PRESENTATION:

ATTACHMENTS:

1. Multiple Pipe Line Crossing License Agreement

Written by: Mitchell J. Holash, K.C., City Solicitor

Approved by: City Manager

MULTIPLE PIPE LINE CROSSING LICENSE

THIS LICENSE ("License") shall be effective on the last date of signature set forth below (the "Effective Date"), by **Carlton Trail Railway Company**. ("Licensor") and **City of Prince Albert** ("Licensee"). Licensor and Licensee may sometimes be referred to as a "Party" or collectively as the "Parties."

RECITALS:

A. Licensor and Licensee entered into Pipe Line Crossing Agreements Numbers 406184, 406262, 406978, 407404, 407405, 407406, 407408, 407409, and 408213, (the "Original License Agreements"), which are further described in Exhibit "A" to this License.

B. Licensor and Licensee wish to cancel the Original License Agreements and replace with this License, as set forth below.

WITNESSETH:

1. TERM:

This License shall take effect as of the Effective Date, and unless sooner terminated as provided below, shall remain in effect until either Party shall give the other Party not less than thirty (30) days' written notice to terminate for any reason whatsoever in that Party's sole discretion and regardless of performance or non-performance of any of the covenants and agreements contained in this License and regardless of any fee having been paid in advance for any period and without regard to any loss or damage incurred by either Party as a result of such termination or cancellation. Licensor will not execute this License until it receives a signed original from Licensee, and in no event is entry under this License permitted until Licensor returns a fully-executed copy to Licensee.

2. LOCATION:

In consideration of the license fee or other sums of money Licensee agrees to pay to Licensor, and of the covenants and agreements of Licensee as set forth in this License, Licensor hereby grants a license and permission to Licensee to construct, install, use, maintain, repair, relocate, operate and replace nine (9) Pipe Lines, as more particularly described in Exhibit "A", attached to this License and made a part of it by this reference, situated on, across, along or over Licensor's property at or near Prince Albert, Province of Saskatchewan, Canada (the "Premises"). The term "Pipe Line" shall be deemed to mean the actual lines and any and all appurtenances and that portion of Licensor's property, in so far as they relate to said Pipe Line.

3. LICENSE FEE:

A. Licensee shall pay to Licensor as a License Fee the sum of twelve thousand six hundred and sixty-eight Canadian dollars (CAD \$12,668.00) per annum, payable in advance on or prior to the Effective Date of this License and any anniversary of the Effective Date during the term of this License. Beginning on the anniversary of the Effective Date and each anniversary thereafter, the License Fee shall increase by the lesser of (1) two percent (2%) over the prior year's License fee, and (2) an amount computed by

multiplying the then current annual license fee amount by the percent by which the Consumer Price Index (CPI) has increased over the immediately preceding year. The CPI shall mean the All-items Consumer Price Index for Saskatchewan as published by Statistics Canada [Statistics Canada. Table 18-10-0004-02 Consumer Price Index by geography, all-items, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit (available at <https://doi.org/10.25318/1810000401-eng>)]. Licensor shall provide Licensee with the CPI increase and new annual License Fee on the above referenced anniversary; provided, however, the Licensee shall have the right to verify such computations in a manner consistent with generally accepted accounting principles. Licensee will pay the applicable Goods and Services Tax or Harmonized Sales Tax ("Sales Tax") to Licensor on any payment of the rental or other fees payable under this License, which payment will be made to Licensor at the same time as the rental or other fees are payable to the Licensor under this License.

- B. Licensee shall pay to Licensor an additional sum of money equal to eighteen percent (18%) per year of the total unpaid License Fees stated above, any adjusted License Fees due pursuant to Section 3.E, and any additional fees provided for in this License in the event said License Fee, adjusted License Fee or additional fees are not received by Licensor within thirty days (30) from the date it (or they) is due and payable. The finance charge provided by this Section 3.B shall continue to accrue daily until the date payment is received by Licensor, not the date payment is delivered or the date postmarked on the payment.
- C. If Licensor, at its sole discretion, uses a collection agency or attorneys to collect delinquent License Fees, any additional fees provided for in this License or finance charges, and Licensor is successful in collecting such charges, Licensee shall reimburse Licensor for all reasonable collection costs, including reasonable collection agency fees and reasonable legal expenses.
- D. Although Licensee's right to possession of the Premises shall terminate when the term of this License has expired or is terminated prior to such expiration in accordance with a provision of this License, Licensee's obligations under this License, including but not limited to the obligation to pay License Fees, taxes and assessments, and utilities, shall continue until Licensee delivers possession of the Premises to Licensor in the condition required by this License.
- E. The payment by Licensee of any sum(s) in advance shall not create an irrevocable License for the period for which the same is/are paid. The use of the License created by this License by Licensee after such effective date shall be at such adjusted License Fee.
- F. Failure of Licensee to receive any bill for periodic License Fees owing or any other amount due under this License, or receipt of a bill in an incorrect or unadjusted License Fee, shall neither override the License terms in this License nor excuse nor release Licensee from liability or responsibility for the correct License Fee. Limitation on collection for any erroneous billings or payments shall be three (3) years from the termination of this License.
- G. In the event this License is terminated by notice of either Party (other than for breach or cause), Licensor shall refund to Licensee the portion of any prepaid License Fees plus any taxes paid in advance; PROVIDED, however, such refund shall not be made when the cumulative total of such repayment which would otherwise be due is less than one hundred dollars (\$100.00).

4. SPECIFICATIONS:

- A. The Pipe Lines shall be constructed, installed, used, maintained, repaired and operated in strict accordance with any and all current requirements and specifications with any and all law, by-law, order, ordinance, ruling, regulation, certificate, approval, consent or directive of any applicable federal provincial or municipal government, government department, agency or regulator authority or any court of competent jurisdiction (collectively, "Laws") Provided however, that all materials and workmanship employed in the construction, installation, use, maintenance, repair, relocation, operation and replacement of the Pipe Line shall be subject to the approval of the Licensor's Chief Engineer or authorized representative.
- B. An underground Pipe Lines crossing under track(s) at a ninety degree (90°) angle, shall be encased in conduit for a MINIMUM of forty-eight feet (48'), twenty-four feet (24') on either side measured from the centerline of the track(s) or the full width of Licensor's property if less than forty-eight (48') feet. Crossings of a degree substantially greater or less than ninety degrees (90°) shall be encased in conduit for the full width of the track structure. The top of the encasement pipe shall be a MINIMUM of five and one half (5½') feet beneath surface of ground at all points within Licensor's property.
- C. Any appurtenance to the Pipe Lines shall be constructed and maintained to a MINIMUM clearance of no less than fifteen (15') feet from the centerline of any track(s). The side clearance of fifteen (15') feet shall be maintained for a height of twenty-seven feet (27'). All Pipe Line(s) shall be constructed, as nearly as possible to cross under any track(s) at a right angle to said track(s).
- D. Licensee shall, except in emergencies, give not less than seventy-two (72) hours prior written notice to Licensor of the day, hour and location that it proposes to undertake any construction, installation, repair, relocation, replacement or maintenance work to the Pipe Lines or otherwise on the Premises and in the event of an emergency shall notify Licensor as soon as possible.
- E. Licensee shall require each of its contractors and subcontractors to observe and conform to the conditions and requirements specified in this License; and for the purposes of the safety, protective and indemnification provisions of this License, such contractors and subcontractors, their agents, servants and employees, and other persons on the Licensor property at the invitation of the Licensee, its contractors or subcontractors, shall be deemed the agents or employees of the Licensee.
- F. Licensee shall, at no expense to Licensor, obtain all permits and approvals required to exercise its rights provided for pursuant to this License and Licensee shall install, maintain and operate its facilities in accordance with all requirements of such permits, approvals, the Law and any lawful public authority. Licensee shall be responsible for any taxes, assessments and charges made against the Pipe Line and the construction or use of the Pipe Lines or other of Licensee's facilities on Licensor's property or the operation of any of them.
- G. Licensor shall have the right, but not the duty, to furnish flagging or other protection or to perform work to support its tracks or otherwise protect its property or facilities at any time, at Licensee's sole risk and expense.

5. PRESENT OCCUPATIONS:

Licensee shall make appropriate arrangements with any person or entity occupying Licensor's property which may be affected by the relocation, installation, construction or any maintenance or repair of the Pipe

Lines. Licensee's Pipe Lines will not unreasonably interfere with the use of Licensor's property, or create any undue hardship on the person or entity occupying said property.

6. RISK, LIABILITY, INDEMNITY:

A. Licensee acknowledges that persons and property on or near the Premises are in constant danger of injury, death or destruction, incident to the operation of the railroad tracks, whether by Licensor or others; and Licensee accepts this License subject to such dangers.

B.

- a. **LICENSEE, AS FURTHER CONSIDERATION AND AS A CONDITION WITHOUT WHICH THIS LICENSE WOULD NOT HAVE BEEN GRANTED, AGREES TO INDEMNIFY, DEFEND, AND SAVE HARMLESS LICENSOR, ITS PARENTS, OWNERS, AND AFFILIATES, AND THEIR RESPECTIVE PARTNERS, SUCCESSORS, ASSIGNS, LEGAL REPRESENTATIVES, OFFICERS, DIRECTORS, MEMBERS, MANAGERS, AGENTS, SHAREHOLDERS AND EMPLOYEES (THE "INDEMNITEES") AND TO ASSUME ALL RISK, RESPONSIBILITY AND LIABILITY FOR DEATH OF, OR INJURY TO, ANY PERSONS, INCLUDING, BUT NOT LIMITED TO, OFFICERS, EMPLOYEES, AGENTS, PATRONS, INVITEES AND LICENSEES OF THE PARTIES, AND FOR LOSS, DAMAGE OR INJURY TO ANY PROPERTY, INCLUDING BUT NOT LIMITED TO, THAT BELONGING TO THE PARTIES (TOGETHER WITH ALL LIABILITY FOR ANY EXPENSES, ATTORNEYS' FEES AND COSTS INCURRED OR SUSTAINED BY THE INDEMNITEES, WHETHER IN DEFENSE OF ANY SUCH CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION OR IN THE ENFORCEMENT OF THE INDEMNIFICATION RIGHTS CONFERRED BY THIS LICENSE) ARISING FROM, GROWING OUT OF, OR IN ANY MANNER OR DEGREE DIRECTLY OR INDIRECTLY CAUSED BY, ATTRIBUTABLE TO, OR RESULTING FROM THE GRANT OF THIS LICENSE OR THE CONSTRUCTION, MAINTENANCE, REPAIR, RENEWAL, ALTERATION, CHANGE, RELOCATION, EXISTENCE, PRESENCE, USE, OPERATION, REPLACEMENT, OR REMOVAL OF ANY STRUCTURE INCIDENT TO IT, OR FROM ANY ACTIVITY CONDUCTED ON OR OCCURRENCE ORIGINATING ON THE AREA COVERED BY THE LICENSE, INCLUDING ANY TEMPORARY USAGE AREA, EXCEPT TO THE EXTENT PROXIMATELY CAUSED BY THE INTENTIONAL MISCONDUCT OR SOLE GROSS NEGLIGENCE OF THE PARTY SEEKING INDEMNIFICATION.**
- b. **THE RISKS OF INJURY TO OR DEATH OF PERSONS AND LOSS OR DAMAGE TO PROPERTY ASSUMED BY LICENSEE UNDER THIS LICENSE, SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, CONTRACTORS, SUBCONTRACTORS, EMPLOYEES, OR INVITEES OF EITHER OF THE PARTIES, AND WHETHER OR NOT SUCH INJURY TO OR DEATH OF PERSONS SHALL ARISE UNDER ANY WORKERS' COMPENSATION ACT OR FEDERAL EMPLOYERS' LIABILITY ACT.**
- c. **LICENSEE SHALL, AT ITS SOLE COST AND EXPENSE, JOIN IN OR ASSUME, AT THE ELECTION AND DEMAND OF LICENSOR, THE DEFENSE OF ANY CLAIMS, DEMANDS, ACTIONS, AND CAUSES OF ACTION ARISING UNDER THIS LICENSE. THE WORD "LICENSOR" AS USED IN THIS INDEMNITY SECTION SHALL INCLUDE THE ASSIGNS OF LICENSOR AND ANY OTHER RAILROAD COMPANY THAT MAY BE OPERATING UPON AND OVER THE TRACKS IN THE VICINITY OF THE PREMISES.**
- d. **AS A PRECONDITION TO LICENSEE'S INDEMNIFICATION OBLIGATIONS UNDER THIS SECTION, THE INDEMNITEES WILL (i) FULLY COOPERATE WITH LICENSEE IN ANY INVESTIGATION AND PROVIDE LICENSEE WITH ALL INFORMATION IN THE POSSESSION OR CONTROL OF THE**

INDEMNITEES RELATING TO ANY MATTER FOR WHICH THE INDEMNITEES SEEK INDEMNIFICATION, AND (ii) PROVIDE LICENSEE WITH TIMELY NOTICE OF ANY MATTER OR INCIDENT FOR WHICH THE INDEMNITEES MAY MAKE A CLAIM FOR INDEMNIFICATION BY LICENSEE.

7. INSURANCE:

A. Licensee shall purchase and maintain insurance as specified below covering the License, all the work, services, and obligations assumed or performed hereunder, from the Effective Date until termination, unless the duration is stated to be otherwise, with insurance companies assigned a current Financial Strength Rating of at least A and Financial Size Category of X by A. M. Best Company:

- i. **Commercial General Liability Insurance** written on an occurrence basis subject to limit of \$5,000,000 Canadian Dollars ("CAD") each occurrence for bodily injury, property damage, personal injury, libel and/or slander with an annual aggregate limit of no less than \$10,000,000 CAD. Policy coverage is to be based on usual Bureau of Canada policy forms to include, but not be limited to: Operations and Premises Liability, Completed Operations and Products Liability, Personal Injury and Advertising Liability, and Contractual Liability Insurance. Completed Operations coverage is to be maintained for a period of not less than three (3) years after the termination or cancellation of this License.
- ii. **Workers' Compensation and Employers' Liability Insurance** providing statutory workers' compensation benefits mandated under applicable Provincial law..
- iii. **Business Automobile Liability Insurance** subject to a minimum limit of \$1,000,000 CAD each accident for bodily injury and property damage. Policy coverage shall be based on Bureau of Canada policy forms referred to as Business Automobile Policy to cover motor vehicles owned, leased, rented, hired or used on behalf of Licensee.
- iv. **Umbrella Liability Insurance** written on an occurrence basis subject to a limit of \$4,000,000 CAD each occurrence for bodily injury, property damage, personal injury, libel and/or slander. Policy coverage is to be at least as broad as primary coverages. Umbrella coverage is to be maintained for a period of not less than three (3) years after the termination or cancellation of this License. Umbrella Liability shall apply to Commercial General Liability, Employers' Liability, and Business Automobile Liability Insurances.

The required limits of insurance may be satisfied by a combination of Primary and Umbrella or Excess Liability Insurance.

Pollution Legal Liability Insurance in an amount not less than \$5,000,000 CAD per occurrence and in the aggregate for bodily injury, property damage, and contractual liability. Coverage shall include, but not be limited to, defense and clean-up costs for any pollution conditions or damages arising from the work, services, storage, transportation, disposal, or obligations outlined in this License.

B. All insurance required of Licensee with the exception of Workers' Compensation and Employers' Liability shall include Licensor and any subsidiary, owner, parent or affiliates of Licensor, and their respective partners, successors, assigns, legal representatives, officers, directors, members, managers, agents, shareholders, and employees ("Required Parties") as additional insured and include wording which

states that the insurance shall be primary and not excess over or contributory with any insurance carried by Licensor and its affiliates. With respect to Commercial General Liability Insurance, Required Parties shall be included as additional insured for Ongoing Operations and for Completed Operations to the extent permitted by law.

- C. All insurance shall provide Licensor a minimum of thirty (30) days' advance written notice of insurer's intent to cancel or otherwise terminate policy coverage.
- D. If Licensee cannot obtain an occurrence based policy for any required coverage, the policy may be written on a claims-made basis with a retroactive date on or before the Effective Date of this License. Licensee shall maintain such policy on a continuous basis. If there is a change in insurance companies or the policy is canceled or not renewed, Licensee shall purchase an extended reporting period of not less than three (3) years after the License termination date.
- E. Licensee shall file with Licensor on or before the Effective Date of this License a valid certificate of insurance for all required insurance policies. Each certificate shall identify the Required Parties as additional insured as required and state that Licensor shall receive a minimum of thirty (30) days' advance written notice of insurer's intent to cancel or otherwise terminate policy coverage. Licensee shall supply updated certificates of insurance that clearly evidence the continuation of all coverage in the same manner, limits of protection, and scope of coverage as required by this License.
- F. All insurance policies required of Licensee shall include a waiver of any right of subrogation written in favor of the Required Parties.
- G. Notwithstanding the foregoing, Licensee may self-insure for any of the above required insurance coverages subject to the requirements specified in this paragraph. Licensee shall provide Licensor with audited financial statements and Licensor may, at its discretion, which shall not be unreasonably withheld, deem such financial statements acceptable prior to authorizing Licensee to self-insure. Licensee shall provide a letter of self-insurance to Licensor specifically stating which lines of coverage are self-insured and the amount of self-insurance maintained. The amount of any excess insurance that attaches to self-insurance below the required limits of insurance shall be identified in the letter and evidenced on a certificate of insurance. This letter of self-insurance shall be signed by Licensee's Risk Manager or another designated authorized signatory.
- H. Licensee represents that this License has been thoroughly reviewed by Licensee's insurance agent or broker who have been instructed by Licensee to procure the insurance coverage required by this License. Upon signature of this License and renewal of insurance, if Licensee fails to maintain or provide evidence to Licensor of any insurance coverage required under this License, Licensor may terminate this License effective immediately.
- I. Licensee's compliance with obtaining the required insurance coverage shall in no way limit the indemnification rights and obligations specified in this License.

8. WAIVER:

Licensee waives the right to question the validity of this License or any of the terms and provisions of it, or the right or power of Licensor to execute and enforce this License. This License is made without covenant on the part of Licensor to warrant its title to the property involved with the Pipe Line, or to give or to defend

Licensee in the peaceful possession of the property and Licensee shall waive all right to claim damages in the event Licensee shall be evicted, ejected or required to surrender possession of the property by anyone owning or claiming title to or any interest in the property, or by reason of failure of title of Licensor, or for any other cause whatsoever. Licensee further agrees to indemnify and save harmless Licensor and to assume all risk, responsibility and liability (including any expenses, attorneys' fees and costs incurred or sustained by Licensor) arising from, growing out of, or in any manner or degree directly or indirectly attributable to or resulting from any deficiency or insufficiency of Licensor's title affecting the right of Licensor to make this grant.

9. REPAIRS AND RELOCATION:

- A. Licensee will at all times maintain the Pipe Lines in a safe and secure manner and in a condition satisfactory to Licensor. Licensor may request Licensee to change the location of the Pipe Lines, or any part of it, or to make reasonable repairs or changes as the judgment of Licensor deems necessary in order to avoid interference with or danger in the use or operation of Licensor's railroad, or any of its present or future appurtenances. In the event it is desired by Licensor to use its property or any portion of it, occupied or impacted by the Pipe Line, then Licensee shall, at its sole expense, and within thirty (30) days after notice from Licensor to do so, (or on shorter notice in case of an emergency), make changes to the Pipe Line as required or remove the Pipe Line, or as much of the Pipe Line as is located upon the portion of the property as required by Licensor.
- B. If Licensee shall fail to perform any of its obligations contained in this License as to the maintenance of safe conditions in and about the Pipe Lines or to make any necessary repairs, or to relocate the Pipe Line, then Licensor may cause such condition to be made safe, or change of location to be made, or repairs to be made, or Pipe Line to be removed from Licensor's property. Licensor acting as the agent of Licensee, may perform such work as is necessary in the judgment of Licensor, and Licensee shall, on demand, promptly reimburse Licensor the cost of the work, plus fifteen percent (15%) of the cost as a charge for the supervision, accounting, and use of tools; or Licensor may terminate this License by giving Licensee not less than ten (10) days advance written notice of its intention to do so.
- C. In case Licensor shall at any time, or from time to time, require the removal of only a portion of the Pipe Lines, this License shall continue in force and be applicable to the portion or portions of the Pipe Line remaining from time to time until the entire Pipe Line has been removed and the License Fees or other fees payable under this License shall be adjusted accordingly.

10. TERMINATION:

If Licensee fails to keep or perform any of Licensee's covenants contained in this License, or in the sole judgment of Licensor the use of this property or tracks make it impractical to maintain the existence of said Pipe Lines as authorized in this License, Licensor has the right to terminate this License upon fifteen (15) days' written notice to Licensee.

11. RESTORATION:

Upon termination of this License, whether in accordance with the provisions of Section 1, 9 or 10 of this License, or otherwise, Licensee shall promptly remove the Pipe Lines from Licensor's property, and restore the property to its prior condition, or a condition satisfactory to Licensor. If Licensee fails to remove the Pipe Lines within thirty days (30) after termination of this License, Licensor may remove same, and charge the expense of such removal to the Licensee on the basis provided in Section 9.8 of this License.

12. MISCELLANEOUS:

- A. Each and every separate division (paragraph, clause, item, term, condition, covenant or agreement) contained in this License shall have independent and severable status from each other separate division, or combination of them, for the determination of legality, so that if any separate division is determined to be unconstitutional, illegal, violative of trade or commerce, in contravention of public policy, void, voidable, invalid or unenforceable for any reason, that separate division shall be treated as a nullity, but such holding or determination shall have no effect upon the validity or enforceability of each and every other separate division or any other combination of them.
- B. In the event this License is part of a package of agreements for Licensee, this License and all other such documents shall be read as compatible parts of the package and not in contradiction to each other, such that in the event of apparent conflict in any duties under this License or the package of agreements, Licensor shall designate which clause(s) shall survive or control any others.
- C. Except as otherwise specified in this License, any notice or other communication required or permitted by this License shall be in writing and (i) delivered by first class mail, postage prepaid, or (ii) deposited into the custody of a nationally recognized overnight delivery service, as follows:

If to Licensor:
 Carlton Trail Railway Company
 ATTN: Real Estate
 252 Clayton Street, 4th Floor
 Denver, Colorado
 80206

If to Licensee:
 ATTN: Real Estate
 City of Prince Albert
 1084 Central Avenue
 Prince Albert, Saskatchewan S6V 7P3

WITH A COPY TO:
 ATTN: General Counsel
 252 Clayton Street, 4th Floor
 Denver, Colorado 80206

- D. No oral promises, oral agreements, or oral warranties shall be deemed a part of this License, nor shall any alteration, amendment, supplement or waiver of any of the provisions of this License be binding upon either Party, unless same be supplemented, altered, changed or amended by an instrument in writing, signed by Licensor and Licensee.
- E. This License is made subject to the rights previously or simultaneously granted by or through Licensor for any surface, sub-surface or aerial uses antedating this License, including but not limited to, the construction, maintenance, operation, renewal and/or relocation of fences, pipelines, communication lines, power lines, railroad tracks and signals, and any and all appurtenances applicable to them. Licensor excepts and reserves the right to grant additional uses of the same or similar nature subsequent to the execution of this License, without payment of any sum for damages, so long as such use does not unreasonably interfere with the use of Pipe Line by Licensee.
- F. This License and all of the provisions contained in it shall be binding upon the Parties, their heirs, executors, administrators, successors and assigns, and Licensee agrees to supply notice in writing to Licensor of any name changes. Notwithstanding the forgoing, Licensee agrees not to assign this License


or any rights or privileges granted under it, without the prior written consent of Licensor, which it may give at its sole discretion, and any and every attempted assignment without prior written consent shall be void and of no effect. This covenant shall also apply whether any of the foregoing is made voluntarily by Licensee or involuntarily in any proceeding at law or in equity to which Licensee may be a party, whereby any of the rights, duties and obligations of Licensee may be sold, transferred, conveyed, encumbered, abrogated or in any manner altered without the prior notice to and consent of Licensor. Notwithstanding the foregoing, Licensee shall remain liable to Licensor as a guarantor of Licensee's successor in interest to this License.

- G. Nothing in this License shall be construed to place any responsibility on Licensor for the quality of the construction, maintenance or other work performed on behalf of Licensee hereunder or for the condition of any Licensee's facilities.
- H. Any approval given or supervision exercised by Licensor under this License, or failure of Licensor to object to any work done, material used or method of construction, reconstruction or maintenance, shall not be construed to relieve Licensee of its obligations under this License.
- I. The failure of the Licensor to seek redress for any violation of or to insist upon the strict performance of any of the terms, covenants or conditions of this License or any of the rules and regulations from time to time issued by the Licensor, shall not prevent a subsequent act, which would have originally constituted a violation, from having all of the force and effect of an original violation.
- J. Licensee further indemnifies Licensor against any and all liens that may be placed against Licensor's property in the course of construction of this crossing, and agrees to immediately satisfy any liens so placed.
- K. In the event that Licensor shall incur any costs or expenses, including attorneys' fees and costs, in enforcing Licensee's covenants and agreements under this License, Licensee shall reimburse Licensor for all such costs, expenses and legal fees as an additional fee under this License.
- L. This License shall be governed under the laws of the Province of Saskatchewan, and venue shall be proper in the federal or provincial courts of the Province of Saskatchewan for any action arising under the terms of this License or performance of it. The section headings of this License have been inserted for convenience of reference only and they shall not be referred to in the interpretation of this License. This License shall be read with all changes of gender and number required by the context. Time shall be of the essence in this License and each of the provisions of it.
- M. Licensor's remedies under this License shall be cumulative, and the exercise of any remedy shall not preclude the exercise of any other remedy.
- N. All of the obligations, representations and warranties of the Licensee accruing under this License during the existence of this License or any renewal or extension of it shall survive the termination or expiration of the Term.
- O. Licensor shall not be responsible for any loss, damage, delay or non-performance caused by accidents, labor difficulties, acts of God, governmental action or by any other cause which is unavoidable or beyond its reasonable control.

P. Licensee agrees that it shall not register this License or any notice or reference in respect of this License against title.

Q. All exhibits attached to this License are incorporated by reference as if fully set forth in this License.

IN WITNESS WHEREOF, the Parties have executed this License as of the last date of execution set forth below:

Licensor: Carlton Trail Railway Company	Licensee: City of Prince Albert
By: 	By:
Name: <i>John G. Spiegelman</i>	Name:
Title: <i>Authorized Signatory</i>	Title:
Date:	Date:

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Original License Agreement Numbers	Street	Mile Post	Lessee	Subdivision	Type	City	Providence	Description	Location
406184	Approx .23 miles East of 15th Ave E and South of 15th St E	158.9 (92.75)	City of Prince Albert	Birch Hills Spur	Sanitary Sewer	Prince Albert	Saskatchewan	12.5" sanitary sewer line crossing at angle of 81 degrees.	53.192305, -105.754915
406262	SE of Adanac Rd and 15th St. E	92.3	City of Prince Albert	Weyerhauser Mill Spur	Potable Water	Prince Albert	Saskatchewan	(formerly Grand Trunk Developments, LTD). A 273 mm water pipeline within a 355.6 mm casing pipe @ MP 92.3, near HWY 302 E, Prince Albert, SK.	53.198358, -105.697031
406978	6th Ave and S. of 15th	91	City of Prince Albert	Weyerhauser Mill Spur	Potable Water	Prince Albert	Saskatchewan	A 10.75" potable water pipeline located at Mile Post 91 in the Prince Albert yard, Prince Albert, Saskatchewan.	53.197434, -105.736996
407404	14th St. West and 2nd Ave	0.3	City of Prince Albert	Paddock Wood Spur	Potable Water	Prince Albert	Saskatchewan	A 10.75" potable water pipeline located at 2nd Avenue West, at or near Prince Albert, Saskatchewan.	53.200728, -105.760039
407405	14th St. West and 2nd Ave	0.3	City of Prince Albert	Paddock Wood Spur	Sanitary Sewer	Prince Albert	Saskatchewan	A 10.75" Sanitary Sewer pipeline located at 2nd Avenue West, at or near Prince Albert, Saskatchewan.	53.200677, -105.759947
407406	14th St. West and 2nd Ave	0.3	City of Prince Albert	Paddock Wood Spur	Storm Water	Prince Albert	Saskatchewan	A 10.75" Storm Sewer pipeline located at 2nd Avenue West, at or near Prince Albert, Saskatchewan.	53.20056, 105.75988
407408	14th St. West and 2nd Ave	0.3	City of Prince Albert	Paddock Wood Spur	Storm Water	Prince Albert	Saskatchewan	10.75" storm sewer pipeline crossing at 2nd Avenue West, Prince Albert Yard.	53.20042, -105.759773
407409	15th St. E and East of 2nd Ave	0.13	City of Prince Albert	Paddock Wood Spur	Potable Water	Prince Albert	Saskatchewan	10.75" potable water pipe line crossing 15th St West, Prince Albert Yard	53.199436, -105.758959
408213	17th St. W and 2nd Ave W	90.28	City of Prince Albert	Prince Albert	Potable Water	Prince Albert	Saskatchewan	License for a 9 inch (outer diameter) steel incased pipe line for the conveyance of potable water across Licensor's land at or near Latitude 53.197975 and Longitude -105.759951 in Prince Albert, Saskatchewan, Canada.	53.198, -105.7599

Exhibit "A"



RPT 22-476

TITLE: 2022 City Council and Executive Committee Record of Attendance

DATE: January 6, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the attached 2022 Record of Attendance for City Council and Executive Committee Public and Incamera Meetings be received as information and filed.

TOPIC & PURPOSE:

To provide members of Council with a record of the attendance during the 2022 City Council and Executive Committee meetings.

PROPOSED APPROACH AND RATIONALE:

In accordance with City Council Resolution No. 0746 dated November 23, 2009, the City Clerk is required to submit to Council the Attendance Report outlining the actual attendance for members of Council at City Council and Executive Committee Meetings for the previous year, in January of each year.

It should be noted that while members of Council may be away on City business during a meeting, the City Clerk is still required to report the actual attendance at the various meetings.

Additionally, Councillors Head and Cody were prepared to attend the August 15, 2022 Executive Committee meetings virtually, but due to audio and visual technical issues, they were unable to participate virtually and vote on the Agenda Items. Therefore, both members are considered absent for those meetings.

Members of Council will see that there were 15 Regular and 3 Special City Council meeting, for a total of 18 meetings held from January 1, 2022 to December 31, 2022.

There were 14 Executive Committee Regular, 1 Special Executive Committee meetings and 14 Executive Committee Incamera meetings, held January 1, 2022 to December 31, 2022.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. City Council Meeting Record of Attendance from January 1, 2022 to December 31, 2022
2. Executive Committee Meeting Record of Attendance from January 1, 2022 to December 31, 2022

Written by: Terri Mercier, City Clerk

Approved by: City Manager

CITY COUNCIL MEETING RECORD OF ATTENDANCE

Meetings held January 1, 2022 to December 31, 2022

Member of Council	City Council		
	Regular	Special	No. Attended
Mayor G. Dionne	15	3	18
Councillor C. Miller	15	3	18
Councillor T. Lennox-Zepp	15	3	18
Councillor T. Head	15	3	18
Councillor D. Cody	15	3	18
Councillor D. Ogradnick	15	3	18
Councillor B. Edwards	15	3	18
Councillor D. Kilmer	15	3	18
Councillor T. Zurakowski	15	3	18
Total Number of Meetings	15	3	18

Submitted on January 3, 2023 by Terri Mercier, City Clerk

EXECUTIVE COMMITTEE MEETING RECORD OF ATTENDANCE

Meetings held January 1, 2022 to December 31, 2022

Member of Council	Executive Committee – Public Meeting		
	Regular	Special	No. Attended
Mayor G. Dionne	14	1	15
Councillor C. Miller	13	0	13
Councillor T. Lennox-Zepp	14	1	15
Councillor T. Head	13	1	14
Councillor D. Cody	13	1	14
Councillor D. Ogrodnick	14	1	15
Councillor B. Edwards	14	1	15
Councillor D. Kilmer	14	1	15
Councillor T. Zurakowski	14	1	15
Total Number of Meetings	14	1	15

Executive Committee – Incamera Meeting		
Member of Council	No. of Meetings	No. Attended
Mayor G. Dionne	14	14
Councillor C. Miller	14	11
Councillor T. Lennox-Zepp	14	14
Councillor T. Head	14	13
Councillor D. Cody	14	13
Councillor D. Ogrodnick	14	14
Councillor B. Edwards	14	14
Councillor D. Kilmer	14	14
Councillor T. Zurakowski	14	14

Submitted on January 3, 2023 by Terri Mercier, City Clerk



RPT 23-9

TITLE: Privacy, Confidentiality and Access to Information Policies

DATE: January 13, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Privacy and Confidentiality Policy and Access to Information Policy, as attached to RPT 22-480, be approved.

ATTACHMENTS:

1. Privacy, Confidentiality and Access to Information Policies (RPT 22-480)

Written by: Executive Committee



TITLE: Privacy, Confidentiality and Access to Information Policies

DATE: December 22, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Privacy and Confidentiality Policy, as attached, be approved; and,
2. That the Access to Information Policy, as attached, be approved.

TOPIC & PURPOSE:

The purpose of the proposed new Privacy and Confidentiality Policy is to provide employees, members of City Council and contracted third-parties with administrative guidance to the City's regulatory requirement to protect personal, third-party and City business information in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (the LAFOIP Act).

With the request for City Council to adopt the Privacy and Confidentiality Policy, the existing Freedom of Information and Access to Information Policy requires revisions to remove unnecessary wording, and to rename the Policy to better reflect the two separate policies.

BACKGROUND:

City Council previously approved the Freedom of Information Access to Information Policy on March 14, 2016, with a further amendment on November 12, 2020. This Policy currently addresses both access to requests and protection of personal information.

Over the last several years, many other privacy concerns have been brought forward, such as the need for employees to complete Privacy Impact Assessments (PIA) when introducing a new City program or service to mitigate privacy risks.

The LAFOIP Act's purpose is to regulate local authorities' responsibilities to protect personal information and to afford individuals the right of access (with limited exceptions). Section 23.1 of the LAFOIP Act indicates local authorities shall establish policies and procedures to maintain safeguards of personal information. By separating privacy and access to information topics and placing the subjects into two policies, greater details to guide employees, members of the City Council and contracted individuals can be gained.

PROPOSED APPROACH AND RATIONALE:

The Freedom of Information and Access to Information Policy No. 81.2 approved by City Council Resolution No. 0083 dated March 14, 2016, and updated on November 12, 2020, focuses more so on access to information matters. The Freedom of Information and Access to Information Policy has been revised to focus on access requests only, and to rename it to focus on the actual purpose of the Policy.

The proposed new Privacy and Confidentiality Policy and Procedures include the City's endeavours to have Privacy Impact Assessments (PIA) developed and approved for each new or significantly changed City program, service or software use. The PIA process will assist the City in designing new and changed programs or services with privacy designed at the conception of those City programs or services. PIA's also identify the programs/services impact to privacy and documents the project team's strategies to mitigate the risk associated with the program/service.

CONSULTATIONS:

Information Technology and Human Resources have been consulted and provided excellent feedback and suggested edits.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The privacy training sessions the City Clerk's Office offers cover the principles and additional material from the Privacy and Confidentiality Policy. The Privacy and Confidentiality 110 Training has reached over 300 employees since September 2022.

Training documentation will be updated to reference the policy and procedures as a resource to employees to offer them guidance. Additionally, reference tools will be made available on the COPA website to assist employees in adhering to the Policies.

Once approved, the Policies will be posted on the City's website.

POLICY IMPLICATIONS:

The Freedom of Information and Access to Information Policy and associated procedures have been updated as previously stated in this report. The revisions will require approval to move both policies forward.

On another related note for future consideration, the City's current Policy "Utilization of Electronic Devices with Monitoring Capabilities" requires amendments in order to address the types of personal and confidential records that are being captured through various technologic methods. The City Clerk's Office, in consultation with the IT Manager, recommends that the Policy be amended to incorporate the impact on the privacy of citizens and employees, including the requirement of a Privacy Impact Assessment tool before rolling out the electronic device (for example, additions of new locations of video surveillance, GPS, digital key locks and swipe door keys). Programs using Electronic devices have an important place in a modern municipality, and there must be consideration of how the collection of personal information impacts an individual's privacy.

The internal efficiencies gained by departments working together on new or updated programs or services will ensure Information Technology and the City Clerk's Office have been collaborated with at the project's inception. Therefore, a future report and revised Policy will be forthcoming to address these concerns.

PRIVACY IMPLICATIONS:

A dedicated policy with a privacy and confidentiality focus will assist the City in meeting its obligations and responsibilities under the LAFOIP Act.

The approval of the Privacy and Confidentiality Policy, along with the revisions of the Access to Information Policy will guide the need to update the Utilization of Electronic Devices with Monitoring Capabilities Policy and the Electronic Communications Policy to reflect one policy involving all utilization of electronic technology with the capability to be monitored by the City.

There may be other Policies that are affected by the newly adopted Policy which will be reviewed as time permits.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation, financial implications, Official Community Plan implementation strategies, or other considerations.

STRATEGIC PLAN:

The information in the report aligns with The City's Strategic Priority of Delivering Professional Governance and Organizational Effectiveness by delivering municipal services professionally and cost-effectively, while adhering to the City's legislative responsibilities of the Local Authority Freedom of Information and Protection of Privacy Act.

PUBLIC NOTICE:

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

PRESENTATION: Verbal Presentation by Terri Mercier, City Clerk

ATTACHMENTS:

Privacy and Confidentiality Policy

Access to Information Policy

Freedom of Information and Access to Information Policy – Tracked Changes

Written by: Wenda Atkinson, Corporate Information Manager

Approved by: City Clerk & City Manager

Statement of Policy and Procedure			
Department:	City Clerk's Office	Policy No.	
Section:	Information Management	Issued:	
Subject:	<i>Privacy and Confidentiality Policy</i>	Effective:	
Council Resolution # and Date:			
		Replaces:	
Issued by:	Wenda Atkinson, Corporate information Manager	Dated:	
Approved by:	Terri Mercier, City Clerk		

1 POLICY

- 1.01 The City of Prince Albert (The City) is responsible for transparency and good stewardship of all confidential information in its possession or control. As such the protection of all personal, third party and confidential city business information is managed in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP).
- 1.02 The City of Prince Albert is committed to protecting the privacy of all individuals who entrust their personal information with The City, in accordance with the standards set out in LAFOIP.

2 PURPOSE

- 2.01 The purpose of this policy is to guide and inform City of Prince Albert employees, council members and contracted third parties of their responsibilities to ensure all personal information, third party and confidential city business information is managed and protected during its collection, use, disclosure, storage, and destruction life cycle in accordance with LAFOIP and *The Cities Act*.

3 SCOPE

- 3.01 This policy applies to members of City Council, City employees, and contracted third parties who collect, use, disclose, store and destroy personal information, third party information and confidential city business information on behalf of The City.

4 RESPONSIBILITIES

4.01 All Employees and members of City Council

- a. Be familiar with and abide by this policy.
- b. Are responsible for protecting personal information, third party information and confidential city business information obtained or accessed during the course of their work on behalf of The City.
- c. Are responsible for proactively incorporating privacy protection into all corporate initiatives.
- d. Are responsible to report all breaches of this policy to the City Clerk's Office.

4.02 Directors/Managers/Supervisors

- a. Ensure employees are provided the opportunity to attend training related to privacy and confidentiality.
- b. Cooperate with and assist the City Clerk's Office during privacy breach reviews and fill out appropriate forms.

4.03 Contracted Third Parties

- a. Be familiar with and abide by this policy.
- b. Are responsible for protecting personal, third party and confidential city business information obtained or accessed during the course of their work on behalf of the City.
- c. Are responsible to report all breaches of this policy to the City Clerk's Office.

4.04 Information Technology

- a. Assist in identifying risks that may impact privacy and security and facilitate reasonable mitigation measures.
- b. Assist with privacy breach risk mitigation measures involving technology.

4.05 **City Clerk**

- a. Provide guidance and decision making on privacy and confidentiality matters.
- b. Coordinate and oversee all actions in response to an alleged privacy breach.
- c. Provide training and education opportunities regarding privacy and confidentiality.
- d. Provide recommendations regarding privacy risk mitigation.

5 **DEFINITIONS**

5.01 **Administrative Safeguards** include policies, procedures, agreements, contracts, and training resources to protect the personal information of individuals, as well as third party and other confidential City information.

5.02 **Authorized Employees** means only those approved employees who have the authority to provide the required services or action for a specific function.

5.03 **Collection** means the act of gathering, acquiring, recording, or obtaining personal or confidential information from any source and by any means.

5.04 **Confidential City Business Information:** is information exempt from disclosure in LAFOIP including but is not limited to:

- a. Solicitor/Client Privilege;
- b. Information if released could harm the economic/financial and other interests of the City;
- c. Labour/Personnel Matters;
- d. Negotiations;
- e. Information from other governments;
- f. Proposed policies or draft bylaws or resolutions and matters that have not been discussed or released publicly.

5.05 **Consent:**

Before personal information (PI) is utilized for any other purpose than identified at the time of collection, The City must obtain written or express consent from the individual before their personal information can be utilized for any other purpose.

Implied Consent arises when consent may reasonably be inferred from the action or inaction of an individual and that an individual has a certain understanding, knowledge, or acceptance, of when their consent might be implied.

Opt-in Consent occurs when an individual is given an opportunity for an individual to express positive agreement to the stated purpose or the individual takes action to be included to the purpose.

Opt-out Consent occurs when an individual is given the opportunity to express non-agreement to an identified purpose. An individual takes the action to “opt out” of the purpose or say “no”. The individual should be clearly informed that the failure to advise will mean that the individual is consenting to the proposed use or disclosure of the specified information.

- 5.06 **Contracted Third Party** means an individual or company hired to work on behalf of The City.
- 5.07 **Disclosure** of information is the sharing of personal information with a separate entity or organization, not a department, division or section of the City.
- 5.08 **Employees** means City employees, including volunteers, individuals under contract to perform City business, and appointed members of a City Committee, Board or Commission.
- 5.09 **Need to know** means accessing and restricting the collection and disclosure of information to only what information is required to perform a task or provide a service.
- 5.10 **Personal Information** means information about an identifiable individual including but is not limited to information about an individual's: race; religion; family status; age; birthdate; place of origin; employment or criminal history; financial information; health services number; driver's license number; social insurance number; home address or telephone number. Personal Information may also include the views or opinions of someone about that person or information about the physical or mental condition.
- 5.11 **Physical Safeguards** include locked filing cabinets, restricted access to areas containing personal, third party or other confidential information and, computer monitor privacy screens and alarm systems.
- 5.12 **Privacy** is the protection and security of personal, confidential, sensitive, and third party information.
- 5.13 **Privacy Breach** occurs when there has been unauthorized access to or disclosure of personal or confidential information; or a secondary use of personal information not consistent with the original purpose.

- 5.14 **Record** means information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records.
- 5.15 **Technical Safeguards** include the use of strong passwords, encryption, automatic logoff features for computers, and firewalls to protect sensitive electronic personal, third party or other confidential information.
- 5.16 **Third Party Information** means trade secrets of a third party; financial, commercial, scientific, technical or labour relations information that is supplied in implicit or explicit confidence to the City by a third party.
- 5.17 **Use** of information is the internal use of the information by the City and includes sharing within the City, when necessary, in a way that remains under the control of the City.

6. PRINCIPLES:

- 6.01 **Accountability:** The City is responsible for personal and confidential information under its control. The City has designated the City Clerk to be accountable for compliance with the following principles.
- 6.02 **Identifying Purposes:** The purposes for which personal information is collected shall be identified by the City at or before the time the information is collected.
- 6.03 **Consent:** Implied or expressed consent is required for the collection, use, or disclosure of personal information, subject to the exceptions contained in LAFOIP. Consent should be given voluntarily and be fully informed when possible. The individual can also revoke their consent.
- 6.04 **Limiting Collection:** The collection of personal information shall be limited to that which is necessary for the purpose for which it is being collected.
- 6.05 **Limiting the use, disclosure, and retention of personal information:** personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary to meet the original purposes, or as permitted by the City's Retention Bylaw, as amended from time to time.
- 6.06 **Accuracy:** Personal Information shall be as accurate, complete and up-to-date as is necessary for the purposes it is to be used.
- 6.07 **Safeguards:** Personal and confidential information shall be protected by reasonable safeguards against risks such as loss, theft, and unauthorized access.

Safeguards refer to a combination of policies, procedures, practices and technologies regardless of form in which the information is stored (e.g. paper, electronic).

- 6.08 **Openness:** The City shall make its policies and practices relating to the management of personal and confidential information readily available.
- 6.09 **Individual Access:** Upon request, an individual shall be informed of the existence, use, and disclosure of their personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
- 6.10 **Challenging Compliance:** An individual shall be able to address concerns related to compliance with any of the above principles to the City Clerk Office. If the individual remains dissatisfied with the City's response, the individual has a right to address their concerns with the Information Privacy Commissioner of Saskatchewan (IPC).

7. STATEMENTS OF POLICY

- 7.01 All employees are responsible for protecting personal information and the City's business information obtained or accessed during the course of their work within the City.
- 7.02 All obligations to protect personal, third parties and the City's business information continue indefinitely, even after discontinuation of employment/association/privileges with the City.
- 7.03 The collection, use, or disclosure of personal, third parties and the City's business information is acceptable only on a need to know basis for the provision or support of legitimate duties for the City.
- 7.04 In all cases of collection, use or disclosure, the personal, third parties and the City's business information that is collected, used or disclosed should be limited to the least amount of information required to serve the purpose.
- 7.05 Secondary use (use of information for other than the original purpose) without the individual's consent must be:
 - a. In accordance with LAFOIP or *The Cities Act*; and
 - b. Approved through the Privacy Impact Assessment tool process.

- 7.06 The City shall protect personal Information, third party information and confidential third party information by making reasonable security arrangements. The security arrangements will include a system of administrative, physical and technical controls, including but is not limited to:
- a. Restricting access to Personal Information that is stored in an electronic format to authorized persons by requiring login credentials.
 - b. Storing Personal Information in locations which are not generally accessible to members of the general public; and
 - c. Securing the rooms and filing cabinets that contain Personal Information during those times in which an authorized person is not present.
- 7.07 All members of Council, employees or contracted third parties **shall not** use their position with the City in order to collect or access personal, third parties and the City's business information that is not required for employment related purposes.
- 7.08 All members of Council, employees or contracted third parties are required to review this policy and seek answers regarding the policy prior to or at the commencement of their employment/privileges/association with the City.
- 7.09 All City employees review the Conflict of Interest Policies as required by *The Cities Act*.
- 7.10 At the direction from the City Clerk, Information Technology will conduct audits of electronic applications for compliance with this policy.
- 7.11 Records shall only be destroyed in a confidential manner in accordance with the City's Record Retention Bylaw.
- 7.12 Privacy impact assessment tools are required when a new project, program, activity or substantial change to an existing program is being initially considered. The tools will assist the City to identify the risks to confidential information, assist the project team to mitigate the risks building privacy into the process design.
- 8. NON-COMPLIANCE** with this policy may result in disciplinary action up to and including termination of employment.

A privacy breach may be reported to the IPC. The IPC may recommend the Ministry of Justice charge an individual with an offence under LAFOIP. Any person who knowingly contravenes LAFOIP may be subject to a fine of not more than \$50,000 and/or not more than one (1) year of imprisonment.

9. REFERENCES & RELATED FORMS

The Local Authority Freedom of Information and Protection of Privacy Act
The Cities Act
The Local Authority Freedom of Information and Protection of Privacy Regulations
The Cities Regulation
Record Retention Bylaw

Access to Information Policy
Conflict of Interest Policy
Utilization of Electronic Devices with Monitoring Capabilities Policy
Gift, Favours and Entertainment Policy
Employment of Relatives Policy
Occupational Health & Safety Policy – Harassment Safety Administrative Policy
Progressive Discipline Policy
Social Media, Media Relations and Public Statements Policy

Privacy Impact Assessment
Preliminary Privacy Impact Assessment

10. PROCEDURES

10.01 PRIVACY IMPACT ASSESSMENTS

- 10.01.1 A privacy impact assessment is required when personal information, third party information or other confidential City business information is involved; and
- a. A new project, program, activity or system is being initially considered;
 - b. A significant change is being made to an existing program;
 - c. A previous privacy impact assessment has not been done, or
 - d. There are changes to the way the information is being handled.
- 10.01.2 The City Clerk's Office leads the privacy impact assessment process.
- 10.01.3 The preliminary privacy impact assessment tool (Pre PIA) is completed by the Department Project Lead as a step in the project or change as a privacy risk management tool used to identify the actual or potential effects that a proposed or existing information system, technology, program, or process or other activity may have

on personal, third party or other confidential City business information. The Pre PIA will help to determine whether a full privacy impact assessment is required.

- 10.01.4 The Pre PIA is signed by the project lead, Director of IT, IT Lead, Department Director, City Clerk's Office and the City Manager.
 - 10.01.5 The City Clerk's Office determines whether a full privacy impact assessment is to be completed.
 - 10.01.6 If a full privacy impact assessment is not required, in that there are no privacy or confidentiality impacts or issues identified by the City Clerk's Office, the review is complete and the Pre PIA is appropriately filed as a record.
 - 10.01.7 If a full privacy impact assessment is required, in that privacy and confidentiality impacts have been identified, details are documented on the form which include the following information:
 - a. type and sensitivity of personal, third party and other confidential City business information involved.
 - b. identification of how the information is being collected, created, used, disclosed, stored, transmitted, retained and disposed of.
 - c. what administrative, technical and physical safeguards are in place to protect this information from unauthorized access, use and disclosure.
 - d. how the project's business processes will relate to other existing or planned programs, systems or processes, including how information flows from one to another, and
 - e. what further information technology and security considerations are needed.
 - 10.01.8 The City Clerk's Office identifies privacy risks and impacts and recommends measures to mitigate these risks. The full privacy impact assessment is signed by the Department Project Lead, Department Director, Information Technology Manager where the project or initiatives involves technology solutions, the City Clerk's Office and the City Manager. Any privacy mitigation measures with financial implications require review by the Director of Financial Services and City Manager.
-

10.01.9 The City Manager is responsible for decisions made regarding the recommendations put forward by the City Clerk's Office.

10.02 **PRIVACY BREACH**

10.02.1 In the event of a breach of personal, third party or other confidential City business information, the following is required immediately:

- a. Stop the practice and recover and/or secure the affected records.
- b. Notify the applicable Department Director and City Clerk.

10.02.2 Following containment of the breach, the breach is investigated and documented, including:

- a. Details of the privacy breach and factors contributing to the breach,
- b. Evaluation of immediate and ongoing privacy risks, identification of safeguards in place prior to the incident
- c. Whether applicable procedures were followed, and,
- d. Determination of whether any changes to procedures, policies, or safeguards are required.

10.02.3 The City Clerk will determine whether the situation requires further notification to internal employees or City Council, the IPC, affected individuals or law enforcement.

10.02.4 In the event that the IPC launches an investigation, a report will be submitted to the Commissioner by the City Clerk's Office.

Statement of Policy and Procedure			
Department:	City Manager	Policy No.	81.3
Section:	City Clerk	Issued:	May 1, 2008
Subject:	Access to Information Policy	Effective:	March 6, 2020
Council Resolution # and Date:	Council Resolution No. 0470 dated November 12, 2019		
		Replaces:	Policy No. 81.2
Issued by:	Sherry Person, City Clerk	Dated:	November 12, 2019
Approved by:	Jim Toye, City Manager	Procedure Amendment:	March 6, 2020

1 POLICY

- 1.01 The City of Prince Albert (The City) is accountable and recognizes the right of access by the public to information in records under its custody and control as facilitation of an essential element of our system of democracy.
- 1.02 The City is committed to openness and transparency by respecting both the spirit and requirements of the right of access by the public to their statutory right to inspect and obtain copies of The City's records and information in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP) and *Regulations* through a Formal Freedom of Information Access Request (FOI) or through an Informal Access Request
- 1.03 The City is committed to proactively disseminating access to public information through the development and implementation of Open Government, Open Data and Routine Disclosure Programs by all City Departments.

2 PURPOSE

- 2.01 To define and establish legislative and regulatory compliant procedures, guidelines and fee structures for the administration of Informal and FOI Access Requests in relation to the disclosure of information as required of The City's statutory obligations in accordance with *LAFOIP*.
- 2.02 To enhance transparency and accountability in regards to The City's access to information in order to build and maintain public trust and further public engagement and collaboration through Open Government and the Active Dissemination of Public Information.

3 SCOPE

- 3.01 Council, all employees, and contracted third parties who disclose general, personal, sensitive and confidential information on behalf of The City.
- 3.02 The public and any individual who wish to access records and information from The City.

4 RESPONSIBILITY

- 4.01 The City Clerk is designated by the Mayor, as the Head of LAFOIP and is accountable to ensure that the administration of the Act is legislatively and regulatory compliant.
- 4.02 Council, all employees and any third parties that are contracted by The City are responsible for the protection of personal, confidential, and sensitive information in accordance with *LAFOIP* and must recognize when a request for access to information is a FOI and must be forwarded immediately and in confidence to the City Clerk.
- 4.03 City Department Directors and Managers are responsible for the facilitation, administration, and implementation of Routine Disclosure and Active Dissemination of Public Information to ensure accessible, efficient customer service by promoting The City's Open Government/Open Data Program through innovative solutions and initiatives.
- 4.04 City Departments are responsible for the effective, well-coordinated and proactive management of Informal Access Request procedures and guidelines within their Departments.
- 4.05 Applicants will be required to complete a FOI or Informal Access to Information Request form and submit the applicable Application Fee.
- 4.06 Any individual who has personal information in the custody and control of The City are responsible to notify The City of any updates, corrections, or revisions of their personal information.

5 DEFINITIONS

- 5.01 **Active Dissemination-** The periodic release of government records in the absence of a request.
- 5.02 **Applicant** – any individual who submits Informal or Formal Access Requests for information contained in a record to The City.
- 5.03 **Contractor** – an individual or company hired to work on behalf of The City.

- 5.04 **Head** – means:
- (i) in the case of a municipality, the mayor, reeve or chairperson of the local advisory committee, as the case may be; or
 - (ii) in the case of any other local authority:
 - (a) the chairperson of the governing body of the local authority; or
 - (b) the individual designated as the head by the governing body of the local authority;
- 5.05 **Public Engagement** - provides the public with ease of access to information as well as a platform for open dialogue. Open Engagement tools, including social media such as Twitter and Facebook, enhance and encourage public engagement and participation.
- 5.06 **Exemption** – a mandatory or discretionary provision under *LAFOIP* that authorizes the Head of The City to refuse or disclose records, or, in some cases, acknowledge the existence of records, in response to a request.
- 5.07 **FOI** – Freedom of Information Request is the formal process by which an individual may request access to The City’s information under the provisions of *LAFOIP*.
- 5.08 **Formal Access Request** - A completed Formal Access to Information Request (FOI) pursuant to *LAFOIP* and its Regulations.
- 5.09 **Informal Access Request** – A written request that is made subject to *The Cities Act* pertaining to information specific to a business department area that does not contain personal or confidential information and may be subject to processing or copying fees at the discretion of that Department.
- 5.10 **IPC** –The Saskatchewan Information and Privacy Commissioner Office.
- 5.11 **LAFOIP** – means *Local Authority Freedom of Information and Privacy Protection Act*.
- 5.12 **Open Data** - Structured data that is machine-readable, freely shared, used and built on without restrictions.
- 5.13 **Open Government** - A governing culture that holds that the public has the right to access the documents and proceedings of government to allow for greater openness, accountability, and engagement.

- 5.14 **Personal Information** – may include but is not limited to information about an identifiable individual's: race; religion; family status; age; birthdate; place of origin; employment or criminal history; financial Information; health services number; driver's license number; social insurance number; home address or telephone number. Personal Information may also include the views or opinions of someone about that person or Information about the physical or mental condition of an individual.
- 5.15 **Privacy** – is the protection and security of personal, confidential, and third party information.
- 5.16 **Property Owner** – An individual or agency who is the legal, registered owner(s).
- 5.17 **Record** – means information in any form and includes Information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records.
- 5.18 **Routine Disclosure** - The routine or automatic release of certain types of administrative and operational records publically available in response to an Informal rather than a FOI Access Request.
- 5.19 **Third Party** – means a person, including an unincorporated entity, other than an Applicant or a Local Authority.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 *The Local Authority Freedom of Information and Protection of Privacy Act.*
The Local Authority Freedom of Information and Protection of Privacy Regulations
The Cities Act.
 Privacy and Confidentiality Policy
 The Saskatchewan Information and Privacy Commissioner.
 The Ministry of Justice of Saskatchewan Access and Privacy.

7 PROCEDURES

7.01 OPEN GOVERNMENT

The City promotes a governing culture of Open Government and Routine Disclosure that recognizes the public has the right to access public documents and proceedings of The City to further optimum transparency, accountability, and increased public engagement. Continued Active Dissemination of Information on The City's website and Social Media will promote The City's Open Government Program and initiatives and the citizens will recognize their rights to the access and protection of their personal information.

7.02 INFORMAL ACCESS TO INFORMATION REQUEST

The Informal Access to Information Request Form can be obtained on the City of Prince Albert's website.

7.03 **LIMITATIONS IN RESPECT OF FORMAT**

If access to a record involves providing a copy of the record, the copy is not required to be provided in the requested format if the record does not exist in that format within The City's Departments.

7.04 **FORMAL ACCESS TO INFORMATION REQUESTS**

1. If an Applicant has been denied access to an Informal Access to Information, the Applicant can request a formal request to the City Clerk by completing a FOI form.
2. A FOI form must be forwarded immediately to the City Clerk's office upon receipt as *LAFOIP* requires adherence to legislated timelines. All information within the form is considered confidential and must be handled appropriately with security and confidentiality.
3. FOI requests are subject to a \$20 Application Fee, pursuant to *LAFOIP*'s Regulations, payable at the time of the Application, subject to Section 9 of *LAFOIP*.
4. The City Clerk will review the Application and provide written notice to the Applicant within thirty (30) days of receipt.
5. If access to the information is denied disclosure, the City Clerk must quote the applicable Sections and provisions of *LAFOIP* verifying legislative exemptions.
6. If a portion of a record contains information where the Applicant was denied access, the City Clerk must provide partial disclosure to the remaining portions of the record by severing the denied record portion.
7. Requests which exceed an hour of processing time which is included with the \$20 Formal Access to Information Application Fee will require a fee estimate provided to the Applicant before processing. Fees will be administered in accordance with *LAFOIP* Regulations.

7.05 **EXEMPTIONS**

Part III of LAFOIP provides that certain types of records are or may be protected and not released to the public. There are several mandatory and discretionary provisions under *LAFOIP* authorizing the City Clerk to refuse to disclose information contained in records, and, in some cases, the existence of records, in response to a FOI Access Request.

7.06 **INDIVIDUAL ACCESS**

1. An individual who has been provided access to a record that contains their personal information is entitled to request correction of their personal information if the individual believes that there is an error or omission within the record.

2. A request for access to personal information shall be made by completing a FOI form in respect of the following:
 - a) each personal information bank that is the subject of the request, or
 - b) each class of personal information that is not contained in a personal information bank.
3. An individual who makes a request for access to personal information shall provide adequate identification to the City Clerk prior to access to their information and may be required to present themselves in person.

7.07 **PROVIDE RECOURSE**

1. An Applicant who is not satisfied with The City's Informal or FOI Access Request response may apply to the IPC for a review of the matter.
2. The City is obligated to cooperate and collaborate with the IPC, the Applicant and any third parties to further an amenable result wherever possible in the conduct of the access to information review.
3. The City Clerk will determine whether to comply or not comply with any recommendations of the IPC following a review, with regard for the requirements of *LAFOIP*, the public interest and mandate of The City and the principles of Open Government.
4. If the Applicant and/or third party are not satisfied with the City Clerk's decision to comply or not comply with the recommendation of the IPC, they may appeal that decision to the King's Bench Court, where the Court's decision will be binding.

7.08 **NON-COMPLIANCE AND SANCTIONS**

1. Non-compliance with this policy or related procedures may result in disciplinary actions up to and including termination of employment and/or access to software and data privileges.
2. Further sanctions may be imposed if any person is found guilty under *LAFOIP*, including a fine, imprisonment or both. The sanctions may be imposed on an employee of The City or an Information Management Service Provider under contract.



City of Prince Albert

Statement of Policy and Procedure			
Department:	City Manager	Policy No.	81.3
Section:	City Clerk	Issued:	May 1, 2008
Subject:	Freedom of Information and Access to Information Policy	Effective:	March 6, 2020
Council Resolution # and Date:	Council Resolution No. 0470 dated November 12, 2019		
		Replaces:	Policy No. 81.2
Issued by:	Sherry Person, City Clerk	Dated:	November 12, 2019
Approved by:	Jim Toye, City Manager	Procedure Amendment:	March 6, 2020

1 POLICY

- 1.01 The City of Prince Albert (The City) is accountable and recognizes the right of access by the public to information in records under its custody and control as facilitation of an essential element of our system of democracy.
- 1.02 The City is committed to openness and transparency by respecting both the spirit and requirements of the right of access by the public to their statutory right to inspect and obtain copies of The City's records and information in accordance with The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) and RLAFOIP's regulations through a Formal Freedom of Information (FOI) Access Request (FOI) or through an Informal Access Request
- 1.03 ~~The City is committed to protecting the privacy and confidentiality of personally identifiable information (PII) collected, accessed, used, and disclosed by The City.~~
- 1.04 The City is committed to proactively disseminating access to public information through the development and implementation of Open Government, Open Data and Routine Disclosure Programs by all City Departments.

2 PURPOSE

- 2.01 To define and establish legislative and regulatory compliant procedures, guidelines and fee structures for the administration of Informal and FOI Formal (FOI) Access Requests in relation to the ~~collection, use, access and~~ disclosure of information as required of The City's statutory obligations in accordance with LAFOIP.
- 2.02 To enhance transparency and accountability in regards to The City's access to information in order to build and maintain public trust and further public

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engagement and collaboration through Open Government and the Active Dissemination of Public Information.

2.03 ~~To mitigate risk and harm to individuals as a result of non-compliant collection, access, use, disclosure or protection of personal information.~~

3 SCOPE

3.01 Council, all employees, and contracted third parties who ~~collect, use, access and~~ disclose general, personal, sensitive and confidential information on behalf of The City.

3.02 ~~All individuals who provide personally identifiable information (PII) to The City for the purposes of conducting City business activities or programs.~~

3.03 The public and any individual who wish to access records and information from The City.

4 RESPONSIBILITY

4.01 The City Clerk is designated by the Mayor, as the Head of ~~LAFOIP the Local Authority~~ and is accountable to ensure that the ~~administration of delegation of roles and responsibilities in relation to~~ the Act ~~is are~~ legislatively and regulatory compliant.

4.02 ~~The City Clerk is responsible for The City's compliance; protection of all personal information held by The City or transferred to a third party for processing; and the development and implementation of policies, procedures, and best practices.~~

4.03 Council, all employees and any third parties that are contracted by The City are responsible for the ~~collection, access, use, disclosure, and~~ protection of personal, confidential, and sensitive information in accordance with *LAFOIP* and must recognize when a request for access to information is a FOI and must be forwarded immediately and in confidence to the City Clerk.

4.04 City Department Directors and Managers are responsible for the facilitation, administration, and implementation of Routine Disclosure and Active Dissemination of Public Information to ensure accessible, efficient customer service by promoting The City's Open Government/Open Data Program through innovative solutions and initiatives.

4.05 City Departments are responsible for the effective, well-coordinated and proactive management of Informal Access Request procedures and guidelines within their Departments.

4.06 Applicants will be required to complete the following:

- (a) A FOI Formal or Informal Access to Information Request form and submit the applicable Application Fee.

- (b) ~~Provide consent either directly as express consent or indirectly as implied consent that is applicable to their specific Application for services.~~

4.07 Any individual who has personal information in the custody and control of The City are responsible to notify The City of any updates, corrections, or revisions of their personal information.

5 DEFINITIONS

5.01 ~~See Appendix A~~
Active Dissemination- ~~The periodic release of government records in the absence of a request.~~

Applicant – ~~any individual who submits Informal or Formal Access Requests for information contained in a record to The City.~~

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Head – ~~means:~~

~~(i) in the case of a municipality, the mayor, reeve or chairperson of the local advisory committee, as the case may be; or~~

~~(ii) in the case of any other local authority:~~

~~(a) the chairperson of the governing body of the local authority; or~~

~~(b) the individual designated as the head by the governing body of the local authority;~~

Public Engagement - ~~provides the public with ease of access to information as well as a platform for open dialogue. Open Engagement tools, including social media such as Twitter and Facebook, enhance and encourage public engagement and participation.~~

Exemption – ~~a mandatory or discretionary provision under LAFOIP that authorizes the Head of The City to refuse or disclose records, or, in some cases, acknowledge the existence of records, in response to a request.~~

FOI – ~~Freedom of Information Request is the formal process by which an individual may request access to The City's information under the provisions of LAFOIP.~~

Formal Access Request - ~~A completed Formal Access to Information Request (FOI) pursuant to LAFOIP and its Regulations.~~

Informal Access Request – A written request that is made subject to The Cities Act pertaining to information specific to a business department area that does not contain personal or confidential information and may be subject to processing or copying fees at the discretion of that Department.

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Record – means information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records.

Routine Disclosure - The routine or automatic release of certain types of administrative and operational records publically available in response to an Informal rather than a FOI Access Request.

Third Party – means a person, including an unincorporated entity, other than an Applicant or a Local Authority.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 ~~The Local Authority Freedom of Information and Protection of Privacy Act.~~
~~The Local Authority Freedom of Information and Protection of Privacy Regulations~~
~~The Cities Act,~~
The ~~Office of the~~ Saskatchewan Information and Privacy ~~Commissioner Officer.~~
~~The Privacy Commissioner of Canada.~~
The Ministry of Justice of Saskatchewan Access and Privacy.
~~The Information Officer for the Government of Canada.~~
~~The Cities Act.~~
[Privacy and Confidentiality Policy](#)

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7 PROCEDURES

7.01 OPEN GOVERNMENT

The City promotes a governing culture of Open Government and Routine Disclosure that recognizes the public has the right to access public documents and proceedings of The City to further optimum transparency, accountability, and increased public engagement. Continued Active Dissemination of Information on The City's website and Social Media will promote The City's Open Government Program and initiatives and the citizens will recognize their rights to the access and protection of their personal information.

7.02 IDENTIFYING PURPOSES

- ~~(1) Purposes for the access, use, collection and disclosure of personally identifiable information must be identified and outlined by each Department in relation to their specific business activities, services, and functions.~~
~~(2) An Applicant must be informed before or at the time of collection why the information is required and how it will be utilized.~~

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7.03 CONSENT

~~Before personally identifiable information (PII) is utilized for any other purpose than identified at the time of collection, The City must obtain written or express consent from the individual before their personal information can be utilized for any other purpose.~~

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~~(1) Positive/Opt-in or Express Consent~~

~~This form of consent, referred to as "express consent", occurs when The City presents an opportunity for an Applicant to agree or to "opt in" to the access, use, collection, or disclosure of their personally identifiable information (PII). Express consent is unequivocal and does not require any inference on the part of The City when seeking consent.~~

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~~The City Departments are encouraged to use this form of consent wherever appropriate, taking into consideration the reasonable expectations of the individual. This form of consent is least likely to give rise to misunderstandings and complaints.~~

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~~(2) Implied Consent~~

~~Implied consent arises where consent may reasonably be inferred from the action or inaction of the individual. Where circumstances indicate that an individual has a certain understanding, knowledge, or acceptance, or certain information has been brought to the attention of an individual, consent may be implied.~~

~~7.04 LIMITING COLLECTION~~

~~Departments shall not collect personal information unless the information is collected for a specific purpose that relates to an existing or proposed program or activity of The City.~~

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~~7.05 LIMITING USE, DISCLOSURE, AND RETENTION~~

~~Personally Identifiable Information shall only be used or disclosed for the purpose for which it was collected, unless the individual consents, or the use or disclosure is authorized by the Act. The City shall only keep personal information for only as long as necessary to satisfy the purposes for which it was collected.~~

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~~7.06 ACCURACY~~

~~When collecting, using, and accessing information ensure accuracy of the information when making a decision about the individual or when disclosing information to third parties.~~

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~~7.07 SAFEGUARDS~~

~~Departments will protect and secure personally identifiable information (PII) regardless of the format in which it is held against loss, theft or breach and safeguard the information from unauthorized access, disclosure, copying, use or modification.~~

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7.08 **OPENNESS**

~~The City will be transparent to the public and employees about the policies, procedures and best practices for the management of personally identifiable information (PII) by utilizing a Privacy Brochure which will be available in all Departments for public information and reference.~~

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7.09 **INFORMAL ACCESS TO INFORMATION REQUEST**

~~See Appendix B. The Informal Access to Information Request Form can be obtained on the City of Prince Albert's website.~~

7.10 **LIMITATIONS IN RESPECT OF FORMAT**

If access to a record involves providing a copy of the record, the copy is not required to be provided in the requested format if the record does not exist in that format within The City's Departments.

7.11 **~~DENIED ACCESS TO INFORMAL REQUEST~~**

~~If an Applicant has been denied an Informal Access to Information, the Applicant may formally apply to the City Clerk with a Formal FOI Access Request.~~

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7.12 **FORMAL ACCESS TO INFORMATION REQUESTS**

~~(1) If an Applicant has been denied access to an Informal Access to Information, the Applicant to the City Clerk by completing a **Formal (FOI) form. Access Information Request.**~~

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~~(1)~~

(2) A ~~Formal (FOI) Access to Information Form~~ form must be forwarded immediately to the City Clerk's office upon receipt as *LAFOIP* requires adherence to legislated timelines. All information within the form is considered confidential and must be handled appropriately with security and confidentiality.

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(3) ~~Formal~~ FOI requests are subject to a \$20 Application Fee, pursuant to *LAFOIP*'s Regulations, payable at the time of the Application, subject to Section 9 of *LAFOIP*.

(4) The City Clerk will review the Application and provide written notice to the Applicant within thirty (30) days of receipt.

(5) If access to the information is denied disclosure, the City Clerk must quote the applicable Sections and provisions of *LAFOIP* verifying legislative exemptions.

(6) If a portion of a record contains information where the Applicant was denied

access, the City Clerk must provide partial disclosure to the remaining portions of the record by severing the denied record portion.

- (7) Requests which exceed an hour of processing time which is included with the \$20 Formal Access to Information Application Fee will require a fee estimate provided to the Applicant before processing. Fees will be administered in accordance with *LAFOIP Regulations*.

7.13 EXEMPTIONS

Part III of LAFOIP provides that certain types of records are or may be protected and not released to the public. There are several mandatory and discretionary provisions under *LAFOIP* authorizing the City Clerk to refuse to disclose information contained in records, and, in some cases, the existence of records, in response to a ~~Formal~~ FOI Access Request.

7.14 INDIVIDUAL ACCESS

1. An individual who has been provided access to a record that contains their personal information is entitled to request correction of their personal information if the individual believes that there is an error or omission within the record.
2. A request for access to personal information shall be made by completing a Formal Access to Personal Information Request Form in respect of the following:
 - a) each personal information bank that is the subject of the request, or
 - b) each class of personal information that is not contained in a personal information bank.
3. An individual who makes a request for access to personal information shall provide adequate identification to the City Clerk prior to access to their information and may be required to present themselves in person.

7.15 PROVIDE RECOURSE

- (1) An Applicant who is not satisfied with The City's Informal or ~~Formal~~ FOI Access Request response may apply to the ~~O~~IPC for a review of the matter.
- (2) The City is obligated to cooperate and collaborate with the ~~O~~IPC, the Applicant and any third parties to further an amenable result wherever possible in the conduct of the access to information review.
- (3) The City Clerk will determine whether to comply or not comply with any recommendations of the ~~O~~IPC following a review, with regard for the requirements of *LAFOIP*, the public interest and mandate of The City and the principles of Open Government.
- (4) If the Applicant and/or third party are not satisfied with the City Clerk's decision to comply or not comply with the recommendation of the ~~O~~IPC, they may appeal that decision to the King's Bench Court, where the court's decision will be binding.

7.16 **NON-COMPLIANCE OFFENCES AND SANCTIONS**

~~(1) Section 56(1) of LAFOIP outlines the offences and sanctions for those persons, who knowingly access, collect, use and disclose personal information in contravention of LAFOIP'S or its Regulations.~~

~~(2) Section 56(3) of LAFOIP outlines the offences and sanctions for any person who, without lawful justification, wilfully obstructs, hinders or resists any person of power, or, refuses or wilfully fails to comply with any lawful requirement, or wilfully makes any false statement or misleads any person of power.~~

~~(3) The City shall have the ability to exercise its power as the employer for employees within The City, and through an investigative procedure, if it is deemed that an employee has displayed wilfully, negative actions as indicated, then The City may use their discretion to deal with any disciplinary action as each case may require.~~

(1) Non-compliance with this policy or related procedures may result in disciplinary actions up to an including termination of employment and/or access to software and data privileges.

(2) Further sanctions may be imposed if any person is found guilty under LAFOIP, including a fine, imprisonment or both. The sanctions may be imposed on an employee of The City or an Information Management Service Provider under contract.

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RPT 23-8

TITLE: Action Items from City Council, Executive Committee and Budget Committee

DATE: January 13, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 22-474, with the following amendment:

1. That the deadline date for Item CS7 – Motion – Councillor Ogradnick – Historical Significance and Potential Development – La Colle Falls and Area, be extended and that a site visit be scheduled by July 1, 2023, with recommendations on next steps to be forwarded for consideration by City Council.

ATTACHMENTS:

1. Action Items from City Council, Executive Committee and Budget Committee (RPT 22-474)

Written by: Executive Committee



RPT 22-474

TITLE: Action Items from City Council, Executive Committee and Budget Committee

DATE: December 29, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 22-474.

TOPIC & PURPOSE:

The purpose of this report is to provide an update to members of Council regarding all open action items initiated by members of City Council at either a City Council, Executive Committee or Budget Committee meeting.

BACKGROUND:

The Council & Committee Action Item process was implemented by City Council on May 9, 2005, to ensure that action items resulting from a meeting motion derived at a City Council, Executive Committee or Budget Committee were completed as approved in a timely manner.

At the January 28, 2019 City Council meeting, the sixty (60) day standard due date was extended to ninety (90) days to assist Administration in allowing sufficient time to review, analyze, and collect relevant information to compile a comprehensive report for members of Council to consider and make a well informed decision.

PROPOSED APPROACH AND RATIONALE:

The City Clerk's Office has completed the semi-annual review of the open action items requested prior to December 12, 2022 and the attached document reflects all open action items with the current due date, along with any request to extend or close the item for review by members of Council.

As requested, Administration has continued to keep track of the number of requests made by members of Council for additional Administrative reports, and those numbers are outlined in the attached spreadsheet for review.

CONSULTATIONS:

Each Department has reviewed their open action items and if an extension or closure is required, has provided a response to the City Clerk's Office for inclusion in the attached spreadsheet.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following review by members of Council, the City Clerk's Office will update the Action Items within the program.

The program will send a reminder for each item to the Department contact 21 days in advance of the item's due date.

Administration will ensure that a continued commitment is made to complete the items within the standard due date timeline.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The information contained in the report directly aligned The City's Strategic Goal of Corporate Sustainability:

"The City recognizes that a well-functioning organization needs to be clear on the roles and functions of Administration and Council, understand the core principles and behaviours or good governance, and commit to continued improvement in governance and organization."

OFFICIAL COMMUNITY PLAN:

Section 4 – Decision Making outlines the following relevant goal:

Improve the quality of the City's key stakeholder relationship and increase awareness of City programs and initiatives.

PUBLIC NOTICE:

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

PRESENTATION: Verbal by Terri Mercier, City Clerk**ATTACHMENTS:**

1. Report Preparation Calendar
2. Reports Derived from Motions
3. Open Action Items - City Manager's Office
4. Open Action Items - Corporate Services
5. Open Action Items - Community Services
6. Open Action Items - Financial Services
7. Open Action Items - Fire & Emergency Services
8. Open Action Items - Planning & Development Services
9. Open Action Items - Public Works

Written by: Terri Mercier, City Clerk

Approved by: City Manager

3 Week Administration Report Timeline

	Monday	Tuesday	Wednesday	Thursday	Friday
2 Weeks before Mtg				12:00 Noon – All Admin Reports for an upcoming mtg are to be provided to City Mgr to begin his review of reports.	City Mgr review and Dep't revisions if required.
Week before Mtg	City Mgr review and Dep't revisions if required.	<p>8:00 a.m. – City Mgr deadline to have all Admin reports for upcoming meeting to the City Clerk.</p> <p>City Clerk's Office reviews report for completeness of attachments, proper process & any additions required.</p> <p>City Clerk's Office prepares Agenda for Agenda Review Mtg.</p>	<p>Agenda Review Mtg to review reports.</p> <p>Admin revises or completes any report discussed at Agenda Review.</p>	<p>City Clerk's Office finalizes all reports and Agenda for placing on Website.</p> <p>Agenda is required to be placed on Website by 4:00 p.m.</p>	Members of Council Review Agenda
Week of Mtg	Meeting				

**2022 COUNCIL, EXECUTIVE & BUDGET MEETINGS
REQUEST FOR REPORTS DERIVED FROM MOTIONS**

City Council	24-Jan	15-Feb	7-Mar	28-Mar	25-Apr	16-May	13-Jun	11-Jul	8-Aug	6-Sep	26-Sep	17-Oct	7-Nov	28-Nov	12-Dec	Total Req. for Reports	Notice of Motions	Other
Mayor G. Dionne	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Councillor C. Miller	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	1	1
Councillor T. Lennox-Zepp	0	0	0	1	0	0	1	0	0	0	1	0	0	0	0	3	2	1
Councillor T. Head	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
Councillor D. Cody	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Councillor D. Ogrodnick	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	2	2	
Councillor B. Edwards	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	
Councillor D. Kilmer	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	2	1	1
Councillor T. Zurakowski	0	0	0	0	0	1	0	0	0	0	0	3	0	0	0	4	4	
																15		

Total Admin Reports	18	16	7	15	19	15	10	9	21	11	8	5	6	4	12	176		
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City Council Special	11-Feb	22-Aug	Total Req. for Reports
Mayor G. Dionne	0	0	0
Councillor C. Miller	0	0	0
Councillor T. Lennox-Zepp	0	0	0
Councillor T. Head	0	0	0
Councillor D. Cody	0	0	0
Councillor D. Ogrodnick	0	0	0
Councillor B. Edwards	0	0	0
Councillor D. Kilmer	0	0	0
Councillor T. Zurakowski	0	0	0
			0

Total Admin Reports	1	1	2
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Executive Comm	10-Jan	31-Jan	28-Feb	14-Mar	11-Apr	2-May	24-May	20-Jun	18-Jul	15-Aug	12-Sep	3-Oct	24-Oct	14-Nov	Total Req. for Reports
Mayor G. Dionne	0	0	0	0	0	1	0	0	0	0	1	0	1	1	4
Councillor C. Miller	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Councillor T. Lennox-Zepp	0	0	2	0	0	0	0	0	1	1	0	0	0	1	5
Councillor T. Head	0	0	0	0	0	1	0	0	0	0	0	0	1	1	3
Councillor D. Cody	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Councillor D. Ogrodnick	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2
Councillor B. Edwards	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2
Councillor D. Kilmer	0	1	0	0	0	0	0	0	0	1	0	0	0	0	2
Councillor T. Zurakowski	0	0	0	0	0	3	0	0	3	0	0	0	1	0	7
															26

Total Admin Reports	7	3	7	4	5	3	3	12	6	9	14	4	4	13	94
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Budget Comm.	1-Nov	17-Nov	18-Nov	30-Nov	Total Req. for Reports
Mayor G. Dionne	0	0	0	0	0
Councillor C. Miller	0	0	0	0	0
Councillor T. Lennox-Zepp	0	0	0	0	0
Councillor T. Head	0	0	0	0	0
Councillor D. Cody	0	0	0	0	0
Councillor D. Ogrodnick	0	0	0	0	0
Councillor B. Edwards	0	0	0	0	0
Councillor D. Kilmer	0	0	0	0	0
Councillor T. Zurakowski	0	0	0	1	1
					1
Total Admin Reports	0	0	0	0	0

Open Action Items - City Manager's Office

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
CM1	8/22/2022	<p>UPDATE FROM COMMUNICATIONS SUBCOMMITTEE JULY 5, 2022 MEETING - INTEGRATED PLANNING</p> <p><i>That the City Manager forward a report to Executive Committee on how Integrated Planning will be measured.</i></p>	11/22/2022	1/30/2023	Report to come forward to the January 30, 2023 Executive Committee Meeting.

Open Action Items - Corporate Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
COR1	2/28/2022	<p>PUBLIC ABUSE POLICY AND PROCEDURE</p> <p><i>1. That Administration prepare a Procedure that outlines the steps to take in the case of inappropriate or harassing behaviour from the public towards City employees and members of City Council; and,</i></p> <p><i>2. That the Policy and Procedures be forwarded for consideration to an upcoming Executive Committee meeting.</i></p>	11/14/2022	6/1/2023	The Director understands that this item is quite overdue, but Corporate Services will not be in a position to complete the review until the first quarter of 2023. Therefore, a report can be expected before June.
COR2	7/15/2019	<p>2019 "WE'RE ALL EARS" CUSTOMER SERVICE REPORT</p> <p><i>That Administration conduct a comprehensive Customer Service Audit on The City every two (2) years to ensure the City is providing its residents with a high level of service and the results be forwarded to members of Council.</i></p> <p><u>Note:</u> Last update provided at the August 23, 2021 Executive Committee Meeting.</p>	8/23/2023		

Open Action Items - Community Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
CS1	9/26/2022	<p>MOTION – COUNCILLOR LENNOX-ZEPP – PARKS AND STREET NAMING POLICY CHANGES – GENDER EQUITY</p> <p><i>That Administration review the Parks Naming Policy and Street Naming Policy and bring forward language that enables diversity and gender equity to be a part of the naming selection process within the Policies.</i></p>	12/26/2022	4/3/2023	Director has advised this will be an initiative for the new Marketing & Sponsorship Coordinator.
CS2	7/11/2022	<p>MARGO FOURNIER CENTRE – EXPRESSION OF INTEREST</p> <p><i>That Administration forward a report to explore alternate recognition for Margo Fournier for consideration by members of Council at an upcoming meeting.</i></p>	10/11/2022	4/3/2023	Director has advised that consultation is underway with the Fournier family, and it is anticipated that alternative recognition for the MFC will be ready for presentation by the April 3, 2023 Executive Committee Meeting.
CS3	5/2/2022	<p>REQUEST TO NAME FOOTBALL/SOCCER FIELD IN MEMORY OF WENDELL WHITTER</p> <p><i>That CORR 22-47 be received and referred to the Community Services Department for review and report.</i></p>	9/26/2022	2/27/2023	Report to come forward to the February 27, 2023 Executive Committee Meeting.
CS4	2/28/2022	<p>CHESTER FEST 2022</p> <p><i>That the Community Services Department provide a follow-up report to the September 12, 2022 Executive Committee meeting to outline the investment required at Little Red River Park to host festivals or large events for consideration during the 2023 Budget deliberations.</i></p>	9/22/2022	Amalgamate with CS6	The Director has advised that since Chester Fest is not going ahead, it is recommended that the investment required to host festivals and events be considered as part of the ongoing Little Red River Park Stages of Development reporting.

Open Action Items - Community Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
CS5	8/16/2021	<p>LITTLE RED RIVER PARK STAGES OF DEVELOPMENT</p> <p><i>That Administration bring forward a process for consideration at an upcoming meeting to follow when recommending the implementation of Truth and Reconciliation Initiatives at the Little Red River Park.</i></p>	9/12/2022	4/1/2023	Director advised this matter will be included as part of the 2023 Community Services Advisory Committee Work Plan.
CS6	3/29/2021	<p>USEAGE OF DAVE G. STUEART & KINSMEN ARENAS</p> <p><i>That Administration bring forward a report to review the usage of the Dave G. Steuart Arena and the Kinsmen Arena for consideration at an upcoming Executive Committee meeting.</i></p>	8/15/2022	2/13/2023	Report to come forward to the February 13, 2023 City Council Meeting.
CS7	5/19/2020	<p>MOTION - COUNCILLOR D. OGRODNICK - HISTORICAL SIGNIFICANCE AND POTENTIAL DEVELOPMENT - LA COLLE FALLS AND AREA</p> <p><i>That the Community Services Department, in consultation with the Prince Albert Historical Society, prepare a report for consideration by members of Council outlining the Historical Significance and the potential of developing La Colle Falls and area as a City of Prince Albert Historical Site.</i></p>	10/18/2022	Close	RPT 20-369 dated September 1, 2020 was drafted as instructed through the notice of motion submitted by Councillor Ogrodnick. The report was then put on hold following Agenda Review so that a site meeting could be coordinated with the Mayor, Councillor Ogrodnick and the Director of Planning. The Department attempted on multiple occasions to confirm a date for the site meeting. No further direction has been received therefore the item is recommended to be closed.

Open Action Items - Financial Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
FS1	11/14/2022	<p>2021 SETTLEMENT MUNICIPAL SHARE – HOUSING PROJECTS</p> <p><i>That CORR 22-114 be received and referred to the Financial Services Department to request a response from Saskatchewan Housing Corporation to the following questions:</i></p> <p><i>1. In the years 2020 and 2021, what were the house sales and The City’s share of house sales;</i></p> <p><i>2. Can we get a vacancy report and are any of those vacancies boarded up properties. If so, can we get a report on the status in the future; and,</i></p> <p><i>3. Do they have an active plan on how to address vacancies and if there are any hurdles such as the Saskatchewan Income Support Program.</i></p>	2/14/2023		
FS2	11/14/2022	<p>LEAD SERVICES REPLACEMENT PROGRAM</p> <p><i>That Administration proceed with developing an amended Water Services Bylaw to reflect the mandatory replacement of the privately-owned Lead Service Connections, with the cost of the private portion to be incurred by the property owner, with funding available through a City deferred payment plan.</i></p>	2/14/2023		
FS3	11/7/2022	<p>MOTION – MAYOR DIONNE – REQUEST FOR TAX INCENTIVES – THE YARD DISTRICT</p> <p><i>That the City Solicitor and Director of Financial Services review the creation of an eight percent (8%) Levy on The Yard District as a way to subsidize the operational costs of the City’s new Aquatic and Arenas Recreation Centre.</i></p>	2/7/2023		

Open Action Items - Financial Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
FS4	6/13/2022	<p>UPDATED FUNDING FOR AQUATIC AND ARENAS RECREATION CENTRE – JUNE 2022</p> <p><i>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;</i></p> <p><u>Action:</u></p> <p><i>Ramona, please proceed as outlined in the resolution, and forward the respective reports regarding the approval to increase the City's Debt Limit and the Long-Term Borrowing Bylaw for consideration as necessary.</i></p>	2/28/2023		
FS5	12/13/2021	<p>UTILITY INVOICING OPTIONS</p> <p><i>That Administration provide a report on options for the following:</i></p> <p><i>a. to invoice for paper invoicing; and,</i></p> <p><i>b. to provide incentives for receiving invoices by email</i></p>	10/24/2022	2/28/2023	Due to the staffing and electronic changes within Financial Services, the Director is requesting an extension to this matter.
FS6	8/16/2021	<p>PROJECT BUDGET MANAGEMENT POLICY</p> <p><i>That a report be provided to update members of Council regarding the Policy in one (1) year.</i></p>	10/24/2022	6/30/2023	Director has advised that due to the changes within the Department, a review of this policy coming forward needs to be completed before finalizing for Council's approval.

Open Action Items - Fire and Emergency Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
FIRE1	11/20/2021	<p>POSSIBLE LOCATIONS FOR TWO (2) NEW FIRE HALLS</p> <p><i>That Administration provide a report for consideration by members of Council at an upcoming meeting that identifies the possible location of two (2) new Fire Halls within the City.</i></p> <p><u>Note:</u> This item was extended to March 31, 2023 at the August 8, 2022 City Council Meeting.</p>	3/31/2023		

Open Action Items - Planning and Development Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
PD1	11/14/2022	RESTRICTIONS ON METHADONE DISPENSARIES IN CERTAIN ZONING DISTRICTS <i>That CORR 22-113 be received and referred to the Planning and Development Services Department for review and report.</i>	2/14/2023		
PD2	10/17/2022	MOTION – COUNCILLOR EDWARDS – PLAN TO REGISTER BIKES <i>That Administration work with the Prince Albert Police Service to plan and implement methods on how we can register all bike serial numbers in our community by August 31, 2023 as per the Bicycle Bylaw, for consideration at an Executive Committee meeting in January of 2023.</i>	1/31/2023		
PD3	10/17/2022	MOTION – COUNCILLOR ZURAKOWSKI – OFF-SALE LIQUOR HOURS <i>That Administration review the hours of operation for Off-Sale Liquor Stores.</i>	1/17/2023	2/27/2023	Director has advised that a report will be coming forward to the February 27, 2023 Executive Committee Meeting.
PD4	10/17/2022	MOTION – COUNCILLOR ZURAKOWSKI – HOURS OF OPERATION FOR CONVENIENCE STORES <i>That Administration review the hours of operation for 24-hour Convenience Stores.</i>	1/17/2023	2/27/2023	Director has advised that a report will be coming forward to the February 27, 2023 Executive Committee Meeting.
PD5	7/18/2022	REQUEST TO IMPLEMENT DOWNTOWN MUNICIPAL BUSINESS TAX INCENTIVES <i>That CORR 22-69 be received and referred to the Planning and Development Services Department for review and report on the proposed downtown incentives, as outlined in CORR 22-69, for consideration at an upcoming meeting.</i>	10/18/2022	1/30/2023	Director has advised that discussions will be taking place with PADBID at their January 19, 2023 meeting. A report will be brought forward following that meeting.

Open Action Items - Planning and Development Services

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
PD6	8/23/2021	<p>LAND MANAGEMENT AND LAND DEVELOPMENT POLICIES</p> <p><i>That Administration prepare a draft Land Management Policy and Land Development Policy, intended to replace the current Land Administration Policy, for consideration at an upcoming Executive Committee meeting.</i></p>	8/23/2022	10/23/2023	Director has requested an extension to this matter upon the return of the Planning Manager.

Open Action Items - Public Works

Ref No.	Mtg Date (M/D/Y)	Item Heading & Motion	Current Due Date	Proposed Due Date / Close	Update or Reason to Extend Due Date or Close
PW1	11/28/2022	<p>MOTION - COUNCILLOR OGRODNICK - INSTALL SNOW FENCES</p> <p><i>That Administration consider the need for snow fences and other options to reduce snow drifting along Marquis Road, River Street from 15th Avenue East to 8th Avenue West and other areas in the City.</i></p>	2/28/2023		
PW2	11/7/2022	<p>BARTON DRIVE TRAFFIC CALMING MEASURES</p> <p><i>That the Public Works Department monitor and evaluate the effectiveness of the Traffic Calming Measures and report back to City Council by December 31, 2023.</i></p>	12/31/2023		
PW3	11/7/2022	<p>BARTON DRIVE TRAFFIC CALMING POLICY</p> <p><i>That the Public Works Department review and update the Traffic Calming Policy for consideration at an upcoming meeting by July 31, 2023.</i></p>	7/31/2023		
PW4	10/17/2022	<p>MOTION – COUNCILLOR ZURAKOWSKI – TRAFFIC BYLAW – CAMPER TRAILERS PARKING</p> <p><i>That Administration review the Traffic Bylaw in regards to the length of time Camper Trailers can be parked in front of residents’ homes.</i></p>	1/17/2023	4/3/2023	The Transportation and Traffic Manager has advised that this report will be coming forward to the April 3, 2023 Executive Committee Meeting with a full Traffic Bylaw Review/Alterations.
PW5	9/26/2022	<p>MOTION – COUNCILLOR MILLER – PROPOSED SHOPPING CARTS PICK-UP POLICY</p> <p><i>That Administration forward a report to review the current Shopping Cart Policy and ensure that a process is established which is communicated to all businesses that utilize shopping carts that the City will pick up and take stray shopping carts to the landfill for pick up by the end of each month prior to disposal for consideration at an upcoming meeting.</i></p>	12/26/2022	1/30/2023	Director has advised a report will come forward to the January 30, 2023 Executive Committee Meeting.



City of
Prince Albert

INQ 23-1

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. December 12, 2022 Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
 From: City Manager

December 12, 2022 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Miller	22-32	<p>What can be done regarding the following concerns at Apartment Buildings A, B and C located at Carlton Park Suites:</p> <ol style="list-style-type: none"> 1. Outside door is unlocked and people are in the hallways every day all day long; 2. Garbage in hallways; 3. Fire Alarms maliciously being pulled all hours of the day; and, 4. Fire Department has been attending Carlton Park Suites at least twenty (20) times in the last two (2) months due to false alarms. 	Fire Dep't and Planning & Development Services	05-Jan-23	<p>Fire Chief: The Fire Department has responded to a total of 49 calls to Carlton Park Suites in 2022 and conducted numerous site visits and inspections of these properties. Prince Albert Fire Inspectors recently met with a representative for the property owner wherein the representative committed to making improvements to the three blocks and has arranged to have security personnel on site.</p> <p>Due to the ongoing and frequent noncompliance with the Fire Services Bylaw and National Fire Code, PAFD Inspectors will continue to conduct regular and frequent inspections on these properties. Future noncompliance will result in increased fines.</p>
Councillor Head	22-33	<ol style="list-style-type: none"> 1. What is the City Police doing to address the daily vehicle break-ins in the Midtown/Ward 3 area in the last two (2) weeks. Another window was smashed this morning and belongings were stolen; and, 2. Will there be added patrols during the late evening/morning hours. 	Police Service	29-Dec-22	Please see the attached response from the Deputy Chief of Police.



Farica Prince
Deputy Chief of Police

Prince Albert Police Service

Deputy Chief of Police

45 – 15th Street West
Prince Albert, Saskatchewan S6V 3P4

“With Integrity and Innovation we Deliver Professional Service to Our Citizens”

December 28, 2022

Attn: Lucy Phan – City Manager’s Office

Re: Damage to Motor Vehicle Council Inquiry – December 16, 2022

Prince Albert Police Service received over 100 reports of damage to motor vehicles December, 2022.

Throughout the month of December, there have been multiple vehicles damaged, most of which were broken windows and personal belongings stolen. Reports were most prevalent from Midtown, East Flat and East Hill neighbourhoods.

Members from Patrol and Community Policing responded to calls for service and while conducting investigations, they identified damaged vehicles that had not yet been reported. Investigative steps were supported by an analyst and included statements, photographs, canvassing for witnesses and video surveillance, mapping, capturing evidence such as footwear impressions etc.

On December 5th, 2022 the Proactive Policing Unit (PPU) was engaged and began to review reports and investigations to identify trends, in an effort to address the rising damage and thefts from vehicles in Prince Albert. Neighbourhood canvassing was done, video was obtained and reviewed, and crime maps were analyzed.

Surveillance video evidence was key in advancing these investigations and on December 20th, a woman was arrested for theft from a vehicle. This arrest resulted in the advancement of several other investigations and the following charges were laid:

- 22-year-old woman is charged with 17 related to property damage, theft and fraud [Informations 991217892, 991217865]
 - Wilful damage to motor vehicle x 12
 - Theft from motor vehicle x 2
 - Fraud x 3

Administration (306) 953-4240
General Inquires (306) 953-4222
Administration Fax (306) 953-4239
Police Service Fax (306) 764-0011
OF POLICE

Please Direct all Correspondence to: **DEPUTY CHIEF**



Farica Prince
Deputy Chief of Police

Prince Albert Police Service

Deputy Chief of Police

45 – 15th Street West
Prince Albert, Saskatchewan S6V 3P4

“With Integrity and Innovation we Deliver Professional Service to Our Citizens”

- A 17-year-old male youth is also charged with one count of theft under \$5,000. [Information 991217866]
- On December 21, 2022, a warrant was issued for a 26-year-old man in connection with 12 offences related to damages and theft from motor vehicles, along with breach of probation.

Media release to follow this correspondence and if there is anything further required, please advise.

Pidamaya'ye, thank you.

Farica Prince
Deputy Chief of Police

Administration (306) 953-4240
General Inquires (306) 953-4222
Administration Fax (306) 953-4239
Police Service Fax (306) 764-0011
OF POLICE

Please Direct all Correspondence to: **DEPUTY CHIEF**