



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, JULY 17, 2023, 2:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 June 19, 2023 Executive Committee Meeting Minutes for Approval (MIN 23-60)

4.2 July 10, 2023 Executive Committee Incamera Meeting Minutes for Approval (MIN 23-67)

5. DELEGATIONS

5.1 SaskPower Presentation on the Energy Assistance Program (CORR 23-54)

Virtual Presentation: Monica Wahba, Consultant, Customer Solutions, SaskPower

6. CONSENT AGENDA

6.1 Thank you Letter - Street Fair - PADBID (CORR 23-51)

6.2 The Alcohol Control Amendment Regulations, 2023 and Reduced Hours for Alcohol Sales and Alcohol in Parks (CORR 23-52)

- 6.3 Renaming Section of Marquis Road to Malcolm Jenkins Road (CORR 23-53)
- 6.4 Public Art Update (RPT 23-262)
- 6.5 2022 External Funding for Municipal Projects and Purchases (RPT 23-271)
- 6.6 Financial Reporting - 1st Quarter Reporting (RPT 23-272)
- 6.7 May 2023 Accounts Payable Payments (RPT 23-279)
- 6.8 June 2023 Updated Status on Capital Projects (RPT 23-275)
- 6.9 Restrictions on Methadone Dispensaries in Certain Zoning Districts (RPT 23-277)
- 6.10 2022 Prince Albert Fire Department Year in Review Report (RPT 23-270)
- 6.11 June 20, 2023 Planning Advisory Committee Meeting Minutes (MIN 23-59)
- 6.12 June 21, 2023 Community Services Advisory Committee Meeting Minutes (MIN 23-61)
- 6.13 June 26, 2023 Aquatic & Arenas Recreation Project Steering Committee Meeting Minutes (MIN 23-63)
- 6.14 June 29, 2023 Destination Marketing Levy Advisory Committee Meeting Minutes (MIN 23-66)

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 Traffic Bylaw No. 35 of 2020 Amendment (RPT 23-281)
Verbal Presentation: Evan Hastings, Transportation Manager
- 7.2 Municipal Cultural Action Plan Update (RPT 23-261)
PowerPoint Presentation: Judy MacLeod Campbell, Arts and Cultural Coordinator
- 7.3 Regulating Hours of Operation for Liquor Stores and Convenience Stores (RPT 23-278)
Verbal Presentation: Craig Guidinger, Director of Planning and Development Services
- 7.4 Action Items from City Council and Executive Committee (RPT 23-251)
Verbal Presentation: Savannah Price, Records Coordinator

8. UNFINISHED BUSINESS

9. ADJOURNMENT



City of
Prince Albert

MIN 23-60

MOTION:

That the Minutes for the Executive Committee Regular & Incamera Meetings held June 19, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, JUNE 19, 2023, 4:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Darren Solomon

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

1. CALL TO ORDER

Councillor Edwards, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0131. **Moved by:** Councillor Miller

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

Absent: Councillors Cody and Ogradnick

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0132. **Moved by:** Mayor Dionne

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

Absent: Councillors Cody and Ogradnick

CARRIED

5. DELEGATIONS

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

Verbal Presentation was provided by Don Horncastle, PA Support Group for Blind & Low Vision Community.

0133. **Moved by:** Councillor Kilmer

That CORR 23-37 be received and referred to the Public Works Department.

Absent: Councillors Cody and Ogradnick

CARRIED

6. CONSENT AGENDA

6.1 Saskatchewan Housing Corporation - 2022 Annual Report (CORR 23-39)

That CORR 23-39 be received as information and filed.

6.2 Bid to Host - 2026 Saskatchewan Winter Games (CORR 23-38)

That CORR 23-38 be received and referred to the Community Services Department.

6.4 Concerns Regarding Property Taxes for 2022 (CORR 23-42)

That CORR 23-42 be received and referred to the Financial Services Department.

6.5 April 2023 Accounts Payable Payments (RPT 23-242)

That RPT 23-242 be received as information and filed.

6.6 Request to Amend Zoning Bylaw Regarding Cannabis Retail Stores (RPT 23-233)

That RPT 23-233 be received as information and filed.

6.8 May 10, 2023 City/School Boards Liaison Committee Meeting Minutes (MIN 23-53)

That MIN 23-53 be received as information and filed.

6.9 June 5, 2023 Airport Advisory Committee Meeting Minutes (MIN 23-56)

That MIN 23-56 be received as information and filed.

0134. **Moved by:** Councillor Miller

That the Consent Agenda Item Nos. 6.1, 6.2, 6.4 to 6.6, 6.8 and 6.9 be received as information and referred, as indicated.

Absent: Councillors Cody and Ogrodnick

CARRIED

6.3 Donation of Family Passes - Prince Albert Safe Shelter for Women & Children (CORR 23-41)

0135. **Moved by:** Councillor Lennox-Zepp

That Administration provide a report on a proposed Policy to provide Recreation Facility Passes to vulnerable sector organizations.

Absent: Councillors Cody and Ogrodnick

CARRIED

6.7 Review of Third Party Signs on Private Property (RPT 23-234)

0136. **Moved by:** Councillor Kilmer

That Administration provide a report to amend the Zoning Bylaw's Digital Sign Permit Fee to cover the City's cost of that permit, for consideration at an upcoming City Council meeting.

Absent: Councillors Cody and Ogradnick

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Airport Terminal - Tender Ready Detailed Design (RPT 23-240)

Visual Presentation was provided by Nykol Miller, Capital Projects Manager.

0137. **Moved by:** Councillor Lennox-Zepp

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

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

Absent: Councillors Cody and Ogradnick

CARRIED

7.2 Request for Change in Mobile Food Vendor Policy (RPT 23-241)

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

0138. **Moved by:** Mayor Dionne

That RPT 23-241 be received as information and filed.

Absent: Councillors Cody and Ogradnick

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 4:53 P.M.

0139. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

Absent: Councillors Cody and Ogradnick

CARRIED

COUNCILLOR BLAKE EDWARDS
CHAIRPERSON

SAVANNAH PRICE
ACTING CITY CLERK

MINUTES ADOPTED THIS 17th DAY OF JULY, A.D. 2023.



City of
Prince Albert

MIN 23-67

MOTION:

That the Minutes for the Executive Committee Incamera Meeting held July 10, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Incamera Minutes



CORR 23-54

TITLE: SaskPower Presentation on the Energy Assistance Program

DATE: July 13, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION: Virtual Presentation by Monica Wahba, Consultant, Customer Solutions, SaskPower

ATTACHMENTS:

1. Email dated July 11, 2023

Written by: Monica Wahba, Consultant, Customer Solutions, SaskPower

Terri Mercier

RECEIVED
JUL 11 2023
CITY CLERK

Executive Committee

From: Monica Wahba <mwahba@saskpower.com>
Sent: Tuesday, July 11, 2023 2:09 PM
To: City Clerk
Cc: Femi Abraham; cguidinger@citpa.com
Subject: SaskPower's presentation on the Energy Assistance Program at PA City Council Meeting - July 17th

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

Hello!

Abraham has indicated that you are in need of an email that provides the details of the program, the objectives of the presentation and the call for action.

The [Energy Assistance Program](#) (EAP) is a program developed by SaskPower and supported by the federal government of Canada to provide support to our income eligible (< \$70,000 annual income) households to reduce their energy bills and address energy affordability challenges.

The program provides participants with:

- A free home energy assessment
- Installation of free energy-efficient products such as Smart Thermostat, LED lighting, high-efficiency shower heads and other products
- One on one energy-efficiency coaching to participants

Thank you for providing the opportunity to share information on SaskPower's EAP at the Prince Albert Council Meeting. We look forward to discussing this program and its details with the City Council, address any questions that may be raised by council members and identify ways that Prince Albert may be able to promote this program to its residents. We are excited about future opportunities to collaborate with the city to raise awareness and promote the program within Prince Albert.

Also, I emailed Craig to learn if a virtual meeting could be possible as I'm located in Regina. He had suggested that I reach out to you to see if this is an option or not.

If you need any further information, please don't hesitate to reach out.

Sincerely,

Monica

Monica Wahba (she/her)
SaskPower Consultant, Customer Solutions
Customer Experience & Procurement
2025 Victoria Avenue, Regina, SK, S4P 0S1

saskpower.com | [Twitter](#) | [Facebook](#)

**Recommended
Disposition:**

Receive as
Info & File

RECEIVED
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Information
:ncilliaqqafC

SASKPOWER' S ENERGY ASSISTANCE PROGRAM

Prince Albert City Council Presentation

July 17th, 2023

TOPICS FOR DISCUSSION

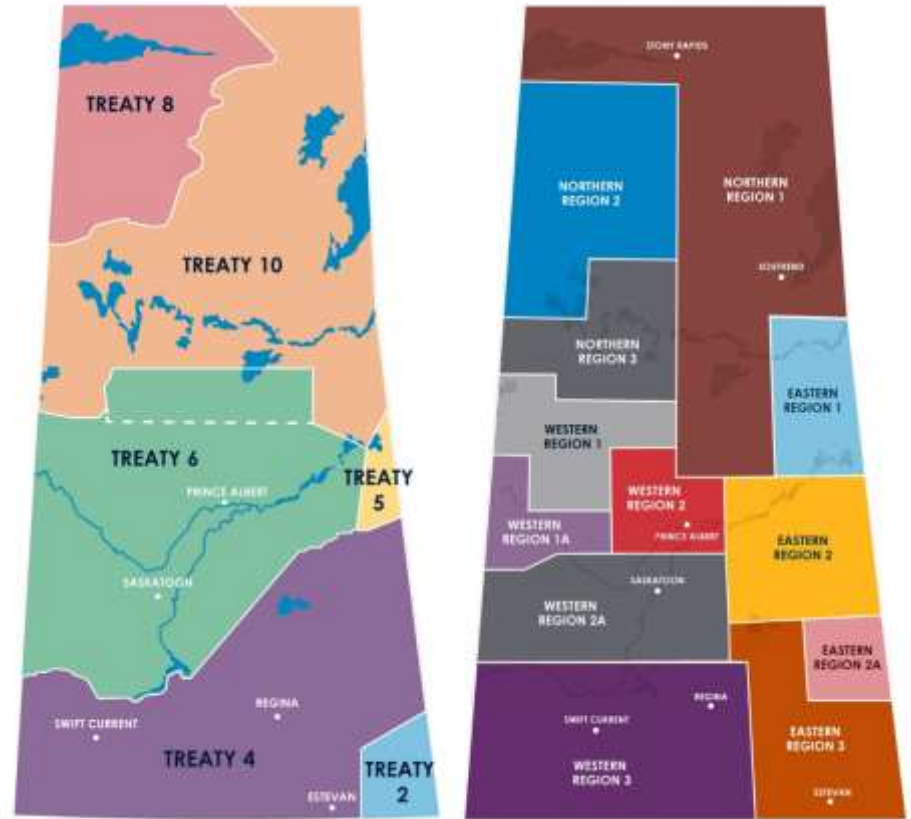
- Program background and overview
- How the program works
- Program performance
- Stakeholder support



SASKATCHEWAN INDIGENOUS LAND ACKNOWLEDGEMENT

I would like to acknowledge that we are coming together in the territorial lands of Treaty 4 and the homeland of the Métis.

We respect and honor the ancestral homes of Saskatchewan's Indigenous peoples and are committed to moving forward in the spirit of reconciliation and collaboration.



NUMBERED TREATIES & MÉTIS LOCAL MAPS OF SASKATCHEWAN

OUR STRATEGIC DIRECTION



VISION

Powering Saskatchewan to a cleaner energy future through innovation, performance and service.



MISSION

Ensuring reliable, sustainable and cost-effective power for our customers and the communities we serve.



VALUES

Safety, openness, collaboration and accountability.

OVERALL CUSTOMER EXPECTATIONS

SaskPower customers expect that:

1. We are doing everything we can to keep rates affordable and deliver reliable power.
2. We understand their unique needs.
3. We communicate with them effectively.
4. We are easy to do business with.



THE ENERGY ASSISTANCE PROGRAM

The EAP was launched in 2019 in partnership with the Government of Canada to achieve the following:

- ✓ Help customers save money on electricity bills
- ✓ Improve the comfort of customers' homes
 - ✓ Reduce greenhouse gas emissions
 - ✓ Reach 3,000 homes



Funded in part by:
Financé en partie par :



THE ENERGY ASSISTANCE PROGRAM (EAP)

The EAP provides support to customers to help address energy affordability challenges.

The program provides income qualified customers (<\$70,000) with access to the following:

Free home energy assessments



Free product upgrades:
LED lightbulbs
Smart thermostat
Power bars
High efficiency showerheads and faucets
Drying rack



One-on-one energy education

CUSTOMER EXPERIENCE



Eligible customers:

- Apply online at: saskpower.com/energyassistance
- Receive a confirmation email from SaskPower
- Reach out to our team with any questions



Our team will:

- Schedule the appointment
- Visit participants to conduct the energy assessment and product installation
- Provide customer support throughout the process



Participants receive:

- In home energy coaching
- Free energy efficient products and installation
- A summary of energy savings tips
- A recommendations report

PROGRAM PARTNER

SaskPower has partnered with external firm, Ecofitt - a CleaResult company, to implement this program.

Ecofitt has been a trusted program partner with SaskPower for years and has the resources and experience to support this program. Ecofitt provides:

- Energy coaches to conduct the assessment and installation
- Outreach coordinators to engage with stakeholders
- Customer service representatives to work with customers
- Project administration and delivery services



CUSTOMER ELIGIBILITY

Customers that meet the following criteria can participate:

- **Income** – Residents with income <\$70,000
- **Occupancy** - Homeowners and renters are eligible (renters will need to provide landlord permission)
- **SaskPower customers** – customers who pay their own electricity bills



MEASURING PERFORMANCE

To date, the we have achieved the following:

- Over 1,000 participants across the province
- Nearly 50,000 energy efficient products installed in homes
- Provided the program to over 80 communities



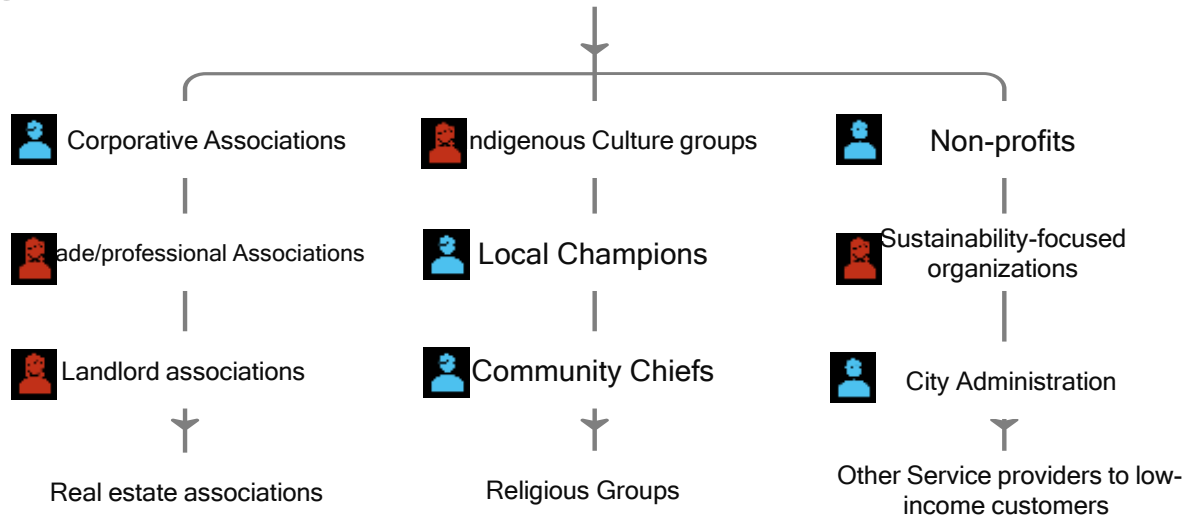
Funded in part by:
Financé en partie par:
Canada



SaskPower
Powering our future™

STAKEHOLDER SUPPORT

We have worked with a wide range of stakeholders to support and promote our program including:



PROGRAM PROMOTION SUGGESTIONS



Social Media

Utilize existing social media platforms to spread the word about the EAP.



Brochures and Flyers

Distribute brochures or flyers about the EAP at community events, local businesses, libraries, and community centers. We can share these materials with you.



Events

Host informational sessions about the EAP. We can also promote the program during community events



Existing Media Channel

Utilize the current communication channels available to connect with the network.



Registration Clinic

Bring eligible participants together and we can register them within the community

We look forward to working with you to promote this program within your community to help residents:

- Save money on their bills
- Increase the comfort within their homes
- Learn more about energy efficiency

Thank-you!

Contact Information:

Monica Wahba

Consultant, SaskPower

P: 306-566-2816

E: mwahba@saskpower.com



City of
Prince Albert

CORR 23-51

TITLE: Thank you Letter - Street Fair - PADBID

DATE: July 11, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION: None

ATTACHMENTS:

1. Letter dated June 21, 2023

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

Terri Mercier

RECEIVED
JUN 26 2023
CITY CLERK

From: events@princealbertdowntown.ca
Sent: Friday, June 23, 2023 3:12 PM
To: City Clerk
Subject: Letter to Mayor and Council re:Street Fair
Attachments: Letter to Mayor and Council.docx

Executive Committee

Hello Terri:

Please see attached letter and present to Mayor and Council at the next feasible council meeting.

Kind regards,

Rhonda Trusty
Executive Director
Prince Albert Downtown BID

**Recommended
Disposition:**

*Receive as
Info & File*

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June 21, 2023

City of Prince Albert

Mayor Dione, City Councillors: Darren Solomon, Dawn Kilmer, Blake Edwards, Dennis Ogradnick, Don Cody, Tony Head, Terra Lennox-Zepp, Charlene Miller

Hello to Mayor Dione and City Council:

I am writing in my capacity as Executive Director of the Prince Albert Downtown Business Improvement District. I would like to extend a grateful "Thank You" to Mayor and Council for their support of our application for the In-Kind program.

As you know, Street Fair would not be possible without the support of this program. The two stages, the barricades, meter bagging, garbage pickup and street sweeping all play a major role in this event.

I commend the administrative team for their time and support as well with this event. Street Fair is highly regarded by the citizens of our city and the collaboration and communication is a key element to the success of our day.

Thank you again for having the In-Kind program as a way to off-set some of those larger expenses that a small organization like ours simply would not be able to afford.

I would also like to thank you, Mayor Dione for handing out water bottles to people as well as arranging for the picnic tables from the Prince Albert Exhibition.

I was not able to visit with each of the councillors that took time out of their day to join us for Street Fair, but I thank you all for supporting our organization as we attempt to create happy and fun filled memories for families of our city and beyond.

Kind regards,

Rhonda Trusty



CORR 23-52

TITLE: The Alcohol Control Amendment Regulations, 2023 and Reduced Hours for Alcohol Sales and Alcohol in Parks

DATE: July 11, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondences be received as information and filed.

PRESENTATION: None

ATTACHMENTS:

1. Letter dated June 30, 2023
2. Letter dated June 30, 2023

Written by: Karen Anthony-Burns, Coordinator, Community Alcohol Strategy Steering Committee



PRINCE ALBERT & AREA
COMMUNITY ALCOHOL STRATEGY STEERING COMMITTEE
"Building Healthier Communities"
c/o 1001-1st Street East
Prince Albert, SK S6V 0C6
communityalcoholstrategy@gmail.com

RECEIVED
JUL 04 2023
CITY CLERK
Executive Committee

June 30, 2023

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

**Recommended
Disposition:**

Receive as
Info & File

Dear Mayor and Members of City Council:

Re: The Alcohol Control Amendment Regulations, 2023 and Reduced Hours for Alcohol Sales

On February 27, 2023, Brian Howell presented on behalf of the Prince Albert & Area Community Alcohol Strategy Steering Committee (CASSC) asking City Council to consider limiting the hours when liquor can be sold to a 12 hour window. A motion was approved that CORR 23-13 be received and referred to Administration to provide a report for consideration at an upcoming Executive Committee meeting.

On April 26, 2023, the Government of Saskatchewan passed The Alcohol Control Amendment Regulations, 2023 Schedule 181/2023 adding a New Section 49. ***This clarifies the municipal discretion to pass bylaws reducing the hours of operation for permitted establishments within the maximum prescribed hours.***

CASSC notes that the City now has the local authority to make the decision regarding hours of operation. CASSC would like to reiterate our concerns that were expressed on February 27th, and look forward to hearing from the City regarding any decision made in this regard.

The new Section 49 follows:

9 Section 49 is repealed and the following substituted:

"General hours of operation

49 (1) Subject to subsection (3), every retail store permittee may open the retail store and sell beverage alcohol in the retail store:

- (a) Between 8:00 am on any day and 3:00 am of the following day; and
- (b) Notwithstanding clause (a), between 8:00 am on December 31 and 3:30 am on January 1.

(2) Subject to subsection (3), every permittee, other than a retail store permittee, may open the premises and sell beverage alcohol on the premises:

- (a) between 9:30 am on any day and 2:00 am of the following day; and
- (b) notwithstanding clause (a), between 9:30 am on December 31 and 2:30 am on January 1.

(3) If a retail store or premises are located within a municipality or on a reserve, the municipality or the Indian band, as the case may be, may elect to adopt a bylaw to further restrict the hours that a retail store permittee or permittee may open the retail store or premises, as the case may be, and sell beverage alcohol.”

Respectfully submitted,

Karen Anthony-Burns
Coordinator, CASSC

cc: Craig Guidinger, Director
Planning and Development Services



**PRINCE ALBERT & AREA
COMMUNITY ALCOHOL STRATEGY STEERING COMMITTEE**

"Building Healthier Communities"

c/o 1001-1st Street East

Prince Albert, SK S6V 0C6

communityalcoholstrategy@gmail.com

RECEIVED
JUL 04 2023
CITY CLERK
Executive Committee

June 30, 2023

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

**Recommended
Disposition:**

*Receive as
Info & File*

Dear Mayor and Members of City Council:

Re: The Alcohol Control Amendment Regulations, 2023 and Alcohol in Parks

Effective May 23, 2023, municipalities and park authorities in the province have the autonomy to decide if they wish to designate outdoor public places for consumption of beverage alcohol by individuals of legal drinking age.

In our letter of October 17, 2022, The Prince Albert & Area Community Alcohol Strategy Steering Committee (CASSC) asked the City to not allow drinking alcohol in public places. Some of our concerns include how this will be regulated, public intoxication, and impaired driving, as well as increasing alcohol availability in areas frequented by families.

CASSC would like to thank the City for not wishing to designate outdoor public places for consumption of beverage alcohol.

Respectfully submitted,

Karen Anthony-Burns
Coordinator, CASSC



City of
Prince Albert

CORR 23-53

TITLE: Renaming Section of Marquis Road to Malcolm Jenkins Road

DATE: July 11, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

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

PRESENTATION: None

ATTACHMENTS:

1. Letter dated June 30, 2023

Written by: Robert Hayes

RECEIVED
JUL 04 2023
CITY CLERK

Executive Committee

30 June 2023

Prince Albert City Council
City of Prince Albert
1084 Central Avenue
Prince Albert, Saskatchewan
S6V 7P3

Dear Members of Council:

RE: MALCOM JENKINS

Malcom Jenkins, Prince Albert's extraordinary philanthropist has sold his Canadian Tire business effective October 2023.

Malcom has proven over and over again his love for the City of Prince Albert and his Community by his numerous donations. He never contributed for the recognition.

I am not sure of the protocol or process however I propose that the City of Prince Albert rename Marquis Road from 2nd Avenue West to 10th Avenue West and from 10th Avenue West to 28th Street West to the "Malcom Jenkins Road".

This name change would permanently honour one of Prince Albert's greatest citizens!

Thank you,



Robert Hayes
1329 Gillmor Crescent
Prince Albert, Saskatchewan
S6V 6A8

**Recommended
Disposition:**

*Refer to
Planning &
Development*

File (147) 734-2543



City of
Prince Albert

RPT 23-262

TITLE: Public Art Update
DATE: June 23, 2023
TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 23-177 be received as information and filed.

PRESENTATION: NONE

ATTACHMENTS:

1. Public Art Update (RPT 23-177)

Written by: Community Services Advisory Committee

art is reviewed for maintenance required. The Public Art Working Group reviews the maintenance priorities regularly and the Arts & Culture Coordinator organizes the completion of the required maintenance.

The initiatives completed in 2022 included:

- Working with Saskatoon artist Mary Longman on the **Passage Home** public art commission. This beautiful and important sculpture for our community will be placed in Scarrow Park/Plaza. Work on the healing garden and park improvements were completed in 2022. The project has had delays and a report from the artist will be going to the Executive. The revised timeline is for a fall installation and unveiling.
- A Canadian Heritage grant was secured for the education component of the Passage Home commission including a video documenting the creation of the sculpture, a bronze sign at the sculpture, and photographic documentation of the unveiling ceremony.
- The Public Art Working Group completed a new five year plan for public art for 2023 to 2027.
- Installation of two artist created crosswalk art designs near Kinsmen Arena (hockey sticks) and EA Rawlinson Centre for the Arts (piano keys).
- Installation of the Prince Albert Orange Shirt Day design at the 1st Avenue West and River Street and Central Avenue and 12th Street (paid by the First Nations University) crosswalks, as well as on five sidewalks in the community (City Hall, Prince Albert Indian and Metis Friendship Centre, Bernice Sayese Centre, Scarrow Plaza path – both entrances)
- Promoting the Public Art Tour Brochure in print and on the City's website. A guided "Java & Art" downtown public art tour was provided as part of the 2022 Culture Days.
- Completed public art inventory updates and a maintenance recommendations report through a contract with Jesse Campbell.
- Public art cleaning and removal of graffiti.
- Worked with the Saskatchewan Council for International Cooperation (SCIC) on a mural donation project where the SCIC artist Bruno Hernani worked with Community Building Youth Futures (CBYF) youth in Prince Albert to contribute to and help create a mural put together by the artist, and hung downtown on the building at the corner of 11th Street and Central Avenue (AOBDT is the occupant).
- Facilitated a call for artist designs for a 2nd Avenue (our City's main corridor) Banner project, working with the Parks Manager and Public Art Working Group. Six designs were chosen from three local artists. The banners were made of steel for a longer lifespan.
- The Working Group discussed the new recreation development and recommend one percent of the development be used for public art. The recommendation from the Public Art Working Group is:
 - For external public art on the new building for the time of opening (2024).
 - For an internal public art installation in 2025 or 2026.
 - That we commission Joi Arcand (and possible collaborators) for the externally viewed art such as the works at McKenzie Art Gallery or in Saskatoon (i.e. Remail) but suited to the new facility design and our community. Possibly also replace the current City Hall mural with another commissioned Joi Arcand work.
- Revisions were made to the Public Art Stimulus Grant to encourage more applications (larger maximum, artists can apply, simplified process).

PROPOSED APPROACH AND RATIONALE:

The 2023 Public Art initiatives completed or underway include:

- Completion, installation, and unveiling of the **Passage Home** public art commission of a bronze sculpture of a traditional travois carrier, which symbolically offers a safe passage for children to return to their families and territories of origin and to rest in peace by Saskatoon artist Mary Longman for placement in Scarrow Plaza/Park as discussed above.
- Completion of the education initiative for Passage Home including a video documenting this project, and photos for our website, and a bronze plaque/sign to be placed near the sculpture.
- Completing the restoration of the “On the Saskatchewan River” painting by artist Augustus Kenderdine (located in Council Chambers).
- Maintenance to existing public art as needed.
- Promotion of the Public Art Stimulus Grant.
- Piloting an Artist in Residence project in June with artist Mindy Yan Miller and the Prince Albert Council for the Arts at the Prince Albert Arts Centre.

CONSULTATIONS:

- The Public Art Working Group has provided guidance and expertise with the Public Art Plan. This group includes Jesse Campbell, Wes Moore, Marcus Miller, Judy McNaughton, Lana Wilson, Roxanne Dicke, and Ellen Pearson. This group adjudicates applications to the Public Art Stimulus Partnership Fund. The Public Art Working Group met twice in 2022 and once to date in 2023.
- Artist Mary Longman
- Tim Yeaman, Parks Manager
- SCIC, and the Mural Lead Artist Bruno Hernani
- Doug Vass, downtown business owner
- Evan Hastings, Transportation and Traffic Manager
- Janet Carriere, Prince Albert Indian and Metis Friendship Centre
- Community Building Youth Futures (CBYF)
- Alejandro Romero, Arts & Culture Consultant - Public Art, City of Saskatoon

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Public Art Policy, Plan & Project communication includes:

- City of Prince Albert news releases
- City of Prince Albert website
- City of Prince Albert social media
- Implementation Initiatives
- Printed documents, i.e. Public Art Brochure
- Public Art Stimulus Grant
- With and through community and provincial partner organizations such as the Prince Albert Arts Board, Mann Art Gallery, Prince Albert Council for the Arts, Prince Albert Urban Indigenous Coalition, Community Network Coalition, Community Building Youth Futures, SaskCulture and the Saskatchewan Arts Board.

POLICY IMPLICATIONS:

- Official Community Plan
- COPA Strategic Plan
- Public Art Policy
- Civic Arts Policy
- Municipal Cultural Action Plan
- Cultural Diversity & Protocol Policy
- Community Services Master Plan

FINANCIAL IMPLICATIONS:

The 2023 budget plan is attached to this report. Increased and/or new funding (i.e. project development/grant programs/sponsorship) will be needed for future commissions including the new recreation development.

STRATEGIC PLAN:

Public Art supports the core values of the City of Prince Albert – innovation and creativity, diversity and respect, and engagement and communication. It meets the strategic plan at many points of priority including developing and maintaining new and existing amenities and infrastructure, and that help promote us as a vibrant and diverse city. It also contributes to beautification in our City and to collaborate with community partners.

OFFICIAL COMMUNITY PLAN:

The Official Community Plan discusses public art as a possible business partnership as well as part of social development. Public art is a significant part of the Municipal Cultural Action Plan.

OPTIONS TO RECOMMENDATION:

There are no other options or considerations and no privacy implications to the City of Prince Albert.

PUBLIC NOTICE:

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

PRESENTATION: Verbal by Judy MacLeod Campbell

ATTACHMENTS:

1. Public Art Plan 2023-2027
2. Public Art 2023 Budget - tracked to date

Written by: Judy MacLeod Campbell, Arts & Culture Coordinator
Approved by: Director of Community Services and City Manager



Public Art Draft Plan 2023-2027

Updated: January 2023

Public Art Working Group: Jesse Campbell, Judy McNaughton, Wes Moore, Lana Wilson, Roxanne Dicke, Ellen Pearson, Marcus Miller, Judy MacLeod Campbell

Purpose:
The City of Prince Albert Public Art Plan will have a balance of small, partnership, community projects; larger commissions of public art that are a long term fit for our community; and, maintenance of existing public art.

Vision:
Public art in Prince Albert will be accessible to all and inspire optimism and creativity.

Revenue	2023			2024			2025			2026			2027		
	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail
Carry Over - Public Art Reserve	\$26,437.00	\$31,063.98		\$5,000.00			\$1,500.00			\$19,750.00			\$33,500.00		
COPA	\$30,000.00	\$30,000.00		\$30,000.00			\$30,000.00			\$30,000.00			\$30,000.00		
Grant, Partner		\$10,000.00	Canadian Heritage Grant												
Total Revenue	\$56,437.00	\$71,063.98		\$35,000.00	\$0.00		\$31,500.00	\$0.00		\$49,750.00			\$63,500.00		
Expenses															
Item	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail	Budget	Actual	Detail
Inventory & Condition Report	\$0.00			\$1,750.00			\$0.00			\$0.00			\$1,750.00		
Maintenance to existing Public Art	\$7,750.00			\$500.00			\$500.00			\$5,000.00		Remove City Hall Mural	\$500.00		
Public Art Stimulus Fund	\$5,000.00			\$10,000.00			\$10,000.00			\$10,000.00			\$10,000.00		
Commission of Public Art	\$26,437.00		Passage Home	\$20,000.00		Joi Arcand - New Fac?	\$0.00			\$0.00			\$50,000.00		Joi Arcand - City Hall
Passage Home Education	\$9,500.00		Passage Home	\$0.00			\$0.00			\$0.00			\$0.00		
Artist in Residence	\$2,500.00		Research, pilot, models	\$1,000.00			\$1,000.00			\$1,000.00			\$1,000.00		
Education	\$0.00			\$0.00			\$0.00			\$0.00			\$0.00		
Working Group Meetings	\$250.00			\$250.00			\$250.00			\$250.00			\$250.00		
Total Expenses	\$51,437.00			\$33,500.00			\$11,750.00			\$16,250.00			\$63,500.00		
Carry Over	\$5,000.00	\$19,626.98		\$1,500.00			\$19,750.00			\$33,500.00			\$0.00		

Other:
 New facility outside public art (2024 with grand opening) \$50,000.00
 New facility inside public art (2025 or 2026) \$50,000.00
 2029 - Attempt getting a significant acquisition through Canadian Heritage Legacy Fund (P.A.'s 125) (50%, max \$50,000) - save 2028-2029 money for or more if needed (carry over instead of 2027 acquisition)



Public Art Budget 2023

Updated: April 2023

Revenue

Item	Budget	Actual	Detail	Code (old)
Carry Over - Public Art Reserve Fund	\$30,000.00	\$31,063.98		
Canadian Heritage Grant		\$10,000.00		
2023 COPA	\$30,000.00	\$30,000.00		
Total Revenue	\$60,000.00	\$71,063.98		

Expenses

Item	Budget	Actual	Detail	Code	Payee Name
Passage Home Commission	\$26,437.00			8-2-70049	
Passage Home Education	\$9,500.00	\$4,678.65	Bronze plaque \$4678.65	299	
Inventory and Condition Report	\$0.00		2024?		
			Fraser Spafford Ricci \$1155; Art		
Maintenance	\$7,750.00	\$1,874.25	Schiffert \$719.25	299 - \$4250; 212 - \$3500	
Public Art Partnership Stimulus Fund	\$5,000.00			299	
Artist in Residence	\$2,500.00				
Working Group Meetings	\$250.00	\$29.75		511	
Total Expenses	\$51,437.00	\$6,582.65			
Difference	\$8,563.00	\$19,626.98	Carry Over to 2024		



City of
Prince Albert

RPT 23-271

TITLE: 2022 External Funding for Municipal Projects and Purchases

DATE: June 30, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To provide members of Council a listing of external funding received in Year 2022 for municipal projects and purchases.

BACKGROUND:

City Council, at its meeting of April 24, 2023, approved the following motion:

“That Administration provide a report outlining all Grants in 2022 to The City for projects including money received from Provincial and Federal Governments, Businesses, Corporations and individuals.”

PROPOSED APPROACH AND RATIONALE:

This report will provide a listing of external funding received in 2022 for municipal projects and purchases received from Federal and Provincial Funding and funding from the community, individuals or businesses.

The external funding included in this Report is broken down as follows:

Federal Funding	\$9,818,669
Provincial Funding	\$16,300,274
Funding from Community and Businesses	\$1,139,726
TOTAL EXTERNAL FUNDING	\$27,258,669

The above excludes sponsorship revenue and grants in lieu revenue.

Attached to the Report is the listing of funding for operating and capital projects.

Year 2023

For Year 2023, Administration has secured new grant funding as follows:

Building Safer Communities Funding

Funding through the Building Safer Communities Fund in the amount of \$1,138,482.46 over four (4) fiscal years.

ACAP Funding

The City has received funding from the ACAP for an Airport Plow Truck and Material Spreader. The total revenue received is \$404,609.42 from Transport Canada. The City has now received the Airport Plow Truck and Spreader.

Transit Assistance for People with Disabilities (TAPD) Program – Capital Funding

The City has received approval for grant funding from Transit Assistance for People with Disabilities (TAPD) Program in the amount of \$55,000 for the tendered Para Transit Bus to be received in Year 2023. Funding to be received once the invoice is paid.

One-Time Transit Grant Funding Agreement

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 relating to Transit.

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: Transit Extended Hours, Transit Infrastructure Improvements and Transit Accessibility Improvements.

Ministry of Highways and Infrastructure

Council approved on September 6, 2022 the following motion:

Riverside Drive Paving – Agreement (RPT 22-350)

1. *That the Contribution and Detour Agreement between The City and the Ministry of Highways and Infrastructure be approved to fund the Project on the essential terms, as follows:*
 - a. *The Project limits shall be Riverside Drive from 3rd Avenue North West to the West Corporate Limits of the City of Prince Albert; and,*
 - b. *The Ministry's financial contribution will be fifty percent (50%) of the Project cost up to \$350,000;*

Canada Arts and Culture Recovery Program (CACRP) for Professional Arts Presentation Organizations

The City has received early 2023 funding in the amount of \$30,000 from Canadian Heritage for programming at EA Rawlinson Centre.

Community Airports Partnership – Agreement – Automated Gate

Council has approved the Community Airports Partnership Agreement between The City and Ministry of Highways for funding fifty percent (50%) of the Installation of an Automated Gate to a maximum cost of \$10,000.

Community Grant Program

The Community Grant Program assists in the development of sports, cultural and recreation programs by providing funds to non-profit community organizations operated by volunteers. These funds are distributed through local governments. This grant is aimed to get people involved in activities by assisting in the needs of city residents.

The Saskatchewan Lotteries Community Grant Program is guided by the following:

1. To provide access to sports, culture, and recreation for all Saskatchewan people regardless of age, sex, and ethnicity, and economic status, physical or mental ability.
2. To provide funds to community, non-profit volunteer organizations in support of sports, culture and recreation programs.
3. Local community projects are given priority.

4. All participating groups are responsible for ensuring complete and accurate accounting.

The City receives funding in the amount of \$142,985 to be distributed to non-profit community organizations. The distribution of the funds for grants under the Community Grant Program are approved by City Council.

PUBLIC NOTICE:

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

ATTACHMENT:

1. Listing of 2022 External Funding for Municipal Projects and Purchases.

Written by: Melodie Boulet, Finance Manager

Approved by: Director of Financial Services and City Manager

2022 External Funding for Municipal Projects and Purchases	2022 Revenue	Provincial	Federal	Other
General Fund Capital Budget				
Federal and Provincial Contribution as per Ultimate Recipient Agreement - Aquatic and Arenas Recreation Centre	\$9,548,509	\$4,339,995	\$5,208,514	
Malcolm Jenkins Donation - James Isbister Park	\$200,000			\$200,000
Malcolm Jenkins Donation - Crescent Heights Spray Park	\$230,000			\$230,000
Malcolm Jenkins Donation - Party City Outdoor Gym	\$25,000			\$25,000
Malcolm Jenkins Donation - Rotary Adventure Park	\$400,000			\$400,000
Pave the Way Project - Carlton Park Club	\$18,900			\$18,900
Canada Community Revitalization Fund - Prairies Economic Development Canada - Little Red River Park Pathways	\$142,500		\$142,500	
SGI Funding - Crosswalk Program	\$38,748	\$38,748		
Airport Fund Capital Budget				
Airfield Electrical Rehabilitation - ACAP Funding	\$3,013,109		\$3,013,109	
Canada Community Building Fund (former Gas Tax Funding)				
Canada Community Building Fund as per Agreement	\$1,110,113		\$1,110,113	
General Fund Operating Budget				
Saskatchewan Urban Revenue Sharing	\$6,833,724	\$6,833,724		
FCM Grant - Feasibility Study - AJFH Solar Panel Project	\$28,000		\$28,000	
Aurora Art Group - Arts Centre	\$100			\$100
Canada Summer Jobs - Service Canada - Arts Centre	\$1,655		\$1,655	
Canadian Heritage Grant - Passage Home Project	\$10,000		\$10,000	
Kinsmen Club - Basketball/Pickleball Court Project	\$10,000			\$10,000
Community Club Rink Affordability Grant	\$22,500	\$22,500		
Prince Albert Elks Lodge No. 58 Donation for Cooke Golf Course	\$26,000			\$26,000
CAPF (Canadian Arts Presentation Fund) - EA - Canadian Heritage	\$111,600		\$111,600	
Sask Tourism Marketing & Events Program 2022 - EA Rawlinson	\$7,000	\$7,000		
OSAC Performing Arts Grant - EA Rawlinson	\$1,250	\$1,250		
CAPF (Re-engaging Audiences Fund) - EA Rawlinson - Canadian Heritage	\$55,000		\$55,000	
EA Rawlinson Centre Donation	\$50,000			\$50,000
Blue Jays Foundation - Grant Funding - PAMBA	\$30,000		\$30,000	
Royal Canadian Legion - Veterans Monument - 2023 Project	\$18,000		\$18,000	
SPRA - Framework in Action - SSFA 55+ Games	\$2,000	\$2,000		
SPRA - Parks for All - Into the Woods Day	\$2,000	\$2,000		
Federal Canadian Heritage - Young Canada Works - Museum	\$6,867		\$6,867	
Canada Summer Jobs - Service Canada - Musuems	\$17,172		\$17,172	
Canada Summer Jobs - Service Canada - Playgrounds	\$3,310		\$3,310	
Saskatchewan Lotteries - Community Grant Program	\$125,670	\$125,670		

2022 External Funding for Municipal Projects and Purchases	2022 Revenue	Provincial	Federal	Other
Community Grant - NLCDC - Kitz Fest	\$10,000			\$10,000
Playground Program Grant CGP#2/21	\$7,000	\$7,000		
Saskatchewan Parks and Recreation Association - Grant Playgrounds	\$500	\$500		
Grant - Community Cultural Engagement & Planning Sask Culture	\$3,750	\$3,750		
Sponsorship - Culture Days Sponsorship - Sask Culture	\$5,000	\$5,000		
Sponsorship - Prince Albert Council for the Arts	\$200			\$200
Grant - Community Grant Program - Community Initiatives Fund	\$20,000	\$20,000		
Reimbursement for prizes (Cultural Days National)	\$100			\$100
Association of Saskatchewan Urban Conservation Agencies - Little Red	\$6,000	\$6,000		
Canada Summer Jobs Grant - Service Canada - Public Works Staffing	\$16,735	\$16,735		
Urban Highway Connector Program	\$211,173	\$211,173		
Transit Assistance for People with Disabilities Grant	\$198,388	\$198,388		
Ministry of Social Services - Transit Passes Social Assistance	\$38,050	\$38,050		
Ministry of Social Services - Subsidize Discounted Bus Passes	\$37,500	\$37,500		
Donations for Street Fair - PADBID	\$16,738			\$16,738
Malcolm Jenkins - Donation for Street Fair	\$3,500			\$3,500
Malcolm Jenkins - Donation for Rock of Ages (Broadway North Theatre)	\$20,000			\$20,000
Recruiting and Mentorship Program - Prince Albert Grand Council	\$125,000			\$125,000
Provincial Funding - Police Service (CRT, PACT, STRT, ICE, etc.)	\$3,816,139	\$3,816,139		
Missing Person Funding - Prince Albert Police Service	\$62,828		\$62,828	
Police Service - Enforcement Overdrive Revenue - SGI	\$48,334	\$48,334		
Police Service - Visibility & Positive Communications	\$4,188			\$4,188
Civil Forfeiture - Prince Albert Police Service	\$71,528	\$71,528		
Saskatchewan Government Funding - Traffic Safety Enforcement Program	\$22,248	\$22,248		
Sanitation Operating Budget				
North Central Sask Waste Management Grant	\$425,042	\$425,042		
TOTAL GRANT FUNDING	\$27,258,669	\$16,300,274	\$9,818,669	\$1,139,726

Federal Funding	\$9,818,669
Provincial Funding	\$16,300,274
Funding from Community and Businesses	\$1,139,726
TOTAL EXTERNAL FUNDING	\$27,258,669



TITLE: Financial Reporting - 1st Quarter Reporting

DATE: June 30, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To provide members of Council information as it relates to the City's spending for the 1st Quarter of 2023 in comparison to the approved 2023 Budget.

PROPOSED APPROACH AND RATIONALE:

The City overall is showing an unaudited surplus of \$1,142,848 compared to budget for the first quarter of 2023. This is comprised of the following surpluses and deficits compared to budget in each fund:

- General Fund: \$1,299,048 surplus
- Airport Fund: \$41,541 surplus
- Sanitation Fund: \$424,264 surplus
- Water Utility Fund: \$431,234 deficit
- Land Fund: \$190,771 deficit

Cautionary Surplus

While showing a surplus compared to budget is a great sign and a great start to the year, the City must also be cautious and ensure we understand how that surplus came to fruition. Improvements to the budgeting process was a large contributing factor to the surplus as extensive efforts were made in the 2023 budgeting process to ensure budgeted amounts more accurately reflected true cost comparisons. However, we are always working on continuous improvement when it comes to budgeting which means not all items can be fixed in one year. It is still anticipated that there could be unpredictable items that occur in the year that cause cost overruns such as emergency situations or inflationary pressures.

Attached to this report is a detailed breakdown of the current spending and current revenue to date across all funds. Providing timely information to Council and Administration assists in decision making that supports the City to continue to grow and remain fiscally responsible.

Accountability

Administration is committed to working on strategies to communicate this information in an understandable and meaningful way as that has historically been the missing piece of financial reporting. While financial details can be complex and difficult to understand, it is our responsibility to ensure we can communicate those details in a less complex way to ensure residents understand the financial situation of the City, and the work being performed that contributes to that financial status.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. General Fund Financial Reporting ending March 31, 2023.
2. Other Funds Financial Reporting ending March 31, 2023.

Written by: Melodie Boulet, Finance Manager

Approved by: Senior Accounting Manager, Director of Financial Services and City Manager



Attachment No. 1 to RPT 23-272

TITLE: General Fund Financial Reporting ending March 31, 2023

DATE: June 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to provide Council a preliminary forecast based on financial information as of March 31, 2023, which is the 1st Quarter.

PROPOSED APPROACH AND RATIONALE:

Attached to this report is the Financial Reporting Summary for the General Fund Operating Budget.

The financial state will continue to be monitored, and service adjustments or other budget mitigation measures may have to be implemented as the year progresses.

Since this report is based on the best available information at a point in time, future impacts cannot be predicted with a high degree of precision, should the economy, interest and/or inflation rates continue to fluctuate.

City departments were provided financial information as of March 31, 2023.

Staff are collectively monitoring and assessing the financial impact to the City and will continue to update Council.

	2023 Approved Budget	3 Months Budget	2023 YTD (to Mar 31/23)	(Fav) Unfav Change
REVENUES				
Taxation	(\$45,950,360)	(\$78,760)	(\$104,979)	(\$26,219)
User Charges and Fees	(\$8,499,710)	(\$2,272,370)	(\$2,561,262)	(\$288,892)
Operating Grants and Donations	(\$12,318,020)	(\$1,087,110)	(\$1,619,916)	(\$532,806)
Grants in Lieu of Taxes	(\$7,776,070)	(\$1,564,360)	(\$1,564,465)	(\$105)
Interest and Penalties	(\$1,101,190)	(\$251,165)	(\$283,269)	(\$32,104)
Sundry	(\$385,120)	(\$40,190)	(\$53,312)	(\$13,122)
Total Revenues	(\$76,030,470)	(\$5,293,955)	(\$6,187,202)	(\$893,248)
EXPENSES				
Council Remuneration	\$450,140	\$112,470	\$102,804	(\$9,666)
Salaries Wages and Benefits	\$45,323,390	\$10,460,140	\$10,054,750	(\$405,390)
Contracted and General Services	\$6,228,120	\$2,543,970	\$2,543,099	(\$871)
Financial Charges	\$157,370	\$35,160	\$41,700	\$6,540
Grants and Donations	\$3,299,210	\$255,080	\$196,894	(\$58,186)
Utilities	\$2,970,420	\$768,090	\$521,381	(\$246,709)
Interest on Long Term Debt	\$1,323,570	\$27,770	\$156,647	\$128,877
Fleet Expenses	\$4,189,720	\$1,084,900	\$1,212,529	\$127,629
Maintenance Materials and Supplies	\$6,661,690	\$1,462,800	\$1,511,046	\$48,246
Insurance	\$654,150	\$173,460	\$146,634	(\$26,826)
Bad Debt Expense	\$272,000	\$12,990	\$14,919	\$1,929
Total Expenses	\$71,529,780	\$16,936,830	\$16,502,404	(\$434,426)
Operating (Surplus) Deficit	(\$4,500,690)	\$11,642,875	\$10,315,201	(\$1,327,674)
CAPITAL AND INTERFUND				
Amortization	\$7,800,000	\$0	\$0	\$0
Interfund Transfers	(\$4,578,280)	(\$214,200)	(\$185,574)	\$28,626
Capital and Interfund Transactions	\$3,221,720	(\$214,200)	(\$185,574)	\$28,626
TOTAL (SURPLUS) DEFICIT	(\$1,278,970)	\$11,428,675	\$10,129,627	(\$1,299,048)

The surplus is allocated as follows for a balanced budget:

Total (Surplus) / Deficit	(\$1,278,970)
Allocations:	
Capital Expenditures	\$4,910,000
Reserve Allocations	\$3,887,170
Principal Payments on Loans	\$281,800
Transfer from Fiscal Stabilization	\$0
Non-Cash Adjustment - Amortization	(\$7,800,000)
	\$1,278,970
Balanced Budget - (Surplus) Deficit	\$0

The attached Financial Reporting Document is similar to the approved 2023 Budget Document. The attached Financial Report provides the financial information as per Functional Area in the City Departments. It provides more descriptive financial information relating to revenues, grants, expenses, etc.

This document is intended to serve as a way to hold the City accountable to residents. Moving forward, timely financial reporting to Departments and Council will occur which will assist in determining spending to date and forecasting for the remainder of the year. This will allow Departments to understand where their spending is at, and if they forecast that will go over budget, help them to re-evaluate their projects to prevent that overage.

Financial Services also made numerous adjustments in the 2023 budget to rectify the areas that were not being budgeted for properly. This thorough review will continue with the 2024 budget to ensure the City’s budgeting is as accurate as possible.

The City is responsible for being accountable and transparent when reporting on financial results, operating and capital budgets, the economy, and significant City accomplishments. Financial accountability results from holding Departments accountable for effectively performing a financial activity. A well-defined financial accountability structure serves as the foundation for establishing effective financial processes.

General Fund Operating 1st Quarter Highlights**Taxation**

Favourable balance mainly attributed to:

- \$21,480 - Discounts Current Tax Discounts-Expense: Amount relates to discount offered for early payment of taxes. Discount has seen a decrease in the past three years as more individuals are signing up for TIPPS (monthly payment plant) which does not provide the discount.
- \$7,623.59 PADBID Levy - Those on TIPPS payments make a payment on the 1st of every month and portion goes to PADBID for Levy.

User Charges and Fees

Favourable balance mainly attributed to:

- \$80,122 additional revenue generated from Building Permits. Of that \$65,000 is for the Hotel in the Yard District that will be part of the Funding Model.
- \$170,240 additional revenue received in the 1st Quarter relating to the Fire Services Agreement with the Rural Municipality of Prince Albert. Budget for the revenue to be received from the R.M. of Prince Albert was allocated in the budget evenly over 12 months. The R.M. of Prince Albert was invoiced and paid the annual amount in the first quarter. The City expects to be on budget at the end of the year.
- \$156,700 - There was a promotion in September of 2022 to purchase the 2023 Golf Memberships prior to the implementation of the charge of PST effective October 1st. As such, the promotion was successful in memberships being purchased for 2023 which accounts the surplus revenue in the 1st Quarter.

Operating Grants and Donations

Favourable balance mainly attributed to:

- \$207,519 Operating Grant and Donation Revenue related to the receipt of a provincial grant for a One Time Transit Funding Agreement that is being used for extended transit hours, additional shelters, benches, concrete pads, etc. This amount was not budgeted for.
- \$30,000 revenue under the Canadian Artists Presentation Fund received in the 1st Quarter. Was not budgeted for the 1st Quarter as revenue.
- Remaining favourable balance relating to provincial grants received by the Prince Albert Police Service.

Interest and Penalties

Favourable balance mainly attributed to:

- \$70,694 - Interest revenue has exceeded budgeted revenue as prime rates increased over 1% since 2023 budget projections were prepared. The amount of interest the City receives on its daily bank balance is dependent on prime interest rates.
- That is offset by reduction of \$48,815 in revenue not received for Parking Tickets and Meters budgeted for Interest and Penalties.

Sundry

Favourable balance mainly attributed to:

- \$23,793 - This relates to the rebate the City receives from the Purchasing Card agreement the City has with MasterCard. The rebate for 2022 was \$23,793 compared to the budgeted amount of \$18,500 which was budgeted to be received in April 2023 based on the receipt of payment in prior years.

Salaries Wages and Benefits

Savings in the 1st Quarter due to staffing vacancies as follows:

Department	2023 Budget		3 Months Budget	Actual 1st Quarter	Variance
Corporate Governance	\$1,128,860		\$269,460	\$250,970	(\$18,490)
Corporate Services	\$1,863,840		\$444,750	\$376,085	(\$68,665)
Planning & Development	\$1,915,170		\$465,400	\$405,153	(\$60,247)
Financial Services	\$2,464,250		\$579,040	\$543,981	(\$35,059)
Fire Services	\$7,967,740		\$1,785,340	\$1,742,751	(\$42,589)
Community Services	\$6,828,210		\$1,406,680	\$1,305,359	(\$101,321)
Public Works	\$2,794,840		\$887,430	\$772,226	(\$115,204)
General Government	\$572,200		\$0	\$36,403	\$36,403
Police Service	\$19,788,280		\$4,622,040	\$4,621,822	(\$218)
TOTAL	\$45,323,390		\$10,460,140	\$10,054,750	(\$405,390)

Grants and Donations

Favourable balance mainly attributed to:

- \$30,780 was budgeted for the 1st Quarter spending but is projected to be spent in the 2nd and 3rd Quarter. Disaster Mitigation Adaptation Fund(DMAF) Partnership between the City and Saskatchewan Provincial Safety Authority (SPSA) for Fire Smart Management through selective removal. This for fire prevention work in the Nisbet Forest.
- \$10,000 was budgeted for grants to be paid by PADBID. No grants were paid in the 1st Quarter.

Utilities

Utilities expenses under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings. The City expects to be on budget by the end of the year.

Interest on Long Term Debt

Interest on Long Term Debt is \$128,877 over budget for the 1st quarter. The increase over budget relates to the mechanics of the bankers' acceptance and interest rate swap loan facility. Due to the increase in prime rates the City pays a higher interest rate at the beginning of the quarterly loan period and is then refunded interest at the end of the quarterly loan period. Interest expense will be on budget by the end of 2023.

Fleet Expenses

Unfavourable balance mainly attributed:

- \$77,793 overage on fleet for Snow Management in the 1st Quarter.
- \$18,886 over budget for the 1st Quarter. The primary Street and Road fleet budget was over by \$8,094 due to higher than budgeted usage. In addition, \$13,459 was incurred under the Road Patching account that did not have budget allocated to the 1st Quarter.
- \$17,400 overage on MSC and Old City Yards Fleet. This relates to work being performed by the City electrician to replace old lighting with LED lighting. In addition, due to the number of break-ins at the Old City Yards additional lighting was added. The fleet expense relates to vehicles used by the electrician.

Maintenance Materials and Supplies

Maintenance Materials and Supplies are unfavorable as there was \$30,843 spent on Building Safer Communities Operating Supplies. There is no budget allocated for Building Safer Communities, however, City Council on March 27, 2023 approved *“That Administration be authorized to proceed with the proposal for funding through the Building Safer Communities Fund in the amount of \$1,138,482.46, over four (4) fiscal years.”*

As well, the amount of \$18,387 was spent on renovations to the Financial Services Department (painting, storage cabinets and safe). Administration will monitor the remaining budgets for Maintenance Materials and Supplies for Financial Services.

PUBLIC NOTICE:

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

ATTACHMENT:

1. General Fund Quarterly Report Ending March 31, 2023.

Written by: Melodie Boulet, Finance Manager

Approved by: Senior Accounting Manager, Director of Financial Services & City Manager

2023

QUARTERLY FINANCIAL REPORTING

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

GENERAL FUND

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QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

GENERAL FUND – CONSOLIDATED OPERATING BUDGET

	2023 Approved Budget	3 Months Budget	2023 YTD (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
Taxation	(\$45,950,360)	(\$78,760)	(\$104,979)	(\$26,219)
User Charges and Fees	(\$8,499,710)	(\$2,272,370)	(\$2,561,262)	(\$288,892)
Operating Grants and Donations	(\$12,318,020)	(\$1,087,110)	(\$1,619,916)	(\$532,806)
Grants in Lieu of Taxes	(\$7,776,070)	(\$1,564,360)	(\$1,564,465)	(\$105)
Interest and Penalties	(\$1,101,190)	(\$251,165)	(\$283,269)	(\$32,104)
Sundry	(\$385,120)	(\$40,190)	(\$53,312)	(\$13,122)
Total Revenues	(\$76,030,470)	(\$5,293,955)	(\$6,187,202)	(\$893,248)
EXPENSES				
Council Remuneration	\$450,140	\$112,470	\$102,804	(\$9,666)
Salaries Wages and Benefits	\$45,323,390	\$10,460,140	\$10,054,750	(\$405,390)
Contracted and General Services	\$6,228,120	\$2,543,970	\$2,543,099	(\$871)
Financial Charges	\$157,370	\$35,160	\$41,700	\$6,540
Grants and Donations	\$3,299,210	\$255,080	\$196,894	(\$58,186)
Utilities	\$2,970,420	\$768,090	\$521,381	(\$246,709)
Interest on Long Term Debt	\$1,323,570	\$27,770	\$156,647	\$128,877
Fleet Expenses	\$4,189,720	\$1,084,900	\$1,212,529	\$127,629
Maintenance Materials and Supplies	\$6,661,690	\$1,462,800	\$1,511,046	\$48,246
Insurance	\$654,150	\$173,460	\$146,634	(\$26,826)
Bad Debt Expense	\$272,000	\$12,990	\$14,919	\$1,929
Total Expenses	\$71,529,780	\$16,936,830	\$16,502,404	(\$434,426)
Operating (Surplus) Deficit	(\$4,500,690)	\$11,642,875	\$10,315,201	(\$1,327,674)
CAPITAL AND INTERFUND				
Amortization	\$7,800,000	\$0	\$0	\$0
Interfund Transfers	(\$4,578,280)	(\$214,200)	(\$185,574)	\$28,626
Capital and Interfund Transactions	\$3,221,720	(\$214,200)	(\$185,574)	\$28,626
TOTAL (SURPLUS) DEFICIT	(\$1,278,970)	\$11,428,675	\$10,129,627	(\$1,299,048)



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

GENERAL FUND – BY DEPARTMENT

General Fund	2023 Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav
City Clerk	\$596,480		\$141,520	\$75,041	(\$66,479)
City Manager	\$464,350		\$111,740	\$113,838	\$2,098
Mayor	\$202,160		\$49,710	\$49,380	(\$330)
City Council	\$405,160		\$104,290	\$99,348	(\$4,942)
City Solicitor	\$496,350		\$123,610	\$139,009	\$15,399
Corporate Governance	\$2,164,500		\$530,870	\$476,616	(\$54,254)
Corporate Communications	\$156,420		\$32,360	\$34,870	\$2,510
Human Resources	\$996,020		\$251,600	\$221,098	(\$30,502)
OHS	\$146,640		\$36,860	\$32,563	(\$4,297)
Information Technology	\$1,401,050		\$342,190	\$303,741	(\$38,449)
Corporate Services	\$2,700,130		\$663,010	\$592,272	(\$70,738)
Planning	\$859,810		\$213,290	\$288,917	\$75,627
Building Inspections	\$61,870		\$14,040	(\$72,353)	(\$86,393)
Economic Development	(\$178,320)		(\$211,210)	(\$210,953)	\$257
Bylaw Services Division	\$751,150		\$187,780	\$173,463	(\$14,317)
Parking Tickets and Meters	(\$560,460)		(\$87,590)	(\$77,696)	\$9,894
Impound Lot	(\$201,270)		(\$52,620)	(\$35,156)	\$17,464
Planning & Dev Services	\$732,780		\$63,690	\$66,222	\$2,532
Assessment	\$626,550		\$158,520	\$146,850	(\$11,670)
Asset Management	\$88,870		\$22,230	\$22,230	\$0
Financial Services	\$1,657,730		\$422,340	\$332,059	(\$90,281)
Purchasing and Stores	\$366,970		\$92,290	\$83,796	(\$8,494)
Financial Services	\$2,740,120		\$695,380	\$584,935	(\$110,445)
Fire Administration	\$1,234,210		\$291,700	\$274,935	(\$16,765)
Fire Fighting	\$6,304,930		\$1,400,740	\$1,201,905	(\$198,835)
Fire Prevention	\$308,020		\$73,380	\$72,658	(\$722)
Fire Fleet and Equipment	\$676,830		\$169,220	\$158,934	(\$10,286)
Fire Building Maintenance	\$98,710		\$26,960	\$37,707	\$10,747
Fire Services	\$8,622,700		\$1,962,000	\$1,746,139	(\$215,861)



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

GENERAL FUND – BY DEPARTMENT CON'T

General Fund	2023 Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav
Facilities Maintenance	\$456,930		\$39,920	\$66,556	\$26,636
Alfred Jenkins Field House	\$257,940		\$56,690	\$54,734	(\$1,956)
Art Hauser Centre	\$698,580		\$170,890	\$303,512	\$132,622
Arts Centre	\$136,250		\$36,750	\$30,306	(\$6,444)
Bernice Sayese Centre	\$74,080		\$15,450	\$14,606	(\$844)
Cemetery	\$87,550		\$23,510	\$15,632	(\$7,878)
Facilities - City Hall	\$430,120		\$117,890	\$120,589	\$2,699
Community Clubs	\$401,310		\$106,400	\$83,401	(\$22,999)
Community Services Admin	\$665,070		\$168,230	\$167,525	(\$705)
Cooke Municipal Golf Course	(\$95,520)		(\$47,230)	(\$165,477)	(\$118,247)
Dave Steuart Arena	\$168,360		\$37,030	\$70,000	\$32,970
EA Rawlinson Centre	\$451,930		\$115,180	\$173,846	\$58,666
City Beautification	\$76,300		\$0	\$3,841	\$3,841
Frank Dunn Swimming Pool	\$518,220		\$235,860	\$209,625	(\$26,235)
Prince Albert Public Library	\$22,860		\$5,040	\$11,892	\$6,852
Kinsmen Arena	\$203,810		\$58,660	\$12,585	(\$46,075)
Kinsmen Park	\$110,440		\$5,710	\$7,270	\$1,560
Kinsmen Ski Hill	\$90,520		\$56,530	\$58,688	\$2,158
Kinsmen Water Park	\$190,020		\$35,930	\$5,764	(\$30,166)
Little Red River Park	\$272,340		\$72,320	\$43,718	(\$28,602)
MFC - Kinsmen Heritage	\$39,780		\$10,210	\$10,431	\$221
Museums	\$186,490		\$23,800	\$14,309	(\$9,491)
Outdoor Sports Field	\$194,780		\$6,240	\$6,813	\$573
Parks	\$1,670,180		\$251,380	\$186,171	(\$65,209)
Playgrounds and Structures	\$262,840		\$1,330	\$9,102	\$7,772
PA Golf & Curling Club	\$38,800		\$16,130	\$14,231	(\$1,899)
Recreation	\$680,750		\$173,760	\$101,892	(\$71,868)
Saskatchewan Lotteries	\$0		\$57,200	\$13,000	(\$44,200)
Skateboard Park	\$31,820		\$620	\$746	\$126
Tourism Information Centre	\$24,400		\$6,500	\$182	(\$6,318)
Community Services	\$8,346,950		\$1,857,930	\$1,645,490	(\$212,440)



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

GENERAL FUND – BY DEPARTMENT CON'T

General Fund	2023 Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav
Public Works Administration	\$975,870		\$235,580	\$267,249	\$31,669
Municipal Service Centre	\$190,140		\$81,400	\$115,009	\$33,609
Old City Yards	\$99,280		\$25,640	\$61,353	\$35,713
Backlanes Maintenance	\$83,810		\$0	\$0	\$0
Sidewalks	\$232,020		\$0	\$162	\$162
Snow Downtown	\$157,860		\$87,090	\$65,925	(\$21,165)
Snow Management	\$1,391,040		\$844,290	\$763,587	(\$80,703)
Street Lighting	\$985,460		\$246,360	\$160,798	(\$85,562)
Streets and Roads	\$908,050		\$47,280	\$43,893	(\$3,387)
Street Sweeping	\$306,010		\$0	\$0	\$0
Parking Lots	(\$98,000)		(\$39,480)	(\$41,229)	(\$1,749)
Traffic Counts and Markings	\$198,250		\$390	(\$367)	(\$757)
Traffic Lights	\$370,840		\$96,550	\$51,176	(\$45,374)
Traffic Signs	\$351,320		\$83,350	\$68,790	(\$14,560)
City Public Transit	\$1,586,510		\$394,510	\$154,981	(\$239,529)
Public Works	\$7,738,460		\$2,102,960	\$1,711,327	(\$391,633)
General Government	(\$59,640,620)		(\$1,641,650)	(\$1,645,633)	(\$3,983)
Aquatic Centre - Interest	\$0		\$0	\$92,000	\$92,000
General Government	(\$59,640,620)		(\$1,641,650)	(\$1,553,633)	\$88,017
Police Albert Police Service	\$18,694,760		\$4,535,740	\$4,223,323	(\$312,417)
PADBID	\$142,000		\$58,550	\$7,664	(\$50,886)
External Agencies					
Prince Albert Public Library	\$2,253,950		\$563,490	\$563,488	(\$2)
Museums	\$71,080		\$17,770	\$17,770	\$0
PA Arts Board	\$25,000		\$6,250	\$6,250	\$0
Special Needs Transportation	\$571,760		\$142,950	\$143,404	\$454
Special Needs - Fleet	\$122,640		\$30,660	\$30,660	\$0
Seniors Transportation	\$69,500		\$17,375	\$17,375	\$0
Mann Art Gallery	\$100,000		\$25,000	\$25,000	\$0
PA Mobile Crisis Unit	\$43,600		\$10,900	\$10,900	\$0
External Agencies	\$3,257,530		\$814,395	\$814,847	\$452
Interfund Transfers	(\$4,578,280)		(\$214,200)	(\$185,574)	\$28,626
Amortization	\$7,800,000		\$0	\$0	\$0
TOTAL	(\$1,278,970)		\$11,428,675	\$10,129,627	(\$1,299,048)



GENERAL FUND – HIGHLIGHTS

General Fund Operating Budget – Salaries Wages and Benefits

Savings in the 1st Quarter due to staffing vacancies as follows:

Department	2023 Budget		3 Months Budget	Actual 1st Quarter	Variance
Corporate Governance	\$1,128,860		\$269,460	\$250,970	(\$18,490)
Corporate Services	\$1,863,840		\$444,750	\$376,085	(\$68,665)
Planning & Development Services	\$1,915,170		\$465,400	\$405,153	(\$60,247)
Financial Services	\$2,464,250		\$579,040	\$543,981	(\$35,059)
Fire Services	\$7,967,740		\$1,785,340	\$1,742,751	(\$42,589)
Community Services	\$6,828,210		\$1,406,680	\$1,305,359	(\$101,321)
Public Works	\$2,794,840		\$887,430	\$772,226	(\$115,204)
General Government	\$572,200		\$0	\$36,403	\$36,403
Police Service	\$19,788,280		\$4,622,040	\$4,621,822	(\$218)
TOTAL	\$45,323,390		\$10,460,140	\$10,054,750	(\$405,390)

Building Permit Revenue

The City of Prince Albert’s Building Division has been busy working with developers and owners on exciting construction projects in the first quarter of 2023. From January 1 to June 1, 2023, the total construction value for projects underway in the city is \$31,162,262. This year is turning out to be a good year for economic development, growth and investment in our community. Below are some of the projects that are taking place with a construction value over \$1,000,000:

- New Hotel \$10,000,000
- Saskatchewan Housing Corporation Renovation of 21 units within 5 Townhouses \$4,555,000
- P.A. Community Housing 11 New Units within 2 New Multi-family buildings \$2,079,500
- Men’s Correctional Facility Renovation \$1,854,428
- PAGC Spruce Lodge Renovation \$1,000,000
- Econo Lumber Addition \$2,200,000
- New 10,000 sq.ft. Retail Building \$1,500,000
- 3 New apartment foundation permits have been issued totaling \$1,500,000.

For 2023, the budgeted amount for permit revenue is \$260,000. With all of the construction projects currently underway, the Building Division’s permit revenue is currently at \$229,536, which has the Building Division at 88% of the budget for the year.





GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

CORPORATE GOVERNANCE

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: CITY CLERK
Department: City Manager, City Solicitor, City Clerk, Mayor, and City Council
Fund: General Fund

The Office of the City Clerk is the primary contact regarding City Council business and administers the legislative process for the municipality.

The Office manages Council and committee meetings, quasi-judicial boards, execution of official corporate documents, and the safekeeping of the official records of the City. In addition, the City Clerk acts as the Head of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP) and the Returning Officer for Municipal and In-City School Division Elections.

CITY CLERK	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$3,000)		\$0	(\$43,660)	(\$43,660)
Sundry	(\$800)		(\$210)	(\$20)	\$190
Total Revenues	(\$3,800)		(\$210)	(\$43,680)	(\$43,470)
EXPENSES					
Salaries Wages and Benefits	\$566,280		\$135,090	\$115,748	(\$19,342)
Contracted and General Services	\$12,450		\$240	\$100	(\$140)
Maintenance Materials and Supplies	\$21,550		\$6,400	\$2,873	(\$3,527)
Total Expenses	\$600,280		\$141,730	\$118,721	(\$23,009)
TOTAL (SURPLUS) DEFICIT	\$596,480		\$141,520	\$75,041	(\$66,479)

REVENUES

User Charges and Fees Revenue

1st Quarter Revenue for Board of Revision Fees is **\$43,660**. Additional revenue generated in fees from Applications for Property Assessment Appeals.



2023 Budget: \$3,000 Total User Charges and Fees Revenue represents Board of Revision Fees received from Applications for Property Assessment Appeals. Any Assessment Appeal Fee refunds are allocated to Board of Revision Refunds. The difference between these amounts provide the revenue that the City would receive from Assessment Appeals submitted through the Board of Revision.

Sundry

1st Quarter Revenue is \$20.

2023 Budget: \$800 Total Sundry Revenue represents revenue from renting older Ballot Boxes to External Agencies; informal Requests for information and Formal LAFOIP Requests submitted to the City Clerk’s Office. With requests for information increasing over the last few years, there may be an increase in revenue in the future years.

EXPENDITURES

Salaries Wages and Benefits

Currently under budget by the amount of \$19,342 due to the vacancy of the Clerk Steno II position in the City Clerk’s Office and reduced hours of the Corporate Legislative Manager on term position.

Contracted and General Services

2023 Budget of \$12,540 Total Contracted and General Services:

- \$11,500 Board of Revision – Appeals (above)
- \$950 for Payments for the following Quasi-Judicial Boards: Development Appeals Board and Property Maintenance Appeals Board



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: CITY MANAGER
Department: City Manager, City Solicitor, City Clerk, Mayor, and City Council
Fund: General Fund

The City Manager is the administrative head of the City of Prince Albert. In this capacity, the City Manager is responsible for keeping City Council informed of the operations and affairs of the City as well as ensuring that the decisions and the policy direction set out by City Council are implemented. It is through the City Departments that the City Manager implements the policies, programs and decisions of City Council.

CITY MANAGER	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$401,080		\$95,250	\$97,322	\$2,072
Maintenance Materials and Supplies	\$63,270		\$16,490	\$16,516	\$26
Total Expenses	\$464,350		\$111,740	\$113,838	\$2,098
TOTAL (SURPLUS) DEFICIT	\$464,350		\$111,740	\$113,838	\$2,098

On budget for 1st Quarter.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: MAYOR
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

Mayor and Council lead the community and corporation and oversee three Governance Officers: the City Manager, the City Clerk and the City Solicitor. The Mayor is the Chief Elected Official for the citizens of Prince Albert. The Mayor’s Office is responsible for all administrative matters involving City Council and is the primary customer service representative between Mayor and Council, the public, elected officials, and community organizations. This budget represents the remuneration for the Mayor’s Office. This includes expenditures related to strategic planning, travel, conferences, training, and vehicle allowances.

MAYOR	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
EXPENSES				
Council Remuneration	\$104,420	\$26,130	\$26,167	\$37
Salaries Wages and Benefits	\$82,760	\$19,860	\$20,319	\$459
Maintenance Materials and Supplies	\$14,980	\$3,720	\$2,894	(\$826)
Total Expenses	\$202,160	\$49,710	\$49,380	(\$330)
TOTAL (SURPLUS) DEFICIT	\$202,160	\$49,710	\$49,380	(\$330)

EXPENDITURES

2023 Budget: Council Remuneration of \$104,420 as follows:

- \$99,420 for Mayor Remuneration.
- \$5,000 for Travel. As per the Travel and Accommodation Policy, "Each Councillor will be allocated funds for travel annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process". Includes vehicle rental, hotel, flights, gas and parking charges for the following events: SUMA Convention (Apr 16-19, 2023 in Saskatoon), FCM Conference (May 25-28 in Toronto), SARM Convention (Mar), CMC Meetings (May & Oct).

2023 Budget: Salaries Wages and Benefits

- Represents 70% of the position of Executive Assistant to the Mayor.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: CITY COUNCIL
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

The Council of the City of Prince Albert has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and necessary services to the community. Prince Albert's City Council is made up of nine elected representatives including one Mayor and eight City Councillors. This functional area represents the remuneration for the eight Councillors, and a portion of the Mayor's office staffing cost.

CITY COUNCIL	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Council Remuneration	\$345,720	\$86,340	\$76,637	(\$9,703)
Salaries Wages and Benefits	\$33,850	\$8,460	\$7,472	(\$988)
Maintenance Materials and Supplies	\$25,590	\$9,490	\$15,240	\$5,750
Total Expenses	\$405,160	\$104,290	\$99,348	(\$4,942)
TOTAL (SURPLUS) DEFICIT	\$405,160	\$104,290	\$99,348	(\$4,942)

EXPENDITURES

2023 Budget: Salaries Wages and Benefits

- Represents 30% of the position of Executive Assistant to the Mayor.

Maintenance Materials and Supplies

Overage to date relates to the amount of \$3,180 paid to Chamber of Commerce for Mayor State of City Address Luncheon



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: CITY SOLICITOR
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

The City Solicitor is one of the three Officers of Council and reports directly to City Council. The primary responsibility of the City Solicitor is to direct and manage the legal affairs of the City on a day to day basis to ensure the interests of the City are properly advocated and protected. This budget is attributed to the remuneration of the City Solicitor, and office staffing costs for the City Solicitor’s office at City Hall.

CITY SOLICITOR	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$44,890		\$10,800	\$10,110	(\$690)
Contracted and General Services	\$450,500		\$112,620	\$128,830	\$16,210
Maintenance Materials and Supplies	\$960		\$190	\$69	(\$121)
Total Expenses	\$496,350		\$123,610	\$139,009	\$15,399
TOTAL (SURPLUS) DEFICIT	\$496,350		\$123,610	\$139,009	\$15,399

EXPENDITURES

2023 Budget: Salaries Wages and Benefits

- Represents 50% of the position of Confidential Secretary. Other 50% charged to City Clerk.

Contracted and General Services

Legal Services is over budget in the 1st Quarter by the amount of **\$16,210**.

2023 Budget: Contracted and General Services relating to legal Services as follows:

- \$275,000 for the City Solicitor contract – in-house City Solicitor at City Hall.
- \$50,000 for human resources legal services.
- \$100,000 for outside legal services.
- \$25,500 PST amount on all invoices.



Outside legal services requires specialty legal services for various law firms/investigators in regards to complex issues and files, and to mitigate the risk to the City. The above outside legal services includes:

- Assessment appeals
- Court of Appeals
- Workplace Investigations
- Harassment Claims
- Bylaw enforcement
- Tax enforcement
- Human Resources and personnel matters
- Lawsuit Claims

As discussed during the 2023 Budget deliberations, the amount budgeted for outside legal services have been consistently considerably under budgeted and therefore leaving financial reporting of this area in a very unfavourable position. During the 2023 budget, the budget was increased by a minimal amount of \$50,000 to start the process to increase this budget item to meet the needs of the consistently high actuals to address all the legal services noted above.



GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

CORPORATE SERVICES

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: CORPORATE COMMUNICATIONS
Department: Corporate Services
Fund: General Fund

The Corporate Communications Office is responsible for delivering timely, accurate and relevant information regarding City services, programs and Council decisions to Prince Albert residents, through a variety of mediums. The Corporate Communications Office provides a degree of centralization to the communications function for the City. Each City department maintains responsibility for the distribution of the communications material that is relevant to their activities, programs and services. The Corporate Communications office serves as a liaison between The City and media and advertising agencies and often provides assistance and advice to departments.

CORPORATE COMMUNICATIONS	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$104,110		\$24,810	\$24,025	(\$785)
Contracted and General Services	\$15,000		\$0	\$977	\$977
Maintenance Materials and Supplies	\$37,310		\$7,550	\$9,868	\$2,318
Total Expenses	\$156,420		\$32,360	\$34,870	\$2,510
TOTAL (SURPLUS) DEFICIT	\$156,420		\$32,360	\$34,870	\$2,510

EXPENDITURES

Contracted and General Services

1st Quarter Spending of \$977:

- \$477 for awareness and celebration graphic
- \$500 for Winter Festival Photos

2023 Budget of \$15,000 consists of: Graphic Design - \$2,500; Event Photography \$2,500; and Video Production \$10,000.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: HUMAN RESOURCES
Department: Corporate Services
Fund: General Fund

Human Resources promotes a fully engaged workforce throughout the City and provides services to the organization to attract, retain, support and develop our employees in serving our community. Key functions include attraction and orientation of new employees, compensation and benefits, employee development and retention, labour relations and negotiations, employee wellness, and disability management. The Payroll Division is now part of Human Resources as per the current Departmental Restructuring.

HUMAN RESOURCES	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$859,680		\$204,630	\$175,133	(\$29,497)
Contracted and General Services	\$30,000		\$9,990	\$10,295	\$305
Maintenance Materials and Supplies	\$106,340		\$36,980	\$35,670	(\$1,310)
Total Expenses	\$996,020		\$251,600	\$221,098	(\$30,502)
TOTAL (SURPLUS) DEFICIT	\$996,020		\$251,600	\$221,098	(\$30,502)

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits is under budget by the amount of \$29,497 as the position of Human Resources Manager has been vacant for three months.



Contracted and General Services

1st Quarter Spending of \$10,295 for legal and investigative services for personnel.

2023 Budget: \$30,000 Total Contracted and General Services regarding Arbitration Panel Expenses for City Nominee at 5 Arbitrations outstanding in the amount of \$27,500 and Investigation Services at \$2,500.

Maintenance Materials and Supplies

\$70,280 is a new allocation account representing IT expenses for Corporate Services (IT, Communications, HR & Payroll and OHS).

It includes allocation of funds for 2023 in the following areas:

Great Plains, Questica budgeting software, ESRI/GIS Advantage Program, Office365 Suite. (Security, End User and Assist), Penny, Njoyn, Service Desk, Desktop Central, Website Hosting and search tool, AdobePRO, Remote Desktop, FME - data integration tool.

The IT Computer Services Account is a consolidation of all annual licensing fees for IT software across all City Departments for tracking purposes. These expenses are allocated back to departments based on usage to better reflect the cost of IT services at a departmental level across the organization.

2023 1st Quarter Spending is \$17,580. That represents the budget for three months.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: OCCUPATIONAL HEALTH AND SAFETY
Department: Corporate Services
Fund: General Fund

The Health, Safety and Environment Coordinator Manager provides resources in health and safety to all of the departments including Police and Fire Services. OHS functions include health and wellness, safety, occupational health and is also responsible for processing all reported incidents, workers' compensation claims, back to work processes, and support for employees, supervisors and managers for both occupational and non-occupational injuries and illness.

OCCUPATIONAL HEALTH & SAFETY	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$113,480	\$28,170	\$25,522	(\$2,648)
Contracted and General Services	\$4,200	\$1,050	\$0	(\$1,050)
Fleet Expenses	\$2,650	\$660	\$0	(\$660)
Maintenance Materials and Supplies	\$26,310	\$6,980	\$7,041	\$61
Total Expenses	\$146,640	\$36,860	\$32,563	(\$4,297)
TOTAL (SURPLUS) DEFICIT	\$146,640	\$36,860	\$32,563	(\$4,297)

EXPENDITURES

Contracted and General Services

2023 Budget: \$4,200 for Contracted and General Services for ergonomics assessments for approximately 12 employees. Estimate based on employees moving offices and new hires. Assessments previously completed by City staff.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: INFORMATION TECHNOLOGY
Department: Corporate Services
Fund: General Fund

Proper use of technology allows the City to provide information and services in an accessible manner. As the provider of necessary technology to all areas of the organization, the IT branch has an important role to play in ensuring that City employees have the proper tools and solutions needed to do their jobs.

IT designs, develops and maintains the technology systems, including managing application software, technology infrastructure, and support services while ensuring information is secure and protected.

INFORMATION TECHNOLOGY	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$786,570	\$187,140	\$151,406	(\$35,734)
Contracted and General Services	\$576,470	\$144,120	\$149,346	\$5,226
Maintenance Materials and Supplies	\$38,010	\$10,930	\$2,989	(\$7,941)
Total Expenses	\$1,401,050	\$342,190	\$303,741	(\$38,449)
TOTAL (SURPLUS) DEFICIT	\$1,401,050	\$342,190	\$303,741	(\$38,449)

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are **under budget** by the amount of \$35,734 due to several vacancies in the Department. Council approved the new position of Infrastructure Systems Analyst and that position has been vacant for the 1st quarter, savings of \$25,125. As well, there has been a vacancy with the Business Systems Analyst position.

2023 Budget: \$100,500 for the position of an Infrastructure Systems Analyst in the 2023 Budget. This is the salary cost for a permanent Infrastructure Systems Analyst position. The addition of this position is expected to ensure that current and future workload can be met and that the City



has the necessary backup in place, for the Infrastructure Systems Team Lead to operate and protect the City’s critical infrastructure.

Contracted and General Services

2023 Actual Spending of \$149,346 as follows:

- \$148,618 charged for Centralization of IT Computer Services.
- \$728.75 for IT Consulting.

2023 Budget: \$15,000 budgeted relating to professional Services typically used for network and servers. This item is expected to be reduced with the SaskTel network managed services agreement; equipment expected to be installed in 2023.

2023 Budget: \$561,470 for Centralization of IT Computer Service Budget.

Maintenance Materials and Supplies

2023 Budget: \$10,500 **Training Budget** includes:

- Udemy Annual Online Training Portal - \$2,000
- Crystal Reports Training for Cityworks - \$1,050
- FME Server Training to support Cityworks, GIS, data integration - \$2,500
- Stormwind Annual Online Training Portal - \$2,690
- Desktop Central training - \$750
- VMWare Training - specific course TBD - \$1,500

IT (Information Technology) Reserve

The IT functional area has conducted a review of IT business systems and infrastructure needs in consultation with all City Departments. The creation of the Information Technology Administrative Group (ITAG) has enabled the City to prioritize and evaluate opportunities for projects and bring together necessary resources that benefit all departments and the City as a whole. IT is now in a position to anticipate what the capital budget needs will be for the next five to ten years. **The 2023 budget includes the allocation of \$450,000 to the Reserve.** Reserve funding at this level provides permanent and ongoing funding that will build and be available for known future projects that are required.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Centralization of IT Computer Service Budget

To assist with long term planning and oversight of IT projects, starting Year 2022, the IT operating budget included all Computer Services previously budgeted independently by departments under the 238 account. To ensure the cost of IT services are still accounted for in each department budget, costs will be allocated back to departments (Object Code 410) based on usage of the systems (some systems are shared across departments, others are used exclusively by one department).

This change will result in one-time adjustments in each functional area. Below are the IT Allocations to the various Department’s Budget:

<u>INFORMATION TECHNOLOGY ALLOCATIONS</u>		BUDGET	BUDGET	
		<u>Year 2022</u>	<u>Year 2023</u>	<u>Increase</u>
Computer Services	Expenses			
Information Technology	1-2-12220- 238	\$507,750	\$561,470	\$53,720
Information Technology - Computer Allocations 410		-\$504,400	-\$561,470	(\$57,070)
		\$3,350	\$0	(\$3,350)
<u>410 Allocations to Departments</u>		<u>Year 2022</u>	<u>Year 2023</u>	<u>Increase</u>
City Manager's Department		\$16,910	\$17,600	\$690
Corporate Services			\$70,280	\$70,280
Financial Services		\$149,360	\$108,130	(\$41,230)
Community Services		\$103,270	\$122,570	\$19,300
Public Works		\$115,950	\$113,290	(\$2,660)
Fire Department		\$34,000	\$25,150	(\$8,850)
Planning		\$31,310	\$54,090	\$22,780
		\$450,800	\$511,110	\$60,310
Sanitation Fund (Landfill)		\$16,000	\$10,105	(\$5,895)
Water and Sewer Fund (Billing and Collection)		\$37,600	\$40,255	\$2,655
		\$53,600	\$50,360	(\$3,240)
Total Computer Services - Allocations to Departments		\$504,400	\$561,470	\$57,070
	Variance	\$0	\$0	\$0

Please note that for Year 2022, there was no cost allocated to Corporate Services. For Year 2023, the amount of \$70,280 is allocated to Corporate Services.





GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

PLANNING AND DEVELOPMENT SERVICES

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **PLANNING**
Department: **Planning and Development Services**
Fund: **General Fund**

Planning is responsible for the planning and development of land in the City. The primary goal is to build an increasingly sustainable community over time, with an enhanced quality of life, consistent with the vision and core strategies of the City’s Strategic Plan.

PLANNING	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$120,000)	(\$7,500)	(\$6,646)	\$854
Total Revenues	(\$120,000)	(\$7,500)	(\$6,646)	\$854
EXPENSES				
Salaries Wages and Benefits	\$828,010	\$196,650	\$166,661	(\$29,989)
Contracted and General Services	\$17,840	\$3,820	\$79,006	\$75,186
Grants and Donations	\$52,920	\$0	\$0	\$0
Maintenance Materials and Supplies	\$81,040	\$20,320	\$49,896	\$29,576
Total Expenses	\$979,810	\$220,790	\$295,563	\$74,773
TOTAL (SURPLUS) DEFICIT	\$859,810	\$213,290	\$288,917	\$75,627

BUILDING SAFER COMMUNITIES FUNDING

City Council on March 27, 2023 approved *“That Administration be authorized to proceed with the proposal for funding through the Building Safer Communities Fund in the amount of \$1,138,482.46, over four (4) fiscal years.”*

For the 1st Quarter Spending, the amount of \$113,842.75 is spent regarding the Building Safer Communities. As there is funding for that project, Planning is **under budget** by approximately \$33,096 relating to vacancies in Salaries Wages and Benefits.



REVENUES

1st Quarter Revenue of \$6,646.32 for Development Permits.

2023 Budget: \$120,000 User Charges and Fees Revenue as follows:

- \$30,000 for Development Permits. Considering our current permit fees (development Permits, subdivision applications, etc.) and the current development market, no change to this value is recommended
- Revenue of \$90,000: Mini Billboards 2022 Revenue: \$4,500; and Pattison Billboard 2022 Revenue: \$84,678.

EXPENDITURES

Salaries Wages and Benefits

The amount of \$10,000 has been expensed for fulltime Coordinator for Building Safer Communities.

There is **savings of \$29,989** for Salaries Wages and Benefits for the 1st Quarter. That is due to several vacancies in Planning of a Planner position and Development Coordinator position.

Contracted and General Services

1st Quarter Spending is \$79,006. This area is not over budget as the amount of \$73,000 represents the expense relating to Building Safer Communities.

2023 Spending of **\$79,006** as follows:

- \$70,000 – Building Safer Communities
- \$3,000 – Building Safer Communities – Recruit Community Partner
- \$2,862 Townfolio
- \$434 for ISC Searches
- \$2,710 for Jan-March 2023 payment for Prince Albert District Planning Commission

2023 Budget: \$17,840 Total Contracted and General Services:

- \$6,000 (shredding, ISC, etc.)
- \$1,000 for photocopier costs
- \$10,840 for the Prince Albert Distract Planning Commission fee. See below.

Grants and Donations

2023 Budget: \$52,920 Total Grants and Donations for the grant to be paid to Prince Albert Housing Authority for Municipal Settlement Housing Losses.

Maintenance Materials and Supplies

1st Quarter Spending of \$49,896 as follows:

- \$30,842.75 relating to Building Safer Communities Operating Supplies.
- \$2,691 for Training.
- \$13,530 for Allocation of Centralized IT Computer Spending (2023 Budget of \$54,090).
- \$2,833 other miscellaneous spending.

PRINCE ALBERT DISTRICT PLANNING COMMISSION

The members of the Prince Albert District Planning Commission include: City of Prince Albert, Rural Municipality of Buckland and the Rural Municipality of Prince Albert. The City provides a grant to the Prince Albert District Planning Commission who advises the majority of the funds going towards staff salary and office services.

The Budget for the Prince Albert District Planning Commission is under the Planning Division. A budget of \$18,060 is the total budget presented for the City. The City's agreed upon portion is \$10,840. **Amount paid in 1st Quarter is \$2,710 (January to March 2023).**

PRINCE ALBERT HOUSING AUTHORITY – HOUSING GRANT

\$52,920 under Grants and Donations

The Prince Albert Housing Authority is overseen by a volunteer board of directors on behalf of the Saskatchewan Housing Corporation. The City has a contractual obligation for 5% of the annual operating losses for specific properties owned by the Prince Albert Housing Authority and operated by Saskatchewan Housing Corporation.

The City's 5% cost helps house approximately 1,000 people (seniors, adults, and children). The 2023 budget projected cost of \$52,920.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: BUILDING INSPECTIONS
Department: Planning and Development Services
Fund: General Fund

Building Inspections reviews plans and construction sites to ensure compliance with the minimum requirements of the National Building Code of Canada and its sister acts. If you are planning on building, renovating, moving a building, demolishing a building or planning a change of use or addition to a new or existing building, the Building Division will be your primary contact. The Building Division also administers other bylaws such as the Portable Sign Bylaw, the Building Bylaw and the Maintenance and Occupancy Bylaw.

As part of its building permit process, the Building Inspections reviews and approves plans for construction that meet building codes and bylaws. Building Inspections will also conduct inspections during construction to verify that building code regulations have been followed.

BUILDING INSPECTIONS	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
Interest and Penalties	\$0	\$0	(\$3,000)	(\$3,000)
User Charges and Fees	(\$260,000)	(\$65,010)	(\$145,132)	(\$80,122)
Total Revenues	(\$260,000)	(\$65,010)	(\$148,132)	(\$83,122)
EXPENSES				
Salaries Wages and Benefits	\$298,570	\$71,160	\$70,818	(\$342)
Fleet Expenses	\$9,370	\$2,340	\$2,340	\$0
Maintenance Materials and Supplies	\$13,930	\$5,550	\$2,620	(\$2,930)
Total Expenses	\$321,870	\$79,050	\$75,778	(\$3,272)
TOTAL (SURPLUS) DEFICIT	\$61,870	\$14,040	(\$72,353)	(\$86,393)

REVENUES

1st Quarter Building Permit Revenue of \$145,132.

Of that amount, \$65,000 is for the Development Permit for Hotel in the Yard District. That revenue will be credited to the Funding Model for the Aquatic and Arenas Recreation Centre.

2023 Budget: \$260,000 User Charges and Fees revenue relating to Building Permit Revenue.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: ECONOMIC DEVELOPMENT
Department: Planning and Development Services
Fund: General Fund

The City of Prince Albert's Economic Development Division is focused on making our community a place where businesses continue to thrive, and new businesses are welcomed, both locally and regionally. Our goal is to work towards providing economic opportunities by attracting new business, supporting business expansion, and assisting with business retention. The Economic Development Office also processes and issues business licenses.

ECONOMIC DEVELOPMENT	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$300,000)	(\$240,410)	(\$234,920)	\$5,490
Total Revenues	(\$300,000)	(\$240,410)	(\$234,920)	\$5,490
EXPENSES				
Salaries Wages and Benefits	\$64,180	\$15,360	\$13,960	(\$1,400)
Contracted and General Services	\$0	\$0	\$0	\$0
Financial Charges	\$1,500	\$390	\$712	\$322
Grants and Donations	\$45,000	\$11,250	\$8,150	(\$3,100)
Maintenance Materials and Supplies	\$11,000	\$2,200	\$1,145	(\$1,055)
Total Expenses	\$121,680	\$29,200	\$23,967	(\$5,233)
TOTAL (SURPLUS) DEFICIT	(\$178,320)	(\$211,210)	(\$210,953)	\$257

REVENUES

1st Quarter Revenue of \$234,920 on budget as follows:

	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Portable Sign Permits	\$2,695	\$3,750	(\$1,055)	\$15,000
Business License Revenue	\$230,750	\$235,400	(\$4,650)	\$275,000
Intermunicipal Business Licensing	\$1,375	\$0	\$1,375	\$5,000
Direct Sellers Revenue	\$100	\$1,260	(\$1,160)	\$5,000
Total Revenue - 1st Quarter	\$234,920	\$240,410	(\$5,490)	\$300,000



2023 Budget: \$300,000 Total User Charges and Fees as follows:

- \$275,000 for Business License Revenue.
- \$5,000 for revenue generated from the licensing of Direct Sellers (Typically door to door product sales.
- \$15,000 for revenue from portable sign permit issuance. Both the amount of income and the number of signs issued have remained steady over the last few years.
- \$5,000 for Intermunicipal Business Licensing.

EXPENDITURES

Grants and Donations

1st Quarter Spending of \$8,150 as follows:

- \$3,950 paid for Economic Development Grant
- \$4,200 paid to Chamber of Commerce for the operation of Tourism Centre.

2023 Budget: \$45,000 Total Grants and Donations.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: BYLAW SERVICES DIVISION
Department: Planning and Development Services
Fund: General Fund

The Bylaw Enforcement Division is responsible for the compliance and enforcement of municipal bylaws to ensure a safe, quiet and pleasant environment is provided for all residents of our community. Bylaw Enforcement Officers investigate concerns in relation to all City Bylaws. As per the Departmental Restructuring, the Bylaw Services Manager and Parking Staff have moved to be part of the Bylaw Services Division.

BYLAW SERVICES DIVISION	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
Interest and Penalties	(\$14,600)	(\$3,660)	(\$900)	\$2,760
Total Revenues	(\$14,600)	(\$3,660)	(\$900)	\$2,760
EXPENSES				
Salaries Wages and Benefits	\$415,800	\$103,950	\$89,695	(\$14,255)
Contracted and General Services	\$310,600	\$77,640	\$77,770	\$130
Fleet Expenses	\$28,050	\$7,020	\$4,680	(\$2,340)
Maintenance Materials and Supplies	\$11,300	\$2,830	\$2,219	(\$611)
Total Expenses	\$765,750	\$191,440	\$174,363	(\$17,077)
TOTAL (SURPLUS) DEFICIT	\$751,150	\$187,780	\$173,463	(\$14,317)

REVENUES

2023 Budget: \$14,600 Total Interest and Penalties revenue as follows:

- \$9,600 for revenue earned through court Judgements.
- \$5,000 revenue reflects revenue from the issuance of tickets and notices of violation for Bylaw Enforcement (fines).



EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are **under budget** by the amount of \$14,255 due to a vacancy in the 1st Quarter for Bylaw Enforcement Officer. The Bylaw Enforcement Unit is now fully staffed with the two Bylaw Enforcement Officers and a Bylaw Enforcement Supervisor.

Contracted and General Services

1st Quarter spending of \$77,770 is the payments to SPCA for the months of January to March 2023 as follow:

- Animal Control Service Agreement - \$20,520
- Poundkeeping Agreement - \$57,250

PRINCE ALBERT SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS INC. (SPCA)

The City pays the Prince Albert Society of the Prevention of Cruelty to Animals Inc. (SPCA) for providing pound keeper and animal protection services within the confines of the City. The pound keeping and lease agreement outlines the power and duties of the SPCA within the limits of the City, as specified in the bylaws and all amendments.

2023 Budget: \$310,600 Total Contracted and General Services as follows:

- \$81,600 is the Animal Control Service Agreement. The Animal Control Service Agreement between the City and SPCA to provide animal control services to the City.
- \$229,000 for the Poundkeeping Agreement. The Poundkeeping Agreement is between the City and SPCA. The City appoints the SPCA as the City's Poundkeeper. The fee for service payable by the City during the term of the Agreement shall be deemed as contributing toward all the operating costs of the SPCA while it operates as Poundkeeper.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: PARKING TICKETS AND METERS
Department: Financial Services
Fund: General Fund

Parking Services provides a coordinated approach to the provision, regulation, enforcement and collection services related to parking in Prince Albert.

This budget accounts for revenue from parking ticket violations and parking meters. Costs are also required for parking meter maintenance, software and hardware requirements. This Division is now part of the Bylaw Services Division.

PARKING TICKETS AND METERS	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$496,000)	(\$74,640)	(\$95,831)	(\$21,191)
Interest and Penalties	(\$440,000)	(\$110,010)	(\$61,195)	\$48,815
Total Revenues	(\$936,000)	(\$184,650)	(\$157,026)	\$27,624
EXPENSES				
Salaries Wages and Benefits	\$305,810	\$77,720	\$63,494	(\$14,226)
Financial Charges	\$3,590	\$900	\$793	(\$107)
Utilities	\$0	\$1,970	\$1,135	(\$835)
Fleet Expenses	\$33,410	\$8,340	\$8,570	\$230
Maintenance Materials and Supplies	\$32,730	\$8,130	\$5,339	(\$2,791)
Total Expenses	\$375,540	\$97,060	\$79,331	(\$17,729)
TOTAL (SURPLUS) DEFICIT	(\$560,460)	(\$87,590)	(\$77,695)	\$9,895

REVENUES

User Charges and Fees

Increase of revenue for User Charges and Fees in 1st Quarter Revenue as follows:

User Charges and Fees	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Parking Meter Revenue	\$82,475	\$44,400	\$38,075	\$400,000
Parking Lot - Sask Polytechnic	\$13,356	\$30,240	(\$16,884)	\$96,000
Total Revenue - 1st Quarter	\$95,831	\$74,640	\$21,191	\$496,000



Interest and Penalties

1st Quarter Revenue for Interest and Penalties is (\$61,195). Currently under budgeted revenue.

2023 Budget: (\$440,000) Total Interest and Penalties Revenue is for Parking Ticket Violations.

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are under budget by the amount of (\$12,952) due to vacancies for the 1st Quarter.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: IMPOUND LOT
Department: Financial Services
Fund: General Fund

The City’s Municipal Impound Lot receives all vehicles towed by the Prince Albert City Police and the City’s Bylaw Officers. This functional area coordinates contractors to provide towing and auction services.

This budget accounts for revenue from towing, storage and other related fees as well as expenses such as lot maintenance, building and land leases along with coordinating vehicle releases. This Division is now part of the Bylaw Services Division.

IMPOUND LOT	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$402,000)	(\$100,500)	(\$83,306)	\$17,194
Sundry	(\$35,000)	(\$8,760)	(\$8,130)	\$630
Total Revenues	(\$437,000)	(\$109,260)	(\$91,436)	\$17,824
EXPENSES				
Salaries Wages and Benefits	\$2,800	\$740	\$525	(\$215)
Contracted and General Services	\$101,000	\$25,730	\$26,151	\$421
Financial Charges	\$1,800	\$450	\$472	\$22
Utilities	\$9,500	\$2,370	\$2,672	\$302
Fleet Expenses	\$1,590	\$810	\$486	(\$324)
Maintenance Materials and Supplies	\$65,410	\$13,550	\$14,041	\$491
Insurance	\$1,630	\$0	\$417	\$417
Bad Debt Expense	\$52,000	\$12,990	\$11,517	(\$1,474)
Total Expenses	\$235,730	\$56,640	\$56,280	(\$360)
TOTAL (SURPLUS) DEFICIT	(\$201,270)	(\$52,620)	(\$35,156)	\$17,464



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

REVENUES

User Charges and Fees

1st Quarter Revenues of \$83,306 as follows:

	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Rental and Lease Revenue	\$6,429	\$7,500	(\$1,071)	\$30,000
Towing Revenue	\$3,124	\$1,740	\$1,384	\$7,000
Vehicle Disposals Revenue	\$11,051	\$5,010	\$6,041	\$20,000
Storage Fees	\$62,703	\$86,250	(\$23,547)	\$345,000
Total Revenue - 1st Quarter	\$83,306	\$100,500	(\$17,194)	\$402,000

2023 Budget: \$402,000 Total User Charges and Fees Revenue as follows:

- \$345,000 for storage revenue at Impound Lot.
- \$30,000 is the annual fee collected from Auto Rescue for the compound subleasing agreement.
- \$20,000 is the revenue for lien checks, removing plates and returning to SGI, reimbursement for SGI auction costs.
- \$7,000 revenue from towing.

Sundry Revenue

1st Quarter Sundry revenue is \$8,130.

2023 Budget: (\$35,000) Total Sundry Revenue is from SGI and Police Impounded vehicles.



EXPENDITURES

Contracted and General Services

1st Quarter spending of \$26,150.85 for Contracted and General Services as follows:

Auction Commission Costs	\$3,596.00
Fee to Auto Rescue	\$22,147.32
Commissionaire Services	\$63.60
ISC Searches	\$271.00
Protection Services	\$72.93
Total Contracted and General Services	\$26,150.85

2023 Budget: \$101,000 Total Contracted and General Services as follows:

- \$1,500 for ISC Searches
- \$500 for commissionaire services
- \$85,000 is the Fee to Auto Rescue for being the City’s Towing Company
- \$14,000 for Auction commission costs

Bad Debt Expense

1st Quarter Bad Debt Expense is \$11,517

2023 Budget: \$52,000 Budget for Bad Debt Expense. Vehicles are sent to auction for unpaid enforcement tickets, towing, and impound fees. If the proceeds from the auction do not cover all the outstanding fees the balance is written off to bad debt. Historically 15% of the storage fee are written off as bad debt.





24%

**\$533.18
Education**

Taxes for Education collected through Property Taxes on behalf of the School Boards.

External Agencies
Includes: Library, Senior Transportation, Mann Art Gallery, etc.

Repaving Program

8%
**\$188.31
Fire Department**



A home in Prince Albert with an assessed value of \$146,800 (\$117,440 Taxable Assessment) will pay

\$2,208.73

in Property Taxes in 2023
This is what those tax dollars pay for:



8%
**\$182.29
Community Services**

Includes: Parks, Facilities, Arts & Culture, Playgrounds, Recreation, etc.

6%
**\$126.80
Reserves**
Includes: fleet, playground repair, park pathway



GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

FINANCIAL SERVICES

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: ASSESSMENT
Department: Financial Services
Fund: General Fund

The City of Prince Albert annually produces assessed values for every property within the City. This value is used to calculate property taxes and is based on a number of factors, including the approximate market value, the size of the property and its location. The City determines a home’s assessed value by comparing the property with sales of other properties. Pursuant to The Cities Act and the other Provincial legislation there are a number of requirements for inspection and valuation of properties.

ASSESSMENT	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$54,600)	(\$6,900)	(\$5,090)	\$1,810
Total Revenues	(\$54,600)	(\$6,900)	(\$5,090)	\$1,810
EXPENSES				
Salaries Wages and Benefits	\$601,680	\$144,360	\$142,233	(\$2,127)
Contracted and General Services	\$13,200	\$3,000	\$663	(\$2,337)
Fleet Expenses	\$9,380	\$2,340	\$2,340	\$0
Maintenance Materials and Supplies	\$56,890	\$15,720	\$6,704	(\$9,016)
Total Expenses	\$681,150	\$165,420	\$151,940	(\$13,480)
TOTAL (SURPLUS) DEFICIT	\$626,550	\$158,520	\$146,850	(\$11,670)

REVENUES

1st Quarter Revenue of \$5,090 for assessment and tax certificate and search fees.

2023 Budget: \$54,600 Total User Charges and Fees Revenue as follows:

- \$27,000 in revenue from Tax Enforcement fees
- \$27,600 in revenue (\$2,300/month) Tax searches and certificates



EXPENDITURES

Contracted and General Services

2023 Budget: \$13,200 Total Contracted and General Services as follows:

- \$12,000 for CAMA lot Assessment Software, court reporter costs at Board of Revision and costs of transcripts.
- \$1,200 for ISC expenses that cannot be charged back to the property owner.

Maintenance Materials and Supplies

Maintenance Materials and Supplies expenses are \$9,016 under budget for the 1st Quarter.

- Postage and freight is \$4,050 under budget due to the budget being allocated evenly over 12 months but the majority of costs typically are incurred from May to October. The City expects to be on budget by the end of the year.
- Training, Memberships & Dues, and Advertising costs are under budget by \$4,220 but are expected to be on budget by the end of the year.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: ASSET MANAGEMENT
Department: Financial Services
Fund: General Fund

Asset Management is responsible for recording asset purchases and disposals, ensuring proper classification of assets, and the calculation of amortization. Asset information is in compliance with the Public Sector Accounting Board (PSAB) accounting standards.

ASSET MANAGEMENT	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$88,870		\$22,230	\$22,230	\$0
Total Expenses	\$88,870		\$22,230	\$22,230	\$0
TOTAL (SURPLUS) DEFICIT	\$88,870		\$22,230	\$22,230	\$0

The cost of the position is an allocation to Asset Management from the Financial Services Functional Division.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FINANCIAL SERVICES
Department: Financial Services
Fund: General Fund

The Financial Services functional area is responsible for the administration of financial reporting and audits, payroll, budgeting, accounts payable, accounts receivable, payment processing, utility and taxation account management, collections, and insurance. As per the Departmental Restructuring, Payroll is now part of the Human Resources Division and Parking is now part of the Bylaw Services Division.

FINANCIAL SERVICES	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$8,820)	(\$2,190)	(\$2,263)	(\$73)
Sundry	(\$18,500)	\$0	(\$23,793)	(\$23,793)
Total Revenues	(\$27,320)	(\$2,190)	(\$26,056)	(\$23,866)
EXPENSES				
Salaries Wages and Benefits	\$1,429,810	\$324,900	\$299,273	(\$25,627)
Contracted and General Services	\$94,430	\$63,190	\$6,061	(\$57,129)
Financial Charges	\$500	\$80	(\$294)	(\$374)
Maintenance Materials and Supplies	\$160,310	\$36,360	\$53,075	\$16,715
Total Expenses	\$1,685,050	\$424,530	\$358,115	(\$66,415)
TOTAL (SURPLUS) DEFICIT	\$1,657,730	\$422,340	\$332,059	(\$90,281)

REVENUES

User Charges and Fees

1st Quarter Revenue of \$2,263.

2023 Budget for User Charges and Fees of \$8,820: \$1,920 \$160/month for various service charges + \$3,600 (\$300/month) for NSF cheques + \$3,300 (\$275/month) AR Finance Charges.



Sundry

Sundry revenues are \$23,793 over budget for the 1st Quarter. This relates to the rebate the City receives from the Purchasing Card agreement the City has with MasterCard. The rebate for 2022 was \$23,793 compared to the budgeted amount of \$18,500 which was budgeted to be received in April 2023 based on the receipt of payment in prior years.

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are \$25,627 under budget for the 1st Quarter due to vacancies in the 1st Quarter of Secretary, Customer Service Representative and Audit Manager. There will be further savings in vacancies in the 2nd Quarter.

City Council, at its meeting of May 15, 2023 approved the following motion:

Assessment Consultant Services (RPT 23-188)

1. *That the services of TJ Ewert Professional Services, to assist in the implementation of the Income Approach for Commercial Assessments for the 2025 Revaluation, be approved;*
2. *That \$40,000 be funded from the savings in Financial Services' Salaries for 2023; and,*
3. *That the Mayor and City Clerk be authorized to execute any necessary documents, in consultation with the City Solicitor, on behalf of The City, if required.*

Council has approved that the salary savings in Financial Services in the amount of \$40,000 fund the professional services in 2023. The expenses for this professional service will be recorded in subsequent quarters.

Contracted and General Services

Contracted and General Services expenses are \$57,129 under budget for the 1st quarter. The variance relates to billing for the 2022 Audit of the City's Annual Financial Statements. The Auditors had not billed the City at the end of the 1st Quarter but the City expects to be on budget at the end of the year, as the bills have since been received.

2023 Budget for Contracted and General Services as follows:

- \$79,930 for 5 year RFP awarded in August 2022 to MNP for audit of consolidated financial statements (\$77,423) and the Municipal Annual Expenditure Reports for the Canada Community Building Fund (\$2,498). 2023 - \$77,423 + 2,498 = \$79,921. **2023 Spending of \$2,497.50 for the MAER Audit Report.**
- \$13,000 for Garda Bank Courier and Coin Rolling Services contract. Bank Courier (annual cost) \$7,775 Coin Rolling (\$6,000 - \$7,000). **2023 Spending of \$3,563.71.**
- \$1,500 annual document shredding for the Department.

Maintenance Materials and Supplies

Maintenance Materials and Supplies expenses are \$16,715 over budget for the 1st Quarter.

Building Maintenance and Operating Supplies expenses are \$18,387 over budget related to renovations to the Finance Department (painting, storage cabinets and safe, installation of new blinds, flooring & baseboards). As provided in the report on 2022 spending, Financial Services utilized vacancy savings from the Audit Manager position to fund the renovations. Vacancy savings in 2022 were approximately \$30,500, and the 2022 overage due to renovations was approximately \$16,927. That left \$13,573 to be spent in 2023. This results in an adjusted 2023 Quarter 1 overage of \$4,814 (\$18,387 - \$13,573).

Administration will monitor the remaining budget for Maintenance Materials and Supplies.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: PURCHASING AND STORES
Department: Financial Services
Fund: General Fund

Purchasing and Stores is responsible for acquiring materials, equipment and services, disposing of obsolete and surplus materials and equipment, and for maintaining adequate inventory levels.

It is the policy of The City to purchase the best quality goods while being environmentally responsible, at the best prices available, and ensuring that as many suppliers as practical are given the opportunity to quote on City business.

PURCHASING AND STORES	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$343,890	\$87,550	\$80,245	(\$7,305)
Financial Charges	\$5,600	\$1,410	(\$77)	(\$1,487)
Fleet Expenses	\$5,850	\$1,470	\$1,485	\$15
Maintenance Materials and Supplies	\$11,630	\$1,860	\$2,143	\$283
Total Expenses	\$366,970	\$92,290	\$83,796	(\$8,494)
TOTAL (SURPLUS) DEFICIT	\$366,970	\$92,290	\$83,796	(\$8,494)

Salaries Wages and Benefits are \$7,305 under budget for the 1st Quarter due to budget allocations and small vacancy of the Purchasing Manager. The City expects to be on budget by the end of the year.





GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

FIRE DEPARTMENT

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FIRE ADMINISTRATION
Department: Fire Department
Fund: General Fund

The Fire Administration strives to provide community risk reduction strategies through the delivery of rescue services, fire prevention programs and public education by managing the protective infrastructure for such services.

FIRE ADMINISTRATION	2023 Total		3 Months	2023 Actual	(Favourable)
	Budget		Budget	(to Mar 31/23)	Unfavourable
					Change
REVENUES					
Sundry	(\$15,000)		(\$3,750)	(\$7,357)	(\$3,607)
Total Revenues	(\$15,000)		(\$3,750)	(\$7,357)	(\$3,607)
EXPENSES					
Salaries Wages and Benefits	\$1,177,400		\$277,270	\$267,047	(\$10,223)
Contracted and General Services	\$15,000		\$3,750	\$2,101	(\$1,649)
Maintenance Materials and Supplies	\$56,600		\$14,220	\$13,095	(\$1,125)
Insurance	\$210		\$210	\$50	(\$160)
Total Expenses	\$1,249,210		\$295,450	\$282,292	(\$13,158)
TOTAL (SURPLUS) DEFICIT	\$1,234,210		\$291,700	\$274,935	(\$16,765)

REVENUE

1st Quarter Revenue of \$7,357 for Sundry. 2023 Budget: \$15,000 Total Sundry Revenue relating to cost recovery for securing property affected by fire and non compliance with the fire safety bylaw.

EXPENDITURES

Salaries Wages and Benefits are \$10,223 under budget for the 1st quarter due to a vacant position of Fire Administrative Manager.

2023 Spending of \$2,101 as per 2023 Budget: \$15,000 Contracted and General Services revenue relating Contractor fees for securing property affected by fire and noncompliance with the fire safety bylaw. This typically will include boarding of windows and doors. In extreme cases could include demolition. All expenditures are invoiced back to the property owner and deposited into revenue account: Sundry Revenue account.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FIRE FIGHTING
Department: Fire Department
Fund: General Fund

The Prince Albert Fire Department provides a highly trained and professional staff to ensure safe, effective and efficient services for the public.

FIRE FIGHTING	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$337,070)	(\$84,270)	(\$238,350)	(\$154,080)
Sundry	(\$29,000)	(\$6,240)	(\$7,387)	(\$1,147)
Total Revenues	(\$366,070)	(\$90,510)	(\$245,737)	(\$155,227)
EXPENSES				
Salaries Wages and Benefits	\$6,474,020	\$1,432,730	\$1,398,387	(\$34,343)
Contracted and General Services	\$20,380	\$19,900	\$19,598	(\$302)
Maintenance Materials and Supplies	\$176,600	\$38,620	\$29,657	(\$8,964)
Total Expenses	\$6,671,000	\$1,491,250	\$1,447,642	(\$43,608)
TOTAL (SURPLUS) DEFICIT	\$6,304,930	\$1,400,740	\$1,201,905	(\$198,835)

REVENUES

User Charges and Fees

User Charges and Fees	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
SGL - Fire and Rescue Services	\$3,497	\$20,010	(\$16,513)	\$80,000
Sask Penitentiary - Agreement	\$6,933	\$7,140	(\$207)	\$28,570
R.M. of Prince Albert - Agreement	\$227,000	\$56,760	\$170,240	\$227,000
Fire and Fire Extinguisher Training	\$920	\$360	\$560	\$1,500
Total Revenue - 1st Quarter	\$238,350	\$84,270	\$154,080	\$337,070



User Charges and Fees are \$154,080 over budget for the 1st quarter. The reason for the variance is that the budget for the revenue to be received from the R.M. of Prince Albert was allocated in the budget evenly over 12 months. The R.M. of Prince Albert was invoiced and paid the annual amount in the first quarter. The City expects to be on budget at the end of the year.

2023 Budget:

- \$80,000 revenue generated from Saskatchewan Government Insurance for fire and rescue services provided by PAFD involving SGI insured vehicle.
- \$28,750 revenue from the Service agreement for provision of fire and rescue service to the Saskatchewan Penitentiary. A 3% increase is applied to the annual fee as well as the hourly rate each year. Fire Administration is working on the 2013-2018 Agreement with Sask Pen.
- \$1,500 in revenue from fees generated from fire and fire extinguisher training.
- \$227,000 in revenue for 2023 to include a 3% fee for service increase to the 3 year Agreement (21-23) to provide fire and rescue services to the R.M. of Prince Albert.

Sundry

1st Quarter Revenue for Sundry is the amount of \$7,387 relating to fire work permits, etc.

2023 Budget: \$29,000 Total Sundry Revenue as follows:

- \$4,000 in revenue for \$150.00 firefighter recruiting fee paid by each participant to off-set recruiting costs.
- \$25,000 in revenue from fire work permits, SCBA air filling, file searches, and LAFOIP.

EXPENDITURES

Salaries Wages and Benefits are \$34,343 under budget for the 1st Quarter. The variance is related to savings in overtime costs and monthly budget allocations. The City expects to be on budget at the end of the year.

2023 Budget: \$20,380 Total Contracted and General Services as follows:

- \$1,500 for dry cleaning of uniforms and alterations to department issued clothing.
- \$18,880 relating to the Dispatch Service Agreement with the Saskatchewan Public Safety Agency. **2023 Actual Spending is \$18,878 in 1st Quarter.**

Maintenance Materials and Supplies expenses are \$8,964 under budget for the 1st Quarter. The savings relate to monthly budget allocations as the timing of purchases are difficult to predict. Savings in the 1st Quarter related to the budgets for Training and Fire Fighting supplies. The City expects to be on budget at the end of the year.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FIRE PREVENTION
Department: Fire Department
Fund: General Fund

Through the Fire Inspection Division the Fire Inspectors reach the public through fire inspections, fire investigations, and public education in an effort to change behaviors regarding fire safety.

FIRE PREVENTION	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$8,000)		(\$2,010)	(\$2,918)	(\$908)
Total Revenues	(\$8,000)		(\$2,010)	(\$2,918)	(\$908)
EXPENSES					
Salaries Wages and Benefits	\$302,990		\$72,240	\$72,743	\$503
Maintenance Materials and Supplies	\$13,030		\$3,150	\$2,833	(\$317)
Total Expenses	\$316,020		\$75,390	\$75,576	\$186
TOTAL (SURPLUS) DEFICIT	\$308,020		\$73,380	\$72,658	(\$722)

Revenue in the 1st Quarter of \$2,918.

2023 Budget: \$8,000 Total User Charges and Fees Revenue relating to revenue from Fire Inspections required for Federal and Provincial approved facilities.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FIRE FLEET AND EQUIPMENT
Department: Fire Department
Fund: General Fund

The Fire Fleet and Equipment functional area ensures the provision of the fleet, firefighting equipment and personal protective equipment is maintained and replaced when required to ensure the health and safety of Fire Department personnel.

FIRE FLEET AND EQUIPMENT	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$5,000)		(\$1,260)	(\$50)	\$1,210
Total Revenues	(\$5,000)		(\$1,260)	(\$50)	\$1,210
EXPENSES					
Salaries Wages and Benefits	\$1,850		\$450	\$0	(\$450)
Fleet Expenses	\$546,930		\$136,740	\$136,740	\$0
Maintenance Materials and Supplies	\$133,000		\$33,240	\$22,174	(\$11,066)
Insurance	\$50		\$50	\$70	\$20
Total Expenses	\$681,830		\$170,480	\$158,984	(\$11,496)
TOTAL (SURPLUS) DEFICIT	\$676,830		\$169,220	\$158,934	(\$10,286)

REVENUES

2023 Budget: \$5,000 Total User Charges and Fees represents sale of used firefighting equipment.

EXPENDITURES

Maintenance Materials and Supplies expenses are \$11,066 under budget for the 1st Quarter. The savings relate to monthly budget allocations as the timing of purchases are difficult to predict. Savings in the 1st quarter related to the budget for turnout gear, helmets, wildland gear, structural fire boots and other safety supplies. The City expects to be on budget at the end of the year.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FIRE BUILDING MAINTENANCE
Department: Fire Department
Fund: General Fund

The Fire Building Maintenance area is responsible for the operation and maintenance required for the Fire Hall.

FIRE BUILDING MAINTENANCE	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$11,480		\$2,650	\$4,574	\$1,924
Contracted and General Services	\$2,500		\$630	\$2,899	\$2,269
Fleet Expenses	\$0		\$0	\$1,740	\$1,740
Utilities	\$50,400		\$15,070	\$11,012	(\$4,058)
Maintenance Materials and Supplies	\$30,500		\$7,650	\$16,581	\$8,931
Insurance	\$3,830		\$960	\$901	(\$59)
Total Expenses	\$98,710		\$26,960	\$37,707	\$10,747
TOTAL (SURPLUS) DEFICIT	\$98,710		\$26,960	\$37,707	\$10,747

EXPENDITURES

Contracted and General Services

2023 Spending is \$1,815 for fire alarm inspection, \$933 for laundry services and \$150 for pest control services.

2023 Budget: \$2,500 Total Contracted and General Services for contracted laundry service for bedding and kitchen linens.

Maintenance Materials and Supplies

Maintenance Materials and Supplies expenses are \$8,956 over budget for the 1st Quarter. Maintenance costs in the first quarter related to HVAC repairs, roof repairs and asbestos removal. The City expects to be on budget at the end of the year.



Maintenance Materials and Supplies

2023 Facility Project Approved: Work is targeted for Mid-July.

Fire Hall Replace Unit Heaters	There are two (2) unit heaters in the truck bay area of the Prince Albert Fire Hall that require replacement. <i>One-time expenditure of \$5,000.</i>	5,000
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GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

COMMUNITY SERVICES

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FACILITIES MAINTENANCE – OTHER
Department: Community Services Department
Fund: General Fund

This budget covers facility related staffing costs and expenses not included under other functional areas. This functional area also includes the annual budget for Facilities Maintenance Projects. Facilities Maintenance staff prepare a listing of prioritized maintenance projects that they deem to be necessary for the City’s various facilities.

FACILITIES MAINTENANCE - OTHER	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$131,060		\$31,690	\$29,311	(\$2,379)
Contracted and General Services	\$0		\$0	\$6,480	\$6,480
Fleet Expenses	\$0		\$0	\$600	\$600
Utilities	\$11,530		\$3,010	\$2,917	(\$93)
Maintenance Materials and Supplies	\$314,340		\$5,220	\$27,248	\$22,028
Total Expenses	\$456,930		\$39,920	\$66,556	\$26,636
TOTAL (SURPLUS) DEFICIT	\$456,930		\$39,920	\$66,556	\$26,636

Contracted and General Services

The amount of \$5,331.80 was for asbestos tile removal.

Maintenance Materials and Supplies

The unfavorable variance in Maintenance Materials and Supplies relates to a \$24,410 accrual at the end of March for all Community Services MasterCard purchases in the month. The accrual was reversed on April 1, 2023 and charges were recorded to the appropriate Functional Areas. Each Department has one account where month end MasterCard accruals are posted due to the delay in receiving MasterCard statements and processing through Accounts Payable to the appropriate account.

This is the area that the Facility Projects are approved under Maintenance Materials and Supplies. The total amount approved for the 2023 Facility Projects is \$292,000. The amount of \$232,000 funded from Taxation and \$60,000 funded from Reserves. The approved Projects are identified in the respective areas.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: ALFRED JENKINS FIELD HOUSE (AJF)
Department: Community Services Department
Fund: General Fund

The Alfred Jenkins Field House offers a variety of services and programs that are certain to please all levels of fitness enthusiasts. The facility houses indoor turf fields, a gymnasium, fitness centre, climbing wall, and a variety of multi-purpose rooms. The Alfred Jenkins Field House budget is comprised of staffing costs, programming costs including booking of the outdoor sports fields, and maintenance and operation costs of the building.

ALFRED JENKINS FIELD HOUSE	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$541,650)	(\$168,870)	(\$181,693)	(\$12,823)
Operating Grants and Donations	(\$3,000)	\$0	\$0	\$0
Sundry	(\$83,500)	\$0	(\$1,055)	(\$1,055)
Total Revenues	(\$628,150)	(\$168,870)	(\$182,748)	(\$13,878)
EXPENSES				
Salaries Wages and Benefits	\$532,950	\$133,720	\$134,818	\$1,098
Contracted and General Services	\$47,000	\$11,730	\$21,265	\$9,535
Financial Charges	\$14,690	\$5,590	\$5,830	\$240
Utilities	\$160,600	\$39,940	\$24,986	(\$14,954)
Fleet Expenses	\$5,860	\$1,880	\$6,360	\$4,480
Maintenance Materials and Supplies	\$87,470	\$23,310	\$35,784	\$12,474
Insurance	\$37,520	\$9,390	\$8,439	(\$951)
Total Expenses	\$886,090	\$225,560	\$237,482	\$11,922
TOTAL (SURPLUS) DEFICIT	\$257,940	\$56,690	\$54,734	(\$1,956)

REVENUES

User Charges and Fees

1st Quarter Revenue for User Charges and Fees exceeded the budgeted revenue by \$12,823 as per rental bookings for the Alfred Jenkins Field House.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

User Charges and Fees	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Sale of Products - Concession Sales	\$13,274	\$12,000	\$1,274	\$40,000
Rentals of Field House	\$167,942	\$147,680	\$20,262	\$434,350
Vending Machines	\$477	\$2,190	(\$1,713)	\$7,300
PAYSA Lease, etc.	\$0	\$7,000	(\$7,000)	\$60,000
Total Revenue - 1st Quarter	\$181,693	\$168,870	\$12,823	\$541,650

Notes:

- \$60,000 – Revenue from Leases (PAYSA Lease \$50,000; PAVA Lease \$3,000; and Other Rentals \$7,000). Judo Club is no longer in a lease agreement with the City.
- \$434,350 revenue relating to gym memberships and passes, room bookings, turf bookings, track bookings, etc. 2023 Budget as follows: Multipurpose room bookings \$6,700; Gymnasium bookings \$54,900; Turf Bookings \$35,300; Climbing Wall \$4,800; Indoor track bookings \$5,000; Beach Volleyball bookings \$1,650; Drop in admissions \$51,500; Monthly memberships \$147,000; Bulk Passes \$23,100; Recreation Passes \$33,600; Senior Walking Program \$14,800; Registered Programs \$52,000; and Outdoor Soccer Field Bookings \$4,000.

Operating Grants and Donations

2023 Budget: \$3,000 Total Operating and Grands Donations Revenue is the revenue received from Project Beach for the volleyball courts. Will be received later in the year.

Sundry Revenue

1st Quarter Revenue for Sundry is \$1,055.30.

2023 Budget: \$83,500 Total Sundry Revenue is the Transfer to the Alfred Jenkins Field House Reserve. Includes the PAYSA Lease of \$50,000, Turf rentals and sponsorship revenue.

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are on budget.

	2023 Spending	3 month Budget	(Surplus) / Deficit
AJFH Operations	\$116,141	\$120,050	(\$3,909)
AJFH Maintenance	\$12,377	\$7,180	\$5,197
AJFH Concession	\$6,300	\$6,490	(\$190)
Total Salaries - 1st Quarter	\$134,818	\$133,720	\$1,098



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Contracted and General Services

Contracted and General Services are over budget in the 1st Quarter by the amount of \$9,535, mainly due to the cost of commissionaire security services and alarm monitoring and surveillance.

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Commissionaire Services	\$7,263	\$990	\$6,273	\$4,000
Housekeeping Services	\$934	\$750	\$184	\$3,000
Program Instructors	\$12,888	\$9,990	\$2,898	\$40,000
Pest Control Services	\$180	\$0	\$180	\$0
Total Contracted and General Services	\$21,265	\$11,730	\$9,535	\$47,000

\$40,000 related to the payment of Program Instructors at the Field House. Fluctuates based on programming provided.

Utilities

Utilities expenses under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings. The City expects to be on budget by the end of the year.

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Water and Sewer	\$1,390	\$1,770	(\$380)	\$7,100
Electricity	\$14,130	\$29,260	(\$15,130)	\$121,930
Heating Fuels	\$9,466	\$8,910	\$556	\$31,570
Total Utilities	\$24,986	\$39,940	(\$14,954)	\$160,600

Maintenance Materials and Supplies

Additional maintenance items occurred in the 1st Quarter that were not budgeted such as:

- \$3,500 for concrete pad for concessions
- \$1,552 boiler in alarm
- \$5,550 VFD Replacement
- \$1,282 elevator maintenance



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: ART HAUSER CENTRE
Department: Community Services Department
Fund: General Fund

The Art Hauser Centre is a sport, entertainment and banquet show place and stands as one of several examples of the commitment that the residents of Prince Albert have to their community. The Art Hauser Centre budget is comprised of staffing costs and maintenance and operation costs of the building.

ART HAUSER CENTRE	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$850,280)	(\$270,080)	(\$228,161)	\$41,919
Sundry	(\$15,000)	(\$3,750)	(\$924)	\$2,826
Total Revenues	(\$865,280)	(\$273,830)	(\$229,085)	\$44,745
EXPENSES				
Salaries Wages and Benefits	\$759,890	\$215,500	\$249,783	\$34,283
Contracted and General Services	\$24,370	\$5,940	\$4,649	(\$1,291)
Financial Charges	\$12,710	\$3,840	\$4,191	\$351
Utilities	\$345,750	\$94,510	\$74,452	(\$20,058)
Fleet Expenses	\$53,000	\$19,890	\$24,785	\$4,895
Maintenance Materials and Supplies	\$304,610	\$89,170	\$159,434	\$70,264
Insurance	\$63,530	\$15,870	\$15,302	(\$568)
Total Expenses	\$1,563,860	\$444,720	\$532,597	\$87,877
TOTAL (SURPLUS) DEFICIT	\$698,580	\$170,890	\$303,512	\$132,622

REVENUES

User Charges and Fees

User Charges and Fees are under budgeted projected revenue mainly in the area of rentals.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

User Charges and Fees	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Sale of Products - Concession Sales	\$153,692	\$150,000	\$3,692	\$400,000
Rentals (ice rentals, Ches Leach, etc.)	\$72,230	\$110,580	(\$38,350)	\$425,280
Vending Machine Revenue	\$2,240	\$9,500	(\$7,260)	\$25,000
Total Revenue - 1st Quarter	\$228,161	\$270,080	(\$41,919)	\$850,280

AHC Revenue: Ice Rentals \$213,500; Arena Rentals (Special Events) \$22,280; Multi-Purpose Rooms \$102,000; Raiders License Agreement Payments \$40,500; A/V Charge Outs \$25,000; and Raider Playoff Royalty Payment \$22,000.

Sundry

1st Quarter Revenue for Sundry is \$924.

2023 Budget: \$15,000 Total Sundry Revenue is the surcharge revenue from Ice Rentals to be allocated to the Arenas Improvements Reserve.

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are over budget due to staff required for operations of the Art Hauser Centre in the 1st Quarter.

	2023 Spending	3 Months Budget	(Surplus) / Deficit
AHC Operations	\$165,622.41	\$136,960.00	\$28,662.41
AHC Maintenance	\$37,599.42	\$31,080.00	\$6,519.42
AHC Concessions	\$46,561.65	\$47,460.00	(\$898.35)
Total	\$249,783.48	\$215,500.00	\$34,283.48



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Contracted and General Services

Contracted and General Services on budget.

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Commissionaire Services / Alarm Monitoring	\$2,072	\$3,120	(\$1,048)	\$13,000
Entandem Licensing Fees & Bartender Fees	\$2,577	\$2,070	\$507	\$6,900
WHL Facility Network Fees / SOCAN & Resound	\$0	\$0	\$0	\$1,500
Housekeeping Services	\$0	\$750	(\$750)	\$2,970
Total Contracted and General Services	\$4,649	\$5,940	(\$1,291)	\$24,370

Utilities

Utilities expenses under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings. The City expects to be on budget by the end of the year.

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Water and Sewer	\$8,129	\$9,030	(\$901)	\$36,170
Electricity	\$39,922	\$56,550	(\$16,628)	\$209,480
Heating Fuels	\$26,401	\$28,930	(\$2,529)	\$100,100
Total Utilities	\$74,452	\$94,510	(\$20,058)	\$345,750

Maintenance Materials and Supplies

There are several unbudgeted items that were required in the 1st Quarter that were unbudgeted as follows:

- \$41,403 additional cost over budget for Merchandise Concession Products for Resale
- \$9,627 for ice chemicals
- \$10,698 for heat exchange replacement
- \$7,853 ice machine replacement
- \$3,334 control issue parts



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **ARTS CENTRE**
Department: **Community Services Department**
Fund: **General Fund**

The Prince Albert Arts Centre has a long and varied history within our community. One of the last of its kind on the prairies and a national historic landmark, the Prince Albert Town Hall and Opera House was completed in 1893 and is still going strong. Today it is a thriving 'arts' facility offering a wide variety of art, craft and creative opportunities for all members of our community. The Arts Centre budget is comprised of staffing costs, programming costs and maintenance and operation costs of the building.

ARTS CENTRE	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$60,000)	(\$19,800)	(\$12,655)	\$7,145
Operating Grants and Donations	(\$10,000)	\$0	(\$5,125)	(\$5,125)
Total Revenues	(\$70,000)	(\$19,800)	(\$17,780)	\$2,020
EXPENSES				
Salaries Wages and Benefits	\$123,260	\$30,130	\$29,035	(\$1,095)
Contracted and General Services	\$37,300	\$9,580	\$8,158	(\$1,422)
Financial Charges	\$2,800	\$690	\$541	(\$149)
Utilities	\$15,540	\$4,240	\$3,481	(\$759)
Maintenance Materials and Supplies	\$24,980	\$11,310	\$6,326	(\$4,984)
Insurance	\$2,370	\$600	\$545	(\$55)
Total Expenses	\$206,250	\$56,550	\$48,086	(\$8,464)
TOTAL (SURPLUS) DEFICIT	\$136,250	\$36,750	\$30,306	(\$6,444)

REVENUES

User Charges and Fees Revenue

1st Quarter Revenue for User Charges and Fees Revenue is \$12,655.

2023 Budget: \$60,000 Total User Charges and Revenues relating to Arts Centre Programming and Rentals.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Operating Grants and Donations

Revenue in the amount of \$5,000 from Cultural Days Sponsorship – Sask Culture.
\$125 in donation revenue.

2023 Budget: \$10,000 Total Operating Grants and Donations relates to the Community Grant Program (CGP) revenue Sask Arts & Culture Grant Program.

EXPENDITURES

Contracted and General Services

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Arts Centre Maintenance Housekeeping	\$801	\$0	\$801	\$3,000
Arts Centre Commissionaire Services	\$805	\$0	\$805	\$0
Program Instructors	\$6,317	\$9,130	(\$2,813)	\$32,500
Pottery Studio - Housecleaning	\$236	\$450	(\$214)	\$1,800
Total Contracted and General Services	\$8,158	\$9,580	(\$1,422)	\$37,300

Maintenance Materials and Supplies

2023 Facility Project Approved

Art Centre Replace Accessibility Stair Lift	The accessibility stair lift has been on the Facilities radar for several years. Parts for the existing lift are no longer available. As this is an accessible building the stair lift is a required piece of equipment. <i>One-time expenditure of \$25,000</i>	25,000
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Access 2000 is waiting for the lift arrive. Once arrived at the Shop, an installation date will be arranged.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **BERNICE SAYESE CENTRE**
Department: **Community Services Department**
Fund: **General Fund**

The Bernice Sayese Centre is a hub for recreational activities in the West Flat area of the City. Located at 1350 15th Avenue East. The City has two tenants in the Bernice Sayese Centre: West Flat Citizens Group and the River Bank Development Corporation. The City is required to pay the cost of heating, light, power, public liability insurance and water used at this facility.

BERNICE SAYESE CENTRE	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$11,500)	(\$2,880)	(\$2,962)	(\$82)
Total Revenues	(\$11,500)	(\$2,880)	(\$2,962)	(\$82)
EXPENSES				
Salaries Wages and Benefits	\$8,040	\$2,170	\$2,939	\$769
Contracted and General Services	\$6,000	\$1,500	\$2,154	\$654
Grants and Donations	\$16,580	\$0	\$0	\$0
Utilities	\$41,410	\$11,810	\$8,708	(\$3,102)
Maintenance Materials and Supplies	\$7,450	\$1,320	\$2,223	\$903
Insurance	\$6,100	\$1,530	\$1,545	\$15
Total Expenses	\$85,580	\$18,330	\$17,568	(\$762)
TOTAL (SURPLUS) DEFICIT	\$74,080	\$15,450	\$14,606	(\$844)

REVENUES

1st Quarter Revenue is the revenue from River Bank Development Office for their lease January to March 2023. 2023 Budget: \$11,500 Total User Charges and Fees Revenue relates to the River Bank Development Office Lease.

2023 Budget: \$6,000 Total Contracted and General Services for janitorial services at the Centre. 2023 Budget: \$16,580 Total Grants and Donations: \$12,750 for the Annual Operating Grant as per the Lease Agreement with the West Flat Citizen's Group; and \$3,830 for the Annual Improvement Grant as per Lease Agreement with the West Flat Citizen's Group.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: CEMETERY
Department: Community Services Department
Fund: General Fund

The South Hill Cemetery is a landscaped, well-maintained site that is owned and operated by the City. The South Hill Cemetery provides burial choices for traditional interments and cremated remains as well as special arrangements for fiberglass, concrete or steel vaults, and double depth interment. Revenue is from fees generated from licensing, interments, etc.

CEMETERY	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$140,000)	(\$35,010)	(\$16,475)	\$18,535
Sundry	(\$15,000)	(\$3,750)	(\$1,300)	\$2,450
Total Revenues	(\$155,000)	(\$38,760)	(\$17,775)	\$20,985
EXPENSES				
Salaries Wages and Benefits	\$155,290	\$40,350	\$21,973	(\$18,377)
Contracted and General Services	\$2,500	\$0	\$316	\$316
Utilities	\$6,230	\$2,040	\$1,373	(\$667)
Fleet Expenses	\$48,980	\$12,250	\$2,760	(\$9,490)
Maintenance Materials and Supplies	\$29,000	\$7,480	\$6,859	(\$621)
Insurance	\$550	\$150	\$127	(\$23)
Total Expenses	\$242,550	\$62,270	\$33,407	(\$28,863)
TOTAL (SURPLUS) DEFICIT	\$87,550	\$23,510	\$15,632	(\$7,878)

REVENUES

User Charges and Fees

1st Quarter Revenue for the Cemetery is \$16,745. That is the revenue collected based on the Cemetery Fees. The projected budgeted revenue for three months is a projection.

2023 Budget: \$140,000 Total User Charges and Fees Revenues relating to revenue from the Cemetery as per rates and fees.



Sundry

Sundry revenue for the 1st Quarter is \$1,300 in Perpetual Care Fees.

2023 Budget: \$15,000 Total Sundry Revenue is the total transfer of revenue to the South Hill Cemetery Perpetual Care Reserve for 2023.

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are under budget for Salaries for the 1st Quarter. The budget for the 1st quarter will need to be adjusted to reflect the cost of salaries for the 1st Quarter. 1st Quarter spending is consistent with 2022 actuals for the 1st Quarter.

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Cemetery Wages	\$14,722	\$30,610	(\$15,888)	\$113,800
Cemetery Wages Overtime	\$827	\$1,170	(\$343)	\$4,730
Cemetery Payroll Benefits	\$6,424	\$8,570	(\$2,146)	\$36,760
Total Salaries Wages and Benefits	\$21,973	\$40,350	(\$18,377)	\$155,290

Contracted and General Services

2023 Budget: \$2,500 Total Contracted and General Services is the contracted services to support operations where skills or City staff are unavailable.

Fleet

Fleet is also under budget for the 1st Quarter. The budget for the 1st quarter will need to be adjusted to reflect the cost of fleet for the 1st quarter. 1st Quarter spending is consistent with 2022 actuals for the 1st quarter.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FACILITIES MAINTENANCE – CITY HALL
Department: Community Services Department
Fund: General Fund

This budget is related to facility staffing, maintenance costs, insurance, security, and janitorial services for the City Hall building.

FACILITIES MAINTENANCE - CITY HALL	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$214,730	\$54,230	\$54,691	\$461
Contracted and General Services	\$53,640	\$11,410	\$15,849	\$4,439
Utilities	\$105,900	\$27,930	\$19,317	(\$8,613)
Fleet Expenses	\$410	\$410	\$1,020	\$610
Maintenance Materials and Supplies	\$42,650	\$20,700	\$26,657	\$5,957
Insurance	\$12,790	\$3,210	\$3,056	(\$155)
Total Expenses	\$430,120	\$117,890	\$120,589	\$2,699
TOTAL (SURPLUS) DEFICIT	\$430,120	\$117,890	\$120,589	\$2,699

Maintenance Materials and Supplies

2023 Facility Projects Approved

City Hall Replace Sewage Pumps	There are two (2) sewage grinder pumps in the basement mechanical room at City Hall. We had an issue with one of the pumps in 2022 and to the Facilities Division's knowledge they are original to the building. These pumps require replacement. One-time expenditure of \$10,000.	10,000
City Hall Camera Outside and in Financial Services	The parking lot area of City Hall currently does not have any cameras. Facilities is recommending 2 cameras on the exterior of the building and replacing the cameras in Financial Services One-time expenditure of \$7,000.	7,000



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **COMMUNITY CLUBS**
Department: **Community Services Department**
Fund: **General Fund**

The residents of Prince Albert are fortunate to have 10 community clubs available for sports and recreation activities: Carlton Park, Crescent Acres, Crescent Heights, East End, East Hill, Hazeldale, Midtown, Nordale, and West Hill.

COMMUNITY CLUBS	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$20,280)	(\$2,430)	(\$5,059)	(\$2,629)
Total Revenues	(\$20,280)	(\$2,430)	(\$5,059)	(\$2,629)
EXPENSES				
Salaries Wages and Benefits	\$25,560	\$7,680	\$6,567	(\$1,113)
Contracted and General Services	\$15,000	\$3,750	\$10,349	\$6,599
Grants and Donations	\$160,220	\$22,930	\$20,459	(\$2,471)
Utilities	\$175,900	\$63,330	\$38,206	(\$25,124)
Fleet Expenses	\$530	\$0	\$0	\$0
Maintenance Materials and Supplies	\$5,700	\$1,480	\$2,445	\$965
Insurance	\$38,680	\$9,660	\$10,433	\$8,953
Total Expenses	\$421,590	\$108,830	\$88,459	(\$12,191)
TOTAL (SURPLUS) DEFICIT	\$401,310	\$106,400	\$83,401	(\$14,819)

REVENUES

User Charges and Fees

1st Quarter Revenue represents three months of the payments for Lease Agreements as budgeted: Children Choice - \$1,142/month and Small World - \$550/month.

2023 Budget: \$20,280 Total User Charges and Fees Revenue is as follows for Payments for Lease Agreements of:

- Small World Daycare and Children Choice Daycare
- Children Choice - \$1,142/month = \$13,680
- Small World - \$550/month = \$6,600

EXPENDITURES



Contracted and General Services

Spending for the 1st Quarter is \$10,349 as follows:

- \$8,896.84 for maintenance items with Community Clubs.
- \$1,452.60 for Septic Pump outs.

2023 Budget: \$15,000 Total Contracted and General Services for Annual Fire Extinguisher inspections, Fire Suppression maintenance & testing, Fire alarm inspections & minor maintenance at the Community Clubs.

Grants and Donations

City Council at its meeting of February 13, 2023 approved the following:

2022 Recreation Facility Grant Program – 2nd Intake (RPT 23-40)

That the following be approved under the 2nd intake of the 2022 Recreation Facility Grant Program and funded from the Community Services Building Reserve:

- 1. Carlton Park Community Club receive \$1,994.01 for the installation of Outdoor Lights, repair of Ceiling Tile with Type X Fire Rate Drywall and the repair of Plumbing concerns in the Washrooms at the Community Club;*
- 2. West Hill Community Club receive \$2,068.93 for the repair to the Kitchen Roof;*
- 3. Nordale Community Club receive \$9,734.12 for the Heating, Ventilation and Air Conditioning (HVAC) Replacement; and,*
- 4. East End Community Club receive \$3,042.51 for changing the Outdoor Lights to Light-Emitting Diode (LED), the repair of the Kitchen Exhaust Fan along with the installation of new Light Fixtures in the Curling Rink.*

Payments of \$16,839.57 expensed for the 1st Quarter.

Payment of \$3,619 for Crescent Heights Community Club as per Community Club Maintenance Grant.

2023 Budget: \$160,220 Total Grants and Donations as follows:

- \$125,750 for Operating Grants for 9 Community Clubs
4 Community Clubs with Indoor Rinks - West Hill, East Hill, Crescent Heights and East End = \$15,500 per year
5 Community Clubs (Halls, Recreation) - Crescent Acres, Carlton Park, Midtown, Hazeldale, Nordale = \$12,750 per year
- \$34,470 Maintenance Grant for Community Club = \$3,830 per Club.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Utilities

Utilities expenses under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings. The City expects to be on budget by the end of the year.

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Water and Sewer	\$9,001	\$8,670	\$331	\$34,700
Electricity	\$18,073	\$28,170	(\$10,097)	\$78,260
Heating Fuels	\$11,132	\$26,490	(\$15,358)	\$62,940
Total Utilities	\$38,206	\$63,330	(\$25,124)	\$175,900



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: COMMUNITY SERVICES ADMINISTRATION
Department: Community Services Department
Fund: General Fund

This budget accounts for costs associated with Community Services Department personnel including payroll, benefits, telephone, training, advertising, computer, and consulting services.

COMMUNITY SERVICES ADMIN	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	\$0	\$0	\$195	\$195
Operating Grants and Donations	(\$27,500)	\$0	\$0	\$0
Total Revenues	(\$27,500)	\$0	\$195	\$195
EXPENSES				
Salaries Wages and Benefits	\$530,120	\$126,500	\$125,411	(\$1,089)
Utilities	\$490	\$300	\$0	(\$300)
Fleet Expenses	\$1,780	\$590	\$0	(\$590)
Maintenance Materials and Supplies	\$160,180	\$40,840	\$41,919	\$1,079
Total Expenses	\$692,570	\$168,230	\$167,330	(\$900)
TOTAL (SURPLUS) DEFICIT	\$665,070	\$168,230	\$167,525	(\$705)

REVENUES

2023 Budget: \$27,500 Total Operating and Grans Donations:

- \$5,000 as the Department sources & applies for Provincial Grants in support of programming & employment grants.
- \$22,500 is the Community Rink Affordability Grant:
 - AHC – (\$2,500)
 - Kinsmen – (\$2,500)
 - Steuart – (\$2,500)
 - PA Golf & Curling Centre – (\$2,500)
 - East End – (\$5,000)
 - East Hill – (\$2,500)
 - West Hill – (\$2,500)
 - Crescent Heights – (\$2,500)



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: COOKE MUNICIPAL GOLF COURSE
Department: Community Services Department
Fund: General Fund

The Cooke Municipal Golf Course is a beautiful and serene, public golf course in the heart of Prince Albert. The golf course offers a wide range of services including a 15 bay grass green tee driving range, golf club and cart rentals, a fully stocked pro shop specializing in custom fitted clubs and lessons, and a club house with food services and a fully licensed lounge.

COOKE MUNICIPAL GOLF COURSE	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$1,255,810)	(\$169,600)	(\$328,766)	(\$159,166)
Operating Grants and Donations	\$0	\$0	\$0	\$0
Total Revenues	(\$1,255,810)	(\$169,600)	(\$328,766)	(\$159,166)
EXPENSES				
Salaries Wages and Benefits	\$341,210	\$42,710	\$32,705	(\$10,005)
Contracted and General Services	\$190,600	\$32,110	\$54,604	\$22,494
Financial Charges	\$17,000	\$0	\$6,348	\$6,348
Grants and Donations	\$65,200	\$16,290	\$16,290	\$0
Utilities	\$131,900	\$6,300	\$5,795	(\$505)
Interest on Long Term Debt	\$63,910	\$15,980	\$36,704	\$20,724
Fleet Expenses	\$211,800	\$0	\$300	\$300
Maintenance Materials and Supplies	\$135,850	\$8,260	\$9,898	\$1,638
Insurance	\$2,820	\$720	\$645	(\$75)
Total Expenses	\$1,160,290	\$122,370	\$163,289	\$40,919
TOTAL (SURPLUS) DEFICIT	(\$95,520)	(\$47,230)	(\$165,477)	(\$118,247)

REVENUES

User Charges and Fees

Revenue is over budgeted revenue by the amount of **\$159,166**. There was a promotion in September of 2022 to purchase the 2023 Golf Memberships prior to the implementation of the charge of PST effective October 1st. As such, the promotion was successful in memberships being purchased for 2023 which accounts the surplus revenue in the 1st Quarter.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

User Charges and Fees Revenue	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Golf Course Fees	\$259,520	\$102,820	\$156,700	\$918,000
Darcy's Golf Shop	\$467	\$450	\$17	\$1,810
Trackage Fees - Using own Golf Cart	\$6,962	\$17,000	(\$10,038)	\$18,000
Golf Course Sponsorship	\$47,500	\$45,500	\$2,000	\$91,000
Golf Course Cart Rentals	\$14,317	\$3,830	\$10,487	\$225,000
Food and Beverage Cart - Agreement	\$0	\$0	\$0	\$2,000
Total Revenue - 1st Quarter	\$328,766	\$169,600	\$159,166	\$1,255,810

EXPENDITURES

Contracted and General Services

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Golf Course Management Contract	\$54,275	\$32,110	\$22,165	\$150,600
Golf Course Marshalls	\$0	\$0	\$0	\$40,000
Other	\$329	\$0	\$329	\$0
Total Revenue - 1st Quarter	\$54,604	\$32,110	\$22,494	\$190,600

Other Spending consists of \$220.59 for Septic Pump outs and \$108.03 alarm monitoring/surveillance.

2023 Budget: Golf Course Management Contract with Darcy's Golf Shop. Annual Management Fee - \$65,000, 8.5% Fees - \$76,500 and 10% Sponsors - \$9,100. **Total Budget of \$150,600.**
Increased payment as increased revenue – based on 8.5% of fees.

Grants and Donations

Amount charged reflects three months of the Lease Agreement Payment to Golf & Curling Club. \$65,200 x 25% - \$16,290.

2023 Budget: \$65,200 Total Grants and Donations – Lease Agreement Payment to the Prince Albert Golf & Curling Club.

Interest on Long Term Debt

Interest on Long Term Debt is \$20,724 over budget for the 1st quarter. The increase over budget relates to the mechanics of the bankers' acceptance and interest rate swap loan facility. Due to the increase in prime rates the City pays a higher interest rate at the beginning of the quarterly loan period and is then refunded interest at the end of the quarterly loan period. Interest expense will be on budget by the end of 2023.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: DAVE G. STEUART ARENA
Department: Community Services Department
Fund: General Fund

The Dave G. Steuart Arena facility has an ice surface and a spectator capacity of 600 persons. Amenities include a heated lobby area, concession, four dressing rooms and an electronic score clock. The arena also contains a concrete floor and therefore is able to host events such as in-line hockey, lacrosse, seminars, trade shows/sales, banquets, dances and Exhibition Association activities during the summer months. This budget includes staffing costs at the arena, along with operating and maintenance costs of the arena.

DAVE STEUART ARENA	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$215,270)	(\$87,430)	(\$69,196)	\$18,234
Sundry	(\$3,530)	\$0	(\$862)	(\$862)
Total Revenues	(\$218,800)	(\$87,430)	(\$70,058)	\$17,372
EXPENSES				
Salaries Wages and Benefits	\$218,620	\$69,050	\$78,159	\$9,109
Contracted and General Services	\$4,100	\$1,290	\$15,159	\$13,869
Financial Charges	\$5,560	\$2,040	\$2,222	\$182
Utilities	\$103,620	\$33,100	\$28,782	(\$4,318)
Fleet Expenses	\$20,000	\$8,580	\$9,825	\$1,245
Maintenance Materials and Supplies	\$30,560	\$9,230	\$4,823	(\$4,407)
Insurance	\$4,700	\$1,170	\$1,088	(\$82)
Total Expenses	\$387,160	\$124,460	\$140,058	\$15,598
TOTAL (SURPLUS) DEFICIT	\$168,360	\$37,030	\$70,000	\$32,970

REVENUES

User Charges and Fees

User Charges and Fees are under budgeted revenue based on rental revenue as follows:

	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Sale of Products - Concession Sales	\$8,411	\$9,970	(\$1,559)	\$30,100
Rental Revenue (ice rentals, lacrosse)	\$60,461	\$76,340	(\$15,879)	\$181,770
Vending Machines	\$324	\$1,120	(\$796)	\$3,400
Total Revenue - 1st Quarter	\$69,196	\$87,430	(\$18,234)	\$215,270



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

2023 Budget: Steuart Arena Revenue: Ice Rentals \$167,820 and Ball Hockey/Lacrosse Bookings \$13,950.

Rental revenue includes ice rentals, lacrosse and ball hockey rentals.

Sundry Revenue

1st Quarter revenue for Sundry is \$862. 2023 Budget: \$3,530 Total Sundry Revenue is the surcharge revenue from rentals to be allocated to the Arenas Improvements Reserve.

EXPENDITURES

Contracted and General Services

Increased cost in the 1st Quarter for Commissioners Security Services at the Dave Steuart Arena due to the safety of the users:

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Commissionaire Services at Arena	\$14,340	\$240	\$14,100	\$1,000
Janitorial Services – Laundry/carpet cleaning	\$0	\$510	(\$510)	\$2,000
Public Skating Supervisor Wages	\$819	\$540	\$579	\$1,100
Total Revenue - 1st Quarter	\$15,159	\$1,290	\$14,169	\$4,100

Finance Charges

2023 Budget: \$5,560 Total Financial Charges is to allow banking for concessions and Activenet Fees for programming.

Utilities

Utilities expenses under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings. The City expects to be on budget by the end of the year.

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Water and Sewer	\$1,788	\$1,620	\$168	\$6,430
Electricity	\$15,576	\$15,330	\$246	\$57,520
Heating Fuels	\$11,417	\$16,150	(\$4,733)	\$39,670
Total Utilities	\$28,782	\$33,100	(\$4,318)	\$103,620



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: EA RAWLINSON CENTRE
Department: Community Services Department
Fund: General Fund

The EA Rawlinson Centre for the Arts presents artists of world-class caliber diverse in genre and disciplines, enhancing the cultural fabric of Prince Albert and region, and provides opportunities for community engagement through local artist, audience, and event development. The EA Rawlinson Centre also houses the Mann Art Gallery and the Olive and John G. Diefenbaker Theatre.

EA RAWLINSON CENTRE	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$717,800)	(\$210,330)	(\$117,769)	\$92,561
Operating Grants and Donations	(\$48,100)	(\$930)	(\$30,117)	(\$29,187)
Sundry	(\$65,000)	(\$24,360)	(\$10,178)	\$14,182
Total Revenues	(\$830,900)	(\$235,620)	(\$158,065)	\$77,555
EXPENSES				
Salaries Wages and Benefits	\$584,330	\$140,040	\$126,394	(\$13,646)
Contracted and General Services	\$342,310	\$100,020	\$100,397	\$377
Financial Charges	\$13,000	\$3,380	\$3,452	\$72
Utilities	\$160,380	\$45,090	\$19,024	(\$26,066)
Maintenance Materials and Supplies	\$167,900	\$58,550	\$79,127	\$20,577
Insurance	\$14,910	\$3,720	\$3,516	(\$204)
Total Expenses	\$1,282,830	\$350,800	\$331,911	(\$18,889)
TOTAL (SURPLUS) DEFICIT	\$451,930	\$115,180	\$173,846	\$58,666



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

REVENUES

User Charges and Fees

User Charges and Fees Revenue is under budgeted revenue by the amount of \$92,561.

In reviewing the 1st Quarter actuals in 2022 for Advertising and Sponsorship Revenue, the revenue generated in the 1st Quarter was \$219. As such, the amount projected for revenue in the 1st Quarter for Advertising and Sponsorship needs to be adjusted as revenue is not generated until the third and fourth quarter.

In looking at 2022 actuals for revenue generated in the 1st Quarter, total User Charges and Fees Revenue was \$128,436 for 2022. Ticket Sales Revenue in the 2022 for the 1st Quarter was \$103,124. As such, the revenue generated in 2023 for the 1st Quarter is consistent with last year's revenue.

	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Community Stabilization Revenue Surcharge	\$7,606	\$9,990	(\$2,384)	\$40,000
ATM Commission Revenue	\$30	\$660	(\$630)	\$1,800
TIPS - Volunteers Services	\$594	\$330	\$264	\$1,000
Ticket Sales Revenue	\$77,333	\$99,990	(\$22,657)	\$400,000
Food and Beverage Sales	\$12,242	\$15,000	(\$2,758)	\$40,000
Rentals Revenue	\$15,235	\$35,610	(\$20,375)	\$95,000
Youth Fees - Ticket Surcharge	\$3,803	\$7,500	(\$3,697)	\$30,000
Advertising and Sponsorship Revenue	\$927	\$41,250	(\$40,323)	\$110,000
Total Revenue - 1st Quarter	\$117,769	\$210,330	(\$92,561)	\$717,800

Community Stabilization Revenue Surcharge - \$2.00 per ticket

Ticket Surcharge Revenues collected from Events in support of subsidized youth access. \$2.00 per ticket



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Operating Grants and Donations

	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Grant Funding Revenue	\$30,000	\$0	\$30,000	\$45,600
Donations	\$117	\$930	(\$813)	\$2,500
Total Revenue - 1st Quarter	\$30,117	\$930	\$29,187	\$48,100

2023 Budget: \$48,100 Total Operating Grants and Donations Revenue:

- \$45,600 new revenue for Year 2023. The EA Rawlinson Centre has received a 2 year term with the Canadian Artists Presentation Fund.
- \$2,500 revenue for donations.

Sundry

1st Quarter Revenue for Sundry is \$10,178.

2023 Budget: \$65,000 Total Sundry Revenue relating to Surcharge revenue collected from tickets sales and allocated to the EA Rawlinson Centre Facility Fee Reserve. \$3.00 per ticket. That revenue is credit to the EA Rawlinson Centre Facility Fee Reserve.

EXPENDITURES

Salaries Wages and Benefits are under budget by the amount of \$13,646 for the 1st Quarter:

	YTD Actual	YTD Budget	(Fav) / Unfav Variance	Annual Budget
EA Rawlinson - Salaries	\$88,498	\$94,800	(\$6,302)	\$410,420
EA Rawlinson - Overtime	\$1,914	\$1,740	\$174	\$7,000
EA Rawlinson - Casual Wages	\$10,698	\$10,410	\$288	\$45,000
EA Rawlinson - Wages Regular	\$677	\$990	(\$313)	\$4,000
EA Rawlinson - Payroll Benefits	\$22,661	\$26,100	(\$3,439)	\$95,650
Maintenance - Wages Regular	\$1,404	\$4,050	(\$2,646)	\$15,000
Maintenance - Overtime	\$0	\$1,740	(\$1,740)	\$6,460
Maintenance - Payroll Benefits	\$543	\$210	\$333	\$800
Total Salaries Wages and Benefits	\$126,394	\$140,040	(\$13,646)	\$584,330



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Contracted and General Services

Contracted and General Services is on budget.

	YTD Actual	YTD Budget	(Fav) / Unfav Variance	Annual Budget
Artist Fees for Centre Presented Events	\$81,551	\$82,890	(\$1,339)	\$276,310
Janitorial Services - Rawlinson	\$15,529	\$15,000	\$529	\$60,000
Equipment Rentals - Hosting Events		\$1,890	(\$1,890)	\$5,000
Janitorial Supplies		\$240	(\$240)	\$1,000
Commissionaire Services	\$3,317	\$0	\$3,317	\$0
Total Contracted and General	\$100,397	\$100,020	\$377	\$342,310

Finance Charges

2023 Budget: \$13,000 Total Financial Charges for the transaction fees at the Rawlinson Centre for ticket sales and food and beverage sales.

Utilities

Utilities expenses under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings. The City expects to be on budget by the end of the year.

	YTD Actual	YTD Budget	(Fav) Unfav Variance	Annual Budget
Water and Sewer	\$524	\$2,580	(\$2,056)	\$10,340
Electricity	\$14,993	\$24,210	(\$9,217)	\$105,300
Heating Fuels	\$3,507	\$18,300	(\$14,793)	\$44,740
Total Utilities	\$19,024	\$45,090	(\$26,066)	\$160,380

Maintenance Materials and Supplies

Maintenance Materials and Supplies are over budget by the amount of \$20,577 as the City has paid \$15,041 for Musical Rights and \$10,767 for Concord Theatre Permits.

Administration will monitor the spending in this area.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: CITY BEAUTIFICATION
Department: Community Services Department
Fund: General Fund

During the 2019 and 2020 budget deliberations additional funding was approved in support of various City beautification initiatives. Initiatives have included floral displays, improvements to the City’s entrances and the 2nd Avenue Corridor. The Department will develop a plan based on the priorities set through consultation with the Community Services Advisory Committee and City Council.

CITY BEAUTIFICATION	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$20,080		\$0	\$0	\$0
Contracted and General Services	\$35,000		\$0	\$0	\$0
Fleet Expenses	\$500		\$0	\$0	\$0
Maintenance Materials and Supplies	\$20,720		\$0	\$3,841	\$3,841
Total Expenses	\$76,300		\$0	\$3,841	\$3,841
TOTAL (SURPLUS) DEFICIT	\$76,300		\$0	\$3,841	\$3,841

1st Quarter spending of \$3,841 is the pre-purchase for flowers.

2023 Budget as follows:

\$20,080 relates to the costs of staff time to plant flowers and take care of flowers for the season.

\$35,000 Contracted and General Services is contracting costs regarding rental of the foam stream system at \$2,400/month from May through September, along with assistance through an outside source if required to help care for flowers and trees or to help with planting and watering them, etc.

\$20,720 is purchase of flowers, fertilizer, watering cans, tools, flower barrels to help support the beautification efforts.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: FRANK J. DUNN SWIMMING POOL
Department: Community Services Department
Fund: General Fund

The Frank J. Dunn Swimming Pool, located at Carlton Comprehensive High School, is jointly operated by the City and the Saskatchewan Rivers School Division #119. The pool is equipped with a five lane twenty-five meter pool and a separate diving tank with a one meter and a three meter diving board. This budget is comprised mainly of the staff costs related to lifeguards, and the cost of maintaining and operating the pool. The City has a contract with Saskatchewan Rivers School Division #119 whereby the City is responsible for 62% of the operating costs and 50% of the capital costs.

FRANK DUNN SWIMMING POOL	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$225,000)	(\$58,290)	(\$56,017)	\$2,273
Sundry	(\$5,400)	(\$2,210)	(\$3,184)	(\$974)
Total Revenues	(\$230,400)	(\$60,500)	(\$59,202)	\$1,298
EXPENSES				
Salaries Wages and Benefits	\$388,410	\$110,590	\$109,373	(\$1,217)
Contracted and General Services	\$29,620	\$27,170	\$510	(\$26,660)
Financial Charges	\$5,200	\$1,820	\$1,740	(\$80)
Maintenance Materials and Supplies	\$325,390	\$156,780	\$157,203	\$423
Total Expenses	\$748,620	\$296,360	\$268,826	(\$27,534)
TOTAL (SURPLUS) DEFICIT	\$518,220	\$235,860	\$209,625	(\$26,235)

REVENUES

User Charges and Fees

	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Swimming Lessons	\$56,017	\$53,200	\$2,817	\$140,000
Saskatchewan River School Division	\$0	\$5,090	(\$5,090)	\$85,000
Total Revenue - 1st Quarter	\$56,017	\$58,290	(\$2,273)	\$225,000



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Notes: 2023 Budget:

\$140,000 for Swimming Lessons - \$50,000, Admissions - \$50,000, Memberships - \$20,000, Rentals - \$15,000, Other - \$5,000.

\$85,000 relating to the Saskatchewan Rivers School Division payment under the Joint Use Agreement. Increase of \$10,000 from 2022. The City has a contract with Saskatchewan Rivers School Division #119 whereby the City is responsible for 62% of the operating costs and 50% of the capital costs.

Sundry Revenue

1st Quarter Sundry Revenue: \$3,184.24

2023 Budget: \$5,400 Total Sundry Revenue relating to Training Surcharge: \$7.00 per lesson used towards lifeguard training costs.

EXPENDITURES

Salaries Wages and Benefits

	YTD Actual	YTD Budget	(Fav) / Unfav Variance	Annual Budget
Pool Operations - Salary Regular	\$1,578	\$0	\$1,578	\$0
Pool Operations - Salaries Overtime	\$3,760	\$1,660	\$2,100	\$5,000
Pool Operations - Casual Salary	\$82,195	\$49,650	\$32,545	\$149,090
Pool Operations - Wages Regular	\$5,659	\$4,320	\$1,339	\$13,000
Pool Operations - Payroll Benefits	\$16,180	\$7,590	\$8,590	\$22,810
Coordinator - Salaries Regular	\$0	\$36,900	(\$36,900)	\$159,760
Coordinator - Salaries Overtime	\$0	\$990	(\$990)	\$4,000
Coordinator - Payroll Benefits	\$0	\$9,480	(\$9,480)	\$34,750
Total Salaries Wages and Benefits	\$109,373	\$110,590	(\$1,217)	\$388,410

Contracted and General Services

1st Quarter Spending is the amount of \$510 for Program Instructors.

2023 Budget: \$29,620 Total Contracted and General Services as follows:

- \$26,120 relating to the Saskatchewan Rivers School Division Agreement - 40% of Commissionaire Agreement.
- \$3,500 for Program Instructors: - Aquasize \$1,700 and Advanced Courses \$1,800.



Financial Charges

2023 Budget: \$5,200 Total Financial Charges for credit card transactions for payments of swimming lessons, swimming, classes, programs, etc.

Maintenance Materials and Supplies

Sask Rivers School Division Agreement: City share is 62% SRSD share is 38%. Total Budget provided by the Sask Rivers School Division for 2023 is \$482,034.75. The City's share at 62% is \$298,861.54.

Amount of \$152,549.33 paid for 2023.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: PRINCE ALBERT PUBLIC LIBRARY
Department: Community Services Department
Fund: General Fund

This budget is for the maintenance costs of the John M. Cuelenaere Library Building and contractual service for maintenance of the emergency power system.

PRINCE ALBERT PUBLIC LIBRARY	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$6,560		\$1,620	\$4,952	\$3,332
Fleet Expenses	\$0		\$210	\$1,020	\$810
Utilities	\$850		\$0	\$209	\$209
Maintenance Materials and Supplies	\$7,380		\$1,200	\$3,812	\$2,612
Insurance	\$8,070		\$2,010	\$1,900	(\$110)
Total Expenses	\$22,860		\$5,040	\$11,892	\$6,852
TOTAL (SURPLUS) DEFICIT	\$22,860		\$5,040	\$11,892	\$6,852

EXPENDITURES

Salaries Wags and Benefits

Over budget due to maintenance issues at the Prince Albert Public Library.

Maintenance Materials and Supplies

Over budget due to plumbing and heating equipment.

2023 Budget: \$7,380 Total Maintenance Materials and Supplies budget for maintenance repairs, elevator, boiler, fire alarm, fire extinguishers licenses, etc.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: KINSMEN ARENA
Department: Community Services Department
Fund: General Fund

The Kinsmen Arena has an ice surface and spectator capacity of 600 persons. Amenities include a heated lobby area, concession, four dressing rooms and an electronic score clock. The arena also contains a concrete floor and therefore is able to host events such as in-line hockey, lacrosse, seminars, and trade shows/sales. This budget includes staffing costs at the arena, along with operating and maintenance costs of the arena.

KINSMEN ARENA	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$332,420)	(\$115,030)	(\$143,815)	(\$28,785)
Sundry	(\$6,090)	\$0	(\$1,348)	(\$1,348)
Total Revenues	(\$338,510)	(\$115,030)	(\$145,163)	(\$30,133)
EXPENSES				
Salaries Wages and Benefits	\$286,300	\$90,330	\$89,106	(\$1,224)
Contracted and General Services	\$2,700	\$1,020	\$41	(\$979)
Financial Charges	\$7,030	\$2,180	\$4,058	\$1,878
Utilities	\$144,160	\$42,880	\$24,890	(\$17,990)
Fleet Expenses	\$26,210	\$13,140	\$11,878	(\$1,263)
Maintenance Materials and Supplies	\$66,750	\$21,860	\$25,652	\$3,792
Insurance	\$9,170	\$2,280	\$2,123	(\$157)
Total Expenses	\$542,320	\$173,690	\$157,748	(\$15,942)
TOTAL (SURPLUS) DEFICIT	\$203,810	\$58,660	\$12,585	(\$46,075)

REVENUES

User Charges and Fees

Increased revenue over budget in the amount of \$20,210 for Sale of Products at Concessions and Rental Revenue of \$10,616 over budgeted revenue.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

User Charges and Fees	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Sale of Products - Concession Sales	\$52,620	\$32,410	\$20,210	\$91,000
Rental Revenue (ice rentals, lacrosse)	\$89,686	\$79,070	\$10,616	\$232,550
Vending Machines	\$1,510	\$3,550	(\$2,040)	\$8,870
Total Revenue - 1st Quarter	\$143,815	\$115,030	\$28,785	\$332,420

\$232,550 revenue for ice rentals, Lacrosse/Ball Hockey Rentals, Special Event Rentals and License Agreement - Skate Sharpening. Kinsmen Arena Revenue: Ice Rentals \$206,800; Lacrosse/Ball Hockey Rentals \$17,110; Special Event Rentals \$7,240; and License Agreement - Skate Sharpening \$1,400

Sundry

1st Quarter Sundry Revenue is \$1,348.03.

2023 Budget: \$6,090 Total Sundry Revenue for Surcharge from rentals to the Arenas Improvements Reserve.

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits on budget.

	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Operations	\$63,579	\$61,230	\$2,349	\$198,950
Maintenance	\$8,917	\$11,210	(\$2,293)	\$34,450
Concessions	\$16,610	\$17,890	(\$1,280)	\$52,900
Total Salaries Wages and Benefits	\$89,106	\$90,330	(\$1,224)	\$286,300



Contracted and General Services

\$41.00 spent on Commissionaire Services for 1st Quarter.

2023 Budget: \$2,700 Total Contracted and General Services Revenue:

- \$1,000 for commissionaire services
- \$1,700 for housekeeping services (janitorial)

Financial Charges

2023 Budget: \$7,030 Total Financial Charges relating to Activenet Fees and concession banking charges.

Utilities

Utilities expenses under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings. The City expects to be on budget by the end of the year.

Maintenance Materials and Supplies

2023 Facility Project Approved

Kinsmen Arena Upgrade Shower in Dressing Rooms	The shower area in dressing rooms 3 & 4 require an upgrade. Currently the two dressing rooms use a common shower area. The walls are rotting and the fixtures are deteriorated and require replacement. <i>One-time expenditure of \$35,000.</i>	35,000
Kinsmen Arena Replace Flooring with Rubber Flooring	The flooring at the Kinsmen Arena requires replacement. The current flooring contains asbestos and in some areas is worn to concrete. <i>One-time expenditure of \$35,000.</i>	35,000

Work to be completed during the summer.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: KINSMEN PARK
Department: Community Services Department
Fund: General Fund

The Kinsmen Park is located along the west side of Central Avenue between 22nd Street West and 28th Street West. The North portion of the park contains picnic shelters, tables, basketball court, amphitheater, playground, spray park, and washrooms that are for only open seasonally and closed for the winter. The south portion of the park includes two baseball diamonds, soccer field, picnic shelters, tables as well as the Kinsmen Water Park and washrooms also opened seasonally and closed for the winter.

KINSMEN PARK	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
EXPENSES				
Salaries Wages and Benefits	\$41,880	\$840	\$465	(\$375)
Contracted and General Services	\$12,980	\$0	\$0	\$0
Utilities	\$20,300	\$2,490	\$1,073	(\$1,417)
Fleet Expenses	\$12,000	\$1,720	\$360	(\$1,360)
Maintenance Materials and Supplies	\$20,600	\$0	\$4,768	\$4,768
Insurance	\$2,680	\$660	\$603	(\$57)
Total Expenses	\$110,440	\$5,710	\$7,270	\$1,560
TOTAL (SURPLUS) DEFICIT	\$110,440	\$5,710	\$7,270	\$1,560

Contracted and General Services

2023 Budget: \$12,980 Total Contracted and General Services:

- \$12,000 for professional contracted cleaning services for Kinsmen seasonal washrooms on 1st Avenue, Central Avenue and Ella Muzzy spray park.
- \$980 include the hiring of a plumbing and/or electrical contractor should internal staff not be available or have the expertise.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: KINSMEN SKI HILL
Department: Community Services Department
Fund: General Fund

The Kinsmen Ski Hill is located in the heart of Little Red River Park. The City has a skilled and experienced private operator in place with a renewed operating agreement for an additional two years extending his tenure until March of 2024. The City owns the buildings and large Snow Cat groomer and provides these for use with an operating grant to help fund operations, expertise and safe operational processes during the winter season.

KINSMEN SKI HILL	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$6,260	\$3,180	\$311	(\$2,869)
Contracted and General Services	\$0	\$0	\$4,329	\$4,329
Grants and Donations	\$25,000	\$18,750	\$18,750	\$0
Utilities	\$400	\$210	\$117	(\$93)
Fleet Expenses	\$33,990	\$25,500	\$26,760	\$1,260
Maintenance Materials and Supplies	\$20,840	\$7,870	\$7,499	(\$371)
Insurance	\$4,030	\$1,020	\$922	(\$98)
Total Expenses	\$90,520	\$56,530	\$58,688	\$2,158
TOTAL (SURPLUS) DEFICIT	\$90,520	\$56,530	\$58,688	\$2,158

Grants and Donations

2023 Budget: \$25,000 Total Grants and Donations relating to Operational Grant for running the Kinsmen Ski Hill provided in equal installments.

\$18,750 paid to the Operator for the Kinsmen Ski Hill as per the Agreement.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **KINSMEN WATER PARK**
Department: **Community Services Department**
Fund: **General Fund**

The Kinsmen Water Park operates a swimming pool, whirlpool, tot pool, junior slide, two giant slides over 300 feet in length and a river slide. There is also play equipment for youngsters, a concession and ample leisure space. This budget is comprised mainly of the staff costs related to lifeguards, and the maintenance budget associated with maintaining and operating the Kinsmen Water Park.

KINSMEN WATER PARK	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$245,000)	\$0	(\$52)	(\$52)
Sundry	(\$25,000)	\$0	\$0	\$0
Total Revenues	(\$270,000)	\$0	(\$52)	(\$52)
EXPENSES				
Salaries Wages and Benefits	\$345,340	\$2,970	\$3,528	\$558
Contracted and General Services	\$250	\$0	\$0	\$0
Financial Charges	\$4,500	\$0	\$0	\$0
Utilities	\$15,550	\$0	\$0	\$0
Fleet Expenses	\$1,630	\$0	\$0	\$0
Maintenance Materials and Supplies	\$89,930	\$32,240	\$1,636	(\$30,604)
Insurance	\$2,820	\$720	\$652	(\$68)
Total Expenses	\$460,020	\$35,930	\$5,816	(\$30,114)
TOTAL (SURPLUS) DEFICIT	\$190,020	\$35,930	\$5,764	(\$30,166)

REVENUES

2023 Budget: \$245,000 Total User Charges and Fees Revenue:

- \$75,000 revenue for concession sales
- \$170,000 revenue for KWP Admissions, Programs, Sponsorship & Rental Revenues.

2023 Budget: \$25,000 Total Sundry Revenue for the surcharge revenue collected from admissions and rentals to be allocated to the Kinsmen Water Park Improvements Reserve.



EXPENDITURES – 2023 BUDGET

\$250 Contracted and General Services regarding scuba contract fee - waterslide vertical pump cleaning.

\$4,500 Financial Charges is the cost for credit card charges and Moneris.

Maintenance Materials and Supplies is under budgeted expenditures as budgeted supplies have not yet been purchased.

Maintenance Materials and Supplies

2023 Facility Project Approved

Project	Story	Taxation	Reserve	Total
Kinsmen Water Park Maintenance Issues	<p>Community Services is recommending the following be completed in the spring of 2023 at the Kinsmen Water Park:</p> <p>1)Waterslide preventive maintenance 2)Replace boiler for the tot pool 3)Tile repair in change room building 4)Sandblast and paint waterslide stair structure</p> <p>The total cost for these projects is \$50,000. \$25,000 will be funded by the Facilities Budget and \$25,000 will be funded from the Kinsmen Water Park Reserve.</p> <p><i>One-time expenditure of \$50,000.</i></p>	25,000	25,000	50,000

Boiler has been replaced.

Waterslide Preventative Maintenance completed.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: LITTLE RED PARK
Department: Community Services Department
Fund: General Fund

The City has a skilled and experienced Operator in place with an Operating Agreement that expires in April of 2025. The operator is responsible for the Knotty Pine Bistro located within the Cosmopolitan Lodge located in the heart of Little Red River Park. The Operator is responsible for the day to day operations of the Knotty Pine Bistro and provides food services, cleaning services, access to washrooms and regular maintenance of those washrooms within the Cosmo Lodge. City parks staff are responsible for the care and maintenance of the Park grounds and road maintenance.

LITTLE RED RIVER PARK	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
Sundry	(\$6,000)	\$0	\$0	\$0
Total Revenues	(\$6,000)	\$0	\$0	\$0
EXPENSES				
Salaries Wages and Benefits	\$92,400	\$24,800	\$2,573	(\$22,227)
Contracted and General Services	\$8,000	\$240	\$11,127	\$10,887
Grants and Donations	\$28,260	\$10,590	\$10,600	\$10
Utilities	\$60,950	\$16,080	\$11,714	(\$4,366)
Fleet Expenses	\$5,240	\$0	\$134	\$134
Maintenance Materials and Supplies	\$70,650	\$17,400	\$4,603	(\$12,797)
Insurance	\$12,840	\$3,210	\$2,967	(\$243)
Total Expenses	\$278,340	\$72,320	\$43,718	(\$28,602)
TOTAL (SURPLUS) DEFICIT	\$272,340	\$72,320	\$43,718	(\$28,602)

REVENUES

2023 Budget: \$6,000 Total Sundry Revenue for funding received from the Association of Saskatchewan Urban Conservation Agencies for the support of programming at Little Red River Park.



EXPENDITURES

Salaries Wages and Benefits

Salary expenses will be charged commencing in the 2nd Quarter to Little Red River Park. Budget to be adjusted in future budgeting to reflect spending in the 1st quarter.

Contracted and General Services

1st Quarter spending of \$11,217 as follows:

- \$2,525.73 spent on commissionaire security services at Little Red River Park.
- \$3,115.69 spent on maintenance items such as overhead door, fence panels and repair snow cat.
- \$5,485.37 spent on pest control and trash.

2023 Budget: \$8,000 Total Contracted and General Services Revenue:

- \$7,000 regarding Contracted Professional Cleaning services for Little Red River Out Houses/Washrooms. 2023 increase of \$1,000 for housekeeping.
- \$1,000 for Contracted Services that may need to be acquired outside the skills and availability of City Staff.

Grants and Donations

As per the Operating Agreement with Knotty Pine Bistro, the amount of \$10,599.99 has been paid for the operation of the Cosmo Lodge for January to March 2023.

2023 Budget: \$28,260 is the total of the Grant as per the Operating Agreement with Knotty Pine Bistro for the operation of the Cosmo Lodge for 2023.

Maintenance Materials and Supplies

Maintenance Materials and Supplies is under budgeted expenditures as budgeted supplies have not yet been purchased.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: MFC – KINSMEN HERITAGE CENTRE
Department: Community Services Department
Fund: General Fund

The Margo Fournier Centre is a multi-purpose recreation facility located at 1211 1st Avenue West. The costs associated with this budget include staff, programming, and maintenance costs for the operation of the building.

MARGO FOURNIER CENTRE	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
EXPENSES					
Salaries Wages and Benefits	\$13,500		\$3,640	\$4,915	\$1,275
Contracted and General Services	\$0		\$0	\$3,277	\$3,277
Financial Charges	\$3,900		\$990	\$2	(\$988)
Utilities	\$13,010		\$3,270	\$0	(\$3,270)
Maintenance Materials and Supplies	\$9,000		\$2,220	\$2,146	(\$74)
Insurance	\$370		\$90	\$91	\$1
Total Expenses	\$39,780		\$10,210	\$10,431	\$221
TOTAL (SURPLUS) DEFICIT	\$39,780		\$10,210	\$10,431	\$221

The Margo Fournier Centre was sold in 2022 to the Prince Albert Grand Council effective September 1, 2022. The City will maintain a Lease Agreement for the Kinsmen Community Heritage Centre. Under the Lease Agreement the City will continue to provide maintenance & janitorial services.

2023 Budget: \$13,500 Total Salaries Wages and Benefits for the maintenance of the Kinsmen Community Heritage Centre. The position of Recreation Programmer previously charged to this functional area is now allocated 50% to Playgrounds and Play Structures; 20% to Alfred Jenkins Field House and 30% to Parks. As well, the wages for maintenance staff has also been re-allocated.

2023 Budget: \$3,900 Total Finance Charges regarding Commissioners Services. 6 visits per week x \$15/visit x 52 weeks.

Contracted and General Services – 2023 1st Quarter Spending is \$2,871.52 for commissionaire and alarm monitoring and \$405 for pest control services.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: MUSEUMS
Department: Community Services Department
Fund: General Fund

There are four museums in the City. They include the Prince Albert Historical Museum, the Prince Albert Evolution of Education Museum, the Diefenbaker House, and the Rotary Museum of Police and Correction. The City provides an annual grant to the Historical Society and carries an annual budget to cover the staffing and the operation and general maintenance of the museums.

MUSEUMS	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
Operating Grants and Donations	(\$20,000)		\$0	\$0	\$0
Total Revenues	(\$20,000)		\$0	\$0	\$0
EXPENSES					
Salaries Wages and Benefits	\$151,580		\$8,460	\$3,307	(\$5,153)
Contracted and General Services	\$1,000		\$240	\$1,740	\$1,500
Utilities	\$25,780		\$8,490	\$6,208	(\$2,282)
Maintenance Materials and Supplies	\$23,580		\$5,860	\$2,352	(\$3,508)
Insurance	\$4,550		\$750	\$703	(\$47)
Total Expenses	\$206,490		\$23,800	\$14,309	(\$9,491)
TOTAL (SURPLUS) DEFICIT	\$186,490		\$23,800	\$14,309	(\$9,491)

2023 Budget: \$20,000 Total Operating Grants and Donations Revenue represents Employment grants in support of the Historical Society.

Contracted and General Services spending is housekeeping and alarm monitoring.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **OUTDOOR SPORTS FIELDS**
Department: **Community Services Department**
Fund: **General Fund**

Prince Albert has a large variety of Class ‘A’ outdoor sport facilities which offer softball and baseball diamonds, soccer and rugby pitches, football fields and a 400-meter track and field facility. These facilities also provide attractive green space for the surrounding residential areas. Outdoor sports fields are located at Prime Ministers’ Park, Crescent Acres Park, Kinsmen Park, Nordale, Normandy Park and Carlton Park as well as many Public and Catholic school grounds.

Revenue from these fields come mostly from rentals of the ball, soccer, football, and track facilities as well as the concession at Prime Ministers’ Park. Saskatchewan Rivers Public School Division pays for 35% of Prime Ministers’ Park operating expenses. Expenses include grass cutting, fertilizing, aerating, irrigation, track maintenance, lining sports field, turf maintenance, fence maintenance, etc.

OUTDOOR SPORTS FIELD	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$175,110)	\$0	\$0	\$0
Sundry	(\$34,300)	(\$11,420)	(\$13,000)	(\$1,580)
Total Revenues	(\$209,410)	(\$11,420)	(\$13,000)	(\$1,580)
EXPENSES				
Salaries Wages and Benefits	\$219,090	\$3,720	\$2,924	(\$796)
Contracted and General Services	\$13,610	\$60	\$439	\$379
Financial Charges	\$400	\$0	\$0	\$0
Grants and Donations	\$6,500	\$0	\$0	\$0
Utilities	\$40,350	\$9,400	\$6,628	(\$2,772)
Fleet Expenses	\$34,470	\$0	\$0	\$0
Maintenance Materials and Supplies	\$73,200	\$340	\$6,139	\$5,799
Insurance	\$16,570	\$4,140	\$3,684	(\$456)
Total Expenses	\$404,190	\$17,660	\$19,813	\$2,153
TOTAL (SURPLUS) DEFICIT	\$194,780	\$6,240	\$6,813	\$573



REVENUES

User Charges and Fees

2023 Budget: \$175,110 Total User Charges and Fees Revenue:

- \$50,000 for concession sales.
- \$125,110 for Class A Sportfields Rental Revenue and General Rentals, including Saskatchewan Rivers School Division \$80,010 for Prime Ministers’ Park usage. Saskatchewan Rivers Public School Division pays for 35% of Prime Ministers’ Park operating expenses.

2023 Budgeted Revenue – Rental Revenue	
SRSD Usage	\$80,010
Rentals - PMP	\$21,720
Rentals - Crescent Acres Sports fields	\$10,480
Playfields - Class A Sports fields	\$12,900
Total User Charges and Fees	\$125,110

Sundry

1st Quarter Sundry Revenue is \$13,000.

2023 Budget: \$34,300 Total Sundry Revenue relates to the revenue from Sponsorship Agreements at Lakeland Ford Park. Lakeland Ford Naming Rights and Diamonds Naming Rights. Transfer to the PA Slo-Pitch League Reserve. Sponsorship Agreements at Lakeland Ford Park. Lakeland Ford Naming Rights \$10,000; 7 Diamonds Naming Rights \$21,000; and PA Slo-Pitch League - \$3,300.

EXPENDITURES

Contracted and General Services

2023 Budget: \$13,610 Total Contracted and General Services includes the cost of Porta Potties in support of the Minor Baseball Season, commissionaire security services, Fire Extinguisher certification, contracted work to help support operations where skills or City staff are unavailable and janitorial services.

Maintenance Materials and Supplies

The amount of \$3,922 was expensed in the 1st Quarter for White Duplex Paint for the ball fields.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **PARKS**
Department: **Community Services Department**
Fund: **General Fund**

Prince Albert is renowned for its high quality parks containing a wide variety of playground, recreational and sports facilities. Our City's parks system has over 35 parks that total over 1,300 acres. This budget includes costs for staff to cut grass and the equipment and maintenance costs, operating supplies, insurance, etc.

PARKS	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$8,000)	\$0	(\$62)	(\$62)
Total Revenues	(\$8,000)	\$0	(\$62)	(\$62)
EXPENSES				
Salaries Wages and Benefits	\$858,940	\$125,210	\$73,043	(\$52,167)
Contracted and General Services	\$160,600	\$440	\$15,215	\$14,775
Grants and Donations	\$30,780	\$30,780	\$0	(\$30,780)
Utilities	\$4,780	\$1,020	\$745	(\$275)
Fleet Expenses	\$495,190	\$76,400	\$83,472	\$7,072
Maintenance Materials and Supplies	\$104,160	\$11,300	\$15,581	\$4,281
Insurance	\$23,730	\$6,230	(\$1,824)	(\$8,054)
Total Expenses	\$1,678,180	\$251,380	\$186,233	(\$65,147)
TOTAL (SURPLUS) DEFICIT	\$1,670,180	\$251,380	\$186,171	(\$65,209)

REVENUES

2023 Budget: \$8,000 Total User Charges and Fees Revenue is generated from services provided by the City for inspection of lots and non-compliance of homeowners. Average charge is \$400/citing.



EXPENDITURES

Salaries Wages and Benefits

The budgeted allocation for the 1st Quarter for Salaries Wages and Benefits will be adjusted to reflect the expense of salaries in the 2nd and 3rd quarter. The actual spending is consistent with last years spending in the first quarter.

Contracted and General Services

For the 1st quarter, the amount of \$14,388.58 was expensed for monument and concrete pad.

2023 Budget: \$160,600 Total Contracted and General Services includes the following:

- \$143,800 for use on monitoring and surveying for Dutch Elm Disease, large tree removals, assistance with tree pruning initiatives such as the City Cemetery, Golf Course, Parks, boulevards, tree inventory collection and documentation.
- \$15,000 as S.H.A.R.E. provides services for garbage picking throughout the Central Ave Business District.
- \$1,800 for contracted services that may be required outside the skills and availability of City Staff to support operations.

Grants and Donations

2023 Budget: \$30,780 Total Grants and Donations for Disaster Mitigation Adaptation Fund (DMAF) Partnership between the City and Saskatchewan Provincial Safety Authority (SPSA) for Fire Smart Management through selective removal. This for fire prevention work in the Nisbet Forest.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **PLAYGROUNDS AND PLAYSTRUCTURES**
Department: **Community Services Department**
Fund: **General Fund**

This functional area covers the cost of the Summer Playground Program and the repair and maintenance of playground amenities and structures at over 35 neighbourhood parks in our City.

The Summer Playground Program budget is comprised mainly of staff wages and program supplies. The programs also sources various employment grants, financial donations from individuals and businesses, gifts in kind and volunteer hours to help keep costs to a minimum.

PLAYGROUNDS AND PLAYSTRUCTURES	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$2,600)		\$0	\$0	\$0
Operating Grants and Donations	(\$20,000)		\$0	(\$432)	(\$432)
Total Revenues	(\$22,600)		\$0	(\$432)	(\$432)
EXPENSES					
Salaries Wages and Benefits	\$180,010		\$0	\$8,673	\$8,673
Contracted and General Services	\$8,100		\$0	\$0	\$0
Utilities	\$3,600		\$970	\$422	(\$548)
Fleet Expenses	\$3,430		\$70	\$210	\$140
Maintenance Materials and Supplies	\$90,300		\$290	\$229	(\$61)
Insurance	\$0		\$0	\$0	\$0
Total Expenses	\$285,440		\$1,330	\$9,534	\$8,204
TOTAL (SURPLUS) DEFICIT	\$262,840		\$1,330	\$9,102	\$7,772

REVENUES

2023 Budget: \$2,600 Total User Charges and Fees Revenue relating to Spray Park rentals and revenue generated through canteen at Kidzfest.



2023 Budget: \$20,000 Total Operating Grants and Donations Revenue

- \$7,000 Grant Funding through the playground program. These grants mainly help with the operating of Kidzfest and other special events.
- \$13,000 Donations received through businesses, and service clubs that goes toward Kidzfest and other special events.

Revenue of \$432 is donations.

EXPENDITURES

Salaries Wages and Benefits

For 2023, the position of Recreation Programmer previously budgeted under the Margo Fournier Centre is being budgeted 20% to Playgrounds and Play structures. The budgeted allocation for Salaries Wages and Benefits need to be adjusted to reflect that position for 20% each month.

Contracted and General Services

2023 Budget: \$8,100 Total Contracted and General Services regarding Entertainment for Kidzfest. This is covered through Grants received such as Northern Lights Community Development Corporation.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: PRINCE ALBERT GOLF AND CURLING CENTRE
Department: Community Services Department
Fund: General Fund

This functional area captures the costs associated with maintaining the Prince Albert Golf and Curling Centre building.

PRINCE ALBERT GOLF & CURLING CLUB	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
EXPENSES					
Salaries Wages and Benefits	\$5,920		\$1,600	\$2,440	\$840
Contracted and General Services	\$0		\$0	\$70	\$70
Grants and Donations	\$0		\$0	(\$40)	(\$40)
Financial Charges	\$8,000		\$0	\$0	\$0
Fleet Expenses	\$1,000		\$500	\$0	(\$500)
Maintenance Materials and Supplies	\$12,880		\$3,030	\$1,291	(\$1,739)
Quarterly Transfer to Trust Fund	\$0		\$0	\$2,500	\$2,500
Insurance	\$11,000		\$11,000	\$7,970	(\$3,030)
Total Expenses	\$38,800		\$16,130	\$14,231	(\$1,899)
TOTAL (SURPLUS) DEFICIT	\$38,800		\$16,130	\$14,231	(\$1,899)

Maintenance Materials and Supplies

2023 Facility Projects Approved

Project	Story	Taxation	Reserve	Total
Prince Albert Golf & Curling Club Freon Detector and Sensors	For the safety of staff and contractors that are in the ice plant room a Freon Sensor is required. This project includes installing sensors and a detector to monitor the Freon gas levels in case of a leak and will be funded from the Safety Reserve. <i>One-time expenditure of \$15,000.</i>		15,000	15,000



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Prince Albert Golf & Curling Club Rubber Pave Stairs and Walkway	The walkway, stairs and landing to the main entrance is damaged with bad cracking. The most economical solution to this issue is to rubber pave this area. Facilities has used rubber paving in the past and it is very durable and makes for an excellent surface in this application. <i>One-time expenditure of \$5,000.</i>	5,000		5,000
Prince Albert Golf & Curling Club Replace Roof Top AC Unit	The roof top air conditioning unit failed in late summer 2022. The total replacement cost is \$50,000. \$30,000 will be funded by the Facilities Budget and \$20,000 will be funded from the PAGCC Mechanical Reserve. <i>One-time expenditure of \$50,000.</i>	30,000	20,000	50,000
Prince Albert Golf & Curling Club Overhaul Compressor	Compressor #1 will require an overhaul due to the amount of hours it will have on it in 2023. <i>One-time expenditure of \$25,000.</i>	25,000		25,000
Total for Prince Albert Golf & Curling Club		60,000	35,000	95,000

The work will be completed in the summer.

Quarterly Transfer to Trust Fund

The City transfers \$2,500 quarterly to the Prince Albert Golf and Curling Club Trust Fund to fulfill the City’s commitment for a total amount of \$10,000 annually. That transfer is not budgeted.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: RECREATION
Department: Community Services Department
Fund: General Fund

Community and Recreation Facilities enhance the livability and vibrancy of the city by providing places and opportunities for the community to gather, connect, recreate and celebrate. This budget accounts for personnel cost, telephone, training, advertising, computer and consulting services. It also accounts for the annual investments into the City’s Municipal Cultural Action Plan and Public Art Policy.

RECREATION	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
Operating Grants and Donations	(\$35,000)	\$0	(\$31,000)	(\$31,000)
Sundry	(\$10,000)	\$0	\$730	\$730
Total Revenues	(\$45,000)	\$0	(\$30,270)	(\$30,270)
EXPENSES				
Salaries Wages and Benefits	\$565,360	\$134,390	\$106,803	(\$27,587)
Contracted and General Services	\$77,500	\$16,560	\$20,653	\$4,093
Fleet Expenses	\$4,300	\$0	\$603	\$603
Maintenance Materials and Supplies	\$78,130	\$22,690	\$3,988	(\$18,702)
Insurance	\$460	\$120	\$114	(\$6)
Total Expenses	\$725,750	\$173,760	\$132,162	(\$41,598)
TOTAL (SURPLUS) DEFICIT	\$680,750	\$173,760	\$101,892	(\$71,868)

REVENUES

Operating Grants and Donations - Revenue of \$31,000 in grant revenue as follows:

- \$16,000 – Community Arts Programming Project
- \$15,000 – Sask Arts Board

Revenue in 2nd Quarter Received:

- \$3,750 – Sask Culture – Community Cultural Engagement & Planning
- \$5,000 – Sask Culture – Culture Days

2023 Budget: (\$35,000) Total Operating Grants and Donations Revenue regarding the following Grants: SaskCulture CCEP Grant \$5,000; SaskCulture Culture Days \$5,000 and CIF CGP \$25,000.



Sundry

2023 Budget: \$10,000 Total Sundry Revenue relating to reimbursement for City Services in support of Community Events hosted on City property. Revenue is also received for exclusive bookings on City property.

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are under budget by the amount of \$25,587 as there has been a Recreation Coordinator vacancy in the first quarter.

Contracted and General Services

1st Quarter spending of \$20,653 as follows:

- \$13,145.19 has been expensed in the first quarter relating to Cultural Plan.
- \$5,567.90 has been expensed for the Passage Home Project. That project is funded from Reserve and Grant Funding.
- \$1,836.98 has been expensed for general service requirements in support of community events hosted on City Property.
- \$103.35 for cellular monitoring service.

2023 Budget: \$77,500 Total Contracted and General Services as follows:

- \$65,250 for grants under the Municipal Cultural Action Plan as per below.
- \$11,250 for: Public Art Restoration Project \$4,250 and Public Art Partnership Stimulus Fund \$7,000.
- \$1,000 for general service requirements in support of community events hosted on City property.

Maintenance Materials and Supplies

Maintenance Materials and Supplies is under budget for 1st Quarter in the amount of \$18,702. That is mainly attributed to proposed budgeted spending of \$14,658 for advertising and promotional budget, which has not been spent.

Municipal Cultural Action Plan

The total expenses budget for the Municipal Cultural Action Plan is \$75,000. That represents the \$40,000 funding from the City (that amount has been consistent for the last several years for the Program), along with grant revenue of \$35,000, for total budget of \$75,000. Comprised:

- \$3,250 for Advertising
- \$65,250 for Event Grants and Artists in Communities Project
- \$500 Meeting Incidentals
- \$6,000 Program Supplies for Cultural Days, targeted initiatives and cultural protocols.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: SASKATCHEWAN LOTTERIES PROGRAM
Department: Community Services Department
Fund: General Fund

The City accepts applications for the Saskatchewan Lotteries Community Grant Program.

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc. and the Saskatchewan Parks and Recreation Association Inc. and assists by providing funds to non-profit community organizations operated by volunteers. The program’s goal is to get people involved in sport, culture and recreation programs and activities by enabling communities to address the needs of local residents.

SASKATCHEWAN LOTTERIES PROGRAM	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
Operating Grants and Donations	(\$142,980)		\$0	\$0	\$0
Total Revenues	(\$142,980)		\$0	\$0	\$0
EXPENSES					
Grants and Donations	\$142,980		\$57,200	\$13,000	(\$44,200)
Total Expenses	\$142,980		\$57,200	\$13,000	(\$44,200)
TOTAL (SURPLUS) DEFICIT	\$0		\$57,200	\$13,000	(\$44,200)

\$13, 000 has been expensed as grants under the Saskatchewan Lotteries Program.

2023 Budget:

\$142,980 Total Operating Grants and Donations Revenue regarding Community Grant Program. City of Prince Albert receives \$142,985 per year. This is based off a formula of population (35,926) X Per Capita Amount (\$3.98) = \$142,985.00.

The Community Grant Program Funded by Saskatchewan Lotteries, the Community Grant program assists non-profit volunteer organizations. Development in sports, culture and recreation is the goal of these grants.

This grant is aimed to get people involved in activities by assisting in the needs of city residents.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: SKATEBOARD PARK
Department: Community Services Department
Fund: General Fund

The Kinsmen Skateboard and BMX Park is a multi-use concrete park that is 20,000 square feet in size. It is located adjacent to Prime Ministers’ Park and just south of the Art Hauser Centre. This budget is comprised of the City employing one full time Park Supervisor to work May to August and commissionaire services for security of the skateboard park.

SKATEBOARD PARK	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$15,950		\$60	\$0	(\$60)
Contracted and General Services	\$9,900		\$30	\$0	(\$30)
Utilities	\$1,920		\$480	\$746	\$266
Maintenance Materials and Supplies	\$4,050		\$50	\$0	(\$50)
Total Expenses	\$31,820		\$620	\$746	\$126
TOTAL (SURPLUS) DEFICIT	\$31,820		\$620	\$746	\$126

2023 Budget: \$9,900 Total Contracted and General Services as follows:

- \$8,800 for commissionaire security services at Skate Park
 - May - Thursday to Sunday 8 pm to 1 am
 - June - Thursday to Sunday 8 pm to 1 am
 - July and August - 7 days a week 8 pm to 1 am
 - September to Thanksgiving - Fri to Sun 8 pm to 1 am
- \$1,000 for Covers instructors for lessons or contractors for work at park such as covering graffiti, silka flex.
- \$100 for telephone costs.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: TOURIST INFORMATION CENTRE
Department: Community Services Department
Fund: General Fund

This budget is for general maintenance costs completed by city staff associated with the Tourist Information Centre located at 3700 2nd Avenue West.

TOURISM INFORMATION CENTRE	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$6,000)		(\$1,500)	(\$5,681)	(\$4,181)
Total Revenues	(\$6,000)		(\$1,500)	(\$5,681)	(\$4,181)
EXPENSES					
Salaries Wages and Benefits	\$5,570		\$1,500	\$1,159	(\$341)
Contracted and General Services	\$7,120		\$1,770	\$1,951	\$181
Utilities	\$9,470		\$2,500	\$1,646	(\$854)
Maintenance Materials and Supplies	\$6,730		\$1,840	\$754	(\$1,086)
Insurance	\$1,510		\$390	\$353	(\$37)
Total Expenses	\$30,400		\$8,000	\$5,863	(\$2,137)
TOTAL (SURPLUS) DEFICIT	\$24,400		\$6,500	\$182	(\$6,318)

REVENUES

User Charges and Fees

1st Quarter Revenue of \$5,681 is as follows:

- \$1,630.83 is the revenue from the Chamber of Commerce Lease Agreement.
- \$4,050.17 revenue from selling ads in the Discovery Guide and Map Project for Tourism.

2023 Budget: \$6,000 Total User Charges and Fees Revenue for the Chamber of Commerce Lease Agreement at the Tourism Building.

EXPENDITURES

Contracted and General Services

1st Quarter spending of \$1,951 is \$1,801.47 for housekeeping and \$150 for pest control services.





GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

PUBLIC WORKS

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: PUBLIC WORKS ADMINISTRATION
Department: Public Works Department
Fund: General Fund

This budget accounts for the administration support for Public Works including management, engineering and support services.

PUBLIC WORKS ADMINISTRATION	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
Sundry	\$0		\$0	\$8,491	\$8,491
User Charges and Fees	(\$25,000)		(\$6,270)	(\$5,559)	\$711
Total Revenues	(\$25,000)		(\$6,270)	\$2,931	\$9,201
EXPENSES					
Salaries Wages and Benefits	\$762,090		\$182,120	\$184,295	\$2,175
Fleet Expenses	\$35,830		\$8,970	\$11,700	\$2,730
Maintenance Materials and Supplies	\$199,290		\$49,830	\$67,371	\$17,541
Insurance	\$3,660		\$930	\$951	\$21
Total Expenses	\$1,000,870		\$241,850	\$264,318	\$22,468
TOTAL (SURPLUS) DEFICIT	\$975,870		\$235,580	\$267,249	\$31,669

REVENUES

Sundry Revenue

Sundry Revenue is \$8,491 under budget for the 1st quarter. The negative revenue is a result of a billing adjustment in January 2023 to reverse revenue recorded in error in December 2022.

User Charges and Fees

1st Quarter revenue is \$5,559 for miscellaneous revenue.

2023 Budget: \$25,000 Total User Charges and Fees Revenue relating to miscellaneous revenue received by Public Works.



EXPENDITURES

Maintenance Materials and Supplies

Maintenance Materials and Supplies expenses are \$17,541 over budget for the 1st quarter. The unfavorable variance in Maintenance Materials and Supplies relates to a \$26,368 accrual at the end of March for Public Works MasterCard purchases in the month. The accrual was reversed on April 1, 2023 and charges were recorded to the appropriate Functional Areas. Each Department has accounts where month end MasterCard accruals are posted due to the delay in receiving MasterCard statements and processing through Accounts Payable to the appropriate account. Adjusting for this, the department has a savings in the 1st quarter related to training, travel, telephone, and office supplies.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: MUNICIPAL SERVICE CENTRE
Department: Public Works Department
Fund: General Fund

The Municipal Service Centre (MSC) houses the fleet of large City equipment such as sweepers, snow equipment, maintenance shop operations, mechanics garage, purchasing, stores, collection and distribution, and roadways personnel.

MUNICIPAL SERVICE CENTRE	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$141,510		\$36,030	\$59,359	\$23,329
Contracted and General Services	\$40,000		\$40,000	\$1,512	(\$38,488)
Utilities	\$90,740		\$25,070	\$21,125	(\$3,945)
Fleet Expenses	\$62,940		\$16,440	\$24,000	\$7,560
Maintenance Materials and Supplies	(\$157,540)		(\$39,290)	\$6,300	\$45,590
Insurance	\$12,490		\$3,150	\$2,713	(\$437)
Total Expenses	\$190,140		\$81,400	\$115,009	\$33,609
TOTAL (SURPLUS) DEFICIT	\$190,140		\$81,400	\$115,009	\$33,609

Salaries Wages and Benefits

Salaries Wages and Benefits expenses are \$23,329 over budget for the 1st Quarter. The budget for this account is for shop staff when hours are not billable to equipment or for meetings and office work. In the 1st Quarter a number of staff were injured and placed on light duty and therefore not able to work on equipment.

Contracted and General Services

1st Quarter spending of \$1,512 consists of \$1,032.61 for alarm monitoring and fire alarm inspection and \$479.56 for housekeeping.



Budget: \$40,000 for a **one-time project** at the MSC. The amount of \$40,000 will be used for office renovations to upgrade the office area at the Municipal Service Centre for the office spaces of the Purchasing Manager, OHS Coordinator, Operations Manager and Fleet Manager. The current configuration for the office space only provides partial dividers which does not permit staff and managers to discuss sensitive items privately and does not allow for securing of sensitive documents in a secured office space.

The office renovations at the MSC will be completed in the 2nd Quarter.

Maintenance Materials and Supplies

Maintenance Material and Supplies expenses are \$45,590 over budget for the 1st Quarter. The unfavorable variance in Maintenance Materials and Supplies relates to a \$52,292 accrual at the end of March for all Public Works MasterCard purchases in the month. The accrual was reversed on April 1, 2023 and charges were recorded to the appropriate Functional Areas. Each Department has one account where month end MasterCard accruals are posted due to the delay in receiving MasterCard statements and processing through Accounts Payable to the appropriate account.

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: OLD CITY YARDS
Department: Public Works Department
Fund: General Fund

The Old City Yards houses the parking meter shop, sign shop, parks operations, some mechanics, the maintenance shop (small motors), building maintenance, and concrete operations.

OLD CITY YARDS	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$68,270	\$17,000	\$38,828	\$21,828
Contracted and General Services	\$6,500	\$1,620	\$1,341	(\$279)
Utilities	\$54,650	\$14,520	\$12,927	(\$1,593)
Fleet Expenses	\$340	\$90	\$9,930	\$9,840
Maintenance Materials and Supplies	(\$42,220)	(\$10,530)	(\$4,365)	\$6,165
Insurance	\$11,740	\$2,940	\$2,693	(\$247)
Total Expenses	\$99,280	\$25,640	\$61,353	\$35,713
TOTAL (SURPLUS) DEFICIT	\$99,280	\$25,640	\$61,353	\$35,713

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefit expenses are \$21,828 over budget for the 1st Quarter. As the buildings and equipment age at the old yards, the cost of upkeep is increasing and as a result maintenance costs have exceeded budget. Also the increased amount of break-ins has a major impact on the labour spent on the buildings, fences, and gates.

Contracted and General Services

1st Quarter spending of \$1,341 consists of \$210 for pest control, \$170.16 for housekeeping and \$960.64 for commissionaire security and alarm monitoring.

2023 Budget: \$6,500 Total Contracted and General Services is the cost of commissionaire security services for the Old City Yards.



Fleet Expenses

Fleet Expenses are \$9,840 over budget for the 1st quarter. This relates to work being performed by the City electrician to replace old lighting with LED lighting. In addition, due to the number of break-ins at the Old City Yards additional lighting was added. The fleet expense relates to vehicles used by the electrician. These vehicles are used basically full time all year and are charged out based on where they are working. Therefore, the additional cost charged to Old City Yards would be offset by savings in other Functional Areas.

Maintenance Materials and Supplies

2023 Facility Project Approved

Old City Yards Replace Flooring	The flooring in the main building at Old City Yards is past needing replacement. Tiles are missing throughout and the floor around the urinals is a health concern. <i>One-time expenditure of \$30,000.</i>	30,000
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QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: BACK LANES MAINTENANCE
Department: Public Works Department
Fund: General Fund

Back lane maintenance involves grading of back lanes to restore the proper slope of the alley to allow water to successfully drain. This also includes back lane gravelling and some back lane reconstruction to correct drainage, rutting and poor ride quality issues.

BACKLANES MAINTENANCE	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$27,310		\$0	\$0	\$0
Contracted and General Services	\$22,500		\$0	\$0	\$0
Fleet Expenses	\$25,000		\$0	\$0	\$0
Maintenance Materials and Supplies	\$9,000		\$0	\$0	\$0
Total Expenses	\$83,810		\$0	\$0	\$0
TOTAL (SURPLUS) DEFICIT	\$83,810		\$0	\$0	\$0

2023 Budget: \$22,500 Total Contacted and General Services as every year, City equipment sustains damage from low hanging branches on Streets and Back Lanes. Annual budget to complete Street and Back Lane tree pruning in order to avoid and reduce the damage to City equipment that uses back lanes.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: SIDEWALKS
Department: Public Works Department
Fund: General Fund

This budget is allocated to maintaining the City sidewalks in a safe condition for pedestrian traffic and to reduce or eliminate personal injury claims. The work is directed by Council and by public complaints.

SIDEWALKS	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$37,230		\$0	\$0	\$0
Contracted and General Services	\$155,000		\$0	\$0	\$0
Fleet Expenses	\$9,790		\$0	\$162	\$162
Maintenance Materials and Supplies	\$30,000		\$0	\$0	\$0
Total Expenses	\$232,020		\$0	\$162	\$162
TOTAL (SURPLUS) DEFICIT	\$232,020		\$0	\$162	\$162

2023 Budget: \$155,000 Total Contracted and General Services as annual sidewalk maintenance needs are assessed for their size and complexity. Smaller and more routine sidewalk maintenance is typically completed by City forces while larger jobs are contracted out in order to keep City crews working on important smaller jobs. The proportion of work completed by City crews and contractors varies from year to year depending on the nature of the work required.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: SNOW DOWNTOWN
Department: Public Works Department
Fund: General Fund

This budget is for the snow management in the downtown area. The remaining budget for the City’s snow removal activities can be found in the Snow Management functional area.

In 2014, a Snow Management Reserve was established to fund any annual deficits related to the Snow Downtown and Snow Management functional areas. Any annual surpluses are credited to this Reserve to fund future deficits. The Snow Management Reserve had a deficit balance of \$697,927 as of December 31, 2021.

SNOW DOWNTOWN	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$81,500		\$48,900	\$37,191	(\$11,709)
Fleet Expenses	\$55,760		\$27,930	\$26,568	(\$1,363)
Maintenance Materials and Supplies	\$20,600		\$10,260	\$2,165	(\$8,095)
Total Expenses	\$157,860		\$87,090	\$65,924	(\$21,166)
TOTAL (SURPLUS) DEFICIT	\$157,860		\$87,090	\$65,924	(\$21,166)

Snow Downtown is under budgeted based on projected spending for the 1st Quarter. Remaining spending cannot be predicted. 58% of remaining budget to be spent in last quarter of the year.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: SNOW MANAGEMENT
Department: Public Works Department
Fund: General Fund

The City has crews ready to work 7 days a week to provide safe winter conditions for drivers and pedestrians. Additional staff and outside contractors help during and following snow events, so major streets can be salted, sanded and cleared as quickly as possible. The City’s Snow Management Program is conducted according to a priority system, starting with major roadways and emergency streets and includes grading, sanding, and snow removal. The remaining budget for the City’s snow removal activities can be found in the Snow Downtown functional area.

In 2014, a Snow Management Reserve was established to fund any annual deficits related to the Snow Downtown and Snow Management functional areas. Any annual surpluses are credited to this reserve to fund future deficits. The Snow Management Reserve had a deficit balance of \$697,927 as of December 31, 2021.

SNOW MANAGEMENT	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$615,400	\$436,950	\$338,307	(\$98,643)
Contracted and General Services	\$0	\$0	\$930	\$930
Fleet Expenses	\$510,140	\$286,620	\$364,013	\$77,393
Maintenance Materials and Supplies	\$265,500	\$120,720	\$60,337	(\$60,383)
Total Expenses	\$1,391,040	\$844,290	\$763,587	(\$80,703)
TOTAL (SURPLUS) DEFICIT	\$1,391,040	\$844,290	\$763,587	(\$80,703)

Budgeting for the Snow Management Function Area is always difficult as actual expenses are reflective of the actual level of snowfall each year. The last number of years the City has received snowfalls that were considered to be above historical averages. Administration has been gradually increasing the snowfall budget each year to account for this with the hope that snowfall would return to historical averages. The Snow Management Reserve is currently in a deficit so any surplus in the current year will help to reduce this deficit.



EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefit expenses are \$98,643 under budget for the 1st quarter. As part of the 2023 Budget process, the budget was increased by \$136,140 to reflect rising costs in the prior years. For the 1st quarter of 2023, actuals costs were under prior year actuals.

New Position Approved

The 2023 Budget approved the amount of \$75,400 for the additional roadways staff. 50% of the total cost is being charged to Snow Management. Remainder 50% charged to Street and Roads Division. Total cost for Foreman II Position and Truck Driver/Equipment Operator is \$150,673. The position was vacant for the 1st Quarter which contributes to the salary savings.

Fleet Expenses

Fleet expenses are \$77,393 over budget for the 1st Quarter. As part of the 2023 Budget process, the budget was increased by \$140,000 to better reflect actual fleet expenses in prior years. For the 1st Quarter of 2023, actual fleet expenses are over \$80,000 less than prior year actuals. This indicates that the budget for 2023 potentially should have been increased even more. A portion of this overage is offset by savings for hired equipment that is required when City equipment is not available.

Maintenance Materials and Supplies

Maintenance Materials and Supplies expenses are \$60,383 under budget for the 1st Quarter. The majority of the savings relate to a reduction in hired equipment rentals as well as the purchase of sanding material and operating supplies for the graders.

2023 Budget: \$265,500 Total Maintenance Materials and Supplies is as follows:

- \$140,000 as hired equipment in used as necessary in order to complete snow management activities in a timely manner. This equipment includes grades, loaders and trucks.
- \$70,000 for annual purchase of street salt material. This material is used either to directly salt roadways or is mixed with street sand to keep the sand from freezing and to help it adhere to frozen street surfaces.
- \$40,000 for annual purchase of street sanding material. This material is a product of gravel crushing operations which produce a sharp sand that provides improved traction on roadways. It is mixed with salt in order to have a free flowing sand that can be used to address icy winter roadways conditions.
- \$15,000 for Purchase of grader blades, loader blades and skid steer brooms.
- \$500 for overtime meal allowance provided for staff working 1.5 hours past their regularly scheduled shift.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: STREET LIGHTING
Department: Public Works Department
Fund: General Fund

Street lights are paid for on a flat rate per lamp basis. As the City grows or if Council directs that more lights are installed, our lighting costs will increase.

The purpose of roadway lighting is to produce timely, accurate and safe visibility at night. As a result, this will:

- Facilitate the safe movement of vehicles and pedestrians;
- Reduce night time accidents;
- Raise a sense of personal security; and,
- Encourage the night time use of the area.

STREET LIGHTING	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
EXPENSES					
Utilities	\$985,460		\$246,360	\$160,798	(\$85,562)
Total Expenses	\$985,460		\$246,360	\$160,798	(\$85,562)
TOTAL (SURPLUS) DEFICIT	\$985,460		\$246,360	\$160,798	(\$85,562)

Utilities expenses are \$85,562 under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings. The City expects to be on budget by the end of the year.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: **STREETS AND ROADS**
Department: **Public Works Department**
Fund: **General Fund**

The City maintains all paved streets and lanes in safe driving condition for vehicle and pedestrian traffic. This budget also includes the maintenance of the Rotary Trail. Maintenance includes the following activities:

- Inspection of streets on a regular basis.
- Annual crack filling and pothole repairs.
- Repair of various paved street failures such as dips, frost boils, etc.
- Milling of rutted sections identified through inspections.
- Temporary cold mix repairs to potholes and small excavations during the winter.
- Surface works grading and gravelling, surface works oiling and road patching.

STREETS AND ROADS	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
Operating Grants and Donations	(\$168,360)	(\$84,180)	(\$48,980)	\$35,201
Total Revenues	(\$168,360)	(\$84,180)	(\$48,980)	\$35,201
EXPENSES				
Salaries Wages and Benefits	\$513,540	\$79,940	\$57,906	(\$22,034)
Contracted and General Services	\$138,530	\$34,620	\$6,891	(\$27,729)
Utilities	\$1,100	\$200	\$97	(\$103)
Fleet Expenses	\$242,580	\$17,310	\$36,196	\$18,886
Maintenance Materials and Supplies	\$180,660	(\$610)	(\$8,217)	(\$7,607)
Total Expenses	\$1,076,410	\$131,460	\$92,873	(\$38,587)
TOTAL (SURPLUS) DEFICIT	\$908,050	\$47,280	\$43,893	(\$3,387)

REVENUES

Operating Grants and Donations

1st Quarter Revenue of \$48,980 relates to the Urban Highway Connector Program. That amount would be consistent with funding per quarter.

2023 Budget: \$168,360 Total Operating Grants and Donations Revenue is the amended funding from the Urban Highway Connector Program (UHCP) Framework Agreement. This revenue matches the expenses under Contracting and General Services relating to work to be completed under the Urban Highway Connector Program Framework Agreement.



EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits expenses are \$22,034 under budget for the 1st Quarter. Council approved the addition of an additional Foreman II and Truck Driver / Equipment Operator as part of the 2023 Budget. The budget for these position were split 50/50 between the Streets and Roads Functional Area and the Snow Management Functional Area. The Foreman II position was not filled until the 2nd quarter and the Truck Driver / Equipment Operator position was not filled until the middle of February. This is contributing to the savings in this area.

Contracted and General Services

Contracted and General Services expenses are \$27,729 under budget for the 1st Quarter. This budget relates to the Agreement with the Provincial Government for the Urban Highway Connector Program. The budget was allocated evenly throughout the year and the City did not receive any invoices during the 1st Quarter. The City expects to be on or under budget by the end of the year.

Fleet Expenses

Fleet Expenses are \$18,886 over budget for the 1st Quarter. The primary Street and Road fleet budget was over by \$8,094 due to higher than budgeted usage. In addition, \$13,459 was incurred under the Road Patching account that did not have budget allocated to the 1st Quarter.

Urban Highway Connector Program

For 2023, the amended funding from the Urban Highway Connector Program (UHCP) Framework Agreement is \$168,360. The Operations and Maintenance Grant is utilized for operational items such as snow removal, line painting, pothole repairs and power washing bridge and overpass railings & jersey barriers.

Currently the City is provided with an annual Operations and Maintenance Grant for repair and upkeep. There is an application process for capital improvements for projects within the urban connectors and bridge structures. Each of the connectors is allocated a level of Provincial interest which defines the percentage that the Ministry will contribute.

The 2023 budgeted costs for the amount of \$168,360 are as follows:

- \$138,530 for Contracted and General Services
- \$10,000 for Operating Supplies
- \$11,470 for fleet costs
- \$8,360 for Salaries Wages and Benefits

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: STREET SWEEPING
Department: Public Works Department
Fund: General Fund

The City’s Street Cleaning Program removes sanding materials and debris that has accumulated on roads and along major sidewalks and boulevards during the winter months. This road maintenance helps make our roads safer, reduces material from entering the storm water collection system, protects the environment, and improves the appearance of city roads.

STREET SWEEPING	2023 Total		3 Months	2023 Actual	(Favourable)
	Budget		Budget	(to Mar 31/23)	Unfavourable
					Change
REVENUES					
EXPENSES					
Salaries Wages and Benefits	\$130,910		\$0	\$0	\$0
Contracted and General Services	\$11,000		\$0	\$0	\$0
Fleet Expenses	\$150,600		\$0	\$0	\$0
Maintenance Materials and Supplies	\$13,500		\$0	\$0	\$0
Total Expenses	\$306,010		\$0	\$0	\$0
TOTAL (SURPLUS) DEFICIT	\$306,010		\$0	\$0	\$0

2023 Budget: \$11,000 in Contracted and General Services for pressure washing of retaining walls along 2nd Avenue, as well as the Central and 6th Avenue Viaducts. Pressure washing removes the buildup of winter salt and grit to help maintain the integrity of the surface and underlying structure of the bridge rails, decks and of the retaining walls.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: PARKING LOTS
Department: Public Works Department
Fund: General Fund

Parking is an essential element of the City’s transportation network. The City is committed to contributing to the economic health of downtown Prince Albert by providing an adequate supply of parking to residents, businesses and visitors.

PARKING LOTS	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$104,000)		(\$41,000)	(\$41,229)	(\$229)
Total Revenues	(\$104,000)		(\$41,000)	(\$41,229)	(\$229)
EXPENSES					
Salaries Wages and Benefits	\$750		\$180	\$0	\$0
Utilities	\$4,640		\$1,160	\$0	\$0
Maintenance Materials and Supplies	\$610		\$180	\$0	\$0
Total Expenses	\$6,000		\$1,520	\$0	\$0
TOTAL (SURPLUS) DEFICIT	(\$98,000)		(\$39,480)	(\$41,229)	(\$229)

REVENUES

1st Quarter Revenue of \$41,228.97 received from City Parking Lots.

2023 Budget: \$104,000 Total User Charges and Fees Revenue is revenue from monthly parking permit revenue for downtown City parking lots.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: TRAFFIC COUNTS AND LANE MARKINGS
Department: Public Works Department
Fund: General Fund

With the City growing and more cars on our streets and traffic congestion is a major challenge. The Transportation Manager and his/her division are continuously working to keep traffic moving and also take action to meet the needs of all street users. Traffic safety is important and a major priority for the City. A safe transportation system contributes to a strong sense of community and the livability of our city. The division makes the roads safer through education, engineering, and evaluation.

TRAFFIC COUNTS AND MARKINGS	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$1,000)		\$0	(\$678)	(\$678)
Total Revenues	(\$1,000)		\$0	(\$678)	(\$678)
EXPENSES					
Salaries Wages and Benefits	\$64,140		\$0	\$158	\$158
Contracted and General Services	\$95,000		\$0	\$0	\$0
Insurance	\$0		\$0	\$2	\$2
Fleet Expenses	\$1,000		\$240	\$0	(\$240)
Maintenance Materials and Supplies	\$39,110		\$150	\$151	\$1
Total Expenses	\$199,250		\$390	\$311	(\$79)
TOTAL (SURPLUS) DEFICIT	\$198,250		\$390	(\$367)	(\$757)

REVENUES

2023 Budget: \$1,000 Total User Charges and Fees Revenue for taxi stand permits.

EXPENDITURES

2023 Budget: \$95,000 Total Contracted and General Services for longitudinal traffic line painting.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: TRAFFIC LIGHTS
Department: Public Works Department
Fund: General Fund

Traffic lights control the flow of traffic and pedestrians to improve safety and access to roads. This budget is to provide for the safe and efficient movement of traffic on roads through professional traffic engineering. This budget includes designing and installing signalization. This budget is associated with costs of operating supplies for the traffic lights and electricity costs of the traffic lights. Operating Supplies consist of items to upgrade key intersections in the City to match traffic needs.

TRAFFIC LIGHTS	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
EXPENSES				
Salaries Wages and Benefits	\$132,760	\$35,710	\$19,229	(\$16,481)
Utilities	\$29,650	\$7,110	\$5,519	(\$1,591)
Insurance	\$0	\$0	\$5	\$5
Fleet Expenses	\$35,150	\$8,790	\$14,973	\$6,183
Maintenance Materials and Supplies	\$173,280	\$44,940	\$11,450	(\$33,490)
Total Expenses	\$370,840	\$96,550	\$51,176	(\$45,374)
TOTAL (SURPLUS) DEFICIT	\$370,840	\$96,550	\$51,176	(\$45,374)

EXPENDITURES

Salaries Wages and Benefits expenses are under budget by \$16,481 for the 1st Quarter. The budget was allocated evenly throughout the year but a higher percentage of work typically occurs during summer months (seasonal staff are also higher for the summer). It is expected that actual expenses will closely approximate budget by year end.

Maintenance Materials and Supplies expenses are under budget by \$33,490 for the 1st Quarter primarily due to the following:

- Operating supplies are \$21,098 under budget due to the timing of purchases of supplies and the fact that the budget was allocated evenly over the year. A significant amount of supplies were ordered in the 2nd Quarter and it is expected that actual expenses will closely approximate budget by year end.
- Permitting costs are \$11,430 under budget for the 1st quarter as the City has not been invoiced yet.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: TRAFFIC SIGNS
Department: Public Works Department
Fund: General Fund

Traffic road signs are intended to guide, warn and regulate traffic. Road signs apply to motor vehicles, pedestrians, bicycles, and other travelers. Traffic road signs must fulfill a need, command attention, convey a clear message, command respect from travelers, and give adequate time for a response.

This budget includes the costs to regulate and maintain our traffic signage throughout the City and the costs of equipment for signage. The main categories of traffic signs are parking signs, regulatory signs, construction signs, warning signs, street signs, etc.

TRAFFIC SIGNS	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$18,000)		(\$4,420)	(\$2,668)	\$1,752
Total Revenues	(\$18,000)		(\$4,420)	(\$2,668)	\$1,752
EXPENSES					
Salaries Wages and Benefits	\$219,430		\$50,430	\$36,953	(\$13,477)
Contracted and General Services	\$400		\$90	\$0	(\$90)
Utilities	\$1,700		\$420	\$408	(\$12)
Fleet Expenses	\$67,420		\$16,860	\$16,740	(\$120)
Maintenance Materials and Supplies	\$79,190		\$19,670	\$17,087	(\$2,583)
Insurance	\$1,180		\$300	\$268	(\$32)
Total Expenses	\$369,320		\$87,770	\$71,457	(\$16,313)
TOTAL (SURPLUS) DEFICIT	\$351,320		\$83,350	\$68,790	(\$14,560)

REVENUES

1st Quarter revenue of \$2,668 relating to traffic accommodation requests.

2023 Budget: \$18,000 for Total User Charges and Fees Revenue for Traffic Accommodation Requests. They have increased in 2022. 2023 is expected to see a revenue of \$17,500 from these requests.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: CITY PUBLIC TRANSIT
Department: Public Works Department
Fund: General Fund

The City’s Public Transit System, operated by First Canada ULC, and is designed to provide safe, reliable, affordable and accessible transportation in support of Council’s vision for inclusiveness, accessibility, affordability and environmental sustainability.

CITY PUBLIC TRANSIT	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$472,890)	(\$119,530)	(\$171,495)	(\$51,965)
Operating Grants and Donations	(\$255,000)	(\$63,750)	(\$230,619)	(\$166,869)
Total Revenues	(\$727,890)	(\$183,280)	(\$402,114)	(\$218,834)
EXPENSES				
Contracted and General Services	\$1,603,220	\$400,800	\$377,330	(\$23,470)
Interest on Long Term Debt	\$43,300	\$10,830	\$25,672	\$14,842
Fleet Expenses	\$565,540	\$141,390	\$141,390	\$0
Maintenance Materials and Supplies	\$102,340	\$24,770	\$12,703	(\$12,067)
Total Expenses	\$2,314,400	\$577,790	\$557,096	(\$20,694)
TOTAL (SURPLUS) DEFICIT	\$1,586,510	\$394,510	\$154,981	(\$239,529)

REVENUES

User Charges and Fees

User Charges and Fee revenue exceeded budget by \$51,965 for the 1st Quarter. Ridership volume has exceeded budgeted expectations in the first quarter. Revenue from monthly bus passes and tickets began increasing in September 2022 related partially to Sask Rivers discontinuing school bus service and children now utilizing City Public Transit. Also, September 1, 2022 seemed to mark the end of the impact of COVID with overall ridership returning or exceeding historical levels.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

User Charges and Fees	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
Bus Passes and Tickets	\$149,419	\$94,870	\$54,549	\$375,000
Bus Shelters and Benches	\$9,412	\$9,480	(\$68)	\$37,890
Discounted Bus Passes (Ministry)	\$12,665	\$15,180	(\$2,515)	\$60,000
Total User Charges and Fees	\$171,495	\$119,530	\$51,965	\$472,890

Notes:

\$37,890 revenue from Bus Shelters and Benches as per the City's Contract with the advertising contractor.

\$60,000 revenue generated from the discounted bus passes (subsidized by Ministry of Social Services).

Operating Grants and Donations

Operating Grants and Donation revenue exceeded budget by \$166,869 for the 1st Quarter related primarily to the following items:

- Operating Grant and Donation Revenue of \$207,519 related to the receipt of a provincial grant for a One Time Transit Funding Agreement that is being used for extended transit hours, additional shelters, benches, concrete pads, etc. This amount was not budgeted for.
- Operating Grant and Donation revenue is under budget related to the Transit Assistance for People with Disabilities grant. The City budgeted for a payment each quarter but no payment was received in the 1st Quarter. This City expects this payment will be received in Quarter 2 of 2023.

One-Time Transit Grant Funding Agreement

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 relating to Transit.

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: Transit Extended Hours, Transit Infrastructure Improvements and Transit Accessibility Improvements.

The amount of \$207,519 has been received from the Government of Saskatchewan in the 1st Quarter.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Operating Grants and Donations	YTD	YTD	Fav / (Unfav)	Annual
	Actual	Budget	Variance	Budget
Transit Assistance with People	\$0	\$45,000	(\$45,000)	\$180,000
Ministry of Social Services	\$23,100	\$18,750	\$4,350	\$75,000
Financial Contribution - Funding	\$207,519	\$0	\$207,519	\$0
Total Operating Grants and Donations	\$230,619	\$63,750	\$166,869	\$255,000

Notes:

(\$180,000) revenue reflects the Transit Assistance for People with Disabilities grant funding for operations (TAPD). TAPD is a performance-based program. The funding formula allots participating municipalities with an annual operating grant calculated using the number of public service trips provided by each municipality in the previous calendar year, and a per trip amount based on which of the four population categories the community is in (under 2,500; 2,501 to 20,000; 20,001 to 100,000; and 100,001 or more). The population figures are obtained through the most recent Statistics Canada census.

(\$75,000) revenue for financial contribution from the Ministry of Social Services to subsidize the discounted bus passes (social assistance category). The Ministry subsidizes each pass sold by paying the City \$25/pass. In 2023, it is anticipated around 3000 passes will be sold. The Ministry contribution is anticipated to be \$75,000.

EXPENDITURES

Contracted and General Services

Contracted and General Services expenses are \$23,470 under budget for the 1st Quarter. Actual expenses were less than budget as rates increase on August 1st, 2023 which skews the timing of Contracted and General Services expenses.

2023 Budget: \$1,603,220 Total Contracted and General Services is as follows:

- \$1,593,220 for Transit Operation:
 - 8 leased buses - \$100,800
 - Cleaning - \$4,200
 - Transit Operation - \$1,488,220
- \$10,000 for or bus pass vendor 10% commission fees for sold bus passes.



Interest on Long Term Debt

Interest on Long Term Debt is \$14,842 over budget for the 1st Quarter. The increase over budget relates to the mechanics of the bankers' acceptance and interest rate swap loan facility. Due to the increase in prime rates the City pays a higher interest rate at the beginning of the quarterly loan period and is then refunded interest at the end of the quarterly loan period. Interest expense will be on budget by the end of 2023.

Interest on Long-Term Debt relating to the Loan for the purchased Transit Buses. Each year, interest drops every year as principle payments increase.





GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

EXTERNAL AGENCIES AND PADBID

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

EXTERNAL AGENCIES SUMMARY

External Agencies on Budget.

EXTERNAL AGENCIES	2023 Total Budget	3 Months Budget	2022 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Prince Albert Public Library	\$2,253,950	\$563,490	\$563,488	(\$2)
Museums	\$71,080	\$17,770	\$17,770	\$0
PA Arts Board	\$25,000	\$6,250	\$6,250	\$0
Special Needs Transportation	\$571,760	\$142,950	\$143,404	\$454
Special Needs - Fleet	\$122,640	\$30,660	\$30,660	\$0
Seniors Transportation	\$69,500	\$17,375	\$17,375	\$0
Mann Art Gallery	\$100,000	\$25,000	\$25,000	\$0
PA Mobile Crisis Unit	\$43,600	\$10,900	\$10,900	\$0
Total Expenses	\$3,257,530	\$814,395	\$814,847	\$452
TOTAL (SURPLUS) DEFICIT	\$3,257,530	\$814,395	\$814,847	\$452



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
Department: Prince Albert Downtown Business Improvement District
Fund: General Fund

The establishment of the Prince Albert Downtown Business Improvement District (PADBID) is in accordance with the Cities Act and Bylaw No. 4 of 2005. The Board of a Business Improvement District constitutes the corporation. The Board is made up of an appointed Council member, property owners and business persons in the downtown.

PADBID	2023 Total Budget	3 Months Budget	2022 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
Sundry	\$0	\$0	(\$6,373)	(\$6,373)
Taxation – PADBID LEVY	(\$78,000)	\$0	(\$7,624)	(\$7,624)
Total Revenues	(\$78,000)	\$0	(\$13,997)	(\$13,997)
EXPENSES				
Contracted and General Services	\$144,800	\$36,250	\$14,038	(\$22,212)
Grants and Donations	\$40,000	\$10,000	\$0	(\$10,000)
Insurance	\$0	\$250	\$5	(\$246)
Utilities	\$3,000	\$750	\$0	(\$750)
Maintenance Materials and Supplies	\$32,200	\$11,300	\$7,619	(\$3,681)
Total Expenses	\$220,000	\$58,550	\$21,661	(\$36,889)
TOTAL (SURPLUS) DEFICIT	\$142,000	\$58,550	\$7,664	(\$50,886)

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

Prince Albert Business Improvement Tax Levy	\$78,000
City of Prince Albert Grant In Lieu of Taxes	\$22,000
PADBID Operating Reserve	\$80,000
Reserve Funding for Programs and Projects	\$40,000
Total Funding	\$220,000

REVENUES



Sundry

PADBID has collected donations in the 1st Quarter in the amount of \$6,373.39.

PADBID Levy

1st Quarter Sundry revenue of \$7,623.59.

Those on TIPPS payments make a payment on the 1st of every month and portion goes to PADBID for Levy.

EXPENDITURES

Contracted and General Services

1st Quarter Spending of \$14,037.81 as follows:

- \$13,592.81 for Executive Director
- \$445 for Contractor (event)

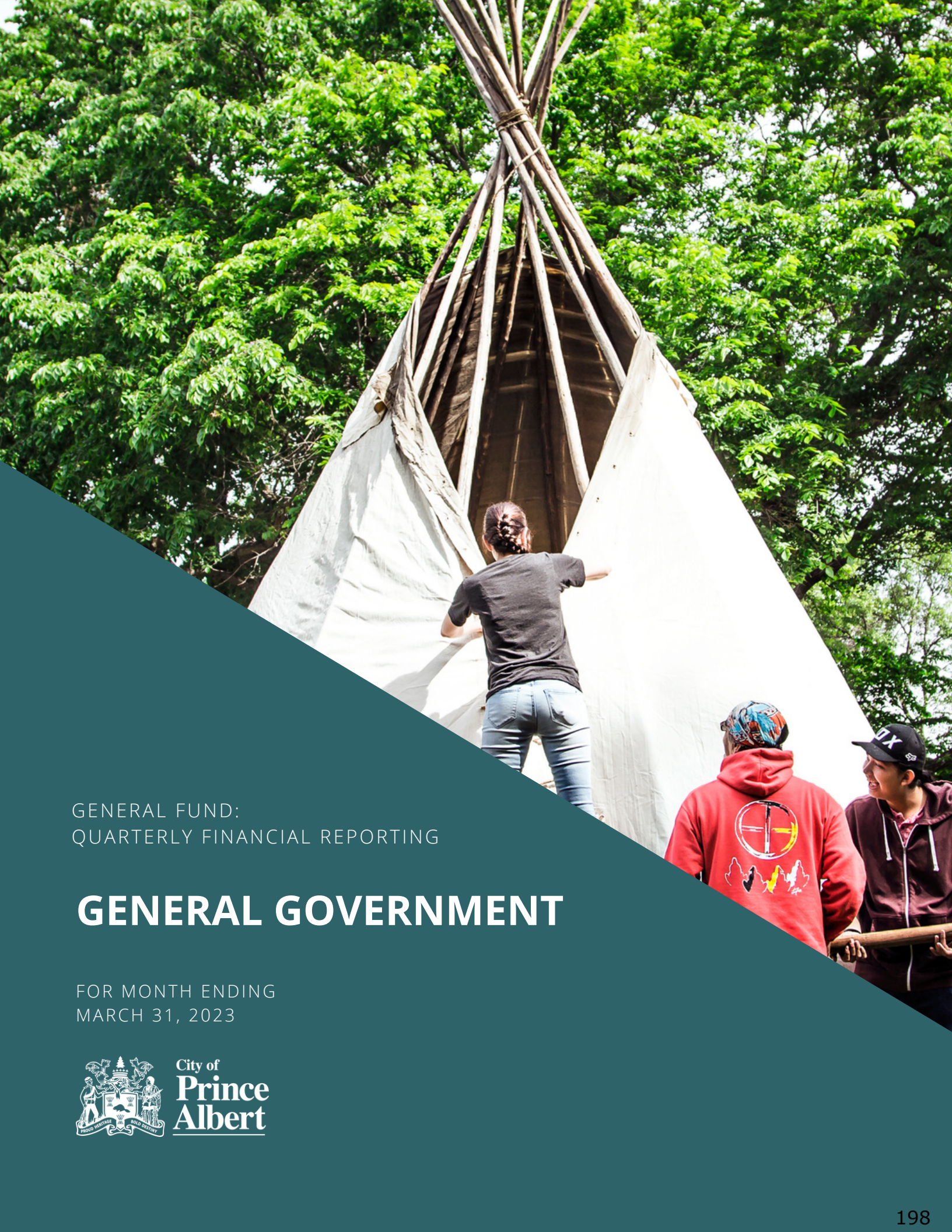
2023 Budget: \$144,800 under Contracted and General Services is as follows:

- \$80,000 for Downtown Security
- \$1,800 for Telephone
- \$1,000 for Publications
- \$1,000 for Computer Services
- \$50,000 for the contacted position of Executive Director
- \$11,000 for Self Employed Contractors (Event Coordinators, Talent rentals, etc.)

Grants and Donations

2023 Budget: \$40,000 under Grants and Donations is regarding the Grants paid as follows **funded from the Downton Improvement Reserve:**

- \$20,000 for Downtown Events
- \$10,000 for Façade Grants
- \$10,000 for Mini Façade Grants



GENERAL FUND:
QUARTERLY FINANCIAL REPORTING

GENERAL GOVERNMENT

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Functional Area: GENERAL GOVERNMENT

Fund: General Fund

The General Government functional area is not a City department on its own but a group of accounts that are managed predominantly by Financial Services and includes revenues and expenditures that are attributable to the City overall. The salaries wages and benefits line are for the administration of City wide expenditures such as Worker’s Compensation, vested sick leave, sick bank, retroactive pay and other provisions.

	2,023 Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
Taxation	(\$45,872,360)	(\$78,760)	(\$97,355)	(\$18,595)
User Charges and Fees	(\$22,000)	(\$5,000)	(\$2,085)	\$2,915
Operating Grants and Donations	(\$7,760,000)	\$0	\$0	\$0
Grants in Lieu of Taxes	(\$7,776,070)	(\$1,564,365)	(\$1,564,465)	(\$100)
Interest and Penalties	(\$646,590)	(\$137,495)	(\$218,174)	(\$80,679)
Sundry	(\$18,000)	\$0	(\$35)	(\$35)
Total Revenues	(\$62,095,020)	(\$1,785,620)	(\$1,882,113)	(\$96,493)
EXPENSES				
Salaries Wages and Benefits	\$572,200	\$0	\$36,403	\$36,403
Contracted and General Services	\$38,000	\$17,010	\$38,492	\$21,482
Financial Charges	\$48,840	\$12,210	\$11,385	(\$825)
Grants and Donations	\$0	\$0	\$40,490	\$40,490
Interest on Long Term Debt	\$1,216,360	\$960	\$2,270	\$1,310
Fleet Expenses	\$500	\$120	\$0	(\$120)
Maintenance Materials and Supplies	\$40,720	\$34,210	\$37,541	\$3,331
Insurance	\$317,780	\$79,460	\$66,496	(\$12,964)
Bad Debt Expense	\$220,000	\$0	\$3,403	\$3,403
Total Expenses	\$2,454,400	\$143,970	\$236,480	\$92,510
Operating (Surplus) Deficit	(\$59,640,620)	(\$1,641,650)	(\$1,645,633)	(\$3,983)
CAPITAL AND INTERFUND				
Amortization	\$7,800,000	\$0	\$0	\$0
Interfund Transfers	(\$4,578,280)	(\$214,200)	(\$185,574)	\$28,626
Capital and Interfund Transactions	\$3,221,720	(\$214,200)	(\$185,574)	\$28,626
TOTAL (SURPLUS) DEFICIT	(\$56,418,900)	(\$1,855,850)	(\$1,831,207)	\$24,643



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

REVENUES

Taxation

Taxation is favorable by the amount of \$18,595 as per discounts offered for early payment of taxes as illustrated below.

Taxation	YTD Actual	YTD Budget	(Fav) / Unfav Variance	Annual Budget
Property Tax Levy	\$0	\$0	\$0	\$34,221,550
Supplemental - Property Tax Levy	\$0	\$0	\$0	\$100,000
Base Tax - Snow	\$0	\$0	\$0	\$1,473,560
Base Tax - Paving	\$0	\$0	\$0	\$4,100,000
Base Tax- Police	\$0	\$0	\$0	\$554,600
Base Tax	\$0	\$0	\$0	\$720,000
Street Oiling Levy	\$0	\$0	\$0	\$58,000
Destination Marketing Levy	\$0	\$0	\$0	\$351,500
Capital Projects Levy	\$0	\$0	\$0	\$1,543,200
Supplemental - Capital Projects	\$0	\$0	\$0	\$4,000
Property Tax Penalties	\$120,875	\$123,760	(\$2,885)	\$364,000
Property Tax Surcharge	\$0	\$0	\$0	\$273,000
Discounts Current Tax Discounts-Expense	(\$23,520)	(\$45,000)	\$21,480	(\$45,000)
Property Tax Rebates Tax Rebates-Expense	\$0	\$0	\$0	(\$100,000)
Library Levy	\$0	\$0	\$0	\$2,253,950
Total Taxation	\$97,355	\$78,760	\$18,595	\$45,872,360

Property Tax Penalties

Account records the penalties charged on arrears property taxes (taxes outstanding as of January 1st). \$364,000 is an average of the amounts recognized over the past 5 years.

Discounts Current Tax Discounts-Expense

Amount relates to discount offered for early payment of taxes. Discount has seen a decrease in the past three years as more individuals are signing up for TIPPS (monthly payment plant) which does not provide the discount.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

User Charges and Fees

1st Quarter revenue of \$2,084.62 relating to removing unsafe structures.

2023 Budget: \$22,000 Total User Charges and Fees Revenue:

- \$20,000 for the cost to remove unsafe structures. This charge is usually transferred to the tax roll when payment is not collected, but most properties with unsightly properties eventually go through tax enforcement and become City owned properties.
- \$2,000 for obsolete stores inventory items sold at auction.

Operating Grants and Donations

Revenue from the Urban Revenue Sharing Grant from the Province will be received in the last Quarter of the Year.

2023 Budget - Revenue Sharing Grant from the Province. Total 2023 Revenue of (\$7,760,000).

Grants in Lieu of Taxes

Grants in Lieu of Taxes on Budget.

Grants in Lieu	YTD Actual	YTD Budget	(Fav) / Unfav Variance	Annual Budget
Power Corporation Surcharge	\$1,055,760	\$1,055,760	\$0	\$4,240,000
Federal Government	\$0	\$0	\$0	\$143,000
Provincial Government	\$0	\$0	\$0	\$1,801,000
First Nations Reserve Lands	\$0	\$0	\$0	\$363,100
SaskEnergy Natural Gas Franchise	\$503,100	\$503,100	\$0	\$1,170,000
Transgas Natural Gas Franchise	\$5,605	\$5,505	\$100	\$25,000
Eastview/Driftwood Trailer Courts	\$0	\$0	\$0	\$31,800
Twilite Motel	\$0	\$0	\$0	\$2,170
Total Grants in Lieu	\$1,564,465	\$1,564,365	\$100	\$7,776,070



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Interest and Penalties

Interest revenue has exceeded budgeted revenue as prime rates increased over 1% since 2023 budget projections were prepared. The amount of interest the City receives on its daily bank balance is dependent on prime interest rates.

The amount of \$9,984 in interest has been earned for the 1st Quarter for the Group Benefits Reserve. The interest earned by yearend is transferred to the Group Benefits Reserve.

Interest and Penalties	YTD Actual	YTD Budget	(Fav) / Unfav Variance	Annual Budget
Interest Income	\$208,189	\$137,495	\$70,694	\$550,000
Interest Income on Group Benefits Reserve	\$9,984	\$0	\$9,984	\$0
Water Meter Loan - Interest Revenue	\$0	\$0	\$0	\$96,590
Total Interest and Penalties	\$218,174	\$137,495	\$80,679	\$646,590

EXPENDITURES

Salaries Wages and Benefits

1st Quarter Spending for Salary Wages and Benefits is as follows:

WCB Wages	\$36,090
Wellness Program	\$314
Total Salaries Wages and Benefits	\$36,403



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Contracted and General Services

City’s Employee Benefit Provider - This account is used to track costs paid to the City’s employee benefit provider during the year. The account is reconciled at yearend and will have an ending balance of nil.

Contracted and General Services	YTD Actual	YTD Budget	Fav / (Unfav) Variance	Annual Budget
City’s Employee Benefit Provider	\$28,979	\$0	\$28,979	\$0
General Insurance Consulting	\$0	\$2,010	(\$2,010)	\$8,000
Boarding Up Costs	\$3,717	\$0	\$3,717	\$0
Custom Unightly	\$0	\$5,000	(\$5,000)	\$20,000
Other General Government	\$5,796	\$10,000	(\$4,204)	\$10,000
Total Contracted and General Services	\$38,492	\$17,010	\$21,482	\$38,000

2023 Budget:

Custom Unightly/Demos and Boarding up costs relate to removal/boarding up of unsafe structures. These costs are recovered through adding to the property owner’s tax roll. The revenue is reflected in user charges and fees. 20223 Budget of \$20,000.

General Insurance Consulting Services relates to fees to independent adjuster for claims (i.e. legal claims against the City). Under Budget. 2023 Budget of \$8,000.

Boarding Up Costs relates to expenses incurred for boarding up homes. These costs are rebilled to the home impacted, therefore no budgeted value.

Lone Worker Agreement – On October 12, 2021, the Saskatchewan Public Safety Agency provided correspondence of the new fee structure of the Lone Worker Agreement. The fee was reduced from \$24,480 to \$10,000 retroactive to January 1, 2021.

The intent of the Lone Worker Program Agreement is protect the safety of employees working alone. To ensure the protection of our staff in emergency situations. They provide monitoring services on a continual basis after business hours, seven (7) days per week, to include log on, log off and overdue tracking services to Lone Workers.



Grants and Donations

Destination Marketing Levy Grants Paid: \$40,490:

The amount of \$40,490 is related to Destination Marketing Fund Grants that are approved to be **funded from the Destination Marketing Levy Reserve**. Host Committees apply for Destination Marketing Levy Funding as per the Policy. There is a corresponding yearend entry from the Reserve for the grants paid in 2023. The Events are approved as per the Policy Guidelines.

Interest on Long Term Debt

1st Quarter spending of \$2,270.06 for the West Hill Infrastructure Loan.

	2023 Budget
West Hill Infrastructure Loan	\$3,830
Aquatic and Arenas Recreation Centre - Loan \$16.0 m	\$545,030
Aquatic and Arenas Recreation Centre - Loan \$30.0 m	\$667,500
Total Interest on Long Term Debt	\$1,216,360

Maintenance Materials and Supplies

1st Quarter spending as follows for Memberships:

FCM 2023 Membership	\$8,950.27
SUMA 2023 Membership	\$28,590.38
Total Memberships Paid in 1st Quarter	\$37,540.65

Insurance

1st Quarter Spending of \$66,496.01 as follows:

Insurance Premiums	\$73,496.01
Damage Claims	(\$7,000.00)

QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

Interfund Transfers

Interfund Transfers	YTD Actual (to Marc 31/23)	2023 Annual Budget
Land Development Capital Fund		\$76,500
Transfer from Utility Fund	\$153,510	\$614,000
Transfer from Sanitation Fund	\$66,630	\$266,510
Transfer from Fleet		\$3,645,000
Transfer to Airport Fund	(\$84,420)	(\$337,690)
Transfer to Prince Albert Police Service		\$18,336,700
Transfer from Utility Fund - City Facilities	\$41,570	\$266,930
Transfer from Sanitation Fund - City Facilities	\$8,285	\$47,030
Prince Albert Police Service - Transfer		(\$18,336,700)
PADBID - Grant in Lieu of Taxes		\$22,000
PADBID - Transfer for Grant in Lieu of Taxes		(\$22,000)
Total Interfund Transfers	\$185,574	\$4,578,280

- \$76,500 Transfer from Land Development Fund - The calculation of the Transfer to the General Fund is based on the forecasted number of residential properties to be sold in 2023. Based on the projected number of residential land sales, it is expected that the transfer to the General Fund will be \$76,500. Transfer is 17% of the land sales.

Budgeted Land Sale Revenue for 2023	\$450,000
17% of Land Sales	\$76,500

- \$614,000 Transfer from Utility Fund - Prior to 2010, the Utility Fund transferred a 5% franchise fee to the General Fund. Following 2010, that transfer amount was changed to represent the apportionment of costs for employees who contribute to the operation of the Utility Fund. The transfer amount was set as \$614,000 in 2012 and has remained unchanged.



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

- \$266,510 Transfer from Sanitation Fund - Each year a Franchise fee equal to five percent (5%) of the Sanitation Fund's total revenues is paid to the General Fund. This fee offsets the sanitation operational costs typically paid by the General Fund.

Total Approved 2022 Sanitation Revenues	\$5,380,760
Less Revenue for CF-Facilities	(\$50,600)
	\$5,330,160
5% - Transfer to General Fund	\$266,508

- \$3,645,000 Transfer to the Reserves that includes City’s Fleet Reserve, Police and Fire Fleet Reserves, Golf Course Reserves, Public Transit Reserve and the Information Technology Reserve.
- \$337,960 Transfer to Airport Fund - In 2006 City Council authorized a transfer of 30% of the total cost of the Airport operation to be funded from the City’s General Fund to fund the operations of the Airport. As per approved 2022 Total Expenditures, the Transfer from General Fund for 2023 is the amount of \$337,690, an increase of \$29,250 from the General Fund.

General Fund - Funding to Airport		30%
2022 Approved Total Expenditures	\$1,125,630	\$337,689

- \$18,336,700 Transfers for the Prince Albert Police Service:

	<u>Year 2023</u>
Operating (Surplus) Deficit	\$18,694,760
2023 Police Service Capital Projects	\$263,040
Transfer from Proactive Policing Reserve	(\$621,100)
Year 2023 Transfer from the City	\$18,336,700



QUARTERLY FINANCIAL REPORTING – GENERAL FUND

For Month Ending March 31, 2023

- \$266,930 Transfer from Utility Fund – City Facilities - The transfer is based on Financial Services review and forecast of City facilities water and sewer utility charges for 2023.
- \$47,030 Transfer from Sanitation Fund – City Facilities: The City transfer is based on Financial Services review and forecast of City facilities sanitation charges for 2023. City Facilities are charged the sanitation surcharge on their water bills but then an interfund transfer is made at year end to offset this revenue.
- \$22,000 Prince Albert Downtown Business Improvement District – City of Prince Albert Grant In Lieu of Taxes.





City of
**Prince
Albert**



Attachment No. 2 to RPT 23-272

TITLE: Other Funds Financial Reporting ending March 31, 2023

DATE: June 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to provide Council a preliminary forecast based on financial information as of March 31, 2023, which is the 1st Quarter.

PROPOSED APPROACH AND RATIONALE:

Attached to this report is the Financial Reporting Summary for the following Funds to March 31, 2023: **Airport Fund, Sanitation Fund, Water Utility Fund and Land Fund.**

The financial state will continue to be monitored, and service adjustments or other budget mitigation measures may have to be implemented as the year progresses.

Since this report is based on the best available information at a point in time, future impacts cannot be predicted with a high degree of precision, should the economy, interest and/or inflation rates continue to fluctuate.

City departments were provided financial information as of March 31, 2023.

Staff are collectively monitoring and assessing the financial impact to the City and will continue to update Council.

The attached Financial Reporting Document is similar to the approved 2023 Budget Document. The attached Financial Report provides the financial information as per Functional Area in the City Departments. It provides more descriptive financial information relating to revenues, grants, expenses, etc.

This document is intended to serve as a way to hold the City accountable to residents. Moving forward, timely financial reporting to Departments and Council will occur which will assist in determining spending to date and forecasting for the remainder of the year. This will allow Departments to understand where their spending is at, and if they forecast that will go over budget, help them to re-evaluate their projects to prevent that overage.

Financial Services also made numerous adjustments in the 2023 budget to rectify the areas that were not being budgeted for properly. This thorough review will continue with the 2024 budget to ensure the City's budgeting is as accurate as possible.

The City is responsible for being accountable and transparent when reporting on financial results, operating and capital budgets, the economy, and significant City accomplishments. Financial accountability results from holding Departments accountable for effectively performing a financial activity. A well-defined financial accountability structure serves as the foundation for establishing effective financial processes.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Airport Fund Operating Financial Quarterly Report Ending March 31, 2023.
2. Sanitation Fund Operating Financial Quarterly Report Ending March 31, 2023.
3. Water and Sewer Utility Fund Operating Financial Quarterly Report Ending March 31, 2023.
4. Land Fund Operating Financial Quarterly Report Ending March 31, 2023.

Written by: Melodie Boulet, Finance Manager

Approved by: Senior Accounting Manager, Director of Financial Services & City Manager

2023

QUARTERLY FINANCIAL REPORTING

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

AIRPORT FUND

QUARTERLY FINANCIAL REPORTING – AIRPORT FUND

For Month Ending March 31, 2023

AIRPORT FUND – CONSOLIDATED OPERATING BUDGET

	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$1,088,110)		(\$276,440)	(\$251,199)	\$25,241
Interest and penalties	(\$1,500)		(\$360)	\$0	\$360
Sundry	(\$6,000)		(\$1,500)	(\$294)	\$1,206
Total Revenues	(\$1,095,610)		(\$278,300)	(\$251,493)	\$26,807
EXPENSES					
Salaries Wages and Benefits	\$617,820		\$174,100	\$128,512	(\$45,588)
Contracted and General Services	\$183,300		\$15,770	\$8,964	(\$6,806)
Financial Charges	\$750		\$180	\$199	\$19
Utilities	\$137,710		\$34,440	\$30,697	(\$3,743)
Fleet Expenses	\$132,390		\$58,580	\$72,239	\$13,659
Maintenance Materials and Supplies	\$172,230		\$72,000	\$46,834	(\$25,166)
Insurance	\$23,600		\$5,910	\$5,877	(\$33)
Bad Debt Expense	\$2,700		\$690	\$0	(\$690)
Total Expenses	\$1,270,500		\$361,670	\$293,322	(\$68,348)
Operating (Surplus) Deficit	\$174,890		\$83,370	\$41,829	(\$41,541)
CAPITAL AND INTERFUND TRANSFERS					
Amortization	\$745,000		\$0	\$0	\$0
Interfund Transfers	(\$341,570)		(\$84,420)	(\$84,420)	\$0
Capital and Interfund Transfers	\$403,430		(\$84,420)	(\$84,420)	\$0
TOTAL (SURPLUS) DEFICIT	\$578,320		(\$1,050)	(\$42,591)	(\$41,541)

Note: As per the City's new Chart of Accounts, some budgets have been moved from maintenance materials and supplies to contracted and general services.



QUARTERLY FINANCIAL REPORTING – AIRPORT FUND

For Month Ending March 31, 2023

The (Surplus) / Deficit is to be allocated as follows:

Allocated as Follows:	
Total (Surplus) Deficit	\$578,320
Non-Cash Adjustment - Amortization	(\$745,000)
Total (Surplus) Deficit - Adjusted for Amortization	(\$166,680)
Passenger Facility Fee Reserve	\$380,000
Airport Maintenance Reserve	\$10,000
Transfer from Airport Maintenance Reserve	(\$60,000)
Transfer for Capital Funding	\$9,000
Transfer from Airport Improvement Fund	(\$172,320)
	\$166,680
	\$0

As shown above, the 2023 Airport Budget is being funded \$60,000 from the Airport Maintenance Reserve, \$172,320 from the Airport Improvement Fund along with a Transfer from the General Fund in the amount of \$337,690 for a balanced 2023 Budget.



REVENUES

User Charges and Fees

User Charges and Fees are unfavourable by the amount of \$25,241.

- Aircraft Landing Fees; 11% unfavorable variance.
 - Rise Air has eliminated 2 scheduled flights per week for 2023.
 - Rise Air is using larger seat capacity aircraft in 2023. Fewer aircraft movements are facilitating the same passenger capacity. This has been identified as a trend across the industry. Landing fees are based off weight so this change should not significantly impact revenue
- Aircraft Parking; 66% unfavorable variance.
 - Aircraft parking usage is primarily small 4-6 seat personal aircraft that do not fly as often in adverse weather conditions.
 - Budgeted period distributions indicate lower revenues during the winter months.
- Passenger Facility Fees; 29% unfavorable variance.
 - 2023 passenger volumes are 36% higher than the same period in 2022.
 - Budgeted projection for Passenger Facility Fees was for a 45% increase.
 - The mining sector is still ramping up but not as quickly as projected.
- Vehicle Parking; 24% favorable variance.
 - This is likely due to annual or semiannual vs monthly payment methods of some organizations for their corporate parking.

User Charges and Fees	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	Fav / (Unfav) Change
Aircraft Landing Fees	\$240,000		\$60,000	\$53,083	(\$6,917)
Aircraft Parking Fees	\$8,600		\$2,160	\$722	(\$1,438)
Leases - Rentals - Hangars	\$126,200		\$31,560	\$29,045	(\$2,515)
Leases - Rentals - Terminal	\$67,500		\$16,860	\$16,867	\$7
Land Rentals - Agriculture	\$14,560		\$7,280	\$7,278	(\$2)
Snowbird Fuel - Truck Diesel Sales	\$15,000		\$4,500	\$6,991	\$2,491
Parking Revenue	\$200,000		\$50,010	\$62,537	\$12,527
Airport Pay & Display Revenue	\$25,000		\$6,240	\$5,275	(\$964)
Passenger Facility Fee Revenue	\$380,000		\$95,010	\$67,337	(\$27,673)
Airport Sundry Revenue	\$11,650		\$2,910	\$2,063	(\$847)
Airport Sundry - ATM Revenue	(\$400)		(\$90)	\$0	\$90
Total User Charges and Fees	\$1,088,110		\$276,440	\$251,199	(\$25,241)



Below is a description of the respective revenue sources:

Aircraft Landing Fees – This is revenue from aircraft landing fees. Rates were restructured in 2021 to capture the most typical aircrafts utilizing YPA. Rates have been set until 2026. Aircraft landing fees are \$6,917 under budget for the 1st quarter.

Aircraft Landing Fees	
Year 2018 Revenue	(\$221,379)
Year 2019 Revenue	(\$209,077)
Year 2020 Revenue	(\$158,369)
Year 2021 Revenue	(\$205,418)
Year 2022 Revenue	(\$223,095)

Aircraft Parking Fees - Annual or daily fees for parking aircraft on public aprons.

Leases – Hangars – Revenue generated from leases for rental of the Hangars at the Prince Albert Airport.

Leases – Rentals – Terminal - Budget is based on current leases in place. Relates to lease of check-in counter, cargo rooms and office space within the Airport terminal building to facilitate airline operations. The leases that the City have are with Rise Air (Transwest Air) and West Wind Aviation Limited Partnership in the Terminal.

Land Rentals – Agriculture - Based on current leases in place. Relates to lease of land within the airfield for agricultural use not currently needed for Airport operations. Such use is also beneficial to manage wildlife which also reduces Airport maintenance costs.

Snowbird Fuel - Truck Diesel Sales - Diesel fuel sold to Snowbird Aviation for their Mobile Fuel Trucks, Deicer Trucks and Tugs that service aircraft. These vehicles are not street legal to purchase fuel elsewhere. Fuel is sold at retail cost within the City. Estimated 12,000L of sales based on historical records.

Parking Revenue – The mining industry is recovering and the corporations rented 100 more parking spaces in 2022 compared to 2021. Rates \$664.35 per stall.

Airport Park & Display Revenue – Revenue generated from 80 parking stalls adjacent to the Airport terminal that are used for public parking. These stalls are managed using a pay station system.



Passenger Facility Fee Revenue – Revenue generated from the Passenger Facility Fee. This fee applies to all departing enplaned passengers originating in Prince Albert. The revenue collected from the Passenger Facility Fee is credited to the Passenger Facility Fee Reserve. Rates have been set at \$20 per departing passenger originating from YPA (PAX).

Airport Sundry Revenue – This is revenue for callout fees. It is a regulatory requirement for qualified Airport staff to be in attendance at the Airport for scheduled passenger flights. When flights are late the Airlines must call for coverage to be able to land or takeoff. This coverage and work is tracked and charged back to the airline as a callout fee. Although it is not a regulatory requirement to be in attendance for other flights such as private aircraft, medevacs or charters, these flights sometimes need winter maintenance and or runway condition reports performed after the Airport’s published hours of operation to land safely. This coverage and work is tracked and charged back to the aircraft owner as a callout fee.

Airport Sundry – ATM machine.

Interest and Penalties

This revenue relates to finance charges on outstanding amounts owing related primarily to parking fees that are paid late by customers.

There is no revenue in the 1st Quarter generated from Interest and Penalties.

Sundry

1st Quarter Revenue of \$294 from Concession Vending Machine.

2023 Budget: \$6,000 Concession Vending Machine. These are food and beverage vending machines in the terminal for passenger use. The Airport receives a royalty payment based on total sales. This contract is managed by Community Services along with all other vending machine contracts for public facilities.



EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are favorable for the 1st Quarter in the amount of \$45,588. This is due to a reduction of overtime required due to a mild 1st Quarter and a vacant position due to a term position taken with another Department. As such, there will be further savings in the 2nd Quarter for Salaries Wages and Benefits with the vacant position.

Salaries Wages and Benefits	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Administration	\$211,680		\$43,200	\$43,338	\$138
Airfield Maintenance	\$243,920		\$69,100	\$42,815	(\$26,285)
Airfield Snow Clearing	\$55,200		\$36,350	\$30,323	(\$6,027)
Airfield Grass Cutting	\$12,140		\$0	\$0	\$0
Terminal Building	\$92,460		\$24,820	\$10,441	(\$14,379)
Building Maintenance	\$2,420		\$630	\$1,595	\$965
Total Salaries Wages and Benefits	\$617,820		\$174,100	\$128,512	(\$45,588)

Administration: The budget for Administration includes the salaries and wages for the permanent position of **Airport Manager (100%)**. As well, the budget includes an allocation of 10% staffing cost for the Director of Public Works and 10% of the staffing cost for the Manager of Capital Projects. The budget also includes an allocation of 15% of the Engineering Services Manager position. The allocations reflect the percentage of Senior Administrative time expended on Airport operations.

Airfield Maintenance: Airfield maintenance work includes checking fence lines, completing wildlife checks, and inspecting for regulated airfield conditions, including lights, and guidance equipment.

Airfield Snow Clearing: Snow clearing work completed on airside to ensure safe aviation conditions and compliance with regulatory requirements for snow removal.

Airfield Grass Cutting: Grass cutting completed on airside to ensure compliance with regulated specifications for grass lengths.

Terminal Building: Maintenance work on terminal building.

Building Maintenance: Maintenance work completed for the maintenance garage.



Contracted and General Services

Contracted and General Services are favorable as Airfield Maintenance work will progress in the 2nd and 3rd Quarter.

Contracted and General Services	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Consulting Services	\$45,600		\$1,260	\$2,326	\$1,066
Commissionaire Services	\$15,000		\$3,750	\$3,180	(\$570)
Airfield Maintenance	\$114,400		\$10,520	\$1,426	(\$9,094)
Terminal Building	\$3,800		\$240	\$1,982	\$1,742
Building Maintenance	\$4,500		\$0	\$51	\$51
Total Contracted and General	\$183,300		\$15,770	\$8,964	(\$6,806)

Consulting Services

- \$30,000 for Audit Services. By requirement of the Canadian Aviation Regulations, the Airport operator must conduct a Safety Management System - Quality Assurance Audit every three years to maintain Airport certification. Due to our Airport organization size it is recommended to use a third party experienced Airport SMS auditor to Audit our SMS. All the Airport manuals will be revised in 2023. The audit reviews these manuals and the airfield infrastructure to ensure they are both compliant with our certification obligations as an operator.
- \$5,000 for Aviation Consultant to assists in regulatory and related procedure development reviews, design information to support external funding applications like ACAP and CAP.
- \$10,600 for the iFIDS Computer Program that tracks and calculates landing data and fees. **2023 Spending of \$2,325.42.**



Commissionaire Services

- \$15,000 for commissionaire security services. Security is a requirement of our Federal permit for securely stored items. **2023 Spending is \$3,180.**

Security Patrols:

Weekdays after hours of operation 2 patrols between 8 pm and 5 am.
Weekends and statutory holidays 3 patrols over the entire day.
Call backs for alarms or incidents.

Airfield Maintenance

- \$104,200 for Airport Maintenance. Repainting the airfield line markings is scheduled for every second year. These navigation visual aid markings are a regulatory requirement to be maintained at a high standard of visibility. **2023 Spending of \$1,426.**
- \$10,000 for Quality Assurance Audit - Corrective Action Plans (CAP).
- \$200 for General Aviation Pilots Terminal Septic Tank Pump-outs.

Terminal Building

- \$2,800 for Terminal Building contractor with specialized skills not available from City staff; Overhead doors, Security systems, HVAC, Luggage carousel etc. **2023 Spending of \$1,539.**
- \$1,000 for General Aviation Pilots Terminal Septic Tank Pump-outs. **2023 Spending of \$443.**

Building Maintenance

- \$4,500 for Building Maintenance contractor with specialized skills not available from City staff: Overhead doors, ventilation systems, HVAC & hoist. **2023 Spending of \$51.00.**

Financial Charges

The City pays a monthly fee for the Airport Park & Display pay station machines.

1st Quarter Financial Charges of \$199.

QUARTERLY FINANCIAL REPORTING – AIRPORT FUND

For Month Ending March 31, 2023

Utilities

Airfield Maintenance - Electricity; \$3,207 saving may be due to the efficiency of the new LED airfield navigational lighting systems. This winter period saw an average of 10% less kwh usage. The Airport anticipates greater savings in the summer months because the field electrical center is electric heat. April was a 20% reduction in usage.

Utilities	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Airfield Maintenance - Electricity	\$44,950		\$11,250	\$8,043	(\$3,207)
Terminal Building - Water and Sewer	\$1,770		\$450	\$379	(\$71)
Terminal Building - Heating Fuels	\$6,500		\$1,620	\$2,216	\$596
Terminal Building - Electricity	\$46,470		\$11,610	\$14,195	\$2,585
Building Maintenance - Water and Sewer	\$2,110		\$540	\$508	(\$32)
Building Maintenance - Heating Fuels	\$12,500		\$3,120	\$3,033	(\$87)
Building Maintenance - Electricity	\$23,410		\$5,850	\$2,324	(\$3,526)
Total Utilities	\$137,710		\$34,440	\$30,697	(\$3,743)

Fleet Expenses

Fleet is over budget resulting from Airfield snow clearing that was required in the 1st Quarter due to the large snow falls at the Airport. 2022 Spending on Airfield Snow Clearing for the 1st Quarter was \$56,120. As such, the spending is consistent with last year for the first three months.

Fleet	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Administration	\$8,840		\$2,220	\$4,680	\$2,460
Airfield Maintenance	\$42,400		\$21,240	\$15,984	(\$5,256)
Airfield Snow Clearing	\$68,900		\$34,530	\$51,096	\$16,566
Airfield Grass Cutting	\$11,660		\$0	\$0	\$0
Terminal Building Maintenance	\$590		\$590	\$300	(\$290)
Building Maintenance	\$0		\$0	\$180	\$180
Total Fleet	\$132,390		\$58,580	\$72,239	\$13,659



Maintenance Materials and Supplies

Maintenance Materials and Supplies is under budget by the amount of \$25,167.

Terminal Building Maintenance: \$28,000 budgeted for Fire Alarm. The Terminal Building was built in 1983 and therefore a replacement of the fire alarm systems in the Terminal and Field Electrical Centre is required as it doesn't meet present day codes. **Project to be completed.**

Airfield Snow Clearing: 2023 budget of \$33,300 for Airfield snow clearing supplies: Granular Deicer is used for cold (-8 to -20) icing conditions and rapid melting. Liquid Deicer is used to prevent icing during freezing rain, as a deicer for conditions warmer than -8, and as a wetting agent for granular deicer and runway sand to improve performance. **There is some savings in the 1st Quarter relating to cost of chemicals due to mild season, however, the remainder of the year cannot be predicted.**

Maintenance Materials and Supplies	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Administration	\$39,240		\$7,200	\$13,934	\$6,734
Airfield Maintenance	\$51,780		\$10,330	\$16,476	\$6,146
Airfield Snow Clearing	\$33,300		\$23,220	\$12,153	(\$11,067)
Terminal Building Maintenance	\$37,660		\$29,760	\$2,217	(\$27,543)
Building Maintenance	\$10,250		\$1,490	\$2,053	\$563
Total Maintenance Materials	\$172,230		\$72,000	\$46,833	(\$25,167)

Insurance

Insurance is on budget.

Insurance	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Administration -Insurance	\$10,240		\$2,550	\$2,495	(\$55)
Terminal Building	\$5,460		\$1,380	\$1,260	(\$120)
Building Maintenance	\$7,900		\$1,980	\$2,122	\$142
Total Insurance	\$23,600		\$5,910	\$5,877	(\$33)

Administration Insurance: The insurance is for the Airport's Owner & Operator Liability Insurance. This is a separate policy as SGI does not provide this coverage as it is specialized.



QUARTERLY FINANCIAL REPORTING – AIRPORT FUND

For Month Ending March 31, 2023

Bad Debt Expense

Bad Debt relates to outstanding amounts owing related primarily to parking fees and landing fees that are not paid by customers.

2023 Budget of \$2,700. There is no bad debt expense in the 1st Quarter. Bad debt expense is adjusted and recorded at year end.

Interfund Transfers

The below are the budgeted Interfund Transfers. Journal entries are completed at year end for the below interfund transfers:

Interfund Transfers	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Transfer from General Fund	(\$337,690)		(\$84,420)	(\$84,420)	\$0
Transfer from Utility Fund - City Facilities	(\$3,880)		\$0	\$0	\$0
Total Interfund Transfers	(\$341,570)		(\$84,420)	(\$84,420)	(\$0)

\$337,960 Transfer to Airport Fund - In 2006 City Council authorized a transfer of 30% of the total cost of the Airport operation to be funded from the City’s General Fund to fund the operations of the Airport. As per approved 2022 Total Expenditures, the Transfer from General Fund for 2023 is the amount of \$337,690, an increase of \$29,250 from the General Fund.

General Fund - Funding to Airport		30%
2022 Approved Total Expenditures	\$1,125,630	\$337,689

Transfer from Utility Fund – City Facilities – The City transfer is based on Financial Services review and forecast of City facilities sanitation charges for 2022. City Facilities are charged the sanitation surcharge on their water bills but then an interfund transfer is made at year end to offset this revenue.





City of
**Prince
Albert**

2023

QUARTERLY FINANCIAL REPORTING



FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

SANITATION FUND

QUARTERLY FINANCIAL REPORTING – SANITATION FUND

For Month Ending March 31, 2023

SANITATION FUND – CONSOLIDATED OPERATING BUDGET

	2023 Total Budget	3 Months Budget	2022 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$5,291,990)	(\$758,460)	(\$978,555)	(\$220,095)
Grants and Donations	(\$412,170)	\$0	(\$140,497)	(\$140,497)
Interest and Penalties	\$0	\$0	(\$818)	(\$818)
Sundry	(\$1,000)	(\$240)	\$0	\$240
Total Revenues	(\$5,705,160)	(\$758,700)	(\$1,119,870)	(\$361,170)
EXPENSES				
Salaries Wages and Benefits	\$1,610,980	\$383,030	\$309,985	(\$73,045)
Contracted and General Services	\$365,740	\$74,380	\$10,812	(\$63,568)
Grants and Donations	\$142,100	\$35,530	\$35,525	(\$5)
Financial Charges	\$7,050	\$1,740	\$255	(\$1,485)
Utilities	\$37,180	\$8,670	\$12,043	\$3,373
Interest on Long Term Debt	\$177,080	\$0	\$31,822	\$31,822
Fleet Expenses	\$2,007,000	\$485,010	\$558,809	\$73,799
Maintenance Materials and Supplies	\$591,720	\$62,300	\$28,330	(\$33,970)
Insurance	\$7,280	\$1,830	\$2,054	\$224
Bad Debt Expenses	\$7,000	\$0	\$0	\$0
Total Expenses	\$4,953,130	\$1,052,490	\$989,635	(\$62,855)
Operating (Surplus) / Deficit	(\$752,030)	\$293,790	(\$130,235)	(\$424,025)
CAPITAL AND INTERFUND				
Amortization	\$990,000	\$0	\$0	\$0
Interfund Transfers	\$264,510	\$66,120	\$65,881	(\$239)
Total Capital and Interfund	\$1,254,510	\$66,120	\$65,881	(\$239)
TOTAL (SURPLUS) DEFICIT	\$502,480	\$359,910	(\$64,354)	(\$424,264)

Note: As per the City's new Chart of Accounts, some budgets have been moved from maintenance materials and supplies to contracted and general services.



QUARTERLY FINANCIAL REPORTING – SANITATION FUND

For Month Ending March 31, 2023

The allocation as follows for balanced budget:

Allocated as Follows:	
Total (Surplus) Deficit	\$502,480
Non-Cash Adjustment - Amortization	(\$990,000)
Total (Surplus) Deficit - Adjusted for Amortization	(\$487,520)
Transfer for Capital Funding	\$544,800
Transfer from Sanitation Improvement Fund	(\$57,280)
	\$487,520
Balanced Budget	\$0

REVENUES

User Charges and Fees

User Charges and Fees revenue is a favourable balance of \$220,095 with revenue generated in the 1st Quarter for Landfill Operations and the Sanitation Surcharge.

Landfill Operations is a favourable balance of \$50,401. Revenue for the 1st Quarter in 2022 was \$484,069.

Sanitation Surcharge is a favourable balance of \$169,346. The surplus is a result of monthly budgeted revenues and the timing of actual billings. Revenue is expected to be on budget by yearend.

Generally the City has received some addition volumes of waste and the fee increase annually.

User Charges and Fees	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	Favourable (Unfavourable) Change
REVENUES				
Landfill Operations	\$2,700,000	\$496,800	\$547,201	\$50,401
Bioreactor Building Rentals	\$16,990	\$4,170	\$4,518	\$348
Sanitation Surcharge	\$2,575,000	\$257,490	\$426,836	\$169,346
TOTAL REVENUE	\$5,291,990	\$758,460	\$978,555	\$220,095



2023 Budget:

- **\$2,700,000** Landfill Operations is the revenue generated through rates/fees charged at the Landfill Gate.

For 2022 to 2026, the entry fees and per tonne charges was set forth in the Waste Collection and Disposal Bylaw No. 39 of 2020. The minimum per load entry fee for residual waste is increasing from \$13.00 in Year 2022 to \$13.50 for Year 2023. The per tonne entry fee rate for residual waste more than 150 kilograms is increasing from \$77.00 in Year 2022 to \$79.00 in Year 2023.

- **\$16,990** Bioreactor Building Rentals - This revenue is generated through the lease of the building/shop located at the Bioreactor Site.
- **\$2,575,000** Sanitation Surcharge is generated from the Garbage/Recycling fee on water bills. Increase in the Residential Utility Surcharge from \$19.50 in 2022 to \$19.75 in 2023 as per Bylaw No. 39 of 2020.

Operating Grants and Donations

The revenue received in the 1st Quarter from the North Central Saskatchewan Waste Management Corporation is **\$140,497**.

Revenue was budgeted to be received in 2nd Quarter, as such, is a favorable balance for 1st Quarter.

2023 Budget: \$412,170 Total Operating Grants and Donations relating to the grant revenue from North Central Saskatchewan Waste Management Corporation based upon the number of households in Prince Albert.

Sundry Revenue

Sundry revenue is budgeted at \$1,000. This revenue relates to miscellaneous revenue generated from Landfill (e.g. sale of a load of sand).

There is no Sundry Revenue generated in the 1st Quarter.

QUARTERLY FINANCIAL REPORTING – SANITATION FUND

For Month Ending March 31, 2023

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits are favourable ending the 1st Quarter in the amount of \$73,045 due to vacancies in staffing at the Landfill. There have been several position turn overs resulting in vacancies for period of time, while we work on staffing.

Salaries Wages Benefits	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Sanitation Administration	\$74,500	\$0	\$0	\$0
Residential Waste Collection	\$478,100	\$128,310	\$91,558	(\$36,752)
Landfill Operations	\$872,040	\$224,740	\$186,896	(\$37,844)
Residential Recycling	\$186,340	\$29,980	\$31,531	\$1,551
Total Salaries Wages Benefits	\$1,610,980	\$383,030	\$309,985	(\$73,045)

Salaries Wages Benefits	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Salaries Regular	\$345,190	\$62,520	\$62,716	\$196
Wages Regular	\$790,000	\$197,760	\$147,329	(\$50,431)
Wages Overtime	\$62,350	\$16,070	\$13,165	(\$2,905)
Payroll Benefits	\$413,440	\$106,680	\$86,775	(\$19,905)
Total Salaries Wages Benefits	\$1,610,980	\$383,030	\$309,985	(\$73,045)

Note: Sanitation Administration is the 2022 - 2023 Retro Accrual to December 2023.



QUARTERLY FINANCIAL REPORTING – SANITATION FUND

For Month Ending March 31, 2023

Sanitation Administration – Used to budget for retroactive payment for expired union contracts.

Residential Waste Collection: Collection of municipal waste from City residences.

Landfill Operations: Operational activities within the landfill, including placement and compaction of waste in the lined cells, management of yard waste, and management of the tree pile, maintenance of sampling wells, and maintenance of access roads.

Salaries are allocated as per below percentages to the Sanitation Fund as follows from staffing positions to reflect the time they spent for Sanitation:

Sanitation Manager	100%
Director of Public Works	10%
Engineering Services Manager	10%
Manager of Operations	30%
Manager of Capital Projects	30%
Surface Works Manager	20%
Fleet Manager	20%
Water and Sewer Manager	10%

Residential Recycling: Collection of recyclables from City residences.

Contracted and General Services

Contracted and General Services have a favourable balance of \$63,568, mainly as Concrete Crushing did not occur in the 1st Quarter as projected. Last year, the City crushed concrete late in the fall.

Contracted and General Services	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Concrete Crushing	\$220,000	\$57,240	\$0	(\$57,240)
Scrap Tire Pick up	\$9,000	\$0	\$0	\$0
Monitoring and Reporting	\$85,000	\$8,500	\$2,019	(\$6,481)
Pest Control Services for Landfill	\$2,500	\$630	\$3,230	\$2,600
Medical Assessments for Driver Licenses	\$540	\$150	\$0	(\$150)
Security System for Landfill	\$500	\$120	\$83	(\$37)
Recycling Program	\$21,000	\$5,250	\$3,011	(\$2,239)
Bioreactor Facility - Monitoring	\$11,000	\$0	\$2,469	\$2,469
Annual Pitch in Week Community	\$6,200	\$0	\$0	\$0
Consulting Services - Landfill	\$10,000	\$2,490	\$0	(\$2,490)
Total Contracted and General Services	\$365,740	\$74,380	\$10,812	(\$63,568)



2023 Budget – Large Budget Items:

- **\$229,000** as concrete crushing is required on an ongoing basis to meet regulatory requirements. The landfill receives over 20,000 tonnes of material annually. Estimated cost of crushing is \$15 a tonne.
 \$220,000 - concrete crushing (ongoing)
 \$9,000 - Scrap tire pick up (ongoing)
- **\$85,000** as the landfill is required to complete annual ground water and surface water monitoring and reporting that must be conducted by a Qualified Person. 2023 reduction based on average spending the last several years. Reduction of (\$10,000).
- **\$21,000** for the Recycling Program. This budget relates to cardboard recycling bins located throughout the City. Contractor picks up the recycling from the large metal bins. Increase of \$5,000 for Year 2023 due to contractor increased costs for pickups.
- **\$11,000** as the City is required to provide annual monitoring at the Bioreactor Facility for an encapsulation cell that was constructed in 2016. The encapsulation cell was constructed to store material from the remediation of a site completed in order to support a local development. This monitoring must be completed and signed off by a Qualified Professional.
- **\$10,000** as the Landfill is closely regulated by the Ministry of Environment that requires certain occurrences to be assessed by a qualified professional. The item covers consulting services for these events that need immediate attention by a Qualified Person.
- **\$6,200** – 2022 was the first year the City budgeted for the Annual Pitch in week community cleanup costs associated with contractors hauling waist to the Landfill. For 2022, the amount of \$6,200 was budgeted for the Annual Pitch in Week. Budget the same for Year 2023.

Financial Charges

1st Quarter expenses for Financial Charges is \$255.

2023 Budget: \$7,050 Total Financial Charges as follows:

- \$1,250 is for charges related to the Interact payment system at the landfill kiosk.
- \$5,800 for Property Taxes for Bioreactor Site, paid to the Rural Municipality of Buckland.

QUARTERLY FINANCIAL REPORTING – SANITATION FUND

For Month Ending March 31, 2023

Grants and Donations

1st Quarter expense for Grants and Donations is \$35,525. That represents three months of the total grant of \$142,100.

2023 Budget: \$142,100 Total Grants and Donations is the City's annual member contribution to North Central Saskatchewan Waste Management Corp (NCSWMC). The annual fee is offset by funding from NCSWMC as part of the Multi Material Stewardship Initiative which was announced in 2016. The City expects to receive over \$400,000 from this initiative.

Utilities

Utilities are on budget.

Utilities	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
Water and Sewer	\$2,260	\$570	\$579	\$9
Heating Fuels	\$16,500	\$5,150	\$8,594	\$3,444
Electricity	\$18,420	\$2,950	\$2,871	(\$79)
Total Utilities	\$37,180	\$8,670	\$12,043	\$3,373

Interest on Long Term Debt

City Council on February 15, 2022, approved Capital Financing in the total amount of \$6,260,000 for the construction of a Waste Cell for the Landfill to be payable over a period of 10 years.

\$177,080 is the Interest expense for the \$6,260,000 Waste Cell Construction borrowed March 1, 2022. The loan is a 10 year debenture with an interest rate of 3.05%.

The principle payment of \$544,800 is included under the 2023 Sanitation Capital Budget.



QUARTERLY FINANCIAL REPORTING – SANITATION FUND

For Month Ending March 31, 2023

Interest on Long Term Debt is \$31,822 over budget for the 1st Quarter. The increase over budget relates to the mechanics of the bankers’ acceptance and interest rate swap loan facility. Due to the increase in prime rates the City pays a higher interest rate at the beginning of the quarterly loan period and is then refunded interest at the end of the quarterly loan period. Interest expense will be on budget by the end of 2023.

Interest on Long Term Debt	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
Upgrades at the Water Treatment Plant	\$177,080	\$0	\$31,822	\$31,822
Total Interest on Long Term Debt	\$177,080	\$0	\$31,822	\$31,822

Fleet Expenses

Fleet Expenses	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Yard Waste	\$67,000	\$0	\$303	\$303
Residential Waste Collection	\$900,000	\$225,000	\$236,106	\$11,106
Landfill Operations	\$770,000	\$192,510	\$220,491	\$27,981
Residential Recycling	\$270,000	\$67,500	\$101,909	\$34,409
Total Fleet Expenses	\$2,007,000	\$485,010	\$558,809	\$73,799

Fleet Expenses are over budget compared to projected budget for the 1st Quarter, however, spending is consistent with the spending in the 1st Quarter of 2022 as follows:

- Residential Waste Collection - \$246,593
- Landfill Operations - \$212,236
- Residential Recycling - \$83,578



QUARTERLY FINANCIAL REPORTING – SANITATION FUND

For Month Ending March 31, 2023

2023 Budget:

- **\$900,000** is for fleet charges for 6 waste collection trucks – Solid Waste Equipment. Collection of municipal waste from City residences.
- **\$770,000** is for Landfill Operations - Fleet charges for the equipment used at the Landfill (e.g. loaders, compactor, Backhoe). Operational activities within the landfill, including placement and compaction of waste in the lined cells, management of yard waste, management of the tree pile, maintenance of sampling wells, and maintenance of access roads.
- **\$270,000** for the City’s Recycling Program – 6 trucks used for the recycling program. Collection of recyclables from City residences.
- **\$67,000** Yard Waste – There is one main truck and a spare for picking up overloads for the whole City. This includes small branches, lawn clippings and leaves. Garden waste.

Maintenance Materials and Supplies

Maintenance Materials and Supplies are favourable by \$33,970 as follows:

- \$20,011 not spent in the 1st Quarter for the purchase of rollout bins; and,
- \$11,250 not spent on rental of equipment for Landfill Operations when City equipment is down for service or repair, and when specialty or additional equipment is required.

Maintenance Materials and Supplies	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Residential Waste Collection	\$100,200	\$25,040	\$5,022	(\$20,018)
Residential Recycling	\$60,900	\$6,440	\$6,576	\$136
Landfill Operations	\$430,620	\$30,820	\$16,732	(\$14,088)
Total Maintenance Materials Supplies	\$591,720	\$62,300	\$28,330	(\$33,970)



Maintenance Materials and Supplies is comprised of the following large budget items:

- **\$299,000** for Decommissioning.
- **\$100,000** under Solid Waste is budgeted to purchase 95 and 65 gallon rollout bins to replace broken bins and transition from 300 gallon bins. There are costs charged for the Year 2019, 2020 and 2021. Those charges relate to charges for the new bins to be purchased. The budget incorporates charges for garbage and recycling bin replacement. In November of 2017 Council approved converting 300-gallon bins throughout the city to individual rollout bins. This process was slowed during COVID, however approximately 90% of the city has been converted to date with the remaining 10% yet to be completed. This budget is used to purchase both garbage and recycling bins. The recycling bin costs have ranged from \$20,000 - \$50,000 in the last 3 years and are in addition to the actual costs.
- **\$45,000** is budgeted under Landfill Operations for Rental Equipment. Rental of equipment when City equipment is down for service or repair, and when specialty or additional equipment is required.
- **\$35,000** for Household Hazardous Day.
- **\$25,000** for Solid Waste Rental Equipment. Rental of equipment to manage or prepare yard waste compost (e.g. mulching material to prepare it for use). Budget reduction based on historical spending.
- **\$15,000** for operational supplies for the landfill (e.g. grease, small tools, locks, keys, small fence repair parts, nuts and bolts).
- **\$13,500** represents an allocation of costs from the General Fund. The General Fund is charged the full cost for certain expenses / operations that are shared by other funds. Expenses for the following items are allocated to the Sanitation Fund.
- **\$10,110** – 2023 Budget for the annual licensing fees for IT software across all City Departments is included in the IT operating account. In Sanitation for 2023, the allocation of funds include: Great Plains, Njoyn, Landfill Paradigm software and Recycle Coach.
- **\$10,000** is budgeted for application of asphalt chips to maintain the surface of the landfill road from 15th Street North West to the Landfill. Repairs have not been required in the last couple years. Budget was reduced by (\$5,000) for 2023.
- **\$5,000** to be used for new signage that will display the rates and directional signage of the Landfill.

- **\$5,000** for training. Budget used to support training for the Sanitation Manager and Division staff to maintain Professional Designations and enhance operations. Solid Waste of North America for training in 2023. The Solid Waste Association of North America (SWANA) is an organization of more than 10,000 public and private sector professionals committed to advancing from solid waste management to resource management through their shared emphasis on education, advocacy and research. For more than 60 years, SWANA has been the leading association in the solid waste management field. SWANA serves industry professionals through technical conferences, certifications, publications and a large offering of technical training courses.
- **\$2,500** for Pest Control Services.
- **\$2,000** funding to provide and maintain signage at the landfill to identify traffic flow, proper procedures and identify areas to separate waist.

Insurance

1st Quarter Insurance costs are \$2,054.

2023 Budget: \$7,280.

Bad Debt Expense

Bad Debt Expense was budgeted the same amount as Year 2022.

The amount of \$7,000 is budgeted for unpaid invoices for items brought to the landfill.

There are no expenses for Bad Debt in the 1st Quarter, as this amount is typically recorded at yearend.

QUARTERLY FINANCIAL REPORTING – SANITATION FUND

For Month Ending March 31, 2023

Interfund Transfers

Interfund Transfers	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
Transfer from Utility Fund - City Facilities	(\$2,000)	(\$510)	\$0	\$510
Contribution to General Fund	\$266,510	\$66,630	\$66,630	\$0
Transfer to General Fund - City Facilities	\$47,030	\$11,760	\$8,285	(\$3,476)
City Facilities – Sanitation Surcharge	(\$50,600)	(\$12,660)	(\$9,034)	\$3,626
Contribution to Utility Fund	\$3,570	\$900	\$0	(\$900)
Total Interfund Transfers	\$264,510	\$66,120	\$65,881	(\$239)

Contribution to General Fund

Each year a Franchise fee equal to five percent (5%) of the Sanitation Fund's total revenues is paid to the General Fund. This fee offsets the sanitation operational costs typically paid by the General Fund.

The 2023 Budget is based on 2022 Budgeted Revenue and the transfer is therefore calculated as follows:

Total Approved 2022 Sanitation Revenues	\$5,380,760
Less Revenue for CF-Facilities	(\$50,600)
	\$5,330,160
5% - Transfer to General Fund	\$266,508

\$47,030 Transfer to General Fund – City Facilities: The City transfer is based on Financial Services review and forecast of City facilities sanitation charges for 2023. City Facilities are charged the sanitation surcharge on their water bills but then an interfund transfer is made at year end to offset this revenue.

\$50,600 City Facilities – Sanitation Surcharge is the transfer based on Financial Services review and forecast of City facilities charges for 2023 for water and sewer.





City of
**Prince
Albert**

2023

QUARTERLY
FINANCIAL
REPORTING

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

**WATER & SEWER
UTILITY FUND**

QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

WATER AND SEWER UTILITY FUND – CONSOLIDATED OPERATING BUDGET

	2023 Total Budget		3 Months Budget	2022 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES					
User Charges and Fees	(\$19,674,950)		(\$4,178,670)	(\$3,108,801)	\$1,069,869
Interest and Penalties	(\$140,300)		(\$35,080)	(\$32,144)	\$2,936
Sundry	(\$140,000)		(\$35,010)	(\$35,682)	(\$672)
Total Revenues	(\$19,955,250)		(\$4,248,760)	(\$3,176,627)	\$1,072,133
EXPENSES					
Salaries Wages and Benefits	\$6,307,990		\$1,517,630	\$1,314,466	(\$203,164)
Contracted and General Services	\$1,257,030		\$146,290	\$46,732	(\$99,558)
Utilities	\$1,267,680		\$359,980	\$199,111	(\$160,869)
Interest on Long Term Debt	\$1,060,440		\$98,010	\$312,569	\$214,559
Fleet Expenses	\$870,150		\$226,050	\$197,089	(\$28,961)
Maintenance Materials and Supplies	\$3,331,370		\$729,440	\$392,211	(\$337,229)
Insurance	\$55,550		\$13,890	\$14,443	\$553
Bad Debt Expenses	\$75,000		\$0	\$0	\$0
Total Expenses	\$14,225,210		\$3,091,290	\$2,476,621	(\$614,669)
Operating (Surplus) / Deficit	(\$5,730,040)		(\$1,157,470)	(\$700,006)	\$457,464
CAPITAL AND INTERFUND					
Capital Revenues	(\$436,130)		\$0	\$0	\$0
Amortization	\$5,750,000		\$0	\$0	\$0
Contribution to General Fund	\$614,000		\$153,510	\$153,510	\$0
Contribution to GF - City Facilities	\$266,930		\$66,720	\$41,570	(\$25,150)
Contribution to Airport Fund	\$5,830		\$1,470	\$0	(\$1,470)
Contribution to Sanitation Fund	\$2,000		\$510	\$0	(\$510)
Transfer from Sanitation Fund	(\$3,570)		(\$900)	\$0	\$900
Total Capital and Interfund	\$6,199,060		\$221,310	\$195,080	(\$26,230)
TOTAL (SURPLUS) DEFICIT	\$469,020		(\$936,160)	(\$504,926)	\$431,234

Note: As per the City's new Chart of Accounts, some budgets have been moved from maintenance materials and supplies to contracted and general services.



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

The Surplus is allocated as follows for a balanced budget:

Allocated as Follows:	
Total (Surplus) / Deficit	\$469,020
Non-Cash Adjustment - Amortization	(\$5,750,000)
Total (Surplus) / Deficit - Adjusted	(\$5,280,980)
Transfer to Water Utility Improvement Fund	\$616,480
Transfer to Capital Committed Reserve	\$4,664,500
	\$5,280,980
Balanced Budget	\$0

The four primary sources of revenue for the Water Utility Fund are:

Water Service

This is the water consumption rate or volumetric charge. The amount charged is based on the amount of water consumed. You are charged for the amount of water you use. Metered Water Rate is per **cubic meter** of the water you use.

Sewage Treatment

This charge is based on the amount of water consumed. This is the sewer consumption rate or volumetric charge. Metered Sewer Consumption Rate is per **cubic meter** of the water you use.

Water Capital Works

The water capital works charge is a fixed meter charge that is a **monthly flat charge**. The amount charged monthly is based on the meter size to reflect the demand placed on utilities. This charge is for the capital replacement of the water distribution system.

Sewer Capital Works

The sewer capital works charge is a fixed meter charge that is a **monthly flat charge**. The amount charged monthly is based on the meter size to reflect the demand placed on utilities. This charge is for the capital replacement of the waste water collection system.

Recognition of revenue generated from water and sewer usage by City facilities continues to be recorded and adjusted through interfund transactions.



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

WATER AND SEWER UTILITY FUND – REVENUE AND EXPENDITURES BREAKDOWN

TOTAL REVENUES	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
REVENUES				
Consumption	\$9,937,670	\$1,744,380	\$1,393,725	(\$350,655)
Fixed Meter Charges	\$9,124,460	\$2,281,110	\$1,631,557	(\$649,553)
City Facilities - Water & Sewer	\$437,820	\$109,440	\$41,740	(\$67,700)
Water Crane	\$80,000	\$20,010	\$17,940	(\$2,070)
Other	\$95,000	\$23,730	\$23,839	\$109
Interest and Penalties	\$140,300	\$35,080	\$32,144	(\$2,936)
Sundry	\$140,000	\$35,010	\$35,682	\$672
TOTAL REVENUES	\$19,955,250	\$4,248,760	\$3,176,627	(\$1,072,133)

TOTAL EXPENDITURES	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
EXPENSES				
Administration	\$3,100,980	\$646,350	\$586,551	(\$59,799)
Water Treatment Plant	\$6,211,980	\$1,289,030	\$1,101,313	(\$187,717)
Waste Water Treatment Plant	\$4,912,250	\$1,155,910	\$788,757	(\$367,153)
TOTAL EXPENDITURES	\$14,225,210	\$3,091,290	\$2,476,621	(\$614,669)



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

WATER AND SEWER UTILITY FUND – BY FUNCTIONAL AREA

Administration	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
EXPENSES				
Salaries Wages and Benefits	\$2,231,210	\$483,180	\$453,024	(\$30,156)
Contracted and General Services	\$170,000	\$42,510	\$1,727	(\$40,783)
Interest on Long Term Debt	\$150,540	\$0	\$0	\$0
Fleet Expenses	\$27,000	\$6,750	\$7,020	\$270
Maintenance Materials and Supplies	\$447,230	\$113,910	\$124,780	\$10,870
Bad Debt Expense	\$75,000	\$0	\$0	\$0
Total Admin Functional Area	\$3,100,980	\$646,350	\$586,551	(\$59,799)

Water Treatment Plant Operations	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
EXPENSES				
Salaries Wages and Benefits	\$2,436,650	\$617,870	\$494,738	(\$123,132)
Contracted and General Services	\$73,730	\$18,810	\$9,494	(\$9,316)
Utilities	\$623,630	\$190,730	\$115,568	(\$75,162)
Interest on Long Term Debt	\$828,150	\$98,010	\$229,769	\$131,759
Fleet Expenses	\$394,090	\$98,520	\$71,730	(\$26,790)
Maintenance Materials and Supplies	\$1,820,650	\$256,300	\$170,708	(\$85,592)
Insurance	\$35,080	\$8,790	\$9,306	\$516
Total WTP Functional Area	\$6,211,980	\$1,289,030	\$1,101,313	(\$187,717)

Waste Water Treatment Plant Operations	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
EXPENSES				
Salaries Wages and Benefits	\$1,640,130	\$416,580	\$366,704	(\$49,876)
Contracted and General Services	\$1,013,300	\$84,970	\$35,510	(\$49,460)
Utilities	\$644,050	\$169,250	\$83,543	(\$85,707)
Interest on Long Term Debt	\$81,750	\$0	\$82,800	\$82,800
Fleet Expenses	\$449,060	\$120,780	\$118,339	(\$2,441)
Maintenance Materials and Supplies	\$1,063,490	\$359,230	\$96,724	(\$262,506)
Insurance	\$20,470	\$5,100	\$5,137	\$37
Total WWTP Functional Area	\$4,912,250	\$1,155,910	\$788,757	(\$367,153)



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

REVENUES

User Charges and Fees

User Charges and Fees for the 1st Quarter are consistent with revenue generated in Year 2022 and 2021 for the 1st Quarter. The budget forecast for the 1st Quarter will need to be adjusted to reflect a more accurate projection of revenue for three months. The revenue for 2023 is higher than the revenue generated in both Year 2022 and 2021 for the 1st Quarter.

User Charges and Fees	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	Fav (Unfav) Change	Year 2022 Jan - March	Year 2021 Jan - March
REVENUES						
Sale of Water - In City Users	\$4,625,080	\$416,250	\$631,579	\$215,329	\$665,151	\$656,387
Water Crane	\$80,000	\$20,010	\$17,940	(\$2,070)	\$16,809	\$9,661
Sale of Water (Sask Pen, etc.)	\$302,670	\$75,660	\$47,856	(\$27,804)	\$30,790	\$44,828
Sale of Water (Trailer Courts, A&W)	\$80,950	\$20,250	\$11,636	(\$8,614)	\$13,987	\$12,486
Rural Water Consumption	\$556,500	\$139,110	\$95,024	(\$44,086)	\$131,158	\$100,478
Rural Water Fixed Charges	\$654,050	\$163,500	\$181,743	\$18,243	\$165,120	\$143,746
Water Fixed Charges	\$4,465,310	\$1,116,330	\$764,906	(\$351,424)	\$732,060	\$709,472
Reconnection Charges	\$25,000	\$6,240	\$8,400	\$2,160	\$6,550	\$12,150
CF - Sale of Water	\$245,190	\$61,290	\$16,481	(\$44,809)	\$18,761	\$38,982
CF - Water Capital Works	\$34,030	\$8,520	\$5,587	(\$2,933)	\$5,739	\$8,928
Sewer Consumption	\$4,372,470	\$1,093,110	\$607,630	(\$485,480)	\$616,618	\$632,826
Sewer Fixed Charges	\$4,005,100	\$1,001,280	\$684,908	(\$316,372)	\$658,396	\$647,171
Septic Dumping Fees	\$70,000	\$17,490	\$15,439	(\$2,051)	\$10,649	\$14,854
CF - Sewer Service Charges	\$127,480	\$31,860	\$14,608	(\$17,252)	\$16,530	\$34,848
CF- Sewer Capital Works	\$31,120	\$7,770	\$5,064	(\$2,706)	\$5,207	\$8,220
TOTAL REVENUE	\$19,674,950	\$4,178,670	\$3,108,801	(\$1,069,869)	\$3,093,524	\$3,075,035

The volume of water sold in general is less than the last several years, as such, there is more water conservation. Sale of water to City users is less in the 1st Quarter of 2023 than the last



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

couple years. The decrease in the volume of water sold is offset by annual rate increases for consumption and water and sewer fixed meter charges.

The water and sewer fixed meter charges increase annually and generated additional revenue in the 1st Quarter compared to 2021 and 2022.

Prince Albert Rural Water

Rural Water Consumption is lower than the last couple years for the 1st Quarter.

Year 2021	Consumption	Water Charges
30-Mar-21	7,128	\$10,628.55
30-Mar-21	23,504	\$35,046.79
30-Mar-21	36,753	\$54,802.36
	67,385	\$100,477.70

Year 2022	Consumption	Water Charges
25-Mar-22	7,466	\$11,474.67
25-Mar-22	34,185	\$52,539.71
25-Mar-22	43,687	\$67,143.56
	85,338	\$131,157.94

Year 2023	Consumption	Water Charges
27-Mar-23	11,513	\$18,256.68
27-Mar-23	18,750	\$29,732.72
27-Mar-23	29,661	\$47,034.77
	59,924	\$95,024.17

City Facilities – Sale of Water

City Facilities consumption revenue is under budget by \$44,809 for Water. This is the entry that records the water used by City Facilities. The majority of the variance relates to the Waste Water Treatment Plant as both the water meters are failing and at the end of their useful life. The meters cannot be replaced due to the current state of plumbing in the building and the potential for other major operating failures and maintenance costs that could occur if the City tried to replace the meters at this time.

Water and Sewer expenditures for Utilities is under budget by the amount of \$43,083, and the corresponding revenue is under budget by the amount of \$44,809. Administration will need to review the budget for City Facilities as part of the 2024 Budget process.

It is important to note that the net impact on each fund related to City Facilities utility charges is nil after interfund transactions.



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Interest and Penalties Revenue

Interest and Penalties Revenue on target.

Interest and Penalties	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	Fav (Unfav) Change
Penalties	\$140,000	\$35,010	\$32,144	(\$2,866)
Finance Charges - A/R	\$300	\$70	\$0	(\$70)
Total Interest and Penalties	\$140,300	\$35,080	\$32,144	(\$2,936)

Sundry Revenue

Sundry revenue is from tag fees, bill reprint fees, frozen or burnt water meters, etc.

1st Quarter Sundry revenue is \$35,682 and on budget.

2023 Budget: \$140,000 for Sundry Revenue.

EXPENDITURES

Salaries Wages and Benefits

Salaries Wages and Benefits for the 1st Quarter are under budget by the amount of \$203,164.

Salaries Wages and Benefits	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Administration	\$2,231,210	\$483,180	\$453,024	(\$30,156)
Water Treatment Plant	\$2,436,650	\$617,870	\$494,739	(\$123,132)
Waste Water Treatment Plant	\$1,640,130	\$416,580	\$366,704	(\$49,876)
Total Salaries Wages Benefits	\$6,307,990	\$1,517,630	\$1,314,466	(\$203,164)



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Administration	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Salaries Regular	\$1,148,120	\$207,540	\$205,943	(\$1,597)
Salaries Casual	\$27,690	\$0	\$0	\$0
Wages Regular	\$265,000	\$71,300	\$54,774	(\$16,526)
Wages Overtime	\$7,500	\$2,020	\$104	(\$1,916)
Staff Allocations	\$475,980	\$119,010	\$119,010	\$0
Payroll Benefits	\$306,920	\$83,310	\$73,193	(\$10,117)
Total Salaries Wages Benefits	\$2,231,210	\$483,180	\$453,024	(\$30,156)

Please see below for the allocations of Public Works staffing costs charged to the Water Utility Fund (Administration) to reflect the amount of time spent on Water Utility Fund related duties:

Director of Public Works	30%
Engineering Services Manager	30%
Manager of Capital Projects	20%
Manager of Operations	20%
Water Treatment Plant Manager	100%
Waste Water Treatment Plant Manager	100%
Assistant Environmental Manager	100%
Surface Works Manager	20%
Utilities Manager	70%
Water and Sewer Manager	70%
Senior CAD Technician	90%
Engineering Cad Technician	100%
Secretary II	100%
Clerk Steno II	75%
Clerk Steno II	100%



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Salary allocation of **\$475,980** to the Water Utility Fund (Administration) related to Financial Services is as follows:

Allocation of Financial Services	
Director of Financial Services	20%
Senior Operations Manager	40%
Senior Accounting Manager	20%
Finance Manager	20%
Utility Services Manager	75%
Chief Clerk	20%
Water Clerk	100%
Water Clerk	100%
Customer Service Representative	100%
Secretary	20%

WTP - Salaries Wages Benefits	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Statutory Overtime	\$0	\$12,780	\$10,339	(\$2,441)
Salaries Regular	\$77,000	\$4,620	\$0	(\$4,620)
Salaries Casual	\$20,000	\$0	\$0	\$0
Wages Regular	\$1,511,330	\$389,140	\$303,980	(\$85,160)
Wages Overtime	\$197,000	\$50,560	\$31,081	(\$19,479)
Payroll Benefits	\$631,320	\$160,770	\$149,339	(\$11,431)
Total Salaries Wages Benefits	\$2,436,650	\$617,870	\$494,739	(\$123,132)

The salaries for the Water Treatment Plant Operations are under budget by the amount of \$123,132. The savings are attributed to staff vacancies in the 1st Quarter for Water Treatment Plant operators and a reallocation of resources for maintenance / trade workers between Functional Areas and the Sanitation Fund.

There is a favorable variance of \$41,901 for Service Connections. The amount spent in the 1st Quarter is consistent with 2022 spending in the 1st Quarter. As such, the monthly budget allocation will need to be reviewed for 2024 Budget. There is also a favourable variance of \$42,701 for wages of the Water Treatment Operators. As well, overtime is favorable by \$19,479.



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

WWTP - Salaries Wages Benefits	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Statutory Overtime	\$37,000	\$6,140	\$5,205	(\$935)
Salaries Casual	\$20,000	\$4,620	\$0	(\$4,620)
Wages Regular	\$1,055,750	\$272,400	\$246,675	(\$25,725)
Wages Overtime	\$75,140	\$18,770	\$7,880	(\$10,890)
Payroll Benefits	\$452,240	\$114,650	\$106,944	(\$7,706)
Total Salaries Wages Benefits	\$1,640,130	\$416,580	\$366,704	(\$49,876)

The salaries for the Waste Water Treatment Plant Operations are under budget by the amount of \$49,876 in the areas of Sewage Pumping Stations and Sewer Composting.



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Contracted and General Services

Administration

Under the functional area of Administration, there is a budget of \$170,000 for cellular water meter readings. At the end of Q1 actual expenses are \$40,783 under budget due to a delay in billing by the provider due to issues the City had with the water meter software provider (Badger Meter). These issues have been resolved and as of the end of May 2023, the amount of \$71,832 has been expensed. The City expects to be on budget by year end.

2021 total spending under computer services was \$168,006.

Contracted and General Services	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Administration	\$170,000	\$42,510	\$1,727	(\$40,783)
Water Treatment Plant	\$73,730	\$18,810	\$9,494	(\$9,316)
Waste Water Treatment Plant	\$1,013,300	\$84,970	\$35,510	(\$49,460)
Total Salaries Wages Benefits	\$1,257,030	\$146,290	\$46,732	(\$99,558)

Water Treatment Plant Operations

Contracted and General Services	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Water Crane Computer	\$4,030	\$1,020	\$0	(\$1,020)
WTP - Housekeeping	\$1,700	\$420	\$467	\$47
WTP - Analytical Testing	\$36,500	\$9,120	\$5,094	(\$4,026)
WTP - Specialized Eng Services	\$6,000	\$0	\$3,853	\$3,853
WTP - Specialized Computer Programming	\$5,000	\$2,500	\$0	(\$2,500)
Watermain Repairs	\$18,000	\$4,500	\$80	(\$4,420)
WTP - Computer (switches, etc.)	\$2,500	\$1,250	\$0	(\$1,250)
Total Contracted and General - WTP	\$73,730	\$18,810	\$9,494	(\$9,316)



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Waste Water Treatment Plant Operations

For Contracted and General Services, the favorable balance is mainly due less work completed in the 1st Quarter for emergency repairs and sanitary sewer connection relining. That work will continue throughout the year. Consistent with 1st Quarter spending of Year 2022, as such, the monthly budget allocation will need to be adjusted for the 2024 Budget.

Contracted and General Services	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
Composting - Testing	\$7,000	\$1,740	\$291	(\$1,449)
Roto Rooter Contractors	\$2,000	\$510	\$0	(\$510)
Trunk Sewer Contractors	\$1,500	\$390	\$0	(\$390)
Sanitary Sewer Connection Relining	\$135,000	\$33,750	\$6,071	(\$27,679)
Emergency Repairs Budget	\$25,000	\$12,500	\$2,136	(\$10,364)
Sewer Relining	\$350,000	\$0	\$0	\$0
Sewer Photography	\$350,000	\$0	\$903	\$903
Sewage Pumping - Programming	\$15,000	\$3,000	\$0	(\$3,000)
Lift Station Upgrades	\$4,300	\$1,290	\$0	(\$1,290)
Septic Pump Outs	\$90,000	\$22,500	\$21,707	(\$793)
Pest Control Contractors	\$5,000	\$0	\$0	\$0
Computer Repairs and Software Renewals	\$17,000	\$5,660	\$0	(\$5,660)
Permit	\$8,500	\$2,130	\$4,402	\$2,272
Contractor for City Owned Porta Potti	\$3,000	\$1,500	\$0	(\$1,500)
Total Contracted and General - WWTP	\$1,013,300	\$84,970	\$35,510	(\$49,460)

The listing of Contracted and General Services is as follows for the operation of the Water and Waste Water Treatment Plant:

Contracted and General Services	2023 Budget
WTP - Housekeeping - costs for Canadian Linen to supply floor mats for the outside entrance areas and carbon room.	\$1,700
WTP - Conducting analytical testing on the potable water. A certified laboratory must be used for compliance with the Permit to Operate a Waterworks. This service is tendered out every 3 years and was tendered in the fall of 2022.	\$36,500
Watermain Repairs - Contractors used if needed for water service maintenance, repairs, or leaks. Example: Tow Trucks to move vehicles if in the work zone, power poles need to be removed or supported by SaskPower, etc.	\$18,000



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Contracted and General Services	2023 Budget
WTP - This is for specialized computer programming on the Programmable Logic Controls (PLC) and Supervisory Control & Data Acquisition (SCADA) operating systems of the WTP.	\$5,000
WTP - Base funds used for specialized engineering services through the year for specialized equipment repair or analysis.	\$6,000
WTP – Water Crane Computer	\$4,030
WTP - Replacement of switches, routers, keyboards, and other computer related equipment to operate the SCADA system operational & office computers.	\$2,500
Reimbursements for Septic pump outs for City residents that are not connected to the collection system.	\$90,000
Trunk Sewer - contractors used if needed to repair trunk sewer mains.	\$1,500
Sanitary Sewer Connection - Relining of sanitary sewer services, sewer photography, and root cleaning costs.	\$135,000
Sewer Photography - Contractors performing cleaning and photography of the City’s sewer mains. Information is utilized to identify areas requiring maintenance (replacement or re-lining).	\$350,000
Sewer Relining - Contractors performing short spot repairs or full block relining as determined after the completion of the sewer photography on the City’s sewer system.	\$350,000
Lift Stations- programming and communication software is programmed by contractor. The cost of maintenance for computer and software upgrades needed to maintain computers for monitoring the 13 lift stations.	\$15,000
Sewage Treatment Equipment - Budget based on a 3 year average for emergency repairs. The main collection line to the plant needs to be clear of debris. The line is 800m (228,000).	\$25,000
Culverts and Drainage - Pest Control Services	\$5,000
Sanitary Sewer Maintenance - contractors like Roto Rooter utilized for photographing sewer main in order to investigate and possibly repair a problem in the sewer main.	\$2,000
Upgrade and maintenance for the 13 lift station computers and back up power supplies and shots.	\$4,300
Contractors to clean City owned Porta Potties for crew on site while dredging sanitary sewer trunk mains.	\$3,000
Testing required by the permit to be completed at an accredited lab before the finished compost can be moved and for quarterly reporting. Testing is also required from Ministry of Environment to use finished compost as cover material.	\$7,000
Computer repairs and software annual renewals.	\$17,000
Accredited lab which is requirement of the permit to operate for testing effluent water quality. Testing requirements have changed for reporting to the federal government.	\$8,500
Total Contracted and General Services – WTP and WWTP	\$1,087,030



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Utilities

Utilities expenses under budget for the 1st Quarter of 2023 as actual expenses only include January and February billings for Electricity. The City expects to be on budget by the end of the year.

Water and Sewer revenue and expenses for City Facilities are under budget. This is the entry that records the water used by City Facilities. The majority of the variance relates to the Waste Water Treatment Plant as both the water meters are failing and at the end of their useful life. The meters cannot be replaced due to the current state of plumbing in the building and the potential for other major operating failures and maintenance costs that could occur if the City tried to replace the meters at this time. Water and Sewer expenditure is under budget by the amount of \$43,083, and the corresponding revenue is under budgeted revenue by the amount of \$44,809. Administration will need to review the budget for City Facilities for the 2024 Budget.

Utilities	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	Favourable Change
Water and Sewer	\$162,660	\$40,650	(\$2,433)	(\$43,083)
Heating Fuels	\$199,170	\$68,030	\$51,576	(\$16,454)
Electricity	\$905,850	\$251,300	\$149,969	(\$101,331)
Total Utilities	\$1,267,680	\$359,980	\$199,111	(\$160,869)



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Utilities	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
WTP - Water & Sewer	\$2,660	\$660	\$659	(\$1)
WTP - Heating Fuels	\$74,100	\$28,310	\$18,814	(\$9,496)
WTP - Electricity	\$351,300	\$115,920	\$55,109	(\$60,811)
Raw Water Operation - Heating Fuels	\$12,000	\$3,000	\$2,333	(\$667)
Raw Water Operation - Electricity	\$52,000	\$11,440	\$20,556	\$9,116
2nd Avenue Reservoir - Heating Fuels	\$3,300	\$1,140	\$785	(\$355)
2nd Avenue Reservoir - Electricity	\$64,400	\$12,870	\$8,442	(\$4,428)
Marquis Road Reservoir - Heating Fuels	\$1,870	\$650	\$503	(\$147)
Marquis Road Reservoir - Electricity	\$62,000	\$16,740	\$8,368	(\$8,372)
Lift Station - Heating Fuels	\$23,500	\$6,110	\$3,471	(\$2,639)
Lift Station - Electricity	\$45,350	\$11,340	\$6,613	(\$4,727)
WWTP -Water & Sewer	\$160,000	\$39,990	(\$3,092)	(\$43,082)
WWTP - Heating Fuels	\$75,200	\$26,020	\$23,829	(\$2,191)
WWTP - Electricity	\$320,800	\$80,190	\$49,343	(\$30,847)
Sewage Treatment Composting - Heating	\$9,200	\$2,800	\$1,841	(\$959)
Sewage Treatment Composting - Electricity	\$10,000	\$2,800	\$1,539	(\$1,261)
Total Utilities	\$1,267,680	\$359,980	\$199,111	(\$160,869)

Fleet Expenses

Fleet expenses for the 1st Quarter are under budget by \$28,961 based on usage.

Fleet Expenses	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Admin	\$27,000	\$6,750	\$7,020	\$270
WTP - Raw Water	\$0	\$0	\$138	\$138
WTP - Maintenance	\$374,180	\$93,540	\$65,670	(\$27,871)
Water Plant Operations	\$19,910	\$4,980	\$5,922	\$942
Sewer	\$196,940	\$46,500	\$52,719	\$6,219
Maintenance	\$252,120	\$74,280	\$68,469	(\$5,811)
Custom Work Orders	\$0	\$0	(\$2,848)	(\$2,848)
Total Fleet Expenses	\$870,150	\$226,050	\$197,089	(\$28,961)



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Maintenance Materials and Supplies

Maintenance Materials Supplies	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) Unfav Change
Administration	\$447,230	\$113,910	\$124,780	\$10,870
Water Treatment Plant	\$1,820,650	\$256,300	\$170,708	(\$85,592)
Waste Water Treatment Plant	\$1,063,490	\$359,230	\$96,724	(\$262,506)
Total Maintenance Materials	\$3,331,370	\$729,440	\$392,211	(\$337,228)

2023 Budget: The water purification materials (potassium permanganate, coagulant, carbon, polymer, chlorine, sodium hydroxide, fluoride, orthophosphate and micro sand are all consumable products required to properly treat the raw water providing a safe reliable potable water to consumers. The North Saskatchewan River raw water quality is very unpredictable and dictates the demand placed on these consumable materials through the treatment process making it very hard to accurately predict the volume of materials required year to year. Also, many of these material are subject to world trade market fluctuations/ tariffs and exchange rates. It is best practice to use a minimum 3 year average of past expenditures as a base point for this budgeting process. **Currently under budget by \$30,300 in the 1st Quarter.**

2023 Budget: Ammonia analyzer is required for process control (\$105,000); UV Bulbs 56 bulbs get replaced annually (\$35,000), and SCADA computer are due for replacement (\$5,000). Air handler on sludge management building is at the end of its life expectancy and is in need of replacement. The floor is rusted through, the fan assembly needs replacement and the heat exchanger has multiply cracks. The replacement unit will be engineered by AECOM to meet the requirements for future upgrades. These projects were budgeted for the 1st Quarter but were not completed resulting in the **1st Quarter being under-budget by the amount of \$202,761.**

2023 Budget: Miscellaneous mechanical parts based on average use. Pump was ordered in late 2021 and is expected to arrive in 2023 (\$30,000). Check valves for Primary sludge pumps and thickener sludge pump (\$12,000). Replacement Grinder for influent screener (\$30,000). Bin to hold sludge (\$50,000). **This spending has not yet occurred and contributes to being under budget.**



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Interest on Long Term Debt

Interest on Long Term Debt is \$214,559 over budget for the 1st Quarter. The increase over budget relates to the mechanics of the bankers’ acceptance and interest rate swap loan facility. Due to the increase in prime rates the City pays a higher interest rate at the beginning of the quarterly loan period and is then refunded interest at the end of the quarterly loan period. Interest expense will be on budget by the end of 2023.

Interest on Long Term Debt	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
Upgrades at the Water Treatment Plant	\$53,950	\$0	\$0	\$0
River Street Reservoir	\$202,520	\$50,630	\$116,310	\$65,680
2nd Avenue and Marquis Road Reservoir	\$189,500	\$47,380	\$108,842	\$61,462
Water Meter Replacement Project	\$96,590	\$0	\$0	\$0
Raw Water Pump House	\$436,130	\$0	\$4,617	\$4,617
Waste Water Treatment Plant Design	\$81,750	\$0	\$82,800	\$82,800
Total Interest on Long Term Debt	\$1,060,440	\$98,010	\$312,569	\$214,559

The Loan for the Upgrades at the Water Treatment Plant will conclude September 2024.

On February 15, 2022, Council approved the Capital Financing for:

- Raw Water Pump House - \$12,803,000 to be payable over a period of 35 years
- Waste Water Treatment Plant Design - \$2,400,000 to be payable over a period of 35 years

The interest for the Loan borrowed for the Raw Water Pump House will be funded from the Canada Community Building Fund (formerly Gas Tax Funding).



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

Water Meter Replacement Project

Interest is being charged internally for the Water Meter Replacement Project. However, there is no interest charged internally for the overall deficit of the Water Utility Fund that is covered by the General Fund.

- Water Utility Fund: interest is shown as an expense in the Water Utility Fund
- General Fund: interest shows as revenue to the General Fund

The loan principal for the project comes from the Water Utility Improvement Fund Balance annually. This is shown in the budget document. The surplus from the Water Utility Fund operating budget covers the principal payment.

Interest for this internal loan is recorded at year end.

Insurance

Insurance for the 1st Quarter is on budget.

Insurance	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
Water Treatment Plant	\$27,210	\$6,810	\$6,929	\$119
Raw Water Pump House	\$4,500	\$1,140	\$1,529	\$389
2nd Avenue Reservoir	\$1,710	\$420	\$430	\$10
Marquis Road Reservoir	\$1,660	\$420	\$417	-\$3
Lift Stations	\$5,370	\$1,350	\$1,347	-\$3
Waste Water Treatment Plant	\$12,770	\$3,180	\$3,247	\$67
Sewage Treatment Compost (building at landfill)	\$2,330	\$570	\$545	-\$25
Total Insurance	\$55,550	\$13,890	\$14,443	\$553

Bad Debt Expense

Bad Debt Expense is budgeted at \$75,000 for 2023. Bad debt expense relates to the water bills that have been deemed to be uncollectible due to becoming “inactive”. An account becomes inactive when an individual moves and they do not pay their final water bill. In these instances, the City would have received a deposit up front from that person which is applied to the final bill, however the deposit does not always cover their entire final bill. The bad debt account covers that deficiency.

1st Quarter Bad Debt Expense is nil. Bad debt expense is recorded at year end.



QUARTERLY FINANCIAL REPORTING – WATER AND SEWER UTILITY FUND

For Month Ending March 31, 2023

2023 Capital and Interfund Transactions

Interfund Transfers	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Fav) / Unfav Change
Contribution to General Fund	\$614,000	\$153,510	\$153,510	\$0
Contribution to GF - City Facilities	\$266,930	\$66,720	\$41,570	(\$25,150)
Contribution to Airport Fund – City Facilities	\$5,830	\$1,470	\$0	(\$1,470)
Contribution to Sanitation Fund – City Facilities	\$2,000	\$510	\$0	(\$510)
Transfer from Sanitation Fund – City Facilities	(\$3,570)	(\$900)	\$0	\$900
Total Interfund Transfers	\$885,190	\$221,310	\$195,080	(\$26,230)

\$614,000 Contribution to General Fund - Prior to 2010, the franchise fee was based on five percent of the total revenues received in the Water Utility Fund. Since 2010, it was suggested that the amount of the transfer be changed to reflect the actual apportionment of costs for people who currently contribute to the operation of the Water Utility Fund but would otherwise not be charged to that Fund. In 2012 the total dollars being transferred to the General Fund was set at \$614,000. This amount has not changed since 2012 as it was determined to be sufficient.

\$266,930 Contribution to General Fund – City Facilities - The transfer is based on Financial Services review and forecast of City facilities water and sewer utility charges for 2023.





City of
**Prince
Albert**

2023

QUARTERLY FINANCIAL REPORTING

FOR MONTH ENDING
MARCH 31, 2023



City of
**Prince
Albert**

LAND FUND

LAND FUND – CONSOLIDATED OPERATING BUDGET

	2023 Total Budget	3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
REVENUES				
User Charges and Fees	(\$35,000)	(\$8,760)	(\$410)	\$8,350
Land Sales	(\$450,000)	(\$112,500)	\$0	\$112,500
Total Revenues	(\$485,000)	(\$121,260)	(\$410)	\$120,850
EXPENSES				
Salaries Wages and Benefits	\$110,750	\$26,510	\$27,674	\$1,164
Contracted and General Services	\$24,000	\$0	\$37,388	\$37,388
Interest on Long Term Debt	\$149,230	\$8,620	\$39,981	\$31,361
Maintenance Materials and Supplies	\$0	\$0	\$8	\$8
Total Expenses	\$283,980	\$35,130	\$105,051	\$69,921
Operating (Surplus) / Deficit	(\$201,020)	(\$86,130)	\$104,641	\$190,771
Capital and Interfund				
Interfund Transactions	\$76,500	\$0	\$0	\$0
Capital and Interfund Transactions	\$76,500	\$0	\$0	\$0
TOTAL (SURPLUS) / DEFICIT	(\$124,520)	(\$86,130)	\$104,641	\$190,771

Below is the budgeted allocation for 2023:

Capital & Long Term Debt Payments:	
Total (Surplus) Deficit	(\$124,520)
Transfer from Development Levies - Marquis Road	(\$202,670)
Principle Payment - Marquis Road West Extension	\$87,900
Principle Payment - West Hill Development	\$205,200
Total Adjusted (Surplus) Deficit	(\$34,090)
Allocation to Reserves:	
Development Levies Reserve	\$50,000
Future Land Purchases Reserve	\$6,000
Planning & Marketing Reserve	\$18,000
Community Services Land Fund Reserve	\$22,500
Affordable Housing Reserve	\$18,000
Total Allocation to Reserves	\$114,500
Total Long-Term Payments & Reserve Allocations	\$80,410
Transfer from Land Development Fund	(\$80,410)
	\$0

REVENUES

Revenues	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Lease Rentals and Leases	\$35,000		\$8,760	\$410	(\$8,350)
Land Sales	\$450,000		\$112,500	\$0	(\$112,500)
Total Revenue	\$485,000		\$121,260	\$410	(\$120,850)

Lease Rentals and Leases

\$8,350 under budget for the 1st quarter. This revenue relates to rental or lease revenue generated from small tracts of land such as closed walkways, small City easements, signage locations, etc. The budget was allocated evenly over the year but the majority of the revenue is received from May to September. The City expects to be on budget by the end of the year.

Revenue for Leased Land:

2022 Revenue	(\$29,563)
2021 Revenue	(\$25,061)
2020 Revenue	(\$24,521)

Land Sales

\$112,500 under budget for the 1st quarter. There were no land sales as of March 31, 2023.

Land Sales Revenue:

2022 Revenue	\$82,498	Purchased back 1 lot sold in 2021
2021 Revenue	(\$533,755)	Sold 6 lots but one was purchased back in 2022.
2020 Revenue	(\$125,404)	
2019 Revenue	(\$10,000)	
2018 Revenue	(\$273,291)	

There are three primary sources of revenue for the Land Fund:

1. Land Sales – which include both residential and commercial/industrial land sales.
 - For 2023, the budget is forecasting the sale of 5 lots in Crescent Acres at an average sale price of \$90,000.
 - For 2023, nothing has been budgeted for Commercial/industrial sales as there are no commercial or industrial land sales currently pending.
2. Offsite Development Levies – collected on sales of land or from developers paying the levy to become part of the City services. This revenue is not easy to project and is transferred directly to the Development Levies Reserve, therefore, is not budgeted.
3. Rental/Lease Revenues – this revenue is generated from the lease of small tracts of land such as closed walkways, small City easements, signage locations.



EXPENDITURES

Salaries Wages and Benefits

Staff costs are allocated to the Land Fund in the following percentages to reflect the salaries and payroll benefit costs:

Director of Public Works	10%
Engineering Services Manager	15%
Utilities Manager	10%
Senior CAD Technologist	10%

Wages Regular is the allocation of approximately 50% of the total staffing costs for the two Engineering Technicians working on Land Fund projects.

Salaries Wages and Benefits	2023 Total Budget		3 Months Budget	2023 Actual (to Mar 31/23)	(Favourable) Unfavourable Change
Salaries Regular	\$54,740		\$12,630	\$12,626	(\$4)
Wages Regular	\$34,610		\$8,060	\$8,593	\$533
Payroll Benefits	\$21,400		\$5,820	\$6,455	\$635
Total Salaries Wages Benefits	\$110,750		\$26,510	\$27,674	\$1,164

Contracted and General Services

\$37,388 over budget for the 1st quarter. The amount relates to engineering costs for the design of the 21st Avenue East roadway (Byars Street to Highway 302). This is an approved capital project and the costs incurred in 2023 will be capitalized or moved to Work in Progress at year end.

2023 Budget of \$24,000 relates to spraying and discing undeveloped land owned by the City to address the growth of weeds. No funds have been spent on this to date as these costs are typically incurred from June to October.



Interest on Long Term Debt

Interest on Long Term Debt is \$31,361 over budget for the 1st quarter. The increase over budget relates partially to the mechanics of the bankers' acceptance and interest rate swap loan facility. Due to the increase in prime rates the City pays a higher interest rate at the beginning of the quarterly loan period and is then refunded interest at the end of the quarterly loan period. Interest expense will be on budget by the end of 2023.

The remainder of the increase relates to the recording of interest for the Marquis Road West expansion loan compared to monthly budgeted amounts.

Interest expense will be on budget by the end of 2023.

West Hill Development Loan

The development of the West Hill area is paid by property taxes (10%) and by land sales (90%).

Last payment is December of 2027. The budgeted interest payment for 2023 is **\$34,460** which represents the 90% charged to the Land Fund. Interest rate is 3.40%.

The principle payment of \$205,200 is included in the Capital Committed.

Marquis Road East Extension

City Council, on February 15, 2022, approved Capital Financing in the amount of \$3,400,000 for roadway construction for the Marquis Road West Extension to be payable over a period of 25 years.

The loan was borrowed on March 1, 2022, with a Maturity Date of March 1, 2047. Interest rate of 3.45% for 25 years. The budgeted interest payment for 2023 is **\$114,770**.

The principle payment of \$87,900 is included in the Capital Committed.

Both the Interest and Principle payments are funded from the Development Levies Reserve as approved by Council.

Interfund Transactions

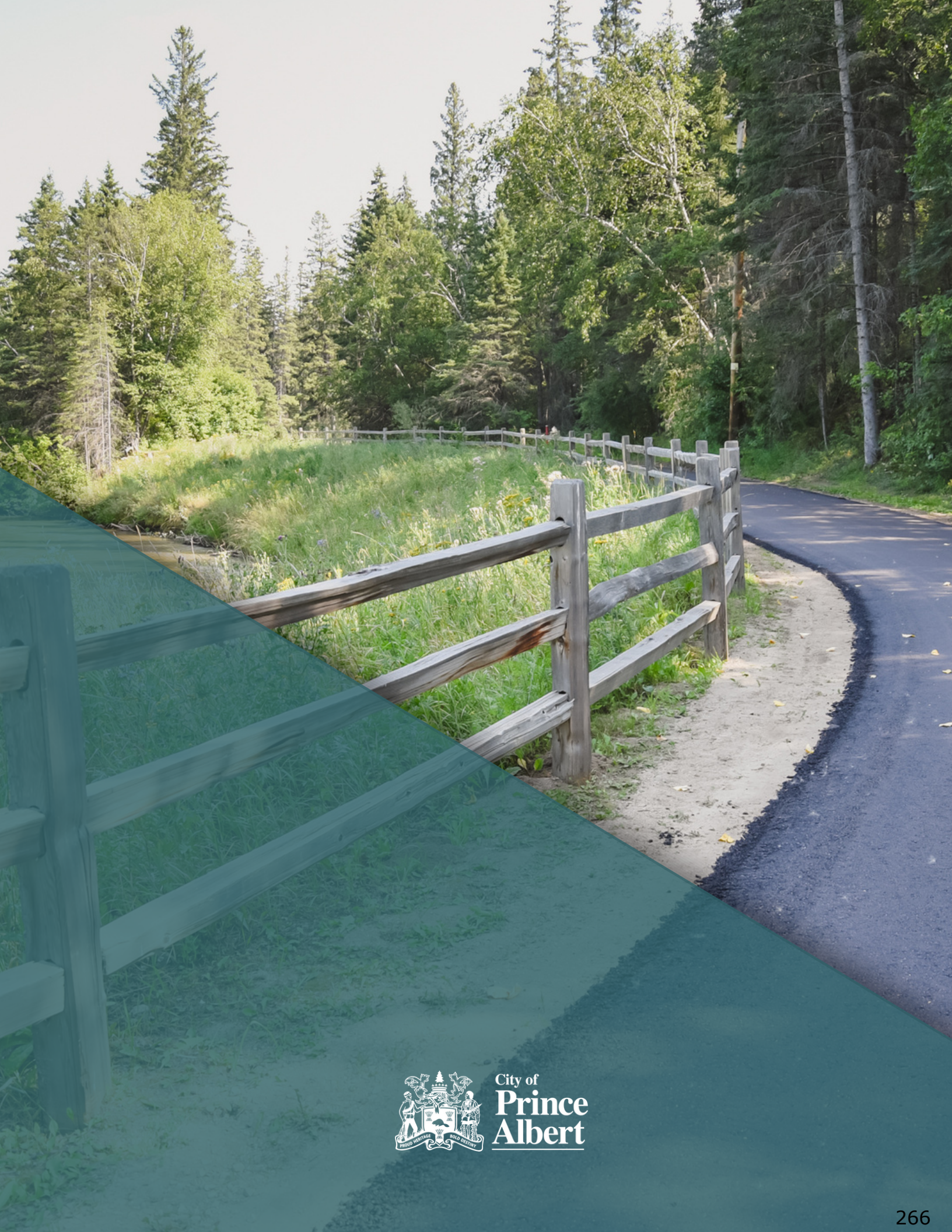
The calculation of the Transfer to the General Fund is based on the forecasted number of residential properties to be sold in 2023. Based on the projected number of residential land sales, it is expected that the transfer to the General Fund will be \$76,500.

Transfer to General Fund is based on the number of residential properties sold. Transfer is 17% of the land sales.

Budgeted Land Sale Revenue for 2023	\$450,000
17% of Land Sales	\$76,500

If there are no residential land sales, there will be no amount transferred to the General Fund at year end.





City of
**Prince
Albert**



RPT 23-279

TITLE: May 2023 Accounts Payable Payments

DATE: July 5, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the May 2023 accounts payable payments report be received as information and filed.

TOPIC & PURPOSE:

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

PROPOSED APPROACH AND RATIONALE:

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

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

PUBLIC NOTICE:

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

ATTACHMENTS:

1. May 2023 Accounts Payable Payments

Written by: Tejinder Khatri, Asset Manager

Approved by: Director of Financial Services and City Manager

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
1	Graham Construction and Engineering LP	\$5,331,577.68	\$14,576,725.74
2	Prairie Architects Inc.	\$915,308.40	\$915,308.40
3	Municipal Employees Pension Plan	\$644,056.42	\$3,272,461.86
4	Aebi Schmidt Canada Inc.	\$339,022.86	\$423,694.77
5	SaskPower	\$282,228.85	\$1,381,832.33
6	Bank of Montreal - Mastercard	\$239,763.27	\$1,224,320.11
7	PA Separate School Board	\$120,466.34	\$741,984.33
8	Anderson Motors Ltd.	\$106,511.10	\$296,735.24
9	Sask Energy Inc.	\$103,972.88	\$535,740.74
10	PCL Construction Management Inc.	\$95,245.23	\$95,245.23
11	Federated Co-Operatives Ltd.	\$94,518.81	\$594,405.52
12	Acme Infrastructure Services Inc.	\$82,672.80	\$82,672.80
13	DCG Philanthropic Services Inc	\$75,705.00	\$75,705.00
14	Lakeland Ford Sales (2009) Ltd.	\$67,868.73	\$69,528.67
15	Badger Meter	\$64,996.49	\$93,787.49
16	Saskatoon Boiler Mfg. Co. Ltd.	\$55,700.91	\$55,945.99
17	Klearwater Equip & Technologies	\$50,766.58	\$148,983.14
18	Metalman Art & Design	\$48,378.24	\$113,570.90
19	Group2 Architecture Engineering Inc	\$47,730.71	\$177,035.26
20	Dynamic Funds	\$46,909.00	\$46,909.00
21	Eda Environmental Ltd.	\$44,688.00	\$50,161.95
22	AECOM Canada Ltd.	\$43,623.24	\$163,350.95
23	Lajcon Distributors	\$42,287.67	\$42,287.67
24	Early's Farm & Garden Centre	\$40,859.74	\$49,528.84
25	Novus Law Group	\$39,876.32	\$247,594.10
26	Tetra Tech Canada Inc	\$38,029.34	\$47,900.08
27	Clark's Supply & Service Ltd.	\$36,964.50	\$53,013.23
28	Fer-Marc Equipment Ltd.	\$34,557.73	\$61,465.75
29	Clear Tech Industries Inc.	\$30,877.06	\$68,556.74
30	Canadian Recreation Solutions Inc.	\$29,773.67	\$59,547.34
31	Cornerstone Insurance	\$28,312.89	\$1,013,612.43
32	SolidCAD	\$26,518.91	\$26,518.91
33	Nagy Holdings Ltd.	\$25,599.05	\$34,257.05
34	Canadian Corps of Commissionaires (North Saskatchewan) Inc.	\$25,198.93	\$110,987.44
35	Tash's Flooring Outlet/Window Coverings	\$24,595.73	\$26,799.18
36	Asiil Enterprises Ltd.	\$20,458.98	\$45,551.03
37	University of Regina	\$20,421.50	\$31,569.41
38	Site One Landscape Supplies	\$19,914.43	\$25,333.12
39	East Hill Community Club	\$19,174.00	\$19,174.00
40	BLC Limited	\$17,605.00	\$17,605.00
41	Nicola Sherwin- Roller M.A.,C.C.C.	\$16,883.06	\$42,575.54
42	MNP LLP	\$16,500.00	\$45,853.12
43	Darcy's Golf Shop Ltd.	\$16,307.35	\$79,098.20
44	DMM Energy	\$16,270.71	\$81,636.35
45	SaskTel	\$16,126.87	\$82,777.65
46	Consortech Solutions Inc	\$15,750.00	\$15,750.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
47	East End Community Club	\$15,500.00	\$21,911.51
48	West Hill Community Club	\$15,500.00	\$20,898.93
49	Crescent Heights Community Club	\$15,500.00	\$19,119.00
50	Prince Albert Policemen's Association	\$15,279.99	\$75,830.57
51	Can Union of Public Employees Assoc Local 160	\$14,856.58	\$71,945.51
52	Frontline Outfitters Ltd	\$14,368.84	\$33,625.06
53	West Flat Citizens Group Inc.	\$13,250.00	\$31,330.00
54	Nordale Community Club	\$12,750.00	\$26,157.12
55	Carlton Park Community Club	\$12,750.00	\$24,419.01
56	Crescent Acres Community Club	\$12,750.00	\$16,518.00
57	Hazeldell Community Club	\$12,750.00	\$12,750.00
58	Midtown Community Club	\$12,750.00	\$12,750.00
59	Sysco Food Services	\$12,506.76	\$88,525.91
60	Ruszkowski Enterprises Ltd	\$12,490.88	\$19,934.34
61	Rocky Mountain Phoenix	\$12,465.30	\$16,195.47
62	Prince Albert Police Association	\$12,420.84	\$60,380.10
63	NexGen Mechanical Inc.	\$11,605.50	\$17,396.51
64	WaterTrax o/a Aquatic Informatics Inc.	\$11,516.66	\$11,516.66
65	First General Services (PA) Ltd.	\$11,378.60	\$26,813.43
66	Raven Rescue Safety Medical Ltd.	\$11,349.45	\$11,349.45
67	Prince Albert Firefighter's Association Local 510	\$10,411.64	\$51,437.18
68	Johnson Controls Ltd.	\$9,807.60	\$9,807.60
69	ITM Instruments Inc	\$9,676.43	\$9,676.43
70	SMG Operating Ltd O/A See More Green Landscaping	\$9,614.17	\$9,614.17
71	SaskTel CMR	\$9,505.57	\$50,493.15
72	Canadian BDX Inc.	\$9,292.50	\$15,290.10
73	Softchoice Corporation	\$8,997.80	\$98,490.08
74	Full Line Electric and General Contracting	\$8,760.33	\$15,246.48
75	Hubert Distributing Company Inc	\$8,417.31	\$8,417.31
76	CentralSquare Canada Software Inc.	\$8,138.81	\$30,446.72
77	Brenntag Canada Inc	\$8,060.85	\$32,243.40
78	RKX Craftwood Service	\$7,839.49	\$15,788.76
79	Tip Top Decorators Ltd	\$7,714.50	\$18,725.70
80	Procido LLP	\$7,548.00	\$12,876.00
81	VWR International Co	\$7,469.01	\$8,111.32
82	49 North Lubricants	\$7,408.44	\$15,412.64
83	Auto Rescue Towing	\$7,226.22	\$48,379.25
84	Can Union of Public Employees Assoc Local 882	\$7,094.56	\$33,568.25
85	City of Saskatoon	\$7,000.00	\$7,009.00
86	Kleen-Bee (P.A.)	\$6,992.43	\$56,440.74
87	Thorpe Industries Ltd	\$6,902.61	\$18,983.89
88	Wolseley Waterworks	\$6,740.81	\$6,740.81
89	Richard Pytlak	\$6,327.00	\$32,180.00
90	YWCA	\$6,200.00	\$6,450.00
91	Eagles Nest Youth Ranch	\$6,200.00	\$6,200.00
92	Prince Albert Council for the Arts	\$6,200.00	\$6,200.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
93	Zoho Canada Corporation	\$6,185.95	\$15,239.42
94	Raymax Equipment Sales Ltd.	\$6,096.25	\$11,731.93
95	Christopherson's Industrial Supplies	\$5,847.54	\$24,591.39
96	Vipond Inc.	\$5,744.25	\$13,018.09
97	North Central District Athletic Association	\$5,700.00	\$5,700.00
98	Birch Hills Dance	\$5,606.69	\$5,606.69
99	You Will Love It Live	\$5,500.00	\$5,500.00
100	Highline Electric P.A. Ltd	\$5,122.65	\$14,738.03
101	Tyrone Enterprises Inc	\$5,087.25	\$9,266.25
102	Lunar Productions Canada	\$5,000.00	\$5,000.00
103	PA Ski Club	\$5,000.00	\$5,000.00
104	HBI Brennan Office Plus Inc.	\$4,987.68	\$50,913.04
105	Locke Electric	\$4,940.68	\$11,231.62
106	Dresswell Dry Cleaners (2013) Ltd	\$4,862.98	\$22,295.94
107	GV Audio Inc.	\$4,800.42	\$34,702.09
108	Source Office Furnishings	\$4,676.35	\$8,668.71
109	Capstone Community Marketing	\$4,624.98	\$18,844.92
110	E.B. Horsman & Son	\$4,605.70	\$5,470.16
111	Dmyterko Enterprises Ltd.	\$4,520.25	\$6,942.60
112	Prince Albert Community Basketball Assoc Inc.	\$4,500.00	\$4,500.00
113	KCA Group	\$4,462.50	\$4,462.50
114	Technical Safety Authority of Saskatchewan	\$4,319.00	\$7,471.00
115	Certified Laboratories	\$4,224.94	\$16,323.55
116	UniTech Office Solutions, Ltd.	\$4,183.23	\$17,789.83
117	BDI Canada Inc.	\$4,157.79	\$6,251.12
118	Source For Sports	\$3,960.42	\$13,011.22
119	DMC Cleaning Inc	\$3,921.64	\$5,808.10
120	Lake Country Co-operative Ltd.	\$3,912.51	\$17,994.93
121	Prince Albert Beverages	\$3,900.11	\$27,041.85
122	ecOzone	\$3,885.00	\$3,885.00
123	Econo Lumber	\$3,833.58	\$5,625.83
124	Mr Plumber	\$3,761.66	\$22,155.96
125	Borysiuk Contracting Inc.	\$3,752.48	\$7,742.48
126	BGE Service & Supply	\$3,511.14	\$3,511.14
127	I Book Shows Inc.	\$3,500.00	\$3,500.00
128	Complete Distribution Services	\$3,431.79	\$18,362.49
129	Prince Albert Grand Council	\$3,400.00	\$15,400.00
130	Lexcom Systems Group Inc.	\$3,397.42	\$4,438.05
131	PR Septic Services 1997 Ltd.	\$3,372.53	\$18,738.43
132	Graffiti Music Company	\$3,350.00	\$3,350.00
133	Saskatchewan Assessment Appraisers Association	\$3,307.50	\$4,882.50
134	Maxim Transportation Services Inc.	\$3,224.52	\$14,926.73
135	Greenland Waste Disposal Ltd.	\$3,214.26	\$18,945.58
136	Stantec Consulting Ltd.	\$3,150.00	\$26,404.36
137	Cummins Western Canada	\$3,146.71	\$3,276.14
138	OCR Canada	\$3,082.25	\$3,082.25

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
139	M D Charlton Co. Ltd.	\$3,075.85	\$100,085.56
140	Acklands Ltd.	\$3,055.04	\$35,776.02
141	A1 Locksmithing	\$2,953.71	\$7,580.19
142	DC Strategic Management	\$2,953.13	\$10,204.69
143	Gregg Distributors	\$2,896.40	\$13,557.93
144	IFIDS	\$2,794.74	\$3,543.42
145	Lifesaving Society - SK Branch	\$2,754.28	\$4,561.15
146	Prince Albert Chamber of Commerce	\$2,740.05	\$14,589.60
147	gtechna Mobile Enforcement Solutions	\$2,725.05	\$2,725.05
148	CP Distributors Ltd.	\$2,655.66	\$2,655.66
149	Oak Creek Golf & Turf Inc.	\$2,654.57	\$5,136.15
150	Sask Research Council	\$2,619.13	\$12,465.99
151	Nicole A Sawchuk Barrister and Solicitor	\$2,608.47	\$12,676.70
152	TK Elevator (Canada) Ltd.	\$2,503.83	\$9,187.28
153	Big Sisters/Big Brothers Prince Albert & District Inc.	\$2,500.00	\$2,500.00
154	Diamondfield Entertainment Inc.	\$2,500.00	\$2,500.00
155	Jay's Transportation Group Ltd.	\$2,366.04	\$5,183.94
156	Prairie Meats	\$2,279.37	\$14,543.05
157	K & D Equipment Services	\$2,268.00	\$2,268.00
158	North-Line Canada Ltd	\$2,245.20	\$2,245.20
159	Canadian Imperial Bank of Commerce	\$2,239.00	\$11,642.80
160	RCMP	\$2,200.00	\$3,750.00
161	Prairie Mobile Communications	\$2,195.13	\$2,195.13
162	Kin Enterprises Inc.	\$2,109.00	\$2,505.94
163	E.T. Flooring Canada	\$2,078.98	\$41,386.94
164	Purolator Courier Ltd.	\$2,037.40	\$12,268.53
165	Cypress Sales Partnership	\$2,009.10	\$2,009.10
166	Paquin Entertainment	\$2,000.00	\$17,000.00
167	The Feldman Agency Inc.	\$2,000.00	\$2,000.00
168	Harlan Fairbanks	\$1,929.91	\$19,255.68
169	PA Markit Signs Ltd.	\$1,912.81	\$4,177.22
170	Jump.ca	\$1,884.47	\$6,034.34
171	GL Mobile Communications	\$1,820.40	\$78,214.88
172	Prince Albert Mintos	\$1,800.00	\$1,800.00
173	Pitney Bowes	\$1,769.71	\$1,769.71
174	Sutherland Automotive	\$1,750.07	\$17,756.21
175	Stokes International	\$1,718.12	\$4,390.37
176	Concept 3 Business Interiors	\$1,706.82	\$11,400.75
177	Prairie Wild Consulting Co.	\$1,680.00	\$2,205.00
178	Denver Cross	\$1,667.52	\$1,667.52
179	Folio Jumpline Publishing Inc.	\$1,663.24	\$6,307.47
180	B & B Construction Group Inc.	\$1,640.19	\$483,626.76
181	Action Printing Company Ltd.	\$1,599.20	\$41,549.56
182	Madbull Stump Grinding & Tree Removal	\$1,539.57	\$1,539.57
183	Green For Life Environmental	\$1,528.72	\$4,411.44
184	Saskatchewan Digital Forensics Services	\$1,500.00	\$3,750.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
185	Isidoro Lora - Tamayo Villacieros	\$1,487.50	\$1,487.50
186	Trudel Auto Body Collision Centre Ltd	\$1,467.64	\$2,684.78
187	Jesse Campbell	\$1,450.00	\$6,718.73
188	Napa Auto Parts	\$1,447.16	\$14,473.95
189	Trane Canada ULC	\$1,420.80	\$1,420.80
190	Tomko Sports Systems	\$1,409.18	\$1,409.18
191	Prince Albert Shopper	\$1,389.15	\$4,505.55
192	My Place Catering	\$1,350.56	\$7,638.65
193	Konica Minolta Business Solutions Canada Ltd.	\$1,315.56	\$25,047.49
194	Share	\$1,290.00	\$6,660.20
195	T-R Spring & Align Ltd.	\$1,276.39	\$4,020.30
196	CTV Television Inc.	\$1,260.00	\$5,391.75
197	Darcy Sander	\$1,200.00	\$1,200.00
198	GardaWorld Cash Services Canada Corp	\$1,183.55	\$5,966.42
199	Adrian Vermette	\$1,170.79	\$5,615.63
200	Aquifer Group of Companies	\$1,165.45	\$33,345.97
201	Finning International Inc.	\$1,160.64	\$26,086.34
202	MSC Industrial Supply ULC	\$1,139.37	\$10,515.42
203	Joel Theatrical Rigging Contractors (1980) Ltd.	\$1,124.55	\$1,124.55
204	Janice Baldhead	\$1,119.00	\$1,119.00
205	United Rentals of Canada Inc	\$1,114.88	\$3,478.44
206	Thor Security Ltd.	\$1,103.34	\$8,443.77
207	Frontline Truck & Trailer	\$1,072.10	\$5,062.61
208	BIOMED Recovery & Disposal	\$1,069.22	\$2,878.65
209	Everguard Fire and Safety	\$1,053.03	\$1,300.34
210	Pattison Media Ltd	\$1,029.11	\$2,267.90
211	Troy Life & Fire Safety Ltd	\$1,023.75	\$2,462.25
212	Sign Universe	\$1,021.20	\$4,306.80
213	Shred-it International ULC	\$1,003.99	\$5,630.61
214	Prince Albert Rent A Car	\$999.00	\$1,629.76
215	B & P Water Shop Inc	\$954.50	\$3,379.10
216	Canadian Linen and Uniform Service	\$908.89	\$5,711.89
217	Sherwin Williams	\$902.25	\$2,754.41
218	Williams Scotsman Canada	\$894.66	\$3,578.64
219	Lawson Products Inc	\$883.45	\$1,184.57
220	K-Light Recycling	\$881.27	\$949.52
221	OTIS Canada Inc	\$876.89	\$1,745.42
222	Old Dutch Foods Ltd.	\$875.57	\$3,492.47
223	Jess I Harnett	\$871.35	\$871.35
224	Parkland Emergency Medical Services	\$865.80	\$981.30
225	Superior Propane Ltd	\$844.16	\$10,467.57
226	ClaimsPro Inc.	\$840.00	\$3,640.00
227	Van Houtte Coffee Services Inc	\$802.45	\$11,410.19
228	Prince Albert Warhawks	\$800.00	\$2,000.00
229	Paulsen & Son Excavating Ltd.	\$798.00	\$3,084.38
230	Fire Fighters Entertainment Fund	\$780.00	\$3,855.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
231	Coronet Hotel	\$777.44	\$6,996.96
232	Prince Albert Music Festival Association	\$762.15	\$762.15
233	Rona Inc. - Prince Albert	\$749.32	\$6,997.34
234	Honda Canada Finance Inc	\$725.98	\$2,903.92
235	Irvin & Toni Hamilton	\$714.50	\$714.50
236	Arctic Refrigeration Inc.	\$704.85	\$26,053.22
237	Information Services Corporation	\$684.46	\$10,250.14
238	Alberta Professional Planners Institute	\$665.72	\$665.72
239	Associated Fire Safety Group	\$649.35	\$649.35
240	Stefan Schultz	\$643.80	\$643.80
241	Inland Kenworth Partnership	\$619.83	\$258,336.03
242	Crestline Coach Ltd.	\$614.59	\$1,099.51
243	Prince Albert Alarm Systems Ltd	\$610.50	\$1,357.53
244	CDW Canada Inc	\$604.84	\$21,498.87
245	CGI Information Systems & Mgt Consultants Inc	\$601.25	\$3,006.25
246	WSP E & I Canada Ltd.	\$594.12	\$3,186.63
247	Redhead Equipment Ltd.	\$575.72	\$28,003.81
248	Manitoulin Transport Inc.	\$554.24	\$1,906.98
249	Holly Rae Yuzicapi	\$553.70	\$553.70
250	Reflections Auto & Window Glass	\$550.50	\$1,517.40
251	Canadian Association of Chiefs of Police(CACP/ACCP)	\$550.20	\$2,804.55
252	Al Dyer	\$541.90	\$541.90
253	Cindy Gallegos	\$540.00	\$2,660.00
254	Lisa Larocque	\$535.50	\$1,338.75
255	Nora Vedress	\$530.01	\$1,410.92
256	Toshiba Business Solutions	\$525.87	\$2,486.70
257	Shari Ilnisky	\$520.86	\$520.86
258	Gloria Bell	\$520.00	\$2,450.00
259	Madsen Fence Ltd.	\$516.10	\$9,601.35
260	Tree Pottery Supply Ltd	\$512.40	\$1,626.02
261	Canadian Mental Health Assoc - PA Branch	\$500.00	\$500.00
262	Service d'Accueil et d'Inclusion Francophone SK	\$500.00	\$500.00
263	Superior Truck Equipment Inc./North America	\$493.90	\$8,947.36
264	Lindsay Urquhart	\$480.21	\$1,824.92
265	Premium Data Office Supplies Inc.	\$456.20	\$456.20
266	P A Fast Print Inc.	\$451.67	\$9,431.33
267	Elise Dang	\$450.00	\$450.00
268	Jenson Publishing	\$446.25	\$446.25
269	Zirkia Grobler	\$428.00	\$2,308.00
270	Graham Jahn	\$427.35	\$427.35
271	Eliza Mary Doyle	\$424.90	\$424.90
272	Shelley Bird	\$420.00	\$930.00
273	Missinipi Broadcasting Corp.	\$420.00	\$420.00
274	CaseGuard Studio	\$418.01	\$418.01
275	Joyce Hamilton	\$408.00	\$408.00
276	Trans-Care Rescue Ltd	\$404.83	\$2,921.33

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
277	Shaw Cable	\$401.45	\$2,586.04
278	Lannie Muggleston	\$400.00	\$2,440.00
279	Vallen Canada Inc.	\$394.10	\$3,525.06
280	Chris Kinch	\$394.05	\$394.05
281	Ed Urbaniak	\$393.75	\$708.75
282	Professional Standards Board	\$393.75	\$393.75
283	Sask Polytechnic-Moose Jaw Campus	\$393.75	\$393.75
284	Princess Auto	\$391.46	\$6,090.78
285	Rampart International Corp	\$389.55	\$30,321.17
286	AED Advantage	\$388.14	\$2,176.32
287	Wiens Signage Inc. o/a Magnetsigns NW	\$383.25	\$383.25
288	Lucky Bastard Distillers	\$369.60	\$1,214.40
289	B A Robinson Co. Ltd.	\$354.45	\$32,422.01
290	Shayanne Surtees	\$350.00	\$578.00
291	Flaman Sales & Rentals Prince Albert	\$345.81	\$2,141.64
292	Park Range Veterinary Services	\$344.10	\$651.85
293	Lafrentz Road Services Ltd.	\$338.55	\$1,240.43
294	D & J Smitty's Ice Cream Vending	\$336.00	\$336.00
295	Clear View Glass Ltd.	\$333.05	\$1,618.44
296	Mr J's Maintenance Ltd.	\$330.23	\$907.43
297	Food & Fuel c/o 101212525 Sk Ltd.	\$330.00	\$330.00
298	Overhead Door of Prince Albert Ltd.	\$325.06	\$7,375.24
299	Percy H. Davis Limited	\$323.58	\$680.24
300	Melanie Pederson	\$321.40	\$321.40
301	Prince Albert Early Childhood Council	\$320.00	\$820.00
302	Sask Polytechnic- Saskatoon Campus	\$317.12	\$1,116.38
303	Suzanne Stubbs	\$290.00	\$1,655.00
304	Lynn Phaneuf	\$281.66	\$281.66
305	Canada Bread Co Ltd	\$279.00	\$2,394.66
306	Cherry Insurance	\$277.50	\$1,387.50
307	P A Express Ltd.	\$274.10	\$1,679.63
308	Crown Cleaners	\$271.95	\$805.02
309	Triple R Contracting Ltd	\$259.88	\$952.88
310	Legacy Lowering Device	\$256.20	\$256.20
311	Paul Walker	\$253.50	\$253.50
312	CURE Foundation	\$250.00	\$250.00
313	The Terry Fox Foundation	\$250.00	\$250.00
314	Alamanda Communications Inc.	\$242.19	\$2,735.15
315	Pineland Metal Products Inc.	\$240.00	\$240.00
316	Nicholas Shatilla	\$227.55	\$227.55
317	Bruce Gibson	\$223.11	\$539.47
318	Kevin Bremner	\$210.00	\$210.00
319	Nicolle Degagne	\$210.00	\$210.00
320	Carrie Ikert	\$210.00	\$210.00
321	Infosat Communications Inc.	\$201.52	\$503.80
322	Central Security B.P.G	\$200.00	\$300.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
323	Saskatchewan Association of City Clerks	\$200.00	\$200.00
324	Strategic Alarms	\$200.00	\$200.00
325	Language Linx Ltd	\$197.75	\$197.75
326	Francis & Michelle Delurey	\$196.00	\$561.59
327	Wade Connolly	\$193.50	\$387.00
328	City Hall Social Club	\$190.00	\$1,904.50
329	A2Z Safety & Training Ltd.	\$177.60	\$6,094.65
330	P A Housing Authority	\$174.83	\$174.83
331	Michael/Karen Klein	\$173.00	\$432.50
332	ALSCO Canada Corp - Saskatoon	\$172.34	\$861.70
333	Saskatchewan Polytechnic-Prince Albert Campus	\$168.00	\$336.00
334	YasTech Developments Inc.	\$166.50	\$166.50
335	P A Janitorial Services 1983	\$159.84	\$799.20
336	Bonnie Bailey	\$150.09	\$580.17
337	Loraas Disposal North Ltd	\$146.01	\$911.86
338	Raylene Melnyk	\$140.00	\$1,100.07
339	Uline Canada Corporation	\$127.67	\$8,584.16
340	Canadian Tire	\$126.16	\$8,710.17
341	Twilight Framing & Gallery	\$121.26	\$1,029.24
342	Dennis Brown	\$120.92	\$120.92
343	Lorne Courouble	\$120.92	\$120.92
344	John Morrall	\$120.92	\$120.92
345	Dana Ismail	\$120.00	\$840.00
346	Wal-Mart Canada Corp.	\$111.32	\$1,632.45
347	Windsor Plywood	\$110.96	\$1,916.82
348	OK Tire & Auto Service	\$109.89	\$15,372.24
349	Clement G Roy	\$109.18	\$109.18
350	Fastenal	\$103.86	\$6,918.86
351	Darrin Bergstrom	\$101.40	\$357.17
352	Virginia German	\$101.40	\$304.38
353	Greg Podjan	\$100.50	\$201.00
354	API Alarms Inc.	\$100.00	\$100.00
355	Donna Rondeau	\$98.00	\$294.00
356	SIGMA Assessment Systems, Ltd	\$86.07	\$86.07
357	Shelly Linger	\$80.00	\$440.00
358	Google	\$78.35	\$1,416.90
359	Air Liquide	\$60.90	\$752.80
360	P A Battery & Truck Accessories	\$51.50	\$4,843.08
361	Perry Hulowski	\$50.70	\$355.08
362	Wholesale Club	\$50.34	\$1,980.85
363	Beth Gobeil	\$50.00	\$3,429.49
364	Lillian Donahue	\$50.00	\$357.74
365	Lori Amy	\$50.00	\$50.00
366	Ashley Auigbelle	\$50.00	\$50.00
367	Cathy Bendle	\$50.00	\$50.00
368	Lorna Blakeney	\$50.00	\$50.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
369	Adreanna Boucher	\$50.00	\$50.00
370	Janice DePeel	\$50.00	\$50.00
371	Alex Fallon	\$50.00	\$50.00
372	Nicholas Ferguson-Dodge	\$50.00	\$50.00
373	Jackie Freychet	\$50.00	\$50.00
374	Josh Gamlin	\$50.00	\$50.00
375	Shauna Eveleigh Harris	\$50.00	\$50.00
376	Holly Knife	\$50.00	\$50.00
377	Patricia Koivisto	\$50.00	\$50.00
378	Kim Kuzak	\$50.00	\$50.00
379	Anastasia MacColl	\$50.00	\$50.00
380	Rijja Mansoor	\$50.00	\$50.00
381	Ian McIntyre	\$50.00	\$50.00
382	Laurie Muirhead	\$50.00	\$50.00
383	Kim Neudorf	\$50.00	\$50.00
384	Kim Orynik	\$50.00	\$50.00
385	Gabrielle Robertson	\$50.00	\$50.00
386	Wendy Rowe	\$50.00	\$50.00
387	Abigail Stead	\$50.00	\$50.00
388	Ariana Stead	\$50.00	\$50.00
389	Carrie Stene	\$50.00	\$50.00
390	Natasha Thomson	\$50.00	\$50.00
391	Denise Wilkinson	\$50.00	\$50.00
392	Accra Lock & Safe Co. Ltd.	\$40.24	\$3,069.57
393	Tale Spinner Theatre	\$38.39	\$38.39
394	Eric Su, Kam Hua	\$37.50	\$37.50
395	Secur Tek	\$36.08	\$257.00
396	Associate Medical Clinic	\$35.00	\$35.00
397	Facebook Inc.	\$33.59	\$2,909.25
398	SMTP2GO. Com	\$23.35	\$93.12
399	North Star Trophies & Screen Printing	\$22.20	\$4,424.22
400	Dollarama	\$19.15	\$620.16
401	Success Office Systems Inc	\$15.75	\$408.42
402	Spotify	\$11.09	\$55.45
403	The City Of Prince Albert Public Library Board		\$751,316.68
404	FirstCanada ULC		\$540,314.66
405	Saskatchewan Workers Compensation Board		\$493,443.63
406	Saskatchewan Public Safety Agency		\$355,427.96
407	Community Service Centre		\$214,197.00
408	Versaterm Public Safety Inc		\$212,773.68
409	Mocon Construction Ltd		\$191,898.47
410	Sask Rivers School Div #119		\$152,549.33
411	Wheatland Builders & Concrete Ltd.		\$145,353.74
412	SPCA		\$121,732.37
413	Sask Housing Corporation		\$104,360.09
414	Delco Automation Inc.		\$100,883.89

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
415	ESTI Consulting Services		\$98,971.36
416	Carlton Trail Railway Company		\$93,962.72
417	Capital H2O Systems, Inc.		\$90,300.00
418	Glenmor Equipment LP		\$83,694.90
419	Aqua-Aerobic Systems, Inc.		\$44,362.50
420	RNF Ventures Ltd.		\$38,388.56
421	NCSWM Corporation		\$35,525.00
422	Sask Urban Municipalities Assoc (SUMA)		\$34,303.90
423	Info Tech Research Group		\$31,185.00
424	Sigma Safety Corp.		\$31,018.64
425	Brogan Fire & Safety		\$30,951.25
426	FirstDATA Consulting LLC		\$29,970.00
427	Earthworks Equipment		\$29,953.86
428	Canoe Procurement Group of Canada		\$29,851.49
429	Lenovo Canada Inc.		\$29,212.65
430	ESRI Canada		\$28,548.60
431	United Chemical Limited		\$26,968.30
432	Impact Mechanical Service Ltd.		\$25,820.60
433	2022 Canadian Mixed Curling Championship		\$25,200.00
434	Mann Art Gallery		\$25,000.00
435	101100203 Saskatchewan Ltd.o/a TLS Lawn		\$22,853.26
436	PerfectMind Inc.		\$22,050.00
437	Xylem Canada Company		\$21,737.76
438	Prince Albert Golf & Curling Club		\$21,666.68
439	Moon Coin Productions		\$21,462.62
440	Compass Municipal Services Inc.		\$21,417.80
441	Pictometry Intelligence Images		\$21,367.28
442	Lite-Way Electric Ltd.		\$21,018.65
443	Canadian Police College		\$20,609.05
444	Thorpe Bros. Ltd.		\$20,583.27
445	NSC Minerals Ltd.		\$19,332.59
446	101290873 Saskatchewan Ltd. (Nathan Stregger-ski hill contractor)		\$19,150.00
447	SRNet Inc.		\$18,900.00
448	Brandt Tractor Ltd.		\$17,823.56
449	Prince Albert Historical Society		\$17,770.00
450	Organization of Saskatchewan Arts Councils		\$17,587.50
451	Eecol Electric (Sask) Ltd.		\$16,432.82
452	Air Canada		\$14,750.72
453	Concord Theatricals		\$14,100.59
454	D.F.G. Management Ltd.		\$14,078.93
455	DMA Building Services Ltd.		\$13,691.13
456	CRL Engineering Ltd.		\$13,074.47
457	Knotty Pine Bistro		\$12,949.99
458	Ticket Tracer Corporation		\$12,855.15
459	Imprivata		\$12,769.17
460	Applied Industrial Technologies		\$12,750.31

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
461	Entandem Inc		\$12,553.39
462	First Student Canada		\$12,396.00
463	Fountain Tire Prince Albert Ltd		\$12,282.71
464	Promotional Marketing		\$12,181.14
465	Clip & Trim Tree Service & Yard Maintenance		\$12,127.50
466	Strategic Steps Inc.		\$11,990.16
467	Amazon.ca		\$11,604.81
468	Kal Tire Ltd.		\$11,595.74
469	Prince Albert Mobile Crisis Unit		\$10,900.00
470	SGI Canada		\$10,701.04
471	Superion LLC, a CentralSquare Company		\$10,618.73
472	Prince Albert Diesel Injection (2004) Ltd.		\$10,185.88
473	Robertson Stromberg Pedersen LLP		\$9,956.58
474	1215404 BC Ltd. (DBA Claymore Cloths)		\$9,894.93
475	Jake Vaadeland		\$9,826.51
476	Mikkelsen-Coward & Co Ltd.		\$9,567.82
477	Puetz Enterprises Ltd.		\$9,550.68
478	Dee-Jacks Custom Metal and Welding		\$9,059.11
479	Prince Albert Winter Festival		\$8,977.60
480	BMR Mfg Inc		\$8,900.85
481	Korth Group Ltd.		\$8,864.42
482	Willms Engineering Ltd.		\$8,720.38
483	The Bolt Supply House Ltd		\$8,703.13
484	Falcon Equipment Ltd.		\$8,340.73
485	Power and Mine Supply		\$8,311.68
486	Saskatchewan Association of Chiefs of Police		\$8,280.00
487	Veolia Water Solutions Canada		\$8,278.06
488	Windows Beautiful By Cheryl		\$8,112.99
489	Pete's Mobile Mechanical Service		\$8,058.60
490	Cadmus Delorme		\$8,000.00
491	Madikale Touring Inc.		\$7,975.00
492	Delta Hotels		\$7,964.39
493	GHD Digital (Canada) Ltd		\$7,938.00
494	Federation of Canadian Municipalities		\$7,933.73
495	Big Drum Media		\$7,827.28
496	Greenwave Innovations		\$7,770.00
497	WD Industrial Group		\$7,629.30
498	Aspen Films		\$7,588.52
499	Peerless Engineering Sales Ltd.		\$7,393.70
500	Cheesecake Burlesque Revue		\$7,281.00
501	Invictus Entertainment Group Inc.		\$7,250.00
502	Avia NG Inc.		\$7,204.06
503	Edmonton Pops Orchestra Society		\$7,172.10
504	Setcan		\$7,083.30
505	Prince Albert Skating Club		\$6,500.00
506	The Treadmill Factory		\$6,488.53

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
507	R.S. Management Services Inc.		\$6,438.00
508	Innovation, Science and Economic Development Canada		\$6,257.50
509	PA Arts Board		\$6,250.00
510	Hach Sales & Service Canada Ltd		\$6,130.09
511	Buckland Fire & Rescue		\$6,000.00
512	L' Ecole des Petits Preschool		\$6,000.00
513	Best Buy		\$5,994.74
514	VendorPanel Pty Ltd		\$5,948.80
515	Prince Albert Female Hockey Tournament		\$5,940.00
516	Aaction Transmission Ltd.		\$5,919.34
517	The Roman Empire Production Corp		\$5,825.00
518	Dulux Paints		\$5,812.93
519	Westjet		\$5,795.12
520	Emsco Equipment Maintenance & Supply Co.		\$5,494.67
521	Staples		\$5,490.86
522	Snap on Tools		\$5,469.19
523	U13 B Eagles		\$5,400.00
524	Paradigm Software		\$5,322.41
525	Wainbee Ltd		\$5,321.74
526	Traffic Logix Inc		\$5,151.30
527	Express It More Promotional Products		\$5,136.25
528	Econolite Canada Inc.		\$5,071.59
529	Shananigans Coffee & Desert Bar		\$5,021.16
530	Comairco Equipment Ltd.		\$5,002.50
531	Thomas Crier		\$5,000.00
532	Prince Albert Pikes Artistic Swimming Club		\$5,000.00
533	The Covina-Thomas Company		\$4,974.66
534	Paradise Pools (Commercial) Inc.		\$4,915.89
535	Backupify Inc.		\$4,862.49
536	Latent Forensic Services Inc.		\$4,857.93
537	Avison Young ITF 1540709 Ontario Limited		\$4,810.08
538	Randy Hurd		\$4,809.63
539	Remco Memorials Ltd.		\$4,678.65
540	Flocor		\$4,654.49
541	Brett Young		\$4,478.85
542	Inductive Automation		\$4,465.63
543	University of Saskatchewan		\$4,434.45
544	Econo-Chem		\$4,329.00
545	Precision Electro Mechanical		\$4,127.03
546	Zogics		\$4,108.99
547	Nova Pole International Inc		\$4,079.25
548	Aqua Data Atlantic		\$4,034.85
549	Riverside Public School		\$4,000.00
550	Prince Albert Child Care Co-operative		\$3,976.72
551	The Brick		\$3,962.53
552	Municipal Information Systems Assoc. Prairies Chapter		\$3,954.82

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
553	Nicole Sawchuk In Trust		\$3,950.00
554	Best Western Hotels		\$3,890.86
555	Institute of Transportation Engineers		\$3,889.38
556	Gray's Funeral Chapel Ltd./Arbor Memorial Inc.		\$3,879.75
557	Arts Touring Alliance of Alberta		\$3,875.55
558	Equinox Industries Ltd		\$3,805.25
559	Halcro Metals Inc.		\$3,748.12
560	Western Imperial Magnetics LTD.		\$3,747.63
561	CTOMS		\$3,663.16
562	Rotork Controls Canada Ltd		\$3,641.94
563	Total Service & Contracting Ltd.		\$3,629.15
564	Porter Music Management		\$3,575.00
565	Halliday's Trucking		\$3,574.33
566	Gallus Golf LLC		\$3,512.85
567	Levitt Safety Limited		\$3,473.58
568	Ben's Auto Glass		\$3,471.85
569	JJ MacKay Canada Ltd		\$3,458.30
570	National Process Equipment Pumps & Compressors		\$3,434.70
571	Marcy Friesen		\$3,394.75
572	St. Johns Ambulance		\$3,308.66
573	R & R Products Inc		\$3,302.18
574	Michelle Truman		\$3,300.00
575	Rideau Recognition Solutions Inc.		\$3,246.75
576	ADB Safegate Canada Inc		\$3,231.90
577	Cludo Inc		\$3,208.80
578	i2 Inc.		\$3,163.97
579	Practica Ltd		\$3,097.87
580	Prince Albert and Area Athletic Association		\$3,000.00
581	Western Canada Water & Wastewater Association & Constituent Orga		\$3,000.00
582	Townfolio Inc o/a Munisight Ltd.		\$2,997.00
583	Absolute Fire Protection		\$2,996.86
584	Xtreme Wear Parts Inc		\$2,971.50
585	Arts Management Systems		\$2,934.75
586	Performing Arts Warehouse		\$2,900.00
587	Crisis & Trauma Resource Institute		\$2,783.02
588	Prinoth Ltd.		\$2,737.72
589	FLSmith USA, Inc - Tuscon Operations		\$2,723.54
590	Prince Albert District Planning Commission		\$2,710.00
591	Prince Albert Photocopier Ltd.		\$2,709.51
592	Alan Ruder		\$2,688.00
593	Tenaquip Ltd.		\$2,668.71
594	Leon's Furniture		\$2,661.78
595	Extreme Technology		\$2,653.18
596	Pro-Tech Alarm System Services		\$2,593.40
597	PA Paw Print Inn		\$2,562.68
598	Kushal P. Dave		\$2,520.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
599	Urban Tactical (Winnipeg) Ltd.		\$2,518.59
600	Mac Tools		\$2,502.97
601	Water Blast Manufacturing LP		\$2,495.55
602	Super 8 Motel		\$2,488.46
603	Saskatchewan Safety Council		\$2,470.00
604	Signature Coins		\$2,448.07
605	Weber Supply Distributors		\$2,428.25
606	Winn 911 Software		\$2,367.29
607	ALS Environmental		\$2,361.24
608	WFR Wholesale Fire & Rescue		\$2,361.08
609	Charles Repair & Service Co. Ltd.		\$2,354.64
610	SOS Electrical Ltd.		\$2,354.18
611	Rempel Engineering & Management Ltd.		\$2,349.60
612	The Slocan Ramblers Ltd.		\$2,337.50
613	Gabrielle Giroux		\$2,331.00
614	Emco Corporation		\$2,324.34
615	Marsollier Petroleum		\$2,294.97
616	TNT Work & Rescue Inc		\$2,245.89
617	Shellbrook Home Hardware		\$2,237.76
618	Chartered Professional Accountants of Saskatchewan		\$2,215.50
619	CJC & Co. LLP		\$2,208.30
620	LJ Kimbley		\$2,200.00
621	U11 B Knights		\$2,200.00
622	Ecco Heating Products Ltd.		\$2,195.93
623	Peavey Mart		\$2,174.95
624	Cansel		\$2,162.28
625	Active Network Ltd.		\$2,144.52
626	National Fire Codes		\$2,135.38
627	Trisha Ermine-Umpherville		\$2,118.00
628	Davtech Analytical Services (Canada) Inc.		\$2,100.73
629	Custom Covers		\$2,052.95
630	Bold Dance Productions		\$2,050.65
631	Transportation Association of Canada		\$2,001.30
632	Micah Daniels		\$2,000.00
633	Prince Albert Festival of Dance		\$2,000.00
634	U13 A Moose		\$2,000.00
635	U9 B Rangers		\$2,000.00
636	Eric Cline		\$1,991.45
637	ABC Fire & Safety Equipment		\$1,951.38
638	Bluebeam, Inc.		\$1,917.93
639	Blue Moose Media Inc		\$1,915.65
640	Grey Eagle Resort and Casino		\$1,911.58
641	ATS Traffic Ltd		\$1,909.20
642	Commercial Truck Equipment Corp		\$1,832.67
643	Donna Strauss		\$1,825.00
644	Steve's Auto Electric		\$1,822.51

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
645	Reed Security Group		\$1,817.67
646	626963 Saskatchewan Ltd. (Portable Bore Welding & Line Boring)		\$1,800.98
647	Special Olympics Saskatchewan		\$1,800.00
648	U15 Cyclones		\$1,800.00
649	Park Town Hotel		\$1,769.76
650	Executive Convention Management		\$1,764.00
651	International Association of Airport Executive Canada		\$1,757.70
652	Dana Strauss		\$1,750.00
653	PyroCom Fire and Safety Equipment		\$1,747.38
654	Tradewind Scientific Ltd		\$1,741.95
655	Dell Canada Inc		\$1,706.25
656	Rassetica Testing Ltd.		\$1,687.81
657	Shoppers Drug Mart a/o 102141239 Sask Ltd.		\$1,679.96
658	U11 C Wolves		\$1,650.00
659	Rod's Decorating Centre Ltd.		\$1,643.14
660	101004487 Sask Ltd HVAC Service		\$1,626.15
661	Darcy Myers		\$1,623.43
662	Jaguar Media Inc.		\$1,617.00
663	American 3B Scientific, LP		\$1,602.43
664	Chartered Professionals in Human Resources		\$1,575.00
665	Canadian Assoc of Police Governance		\$1,560.60
666	Mid Continental Pump Supply		\$1,556.22
667	Wounded Warriors Magazine		\$1,548.75
668	ISA - Prairie Chapter		\$1,547.47
669	Wanuskewin Heritage Park Auth.		\$1,541.86
670	Alberta Airports Management Association		\$1,500.00
671	Harvey Anderson		\$1,500.00
672	Mike Langlois		\$1,500.00
673	Lauren Lohneis		\$1,500.00
674	Stephanie Lokinger		\$1,500.00
675	Donald Beuker		\$1,478.44
676	CPKN Network Inc.		\$1,454.25
677	Rogue Fitness		\$1,434.12
678	Costco.ca		\$1,416.98
679	Saskatchewan Professional Planners Institute		\$1,404.12
680	P A Minor Baseball Association		\$1,400.00
681	U9 C Bruins		\$1,400.00
682	Victoria Hospital Foundation		\$1,400.00
683	Tenco Inc		\$1,378.09
684	Saunders Electric Ltd.		\$1,365.17
685	Stockyards (Prince Albert) Limited Partnership		\$1,358.01
686	Fox Signs		\$1,334.70
687	Jennifer Greyeyes c/o Serene Cleaing Services		\$1,325.00
688	Vermette Wood Preservers Ltd.		\$1,312.50
689	Powerland Computers		\$1,308.53
690	The Backyard		\$1,303.75

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
691	Intuiface		\$1,302.00
692	U9 A Leafs		\$1,300.00
693	Auto Details on 6th Ltd.		\$1,290.93
694	Kathy McMullin		\$1,269.21
695	Spoto o/a Xiongmaoton		\$1,268.75
696	Millsap Fuel Distributors		\$1,258.04
697	Currentware Inc		\$1,257.48
698	Carverhill Counselling & Consulting Ltd.		\$1,250.00
699	Jenna Strauss		\$1,250.00
700	Eventbrite		\$1,245.38
701	Lloyd Libke Law Enforcement Sales Inc.		\$1,238.99
702	California State University		\$1,235.81
703	Hero Products Group		\$1,213.44
704	WestVac Industrial Ltd		\$1,202.39
705	Ecole St. Mary High School		\$1,200.00
706	U11 A Hawks		\$1,200.00
707	Murrays Appliance Service		\$1,187.15
708	Bell Mobility Inc.		\$1,186.73
709	Athens Technical Specialists Inc.		\$1,158.84
710	Fraser Spafford Ricci Art & Archival Conservation Inc.		\$1,155.00
711	Justice Institute of British Columbia		\$1,142.42
712	Fairmont Hotels		\$1,140.44
713	Christie Lites Sales		\$1,129.53
714	Caseware International Inc.		\$1,128.75
715	Gordon Hood		\$1,125.00
716	eOne Integrated Business Solutions		\$1,100.00
717	ISACA		\$1,086.16
718	Adcom Solutions		\$1,083.92
719	Direct Dial. com		\$1,078.92
720	Flame Tech Combustion Services Inc		\$1,064.49
721	Folk Consulting Inc.		\$1,053.44
722	P.A. Auto Body (1983) Ltd.		\$1,051.61
723	Operator Certification Board		\$1,050.00
724	SOS Communications Ltd		\$1,050.00
725	Wingate by Wyndham		\$1,047.70
726	Caster Town		\$1,042.85
727	Rally Motors Ltd.		\$1,042.28
728	Fresh Air Experience		\$1,028.97
729	Greg Pilon (Lucien)		\$1,009.82
730	Saskatoon Inn		\$1,008.38
731	ATAP Infrastructure Management Ltd		\$1,008.00
732	Modeste McKenzie		\$1,000.00
733	Audry Neubuhr		\$999.18
734	Scentiments Floral Ltd.		\$999.12
735	Truck Outfitters Prince Albert Inc.		\$996.32
736	Construction Fasteners & Tools Ltd		\$995.72

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
737	Event Pro Software		\$993.93
738	Seven Oaks Motor In.		\$985.52
739	TBS Collision & Auto Glass Ltd.		\$982.99
740	McDougall Auctioneers Ltd.		\$982.67
741	Firehall Book Store		\$978.64
742	Pet Planet		\$961.14
743	West Hill Medical Clinic		\$950.00
744	Petticoat Creek Press Inc.		\$945.00
745	Canada Post Corporation		\$944.15
746	Sylvia Chave		\$937.50
747	Westburne		\$930.10
748	Fabco Plastics Saskatoon Ltd.		\$926.93
749	Benjamin Schulz		\$908.91
750	Kerri MacLeod		\$905.00
751	Vermeer Canada Inc.		\$902.94
752	Comprehensive Chemical & Water Treatment Inc.		\$901.44
753	Philip Cobb		\$895.00
754	The Clean Team		\$888.00
755	Portapay.com		\$832.93
756	Adnet Agency		\$829.50
757	Army Navy & Airforce Vets		\$827.88
758	Kinsmen Senior Heritage Centre		\$827.88
759	PA Legion		\$827.88
760	Linkedin		\$823.37
761	JamFam Apparel and Designs		\$816.00
762	Superstore		\$809.44
763	Shaun Warkentin		\$808.95
764	Constant Contact		\$805.34
765	Mann-Northway AutoSource		\$799.33
766	Tanya Sinclair		\$787.50
767	Wachs Canada Ltd		\$782.46
768	Ranjitt Mann		\$782.19
769	Tim Hortons		\$780.48
770	Government Finance Officers Association		\$764.54
771	Michael's Store		\$753.68
772	Challenges Unlimited Inc.		\$752.97
773	Michael Adona		\$750.91
774	Colby Lavigne		\$750.32
775	Vince Herzog		\$750.00
776	Lavoie Stonechild Law Office		\$750.00
777	Allison Matchap		\$750.00
778	Pamela Nelson		\$750.00
779	Canada Ticket Inc		\$745.64
780	Suntech Systems Ltd.		\$742.71
781	Don's Photo Shop		\$735.93
782	Wix.com		\$730.28

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
783	Doty Belt		\$724.57
784	GMSI Group		\$720.35
785	Art Schifft		\$719.25
786	PAYPAL		\$712.30
787	Greg Siegel		\$701.32
788	WPY Insight Training		\$700.34
789	Ethan Ostafichuk		\$700.00
790	Defense Metals Canada		\$691.35
791	Holiday Inn Hotel		\$689.70
792	Saskatchewan Building Officials Association		\$684.00
793	T.J.s Pizza		\$678.39
794	306 Tactical		\$672.84
795	Town of Rosthern		\$666.66
796	Town of Duck Lake		\$666.66
797	Town of Shellbrook		\$666.66
798	Elizabeth M. Settee		\$663.50
799	Flo-Draulic Controls Ltd		\$661.23
800	Teri Crain		\$656.00
801	Northern Elite Firearm		\$654.86
802	Sheila Devine		\$646.74
803	Canadian Association of Fire Chiefs		\$640.50
804	Gerald Fillmore		\$634.00
805	Johnston Group		\$630.00
806	Ministry of Social Services		\$626.88
807	Cut Casual Steak & Tap		\$614.64
808	Haix North America		\$609.98
809	Cherrie Vermette		\$609.48
810	Saskatchewan Liquor & Gaming Authority		\$609.00
811	OGP Enterprises Inc		\$607.95
812	Project Management Institute, Inc.		\$601.36
813	Skye Brandon		\$600.00
814	Regional Community Airports of Canada		\$600.00
815	Richard Caron		\$592.52
816	Judy McNaughton		\$591.00
817	Eco Management Services Inc		\$590.86
818	Campbell Printing Ltd.		\$586.09
819	Evolution AV Ltd.		\$582.75
820	Dafco Filtration Group		\$576.76
821	Adobe Systems		\$572.67
822	Prince Albert Raiders Hockey Club Inc.		\$570.00
823	Bell Canada		\$569.64
824	Gordon Stewart		\$567.11
825	North Star Signs		\$564.99
826	Secure Choice Moving & Storage		\$560.31
827	Sheraton Cavalier Hotel		\$556.78
828	Global Sign Inc.		\$550.99

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
829	Trimble Inc		\$550.36
830	Ian Dickson		\$550.00
831	Fabian Minnema		\$550.00
832	Gillian Snider		\$550.00
833	Motion Industries Canada Inc.		\$547.46
834	Roy Klein		\$546.00
835	Covert Track Group, Inc		\$543.02
836	Canva Pty Ltd		\$541.99
837	Technology Professionals Saskatchewan		\$540.00
838	Alt Hotels		\$538.49
839	Safeway Canada Ltd.		\$536.75
840	MLT Aikins LLP		\$527.25
841	Asset Management Saskatchewan Inc.		\$525.00
842	Glen Huffman		\$525.00
843	Joesoftware Inc.		\$525.00
844	The Procurement School		\$525.00
845	Vue It Communication		\$524.29
846	Expedia.ca		\$524.08
847	Alamo Rent-a-Car		\$522.88
848	911 Supply		\$515.57
849	Mark's Work Wearhouse		\$510.58
850	Jordan Gabriel-Cannon		\$507.00
851	Economic Developers Association of Canada		\$503.29
852	Canadian Police Canine Association		\$500.00
853	Ailah Carpenter		\$500.00
854	City of Red Deer		\$500.00
855	JonLao Photography & Graphic Design		\$500.00
856	Kari Korczak		\$500.00
857	P A Outreach Program Inc.		\$500.00
858	Repair Cafe		\$500.00
859	Erlo Pederson		\$495.34
860	Custom Blinds		\$493.95
861	Canalta Hotel		\$489.83
862	Saskatchewan Seniors Fitness Association Inc.		\$483.64
863	Doug Dietrick		\$477.30
864	Parkland Ambulance Care Ltd.		\$475.00
865	Assoc. of Professional Engineers & Geoscientists		\$472.50
866	Bunker Fire Ltd		\$472.50
867	Darcy Dubuque		\$472.50
868	Ina Holmen		\$469.14
869	Starlink		\$466.20
870	Mail Chimp .com		\$462.87
871	Guillevin International Inc.		\$460.65
872	Neighborhood Caterers		\$459.54
873	Kindersley Transport Ltd.		\$458.19
874	Paras Properties Ltd.		\$452.85

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
875	Arborist Supply Co Inc		\$451.50
876	NASTT		\$450.65
877	Venice House		\$447.67
878	Spectrum Sound Systems		\$446.25
879	Iconix Waterworks LP		\$441.82
880	6th Avenue Car Wash		\$439.56
881	Stacey Friesen		\$434.64
882	Jeremy Lukan		\$426.12
883	Joel Jimenez		\$421.80
884	Wayne Kleemola		\$421.80
885	Shaunna Shatilla		\$418.50
886	Saskatoon Airport Authority		\$416.00
887	Shannon McCallum		\$415.50
888	Pizza Hut		\$413.14
889	Hyatt Regency Calgary		\$412.64
890	PA Community Housing Society Inc.		\$410.70
891	Carrie Martel		\$408.98
892	Elaine Breadner		\$407.93
893	Mathew Lypchuk		\$406.15
894	Victoria N Braaten		\$404.10
895	Zachary Kerr		\$400.00
896	Brock Skomorowski		\$400.00
897	Stephen Williams		\$400.00
898	Ron Polowski		\$399.60
899	Chinook Equipment		\$397.31
900	Farmtronics Ltd.		\$395.64
901	Flaman Fitness- Saskatoon		\$393.47
902	Debbie MacKenzie		\$392.25
903	Sandman Hotels		\$390.56
904	TeamViewer GmbH		\$386.28
905	Mother Earth Tobacco		\$380.62
906	Todd Antaya		\$367.50
907	Canadian Property Tax Association		\$367.50
908	Gateway North Towing		\$367.50
909	Trevor Gunville		\$367.50
910	Esso		\$359.79
911	Ballast Shop		\$355.50
912	Dave Henson		\$354.00
913	Lyndon J Linklater		\$350.00
914	Rogers Wireless Inc.		\$348.73
915	Lake Land Towing		\$346.50
916	Publications Saskatchewan		\$337.10
917	Fitness Solutions		\$331.89
918	Brigit & Braden Best		\$315.00
919	Home Inn & Suites		\$313.28
920	Creative City Network of Canada		\$310.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
921	University of Minnesota		\$309.40
922	World Water Operator Training Company		\$307.65
923	Brad's Appliance Repair		\$305.25
924	Saskatchewan Parks & Recreation Association		\$305.00
925	Tia Furstenberg		\$300.00
926	Hope's Home Inc.		\$300.00
927	Herbert Gratias		\$296.93
928	Mega Tech		\$296.12
929	Party City		\$295.93
930	Entrust Ltd		\$295.70
931	Jessie Lepine		\$294.40
932	Advanced Municipal Solutions		\$294.00
933	Kiri Holizki		\$292.50
934	K-9 Dynamics		\$289.68
935	Community Drug Alert Online		\$288.75
936	Big Hill Services Ltd.		\$286.79
937	Grand Prairie Fluid System Technologies Inc		\$283.54
938	Adeline Gunnarson		\$281.00
939	Prince Albert Construction Association		\$279.72
940	Carswell		\$277.20
941	Zoom Canada		\$276.30
942	International Municipal Signal Assoc.		\$273.88
943	Harley Davis		\$273.56
944	Morgan Burns		\$273.00
945	Grace Vedress		\$273.00
946	BD Properties		\$271.95
947	Tim Bettger		\$262.50
948	Fall Protection Group		\$262.50
949	Jack Vermette		\$253.86
950	Rocky Brands Canada Inc.		\$252.00
951	Dwayne Cameron		\$250.00
952	Rebecca Fines		\$250.00
953	Travelodge		\$249.24
954	Harold's IGA		\$248.95
955	The Sign Shack		\$245.93
956	East Hill Esso		\$244.02
957	Receiver General of Canada		\$240.00
958	EaseUS		\$237.45
959	Hilti Canada Corp.		\$235.48
960	Morris Petruniak		\$234.15
961	Comfort Inn		\$233.32
962	Red Swan Pizza		\$232.53
963	Fedex		\$232.01
964	Cherlock & Safe		\$231.99
965	Flipsnack		\$231.46
966	Michelle McAuley		\$229.45

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
967	Lambert Distributing Inc.		\$229.09
968	Hassett Properties		\$227.55
969	Anisha Gillespe		\$225.00
970	Pinnacle Distribution Saskatoon		\$223.15
971	Home Depot		\$222.56
972	QuillBot		\$220.86
973	Altec Industries Ltd.		\$218.19
974	Double Tree Hotel		\$216.15
975	Fred Isayew		\$215.26
976	International Institute of Business Analysis		\$213.84
977	Original Joes		\$211.90
978	Belinda Bratvold		\$210.00
979	Dive Rescue International, Inc.		\$210.00
980	Starbucks		\$210.00
981	Kayanna Rae Wirtz		\$210.00
982	Apple		\$206.37
983	B & E Industrial Electronics		\$203.82
984	Kaboom Kettle Corn		\$200.00
985	Off The Cuff Improv & Interactive		\$200.00
986	Telus Security		\$200.00
987	Claire Wouters		\$199.80
988	Shirley McLennan		\$196.86
989	Cameron Instruments Inc.		\$194.25
990	Name Tag Wizard		\$192.75
991	Heavy Construction Safety Association		\$188.44
992	ITS Occupational Health Services		\$186.01
993	PFU Canada Inc		\$185.37
994	Lloyd McLennan		\$180.38
995	Royal Canadian Legion BR. #2		\$180.00
996	Debra Stoger		\$178.75
997	Mike Mogg		\$175.00
998	Marriott Hotels & Resorts		\$174.93
999	Enviroway Detergent Manufacturer		\$173.28
1000	Lesley K. Bear		\$170.00
1001	VMware		\$169.27
1002	Metis Central Region 2 Council Inc		\$166.00
1003	Dropbox Inc.		\$165.23
1004	Surepassexam.com Inc.		\$165.01
1005	Vista Print. ca		\$163.15
1006	Victoria's Tavern - Normanview		\$162.12
1007	Kirk Pilon		\$160.00
1008	Neuman Thompson		\$159.58
1009	101270529 Saskatchewan Ltd.c/o Winmar		\$153.00
1010	Subway		\$150.00
1011	Gordon Vancoughnett		\$150.00
1012	J2 Efax		\$149.88



No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
1013	Macbeeners Business Goods PA		\$145.08
1014	Wurth Canada Ltd.		\$142.75
1015	Tammie Leonard		\$138.60
1016	Lucid Software Inc.		\$137.64
1017	Dollar Tree		\$134.16
1018	Faith Burke		\$134.00
1019	Sask Auto Fund		\$134.00
1020	Fast Stamps		\$133.20
1021	Kim Jones		\$131.25
1022	SUSPA		\$130.56
1023	Humpty's Family Restaurant		\$128.80
1024	Prince Albert Golf and Curling Club		\$128.30
1025	Warren Nekurak		\$121.67
1026	Microsoft 365		\$120.99
1027	Joel Mihilewicz		\$120.00
1028	Gratchen Grison		\$116.00
1029	Cydnee Sparrow		\$115.45
1030	The Source		\$111.72
1031	The Welding Shop		\$111.00
1032	La Ronge Hotel & Suites		\$109.27
1033	Riverview Mechanical Ltd.		\$106.01
1034	Economic Developers Alberta		\$105.00
1035	Ethel Mathers		\$105.00
1036	Sask. Association of Rural Municipalities		\$105.00
1037	Music Theatre International		\$104.07
1038	Save on Foods		\$101.93
1039	Nancy Pistun		\$101.41
1040	AVSHop.ca		\$100.66
1041	Adam Balon		\$100.00
1042	Multicultural Council of Saskatchewan		\$100.00
1043	National Hotel		\$100.00
1044	Sturgeon Lake First Nation		\$100.00
1045	Alberta Fire Chiefs Association		\$98.96
1046	Bison Cafe		\$97.50
1047	Blueline Taxi		\$97.22
1048	Family Pizza		\$97.08
1049	SSL.com		\$96.55
1050	Pharmasave		\$94.49
1051	Ruth Griffiths		\$90.00
1052	Petro Canada Inc.		\$86.50
1053	Michelle Maculey		\$80.45
1054	Prince Albert Dance Company		\$80.37
1055	Canadian Artists Representation		\$80.00
1056	Hillside Physical Health & Fitness		\$80.00
1057	Dallas Robert McLeod-Lacendre		\$80.00
1058	Salvation Army		\$80.00

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
1059	Quality Bearings		\$79.08
1060	Byron Yeo		\$78.75
1061	A & W Restaurants		\$78.02
1062	Jam Software		\$77.27
1063	The International Assoc of Assessing Officers		\$76.48
1064	Mediapress Ltd.		\$75.34
1065	Infinite Cables		\$75.07
1066	Canadian Police Chaplain Association		\$75.00
1067	Economic Developers Association of Manitoba		\$75.00
1068	Prince Albert Wand Wash		\$75.00
1069	Saskatchewan Assessment Management Agency		\$75.00
1070	Saskatchewan Women In Policing		\$75.00
1071	Montana's		\$73.96
1072	Malenfant Enterprises Ltd.		\$73.57
1073	Saskatoon Coop		\$72.41
1074	Minute Muffler		\$63.65
1075	Cenex Whitefish		\$61.60
1076	Ashly Cabinets & Windows		\$60.71
1077	Dolores Beaulieu		\$60.00
1078	Ricky's All Day Grill		\$59.35
1079	Canadian Wood Council		\$58.02
1080	Arts Reach Unlimited		\$57.97
1081	Victoria Square Pharmacy		\$57.92
1082	Bell Media Inc		\$57.75
1083	Steel Craft Door		\$55.94
1084	Gas Plus Station		\$55.18
1085	Nav Canada		\$55.13
1086	Midtown Plaza Inc.		\$52.00
1087	U-Haul		\$51.66
1088	Jason Reichle		\$50.79
1089	Integromat LLC		\$50.31
1090	Internet Infinity- Voice Me Up		\$50.00
1091	Martin Kiffiak		\$50.00
1092	Perlitz & Sons Trucking Ltd		\$49.05
1093	Capital Taxi		\$48.62
1094	Funky Moose Records		\$46.34
1095	Warren's Parcel Express Inc.		\$46.31
1096	Impark		\$45.50
1097	Prince Albert Police Service		\$45.45
1098	Synergiee Canada		\$45.41
1099	Shell Canada		\$44.20
1100	Federal Express Canada Ltd.		\$43.41
1101	PetSmart		\$43.27
1102	UPS Canada LTD.		\$42.49
1103	Frontier Supply Chain Solutions		\$42.44
1104	Paddle.com Market Ltd		\$41.99

No.	Vendor Name	From 5/1/2023 to 5/31/2023	From Start of Year to 5/31/2023
1105	Torstar Group-Toronto Star Newspapers Ltd		\$41.96
1106	Hilton Garden Inn		\$41.49
1107	P.A. Community Clinic		\$40.00
1108	Fabricland		\$39.96
1109	Mobil		\$38.30
1110	Grouse Mountain Lodge		\$37.60
1111	City Park Town		\$35.00
1112	WinRAR		\$34.01
1113	Arctic Automotive and Marine Supply		\$32.59
1114	Taco Time		\$31.24
1115	Prince Albert Tourism		\$30.31
1116	Coalition for Canadian Police Reform		\$30.00
1117	Judy Janzen		\$30.00
1118	PA TV & Audio Repair		\$29.97
1119	JYSK		\$27.74
1120	Bulk Barn		\$26.43
1121	McDonald's Restaurants of Canada Ltd.		\$25.35
1122	Jean Laurent Fournier		\$25.00
1123	Melissa Isbister		\$25.00
1124	Legends Medical Clinic		\$25.00
1125	South Hill Medical Practice		\$25.00
1126	Samson Cook		\$22.50
1127	Go Daddy.com Inc.		\$20.99
1128	City of Prince Albert		\$20.00
1129	Burger King		\$19.40
1130	Creative Market		\$17.92
1131	Cornwall Centre		\$15.00
1132	Duo Security LLC		\$13.82
1133	Precise ParkLink		\$10.00
1134	The Wall Street Journal		\$8.40
1135	City of Calgary		\$8.25
1136	Prince Albert Toyota		\$4.01
		\$10,386,436.49	\$37,105,703.43



RPT 23-275

TITLE: June 2023 Updated Status on Capital Projects

DATE: June 30, 2023

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To provide an updated status to date on capital projects, the 2023 Roadways Paving Program, the 2023 Utility Replacement Program, and other capital fleet purchases.

BACKGROUND:

The Capital Projects attached to this Report for all funds have been approved by City Council.

REPORT:

The attachment illustrates the Capital Projects that were approved for the 2023 Funds, along with timelines for the completion of each project. The attachment also includes the listing of all fleet approved for each Fund for 2023. The listing also includes an update on the status of "Carry Forward Projects" from Year 2022.

This report includes the spending to date for all capital projects to the date of June 30 2023. Please note that some projects may say "Project Completed", but invoices are to be processed for payment.

Administration is forwarding this report to provide timeline information to keep Council apprised on the status of Capital Projects.

Attached to this Report includes spreadsheets relating to Capital Projects for the **General Fund, Airport Fund, Land Fund and the Water and Sewer Utility Fund.**

2023 Sanitation Capital

Council approved \$544,800 in capital spending for the repayment of principal repayment for long term debt required for the construction of a new Waste Cell and expansion of existing cells, to be funded from the Sanitation Improvement Fund. This is a yearend loan payment.

Accountability

This document is intended to provide information to Executive Committee and City residents regarding capital spending to date. These details assist in understanding the current status of projects, but also the spending compared to budget. Reviewing spending on capital projects in relation to their completion status assists Departments in understanding their projections of capital costs and assists in evaluating projects in a timely manner.

Providing this financial information assists in the City's overall goal of remaining accountable and transparent.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT:

The spreadsheets were circulated to all Management involved with Capital Projects. The Directors have approved the timeline information for each Capital Project.

COMMUNICATION PLAN:

The Paving Program for 2023 is updated regularly on the City's Website. Attached to the Report is the Map for the 2023 Roadways Program and the 2023 Utility Replacement Program.

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

FINANCIAL IMPLICATIONS:

Each Fund is categorized by:

- 2023 Capital Projects approved through Budget Deliberations and City Council.
- 2022 Carry Forward Projects approved by Council.
- Capital Projects that were approved by a Council Motion or Agreement/Grant.

PUBLIC NOTICE:

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

ATTACHMENT:

1. June 2023 Update Status on Capital Projects

Written by: Melodie Boulet, Finance Manager

Approved By: Senior Accounting Manager, Director of Financial Services & City Manager

2023

REPORTING



JUNE 2023 UPDATE



City of
**Prince
Albert**

CAPITAL UPDATES



GENERAL FUND CAPITAL

JUNE 2023 UPDATES



2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
CAPITAL FUNDING					
Community Services					
Playground Replacement Program	\$150,000.00	\$1,187.20	(\$148,812.80)	Capital Funding	Scheduled for 2024 – Equipment has been ordered and will arrive in October 2023. Council approved the Midtown Community Centre Playground and Spray Park Replacement Project at a total cost of \$650,000. Of that total amount, \$150,000 is funding from the capital funding of Playground Replacement Program. See other funding under Other Projects.
Reconstruction of Park Pathways	\$60,000.00	\$0.00	(\$60,000.00)	Capital Funding	Community Services working with Public Works for listing of pathways to be completed.
Roofing Replacements	\$200,000.00	\$0.00	(\$200,000.00)	Capital Funding	Roofing projects for 2023 are projected to be completed by September. <u>2023 Roofing Projects:</u> 1. Alfred Jenkins Field House Flat roofs \$325,000.00 - Year 2023 2. Prince Albert Fire Hall \$100,000.00 - Year 2023 3. Old City Yards Main Building \$110,000.00 - Year 2023
Landscaping-Multiple Locations	\$50,000.00	\$0.00	(\$50,000.00)	Capital Funding	Landscaping Projects under review with Public Works.
TOTAL COMMUNITY SERVICES	\$460,000.00	\$1,187.20	(\$458,812.80)		
Public Works					
Roadways Recapping Program	\$4,100,000.00	\$425,358.33	(\$3,674,641.67)	Capital Funding	2023 Roadways Program underway. See project listing.
Concrete Sidewalk, Curb and Median Rehabilitation	\$300,000.00	\$0.00	(\$300,000.00)	Capital Funding	Concrete Program is underway. To be completed by end of season.
Resurfacing Municipal Service Centre Shop Bay Concrete Floor	\$50,000.00	\$0.00	(\$50,000.00)	Capital Funding	Administration in discussion with Vendor for timelines.
TOTAL PUBLIC WORKS	\$4,450,000.00	\$425,358.33	(\$4,024,641.67)		
TOTAL CAPITAL FUNDING	\$4,910,000.00	\$426,545.53	(\$4,483,454.47)		
			<i>(\$4,483,454.47)</i>		

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
RESERVE FUNDING					
Information Technology					
Business Continuity	\$215,000.00	\$94,513.19	(\$120,486.81)	Information Technology Reserve	Managed Threat Detection and Response and Security Awareness – procurement complete. Sensors are installed and agents have been added to 118 workstations. 15% complete.
End User Computing & Printing	\$109,800.00	\$68,361.87	(\$41,438.13)	Information Technology Reserve	All desktops, laptops, monitors, iPads and one printer have been procured. Still need to gather requirements for remaining printers and deploy all evergreening equipment. All 'new' requests have been completed. Also, all POS equipment for the Perfect Mind project has been ordered. 30% complete.
Corporate Portal & Intranet Systems	\$89,900.00	\$0.00	(\$89,900.00)	Information Technology Reserve	Agenda and Meeting Management Software Replacement – RFP should be published shortly. 10% complete.
Finance & Administration Systems	\$49,500.00	\$3,712.50	(\$45,787.50)	Information Technology Reserve	Reporting Enhancements – Questica budget reporting being created for City Council. 5% complete.
Networking	\$25,000.00	\$3,321.98	(\$21,678.02)	Information Technology Reserve	Project on-hold pending SD Wan (City Hall WiFi project being done). We combined both CH And Remote site WiFi into one project. 5% complete.
Web & Portal Systems	\$10,500.00	\$3,650.55	(\$6,849.45)	Information Technology Reserve	Activenet Replacement project – all design and configuration is complete. Final permission/security changes being entered. Core admin training complete. Still need to finalize user acceptance testing. - 75% complete.
TOTAL IT Projects	\$499,700.00	\$173,560.09	(\$326,139.91)		
Community Services					
Prime Ministers Park Improvements	\$27,100.00	\$0.00	(\$27,100.00)	Prime Ministers Park Reserve Fund	Project includes: Shale, Fence Capping and 2 Scoreboard Controllers. To be completed by end of July 2023. Invoices to be processed.
EA Rawlinson Centre Improvements	\$40,000.00	\$8,612.18	(\$31,387.82)	EA Rawlinson Centre Facility Fee Reserve	Improvements will be completed during the Summer to prevent disruption with the Centre's event schedule.
Golf Course - Reconstruction and Repair of Pathways	\$60,000.00	\$571.03	(\$59,428.97)	Golf Course Improvement Reserve	Community Services working with Public Works on dates for completion.
Little Red River Park - Stages of Development	\$210,000.00	\$66,389.48	(\$143,610.52)	Pehonan Parkway Reserve	Warm-up Shelter and Washrooms: working towards completion of project by the end of September 2023. <u>City Council Motion of June 12, 2023</u> That the Contract Services of Supply, Construction and Installation of a year-round Washroom at Little Red River Park be awarded to Container Guy Ltd. in the amount of \$125,263.17, plus applicable taxes.
Boat Launch Review and Recommendations	\$25,000.00	\$0.00	(\$25,000.00)	Pehonan Parkway Reserve	This project is tentatively marked for discussion towards the end of August.

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
TOTAL COMMUNITY SERVICES	\$362,100.00	\$75,572.69	(\$286,527.31)		
Public Works					
Concrete Sidewalk Replacement Program - Senior Residence	\$65,000.00	\$0.00	(\$65,000.00)	Future Infrastructure Reserve	Concrete sidewalk replacement program work underway. To be completed by end of September 2023.
TOTAL PUBLIC WORKS	\$65,000.00	\$0.00	(\$65,000.00)		
LONG-TERM DEBT REPAYMENTS					
Long-Term Debt Repayment - Aquatic and Arenas Recreation Centre	\$242,400.00	\$0.00	(\$242,400.00)	Civic Facilities Reserve	Yearend Loan Payment.
Long Term Debt Repayment - Golf Course Irrigation Replacement	\$68,000.00	\$0.00	(\$68,000.00)	Golf Course Improvement Reserve	Yearend Loan Payment.
TOTAL LONG TERM DEBT	\$310,400.00	\$0.00	(\$310,400.00)		
TOTAL RESERVE FUNDING	\$1,237,200.00	\$249,132.78	(\$988,067.22)		
			<i>(\$988,067.22)</i>		
Long-Term Debts Payments					
Long Term Debt Repayment - West Hill Infrastructure Improvements	\$22,800.00	\$0.00	(\$22,800.00)	Capital Funding	Yearend Loan Payment.
Long-Term Debt Repayment - City Transit Buses	\$259,000.00	\$0.00	(\$259,000.00)	Capital Funding	Yearend Loan Payment.
TOTAL LONG-TERM DEBT PAYMENTS	\$281,800.00	\$0.00	(\$281,800.00)		
TOTAL 2023 CAPITAL BUDGET	\$6,429,000.00	\$675,678.31	(\$5,753,321.69)		
			<i>(\$5,753,321.69)</i>		

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
2023 APPROVED FLEET BUDGET					
EQUIPMENT FLEET RESERVE					
COMMUNITY SERVICES					
Replacement of Unit 6138 - Mower	\$165,000.00	\$0.00	(\$165,000.00)	Equipment and Fleet Reserve	Unit in Calgary. Should be received shortly. <u>City Council Motion of June 13, 2023</u> That Tender No. 43 of 2022, for the purchase of a new 4.87M Rotary Mower, be awarded to Oakcreek Golf and Turf at a cost of \$200,354.01, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
Replacement of Unit 515	\$40,000.00	\$0.00	(\$40,000.00)	Equipment and Fleet Reserve	Replacement SUV has arrived to the City. Invoice to be processed.
Replacement of Unit 120, 4504, 4507, 4544 and 4545 - Trucks	\$164,900.00	\$114,535.12	(\$50,364.88)	Equipment and Fleet Reserve	Two have been delivered and being outfitted. Next one is expected in July of 2023.
Replacement of Unit 145 - Pickup	\$100,000.00	\$0.00	(\$100,000.00)	Equipment and Fleet Reserve	Delivery July of 2023.
Replacement of Units 6073, 6072 and 6019 - Grass Mowers	\$160,000.00	\$125,335.41	(\$34,664.59)	Equipment and Fleet Reserve	In Service. Project completed.
Replacement of Unit 7410 - Zamboni	\$205,000.00	\$0.00	(\$205,000.00)	Equipment and Fleet Reserve	Delivery September of 2023. <u>City Council Motion of April 24, 2023</u> That Tender No. 18 of 2023, for the purchase of three (3) new Ice Resurfacing Machines, be awarded to Engo Ice Arena Equipment Sales at a total cost of \$550,439.01, which includes all applicable taxes, with \$183,469.67 to be funded from the Fleet Equipment Reserve and \$363,584.94 from the Equipment Fit-up and Furniture budget for the Aquatics and Arenas Recreation Centre.
TOTAL COMMUNITY SERVICES	\$834,900.00	\$239,870.53	(\$595,029.47)		

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
PUBLIC WORKS					
Replacement of Units 102, 132, 140, 146 - Trucks	\$110,000.00	\$39,366.28	(\$70,633.72)	Equipment and Fleet Reserve	One unit (SUV) processed. Remaining units to be delivered July of 2023.
Replacement of Unit 123 - Truck 3/4 Ton	\$60,000.00	\$0.00	(\$60,000.00)	Equipment and Fleet Reserve	Delivery Spring of 2024. Carry Forward to Year 2024.
Replacement of Unit 14 - Loader	\$510,000.00	\$0.00	(\$1,120,000.00)	Equipment and Fleet Reserve	Delivery early 2024. Carry Forward to Year 2024. <u>City Council Motion of February 13, 2023</u> That Tender No. 7 of 2023, for the purchase of two (2) new Wheel Loaders, be awarded to Finning at a total cost of \$940,136.70, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
Replacement of Unit 28 - Four Yard Loader	\$610,000.00			Equipment and Fleet Reserve	
Replacement of Unit 802, 803 and 804 - Trucks	\$165,000.00	\$171,802.68	\$6,802.68	Equipment and Fleet Reserve	Delivered. Being Outfitted. Project Completed.
Replacement of Unit 36 - Motor Grader	\$475,000.00	\$0.00	(\$475,000.00)	Equipment and Fleet Reserve	Delivery early 2024. Carry Forward to Year 2024. <u>City Council Motion of February 13, 2023</u> That Tender No. 6 of 2023, for the purchase of a new Motor Grader, be awarded to Finning at a total cost of \$494,486.13, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
Replacement of Unit 440 - Paratransit Bus	\$120,000.00	\$0.00	(\$120,000.00)	Equipment and Fleet Reserve	Paratransit Bus was tendered. Awaiting grant approval from the Transit Assistance for Persons with Disabilities Program to approve Tender.
TOTAL PUBLIC WORKS	\$2,050,000.00	\$211,168.96	(\$1,838,831.04)		
PLANNING & DEVELOPMENT SERVICES					
			<i>(\$1,838,831.04)</i>		
Replacement of Unit 502 Truck	\$40,000.00	\$0.00	(\$40,000.00)	Equipment and Fleet Reserve	One SUV is this approved fleet purchase. Arrived. Invoice to be processed. <u>Council Motion of February 13, 2023:</u> That Tender No. 3 of 2023, for the purchase of three (3) new mid-size SUVs, be awarded to Lakeland Ford at a cost of \$123,669.54, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
TOTAL PLANNING & DEVELOPMENT SERVICES	\$40,000.00	\$0.00	(\$40,000.00)		

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
SANITATION FUND					
Replacement of Loader - Sanitation Fund	\$850,000.00	\$0.00	(\$850,000.00)	Equipment and Fleet Reserve	Delivery August of 2023. <u>City Council Motion of February 13, 2023</u> That Tender No. 8 of 2023, for the purchase of a new Landfill Wheel Loader, be awarded to Brandt at a total cost of \$858,366.33, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
Automated Waste Collection Truck	\$475,000.00	\$0.00	(\$475,000.00)	Equipment and Fleet Reserve	Delivery mid 2024. Carry Forward to Year 2024. <u>City Council Motion of February 13, 2023</u> That Tender No. 1 of 2023, for the purchase of a new Sanitation Truck, be awarded to Superior Truck at a total cost of \$489,837.56, including all applicable taxes, to be funded from the Fleet Equipment Reserve.
TOTAL SANITATION FUND	\$1,325,000.00	\$0.00	(\$1,325,000.00)		
WATER AND SEWER UTILITY FUND					
Replacement of Steamer Unit	\$90,000.00	\$53,191.86	(\$36,808.14)	Equipment and Fleet Reserve	In Service. Project completed.
TOTAL WATER AND SEWER UTILITY FUND	\$90,000.00	\$53,191.86	(\$36,808.14)		
TOTAL EQUIPMENT AND FLEET RESERVE	\$4,339,900.00	\$504,231.35	(\$3,835,668.65)		
			<i>(\$3,835,668.65)</i>		
GOLF COURSE EQUIPMENT AND CART					
New Addition - Trim and Surround Mower	\$68,500.00	\$0.00	(\$68,500.00)	Golf Course Equipment Reserve	Ordered. Delivery 2024. Carry Forward to Year 2024.
Replacement Program - Golf Carts	\$70,000.00	\$0.00	(\$70,000.00)	Golf Course Carts Reserve	Delivery 2024. Carry Forward to Year 2024.
TOTAL GOLF COURSE RESERVES	\$138,500.00	\$0.00	(\$138,500.00)		
FIRE EQUIPMENT RESERVE					

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
FIRE SERVICES					
Self-Contained Breathing Apparatus Replacement Program	\$35,000.00	\$34,108.62	(\$891.38)	Fire Equipment Reserve	Project completed. Funds spent.
Replacement of Unit 2108 - Fire Engine	\$1,300,000.00	\$0.00	(\$1,300,000.00)	Fire Equipment Reserve	Delivery is 36 months. Carry Forward to Year 2024. <u>City Council Motion of June 12, 2023</u> That Tender No. 24 of 2023, for the purchase of a Pumper Fire Engine, be awarded to Westvac Industrial Ltd. at a total cost of \$1,361,788.05, which includes all applicable taxes, to be funded from the Fire Equipment Reserve. That a Contingency Fund of \$3,059 for modifications, fire equipment and minor changes to the Fire Pumper during the pre-build meeting, be approved, if required.
TOTAL FIRE EQUIPMENT RESERVE	\$1,335,000.00	\$34,108.62	(\$1,300,891.38)		
TOTAL 2023 FLEET PURCHASES	\$5,813,400.00	\$538,339.97	(\$5,275,060.03)		
			<i>(\$5,275,060.03)</i>		
2023 FLEET - EXTERNAL FUNDING					
Replacement of Unit 440 - Paratransit Bus	\$55,000.00	\$0.00	(\$55,000.00)	External Funding - Transit Assistance for Persons with Disabilities Program	Paratransit Bus was tendered. Awaiting grant approval from the Transit Assistance for Persons with Disabilities Program to approve Tender.
TOTAL 2023 FLEET - EXTERNAL FUNDING	\$55,000.00	\$0.00	(\$55,000.00)		
TOTAL FLEET PURCHASES = ALL	\$5,868,400.00	\$538,339.97	(\$5,330,060.03)		
			<i>(\$5,330,060.03)</i>		
2022 CARRY FORWARD PROJECTS					
Capital Committed Reserve					
Roofing Replacement Projects	\$355,234.75	\$0.00	(\$355,234.75)	Capital Committed Reserve	Roofing projects for 2023 are projected to be completed by September.
Reconstruction of Park Pathways	\$18,983.67	\$0.00	(\$18,983.67)	Capital Committed Reserve	Community Services working with Public Works for listing of pathways to be completed.
2nd Floor Main Boardroom Renovations	\$4,412.20	\$4,412.20	\$0.00	Capital Committed Reserve	The new Boardroom table has been installed and new cabinets installed. Wall paper completed and electrical work completed.

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
Roadways Recapping Program	\$75,017.24	\$75,017.24	\$0.00	Capital Committed Reserve	2023 Roadways Program underway. See project listing. Carry Forward funds spent. <u>City Council Motion of March 27, 2023:</u> "The amount of \$75,017.24 be credited to the Capital Works Committed Reserve to fund additional Roadway and Concrete Sidewalk work in 2023."
Total Capital Committed Reserve	\$453,647.86	\$79,429.44	(\$374,218.42)		
			(\$374,218.42)		
Reserve Funding					
Community Services					
James Isbister Park Improvements	\$66,542.96	\$17,770.31	(\$48,772.65)	Future Infrastructure Reserve	James Isbister Park Improvement – Lighting should be installed by the end of June 2023. We are waiting on TOMKO Sports to come and complete the lining of the basketball court which should be taking place here in the month of July.
Golf Course - Reconstruction and Repair of Park Pathways	\$9,730.43	\$0.00	(\$9,730.43)	Golf Course Improvement Reserve	Community Services working with Public Works on dates for completion.
Little Red River Park - Stages of Development	\$146,800.00	\$12,291.47	(\$134,508.53)	Pehonan Parkway Reserve \$47,500 allocated to pathway work	Roadway and Parking Lot work from the 2022 budget year is expected to be completed here within the next week. Working towards completion of project by the end of September 2023. Lighting will be looked at in the fall as well as Security options for the front of the Park (highway 55).
Cooke Municipal Golf Course - Reconstruct and Repair of Stonewall and Tee Signs	\$14,491.00	\$0.00	(\$14,491.00)	Golf Course Improvement Reserve	Stonewall work has been completed. Tee Signs have been received and will be installed once the sponsorship signs are finalized.
Rotary Adventure Park - Phase 1	\$66,466.10	\$66,466.10	\$0.00	Reserve Funding: Pehonan Parkway Reserve External Funding: Rotary Club Malcolm Jenkins \$13,487.61 Deferred Revenue 1-4-46913-001	Contractor will be starting the finishing work and trail work for the Rotary Adventure Park the week of June 19, 2022. We will be utilizing July 28th as our completion date with a soft opening of the space for the 29th. Camp Kitchen construction to improve upon the site near the Playground will begin in August of 2023.
Commission of Artwork	\$28,000.00	\$0.00	(\$28,000.00)	Public Art Reserve	Amended Agreement has been approved with a projected completion date of November 30, 2023.
Public Works					
Pedestrian Bridge Replacement Program	\$82,517.91	\$0.00	(\$82,517.91)	Future Infrastructure Reserve	The three pedestrian bridges are completed at Little Red River Park. Report to City Council on remaining bridges to be provided in the Fall of 2023.

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
Fleet Purchases					
Replacement of Unit 67 - Automated Waste Collection Truck	\$423,200.00	\$0.00	(\$423,200.00)	Fleet Equipment Reserve	Delivery August of 2023.
Replacement of Forklift	\$68,900.00	\$0.00	(\$68,900.00)	Fleet Equipment Reserve	Delivery October of 2023.
Replacement of Unit 122 - Sign Truck	\$118,320.00	\$66,053.90	(\$52,266.10)	Fleet Equipment Reserve	Chassis is at body builder, should be completed by late July 2023. Last invoice to be processed with body build.
Wrote Off 1/2 Ton - SGI Proceeds	\$51,000.00	\$50,997.45	(\$2.55)	Fleet Equipment Reserve	In Service. Project completed.
Transit for Disabled Bus	\$98,170.00	\$0.00	(\$98,170.00)	Fleet Equipment Reserve	Delivery late July of 2023. Seats have arrived.
Replacement Program - Golf Carts	\$70,740.00	\$0.00	(\$70,740.00)	Fleet Equipment Reserve	Delivery 2024. Carry Forward to Year 2024.
Replacement of Unit 66132 - Fringe Mower	\$82,000.00	\$0.00	(\$82,000.00)	Fleet Equipment Reserve	Ordered. Delivery 2024. Carry Forward to Year 2024.
Information Technology					
Networking	\$204,000.00	\$0.00	(\$204,000.00)	IT Reserve	SD Wan Smart Services Project – All the Meraki switches have arrived and solution for the Web Application Functionality still being determined. Most remote locations have fiber installed as the preliminary work. Need to review current firewall rules and IP address configuration. Requesting additional network services to complete this work. 35% complete.
Business Continuity	\$20,000.00	\$0.00	(\$20,000.00)	IT Reserve	On-site storage backup - No progress on this project due to lack of infrastructure resources. 0% complete.
Work and Asset Management Systems	\$38,900.00	\$0.00	(\$38,900.00)	IT Reserve	Pending decision to close this project due to Planning and Development change in direction on using these resources.
Finance and Admin Systems	\$21,000.00	\$0.00	(\$21,000.00)	IT Reserve	Worktech Decommission and implement Fixed Asset Module – all configuration finalized and go-live scheduled for Q3 2023. No activity on Sub ledger Review. 70% complete.
Balance of the SW-Wan Project	\$110,460.20	\$0.00	(\$110,460.20)	IT Reserve	Project under review.
Total Reserve Funding	\$1,721,238.60	\$213,579.23	(\$1,507,659.37)		
			(\$1,507,659.37)		

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
External Funding					
Little Red River Park - CCRF Grant #23169 - Pathway Work	\$47,625.68	\$47,625.68	\$0.00	CCRF Grant Funding - Canada Community Revitalization Fund	See update above.
Rotary Adventure Park	\$173,678.11	\$38,113.96	(\$135,564.15)	Reserve Funding: Pehonan Parkway Reserve External Funding: Rotary Club Malcolm Jenkins \$13,487.61 Deferred Revenue 1-4-46913-001	See update above.
2nd Floor Main Boardroom Renovations	\$18,795.39	\$10,441.16	(\$8,354.23)	Deferred Revenue 1-4-46913-000	The new Boardroom table has been installed and new cabinets installed. Wall paper completed and electrical work completed.
Transit for Disabled Bus	\$55,000.00	\$0.00	(\$55,000.00)	Transit Assistance for Persons with Disabilities	Delivery late July 2023. Seats have arrived. In Year 2022, Council approved that Tender No. 26 of 2022 for the purchase of a new Para Transit Bus be awarded to Warner Bus Industries, at a cost of \$160,839, including all applicable taxes, funded from the Fleet Equipment Reserve and the Transit Assistance for People with Disabilities Grant. Awaiting delivery of Bus.
Chart of Accounts Restructure	\$18,615.85	\$23,783.00	\$5,167.15	Fiscal Stabilization Fund	Finance has rolled out the new Chart of Accounts to all Departments. Project completed.
Asset Management / Work Order Software	\$20,162.59	\$0.00	(\$20,162.59)	Fiscal Stabilization Fund	This project has commenced and will progress to yearend. Includes decommissioning worktech and implementing great plains fixed assets.
Aquatic and Arenas Recreation Centre					
Aquatic and Arenas Recreation Centre	\$43,243,634.97	\$19,447,313.90	(\$23,796,321.07)	Ultimate Recipient Agreement Funding	Construction by Graham Construction for the Aquatic and Arenas Recreation Centre underway. Carry Forward to Year 2024.
Total External Funding	\$43,577,512.59	\$19,567,277.70	(\$24,010,234.89)		
Total 2022 Carry Forward Projects	\$45,752,399.05	\$19,860,286.37	(\$25,892,112.68)		
			<i>(\$25,892,112.68)</i>		

2023 GENERAL FUND CAPITAL PROJECTS					
	2023 BUDGET	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
OTHER Projects Approved by Motion	2023 BUDGET	2023 Spending	Variance	FUNDING	
Alfred Jenkins Field House Artificial Turf Replacement	\$510,000.00	\$0.00	(\$510,000.00)	\$447,500 - Alfred Jenkins Field House Improvement Reserve \$50,000 - PAYSAs Contribution \$12,500 - Fundraising Report 23-183 includes \$510,000 for budget.	Purchase Order has been sent to the Contractor with project to start and be completed in July 2024. <u>City Council Motion of May 15, 2023</u> That the Request for Proposal No. 27 of 2023 for the Alfred Jenkins Field House Artificial Turf be awarded to Field Turf in the amount of \$470,694, including Provincial Sales Tax. That the project be funded through the Alfred Jenkins Field House Improvement Reserve in support of the Artificial Turf Replacement. That Maintenance Equipment for the Artificial Turf be purchased at a cost of \$17,807.82, including taxes, funded through the Alfred Jenkins Field House Improvement Reserve; and,
Midtown Community Centre Playground and Spray Park Replacement	\$500,000.00	\$0.00	(\$500,000.00)	<u>Total Project Budget of \$650,000:</u> \$150,000 Capital - Playground Replacement <u>\$500,000 Additional Budget:</u> \$250,000 - Malcolm Jenkins Funding \$185,195.20 CCFB Funding \$64,804.80 Future Infrastructure Reserve <i>** Approved amount of \$250,000 to be funded from Future Infrastructure Reserve decreased by \$185,195.20 CCFB Funding allocated (\$250,000 - \$185,195.20 = \$64,804.80).</i>	Canada Community Building Fund Investment Plan forwarded to the Ministry for approval of funding under the CCBF Program. <u>City Council Motion of June 12, 2023</u> "That the Canada Community Building Fund Infrastructure Investment Plan under the Canada Community-Building Fund in the amount of \$185,195.20 for the Midtown Community Centre Playground and Spray Park Replacement, be approved." <u>City Council Motion of March 6, 2023:</u> "1. That \$250,000 in matching funding in support of the Midtown Community Centre Playground and Spray Park Replacement be funded through the Future Infrastructure Reserve; and, 2. That the Community Services Department proceed with providing a deposit in the amount of \$395,570, plus applicable taxes, for the Playground and Spray Park Equipment Components and Blue Rubber Surfacing Product from Playgrounds-R-Us."
Other Projects Approved by Motion	\$1,010,000.00	\$0.00	(\$1,010,000.00)		
TOTAL GENERAL FUND SPENDING	\$59,059,799.05	\$21,074,304.65	(\$37,985,494.40)		

(\$37,985,494.40)



2023 ROADWAYS PAVING

JUNE 2023 UPDATES



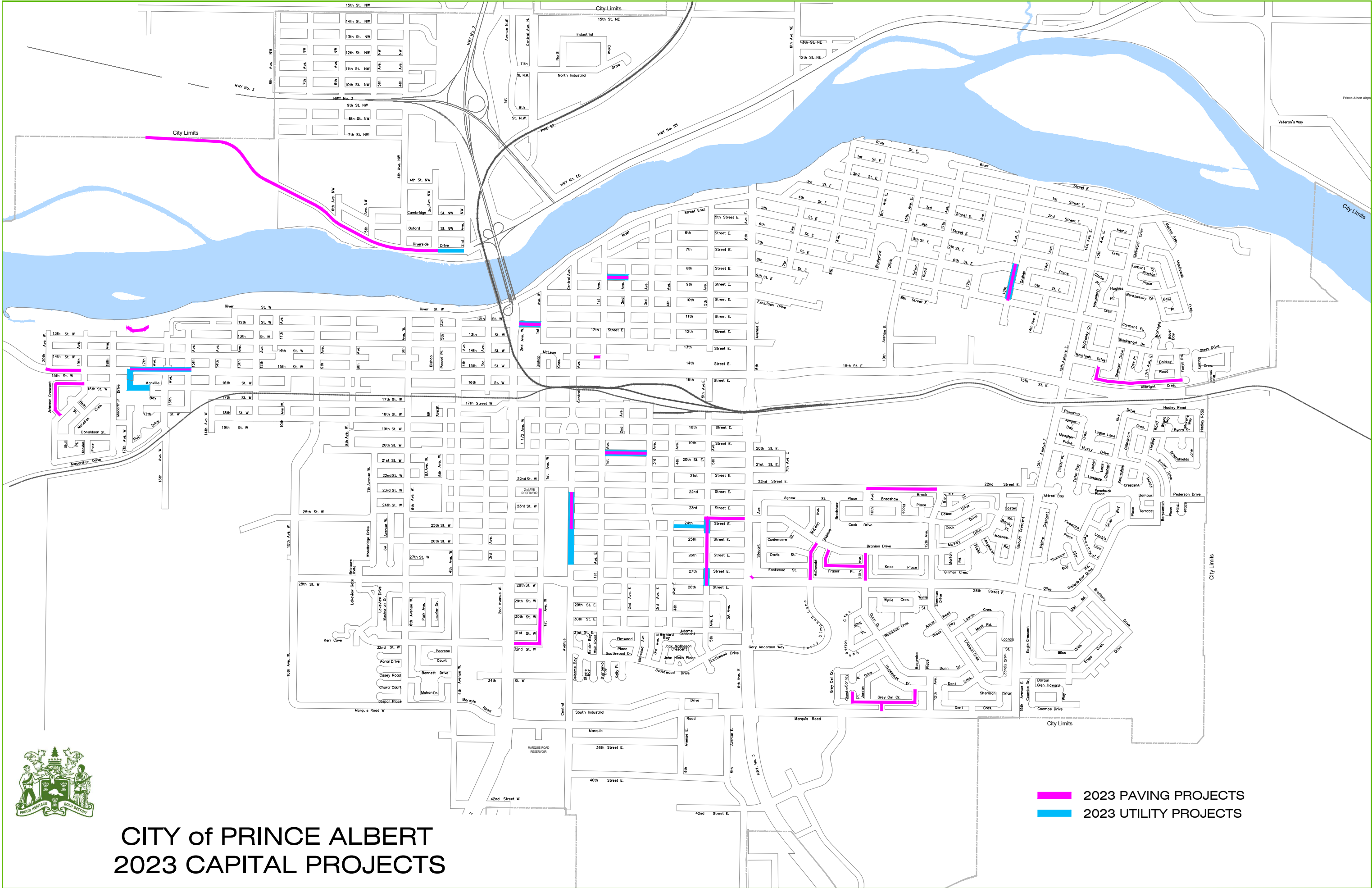
City of
**Prince
Albert**

2023 Roadways Paving Program			
Account #	Treatment	Street	2023 Spending
81-32-155-225-20907-7239	Stantec		\$22,359.00
81-32-155-225-22264	5 Avenue East	24 - 28 Street East	\$13,938.23
81-32-155-225-22266	Central Avenue	22 - 24th Street	\$0.00
81-32-170-000-23002	Riverside Drive		\$0.00
81-32-170-000-23003	22nd Street	10 - 12 Avenue East	\$6,253.50
81-32-170-000-23006	15 Street West	19 - 20 Avenue West	\$7,013.03
81-32-170-000-23007	Johnson Crescent		\$156,088.70
81-32-170-000-23009	Grey Owl Crescent		\$253,728.55
81-32-170-000-23010	32 Street West	1 Avenue West	\$9,525.67
81-32-170-000-23022	Allbright Crescent		\$15,403.52
81-32-170-000-23503	12 Street West	1 - 2 Avenue West	\$16,065.37
TOTAL 2023 SPENDING - ROADWAYS PAVING PROGRAM			\$500,375.57
2023 BUDGET			\$4,175,017.24
VARIANCE			(\$3,674,641.67)

2023 Roadways Paving Program - Budget	\$4,100,000.00
C/F to Year 2023 from Year 2022	\$75,017.24
Total Year 2023 Paving Budget	\$4,175,017.24
2023 Sidewalk Rehabilitation Budget	\$300,000.00
Total Year 2023 Sidewalk Rehabilitation	\$300,000.00

2023 ROADWAYS PAVING PROGRAM

STREET	FROM	TO	STATUS
15 St W	19 Ave W	20 St W	Complete
5 Ave E	24 St E	25 St E	Ongoing
5 Ave E	25 St E	28 St E	Complete
Central Ave	22 St	24 St	Not Started
15 St W	15 Ave W	17 Ave W	Not Started
Johnson Cres	MaArthur Dr	MacArthur Dr	Complete
13 Ave E	6 St E	7 St E	Not Started
Riverside Dr	3 Ave NW	City Limit	Not Started
22nd St E	10 Ave E	12 Ave E	Not Started
12 St W	1 Ave W	2 Ave W	Ongoing
McDonald Ave	Branion Dr	28 St E	Not Started
Fraser Pl	Branion Dr	10 Ave E	Not Started
10 Ave E	Branion Dr	28 St E	Not Started
9 St E	1 Ave E	2 Ave E	Not Started
Allbright Cres	Fonyo Rd	McIntsh Dr	Not Started
Grey Owl Drive	Chester Pl	Hogeweide Dr	Complete
Chester Pl	Grey Owl Drive	Grey Owl Drive	Complete
Grey Owl Avenue	Marquis Rd	Grey Owl Drive	Complete
32 St W	1 Ave W	2 Ave W	Ongoing
1 Ave W	30 St W	32 St W	Ongoing
24 St E	5 St E	6 St E	Not Started
20 St E	1 Ave E	3 Ave E	Not Started



█ 2023 PAVING PROJECTS
█ 2023 UTILITY PROJECTS



CITY of PRINCE ALBERT 2023 CAPITAL PROJECTS



AIRPORT FUND CAPITAL

JUNE 2023 UPDATES



City of
**Prince
Albert**

2023 Airport Fund Capital Projects					
	2023 Budget	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
AIRPORT IMPROVEMENT FUND					
Automated Opener Gate #2 for Ambulance	\$9,000.00	\$0.00	(\$9,000.00)	50% Airport Improvement Fund 50% Community Airport Partnership	Tender closed June 27, 2023. Tender Results under review. <u>City Council Motion of May 15, 2023:</u> 1. That the Community Airports Partnership Agreement between The City and Ministry of Highways for funding fifty percent (50%) of the Installation of an Automated Gate to a maximum cost of \$10,000, be approved; 2. That the project cost for the Automated Opener Gate #2 for Ambulance be increased to \$27,500, which will be funded as follows: a. \$10,000 from the Community Airports Partnership; b. \$15,000 from the Airport Improvement Fund; and, c. \$2,500 from the Airport Operations Fence Repair and Maintenance Operating Budget; and,
TOTAL AIRPORT IMPROVEMENT FUND	\$9,000.00	\$0.00	(\$9,000.00)		
COMMUNITY AIRPORT PARTNERSHIP					
Automated Opener Gate #2 for Ambulance	\$9,000.00		(\$9,000.00)	50% Airport Improvement Fund 50% Community Airport Partnership	See update above.
TOTAL CAP FUNDING	\$9,000.00	\$0.00	(\$9,000.00)		
TOTAL 2023 AIRPORT CAPITAL	\$18,000.00	\$0.00	(\$18,000.00)		

2023 Airport Fund Capital Projects					
	2023 Budget	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
2022 Carry Forward Airport Fund Capital Projects					
Airport Street Signs	\$15,176.66	\$0.00	(\$15,176.66)	Airport Improvement Fund	This project will be completed by the Sign Shop by the end of August.
Apron II Rehabilitation and Expansion Design	\$127,099.91	\$0.00	(\$127,099.91)	Airport Improvement Fund	There was no construction funding approved.
Apron II Utilities - Design	\$50,000.00	\$0.00	(\$50,000.00)	Airport Improvement Fund	There was no construction funding approved.
Airport Utilities Map	\$9,471.40	\$915.00	(\$8,556.40)	Airport Improvement Fund	Project completed. Invoices to be processed.
Subdivision Survey	\$11,351.00	\$3,890.02	(\$7,460.98)	Airport Improvement Fund	The airport subdivision project was approved and registered with ISC earlier this year. The legal descriptions found on the plan can now be used to reference these properties for ongoing and future projects, lease agreements, etc.
Total Airport Improvement Fund	\$213,098.97	\$4,805.02	(\$208,293.95)		
PASSENGER FACILITY FEE RESERVE					
Safety / Customer Service Requirements	\$12,931.34	\$0.00	(\$12,931.34)	Passenger Facility Fee Reserve	Projects to be identified by Airport users and Airport Manager relating to safety and customer service requirements.
Total Passenger Facility Fee Reserve	\$12,931.34	\$0.00	(\$12,931.34)		
ACAP FUNDING					
Replacement Runway Plow Truck, Plow and Sander	\$405,000.00	\$404,609.42	(\$390.58)	Deferred Revenue 1-4-46913-000	Revenue was received in 2022 from ACAP. Plow Truck has been received and training to be undertaken.
Total ACAP Funding	\$405,000.00	\$404,609.42	(\$390.58)		
TOTAL 2022 C/F PROJECTS	\$631,030.31	\$409,414.44	(\$221,615.87)		

2023 Airport Fund Capital Projects					
	2023 Budget	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
Airport Other Council Motions					
	<u>BUDGET</u>			<u>FUNDING</u>	<u>TIMELINES</u>
PASSENGER FACILITY FEE RESERVE					
Airport Terminal - Detailed Design	\$1,333,710.00	\$872,572.50	(\$461,137.50)	Passenger Facility Fee Reserve Increase of \$854,718 (May 15) + \$452,982 (July 10) = \$1,307,700 2022 Budget approved of \$635,040 + \$1,307,700 = \$1,942,740 Total. Budget of \$1,307,700 + PST	City Council on May 15, 2023 approved additional budget of \$854,718 for Design Fees to be funded from Passenger Facility Fee Reserve. Amount charged to date is \$854,717.92 + \$17,854.58 PST. <u>Motion to City Council meeting of July 10th, 2023:</u> That the cost for the Detailed Design of the Airport Terminal with Prairie Architecture Incorporated be increased by \$452,982 for a total Design Fee of \$1,942,740 , plus Provincial Sales Tax to complete the remaining thirty percent (30%) Detailed Design, bringing the design to Tender ready; and, That the cost increase be funded from the Passenger Facility Fee Reserve.
Total Other Motions	\$1,333,710.00	\$872,572.50	(\$461,137.50)		
TOTAL AIRPORT CAPITAL PROJECTS	\$1,982,740.31	\$1,281,986.94	(\$700,753.37)		



UTILITY FUND CAPITAL

JUNE 2023 UPDATES



City of
**Prince
Albert**

2023 Water and Sewer Utility Fund Capital Projects					
	2023 BUDGET	2023 SPENDING (to end of June)	VARIANCE	FUNDING	TIMELINES
WATERWORKS IMPROVEMENT FUND					
Watermain Replacement Program	\$1,500,000.00	\$218,629.02	(\$1,281,370.98)	Waterworks Improvement Fund	Projects underway. To be completed by end of October. See project listing for status.
Sanitary and Storm Sewer Replacement Program	\$800,000.00	\$158,898.08	(\$641,101.92)	Waterworks Improvement Fund	Projects underway. To be completed by end of October. See project listing for status.
Lead Service Replacement Program	\$155,000.00	\$19,314.46	(\$135,685.54)	Waterworks Improvement Fund	To be completed end of October 2023.
Fire Hydrant Replacement Program	\$105,000.00	\$55,813.70	(\$49,186.30)	Waterworks Improvement Fund	To be completed end of October 2023.
Fire Hydrant - Fire Protection	\$60,000.00	(\$416.58)	(\$60,416.58)	Waterworks Improvement Fund	To be completed end of October 2023.
Former Raw Water Pump House Decommission	\$50,000.00	\$0.00	(\$50,000.00)	Waterworks Improvement Fund	This project was cancelled due to the tenders being over budget. It will be re-evaluated for the 2024 budget.
Replacement of Postage Machine	\$15,200.00	\$0.00	(\$15,200.00)	Waterworks Improvement Fund	Project to be tendered for new postage machine.

2023 Water and Sewer Utility Fund Capital Projects					
	2023 BUDGET	2023 SPENDING (to end of June)	VARIANCE	FUNDING	TIMELINES
River Street Reservoir Refurbish and Repairs	\$400,000.00	\$0.00	(\$400,000.00)	Waterworks Improvement Fund	<p>The contractor mobilized to the site on June 12. Remedial work on the reservoir began on June 19. There have been two site meetings and interior inspections of the reservoir to review the condition of the structure and quantify the surface area and quantity of items for repair from the tender documents. From these inspections we have not encountered any unknown issues or major structural defects that are outside the scope of the tender. To date the contractors have cleaned and prepped over 2/3 of the interior structure for the remedial work to begin on Tuesday July 4. At the time of this e-mail update the contractors are ahead of schedule at this time and the project remains on budget.</p> <p><u>City Council Motion of March 27, 2023:</u></p> <ol style="list-style-type: none"> 1. That the River Street West Reservoir Refurbishment Tender be awarded to Erickson Contracting & Management Ltd. for a cost of \$624,930, including Provincial Sales Tax; 2. That the City Manager be authorized to approve additional expenditures if required for the River Street West Reservoir Refurbishment Tender subject to a maximum the overall approved Utility Budget in the amount of \$800,000; 3. That the River Street West Reservoir Refurbishment project be approved for a total cost of \$721,020, including Provincial Sales Tax.
TOTAL WATER UTILITY IMPROVEMENT FUND	\$3,085,200.00	\$452,238.68	(\$2,632,961.32)		
TOTAL 2023 UTILITY CAPITAL APPROVED	\$3,085,200.00	\$452,238.68	(\$2,632,961.32)		

2023 Water and Sewer Utility Fund Capital Projects					
	2023 BUDGET	2023 SPENDING (to end of June)	VARIANCE	FUNDING	TIMELINES
2022 Carry Forward Utility Projects					
WATERWORKS IMPROVEMENT FUND					
Lead Service Replacement Program	\$38,720.08	\$0.00	(\$38,720.08)	Waterworks Improvement Fund	To be completed end of October 2023.
Filter to Waste Isolation	\$23,708.74	\$0.00	(\$23,708.74)	Waterworks Improvement Fund	Project is on hold right now with the transition in the roles within Public Works.
Former Raw Water Pump House Decommission	\$170,000.00	\$0.00	(\$170,000.00)	Waterworks Improvement Fund	This project was cancelled due to the tenders being over budget. It will be re-evaluated for the 2024 budget.
River Street Reservoir Refurbish and Repairs	\$400,000.00	\$21,200.00	(\$378,800.00)	Waterworks Improvement Fund	See update above.
WTP PLC and SCADA System Upgrades	\$70,187.01	\$45,577.52	(\$24,609.49)	Waterworks Improvement Fund	Project was completed in early January of 2023.
TOTAL WATERWORKS IMPROVEMENT FUND	\$702,615.83	\$66,777.52	(\$635,838.31)		

2023 Water and Sewer Utility Fund Capital Projects						
	2023 BUDGET	2023 SPENDING (to end of June)	VARIANCE	FUNDING	TIMELINES	
DEBT FINANCING						
Waste Water Treatment Plant - Detailed Design Year 1	\$1,203,445.42	\$61,743.71	(\$1,141,701.71)	Debt Financing	<p>The Assistant Environmental Manager and the Consultant (AECOM) completed the tour to the Calgary Alberta Fish Creek Treatment Facility and the Whitefish Montana Treatment Facility to investigate the AquaNereda Treatment Process. Results of the tour were submitted to Administration which will be reviewed in the upcoming weeks.</p> <p><u>City Council Motion of March 6, 2023 - Report dated February 23, 2023:</u> "That the AECOM Design Engineers along with the Waste Water Treatment Plant Manager and the Assistant Environmental Manager, visit both the Calgary Alberta Fish Creek Treatment Facility and the Whitefish Montana Treatment Facility for further investigation and insight on the AquaNereda Treatment Process;</p> <p>That prior to approval of the AECOM fifty percent (50%) Detailed Design and AquaNereda Treatment Process, Administration identify all guarantees and/or warranties that will be provided to The City in regards to the installation of the AquaNereda Treatment Process."</p>	
TOTAL DEBT FINANCING	\$1,203,445.42	\$61,743.71	(\$1,141,701.71)			
City's Debt Financing - RWPH						
Raw Water Pump House	\$100,000.00	\$101,839.90	\$1,839.90	City's Debt Financing - RWPH	The Raw Water Pump House is in full operation and substantial completion has been issued. Any remaining deficiencies are being undertaken.	
TOTAL DEBT FINANCING	\$100,000.00	\$101,839.90	\$1,839.90			
TOTAL 2022 CARRY FORWARD PROJECTS	\$2,006,061.25	\$230,361.13	(\$1,775,700.12)			
TOTAL UTILITY CAPITAL SPENDING	\$5,091,261.25	\$682,599.81	(\$4,408,661.44)			

2023 Watermain Replacement Projects			
Account #	GP Description	STATUS	2023 YTD SPENDING
82-32-180-000-23501	5 AE (24 - 25 Street East)	Completed	\$71,340.72
82-32-180-000-23502	24 - 25 SE (Land 4 -5 AE)		\$3,906.64
82-32-180-000-23503	12 Street West (1-2 Avenue West)	Ongoing	\$143,381.66
82-32-180-000-23504	Riverside Dr. NW (2-3) Water Relining		
82-32-000-000-22279	Central A (22 - 24 Street)	Not Started	
	15 Street West (15 - 17 Avenue)	Not Started	
	13 Avenue East (6 - 7 Street East)	Not Started	
	9th Street East (1 - 2 Avenue East)	Not Started	
	20th Street East (1 - 3 Avenue East)	Not Started	
	TOTAL SPENDING		\$218,629.02
	TOTAL BUDGET		\$1,500,000.00
	UNSPENT		(\$1,281,370.98)
2023 Sewermain Replacement Projects			
82-32-000-000-22283	Central A (22 - 26 Street)	Not Started	
82-32-000-000-22284	5 Avenue East (27 - 28 Street East)	Completed	\$158,898.08
82-32-000-000-22285	18 AW (13 SE - Outfall)		
82-32-000-000-22286	3 ANW - Outfall Construction		
82-32-000-000-22287	16 AW (2 - 4)		
82-32-181-000-23503	12 Street West (1 - 2 Avenue West)	Completed	
	TOTAL SPENDING		\$158,898.08
	TOTAL BUDGET		\$800,000.00
	UNSPENT		(\$641,101.92)

BUDGET

2023	\$1,500,000.00
	\$1,500,000.00

BUDGET

2023	\$800,000.00
	\$800,000.00



LAND FUND CAPITAL

JUNE 2023 UPDATES



City of
**Prince
Albert**

2023 Land Fund Capital Projects

	2023 Budget	2023 Spending (to end of June)	Variance	FUNDING	TIMELINES
LOAN PRINCIPLE PAYMENTS					
Long-Term Loan Repayment - West Hill Infrastructure Improvements	\$205,200.00	\$0.00	(\$205,200.00)	Land Development Fund Balance	Yearend Loan Payment
Long Term Debt Repayment - Marquis Road West Extension (Roadway Construction)	\$87,900.00	\$0.00	(\$87,900.00)	Development Levies Reserve	Yearend Loan Payment
TOTAL LOAN PRINCIPLE PAYMENT	\$293,100.00	\$0.00	(\$293,100.00)		
CARRY FORWARD PROJECTS - 2022 LAND FUND					
Marquis Road West Extension - Landscaping	\$330,000.00	\$0.00	(\$330,000.00)	Debt Financing with Interest and Principle Payments to be funded by Development Levies Reserve	Marquis Road Landscaping is scheduled to start beginning of July.
21 Avenue Roadways (Byars Street to Highway 302)	\$171,209.49	\$43,717.09	(\$127,492.40)	Land Development Fund Balance	Currently in design phase. <u>City Council Motion of September 6, 2022:</u> "1. That the Professional Services Agreement for Planning and Design for the 21st Avenue East roadway be awarded to AECOM Canada Ltd. for an estimated cost of 82,200 including PST; and, 2. That the City Manager be authorized to approve additional expenditures if required for the 21st Avenue East roadway design subject to them not exceeding the overall approved Capital Budget of \$200,000. 3. That the Land Fund approved budget of \$200,000 remain until the project is completed."
TOTAL 2022 CARRY FORWARD PROJ	\$501,209.49	\$43,717.09	(\$457,492.40)		
TOTAL 2023 LAND FUND	\$794,309.49	\$43,717.09	(\$750,592.40)		



City of
**Prince
Albert**



TITLE: Restrictions on Methadone Dispensaries in Certain Zoning Districts

DATE: July 4, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report regarding amendments to the Zoning Bylaw for Methadone Dispensaries in certain zoning districts be received as information and filed.

TOPIC & PURPOSE:

To provide information regarding restrictions on methadone dispensaries in certain zoning districts, in response to the correspondence (CORR 22-113) received during the November 14, 2022 session of City Council.

PROPOSED APPROACH AND RATIONALE:

History of Methadone Regulations in the Zoning Bylaw

At the regular City Council meeting on October 10, 2017, after learning that methadone clinics fell under the definition of 'Medical Clinic' in the Zoning Bylaw, City Council requested a report for consideration to amend the bylaw to restrict methadone clinics within an acceptable distance from residential areas. A report was provided to Executive Committee on September 17, 2018, and at that time the Committee made the motion to define a separate land use called 'Methadone Dispensary'. Methadone Dispensaries were proposed to be included as a discretionary use within all Commercial and Institutional-General zoning districts in the updated Zoning Bylaw, excluding those located within residential areas.

Recently Council received correspondence from a local pharmacist critical of the resulting zoning restrictions. During the November 14, 2022 Executive Committee Public Meeting, a presentation of the letter and its content was made by the author, the local pharmacist,

regarding the resulting zoning restrictions on methadone dispensaries in certain zoning districts. The presentation and correspondence contended that the City's zoning bylaw, with its restrictions on permitted locations for methadone dispensaries, was "illegal", inferring that the zoning bylaw restrictions could be legally challenged and determined to be invalid and unenforceable. The pharmacist contended that the methadone dispensary restrictions in the zoning bylaw were "illegal" on the basis that they believed them to be:

- a. Contrary to the government of Canada's removal of the exemption requirement for methadone dispensing on May 19, 2018;
- b. Contrary to the Canada Health Act and the Health Charter for Canadians;
- c. A violation of the pharmaceutical profession's ability to self-regulate; and
- d. A violation of UNDRIP (United Nations Declaration on the Rights of Indigenous Peoples).

Review of the Zoning Bylaw and Authority of City Council

Following the presentation, Executive Committee referred the letter to Planning and Development Services for review.

Review was undertaken with the assistance of the City Solicitor who prepared a detailed confidential legal analysis to the pharmacist's arguments. The City Solicitor has advised that none of the arguments put forward by the pharmacist had merit under legal analysis, and none of the arguments would constitute a basis upon which the zoning bylaw restrictions could be quashed or otherwise declared invalid.

Upon review of the Zoning Bylaw with the City Solicitor, Administration has re-affirmed that the City's powers under *The Planning and Development Act* allow specific zoning decisions to be made regarding Methadone Dispensaries. While Methadone Dispensaries are not permitted in all of the same zoning districts as Drug Stores, they are also not prohibited; they are accommodated in six zoning districts throughout the City. City Council can request to change the Zoning Bylaw regulations if they so choose.

It should be noted that all self-regulating professions, pharmacy included, are lawfully affected by zoning regulations in one way or another. Land use regulations established under the City's legislative authority do not encroach on the scope of the provincial regulator for these professions.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. CORR 22-113

Written by: Ellen Pearson, Planner

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

RECEIVED
OCT 31 2022
CITY CLERK

Executive Committee

Terri Mercier

From: Amy Lamb <lambandsage@gmail.com>
Sent: Monday, October 31, 2022 10:31 AM
To: City Clerk
Subject: Item for City Council Meeting November 8th
Attachments: Prince Albert City Bylaw No 1 of 2019 Appeal.pdf

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

Hello Sherry,

Please see attached my letter as a consideration for submission to the November 8th City Council Meeting agenda. I look forward to the opportunity to address the Council and clarify any questions in the interim.

Kind Regards,

--
Amy Lamb, BSP (She/Her)
Co-Chair, Indigenous Pharmacy Professionals of Canada
306-291-1033
In Treaty 6 Territory and the Homeland of the Métis Nation

**Recommended
Disposition:**

*Refer to
Planning Dept*



INDIGENOUS PHARMACY
PROFESSIONALS OF CANADA

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

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Attn: Mayor and City Council
c/o City Clerk's Office
1084 Central Avenue
Prince Albert, Saskatchewan, S6V 7P3
cityclerk@citypa.com

From: Amy Lamb, BSP
RR3 Site 308 Comp 42
Prince Albert, Saskatchewan, S6V 5R1
Daytime phone: 306-291-1033
lambandsage@gmail.com

Re//Appeal on Prince Albert Zoning Bylaw No. 1 of 2019, regarding restrictions on methadone dispensaries in zoning districts that permit Drug Stores

October 31, 2022

My name is Amy Lamb. I am a community pharmacist practicing in Prince Albert. I am addressing City Council to request an appeal of the City of Prince Albert Zoning Bylaw No. 1 of 2019, pertaining to amendments made in 2018 by the City Council of Prince Albert regarding restrictions on methadone dispensaries in certain zoning districts. This relates in particular to the absent permissions for methadone dispensaries in the 7.6 Commercial Mixed Use Zoning District, 7.7 pertaining to Residential Mixed Use Zoning District, and all other current and future zoning districts that permit the establishment of Drug stores, but not Methadone dispensaries.

I come here as a member of the pharmacy profession, and representing pharmacy professionals as the Co-Chair for the Indigenous Pharmacy Professionals of Canada, and as a registered pharmacist within the Saskatchewan College of Pharmacy Professionals. I am acting as a representative on behalf of vulnerable populations in Prince Albert as the Chair of the YWCA Prince Albert, an organization that houses our citizens in crisis, or those requiring lifestyle or employment empowerment, employs over 200 citizens of Prince Albert, and draws extensive provincial funding, bolstering the economics of our city.

The intent of this letter, and City Council Meeting presentation if approved, is to present a background on methadone and methadone-like substances for the treatment of Opioid use disorder, and record to public record the accurate statistics regarding this harm reduction service. Included is unbiased evidence supporting methadone therapy that contradicts the rationale used to pass the 2018 bylaw amendments. It will contest the legality of zoning bylaws as they restrict the scope of practice of pharmacies, and the right to self-governance in the profession of pharmacy. Furthermore, it will call into question the illegality of barriers to equitable access to health care present in Prince Albert, as defined by the Canada Health Act and the Health Charter for Canadians. Finally, this appeal will conclude with the perspectives of the represented bodies here today, including the YWCA, the Indigenous Pharmacy Professionals

of Canada, and community members who have significant concerns about the lens of bias and prejudice which formed these zoning restrictions. I will conclude with my personal reflections as a patient advocate and community member.

Methadone for Opioid Use Disorder: Background and Statistics

There are many misconceptions surrounding methadone use and the impact methadone clinics have on a community. Some examples of misconceptions include increased crime rates, additional costs to the health care system, increased addiction rates, and increased illicit drug prevalence. In fact, the opposite of all these points is true. Methadone clinics decrease criminal activity, save communities money, increase the number of people in recovery, and decrease the prevalence of illicit drugs. ***“Among a cohort of Canadian offenders, rates of violent and non-violent offending were lower during periods when individuals were dispensed methadone compared with periods in which they were not dispensed methadone.”*** (1) This study from 2018 found that **crime was reduced by a third when methadone was accessible**. Statistics surrounding methadone have existed since the 1970s, but they were not always specific to Canada. We are fortunate that there has been a focus on opioid replacement therapy (Methadone and Suboxone) in recent years, so we have a large amount of good data and information to draw from and inform decision-making. Unfortunately, this increase in information gathering was precipitated by the escalating opioid crisis in Canada. With this crisis, we are seeing more people develop opioid use disorder and more people at risk of experiencing opioid overdose.

Opioid Use Disorder (OUD) is a chronic condition that is best treated through medication and supportive care like counseling. Treatment success is much higher when medications like methadone and Suboxone are on board. (2) Treatment for OUD that does not include medication therapy is considered inadequate. Cost is a common concern when looking at increasing methadone access and use. Methadone’s costs to the health care system for one individual for one year is around six thousand dollars in Canada. This is a generous estimate, and in Saskatchewan it would cover doctors’ visits, pharmacy fees, and the cost of the methadone. Comparatively, it is estimated that the cost to a community per untreated person with OUD is almost forty-five thousand dollars per year. (3) This estimate considers the cost to a community regarding acute care (hospitalizations) and incarceration rates. ***“In this cohort study including 11 401 Canadian individuals, periods during which methadone was dispensed were associated with lower rates of any acute hospital admission.”*** (4) In this study, out of BC, **hospitalization rates for any cause were 50% lower in association with dispensed methadone** for the first two years. As stated above, crime rates also decrease when more methadone services are utilized. This would save the criminal justice system money and resources.

There is also a relationship between the amount of methadone being dispensed and HIV rates. The higher the utilization of methadone, the lower the injection rates of drugs. This reduces the risk of HIV transmission in addition to reducing the injection of illicit drugs. ***“Furthermore, in addition to its [Methadone] benefit in decreasing the spread of HIV among injection drug***

users, it improves overall health status, is associated with decreased criminal activity and improved social functioning". (5)

Methadone is commonly used for opioid use disorder and opioid withdrawal. The goal is to switch someone with opioid use disorder to Methadone (or Suboxone) so that they can stop the use of opioids from other sources. This includes illicit opioids, which often involve higher instances of violence and crime. As a result, the more people who use methadone, the fewer opioid-related crimes occur. This can include the production, distribution, and obtainment of illicit opioids.

There is a statistical relationship between illicit opioid use and methadone utilization within a community. ***"Methadone and buprenorphine treatment during and after incarceration was associated with reduced illicit opioid use, reduced reincarceration rates, and a greater likelihood of employment at one year."*** (6) These are not isolated findings, and this information can help alleviate any fears or concerns that methadone clinics increase crime, because it has been shown that they have the opposite effect. They reduce crime, specifically criminal activity around illicit opioids, as patients have access to a regulated option of methadone or Suboxone and do not need to turn to other sources.

In Saskatchewan, methadone is provided as a liquid medication that is drunk with a health care professional present to witness consumption. As treatment progresses, patients may be allowed to take a sealed dose home with them, over the weekend, for example. However, this stage in treatment takes time to reach, so most patients utilizing methadone must drink it under supervision in a health care setting. Methadone and similar medications are tightly regulated and, as such, the administration requires an intense amount of organization from the prescriber (physician), the pharmacy, and the patient.

"Adherence to methadone was associated with significantly lower rates of death in a population-level cohort of Canadian convicted offenders. Achieving higher rates of adherence may reduce overdose deaths and other causes of mortality among offenders and similarly marginalized populations." (8) Methadone and Suboxone are considered first-line treatments for opioid use disorder. This means they are the best option for treating OUD and it would be considered subtherapeutic to not offer them as an option. ***"Prohibition and abstinence do not work as an all-encompassing approach for every person."*** (9) In order to reduce the impact of the opioid crisis and support the community members of Prince Albert, increased access to methadone and Suboxone are needed.

Due to the overwhelming benefits of methadone that have been documented and quantified, the existence of the zoning bylaws in Prince Albert are counterproductive to the health and safety of all citizens of Prince Albert, but particularly with a prejudiced and unjust tone regarding underserved and Indigenous community members. The barriers to methadone that were put in place in 2018 were misinformed and, as quoted in PA now, City Councilman Blake Edwards inaccurately suggested that "{The clinics] are attracting criminals. My biggest reason [to support the amendments] is that the residents are concerned."

Laws and Regulations Protecting Patients and Pharmacy Practice

Methadone has been available in Canada for decades. *“In the past, practitioners were required to obtain an exemption from Health Canada before they could prescribe, sell, provide, or administer methadone. As of May 19, 2018, the Government of Canada removed this unique regulatory constraint imposed on methadone. Exemptions are no longer required from Health Canada for practitioners to prescribe, administer, sell, or provide methadone to their patients. These regulatory amendments will help Canadians have greater access to a comprehensive array of treatment options.”* (7) The Government of Canada removed a huge barrier to methadone access with the intention of providing Canadians with better and more comprehensive care. In Prince Albert, a barrier was added in the summer of 2018 through “The City of Prince Albert Zoning Bylaw No. 1, 2019.” This bylaw inhibits practitioners from administering and providing methadone services outside of six limited locations. This is in direct contradiction to the purpose of the amendment made in May of 2018 by the Government of Canada.

These particular zoning bylaws also directly oppose the rights of Canadians via the Canada Health Act and the Health Charter for Canadians. These are federal initiatives that highlight the importance of accessibility. *“Accessibility means that insured health services should be provided on uniform terms and conditions and on a basis that does not impede or preclude reasonable access to those services”.* (10) They also note a **patient’s right to freedom of choice in accessing care**. The present bylaws reduce accessibility and fundamentally eliminate the right to freedom of choice. This is especially problematic during the winter months, when this barrier can result in increased cold exposure. Cold exposure may cause additional injury and associated health-care costs, as well as a decrease in patient well-being.

Pharmacy in Canada is one of many self-regulating professions. This means that the federal and provincial/territorial governments have delegated their authority to regulate certain professions to external bodies, whereby the professions regulate themselves. As a result of this delegation of authority, certain professions, such as pharmacy, medicine and engineering, have the authority and responsibility to establish performance, technical, ethical and educational criteria to guide their profession, and to license individuals and their practice environments. They have a mandate of public protection and they protect the public by ensuring that the established licensure and performance requirements are met or exceeded and for disciplinary actions when the standards are not met. (11) **The zoning restrictions in question, which prohibit methadone dispensing in zoning areas permissible for drug stores, have superseded the authority over the pharmacy profession’s scope of practice by limiting and regulating the offering of methadone services, an authority only granted to the Saskatchewan College of Pharmacy Professionals in Saskatchewan.**

Perspectives of Representative Organizations Undersigning this Letter

The YWCA Prince Albert is a non-profit organization that draws extensive funding to the city, serves a vast number of vulnerable community members in Prince Albert, and provides jobs for over 200 employees. Not only does this organization have a key understanding of the breadth of the health and social crises in this city, but the very nature of their methods and delivery strengthen the safety and economy of Prince Albert. YWCA facilities have the capacity to house and support patients who are semi-stabilized or stabilized on harm reduction therapies. They ensure stable housing, nourishment, counselling, and other health foundations for patients who are dealing with addictions.

Addictions, especially to opioids, commonly occur in people who are desperate to treat pain. Poorly managed physical pain, poorly supported psychological pain, empty stomachs, and unsafe spaces lead to soothing behaviors, driven by growing chemical dependency. Desperation for basic resources, paired with desperation of chemical dependency, creates fear and leads to non-violent and violent crimes alike. Any barrier to the access of stabilizing harm reduction therapies like methadone result in poor efficacy of these evidenced therapies, and subsequent non-adherence. The only locations that a patient can autonomously choose for addictions therapies, without being institutionalized, are pharmacies. Only YWCA housing facilities under a Saskatchewan Health Authority contract, with medication management provided by a licensed Nurse, can provide in-house methadone dispensing without Health Canada exemptions. The remainder of the YWCA service users, and every other person seeking recovery, must travel to a pharmacy. Removing any barriers to the difficulty of this process ensures stabilization, recovery, training, and reintegration into our communities, and more importantly, back into healthy families.

As the Co-Chair of the Indigenous Pharmacy Professionals of Canada (IPPC), I represent the voices of Indigenous health care professionals, specifically those working in Pharmacy Practice. This organization is a growing community of Indigenous Pharmacists and teams, aimed to consult upon recommendations for reconciliation, especially the systemic contributions to health disparities in Indigenous communities. This organization is currently consulting for the major governing bodies and stakeholders in the pharmaceutical industry, and is funded and partnered with Indigenous Services Canada, Health Canada, and Indigenous health allies in the Pharmacy Industry in Canada.

The zoning restriction on mixed/adjacent commercial/residential strip malls from providing methadone and methadone like substances is a racist, prejudiced, and classist policy that shows a distinct misunderstanding of a public servant and decision makers' role in improving health and economic factors for a community. Furthermore, the claims made by some Council members to local media served to bolster the misinformation and prejudice against patients seeking treatment for Opioid-use disorder. The decision makers' unfounded and prejudiced bias against this programming have created barriers to harm reduction services that actually increase community risk for crime and community member health disparity.

Indigenous people have poorer health, on average, than non-Indigenous populations and carry a disproportionate burden of the harms related to substance use, resulting from

structural and systemic disadvantages caused by colonization. (15) These amendments exhibit a lack of recognition of the role of public leaders in reviewing and reflecting upon the Truth and Reconciliation Act's Calls to Action. This zoning restrictions reflect no interest by community leaders and systems in resolving a significant and troubling pattern of systemic trauma, lateral violence, and penalization for human behaviors that develop within abusive systems. It is the distinct perspective of our groups that, although addictions are overrepresented, and inequitably punished, in underserved and Indigenous persons, that they exist in every neighborhood and every background. The guise of protecting local residents, has instead increased the likelihood of untreated addictions, and thus increased the risk for crime and violence in these neighborhoods, the city of Prince Albert, and its neighboring communities. Finally, it seems particularly classist to 'protect' certain citizens of this city based on their residence's adjacent zoning, especially considering many of the zoning districts in question are often represented with more affluent community members.

The right to health is also recognized specifically for indigenous peoples in the United Nations Declaration on the Rights of Indigenous Peoples (2007). Indigenous peoples' access to health services and to respect indigenous health systems. The United Nations Declaration on the Rights of Indigenous Peoples articulates several health rights and incorporates the concept of collective rights. It also includes government obligations to provide In particular Articles 23 and 24 state that indigenous peoples have the right to the enjoyment of the highest standard of physical and mental health and that indigenous peoples have the right to be actively involved in developing and determining health programmes affecting them and to administer such programmes through their own institutions (12). Further, indigenous peoples have the right to their traditional medicines and to maintain their health practices, including the conservation of their vital medicinal plants, animals and minerals. ***Indigenous individuals also have the right to access, without any discrimination, to all social and health services*** (13).

Patient and Community Advocacy Statement

I come here, as a patient advocate, to talk to you about healing. Recovery is the greatest gift in the world. I come from a long line of survivors, and my lineage is colored with stories of trauma, grief, and addictions, but also of recovery and healing. The teachings of Alcoholics Anonymous were woven into my childhood bedtime prayers. One person who has experienced recovery can set in motion healing that saves a family, and even a community. I volunteer locally, invest in this community, and contribute to evidence-based programming that services the vulnerable. Nothing I have contributed to my profession, or my community, could have been accomplished without the amplified strength that comes from addictions recovery.

A significant proportion of methadone users are cycle-breakers of trauma and abuse in family lines that have experienced systemic injustice. These individuals challenge their own addictions, traumas, and often systemically imposed inequitable circumstances, every day, taking responsibility for a better life for themselves, their families, and their communities. **It may seem as though there is ample availability of methadone dispensaries in this City, but the reality and rationale behind our designed universal and accessible health care system is to**

recognize the nuanced environmental factors that impact health outcomes and disease trajectory. Individuals seeking recovery must have every opportunity and support to succeed. This includes spaces that are readily accessible for the (often) daily dosing of the medication. A wide variety of available and accessible facilities reduces risk of exposure to prejudice, or lateral abusers, and increases opportunities for the care to be provided by clinicians whom they trust and respect. Any limitation or barrier, real or perceived, is a significant risk to the trajectory of addictions recovery, the aforementioned economic costs, increased crime and incarceration rates, and further traumatization of our youth, public service workers, and community members. I believe in the impact of caring and innovative professionals. I want the patients who need *the exact pharmacist or pharmacy space, in whatever neighborhood they choose*, to support their recovery. As such, I reiterate my request today to appeal all zoning bylaws that currently inhibit proper access to methadone in zoning districts that permit Drug Stores, if anything, as a showing of equitable and ethical compassion for ALL citizens and residents of Prince Albert.

The benefits of more methadone utilization have been highlighted in this letter. They include a decrease in crime rates, an increase in savings for the healthcare and correction systems, a decrease in the use and presence of illicit opioids, and an increase in positive health outcomes for those with opioid use disorder including a lower HIV risk. To maximize these benefits and allow them to flourish in Prince Albert, changes to zoning bylaws are needed. This information can be used to dispel public concerns about methadone. Instead of giving in to these misinformed fears, there is an opportunity to educate and work towards a safe, healthy, and happy community.

Thank you for considering this request.

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

Amy Lamb, BSP
Co-Chair, Indigenous Pharmacy Professionals of Canada
Chair, YWCA Prince Albert

References Attached

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12. United Nations Declaration on the Rights of Indigenous Peoples, Article 23.
13. United Nations Declaration on the Rights of Indigenous Peoples, Article 24.1
14. Urbanoski KA. Need for equity in treatment of substance use among Indigenous people in Canada. *CMAJ*. 2017 Nov 6;189(44):E1350-E1351. doi: 10.1503/cmaj.171002. PMID: 29109207; PMCID: PMC5675540.



RPT 23-270

TITLE: 2022 Prince Albert Fire Department Year in Review Report

DATE: June 29, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To provide information to members of Council and the community with an overview of the high level actions and activities of the Prince Albert Fire Department over the course of the Year 2022.

PROPOSED APPROACH AND RATIONALE:

Fire Department Administration feels that keeping members of Council informed on the high level actions and activities of the Prince Albert Fire Department is important as we strive to provide a high level of service to our citizens and visitors as well as collaborate with internal and external partners.

Attached for information is the 2022 Prince Albert Fire Department Year in Review Report. This report provides our community information on the Prince Albert Fire Department.

The Prince Albert Fire Department is proud of its ongoing commitment to fire and life safety education to the community and to all ages. The Prince Albert Fire Department provides annual education sessions and safety presentations to various classes along with providing Fire Station Tours for groups and elementary classes.

Prince Albert Firefighters are trained and equipped to provide the following:

- Fire Rescue and Suppression
- Fire Prevention and Inspections
- Fire Investigations
- Airport Fire and Emergency Response

- Surface Water Search and Rescue
- Ice Rescue
- Technical Rope Rescue
- Vehicle Extrication
- Confined Space Rescue
- Trench Rescue Operations
- Dangerous Goods Response – Operations Level
- Pre-Hospital Emergency Medical Support Services.

The Year in Review Report highlights the following sections:

1. Staffing Highlights
2. Fleet and Equipment Changes
3. Training / Safety
4. Response Statistics (Suppression Division)
5. Response Statistics (RM of Prince Albert)
6. Prevention / Inspections Division
7. Financial
8. Other Notables

PUBLIC NOTICE:

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

PRESENTATION: NONE

ATTACHMENTS:

1. 2022 Prince Albert Fire Department Year in Review

Written by: Kris Olsen, Fire Chief

Approved by: Fire Chief & City Manager



PRINCE ALBERT FIRE DEPARTMENT YEAR IN REVIEW

2022

Contents

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2022 PAFD Year in Review

Staffing Highlights:

- The Prince Albert Fire Department consists of:
 - Forty-nine (49) uniformed members and one (1) Administrative Manager
 - Seven (7) out of scope personnel
 - (1) Fire Chief
 - (1) Deputy Chief
 - (4) Battalion Chiefs
 - (1) Administrative Manager
 - Forty-three (43) in scope personnel (IAFF 510)
- Full time, career department operating from one (1) location
- Three (3) Probationary Firefighters were hired from the 2021 Recruit selection process.
- Two (2) Retirements: 1 Captain, 1 Firefighter.

Fleet/Equipment Change:

- The Fire Department added eight (8) Scott X3 Pro Self Contained Breathing Apparatus to our firefighting inventory at a cost of approximately \$78,000. These SCBA complete the replacement of our discontinued Scott AP50s. Prince Albert Fire will continue to budget to replace aging SCBA yearly.



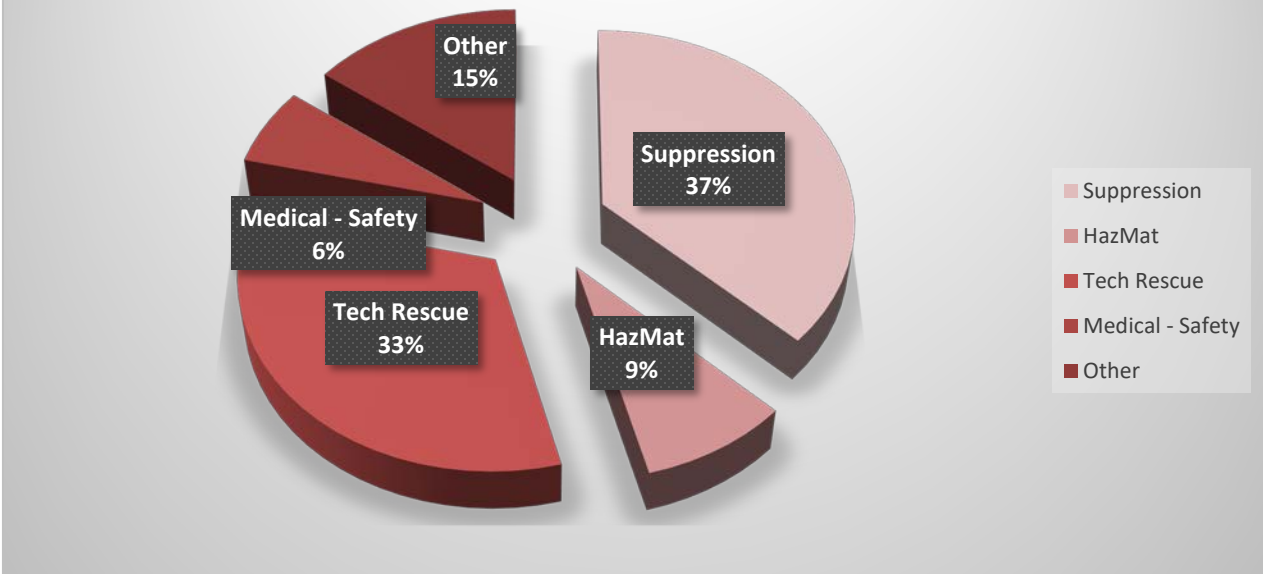
- Prince Albert Fire Department in conjunction with Fleet Service began the process of replaced Engine 12 in 2020. The department sought a custom built Engine that would meet our specified requirements. In April of 2022 Prince Albert took delivery of E12 at a cost of \$863,805.59. E12 currently serves the Department as first arriving engine.

Training / Safety

- 8 members attended and completed the requirements for IFSAC accredited Emergency Scene Management 1.
- 8 members attended and completed the requirements for IFSAC accredited Emergency Scene Management 2.
- 10 members completed the requirements for Hummingbird Sonar Technician Course.
- 12 members attended and completed the requirements for elevator rescue.
- 6 Members participated in 48 hours of Critical Incident Stress Management training, and became certified CISM Peer Support Members.
- 7 members completed the requirements for NFPA 1021 FIRE OFFICER I through the International Fire Service Accreditation Congress (IFSAC).
- All Platoons participated in various workshops and training relating to hazardous material response and mitigation.
- Staff participated in a mock exercise involving an emergency aircraft landing at the Prince Albert Airport, along with representatives from Flight Service, Police and EMS.
- Regular platoon training exceeded **5955.5** total person training hours
 - Fire / Suppression Training accounted for 37% of the total hours
 - HazMat Training accounted for 9% of the total hours
 - Technical Rescue Training accounted for 33% of the total hours
 - EMS / Safety training accounted for 6% of the total hours
 - Other training accounted for 15% of the total hours



Annual Training Hours by Discipline 2022



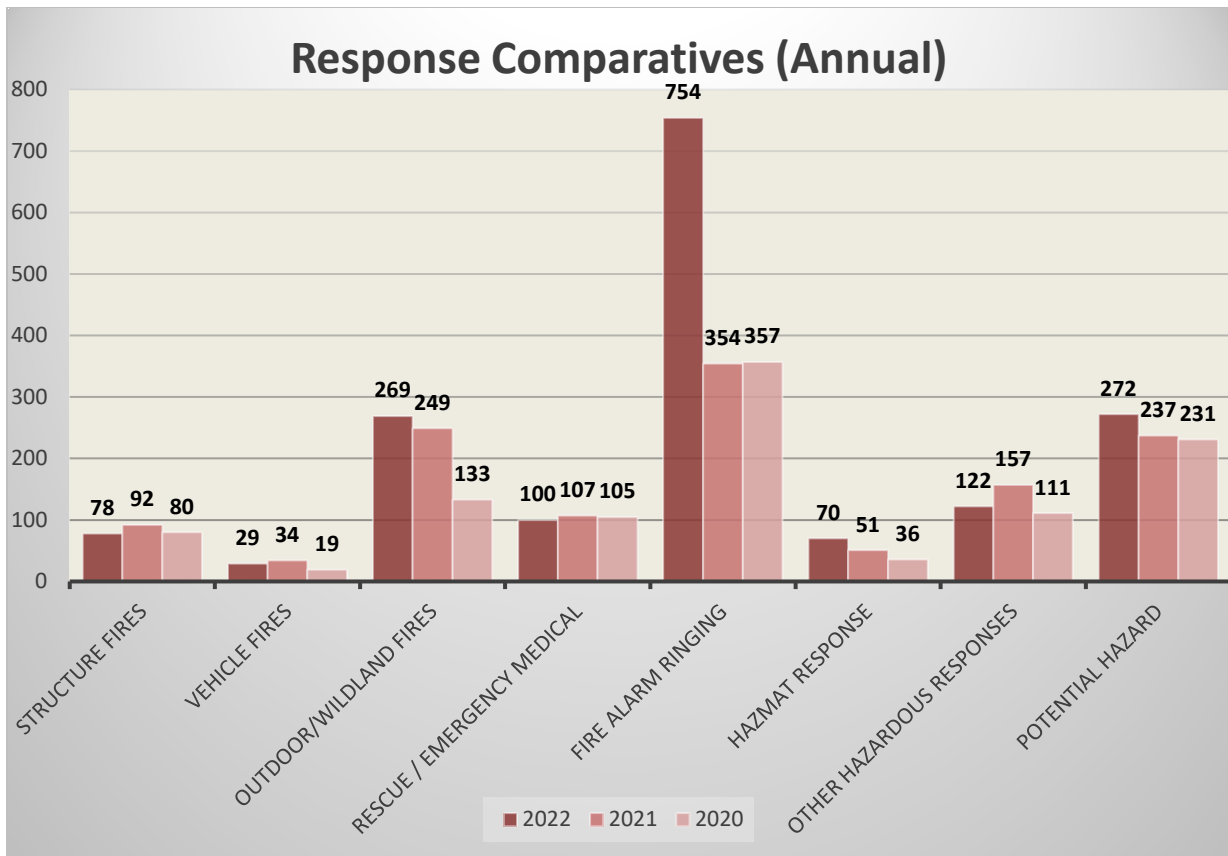
Response Statistics (Suppression Division)

- In 2022 the PAFD responded to 1696 calls for assistance

Type	2022	2021	2020	% Change Over Previous Year
Structure Fires	78	92	80	-15%
Vehicle Fires	29	34	19	-15 %
Outdoor / Wildland Fires	269	249	133	8 %
Rescue / Emergency Medical	100	107	105	-7 %
Fire Alarms Ringing (no fire)	754	354	357	113%
Haz-Mat Response	70	51	36	37 %
Other Hazardous Responses	122	157	111	-22 %
Potential Hazard Responses	272	237	231	15 %
Total Responses	1696	1283	1072	32%

*** "Other Hazardous Responses" includes motor vehicle collisions with no entrapment, carbon monoxide calls, and possible smell of natural gas calls.

*** "Potential Hazards" are incidents that the department was called to, but did not have a threat to public safety. For example; a response to someone in the River, but they were able to exit on their own.



Response Statistics (RM of Prince Albert)

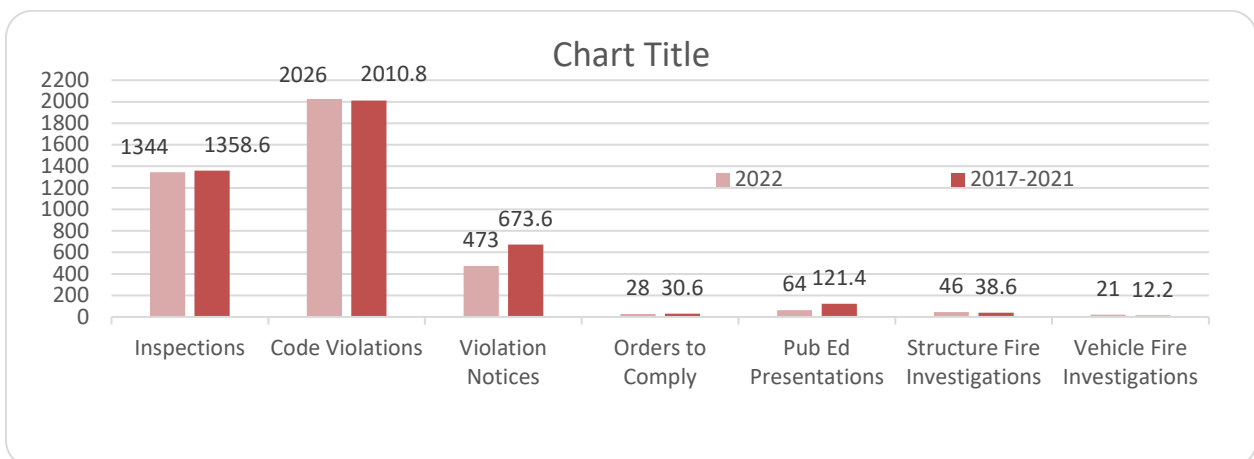
- The Prince Albert Fire Department responded to Eighteen (18) calls for service in the RM of Prince Albert in 2022 (a decrease of 46% over 2021). A breakdown on the calls for service are as follows:

Structure fire	3
Brush or brush-and-grass mixture fire	1
Extrication, rescue, Other	2
Grass fire	6
Outside rubbish, trash or waste fire	1
Vehicle fire	4
Wellness Check	1
Total	18

Prevention / Inspections Division

2022 Inspection Division Annual Report			
Activity Type	2022	Average 2017-2021	% Change
Inspections	1344	1359	-1%
Code Violations	2026	2011	1%
Violation Notices	473	674	-30%
Orders to Comply	28	31	-8%
Pub Ed Presentations	64	121	-47%
Structure Fire Investigations	46	39	19%
Vehicle Fire Investigations	21	9	72%
Total Inspection / Prevention Activities	4002	4246	-6%

- *Orders to Comply* are typically resolved prior to taking further action.
- Most common violation noted from inspecting multi-residential and businesses occupancies are primarily *Portable Fire Extinguisher 'Due for Service'* (Section 6.2.1.1 (1)) , *Fire Separation Deficiencies* (Section 2.2) and *Emergency Lighting/Exit Signs* (section 2.7.3 of the National Fire Code of Canada).
- Public Safety Compliance Inspections took place monthly and inspectors have been working with licensed establishment owners to ensure their occupancies are in compliance with code.



Prevention / Inspections Division



- The Prevention and Suppression Divisions conducted 42 Public Fire Safety presentations to various groups in the City.

Public Fire Safety initiatives include:

- Fire Safety Plan Creation Assistance.
 - Approved Home Operators Fire Safety Presentation.
 - Fire Safety Talk for New Immigrants and Seniors.
 - School Presentations.
 - Babysitting Course.
 - Ice Safety.
 - Fire Hall Tours.
 - Daycare Fire Safety Presentations.
-
- Two *Emergency Demolition Orders* were issued in 2022.

Financial

Details of the financial position of the Fire Department are captured in the 2022 Consolidated Financial Statement for the City of Prince Albert.

Other Notables:

- Continued with an enhanced prescriptive burn program to strategically burn targeted grasslands areas to reduce the available fuels available for malicious ignitions.
- In coordination with Community Services selected drainage ditches were burned to help control the spread of the Himalayan Balsam.
- Fire Crews attended twenty-two (22) community related activities to promote fire safety and the PAFD.





City of
Prince Albert

MIN 23-59

TITLE: June 20, 2023 Planning Advisory Committee Meeting Minutes

DATE: **June 22, 2023**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Planning Advisory Committee



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

MINUTES

TUESDAY, JUNE 20, 2023, 4:18 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Councillor Dawn Kilmer
Councillor Terra Lennox-Zepp
Sherry Bates
Hannah Buckie
Marcel Hallé

Savannah Price, Secretary
Trina Wareham, Bylaw Services Manager

1. CALL TO ORDER

Councillor Kilmer, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0017. **Moved by:** Bates

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

Absent: Danielle Makari, Carmen Plaunt and Rishi Sankhla

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0018. **Moved by:** Hallé

That the Minutes for the Planning Advisory Committee Regular and Incamera Meetings held April 25, 2023, be taken as read and adopted.

Absent: Danielle Makari, Carmen Plaunt and Rishi Sankhla

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Property Amenities Bylaw - Habitation of Tents on Private Property (RPT 23-193)

Verbal Presentation was provided by Tim Maier, Bylaw Enforcement Supervisor.

0019. **Moved by:** Bates

That the feedback received from the June 20, 2023 Planning Advisory Committee meeting with regards to RPT 23-193 be taken into consideration for future amendments to the Property Amenities Bylaw.

Absent: Danielle Makari, Carmen Plaunt and Rishi Sankhla

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 5:10 P.M.

0020. **Moved by:** Buckie

That this Committee do now adjourn.

CARRIED

COUNCILLOR DAWN KILMER
CHAIRPERSON

SAVANNAH PRICE
SECRETARY

MINUTES ADOPTED THIS 26th DAY OF SEPTEMBER, A.D. 2023.

UNOFFICIAL



MIN 23-61

TITLE: June 21, 2023 Community Services Advisory Committee Meeting Minutes

DATE: June 22, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Community Services Advisory Committee



CITY OF PRINCE ALBERT
COMMUNITY SERVICES ADVISORY COMMITTEE
REGULAR MEETING

MINUTES

WEDNESDAY, JUNE 21, 2023, 4:18 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Councillor Charlene Miller
Bradley Campbell
Rajesh Chandran
Diane Kopchynski (Attended at 4:17 p.m.)
Robin Wildey

Amber Soles, Secretary
Judy MacLeod Campbell, Arts and Cultural Coordinator

1. CALL TO ORDER

Councillor Miller, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0016. **Moved by:** Campbell

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

Absent: Councillor Dennis Ogrodnick, Cathy Crane and Dawn Robins

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0017. **Moved by:** Wildey

That the Minutes for the Community Services Advisory Committee Regular Meeting held April 5, 2023, be taken as read and adopted.

Absent: Councillor Dennis Ogradnick, Cathy Crane and Dawn Robins

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Municipal Cultural Action Plan Update (RPT 23-176)

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

0018. **Moved by:** Campbell

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

1. That RPT 23-176 be received as information and filed; and,
2. That a Reserve Fund be created for 2024 for the Municipal Cultural Action Plan.

Absent: Councillor Dennis Ogradnick, Cathy Crane and Dawn Robins

CARRIED

6.2 Public Art Update (RPT 23-177)

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

0019. **Moved by:** Wildey

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

That RPT 23-177 be received as information and filed.

Absent: Councillor Dennis Ogradnick, Cathy Crane and Dawn Robins

CARRIED

6.3 Truth & Reconciliation (RPT 23-179)

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

0020. **Moved by:** Kopchynski

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

That RPT 23-179 be received as information and filed, with consideration to the opportunities for improvement towards truth and reconciliation for the City of Prince Albert.

Absent: Councillor Dennis Ogradnick, Cathy Crane and Dawn Robins

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:55 P.M.

0021. **Moved by:** Chandran

That this Committee do now adjourn.

Absent: Councillor Dennis Ogradnick, Cathy Crane and Dawn Robins

CARRIED

COUNCILLOR CHARLENE MILLER
CHAIRPERSON

AMBER SOLES
SECRETARY

MINUTES ADOPTED THIS 6TH DAY OF SEPTEMBER, A.D. 2023.



City of
Prince Albert

MIN 23-63

TITLE: June 26, 2023 Aquatic & Arenas Recreation Project Steering Committee Meeting Minutes

DATE: June 28, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Regular Minutes
2. Unofficial Incamera Minutes

Written by: Aquatic & Arenas Recreation Project Steering Committee



CITY OF PRINCE ALBERT
AQUATIC & ARENAS RECREATION PROJECT
STEERING COMMITTEE
REGULAR MEETING

MINUTES

MONDAY, JUNE 26, 2023, 4:03 P.M.
COUNCIL CHAMBER, CITY HALL

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Councillor Dennis Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Darren Solomon

Terri Mercier, City Clerk
Sherry Person, City Manager
Michael Nelson, Chief Building Official
Nykol Miller, Capital Projects Manager
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Jeff Da Silva, Acting Director of Public Works
Wilna Furstenberg, Communications Coordinator
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0009. **Moved by:** Councillor Edwards

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

Absent: Councillors Lennox-Zepp and Head

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0010. **Moved by:** Councillor Kilmer

That the Minutes for the Aquatic & Arenas Recreation Project Steering Committee Regular Meeting and Incamera Meeting held April 27, 2023, be taken as read and adopted.

Absent: Councillors Lennox-Zepp and Head

CARRIED

5. CORRESPONDENCE & DELEGATIONS

5.1 Aquatic and Arenas Recreation Centre Construction Update – April and May 2023 (CORR 23-47)

Verbal Presentation was provided by Trevor Woiden, P.Eng., AECOM Canada Ltd.

0011. **Moved by:** Councillor Kilmer

That CORR 23-47 be received as information and filed.

Absent: Councillors Lennox-Zepp and Head

CARRIED

5.2 AECOM Quarterly Construction Update (CORR 23-48)

Verbal Presentation was provided by Trevor Woiden, P.Eng., AECOM Canada Ltd.

0012. **Moved by:** Councillor Solomon

That CORR 23-48 be received as information and filed.

Absent: Councillors Lennox-Zepp and Head

CARRIED

6. REPORTS OF ADMINISTRATION & COMMITTEES

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:35 P.M.

0013. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

Absent: Councillors Lennox-Zepp and Head

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

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



City of
Prince Albert

MIN 23-66

TITLE: June 29, 2023 Destination Marketing Levy Advisory Committee Meeting Minutes

DATE: **June 30, 2023**

TO: Executive Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Destination Marketing Levy Advisory Committee



CITY OF PRINCE ALBERT

DESTINATION MARKETING LEVY ADVISORY COMMITTEE REGULAR MEETING

MINUTES

THURSDAY, JUNE 29, 2023, 2:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Mayor Greg Dionne
Councillor Dawn Kilmer
Mona Selanders

Savannah Price, Acting City Clerk
Trina Bell, Administrator, Destination Marketing Fund

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0008. **Moved by:** Selanders

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

1. That a verbal discussion, be added for consideration as Item No. 7.1.

Absent: Councillor Ogrodnick and Richard Ahenakew

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0009. **Moved by:** Councillor Kilmer

That the Minutes for the Destination Marketing Levy Advisory Committee Regular Meeting held February 14, 2023, be taken as read and adopted.

Absent: Councillor Ogrodnick and Richard Ahenakew

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Destination Marketing Fund Grant Application Form – NLC/PAGC/NLCDC Golf Tournament (RPT 23-256)

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

0010. **Moved by:** Selanders

1. That the Event Retention Destination Marketing Fund Grant Application from Prince Albert Grand Council Sports & Recreation for funding the Northern Lights Casino/Prince Albert Grand Council/Northern Lights Community Development Corporation - Golf Tournament scheduled for August 12 and 13, 2023, in the amount of \$7,000, be approved;
2. That \$7,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

Absent: Councillor Ogrodnick and Richard Ahenakew

CARRIED

6.2 Destination Marketing Fund Grant Application Form – Prince Albert U15 Boy's Softball Nationals – Softball Tournament (RPT 23-257)

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

0011. **Moved by:** Councillor Kilmer

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

1. That the New Event Destination Marketing Fund Grant Application from Prince Albert U15 Boy's Softball Nationals for funding the Prince Albert U15 Boy's Softball Nationals – Softball Tournament scheduled for August 9 - 13, 2023, in the amount of \$15,000, be approved;
2. That \$15,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

Absent: Councillor Ogrodnick and Richard Ahenakew

CARRIED

7. UNFINISHED BUSINESS

7.1 Discussion - 2024 Provincial Track Meet (PRESENTED AT MEETING)

8. ADJOURNMENT – 2:14 P.M.

0012. **Moved by:** Selanders

That this Committee do now adjourn.

Absent: Councillor Ogrodnick and Richard Ahenakew

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

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

UNOFFICIAL

TITLE: Traffic Bylaw No. 35 of 2020 Amendment

DATE: July 7, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 18 of 2023 amending the Traffic Bylaw No. 35 of 2020 be given three readings and adopted.

TOPIC & PURPOSE:

The purpose of this report is to amend the Traffic Bylaw No. 35 of 2020.

BACKGROUND:

School Zones

Amendments to the Traffic Bylaw No. 35 of 2020 are required in accordance with City Council Resolution No. 0008, dated January 23, 2023. This Resolution assigned 30km/hr speed limits from 8:00am – 5:00pm, September – June, on weekdays in the following school zones.

1. Queen Mary Public School (15th Street West);
2. École St. Anne's School (6th Avenue West);
3. Princess Margaret School (4th Street East);
4. Riverside School (River Street East).

Recreational Vehicles (RV)

City Council Resolution No. 0338, dated October 17th, 2022:

“That administration review the Traffic Bylaw in regards to length of time that Camper Trailers can be parked in front of residents' homes.”

The Traffic Bylaw No. 35 of 2020 Clause 55a) i restricts motor vehicles over the length of 8 meters from parking on any street zoned as Residential for any period longer than required to take on or discharge cargo.

PROPOSED APPROACH AND RATIONALE:

Bylaw No. 18 of 2023 amends the Traffic Bylaw No. 35 of 2020 to make the following alterations. A list of amendments are included in Attachment 1 – Bylaw No. 18 of 2023 Traffic Bylaw Amendment.

School Zones

Amendments to the Traffic Bylaw No. 35 of 2020 are required in accordance with City Council Resolution No. 0008 dated January 23, 2023.

The extents of the amended school zones are shown in Attachment 2 – Schedule 64b) – School Zones. Section 64a) ii is also required to be amended to allow for 30km/hr school zones on collector and arterial roadways.

Recreational Vehicle Parking

A thorough review was completed of multiple Traffic Bylaws throughout western Canada including but not limited to Saskatoon, Regina and Edmonton.

The City of Saskatoon Traffic Bylaw No. 7200 allows RV's to park on residential streets in the City for up to 36 hours, after which the RV shall be moved to an off-street location for a period not less 48 hours.

The City of Regina Traffic Bylaw No. 9900 allows RV's to park on residential streets in the City for up to 24 hours, provided they are at least 30 meters away from intersections to maintain adequate sightlines for traffic and pedestrians.

The City of Edmonton Traffic Bylaw No. 5590 allows RV's to park on-street for up to 72 hours adjacent to the vehicle owners property, after which the recreational vehicle must be moved to an off-street location for at least 48 consecutive hours.

To maintain consistency with the existing on-street parking allowance for vehicles under 8 meters in Prince Albert, the following Clauses are proposed to be amended to Section 78 in the Traffic Bylaw No. 35 of 2020. RV's will be prohibited from parking within 25 meters of any intersection to ensure motorists have proper visibility of traffic signage, pedestrians and other road users.

“b) An owner or operator of a recreational vehicle or recreational trailer attached to a towing unit shall not park the unit on a public street in the City for more than 48 consecutive hours following which the owner or operator shall move the recreational vehicle to an off-street location for a period of not less than 48 consecutive hours

before the unit can be parked again on a public street within the City.

- c) All recreational vehicles or recreational trailers attached to a towing unit must be parked not less than 25 meters from any intersection.”

The definition of recreational vehicles shall be amended to the Traffic Bylaw No. 35 of 2020:

“Recreational Vehicle” means a self-propelled or towed unit designed as a temporary living quarters for recreation, camping or personal use and is no way used for a commercial purpose. This definition also includes trailers loaded with a boat for the purpose of recreation or personal use.”

CONSULTATIONS:

A Traffic Bylaw review of various municipalities including Edmonton, Regina and Saskatoon was completed regarding standard practice for on-street parking of recreational vehicles and camper trailers.

Consultation was had in regards to recreational vehicle parking with the Bylaw Services Manager, Department of Planning and members of the Prince Albert Police Service.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Prince Albert Catholic School Division and Saskatchewan Rivers Public School Division will be informed that the new 30km/hr school zones as shown in Attachment 2 - Schedule 64b) - School Zones have been amended to the Traffic Bylaw No. 35 of 2020.

The Department of Public Works will work with the City Police Department as well as Communications to develop a media strategy to inform the public of the changes to school zones in advance of the 2023-24 school year. Signs will be placed in advance of the school year in order to give drivers time to see them and help gain attention to the education program developed by Administration.

The Department will also work with Communications to develop a communications strategy to inform the public of the changes to on-street parking for recreational vehicles.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, financial or privacy implications for this report. There is also no options to the recommendation or official community plan.

STRATEGIC PLAN:

The bylaw amendments outlined in this report support the long-term strategy to ensure bylaws are understood, implemented and enforced. This report also supports the long-term strategy to develop and maintain a safe and efficient transportation network within the City of Prince Albert for all road users.

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. Bylaw No 18 of 2023 Traffic Bylaw Amendment
2. Schedule 64b) - School Zones

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

CITY OF PRINCE ALBERT BYLAW NO. 18 OF 2023

*A Bylaw of The City of Prince Albert to amend the
Traffic Bylaw
Bylaw No. 35 of 2020*

WHEREAS the Council of the City of Prince Albert deems it expedient to amend Bylaw No. 35 of 2020 for the purpose of updating the Bylaw to include defined on-street parking limits for recreational vehicles and to extend the limits of four 30km/hr school zones.

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

- 1) That Schedule 64b) be deleted and be replaced with amended Schedule 64b) as attached.
- 2) That Section 64a) ii be deleted and be replaced with amended Section 64a) ii as follows:

64. Speed Limits

- a) No person shall drive or operate any vehicle:
 - ii. between the hours of 8:00 a.m and 5:00 p.m from September 1 to June 30, drive any vehicle at a speed greater than thirty (30) Kilometres per hour (30 km/hr) in any school zone as outlined in Schedule 64 (b).

- 3) That Section 55 be deleted and replaced with amended Section 55 as follows:

55. No Parking if over 7500kg or 8 m in Length

- a) No person shall park any motor vehicle other than a recreational vehicle having a licensed gross vehicle weight in excess of 7500 kilograms or a length greater than eight (8) metres in any of the following places for a period longer than required to take on or discharge cargo where no stall is indicated:
- i. on any street where the abutting land is zoned Residential, Institutional or C-5 Commercial District (neighborhood shopping) as set out in The Zoning Bylaw for the City of Prince Albert;
 - ii. on that portion of the Heavy Vehicle Route.

- 4) That section 78 be deleted and replaced with amended Section 78 as follows:

78. On-Street Parking Period

- a) No person shall park a vehicle on a street in the City for a period of more than forty eight (48) consecutive hours.
- b) An owner or operator of a recreational vehicle or recreational trailer attached to a towing unit shall not park the unit on a public street in the City for more than 48 consecutive hours following which the owner or operator shall move the recreational vehicle to an off-street location for a period of not less than 48 consecutive hours before the unit can be parked again on a public street within the City.
- c) All recreational vehicles or recreational trailers attached to a towing unit must be parked not less than 25 meters from any intersection.

5) That Traffic Bylaw No. 35 of 2020 be amended to include a definition for recreational vehicles as follows:

“Recreational Vehicle” means a self-propelled or towed unit designed as a temporary living quarters for recreation, camping or personal use and is no way used for a commercial purpose. This definition also includes trailers loaded with a boat for the purpose of recreation or personal use.

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

INTRODUCED AND READ A FIRST TIME THIS DAY OF , AD 2023.

READ A SECOND TIME THIS DAY OF , AD 2020.

READ A THIRD TIME AND PASSED THIS DAY OF , AD 2020.

MAYOR

CITY CLERK



LEGEND

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

- | | |
|---------------------------------------|---|
| A - PRINCE ALBERT CENTRAL INSTITUTE | Q - ECOLE VALOIS SCHOOL |
| B - WESMORE (COMMUNITY) HIGH SCHOOL | R - WON-SKA CULTURAL SCHOOL |
| C - QUEEN MARY SCHOOL | S - ST. JOHN'S SCHOOL |
| F - ST. MARY HIGH SCHOOL | T - PRINCESS MARGARET SCHOOL |
| H - ST. ANNE CATHOLIC SCHOOL | U - W.J. BEREZOWSKY SCHOOL |
| K - KING GEORGE (COMMUNITY) SCHOOL | V - HOLY CROSS SCHOOL |
| L - VINCENT MASSEY (COMMUNITY) SCHOOL | W - ECOLE VICKERS SCHOOL |
| M - CARLTON COMPREHENSIVE HIGH SCHOOL | X - ST. MICHAEL CATHOLIC (COMMUNITY) SCHOOL |
| N - JOHN DIEFENBAKER SCHOOL | Y - ARTHUR PECHEY SCHOOL |
| O - ST. CATHERINE CATHOLIC SCHOOL | Z - ST. FRANCIS CATHOLIC SCHOOL |
| P - RIVERSIDE (COMMUNITY) SCHOOL | AA - WESTVIEW (COMMUNITY) SCHOOL |

NO.	DATE	REVISION	BY
5.	07/06/23	30 km/h SCHOOL ZONES ADDED (C, H, P & T) - BYLAW 18 - 2023	EMH
4.	11/15/16	REMOVE SCHOOL ZONE FROM GISI ROAD	K.Sapsford
3.	02/05/13	2013 BYLAW UPDATE	AMR

Bylaw No. 35 of 2020
Schedule 64 (b)



CITY OF PRINCE ALBERT
PUBLIC WORKS
SCHOOL ZONES

DESIGNED	DATE
N.MILLER	AUGUST 8, 2005
DRAWN	DWG. FILE NO.
N.MILLER	SCHOOL_ZONES BYLAW 2016
CHECKED	HORIZ.
	NTS
APPROVED	SCALE
	VERT.



RPT 23-261

TITLE: Municipal Cultural Action Plan Update

DATE: June 23, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That RPT 23-176 be received as information and filed; and,
2. That a Reserve Fund be created for 2024 for the Municipal Cultural Action Plan.

PRESENTATION:

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

ATTACHMENTS:

1. Municipal Cultural Action Plan Update (RPT 23-176)

Written by: Community Services Advisory Committee

TITLE: Municipal Cultural Action Plan Update

DATE: **May 3, 2023**

TO: Community Services Advisory Committee

PUBLIC: X **INCAMERA:**

RECOMMENDATION:

1. That the MCAP Update be received and filed, and forwarded to the Executive Committee.
2. That a reserve fund be created for 2024 for the Municipal Cultural Action Plan.

TOPIC & PURPOSE:

To provide an update on the Municipal Cultural Action Plan (MCAP or “Culture Plan”) including initiatives carried out in 2022, and plans for and progress in 2023.

BACKGROUND:

The Municipal Cultural Action Plan (MCAP) was developed in three phases. Prairie Wild Consulting was contracted to support the development of the culture plan in all three phases, and a Working Group of community organizations have guided the MCAP throughout the process.

- Phase 1 - Consultation and Research, was completed from 2015 to 2016.
- Phase 2 - Writing the Plan, was completed in 2016. The plan was approved by City Council in June of 2016.
- Phase 3 – Implementation and Evaluation is ongoing since 2017. A “Reflect & Refresh” was done in 2021 (half way through the plan) to evaluate the successes and challenges and develop a “Refresh” addendum to guide the work for the next five years.

Funding has been provided by the City of Prince Albert each year. As well, the Arts & Culture Coordinator has applied for and received the Community Cultural Engagement and Planning grant from SaskCulture in every year of the MCAP. This is shown in the chart below.

Year	City of Prince Albert	SaskCulture CCEP (note funding crosses over into two years)	Other grants and sponsorship	TOTALS
2015 (-2016)	\$10,000	\$10,000		\$20,000
2016 (-2017)	\$10,000	\$10,000	\$4000 (SaskCulture Culture Days)	\$24,000
2017 (-2018)	\$40,000	\$5000	\$4000 (SaskCulture Culture Days)	\$49,000
2018 (-2019)	\$20,450	\$5000	\$4000 (SaskCulture Culture Days)	\$29,450
2019 (-2020)	\$40,000	\$2500	\$9000 (SaskCulture Culture Days; NLCDC)	\$51,500
2020 (-2021)	\$40,000	\$5000	\$6000 (SaskCulture Culture Days; SK Arts)	\$51,000
2021 (-2022)	\$40,000	\$5000	\$17,000 (SaskCulture Culture Days sponsorship; SK Arts Artists in Communities grants (2); SPRA Cultural Diversity Grant)	\$62,000
2022 (-2023)	\$40,000	\$5000	\$30,300 (Communities; Community Initiatives Fund \$25,000; SaskCulture Culture Days sponsorship \$5000; Prince Albert Council for the Arts \$200; National Culture Days \$100)	\$75,300
2023 (-2024) To date	\$40,000	\$5000	\$40,000 (Community Initiatives Fund \$20,000; SK Arts Artists in Communities \$15,000; SaskCulture Culture Days sponsorship \$5000)	\$85,000
Total to date	\$280,450	\$52,500	\$114,300	\$447,250

As well as the initiatives funded through the City of Prince Albert, SaskCulture, and other organizations as listed above, MCAP working group members and partners have demonstrated their connection and commitment to the culture plan and have implemented numerous initiatives and programs directly related to the Culture Plan.

Each year, tracking and evaluation documentation has been completed by Prairie Wild Consulting and with the MCAP Working Group. The 2022 Evaluation and Tracking Summary is attached to this report, as well as a visual summary of accomplishments to date with each goal area of the MCAP. Highlights from the culture plan in 2022 are also attached to this report.

Some of the City lead initiatives in 2022 include:

- The sustained engagement of the working group members/organizations in the culture plan. We continue to have 15-20 people participating in the meetings. There were five (5) meetings held in 2022, and one to date in 2023.
- Artists in Communities Project: this year we had funding from the SK Arts Artists in Communities grant and the Community Initiatives Fund, which was used to hire a coordinator and mentor and to work with five local artists to create more opportunities for artists to work on developing relational art practices and provide art opportunities to marginalized or misrepresented people in 14 community organizations. Please refer to the 2022 MCAP highlights for more information on the successes of this project in our City.

- The P.A. Orange Shirt Day stencil was lent to eight community organizations and painted on sidewalks and windows throughout our city.
- Many initiatives were undertaken to promote and practice inclusion and diversity and celebrate our city such as sharing culturecatch and Celebrations through social media, Culture Days, A “Building Equitable and Inclusive Communities” workshop (partnered with the Multicultural Council of Saskatchewan), supporting Theatre in the Park (Sum Theatre), Multicultural Canada Day (PA Multicultural Council), event support and more.
- Consulted with the community and completed an update and format changes to the Cultural Inventory. This inventory is available on our website and can now be sorted by main function (i.e. artists, museums/heritage, fundraisers, etc.). It is a great place to search for performers, dance studios, art galleries, and more.
- Culture Days events (in person, self-guided, virtual). Prince Albert 2022 Culture Days included 19 free activities and events to increase awareness, accessibility, and new participation in the arts and cultural assets and offerings in our city. We were part of the National survey giving us important information about who/what/why they participate in arts and culture.
- Worked with the Knowledge Keepers and Wilna to create a video of the pronunciations of the Indigenous names of River Street (signs) and posted this on the City’s website and facility TV monitors. The Knowledge Keepers also recommended future Indigenous Naming initiatives including a street/road in the new development (“Grandmother’s Way) and the boat launches.
- Coordinated two Crosswalk Art installations, with designs created by artists as well as the Orange Shirt Day design at two crosswalks and five sidewalk locations.
- There were also many initiatives done by community organizations that contribute to the cultural development of our City. Just a few examples include:
 - National Truth & Reconciliation Day and Orange Shirt Day – several organizations collaborated to provide events on the riverbank to bring the community together towards reconciliation.
 - Community Building Youth Futures continues to grow and provide services and opportunities with our youth with a focus on safe spaces. In 2022 they took the lead on the Heart of the Youth Powwow, were involved with the Saskatchewan Council for International Cooperation and COPA mural project, and created the Pihitke Directory – an online directory to connect youth to local services.
 - Significant improvements in Little Red River Park including the 3 new bridges, new paved trail, and the Rotary Adventure Park. This is a great example of the links between city plans.
 - Prince Albert Historical Society had many successes this year including:
 - Grand Opening of the new permanent Indigenous history exhibit: Kistapinânihk/Omaniciye Makoca/T’ogh tëlë/The Gathering Place
 - Received the Regional Centre for Expertise Sustainable Development Award for this exhibit
 - Received significant grants/self help funding
 - Completed the Indigenous Researcher project
 - Partnership with First Nations University of Canada to analyze archeological material
 - Partnership with PA Daily Herald and Prince Albert Public Library (PAPL) to digitize old editions of the newspaper and have available to the public on the PAPL website

- The Mann Art Gallery Métis Mentorship Program and temporary public art installations such as the willow canoe on the riverbank.
- The Prince Albert Downtown Improvement District renewal of events in the downtown such as Street Fair, Culture Days and Sidewalk Sales.
- Prince Albert Multicultural Council World Walk-a-thon, Multicultural Canada Day, summer youth camp, and Tapestrama Cultural Festival.

PROPOSED APPROACH AND RATIONALE:

The 2023 MCAP Budget Plan is attached to this report. Some of the initiatives underway include:

- Little Red River Park Signs - installation of the signage created in 2021 for Little Red River Park about the park's history, once an ancient Dakota Village, as well as a land acknowledgement sign.
- Continued culturecatch and Cultural Celebrations sharing on social media;
- Awareness Days – to promote understanding, inclusion and respect. The awareness days/weeks/months chosen fit with our community's culture, demographics, and desire to increase awareness about a particular issue, and to create change for a more inclusive and connected city.
- Continuation of the Artists in Communities project.
- Installation of the 2nd Avenue banners created by local artist and Metalman.
- Continued MCAP Working Group meetings and providing input into other plans that affect the culture plan goals (i.e. transit plan, LRRP Master Plan).
- Micro grants – delivery of two micro grants for the community to access for events (new or emerging) and for IDEA (inclusion, equity, diversity and accessibility) initiatives.
- “Further Down the Road” with Cadmus Delorme – two events, one for students and one for the public/community at large to continue the discussion and efforts towards reconciliation in our city.
- Culture Days 2023 – Free arts and culture programs and events between September 22 to October 15.

Some of the goals and initiatives of the culture plan will take substantial planning and resources. Similar to the public art plan, it would be beneficial and it is recommended that for 2024, a reserve fund be set up for the MCAP/culture plan so that funds could be carried over year to year for larger projects or initiatives.

CONSULTATIONS:

The public, stakeholder and partner groups and organizations have and will need to continue to be engaged in and guide the implementation and evaluation of the MCAP.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Ongoing communication about the MCAP initiatives, implementation and progress is important. The following methods of communication are utilized:

- MCAP Working Group partners
- City of Prince Albert Website
- Printed plans
- Event, and IDEA (Inclusion, Diversity, Equity, and Accessibility) Micro Grants

- MCAP Brochures
- Logo identification of the MCAP
- Key messages
- Implementation Initiatives
- City of Prince Albert enewsletter
- City of Prince Albert Calendar of Events
- City of Prince Albert Social Media
- Community Meetings and Events

POLICY IMPLICATIONS:

- Official Community Plan
- COPA Strategic Plan
- Community Services Master Plan
- Little Red River Park Master Plan
- Cultural Diversity & Protocol Policy
- Civic Arts Policy
- Public Art Policy
- Social Plan (in development)

FINANCIAL IMPLICATIONS:

As noted in the attached 2023 MCAP Budget and Plan, the total budgeted revenue for 2023 is \$91,250, \$40,000 from the City of Prince Albert, \$6,250 in grant carry over, and \$45,000 in grants and sponsorship.

STRATEGIC PLAN:

The Municipal Cultural Action Plan is listed under the strategic priority “Promoting a Progressive Community”. The 2022 initiatives and the 2023 plans and initiatives to date, have focused on these priorities towards strengthening relationships in the community and collaborating; Truth & Reconciliation; honouring and celebrating our heritage and history; highlighting our diversity; maintaining new and existing amenities and promoting our amenities; and, helping to provide events that promote Prince Albert as a vibrant and diverse City.

We have also made progress on collaborating internally for the benefit of multiple plans and goals.

OFFICIAL COMMUNITY PLAN:

The Municipal Cultural Action Plan is part of the Official Community Plan. The Planning & Development department is part of the MCAP Working Group. Section 13 of the Official Community Plan speaks to Prince Albert Culture, and identifies a number of Goals and Policies to support this important initiative.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

PUBLIC NOTICE:

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

PRESENTATION: Power Point by Judy MacLeod Campbell

ATTACHMENTS:

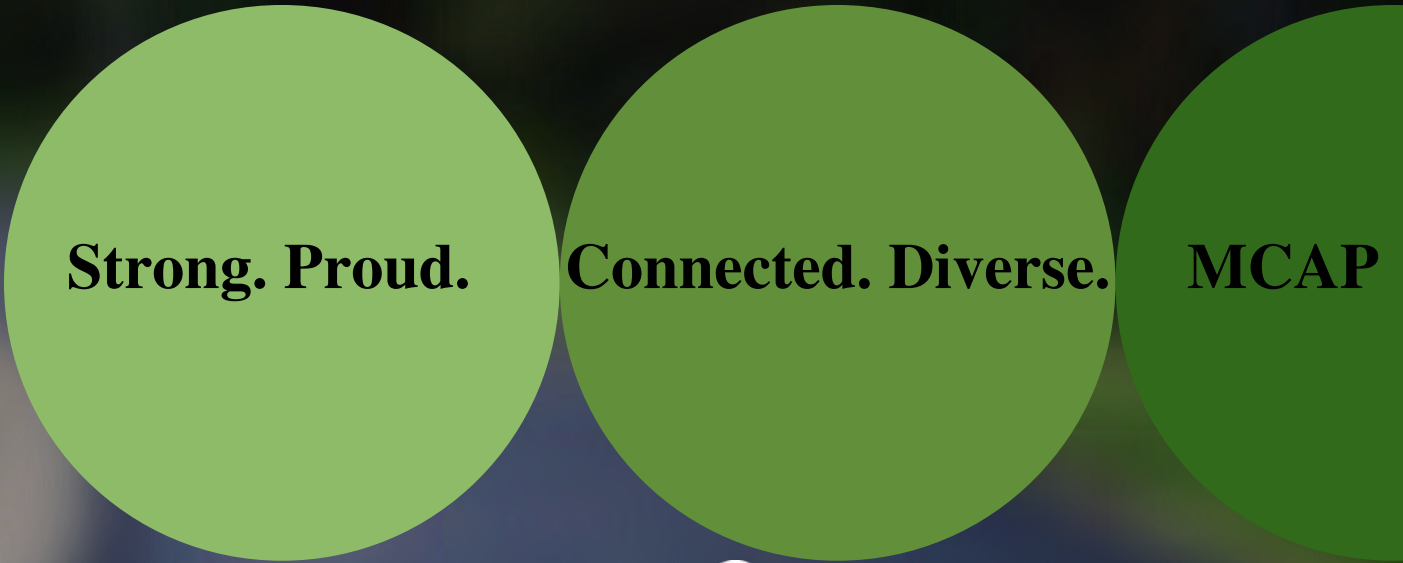
1. MCAP 2022 Highlights
2. MCAP 2022 Implementation Tracker Summary
3. MCAP Action Area Progress 2016-2022
4. MCAP 2023 Budget - tracked to date

Written by: Judy MacLeod Campbell, Arts & Cultural Coordinator

Approved by: Director of Community Services and City Manager

Municipal Cultural Action Plan (MCAP)

2022 Highlights



PRINCE ALBERT
MCAP
MUNICIPAL
CULTURAL
ACTION PLAN



City of
Prince Albert

From the 2021 MCAP Refresh

"It is just having the City invested. If we didn't have this, many of these projects would not happen. **The MCAP investment is something that we need to grow and strengthen.** It is definitely something that we need to continue."

Artists in Communities



Artists in Communities is a project that links artists and community organizations together to develop relational art practices for local artists and provide art opportunities to marginalized or misrepresented people in community organizations.

Artists/Coordinator
5 Artists
1 Mentor
1 Coordinator
14 Community Organizations

Programs & Participants
127 Programs
731 Participants
The culmination of this work was displayed in an exhibit titled *Symbiosis: Arts and the Community* in the John V. Hicks Galley (April 2022) including a reception with 45 people attending.

National Day for Truth and Reconciliation and Orange Shirt Day

Several organizations collaborated to provide events on the riverbank to bring the community together towards reconciliation. This included a ceremony, walk, and a free bbq:

Prince Albert Grand Council
Prince Albert Urban Indigenous Coalition
City of Prince Albert
Communities Building Youth Futures P.A.
Mann Art Gallery
Prince Albert Indian & Metis Friendship Centre
West Flat Citizens Group

P.A.'s Orange Shirt Day stencil was painted on sidewalks throughout the City by various community organizations (8) and COPA.

National Day for Truth
& Reconciliation

Community Building Youth Futures

Community Youth Change Makers

This project highlights youth from Prince Albert who have demonstrated leadership, commitment to community, and/or resilience.

Pihitke Directory: Beyond the Doorstep

This online service directory aims to connect Prince Albert youth to local services. CBYF youth interviewed and created the videos for the services.

Heart of the Youth Powwow

CBYF took the lead on the planning of the Heart of the Youth Powwow in 2022. It was a huge success with approximately 3500 participants!

CBYF P.A.

Initiatives to promote our Inclusion and Diversity and Celebrate our City

- **culturecatch** - monthly feature to celebrate our cultural activities and initiatives
- **Celebrations** (Social Media Posts) - promoting the different cultural and spiritual celebrations important to the people in Prince Albert.
- **Culture Days** - free arts & culture events (19)
- **Mural Project** - donated by SCIC, partnered with CBYF
- **Training** through Zoom - Building Equitable and Inclusive Communities
- **Friendship City partnership** with Thorey en Plaine
- **Event Support** - i.e. When the Deer Comes to the City
- **Theatre in the Park** - Sum Theatre



Inclusion and
Diversity

Little Red River Park Improvements

- 3 new pedestrian bridges
- New paved trail - increasing access
- Rotary Adventure Park development begins



Little Red River Park

Cultural Inventory Update

This inventory can be used as a tool if you are looking to do the following (and more):

- book performers for an upcoming event,
- find a dance or art studio to register for a program,
- explore local art galleries; or
- find a resource to support new immigrants.

Cultural Inventory

The Cultural Inventory is sorted by main function (far right column) and in alphabetical order.

Prince Albert Historical Society

- Grand Opening of the new permanent exhibit: Kistapinânihk/Omaniciye Makoca/T'ogh tëlë/The Gathering Place
- Received the Regional Centre for Expertise Sustainable Development Award for this exhibit
- Received significant grants/self help funding
- Completed the Indigenous Researcher project
- Partnership with FNUC to analyze archeological material
- Partnership with PA Daily Herald to digitize old records and available on their website



Prince Albert
Historical Society

Thank you



2022



PRINCE ALBERT
MCAP
MUNICIPAL
CULTURAL
ACTION PLAN



City of
Prince Albert



**Prince Albert Municipal Cultural Action Plan
2022 Implementation Tracker (Summary)**

	Initiatives
Event Support - MCAP Event Micro Grant (that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP)	<p>City of Prince Albert</p> <ul style="list-style-type: none"> - MCAP provided support for: <ul style="list-style-type: none"> o When the Deer Comes to the City July 23-24; Aug 20-21
Cultural Diversity, Equity and Inclusion Grant	<p>City of Prince Albert</p> <ul style="list-style-type: none"> - A new micro grant to assist organizations to create equitable, diverse and inclusive programming and opportunities in the community
Culture Days Free Events	<p>Prince Albert Multicultural Council (PAMC)</p> <ul style="list-style-type: none"> - Tapestrama Cultural Festival <p>Gateway Mall</p> <ul style="list-style-type: none"> - Urban Art Tour October with support of MCAP <p>John M. Cuelenaere Public Library</p> <ul style="list-style-type: none"> - Hosted a poetry wall <p>Prince Albert Historical Society and Museum (PAHS)</p> <ul style="list-style-type: none"> - Hosted food and downtown walking tours and The Gathering Place exhibit tours <p>Prince Albert Downtown Business Improvement District (PADBID)</p> <ul style="list-style-type: none"> - Hosted sidewalk sale and culture days <p>Heart Space Clay Studio</p> <ul style="list-style-type: none"> - Conversation in the traditional studio (Open House) <p>Prince Albert Arts Centre</p> <ul style="list-style-type: none"> - Hosted various free programs: writing your life story, dream catcher making, quill earrings, traditional yoga, beaded poppy <p>Prince Albert Council for the Arts</p> <ul style="list-style-type: none"> - Hosted Irish Triquetra Paper craft, Kohkum's Babushka Story & Craft <p>Jesse Campbell, local Art Curator and Administrator</p> <ul style="list-style-type: none"> - Hosted Java & Art Tour during Culture Days <p>Mann Art Gallery (MAG)</p> <ul style="list-style-type: none"> - Hosted family art night
Marketing Prince Albert Positives & Culture	<p>City of Prince Albert, Municipal Cultural Action Plan</p> <ul style="list-style-type: none"> - CultureCatch is a monthly feature on social media celebrating cultural activities and initiatives in the community - <u>Cultural Celebrations</u> - In order to support cross cultural understanding in our community, the City of Prince Albert is celebrating and promoting the different cultural and spiritual celebrations that



	Initiatives
	<p>are important to the people in Prince Albert. To achieve this, we compiled a list of local celebrations and inviting members of the community to share information, images, and experiences related to these celebrations. We then use our digital platforms to recognize and share these stories in a meaningful way that helps to educate the broader community on the cultural groups present in our community.</p> <ul style="list-style-type: none"> ○ Examples of celebrations include: St. Patrick's Day, Good Friday, Cinco de Mayo <p>Communities Building Youth Futures Prince Albert (CBYFPA)</p> <ul style="list-style-type: none"> - Continues with Community Change Maker project highlighting youth that show leadership, resilience, and commitment to the community
Cultural Protocols	<p>City of Prince Albert, Municipal Cultural Action Plan</p> <ul style="list-style-type: none"> - Purchasing protocol supplies for City use - CoPA, MCAP continued to work with Knowledge Keepers on Little Red River signage
Community Reconciliation initiatives	<p>Saskatchewan Health Quality Council</p> <ul style="list-style-type: none"> - Conducted a survey to gather feedback from First Nations and Metis communities to inform the Prince Albert Victoria Hospital Design Project <p>Prince Albert Historical Society (PAHS) and Museum</p> <ul style="list-style-type: none"> - Received the Regional Centre for Expertise Sustainable Development Award for the Indigenous display area - Completed Indigenous researcher project - Received Museum Assistance Grant for Indigenous heritage <ul style="list-style-type: none"> ○ Partnering with FNU and U of R to analyze archeological material - Provided free admission on September 30 <p>Communities Building Youth Futures Prince Albert (CBYFPA)</p> <ul style="list-style-type: none"> - Hosted Heart of the Youth Community Pow Wow with approx. 3000 in attendance <p>Prince Albert Multicultural Council (PAMC)</p> <ul style="list-style-type: none"> - Hosted Colonialism and Reconciliation Event for newcomers - Hosted Canada Day on the riverbank with a reconciliation ceremony <p>Prince Albert Indian and Metis Friendship Centre (PAIMFC), Prince Albert Urban Indigenous Coalition (PAUIC) and other partners</p> <ul style="list-style-type: none"> - Hosted National Indigenous Peoples Day event in Kinsmen Park and Pride and Reconciliation Walk <p>Prince Albert Grand Council</p> <ul style="list-style-type: none"> - Hosted National Indigenous Peoples Day event <p>Tipi Fuel & Convivence, Northern Lights Casino, and Prince Albert Regional Economic Development Alliance (PAREDA)</p> <ul style="list-style-type: none"> - Hosted fireworks for NIPD at Alfred Jenkins Field House



	Initiatives
	<p>PAUIC</p> <ul style="list-style-type: none"> - Circulated resources for Red Dress Day – May 5 <p>PAUIC, PAGC Health, Prince Albert Police Services, Mann Art Gallery, CBYF, City of Prince Albert and other partners</p> <ul style="list-style-type: none"> - Organized and hosted September 30 – National Day for Truth and Reconciliation on the riverbank – community BBQ and activities <p>PAIMFC</p> <ul style="list-style-type: none"> - Sold orange shirts for National Day for Truth and Reconciliation <p>PAUIC and Community Networking Coalition (CNC)</p> <ul style="list-style-type: none"> - Hosted 3 joint gatherings <p>CoPA MCAP</p> <ul style="list-style-type: none"> - Sponsored “An Evening with Chief Delorme (paid EA Rowlinson rental cost) in partnership with PAPS, Canadian Tire, PAGC - Supported Multicultural Canada Day Indigenous content towards sharing of Truth and Reconciliation - Lent Orange Shirt Day (OSD) stencil to 8 organizations - Painted the OSD stencil in 5 locations
Indigenous Naming Initiative	<p>City of Prince Albert</p> <ul style="list-style-type: none"> - New billboard welcome ads were done & a video on the meaning and pronunciation of the River Street signs in local Indigenous languages was uploaded to the City's website.
Diversity and Multicultural Awareness Initiatives	<p>Prince Albert Multicultural Council (PAMC)</p> <ul style="list-style-type: none"> - Hosted Prince Albert Community Forum virtual event - Hosted Tapestrama September 24 and 25; multicultural youth camp at Little Red River Park; World Walk-A-Thon June 11 (MCAP Supported); Diversity Night on November 25 <p>Prince Albert Pride</p> <ul style="list-style-type: none"> - Established a new board and hosted events during Pride Week June4-12 (Parade, Pride in the Park – BBQ & Entertainment, youth talent show) <p>John Vick's Gallery</p> <ul style="list-style-type: none"> - Hosted Healing Journey exhibit working with SHARE, Canadian Mental Health Association, The Nest, and Acquired Brain Injury - Other monthly exhibits (Lots of diversity in exhibits) <p>YWCA</p> <ul style="list-style-type: none"> - Hosted World Refugee Day Celebration



	Initiatives
Support non-profit and cultural organizations training and networking opportunities (i.e. volunteers, grants,)	<p>City of Prince Albert, MCAP and Community Futures Prince Albert</p> <ul style="list-style-type: none"> - Hosted "Getting Discovered" Workshops, one online and one in-person (Sept 8 and Oct 25) - Partnered with the MCOS to provide the workshop "Building Equitable & Inclusive Communities"
Provide specialized/targeted funding for unique opportunities that create sense of place like moveable furniture; outdoor heritage/cultural signage; functional and/or portable public art.	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> - Orange Shirt Day stencil lent out to 8 organizations - Theatre in the Park at King George School supported with MCAP funding in partnership with SUM Theatre (June 15 & 17) Cree Name - Wahkohtowin - Together with CBYF PA and the Saskatchewan Council for International Cooperation created and revealed the mural Kistahpinanihk "the great meeting place" created by Bruno Hernani and CBYF Youth during a weeklong workshop - Worked with artists to paint 3 crosswalks
Little Red River Park master plan initiatives that grow the park's culture	<p>City of Prince Albert (Community Services – Parks)</p> <ul style="list-style-type: none"> - Working with Rotary Club to build the Rotary Adventure Park - MCAP continuing signage project at Little Red River Park - With Saskatchewan Parks and Recreation Association hosted Wilder Nook at Little Red River Park in August for youth ages 8-12 - Continued with construction of pedestrian bridges - 450 m stretch of newly paved pathway which connects the Cosmo Lodge, Rotary Adventure Park (still under construction), and Toboggan Hill areas within this section of the park. The new asphalt pathway will also help to stabilize and reduce the concerns with erosion along the riverbank.
Supporting Professional and Developing Artists - Artists in Communities	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> - The Artists in Communities project continues with a mentor, coordinator, 5 artists and 14 community organizations where the art opportunities take place (127 programs, 731 participants) <ul style="list-style-type: none"> o A culmination of the Artists in Communities work to date was displayed at the John V. Hicks Gallery in the Prince Albert Arts Centre, titled <i>Symbiosis: Arts and the Community</i> in April. A reception was held for the exhibit. - Nomination and shortlist for Roxanne Dicke for the 2022 Saskatchewan Arts Leadership Individual Award. Leah Dorion was also nominated and shortlisted. - Passage Home sculpture to be placed in Scarrow Plaza. Major public art for our city. Postponed the unveiling date to 2023 (was to be Sept.30) - Did a call out for artists for banner project for 2nd Avenue entrances/cultural corridor. <p>Prince Albert Downtown Business Improvement District</p> <ul style="list-style-type: none"> - Hosted first Aboriginal Fashion Show at St. Mary's as a fundraiser for the food bank



	Initiatives
	<p>Communities Building Youth Futures Prince Albert (CBYFPA)</p> <ul style="list-style-type: none"> - Featured artist at National Indigenous Peoples Day in Kinsmen Park to sell art <p>Prince Albert Arts Board</p> <ul style="list-style-type: none"> - Parts for the Arts Professional Development Day - Arts Hall of Fame Gala held for 2020/2021 inductees - Helen Morris Memorial Grant Fund promotes professional development for youth in the arts – 3 applicants in 2022 <p>Kyla Art Show in partnership with PA Optimists Club</p> <ul style="list-style-type: none"> - Hosted live Art Show and Sale
Work with the Transportation area of COPA Public Works and others to tackle barriers	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> - MCAP Working Group met with Transportation and Transit Manager January 20 to share needs for community public transit
Cultural Inventory	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> - MCAP Working Group identified cultural assets; provided input into inventory database and function, form, and display; presented final updated inventory and form in November - Exploration of format and link to City of Prince Albert website - Cultural Inventory updated and live on the City of Prince Albert's website – shared through in-person workshop
Ongoing internal evaluation	<p>City of Prince Albert, MCAP</p> <ul style="list-style-type: none"> - Summary and comprehensive tracker completed
MCAP continued communication, promotion, awareness building, and collaboration and support across community organizations	<ul style="list-style-type: none"> - 5 MCAP Working Group meetings - On-going encouragement to use the event calendar to coordinate events - Provincial cultural coordinators network formed
Other	<p>City of Prince Albert</p> <ul style="list-style-type: none"> - Hosted the Playground Program - Circulated seasonal free programs brochure - Led the Homelessness Action Initiative in collaboration with other organizations - Arts Centre hosted various activities e.g. painting, graffiti art, clay camp, cooking, gardening, screen printing, drawing - Participated in Prince Albert Winter Festival - Awarded 5 - \$5,000 grants for down payment assistance - Residential renovation program in September and October



Initiatives

- Nominations for Municipal Heritage Awards awarded in early August
- Entered into twin city Friendship City Partnership with a city in France (Thorey en Plaine)

YWCA

- Hosted the Employment Support Program for Youth
- Settlement Services Newcomer Music Program
- Worked to start a men's soccer league
- Prince Albert's Our House designated as Provincial Heritage Property

The Backyard and Compost Corner Prince Albert

- Hosted Seedy Saturday

Prince Albert Early Years Family Resource Centre

- Hosted various activities such as Prenatal Yoga, Baby & Me Yoga, Story Sacks, Scheduled Play, Blooming Buddies, ECIP program

Learning Disabilities Association of Saskatchewan

- Hosted homework club

Community Service Centre

- Hosted the Targeted Initiative for Older Workers
- Hosted the older worker program in December

Prince Albert Urban Indigenous Coalition and Community Networking Coalition

- Regular directory updates and emails
- Hosted the Agency Showcase

Prince Albert Public Library

- Hosted various activities such as DIY Craft To Go Spring Tree Craft, book club, movies, author readings
- Implementing strategic plan – updating library signs and underwent theatre and library renovations

University of Saskatchewan

- Conducted a survey related to food security consequences of COVID-19 among off-reserve Indigenous peoples

Saskatchewan Parks and Recreation Association

- Hosted various programs and activities such as HIGH FIVE® Training, Burst Movement Break Videos, Embracing Life Initiative, SPARCing Positive youth Development through Sport

Mann Art Gallery

- Story box project prepared for ages 4-8 in partnership with literacy network
- 46th Annual Winter Festival Art Show & Sale
- High School Juried Art Show
- Art tents at summer events



Initiatives

- Moved public collections online with the Saskatchewan Art Collection
- Created a new outdoor art installation
- Undertook strategic planning
- Hosted summer exhibitions
- Hosted a Métis Artist Mentorship
- Hosted Love in Every Stitch Neufeld' Ribbon Skirts from Kistapinanihk in partnership with Shushkitew Collective in September

Prince Albert Downtown Business Improvement District

- Hosted Street Fair
- Hosted Santa Parade and carolers on November 26

Prince Albert Historical Society and Museum

- Historical Society, museum, and PA Herald have an agreement to digitize old records and reels from the Daily Herald to make them publicly available on the website
- Received funding through Canada Works and Canada Summer Jobs for Summer Interpreters
- Hosted historic scavenger hunt
- Received PA Community Foundation grant for \$15,000 for education
 - o Programs for children, seniors and youth next year
 - o Summer camps and child programs in August
 - o Summer student work on Gathering Place exhibit and text panels

Communities Building Youth Futures Prince Albert

- Continued updates to the Pihitkwe Youth Service Directory including creating an app development committee. Hosted youth art programs – moccasins, beading, writing

PA Music Festival

- Gladys Strom Memorial Fund to support young musicians
 - o Was promoted more this year and have had a record number of applicants
 - o Supporting Broadway North Theatre Camp

Saskatchewan Health Authority (SHA)

- Food Coalition surveyed grocery stores regarding cost of food
- Hosted healthy food webinar
- With SPRA created Healthy Foods for my Recreation Setting Guide
- Hosted Raising a Healthy Happy Eater – tips for parents and caregivers of young children – November 29

Prince Albert & Area Community Foundation

- Offered funding to community organizations and charities. One of the key granting priorities is arts and culture



Initiatives

Prince Albert Early Years Family Resource Centre

- Hosted various free activities for youth and families e.g. Family expo, yoga, play drop-ins

Metis Nation Saskatchewan

- Hosted Metis Tea & Talks: Li Tii Minihkwaytaak Piikishkwaytaak event titled “Understanding Cancer and the Cancer Journey for Métis”!
- Along with other provincial Metis Nations hosted Metis Learning Series Podcasting 101 in August

Prince Albert Exhibition Association

- Hosted Parade and Exhibition

Red Jacket

- Classic Golf Tournament held August 4

Prince Albert Multicultural Council

- Hosted Enhanced Career Bridging Program

National Urban Indigenous Coalitions Council

- Hosted free webinar – Urban Indigenous Governance – Learning from the Past in August

Pow Wow Pitch

- Grassroots community of Indigenous entrepreneurs across Turtle Island, purpose-built to provide a safe, collaborative, supportive and empowering platform for inspiration, education, mentorship, celebration, and reconciliation through entrepreneurship

Co-operative Health Centre

- Hosted Healthy Eating Tips for Seniors in October

Community Futures Prince Albert and District

- Offered the 'Side Hustle' program for 20 aspiring entrepreneurs ages 15 to 39

West Flat Citizens' Group

- Hosted Prince Albert Community Christmas Dinner

Canadian Revival Centre

- Purchased the Rivier building

Prince Albert Municipal Cultural Action Plan

Action Area Progress

6.5 Year Average (2016-2020)



Progress is measured by how much the logo is filled in on a scale of one to five: No colour, no actions taken; 1/4 colour, some actions taken; half colour, more actions taken; 3/4 colour, actions near complete; full colour, actions complete.

Prince Albert Municipal Cultural Action Plan
2023 Budget Initiatives
 Last Updated: April 2023



2023 Action/Initiative	Theme/Goal Reference	Action/Initiative Detail	Timeline	Budget	SaskCulture CCEP Grant Application	Actual to date
EXPENSES						
Event Support - MCAP Event Micro Grant (that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP)	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	Support to new, emerging or developing special events that animate public spaces (includes virtual option). Events that are not receiving other COPA supports i.e. Waiving of Fees; DMF; CGP. \$500 max	Ongoing	\$2,500.00		\$1,500.00
Cultural Diversity, Equity and Inclusion Grant	Bridging Nations; Our Heritage	This grant will support community initiatives and projects that ensure that equity, diversity and inclusion are thoughtfully considered and build intercultural awareness and understanding in the community. \$500 max	Ongoing	\$2,500.00		\$500.00
Culture Days Free Events	Our Heritage; Bridging Nations; All Ages - Activities, Amenities, Programming; Performing, Visual & Mixed Arts; Industry, Business & Innovation; Food and Food Related/Culinary Culture	Support the Culture Days events for 2023.	Culture Days: September 23-October 7	\$7,000.00		\$38.62
Marketing Prince Albert Positives & Culture	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	culturecatch monthly or more sharing positive news stories; Photography - focus on events; possibly short video? Radio?; Investigate Program Calendar?	Ongoing	\$2,000.00		
Cultural Protocols	Bridging Nations; Our Heritage	Funding for cultural protocol related expenses such as tobacco, cloth, Knowledge Keeper consultation meetings, etc.	Ongoing	\$250.00		
All ages Goal	All ages - Activities, Amenities, Programming; Community Vitality & Networking; Bridging Nations; Performing, Visual & Mixed Art	Youth Gathering and Round Dance	March 29-31	\$1,000.00		\$420.00
Community Reconciliation initiatives	Bridging Nations; Our Heritage	Canada Day Reconciliation Ceremony; Training/Education follow up from Cadmus Delorme reconciliation events	July 1 - Canada Day Event	\$2,500.00	Yes - Cadmus Event	\$11,500.00
Indigenous Naming Initiative	Our Heritage; Bridging Nations	Name one space every 1-2 years. Ideas? Boat launch; Scarrow Plaza?		\$2,250.00		
Diversity and Multicultural Awareness Initiatives	Bridging Nations; Food Related/Culinary Culture	Cultural Celebrations sharing/education posts (approx. \$600); Awareness Days/Weeks/Months blog type posts (approx. \$3300); Integrating activities/supports for newcomers in City run programs and facilities; Newcomers & Indigenous relationship building through art; Anti-Racism initiatives	Ongoing	\$4,000.00	Yes - Awareness Days Social Media Posts	
Support non-profit and cultural organizations training and networking opportunities (i.e. volunteers, grants,)	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Training offered to community. Topic(s) TBD.		\$500.00		

Provide specialized/targeted funding for unique opportunities that create sense of place like moveable furniture; outdoor heritage/cultural signage; functional and/or portable public art.	Supportive Infrastructure & Related Resources; Industry, Business & Innovation; Performing, Visual & Mixed Arts; Our Heritage; The River & Natural Surroundings/Places	Examples of projects (won't be all of them): 2nd Ave Banners/Public Art Project; Downtown Pop Up Poetry; Crosswalk Art; Potential Partnership initiatives with PA Arts Board and/or business community - PA Tourism/PAREDA, PADBID		\$5,500.00		\$1,577.41
Little Red River Park master plan initiatives that grow the park's culture	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Sign Installation Ceremony? Feasibility study for river crossing and link to LRRP?; Increased signage (especially wayfinding to park)	Spring 2022	\$2,500.00		
Supporting Professional and Developing Artists - Artists in Communities	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Support professional Artists and community organizations to provide opportunity for community to engage with the arts through Artist lead projects in no traditional settings/organizations. Goal to lead to residencies.		\$45,000.00		\$14,371.97
Artist in Residence	Performing, Visual & Mixed Arts; Industry, Business & Innovation; All Ages - Activities, Amenities, Programming; Community Vitality & Networking	Coordinate a pilot Artist in Residence project and evaluate for future projects				\$700.00
Develop the Riverbank	Our Heritage; The River & Natural Surroundings/Places; Performing, Visual & Mixed Arts; Supportive Infrastructure & Related Resources; Food and Food Related/Culinary Culture; All Ages - Activities, Amenities, Programming;	Riverbank Working Group and initiatives; Connectivity to LRRP; Cook Shelter/Community Oven		\$5,000.00		
Work with the Transportation area of COPA Public Works and others to tackle barriers.	All Ages - Activities, Amenities, Programming; Community Vitality & Networking; Industry, Business & Innovation	Continue to work with the City's Transportation area of Public Works to discuss transportation barriers and issues and work towards solutions		\$0.00		
OPERATIONAL ACTIONS						
MCAP continues promotion and awareness building	All Themes and Operational	Annual Report	Ongoing	\$0.00		
Ongoing internal evaluation of the MCAP	Operational	Prairie Wild documentation/tracking/metrics development	Ongoing	\$3,000.00		\$1,680.00
MCAP continued communication, promotion, awareness building, and collaboration and support across community organizations	Operational	Working Group meeting costs such as coffee, lunch, etc. - 1-2 in person	Ongoing	\$500.00		\$116.36
Total Expenses				\$86,000.00		\$32,404.36
REVENUE						
COPA				\$40,000.00		\$40,000.00
SaskCulture CCEP Carry Over from 2022				\$1,250.00		
*Community Initiatives Fund for Artists in Communities Carry Over from 2022				\$5,000.00		
SK Arts Artists in Communities Project Grant Carry Over From 2022				\$0.00		\$0.00
Community Initiatives Fund for Artists in Communities (NOT guaranteed - \$5000 in 2024 after follow up, if approved)				\$15,000.00		\$16,000.00
SK Arts Artists in Communities Project				\$15,000.00		\$15,000.00

SaskCulture Culture Days Sponsorship (NOT guaranteed)	\$5,000.00		
SaskCulture CCEP Grant 2023 (NOT guaranteed)	\$5,000.00		\$3,750.00
Total Revenue	\$86,250.00		\$74,750.00

RPT 23-278

TITLE: Regulating Hours of Operation for Liquor Stores and Convenience Stores

DATE: July 6, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Administration consult with identified stakeholders who have an interest in the hours of sale for alcohol in Prince Albert, including retail liquor vendors and the Community Alcohol Strategy Steering Committee, in order to bring back a report to Executive Committee identifying recommendations and options arising from the Government of Saskatchewan's recent amendment to *The Alcohol Control Regulations*.
2. That this report as it relates to the review and reporting of the hours of operation for convenience stores be received as information and filed.

TOPIC & PURPOSE:

To provide information regarding the hours of operation of liquor stores and convenience stores, as requested during the October 17, 2022 session of City Council.

BACKGROUND:

City Council, at its meeting of October 17, 2022 approved the following motions (MOT 22-17 & MOT 22-18):

"That Administration review the hours of operation for Off-Sale Liquor Stores," and "That Administration review the hours of operation for 24-hour Convenience Stores."

Council previously received confidential legal opinions in 2018 and again in 2021 on the retail liquor sale hours issue. In that Council's October 2022 direction required another legal opinion on this same topic and also in regard to convenience store hours, a further confidential legal analysis was provided and reported under date of January 4th, 2023.

Taking care not to waive the confidentiality of the City Solicitor's prior legal advice and reporting at that time, it was understood by Administration that *The Cities Act* grants the City power to pass bylaws to regulate businesses and business activity, but section 11 of *The Cities Act* stipulates that if there is a conflict between a municipal bylaw and provincial legislation or regulation, the bylaw is of no legal effect to the extent of the conflict. While the City of Prince Albert does indeed have the power to pass bylaws regulating businesses, any effort by City Council to limit liquor sale hours in Prince Albert would be subject to a challenge under section 49 of the Government of Saskatchewan's *Alcohol Control Regulations* that very clearly and expressly permits retail liquor stores province-wide to sell beverage alcohol between the hours of 8am to 3am. Section 49 of the Regulations reads as follows:

The Alcohol Control Regulations, 2016

PART 12

Hours of Operation, etc.

General hours of operation

49(1) Every retail store permittee may open the retail store and sell beverage alcohol in the retail store:

- (a) between 8:00 a.m. on any day and 3:00 a.m. of the following day; and
- (b) notwithstanding clause (a), between 8:00 a.m. on December 31 and 3:30 a.m. on January 1.

(2) Every permittee, other than a retail store permittee, may open the premises and sell beverage alcohol on the premises:

- (a) between 9:30 a.m. on any day and 2:00 a.m. of the following day.

It should be noted that in October 2019, City Council moved to forward a Liquor Store Hours Resolution to the 2020 Saskatchewan Urban Municipalities Association Convention for consideration. The Resolution stated:

“THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association lobby the Government of Saskatchewan to make necessary legislative changes to clearly and legally permit municipalities to regulate operating hours of liquor stores in order to permit municipalities to effectively manage public access to alcohol as the municipality itself sees appropriate to its own community.”

This Resolution was defeated in 2020 and did not progress any further. Despite this Resolution being defeated, Administration and the Mayor's Office entered into further discussions with the Saskatchewan Liquor and Gaming Authority (SLGA) to review options regarding liquor store hours of operation in Prince Albert.

Mayor Dionne, the City Solicitor and the Director of Planning and Development Services on March 7th, 2023 met virtually with the responsible Government of Saskatchewan minister, Minister Lori Carr, and with senior legal counsel from the Department of Justice. Mayor Dionne inquired whether the Government of Saskatchewan would consider amending the

section 49 permission for specified hours of operation afforded to liquor store operators. Minister Carr indicated in the meeting that an amendment of section 49 was not under consideration.

Mayor Dionne requested that further discussion occur, and the City Solicitor was invited by the Minister to contact the Department of Justice to discuss the City's position on the need for amendment to section 49 of the Regulations in order for municipalities to have the option to legally enforce reduced hours of liquor sale their communities by bylaw. The City Solicitor took opportunity to have that meeting with the Department of Justice on March 30th.

PROPOSED APPROACH AND RATIONALE:

Liquor Stores

On April 26th, 2023 the Government of Saskatchewan amended section 49 of its *Alcohol Control Regulations* (albeit without providing notice or advice to City officials) to make the permitted hours of liquor sales "*Subject to*" a newly added subsection 49(3). The new subsection 49(3) reads as follows:

- 49(3)** If a retail store or premises are located within a municipality or on a reserve, the municipality or the Indian band, as the case may be, may elect to adopt a bylaw to further restrict the hours that a retail store permittee or permittee may open the retail store or premises, as the case may be, and sell beverage alcohol.

As a result of this recent amendment, effective April 26, 2023, the City of Prince Albert now has the statutory and legal authority to regulate and specify retail liquor sale hours by bylaw.

Convenience Stores

A confidential legal analysis was also provided to elected officials under date of January 4th, 2023 concerning convenience store hours. Generally, it is Administration's understanding that while the regulation of operating hours for convenience stores may be possible through *The Cities Act* in very specific and limited situations, there are many practical and legal issues that would need to be navigated in order to do so. The City of Prince Albert does not currently regulate retail hours of operation in any way, so a new and thorough process would need to be carefully established with legal advice. This process would need to ensure the process did not discriminate between convenience stores and other types of retail stores selling similar products, or potentially threaten the viability of affected businesses.

The municipal purpose of regulating the hours of operation for convenience stores would need to be very clear and rational, with support for why regulating hours is important for the health and welfare of the City. It would be important to have data that showed businesses being closed during certain times of the day would be beneficial to specific objectives for the community.

CONSULTATIONS:

Planning and Development Services has worked closely with the City Solicitor as well as the Government of Saskatchewan to ensure the City is acting within its authority.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to the approval of the recommendations, Administration will communicate with identified stakeholders to develop possible options to present to City Council for consideration.

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:

This report supports the City's area of focus of Community Safety as it ensures bylaws are understood, implemented, and enforced.

OFFICIAL COMMUNITY PLAN:

This report is aligned with Section 11.7.3 of the Official Community Plan, which states that one of the City's goals is to "promote a viable and active community by taking action on the conditions that influence the health and wellbeing of the citizens of Prince Albert."

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Craig Guidinger, Director of Planning & Development Services

ATTACHMENTS: NONE

Written by: Ellen Pearson, Planner

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



RPT 23-251

TITLE: Action Items from City Council and Executive Committee

DATE: July 6, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 23-251.

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 or Executive 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 June 19, 2023 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 aligns with the City's Strategic Priority of Delivering Professional Governance:

"Increase teamwork, trust, and communication between and amongst City Council and Administration."

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 Savannah Price, Records Coordinator**ATTACHMENTS:**

1. Report Preparation Calendar
2. Reports Derived from Motions
3. Open Action Items - Community Services
4. Open Action Items - Corporate Services
5. Open Action Items - Financial Services
6. Open Action Items - Planning & Dev. Services
7. 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				

**2023 COUNCIL & EXECUTIVE MEETINGS
REQUEST FOR REPORTS DERIVED FROM MOTIONS**

City Council	23-Jan	13-Feb	6-Mar	27-Mar	24-Apr	15-May	12-Jun	Total Req. for Reports	Notice of Motions
Mayor G. Dionne	0	0	0	0	0	0	0	0	
Councillor C. Miller	0	0	0	0	0	0	0	0	
Councillor T. Lennox-Zepp	0	0	0	0	0	0	1	1	
Councillor T. Head	0	0	0	0	0	0	0	0	
Councillor D. Cody	0	1	0	0	0	0	0	1	
Councillor D. Ogrodnick	0	0	0	0	2	0	0	2	1
Councillor B. Edwards	0	0	0	0	0	0	1	1	1
Councillor D. Kilmer	0	0	0	0	0	0	0	0	
Councillor T. Zurakowski	0							0	
Councillor D. Solomon							0	0	
								5	

Total Admin Reports	9	22	11	15	15	15	17	104	
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City Council Special	9-Jan	29-Mar	23-May	Total Req. for Reports
Mayor G. Dionne	0	0	0	0
Councillor C. Miller	0	0	0	0
Councillor T. Lennox-Zepp	0	0	0	0
Councillor T. Head	0	0	0	0
Councillor D. Cody	0	0	0	0
Councillor D. Ogrodnick	0	0	0	0
Councillor B. Edwards	0	0	0	0
Councillor D. Kilmer	0	0	0	0
Councillor T. Zurakowski	0			0
				0

Total Admin Reports	1	3	1	5
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Executive Comm	9-Jan	30-Jan	27-Feb	13-Mar	3-Apr	1-May	23-May	Total Req. for Reports
Mayor G. Dionne	0	0	0	0	0	0	0	0
Councillor C. Miller	1	0	0	0	0	0	0	1
Councillor T. Lennox-Zepp	0	0	3	1	0	0	0	4
Councillor T. Head	0	0	0	0	0	0	0	0
Councillor D. Cody	0	0	0	0	0	1	0	1
Councillor D. Ogrodnick	0	0	0	0	0	0	0	0
Councillor B. Edwards	0	0	0	0	1	0	0	1
Councillor D. Kilmer	0	0	0	0	2	0	0	2
Councillor T. Zurakowski	0	0						0
								9

Total Admin Reports	8	9	5	9	9	9	4	53
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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>	4/3/2023	9/25/2023	Director advised that consultation is currently underway with the Director of Planning regarding the policy review. Consultation is also underway with DCG regarding edits to the City's Naming Rights & Sponsorship Policy to assist with the City's Fundraising Campaign for the new Recreation Facility. All edits, including Gender Equity, will be included within the final amended policy. Once the amended policy is approved by the Fundraising Committee, it will be forwarded to an upcoming City Council meeting for approval. The projected date for this consideration is the September 25, 2023 City Council Meeting.
CS2	7/11/2022	<p>MARGO FOURNIER CENTRE – RECOGNITION OF NAME</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>	4/3/2023	8/14/2023	Director has advised that consultation is concluding with the Fournier family in advance of consideration of report being put forward at the August 14, 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>	2/27/2023	8/14/2023	Director has advised that a report will be brought forward at the August 14, 2023 Executive Committee meeting to be considered with the other facility naming requests.

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
CS4	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>	4/1/2023	9/11/2023	Report is scheduled to go to the September 6, 2023 Community Services Advisory Committee Meeting. From there, the report will be forwarded to an upcoming Executive Committee Meeting.
CS5	5/19/2020	<p>MOTION - COUNCILLOR D. OGDONICK - 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>	7/1/2023	9/11/2023	Director advised that following the tour, a report will be brought forward for consideration at the September 11, 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>	6/1/2023	10/3/2023	With the start of the new HR Manager, it is expected that Corporate Services will have the capacity to meet this new deadline.
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	11/14/2023	With the start of the new HR Manager, it is expected that Corporate Services will have the capacity to meet this new deadline.

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	3/13/2023	<p>IMPOSING LEVIES FOR THE YARD DISTRICT</p> <p><i>That Administration provide a report on options for consideration with respect to imposing levies for The Yard District.</i></p>	6/13/2023	9/15/2023	Report is being reviewed by the City Solicitor.
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	12/31/2023	Director has advised this matter is currently under review with Public Works and requests an extension of time.
FS3	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>	6/30/2023	12/31/2023	Director has advised this matter is currently under review and requests an extension of time.

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	3/27/2023	<p>INCENTIVE PROGRAM - PURCHASERS OF VACANT RESIDENTIAL LOTS</p> <p><i>That Administration bring forward an Incentive Program for purchasers of vacant residential lots to assist in the development and building of a house on the lot.</i></p>	6/27/2023	8/14/2023	Director has advised that a meeting took place with the City Manager and Finance Manager and they have developed a number of concepts that will be prepared for the Executive Committee on August 14, 2023.
PD2	7/18/2022	<p>REQUEST TO IMPLEMENT DOWNTOWN MUNICIPAL BUSINESS TAX INCENTIVES</p> <p><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></p>	1/30/2023	8/14/2023	Director has advised that after presenting to the PADBID on June 21, 2023, his department is now drafting programs that are the result of those discussions. The program will be forwarded to the Board the week of July 3rd for review/approval. It is anticipated that a report will come forward to the August 14, 2023 Executive Committee Meeting.
PD3	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>	10/23/2023		
PD4	4/25/2016	<p>DESTINATION MARKETING LEVY (BYLAW NO. 20 OF 2016)</p> <p><i>That the funds generated from the annual Destination Marketing Levy be held in a separate bank account as payments are received and an annual accounting of the funds within the bank account be provided to members of Council by July 1st each year.</i></p>	7/1/2023	7/1/2024	City Council is provided the annual levy reserve balance annually through the Financial Statements.

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	11/30/2022	<p>15TH STREET SEWER TRUCK MAIN CLEANING</p> <p><i>Please ensure that the requested report regarding a plan to deal with the 15th Street Sewer Truck Main Cleaning, subject to consultation with the City Manager and the Finance Department, is forwarded for consideration at an upcoming meeting.</i></p>	2/28/2023	11/30/2023	Director is requesting an extension of time while they reassess the need for trunk sewer main cleaning as well as the proposed approach.
PW2	11/28/2022	<p>MOTION - COUNCILLOR OGDONICK - 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	11/15/2023	Director has advised that this matter would be completed by the Fall in conjunction with Community Services and Roadways.
PW3	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		
PW4	11/7/2022	<p>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	9/30/2023	Director has advised this report is near completion, but requires further review with the City Manager.